



# Katag OSP Manual

# INDEX

- 1 Login
- 2 Release Order
- 3 Catalogue Ordering
- 4 Order Tracking
- 5 Profile
- 6 Customer Service Contact
- 7 Help



# 01 Login

Katag OSP Manual 1.01

**First time login:** check your OSP invitation email and click the “Verify” link in order to activate your account first.



## Welcome to BSN OSP

This email is sent you to verify your email.

**Login ID:** Roycai  
**Password:** 6d139e

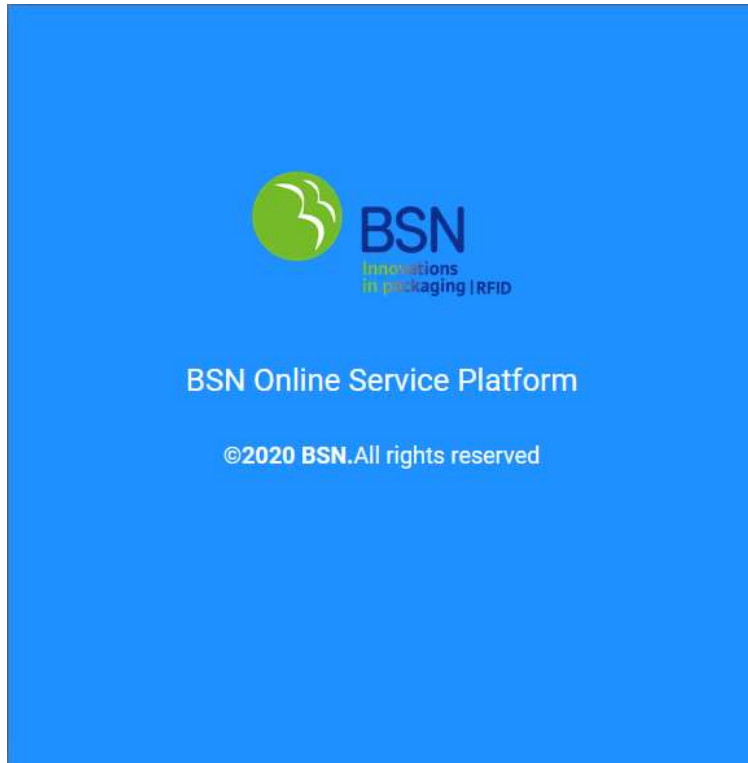
Please click the link below to verify your email address

1. Click “Verify” to activate your account.

Verify

If the button above doesn't work, paste this into your browser

[http://osp.gzbsn.com/AbpLocalization/ChangeCulture?  
cultureName=en&returnUrl=%2FAccount%2FEmailConfirm%3FuserId%3D38%26emailConfirmCode%3D175F75881C](http://osp.gzbsn.com/AbpLocalization/ChangeCulture?cultureName=en&returnUrl=%2FAccount%2FEmailConfirm%3FuserId%3D38%26emailConfirmCode%3D175F75881C)



## Log in

User name

Password

- Your account will be locked after 5 attempts with an invalid password.
- All the passwords have an expiration date of 3 months.

Remember me

Log in

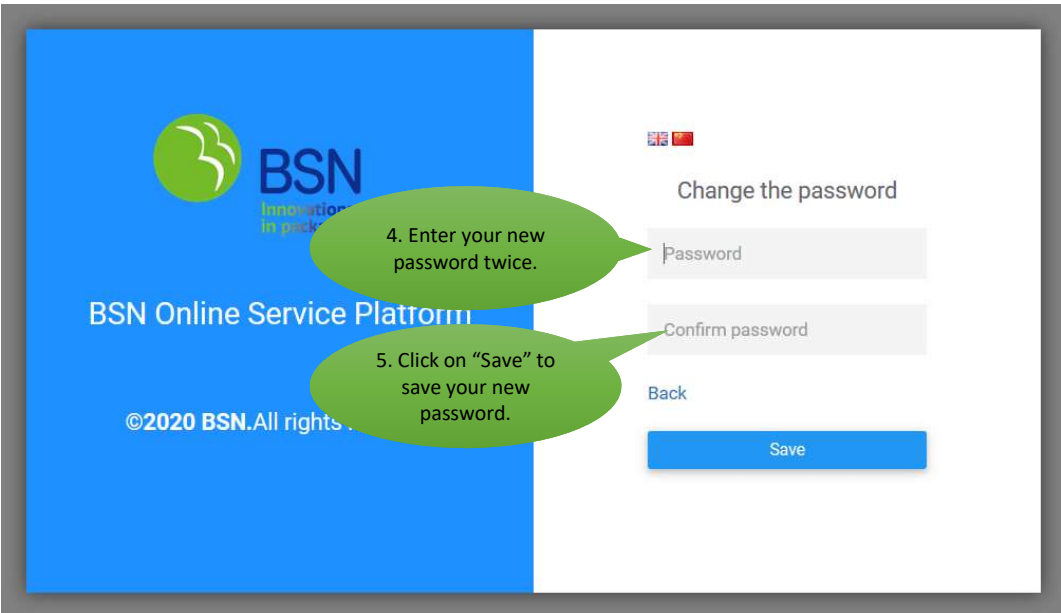
[Forgot password](#)

[Register new account](#)

2. Insert the username and the one-time password provided by E-Mail.

3. Click "Log in"

Due to security reasons a new password must be created at first time log in.



Password Strenght Policy:

- Must have the minimum length of 8 characters;
- Must have at least 1 lowercase character, 1 capital character, 1 number and 1 special character **#!@(%&)?**

1. Enter OSP by entering the URL "osp.gzbsn.com"

The screenshot shows the BSN Online Service Platform login page. On the left, a blue banner contains the BSN logo (a green '3' inside a circle) and the text "BSN Innovations in packaging | RFID". Below the logo, it says "BSN Online Service Platform" and "©2020 BSN. All rights reserved". On the right, the "Log in" section features a language selector with flags for US, CN, and VN. Below that are input fields for "User name" and "Password". A blue "Log in" button is positioned below the password field. Underneath the button are links for "Forgot password" and "Register new account". A checkbox labeled "Remember me" is also present. A list of terms is provided: "Your account will be locked after 5 attempts with an invalid password." and "All the passwords have an expiration date of 3 months."

2. Logon by entering your username and password and click on "Login".

The language can be selected: Chinese, Vietnamese or English

3. Click "Log in"

"Forgot password" can be used to obtain a new password if the password has been lost.

**After first time login: this will be the normal OSP log in procedure.**



# 02 Release Order



Bob Reus  
Online

## Release Order

Main Program:  
Katag

- Ordering
- Release Order**
- Order Tracking
- Help

Search fields can be used for searching PO#s eg Retailer PO#. Multiple PO#s can be provided.

Offi

1655753 Order Date Order Date(Begi - Order Date(End) Search Reset

| #                          | Action   | Order status  | Retailer PO# | Factory | Order Date | Create Date               | Status history |
|----------------------------|----------|---------------|--------------|---------|------------|---------------------------|----------------|
| <input type="checkbox"/> 1 | Purchase | Initial order | 1655753      | 308181  | 2022-06-24 | 2022-06-24T06:32:30+01:00 | Detail         |

Add to cart Checkout Total 1 10 rows per page

1. Click "Ordering" -> "Release Order"

2.a. Select orders for multiple order release.

2.b. Click "Purchase" for single order release.

# Multi Order Release

## Release Order

Office/Factory\*: (667991)MKM KNIT CREATION x v

Retailer PO#

Order Date: 2021-08-27 x - 2021-09-27 x

| <input type="checkbox"/>            | # | Action                                  | Order status  | Retailer PO# | Factory | Order Date | Create Date               | Status history                        |
|-------------------------------------|---|---|---------------|--------------|---------|------------|---------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | 1 | <input type="button" value="Purchase"/> | Initial order | 1654964      | 667991  | 2021-09-27 | 2021-09-27T06:24:33+01:00 | <input type="button" value="Detail"/> |
| <input checked="" type="checkbox"/> | 2 | <input type="button" value="Purchase"/> | Initial order | 1654958      | 667991  | 2021-09-27 | 2021-09-27T06:24:33+01:00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/>            | 3 | <input type="button" value="Purchase"/> | Initial order | 1654028      | 667991  | 2021-09-27 | 2021-09-27T06:24:32+01:00 | <input type="button" value="Detail"/> |
| <input checked="" type="checkbox"/> | 4 | <input type="button" value="Purchase"/> | Initial order | 1654027      | 667991  | 2021-09-27 | 2021-09-27T06:24:32+01:00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/>            | 5 | <input type="button" value="Purchase"/> | Initial order | 1654026      | 667991  | 2021-09-27 | 2021-09-27T06:24:32+01:00 | <input type="button" value="Detail"/> |
| <input checked="" type="checkbox"/> | 6 | <input type="button" value="Purchase"/> | Initial order | 1654025      | 667991  | 2021-09-27 | 2021-09-27T06:24:31+01:00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/>            | 7 | <input type="button" value="Purchase"/> | Initial order | 1654024      | 667991  | 2021-09-27 | 2021-09-27T06:24:30+01:00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/>            | 8 | <input type="button" value="Purchase"/> | Initial order | 1654023      | 667991  | 2021-09-27 | 2021-09-27T06:24:28+01:00 | <input type="button" value="Detail"/> |

3.a. Select multiple orders.

Total 8  rows per page

After selecting multiple orders either click "Add to cart" or "Checkout" for immediate check out. Unlimited orders can be added to the cart.

## Single Order Release

Note: order(s) will be removed from the Release Order section when:

- Order(s) have been added to the cart. But when orders will be removed from the cart then the orders will be moved to the Release Order page again.
- order(s) have been checked out

| <input type="checkbox"/> | # | Action                   | Order status  | Retailer PO# |
|--------------------------|---|--------------------------|---------------|--------------|
| <input type="checkbox"/> | 1 | <a href="#">Purchase</a> | Initial order | 1654964      |
| <input type="checkbox"/> | 2 | <a href="#">Purchase</a> | Initial order | 1654958      |
| <input type="checkbox"/> | 3 | <a href="#">Purchase</a> | Initial order | 1654028      |

3.b. Click "Purchase" for single order release.

In case of Label Type 630, the String item will be added to the Release Order screen: STR-001. The String can be unselected if it should not be ordered.

5.b. Click either "Add to cart" for later checkout or "Checkout" for immediate checkout.

Release Order → 1655753

wastage% 2

| <input checked="" type="checkbox"/> | Preview | # | Label type | Image | Qty | Size | Colour    | Shelf | Materialtext 1 | Article number | Article description |
|-------------------------------------|---------|---|------------|-------|-----|------|-----------|-------|----------------|----------------|---------------------|
| <input checked="" type="checkbox"/> | Preview | 1 | 630        |       | 33  | 36   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 2 | 630        |       | 33  | 38   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 3 | 630        |       | 33  | 40   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 4 | 630        |       | 33  | 42   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 5 | 630        |       | 66  | 44   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 6 | 630        |       | 66  | 46   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 7 | 630        |       | 33  | 48   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 8 | 630        |       | 33  | 50   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    |
| <input checked="" type="checkbox"/> | Preview | 9 | STR-001    |       |     |      |           |       |                | 340            |                     |

680

[Previous page](#) [Add to cart](#) [Checkout](#)

4.b. Change the SKU quantity as required.

The checkout section for "Checkout" and "Add to cart" are similar

Cart Checkout

Cart

2. Click the items cart tab having the items which should be checked out.

1. Click the "Cart" symbol to enter the cart.

Release Order (0) **Catalogue Ordering (5)**

| <input type="checkbox"/> | # | Action      | Quantity | Unit Price(Without VAT) | P-Order No. | Unit | Category                  | Item Code | Item Description                            |
|--------------------------|---|-------------|----------|-------------------------|-------------|------|---------------------------|-----------|---|
| <input type="checkbox"/> | 1 | Delete Edit | 100      | 0.02300                 |             | Pc   | Printed Cotton Label      | 630-001   | 630-001 Katag ZAB WOMAN label 2.5*5.5cm     |
| <input type="checkbox"/> | 2 | Delete Edit | 50       | 0.01000                 |             | Pc   | Printed Cotton Size Label | 630-100   | 630-100 Katag WOMAN Size label(S) 1*3.2cm   |
| <input type="checkbox"/> | 3 | Delete Edit | 50       | 0.01000                 | 12345       | Pc   | Printed Cotton Size Label | 630-104   | 630-104 Katag WOMAN Size label(XXL) 1*3.2cm |
| <input type="checkbox"/> | 4 | Delete Edit | 100      | 0.01000                 | 12345       | Pc   | Printed Cotton Size Label | 630-110   | 630-110 Katag WOMAN Size label(36) 1*3.2cm  |
| <input type="checkbox"/> | 5 | Delete Edit | 120      | 0.01000                 | 12345       | Pc   | Printed Cotton Size Label | 630-111   | 630-111 Katag WOMAN Size label(38) 1*3.2cm  |

Selected 0 Total 5

The checkout section for "Checkout" and "Add to cart" are similar

| # | Action      | Quantity | Unit Price(Without VAT) | P-Order No. | Unit | Category                  | Item Code | Item Description                            | Image | OSP Item Code | OSP Item Description                        | Factory Code |
|---|-------------|----------|-------------------------|-------------|------|---------------------------|-----------|---|-------|---------------|---|--------------|
| 1 | Delete Edit | 100      | 0.02300                 |             | Pc   | Printed Cotton Label      | 630-001   | 630-001 Katag ZAB WOMAN label 2.5*5.5cm     |       | PD220601398   | 630-001 Katag ZAB WOMAN label 2.5*5.5cm     | 308181       |
| 2 | Delete Edit |          | 0.01000                 |             | Pc   | Printed Cotton Size Label | 630-100   | 630-100 Katag WOMAN Size label(S) 1*3.2cm   |       | PD220601400   | 630-100 Katag WOMAN Size label(S) 1*3.2cm   | 308181       |
| 3 | Delete Edit |          | 0.01000                 | 12345       | Pc   | Printed Cotton Size Label | 630-104   | 630-104 Katag WOMAN Size label(XXL) 1*3.2cm |       | PD220601408   | 630-104 Katag WOMAN Size label(XXL) 1*3.2cm | 308181       |
| 4 | Delete Edit |          | 0.01000                 | 12345       | Pc   | Printed Cotton Size Label | 630-110   | 630-110 Katag WOMAN Size label(36) 1*3.2cm  |       | PD220601410   | 630-110 Katag WOMAN Size label(36) 1*3.2cm  | 308181       |
| 5 | Delete Edit |          | 0.01000                 | 12345       | Pc   | Printed Cotton Size Label | 630-111   | 630-111 Katag WOMAN Size label(38) 1*3.2cm  |       | PD220601411   | 630-111 Katag WOMAN Size label(38) 1*3.2cm  | 308181       |

3. Select the order(s) which should be checked out.

4. Provide your internal PO#

5. Review the Request Date. (preferred shipment date) Click the date field to pick another Request Date as required.

- Select a different ship to address as required.  
- Use the "Address Maintenance" option to change an existing ship to address, delete a ship to address or add a new ship to address.

A Requested Date less than 5 working days in the future can not be selected.

Selected 3 Total 5

**Office/Factory\***  
BSN(TEST)

**BSN Service Center\***  
GZ

**Customer PO#\***  
Customer PO#

**Bill To**  
BSN

**Bill To Address:** 68#, Xiaotang Road, Jianggao Town, Baiyun District, Guangzhou, Guangdong, China

**Ship To**  
BSN

**Ship To Address:** 68#, Xiaotang Road, Jianggao Town, Baiyun District, Guangzhou, Guangdong, China

**Order Lead Time:** 5 day

**Requested Shipment Date\*** 2022-07-19

**Email CC**  
bobreus@gzbsn.com

**Remark**  
Remark

Save

Checkout

Oct 2021

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |

|                                       |   |   |         |        |                           |
|---------------------------------------|---|---|---------|--------|---------------------------|
| + <input checked="" type="checkbox"/> | 2 | <span style="color: red;">Delete</span> <span style="color: green;">●</span> Checkout | 1654958 | 667991 | 2021-09-27T06:24:33+01:00 |
| + <input type="checkbox"/>            | 3 | <span style="color: red;">Delete</span> <span style="color: green;">●</span> Checkout | 1654964 | 667991 | 2021-09-27T06:24:33+01:00 |

Selected 2 Total 3

**Office/Factory\***

(667991)MKM Knit Creation

**BSN Service Center\***

GZ

**PO Number\***

**Bill To**

MKM KNIT CREATION ✕

**Bill To Address:** No.8 AMARJOTHI MULLAI NAGAR,1st STREET, MUTHANNAMPALAYAM ROAD,NALLUR,TIRUPUR, INDIA,641606

**Ship To:** MKM Knit Creation

**Ship To Address1:** No-8 Amarjothi Mullai Nagar, 1st

**Ship To Address2:** Street Muthanampalayam Road, Nallur,

**Ship To Address3:** IN 641606 Tirupur, Indien

**Country Code:** IN

**Country Name:** India

**ZIP/Postal Code:** 641606

**City:** Tirupur, Indien

**Phone:** +91/4212374560

**Fax:**

**Order Lead Time:** 5 day

**Request Date\*** 2021-10-05 (+08:00)China Standard Time

**Email CC**

Email CC - If there are multiple email cc, separate them with the enter key. Example:  
 example1@gzbsn.com  
 example2@gzbsn.com Save

**Remark**

Remark:

Checkout

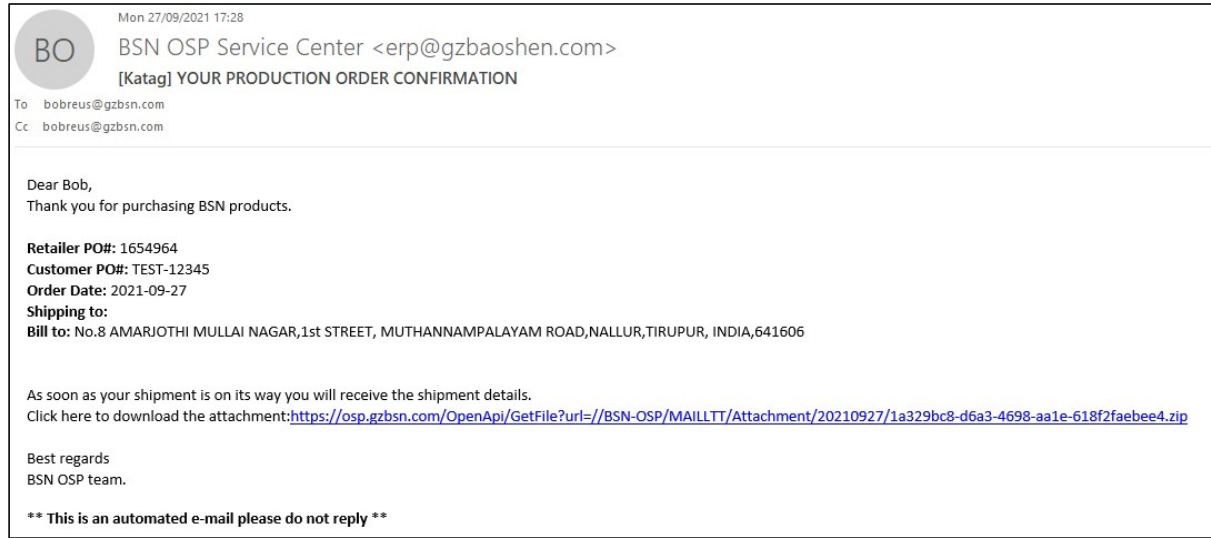
6. Click "Checkout" to confirm the purchase. An Order Confirmation E-Mail will be submitted to your E-Mail address

E-Mail addresses can be added which should receive a copy of the order confirmation email.

Order Remark can be provided for customer service follow up.



7. Upon "Checkout" a popup message will appear on your screen confirming your purchase. An order confirmation e-mail will be submitted to your email address.



Note: the checkout procedure is also applicable to the Single Order process.



At SKU level the print artwork can be previewed

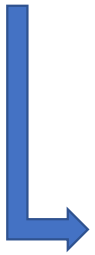
Release Order → 1655753

KK  
K A T A G  
THE FASHION PEOPLE

wastage% 2

| <input checked="" type="checkbox"/> | Preview | # | Label type | Image | Qty | Wastage Qty | Total Qty | HS-Code | Size | Coloure   | Shelf | Materialtext 1 | Article number | Article description | Collection | Bas  |
|-------------------------------------|---------|---|------------|-------|-----|-------------|-----------|---------|------|-----------|-------|----------------|----------------|---------------------|------------|------|
| <input checked="" type="checkbox"/> | Preview | 1 | 630        |       | 33  | 1           | 34        |         | 36   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    | 72         | 4065 |
| <input checked="" type="checkbox"/> | Preview | 2 | 630        |       | 33  | 1           | 34        |         | 38   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    | 72         | 4065 |
| <input checked="" type="checkbox"/> | Preview | 3 | 630        |       | 33  | 1           | 34        |         | 40   | 104 WHITE |       | Baumwolle      | 221609300      | Shirt, Fotoprint    | 72         | 4065 |

1. Click "Preview" to lookup the print artwork







# 03 Catalogue Ordering

Use "Catalogue Order" for purchasing Printed Cotton Label, Printed Cotton Size Label, Woven Label , Woven Size Label and String.

**BSN OSP** 2022-07-11T09:47(+01:00) Western European Standard Time Bob Reus English

**Catalogue Ordering**

Office/Factory\*: (308181)BSN(TEST)

Product Category | Item Description | Item Code | Search | Reset

| #  | Quantity | P-Order No. | Unit Price(Without VAT)/USD | Unit | Product Category          | Item Code | Item Description                            | Image | OSP Item Code | OS            |
|----|----------|-------------|-----------------------------|------|---------------------------|-----------|---|-------|---------------|---------------|
| 1  | 0        |             | 0.02300                     | Pc   | Printed Cotton Label      | 630-001   | 630-001 Katag ZAB WOMAN label 2.5*5.5cm     |       | PD220601398   | 630-001 Katag |
| 2  | 0        |             | 0.01500                     | Pc   | Printed Cotton Label      | 630-002   | 630-002 Katag ZAB WOMAN label 2.5*5.5cm     |       | PD220601399   | 630-002 Katag |
| 3  | 0        |             | 0.01000                     | Pc   | Printed Cotton Size Label | 630-100   | 630-100 Katag WOMAN Size label(S) 1*3.2cm   |       | PD220601400   | 630-100 Katag |
| 4  | 0        |             | 0.01000                     | Pc   | Printed Cotton Size Label | 630-101   | 630-101 Katag WOMAN Size label(M) 1*3.2cm   |       | PD220601401   | 630-101 Katag |
| 5  | 0        |             | 0.01000                     | Pc   | Printed Cotton Size Label | 630-102   | 630-102 Katag WOMAN Size label(L) 1*3.2cm   |       | PD220601404   | 630-102 Katag |
| 6  | 0        |             | 0.01000                     | Pc   | Printed Cotton Size Label | 630-103   | 630-103 Katag WOMAN Size label(XL) 1*3.2cm  |       | PD220601406   | 630-103 Katag |
| 7  | 50       | 12345       | 0.01000                     | Pc   | Printed Cotton Size Label | 630-104   | 630-104 Katag WOMAN Size label(XXL) 1*3.2cm |       | PD220601408   | 630-104 Katag |
| 8  | 100      | 12345       | 0.01000                     | Pc   | Printed Cotton Size Label | 630-110   | 630-110 Katag WOMAN Size label(36) 1*3.2cm  |       | PD220601410   | 630-110 Katag |
| 9  | 120      | 12345       | 0.01000                     | Pc   | Printed Cotton Size Label | 630-111   | 630-111 Katag WOMAN Size label(38) 1*3.2cm  |       | PD220601411   | 630-111 Katag |
| 10 | 0        | 12345       | 0.01000                     | Pc   | Printed Cotton Size Label | 630-112   | 630-112 Katag WOMAN Size label(40) 1*3.2cm  |       | PD220601413   | 630-112 Katag |

**Order 5 Item, Total 420 \$5.50 USD**

Checkout Add to cart Total 31 10 rows per page

1 2 3 4

1. Click "Ordering" → "Catalogue Ordering"

2. Provide Quantity and your internal P-Order No. as required.

3. Either click "Checkout" for immediate checkout purpose or "Add to cart" for later checkout.



# 04 Order Tracking

The screenshot shows the BSN OSP Order Tracking interface. The top navigation bar includes the BSN OSP logo, a user profile for Bob Reus, and the system time (2021-09-27T16:26(+01:00) Western European Standard Time). The main content area is titled "Order Tracking" and features a search form with fields for Retailer PO#, Customer PO#, Order number, Order Date, Vendor, and Factory. A "Search" button is present. Below the search form is a table with columns: #, Status, Retailer PO#, Customer PO#, Order number, Vendor, Factory, Delivery, Request Date, Order Date, Create Date, Status history, Produce Date, and Delivery Date. Three rows of data are visible, each with a "+" icon in the first column. At the bottom of the table, there are buttons for "Export to excel" and "Order Action", and a status bar showing "Selected 0 Total 3" and "10 rows per page".

Five callouts provide instructions:

1. Click "Ordering" -> "Order Tracking"
2. Provide search criteria
3. Click "Search"
4. The search result will be displayed.
5. Click "Delivery" to lookup the "Delivery" status. (refer to next page)

Delivery details - below screen shows the:

- Delivery date
- Courier
- AWB #
- Delivery address

Delivery info

English ▼ OSP200813-00016 Q Search

**Order number:** OSP200813-00016

**Delivery info**

**Delivery date:** 2020-07-15  
**Courier:** S.F Express  
**AWBnr:** [349946010907](#)  
**Delivery address:** Unit No.603, 6Floor, Sun Cheong Industrial Building No.1 Cheung Shun Street and No. 2-4 Cheung Yee Street Lai Chi Kok, Kowloon, Hong Kong

6. Click the "AWB Nr" to lookup the shipment status. (refer to next page)

## Example Tracking Shipment Details

**Trackingmore** ×

Delivered(9Days)

Destination Country - United States

Origin Country - China(Fedex); ☎ 1 800 247 4747 🌐 Go to official website

- ✓ 2020-01-27 13:07:00 Delivered ,SECAUCUS,NJ
- 📦 2020-01-27 07:31:00 On FedEx vehicle for delivery ,MOONACHIE,NJ
- 2020-01-27 07:28:00 At local FedEx facility ,MOONACHIE,NJ
- 2020-01-24 21:41:00 Departed FedEx location ,NEWARK,NJ
- 2020-01-24 15:30:00 Arrived at FedEx location ,NEWARK,NJ
- 2020-01-24 07:33:00 Departed FedEx location ,OAKLAND,CA
- 2020-01-23 23:45:00 Arrived at FedEx location ,OAKLAND,CA

📄 Copy the result 📄 Copy the link

# Order Cancellation

Order Tracking KK  
K A T A G  
THE FASHION PEOPLE

Retailer PO#  Customer PO#  Order number  Order Date  Order date(Beg)  - Order date(End)  Status  Vendor  Factory  Label Type

| + <input type="checkbox"/> | # | Status    | Retailer PO# | Customer PO# | Order number    | Vendor | Factory | Delivery               | Request Date | Order Date | Create Date               | Status history         | Produce Date | Delivery Date |
|----------------------------|---|-----------|--------------|--------------|-----------------|--------|---------|------------------------|--------------|------------|---------------------------|------------------------|--------------|---------------|
| + <input type="checkbox"/> | 1 | New order | 1654964      | TEST-12345   | OSP210927-00330 | BSN    | 667991  | <a href="#">Detail</a> | 2021-10-06   | 2021-09-27 | 2021-09-27T16:26:34+01:00 | <a href="#">Detail</a> |              |               |
| + <input type="checkbox"/> | 2 | New order | 1654958      | TEST-12345   | OSP210927-00329 | BSN    | 667991  | <a href="#">Detail</a> | 2021-10-06   | 2021-09-27 | 2021-09-27T16:26:34+01:00 | <a href="#">Detail</a> |              |               |
| + <input type="checkbox"/> | 3 | New order | 1654028      | TEST-12345   | OSP210927-00328 | BSN    | 667991  | <a href="#">Detail</a> | 2021-10-06   | 2021-09-27 | 2021-09-27T16:26:34+01:00 | <a href="#">Detail</a> |              |               |

Selected 0 Total 3  rows per page

1. Select the order(s)

2. Click "Order Action" -> "Cancel"

An order can have the following order cancellation status:

- Order could be cancelled
- Order could be cancelled but produced
- Order could not be cancelled – shipped already

When an order has status "New order" then it can be cancelled immediately. In case of other order status BSN CS will review the order cancellation possibility so it will have status "Cancellation in Progress".

# Order Status

**Order Tracking**

Retailer PO#  Customer PO#  Order number  Order Date  Order Date(Begi - O

Status

Vendor

Factory  Label Type  Label Description

| +                   | ☐ | # | Status | Retailer PO# | Customer PO# | Order number | Vendor | Factory | Delivery | Request | Date |
|---------------------|---|---|--------|--------------|--------------|--------------|--------|---------|----------|---------|------|
| No matching data fo |   |   |        |              |              |              |        |         |          |         |      |

Selected 0 Total 0  rows per page

The most common order status are listed below

- All
- New order
- Received order
- Confirmed order
- Being produced
- Packaging
- Shipment
- Error order
- Cancelled order
- Cancelled but produced
- Cancelled but shipped
- Cancellation in Progress





# 05 Profile

1. Click the username

2021-09-27T16:35(+01:00) Western European Standard Time

Bob Reus English

### Order Tracking

Retailer PO# Customer PO# Order number Order Date Order date(Begi - Order date(End) Status All Vendor

Label Type Search Reset

bobreus@gzbsn.com

| + | ☐ | # | Status    | Retailer PO# | Customer PO# | Order number    | Vendor | Factory | Delivery               | Request Date | Order Date | Create Date | Profile                 | Sign out                 | Delivery Date |
|---|---|---|-----------|--------------|--------------|-----------------|--------|---------|------------------------|--------------|------------|-------------|-------------------------|--------------------------|---------------|
| + | ☐ | 1 | New order | 1654964      | TEST-12345   | OSP210927-00330 | BSN    | 667991  | <a href="#">Detail</a> | 2021-10-06   | 2021-09-27 | 2021-09-27  | <a href="#">Profile</a> | <a href="#">Sign out</a> |               |
| + | ☐ | 2 | New order | 1654958      | TEST-12345   | OSP210927-00329 | BSN    | 667991  | <a href="#">Detail</a> | 2021-10-06   | 2021-09-27 | 2021-09-27  | <a href="#">Profile</a> | <a href="#">Sign out</a> |               |
| + | ☐ | 3 | New order | 1654028      | TEST-12345   | OSP210927-00328 | BSN    | 667991  | <a href="#">Detail</a> | 2021-10-06   | 2021-09-27 | 2021-09-27  | <a href="#">Profile</a> | <a href="#">Sign out</a> |               |

Export to excel Order Action Selected 0 Total 3 10 rows per page

2. Click "Profile" to enter the "Profile" section



Basic

Bill To

Ship To

Security

E-Mail Notification Settings

User name

bobreus@gzbsn.com

Name \*

Bob

Surname

Reus

Email CC

bobreus@gzbsn.com

Phone number

Default Language \*

English

Time Zone \*

(UTC+01:00)Western European Standard Time



UpLoad photo

In the "User Profile" section you may change your:

- Basic contact details
- Default "Bill To" address
- Maintain "Ship To" address(es)
- Security – change password
- E-Mail Notification Settings – switch on/off email notifications:
  - Cancellation email notification
  - Order in Production email notification
  - Order shipped email notification

Save

# E-Mail Notification Settings

osp.gzbsn.com/AccountInformation

2022-07-09T14:26(+06:00) Bangladesh Standard Time

Susie(Test) English

**BSN OSP**

Susie(Test)  
● Online

Main Program:  
Katag

Ordering

Help

Basic

Bill To

Ship To

Security

**E-Mail Notification Settings**

| No. | Notification Name                          | Setting | Frequency             |
|-----|--|---------|-----------------------|
| 1   | Cancel order request received Notification | ON      |                       |
| 2   | Cancel Order Successfully Notification     | ON      |                       |
| 3   | Cart Checkout Error Email Notification     | ON      |                       |
| 4   | Cart Not Checkout Notification             | ON      | 5 days / notification |
| 5   | Delivery Info Notification                 | ON      |                       |
| 6   | New Initial Orders Pending for Release     | ON      |                       |
| 7   | Production Order Confirmation Notification | ON      |                       |
| 8   | Production Order Confirmation Notification | ON      |                       |

Click the button to switch the setting On or Off.

KATAG THE FASHION PEOPLE



# 06 Customer Service Contact

| <b>BSN Region</b> | <b>Customer Service</b> | <b>E-Mail Address</b> |
|-------------------|-------------------------|-----------------------|
| China             | Gavin Zhao              | FZ303@gzbaoshen.com   |
| Other regions     | Jenny Chen              | e005@gzbsn.com        |



# 07 Help

BSN OSP

2021-09-27T16:48(+01:00) Western European Standard Time


Bob Reus English

Bob Reus Online

Main Program:  
Katag

Dashboard  
Ordering  
Report  
Help

### Help

 **Katag OSP Manual Version 1.00.pdf**  
File Size:2.28MB

Download

Update Time:2021-09-27T16:48:21+01:00

1. Click "Help" to enter the Help section.

2. Click "Download" to download the OSP manual.