

MANUAL

E-SHOP

LOGIN

Fill out your personal e-shop number and password.

To enter the web shop, you should login first by means of the form below:

Login	
* EShop-number	<input type="text"/>
* Password	<input type="password"/>
<input type="button" value="Ok"/>	

In case you don't have a login yet, you can request one through this form.

Lost your password? sales.belgium@airtradecentre.com

If you are a new user, you can register by means of the form below:

It is necessary to be a certified installer, a wholesaler in building materials or an engineering office to receive a login.

Company info	
* Company name	<input type="text"/>
* Contact person	<input type="text"/>
* Function	<input type="text"/>
* Telephone	<input type="text"/>
Mobile phone	<input type="text"/>
Fax	<input type="text"/>
* E-mail	<input type="text"/>
* Vat number	<input type="text"/>
* Industry	<input type="text"/>
Website	<input type="text"/>
* How did you come to our website?	<input type="text"/>
Company address	
* Street	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
* Number	<input type="text"/>
* Zip code	<input type="text"/>
* Town	<input type="text"/>
* Country	<input type="text"/>
Delivery address	
Name	<input type="text"/>
Street	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Number	<input type="text"/>
Zip code	<input type="text"/>
Town	<input type="text"/>
Country	<input type="text"/>
<input type="button" value="Send"/>	

Select in the column to the left of your screen which function you wish to use:

- E-SHOP
- Introduction
- Create new order
- Convert quotation to order
- Convert favourites to order
- Unsent orders
- Sent orders
- Preferences

CREATE NEW ORDER

Choose your order type on the left:

- Delivery: we deliver the ordered articles from our headquarters in Zaventem as soon as the order is ready.
- Group delivery: we will deliver the ordered articles from our headquarters as soon as you are entitled to benefit from a free delivery
- On call: we deliver the ordered articles from our headquarters in Zaventem on the requested date.

Enter your personal details on the right (* = required fields).

GENERAL		Delivery address	
* Reference	<input type="text"/>	TEST-Customer	<input type="checkbox"/> Fill in address manually
Requested delivery date	<input type="text"/>	* Name	TEST-Customer
Orders before 15.00 hrs will be delivered in Belgium the next working day when possible. Late deliveries cannot lead to the cancellation of the order or to the payment of compensation.		* Street + Number	Hoogstraat 180
Order type		* Zip code + Town	1930 ZAVENTEM
<input checked="" type="radio"/> Eshop Delivery from Zaventem <input type="radio"/> Eshop Group Delivery from Zaventem <input type="radio"/> Eshop Delivery on request from Zaventem <input type="radio"/> E-shop Click & Collect		* Country	BELGIUM
		* Contact person	eshop
		* Phone	<input type="text"/>
		Remarks	<input type="text"/>
		Store in address book	
Products			
<input type="button" value="Add favourites"/> <input type="button" value="Import article list"/> <input type="button" value="Browse in catalog & add"/>		Quick select & add Enter article number or description <input type="text"/> <input type="button" value="OK"/>	
<input type="button" value="Save"/>		<input type="button" value="Copy"/>	
<input type="button" value="Send order"/>		<input type="button" value="General Sales Conditions"/>	
<input type="button" value="Export XLS"/>		<input type="button" value="Bill Of Materials"/>	
<input type="button" value="Export PDF"/>			

You can add products to your order in the following ways:

- Add favourites: you import (a part of) a favorite list you have created.
 - Import article list: you place an order by using article numbers (and amounts), which you can possibly import from Excel.
 - Browse in catalogue & add: you look up the desired product through the product catalog.
 - Quick select & add: fill out an article number or (a part of) a description
- Finally, you can also navigate through the categories in the left column.

You should always save your order before you choose to export or send. Exporting your order is possible to an Excel file or a PDF.

With the option 'Bill of materials' you can download a PDF file with an overview of the ordered products.

CONVERT QUOTATION TO ORDER

In this menu you can convert a previously drawn up offer into a purchase order with just one click.

CONVERT FAVOURITES TO ORDER

Here you can convert a list with favourites into an order. Creating a favourites list can be done in the menu 'my favourites'.

UNSENT ORDERS

This is a list of orders that you created, but did not send. When you send these, they automatically appear in the menu 'sent orders'.

SENT ORDERS

Here you can find an overview of all the orders you have sent us in the past 12 months.

PREFERENCES

In this menu you can choose how you would like to arrange the products in your order. If you choose to sort by product type, the products will be shown in the same order as our sections (i.e. from A to J). If you do not choose this option, the order lines will be arranged in the order in which you have added the products to your order.

Furthermore, you also can create a list of addresses.