



# ONLINE SHOPPING PORTAL USER GUIDE

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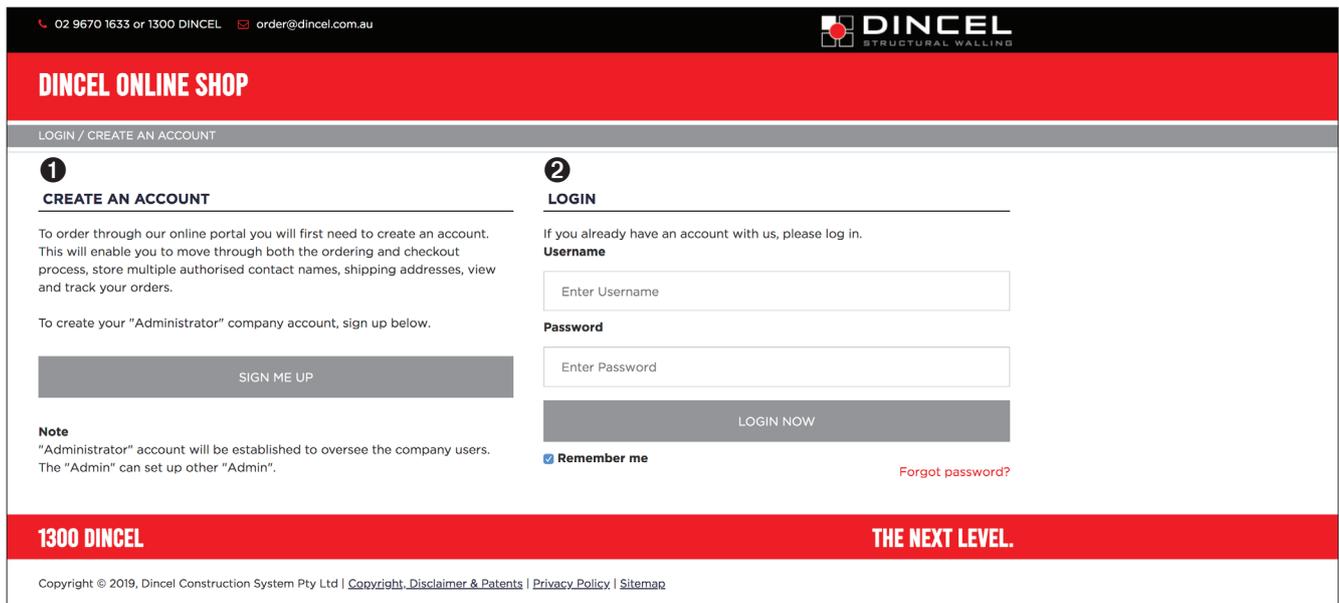
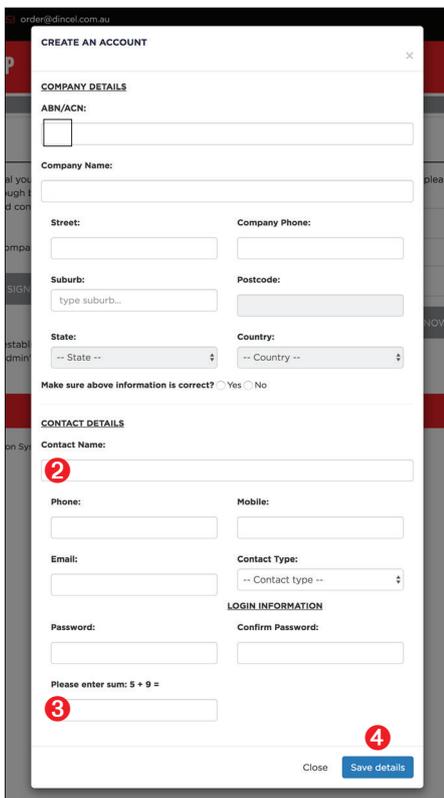
# REGISTRATION PROCESS

## PORTAL ADDRESS

► shop.dinzel.com.au

## YOUR ACCOUNT

- If you **do not** have an online portal account follow ❶.
- If you **do have** an online portal account sign in here ❷.

### ❶ CREATE AN ACCOUNT

- This is a one-time process only.
- Only one "Administrator" account per company will be established.

After you click on "Sign Me Up" a pop-up screen will appear. Follow these steps to create your company account - please note all fields are mandatory:

- ❶ Fill in your ABN/ACN. If your ABN/ACN is already linked with Dincel, your company details (only) will populate automatically.
- ❷ The contact nominated here will be your company's "Administrator" (master account holder).
- ❸ Add these numbers up to prove you are not a robot.
- ❹ Click "Save Details" to continue with your registration, or "Close" if you have changed your mind.

- Once you hit "Save Details" a verification screen will appear to indicate that you have successfully completed the sign-in process.
- Your application will pass to your Dincel Account Manager for initial authorisation, prior to set-up by Dincel Customer Service.
- Once your account has been set up by Dincel Customer Service, you will receive a confirmation email with your "Administrator" log in details. Please allow up to 48 hours (working days) for this process.

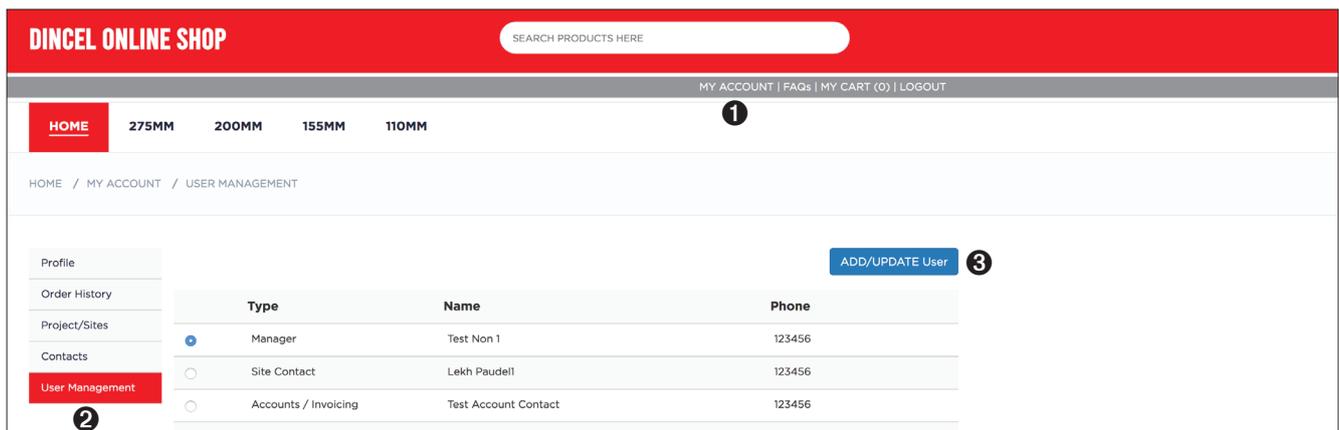
# REGISTRATION PROCESS

## AUTHORISED USERS

► Only the “Administrator” can manage “User management” from the “My Account” section

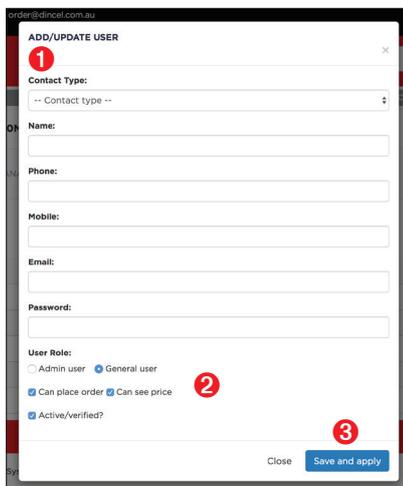
- ❶ From any page, click “My Account”.
- ❷ Click “User Management”.
- ❸ Click “Add/UPDATE User”.

From here you can add a user, update details / authorisation levels for a user, or “inactivate” a user.



## ADDING AUTHORISED USER(S)

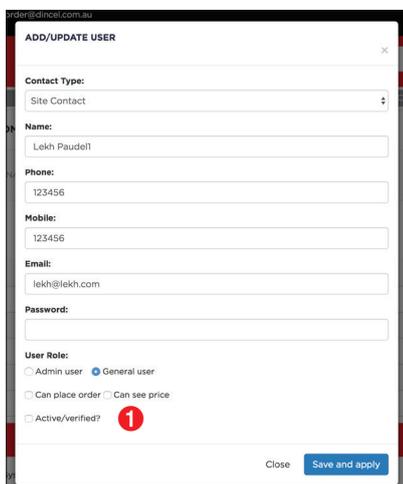
After you click on “ADD/UPDATE User” a pop-up screen will appear.



- ❶ Fill in relevant details for the account user you are adding.
- ❷ Assign a “User Role”, ensuring you check the relevant permission levels.
- ❸ Click “Save and Apply” to register your new user, or “Close” if you’ve changed your mind.

## AMEND / DELETE AUTHORISED USER(S)

On the “User Management” home screen, click the button next to the user you wish to amend or delete and a pop-up screen will appear with their pre-populated details – amend as required.



- ❶ To “delete” a user uncheck the “Active/Verified” box. The user will still appear on your master account, but will no longer be “active”.

**THE ONUS FALLS ON THE “ADMINISTRATOR” TO ENSURE THIS SECTION IS UP-TO-DATE AT ALL TIMES, AND SUBSEQUENTLY INDEMNIFIES DINCEL STRUCTURAL WALLING AGAINST ANY UNAUTHORISED ACCESS.**

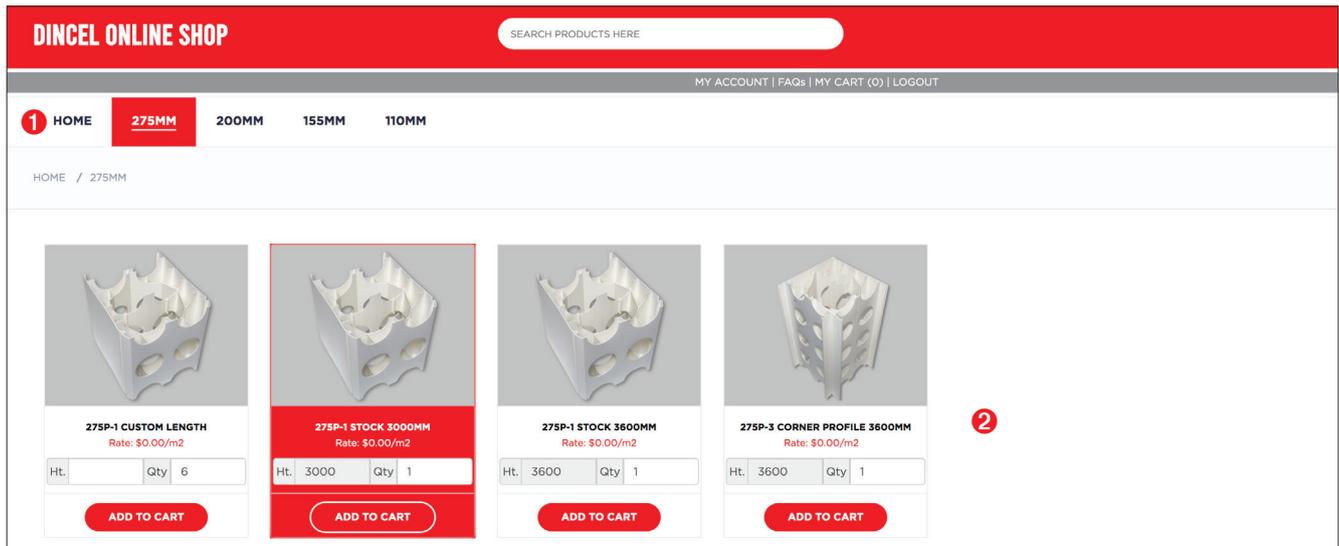
# ORDERING PROCESS

## LOGIN

- ▶ The Administrator and Users can order as per User Management access privileges.
- ▶ The ordering screen will only appear once you have logged into your account.
- ▶ There are two ways to order:

Follow ❶ to order via the “quick order process”. Follow ❷ to order via the “standard order process”.

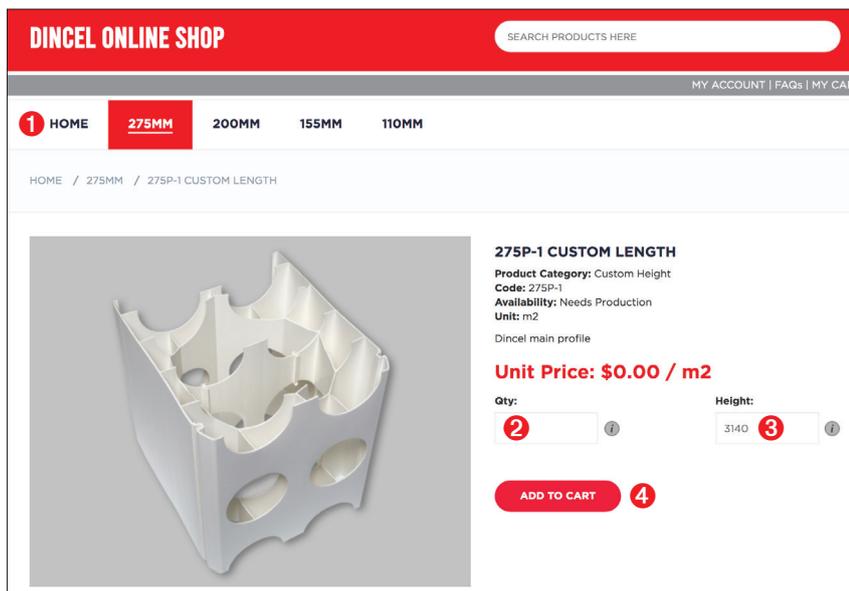
### ❶ QUICK ORDER PROCESS



- ❶ Choose your required profile size - a list of all stock items (inc. accessories) will be listed for the selected profile size.
- ❷ Hover over the required item to select it - the box will appear "red". Insert required quantity and "Add To Cart". Note you cannot change the stock length/height using the quick order process - to order custom sizing you need to use the "Standard Order Process".

- ▶ Repeat above steps until you have finished adding items to your cart.
- ▶ To check what items you have ordered, hit "My Cart" at any time.

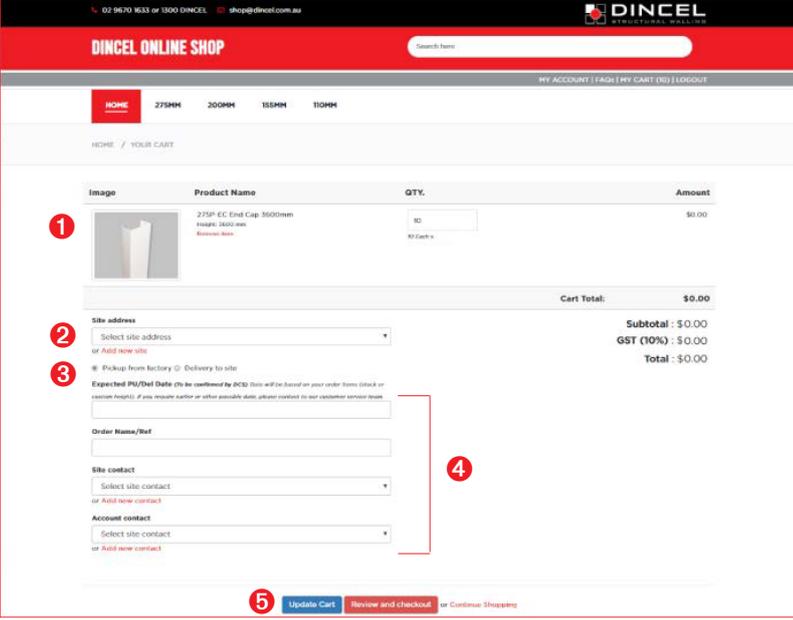
### ❷ STANDARD ORDER PROCESS



- ❶ Choose your required profile size - a list of all stock items (including accessories) will be listed for the selected profile size. Select the item you wish to order.
- ❷ Fill in the required quantity.
- ❸ Fill in the height/length you wish to order - note this is only available if you're in a "custom" length, not a "stock" length.
- ❹ Click "Add To Cart".

- ▶ Repeat above steps until you have finished adding items to your cart.
- ▶ To check what items you have ordered, hit "My Cart" at any time.

# ORDERING PROCESS



**1** Image

Image	Product Name	QTY.	Amount
	275P-EC End Cap 3500mm Height: 3500 mm Review Item	10	\$0.00

Cart Total: \$0.00

**2** Site address  
 Select site address  
 or Add new site

**3** Expected Pick/Del Date (to be confirmed by DCS) (Date will be based on your order items (stock or custom request). If you require earlier or other alternate date, please contact us our customer service team.)

Order Name/Ref

**4** Site contact  
 Select site contact  
 or Add new contact

Account contact  
 Select site contact  
 or Add new contact

**5** Update Cart | Review and checkout | Continue Shopping

## CHECKOUT PROCESS

After you click "My Cart" a summary of your order will come up.

- 1** Double check your order summary is correct.
- 2** Use the drop-down menu to choose the site address - note, only your Administrator can add a new site location.
- 3** Choose delivery preference.
- 4** Enter all relevant details for these fields.
- 5** Choose relevant field.

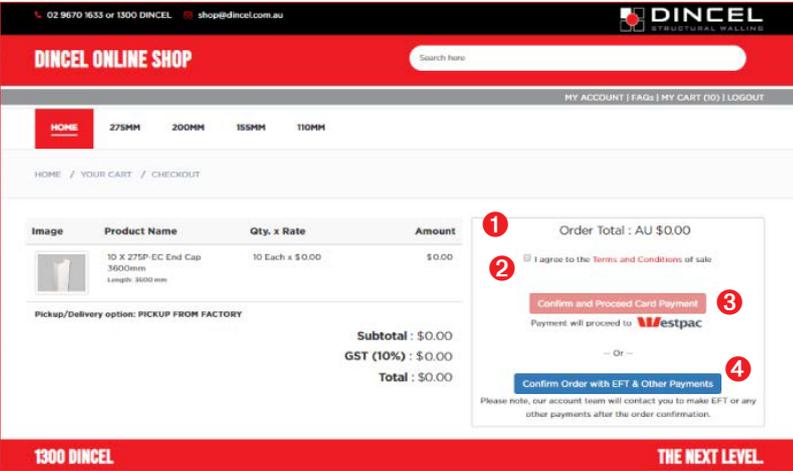


Image	Product Name	Qty. x Rate	Amount
	10 X 275P-EC End Cap 3500mm Length: 3500 mm	10 Each x \$0.00	\$0.00

Pickup/Delivery option: PICKUP FROM FACTORY

Subtotal : \$0.00  
 GST (10%) : \$0.00  
 Total : \$0.00

**1** Order Total : AU \$0.00

**2** I agree to the Terms and Conditions of sale

**3** Confirm and Proceed Card Payment  
 Payment will proceed to 

-- Or --

**4** Confirm Order with EFT & Other Payments

Please note, our account team will contact you to make EFT or any other payments after the order confirmation.

## PAYMENT OPTIONS

► For both COD and ACCOUNT holders.

- 1** If paying by credit card complete this section.
- 2** Agree to Dincel's Terms and Conditions of Sale.
- 3** To pay by credit card click "Confirm and Proceed Card Payment".
- 4** To pay on account click "Confirm Order with EFT & Other Payments".

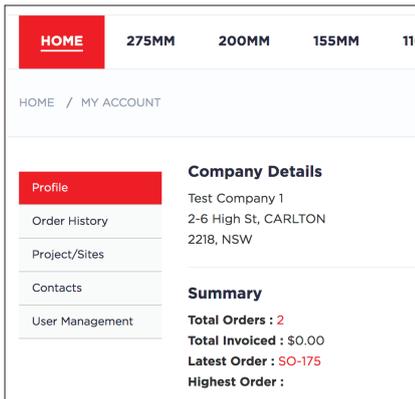
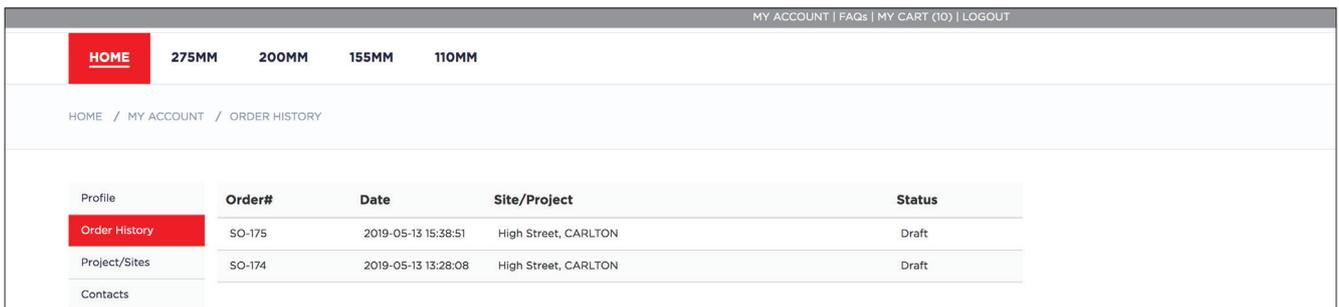
► If your account is on credit hold you will be prompted to contact Dincel's Customer Service Team to discuss.

► If accepted, you will be issued with a receipt number.

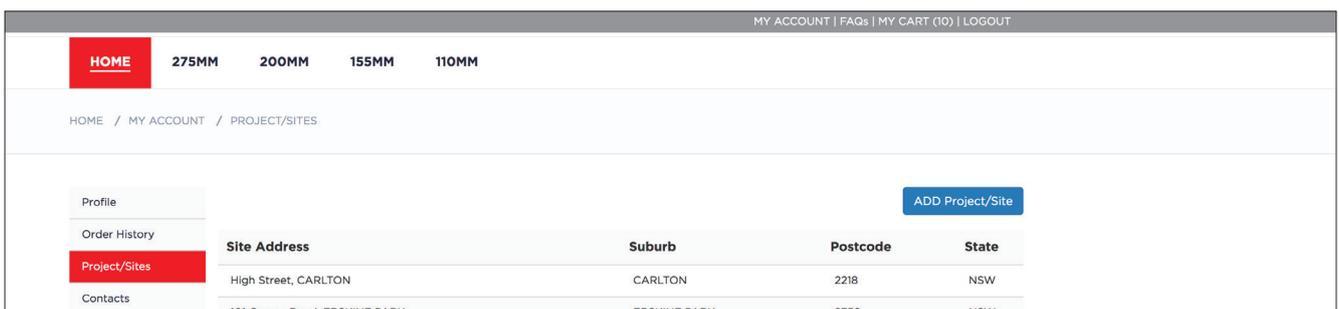
# ACCOUNT MANAGEMENT

- ▶ The following options are available to you in order to manage your account.
- ▶ Only the "Administrator" has access to the "User Management" functionality of the online portal.
- ▶ This section is accessed via the "My Account" tab found in the top right hand corner.

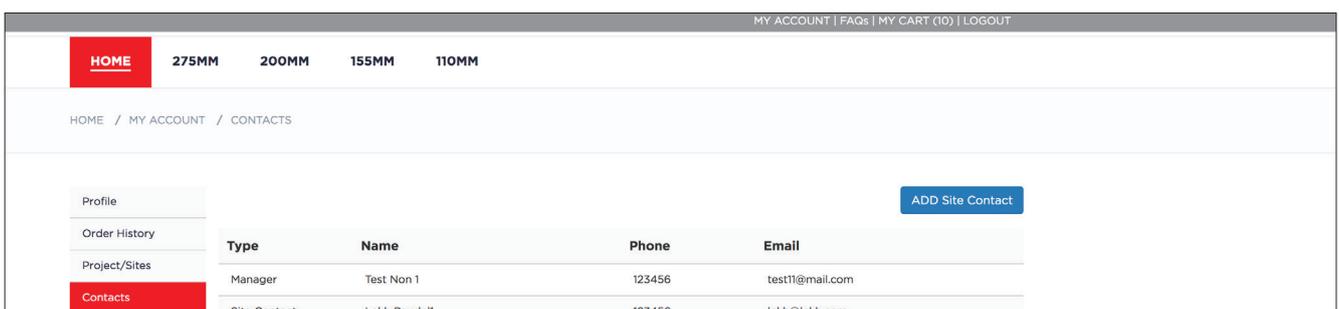
- 1 Summary of your company details and total orders / spend.
- 2 Summary of your order history including the current status of orders.
- 3 Summary of all project sites used / in use within your account.
- 4 Summary of all users within your account.

Profile	Order#	Date	Site/Project	Status
Order History	SO-175	2019-05-13 15:38:51	High Street, CARLTON	Draft
Project/Sites	SO-174	2019-05-13 13:28:08	High Street, CARLTON	Draft
Contacts				



Profile	Site Address	Suburb	Postcode	State
Project/Sites	High Street, CARLTON	CARLTON	2218	NSW
Contacts	101 Quarry Road, ERSKINE PARK	ERSKINE PARK	2759	NSW



Profile	Type	Name	Phone	Email
Contacts	Manager	Test Non 1	123456	test11@mail.com
	Site Contact	Lekh Paudel	123456	lekh@lekh.com

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