

MANUAL FOR THE **ONLINE SHOP**



stock.de/en

E-Mail: e-shop@stock.de

| CONTENT

ADVANTAGES FOR REGISTERED CUSTOMERS	Page 3
THE FIRST STEPS	Page 4
REGISTRATION	Page 5
LOGIN	Page 6
INFO-PANEL with full personal data	Page 7
USAGE ONLINE CATALOGUE/SEARCH FUNCTIONS	Page 8
QUICK ORDER	Page 10
MY ACCOUNT (addresses, users, individual product numbers, user administration, order functions)	Page 11
DOWNLOAD OF TOOL DATA	Page 13
WATCH LISTS & SHOPPING CART	Page 14
STOCK CHECK & AVAILABILITY	Page 15
SHOPPING CART FUNCTIONS	Page 16
PRODUCT DATA	Page 18+19
AUTHORISATIONS AND ROLES	Page 20
OCI INTERFACE	Page 22

| ADVANTAGES FOR REGISTERED CUSTOMERS



Customised purchasing conditions and individual prices are adapted automatically



Information on tool availability and stock check



Detailed documentation and history of order processes as well as watch lists for future purchases.



Watch list function / Shopping cart templates



Collective filling of shopping carts



Individual authorisation management and max. access security



OCI interface



Download of tool data and CAD drawings



Intelligent search function thanks to extended search criteria as well as ordering via own material numbers



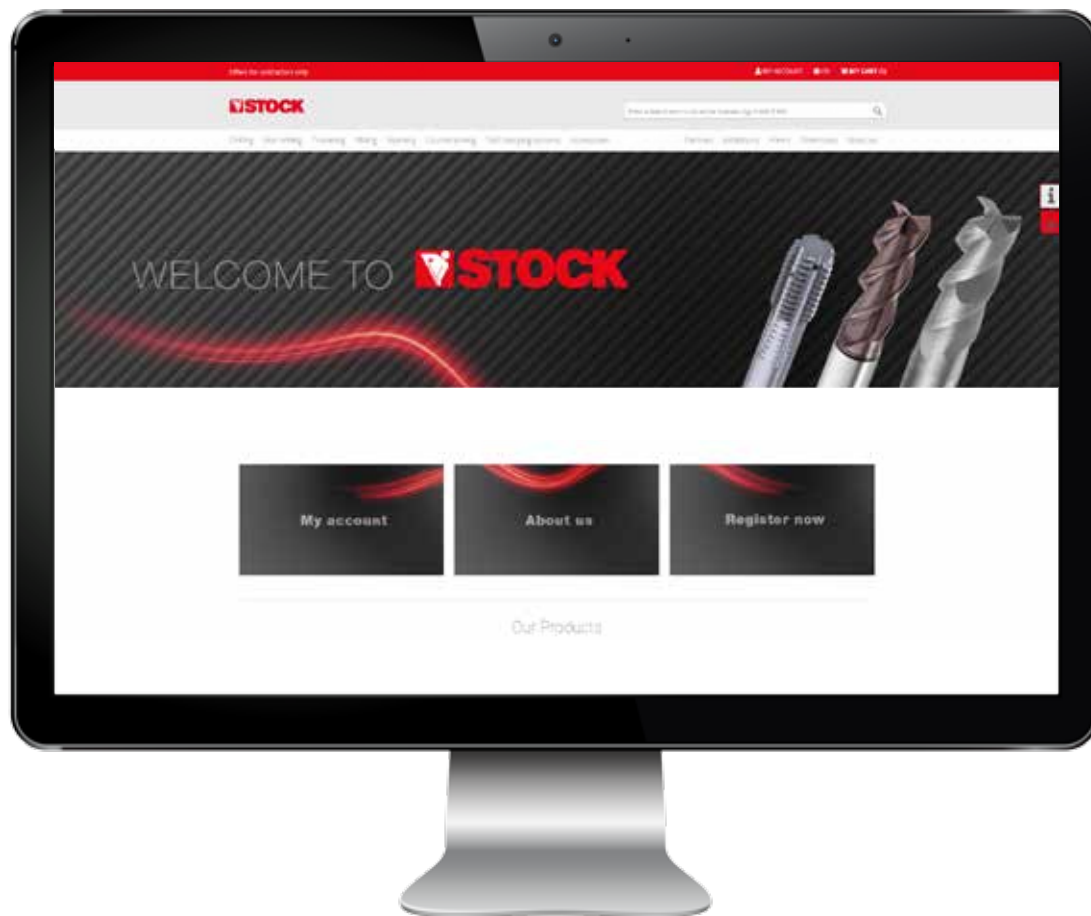
Using customer material numbers for the online shop

| HOME PAGE

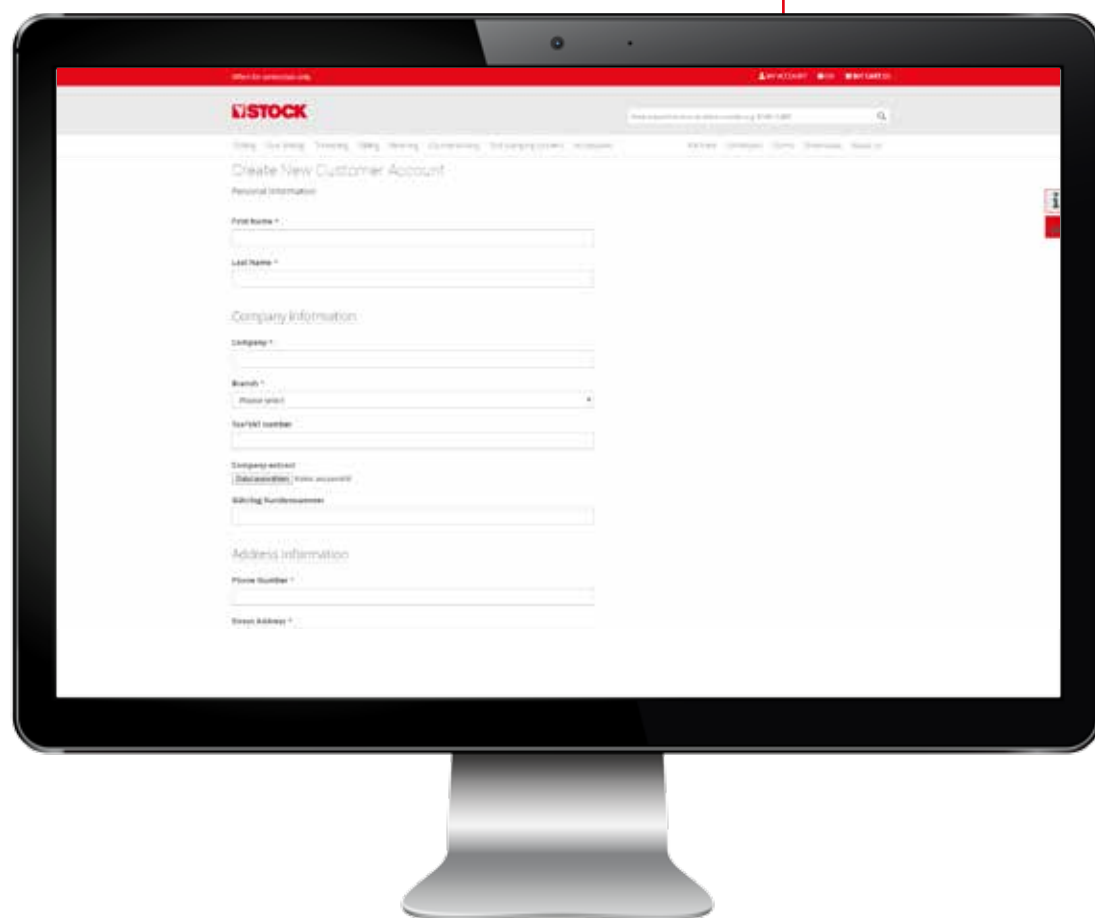
The first steps

Clicking on the link <https://stock.de/en/> the user is directed to the home page of the Stock online shop.

The user can return at any time to the starting page of the Stock online shop by clicking the Stock logo.



Click „CREATE ACCOUNT“ to go to Registration.



| REGISTRATION

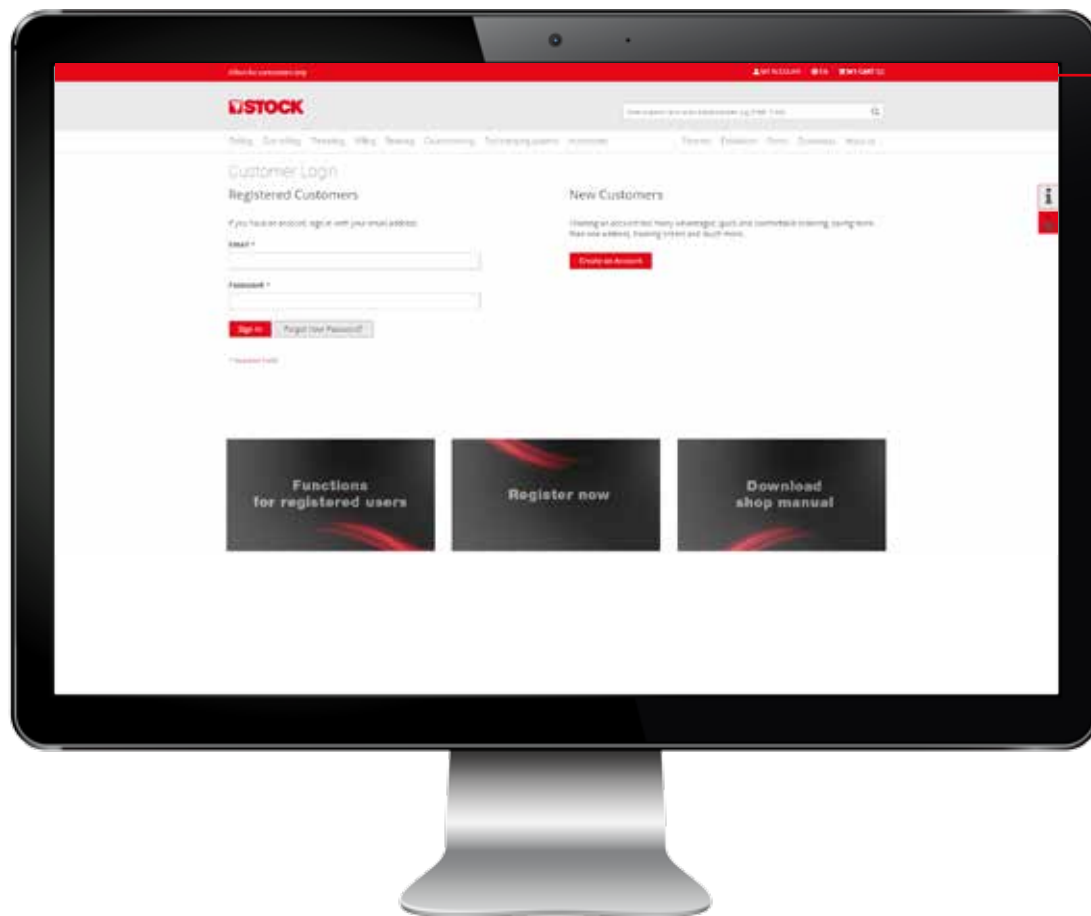
The wide range of shop functions, as for example ordering tools or downloading tool data can only be used by registered users.

After successful registration the user can login with the user data. After login the customised purchasing conditions which are saved in SAP are directly adapted and further shop functions activated.

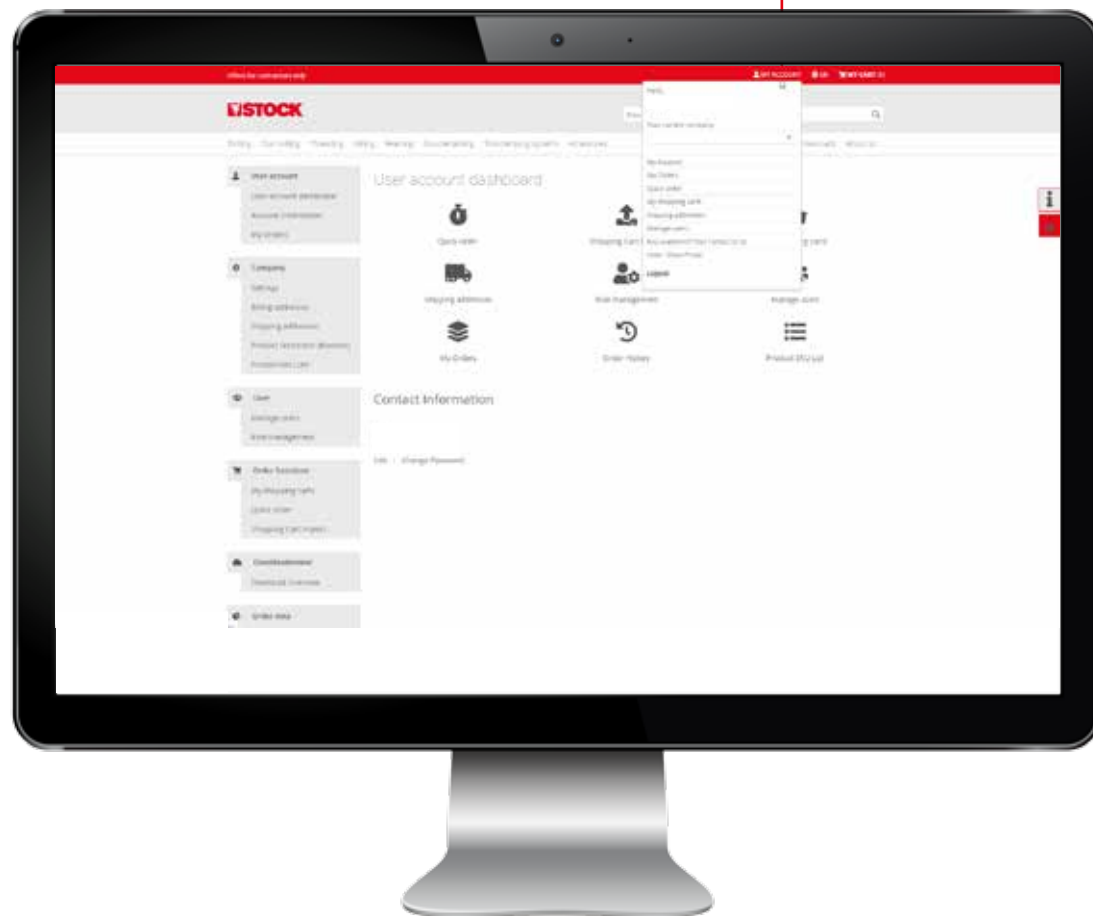
| LOGIN

Login by clicking „Login“ in the online shop.

If the user forgot the password, it is possible to reset it by clicking on „Forgot your password“.



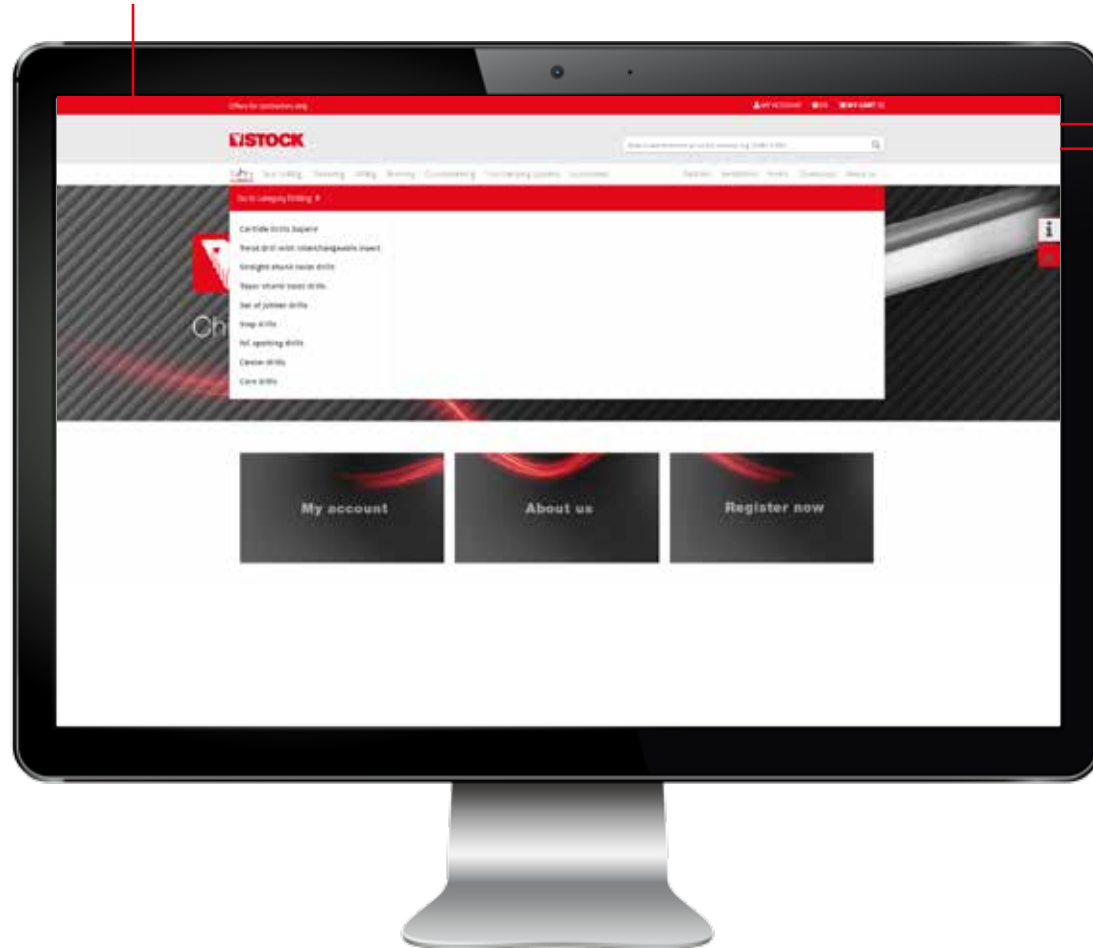
Clicking the user name in the red bar at the top, an information panel opens:



| INFORMATION PANEL

All account areas can be controlled via the information panel.

There are more filtering options within the single product categories.



ONLINE CATALOGUE AND SPECIAL PROGRAMMES

Thanks to the online catalogue and to direct access to special programmes users can find the required tool by systematically restricting product features.

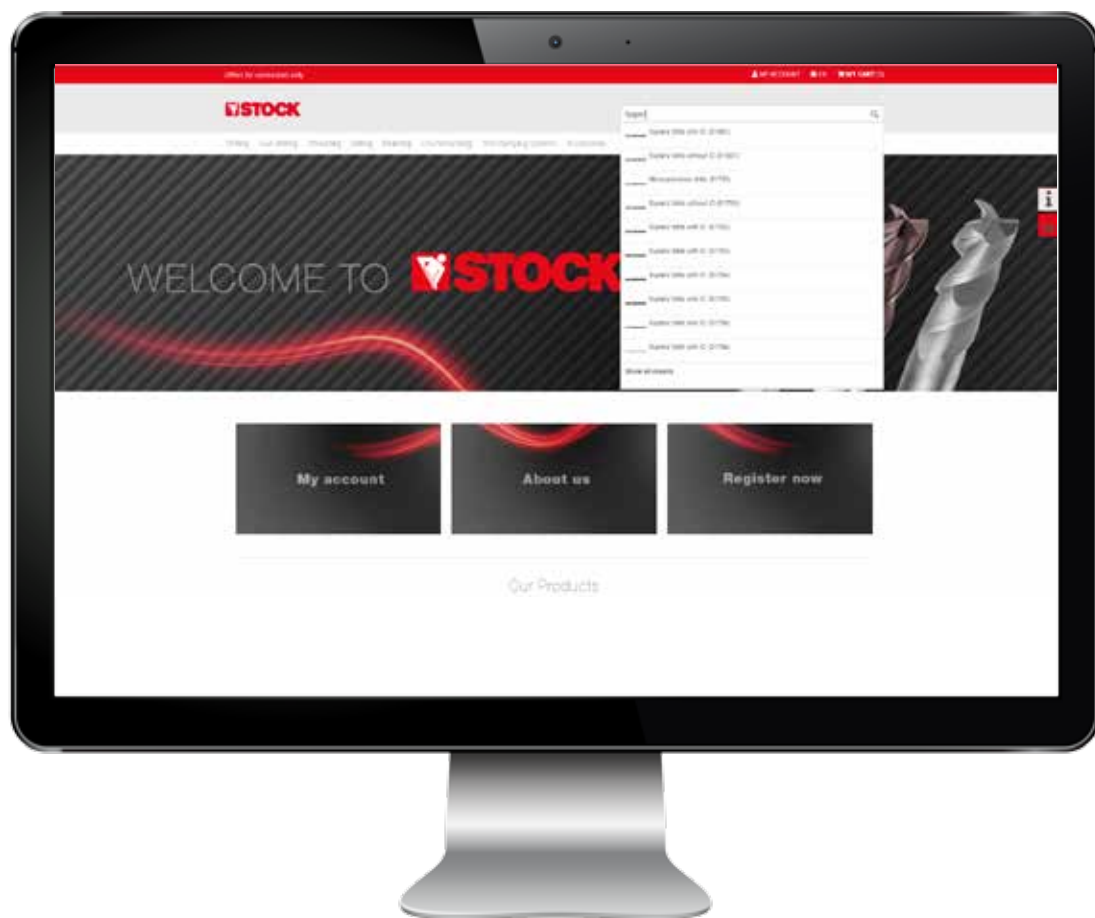
The Quick order (see „Quick order“) enables the quick entering of Stock product numbers and goods can be added to the shopping cart right away (exclusively for registered users).

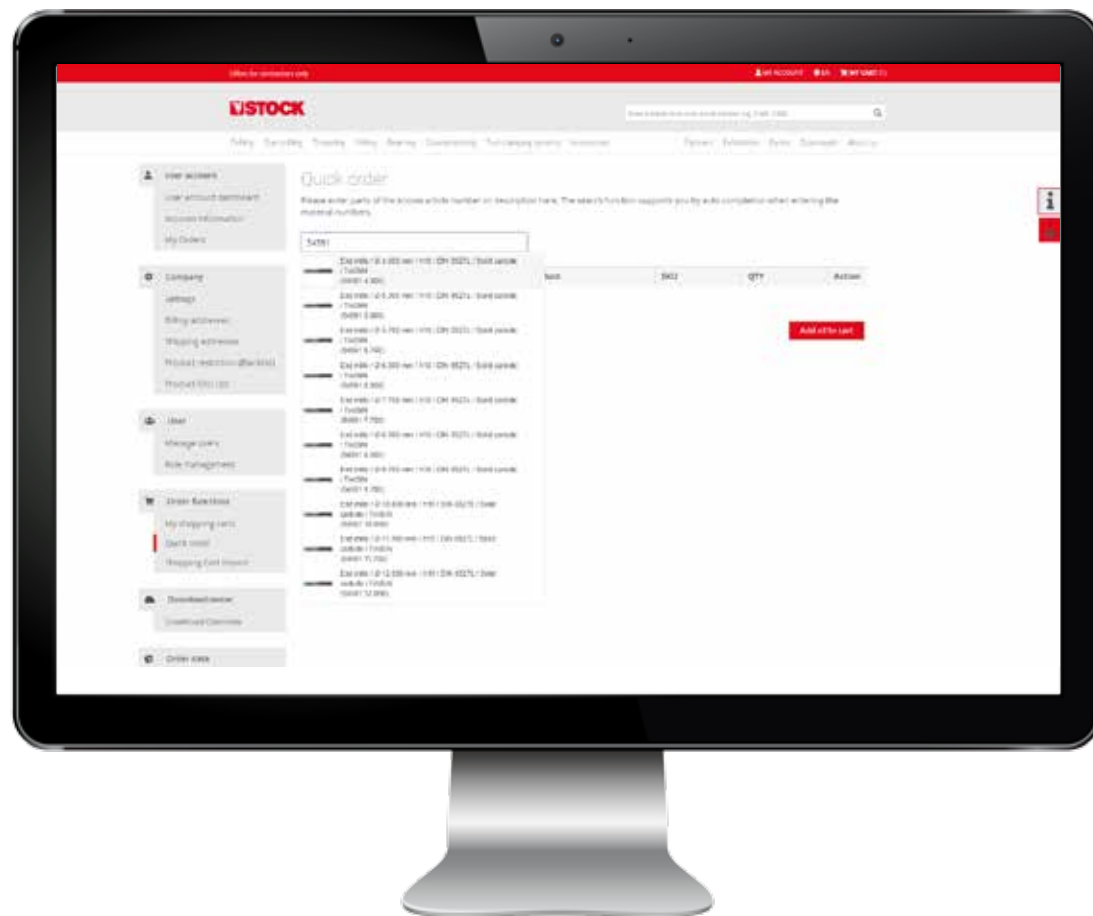
The full-text search gives a selection of Stock products that could fit. The tool selection can be restricted by using the filters on the left edge of the screen.

| SEARCH FUNCTION

The search function helps to quickly find products in the shop. Thanks to auto-complete function only parts of product names or numbers are necessary to view possible matches.

To view the detailed material page, enter the exact material number (e.g. 51681 5.000) and confirm with Enter. If customers have stored their own material numbers in the online shop, they can also be found via the search function. You can find out more details under "My account".



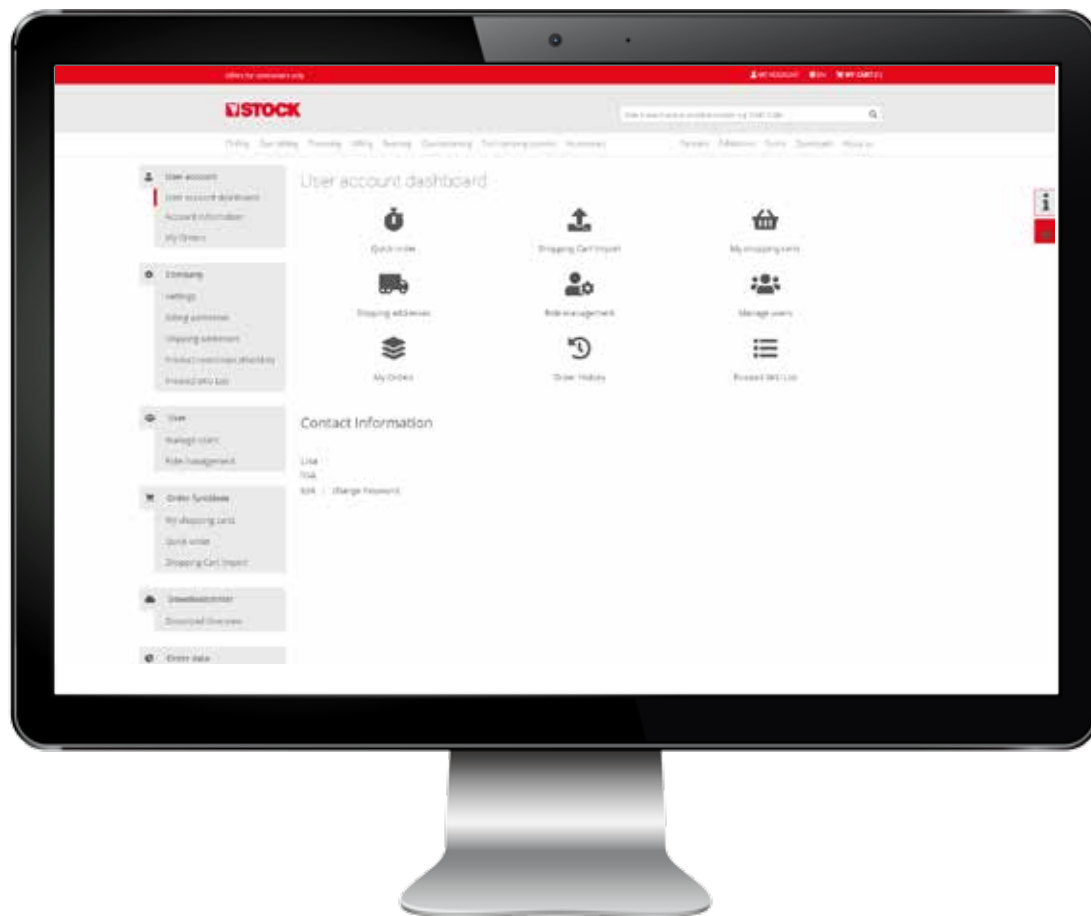


QUICK ORDER

Via Quick order authorised users can select the required tools easily and quickly and add them to their shopping carts. The search function supports the user with an auto-complete function when entering the material number.

| MY ACCOUNT

View „My account“ (depending on authorisation)



| MY ACCOUNT

MY ACCOUNT

Account data:

Editing personal user data e.g. email address, password etc..

My orders:

Overview of orders placed by the logged in user.

COMPANY

General settings:

Here the administrator can set up black lists and activate the OCI interface.

Delivery address:

The delivery addresses are stored here.

Invoice addresses:

The stored invoice addresses are displayed here.

The invoice address can only be edited by the back office.

Product restriction:

If authorised accordingly, a black list can be set up here.

Products on the black list cannot be purchased by your company.

Individual product number:

Individual customer material numbers can be stored in the system by the respective person in charge.

Then it can be used when searching and ordering products.

USERS

User administration:

Via the user administration the administrator of a company can quickly and flexibly create, manage or block more user accounts, if necessary.

Rights, role administration :

A role defines specific authorisations of a user which are set by the administrator.

ORDER FUNCTIONS

My shopping carts:

All shopping carts and shared shopping carts are displayed here.

Quick order:

Via quick order authorised users can select the required tools quickly and add to their shopping cart. Here again entering the material number the user is supported by the auto-complete function.

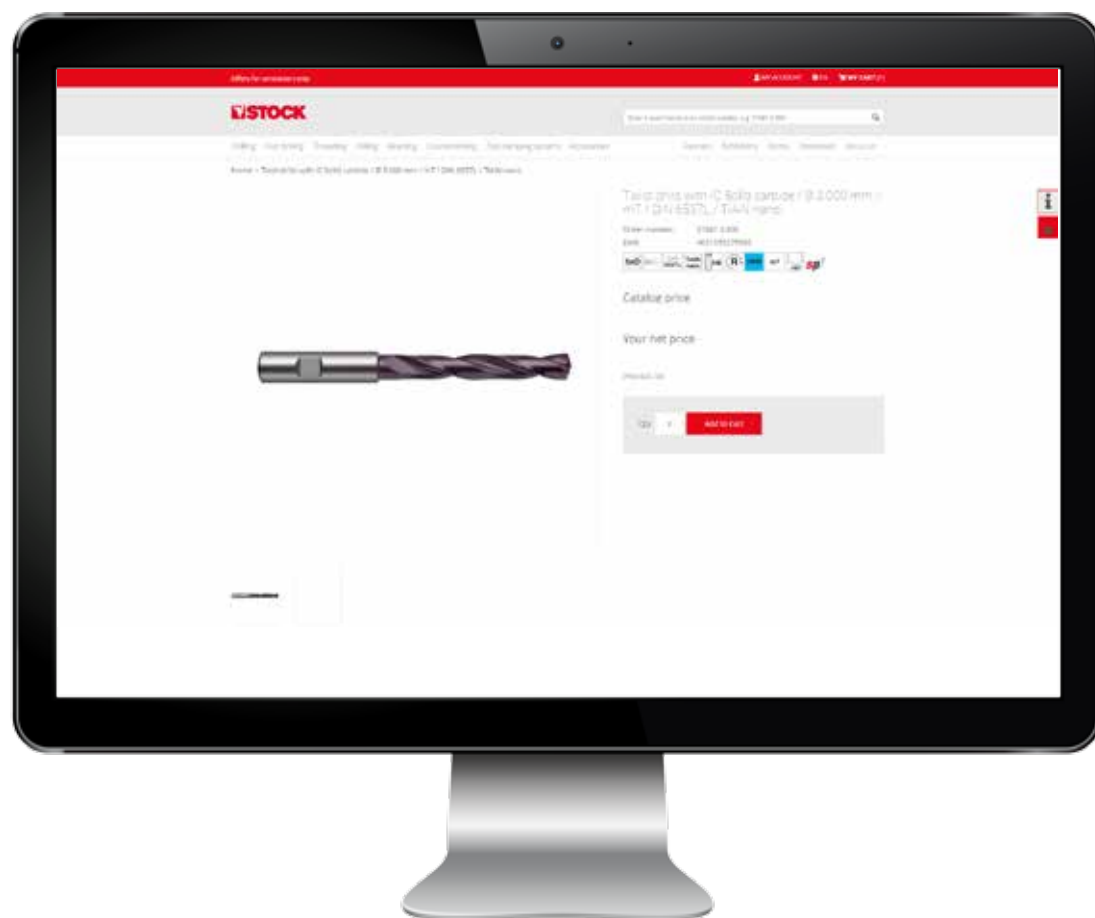
Import shopping cart:

To ensure an easier and quicker order placement, product lists can be uploaded in a CSV file (file format: see file template).

DOWNLOAD CENTER

Overview:

Here you find the current catalogues and brochures on our product portfolio.



| DOWNLOADING TOOL DATA

Users who are logged in can download tool and CAD drawings on the selected tool from the detailed material page. Under tab „Downloads“ respective files can be found.

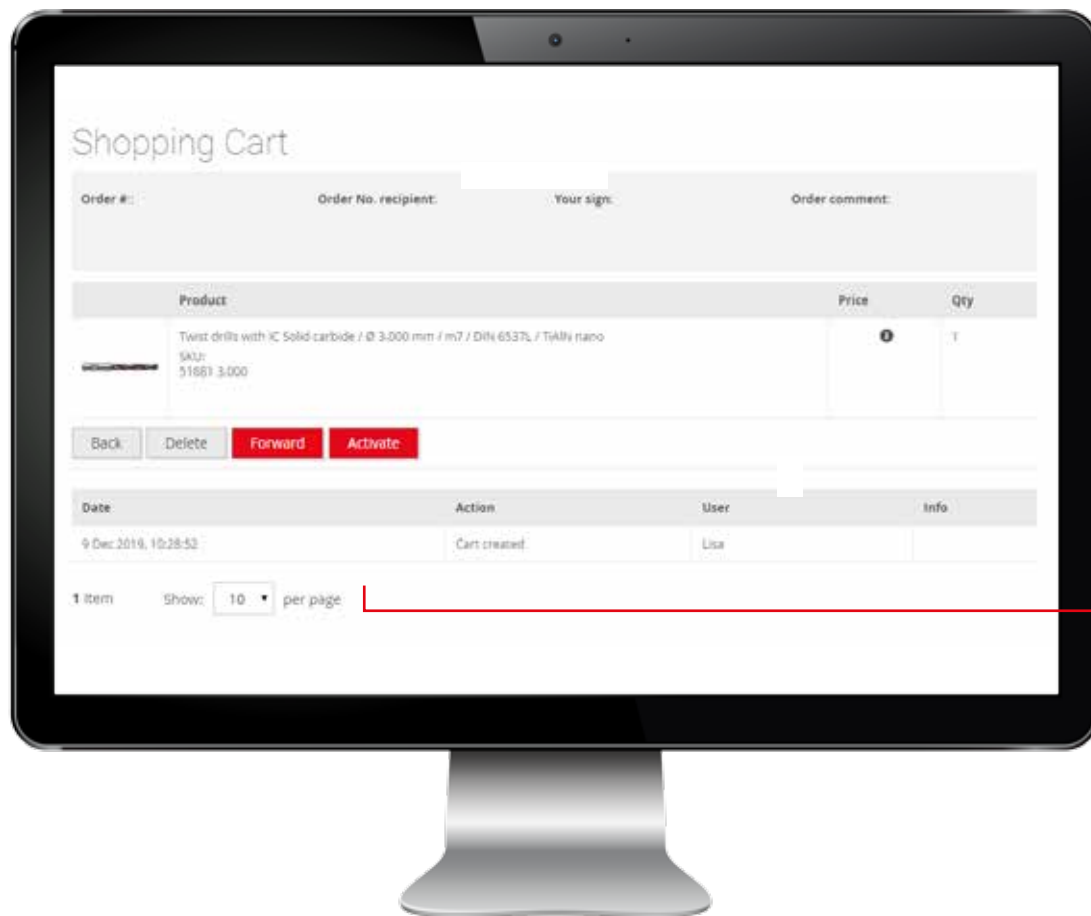


Note: Tool data and drawings can be downloaded as a dxf, step, xml or png file.

| Creating WATCH LISTS & SHOPPING CART TEMPLATE

To ensure an efficient purchasing process, registered users can create watch lists/shopping cart templates.

Created shopping carts can be stored in these templates and can be added to the current shopping cart, if necessary. If required, shopping carts can be forwarded by email to other users in the company.

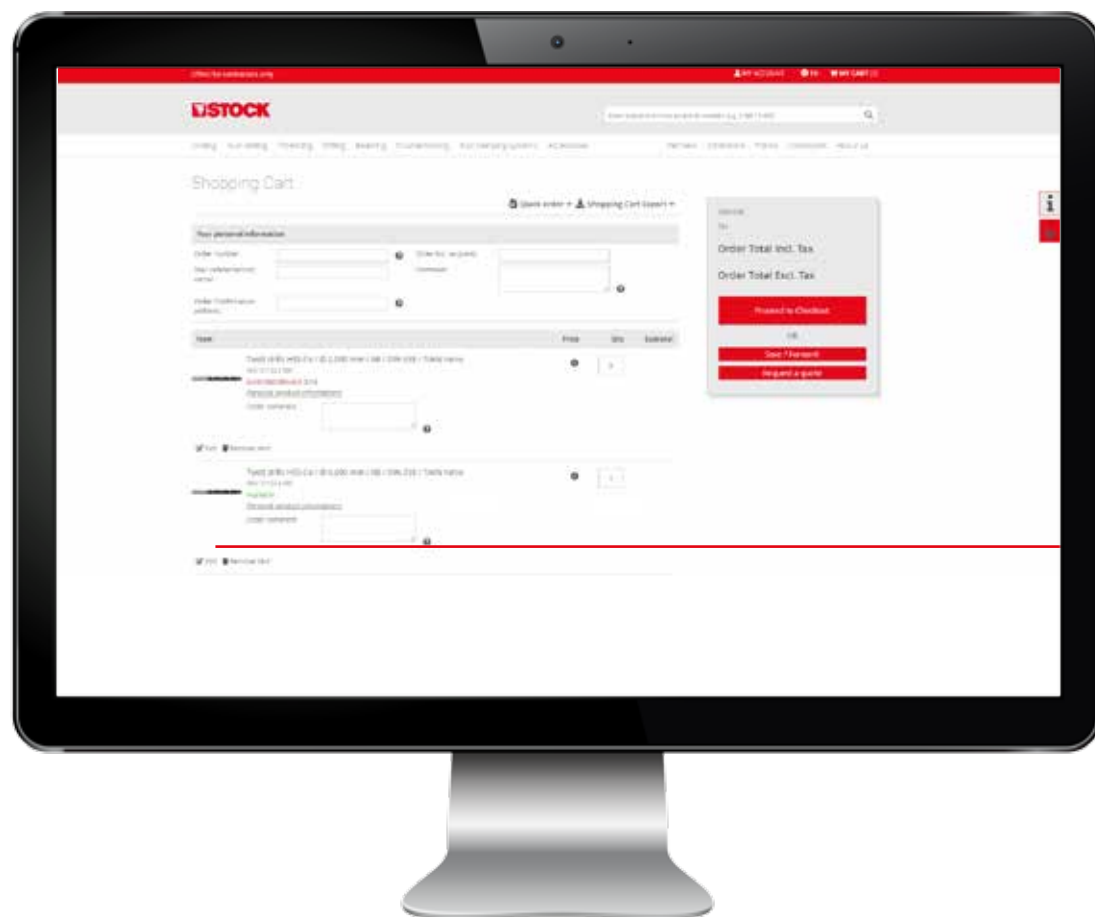


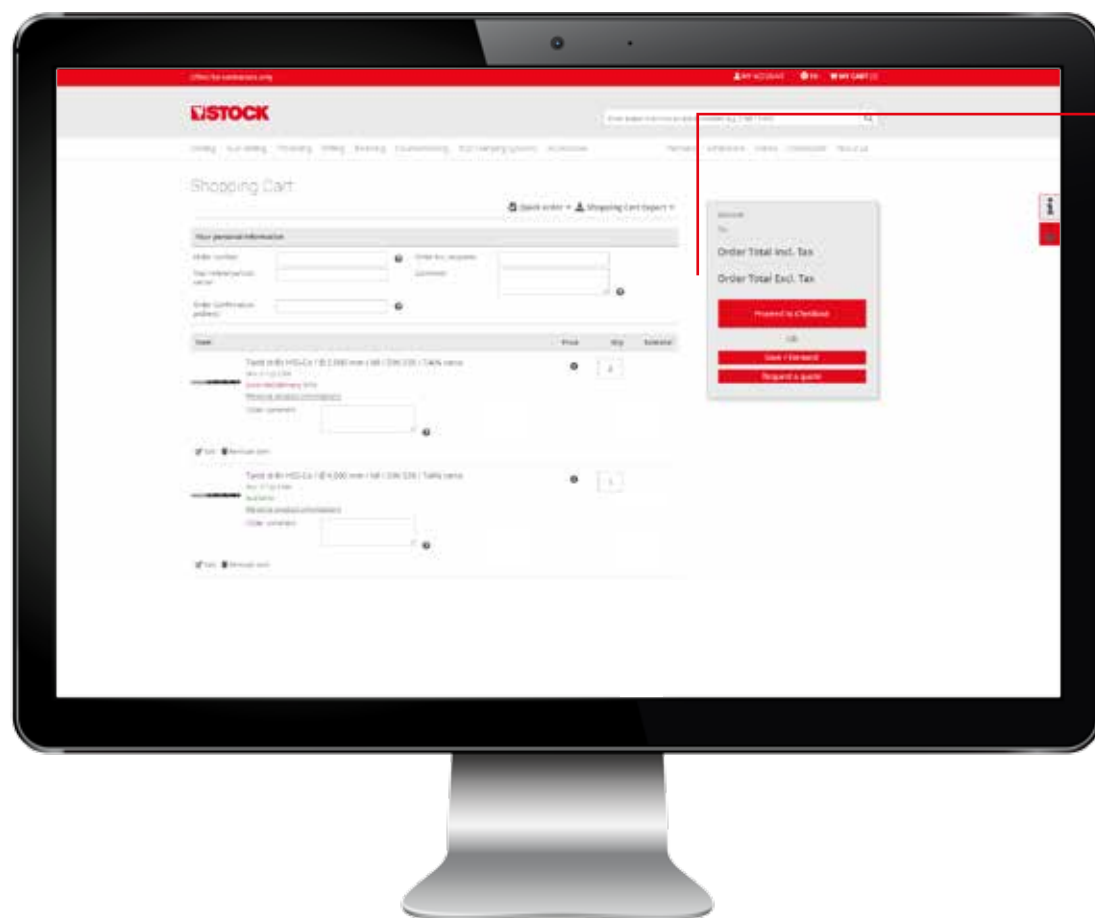
STOCK INFORMATION & AVAILABILITY

The user can check the shopping cart at any time to see if the required tools are available or how many are still in stock.

The following states can be viewed in the online shop:

- 1| Available
- 2| Available quantity X (X = quantity available is displayed).
- 3| Longer delivery time (This message appears, when stock is = 0)





| SHOPPING CART FUNCTIONS

The shopping cart view shows numerous options to edit the shopping cart:

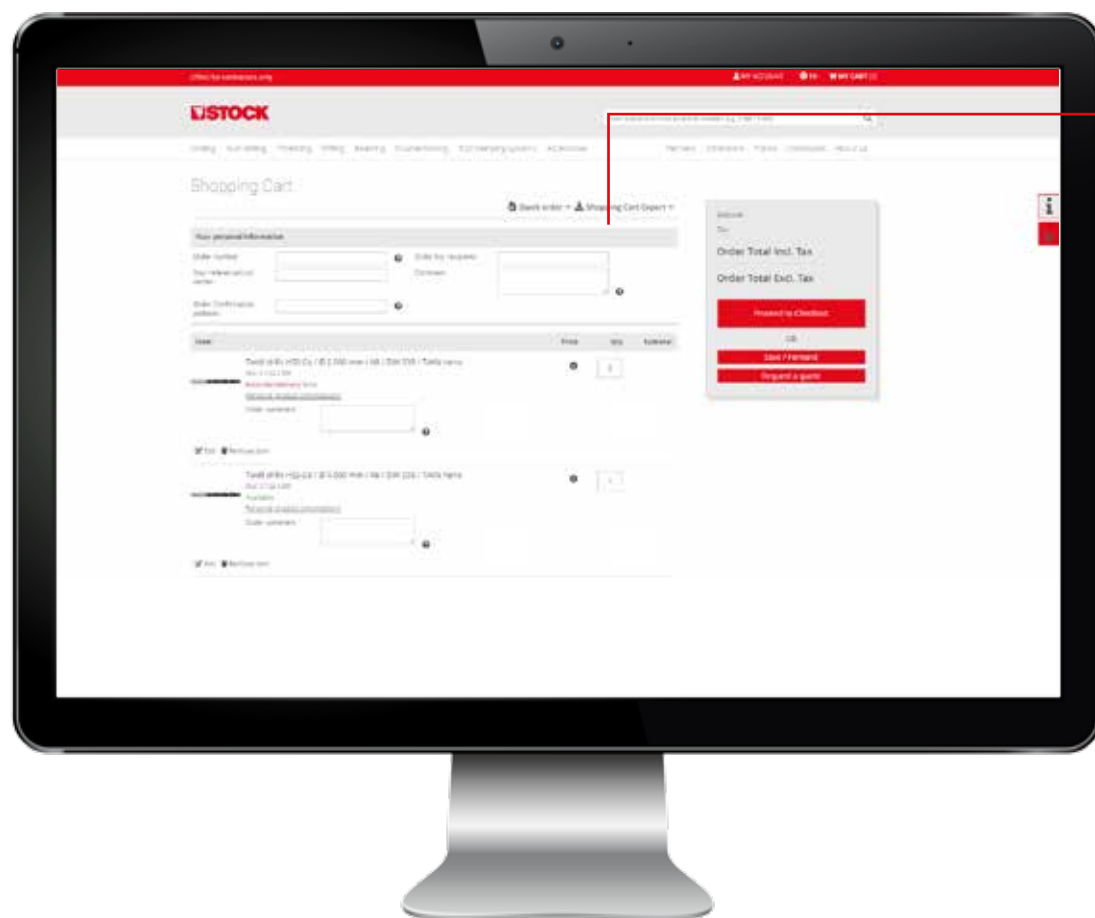
Remove shopping cart:

All items in the shopping cart are deleted.

Save/Forward:

With this function you can:

save the shopping cart and/or forward to another user.



| SHOPPING CART FUNCTIONS

The shopping cart view provides many options to edit the shopping cart:

Export shopping cart (XML):

By using this function the shopping cart can be exported as an XML file.

Export shopping cart (CSV):

The shopping cart can be exported as a CVS file by using this function.

Export shopping cart (PDF):

„Watch list function“:

The shopping cart can be exported as a PDF file by using this function. QR codes are assigned to the single positions which can easily be scanned and accessed with a smartphone.

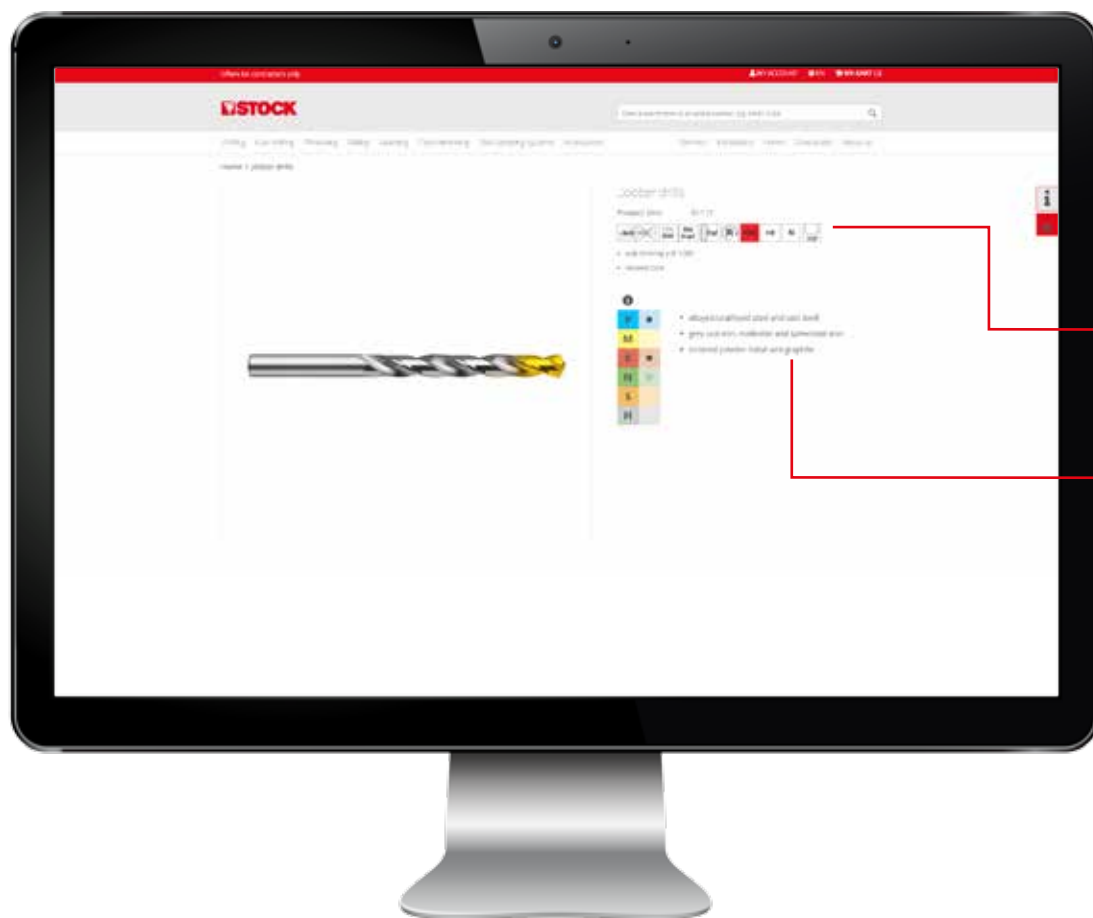
| PRODUCT DATA

All tool data at a glance:

By clicking the required tool, a detailed information page is displayed giving further product details and information on possible applications.

Pictograms: Show the essential key features at a glance.

ISO code: Tool suitability (When clicking the tool, the ISO codes can be viewed in detail).

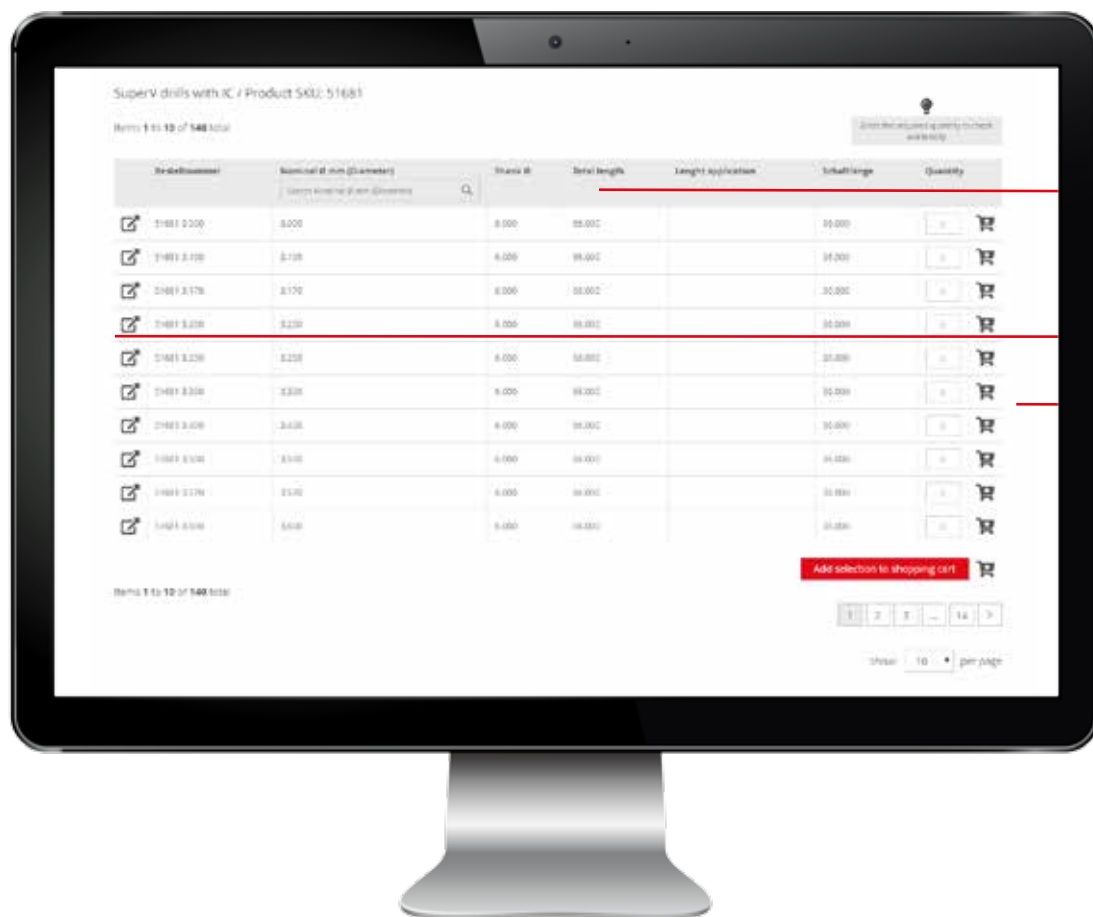


| SELECTING OF THE DIMENSION

Search diameter to find the suitable tool more quickly (without long scrolling)

Navigating to the detailed material page

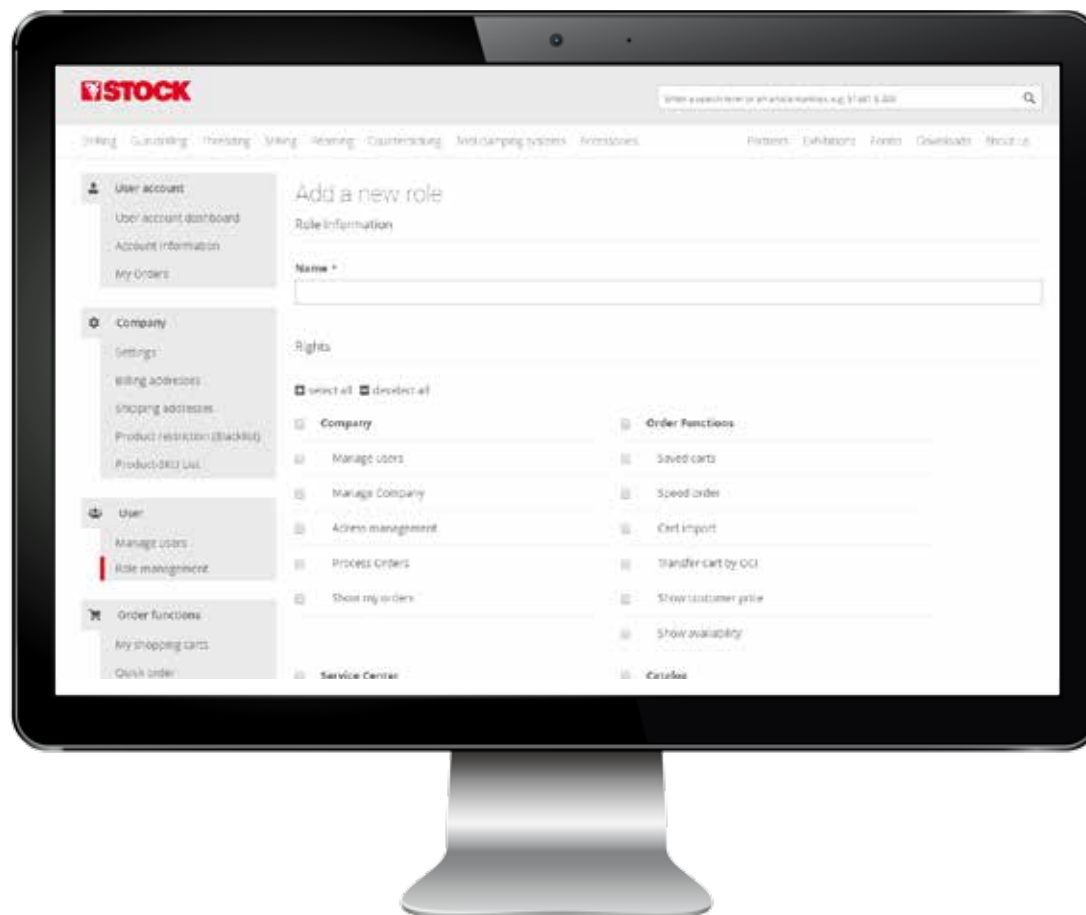
Add product to shopping cart



| AUTHORISATIONS AND ROLE PLACEMENT

The „role“ defines authorisations for the respective user and is assigned by the company itself.

A user with authorisation „Manage users“ can define roles for the company and manage the users assigned to the company.



| AUTHORISATIONEN & ROLE MANAGEMENT

COMPANY

Manage users:	Via the user management the administrator of a company can create, manage or block further user accounts in a fast and flexible way.
Manage company:	General settings on company, e.g. activating black list, activate OCI, etc..
Address management:	Viewing delivery and invoice addresses stored.
Process orders:	Authorised to place orders via the online shop.
View orders:	Orders placed by the logged-in user can be viewed.

ORDER FUNCTION

Saved shopping carts:	All saved and shared shopping carts are displayed here.
Quick order:	Via Quick order authorised users can select the required tool quickly and add it to the shopping cart. The search function supports the user here as well with the auto-complete when entering the material number.
Import shopping cart:	To ensure that orders can be placed even easier and faster, product lists can be uploaded in a CSV file (see file template for data format)
Transfer shopping cart via OCI:	Option to transfer the shopping cart directly into the company's inventory management system (see activation of OCI interface).
See conditions:	Customer-tailored prices are displayed.
View availability:	The availability is displayed in the shopping cart. Furthermore the stock availability can be checked.

DOWNLOAD CENTER

Overview:	Current catalogues and brochures on the product portfolio can be found here.
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CATALOGUE

Manage black list:	A black list can be created here, if the user is authorised accordingly. Products on black lists can not be purchased by the company (product restriction).
Manage positive list:	If the user is authorised accordingly, a positive list can be created. Products on the positive list can be purchased by the company.
Manage product numbers:	Individual customer material numbers can be stored in the system via the person in charge. These numbers can then be used in the Stock online shop for searching or ordering products.

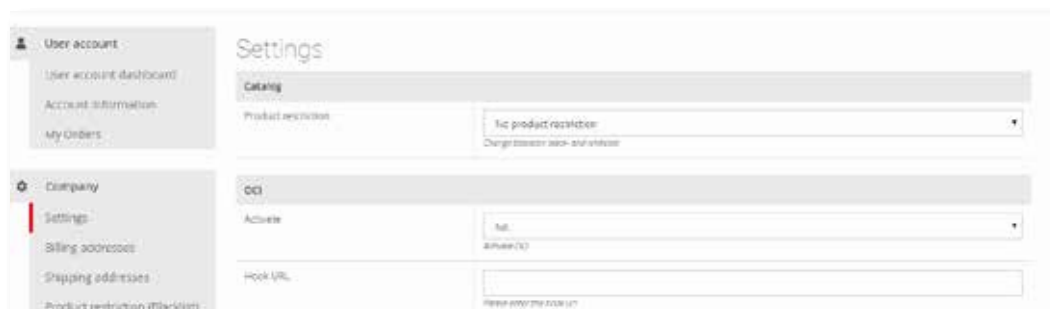
| ACTIVATING THE OCI INTERFACE

The Open Catalog Interface (OCI) is a standardised interface for exchanging catalog information between online catalogues (e.g. online shop) and inventory management or ERP systems (e.g. SAP).

The customers can place direct orders at the online shop and can also transfer the shopping cart to their system. Therefore, all data that is required for placing an order is stored in the customer's system. He can start the standard order process as usual. The order is then transferred via a standard communication channel (e.g. email, fax, etc.)

Setting up OCI

In order to use the function „Shopping cart by OCI“ it is required to connect the shop to the customer's inventory management system via OCI connection. Send an information email to **e-shop@stock.de** in order to have the function activated. After being activated, the interface can be set.



| SETTING UP OCI INTERFACE

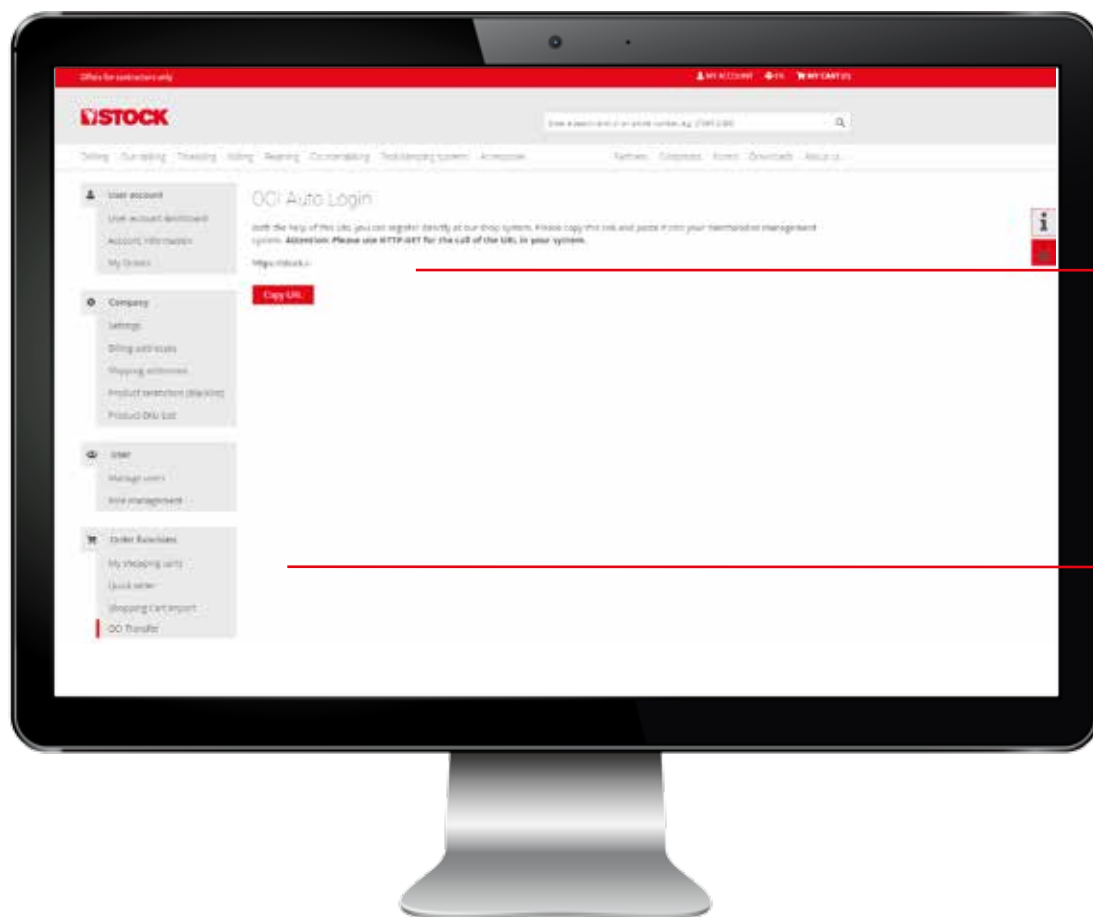
1. Registration in the Stock online shop:
<https://www.stock.de/customer/account/create>
2. If the user account is activated, the setting can be made:
 - Login to Stock online shop
 - OCI auto login request under > My account > Order functions > OCI transfer

(A = Example of URL: <https://www.stock.de/prolineoci/login/q/k/169bd4bc018411b1b3c73ef63563da7/>)
3. Permit for this popup online shop
4. Log out from Stock online shop
5. Store the auto login URL (A) in the ERP as a OCI shop
6. Define Hook URL in customer ERP; this needs to be transferred as a HTTP/GET parameter, 'HOOK_URL' when accessing the online shop (note upper case)
Example: https://www.stock.de/prolineoci/login/q/k/169bd4bc018411b1b3c73ef63563da7/?HOOK_URL=https://erp.kunde.com/
When using SAP the HOOK_URL is normally transferred automatically when accessing the supplier's catalogue.
7. Access the OCI shop in the customer ERP and add items to the shopping cart
8. In the shopping cart view, use button „Transfer by OCI“ to transfer the shopping cart to the ERP.
9. If required, confirm request „Delete shopping cart?“. The shopping cart at the Stock online shop is deleted.
10. Accept shopping cart in ERP and continue processing.

| ACTIVATING OCI INTERFACE

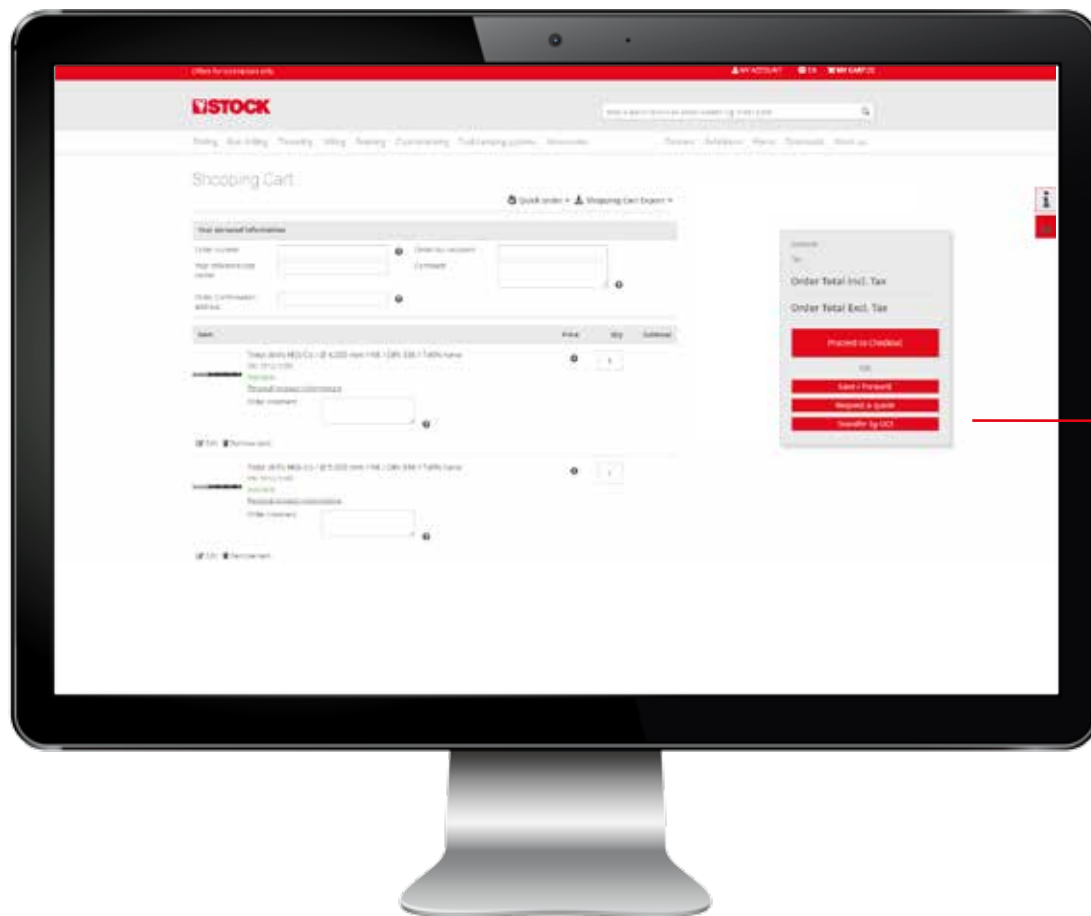
By going to menu „OCI transfer“ in the personal account, the user can then generate a URL which can be integrated in the inventory management system to connect both systems. After the user has integrated the URL, it is possible to login automatically from the inventory management system.

Only users in the company who have been activated for the OCI function can access the URL for the OCI transfer.



ACTIVATING THE OCI INTERFACE

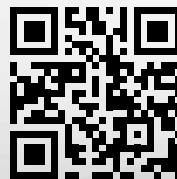
In order to transfer a shopping cart from the online shop to the customer's inventory management system, the shopping cart can be transferred via function „Transfer by OCI“.



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Go to online shop.