



Helukabel Online Shop

Documentation EN

Version 1.0



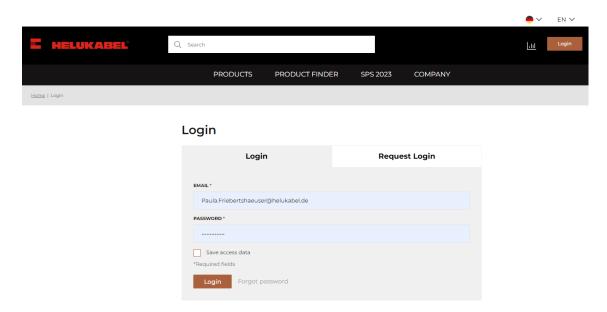
Contents

1.	Login and Creating an Account	1
2.	The Header Area in Detail	2
3.	Customer Account	3
C	Order History	4
P	Profile	4
Δ	Adresses	5
Е	Business Unit	6
	Shopping Lists	
S	Shopping Carts	7
C	Cable Drum Management	7
4.	Multiple Shopping Lists	8
5.	Multiple Shopping Carts	11
6.	Quick Order	13
7.	All Products / Available Products Only	14
8.	Item Selection	15
9.	Shopping Cart / Checkout	16
10.	Support & Feedback	18



1. Login and Creating an Account

To create an account for the Online Shop, click on the "Login" button in the header.



If you have already created an account, you can log in with your email address and password.

If you do not yet have login details, please register for the HELUKABEL Online Shop by clicking on the tab "*Request Login*".

Info:

Multiple users from a single company may register. Please submit a separate registration form for each user.

Please be aware that it may take several business hours to process new registrations.

Did you forget your password?

Change Password

EMAIL ADDRESS * Email address *Required fields Cancel OK

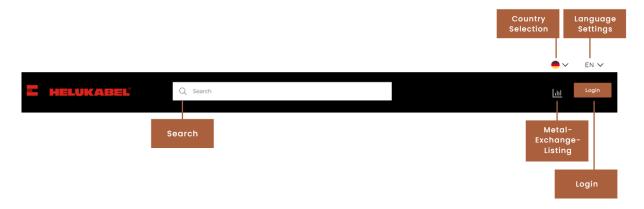
Request a new password by clicking "Forgot password". Enter your account email address and click "OK".

A link to change your password will be sent to you by email.

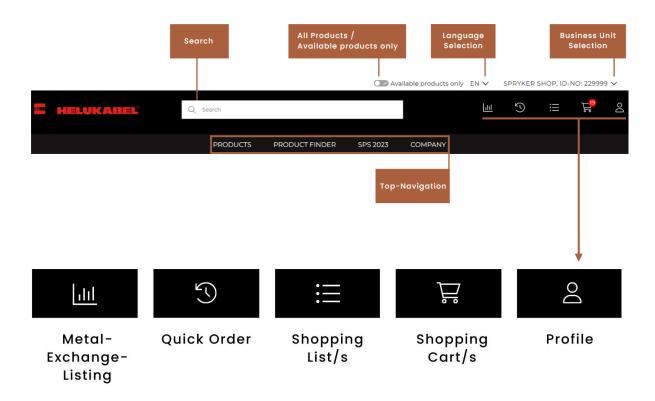


2. The Header Area in Detail

The header appearance when logged out:



The header appearance when logged in:





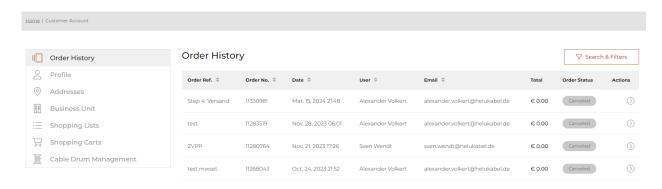
3. Customer Account



Access all of your important account data by clicking on the "*profile symbol*" in the header. The following menu options are listed in the "*Customer Account*" area:

- Profile
- Addresses
- 問 Business Unit
- : Shopping Lists
- Shopping Carts
- F Cable Drum Management

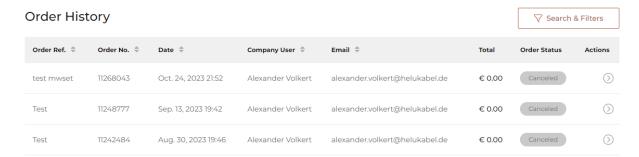
The "Customer Account" area:





| Order History

Under **Orders**, you will see an overview of all orders that you have placed in the Online Shop. You can search and filter your orders by clicking "Search and Filter".



Clicking on the *arrow* opens the order and shows each position of the order as well as all important information regarding the order.

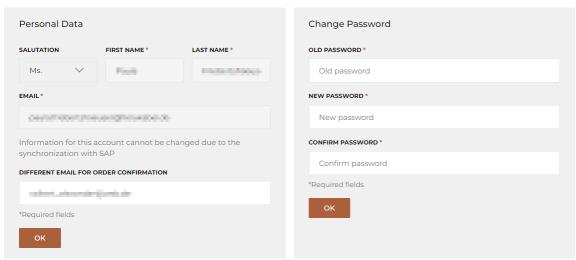
You can also find the order confirmation, invoice and packing lists here, as well as download them.

It is also possible to place individual positions or the entire order in the shopping cart once again. This simplifies the reordering of items.

Profile

Your saved personal information is shown under **Profile**. You may change your password or enter an alternative email address to receive order confirmations here.

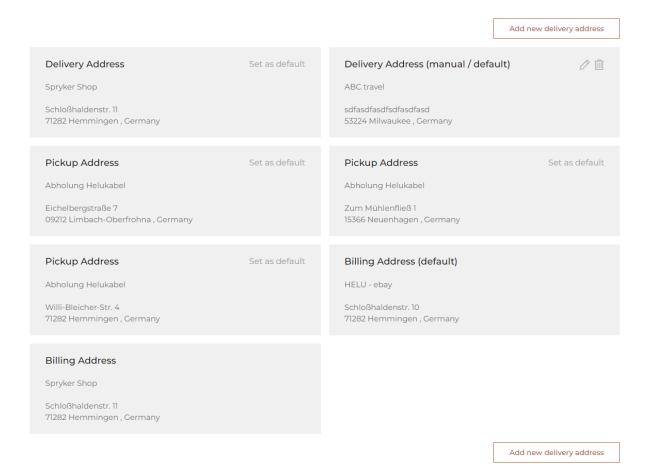
Profile





Adresses

Under **Addresses**, you will see an overview of all delivery, pickup, and billing addresses that are attached to your customer account number. You are able to manually add, edit, and delete delivery addresses in the "*Customer Account*" area. Delivery and pickup addresses may also be designated as standard addresses.



During the checkout process, you are able to assign individual orders different delivery addresses and decide whether these should be saved permanently within your customer account or only used once.



Business Unit

Under **Business Unit**, you will receive an overview of all business units/customer account numbers associated with the currently logged-in profile. With this, it is possible to switch between different business units (in the header or in the customer cockpit) without needing to log in with a separate profile.

• Selecting a business unit in the header:

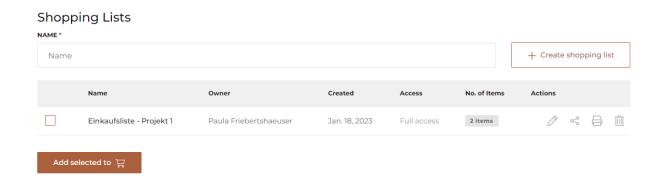


Selecting a business unit in the customer cockpit:



Shopping Lists

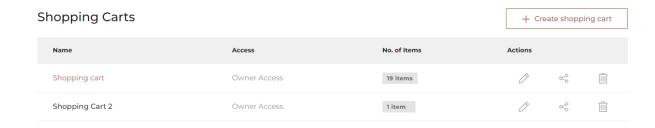
Under Shopping Lists, you will receive an overview of the existing shopping lists.







Under **Shopping Carts**, you will receive an overview of the existing shopping carts.



置 Cable Drum Management

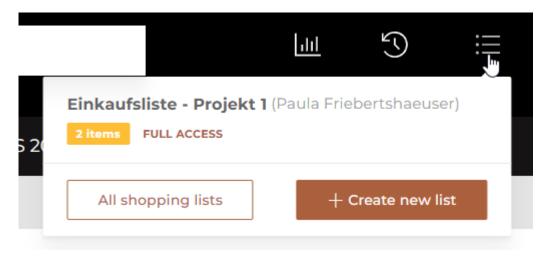
Under **Cable Drum Management**, you will be redirected to the "Cable Drum Return" form where empty drums can be registered for pick-up.



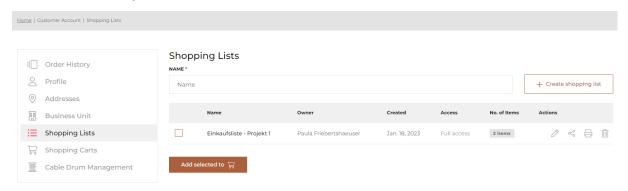
4. Multiple Shopping Lists



By clicking on the shopping lists icon in the header, you will receive an overview of your shopping lists.



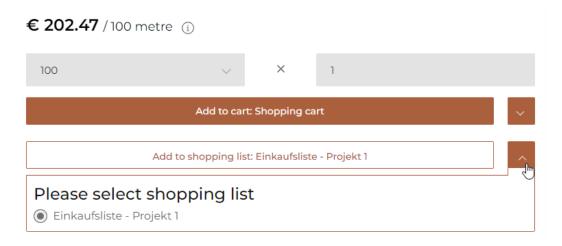
You have the possibility to create different shopping lists and add items to them individually.



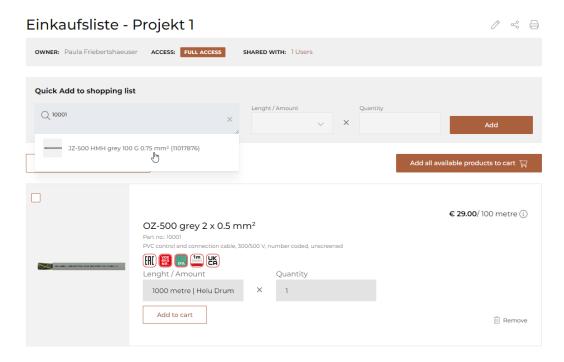


How to add items to shopping lists:

 Option 1: Add singular items from their item details page by selecting the length/amount, quantity and the desired shopping list.

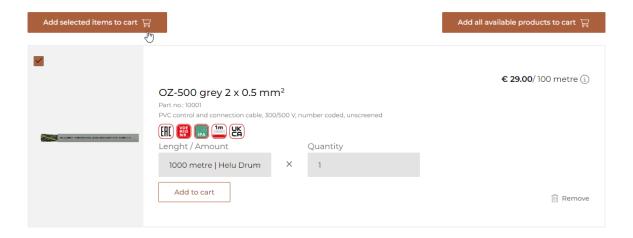


• Option 2: Add singular items from the Quick Add menu by entering the part number/name, selecting a length/amount and quantity.





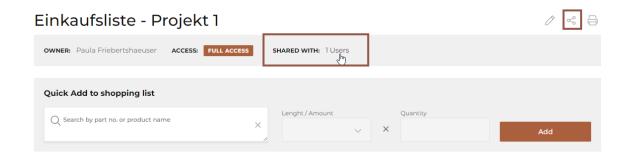
By clicking "Add to gg" all items or selected items (from the shopping list) will be placed in the shopping cart



Info:

Shopping lists (including the items added to it) will remain until the user deletes individual items or the entire shopping list.

Within a shopping list, you have the option to edit your shopping list (ex. changing the quantity, deleting singular or all items).



Shopping lists can be shared with colleagues within a company (account) by clicking on the share symbol.



5. Multiple Shopping Carts

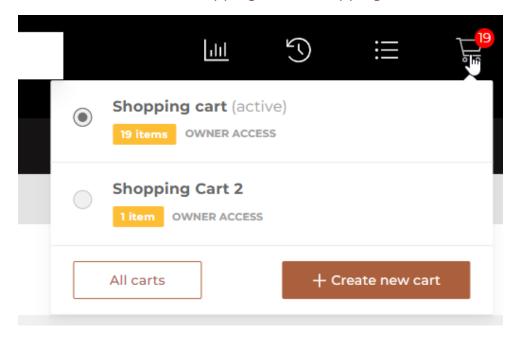


By clicking on the shopping cart icon in the header, you will be directed to the currently active shopping cart.

How to identify which shopping cart is active:

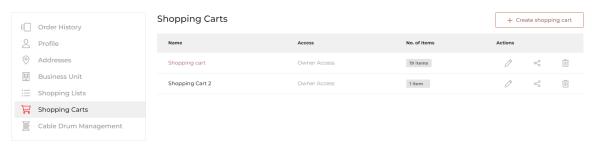
 Hover the mouse over the shopping cart icon in the upper-right area of the page. The active shopping cart is marked with a dot.

(See screenshot: active shopping cart = "Shopping cart")



• Under "Shopping Carts" in the customer account menu, the active shopping cart is highlighted.

(See screenshot: active shopping cart = "Shopping Cart")



Info:

Switch between shopping carts by clicking on them.



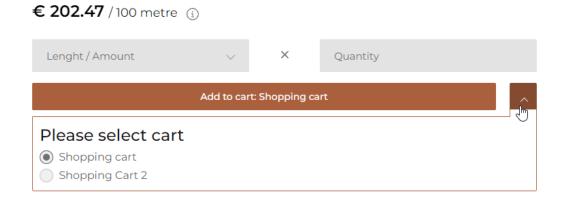
It is possible to create multiple shopping carts in the HELUKABEL Online Shop. This can help by allowing project-specific orders to be submitted, which can be delivered to different addresses or to keep all items for one project in the same order and on one invoice.

Info:

The shopping carts are saved to your customer account and remain available between logins until the items are ordered or deleted.

How to add an item to a shopping cart:

 Option 1: Add singular items from their item details page by selecting the length/amount, quantity and the desired shopping cart on the respective item detail page.



• Option 2: Add singular items from the Quick Add menu by entering the part number/name and selecting a length/amount and quantity.





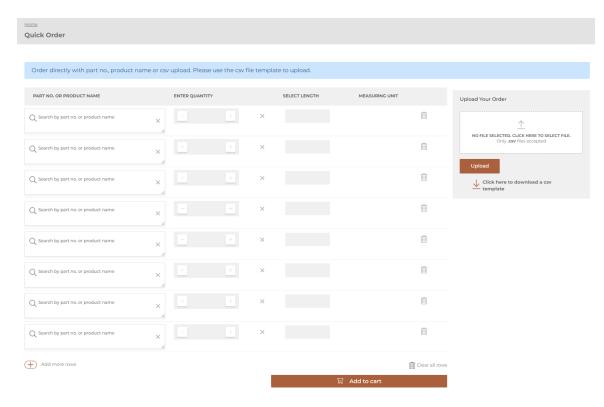
6. Quick Order



Navigate to the Quick Order page by clicking on the Quick Order icon in the header.

The Quick order allows you to quickly add items to the shopping cart:

- Manual entry of the part number, length/amount and quantity
- Upload of a structured CSV file with the parameters defined in the CSV template
 - (The CSV template can be downloaded by clicking "Click here to download a csv template")





7. All Products / Available Products Only



The on/off toggle "Available products only" allows you to:

 either search through our entire product portfolio



or only be shown available products.



Info:

Only orders for available items may be placed.

Unavailable items (see below) can be requested by contacting your personal HELUKABEL representative. You will receive an individual offer including delivery window.

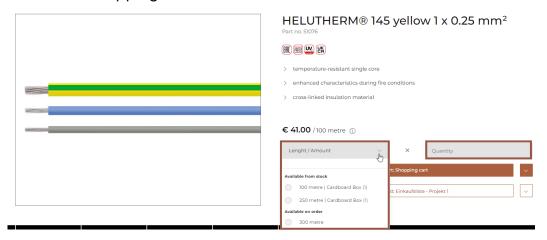




8. Item Selection

On the item details page, you can choose individual lengths or stock lengths.

- For lengths that we have in stock, there are no cutting fees. The type of packaging (ex. barrel, ring, coil, box, drum, etc.) of the length in stock/amounts will be shown. (The amount in stock is shown in parenthesis)
- A **cutting fee** is charged for **individual cuts**. These can be found for every item in the shopping cart.



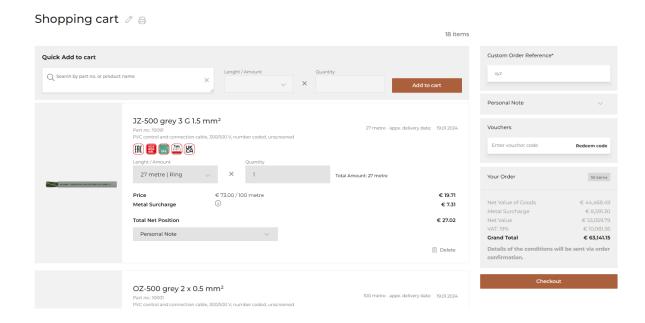
In the field "Length / Amount", you can enter the desired quantity of the required length (or amount of items) and in the field "Quantity" the quantity. Following this, the selected item can be added to the desired shopping cart or shopping list with the selected quantities.



9. Shopping Cart / Checkout

In the shopping cart, you will see information on:

- Delivery dates
- Net value of goods
- Metal surcharges
- Costs for cutting services for individual cable cuts
- Packaging costs
- Shipping costs



It is possible to add individual positions to a shopping cart via the quick order window ("Quick Add to cart"). You can edit and delete individual positions or even delete all positions in the shopping cart.

Under "Custom Order Reference", an individual reference to your order must be entered.

Under "*Personal Note*", you may add notes on both an order level as well as on a position level. These are visible on following documents (ex: order confirmation, invoice).

Info:

The customer notes are meant exclusively for your records and do not have an influence on the order.

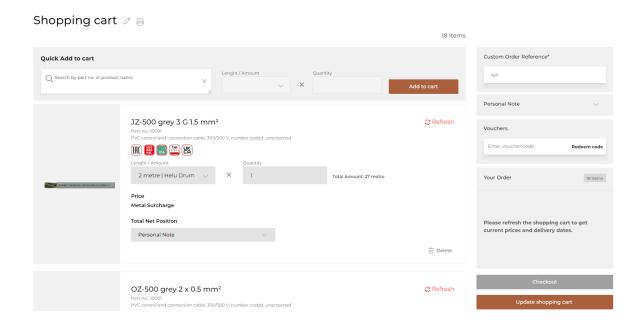


Under "*Vouchers*", you can enter and redeem HELUKABEL Online Shop vouchers. Only one voucher may be used per order.

You can submit your order by clicking "Checkout".

Info:

Have you changed item quantities in the shopping cart or added an additional position? You will need to refresh your shopping cart by clicking on "*Update shopping cart*" or "*Refresh*" within each position in order to see updated prices and delivery dates. After this, you can complete your order by clicking on "Checkout".



After a successful order, you will receive an email with the order confirmation and conditions details.



10. Support & Feedback

- Do you have any questions regarding the HELUKABEL Online Shop?
- Do you need help regarding the HELUKABEL Online Shop?
- Do you have feedback, concerns, or requests regarding the HELUKABEL Online Shop?

Send us your requests by email ecommerce@helukabel.de