

Online ordering platform and electronic catalogue overview



MARTIN & LEVESQUE
UNIFORMES • UNIFORMS



INTRODUCTION

Martin & Levesque proposes a unique platform customized to process orders of clothing allowances for businesses.

The system enables managers task simplification with functionalities that are well suited to products

- An **integrated point system**, as required
- The **online users ordering**, simplified by **custom profiles** creation.
- The possibility to **generate several reports** intended with the aim to support managers on a daily basis.

A **simple and effective management tool** that can be adapted according to needs.



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HOME PAGE

Employee's profile page
with the **logo of the organization**

The screenshot shows the 'Uniform program' page for the City of Burlington. At the top left is the City of Burlington logo. To its right is the text 'Uniform program'. On the far right is the 'M&L MARTIN & LEVESQUE UNIFORMES / UNIFORMS' logo. Below these is a navigation bar with links: 'Welcome', 'My budget appropriation', 'Your cart', 'Français', and 'Disconnect'. The user's name 'Hello Daniel' is displayed. The main content area is titled 'Mockneck' and features a 'Communicator' menu with expandable options: Badge, Cap, Knit, Liner, Mockneck, Short sleeve Mock neck (U-GP5200), Long sleeve mock neck (U-GP5300), Shirt (Top), t-Shirt, Toque, and Trouser (bottom). Two images of mocknecks are shown: 'Short sleeve Mock neck' and 'Long sleeve mock neck'. A bottom navigation bar contains links for 'Return merchandise', 'FAQ', 'Order history', 'Contact us', 'Policies of returns/exchanges', 'Employee measurements', 'Return to admin section', and 'Choose another employee'. Orange callout lines connect text boxes to specific elements on the page.

Basic

function bar

Contains the **employee name** as well as links to their **budget information**, their **shopping cart**, choice of language, and the Disconnection button.

List of available items

Contains all the items that this specific employee can purchase. When more than one choice is available, the menu can be expanded by clicking on the + sign.

The item numbers include a gender code to make the selection easier:
F – Female, **M** – Male, **U** – Unisex

General function bar

Contains links to the **return procedure**, **FAQ** for using the site, **order history**, **customer service** contact information, **return and exchange policies**, and a link to the **measuring procedures**.

Only program managers will have access to the Admin section.

BUDGET ALLOCATION

The screenshot displays the 'Uniform program' interface for the City of Burlington. At the top, there are logos for the City of Burlington and Martin & Levesque (M&L). Below the logos is a navigation bar with links: 'Welcome', 'My budget appropriation', 'Your cart', 'Français', and 'Disconnect'. The user is identified as 'Hello Daniel'. The main section is titled 'Budget available' and contains a table with the following data:

Communicator :	Last name :	Daniel
<input type="checkbox"/> Badge	Employee number :	079
Badge	Budget period :	2018/01/01 au 2018/12/31
U-Badge	Total allowance in \$:	0.00\$
<input type="checkbox"/> Cap	Total allowance in points :	27
<input type="checkbox"/> Knit	Remaining sum :	27
<input type="checkbox"/> Liner		
<input type="checkbox"/> Mockneck		
<input type="checkbox"/> Shirt (Top)		
<input type="checkbox"/> t-Shirt		
<input type="checkbox"/> Toque		
<input type="checkbox"/> Trouser (bottom)		

Below the table, there is a link for 'Order history'. At the bottom of the page, there is a footer with several navigation links: 'Return merchandise', 'FAQ', 'Order history', 'Contact us', 'Policies of returns/exchanges', 'Employee measurements', 'Return to admin section', and 'Choose another employee'.

Budget allowance
The **name of the employee** followed by their **ID number** when applicable

Budget management
Allowance can be given in \$ or in points according to the system used by the organization

In this case, a points system is used. If points have been used, the "Remaining sum" will be different than the "Total allowance" line.

Order history

Order history

Link to the order history for **quick reference** to the points usage.

ORDER HISTORY

Welcome				My budget appropriation				Your cart				Français				Disconnect			
Hello Daniel																			
Order History																			
Date	Time	Number	See Order Details																
2017.05.10	13h58	1331																	

Detailed history
Date, time and number of orders placed.


A PDF version of the order is available to view or download.

PDF version of an order

Date and time of the order, account manager name

Employee measurements when entered into the system

Quantity, number, description, size and price of the items ordered



Date : 2017-05-10 13:58:01
Seller : LESLIE CLARK

Customer # BUR2	Portail order # 1331
--------------------	-------------------------

Employee measurement

Windproof and parka

Chest	0 inches
Back length	0 inches
Sleeve	0 inches

Trousers

Side length	0 inches
Inseam or outseam	32 inches
Belt	46 inches
Seating	0 inches
Hip	0 inches
Down front	0 inches

Shirt

Neck	2XL inches
Sleeve	Tall inches

Others

Knitting	2XL
Polo	2XL
Tshirt	2XL

Notes

Crests: Silver

Qty	Code	Color	Description	Size	Unit price	Price
2	8821X	NB	Trousers	42 / 31	3.5	7
2	SR1725	NB	SHORT SLEEVE SHIRT	2XL-18 1/2 / Tall	3	6
1	4650E	NB	Fleece Jacket with epaulets	2XL / Tall	8	8
6	GP5100	NB	T-shirt	2XL	1	6

Comment

Subtotal	27
Budget available	27
Balance	0
+ GST	0
+	0
Billing	0
Remaining budget	0

Customer number and invoice (order) number

Organization name and address

Shipping address, including special department or division when applicable
Name of the person who placed the order

Total cost of order, taxes when applicable, and remaining balance of allowance

PRODUCT SELECTION

[Welcome](#) [My budget appropriation](#) [Your cart](#) [Français](#) [Disconnect](#)

Hello Daniel

Fleece Jacket with epaulets

Communicator : 4650E

- Badge
- Cap
- Knit
- Liner

Fleece Jacket with epaulets
U-4650E

- Mockneck
- Shirt (Top)
- t-Shirt
- Toque
- Trouser (bottom)



8 points

Specifications :

Size :

Color :

Fabric : No fabric available

Measure :

Quantity : In stock : Upon request

[Return merchandise](#) [Contact us](#) [Employee measurements](#)
[FAQ](#) [Policies of returns/exchanges](#) [Return to admin section](#)
[Order history](#) [Choose another employee](#)

Product description
Item number

Picture of the item and value in points or \$

Button to add the item to the shopping cart

Specifications to select

Drop-down list for quantities, color (if applicable), fabric (if applicable), size chart (if applicable).
Quantity to select and inventory when kept by M&L for the organization.

An error message appears when an employee tries to order items exceeding the allowance remaining.

For bulk orders placed by a manager, a user profile can be created without budget or quantity limitations.

Fleece-lined v-neck sweater with epaulets

CADRE GROUPE C : 505E

- Cap
- Jacket
- Knit

Fleece-lined v-neck sweater with epaulets
U-505E

- Shirt (Top)
- t-Shirt
- Toque
- Trouser (bottom)



No budget remaining. Please contact your manager.

185 points

Specifications :

Size :

Color :

Length :

RETURNS

[Welcome](#)
 [My budget appropriation](#)
 [Your cart](#)
 [Français](#)
 [Disconnect](#)

Hello Daniel

Return merchandise

	Order date	Accession number	Command number	Return merchandise
Daniel	2017-05-10		1331	Select

Return procedure

Choose the order

Product Name	Order date	Returnable quantity	Order quantity	Quantity to return
Trousers BLUE BLACK	2017-05-10	2	2	0 ▼
SHORT SLEEVE SHIRT BLUE BLACK 65% polyester / 35% cotton	2017-05-10	2	2	0 ▼
Fleece Jacket with epaulets BLUE BLACK	2017-05-10	1	1	0 ▼
T-shirt BLUE BLACK 65% polyester / 35% cotton	2017-05-10	6	6	0 ▼

Select the items to return

Return reason:

Indicate the reason for the return (required)

Send

Submit the form to Customer Service


[Return merchandise](#)
 [Contact us](#)
 [Employee measurements](#)

[FAQ](#)
 [Policies of returns/exchanges](#)
 [Return to admin section](#)

[Order history](#)
 [Choose another employee](#)

Return and Exchange Policies

A PDF file will be downloaded. If organization-specific policies are in place, they will be described.



Distinctive uniforms, unique service.
Uniformes distinctifs, service unique !

Return and Exchange policy

- All returns / exchanges shall be done within 30 days after billing;
- Returned items must be in their original package with the label, if washed, worn or damaged, no exchange or refund will be made;
- The return form must be enclosed with the returned items.

Please note that no return shipping charges will be accepted. When the returned items are as the client requested them, restocking fees of 15% will be applied.

Repair and Alteration requests policy

- The customer must ensure that the garment is clean, otherwise, it will be shipped back at the client's expense as the sewers will not alter soiled garments;
- The return form must be enclosed with the returned items.

Please note that no return shipping charges will be accepted.

Cindy Guay
Purchasing Clerk/Inventory
1.800.567.0068 # 3016
cguay@mluniforme.com

FAQ AND CONTACT

FAQ

Questions and answers will be added as the system is more widely used by our customers. It will also contain **contract-specific information** like **delivery lead times** and upcoming on-site measurements sessions and distribution.

• Welcome • My budget appropriation Your cart • Français Disconnect

Hello Daniel

FAQ

Return

Please fill out the return form. A confirmation will be sent to your email address. A return authorization number will be provided once your request has been processed.

Deliveries

Delivery lead time will be 4 weeks.

Questions

If you have questions, you can reach us at : info@mluniforme.com or at 1-800-567-0068

• Welcome • My budget appropriation Your cart • Français Disconnect

Hello Daniel

Contact us

Martin & Lévesque
Uniformes / Uniforms

Address : 420, 3e Avenue, Parc Industriel, Lévis (Quebec) G6W 5M6
Phone: 418 839-9999 | Toll free (Canada) : 1 800 567-0068
Fax: 418 839-5220
Email: info@mluniforme.com

Store service hours

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-12:00 13:00-16:30	8:30-12:00 13:00-16:30	8:30-12:00 13:00-16:30	8:30-12:00 13:00-16:30	8:30-12:00 13:00-15:00

Map: Martin & Lévesque, UniFirst Uniform Services - Quebec City

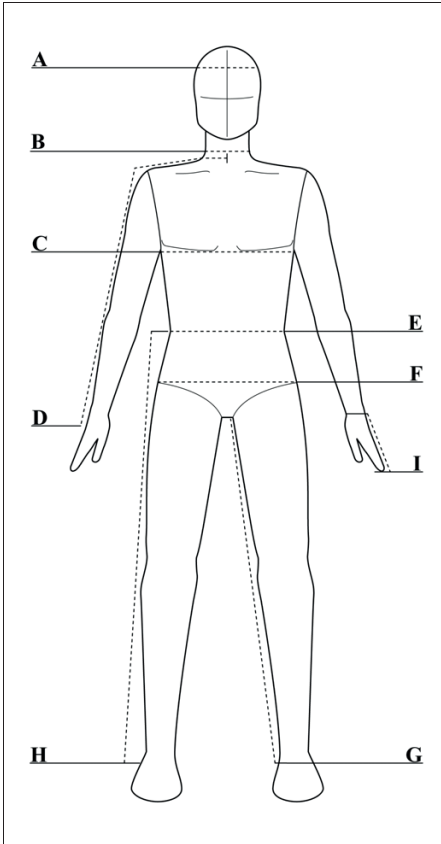
■ Return merchandise ■ Contact us ■ Employee measurements
■ FAQ ■ Policies of returns/exchanges ■ Return to admin section
■ Order history ■ Choose another employee

Contact information

Brings up our **address, location on a map**, as well as the **opening hours** of our Customer service department.

Account manager information could be added as well as the address, location and hours of operation of a local tailor, when applicable.

MEASUREMENTS



A	Hat: Measure the size of your head	
B	Neck: Measure at the base of the thickest part of your neck	
C	Chest: Measure under your arms, around the fullest part of your chest	
D	Sleeve: Start at the center back of the neck and measure across the shoulder to the elbow and down to the middle of your hand. Round up to the nearest inch.	
E	Waist: Measure around the natural waistline keeping the tape comfortably loose.	
F	Seat: Measure around the fullest part of the seat, keeping the tape comfortably loose.	
G	Inseam: Measure with shoes on. For the best fit, measure from the crotch seam to the top of the heel of your shoe.	
H	Outside leg: Measure with shoes on. Measure from the waist to the top of the heel of your shoe.	
I	Gloves: Measure from the wrist to the tip of the middle finger.	
Height (feet/inches):		
Weight (lbs):		

Measurements guide

It is meant to help individuals take their own measurements when necessary.

Can be downloaded in PDF format

Employee-specific measurements sheet

For an organization whose employees have been measured by an M&L representative, where employees place their own order online, this link would bring up a PDF file of their measurements **as recorded during the measuring session**. That would allow them to place their order without worrying about ordering incorrect sizes.

Windbreaker :	Size	<input type="text" value="Make a selection"/> Inches <input type="text" value="Make a selection"/> Size
	Sleeve	<input type="text" value="Make a selection"/>
Parka :	Size	<input type="text" value="Make a selection"/> Inches <input type="text" value="Make a selection"/> Size
	Sleeve	<input type="text" value="Make a selection"/>
Winter Jacket	Size	<input type="text" value="Make a selection"/>
	Length	<input type="text" value="Make a selection"/>
Pants :	Inseam or outseam	<input type="text" value="32"/> Inches
	Waist	<input type="text"/> Size <input type="text" value="46"/> Inches
	Waterproof	<input type="text" value="Make a selection"/> Inches
	Liner	<input type="text" value="Make a selection"/> Inches

Additional information or adjustments

Space provided for writing **specific notes**. These will appear on each order placed.

Note :	<input type="text" value="Crests: Silver"/>
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REPORTING CAPABILITIES

Usage reports

From the online ordering platform, uniform program managers can generate reports of usage showing a variety of data. This is a functionality that is reserved to the managers and is not accessible to the employees.

Report generation

Select report : Total sales by product

Select customer :

Start date : ...

End date : ...

Admir

Main reports page
Available reports can be selected from the drop-down list.

Total sales per item

Shows the total sales per item, for a specific period.

<i>Total sales by product</i>		
From : 2017-01-01 to : 2018-11-27		
BURLINGTON FIRE		
Product number	Product name	Quantity (units sold)
Badge	Badge	1
4650E	Fleece Jacket with epaulets	242
CP5470X	Cap form fitted sloped front	129
KQ1625	V-Neck Sweater	36
SRE1500	Short sleeve white shirt	9
8911X	White short sleeve 3XDry shirt	3
SRE1400	Long sleeve white shirt	7
8900X	White long sleeve 3XDry shirt	3
SR1725	SHORT SLEEVE SHIRT	264
SR2725	SHORT SLEEVE SHIRT	19
SR1625	LONG SLEEVE SHIRT	92
SR2625	LONG SLEEVES SHIRT	10
GP5200	Short sleeve Mock neck	6
GP5300	Long sleeve mock neck	83
QBS29323	Knee lenght Skirt	4
QBS128	LADIES CLASSIC KNEE LENGTH SKIRT	2
9840Z	3in1 Men's Jacket with Gore-Tex Fabric	1
8821X	Trousers	467
8821XW	Trousers	27
GP42000	T-shirt	501
GP5100	T-shirt	285
GP42000W	T-shirt-Women	42
CQ1200	Toque	134

Reporting period

Item number

Number of units sold

Item description

REPORTING CAPABILITIES

Total detailed sales

Shows the points usage for each employee at a certain point in time. The date as well as the department can be selected on the research page.

BURLINGTON FIRE		Detailed sales	
		Dated : 2018-11-27	
		Department : Fire Fighter	
		Terminus : BURLINGTON FIRE	
		1 / 1	
Employee name		Amount	
Lloyd		8.00 pt	
Mark		29.00 pt	
Alan		46.00 pt	
Mark		54.00 pt	
Michael		36.50 pt	
Matthew		8.00 pt	
Samantha		34.00 pt	
Ralph		42.00 pt	

Reporting date

Points (or \$) used

Employee name

Remaining budget allowance

Lists employees by department and shows how many points (or \$) remain from their original budget allowance at a specific point in time.

BURLINGTON FIRE		Remaining		
Customer		Dated : 2018-12-05		
Department Fire Fighter		1 / 1		
Customer	Department	Employee	Name	Remaining budget
BURLINGTON FIRE	Fire Fighter	177	Lloyd	7,00
BURLINGTON FIRE	Fire Fighter	120	Mark	27,00
BURLINGTON FIRE	Fire Fighter	110	Alan	7,50
BURLINGTON FIRE	Fire Fighter	073	Mark	0,00
BURLINGTON FIRE	Fire Fighter	149	Michael	17,00
BURLINGTON FIRE	Fire Fighter	131	Matthew	27,00
BURLINGTON FIRE	Fire Fighter	122	Samantha	0,50
BURLINGTON FIRE	Fire Fighter	097	Ralph	0,00
BURLINGTON FIRE	Fire Fighter	139	Lindsay	0,50
BURLINGTON FIRE	Fire Fighter	172	Jean-Francois	0,00
BURLINGTON FIRE	Fire Fighter	139	Jennifer	14,00
BURLINGTON FIRE	Fire Fighter	149	Thomas	27,00
BURLINGTON FIRE	Fire Fighter	160	Andrew	19,00
BURLINGTON FIRE	Fire Fighter	131	Patrick	0,00
BURLINGTON FIRE	Fire Fighter	123	Sylvain	27,00
BURLINGTON FIRE	Fire Fighter	097	Christine	7,00
BURLINGTON FIRE	Fire Fighter	139	Christopher	27,00
BURLINGTON FIRE	Fire Fighter	110	Shawn	27,00
BURLINGTON FIRE	Fire Fighter	139	David	0,00
BURLINGTON FIRE	Fire Fighter	139	Michael	0,00
BURLINGTON FIRE	Fire Fighter	139	Darryl	17,00
BURLINGTON FIRE	Fire Fighter	138	Douglas	27,00
BURLINGTON FIRE	Fire Fighter	131	Adam	27,00
BURLINGTON FIRE	Fire Fighter	152	Josh	0,00
BURLINGTON FIRE	Fire Fighter	110	Scott	10,00

Reporting date

Remaining points (or \$)

Customer

Department

Employee number, when applicable

Employee name

REPORTING CAPABILITIES

Item returns report

Provides the list of returned items as well as information about each request.



Rapport Retour
Martin & Levesque - Uniformes / Uniforms

Last name	Order	Date	Products	Status	Quantity
Peter	1374	2017-05-13	Fleece Jacket with epaulets	Pending	1 / 1
Ralph	1382	2017-05-26	Trousers	Pending	2 / 2
Timothy	1320	2017-09-26	SHORT SLEEVE SHIRT	Pending	1 / 1
"	"	"	LONG SLEEVE SHIRT	Pending	1 / 1

Additional platform customizations

Our online ordering platform can be **customized with various links and functionalities**, to meets our **customers' specific needs**. Upon meeting with the organization, changes can be made to the presented platform to ensure ease and efficiency of use and the perfect fit for the uniform program in place.



MARTIN & LEVESQUE
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**CONTACT US
TO FIND OUT MORE!**

WWW.MLUNIFORME.COM

420, 3rd avenue, Levis, Quebec, G6W 5M6

418 839-9999 1 800 567-0068

info@mluniforme.com