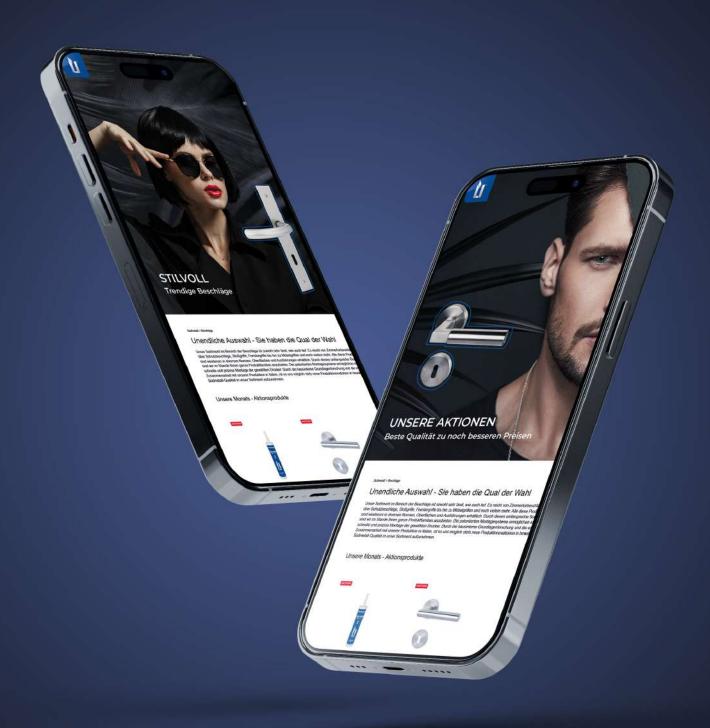
# Stidmetall®



WEBSHOP 2 0 2 3

# CONTENTS



REGISTRATION  Access data e-mail	3
	3
Login screen	4
Password forgotten	5
HOME	9
PROFILE	10
User profile	10
Customer profile	11
User management	12
Shipping addresses	13
Orders	14
Document archive	15
Favorites	16
Buy again	17
Returns	18
SHOPPING CART	19
COMMISSION	

### Sùdmetall<sup>®</sup>

#### **ACCESS DATA E-MAIL**



Sehr geehrter Kunde, sehr geehrte Kundin,

wir haben in den letzten Monaten hart daran gearbeitet unseren Webshop noch benutzerfreundlicher und moderner für Sie zu gestalten.

Wir freuen uns, dass dieser nun endlich online gehen kann und hoffen Ihnen das maximale Shoppingerlebnis bieten zu können.

Klicken Sie sich gleich mit Ihren neuen Zugangsdaten rein: https://shop.suedmetall.com/

Mailadresse: Passwort:

Here you will find your access data, consisting of your mail address and the randomly generated password. You can find out how to change the password on page 8.

Zu Ihrer Sicherheit bitten wir Sie, Ihr Passwort nach dem ersten Login im Kundenkonto zu ändern.

Wir wünschen Ihnen ein angenehmes Einkaufserlebnis!

Sollten Sie Fragen haben, steht Ihnen unser Serviceteam gerne zur Verfügung:

Tel.: +49 8654 / 4675-50 Fax: +49 8654 / 4675-70 E-Mail: info@suedmetall.com

Ihr Südmetall-Team

P.S.: Wir freuen uns stets über Ihr Feedback. Teilen Sie es gerne direkt Ihrem zuständigen Außendienstmitarbeiter mit oder kontaktieren Sie uns per Mail unter shop@suedmetall.com

Süd-Metall Beschläge Kontaktdaten **GmbH** 

Sägewerkstr. 5 D -83404 Ainring/Hammerau

Telefon: +49 8654 / 4675-50 Fax:+49 8654 / 4675-70 E-Mail: info@suedmetall.com Geschäftsführer

Herbert Persterer-Resch / Manfred Rettensteiner

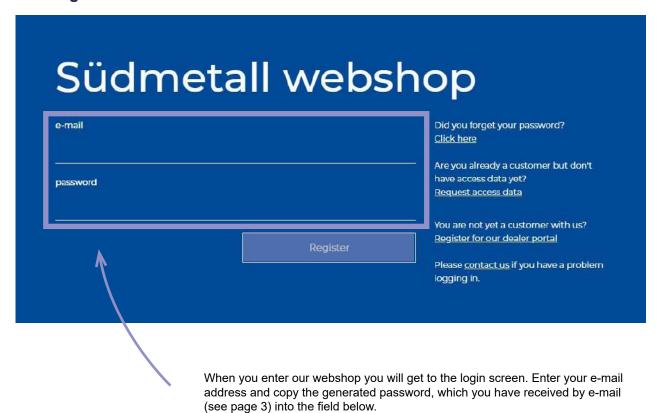
Handelsregister

Amtsgericht Traunstein HRB 9841 USt-Id Nr. DE811942394

## Stidmetall<sup>®</sup>

**REGISTRATION MASK** 

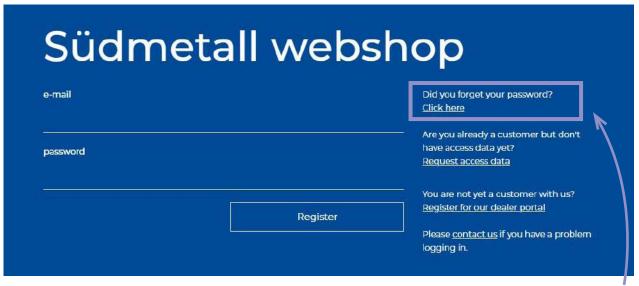
### First registration



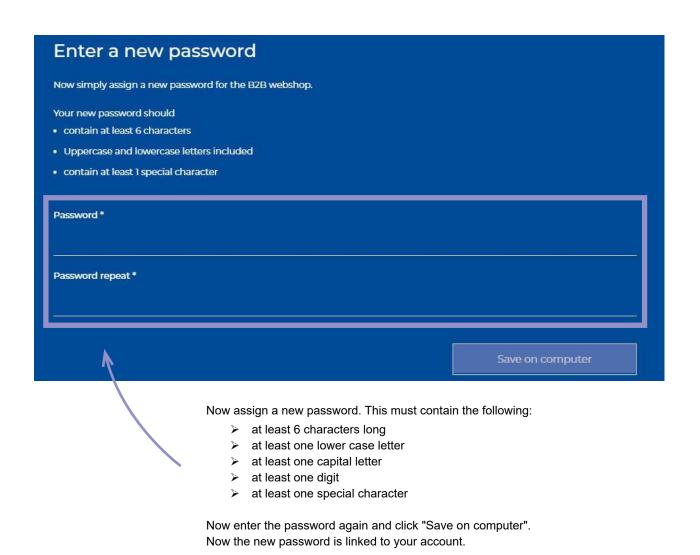
Then click on "Register".

### **REGISTRATION MASK**

#### **Password forgotten**

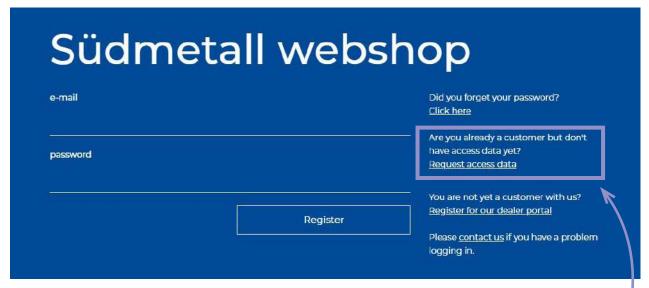


If you have forgotten your password, click on the corresponding line in the highlighted area. Then you will receive a link to your e-mail. When you click on this link, the window below will open.

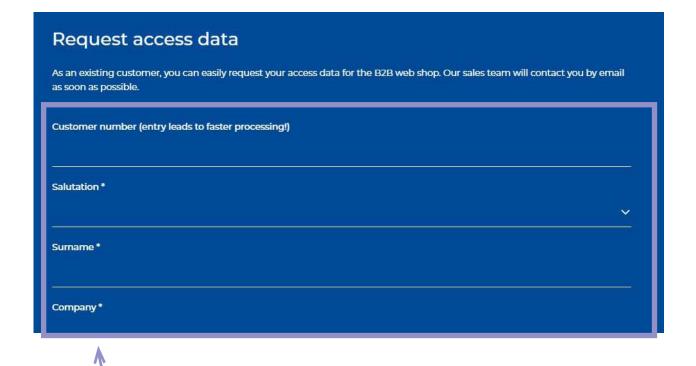


### **REGISTRATION MASK**

#### Request access data



You are already a customer, but have not yet requested any access data? Then click on the corresponding line in the highlighted area. The window below will open and you can register.



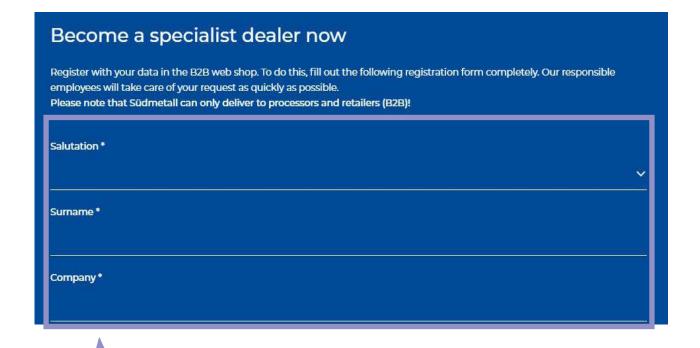
Fill in all fields marked with an asterisk in the contact form and you will receive your access data by mail (see page 3).

### **REGISTRATION MASK**

#### Request access data



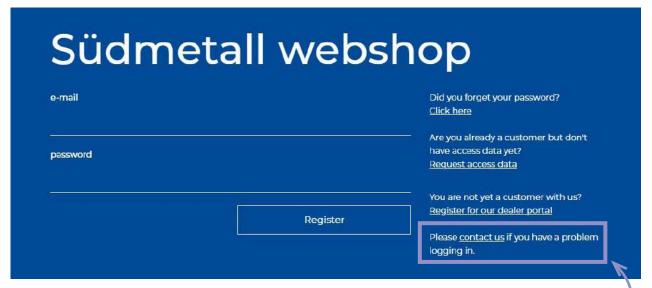
You are not yet a Südmetall customer? Then click on the corresponding line in the marked area. The window below opens and you can register.



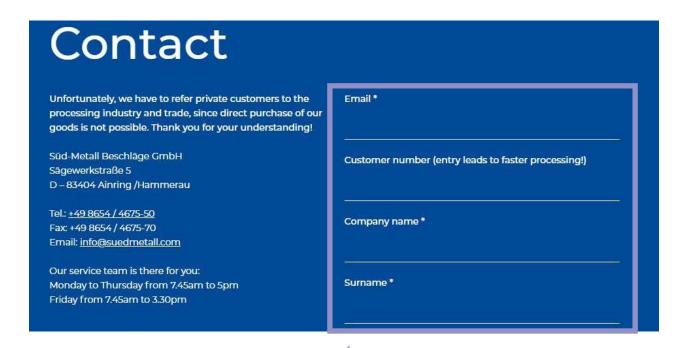
Fill in all fields marked with an asterisk in the contact form and you will receive your access data by mail (see page 3).

### **REGISTRATION MASK**

#### Request access data



Do you have a question about a Südmetall product or any other request? Click on the corresponding line in the highlighted area. The window below will then open and you can send us a contact request directly.

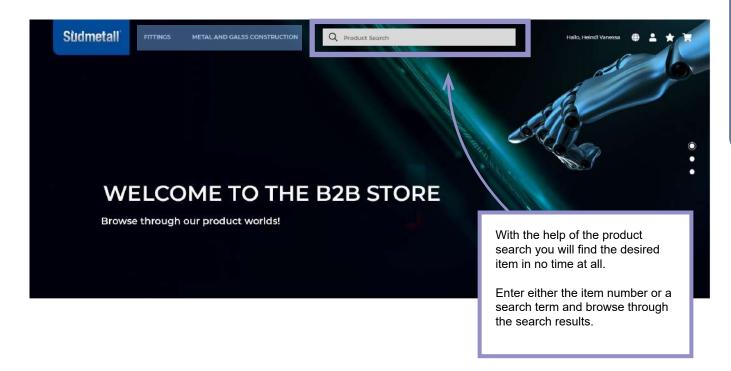


Fill out all fields marked with an asterisk in the contact form and a responsible service employee will get back to you promptly.

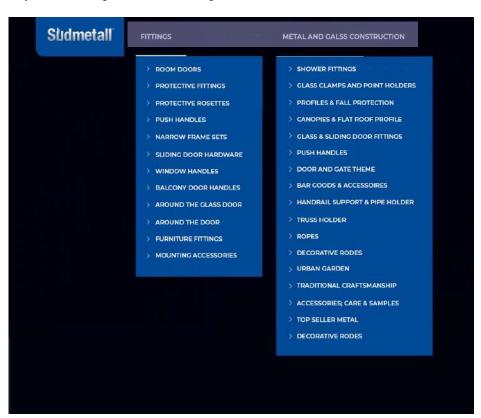
You can also reach our service team during office hours by phone at +49 (0)8654 4675-50.

## Stidmetall<sup>®</sup>

HOME



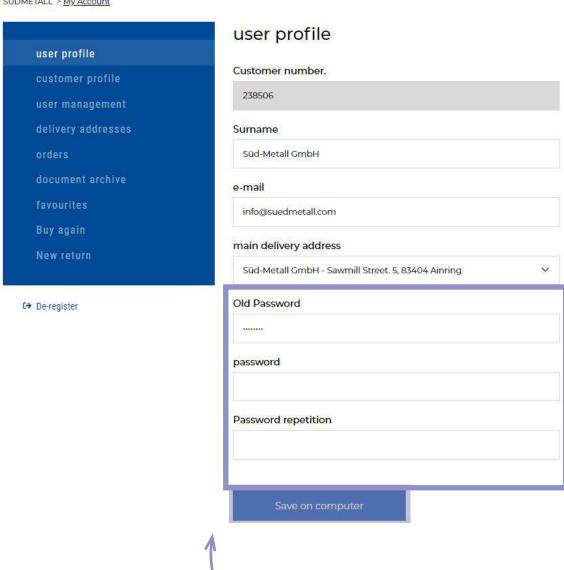
Or just click through our different categories:



### **USER PROFILE**

In the user profile you will find all information about your profile: Customer number, name, e-mail address, main delivery address and password.

SODMETALL > My Account



Here you can also assign a new password. To do this, simply enter the old password and specify a new password in the following field.

This must contain the following:

- at least 6 characters long
- > at least one lower and upper case letter
- > at least one digit
- > at least one special character

Now enter the password again and click on "Save on computer". Now the new password is linked to your account.

### **CUSTOMER PROFILE**

In your customer profile you will find all the information that we have stored about you in our system. If any information is not up to date, please inform us about any changes by sending an e-mail to info@suedmetall.com. You cannot make any changes in this area yourself!

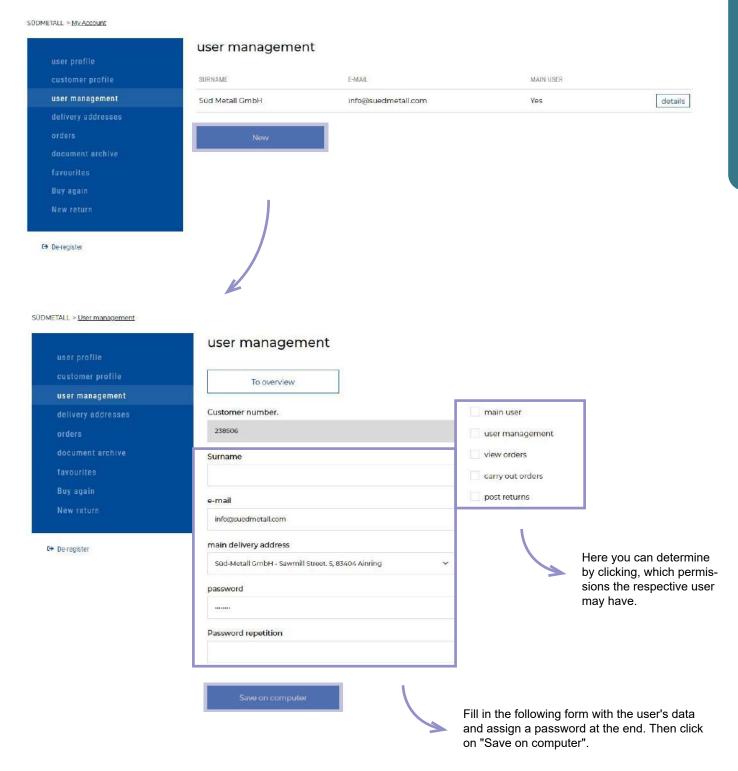
SÜDMETALL > My Account customer profile Customer number. Phone number. customer profile fax number Surname Súd-Metall CmbH 08654-3672 name 2 info@suedmetall.com address home page De-register address 2 Sägewerkstr. 5 Postal code 83404 Location Ainring country

### **USER MANAGEMENT**

In the User Management field, you can create an unlimited number of new users. To do this, simply click on the "New" button.

There is only one "main user", this is the one that is stored in our system.

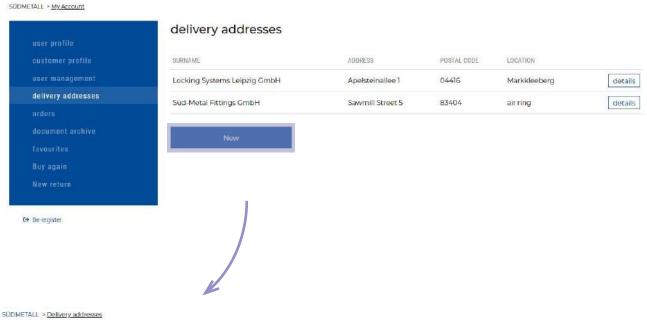
Please note that each e-mail address can only be used for one user. Otherwise the e-mail address will be blocked.

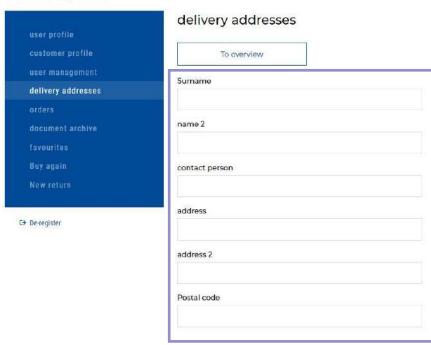


### **DELIVERY ADDRESS**

In the Shipping addresses field you can edit your shipping addresses and also add new ones if necessary. Delivery addresses can be viewed and changed via the "Details" button.

If you want to create a new delivery address please click on the field "New".





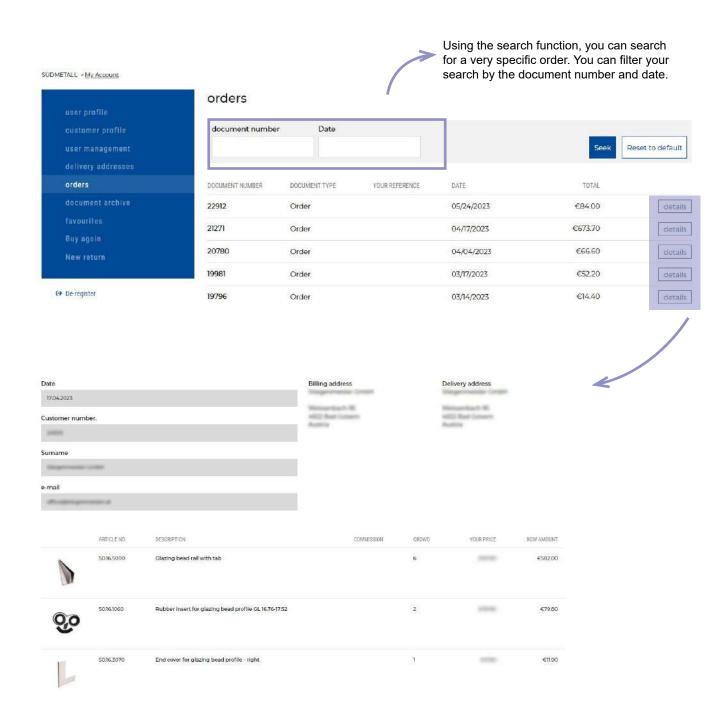


Fill in the required fields in the following form: Name, Address, Postcode and City. All other fields are optional.

Then click on "Save on computer".

### **ORDERS**

In the field Orders you get an overview of all your orders in our Südmetall - Webshop. If you click on the button "Details", you will get to the detailed view of your order.



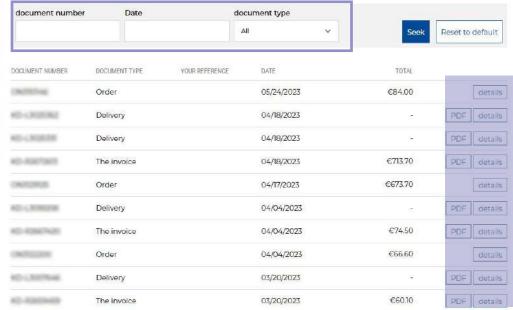
### **DOCUMENT ARCHIVE**

In the Document archive field you will find your offers, orders, invoices, delivery bills and credit bills. Here you also have the possibility to filter by document number, date and the document type.

SUDMETALL > My Account



#### document archive



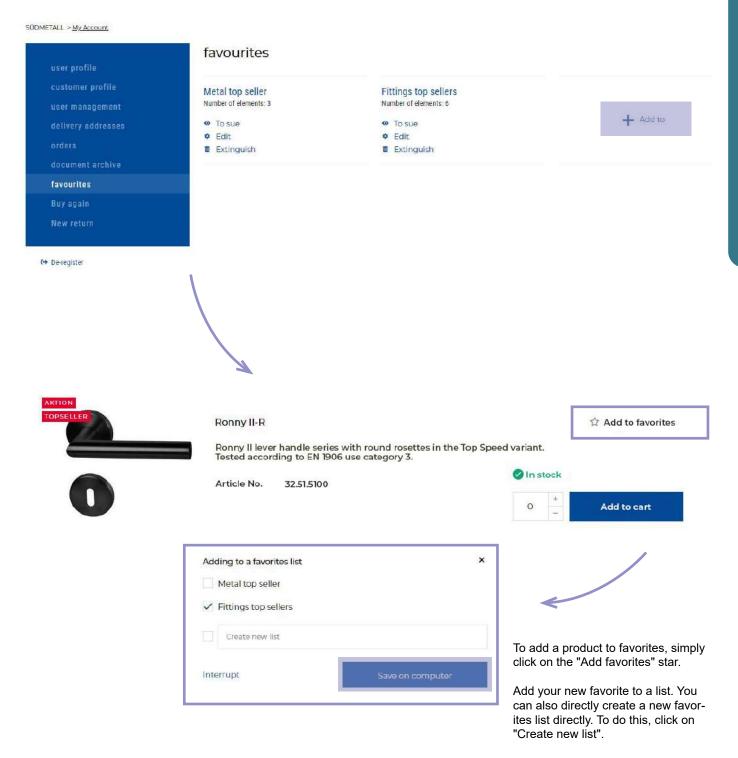
1 2 >

Under "PDF" you can open and download delivery bills, invoices and credit notes as PDF.

Under "Details" you will open the detailed view.

### **FAVORITES**

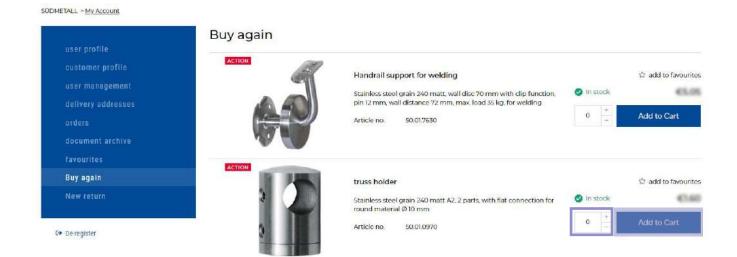
In the Favorites section you can sort and manage your favorite items in favorite lists.



### **BUY AGAIN**

The "Buy again" section lists all the items you have already purchased in the past. If you want to buy the item again, just click on "Add to cart" and the item will be automatically added to the cart.

In the field next to it you can also adjust the quantity.



### **NEW RETURN**

In the "New returns" field you can register your returns in the web store.

Please note that you can only register your returns in the "Returns" field! A service representative will contact you and process your return request with you step by step. Please follow the instructions, which you will receive by e-mail after registering your return.

In the search bar you can search for the desired order by reference number (order - no., invoice - no., delivery bill - no., etc.). Then click on the order you want to return.

SUDMETALL > return

#### returns

Seek

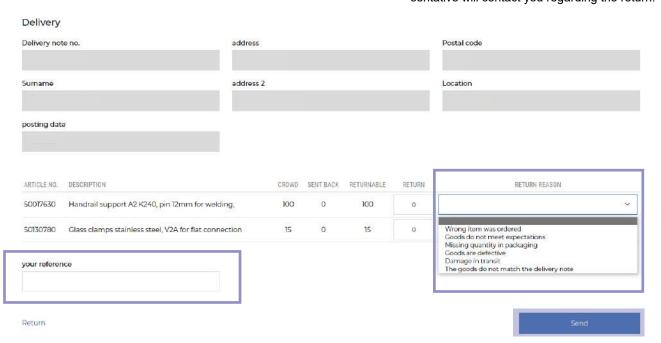
To register a return with us, use the reference number (order number, invoice number, delivery note number, etc.) to search for the desired order in the delivery list. By clicking on "Search" your orders will be searched for the reference number. Then click on the order you want to return.

Please indicate how many items from your order you would like to return, select a reason for the return and, if necessary, give us a description in the "Reference" field. Then click on "Sond".



Indicate how many of the items and why you want to return them. If necessary, you can also fill in the reference.

Finally, simply press Send and a Südmetall representative will contact you regarding the return.

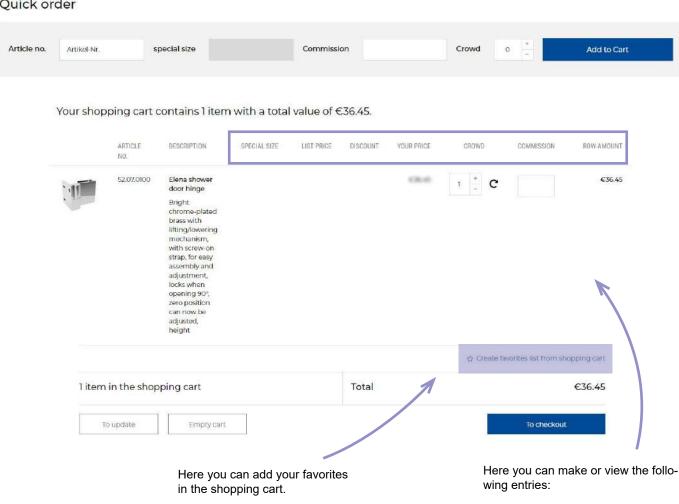


### **SHOPPING CART**

Using the Quick - Order function, you can quickly and easily add items to the shopping cart by entering the item number optionally the special size and quantity.

SUDMETALL = shopping.cart

#### Quick order



### SPECIAL MEASURE:

The details of the special measure which can still be edited or removed in the shopping cart.

#### LIST PRICE:

The list price is displayed here.

#### DISCOUNT/YOUR-PRICE:

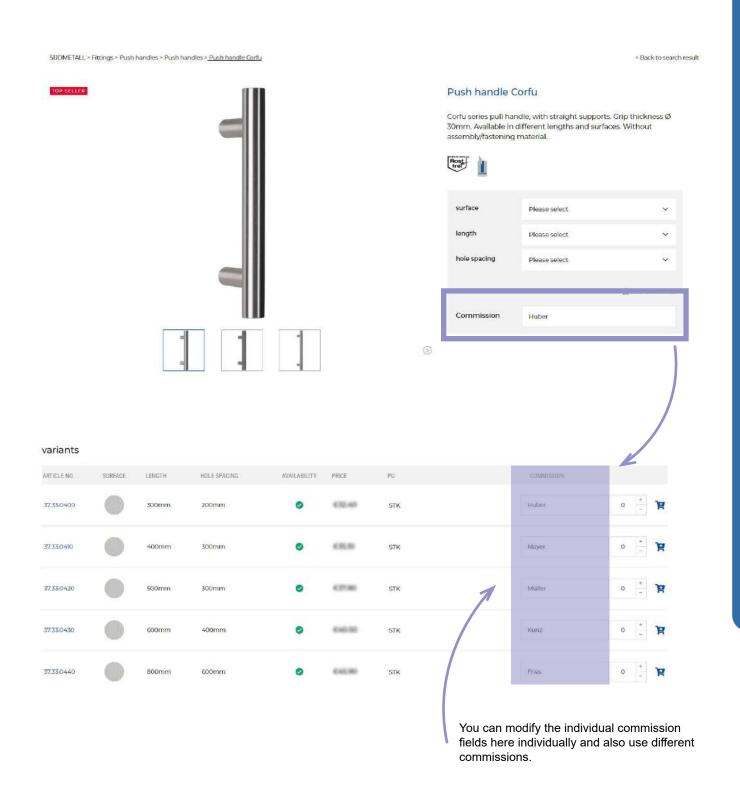
The discount is deducted here in percent and displayed in the next step.

#### > QUANTITY:

You can adjust the quantity with the plus or minus button. The arrow next to it ensures that the quantity and the price update.

### COMMISSION

In this field you can insert the commission. Once the field is filled in, the corresponding commission will be taken (see below).



### COMMISSION

In the shopping cart you have again the possibility to change the commission on the articles.

