

SIGHTIQUE

▪ OPTIC SUPPLIES ▪

HOW TO GUIDE & FAQ's

2023 - 2024

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On Trend,
In Style

WELCOME TO THE ALL-NEW SIGHTTIQUE WEBSITE

SHOP NOW

To make your transition even smoother, we have created this comprehensive "How to Guide" that will assist you in navigating the new website effortlessly. This guide includes frequently asked questions (FAQs) and helpful tips to help you get the most out of our new features.

OUR BRANDS

Our craftsmanship and expertise has allowed us to be leaders in our field, we pride ourselves in pushing excellence through our proprietor and licensed brands. We craft unique high quality affordable eyewear designs that elevate trends and individual style.



WEBSITE HOW TO GUIDE:

Getting Started

SHOP NOW

FILTER



OUR BRANDS

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To access your account on the new website,
you will need to reset your password.
Don't worry, it's a quick and easy process!

Step 1: Click onto the “My Account” button

Step 2: Select ‘Reset Password’

SHOP NOW

‘Please note this will only be required if you are a pre-existing client’

Alternatively, press “Register” to join.

PLEASE NOTE: This Portal is Reserved for Registered Optometrists, Optical Labs, Ophthalmologists, and Sightique Optic Supplies Customers ONLY. We are a wholesale distributor and do not serve the general public.

OUR BRANDS

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HOW TO GUIDE:

RESET PASSWORD

Once you press/ select the
'RESET PASSWORD' button
you will be redirected too the
the following page.

Step 3:

Enter your existing Sightique
account 'username or email'

Step 4:

Then Press the
'Reset Password'

SIGHTIQUE
• OPTIC SUPPLIES •

REGISTER  

MY ACCOUNT  

HOME SHOP EYEWEAR ▾ NEW ARRIVALS SIGHTIQUE LABORATORY CONTACT ▾

SEARCH 

Please Read: This Portal is Reserved for Registered Optometrists, Optical Labs, Ophthalmologists, and Sightique Optic Supplies Customers Only. We are a wholesale distributor and do not serve the general public. Thank you.

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

“ Insert your account username or email here”

RESET PASSWORD

SIGHTIQUE
• OPTIC SUPPLIES •

HOW TO GUIDE:

RESET PASSWORD

You will receive an email notification,
sent to the email address the account
was registered under.

Please Note:

If you do not have an existing account, you will
need to register via our registration portal first.

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Optic Supplies Customers ONLY. We are a wholesale distributor
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SIGHTIQUE
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Password Reset

A password be reset request has been received for the following account:

Username:

“ Your username will appear here”

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

Reset Password

Thanks for reading.



Sightique Optic Supplies

Email Notification screen view

HOW TO GUIDE: **REGISTER**

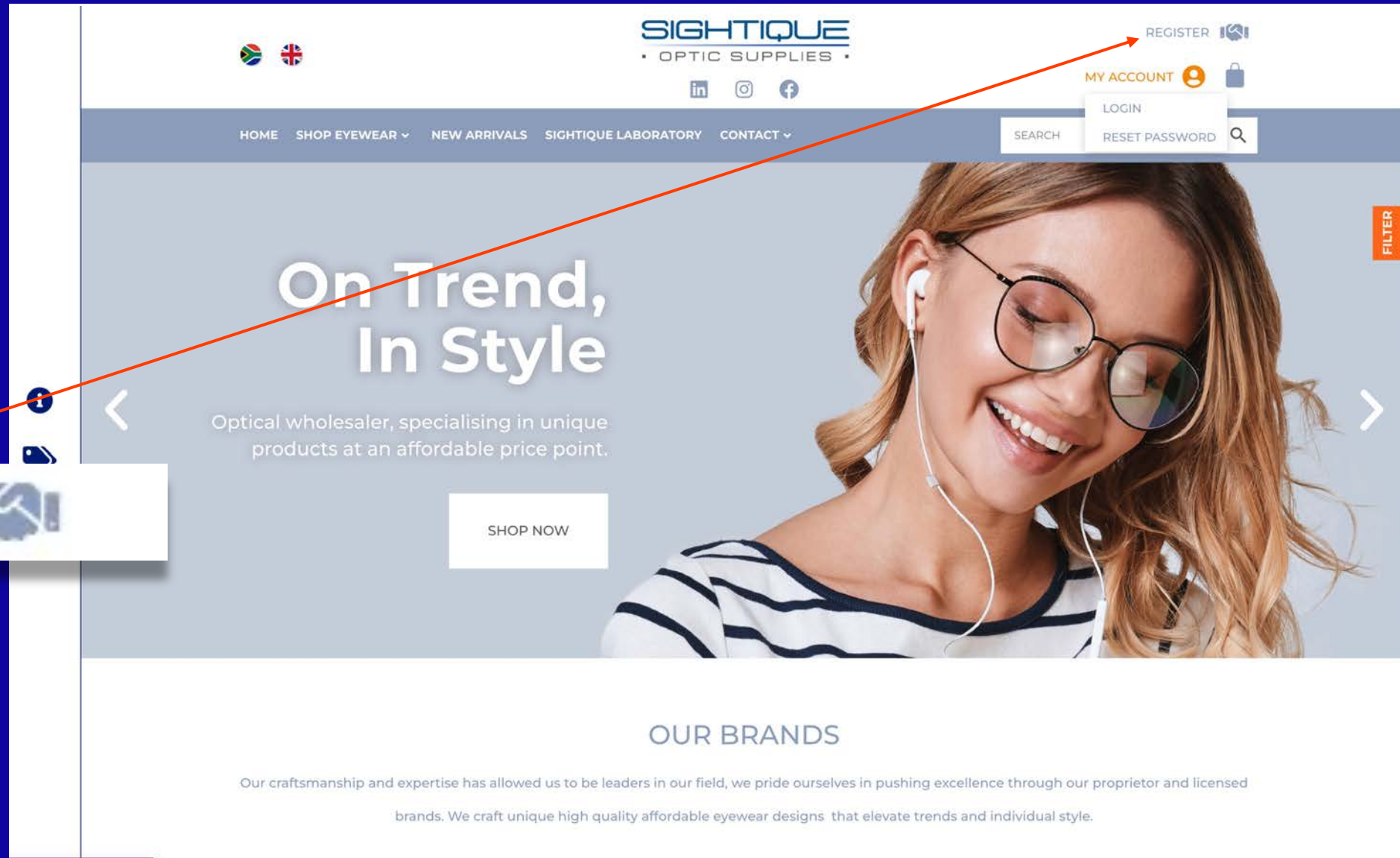
If you are not a Sightique Client,
You will need to register with our
Registering Portal to create your
account

Where to find the Registering Portal

REGISTER 

Click on the 'Register' Button here
to register a new account with us.

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Ophthalmologists, and Sightique Optic Supplies
Customers ONLY. We are a wholesale distributor
and do not serve the general public.



HOW TO GUIDE: REGISTER

REGISTER 

Once you enter 'Register', you
Will be redirected to a PDF form.

To register, this form needs to be
completed first and sent to
Shirley@sightique.co.za

PLEASE NOTE: This Portal is Reserved for
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Ophthalmologists, and Sightique Optic Supplies
Customers ONLY. We are a wholesale distributor
and do not serve the general public.

sightique-credit-application-form.pdf


1 / 4 | 100% +

1

2

3

4



Please email your completed forms, with a copy of your ID to:
shirley@sightique.co.za

CREDIT APPLICATION FORM

CREDIT AMOUNT		ACCOUNT NUMBER	
NAME OF ACCOUNT			

TRADE NAME			
PART OF GROUP			
REGISTERED BUSINESS NAME			

SURNAME		FIRST NAME	
MIDDLE NAMES			
I.D. NUMBER		D.O.B.	
CELL NUMBER			
RESIDENTIAL ADDRESS			
		CODE	

SPOUSE DETAILS	FULL NAME		
	CONTACT NUMBER		

TYPE OF ENTITY	PTY (LTD)	CLOSE CORPORATION	PARTNERSHIP	SOLE PROPRIETORSHIP
VAT NUMBER			PRACTICE NUMBER	
BUSINESS REGISTRATION NUMBER			/	/
BUSINESS ADDRESS				
		CODE		
POSTAL ADDRESS			CODE	
TEL NUMBER		FAX NUMBER		
EMAIL ADDRESS				

BANKING DETAILS		BANK	
ACCOUNT HOLDERS NAME:			
If Different from Business Name			
Account Number:		Branch Code:	
Branch Name:		Account Type:	

CONTACT PERSON FOR ACCOUNTS			
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TRADE REFERENCES	COMPANY NAME	ACCOUNT NUMBER	TELEPHONE NUMBER
REFERENCE 1			
REFERENCE 2			



WEBSITE HOW TO GUIDE:

Login & Navigation

SHOP NOW

FILTER

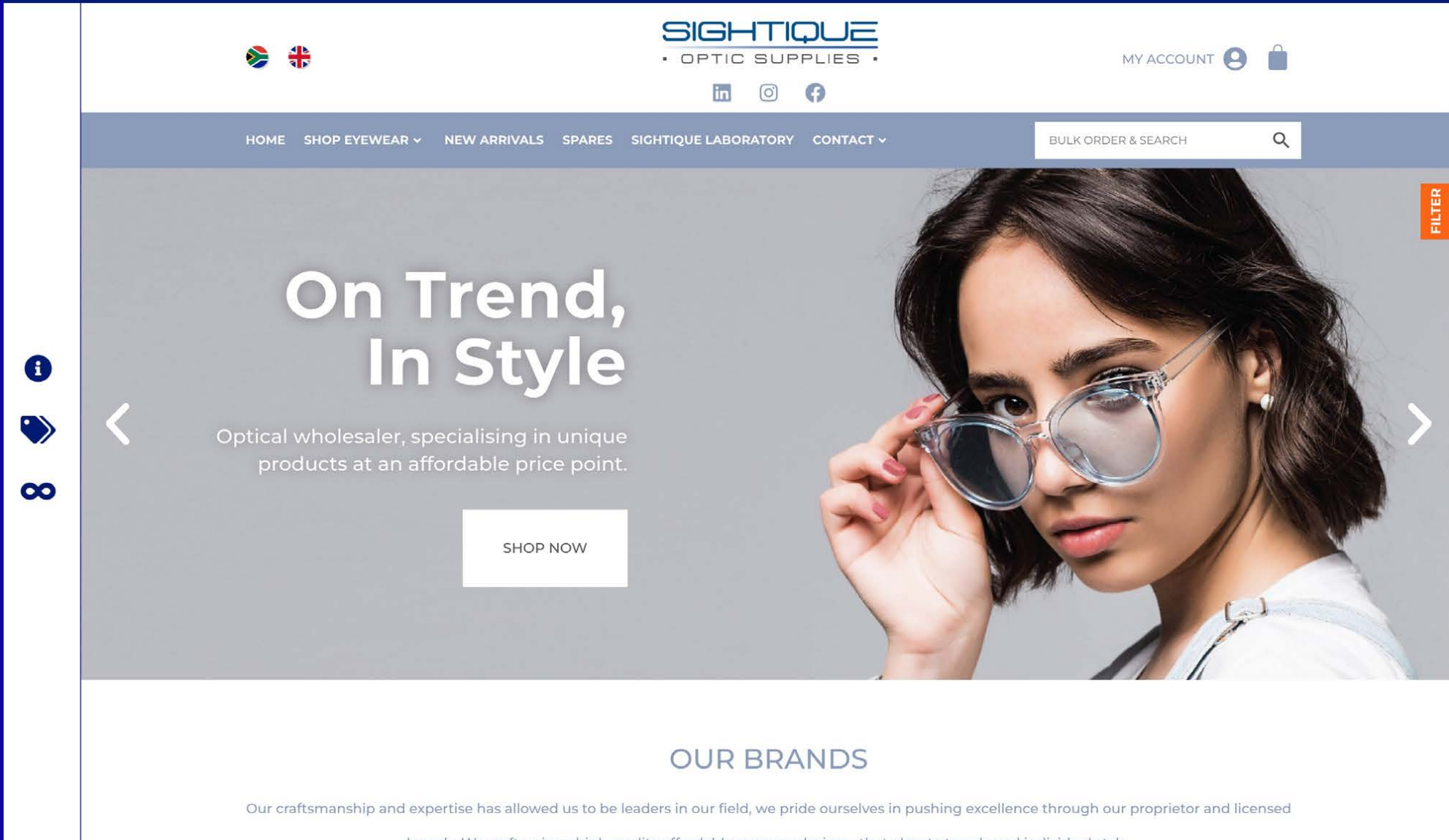


OUR BRANDS

Our craftsmanship and expertise has allowed us to be leaders in our field, we pride ourselves in pushing excellence through our proprietor and licensed

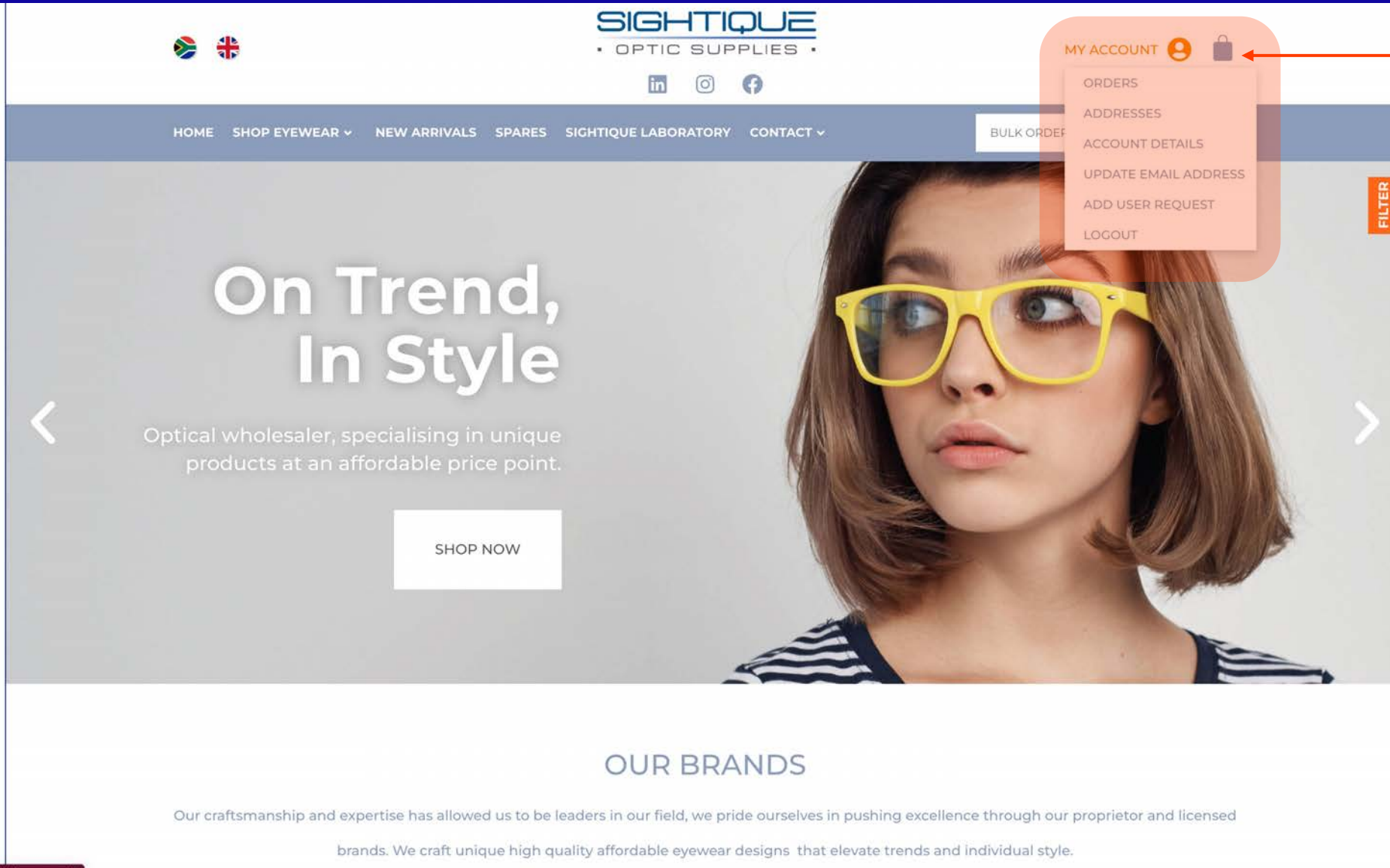
Introducing OUR NEW LANDING PAGE

Our revamped website boasts a fresh new look and enhanced functionality, designed to provide you with a seamless and enjoyable browsing experience.



Landing Page screen view, while logged in

ONCE LOGIN...



MY ACCOUNT

If you hover over the “My Account” button at the top of the screen here, you will have a variety of options and can view/update your online account.

This will include:

- Orders summary
- Practice Address
- Account details
 - i.e.such as password changes, etc.*
- Email Addresses
- Request additional user access.
- Logout of your account



OVERVIEW

ORDERS

ADDRESSES

ACCOUNT DETAILS

LOGOUT

FILTER

Order	Date	Status	Total	Actions
#23179	07/12/2022	Cancelled	R4,505.00 for 4 items	View

MY ACCOUNT
ORDERS:

Under the 'ORDERS' button (highlighted above),
you will find a list of your order summary

MY ACCOUNT screen view

WHILE LOGGED IN...



OVERVIEW

ORDERS

ADDRESSES

ACCOUNT DETAILS

LOGOUT

FILTER

The following addresses will be used on the checkout page by default.

Billing address

[Add](#)

Your Billing information
will appear here when login.

Shipping address

[Edit](#)

Your Shipping information
will appear here when login.

MY ACCOUNT - ADDRESSES:

Under the 'ADDRESSES' button (highlighted above), you will find your 'Billing Details' and 'Shipping Details'. You can edit/update your practice address details here.

MY ACCOUNT screen view

WHILE LOGGED IN...



OVERVIEW

ORDERS

ADDRESSES

ACCOUNT DETAILS

LOGOUT

FILTER

First name *

Your details will appear here

Last name *

Your details will appear here

Display name *

Your details will appear here

This will be how your name will be displayed in the account section and in reviews

Email address *

Your details will appear here

Password change

MY ACCOUNT -
**ACCOUNT
DETAILS:**

Under the 'ACCOUNT DETAILS' button (highlighted above), you will find all your 'Account Details', You can edit/update your practice details here too.

MY ACCOUNT screen view

WHILE LOGGED IN...



OVERVIEW

ORDERS

ADDRESSES

ACCOUNT DETAILS

LOGOUT

FILTER

First name *

Your details will appear here

Last name *

Your details will appear here

Display name *

Your details will appear here

This will be how your name will be displayed in the account section and in reviews

Email address *

Your details will appear here

Password change

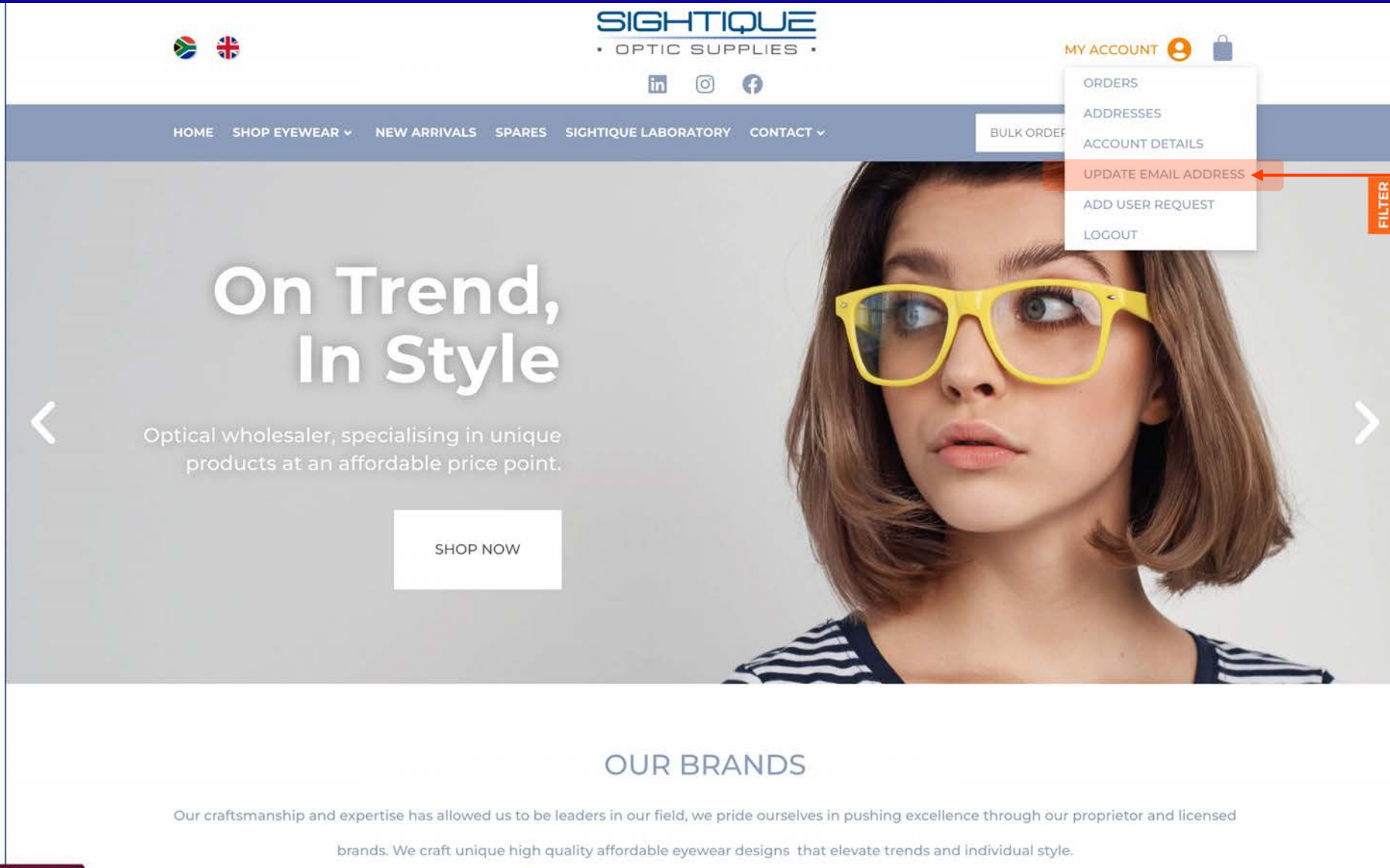
MY ACCOUNT -
**ACCOUNT
DETAILS:**

Under the 'ACCOUNT DETAILS' button (highlighted above), you will find all your 'Account Details', You can edit/update your practice details here too.

MY ACCOUNT screen view

WHILE LOGGED IN...

WHILE LOGGED IN...



HOW TO GUIDE UPDATE EMAIL ADDRESS

Under the 'MY ACCOUNT' button (highlighted in orange), you will be able to update your account email address.

Landing Page screen view, while logged in

WHILE LOGGED IN...



MY ACCOUNT  



[HOME](#) [SHOP EYEWEAR](#) [NEW ARRIVALS](#) [SPARES](#) [SIGHTIQUE LABORATORY](#) [CONTACT](#)

BULK ORDER & SEARCH



Email Update Request

The current email address for your account is: Your email address will appear here

If you would like to change / update your current email address please fill in the below & submit a change request. Once your email address has been updated on our systems you will receive a notification & in future you would need to login with the updated email address.

NEW EMAIL ADDRESS

 REQUEST UPDATE



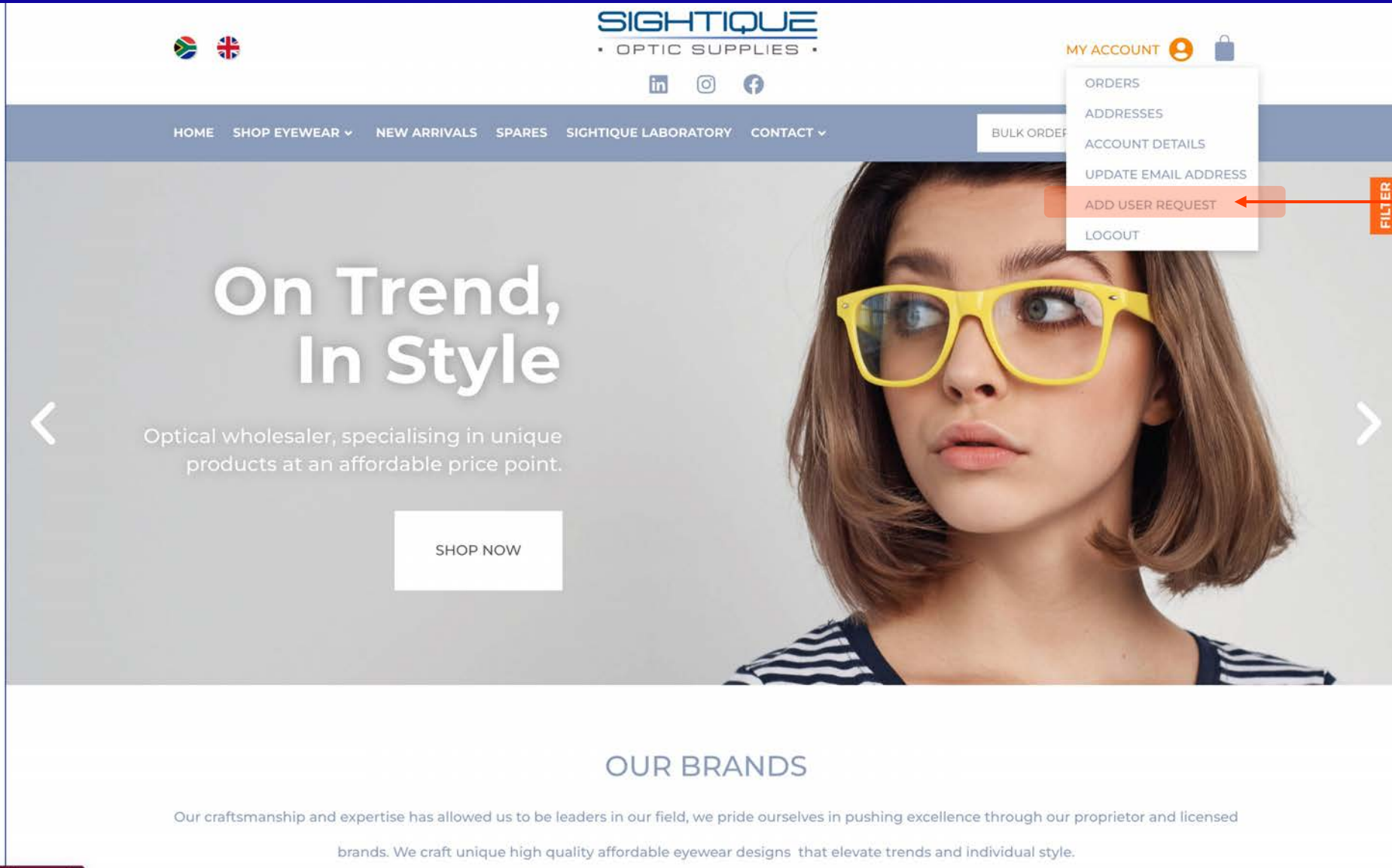
HOW TO GUIDE UPDATE EMAIL ADDRESS

Should you wish to update your email address on your account, you will need to complete this form under the “My Account” section.

A request will be sent to our accounts department to action your request. This is also noted on this form/screen.

When the email address changes you will receive an email notification stating the email address has been changed.

WHILE LOGGED IN...



HOW TO GUIDE ADD USERS REQUEST PORTAL

Under the 'MY ACCOUNT' button (highlighted in orange) , you will be able to add additional 'Users' to your Sightique account.

Add User Request

If you would like to grant additional users within your organisation the ability to place orders with us please fill out & submit the below form for our review / action.

User 1

USER 1 FIRST NAME	USER 1 LAST NAME
USER 1 EMAIL ADDRESS	

User 2

USER 2 FIRST NAME	USER 2 LAST NAME
USER 2 EMAIL ADDRESS	

User 3

USER 3 FIRST NAME	USER 3 LAST NAME
USER 3 EMAIL ADDRESS	

 REQUEST ADDITIONAL USERS

WHILE LOGGED IN...

HOW TO GUIDE ADDING USERS

When adding additional users to your online account, you will need to complete this form under the 'My Account' section as previously shown.

A request is sent to the accounts department to action the request.

This is also noted on this form/screen.



HOME

SHOP EYEWEAR ▾

NEW ARRIVALS

SPARES

SIGHTIQUE LABORATORY

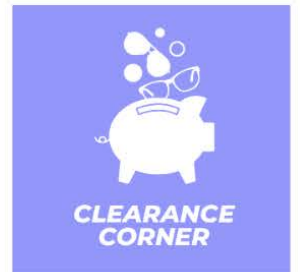
CONTACT ▾

BULK ORDER & SEARCH



WEBSITE HOW TO GUIDE:

Shop Page & Navigation



SIDE NAVIGATION MENU

For ease of use, we have created easy navigation to our new website, which you will find as illustrated on The left side of your screen.

When hovered over with your computer's mouse, the left side bar will expand to reveal the following:

ABOUT

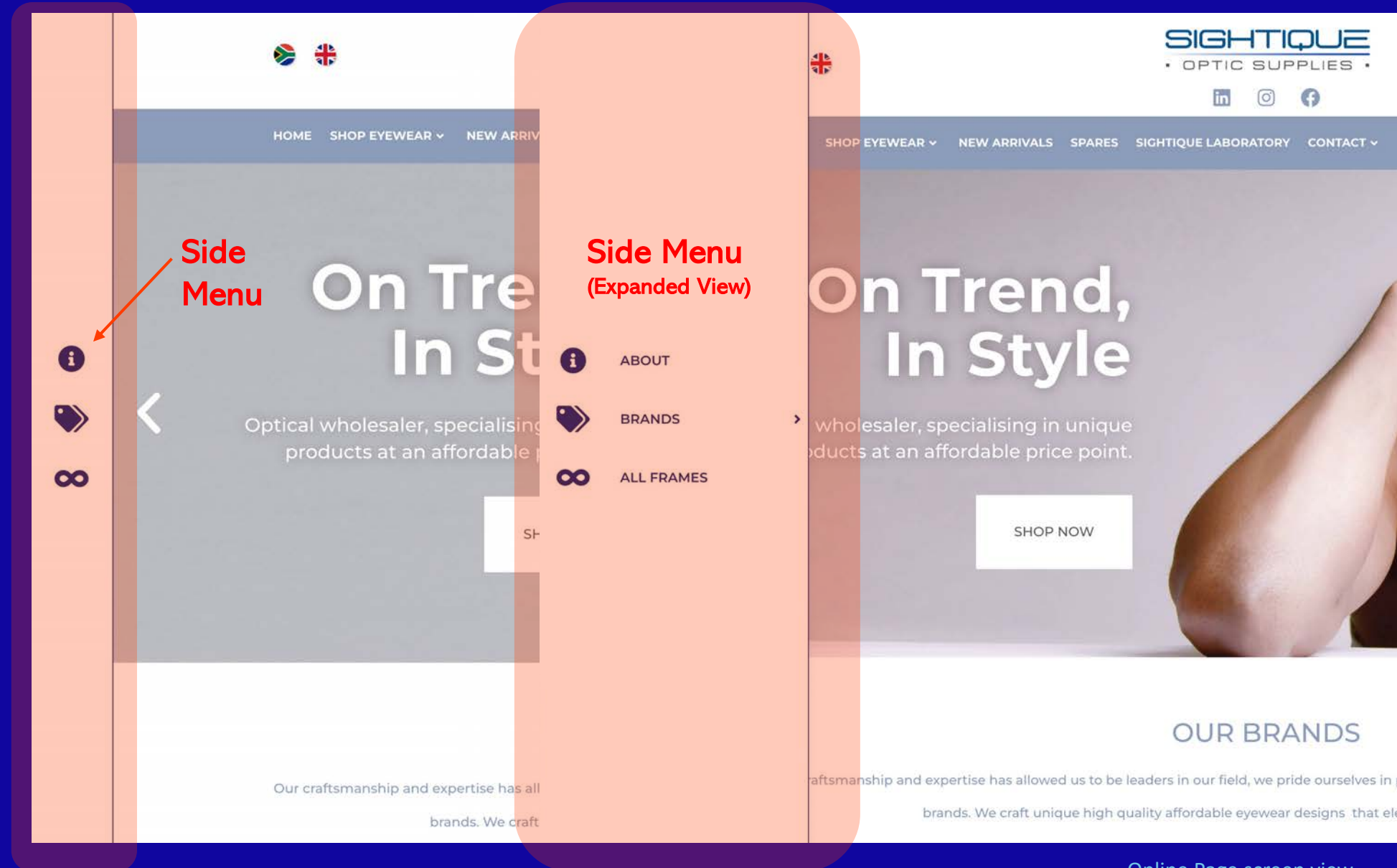
You will find more information about the company

BRANDS

Here you will find the brand pages for each collection we carry. These pages give detailed information on the collections.

ALL FRAMES

This will bring up the shop page and list all the frames we stock in the company, in Alpha-Numerical Order.



TOP NAVIGATION MENU

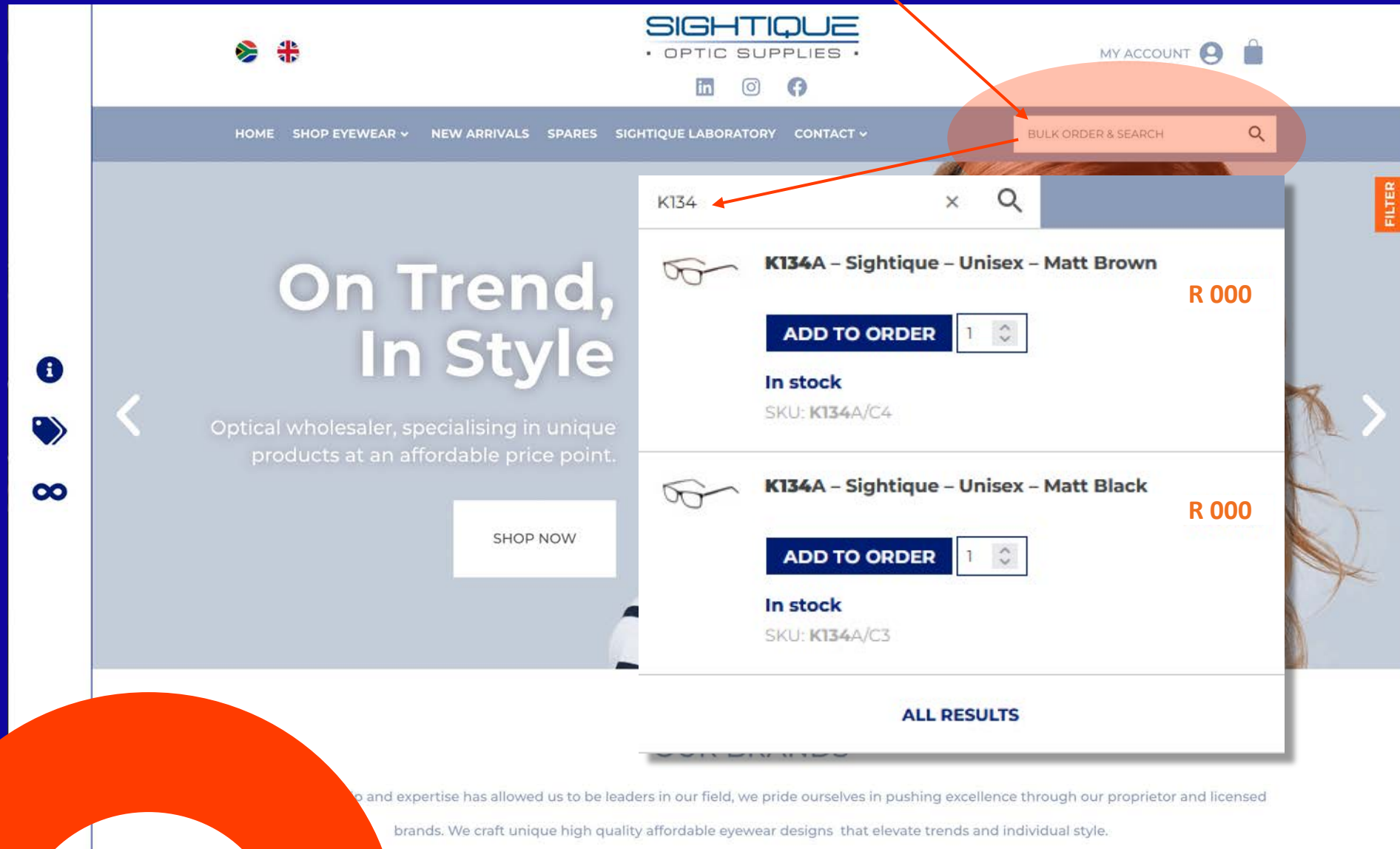
BULK ORDER & SEARCH

As highlighted in the orange circle, here you will be able to 'BULK ORDER' and do a general search for frames we stock.

Applicable search terms are anything related to the items, i.e. Brand name, product code, colour, size, category, gender etc.

The quantity box allows ≥ 1 items to be added to the order. The results will pull out the individual frame variations & present them as singular which in turn allows for quantities to be specified.

Here is where you can 'BULK ORDER' & 'SEARCH' any frame we stock

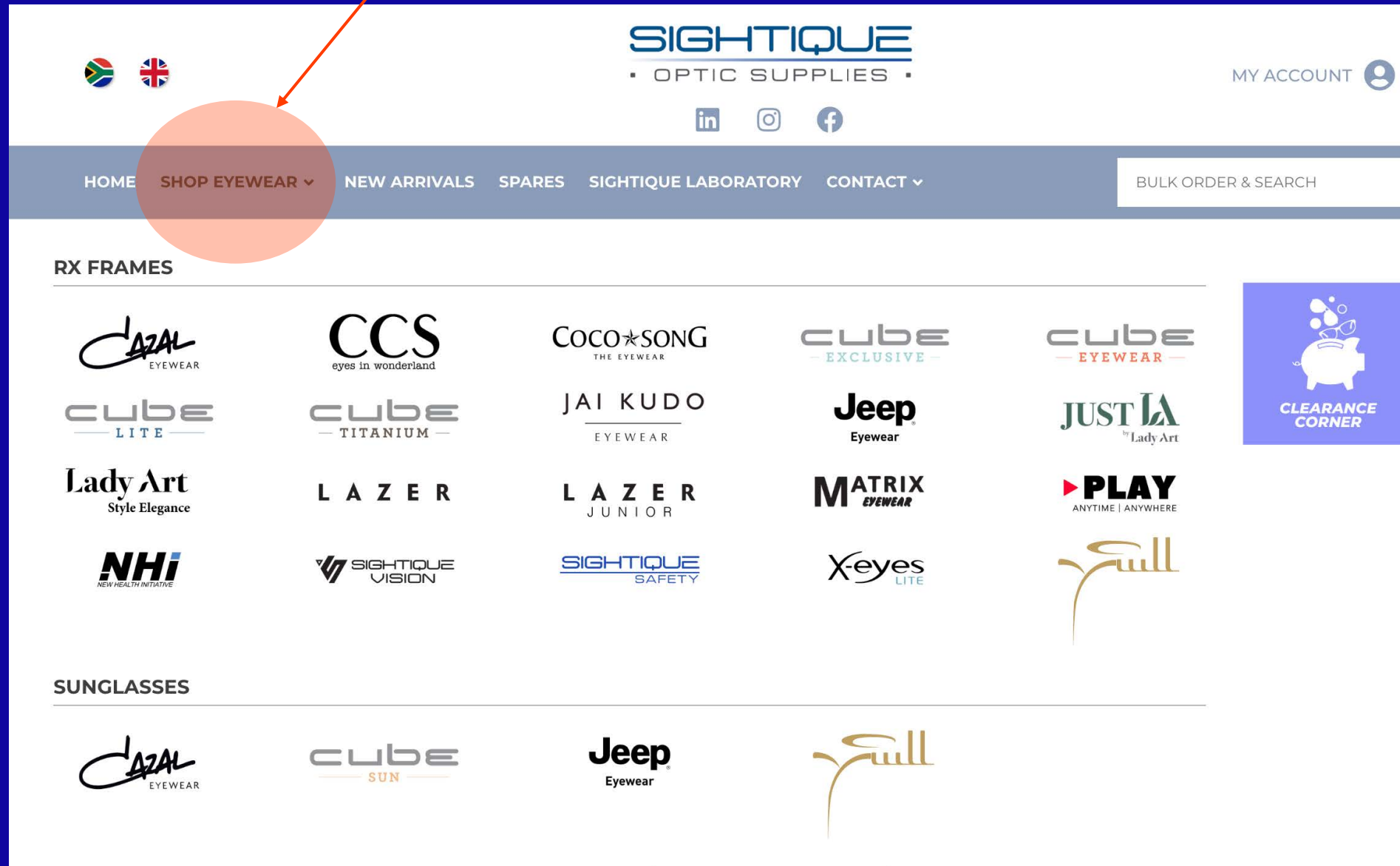


TOP NAVIGATION MENU

SHOP EYEWEAR

Here you will find all the collections we stock and will be able to navigate to each collection shop page from here.

Here is where you can shop ALL our frame collections we carry.

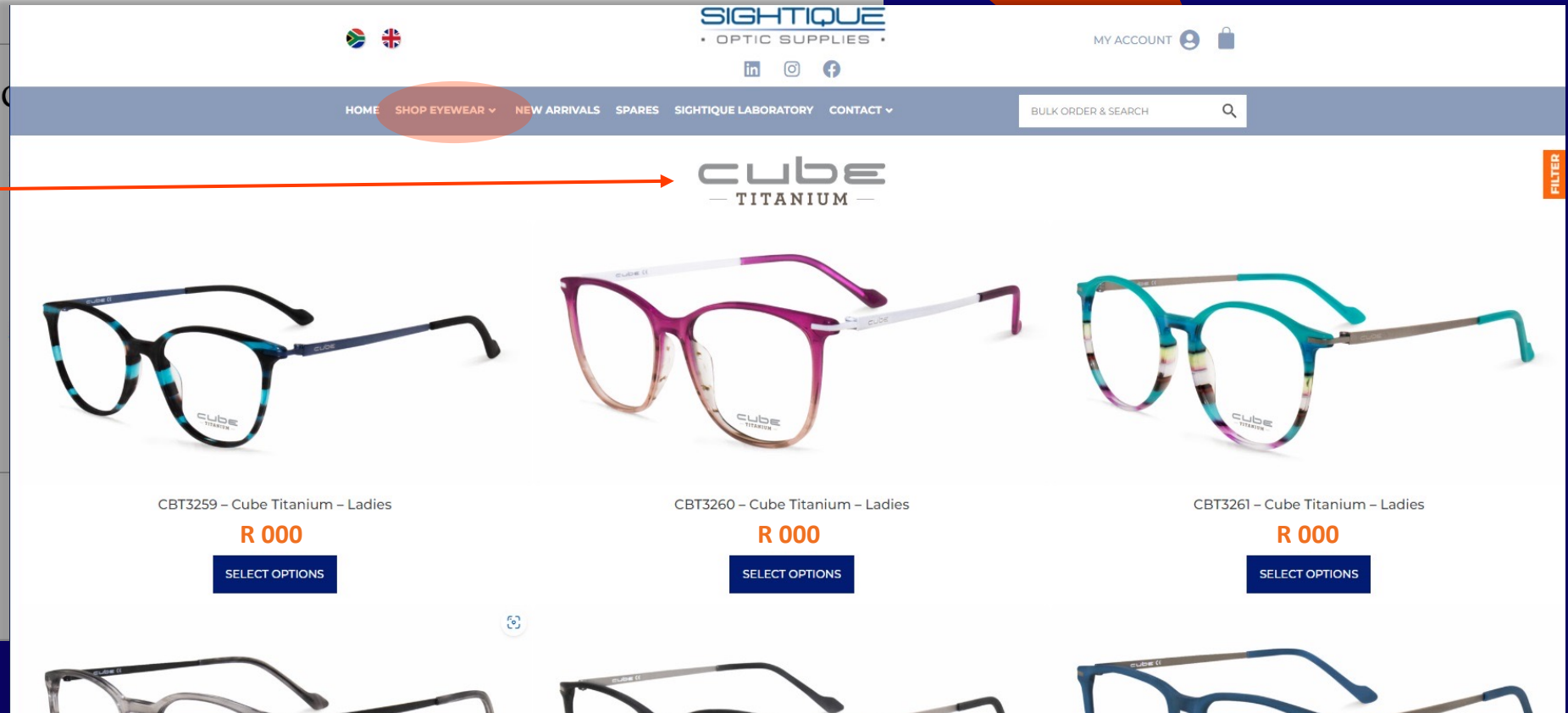




RX FRAMES



SUNGLASSES



SHOP Page screen view

TOP NAVIGATION MENU

HOW TO GUIDE: SHOP PAGE

When you select a Brand from the 'SHOP EYEWEAR' mega-menu, You will be redirect to that brand's 'Shop Page', where you can view and scroll through all frames stocked within that collection.

PLEASE NOTE:

Prices will only show when you are logged into your account

SHOP PAGE NAVIGATION

FRAME VIEW PAGE

Once you select a frame from the 'SHOP PAGE', you will be redirected to the frame order view page. On this page you can add frames to your shopping cart.

By 'Clicking' on the Small Right-Hand side thumbnail images, it will show the larger image on the left-hand side. You can do this to view the other colours the model is available in.

When you are on the colour you wish to order, you then can enter a quantity in the box provided, if more than 1 is needed and then click on, "ADD TO ORDER".

Please Note: The price for the colour is shown just above the order quantity box and also reflects if the colour is in stock or not. So if the pricing differs per colour, this is where the customer can confirm the price for the colour they are ordering.

To Return to the previous page – click here or here

BACK 3042L – CUBE LITE – UNISEX
SIGHTIQUE \ SHOP \ CUBE \ CUBE LITE \ 3042L – CUBE LITE – UNISEX

Code 3042L/C1
Collection **Cube Lite**
Description 54-17-138, Full Frame, Plastic, Rectangle, RX Frame, Unisex

R 000

Description and Frame Size Listed here

COLOUR **BLACK / GREEN**

RESET

R 000
IN STOCK

Price for colour chosen

Stock Availability

1 ADD TO ORDER

Large Image – if you hover over this image, it will magnify the image, like this

RELATED FRAMES

3187L – Cube Lite – Mens
R 000

3180L – Cube Lite – Unisex
R 000

3057L – Cube Lite – Unisex
R 000

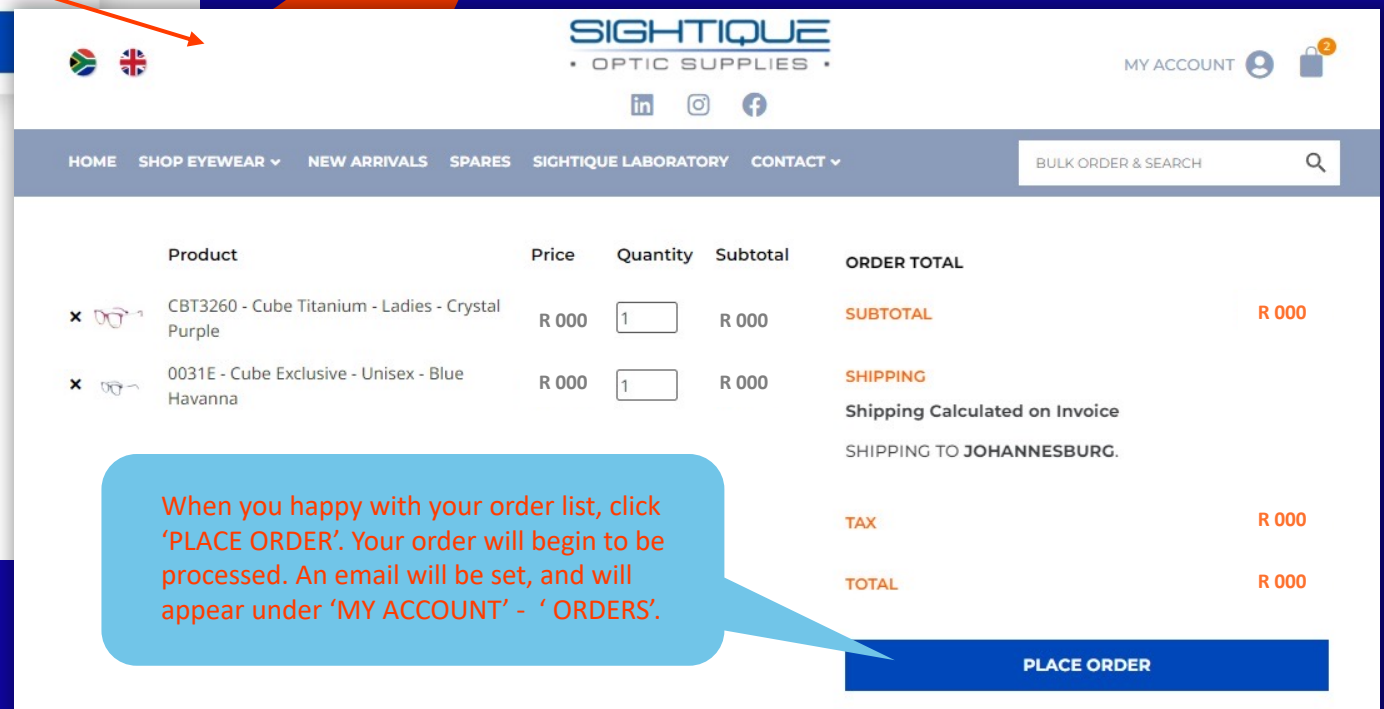


FRAME ORDER Page screen view

HOW TO GUIDE: FRAME ORDERS & SHOPPING CART

When shopping frames, the shopping bag icon on the top lefthand side of the screen will indicate how many items are in your shopping cart.

To view what is in your shopping cart, press the orange 'SHOPPING BAG' icon



SHOPPING CART Page screen view

Price	Quantity	Subtotal	ORDER TOTAL
R375.00	<input type="text" value="1"/>	R 000	SUBTOTAL
R164.00	<input type="text" value="1"/>	R 000	SHIPPING
			Shipping Calculated on Invoice
			SHIPPING TO JOHANNESBURG.
			TAX
			TOTAL
			R 000
			R 000
			PLACE ORDER

SHOPPING CART Page screen view

HOW TO GUIDE: FRAME ORDERS & SHOPPING CART

When you click on the “PLACE ORDER” button, you will be directed to the ‘Order page’ as illustrated here.

You will need to check your details on the left-hand side are correct, if not please correct any information on this screen.

You will then need to enter your own “Purchase order number”, as this is a required field.

Then click on the “PLACE ORDER” button to complete the order and submit it to Sigtique for processing.

PLACE ORDER Page screen view

HOME SHOP EYEWEAR ▾ NEW ARRIVALS SPARES SIGHTIQUE LABORATORY CONTACT ▾ BULK ORDER & SEARCH

Billing Details

First Name *

Last Name *

Company Name (optional)

Email address for invoices (optional)

Vat number (optional)

Country / Region *

Street address *

APARTMENT, SUITE, UNIT, ETC. (OPTIONAL)

Town / City *

Province *

Postcode / ZIP *

Order Details





Product	Subtotal
CBT3260 - Cube Titanium - Ladies - Crystal Purple × 1	R 000
0031E - Cube Exclusive - Unisex - Blue Havanna × 1	R 000
Subtotal	R 000
Shipping	Shipping Calculated on Invoice
Tax	R 000
Total	R 000

Purchase order

Purchase order number *

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our



	Product	Price	Quantity	Subtotal	ORDER TOTAL
	 CBT3260 - Cube Titanium - Ladies - Crystal Purple	R 000	<input type="text" value="1"/>	R 000	SUBTOTAL R 000
	 0031E - Cube Exclusive - Unisex - Blue Havana	R 000	<input type="text" value="1"/>	R 000	SHIPPING Shipping Calculated on Invoice SHIPPING TO JOHANNESBURG.

SHOPPING CART Page screen view

HOW TO GUIDE: FRAME ORDERS & SHOPPING CART

HOW TO REMOVE ITEMS IN CART

If you want to remove an item from the shopping cart, you can simply click on the "x" icon next to the line item to remove it from the shipping cart.

HOW TO ADD QUANTITY TO ITEMS IN CART

If you want to change the quantity being order in your shopping cart, you can simply enter the NEW quantity in the box provided by the line-item show in the shipping cart.

TOP NAVIGATION MENU

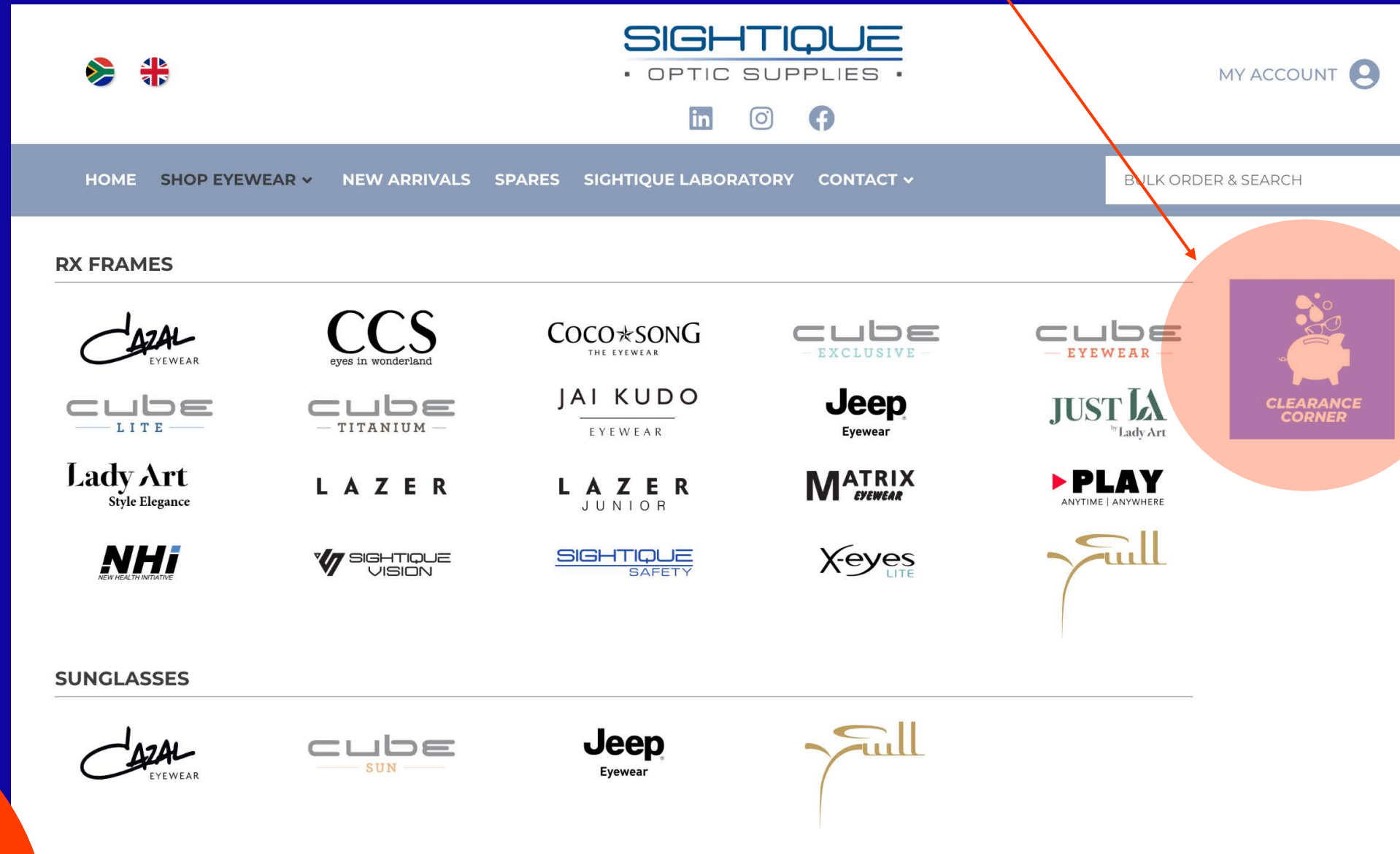
CLEARANCE CORNER

In our 'SHOP EYEWEAR' mega menu
You will find a purple blue 'CLEARANCE
CORNER' button block.

By clicking on the button, you will be
redirected to our 'CLEARANCE CORNER'
page, where you can find all frames on
clearance.

*Please Note: If this block isn't visible then
we do not have any clearance offering at
the time.*

Here is where you can shop ALL our frame collections – 'ON CLEARANCE'



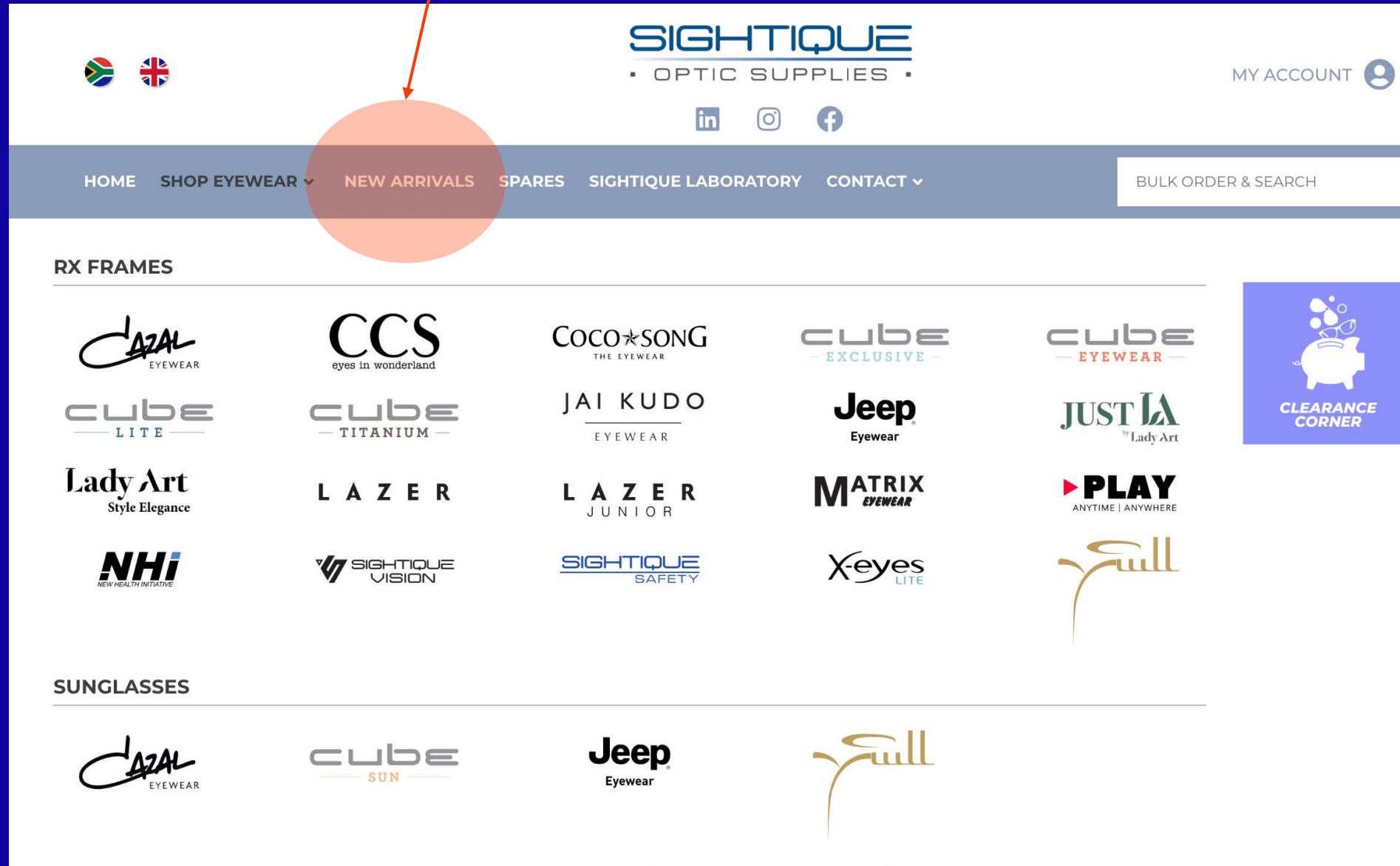
TOP NAVIGATION MENU

NEW ARRIVALS

Here you will find all the newest and latest frames just landed.

By clicking on the 'NEW ARRIVALS' Button, you will be redirected to A shop page where you can scroll through all the latest frames.

Here is where you can shop ALL our NEWEST FRAMES.



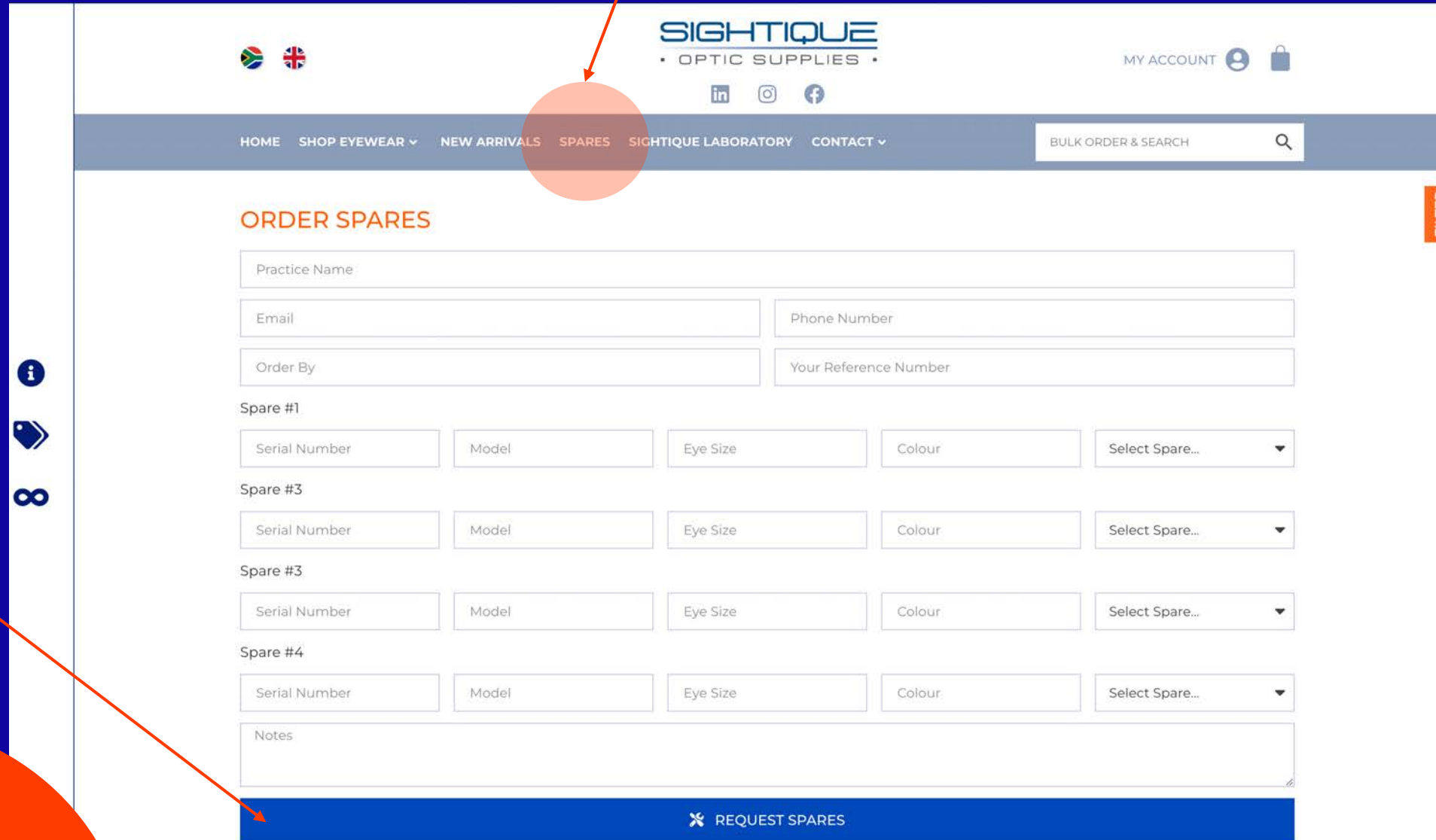
TOP NAVIGATION MENU

SPARES

As highlighted in the orange circle, This is where you will be able to order your spares from.

This form will need to be filled in online. Once completed, click on the 'REQUEST SPARES' button.

A request is sent to the spares department to action.



SIGHTIQUE
• OPTIC SUPPLIES •

MY ACCOUNT

HOME SHOP EYEWEAR ▾ NEW ARRIVALS **SPARES** SIGHTIQUE LABORATORY CONTACT ▾

BULK ORDER & SEARCH

ORDER SPARES

Practice Name

Email Phone Number

Order By Your Reference Number

Spare #1

Serial Number Model Eye Size Colour Select Spare...

Spare #3

Serial Number Model Eye Size Colour Select Spare...

Spare #3

Serial Number Model Eye Size Colour Select Spare...

Spare #4

Serial Number Model Eye Size Colour Select Spare...

Notes

✕ REQUEST SPARES

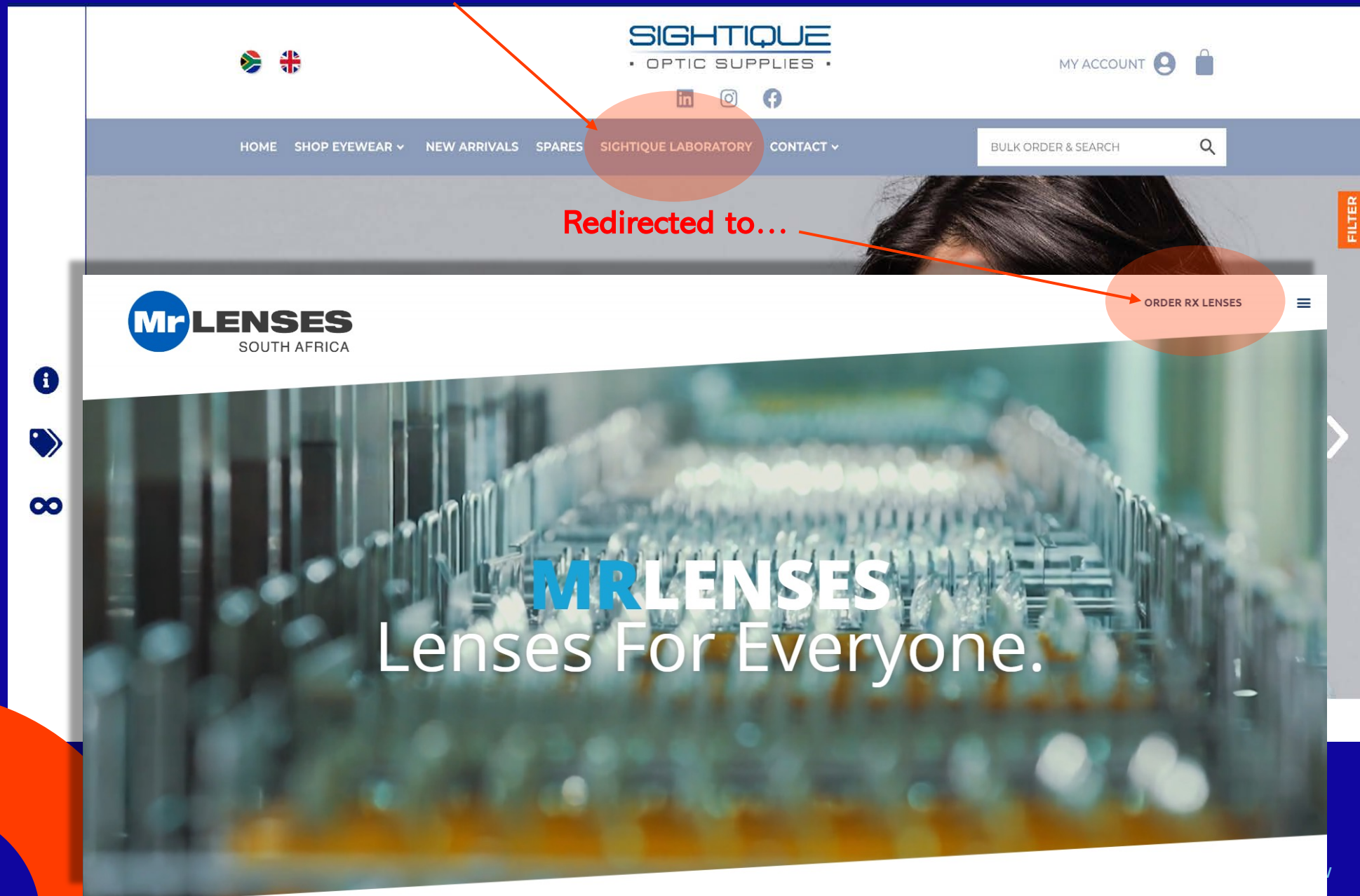
TOP NAVIGATION MENU

SIGHTIQUE LABORATORY

As highlighted in the orange circle,
This is where you will be able to order
your lenses.

This will redirect you to our lenses
ordering portal, where your lens
order will be processed.

Here is where you can order your lenses



TOP NAVIGATION MENU

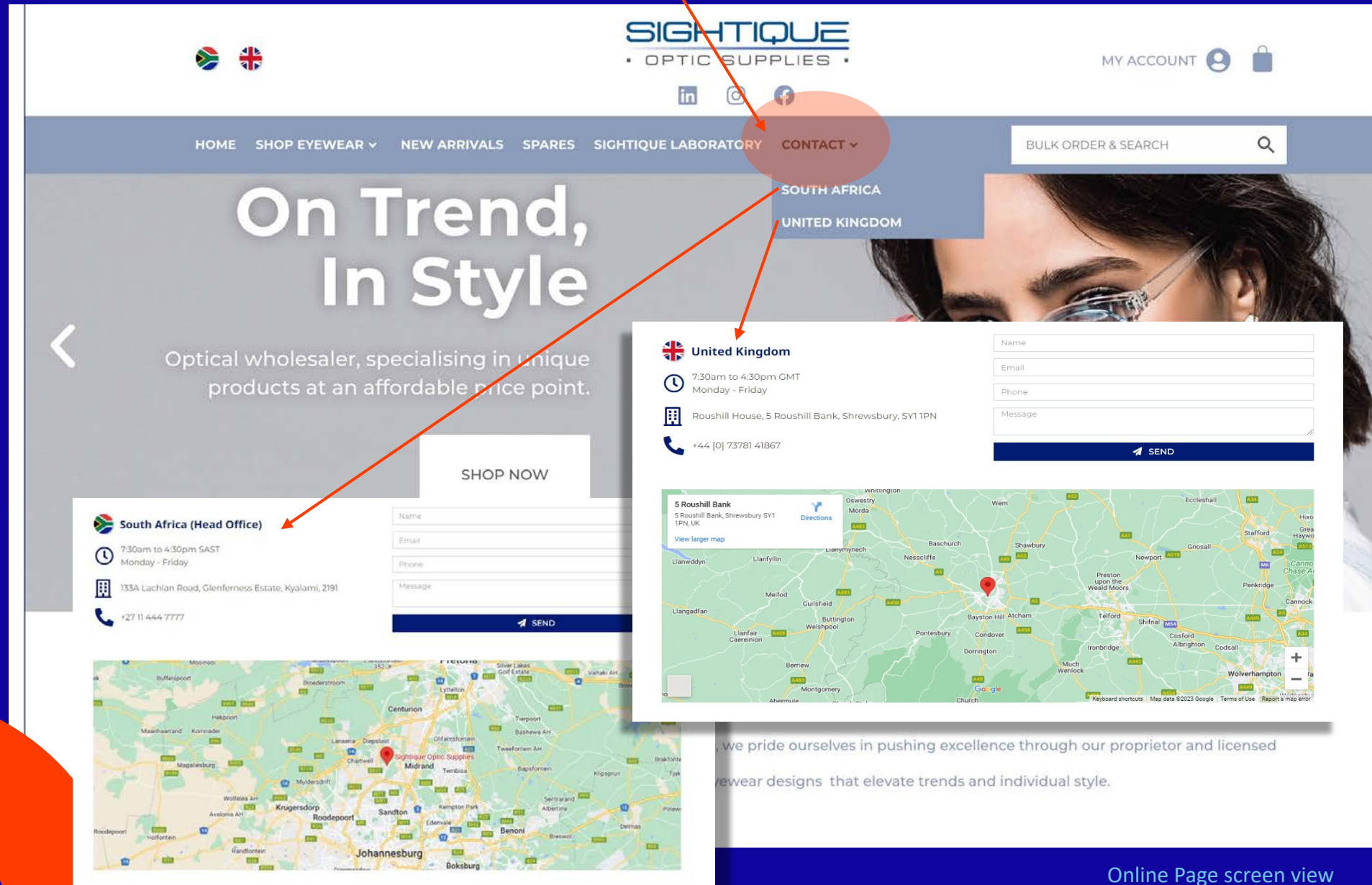
CONTACT DETAILS

As highlighted in the orange circle, here you will be able to find our contact details.

As you hover your mouse over the 'CONTACT' button, you will see a Drop-Down menu.

Here is where you can choose to view either one of our Sightique office contact details.

Here is where you can find our contact details and address.



BOTTOM FOOTER NAVIGATION MENU

SHORTCUTS

At the footer of the new Sightique website, you will find shortcuts to all the relevant content in the website.

Here is where you will find the website footer



THANK YOU FOR YOUR TIME 😊