



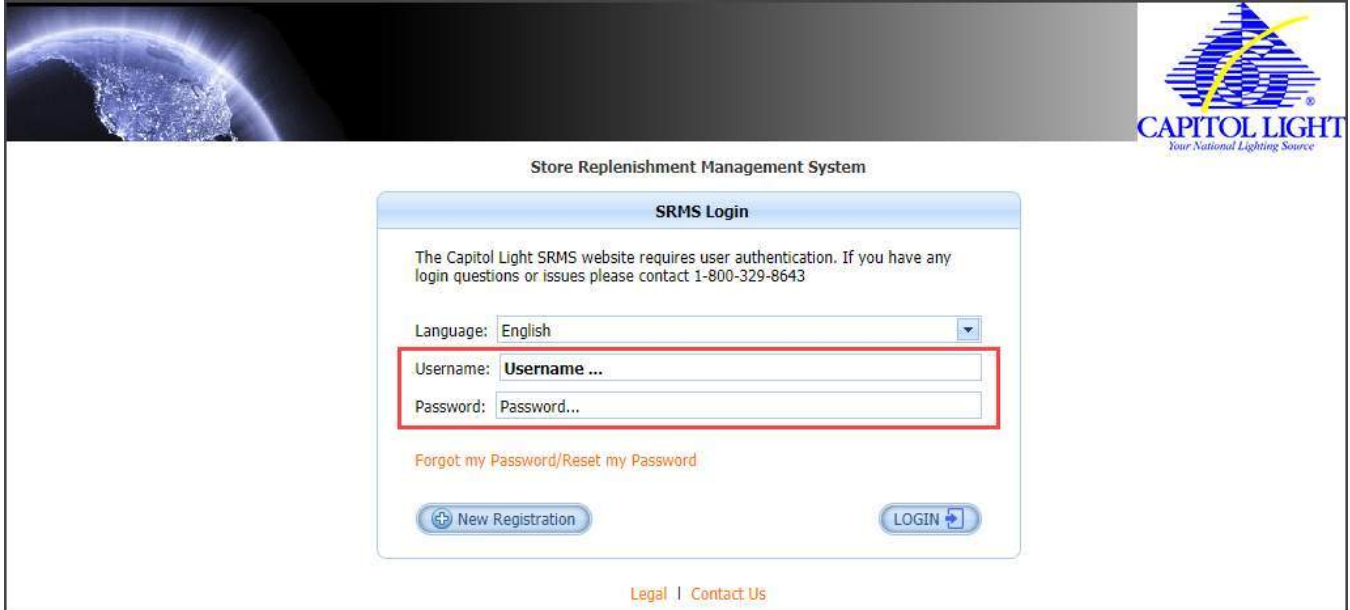
Capitol Light Web Order Entry Reference Guide

**Bath
& Body
Works®**

Light Bulb Ordering Guidelines

Login:

1. Go to <http://www.capitolight.com/Mobile/login.aspx> and type in your Username and Password
 - a. Username 'bbw' plus your 4 digit store number (if the store number is not 4 digits, add zeros to the beginning to make it 4 digits)
 - b. Password is 'Email@stores'.



Store Replenishment Management System

SRMS Login

The Capitol Light SRMS website requires user authentication. If you have any login questions or issues please contact 1-800-329-8643

Language: English

Username: Username ...

Password: Password...

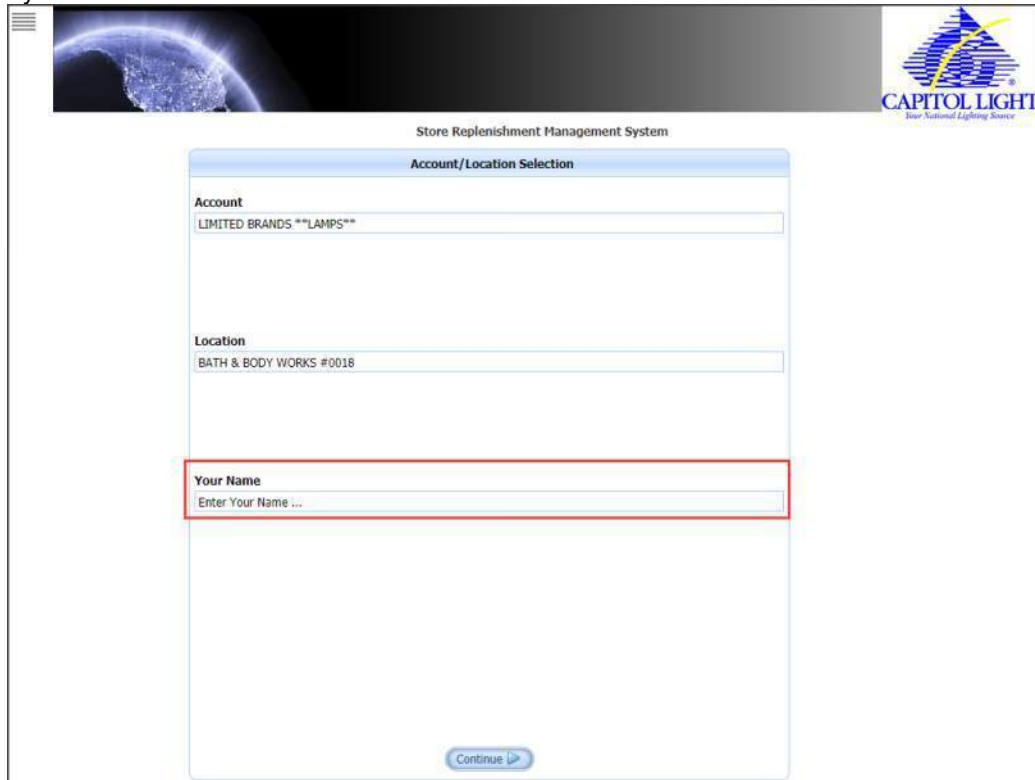
[Forgot my Password/Reset my Password](#)

[New Registration](#) [LOGIN](#)

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Example: Bath & Body Works #18, Username: bbw0018, Password: Email@stores

2. Enter your name and then click Continue



Store Replenishment Management System

Account/Location Selection

Account
LIMITED BRANDS **LAMPS**

Location
BATH & BODY WORKS #0018

Your Name
Enter Your Name ...

[Continue](#)

You will be directed to your order form for the store

Read Important Notes:

The Important Notes section has two pieces of information: red font is basic account notes about how to place orders and blue text is specific to your store.

1. Click on the down arrow to expand the Important Notes Section

The first screenshot shows the Lbrands website header with the 'Important Notes' section collapsed. A red box highlights a down arrow in the top right corner of the 'Important Notes' bar. Purple arrows point from this bar to the second screenshot.

The second screenshot shows the 'Important Notes' section expanded. It contains the following text:

If you have any questions please contact your account representative Rebecca Lovley @ 800-621-1230.

1) Enter the number of cases of each item you need to order.
 2) Click on My Cart to proceed to checkout.
 3) Click Submit Order when you are done.

Your store LED warranty start date is May 2018.

A red box highlights an up arrow in the top right corner of the 'Important Notes' bar.

2. Once you are done reading the notes, you can close the notes by clicking the up arrow

Locate and Select Bulbs:

1. Locate light bulbs needed
2. Scroll down the page to view all bulbs specific to your store

The screenshot shows the Lbrands website with the 'Important Notes' section collapsed. Below the navigation bar, there is a heading: **- Your track and recessed lighting are integrated LED fixtures.**

Image	Part Number	Description	Location	Case Quantity	Case Price	# of Cases Needed	Add to Cart
	47944	9.5A19/PER/827-22/P/E26/WG - 9.5W 120V, LED A19, Medium Base (E26), 4.38" Len 2.44" Dia, Dimmable, 2700K, 80 CRI, Wide Flood (250°) Warranty: 3 Years	Sales Floor	1	\$8.95		
	47959	F32T8/TL930/ALTO - 32W 120V, Linear Fluorescent T8, Medium Bi-Pin Base (G13), 48" Len 1" Dia, 3000K, 90 CRI	Back of House	30	\$67.20		
	4S-BAKPAK	RECYCLE BOX " SMALL " 4' LENGTH - Capacity: 18-T12 or 32-T8 4' Linear Fluorescents	Recycle Box	1	\$55.05		
	COM-BAKPAK	COM-BAKPAK - Compact Fluorescent Recycling, 5 Gallon Pail, Holds Up To 90 CFL Lamps	Recycle Box	1	\$84.74		

Tip: If you cannot see the bulb you are looking for contact Rebecca Lovley at 800-621-1230

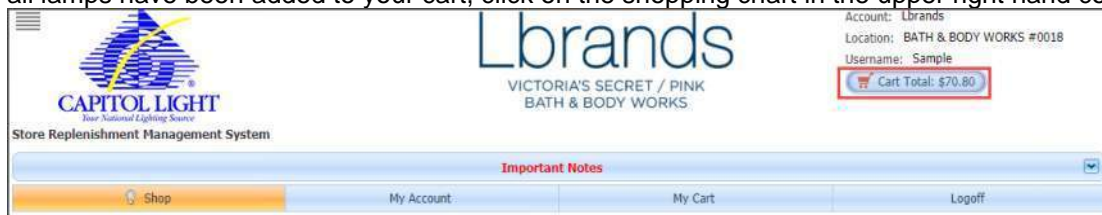
3. Type in the quantity of **cases** for each lamp required and then click the shopping cart icon to the right
 - a. "Cart Total" will update accordingly



For example if you need the 47959, when you enter (1) in the "# of Cases Needed" column and click add to cart, you will be receiving (30) of the lamps because that is how many come in a case.

Check Out:

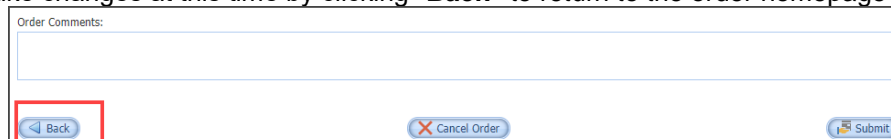
1. Once all lamps have been added to your cart, click on the shopping chart in the upper right hand corner



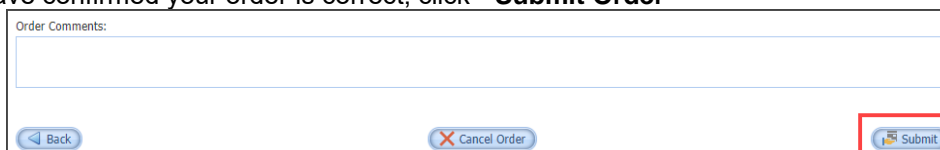
2. Review your entire order for accuracy and type your name in the "Order Entered by" field
 - a. Review the column "Quantity Shipping to You" – this shows how many of each lamp you will be receiving.






Tip: You can make changes at this time by clicking "Back" to return to the order homepage



3. Once you have confirmed your order is correct; click "Submit Order"




Once the order is submitted you will be brought to an order confirmation screen.

	 My Account	 Logoff
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Order Submitted

Your order number is: S3311450

Your order has been submitted for review and shipping.

Please reference the order number when contacting Capitol Light with questions regarding your order:

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You can now log out