



RECASENS

BCN  1886

Users Guide

RECASENS' WEB CUSTOMERS AREA

www.recasens.com

INDEX

1. Introduction	3
2. Access	3
3. Menu	4
3.1. Search	4
3.2. Catalogue	4
3.3. Web orders	8
3.4. Queries	8
3.4.1. Orders	9
3.4.2. Delivery notes	9
3.4.3. Invoice	10

1. Introduction

This client area was created with the following objectives:

- Allow customers to generate products orders. The user can see the full range of Recasens products with their respective families and product lines.
- Provide customers with orders tracking information.
- Consult and download all the documentation referring to commercial transactions: invoices, delivery notes, etc.

Customers can count on the support of the sales manager in charge for helping on any need they may have.

This manual has the detail of the operation of the intranet section by section. Any questions not specified in it, do not hesitate to contact S.A. Recasens or your sales person in charge.

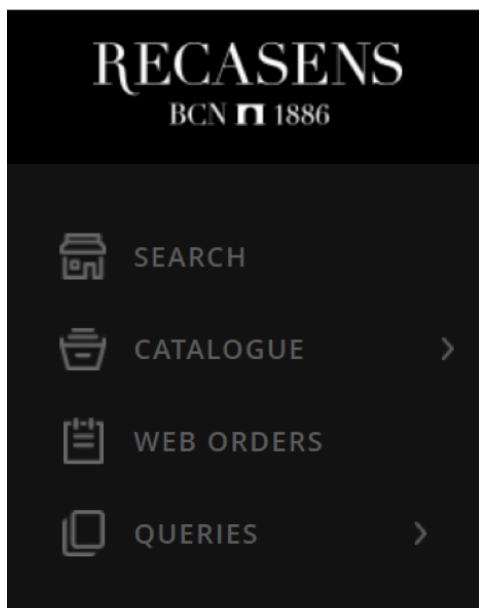
2. Access

On the top right hand of Recasens web page you will see "SIGN IN". Once you click there, the following box will appear and to enter you will need the VAT and the customer code. After the first access it will immediately request to change the password. If at any time you forget your password you can recover it by clicking on "Forgot password".



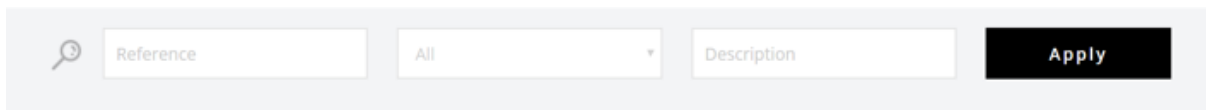
The image shows a login form for Recasens. At the top, the logo "RECASENS" is displayed in a large, serif font, with "BCN 1886" underneath it in a smaller, bold, sans-serif font. Below the logo, there are two input fields: the first is labeled "Username" and the second is labeled "Password". Both fields are light gray with a thin border. Below these fields is a black button with the word "ACCESS" in white, uppercase letters. At the bottom of the form, there is a link labeled "Forgot password" in a blue, underlined font.

3. Menu



3.1. Search

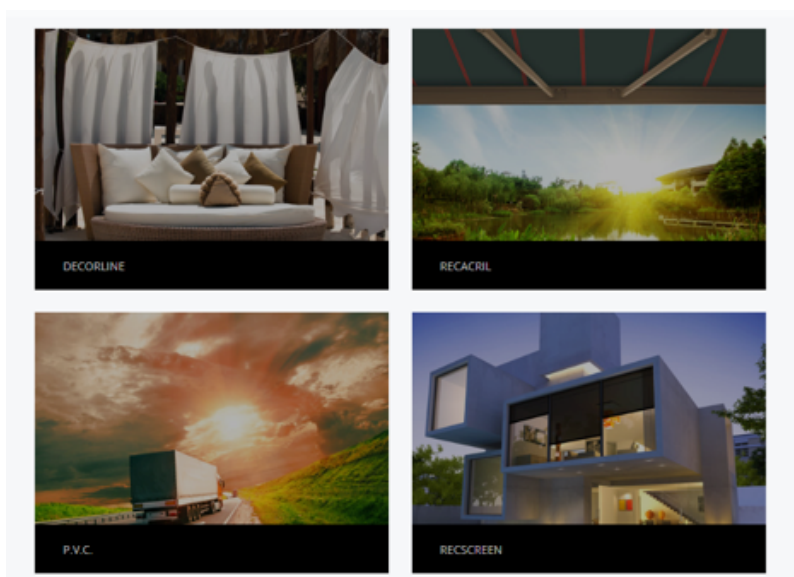
The user can search the list of products Recasens and can filter by reference, family or description.



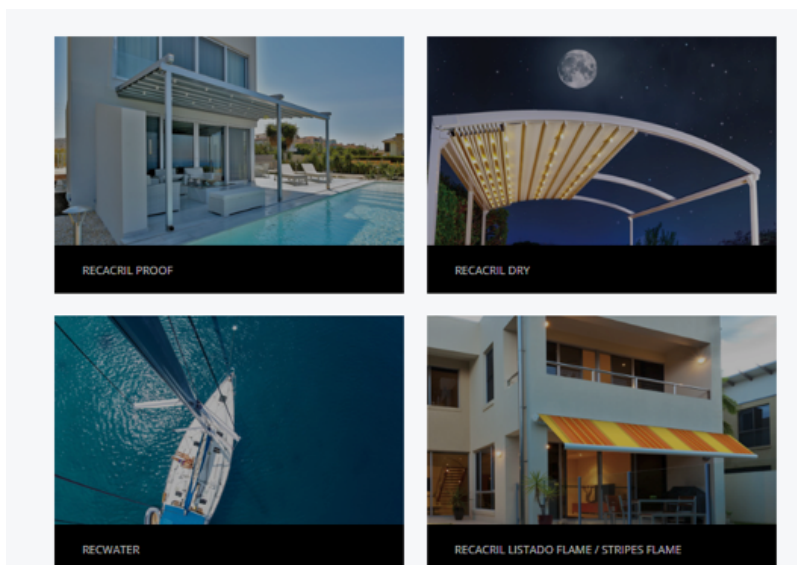
3.2. Catalogue

In the catalog section the user can view the products categorized by:

Family



Product line

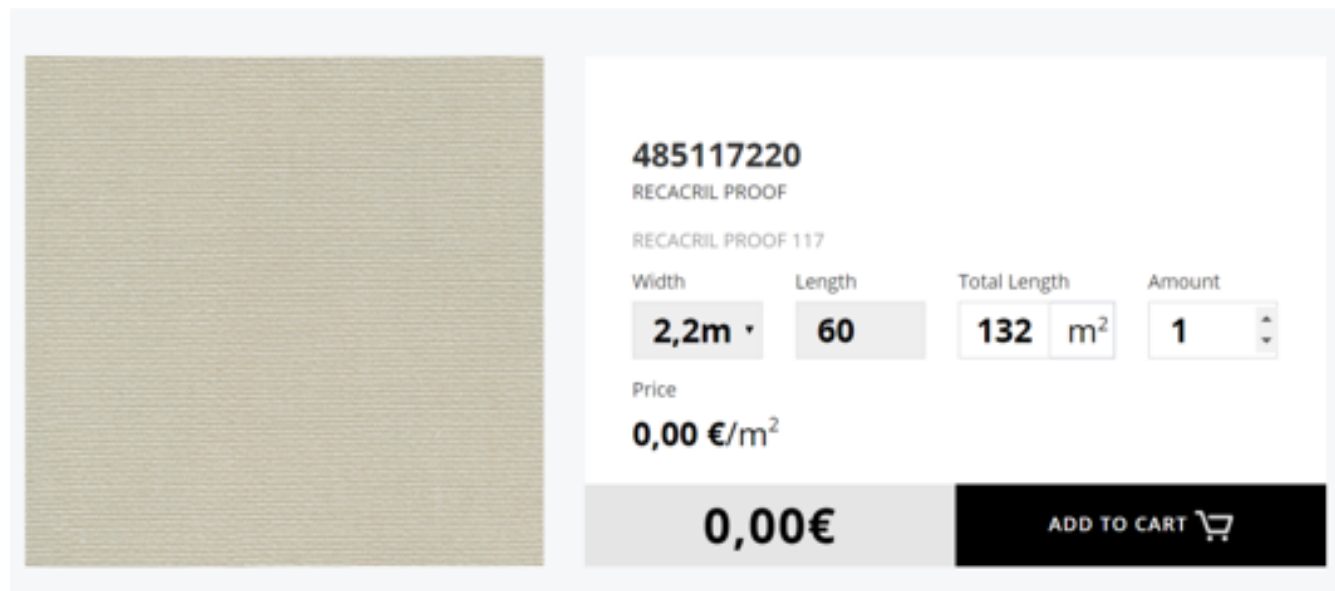


How to buy?

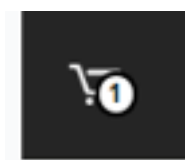
Once the product you wish to purchase has been chosen, it can be added directly to the cart.



Or you can click on "SEE" to have a look to the detail of the product and add the quantities you want to buy.



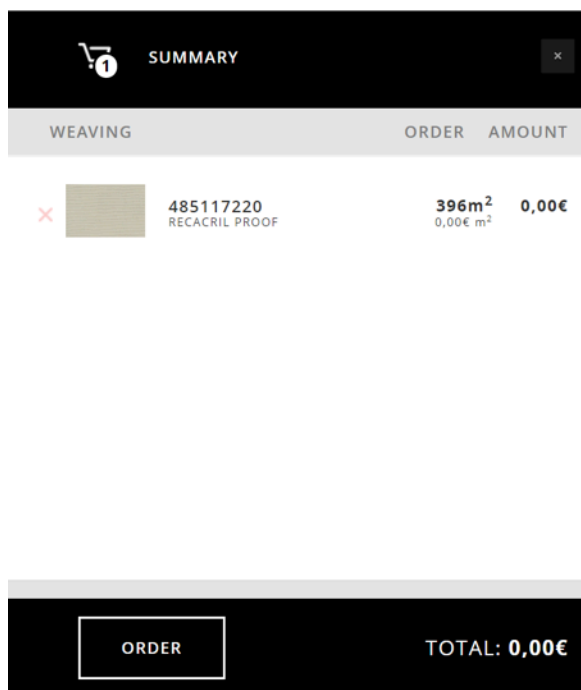
Add to the cart and when you have chosen the product or products you want you can continue with the order request.



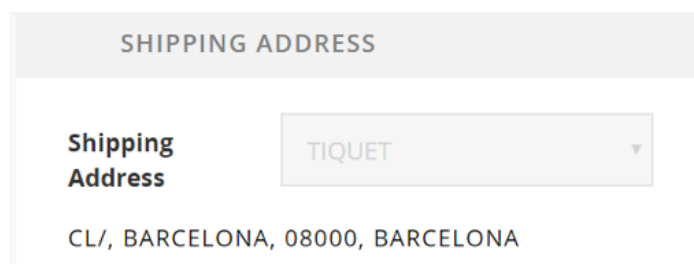
Some points to keep in mind:

- Quantity refers to rolls.
- The price that appears is the customer's net price per square meter.
- The number that appears on the cart is the number of references of this order.

In the upper right corner you can enter the cart to continue with the order. To continue with the process, click on "ORDER".



Please choose the shipping address where the order should be sent

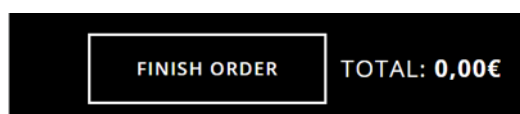


In addition, you can place any internal reference that may guide you on your internal follow up, as well as any comments or specifications for Recasens to take into account when generating the order.

OWN REFERENCE

ADD ORDER COMMENT

And finally click on "FINISH ORDER".



Once the order is finished it will be shown in the side menu section called web orders.

3.3. Web orders

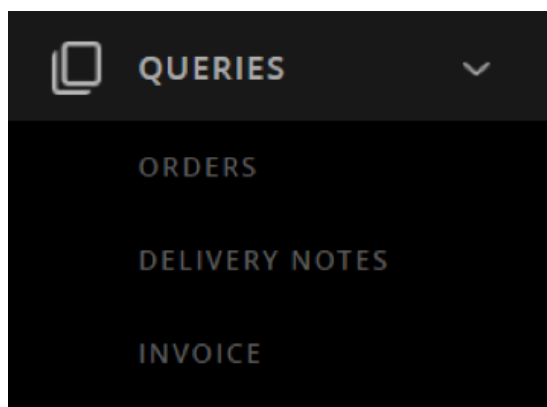
Here you can see what has been ordered by the intranet.

ORDER	REFERENCE	DATE	AMOUNT	
2		03/07/2018	0,00€	
ORDERS GROUP				
NAME	PIECES	LENGTH AND WIDTH	PRICE PER M2	TOTAL
RECACRIL PROOF 117	3	60 X 2.2 Mts	0,00€	0,00€
COMMENTS				
DELIVERY ADDRESS				
CL/, BARCELONA, 08000, BARCELONA				

In this section you can use the filter tool to search for orders more easily. You can search by order number, by your own reference, by order date, or by order amount.

3.4. Queries

On this section of the user can verify the orders not only done in the intranet but previously made, the delivery notes and the invoices.



3.4.1. Orders

The user can see the history of orders, and the status they have, as well as the amount of each one. By displaying each of the orders you can see the detail of what was ordered, how many pieces were requested and how many were sent. It shows the price per m² and the total of the ordered piece, as well as the address where the order was sent.

ORDER	INTERNAL ORDER NUMBER	DATE	STATE	AMOUNT
				10

3.4.2. Delivery notes

The user can see the delivery notes issued by Recasens. You can see the warehouse where the product came from and the carrier that was responsible for the delivery, also the status.

DELIVERY NOTE NUMBER	DELIVERY NOTE DATE	ORDER NUMBER	WAREHOUSE	TRANSPORT	EXPEDITION DATE	STATUS
201847041	19/06/2018	0	Barcelona	RECOGE CLIENTE	19/06/2018	

When you dropdown, you can see the detail of it and the address where it was sent.







DELIVERY NOTE NUMBER	DELIVERY NOTE DATE	ORDER NUMBER	WAREHOUSE	TRANSPORT	EXPEDITION DATE	STATUS
201847041	19/06/2018	0	Barcelona	RECOGE CLIENTE	19/06/2018	
ORDERS GROUP						
ITEM CODE	NAME			PIECES	MTS L	
550099220				1	1	
555090220				1	1	
DELIVERY ADDRESS						
CL/, BARCELONA, 08000, BARCELONA						

To more easily find the delivery notes, the intranet has a filter to search by delivery note number, by order number, by reference, by delivery note date, and by expedition date.


🔍

3.4.3. Invoice

The user can have the invoice history of their previous orders. You can even download the PDF.

INVOICE NUMBER	INVOICE DATE	INVOICE TOTAL	PAYMENT METHOD	
20180031	25/06/2018	100,36€	CONTADO CONTADO	
20180030	25/06/2018	16,35€	CONTADO CONTADO	
20180029	19/06/2018	68,10€	CONTADO CONTADO	
20180028	13/06/2018	51,93€	CONTADO CONTADO	
20180027	07/06/2018	27,94€	CONTADO CONTADO	
20180026	07/06/2018	14,83€	CONTADO CONTADO	
20180025	24/05/2018	9,64€	CONTADO CONTADO	
20180024	24/05/2018	27,94€	CONTADO CONTADO	

Can filter by invoice number or invoice date.

	<input type="text" value="Invoice number"/>	<input type="text" value="Date"/>	<input type="button" value="Search"/>
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For any doubt you may have on the customer area please don't hesitate to contact us by mail to export@recasens.com or by phone to +34 93 200 27 00