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# ONLINE SAMPLE ORDERING USER GUIDE

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中文版 P02 – P13

English version P14 – P25

# 目录

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01 / 注册	<a href="#">03</a>	05 / 退货	<a href="#">11</a>
02 / 登录	<a href="#">04</a>	06 / 通知	<a href="#">12</a>
03 / 下单	<a href="#">05</a>	07 / 账号设置	<a href="#">13</a>
04 / 政府官员须知	<a href="#">10</a>		

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1

登录网页:

[www.nikesample.com:8080](http://www.nikesample.com:8080)

2

点击 'register'.

NIKE SAMPLE

User Name

Password

[Forgot password?](#) [How to use?](#) [Login](#) [Register](#)

3

在以下表格内填写信息;  
点击 'submit' 完成注册。

SYSTEM REGISTER

User Name: e.g. Lunqing.Wang@Nike.com

Seat No: Seat Number : e.g.6-001

FirstName: First Name : e.g. Wang

LastName: Last Name : e.g. Lunqing

TEL: Cell : e.g.139xxxxxxxx

Contact Number: Tel : e.g.021-5288xxxx

Employee Number: Employee number can not exceed 10 digit

Password: Password require at least 6 digit

ConfirmPassword: Your password must be the same

李丽佳

[Submit](#) [Back](#)

\*所有信息都必须填写。

1

注册完以后，发送邮件至 [gc.sample@nike.com](mailto:gc.sample@nike.com) 得到管理员的批准。

2

通过用户名和密码登录。  
\*用户名是耐克邮箱账号。

3

点击 'login' 进入系统主页。

如果您忘记了密码，请点击 'forgot password' 修改密码。

# 03/ 下单 – 查询样品库存

1

点击 'Sample Inventory'

2

选项框中，可选择单个或多个查询。

\*点击'Reset'清除所有选项。

填写/选择信息例如: HO2019, JORDAN, FWL&FWR, AIR JORDAN

3

点击 'search' 查询样品库存。

4

查看库存列表信息。

- Sample Inventory **1**
- Borrowing List
- Return
- Order Detail
- Account Setting

Welcome [user]@nike.com

SKU

Model Name

Category

PE

Season

Size

**3**

Orders before 12:00am today will be arrived next working day otherwise samples will be arrived the two days later.

<input type="checkbox"/>	Season	SKU	Size	Gender	Category	Model Name	Silhouette	PE	QTY	Require QTY	Image
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	<input type="text" value="0"/>	
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	1	<input type="text" value="0"/>	
<input type="checkbox"/>	HO2019	AV3922-102	10	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	<input type="text" value="0"/>	

# 03/ 下单 – 在线下单方式

1

查看列表信息. (SKU, Category, Model name 等等。)

2

输入所需的数量。  
\*下单的数量不得超过原库存数量。

3

点击 'Add to borrowing list' 进入到您的下单列表。

\*请注意：您的订单到目前为止还没有提交。

Search Download Upload **3** Add to borrowing list Reset

Orders before 12:00am today will be arrived next working day otherwise samples will be arrived the two days later.

<input type="checkbox"/>	Season	SKU	Size	Gender	Category	Model Name	Silhouette	PE	QTY	Require QTY	Image
<input checked="" type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	0	<b>2</b> 1	
<input checked="" type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	0	1	
<input type="checkbox"/>	HO2019	AV3922-102	10	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	0	

# 03/ 下单 – 批量下单方式

1

2

3

4

得到搜寻结果后, 点击'download'  
下载库存清单, 并另存为在自己的  
电脑。

线下修改需求的数量。  
\*注意: 不得修改订单格式, 否则将  
会上传失败。



点击'upload' 上传修改后的清单。  
点击'browse' 选择文件。  
点击'check' 检查文件是否有误。

点击'Add to borrowing list' 进入到  
您的下单列表。  
\*请注意: 您的订单到目前为止还没有  
提交。

\*如果没有提示错误, 那么您可以点击'Save'保存。

- Sample Inventory
- Borrowing List
- Return
- Order Detail
- Account Setting

Welcome [user]@nike.com

SKU  Model Name AIR JORDAN Category JORDAN PE FWL, FWR Season HO2019 Size

Order  next working day otherwise samples will be arrived the two days later.

<input type="checkbox"/>	Season	SKU	Size	Gender	Category	Model Name	Silhouette	PE	QTY	Require QTY	Image
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	0	
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	1	0	
<input type="checkbox"/>	HO2019	AV3922-102	10	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	0	

1

2

3

点击 'borrowing list'。

可修改当前的下单数量。

点击 'submit' 确认下单。

\*当天下午12点以后的订单，将作为第二天的订单处理。

- Sample Inventory
- Borrowing List** 1
- Return
- Order Detail
- Account Setting

Welcome [user]@nike.com

<input checked="" type="checkbox"/>	UPC	Season	SKU	SIZE	Gender	Category	Model Name	Silhouette	<span>2</span> Received Qty	Operation	
<input checked="" type="checkbox"/>	908253	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	<input type="text" value="1"/>	
<input checked="" type="checkbox"/>	908254	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	<input type="text" value="1"/>	

Total : 1 Page

3

1

输入该订单所需的信息。

- \* 'delivery date' 填写限制：最早可以填写第二个工作日到货。
- \* 'Return date' 填写限制：最晚可以填写至交货后的第三十天。

Create New Order

\* Delivery Date 2019-07-02

\* Return Date

Consignee @nike.com

Seat Number

Contact Number

\* Building  刘翔楼  李娜楼

Please select the checkbox and disclose details (recipient and business reason) in the below Request Reason Textbox if you become aware that the requested sample products will be given to a [government official](#)

Request Reason

Submit

2

点击 'submit' 成功下单后会出现以下对话框。

Information

Submit successfully

The account will be frozen if you do not return in 30 days after you received

OK

点击  如果您需要将下单的样品赠送给任何政府官员。

Create New Order

\* Delivery Date 2019-04-25 \* Return Date

Consignee @Nike.com Seat Number

Contact Number \* Building  刘翔楼  李娜楼

Please select the checkbox and disclose details (recipient and business reason) in the below Request Reason Textbox if you become aware that the requested sample products will be given to a government official

Request Reason

Submit

## 定义指引

依据耐克China Rider to Government Officials Gifts & Hospitality Policy, “政府官员”是指:

以下机构或组织的各级雇员、官员, 或任何以官方身份为以下机构行使职权的个人:

- 当地或各级国家政府、政府部门、政府机构、机关与事业单位 (如消防局、公安局), 国际公共组织 (如世界银行), 国有或受国家控制的实体 (如国有或国有控股企业、体育协会、受政府赞助的运动联盟或队伍、国有或国有控股的业主公司), 受政府官员控制的慈善组织等;
- 政治人物、政治候选人、政党官员、王室成员;
- 对于以上被划分至“政府官员”范畴的个人, 其亲属、亲密好友或代理人也应当被视作政府官员。

中国境内政府官员举例说明:

- 海关人员
- 健康安全监察人员
- 施工许可监察人员
- 政治人物, 包括政党领导人
- 任何级别的政府官员
- 政府拥有的、或政府赞助的体育队伍或协会
- 政府拥有的、或政府控制的媒体
- 政府拥有的、或政府控制的慈善组织
- 政府拥有的、或政府控制的业主公司及地产管理公司
- 公办学校的教师或教练
- 国有企业的雇员

如果您就某人是否为政府官员存在疑问, 请联系道德合规部 (Michelle.Han@nike.com) 寻求帮助。

1

点击 'return'.

2

点击 'Detail' 查看所有未退回的货物明细。

3

如果需要退货, 请点击 'return now'.

- \*仓库工作人员会在第二个工作日到您的座位上收取退货。
- \*退回的样品将自动与系统中的出货订单匹配。

Welcome [redacted]@nike.com

Click 'Return Now' if you have sample to return,will collect on the next working day.

Customer Name	Order QTY	Non-Return QTY	Return Rate	Non-Return Detail
[redacted]@nike.com	24	24	0.00%	Detail

Total : 1 Page

如果三十天内未退回样品，系统将会自动发送邮件通知您的账户已被冻结。

在您未退回所有样品之前，将不能再使用样品系统。

如需退货，请发邮件至: [gc.sample@nike.com](mailto:gc.sample@nike.com)

Hi There,

We have to inform you that your sample request is about to overdue and your account will be locked.

Please contact: [gc.sample@nike.com](mailto:gc.sample@nike.com) to return the overdue samples and reactivate your account.

Your kindly cooperation would be appreciated.

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Please do not reply to the email as this is an auto-generated message,

Please contact: [gc.sample@nike.com](mailto:gc.sample@nike.com) if you have any question.

1

2

3

点击 'account setting'。

以白色为底的信息都可以进行修改。

点击 'submit' 成功修改您的账户信息。

### 关于密码

- 1/ 密码长度必须大于8个字节。
- 2/ 密码的有效期系统自动默认为90天，请定期修改密码。

# CONTENTS

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01 / REGISTRATION	<u>15</u>	05 / RETURN	<u>23</u>
02 / LOGIN	<u>16</u>	06 / NOTIFICATION	<u>24</u>
03 / REQUEST	<u>17</u>	07 / ACCOUNT SETTING	<u>25</u>
04 / GOVERNMENT OFFICIAL	<u>22</u>		

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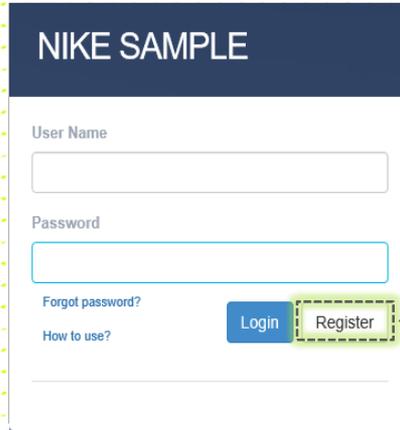
1

Go to website:

[www.nikesample.com:8080](http://www.nikesample.com:8080)

2

Click on 'register'.



NIKE SAMPLE

User Name

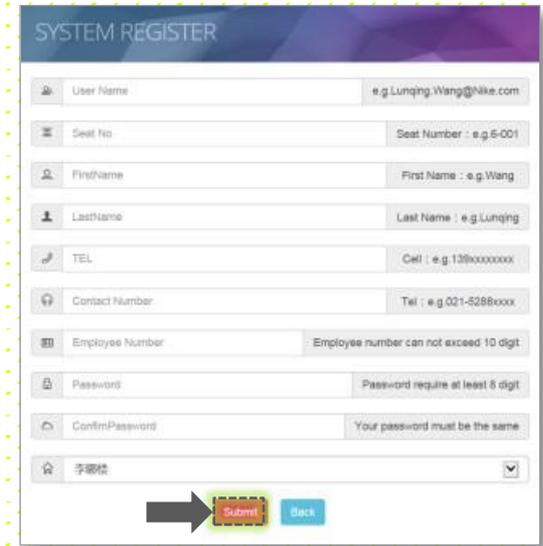
Password

[Forgot password?](#) [How to use?](#)

3

Fill in the form below.

Click on 'submit' to complete the registration.



SYSTEM REGISTER

User Name	e.g Lunqing.Wang@Nike.com
Seat No	Seat Number : e.g 6-001
First Name	First Name : e.g.Wang
Last Name	Last Name : e.g.Lunqing
TEL	Cell : e.g 139xxxxxxxx
Contact Number	Tel : e.g 021-5288xxxx
Employee Number	Employee number can not exceed 10 digit
Password	Password require at least 6 digit
ConfirmPassword	Your password must be the same
李强松	

\*All information are required.

1

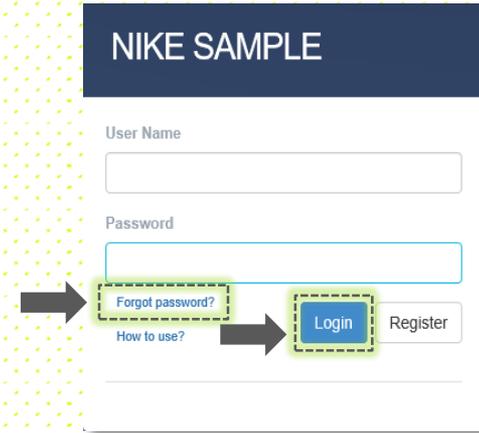
After registration, get the approval from the admin.

2

Login in with user name and password.  
\*User name is Nike e-mail account.

3

Click on 'login' to enter the main page.  
Click on 'forgot password' to modify the password if you forget it.



The screenshot shows a login form titled "NIKE SAMPLE". It contains two input fields: "User Name" and "Password". Below the "Password" field, there are three links: "Forgot password?", "How to use?", and "Login". To the right of the "Login" link is a "Register" button. A large black arrow points from the left towards the "Forgot password?" link, which is highlighted with a dashed green box. A smaller black arrow points from the "Forgot password?" link towards the "Login" button, which is also highlighted with a dashed green box.

# 03/ REQUEST - SEARCH THE SAMPLE INVENTORY



1 Click on 'Sample Inventory', see the request main page.

2 Fill in the columns with single or multiple conditions.

\*Click on 'Reset' to clear all conditions.  
E.G: HO2019, JORDAN, FWL&FWR, AIR JORDAN

3 Click on 'search' to search the sample inventory.

4 After search, check the inventory list.

- Sample Inventory **1**
- Borrowing List
- Return **2**
- Order Detail
- Account Setting

Welcome [user]@nike.com

SKU

Model Name

Category

PE

Season

Size

**3** Search Download Upload Add to borrowing list Reset

4 Orders before 12:00am today will be arrived next working day otherwise samples will be arrived the two days later.

<input type="checkbox"/>	Season	SKU	Size	Gender	Category	Model Name	Silhouette	PE	QTY	Require QTY	Image
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	<input type="text" value="0"/>	
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	1	<input type="text" value="0"/>	
<input type="checkbox"/>	HO2019	AV3922-102	10	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	<input type="text" value="0"/>	

# 03/ REQUEST - ONLINE REQUEST

1

Check the detail information. (SKU, Category, Model name etc.)

2

Input the require qty.

\*The require qty should not exceed the original qty.

3

Click on 'Add to borrowing list' to save your request to borrowing list.

\*Please be noted that your order has NOT been submitted so far.

Search Download Upload **3** Add to borrowing list Reset

Orders before 12:00am today will be arrived next working day otherwise samples will be arrived the two days later.

<input type="checkbox"/>	Season	SKU	Size	Gender	Category	Model Name	Silhouette	PE	QTY	Require QTY	Image
<input checked="" type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	0	<b>2</b> 1	
<input checked="" type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	0	1	
<input type="checkbox"/>	HO2019	AV3922-102	10	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	0	

# 03/ REQUEST - BATCH REQUEST

1

2

3

4

After getting the search results, click on 'download' to download the inventory list.

Save the inventory list.

Modify the require qty offline.  
\*Remember not to change the format of the list.



Click on 'upload' to upload your revised excel.  
Click on 'browse' to select your file.  
Click on 'check' to check your file.  
\*If no error occurs, then you can save it.

Click on 'Add to borrowing list' to save your request to borrowing list.  
\*Please be noted that your order has NOT been submitted so far.

- Sample Inventory
- Borrowing List
- Return
- Order Detail
- Account Setting

Welcome [user]@nike.com

SKU  Model Name AIR JORDAN Category JORDAN PE FWL, FWR Season HO2019 Size

Order next working day otherwise samples will be arrived the two days later.

<input type="checkbox"/>	Season	SKU	Size	Gender	Category	Model Name	Silhouette	PE	QTY	Require QTY	Image
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	0	
<input type="checkbox"/>	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	1	0	
<input type="checkbox"/>	HO2019	AV3922-102	10	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	1	0	

# 03/ REQUEST | MODIFY YOUR ORDER

1

2

3

Click on 'borrowing list'.

Check the current request and revise the require qty.

\*Orders after 12:00 pm, will be treated as next day's order.

Click 'submit' to successfully modify your current order.

- Sample Inventory
- Borrowing List** 1
- Return
- Order Detail
- Account Setting

Welcome [user]@nike.com

<input checked="" type="checkbox"/>	UPC	Season	SKU	SIZE	Gender	Category	Model Name	Silhouette	PE	Received Qty	Operation
<input checked="" type="checkbox"/>	908253	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWL	<input type="text" value="1"/>	
<input checked="" type="checkbox"/>	908254	HO2019	AV3922-102	11	MENS	JORDAN	AIR JORDAN LEGACY 312	HIGH TOP	FWR	<input type="text" value="1"/>	

Total : 1 Page

3

1

Input the information needed to create a new order.

- \*Delivery date should be at least 1 working days after the order.
- \*Return date should be within 30 calendar days after the delivery date.

Create New Order

\* Delivery Date 2019-07-02 \* Return Date

Consignee @nike.com Seat Number

Contact Number \* Building  刘翔楼  李娜楼

Please select the checkbox and disclose details (recipient and business reason) in the below Request Reason Textbox if you become aware that the requested sample products will be given to a [government official](#)

Request Reason

Submit

2

Click on 'submit' to successfully create a new order.

Information

Submit successfully  
The account will be frozen if you do not return in 30 days after you received

OK

Click  if you become aware that the requested sample products will be given to any government official.

**Create New Order** ✕

---

\* Delivery Date      \* Return Date

Consignee     Seat Number

Contact Number     \* Building  刘翔楼  李娜楼

Please select the checkbox and disclose details (recipient and business reason) in the below Request Reason Textbox if you become aware that the requested sample products will be given to a government official

Request Reason

## Guidelines on definition of government official

As per NIKE's China Rider to Government Officials Gifts & Hospitality Policy, "Government Official" refers to:

- Any employee, officer, or person acting in an official capacity for a local or national government (e.g., city government officials); a government department, agency, or instrumentality (e.g., fire department, local police); a public international organization (e.g., the World Bank); a commercial enterprise owned or controlled by a government (e.g. companies, sports federations, leagues or teams, landlords of state-owned enterprises); or a charity organization controlled by government officials;
- Politicians, political candidates, party officials, members of ruling or royal family,
- Family members, close friends and agents of above government official's categories are also considered government officials.

### Examples of government officials in China:

- Custom officials
- Health and safety inspectors
- Construction permits inspectors
- Politicians, including party leaders
- National, state and city officials
- Government-owned or government-sponsored sports teams/federations
- Government-owned or government-controlled media
- Government-owned or government-controlled charitable organizations
- Government-owned or government-controlled landlords, property management companies
- Teachers/coaches of public schools
- Employees of state-owned entities

Please contact Ethics & Compliance (Michelle.Han@nike.com) if you have questions regarding whether an individual is a Government Official.



Click on 'return'.

Click on 'Detail' to check all your non-return details.

Click on 'return now' if you want to return the samples.  
\*The warehouse will come to you on the next working day.  
\*The returned samples will be matched with all orders automatically in the system.

- Sample Inventory
- Borrowing List
- Return** 1
- Order Detail
- Account Setting

Welcome [redacted]@nike.com

Click 'Return Now' if you have sample to return,will collect on the next working day. 3 [Return Now](#)

Customer Name	Order QTY	Non-Return QTY	Return Rate	Non-Return Detail
[redacted]@nike.com	24	24	0.00%	<span>2</span> <a href="#">Detail</a>

Total : 1 Page

For orders not returned in 31 calendar days, system will send a reminder to notify that your account has been locked.

You will not be allowed to use sample system until you returned all the overdue samples.

PLEASE CONTACT: [gc.sample@nike.com](mailto:gc.sample@nike.com)

Hi There,

We have to inform you that your sample request is about to overdue and your account will be locked.

Please contact: [gc.sample@nike.com](mailto:gc.sample@nike.com) to return the overdue samples and reactivate your account.

Your kindly cooperation would be appreciated.

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Please do not reply to the email as this is an auto-generated message,

Please contact: [gc.sample@nike.com](mailto:gc.sample@nike.com) if you have any question.

1

2

3

Click on 'account setting'.

Revise the information in the white blank.

Click on 'submit' to successfully modify your account information.

**Password**

- 1/ The password should be longer than 8 bytes.
- 2/ The system default is 90 days. You shall change your password periodically.

