

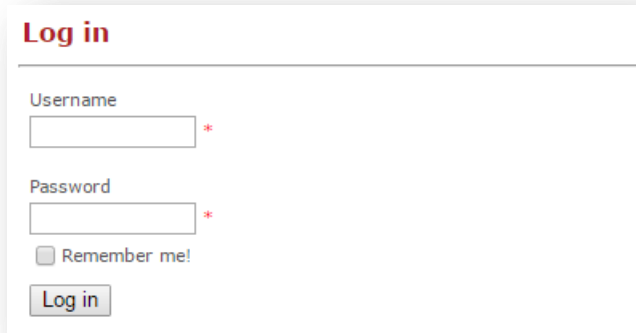
How-To: ConSet Web order

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Intro

This document will explain how to place an order using our online web order system. This guide will assume that you are logged on our website using the credentials given to you.



The image shows a login form with the following elements:

- Log in**: The title of the form, displayed in red text.
- Username**: A text input field with a red asterisk (*) to its right, indicating it is a required field.
- Password**: A text input field with a red asterisk (*) to its right, indicating it is a required field.
- Remember me!: A checkbox with the text "Remember me!" next to it.
- Log in**: A button with the text "Log in" inside it.

If you have any questions, please refer to the F.A.Q. section of our guide. If that does not answer your question please send us an email at conset@conset.com

Add item to web order

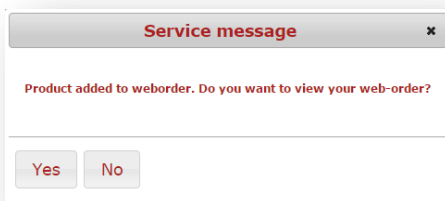
An item can be added in two ways, either by clicking the basket icon in the product list:



..Or by clicking the icon on the individual product page:



This will produce this window:



Click 'Yes' to be taken to the checkout page or click 'No' if you wish to stay on the current page.

Web order checkout (Step 1 of 2)

In this page you edit the quantity of your items, add additional items and choose a shipping date.

Weborder (Step 1 of 2)

Enter the desired amount in the box below.

Products in cart

| Qty | Product no. | Description | Price | Price total | Action |
|--------------------------------|--------------|---|-------|-------------|---|
| <input type="text" value="1"/> | 501-49 9S176 | Series 501-49, width 116-176 cm, Silver | | | Remove Show |

1

2

Add additional components [i](#)

3

Component list (Hover mouse over status-symbols for stock or discount details)

| Status | Qty | Product no. | Description | Price | Price total | Discount | NET | NET total |
|---|-----|--------------|--------------------------|-------|-------------|----------|-----|-----------|
| <input checked="" type="checkbox"/> i | 1 | 501-49 7S176 | Frame, silver, 116-176cm | | | | | |

4

Price total : Sub total :
Shipping :
Total :

Shipping

Earliest available shipping date I will choose a date

Earliest shipping date for total order:

6

Ship to:

7

Add more items to your order by clicking the links at the top of the page or through the online [Product catalogue](#).

1. If you wish to edit the quantity of your items, edit the number in this box.
2. Remember to click the button to update the quantity list. This may also affect the shipping date (6).
3. Additional components refer to the parts that a product consists of, and are as default not shown on the website. These can be added to your cart by selecting them from the list.
4. The first icon displays a green tick if the requested quantity is available at the date specified in (6). The second icon shows the quantity required to reach a discount based on pallet size.
5. The system automatically shows the earliest possible shipping date for the ENTIRE order. You can choose another date by clicking 'I will choose a date' and picking a date in the calendar that is displayed. NOTE: If you choose an earlier date than the one chosen by the system, the status(4) of the item availability will change to a red sign 🚫 You will then have to remove the afflicted item(s) to reach the desired shipping date.
6. Earliest possible shipping for the ENTIRE order.
7. Click here to continue to step 2

Web order checkout (Step 2 of 2)

This page lets you finalize your order by adding some details.

Weborder (Step 2 of 2)

After posting this order, you will receive an email with your order number. Please refer to that number if you have any questions.

Details

| | |
|---------------------------------------|-------------------------|
| Back to previous step | 1 |
| Customer ID | 123 |
| Your ref. | <input type="text"/> |
| Marking | <input type="text"/> |
| Shipment date | 2016-02-09 |
| Companyname | Dealer |
| Address 1 | Street 2 |
| Address 2 | |
| Areacode / City | 9999 City |
| State | OO-Outside US or Canada |
| Phone | 123123 |
| Email | |
| Message (Max 30 chars) | <input type="text"/> |
| Submit order | 4 |
| Save order as draft | 5 |

<- Please click only once!

Upon receipt of your order, we will enter it into our system and send you an order confirmation with a final date of shipment.

1. You can always access the previous page by clicking this link.
2. These two fields are optional and can be used by you to identify the order upon receiving confirmation.
3. Message field (max. 30 characters)
4. Click this to submit your order to us.
5. Click this to save your order as a draft for later submission, instead of sending it to us. Useful if you want to make an addition to your order before submitting it.

Frequently Asked Questions (FAQ)

Where can I find the stock availability of a particular item?

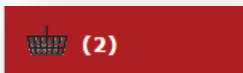
You can always check the current stock status of a product by clicking the 'i' icon on a product page



The column 'Stock' will show a green icon if at least 1 item is in stock. For more detailed information you will need to add an item to your order and edit the quantity for the system to give an accurate estimate.

Where can I see a summary of the products I've added to my order?

You can check your ordering process by clicking on the 'web order' option in the bottom of the left hand side menu. Alternatively there is a counter in top left corner which keeps track of the number of items you have added so far.



There is no button to continue from step 1 of checkout page!

If the 'Next step' button is missing then it is likely due to an inconsistency in the shipping date. If you have chosen a shipping date yourself, please make sure that none of the status icons in the component list are red. If that is the case then you will have to edit the quantity, choose a later date, or let system calculate it by choosing the 'Earliest possible shipping date' option

I cannot submit my order!

Please check that there are no error messages displayed on the top of the page. The 'Message' field can, for example, only contain 30 characters.