



Helukabel Online Shop

Documentation EN

Version 1.0



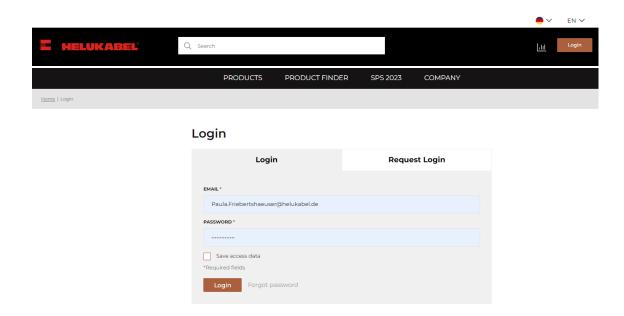
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1. Login and Registration

To login to the online shop, click on "Login" in the header.



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

If you do not have an account yet, please register for the online shop by clicking on the "Request Login" tab.

Note:

Multiple users can be registered per company. Please send a separate registration request for each user.

Please note that it may take a few hours to process your registration.

Forgotten your password?

Change Password



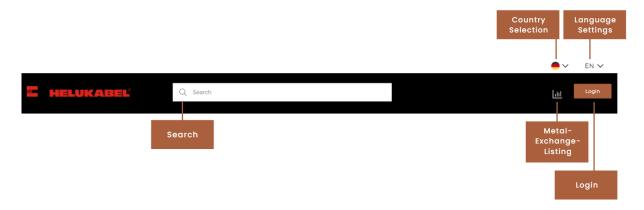
Request a new password via "Forgot password" to request a new password. Enter your account email address and click on "ok".

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

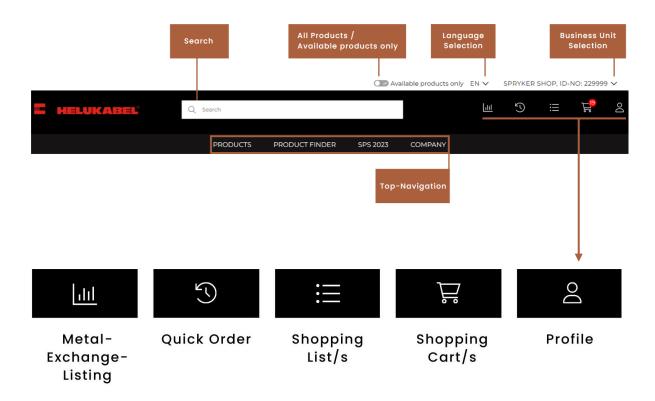


2. The Header in Detail

The header when you are logged out:



The header when you are logged in:





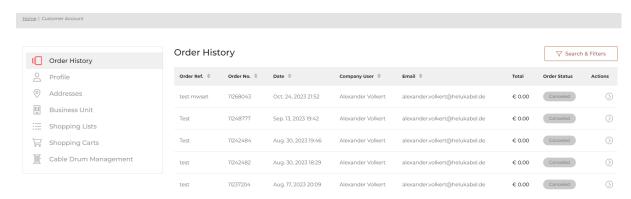
3. Customer Account



You can find all important information about your account by clicking on the "Profile" icon in the header. The following menu items are listed in the "Customer Account" section:

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

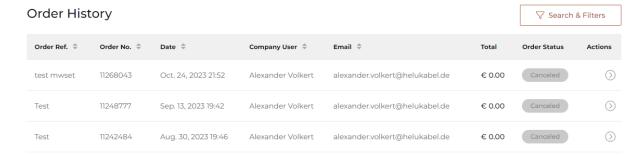
The section "Customer Account":





| Order History

Click on **Order History** to see an overview of all orders you have placed in the online shop. You can filter the orders using the "Search & Filters" button.



Clicking on the arrow opens the order and shows the status and important information about the order. You can also view and download the order confirmation and packing lists.

Furthermore, it is possible to reorder individual items or to place the entire order in the shopping basket again. This allows you to reorder items with ease.

Profile

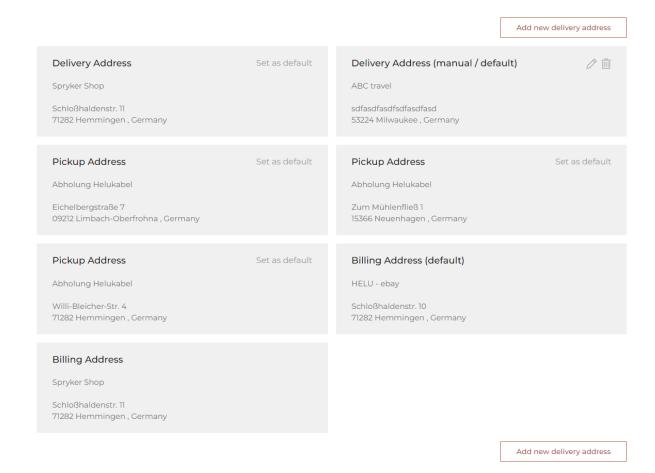
Click on **Profile** to view your saved personal details. Here you can change the email address we use to send order confirmations and change your password if required.

Profile Personal Data Change Password SALUTATION FIRST NAME * LAST NAME * OLD PASSWORD * Florida. Contract Contract Old password NEW PASSWORD * EMAIL* period operation anglish water or Information for this account cannot be changed due to the CONFIRM PASSWORD * synchronization with SAP Confirm password DIFFERENT EMAIL FOR ORDER CONFIRMATION *Required fields *Required fields



O Adresses

Click on **Addresses** for an overview of all delivery, pickup and billing addresses stored in your account. You can add, edit and delete manual delivery addresses in the customer account section. It is also possible to set a default delivery and pickup address.



When you check out, you can manually enter a different delivery address for each order and choose whether to save it permanently or use it only once.



Business Unit

Click on **Business Unit** to get an overview of all business units/customer numbers assigned to the logged-in user profile. This allows you to switch between different Business Units (in the header or customer cockpit) without having to log in with a separate account.

• Select business unit in the header:

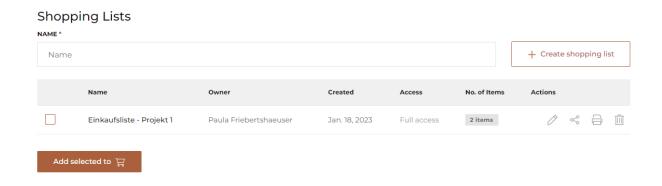


• Select business unit in the customer cockpit:



Shopping Lists

Click on **shopping lists** to find an overview of the shopping lists you have created.







Click on **shopping carts** to find an overview of the shopping carts you have created.



E Cable Drum Management

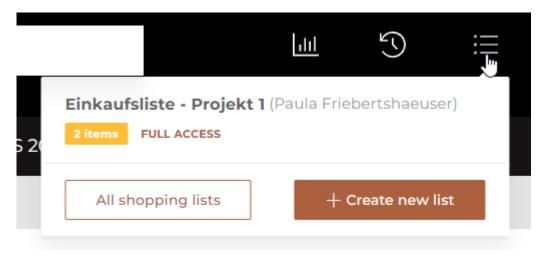
To report empty cable drums for collection, the form "Cable Drum Managment" is linked here.



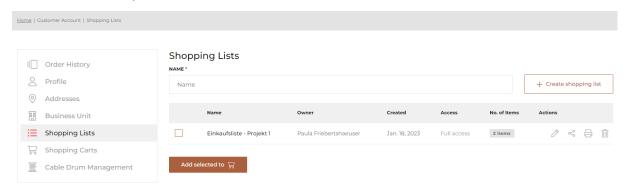
4. Multiple Shopping Lists



By clicking on the shopping list icon in the header, you can open an overview of your shopping lists.



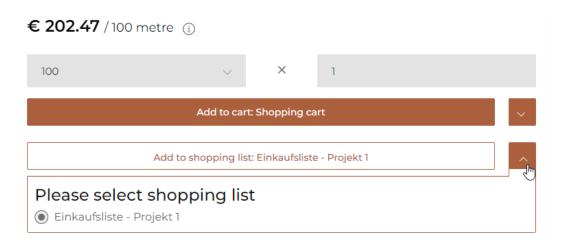
You have the possibility to create different shopping lists and add items to them individually.



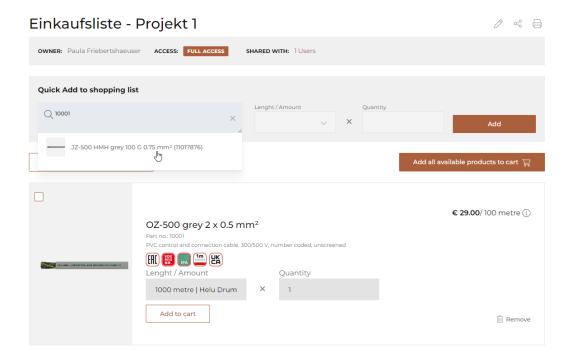


An item can be added to the shopping list as follows:

• **Option 1:** Add individual items by selecting the length, quantity and the desired shopping list on the respective item detail page.

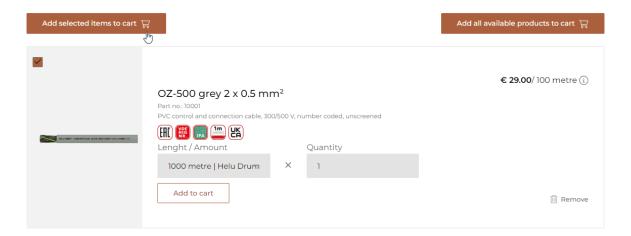


• **Option 2:** Add individual items via the quick order by selecting the item number/name, length and quantity.





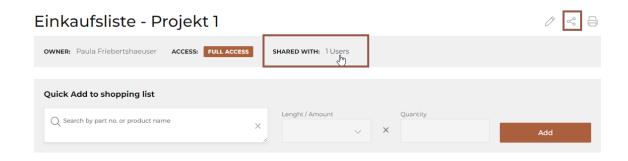
All items or individual items from the shopping list can be added to the shopping cart via "Add to \mathbf{g} ".



Note:

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

Within the shopping list, you have the option of editing your shopping lists, i.e. changing the quantity or number and deleting individual or all items.



Shopping lists can be shared with other colleagues in the company via the share icon.



5. Multiple Shopping Carts

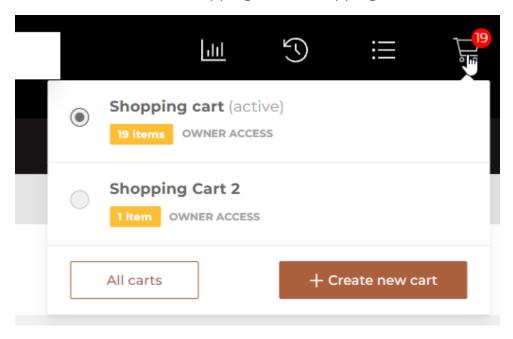


By clicking on the shopping cart icon in the header, you can access the currently active shopping cart.

The active shopping cart can be recognised as follows:

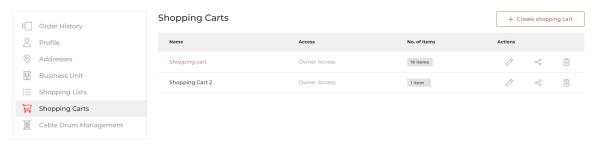
 Hover your mouse over the shopping cart icon in the top right-hand corner of the page. The active shopping cart is marked with a dot.

(<u>see screenshot:</u> active shopping cart = "Shopping cart")



 The active shopping cart is highlighted in color in the "Shopping carts" section.

(<u>see screenshot:</u> active shopping cart = "Shopping cart")



Note:

Shopping carts can be changed by clicking on them.



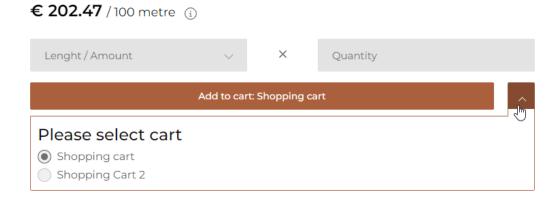
In the HELUKABEL online shop, you can create more than one shopping cart. This allows you, for example, to place orders per project, send them to separate delivery addresses or receive all products for a project in one order and invoice.

Note:

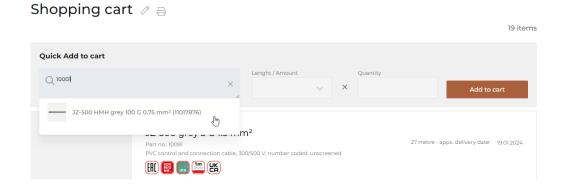
Shopping carts remain saved in your customer account and are still available when you log in again - until items have been ordered or deleted.

An item can be added to a shopping cart as follows:

• **Option 1:** Add individual items by selecting the length, quantity and the desired shopping cart on the respective item detail page.



 Option 2: Add individual items to the active shopping basket via the quick order by selecting the article number/name, length and quantity





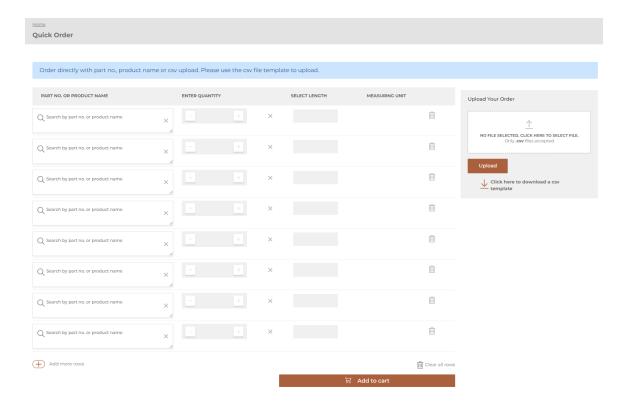
6. Quick Order



You can access the quick order function via the quick order icon in the header.

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

- Manual entry of article number, length/quantity and quantity
- **Upload** a csv-file with the defined parameters of the csv-template (The csv-template can be downloaded via "Click here for the csv template")





7. All Products / Available Products Only



The "Available products only" toggle offers you the option:

• to browse our entire product portfolio



 or to display/browse only the available products.



Note:

You can only order available products.

Please contact your personal HELUKABEL contact person to enquire about unavailable products (see below). You will then receive a customized quote including delivery time.

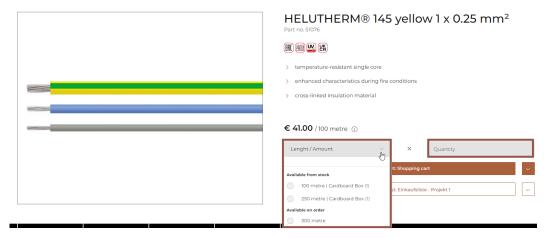




8. Selection of items

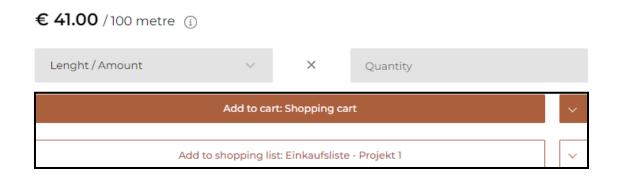
You can select individual lengths or lengths in stock on the item detail page:

- No cutting costs are charged for items that we have in stock. The
 packaging type (e.g. drum, ring, spool, disposable drum, etc.) of the
 stock lengths/quantities are also displayed. (The stock is shown in
 brackets)
- **Cutting costs** are charged for **customized cuts**. The costs can be viewed in the shopping cart for each item.



You can enter the desired Length or Amount of the item in the "Length/Amount" field and select the quantity in the "Quantity" field.

The selected item can then be added to the shopping cart or shopping list.



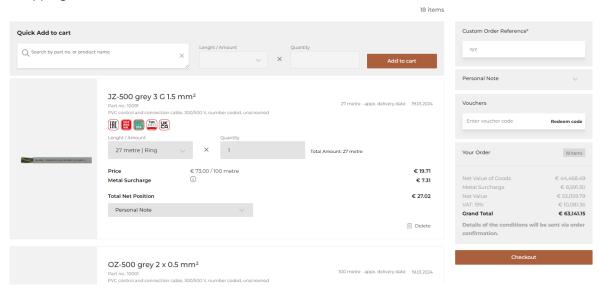


9. Shopping Cart / Checkout

You will find the following information in the shopping cart:

- Delivery dates
- Net value of goods
- Metal surcharge
- Cutting costs
- Packaging costs
- Freight costs

Shopping cart 🧷 🖨



It is possible to add individual items to the shopping cart using the quick order. You can edit and delete items individually or delete all items in the shopping cart.

An individual reference for your order must be entered in "Custom Order Reference".

You can create notes at both order and item level under "Personal Note". These are visible on any subsequent documents (e.g. order confirmation, invoice).

Note:

The personal notes are only intended for your records and do not affect the order.

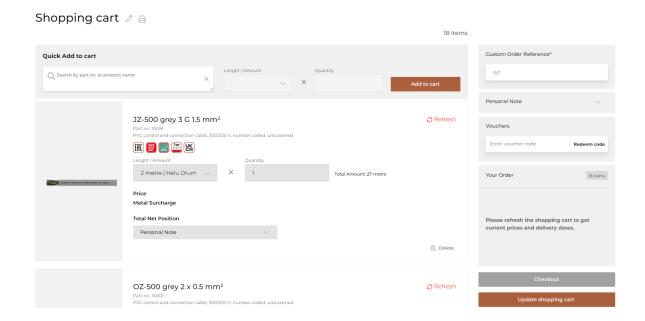
You can redeem HELUKABEL online shop vouchers via "Vouchers" by entering your voucher code. Only one voucher per order is valid.



You can complete your order by clicking "Checkout".

Note:

If you have changed the quantities in the shopping cart or added an item via quick order, you will first need to update the shopping basket clicking "Update shopping cart" or "Refresh" on item level to obtain the current prices and delivery dates. You can then finalize your order by clicking on "Checkout".



Once successfully completed your order, you will receive an order confirmation with all details of the conditions.



10. Support & Feedback

- Do you have questions about the HELUKABEL online shop?
- Do you need help regarding the HELUKABEL Online Shop?
- Do you have feedback, suggestions and requests regarding the HELUKABEL Online Shop?

Don't hesitate to send us your request via email to

ecommerce@helukabel.de