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User Guide for Iscar E-Commerce site (ToolShop)

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1- Introducing the ToolShop site

This user manual is to help you maintain, update and use ISCAR ToolShop website easily and quickly. You'll find detailed screenshots, explanations, and instructions on how to manage your account and orders.

You can access your ISCAR ToolShop site from your branch's home page or e-catalog. Once you enter it, you will get the Iscar catalog search page, with a customer's area menu on the top. Besides, you will have the default features as my assemblies and favorites.

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- A- History: Your last 25 orders purchased, no matter how you ordered. This number might grow soon.
- B- Shopping cart: all the items exist in your cart waiting to be submitted.
- C- Upload: ordering by uploading excel file. Does not exist yet, is under development.
- D- Contact Us: contact person details.
- E- My Assemblies: for assembly create and save.
- F- Favorites: list of your favorite items
- G- Log In /Log Off: for logging in and off your own ToolShop site.
- H- To update your account profile, click on your Name. See hereunder screenshots:

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Update Profile or Back to ISCAR

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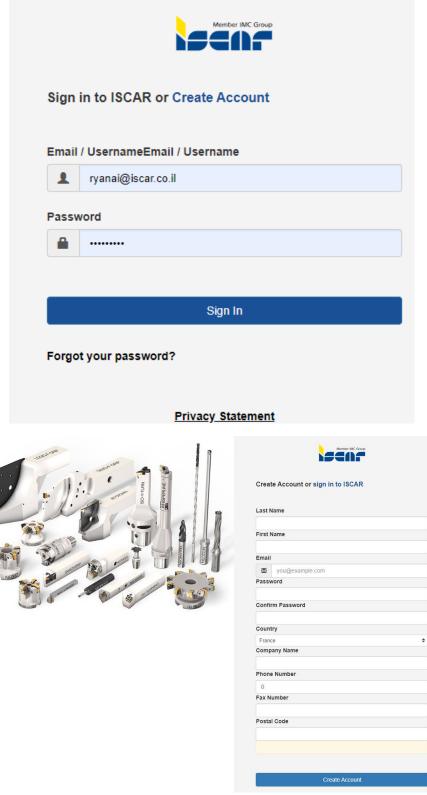
2- Registration / Login

To use the ToolShop site, you need to register & login. By clicking "Log in" or any of the top menu tabs you will get the login form (Figure 2a). For new customer registration, click on the registration link to fill your date (you have to remember your user name and the password you inserted for the next login) (Figure 2b)

OCI Customers will be signed in automatically when calling the tool shop from their system – Not available yet – under development.



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Registration Notes:

- a- All fields required.
- b- The password must be at least 5 characters, combined with letters and numbers.
- c- Email address must be valid; order confirmation emails will be sent to this email account.



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3- Start Purchasing

- Few options available to purchase by using Toolshop:
- a- By searching for a specific item.
- b- By adding items to the favorite list then purchase from your favorites list.
- c- By uploading excel file Not available yet under development.





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Favorites List: you can click the cart image to purchase your item from the favorites list you have, besides adding your own remarks for each item.

Favorites

Delete	Catalog No	Item Designation	Add to basket	Favorite Remarks
1	5550239	CNMG 090304-TF IC8150)	My Remarks 🕜
(<u>5600404</u>	TPKN 2204PDFR IC20)	

4- Purchasing Steps

By clicking the cart image, an item form will be shown with all the required data, all you need is to insert the quantity you wish to get, please make sure the quantity you insert matches the package size (in this case x1).

Order entry

Add a new article					
Article number	3107093				
Item Description	SOF45 D063-05-27-R18				
List prices	620	Net price	589		
Quantity required		Sales unit :1			
wished date of delivery	27/11/2023	dd/mm/yy			
Remark					
Local Stock	4	Manufacturing Stock	(5		
	Add to a	cart Continue shopp	ping Previ	ous	

After inserting the required quantity and comments (Remark Field: not required), click on "Add to cart" button, you will be taken to the cart page where a list of all your existing cart products will be displayed with quantities and prices.

Shopping cart page details:

	mber: 583465							
ine	Article number	Item Description	List prices	Net price	Quantity	wished date of delivery	Comments	Total (EU
•	<u>3404142</u>	Y-SVJCR 1616K-11S	230.00	218.50	10	11/23/2023 Availability: 0	>	2,185.00
•	<u>3351041</u>	MNSNT 105-200-MF16X1	648.00	554.04	1	11/26/2023 Availability: 1	>	554.04
*	<u>3107093</u>	SOF45 D063-05-27-R18	620.00	589.00	1	11/27/2023 Availability: 4		589.00
J			Taxes and shipp				Total of this order:	3,328.04
		Update (availability / price)	Empty your cart	Conti	nue shopping	Submit order		
			1		17	1		

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2- Items list, by clicking the arrow under next to the item number you will be able to update the quantity or delete the item.

Order entry

Article number	3404142				
Item Description	Y-SVJCR 1616	K-11S			
Crude prices	230		Net price	218.5	
Quantity required	10		Sales unit :1		
wished date of delivery	/23/11/2023		dd/mm/yy		
Noticed					
Stock	0		Manufacturing Stock	10	
		Update line	Delete line	Continue shopping	Previous

- 3- 🗢 Currency.
- 4- Stock Status
- 5- rightarrow The total price of the order.
- 6- \Longrightarrow Clear shopping cart button \rightarrow for deleting all the items in the cart.
- 7- rightarrowContinue shopping button rightarrow getting to the search page.
- 8- \clubsuit Submit order button \rightarrow to submit the order.
- 9- "Update Availability/prices" button: by clicking this button, all items prices and stock statuses will be updated. (If the user clicked submit order button, without updating the prices, the prices will automatically be updated)

5- Submitting the order

By clicking the "submit order" button on the cart page (see the previous section) This will take you to the order page where you can manage the shipping method and addresses. Your Shooping Cart

order No : 538328	*								
C.P.O. : C Shipping Method : [)ay 🔻		** ***					
	Delivery A	ddress *	****	Invoicing	Address	****			
Company Name	ISCAR			ISCAR					
Street ISCAR			ISCAR						
District	ISCAR			ISCAR					
City , Post Code	ISCAR	000000		ISCAR	00000				
Remark :									
			**	**					
Line Item Nur	nber	Item D	Description	Netto	Price	Quantity	Requested Date	Comment	Total (GBP)
➡ <u>56004</u>	04	TPKN 220	04PDFR IC20	9.	00	10	28/01/2019		90.00
➡ <u>55502</u>	39	CNMG 090	304-TF IC8150	5.	55	10	28/01/2019		55.50
							Tota	al for this order :	145.50
				Exclu	uding VAT				
			Contin	ue Shopping	S	ubmit Order	***		



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- In this page you can see:
- 1- Internet order number (*)
- 2- C.P.O (customer purchase order for your reference) (**)
- 3- Shipping method (***)
- 4- Delivery address (****)
- 5- Invoicing address (*****)
- 6- Items list. (***)

After verifying or updating the above data, you just need to click on the "Submit order" button to finish. (***)

P.S.:

1- If you are an OCI customer, once you click on the submit order button, the order will go back to your SAP system – under development.

6- Order Confirmation

After submitting your order and getting the purchase confirmation page, you will receive an email confirmation to your mailbox with all the details. (the email account you inserted on the registration).

Purchase Confirmation

Thank you for shopping at Iscar <u>Your order number is : 19659</u>6 You will shortly receive an E-mail acknowledging your order Following order processing we shall confirm despatch

7- Orders Status (History of orders)

The order will be transferred to your branch. You can check your History section for orders tracking.

History

Order No	Order Type	Requested Date	C.P.O.	Requisitioner	Total	Status
1768630	Blanket	14/11/2023	2168	test23	2147.2	Shipped
1768611	Blanket	12/11/2023	2164	TESTPOSUNDAY	2262	Partially Shipped
1766795	Regular Order	07/11/2023	0	20PD304301	65980	Shipped
1765253	Regular Order	05/11/2023	0	PD304318	2514.6	Partially Shipped
1754092	Regular Order	12/10/2023	0	04PD303239	36776.4	Partially Shipped
1751594	Regular Order	08/10/2023	0	20PD303779	4942.5	Shipped
1730374	Regular Order	22/08/2023	0	20PD303316	11662	Shipped
1715895	Regular Order	24/07/2023	0	20PD302704	4942.5	Shipped
1697406	Regular Order	18/06/2023	0	20PD302215	131960	Shipped
1679557	Regular Order	15/05/2023	0	20PD301595	11662	Shipped
16/577/	Degular Order	10/02/0002	n	200200810	2207 77	Shinned



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3. Uploading Excel file for order.

Available soon.

8- SAP-OCI Interface:

Available Soon