User Manual

AZNAR TEXTIL B2B

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1. INTRODUCTION

Aznar Textil, is committed to providing the best customer service and having the tools to provide the highest possible productivity. For that it has launched a "Business to Business" portal with the aim of improving and expanding communications, offering a tool that, thanks to its functionality, improves the efficiency of the administrative management of their customers, making information available, as well as other aspects of forecasting and inventory management.

The website offers affordable services to Aznar Textil clients according to the corresponding authorization granted. The website, particularly in its content, is likely to evolve, and so the information and services offered on it may be amended.

We are aware that the application of new technologies will allow us to meet the following objectives:

o *Productivity: allowing improving service times.*

o *Quality : high level of service.*

o *Presence : Unlock the company 24h for standard customer transactions.*

o *efficiency and effectiveness : improve channels of communication and information with our customers.*

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2. ACCESS

There are two methods of accessing the B2B Portal:

1 -. Through access to the customer area, enabled on the corporate website. www.aznartextil.com

 2 - through [https:\\b2b.aznartextil.com](https:\\b2b.aznartextil.com)

On this page you can access the customer portal services once you have confirmed with the user name and password that we have previously provided, either:

  - Request sending password.

  - Request data access portal.

The website offers services exclusively to Aznar Textil clients.

Use Mozilla of Firefox V.11 or later is recommended. At any time you can press the F11 key from your browser to full screen

FORGOT YOUR CUSTOMER KEYS | 1
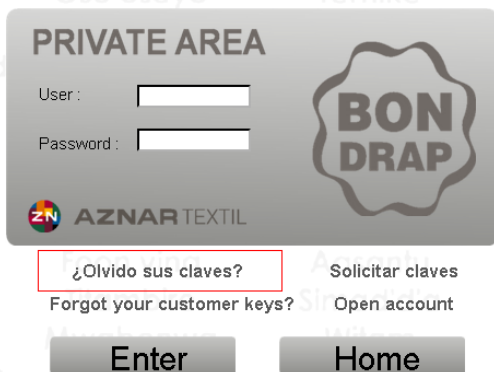
If we introduce the user and we click on the link "Forgot your customer keys?" We will send you an email to the email address we have registered in the portal.

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OPEN ACCOUNT | 2

Through the link "Open account" and its emerging form, we can apply the Customer Portal access credentials exclusively for Aznar Textil customers.

Name and Response Address fields are required, through which we will direct our response

3. HOME
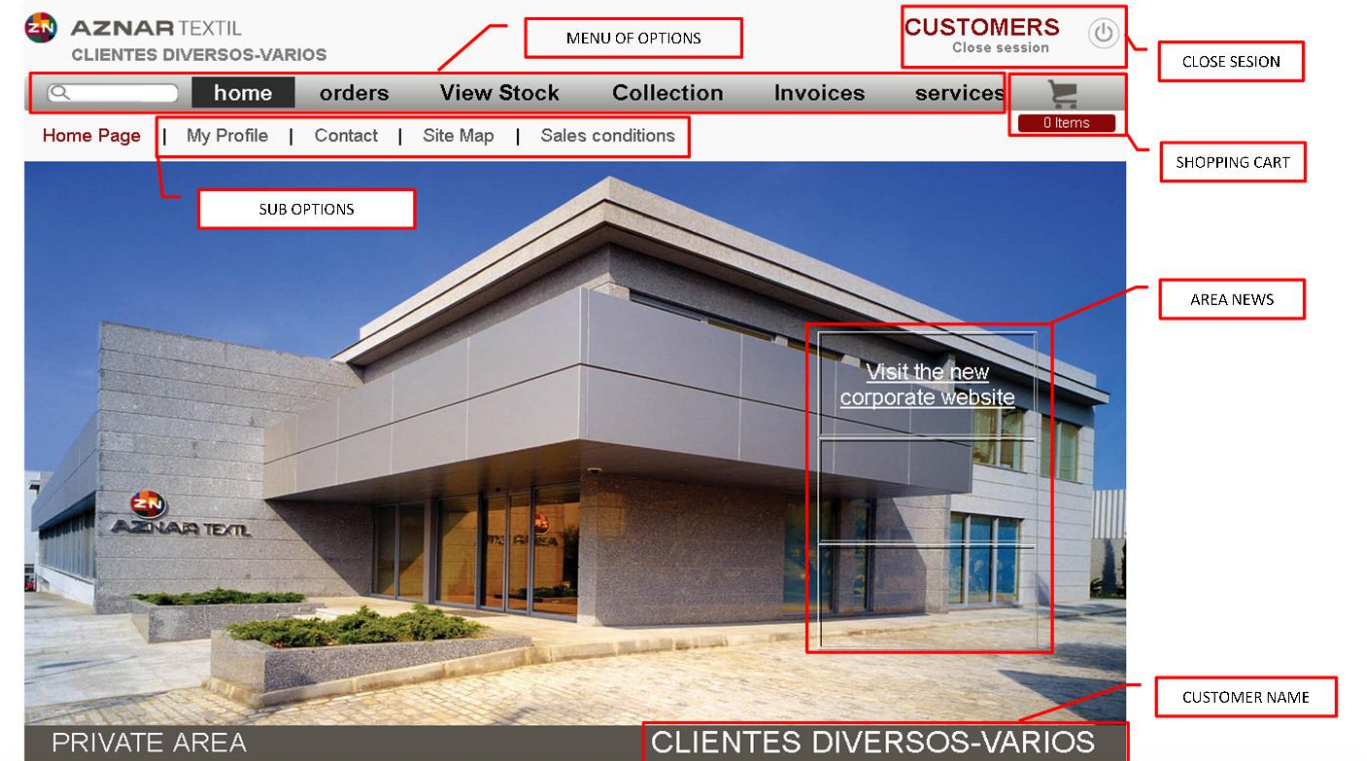
HOME PAGE| 1

Once validated access is granted to to the home page of the B2B Portal where services structured as a horizontal menu appear. These, in turn, are related to the different options and features.

Notably different areas of the portal.

- SERVICE MENU.

- SUB-MENU OPTIONS.

- CART.

- AREA NEWS.

- BAR INFORMATION AND FUNCTIONS.

- CLOSING SESSION.

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MY PROFILE| 2

This section gathers basic information about the client, arranged in different tabs: information on billing and payment terms, bank details, information regarding deliveries, etc.

Use EDIT to modify some elements of the customer file, such as mail, telephone, fax, etc.. If you wish to change any other item that is not covered by this function this must be via an application using the CONTACT form, described in the next section.

CONTACT | 3

This form allows communication with our sales department and reports directly to the internal sales account manager. There is the possibility to attach files in the communication process to supplement the information.

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SITE MAP | 4
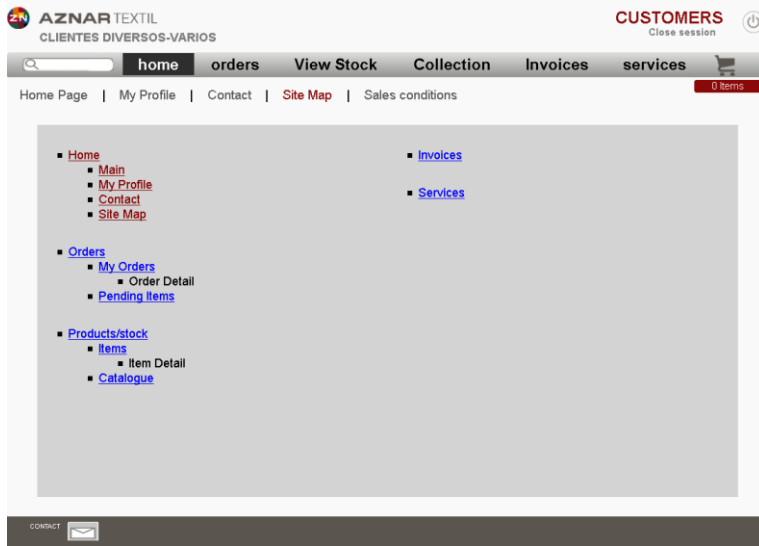
It is the textual representation of the B2B portal where the most important sections relate and from which you can directly access the corresponding function.

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4. ORDERS

Access to sales orders is structured in two views, which we will facilitate quick access to information. The classic view in list format order header, with access to the lines (my orders) and another from the perspective of the article (my articles).

The existence of filters and sorting and search bar will allow us to organize information to achieve the expected results.

MY ORDERS | 1

By default, the information shown is backorders.

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The function bar in the lower area of the screen includes actions to be implemented once the line selected by activating the check-box located in the right column.

Order Status represents the different stages of orders:

  - Preliminary WEB: The request is registered with the web portal.

  - Confirmed: The request is verified and updated in the central system.

  - Processing: The request is under the logistics process.

  - Issued: The store has prepared the dispatch of the goods.

  - Manufactured: Once issued proceed to invoice the order.

  - Cancelled: Order cancelled.

Just clicking on one of the lines allows us to access the next level of order information and display additional data for that particular order, such as requested delivery date, shipping address, etc.

MY ARTICLES | 2

From the My Articlesyou can access information from the perspective of the article, visualizing the lines of orders.

Click on the online article directs us to the query stock screen described in the next section.

Using the arrow keys you can move through the lines, displaying the image at the top right of the screen for the highlighted item..
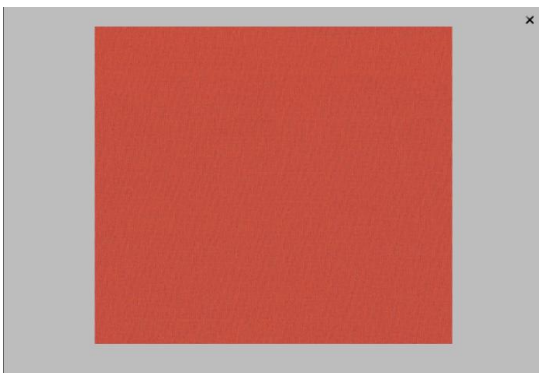
Clicking on the image allows us to maximize it to full screen.

5. VIEW STOCK

VIEW STOCK. SELECTION | 1

The existence of filters and sorting and the search bar will allow us to organize information to achieve the expected results.

Two types of filters, namely filter dropdown, where the existing option in the list is sorted and selected; Filto context, where a series of characters (minimum 4 characters) are introduced.

The Clean and Apply options allow us, respectively, to clear the current selection or accept it.

The stock of the article is relevant to standard, which always appear shaded in blue, but can display the different sizes / presentations and add them to the shopping cart.

Using the arrow keys you can move through the lines, displaying the image at the top right of the screen corresponding to the items shaded in red. Clicking on this image it is maximized.

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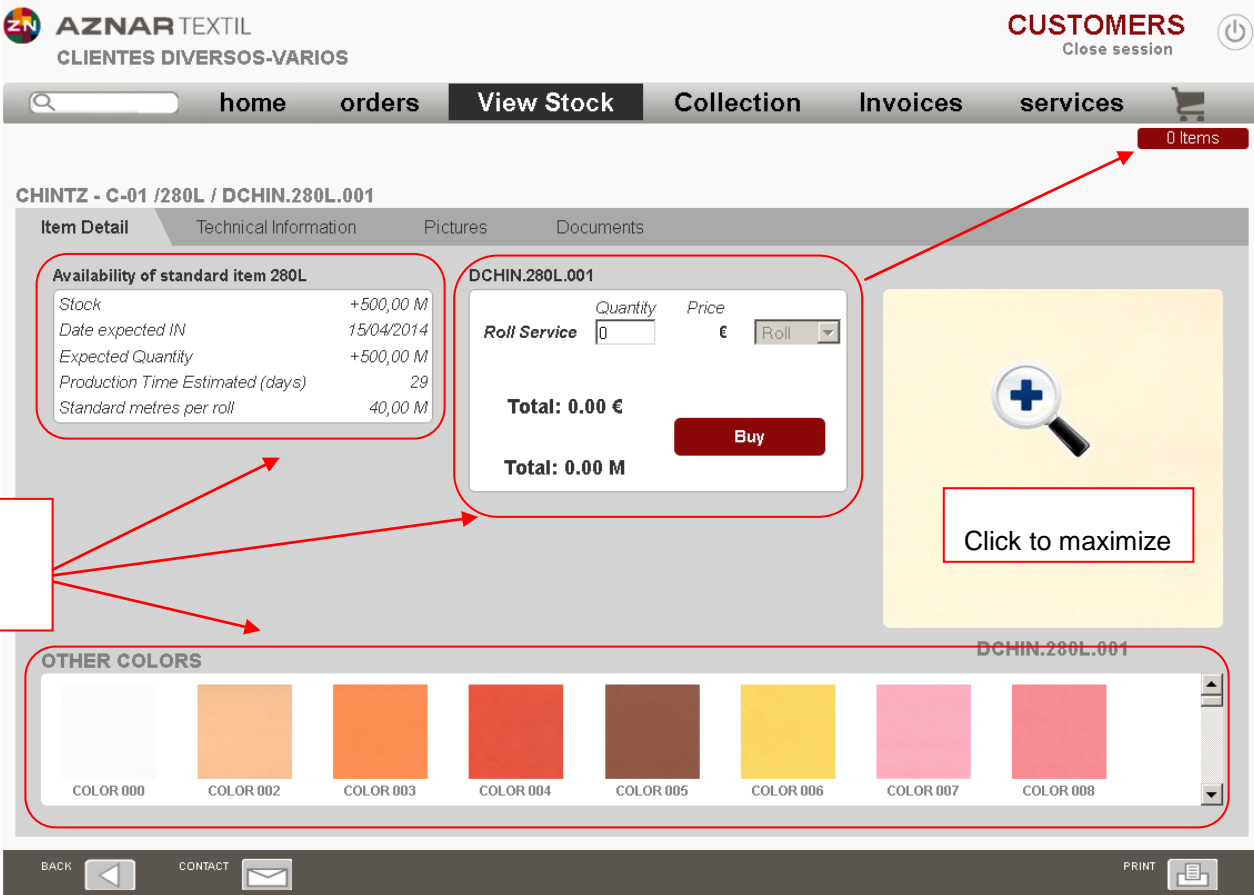
Clicking on the online article directs us to query stock where real-time information can be found on the stock of the item, quantity and expected entry date in our warehouse, information and technical documents and images if related offers.

VIEW STOCK. DETAILS | 2

Four sections make up this article clearly focused section. Clicking on this image it is maximized.

Item Detail: Information in real time.

- - Information on stock, expected entry date, stock forecast, estimated production time, etc..
- - Area of purchase, price list. Add to the basket with the button **Buy**
- - Colour selection area.

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Technical information:

In this section data are of a technical nature such as: weight, statistical heading, composition, etc..

Pictures:

In this section we can download related articles such as environments, template collections icons, images, etc.

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Documents:

In this section we will be able to download the items such as related certificates are Made In Green, OnkoTex, Opacity, FR behavior, etc.

6. COLLECTION | CATALOGUE

This screen is divided into two distinct areas:

The filter area. There are two types, drop-down filter, where an existing option in the list that is sorted is selected; Contextual filter, where a series of characters (minimum 4 characters) are introduced.

The icon area. Represent the colors associated with the model. Clicking on one of the icons will direct you to the item detail screen described in the previous section.

7. INVOICES

The panel of bills will help us plan our payments and properly manage our maturity schedule. Expired bills are shaded red.

8. SERVICES

This area is a compilation of the external services Aznar Textil offers its customers. From here you can access various web services we have made available.

9. BUYING PROCESS

6 WAYS TO SHOP

Our main objectives were to enhance the ergonomics (ease of use) and the usefulness of the B2B portal, with particular stress upon providing a relevant and accessible information, abstracting the complexity involved in the process.

So we've made it possible to 6 ways to purchase our productsin 6 ways that we describe in this section.

SHOPPING CART | 1

If the cart is empty, clicking on it, will direct us to the stock reference section where you can select items and Start the process.
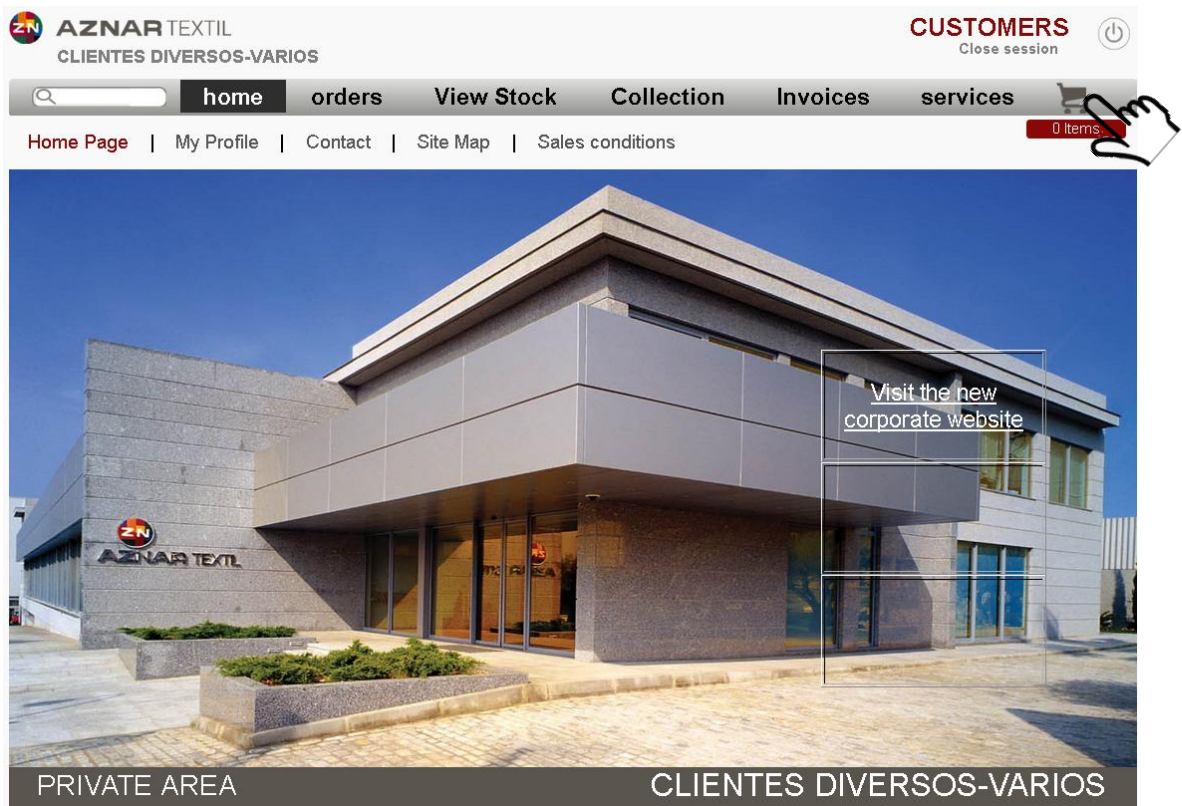
DUPLICATE ORDER | 2

Duplicating an existing order by using the icon in the horizontal bar at the bottom of the screen generates an identical request to be included in the shopping cart.

DUPLICATE ORDER LINES | 3

By checking the box and through the icon on the horizontal bar at the bottom of the screen we can double the lines of orders we want to be included in the shopping cart.

VIEW STOCK | 4

Through the filters we select items from this screen we wish to buy and we can LAUNCH the buying process in two ways: using the checkbox and clicking add to shopping cart; clicking directly on one of the items from the grill for us that addresses the item detail screen.

Colour Selector

COLLECTION | 5

The filters located on the left side of the screen allow us to limit the items we want and clicking the icon will direct us to the item detail screen where you can start the buying process.

Colour Selector

NEW ORDER | 6

We can generate a new order using the "New" icon distributed on different screens on the bottom bar functions.

New Order

10. HOW TO MANAGE CART

Management of shopping is done from the icon in the upper right corner of the screen, with an indicator of the number of items we have purchased.

Clicking redirects us to detail if the lines in the shopping cart where we can perform various actions.

MANAGE THE LINES | 1

This will enable us to review the items purchased before the ending the order.From the function bar at the bottom of the window you can perform different actions:

- **Empty Cart**: Deletes all lines.
- **New**: Redirects us to the stcok inquiry screen to add a new item to the cart.
- **Duplicate:** Using the check-box and selecting the Duplicate option can copy the lines of the cart.
- **Delete**: Elilminates selected lines.
- **Checkout**: We use this screen to validate the data and delivery options.
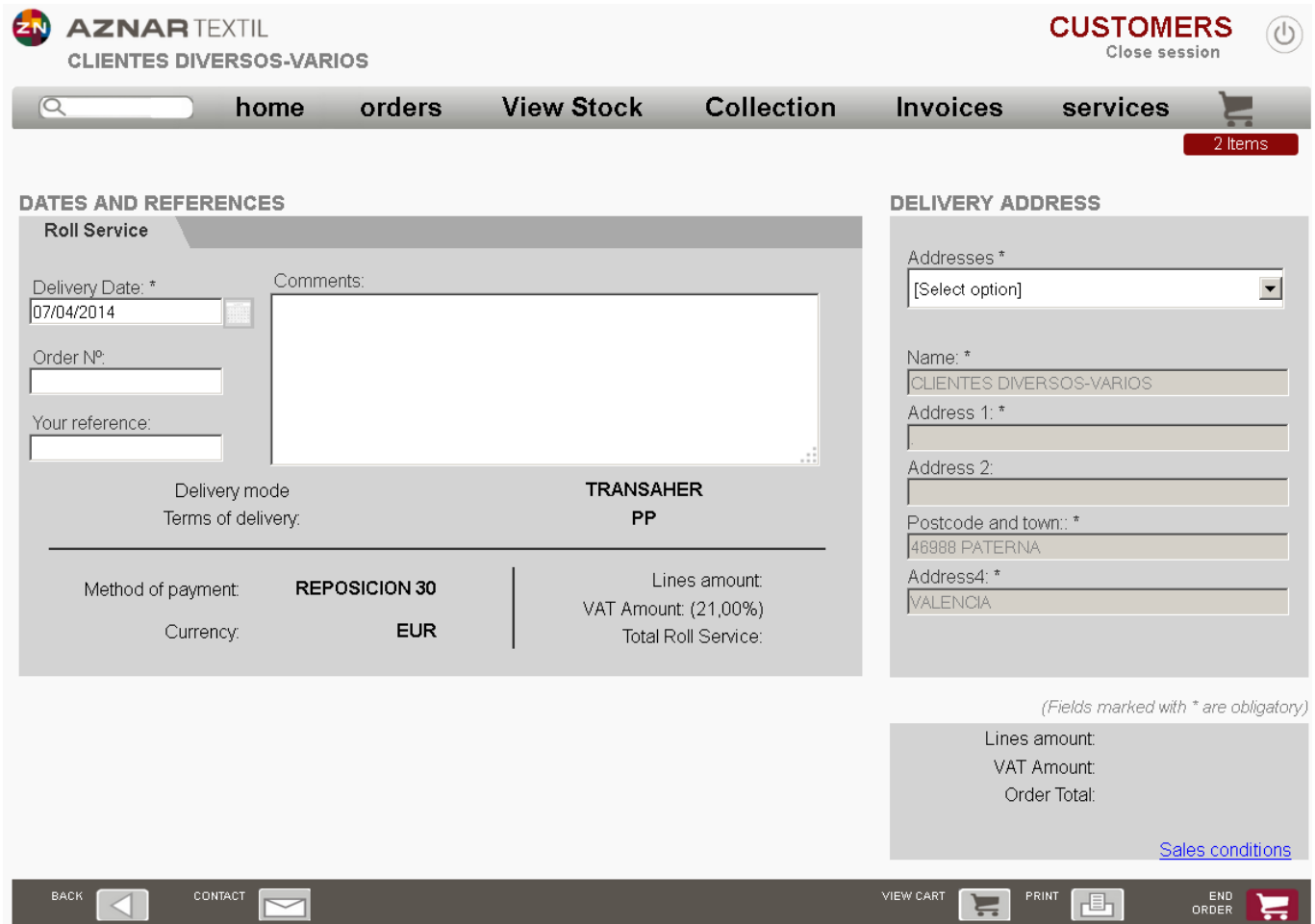
END ORDER | 2

After checking the items proceed to enter the corresponding delivery address and any observations we consider necessary for the proper checkout data.

The checkout button will process the data and integrate the B2B Portal in the Information System of Aznar Textil.

From this time the order will be automatically managed according to the policies and procedures set forth by AZNAR TEXTIL.

11. TECHNICAL SUPPORT

The first level of support will be provided by our Sales Manager, who will solve the most common questions that occur,

If you have any problems please contact our technical department via phone 0034 961340848 or via our mail **helpdesk@aznartextil.com**.