



RESPARK USER GUIDE



TABLE OF CONTENTS

INTRODUCTION	3
CREATING A LOGIN	
Creating a Username and Password	4
Reset Password	5
GETTING STARTED	
Editing Profile Information	4
PRODUCTS	
Product Availability	6
Start Order	7
Product Selection	8
SHOPPING CART	
Size/Emblem Entry	7
Review Order	8
Validate Order	9
Place Order	
LIFE STYLED NOW, MY ORDERS, EMBLEM, INVOICED, MY DIVISIONS	
Life. Styled. Now	8
My Orders	10
Emblem	12
Invoiced Order (View Tracking)	16
My Divisions	18
EXCEL ORDER IMPORT	
Order Excel Sheets	19



INTRODUCTION

Welcome to the new Peter Millar reorder tool powered by RepSpark!

This document provides an overview of the website and its capabilities for viewing availability and place at once reorders. Walking through this user manual will assist users in the navigation on the site as well as core functionality.

Should you have any questions or feedback feel free to email us at RSPK@petermillar.com or call us at 866-570-2932.



CREATING A LOGIN

PETER MILLAR

Email

Password

Sign In

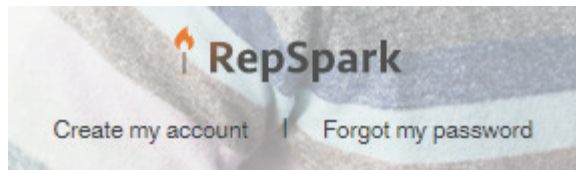
RepSpark is changing to an e-mail based login system on 7/1. At that point, only your e-mail address will work for login.

RepSpark

Create my account | Forgot my password

Creating a Username and Password

1. Go to <https://petermillar.repspark.net/> to begin.
2. Click on “Create My Account”.
3. Enter the email address you would like to have associated with the account setup. Please note, an email address may only be assigned to one login.
4. Enter the account salesperson or the account number & click “Next Step”.
5. Enter the detailed information for the listed prompts (username, password, etc.) Once complete click “Next Step”.
6. The personal details page will appear after clicking next steps. The top three grey boxes have populated based on your entries from the previous screens. For the remaining prompts listed, please complete the applicable details associated with your account. Please note the current entries are listed as a placeholder example of a valid entry. To enter, place your cursor in the boxes and begin typing, the placeholder will automatically disappear when you place your cursor in the box.
7. Once all personal details have been entered click “Finish” to submit.
8. You will receive an email with the user details previously entered as well as confirmation of your requested account login setup.
9. We will approve requests by the following business day & a subsequent email will be sent confirming approval.
10. To get started go to <https://petermillar.repspark.net/> & enter your username and password details & click “Login”.



Reset Password

1. To reset your password go to the main login page, <https://petermillar.repspark.net/>.
2. Under the username and password section, to the right of "Create My Account" you will see "I Forgot My Password". Click here to reset your password.

Reset Password

Reset your account password:

Type all your information in the following forms. Your password will be reset and a new password sent to your registered e-mail.

Username:

Next

[Return to Login Page](#)

3. In the subsequent screen type your username and click next.

Reset Password

Reset your account password:

Type all your information in the following forms. Your password will be reset and a new password sent to your registered e-mail.

Security Question: What is Peter's last name?

Security Answer:

An error occurred while processing your request. The parameter 'passwordAnswer' must not be empty. Parameter name: passwordAnswer

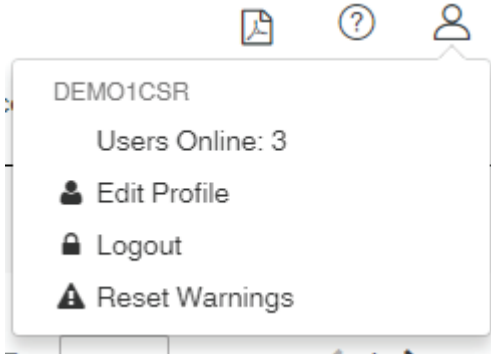
Submit

[Return to Login Page](#)

4. Then type the brand you work for and click "Submit". Any email will be sent to the email address on file with a temporary password.



GETTING STARTED



Editing Profile Information

1. After logging in, select the person icon next to the question mark and pdf icon in the top right corner of the screen.

2. Click “Edit Profile”.

Edit Profile

Change Password for DEMO1CSR

Current Password:

New Password:

Confirm Password:

Change Password

3. If you would like to change your password, follow the prompts to do so and click on “Change Password” once complete.

4. If you would like to change other profile settings, click on “Personal Information”.

4a. The relative fields outline your currently saved information. If you would like to edit a section, you may do so by updating the information and clicking “Update Profile” when complete.

4b. In order to update your email address, please email us at RSPK@petermillar.com and we will confirm once the update is completed.



PRODUCTS



Products Life, Styled. Now. My Orders Emblems Invoiced Orders

Product Availability

1. To view our current on hand availability click on “Products” on the toolbar.

Q

Filters

Clear Apply

DIVISION
Peter Millar, LLC - 1

COLOR ▼

GENDER ▼

SEASON ▼

PRODUCT CATEGORY ▼

PRODUCT GROUP ▼

Must Have

OFF PRICE ▼

COLLEGIATE EMBLEM ▼

MISC FILTERS ▼

Only Available Now x

Clear Apply

2. The left aligned toolbar in the product section is the product filter menu located under the “Enter product number” search bar.

2a. To search for a specific style enter the product description or the style number & either press enter or click the orange “Apply” button.

2b. “Color”, “Gender”, “Season”, “Product Category” and “Product Group” all have drop down options visible by clicking on the down arrow directly to the right of the option you would like to filter.

*You may select multiple filters within any of the filter sections at the same time. Check the box to the left of the filters you would like to only see product by clicking on the corresponding box. After all filter selections have been checked click the orange “Apply” button.

2c. To view our “Must Have” list click the box to the left of “Must Have” so a check appears in the box. Click the orange “Apply” button for the listing to populate.

2d. To view products available for off price purchases click on the down arrow to the right of “off Price”. Select the percentage discount you wish to view by clicking on the box to the left of the corresponding discount percentage. Click the orange “Apply” button to view the associated product offering.

2e. To toggle between wholesale and retail click on the down arrow to the right of “Misc Filters”. When the drop down options appear, check the box to the left of “Retail Price Only” and click the orange “Apply” button.

2f. If you would like to collapse the filter menu click on the orange box with three white lines at the top right of the menu. To view it click on the same box and it will reopen.

2g. If you would like to start a search using new filter criteria you may uncheck the boxes you no longer wish to filter or start fresh by clicking the “Clear” button.



3. Once you have updated the page to the desired criteria, to export to a PDF file click on the PDF icon at the top right section of the screen to the left of the question mark and person icon. A PDF will automatically generate with up to 25 lines of style/color availability.

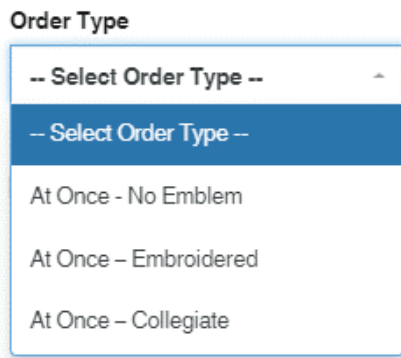


Start Order

1. From the Product tab, click “Start Order Here” located in orange on the top left of the Products Page.

Customer +
Customer Name:

2. The sell to / ship to automatically displays the default store details associated with the account. If an account has multiple ship to locations, click the orange “+” sign to the right of “Customer”.



3. The order type field can be chosen by clicking the down arrow and selecting “At Once - No Emblem”, “At Once - Embroidered” or “At Once - Collegiate”.

*An order type is required in order to proceed with placing an order

Order Date
2/27/2018

Start Date ▼
2/27/2018

Cancel Date
3/29/2018

4. There are three dates listed in this section of the order entry process.

4a. Order date is automatically populated with the date you are entering the order.

4b. Start dates can be selected by either using the calendar popup when placing your cursor in the field order you may type your desired date.

Purchase Order

5. Please enter a purchase order or reference in the "Purchase Order" field. An order is not able to process without a purchase order.

Ship Via

-- Select Ship Via --

-- Select Ship Via --

FEDEX CONSIGNEE BILL

FEDEX GROUND

UPS CONSIGNEE BILLING

6. The ship via field can be chosen by using the drop down arrow & selecting "FedEx Consignee Bill", "FedEx Ground" or "UPS Consignee Billing". Please note FedEx ground is our default shipping method, use the corresponding consignee option if we process your accounts shipments through your freight account.

*A Ship Via selection is required in order to proceed with placing an order

Terms

NET 30 DAYS

7. The terms are automatically populated and are specific to your account. If you see any issues with the terms detail, please email us at RSPK@petermillar.com

Drop Ship

Name

Address

Address2

City

ST

Zip

8. If the order needs to be drop shipped to the customer please add this information into the selected boxes listed under "Drop Ship".

Save

9. After completion of steps 1-8 click "Save" in the top right corner of the order entry window.

Enter product number

Filters

Clear Apply

DIVISION
Peter Millar, Llc - 1

COLOR ▼

GENDER ▼

SEASON ▼

PRODUCT CATEGORY ▼

PRODUCT GROUP ▼

Must Have

OFF PRICE ▼

COLLEGIATE EMBLEM ▼

MISC FILTERS ▼
Only Available Now x

Clear Apply

Product Selection

1. The leftmost section in the product tab is the product filter menu located under the “Enter product number” search bar, titled “Filters”.

1a. To search for a specific style enter the product description or the style number & either press enter or click the orange “Apply” button.

1b. “Color”, “Gender”, “Season”, “Product Category” and “Product Group” all have drop down options visible by clicking on the down arrow directly to the right of the option you would like to filter.

*You may select multiple filters within any of the filter sections at the same time. Check the box to the left of the filters you would like to only see product for by clicking on the corresponding box. After all filter selections have been checked click the orange “Apply” button.

Add



2. The product selection section consists of a style color listing in the main body of the screen & is detailed with product images, style detail information, wholesale pricing, and size scale available for at once delivery.

2a. In order to begin the ordering process for a style click orange “Add” button located in the middle of the style detail for the item you wish to order.



CROWN COMFORT TROUSER
MS18B87FB

KHAKI

Category: BOTTOMS
Gender: MENS
Season: SPRING 2018
Dimension: 32

Price \$ 59.50

SIZE 30 32 33 34 35 36 38 40 42 44

IMMED ● ● ● ● ● ● ● ● ● ●

QTY

3. To enter the size scale you would like to use, place the curser in the associated box underneath the size you wish to order, sizes are listed in green above the size scale entry location.

3a. To move to the next size you may click on it to move the curser or you may use the tab button to move from left to right.



SHOPPING CART



CROWN COMFORT TROUSER
MS18B87FB

KHAKI

Category: BOTTOMS
Gender: MENS
Season: SPRING 2018
Dimension: 32

Price \$ 59.50

SIZE 30 32 33 34 35 36 38 40 42 44

IMMED ● ● ● ● ● ● ● ● ● ●

QTY

Size/Emblem Entry

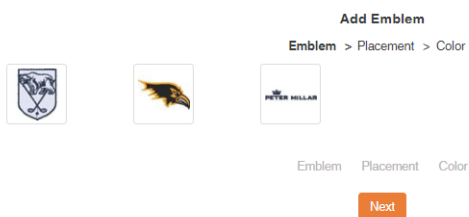
1. To enter the size scale you would like to use, place the curser in the associated box underneath the size you wish to order, sizes are listed in green above the size scale entry location.

1a. To move to the next size you may click on it to move the curser or you may use the tab button to move from left to right.

1b. Once you have added all items click on the “Shopping Cart” icon located in the top right corner next to the PDF, Question Mark and Person Icon Toolbar.

Add Emblem

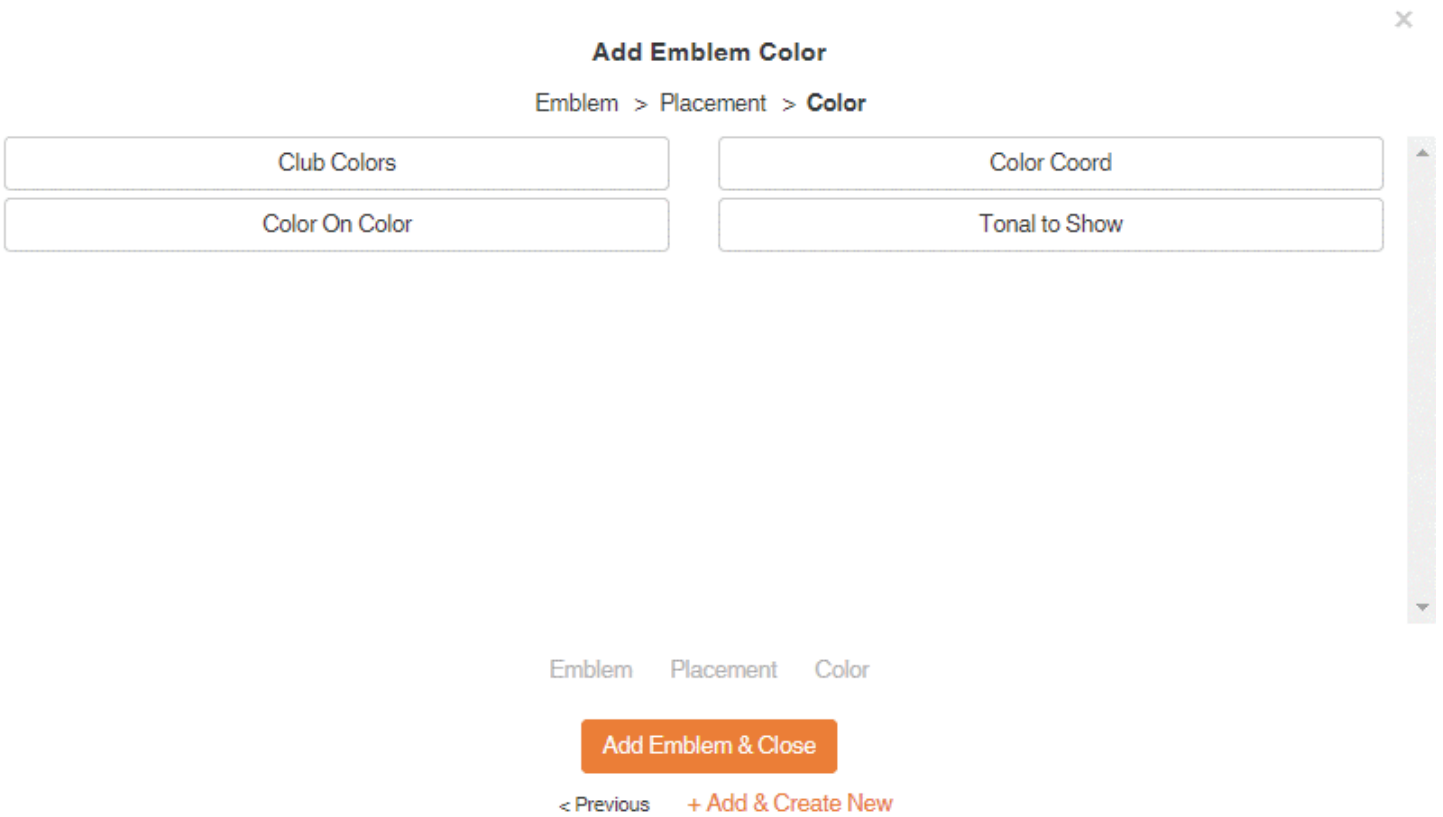
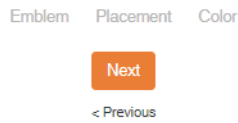
2. Emblem entry for an item begins by clicking on the orange “+” box next to Add Emblem listed under the item corresponding product image. Once selected a popup emblem detail entry box will appear. There are three tabs on the top of the popup to help assist in selecting your emblem details.



2a. Select an emblem by clicking on one of the emblem options pictured. If you do not see an emblem that should be available to your account please email us at RSPK@petermillar.com



2b. Emblem options available for the garment you are viewing are listed on the top of the tab called "Placement" and can be selected by clicking on the placement box desired. Once selected the "Placement" section at the bottom of the popup will list the location chosen. Then Click "Next".




2c. After selecting the Placement option you will be prompted to choose a color by clicking your desired color option.

Emblem Placement Color

Add Emblem & Close

< Previous + Add & Create New

2d. Once you have finished your emblem selections for the item click the orange “Add Emblem & Close” bottom located on the bottom of the pop up.

Emblem 



Horizontal PM Logo 4.8" wide

ABOVE LEFT BACK PKT

Color Coord

Cost \$3.50



Total Emblem Cost \$17.50






Save

Proceed to checkout

3. Once you have input all of the size & emblem information for your order you may click the “Review” or the “Proceed to Checkout” button at the bottom or click on select a next step from the toolbar for “Review Order”, “Validate Order”, or “Place Order”.

3a. It is recommended to review your order to see a summary of your entries, however, please keep in mind this is a pending order and has not undergone the validation process to identify potential issues. Validate Order in the toolbar will take you to the validation window or you can choose Place Order from the toolbar or click the Process Order button at the bottom of the page and both will automatically take your order through the validation process prior to allowing it to finalize in the system.

Product Selection > Size/Emblem Entry > **Review Order** > Validate Order > Place Order

Review Order

1. Review order provides four options for creating copies of your pending order. Located in the top left part of the review order view you may click on the buttons for “Email”, “Export to Excel”, or “Create PDF Link”.



1a. To email a copy to yourself or others click the “Email” button & type the email address you would like to receive it and if multiple email addresses, separate the entries with commas. The comment section is optional. Once you complete click on “Send Email” to process.



1b. To export to an excel file click the “Export” button with an image of a sheet of paper with an x in it. The file will automatically generate.



1c. To export to a PDF click the “Export” button with an image of a sheet of paper with the adobe emblem in it. The file will automatically generate and a small download popup will appear at the bottom left of the screen. Click the down arrow on the right of the popup & choose your preferred selection.



1d. To populate a link, click “Create Link”. A hyperlink will generate right below the options bar & appear in orange text. You may click on the link to open a new tab to the link or highlight and copy the link to paste in an email or document.

2. The “List UPCs” button on the top right allows you to view, export, print & email the corresponding UPCs associated with your order.



2a. To export to an excel file click the “Export” button with an image of a sheet of paper with an x in it. The file will automatically generate.



2b. To email a copy to yourself or others click the “Email” button & type the email address you would like to receive it and if multiple email addresses, separate the entries with commas. The comments section is optional. Once complete click on “Send Email” to process.

3. After reviewing the order, if everything is correct, click “Process Order” to complete your order or you may click on “Validate Order”.

3a. If anything needs to be edited you may click on one of the toolbar options to return to a previous page corresponding to the item you would like to edit.

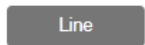


Validate Order

1. If your order has no issues it will automatically pass through the validation process directly to the “Place Order” stage and will provide a confirmation of the order. If there are any issues with the order, red boxes will outline the error. You may split the order or edit.

Please Edit the Following Conflicts

Split by



Errors

[Edit](#) Product MS18EK01:PIPEL is not available for this order ~ No future delivery date found.



1a. To split the order click on the “Split by Line” button. The Split by Lines functionality will split all products lines with no available inventory off into a new order. The current order can then pass validation since all sizes for remaining products are available in the start/ship window of the order. A new screen will show the order number for the new order. You may process the original order with the line item with the error on a new order by clicking “Process Active”. In order to view the split order click on “Review Newly Created”.

New order #17315 will be in **draft status** and can be found and modified in the My Orders section.



Place Order

1. You may click on “Place Order” after “Size/emblem Entry” if you wish to bypass the “Review Order” & “Validate Order” steps. Validation will still run to ensure the order is only placed if there are no foreseeable issues.
2. If you notice after an order is submitted that there is an issue please contact your Customer Service Representative, Sales Executive, email us at RSPK@petermillar.com, or call us at 866-570-2932. Pending the status of your order, we will try our best to accommodate any necessary changes to the order.



LIFE STYLED NOW, MY ORDERS, EMBLEM, INVOICED, MY DIVISIONS

Life. Styled. Now.

1. To create a Life. Styled. Now. Line Sheet first click on “Products” located on the top tool bar.

Enter product number

Filters

Clear

DIVISION
Peter Millar, Llc - 1

COLOR

GENDER

SEASON

PRODUCT CATEGORY

PRODUCT GROUP

Must Have

OFF PRICE

COLLEGIATE EMBLEM

MISC FILTERS
Only Available Now

Clear

2. Enter a title for a new Life. Styled. Now. sheet in the bottom section of the toolbar in the available field labelled “Enter new Life. Styled. Now. name”. Once entered click on the orange plus sign to the right of the name field.

Add



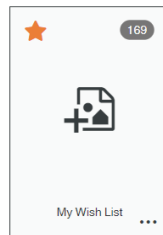
3. After selecting all filteres begin adding the products to the Life. Styled. Now. Line Sheet by clicking on the orange star located under the “Add” column.

Product added to the Life. Styled. Now.

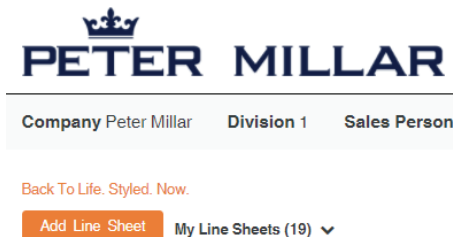
3a. You will see a blue window pop up each time you add an item notifying you are adding this to Life. Styled. Now.

Products **Life. Styled. Now.** My Orders Emblems Invoiced Orders My Divisions Admin

4. Once you have added all items to your Line Sheet click on the MyLife.Styled.Now tab.



4a. Click on the “My Wish List” box. You will be taken to a new page labeled as “My Wish List”.



4b. Select the “Add Line Sheet” button in orange on the top left corner.

4c. A pop up window will appear where you can add a Name, Description, Date and Header to the Line Sheet.

4d. Click the orange “Save” button located at the bottom of the window once you have entered in all information.

New Line Sheet
From OFF PRICE

Name
OFF PRICE

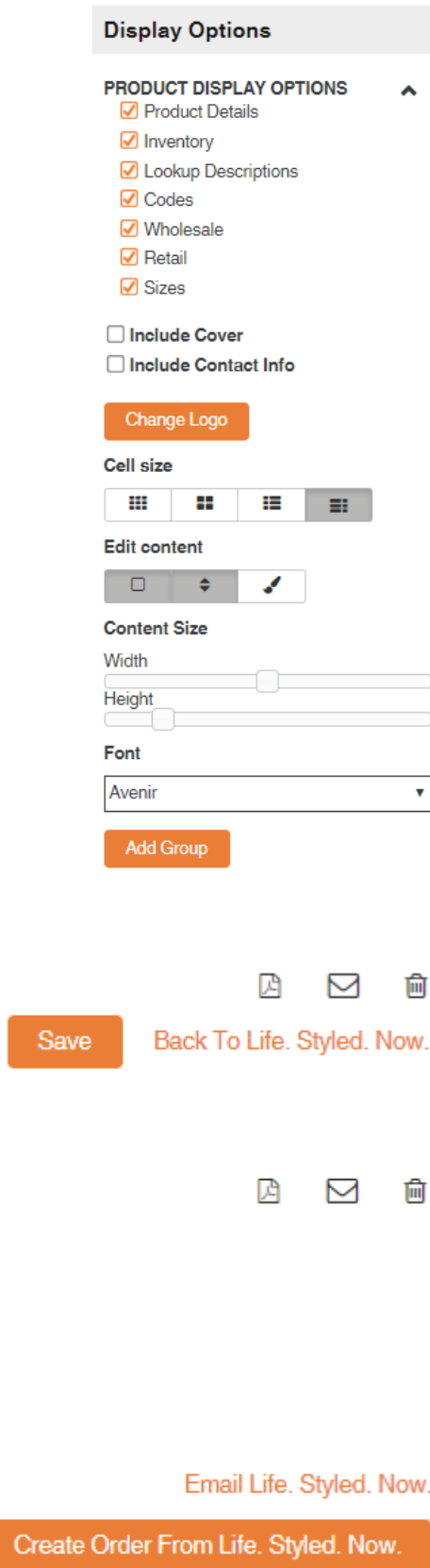
Description
In stock items for OP

Inventory Date
3/5/2018

Header Text
OP

Center Header

Save



5. After you click “Save” you will be prompted to a new page displaying the customized line sheet you have created.

5a. You can customize the line sheet by checking off the “Product Display Options” located under the Display Options tab.

5b. To edit the Cell size you can check the boxes labeled Small, Medium, Large-left and Large-right located under “Cell Size”.

5c. To edit the content of each cell you can use the toolbar listed underneath “Edit Content”. You can edit the description and/or delete the item with this tool.

5d. By sliding the Width and Height cursor across the bar you can change the sizing displayed on the line sheet located under “Content Size”.

5e. You can also edit the font by clicking the drop down window listed under “Font”.

5f. To add a Group name such as Off Price or Weekly Fill-Ins you can click “Add Group” displayed on the top of the Line Sheet.

6. After completing your edits you can press “Save” in orange on the top right of the Line Sheet.

7. Once the Line Sheet has been saved you can then Export to PDF or Email.

7a. To export to PDF click on the PDF icon located above the save button.

7b. To email the line sheet click on the Email icon located beside the Export to PDF icon.

8. You can also create an order using Life. Styled. Now.

8a. Click on the “Create Order From Life. Styled. Now.” button in the top right corner.

8b. A New Order screen will appear with the selected items on the Line Sheet you have created.

My Orders

1. To view your current RepSpark orders click on “My Orders” in the toolbar.

Filters
Clear Apply

Entry Date

Entry End Date

Order ID

Cross Ref ID

Customer Code

Status

Show Customer Details
 List Order By Status

2. Select the entry date range you would like to search for open orders & click on “Refresh List”.

17206 **Open** testing drop ship

- Order Lifecycle
- + Add Product
- Cart**
- Review & Order
- Validate & Process
- List UPCs

Manage

- Copy
- Create Line Sheet
- Delete

3. To resume work on a current order from the search list, click on the drop down arrow in the box with the corresponding RepSpark order number on the left of the site page and click on the order stage you would like to view.



4. At the top of the “My Ordes” tab you may also select one of four additional action options including “New Order”, “Copy Selected Orders”, “Delete Selected Orders” & “Export to Excel”.

4a. By clicking “New Order” you will be automatically directed to the “Create Order” page so you may begin teh entry process for a new order.

4b. In order to delete any current orders in the “My Orders” view, first select the order by checking the box to the left of the line sequence count for any applicable orders and then clicking the “Copy Selected Orders”. The copies of the original orders will appear at the top of the order listing in the “My Orders” section.

4c. In order to delete any current orders in the “My Orders” view, first select the order by checking the box to the left of the line sequence count for any applicable orders and then clicking the “Delete Selected Orders”. Click the popup “Ok” button if you would like to delete the corresponding orders or cancel if you do not wish to proceed. If you click “Ok”, the order(s) will be removed from your “My Orders” listing.

[Products](#) [Life. Styled. Now.](#) [My Orders](#) **[Emblems](#)** [Invoiced Orders](#) [My Divisions](#) [Admin](#)

Emblem

1. To view your emblems click on “Emblem” located in the toolbar.


ZZZZZ-AU - Horizontal PM Logo 4.8" wide

2. Click on the emblem to view the name & tape #.



Invoiced Orders (View Tracking)

1. Click on “Invoiced Orders” to view shipped and invoiced order summary, including tracking.
- 1a. To view invoice details please visit our accounting portal, Bill Trust. (<http://petermillar.billtrust.com>)

 **Invoices**

Row	Order#	Invoice #	PO#	Sea	Trm	Inv Date	Tracking
1	1128537	1179686	Collegiate Test 2.2.	ALL	30	02/07/2017	785530513031

- 1b. Tracking information can be found in the right hand column of the “Invoiced Ordres” page.



2. In both the order detail or invoice detail screens you may select “Export to Excel” for a copy of the order details and invoice summary.

- 2a. To email a copy to yourself or others type the email address you would like the document to be sent to in the entry box to the right of the “Email” button. If you would like to send this to multiple email addresses, separate the entries with commas. Once complete click on “Email” to process.

Select A Profile 

PETER MILLAR

Company: Peter Millar

Division: 1 - PETER MILLAR, LLC

Salesperson: BOB10 - BOBBY MURRAY
DEMO1 - REPSARK

Customer Code: DEMO ACCOUNT

SELECT

PETER MILLAR

Company: Peter Millar

Division: 1 - PETER MILLAR, LLC

Salesperson: BOB10 - BOBBY MURRAY
DEMO2 - REPSARK

Customer Code: DEMO COLLECTION ACCT

SELECT

My Divisions

1. To between multiple accounts associated with a username, click on the My Divisions section and click on the orange “Select” button associated with the account you would like to access.
- *The My Divisions section will only appear in the toolbar if more than one account number is associated with a username.



EXCEL ORDER IMPORT

[Products](#) [Life. Styled. Now.](#) [My Orders](#) [Emblems](#) [Invoiced Orders](#) [My Divisions](#) [Admin](#)

Order Excel Sheets

1. To download and upload excel order sheets begin by clicking on “Products” in the top toolbar.

25 per page < 1 > of 57

2. Click the “Excel Import/Export” icon found next

Excel Order Import and Export

Import

Drop order files here



Export

All Templates

New Template Name

+ Add new Template

Manage Schedules

Form Mode

Catalog Order View

Include Images

Orders Since

3/6/2017

Only Ordered Products

Division

+ All

Season

All

Email Form

Download Form

3. Use the “Season” drop down options to specify what order sheet template you wish to generate. Once a season is selected click on “Download Form” to begin the download process. Division can be selected, however, it is not required as Peter Millar is the only division option available and is the automatic default.

Division

+ All

Season

All

Customer Code: <input type="text" value="PON01"/>	Store #: <input type="text"/>	Date Format: <input type="text" value="MM/DD/YYYY"/>
Start/Ship Date: <input type="text"/>	Cancel Date: <input type="text"/>	
Rep ID: <input type="text" value="JDON"/>	PO #: <input type="text"/>	
Division Code: 1	Season Code: CORE	

Show All Lines
 Show Lines With Quantities

4. Choose an “Orders Since” date & select the “Only Ordered Products” if you wish to limit the styles generated to previously purchased style / colors within the given time frame (not limited to style / colors purchased through the site, rather all style colors).

5. Once the file download is complete open the excel file.

5a. Enter start date, cancel date and PO number/ reference in the corresponding fields at the top left of the file. If you have multiple store locations the field will need to be completed, however, if your account only has one shipping location store is not required.

:MCOEK01	:STRETCH JERSEY KNIT COLLAR	:BLACK - BLK	:MENS - M									\$36.00	0	\$0.00
:MCOEK01	:STRETCH JERSEY KNIT COLLAR	:COTTAGE BLUE - CBLU	:MENS - M									\$36.00	0	\$0.00
:MCOEK01	:STRETCH JERSEY KNIT COLLAR	:MIDNIGHT - MDN	:MENS - M									\$36.00	0	\$0.00
:MCOEK01	:STRETCH JERSEY KNIT COLLAR	:WHITE - WHT	:MENS - M									\$36.00	0	\$0.00

5b. Enter the size scale desired per corresponding line for those style colors you wish to order. The order total detail in the top right should automatically calculate or you may click on “Recalculate Form” if you want to refresh the sheet.

5c. Once all size scales are entered for product you would like to order, save the completed form in your documents.

Order Total Units	<input type="text" value="0"/>
Order Total Amount	<input type="text" value="0"/>

5d. Drag the saved file from your documents and drop it into the grey box on the site labeled “Drop Order Files Here”.

Validation Results

- : ~ ===== File Name: [peterm1CORECOV_ods] =====
- : ~ Sheet 1 was imported successfully (Order #17500)
- : ~ File peterm1CORECOV_ods was imported successfully

5e. A confirmation will appear below the grey drop box once the file has successfully been imported.

5f. To view, modify or process the order, go to “My Orders” and locate your imported order by using the import date or purchase order reference.

5g. Refer to the “My Order” user guide for details on how to access orders and view details.