

DUCI E-COMMERCE USER GUIDE

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

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0. Prerequisites to see details and buy

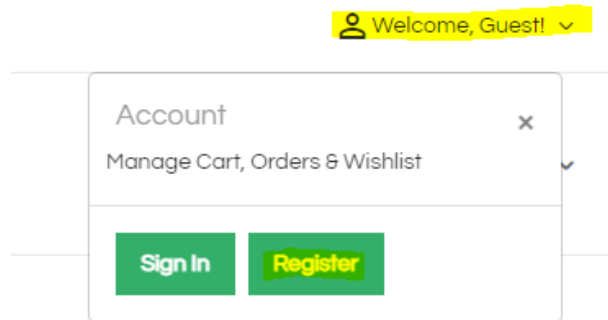
To be able to view items details and proceed to make order, you have to complete this list of mandatory steps:

- 1) **User registration** (Check Point 1 and 2 of this guide)
- 2) **Add Destination** (Check Point 3 and 4 of this guide)
- 3) **Request Duci S.r.l. approval and price list assignement by email to:** sales@duciguarnizioni.com

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

1. User registration

Click on **“Welcome, Guest”** 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 sent to your email account. Please click on **“Verify Your Account”** link in the email.

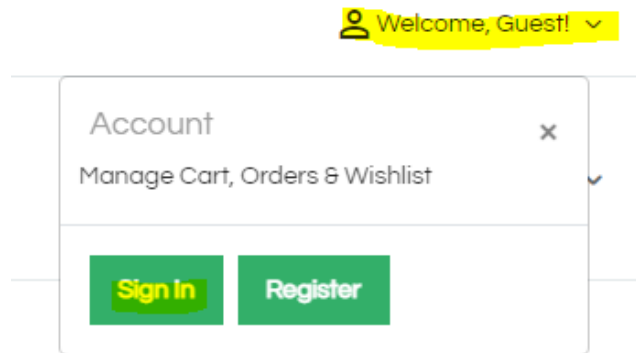
Duci s.r.l. - Email Verification

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 “**Welcome, Guest**” 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 ".....". To the right of the password field is a blue link "Forgot Password?". At the bottom left is a green "Sign In" button.

3. Managing Destination

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

A screenshot of the "Address" management page. On the left is a sidebar with a navigation menu: "Profile", "Orders", and "Address" (highlighted). Below the menu is a user profile card for "Andrea Rossi" with email "test@email.com". The main content area is titled "Address" and contains two address cards. The first card is for "TEST Company S.r.l." with address "Via della fortuna, n.3, Brescia, BS, Italy 12345 Contact : 3490000000" and "Edit" and "Delete" buttons. The second card is for "TEST S.r.l. - Zimbabwe Production Plant" with address "23th Fortune Street, Harare, BU, Zimbabwe 12345 Contact : 02000000" and "Edit" and "Delete" buttons. In the top right corner, there is a yellow "Add Address" button.

4. 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

First name*

Last name*

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

Street Address*

Country*

State*

City*

Postal Code*

Phone*

5. Search for products

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

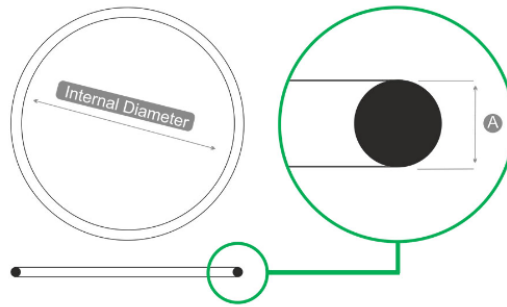
Here you can insert each filter do you prefer (even all filelds or nothing), and then click on “**Filter**”

Be sure to select the righth destination Address!



SEARCH

CART



SEARCH PRODUCT

4.34

3.53

Material Type

Hardness

uni BS

uni USA

uni INT

uni FR

Surface

23th Fortune Street (Zimbabwe)

Only available

FILTER

6. 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, the availability quantity will be the sum of the quantity of each scheduled Duci's production (stock + incoming production).

In other cases you'll see only stock quantity.

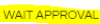

Some Notes about this page

- 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 and 2 of this guide.**
- If you are registered but you don't have inserted a valid destination, by clicking "**Detail**" you'll redirect in the Addresses managing page. **Check Point 3 and 4 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

Search results: 2

 DOWNLOAD RESULT

Result for: Via della fortuna, n.3 Brescia (IT)

DESCRIPTION	UNI BS	UNI USA	UNI INT	UNI FR	AVAILABILITY
4,34 x 3,53 NBR 70 BLACK	201	2-201			124.061 
4,34 x 3,53 EPDM 70 PX BLACK FoodApp.M534	201	2-201			150.000 



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

When you find a row that you are interested for, click on "**Detail**".

Search results: 2

 DOWNLOAD RESULT

Result for: 23th Fortune Street Harare (ZW)

DESCRIPTION	UNI BS	UNI USA	UNI INT	UNI FR	AVAILABILITY
4,34 x 3,53 NBR 70 BLACK	201	2-201			250.548 
4,34 x 3,53 EPDM 70 PX BLACK FoodApp.M534	201	2-201			150.000 

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.

7. Details page

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

The screenshot shows a product details page for '4,34 x 3,53 NBR 70 BLACK'. The page is divided into two main columns. The left column contains technical specifications, and the right column contains quantity and pricing information. Red boxes and numbers 1 through 6 highlight specific areas:

- 1**: A red box around the technical specifications table.
- 2**: A red box around the quantity selection area, showing radio buttons for '124.061' (selected) and '1.213', and an 'In stock' status.
- 3**: A red box around the 'Pieces per pack: 10.000' field.
- 4**: A red box around the 'Quantity' selector, showing a value of '40000' with minus and plus buttons.
- 5**: A red box around the 'PRICE XXX €' and the 'Add to cart' button.
- 6**: A red box around the 'PRICE RANGES' section, showing price tiers for different quantities.

DESCRIPTION		
4,34 x 3,53 NBR 70 BLACK		
DIAMETER	TOL -	TOL +
4,34	0,15	0,15
THICKNESS	TOL -	TOL +
3,53	0,10	0,10
HARDNESS	MATERIAL TYPE	SURFACE
70	NBR	STD
UNI BS	UNI USA	
201	2-201	
UNI INT	UNI FR	

QUANTITY	AVAILABILITY DATE
<input checked="" type="radio"/> 124.061	In stock
<input type="radio"/> 1.213	2022-06-24

Pieces per pack : 10.000

23th Fortune Street Harare Zimbabwe

Quantity

PRICE XXX €

PRICE RANGES

From: 10.000 - to 29.999 price: XXX €

From: 30.000 - to 89.999 price: XXX €

More than: 90.000 price: XXX €

1) Item details

- 2) **Quantity indicator**, you can check the button corresponding to the line you are interested in.
Please note: the Availability date is the date in which 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 all the line quantity, you can proceed with a non multiple quantity

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

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

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

Some notes about this page

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

PRODUCT NOT AVAILABLE

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

	QUANTITY	AVAILABILITY DATE
<input checked="" type="radio"/>	46.460	2022-06-27
PRICE NOT AVAIABLE		

Insert your request...

REQUEST A QUOTATION

- If you select a quantity outside from your price list ragnes, you can send us a request

	QUANTITY	AVAILABILITY DATE
<input checked="" type="radio"/>	127.490	In stock
	Pieces per pack :	2.500
Via della fortuna, n.3 Brescia Italy		

Quantity	-	5000	+
----------	---	------	---

Insert your request...

REQUEST A QUOTATION

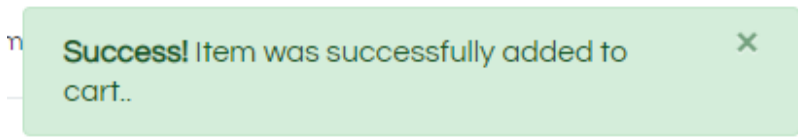
PRICE RANGES

From: 2.500 - to 2.500 price: XXX € *

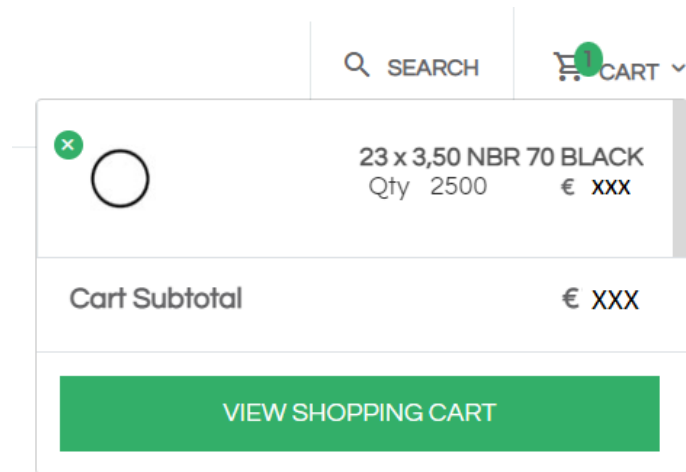
* Price valid only for stock

8. 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.



9. Cart Management

In normal cases, you have to:

- 1) Check the box of the row you are interested for buy (you can select one or more items)
- 2) Insert your article code (2°) and click on the “**save**” button (2b)
Please note: this point is recommended but not mandatory
- 3) Verify the Cart summary (Delivery date and price) and then click ok “**Proceed to Checkout**”

Cart

Destination:
Via della fortuna, n.3 Brescia (Italy)

1 Availability date: 2022-06-13

Product description	Qty	Subtotal
<input checked="" type="checkbox"/> 23 x 3,50 NBR 70 BLACK XXX € /Pc	2.500	XXX €

2a 2b

Cart summary


Delivery date 2022-06-13
Sub Total XXX EUR

3

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

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 explicitly 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	60.000	XXX €
---	--------	-------

insert article code



Availability date: 2023-02-24

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

  22 x 2 NBR 70 BLACK XXX € /Pc	50.000	XXX €
--	--------	-------

insert article code




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 check 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.




A banner will advice you about this limitation, and the system will deselect all non 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](#)

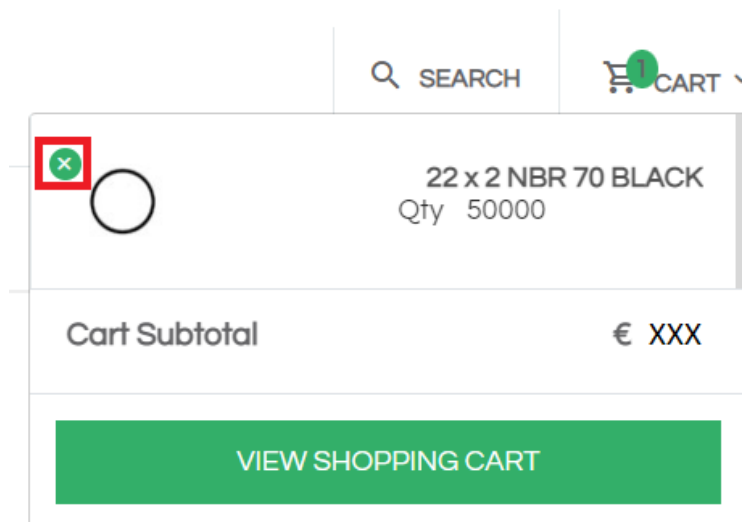
 Only one destination can be selected at time.

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

10. 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
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input style="width: 20px; height: 20px; border: 1px solid red; border-radius: 50%; background-color: #008000; color: white; text-align: center; line-height: 20px; font-size: 12px;" type="checkbox"/> </div> <div> <p>22 x 2 NBR 70 BLACK XXX €/Pc</p> <p style="border: 1px solid orange; padding: 2px; display: inline-block; margin-bottom: 5px;">insert article code</p> </div> </div>	50.000	XXX €

DELETE ALL

UPDATE INFORMATION

11. Checkout

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

Checkout

Customer Data 1

Company: TEST Company S.r.l.

Name: Andrea

Last name: Rossi

Email: test@email.com

Address: Via della fortuna, n.3

City: Brescia

Country: Italy

State: BS

Zip code: 12345

Telephone: 3490000000

Select shipping method 3

DHL EXP IT Zone A - 2022 10,99€

ex Works

Shipping weight: 16,75Kg

Customer order reference

xxxxxxx

Customer note 2

Insert the note...

Select payment method 4

Payment agreed

Order Summary 5

Delivery date	2023-02-24
Sub Total	438,00€
Shipping cost	10,99€
Total	448,99€

COMPLETE ORDER


6

- 1) **Customer data:** you can verify your personal and shipping address information.
- 2) **Customer order reference:** you can add you 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 all information are correct you can click on “Complete Order”**

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 €**


12. 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.

SEARCH CART

- Profile
- Orders**
- Address



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