

DUCI E-COMMERCE USER GUIDE

<https://ecommerce.duciguarnizioni.com/>

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0. Prerequisites to see details and buy

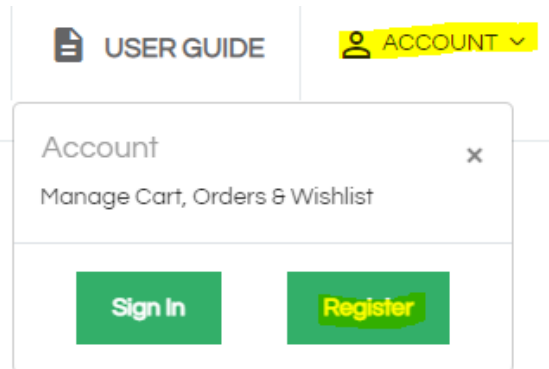
To be able to view items details and proceed to place order, you have to complete this list of mandatory steps:

- 1) **User registration** and **add the first destination (Check Point 1, 2 and 3 of this guide)**
- 2) **Request Duci S.r.l. approval and price list assignment by email to:** sales@duciguarnizioni.com

You'll receive an email confirmation at the end of the procedure!

1. User registration

Click on “**ACCOUNT**” and then on “**Register**”.



Insert your personal information (all fields are mandatory) and click on “**Sign Up**”

Become User

If you are new to our store, we glad to have you as member.

Company name *

First Name *

Last Name *

Email *

Password *

Confirm Password *

Sign Up

A verification Email will be sent to your email account. Please click on “**Verify Your Account**” link in the email.

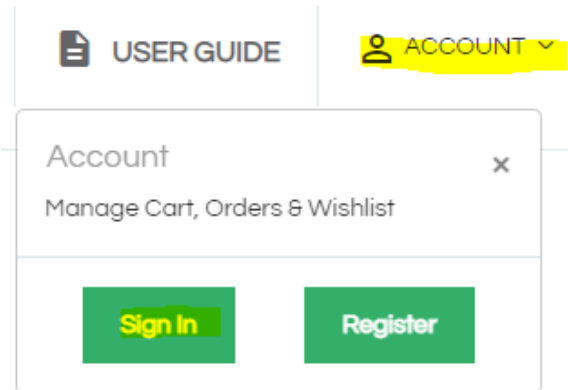
Duci s.r.l. - Email Verification

This is the mail to verify that the email address you entered is yours. Kindly click the Verify Your Account button below to verify your account.

Verify Your Account

2. User login

Click on **"ACCOUNT"** and then on **"Sign In"**.



Insert your personal information and click on **"Sign In"**

A screenshot of a login form titled 'Registered User'. Below the title is the instruction 'If you have an account, sign in with your email address.' There are two input fields: 'Email *' containing 'test@email.com' and 'Password *' containing masked characters (dots). To the right of the password field is a blue link 'Forgot Password?'. At the bottom is a green 'Sign In' button.

3. Insert the First Destination

After the first login, you NEED to fill in the first "destination address" **this is mandatory**.

You will not obtain any registration until the first destination will be filled in from your side.

Insert your personal information (some fields are mandatory) and click on **"Save Address"** (mail address where you want us to send order confirmation, name of the person to refer)

Add Address

Company name

TEST Company S.r.l.

First name*

Andrea

Last name*

Rossi

Vat id [Note: Use Country Code with VAT Id. Eg. INV01234567891]

INV01234567891

Street Address*

Via della fortuna n. 3

Country*

Italy

State*

IT

City*

Milano

Postal Code*

25030


Phone*


3491761234


Save Address


4. Managing Destinations

In your Address page you can **Add**, **Edit** or **Delete** destinations

 Profile >

 Orders >

 **Address** >



Andrea Rossi
test@email.com

Address

TEST Company S.r.l.
Via della fortuna, n.3, Brescia, BS,
Italy 12345 Contact : 3490000000
[Edit](#) [Delete](#)

TEST S.r.l. - Zimbabwe
Production Plant
23th Fortune Street, Harare, BU,
Zimbabwe 12345 Contact : 02000000
[Edit](#) [Delete](#)

[Add Address](#)

5. Add a Destination

You can Add a new Destination by clicking on **“Address”** and then **“Add Address”**
Insert your personal information (some fields are mandatory) and click on **“Save Address”**

Add Address

Company name

TEST Company S.r.l.

First name*

Andrea

Last name*

Rossi

Vat id [Note: Use Country Code with VAT Id. Eg. INV01234567891]

IT12345678900

Street Address*

Via della fortuna, n.3

Country*

Italy

State*

BS

City*

Brescia

Postal Code*

12345

Phone*

3490000000


Save Address


6. Search for products


You can reach the Search Page by clicking “**Search**” in the top bar menu.


Here you can insert each filter you prefer (even all fields or nothing), and then click on “**Filter**”


Be sure to select the right destination Address!

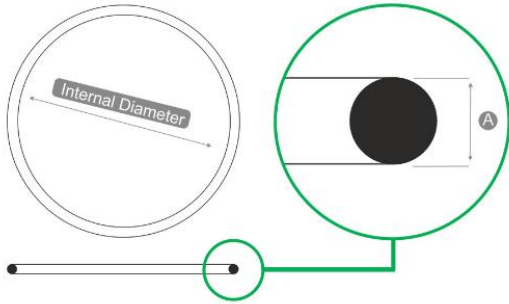


 SEARCH

 CART ▾

 USER GUIDE

 WELCOME, TEST COMPANY S.R.L. ▾



SEARCH PRODUCT

Diameter	Thickness	Material Type ▾	Hardness ▾
uni BS	uni USA	uni INT	uni FR
Compound ▾	Surface ▾	Via della fortuna n. 3 (Italy) ▾	My code

☐ Only available

☐ Only my codes

FILTER

7. Search result list

In the result list you can view all compatible items, with some details and availability quantity.

Please Note: If you are a customer with a regular price list assigned by Duci, you'll see both stock and incoming production quantities. In other cases you'll see only stock quantity.

Some Notes about this page

- If you are a "Guest" user (without user account), by clicking "Detail" you'll redirect in the User registration (or login) page. **Check Point 1, 2 and 3 of this guide.**
- If you are registered and you have a valid destination, but Duci S.r.l. doesn't assign you a price list yet, you'll see "WAIT APPROVAL". If you don't sent an approval request yet, send it to: sales@duciguarnizioni.com
- For only items with "in stock" availability, you can ask for a quote by clicking "Enquire". In the popup you can insert your quotation request. Be sure to check the privacy policy agreement.

Search results: 9

DOWNLOAD RESULT

Result for: Via Rossi 57 Milano (IT)

DESCRIPTION	COMPOUND	UNI BS	UNI USA	UNI INT	UNI FR	PC PER PACK	IN STOCK	
7,52 x 3,53 NBR 70 BLACK	M038	203	2-203	4028		5.000	12.000	ENQUIRE
7,52 x 3,53 FKM 75 BLACK	M410	203	2-203	4028		2.500	86.000	ENQUIRE
7,52 x 3,53 NBR 90 BLACK	M748	203	2-203	4028		5.000	109.050	ENQUIRE
7,52 x 3,53 EPDM 70 SC BLACK (Special)	M108	203	2-203	4028		10.000	0	WAIT APPROVAL
7,52 x 3,53 EPDM 80 PX BLACK Food App. M097	M097	203	2-203	4028		5.000	8.460	ENQUIRE

X

Insert your request...

☒ I have read and I accept the [privacy policy](#)

REQUEST A QUOTATION

If you are a registered user, you have one (or more) destination and Duci S.r.l. is assigning you a valid price list and after this you are able to proceed.

When you find a row that you are interested for, click on “Detail”.

Search results: 9

 DOWNLOAD RESULT

Result for: Via Rossi 57 Milano (IT)

DESCRIPTION	COMPOUND	UNI BS	UNI USA	UNI INT	UNI FR	PC PER PACK	IN PROD.	IN STOCK	
7,52 x 3,53 NBR 70 BLACK	M038	203	2-203	4028		5.000	1.490.000	12.000	DETAIL
7,52 x 3,53 FKM 75 BLACK	M410	203	2-203	4028		2.500	0	86.000	DETAIL

You can also download the viewed result list by clicking on “Download Result”. A .csv file containing all viewed information (and some more) will be downloaded in your PC.

8. Details page

In the details page, you can see all item detail, such as:

1

DESCRIPTION

7,52 x 3,53 NBR 70 BLACK

DIAMETER

7,52

TOL -

0,17

TOL +

0,17

THICKNESS

3,53

TOL -

0,10

TOL +

0,10

HARDNESS

70

MATERIAL TYPE

NBR

COMPOUND

M038

SURFACE

STD

UNI BS

203

UNI USA


2-203

UNI INT

4028

UNI FR

ARTICLE CODE



7

2

QUANTITY

AVAILABILITY DATE

☒

12.000

In stock

☐

1.490.000

2023-05-05

3

Pieces per pack :

5.000

4

Quantity

-

5000

+

5

PRICE

XXX €

Add to cart

6

PRICE RANGES

From: 5.000 - to 29.999 price: XXX €

From: 30.000 - to 79.999 price: XXX €

More than: 80.000 price: XXX €

1) Item details

- 2) **Quantity indicator**, you can check the button corresponding to the line you are interested for.

Please note: the Availability date is the date in witch the quantity will be ready for Shipment.
“In stock” value means the next working day.

- 3) **Pieces per pack**: you can only order a multiple of this quantity

Please note: If you select al the line quantity, you can proceed with a non multiple quantity

- 4) **Quantity selector**: you can select the desiderated quantity

- 5) **Price**: your unit price referred to the selected quantity

- 6) **Price Ranges**: your price ranges

- 7) **Article Code**: manage your article code **(Check Point 13 of this guide)**.

Some notes about this page

- If there are no pieces in stock and in production, you can send us a request

PRODUCT NOT AVAIBLE

Insert your request...

REQUEST A QUOTATION

- If you don't have a valid price list for the item, you can send us a request

QUANTITY AVAILABILITY DATE



46.460

2022-06-27

PRICE NOT AVAIBLE

Insert your request...

REQUEST A QUOTATION

- If you select a quantity not matching with the one of your price list range, you need to send us a request

QUANTITY AVAILABILITY DATE

☒ 127.490 In stock

Pieces per pack : 2.500

Via della fortuna, n.3 Brescia Italy

Quantity

-

5000

+

Insert your request...

REQUEST A QUOTATION

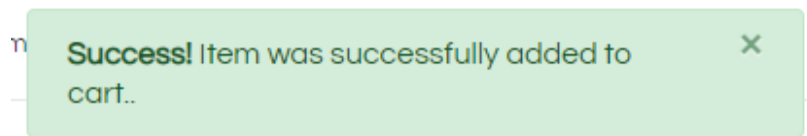
PRICE RANGES

From: 2.500 - to 2.500 price: XXX € *

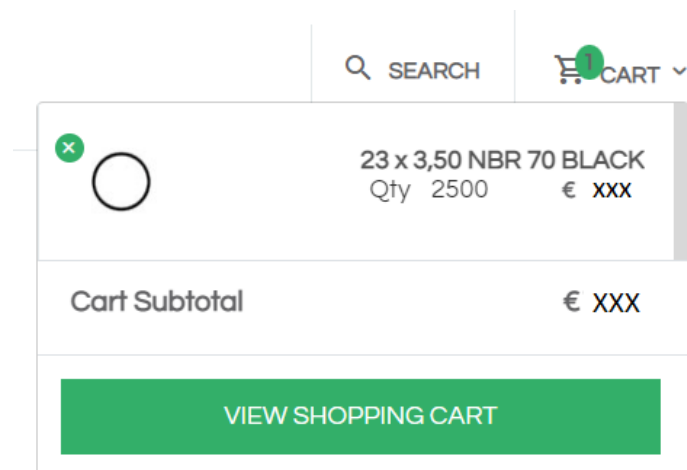
* Price valid only for stock

9. Add to Cart

When you select “**Add to cart**” button, a message will confirm you the operation and the item will be moved in your cart



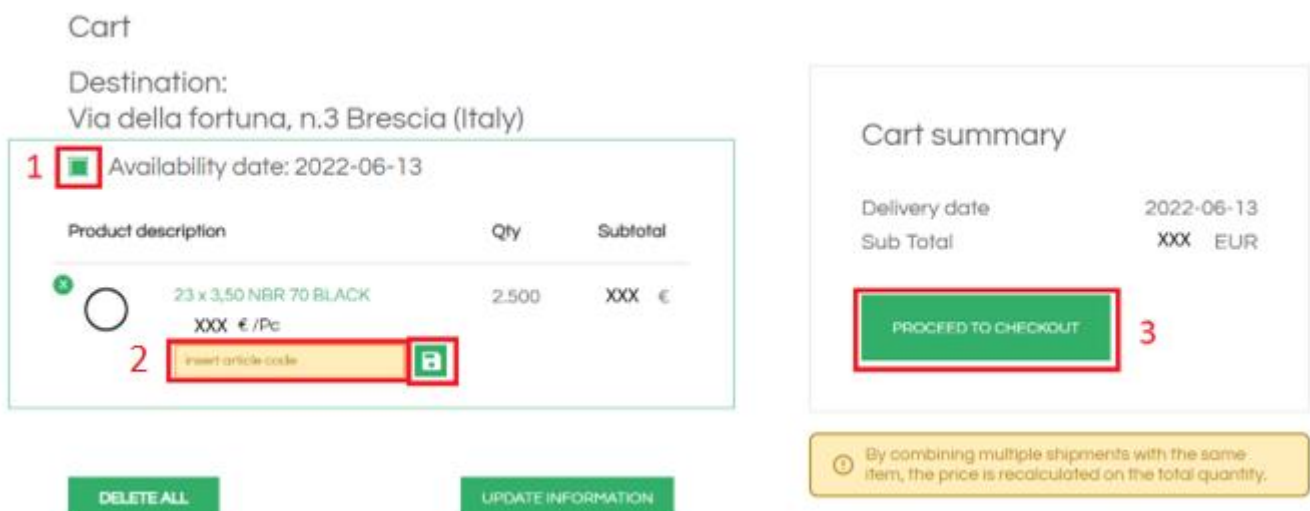
You can view your cart content by clicking on “**Cart**” button and then on “**View shopping cart**” in the popup.



10. Cart Management


In normal cases, you have to:

- 1) Check the box of the row you are interested to buy (you can select one or more items)
- 2) Manage your **Article code** (**Check Point 13 of this guide**).
- 3) Verify the Cart summary (Delivery date and price) and then click ok “**Proceed to Checkout**”



Some notes about this page

Every user have a minimum order value, if your selection doesn't reach that value you'll get an advice

 The total of the cart does not exceed the minimum order value : **XXX€**

You can select items with different availability date, accepting to receive the goods on latest date.

To proceed you have to check the banner to finalize and accept that condition.

Cart

Destination:

Via della fortuna, n.3 Brescia (Italy)




☒ Availability date: 2022-06-13

Product description	Qty	Subtotal
---------------------	-----	----------

  2 x 1 NBR 70 BLACK XXX € /Pc <input type="text" value="insert article code"/> 	60.000	XXX €
---	--------	-------

☒ Availability date: 2023-02-24

Product description	Qty	Subtotal
---------------------	-----	----------


  22 x 2 NBR 70 BLACK XXX € /Pc <input type="text" value="insert article code"/> 	50.000	XXX €
--	--------	-------

☒ It's possible to combine multiple shipments for different dates, accepting to receive the goods on latest date.

Cart summary

Delivery date	2023-02-24
Sub Total	XXX EUR

PROCEED TO CHECKOUT

 By combining multiple shipments with the same item, the price is recalculated on the total quantity.

Without having checked the banner, you'll not be able to proceed.

☐ It's possible to combine multiple shipments for different dates, accepting to receive the goods on latest date.

Cart summary

Delivery date	2023-02-24
Sub Total	XXX EUR

PROCEED TO CHECKOUT

If you have items destined to different addresses, you can proceed with only one destination per time, so please one order number for each destination.




A banner will advice you about this limitation, and the system will unselect all not compatible rows.

Cart

Destination:

Via della fortuna, n.3 Brescia (Italy)




☐ Availability date: 2023-02-24

Product description	Qty	Subtotal
  22 x 2 NBR 70 BLACK XXX € /Pc <input type="text" value="insert article code"/> 	50.000	XXX €

Destination:

23th Fortune Street Harare (Zimbabwe)

☐ Availability date: 2023-02-24

Product description	Qty	Subtotal
  22 x 2 NBR 70 BLACK XXX € /Pc <input type="text" value="insert article code"/> 	10.000	XXX €

Cart summary

Sub Total 0,00 EUR

PROCEED TO CHECKOUT

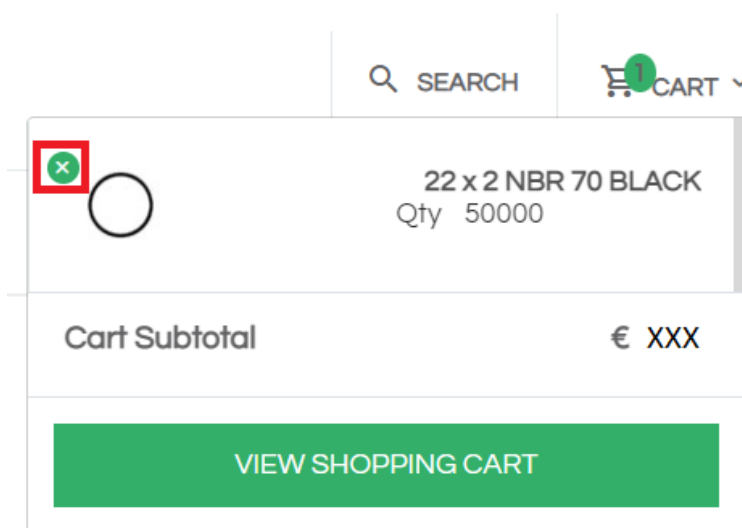
⚠ Only one destination can be selected at time.

⚠ By combining multiple shipments with the same item, the price is recalculated on the total quantity.

11. Delete from cart

To delete an item from the cart you can proceed in different ways:

- 1) Delete from cart popup, by clicking on the green “X” symbol:






- 2) Delete from cart page, by clicking on the green “X” symbol
You can also delete all cart items by clicking on “Delete All” button

Cart

Destination:

Via della fortuna, n.3 Brescia (Italy)

☐ Availability date: 2023-02-24

Product description		Qty	Subtotal
 	22 x 2 NBR 70 BLACK XXX € /Pc	50.000	XXX €
<input type="text" value="insert article code"/> 			

DELETE ALL

UPDATE INFORMATION

12. Checkout

In the check out page you can see and complete all information about your order proposal, such as:

Customer Data	
Company:	Alberto Busi
Name:	Alberto
Last name:	Busi
Email:	@duciguarnizioni.com
Address:	
City:	
Country:	Italy
State:	Brescia
Zip code:	
Telephone:	

Select shipping method

☐ DHL EXP IT Zone A - 2022

9,47€

☒ ex Works

3

Shipping weight: 6,35Kg

Select payment method

☒ Payment agreed 4

Customer order reference

XXXXXXXX

Customer note

Insert the note...

Order Summary

5

SHIPPING DATE

2022-11-11

1

ORDER ITEMS

2023-01-23

1

6

Sub Total

88,08€

Shipping cost

0€

Total

88,08€


COMPLETE ORDER

- 1) **Customer data:** you can verify your personal and shipping address information.
- 2) **Customer order reference:** you can add your order reference and some notes.
- 3) **Select shipping method:** pay attention! Shipping costs will be added to the total cost!
- 4) **Select payment method**
- 5) **Order summary:** you can verify your total order cost. This value is the amount to be paid
- 6) If you have selected “**ex Works**” shipping method and your company has one or more already scheduled shipping dates, the system will propose those shipping dates and you can select one of them, if not the order will be issued with the first delivery date that cannot be what you really want. So please take a look at the summary before giving the green light to point 7)
- 7) If all information are correct you can click on “Complete Order” please note no changes will be allowed later on.

At the end of the procedure, you'll redirect into confirmation page and you'll receive an order proposal confirmation to your email address.

Thank you for your order!

Hi, TEST Company S.r.l., Your order includes:

Product description	Qty	Subtotal
 22 x 2 NBR 70 BLACK XXX € /Pc	50000	XXX €

Shipping

Shipping address: **Via della fortuna, n.3, Brescia (BS) - 12345 - Italy**

Shipping delivery: **2023-02-24**

Day estimate:

Shipping method: **DHL EXP IT Zone A - 2022**

Shipping price: **XXX €**

Amount


Sub Total: **XXX€**


Total: **XXX €**

13. Order list

In your Orders page you can View your orders list, with some information about quantities, costs and progress.

By clicking on “**Download orders**” you can download the list in a .csv file.



 CART ▼

Profile >

Orders >

Address >

A

Andrea Rossi

test@email.com

Orders

DOWNLOAD ORDER

Order ID	Order date	Order reference	Destination	Total
#198	2022-06-10	TEST ALBERTO	Via della fortuna, n.3 Brescia (BS) - 12345 - Italy	438,00€

Product	Quantity	Order Confirmation	Article code	Shipping Doc.	Invoice	Tracking	State
22 x 2 NBR 70 BLACK	50.000,00						Pending

14. Managing article codes

After registration and price list assignment, all your known article codes are preloaded in the system.

You can search for it by using “**My Code**” filter (or you can search all your article codes by check “**Only my codes**” and no other fields).

SEARCH PRODUCT

Diameter

Thickness

Material Type ▼

Hardness ▼

uni BS

uni USA

uni INT

uni FR

Compound ▼

Surface ▼

Via Rossi 57 (Italy) ▼

My code

☐ Only available

☒ Only my codes

FILTER

Your codes will be under article’s descriptions.

DESCRIPTION	COMPOUND	UNI BS	UNI USA	UNI INT	UNI FR	PC PER PACK	IN PROD.	IN STOCK	
0,74 x 1,02 NBR 70 BLACK 03295	M038	001				20.000	0	133.410	DETAIL
0,78 x 1,02 EPDM 70 PX BLACK FoodApp.M534 4589	M534	001				10.000	0	310.000	DETAIL

You can manage your article codes (add / modify / delete) both in the article detail page and in the cart.

You have to insert or modify your article code and click the “Save” button.

If you want to delete the code, simply insert an empty text.

ARTICLE CODE

insert article code

