

SONY

New Sony1 User Guide

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1. About New Sony1

Welcome to **New Sony1**. This user guide is designed to facilitate a smooth, secure, and efficient experience for all users to use New Sony1 portal

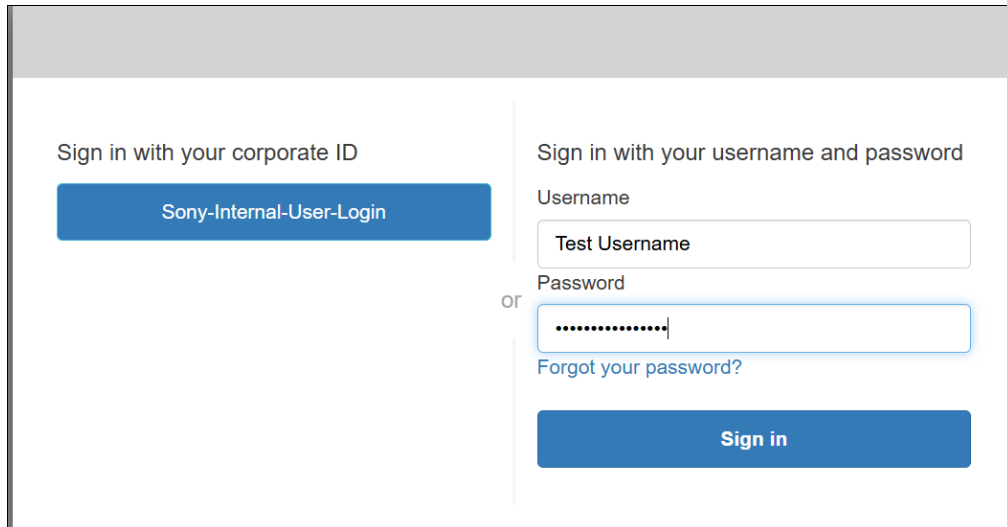
To use the platform effectively, ensure you have:

- A compatible modern browser: **Chrome, Firefox, Safari, or Edge**
- A stable internet connection
- An active, accessible email address
- A mobile device for Multi-Factor Authentication (MFA) i.e. Microsoft Authenticator App/Google Authenticator App.



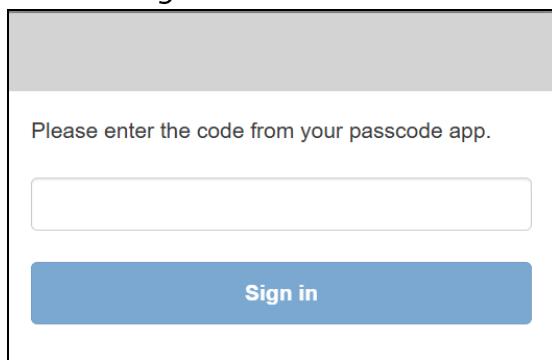
2. Accessing the Portal (Login)

- Visit URL (To be confirmed post go-live)
- Navigate to the Login Page



The screenshot shows a login interface with two main sections. The left section is titled "Sign in with your corporate ID" and contains a blue button labeled "Sony-Internal-User-Login". The right section is titled "Sign in with your username and password". It includes a "Username" field with the text "Test Username", a "Password" field with masked characters ".....", and a "Forgot your password?" link. Below the password field is a blue button labeled "Sign in". A vertical line separates the two sections, and the word "OR" is centered between them.

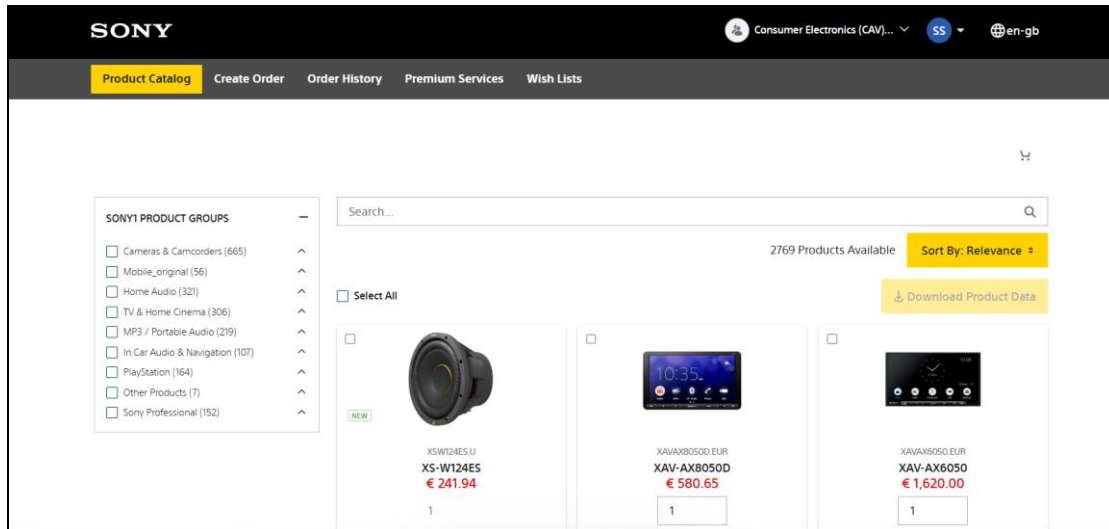
- Enter your **Registered Email Address username** and **password**
- Click **"Sign In"**. You will be redirected to a page to enter your passcode.
- Please enter the passcode from the Authenticator app (Microsoft Authenticator or Google Authenticator).
- Click on Sign In



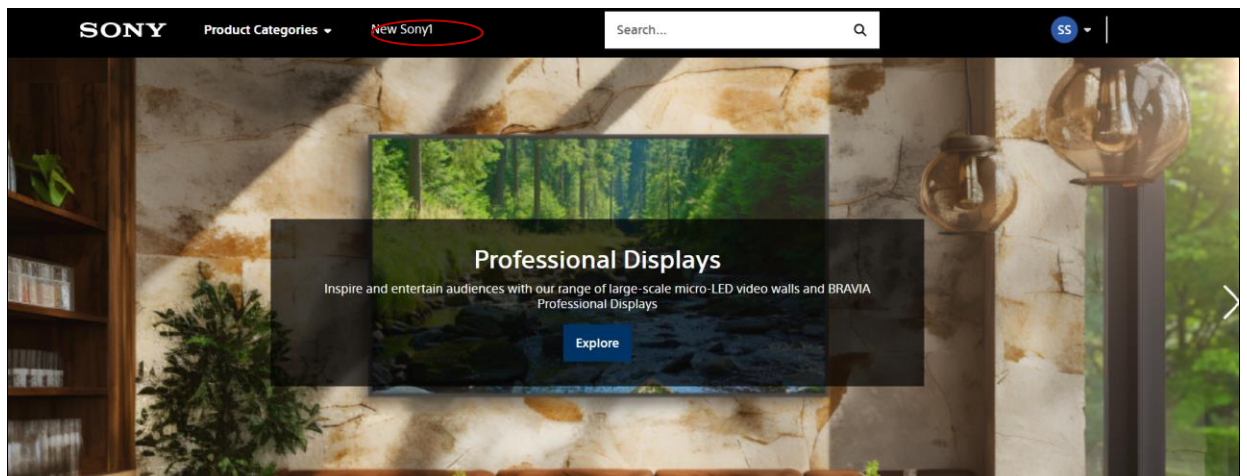
The screenshot shows a passcode entry page. It has a header that says "Please enter the code from your passcode app." Below this is a text input field. At the bottom is a blue button labeled "Sign in".

3. New Sony1 Homepage

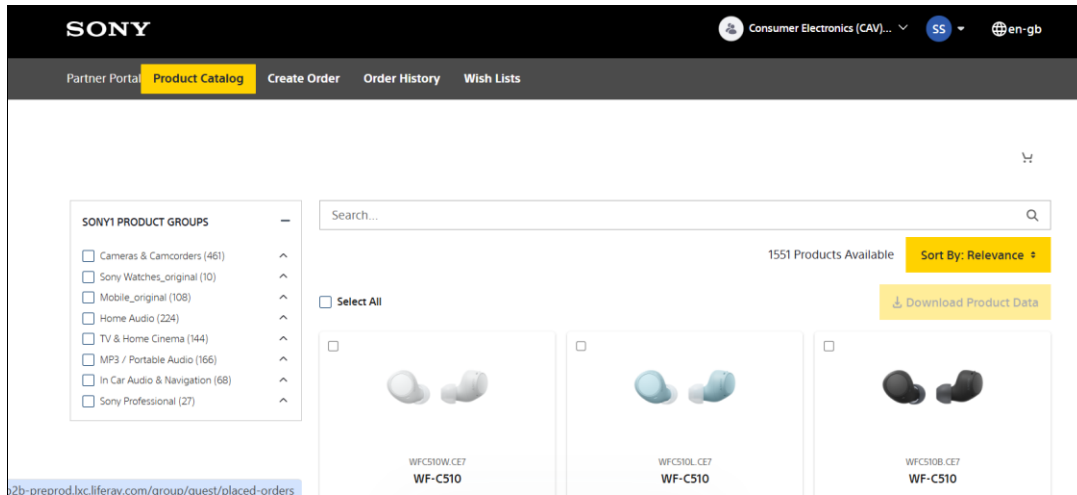
- Upon successful sign in, user shall be redirected to New Sony1 Homepage (Product Catalog).



- For users, having access both to B2B “Sony Partner Portal” and “New Sony1”, they shall be redirected to B2B “Sony Partner Portal” Page initially.

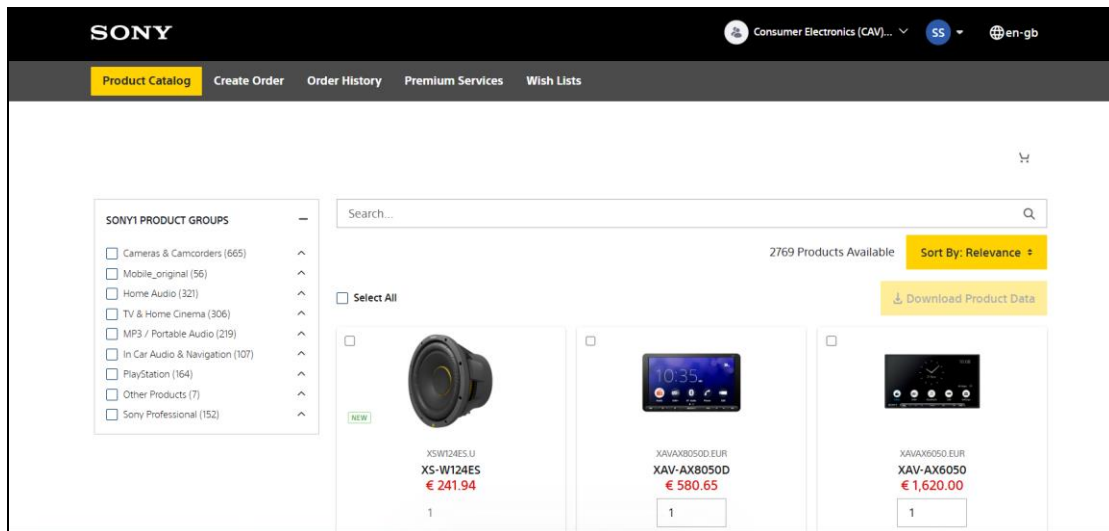


- Click on “New Sony1” to redirect to New Sony1 Landing Page (Product Catalog). If you want to go back to the B2B Sony Partner Portal, click on the Partner Portal menu on the top left.

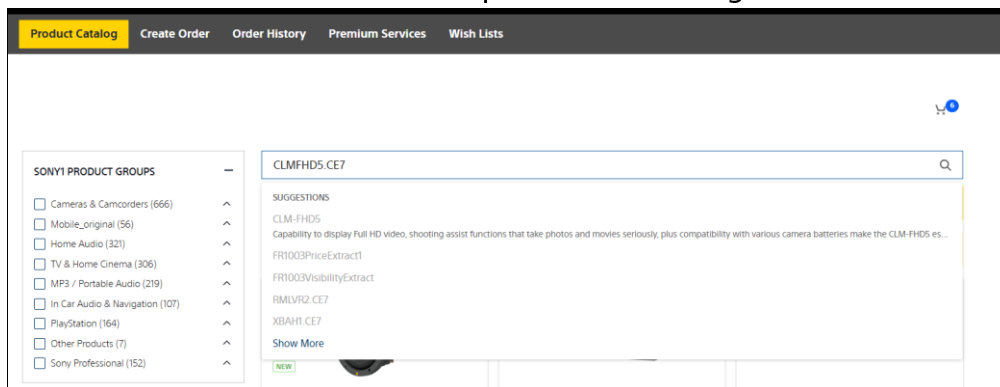


4. Product Catalog

- User can browse the wide selection of products according to your accreditations:



- Search bar for quick lookup- Please enter material name to search for, or SKU, or some initial characters of the product name e.g.



- Tags and labels help highlight new products
- Users can expand/collapse the product categories and sub-categories, by clicking in the black triangles, and tick on the left box to select a specific category of products to be shown.

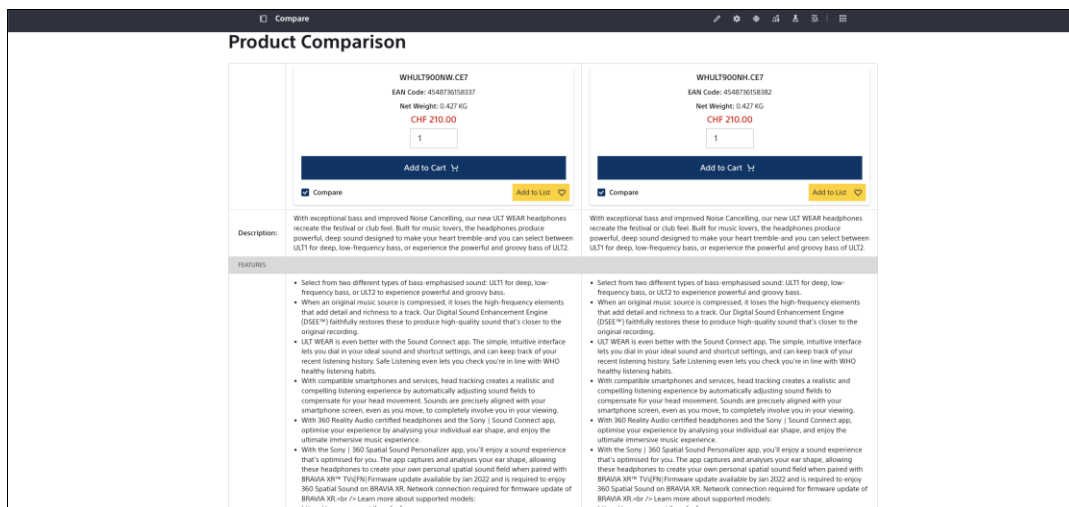
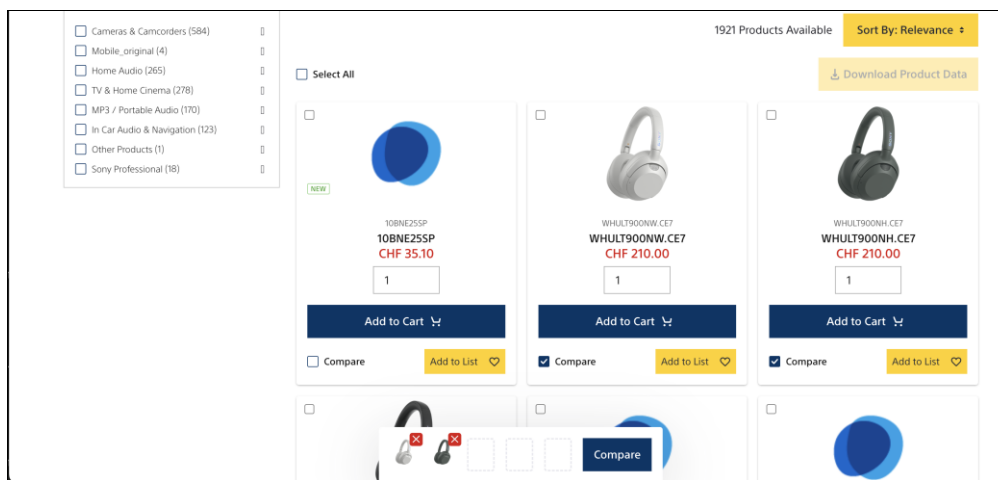
SONY1 PRODUCT GROUPS		—
☐	Cameras & Camcorders (461)	^
☐	Sony Watches_original (10)	^
☐	Mobile_original (108)	^
☐	Home Audio (224)	^
☐	TV & Home Cinema (144)	^
☐	MP3 / Portable Audio (166)	^
☐	In Car Audio & Navigation (68)	^
☐	Sony Professional (27)	^

SONY1 PRODUCT GROUPS		—
☐	Cameras & Camcorders (461)	^
☐	Cameras (130)	^
☐	Interchangeable lens cameras (188)	^
☐	Lenses (64)	^
☐	Handycam Accessories (42)	^
☐	Batteries & Chargers (24)	
☐	Cables & Connectors (10)	
☐	Cases (20)	
☐	Flashes & Lights (2)	
☐	Lenses & Filters (1)	
☐	Microphones & Tripods (7)	
☐	More Accessories (15)	
☐	Sony Watches_original (10)	^
☐	Sony Watch (10)	
☐	Mobile_original (108)	^
☐	Smartphones_original (91)	
☐	Accessories (19)	
☐	Home Audio (224)	^
☐	HiFi Components (191)	^
☐	Audio Systems (33)	^

5. Product Comparison

Easily compare products side-by-side:

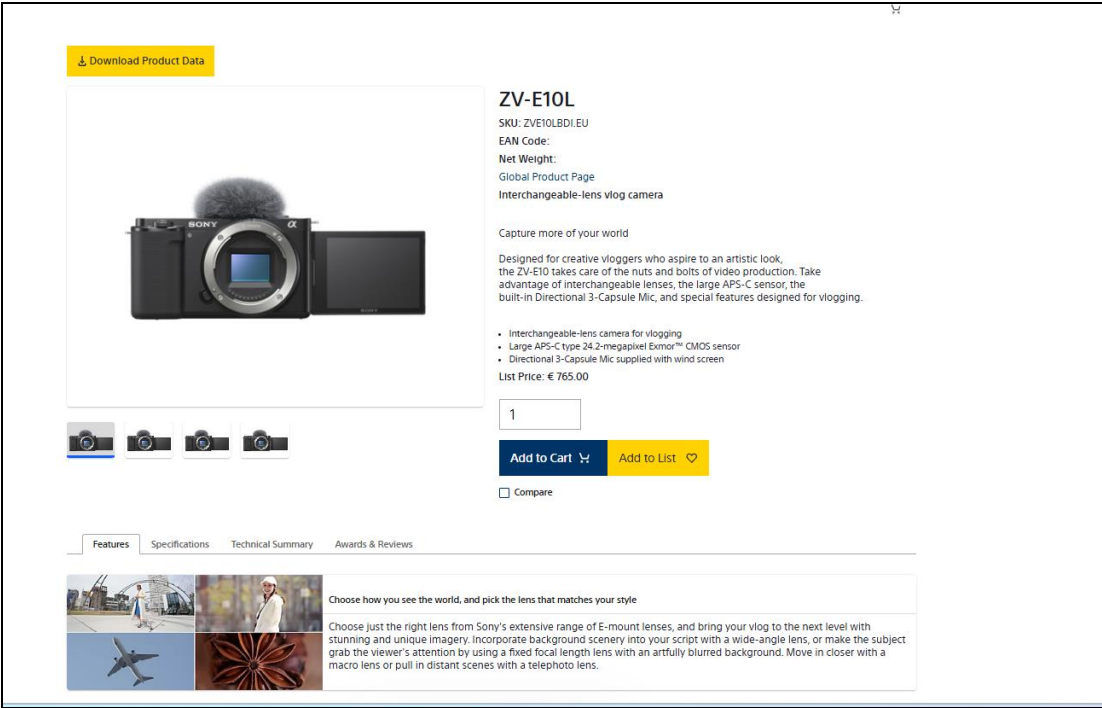
- User can add products to the comparison list- Users will be able to select a maximum of 5 products from the product catalog page and choose to compare them
- View differences in *Product Prices, Specifications and Technical Details*
- The comparative view will enable users to make informed purchasing decisions by highlighting key differences between the products



6. Product Details

Get in-depth information about individual items:

- Users will be able to click on a product card to view detailed technical information on a separate product details page with the option to download the product details in Excel format



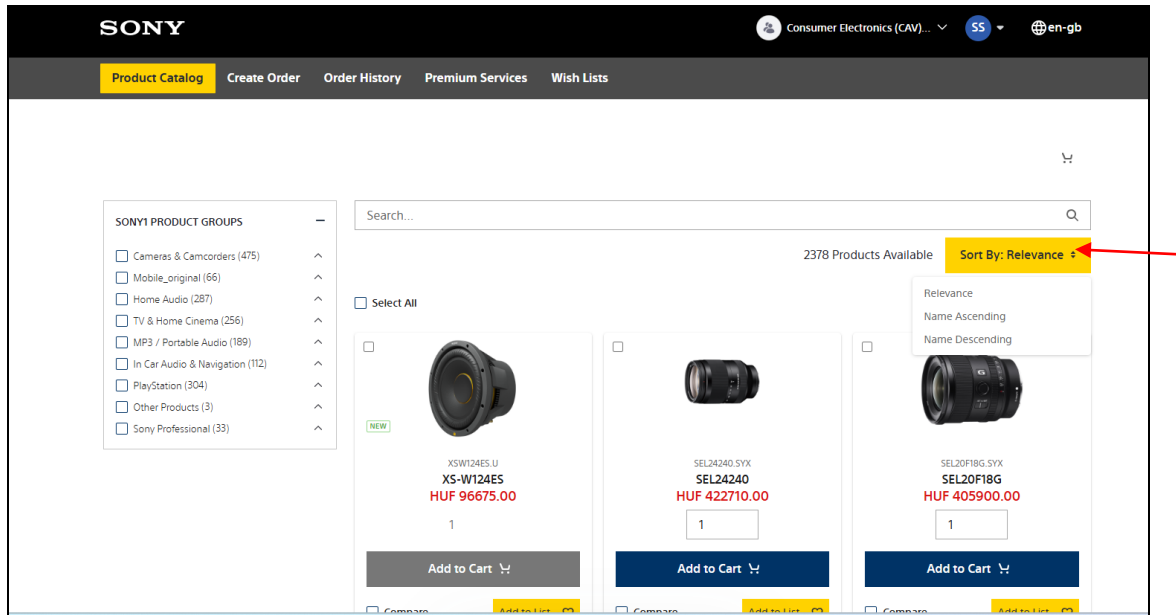
- Users can download the Product Detail Information by Clicking on “Download Product Data” Button
- Product Data Excel is shown for reference

Meta Data							
Material Name	ZVE10LBD1.EU						
Model Name							
Unique Model Code	/						
Color							
Category Name							
Product Hierarchy	Cameras & Camcorders Interchangeable lens cameras E-Mount Cameras & Kits SCPCDIMAMCNEXKAPLW_original						
Short Description	Capture more of your world						
Long Description	Business Group	Language	Long Description				
Interchangeable-lens vlog camera GR100220 EN Interchangeable-lens vlog camera Capture more of your world Designed for creative vloggers who aspire to an artistic look,the ZV-E10 takes care of the							
Dealer List Price According to B	Business Group	List Price	Currency	Price List Type	External Price List Type	Account Number	
	GR100220			E1	E1	0270800146	
Details	Business Group	Sales Status	Minimum Order Quantity				
	GR100220						
Quantity							
Master Carton Quantity							
Shipment Date							
First Shipment Month to Dealers							
First Shipment Date to Dealers							
Metrical Units							
Gross Weight							
Net Weight							
Weight Unit							
Height							
Length							

7. Sorting

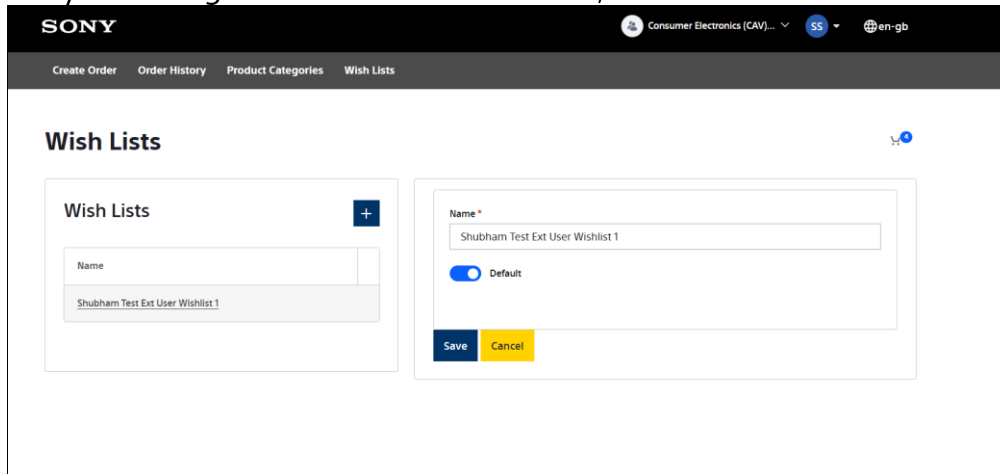
Customize how products are displayed:

- User can sort the available product by “Relevance”, “Ascending”, “Descending”
- New Products shall always appear on top.

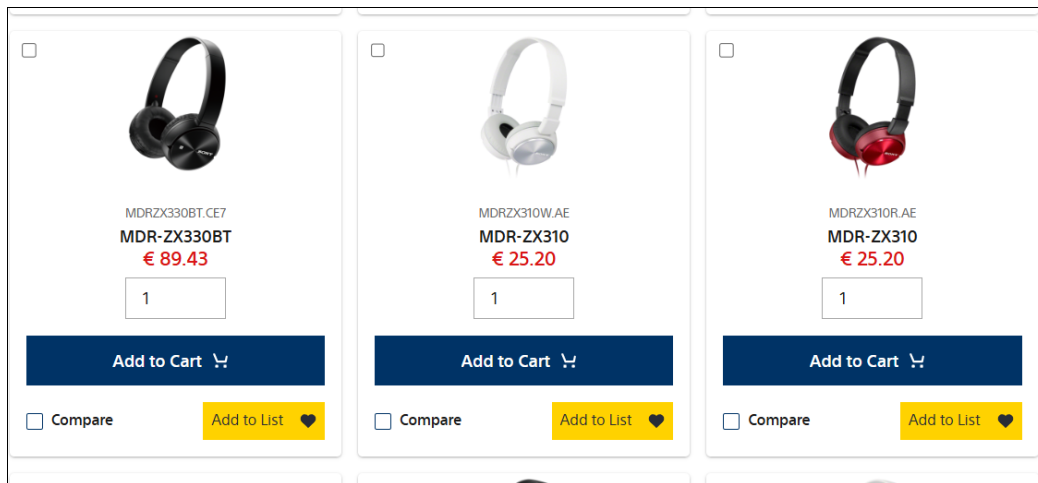


8. Create and Manage Wish lists

- User can create a Wish List by clicking on Wish list from navigation menu
- They can assign a name to the Wish List, and set the Wish list as default.



- User can add products to Wish List from Product Catalog by clicking on “Add to List”



- User can view the Wish List items clicking on the Wish list menu on top.
- User can add products to Cart from this console, update quantity and proceed for Order Creation Process.
- User can remove products from the wish list by clicking "Delete".

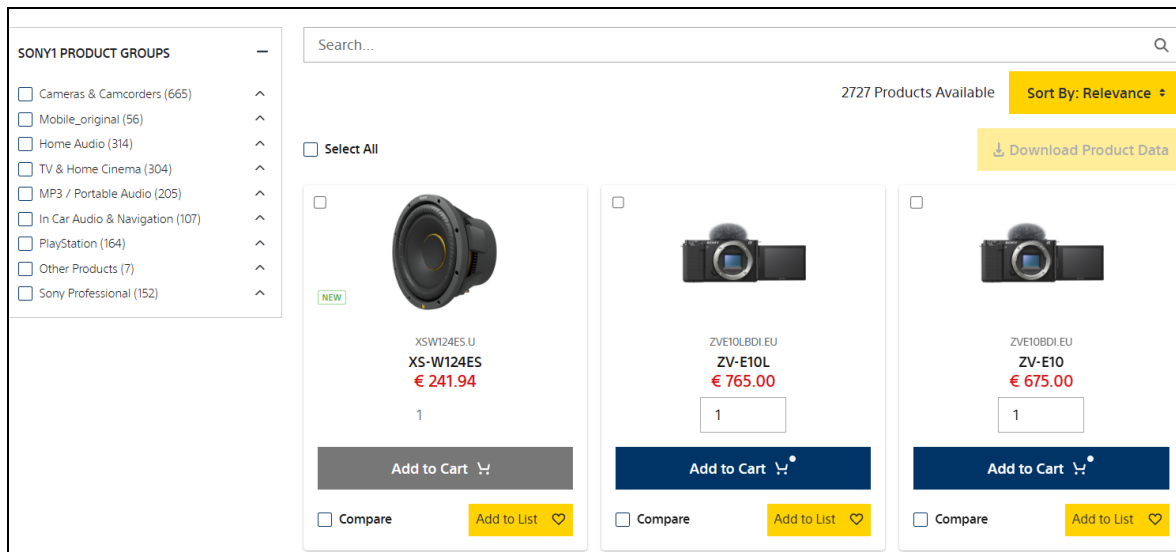
Shubham Test Ext User Wishlist 1					Edit
Product	Description	Price			
	<u>MDR-ZX310</u>	HUF 7919.00	Delete	1	Add to Cart 🛒
	<u>MDR-ZX310</u>	HUF 7919.00	Delete	1	Add to Cart 🛒
	<u>MDR-ZX330BT</u>	HUF 27505.00	Delete	1	Add to Cart 🛒

9. Order Creation

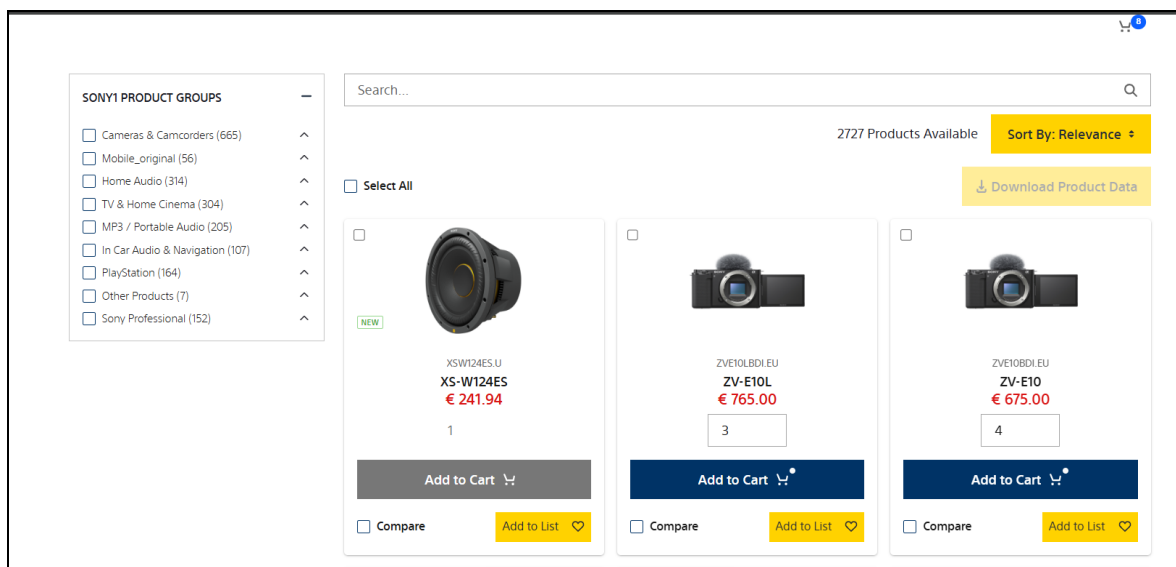
9.1 Create Order- Using Product Catalog

Create Order is applicable for Basic Transactor [Role](#), Advanced Transactor Role, Change Order Transactor Role

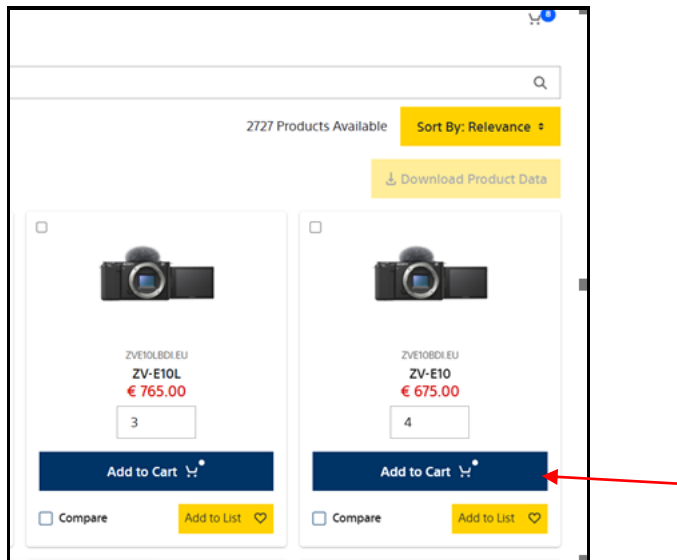
Step 1: Choose the products from Product Catalog Page



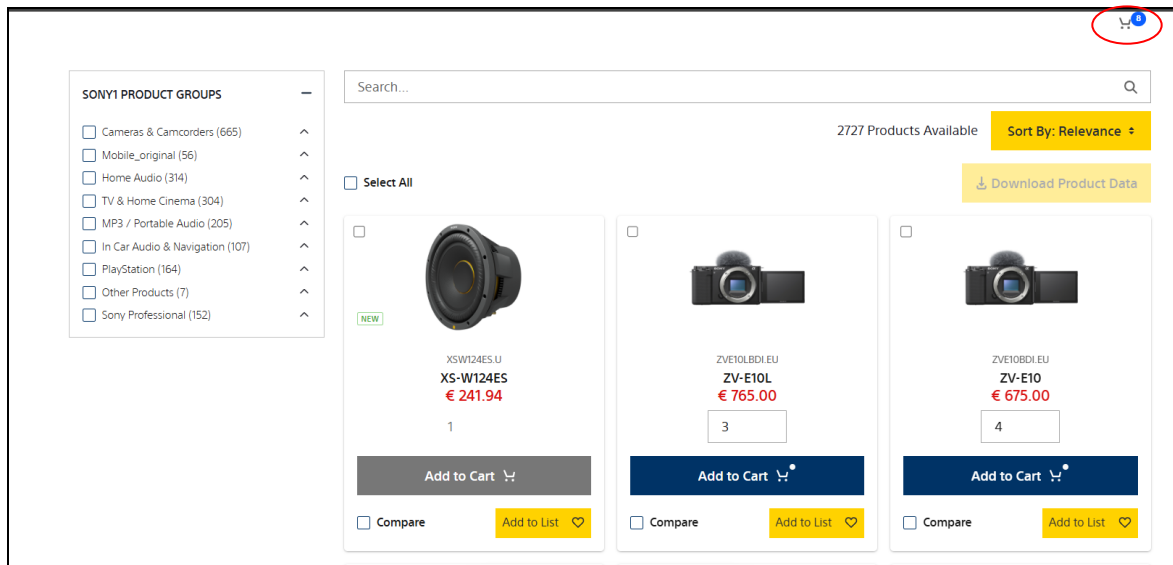
Step 2: Specify the quantity you wish to add.



Step 3: Click on “Add To Cart” Button to add the products to the cart.



Step 4: Click on Cart Button to view the selected Products and Price.



Step 5: Click on “View Details” to Proceed for Order Checkout

Your Order

×

3 Products

[View Details](#)
[Remove All Items](#)



	ZV-1 ZV1BD1.EU	1	€ 720.00	×
	ZV-E10L ZVE10LBD1.EU	3	€ 765.00	×
	ZV-E10 ZVE10BD1.EU	4	€ 675.00	×

Total

€ 5,715.00

Step 6: Fill in the required details i.e. Purchase Order Number, Requested Delivery Date.

- Purchase Order Number shall not be left blank. In case you repeat the Purchase Order reference, you will get a warning message (as mentioned below), but you can still proceed if you wish so.
- **Warning** : You shall see a warning message “This PO Number is being used for another order”.
- Requested Delivery Date shall be selected, based on your agreed nominated delivery date
- User can add more products by clicking “Add Product to the Cart” button.

User can remove the line items from this page.

Details

Account Info

Consumer Electronics (CAV) - 000000000 - DIGITAL PASSION ΕΠΕ #111111

Purchase Order Number *

04JUNEPO2025

Requested Delivery Date *

20/06/25 00:00 [Edit Requested Delivery Date](#)

Special Instruction

Test PO Remarks

Shipping Address

000000000 - test account, ΠΕΡΙΣΤΕΡΙ, Greece, 4874 Orange Ave., 12134

Billing Address

000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Payer Address

000000000 - Test Account ΕΠΕ, ΓΛΥΦΑΔΑ, GR
4821 Dogwood Lane, 16675

Add a product to the Cart

Line	Model	Ordered Qty	Req. Date	Confirmed Quantity	Planned Dispatch Date	Unit Price	Net Price	Description	
000010	ZV1BDI.EU	1	20/06/2025	0	Unconfirmed	€561.76	€561.76	Vlog-Camera ZV-1, 20.1 MP,24-70...	Remove
000020	ZVE10LBDI.EU	3	20/06/2025	3	01/07/2025	€596.86	€1,790.58	ILC E Mount lens kit	Remove
000030	ZVE10BDI.EU	4	20/06/2025	4	01/07/2025	€526.66	€2,106.64	ILC E Mount Body	Remove

Note: For Advanced Transactor Role, Users shall see an extra field “**Special Instructions**” which can be used for sending comments to Sales Support Team.

Details

Account Info

Consumer Electronics (CAV) - 000000000 - DIGITAL PASSION ΕΠΕ #111111

Purchase Order Number *

04JUNEPO2025

Requested Delivery Date *

20/06/25 00:00 [Edit Requested Delivery Date](#)

Special Instruction

Test PO Remarks

Shipping Address

000000000 - test account, ΠΕΡΙΣΤΕΡΙ, Greece, 4874 Orange Ave., 12134

Billing Address

000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Payer Address

000000000 - Test Account ΕΠΕ, ΓΛΥΦΑΔΑ, GR
4821 Dogwood Lane, 16675

Add a product to the Cart

Line	Model	Ordered Qty	Req. Date	Confirmed Quantity	Planned Dispatch Date	Unit Price	Net Price	Description	
000010	ZV1BDI.EU	1	20/06/2025	0	Unconfirmed	€561.76	€561.76	Vlog-Camera ZV-1, 20.1 MP,24-70...	Remove
000020	ZVE10LBDI.EU	3	20/06/2025	3	01/07/2025	€596.86	€1,790.58	ILC E Mount lens kit	Remove
000030	ZVE10BDI.EU	4	20/06/2025	4	01/07/2025	€526.66	€2,106.64	ILC E Mount Body	Remove

Step 7: Click on “**Create Order**” button to proceed the create the order.

Account Info
Consumer Electronics (CAV) - 000000000 - DIGITAL PASSION ΕΠΕ #1111111

Purchase Order Number *

Requested Delivery Date *
20/06/25 00:00 [Edit Requested Delivery Date](#)

Special Instruction

Shipping Address

Billing Address
000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Payer Address
000000000 - Test Account ΕΠΕ, ΓΛΥΦΑΔΑ, GR
4821 Dogwood Lane, 16675

Add a product to the Cart

Line	Model	Ordered Qty	Req. Date	Confirmed Quantity	Planned Dispatch Date	Unit Price	Net Price	Description	
000010	ZV1BDI.EU	1	20/06/2025	0	Unconfirmed	€561.76	€561.76	Vlog-Camera ZV-1, 20.1 MP,24-70...	Remove
000020	ZVE10LBDI.EU	3	20/06/2025	3	01/07/2025	€596.86	€1,790.58	ILC E Mount lens kit	Remove
000030	ZVE10BDI.EU	4	20/06/2025	4	01/07/2025	€526.66	€2,106.64	ILC E Mount Body	Remove
								Total	€4,458.98

[Create Order](#)

Step 9: User can download Order Details of the submitted order by clicking on “**Download Order Details**” Button. Sample Order Detail File is shown below for reference

ID 2000015580 ⓘ

[Download Order Details](#)

Details

Account Info
Consumer Electronics (CAV) - 000000000- Test Account #111111

Order Date
19/06/2025, 05:30:00

Purchase Order Number *
test non inventory k

Requested Delivery Date *
19/06/25 00:00

Special Instruction

Shipping Address
000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Billing Address
000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Payer Address
000000000 - DIGITAL PASSION ΕΠΕ, ΓΛΥΦΑΔΑ, GR
4821 Dogwood Lane, 16675

Line	Model	EAN	Req Delivery Date	Req Total Qty	Unit Price	Net Price	Open Qty	Rejection Code	Confirmed Quantity	Planned Dispatch Date	Actual Dispatch Date	Actual Dispatch Qty	Delivery Number
000010	SHAKEX30PN.EU	-	19/06/2025	2	€0.00	€0.00	0	-	2	02/07/2025	20/06/2025	2.000	5100018863
000030	SSSHAKEX30P.CE7	-	19/06/2025	2	€283.00	€566.00	0	-	2	02/07/2025	20/06/2025	4.000	5100018863
000020	HCDSHAKEX30.CFL	-	19/06/2025	2	€283.50	€567.00	0	-	2	02/07/2025	20/06/2025	2.000	5100018863

Note: Users having “**Change Order Transactor**” access will have capabilities to “**Modify**” the submitted order: They can reduce the quantity on any order line, or delete an order line, and also change the Requested Delivery Date

ID 2000014759 ⓘ

Details

Account Info
Consumer Electronics (CAV) - 000000000 - DIGITAL PASSION ΕΠΕ #11111111

Order Date
04/06/2025, 05:30:00

Purchase Order Number *
04JUNEP02025

Requested Delivery Date *
06/06/25 00:00 [Edit Requested Delivery Date](#)

Special Instruction

Shipping Address
000000000 - DIGITAL PASSION ΕΠΕ, ΠΕΡΙΣΤΕΡΙ, Greece
4874 Orange Ave., 12134

Billing Address
000000000 - DIGITAL PASSION ΕΠΕ, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Payer Address
000000000 - DIGITAL PASSION ΕΠΕ, ΓΛΥΦΑΔΑ, GR
4821 Dogwood Lane, 16675

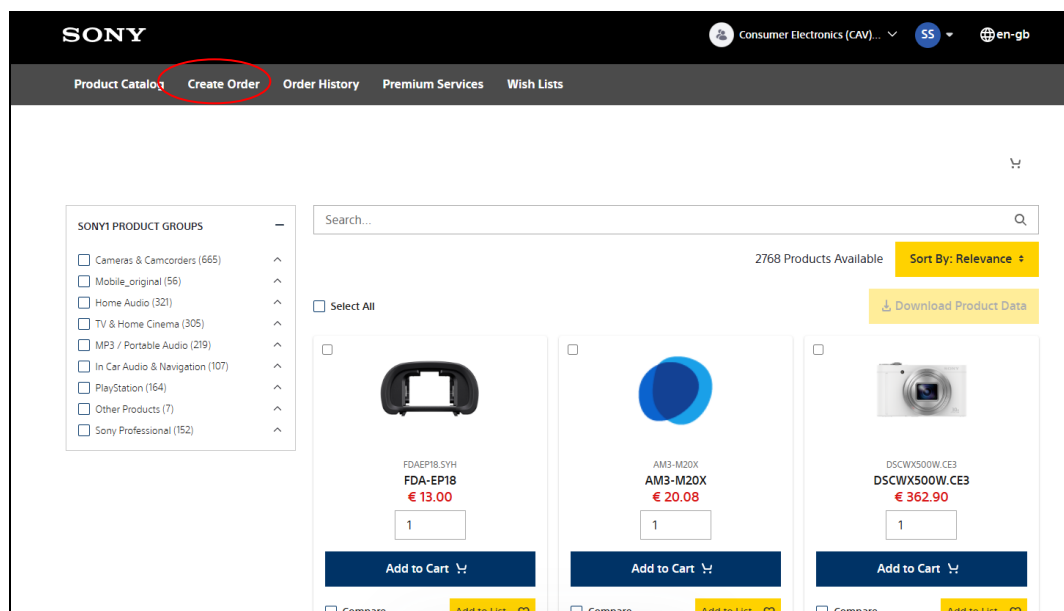
Line	Model	EAN	Req Delivery Date	Req Total Qty	Unit Price	Net Price	Open Qty	Rejection Code	Confirmed Quantity	Planned Dispatch Date	Actual Dispatch Date	Actual Dispatch Qty	Deliv Num
000030	XQCQ54C0C.EEAC	-	06/06/2025	1	€867.00	€867.00	1	-	-	-	-	-	-
000020	XQES54EUKL.GC	-	06/06/2025	1	€346.00	€346.00	0	-	1	30/06/2025	-	-	-
000060	XQCC54C0V.EEAC	-	06/06/2025	1	€412.00	€412.00	1	-	-	-	-	-	-

After making the required changes, please click on “Save Changes”

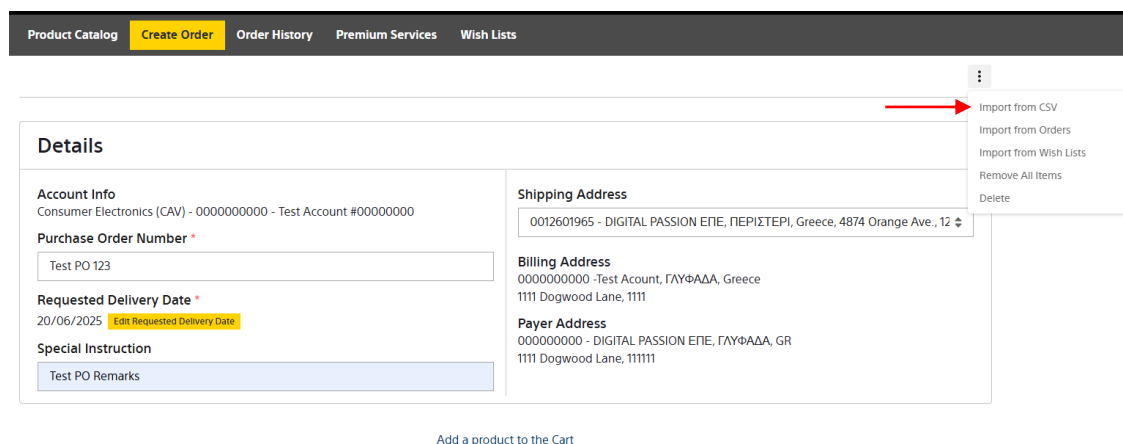
Line	Model	EAN	Req Delivery Date	Req Total Qty	Unit Price	Net Price	Open Qty	Rejection Code	Confirmed Quantity	Planned Dispatch Date	Actual Dispatch Date	Actual Dispatch Qty	Deliv Num
000030	XQCQ54C0C.EEAC	-	06/06/2025	1	€867.00	€867.00	1	-	-	-	-	-	-
000020	XQES54EUKL.GC	-	06/06/2025	1	€346.00	€346.00	0	-	1	30/06/2025	-	-	-
000060	XQCC54C0V.EEAC	-	06/06/2025	1	€412.00	€412.00	1	-	-	-	-	-	-
000010	XQEC54EUKCG.GC	-	06/06/2025	2	€1,168.67	€3,506.00	3	-	-	-	-	-	-
000050	XQCC54C0B.EEAC	-	06/06/2025	1	€412.00	€412.00	1	-	-	-	-	-	-
000040	XQCT54C0B.EEAC	-	06/06/2025	2	€1,156.00	€2,312.00	2	-	-	-	-	-	-

9.2 Create Order- Using CSV file

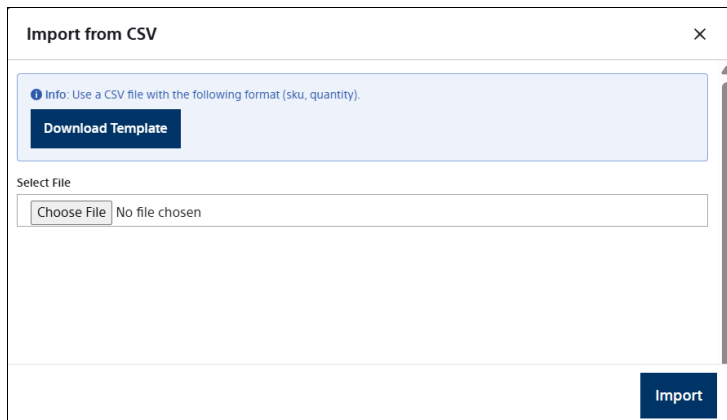
Step 1: Click on Create Order Link in Navigation Panel



Step 2: Click on 3 dots on next screen and select "Import from CSV" to proceed.



Step3: Download the template by clicking “**Download Template**” button.



Import from CSV

Info: Use a CSV file with the following format (sku, quantity).

Download Template

Select File

Choose File No file chosen

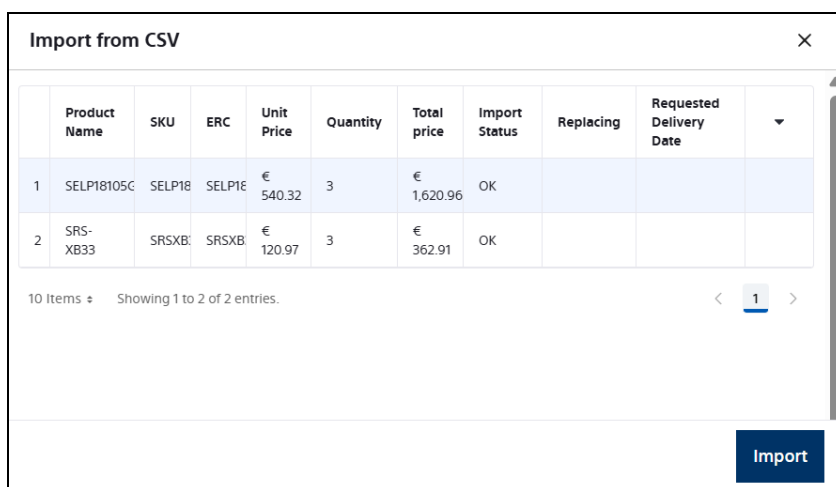
Import

Step 4: Fill in sku and quantity in the template. Sample template is shown for reference.

Note: The first line i.e. SKU and Quantity shouldn't be deleted, the products and quantities should be listed below this (as shown in the image)

sku	quantity
SELP18105G.AE	3
SRSXB33C.CE7	3

Step 5: Upload the file by clicking on “Choose File” and then click on Import. You will see the products on the next screen.



Import from CSV

	Product Name	SKU	ERC	Unit Price	Quantity	Total price	Import Status	Replacing	Requested Delivery Date	
1	SELP18105G	SELP18	SELP18	€ 540.32	3	€ 1,620.96	OK			
2	SRS-XB33	SRSXB	SRSXB	€ 120.97	3	€ 362.91	OK			

10 Items Showing 1 to 2 of 2 entries.

Import

Step 6: Once you click on Import, the products will be loaded in the Cart

Details

Account Info
Consumer Electronics (CAV) - 0000000000 - Test Account #00000000

Purchase Order Number *

Requested Delivery Date *
20/06/2025 [Edit Requested Delivery Date](#)

Special Instruction

Shipping Address

Billing Address
0000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
1111 Dogwood Lane, 1111

Payer Address
0000000000 - DIGITAL PASSION ΕΠΕ, ΓΛΥΦΑΔΑ, GR
1111 Dogwood Lane, 111111

Add a product to the Cart

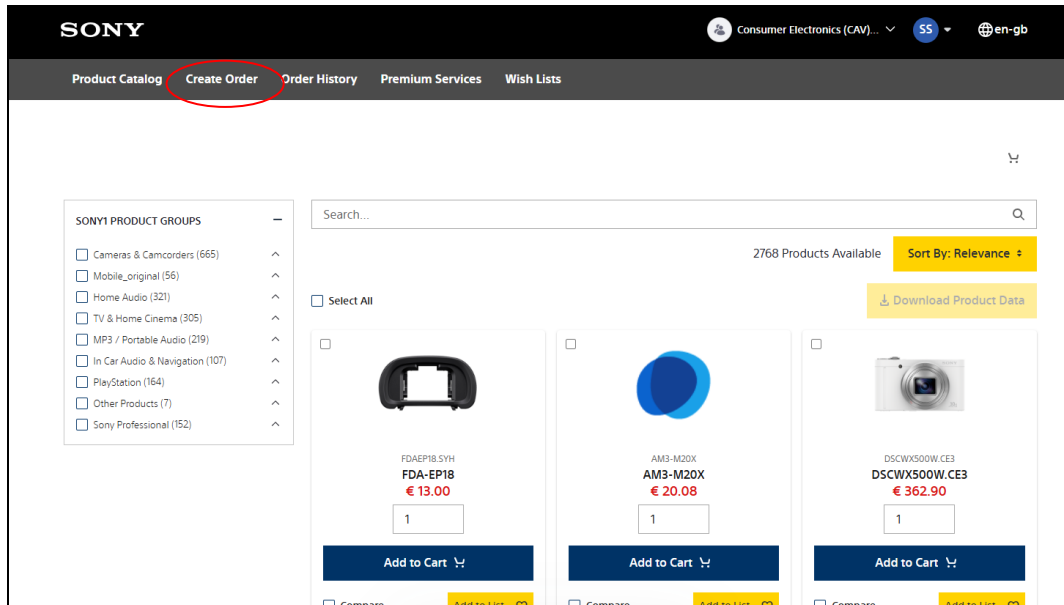
Line	Model	Ordered Qty	Req. Date	Confirmed Quantity	Planned Dispatch Date	Unit Price	Net Price	Description	
000010	SELP18105G AE	3	20/06/2025	3	19/06/2025	€421.61	€1,264.83	Φακός E-mount (SEL-P18105G)	Remove
000020	SRSXB33C CE7	3	20/06/2025	0	Unconfirmed	€94.54	€283.62	WIRELESS SPEAKER	Remove
Total								€1,548.45	

Create Order

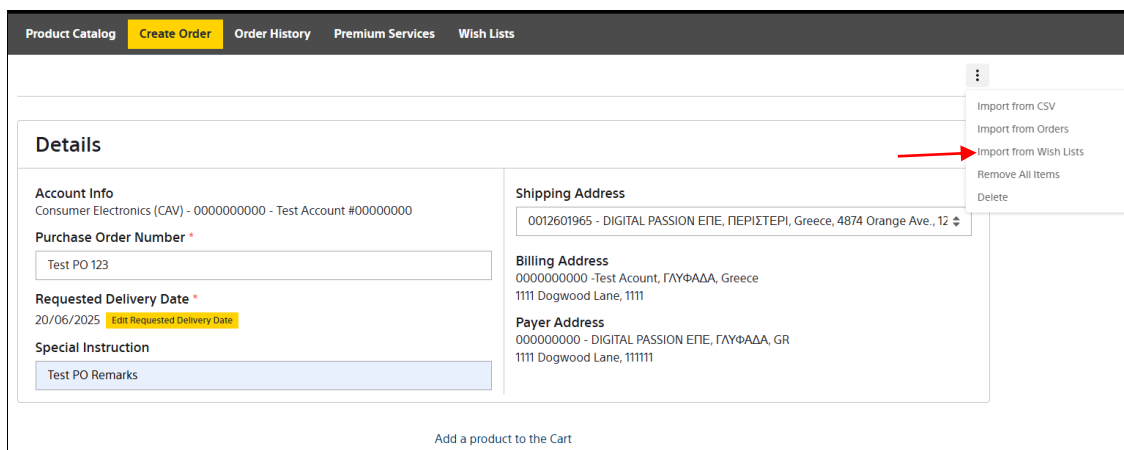
Step 7: You can now fill in PO number, Requested Delivery Date and proceed to Create the Order as usual Order Creation Process.

9.3 Create Order- Using Wish Lists

Step 1: Click on Create Order Link in Navigation Panel



Step 2: Click on 3 dots on next screen and select “Import from Wish Lists” to proceed.



Step 3: Select the required list from the available wish lists that appear on the screen.

Import from Wish Lists ×					
Search Q					
Title	Create Date	Created By	Number of Items	Amount	▼
New Wish List	23-Jun-2025	Shubham S	5		Select
Shubham Test Ext User Wishlist 1	21-Mar-2025	Shubham S	9		Select

10 Items ▾ Showing 1 to 2 of 2 entries. < 1 >

Step 4: Once you select a wish list, it shall show you the products present in the wish list.

Import from Wish Lists ×										
	Product Name	SKU	ERC	Unit Price	Quantity	Total price	Import Status	Replacing	Requested Delivery Date	▼
1	ECMB1M.SY	ECMB1	ECMB1	€ 316.39	1	€ 316.39	OK			
2	ECMM1.CE7	ECMM1	ECMM1	€ 333.06	1	€ 333.06	OK			
3	ECMS1.CE7	ECMS1	ECMS1	€ 375.21	1	€ 375.21	OK			
4	ECMW2BT.C	ECMW2	ECMW2	€ 200.00	1	€ 200.00	OK			
5	ECMW3.CE7	ECMW3	ECMW3	€ 416.53	1	€ 416.53	OK			

Import

Step5: Click on Import to load the products in the Cart.

Test PO Remarks

4821 Dogwood Lane, 16675

Add a product to the Cart

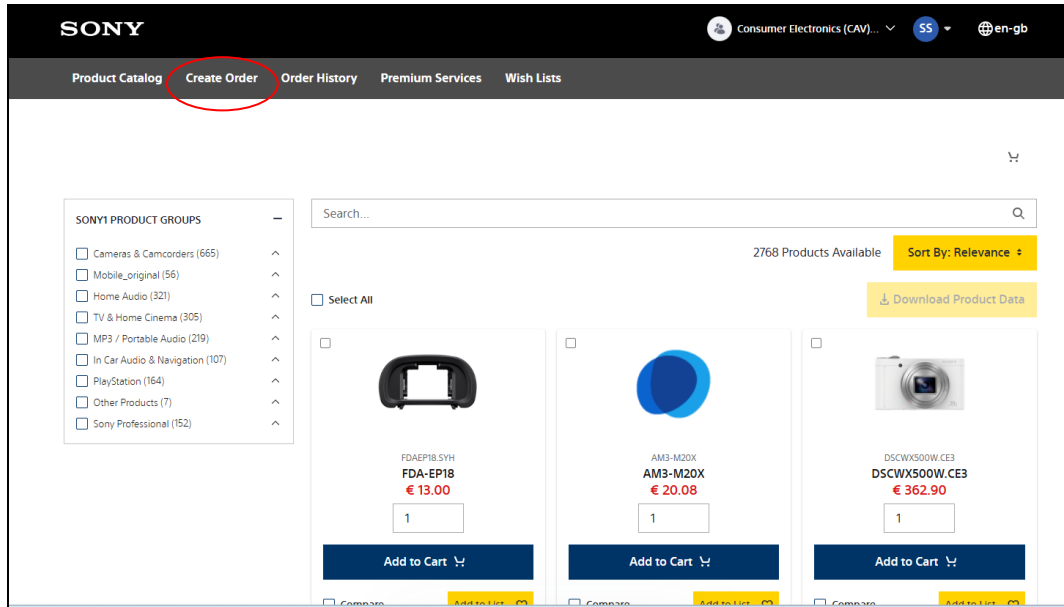
Line	Model	Ordered Qty	Req. Date	Confirmed Quantity	Planned Dispatch Date	Unit Price	Net Price	Description	
000010	ECMM1.CE7	1	20/06/2025	1	24/06/2025	€254.95	€254.95	SHOTGUN MICROPHONE	<button>Remove</button>
000020	ECMW3.CE7	1	20/06/2025	1	24/06/2025	€318.81	€318.81	WIRELESS MICROPHONE	<button>Remove</button>
000030	ECMB1M.SYU	1	20/06/2025	1	24/06/2025	€242.20	€242.20	Shotgun Microphone	<button>Remove</button>
000040	ECMW2BT.CE7	1	20/06/2025	1	24/06/2025	€153.16	€153.16	BLUETOOTH WIRELESS	<button>Remove</button>
000050	ECMS1.CE7	1	20/06/2025	1	24/06/2025	€287.20	€287.20	WIRELESS MICROPHONE	<button>Remove</button>
Total								€1,256.32	

Create Order

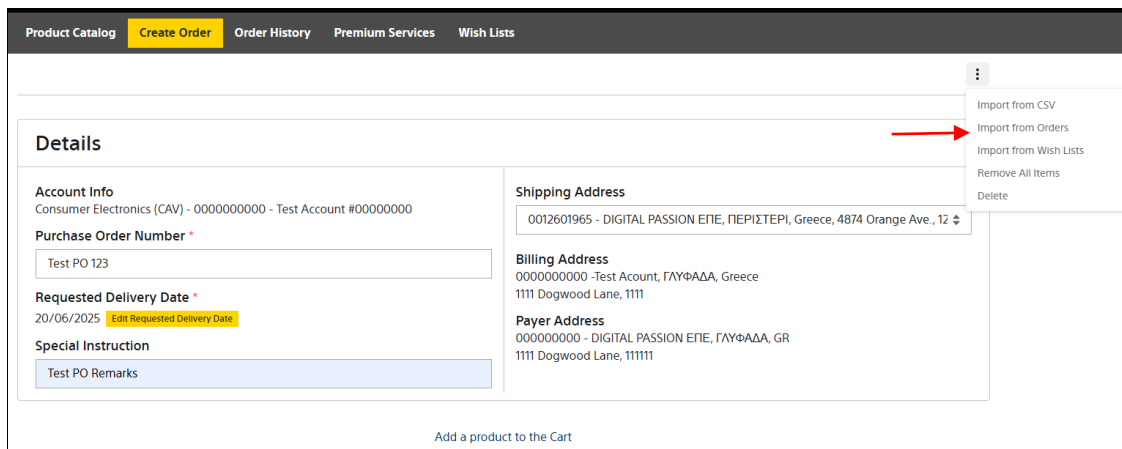
Step 6: You can now fill in PO number, Requested Delivery Date and proceed to Create the Order as usual Order Creation Process.

9.4 Create Order- Using Import from Orders

Step 1: Click on “Create Order” link in Navigation Panel



Step 2: Click on 3 dots on next screen and select “Import from Orders” to proceed.



Step 3: Select the Order from the list of orders that appear on the screen

Import from Orders						
Search						
Order ID	Order Date	Account	Submitted By	Status	Amount	
77931245	14-Apr-2025 17:24:34	Consumer Electronics (CAV) - 0290011721 - SC Belváros	Shubham S	Open	HUF 3240000.00	Selected
77059312	10-Apr-2025 08:05:02	Consumer Electronics (CAV) - 0012060305 - Creative Video Productions Ltd	ShivaKrishnaReddy Thunga	Open	€ 125.00	Selected

Step 4: Once you select an order, it shall show you the products present in selected order. Click on **Import** to load the products in the cart.

Import from Orders							
2	XDRS60DBPW.CED	XDRS60DBPW.CED	XDRS60DBPW.CED	HUF 31518.00	4	HUF 126072.00	OK
3	XAVV631BT.EUR	XAVV631BT.EUR	XAVV631BT.EUR	HUF 83000.00	1	HUF 83000.00	OK
4	XAV602BT.EUR	XAV602BT.EUR	XAV602BT.EUR	HUF 111000.00	1	HUF 111000.00	OK
5	WX920BT.EUR	WX920BT.EUR	WX920BT.EUR	HUF 51700.00	1	HUF 51700.00	OK
6	WI-XB400	WIXB400L.CE7	WIXB400L.CE7	HUF 17520.00	1	HUF 17520.00	OK
7	WIC400L.CE7	WIC400L.CE7	WIC400L.CE7	HUF 19000.00	1	HUF 19000.00	OK
				HUF		HUF	

Import

Step 5: Once you select an order, it shall show you the products present in selected order. Click on **Import** to load the products in the cart

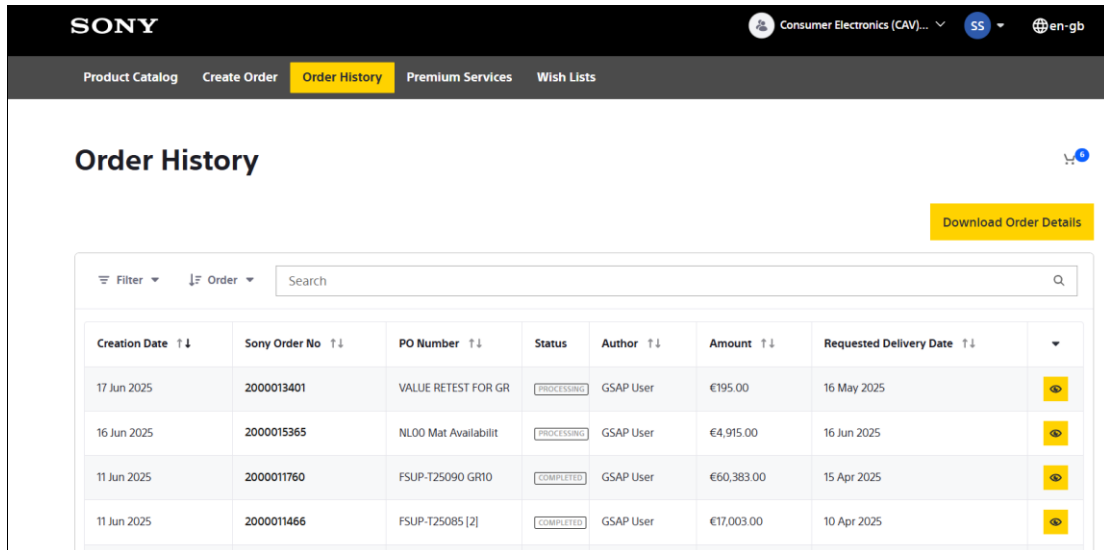
Add a product to the Cart								
Line	Model	Ordered Qty	Req. Date	Confirmed Quantity	Planned Dispatch Date	Unit Price	Net Price	Description
000010	XDRS60DBPW.CED	4	-	-	-	HUF 31,518.00	HUF 126,072.00	-
000020	XAVV631BT.EUR	1	-	-	-	HUF 83,000.00	HUF 83,000.00	-
000030	XAV602BT.EUR	1	-	-	-	HUF 111,000.00	HUF 111,000.00	-
000040	WX920BT.EUR	1	-	-	-	HUF 51,700.00	HUF 51,700.00	-
000050	WIXB400L.CE7	1	-	-	-	HUF 17,520.00	HUF 17,520.00	-
000060	WIC400L.CE7	1	-	-	-	HUF 19,000.00	HUF 19,000.00	-
000070	WIC200B.CE7	2	-	-	-	HUF 11,680.00	HUF 23,360.00	-

Step 6: You can now fill in PO number, Requested Delivery Date and proceed to create the order as usual Order Creation Process.

10. Order History

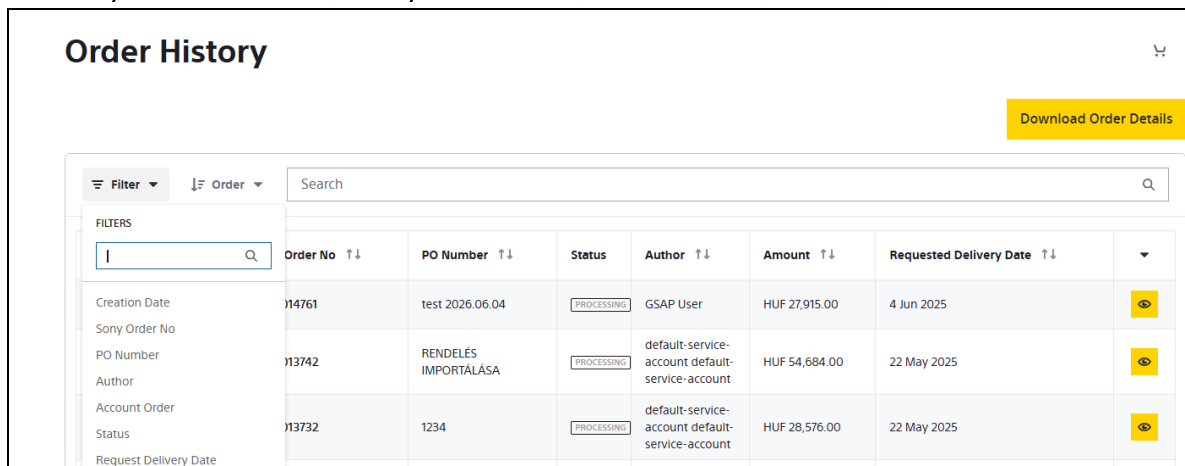
View your past orders conveniently in one place:

- Navigate to **Order History**. User can view all the list of submitted order under “Order History” Section.



Creation Date ↑↓	Sony Order No. ↑↓	PO Number ↑↓	Status	Author ↑↓	Amount ↑↓	Requested Delivery Date ↑↓	
17 Jun 2025	2000013401	VALUE RETEST FOR GR	PROCESSING	GSAP User	€195.00	16 May 2025	👁
16 Jun 2025	2000015365	NL00 Mat Availabilit	PROCESSING	GSAP User	€4,915.00	16 Jun 2025	👁
11 Jun 2025	2000011760	FSUP-T25090 GR10	COMPLETED	GSAP User	€60,383.00	15 Apr 2025	👁
11 Jun 2025	2000011466	FSUP-T25085 [2]	COMPLETED	GSAP User	€17,003.00	10 Apr 2025	👁

- Filter by Creation date, Sony Order No., PO Number, Author, status etc.



Order No. ↑↓	PO Number ↑↓	Status	Author ↑↓	Amount ↑↓	Requested Delivery Date ↑↓	
114761	test 2026.06.04	PROCESSING	GSAP User	HUF 27,915.00	4 Jun 2025	👁
113742	RENDELÉS IMPORTÁLÁSA	PROCESSING	default-service-account default-service-account	HUF 54,684.00	22 May 2025	👁
113732	1234	PROCESSING	default-service-account default-service-account	HUF 28,576.00	22 May 2025	👁

- User can view Order detail page by clicking on “eye” icon.

ID 2000015580

Download Order Details

Details

Account Info
Consumer Electronics (CAV) - 000000000 - Test Account #111111

Order Date
19/06/2025, 05:30:00

Purchase Order Number *
test non inventory k

Requested Delivery Date *
19/06/25 00:00

Special Instruction

Shipping Address
000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Billing Address
000000000 - Test Account, ΓΛΥΦΑΔΑ, Greece
4821 Dogwood Lane, 16675

Payer Address
000000000 - DIGITAL PASSION ΕΠΙΕ, ΓΛΥΦΑΔΑ, GR
4821 Dogwood Lane, 16675

Line	Model	EAN	Req Delivery Date	Req Total Qty	Unit Price	Net Price	Open Qty	Rejection Code	Confirmed Quantity	Planned Dispatch Date	Actual Dispatch Date	Actual Dispatch Qty	Delivery Number
000010	SHAKEX30PN.EU	-	19/06/2025	2	€0.00	€0.00	0	-	2	02/07/2025	20/06/2025	2.000	5100018863
000030	SSSHAKEX30P.CE7	-	19/06/2025	2	€283.00	€566.00	0	-	2	02/07/2025	20/06/2025	4.000	5100018863
000020	HCDSHAKEX30.CFL	-	19/06/2025	2	€283.50	€567.00	0	-	2	02/07/2025	20/06/2025	2.000	5100018863

- They can also download all the orders in excel format by clicking on “Download Order Details” Button.
- Sample Order Details File is shown for reference

SOrg	Dchl	Customer	Sold to name	Date order	Document	Purchase Order Number	Item	Material	Unit Price	Net Value	Curr.	Order	Confi	Div.q	Open	Req.dlv.dt
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	10	XSPB1620E.EUR	49	49	British Pound	1	0	0	1	
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	20	XSPB1620E.EUR	30	90	British Pound	3	0	0	3	
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	30	ZSP5558.CEK	105	105	British Pound	1	0	0	1	
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	40	XSMP1611.U	57	57	British Pound	1	0	0	1	
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	50	XSMP1621.U	78	78	British Pound	1	0	0	1	
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	60	XSPB1630.U	37	74	British Pound	2	0	0	2	
G820	02	xxxxxxxxxx	Test Dealer	01-04-2025	2000011717	15APRPOTEST1	70	XSPB1730.EUR	54	54	British Pound	1	0	0	1	
										Total Net	507	British Pound				
										Total Fees	0	British Pound				
										Total	507	British Pound				

11. User Roles

Our application supports multiple user roles to help manage access and responsibilities:

Role	Description
Content Viewer	• Content Viewers will have the ability to view the product catalog. • This includes browsing all categories, subcategories, and product details, but will not have the ability to place orders or modify any product-related information
Basic Transactor	• Users with this role will have all the abilities of a Content Viewer but with the added functionality to create and place orders. • They will be able to add products to the cart, specify quantities, and proceed with the order creation process. • Basic Transactors will be able to view their order history, track order statuses, and manage their order details.
Advanced Transactor	• Advanced Transactors will have all the functionalities of Basic Transactors but with additional permission i.e. ability to add notes to orders.
Change Order Transactor	• Change Order Transactors will have all the permissions of Advanced Transactors, with the added ability to edit open orders (cannot change “shipped” orders). • This includes modifying details such as removing product lines or reducing quantities before the order is fully processed. • Change Order Transactors can modify requested delivery dates for their orders

12. Glossary

1. **Create Order** : A button in the navigation bar which allows users to create a new order. It is visible only to users with the Basic Transactor, Advance Transactor, Change Order Transactor roles
2. **Order History**: It shows a history of all placed orders.
3. **Premium Services**: A button in the navigation bar which allows users warranty-related pages within the platform.
4. **Wish list**: User Can create a Wish list and add Products to a Wish list from Product Catalog Page. If there are multiple Wish lists, then one Wishlist has to be selected as default.
5. **Sony1Product Groups**: This is shown on the Product Catalog Page. It comprises of all the categories and sub-categories mapped to SONY products.
6. **Compare**: Compare Feature allows user to do a comparison between different SONY Products. User can compare maximum of 5 products.
7. **Add to List**: This feature allows user to add the products to their wish list.
8. **Purchase Order Number**: user reference to the purchase order.
9. **Requested Delivery Date**: Users will be able to select a single delivery date by default, which will be fetched from a calendar.
10. **Shipping Address**: Users will be able to select one shipping address (select from pull down menu of Ship to associated with their account)
11. **Billing Address** : A billing address is the address associated with user's payment method
12. **Payer Address**: Account responsible for Payments.
13. **Import From CSV**: User can upload list of products using csv file.
14. **Import From Orders**: User can import items from a previous order to fill in the Cart.
15. **Import From Wish list**: User can create their personal Wishlist and use it for order creation purpose by using "Import from Wishlist" feature.

13. Support and Escalation Procedures

Should you encounter any issues:

- Email our support team: **sisc-gisc-in-eu-was-apps-support@ap.sony.com**.