Customer Service Portal manual

Version 1 – 29 Nov 2024

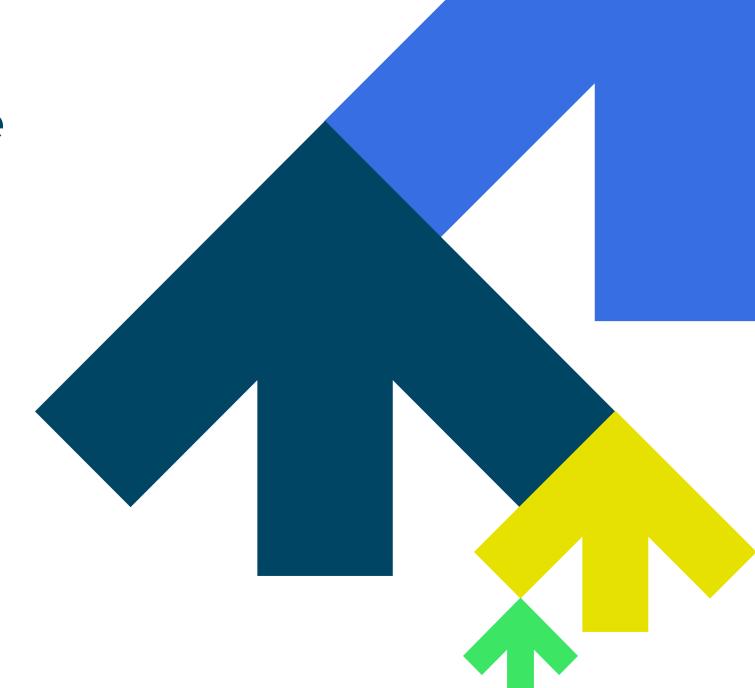




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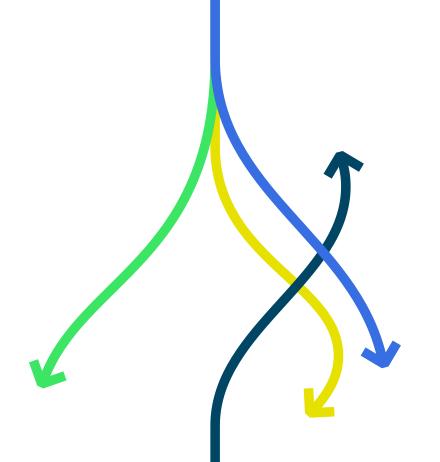
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1. Access the CS portal

Access the CS portal by URL https://customer-service.reboundplatform.com/ and login with username and password.

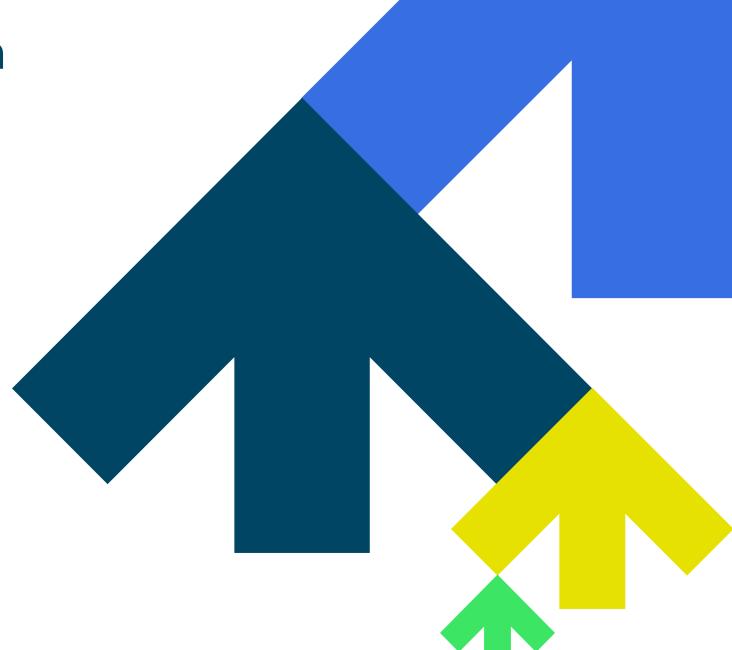






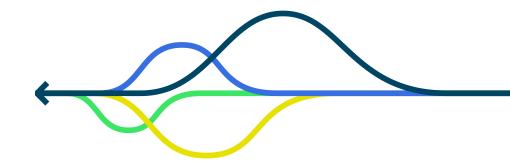
2. Searching for an existing return.

- a) Searching by RMA/Order ID
- b) Searching by consumer email
- c) Searching by Return ID
- d) Searching by Tracking Number





Actions available for CS agents based on the way of searching



Way of searching for existing order or return

Available actions

- a) Searching by RMA/Order ID
- b) Searching by consumer email

Create a return for more items

- Track and trace the return
- Download / print label for existing return
 - Cancel return

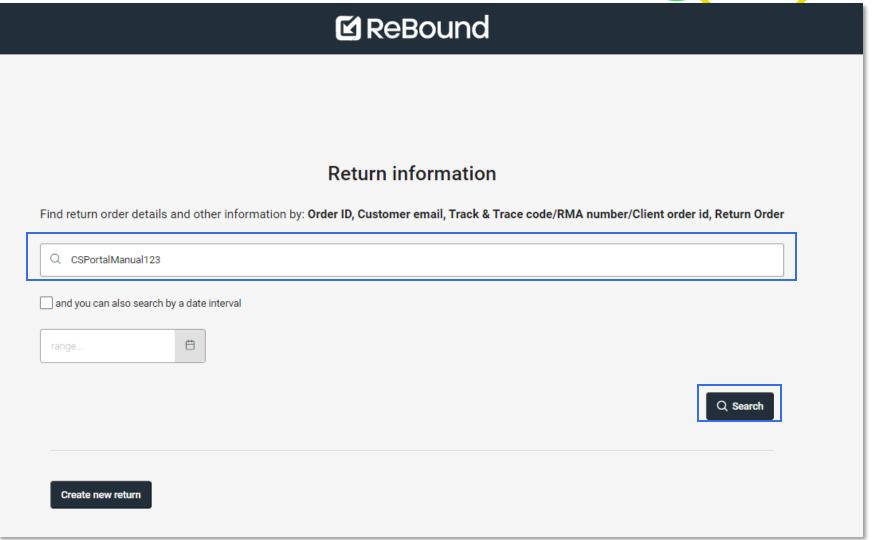
- c) Searching by Return ID
- d) Searching by Tracking Number



A. Searching by RMA/Order ID.

On the search screen, fill in the RMA or Order ID. (e.g., <u>CSPortalManual123</u>)

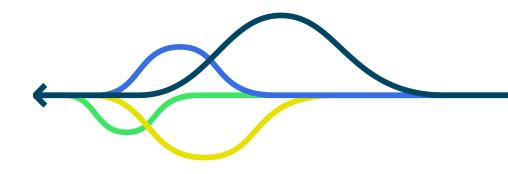


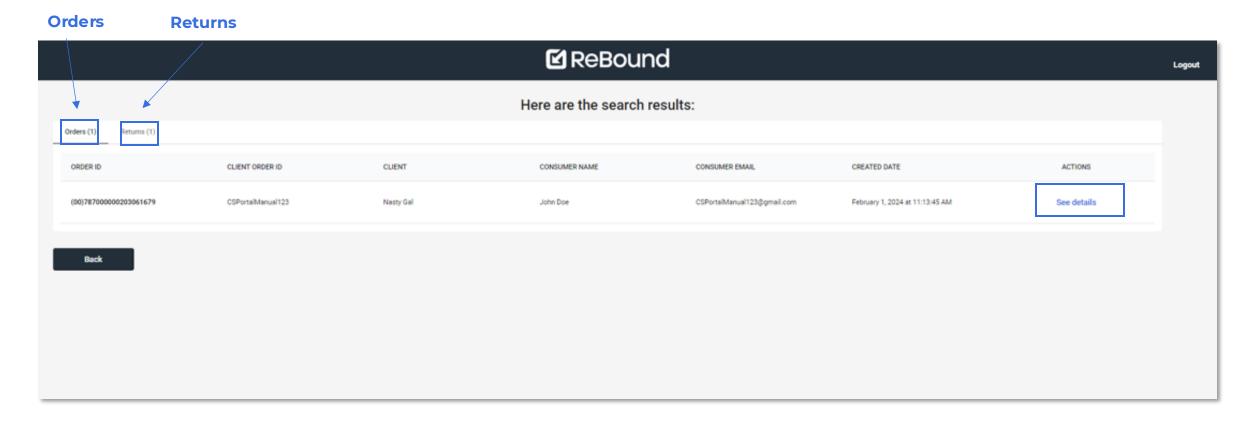




A. Searching by RMA/Order ID.

The resulting table will have: **Orders** & **Returns**. Choose the "Orders" tab for the information of the matching sales orders. Choose the "Returns" for the information of the matching returns.



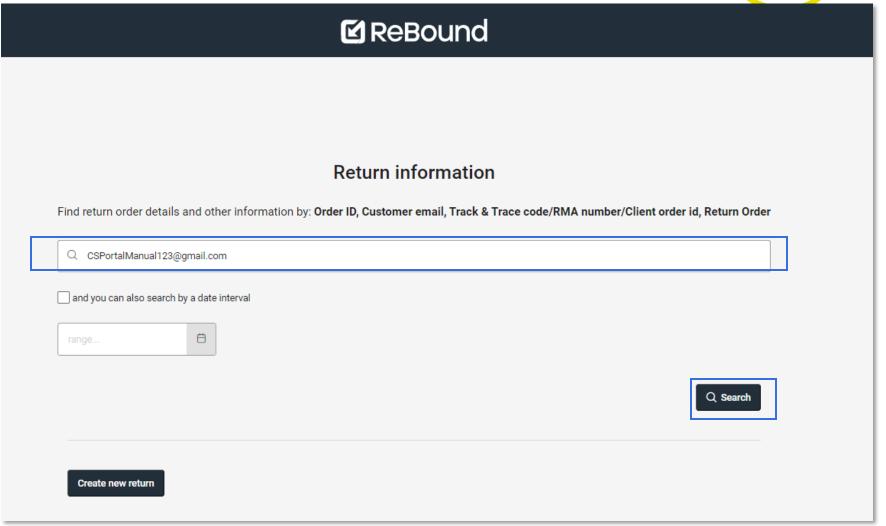




B. Searching by consumer email

On the search screen, fill in consumer's email. (e.g., <u>CSPortalManual123@gmail.com</u>)

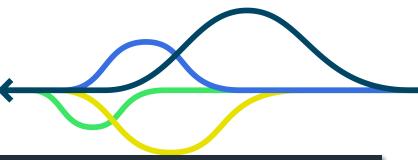




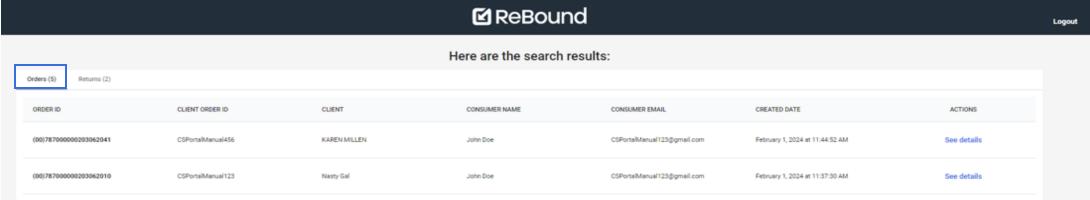


B. Searching by consumer email

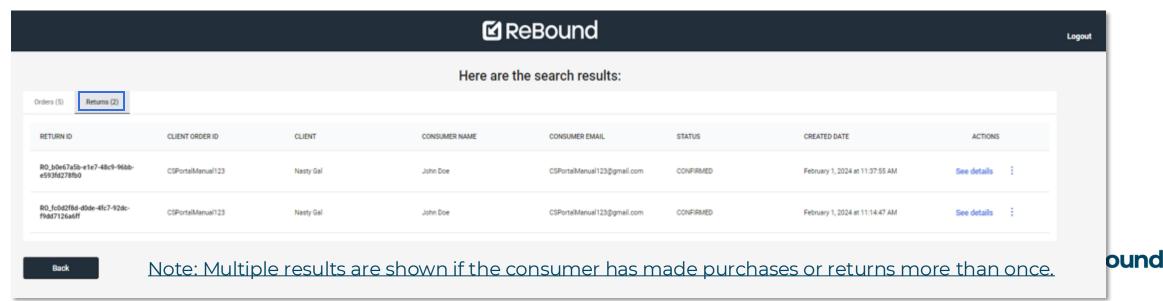
You will find all the sales orders, that were shared to ReBound's system, and all the returns created under that specific email address.



Orders



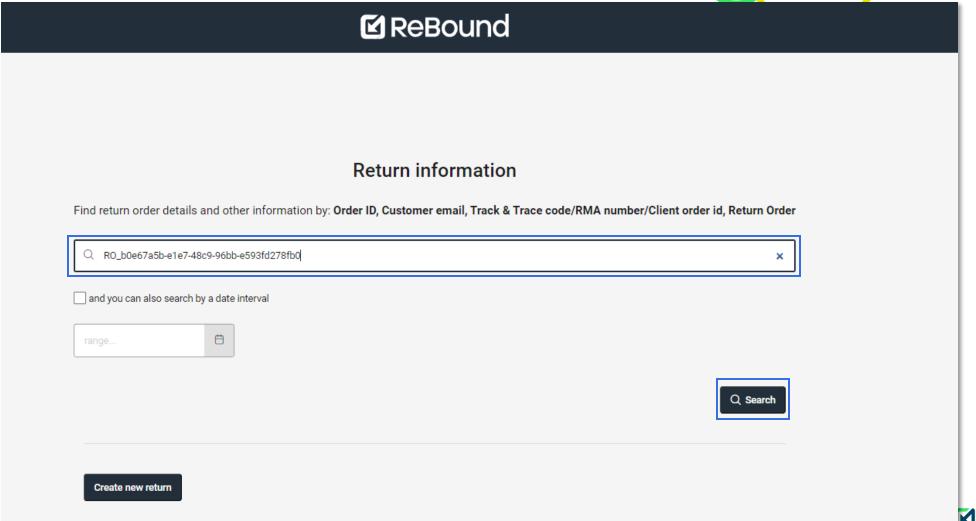
Returns



C. Searching by Return ID

On the search screen, fill in Return ID. (e.g., RO_b0e67a5b-e1e7-48c9-96bb-e593fd278fb0)

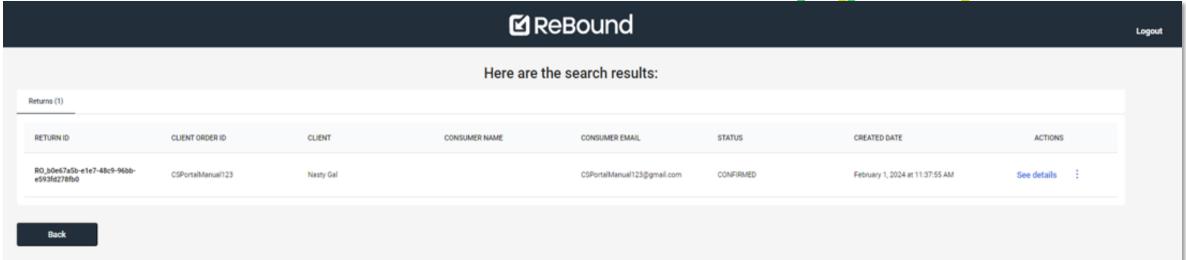




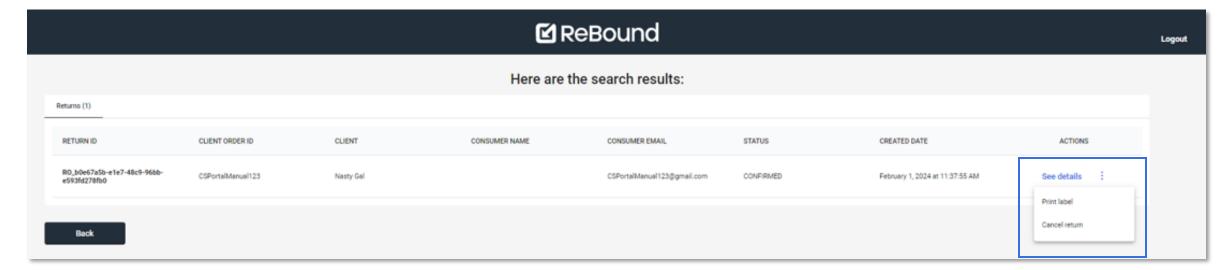
C. Searching by Return ID

You will find the information for the matching return order.





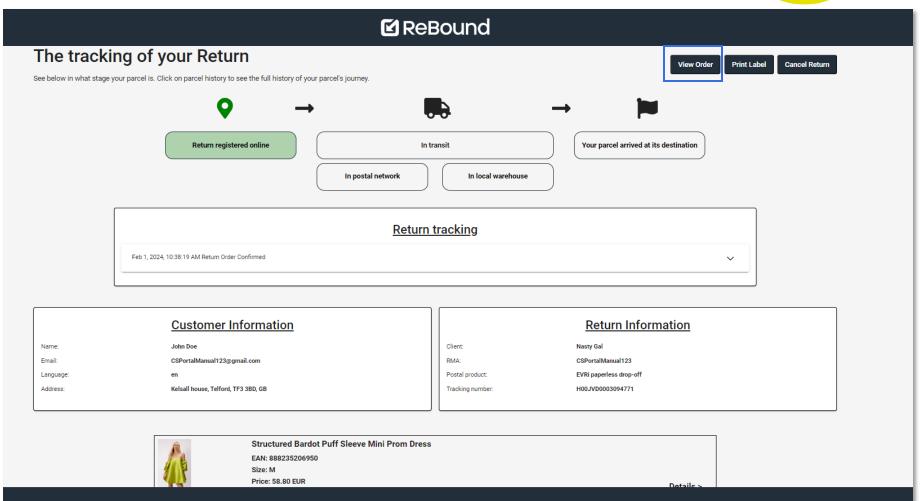
You can reprint label and cancel the return directly from the search results table by pressing on the button :



C. Searching by Return ID

Note: When searching by Return Order ID, the consumer's name will not be visible on the table. Complete information is available by clicking on "View order".

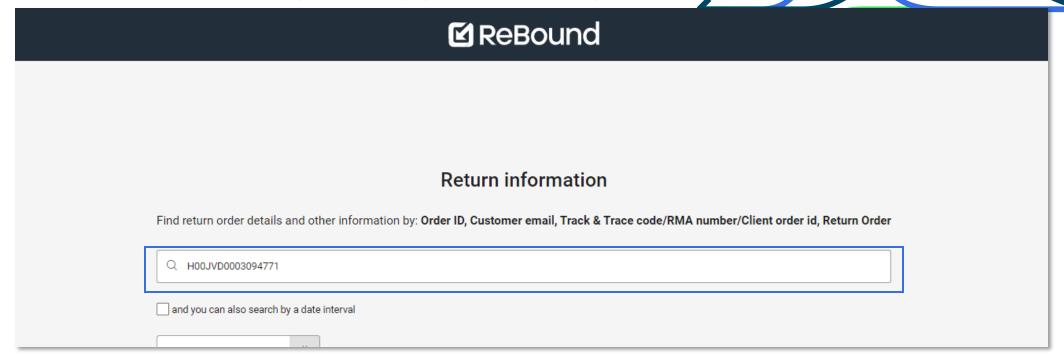




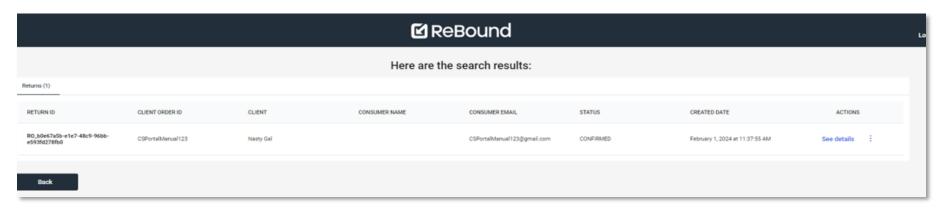


D. Searching by Tracking Number

On the search screen, fill in Tracking Number. (e.g., 3SCYCL5256199)



You will find the information of the return that matches the tracking number.

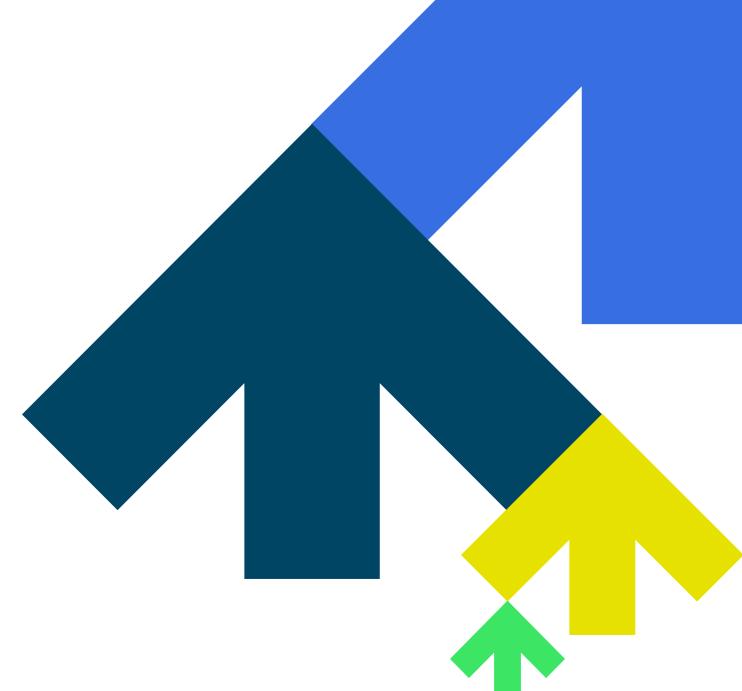




3. Orders and Returns Views

Searching will yield results shown in a table, as described in the previous chapter. These will differ depending on the data used in the search:

- When searching by RMA / Order ID / consumer email, both sales orders and returns will be obtained.
- When searching by Return ID /
 Tracking number, only returns will be
 obtained (the specific returns you
 searched for).

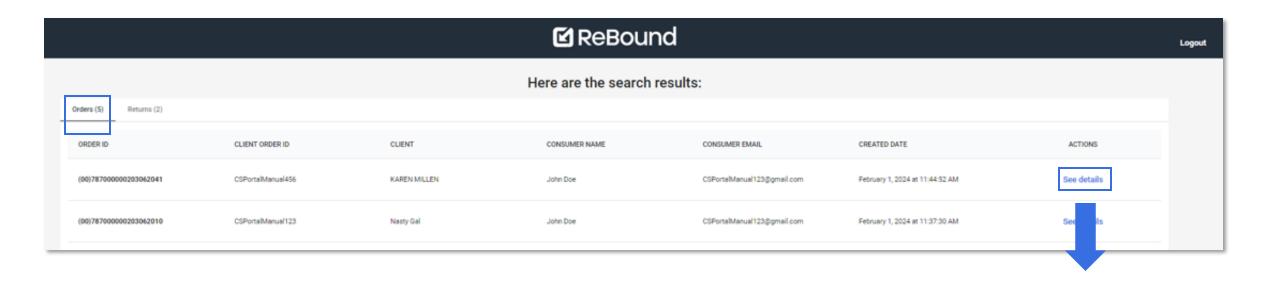




Orders view



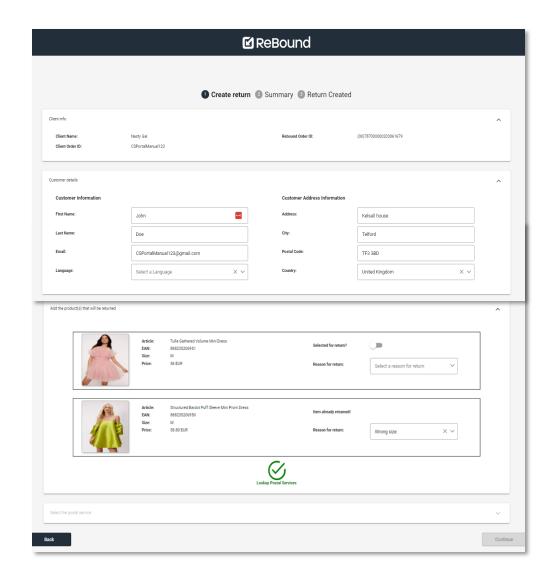
Choose "Orders" to see all orders related to your search query.

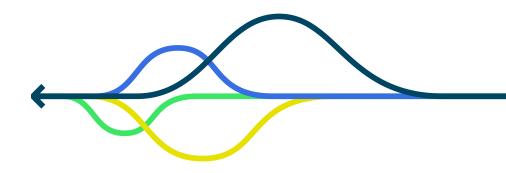


Clicking on "See details" will bring you on the order page.



Orders view





On this page you can:

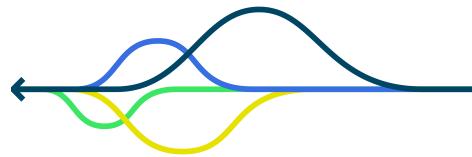
- See order details
- See which items have already been returned
- Create returns for the items that have not yet been returned.
 Note: These returns are currently

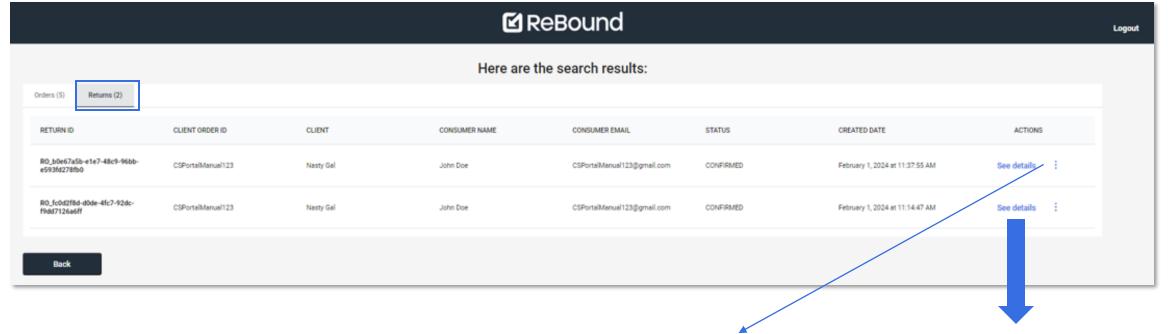
not visible to consumers in the returns' portal.



Returns view

Choose "Returns" to see all returns related to your search query.





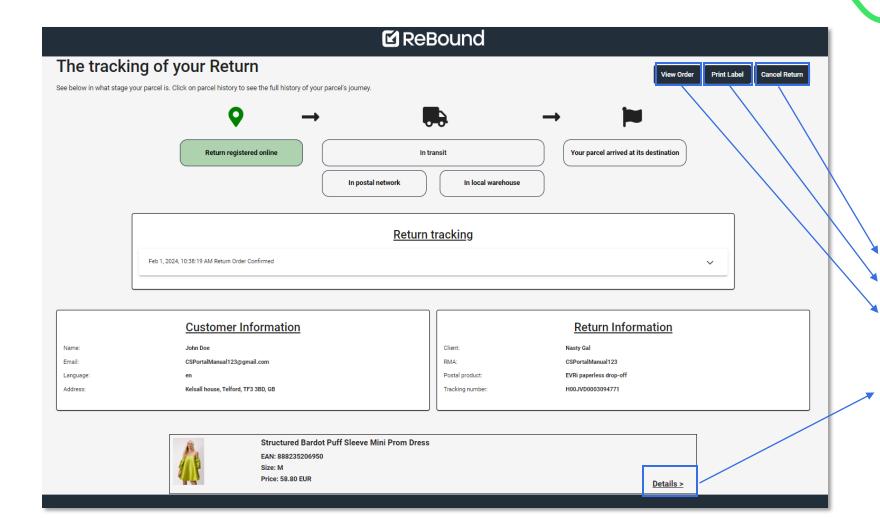
Click on to expand a menu with extra options:
- Print label

- Cancel return

Clicking on "See details" will bring you on the return page.



Returns view



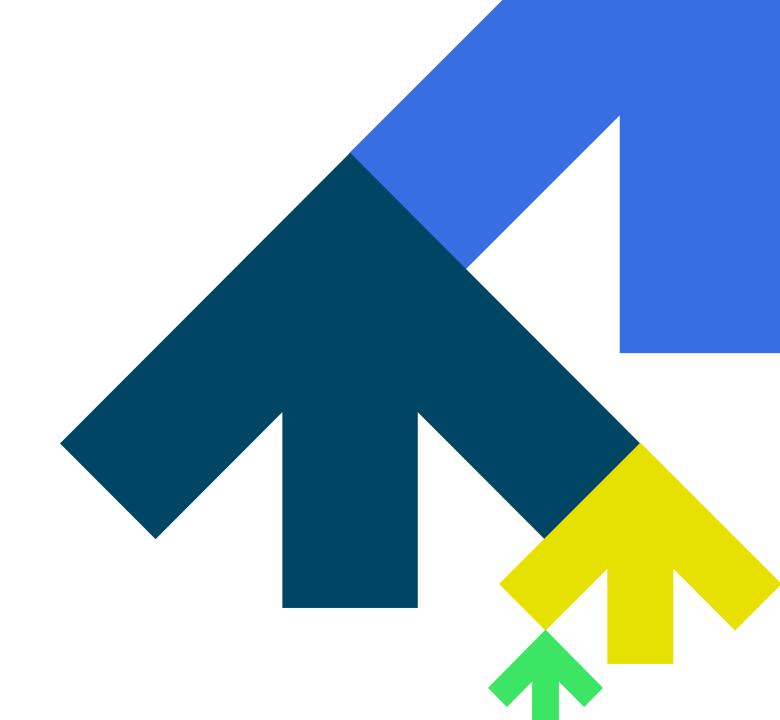
From this page, you can:

- See the return's information (e.g., expected items, selected carrier)
- Track the return
- Cancel the return
- Reprint the return label
- Go to the sales order page by clicking on "View order".
- By clicking on "Details" you can find General and Customs information about the return and the Return Reason.



4. Actions with existing returns

- a) Return more items
- b) Track and trace the return
- c) Download the label for the existing return
- d) Cancel returns

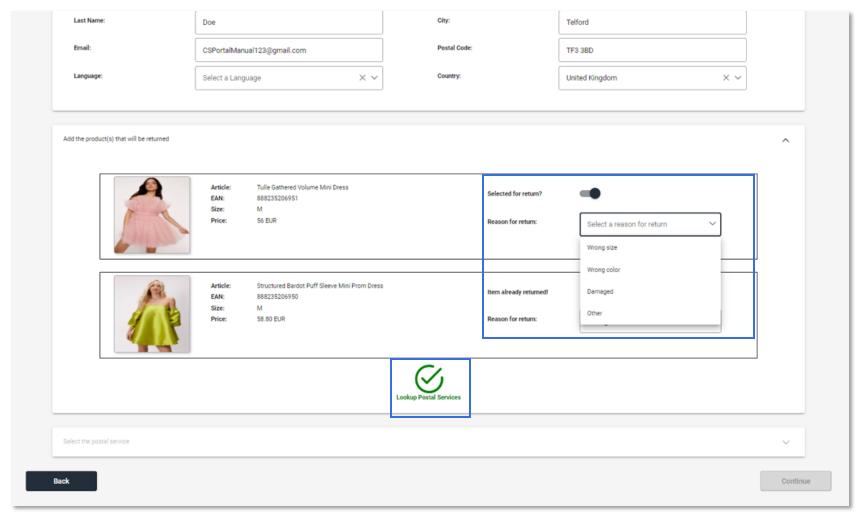


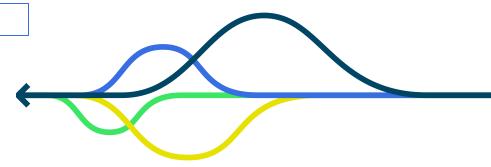


Only available when searching by: RMA, Order ID, consumer's email.

A. Return more items

As a search result, you see a table with two tabs: **Orders & Returns.** Choose the "Orders" tab and click "See details" for the needed order.





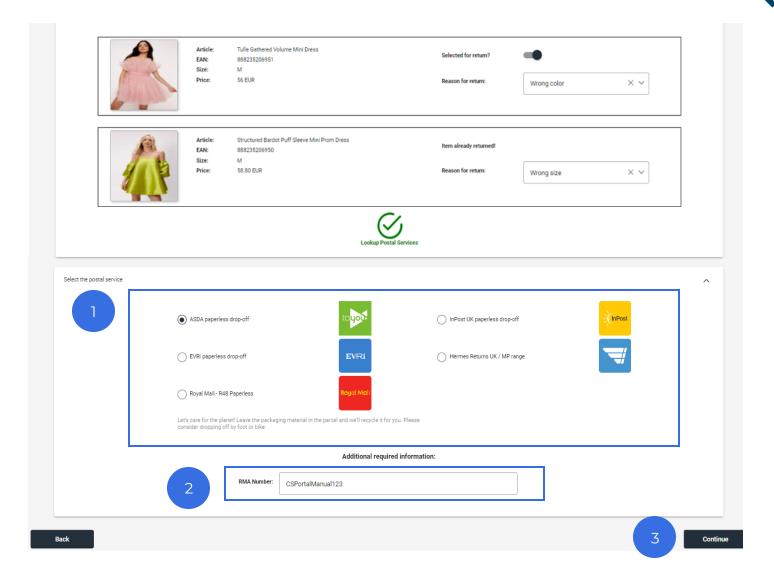
- 1. Select the item(s) to be returned
- 2. Toggle the bar next to "Selected for return"
 - 3. Choose the return reason
- 4. Click on "Lookup postal services".

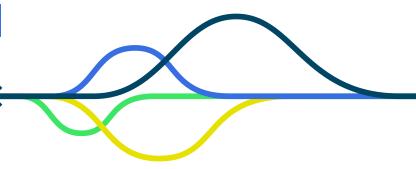




Only available when searching by: RMA, Order ID, consumer's email.

A. Return more items



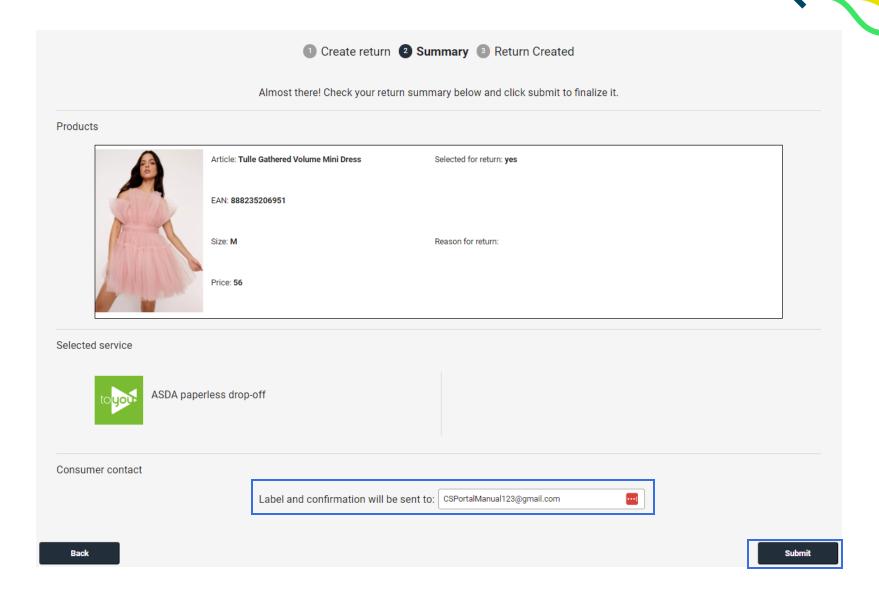


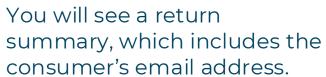
- 1 You will see the available postal services, and you can select the one preferred by the consumer.
- You will be required to fill in the RMA Number, which corresponds to the order number. (e.g., CSPortalManual123)
- You can click on "Continue" when it's done.



Only available when searching by: RMA, Order ID, consumer's email.

A. Return more items





This will be used to send a return confirmation email with the label attached.

If all is correct, you can continue by clicking on "Submit".



A. Return more items





- Once submitted, the return label will be generated. For paperless services, the label will be a QR code or barcode.
- The return label is sent to the consumer automatically via email. It can also be downloaded by the Customer Service Agent.

Notes:

- Existing returns can't be modified.
- Additional items can be returned for existing sales orders by creating an additional return.
- This is only possible if the consumer already created (or attempted creating) a return for their order from the returns' portal.



B. Track and trace the return

After finding the desired return, click "See details" to open the track and trace page.

☑ ReBound

Returns (2)

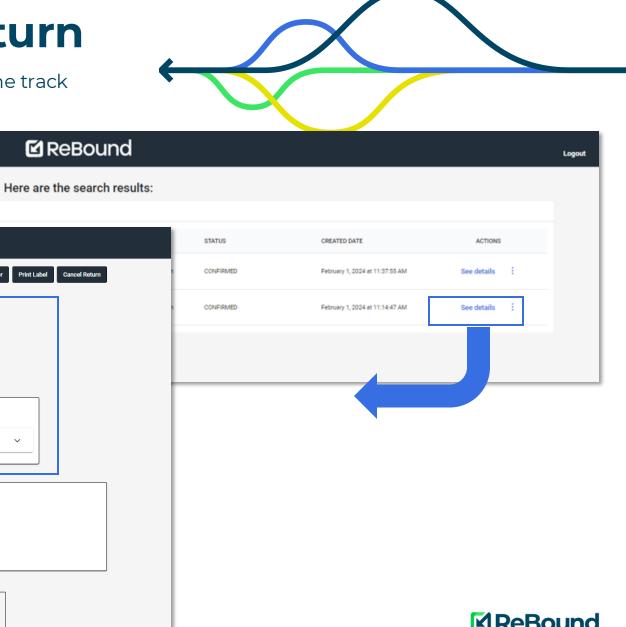
Orders (5)

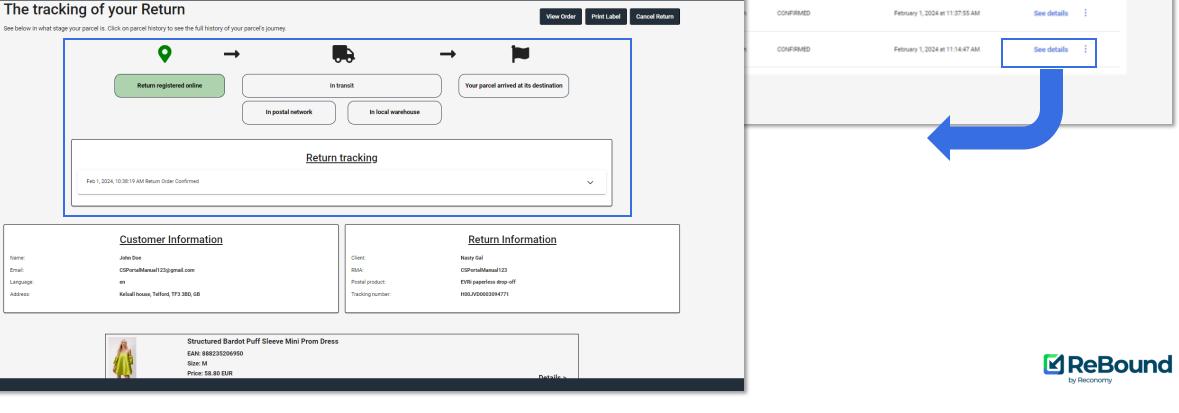
Name:

Email:

Language:

Address:





C. Download the label for the existing return



After finding the desired return, there are 2 ways to download/print the label.

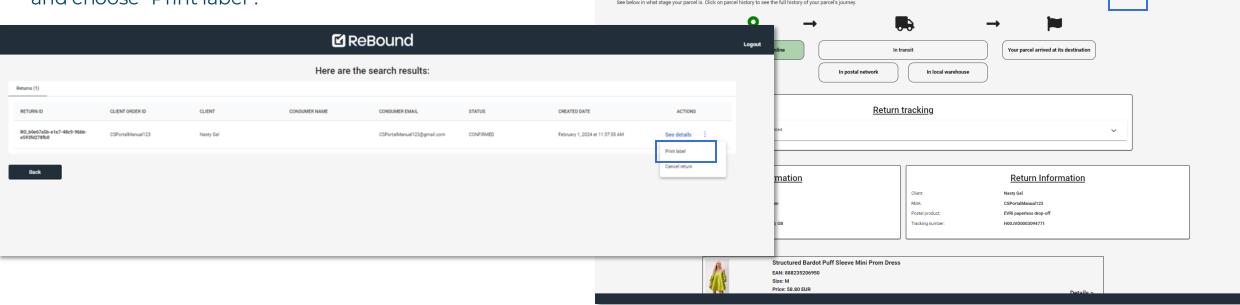
Option 1.

In the search results table, click on and choose "Print label".

Option 2.

The tracking of your Return

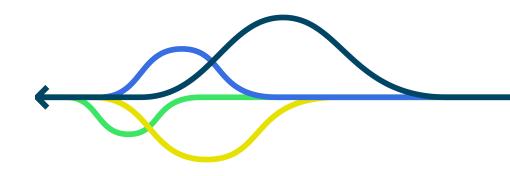
On the return details page, click on "Print label".





D. Cancel existing returns

After you have found the relevant return, there are 2 ways to cancel the return.



☑ ReBound

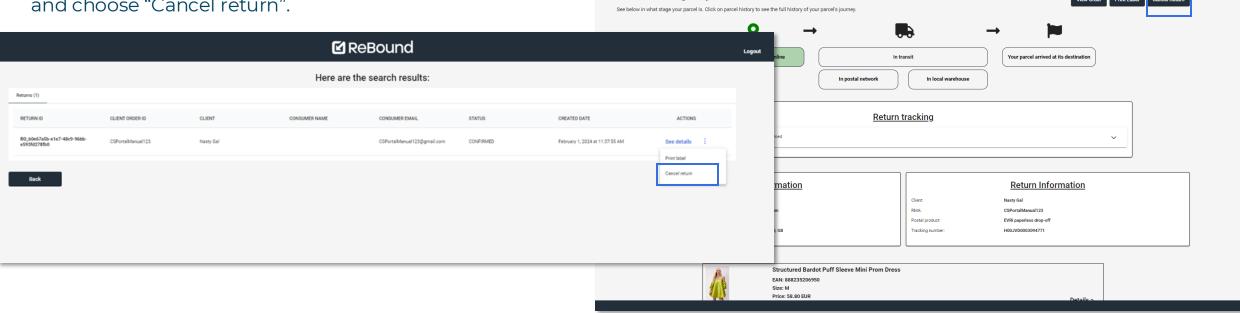
Option 1.

In the search results table, click on and choose "Cancel return".

Option 2.

The tracking of your Return

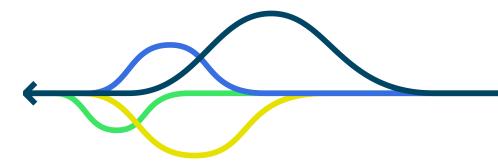
On the return details page, click on "Cancel return".

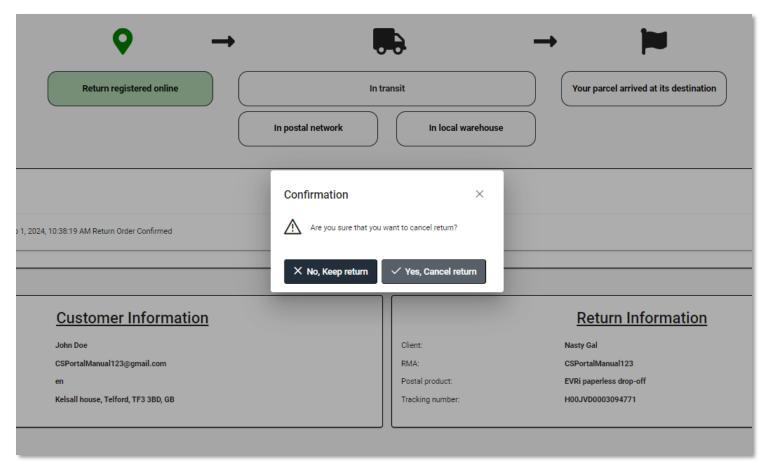




D. Cancel existing returns

In both cases the confirmation is required before the return is cancelled,

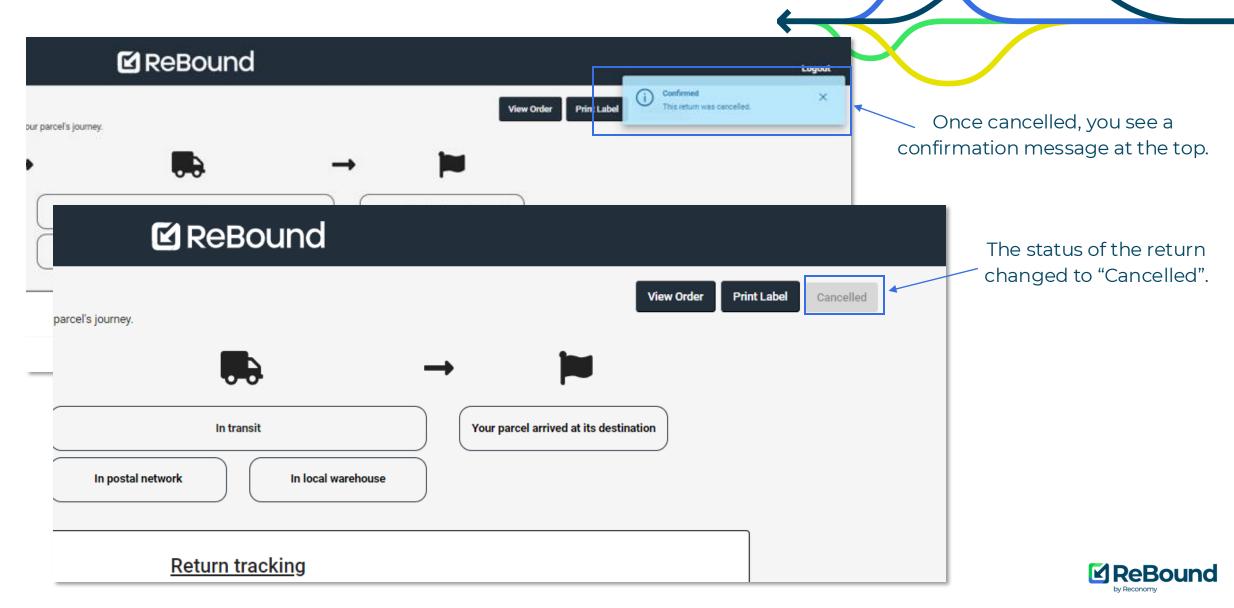




Please note that it is only possible to cancel a return if consumer has not dropped off the return in post office yet.

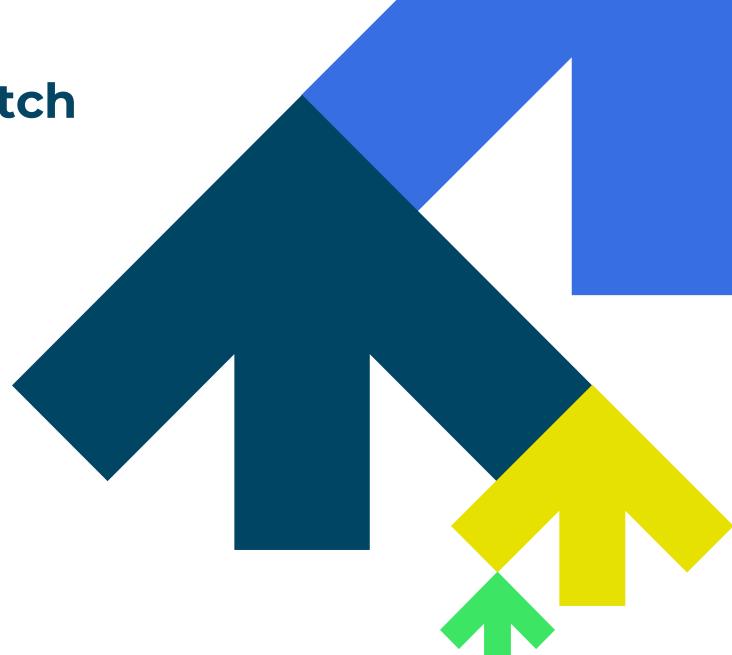


D. Cancel existing returns



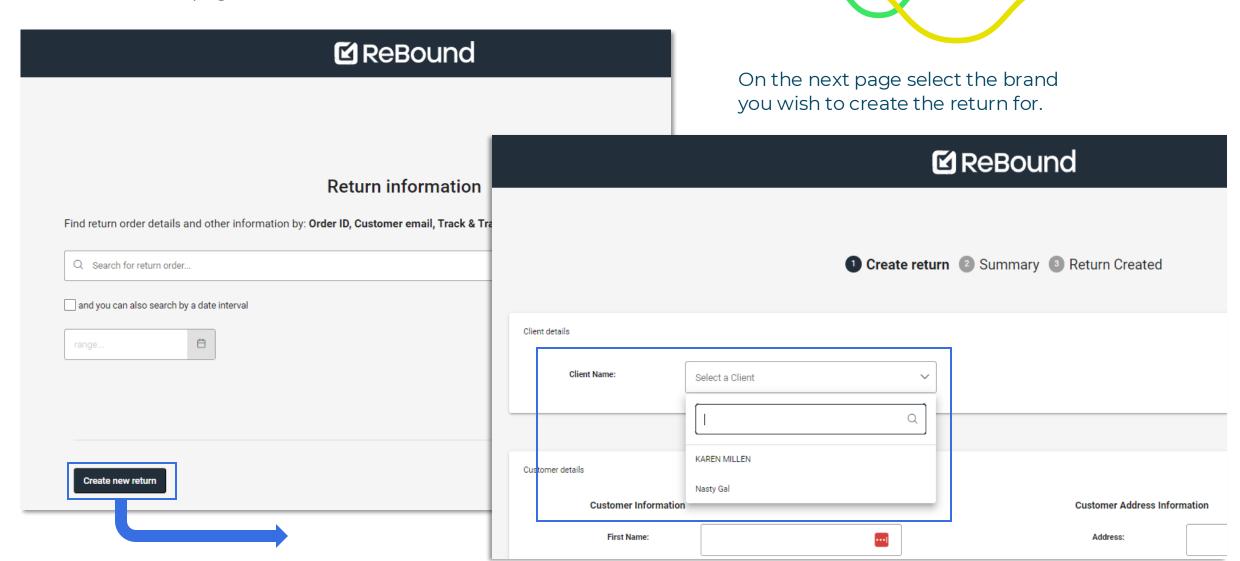
5. Creating new returns* from scratch

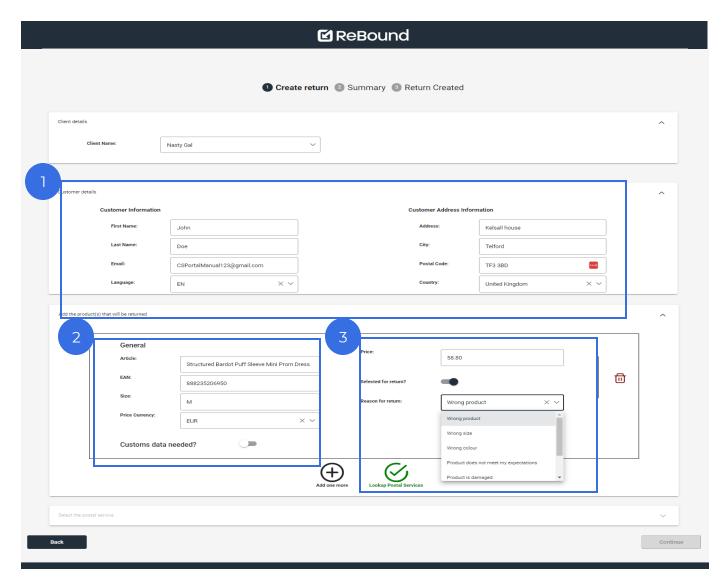
*These returns are currently not visible to consumers in the Consumer Portal.

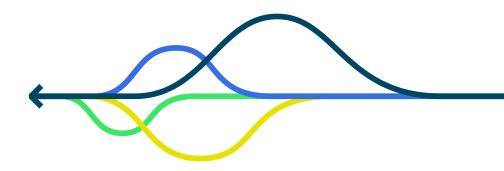




On the search page click on "Create new return".







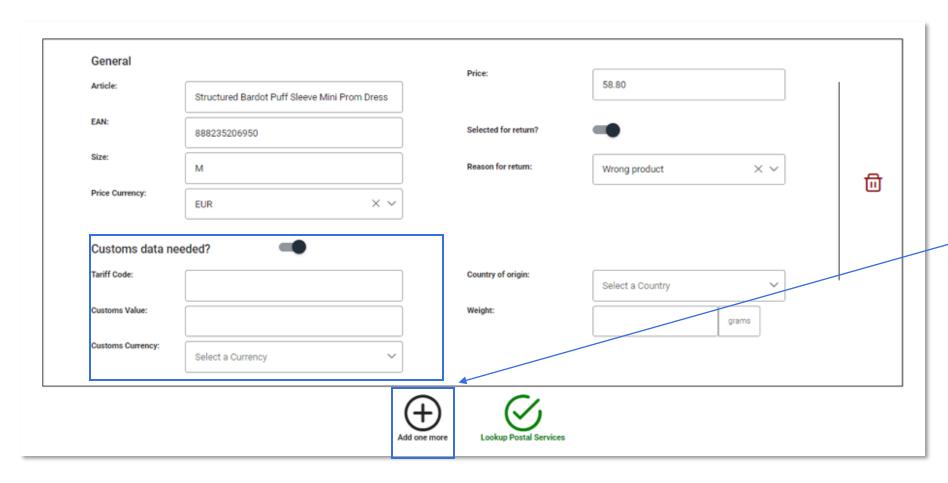
Fill in the required information:

- Customer Info including address.
- 2 Item details
- Make sure that the item is "selected for return" and a return reason is selected



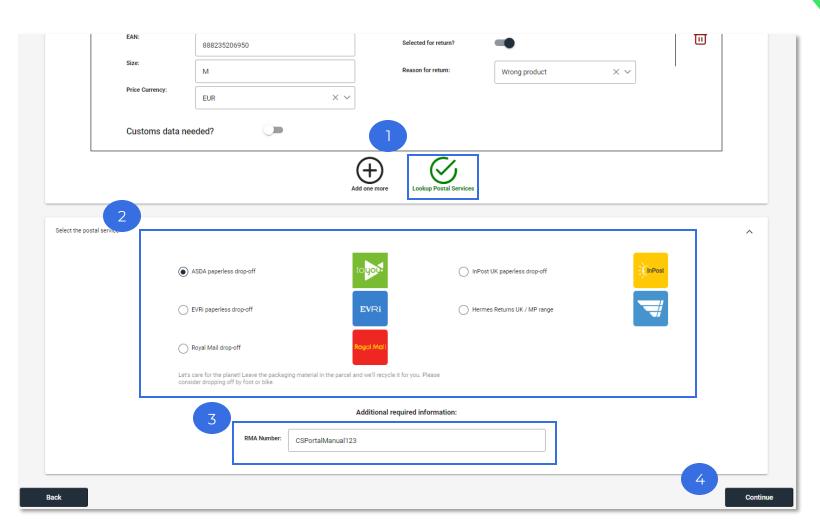
If customs data is needed, enable it and fill in the data.

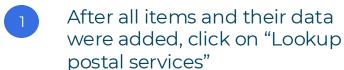
Note: Customs data is always required if the return physically crosses customs borders. (e.g., US → UK or EU → UK)



More items can be added by clicking on "Add one more" and filling in the item data.



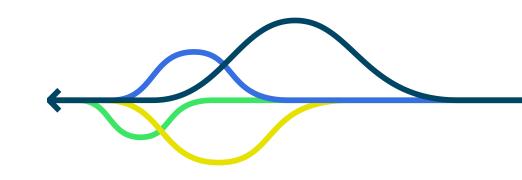




- You will see the available postal services. You can select the consumer's preferred one.
- You will have to fill in the RMA Number (which corresponds to the order number).
- When ready, click on "Continue".



You will see a summary page with details on the returned item(s), the postal service selected and the consumer's email address for receiving the label. Clicking "Submit" will confirm the return and generate the return label.



The return label is sent to the consumer automatically via email. It can also be downloaded by the Customer Service Agent.

For paperless services, the label will be a QR code or barcode.



