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# **CONTENTS**

- 1. Manual order entry
  - 1.1 Introduction
  - 1.2 Login
  - 1.3 Main menu
  - 1.4 Order an article which is available in your purchase history
  - 1.5 Order an article which is NOT available in your purchase history
- 2. Order upload from your internal order management system
  - 2.1 Introduction order upload
  - 2.2 Creation of a CSV file
  - 2.3 Importation of the CSV file

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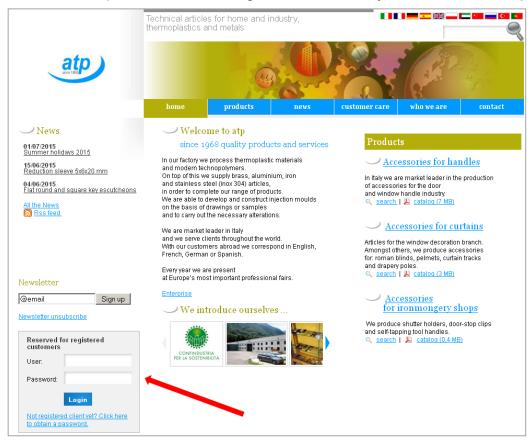


# 1.1 INTRODUCTION

In this chapter we explain how you can manually enter your order in the e-commerce section of our website. It is also possible to import your order from your internal order management system, which is explained in chapter 2 of this manual.

# 1.2 LOGIN

Go to the homepage of our website www.atp.it and enter the registered area with your username and password:



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# 1.3 MAIN MENU

The main menu presents an overview of your purchase history, where you can see details of your last three purchases of each article:

			Technical articles for home and in	ndustry, thermop	lastics and	d metals						atp	ノ	
	[ Pt	urchase history ]	[ What is already in the cart ? ]	[ Historical dod	cuments ]	[ Ger	nera	l catalo	ogue ] [Glossa	ry j	]	[ Manua	1]	
Custo XXX0	01 💆	Discount Scale Duplicate Orders Upload Order CSV	Search articles by code, or (partial) description			Search	Actu	al price li	st 🗆					
			Starting from the yea	ar Tutto Purchase	history P	rint								
	art. code atp art. code client	Description		Date and order nr.	Quantity inner pack	outer pack	UM C	Quantity ordered	Price/Coeff. Euro/Pcs	Dis	sc.%	Surch. %	Quantity In the cart	]
PI	A.D. A.D. A.D. A.D. A.D. A.D. A.D. A.D.	1 FERMO dOCC.LONG. X	BINU- d'CAVA 6 NEUTRO J-ROD	01/02/2012	500	15.000		15.000	17,60 /1.000	17	0 0	0		₩.
				05/01/2011	500	15.000	N	5.000	17,60 /1.000	16	0 0	0		
PI	ARL679M000/000:	1 FERMO doc.Long.dpi Engineering metal end	ASTRA × BIN-U-CAVA 6 NEUTRO	01/02/2012	500	15.000	N	10.000	57,15 /1.000	17	0 0	0	О	₩.
				24/03/2011	500	15.000	N	2.500	57,15 /1.000	16	0 0	0		
				26/04/2010	500	15.000	N	3,000	53,00 /1.000	111	0.0	0		

To check the availability of an article click on  $\triangleright$ .

To check the quantity ordered of an article during the last 3 years click on 1.

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### 1.4 ORDER AN ARTICLE WHICH IS AVAILABLE IN YOUR PURCHASE HISTORY

To order an article that you have already bought in the past and which you will therefore find in your purchase history:

- a. enter the desired order quantity in the relative field
- b. click on the cart



The order quantity must be expressed in pieces or in meters, depending on the article and <u>not</u> in packaging units.

The minimum order quantity is 1 inner packaging unit of an article and the order quantity must be in multiples of 1 inner packaging unit.

When you have finished entering your order click on [ What is already in the cart?] in the top header bar.

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The following cart page will open, where you will find your company details, the sales conditions and an order overview:

[ Purchase l	history ]	Technical ar			••	moplastics and		neral c	atalogue ]	[ Glossary	atp [Manual]	
Web Order Proposal nr. 19118 o	TEST TEST	15			Paymen Bank VAT nun	t Conditions		SWIFT TI - TEST	ransfer IN AD	VANCE disc.3%		
	TEST				Consigni Custome	nent er Ca <del>ni</del> er		VETTORE DAP - DI TEST	ELIVERED AT F	PLACE		
Requested Delivery Date  Destination of the goods		2015 Ok			Order Re					Ok		
Code/art. code client	Choose to	-	address from	the list and press t	he button OK Um	Qty		e/Coeff. uro/Pcs	Discount %	Ok Encr. %	Amount (Euro)	Cancel
ARL679G000/0001	FERMO dOCC. PLASTIC END-S	LONG, x BINU- q STOP F/ U-ROD	CAVA 6 NEUTR	0	N N	30.000	17,6	0/1.000			528,00	<b>3</b>
		Ac	tual Order	surc	· disc.(-)/ harge(+) ting from	3						
Gross order amount  Discount  Net Order Amount		<u></u>	528,00 -4% 506,88		-11%							
The discount depends on the ATTENTION: order NOT confi	rmed. To send		click 'confirm t			INSERTED						

In this window you can still make your final modifications,

such as cancel order lines, change the order quantity, add articles, modify the delivery address of the goods and so on. After each modification click on the button "**Refresh Qty and Comments**".

Once you have clicked on the button "CONFIRM THE ORDER INSERTED" you will not be able to make any further changes. Before confirming the order we recommend to print it for your records, by clicking on the printer icon. Only when you have confirmed the order we can download it and send you the corresponding order confirmation.

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# 1.5 ORDER AN ARTICLE WHICH IS <u>NOT</u> AVAILABLE IN YOUR PURCHASE HISTORY

Login the registered area for e-commerce as described in chapter 1.2.

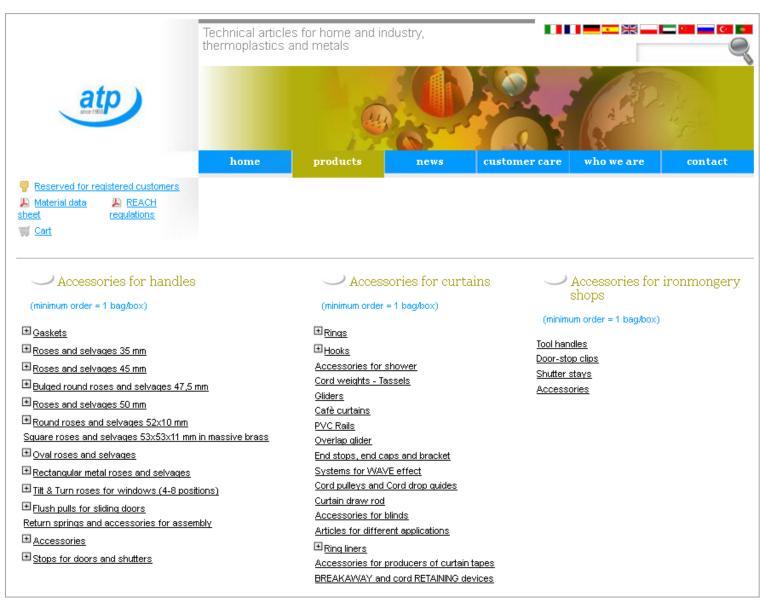
To order an article that you have never bought before and which you will therefore not find in your purchase history click on [ General catalogue ] in the top header bar of the screen.

				Technical articles for home and in	dustry, thermop	lastics an	d metals	_			atp	2)	
		[ Pur	chase history ]	[ What is already in the cart ? ]	[ Historical doc	cuments ]	[ Gen	eral catal	ogue ] [ Glossar	/]	[ Manua	al ]	
Custo XXX0	omer : 101	Du <sub>i</sub>	count Scale plicate Orders load Order CSV	Search articles by code, or (partial) description			Search	Actual price	ist 🗆				
				Starting from the yea	r Tutto Purchase	history P	rint			· ·			
	art. code at		Description		Date and order nr.	Quantity inner pack	outer pack	Quantity ordered	Price/Coeff. Euro/Pcs	Disc.%	Surch. %	Quantity In the car	_
, I	ARL679G00	0/0001	FERMO d'OCC.LONG. X	BINU- c/CAVA 6 NEUTRO J-ROD	01/02/2012	500	15,000	N 15.000	17,60 /1.000	17 0 0	0 0	0	₩.
					05/01/2011	500	15.000	N 5.000	17,60 /1.000	16 0 0	0 0	1	
PI	ARL679M00		FERMO dOC.LONG.dPI	ASTRA × BIN-U-CAVA 6 NEUTRO	01/02/2012	500	15.000	N 10.000	57,15 /1.000	17 0 (	0 0	0	Œ.
			Endineering websel	5 5157	24/03/2011	500	15.000	N 2,500	57,15 /1.000	16 0 (	0 0		
					26/04/2010	500	15.000	N 3,000	53,00 /1.000	11 0 (	0 0		

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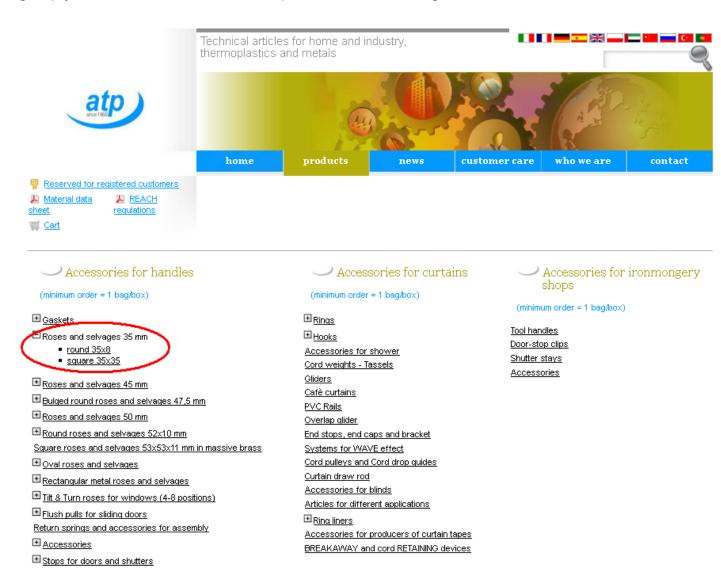
# The "product page" of our website will open:



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Select the product group you are interested in, for example "Roses and selvages 35 mm":



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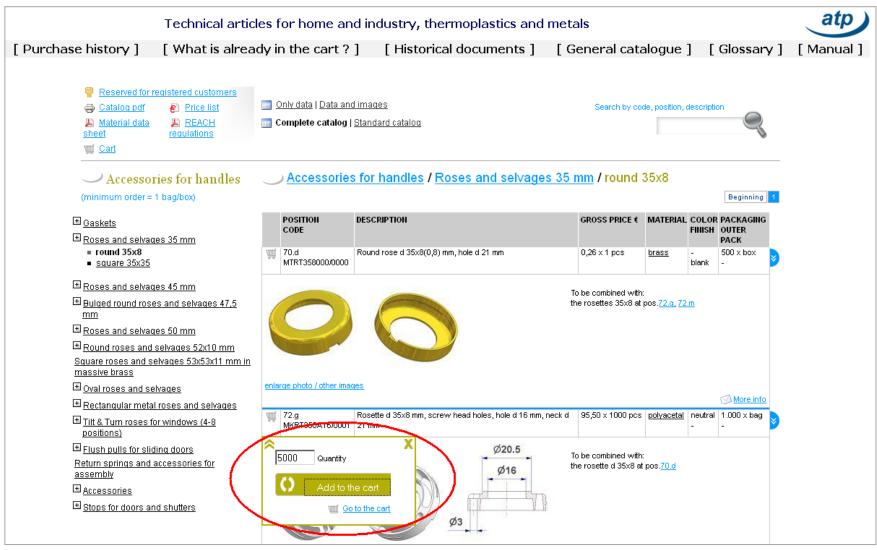


To order and article click on the cart in front of the desired article code.

A pop-up window will open in which you can enter the order quantity

(always expressed in pieces or in meters, depending on the article and in multiples of 1 inner packaging unit).

After having entered the quantity click on "Add to the cart" and finally on [What is already in the cart?] in the top header bar.



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The following cart page will open, where you will find your company details, the sales conditions and an order overview:

Technical articles for home and industry, thermoplastics and metals											at	atp		
[ Purchas	e history ]	[ Wha	it is al	ready ir	n the cart ? ] [ [	Histori	cal	documents ]	[ Ge	neral o	catalogue ]	[ Gloss	ary] [Manu	al]
_								_	_			_		_
Web Order Proposal nr. 191	18 dated 16/0	/2015												
	TES							Conditions		SWIFT	ransfer IN ADV	ANCE disc.3	%	
Recipient TEST						Bank				- TEST				
Recipient	TES					VAT r Deliv		ber		VETTOR	F			
	TES					Consi		nent			ELIVERED AT P	LACE		
						Custo	me	r Carrier						
						Inter	med	liate		TEST				
	la c	- Inc.	- a 1	1			_					a. 1		
Requested Delivery Date	16	7 2015	Ok			Order	r Re	ference				Ok		
Destination of the goods	_						1							
	Cho	ose the good	s deliver	ry address	from the list and press th	e button	OK	TEST			<u>•</u>	Ok		
Code/art. code client	Description	/Comment				l	Um	Qty	Price E	e/Coeff. uro/Pcs	Discount %	Encr. %	Amount (Euro)	Cancel
MKRT358A16/0001	Rosetta d 35	k8 mm, fori t	esta vite	e, foro d 1	6 mm, collo d 21 mm		N	5.000	95,5	0 /1.000			477,5	0 😨
	ROUND ROS	FOR SPRIN	G .											
			Actua	al Order	better disc. surcharge starting fi	e(+)								
Gross order amount				477,50	800	0,00								
Discount				-4%	-1	1%								
Net Order Amount				458,40										
The discount depends o														
ATTENTION: order NOT	confirmed.	o send it to	o atp p	lease cli	ck 'confirm the order in	nserted'								
	Re	fresh Qty a	nd Com	nments		CONFIR	ем т	HE ORDER INSER	TED					

In this window you can still make your final modifications,

such as cancel order lines, change the order quantity, add articles, modify the delivery address of the goods and so on. After each modification click on the button "**Refresh Qty and Comments**".

Once you have clicked on the button "CONFIRM THE ORDER INSERTED" you will not be able to make any further changes. Before confirming the order we recommend to print it for your records, by clicking on the printer icon.

Only when you have confirmed the order we can download it and send you the corresponding order confirmation.

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#### 2.1 INTRODUCTION ORDER UPLOAD

We have developed this application for our clients who have their own internal order management system, to avoid that they have to enter their order 2 times,

i.e. 1 time in their internal order management systems and 1 time in our e-commerce platform.

This means an important simplification for our clients, that leads to a saving of time and a reduction of order entry errors.

#### 2.2 CREATION OF A CSV FILE

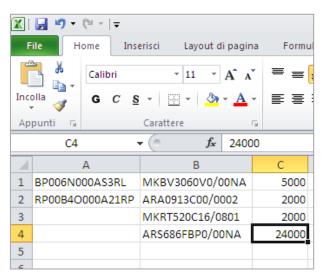
After having inserted your purchase order in your internal order management system, download it as a file in CSV (Comma Separated Variable) format on your computer. The CSV file must contain the following information:

Column A: your article code (not mandatory), only if atp has already linked your article code to atp's article code

Column B: the article code of atp (not mandatory when column A has been filled in)

Column C: order quantity (not in packaging units, but in pieces or in meters, depending on the article)

The file must be WITHOUT a header or title row:

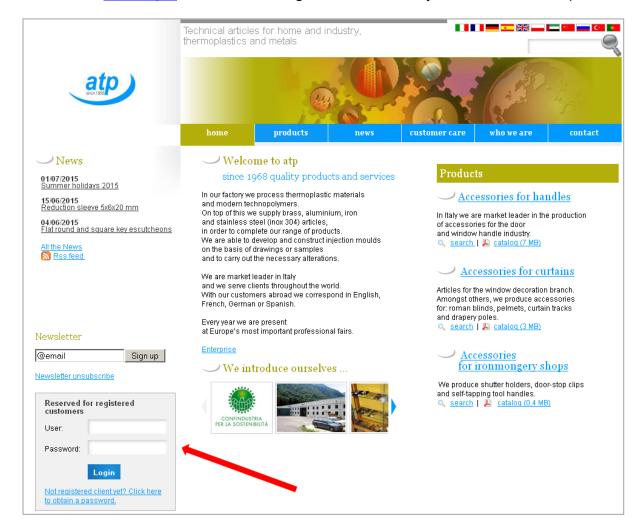


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### 2.3 IMPORTATION OF THE CSV FILE

Go to the homepage of our website www.atp.it and enter the registered area with your username and password:



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The main page of the e-commerce area will open. Click on the line "**Upload Order CSV**" on the right side of your client code:

id metals
] [ Ger
Search
Print
outer pack
15.000
15.000

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The following upload page will open:

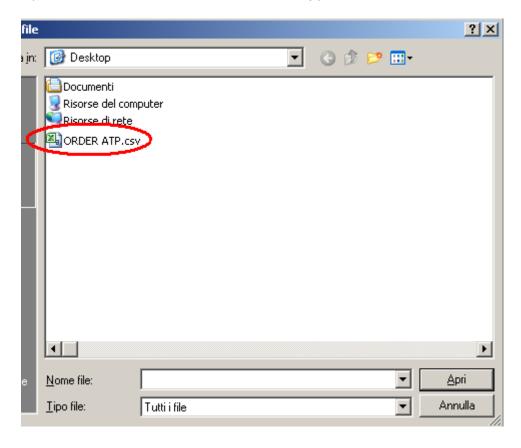
		Technical articles for home and ir	dustry, thermoplastics and meta
	[ Purchase history ]	[ What is already in the cart ? ]	[ Historical documents ]  [ G
Customer :	🚰 Discount Scale	Search articles by code, or (partial) description	Search
XXX001	Duplicate Orders Dupload Order CSV	<b>Q</b>	Search
Browse	No file selected <u>Recon</u>	d File	

Click on the button "Browse...." to import your order.

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Find your order on your computer (in this case it was saved on the desktop) and double click on the icon of your order:



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To continue click on the button "Record File":

		Technical articles for home and in	dustry, thermoplastics and metals
	[ Purchase history ]	[ What is already in the cart?]	[ Historical documents ]
Customer :	S Discount Scale	Search articles by code, or	
XXX001	Duplicate Orders  Upload Order CSV	(partial) description	Search

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The following window will open with a summary of your order:

		Technical articles for home and industry, thermoplastics and metals
	[ Purchase history ]	[ What is already in the cart ? ]
Customer : XXX001	∰ Discount Scale □ Duplicate Orders □ Upload Order CSV	Search articles by code, or (partial) description  Search  Search  Actual price list
	art. code atp	Description
	art. code client	
» 🗓	MKBV3060V0/00NA	BOCCHETTA OVALE 30×60 OB 7,5×20 NERO
	BP006N000AS3RL	
<i>»</i> i	ARA0913C00/0002	ANELLO d9x13 RIGIDO TRASPARENTE
	RP00B4O000A21RP	
🔑 🗓	MKRT520C16/0801	ROS. d52×10 ftv sp c/MOLLA q8 f16 c21 NEUTRO
PI	ARS686FBPO/OONA	=SCOR.c/OCC.LONG.nu 5 x BIN-UBP-= NERO
CONF	IRM THE ORDER INSERTED	Refresh Qty

In this window you can still modify the order quantities, but remember to **always** click on the button "**Refresh Qty**" after having changed the order quantity in the relevant field.

To check the availability of an article click on  $\nearrow$ . To check the quantity ordered of an article during the last 3 years click on  $\boxed{1}$ . To check eventual special gross prices of an article for big order quantities click on  $\stackrel{4}{=}$ .

To complete the order upload click on the button "CONFIRM THE ORDER INSERTED"
Finally you will see the cart page with your company details, the sales conditions and an overview of your order:

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			Technical ar	ticles fo	r home and ir	ndustry, th	ıer	moplastics and	l meta	ls			atp	
]	Purchase	history ]	[ What is all	ready in	the cart ? ]	[ Histori	ica	al documents ]	[ G	eneral c	atalogue ]	[ Glossa	ary] [Manual]	
(001	Discount Sc Duplicate O	rders		earch artic partial) de	les by code, or scription				Search	Actual p	orice list 🗆			
Web Order Propo	sal nr. 19083	dated 13/07/20	15											
		TEST				Paym	ent	t Conditions		SWIFT Tra	nsfer IN ADV	ANCE disc.3%		
						Bank				TEST				
Recipient		TEST				VATn				TEST				
		TEST			Delivery VETTORE  Consignment DAP - DELIVERED AT PLACE									
		1231					Consignment DAP - DELIVERED AT PLACE  Customer Carrier							
						Interr								
Requested Delive	ery Date	13  7	2015 Ok	?		Order	·Re	eference				Ok		
Destination of th	e goods	Choose t	he goods delivery	y address fi	rom the list and pre	ess the button	0	KEST			▼	Ok		
ode/art. code cl	ient	Description/Co	omment			Un	n	Qty	Pric	e/Coeff. Euro/Pcs	Discount %	Encr. %	Amount (Euro)	Cance
MKBV3060V0/00N	A		/ALE 30×60 OB 7,	5×20 NERO		N	4	5.000		68,80 /0			344,00	vã.
		OVAL ROSE OV	AL HOLE	_										
RA0913C00/000	2		RIGIDO TRASPAR	ENTE		N	4	2.000		5,81 /0			11,62	2
		RING MM 09X1	3 STIFF											
		<u> </u>												
MKRT520C16/080	)1	ROS. d52×10 f	tv sp c/MOLLA q8	f16 c21 NE	UTRO	N	4	2.000		0,31/0			620,00	18
		ROUND ROSE	W/SPRING R/L	_										
D 0 4 0 4 FD D 0 4 0 0 W		0000 4000			FD 0					0.05.70			201.40	
ARS686FBP0/00N	ч.	ROLLER MM 5	LONG.nu 5 × BIN- F/ II-ROD -RD-	OBP N	EKO	N	1	24.000		9,35/0			224,40	2
				_										
								3						
			Ac	tual Order	s	tter disc.(-)/ surcharge(+) starting from								
Gross order amo	unt			1.200,02		1.600,00								
Discount			]	-13%		-16%								
Net Order Amou				1.044,02										
					delivery of the on irm the order ins									
		Refresh Qty	and Comment	s	CONFI	RM THE ORI	DEI	R INSERTED						

In this window you can still make your final modifications,

such as cancel order lines, change the order quantity, add articles, modify the delivery address of the goods and so on. After each modification click on the button "**Refresh Qty and Comments**".

Once you have clicked on the button "CONFIRM THE ORDER INSERTED" you will not be able to make any further changes. Before confirming the order we recommend to print it for your records, by clicking on the printer icon.

Only when you have confirmed the order we can download it and send you the corresponding order confirmation.