FABORY

Webshop

Guidelines

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Created: 01-06-2021
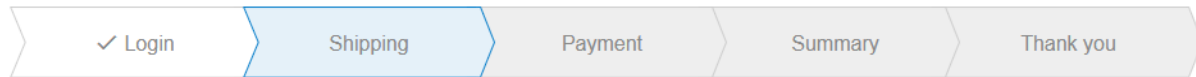Last updated: 08-06-2021

Contents

1.   Checkout

The checkout process provides you a clear view where and at which step you are during the checkout process.

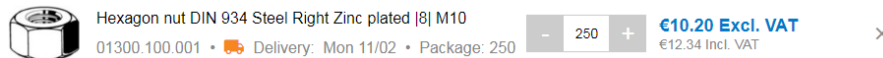| ✓ Login | Shipping | Payment | Summary | Thank you |

1.1   Shopping cart

Before you are able to start your checkout process you first need to put the product(s) you want to order in your shopping cart. Each shopping cart will have a unique cart ID mentioned below the Shopping Cart page title.

In the shopping cart you are able to see the expected delivery date, package, quantity and the total price of each product. The quantity can be overwritten and the price will automatically be updated.

SHOPPING CART 🔒
Cart ID: 34185748

Hexagon nut DIN 934 Steel Right Zinc plated |8| M10
01300.100.001 • 🚚 Delivery: Mon 11/02 • Package: 250   − 250 +   **€10.20 Excl. VAT**   ×
                                                                         €12.34 Incl. VAT

Order line reference

If you have products in your shopping cart which will be ordered for several projects, departments or colleagues, it can be handy to enter an order line reference. By clicking on "Add an order line reference" a text box will appear in which you can now enter information for that specific product.

Hexagon head screw DIN 933 Steel Zinc plated 8.8 M10X30/S=17 ≡₊

01210.100.030 • 🚚 Delivery: Tue 08/06 • Package: 200

Add an order line reference

Hexagon head screw DIN 933 Steel Zinc plated 8.8 M10X30/S=17 ≡₊

01210.100.030 • 🚚 Delivery: Tue 08/06 • Package: 200

Enter an order line reference
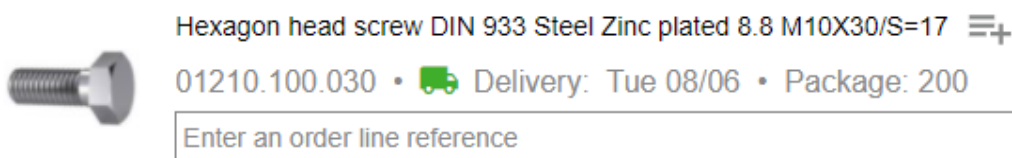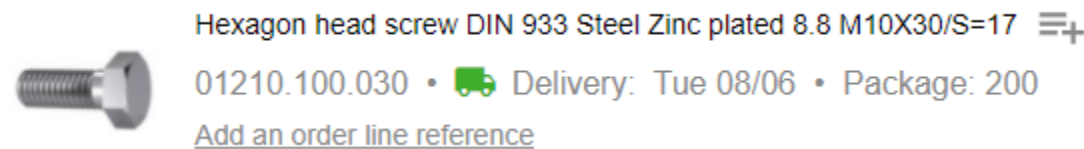
The order line reference you have entered will be visible on documents such as delivery note and invoice.

Summary

On the right side of the shopping cart the summary of your shopping cart is showed. Besides the total amount of all products also all costs and the VAT will be showed. When you want to place the order you can click on the "PROCEED TO CHECKOUT" button to start the checkout process.

PROCEED TO CHECKOUT

YOUR ORDER

Products	€25.30
(Small Order Costs)	€7.50
(Delivery Cost)	€7.60
Subtotal	€25.30
VAT	€5.31
Order Total	**€30.61**
Coupon code	

Entering a coupon code

In the summary section there is also the possibility to enter a coupon code.

Coupon code

By clicking on "Coupon code" a field will be visible where the coupon code can be entered.

✕

When you are entering the coupon code a green arrow will be showed at the end of the field. To activate the coupon code you need to click on this green arrow or just press ENTER.

COUPONCODE →

If the coupon code is valid, it will be added to the shopping cart and the discount will be visible after refreshing the shopping cart and in the checkout process.

![FABORY]

Export shopping cart as PDF

You can export your shopping cart as a Price overview PDF document which you can store on your computer. When you click on the "Download price overview" button the file will be automatically created and downloaded.

⬇ Download price overview

Export shopping cart as CSV

There is also a possibility for you to export your shopping cart as a CSV file which you can store on your computer. When you click on the "Export CSV" button the file will be automatically created and downloaded.

⬇ Export CSV

1.2   Shipping

The first step of the checkout process is shipping. Here you are able to;

- select one of your saved delivery addresses
- add a new delivery address
- select a Fabory store to pick up your order (if available)
- select a desired delivery date

CHOOSE YOUR SHIPPING METHOD

Enter an order reference / P.O. number

At the right side below the summary of the costs you are able to enter your own order reference or P.O. number.

When you enter the order reference or P.O. number and then click outside this field, the order reference or P.O. number will be automatically saved.

1.3   Payment

Payment is the second step of the checkout process. Here you are able to select one of the available payment methods. When your company is only allowed to order on cash at Fabory, only the Online Payment methods will be available for you.

CHOOSE YOUR PAYMENT METHOD

Credit card
Pay with Creditcard

iDEAL
Pay with ideal

Payment on account
Pay on account

1.4   Summary

The final step before you can place your order is "Summary" where you can view the shipping address, invoice address, selected shipping method and selected payment method.

ORDER SUMMARY

SHIPPING ADDRESS Edit	INVOICE ADDRESS
zevenheuvelenweg 1 5048 AN tilburg Netherlands	zevenheuvelenweg 1 5048 AN tilburg Netherlands
SHIPPING **DHL** Delivery by DHL (standard) Shipment 1: Tue 12/02	PAYMENT: Edit Credit Card

To place the order you must accept our terms and conditions.

☑ By placing the order, I confirm that I have read and agree to the Terms & Conditions

PLACE ORDER

2. MyFabory dashboard

On the MyFabory dashboard you have an overview of quick links with which you can easily access the most used features of MyFabory:

- My orders (also known as Order history)
- My invoices (also known as Invoice history)

2.1 My orders (also known as Order history)

On My orders you can view all orders placed (approximately the last 12 months).

Order Number

This is the Fabory order number. On this order number we, at Fabory, can find everything related to this order. When clicking on the order number you can see everything about that order, including shipment information (if already available).

Remark: If no order number is shown, this means the order is still being processed (see also Order Status: Processing) from the Fabory Webshop to our Fabory ERP system. It will take at max. 5 minutes before the order will be processed. If you don't see an order number after 5 minutes, please contact the Fabory Customer Service department..

P.O. Number

This is your purchase order number provided by your company or automatically by one of the digital tools we use. If the order is placed on the Webshop, the P.O. Number you see in this column is the one you have filled in during online checkout (shipping and payment steps) in the red box below.

Order Status

An order can have 5 order statuses on MyFabory:

- Completed: All products are shipped and this order is invoiced.
- Shipped: All products in this order are shipped to you. Invoice still needs to be created to change the status from Shipped to Completed.
- Partially shipped: Not all products in this order are shipped to you. After all products are shipped the status changes from Partially shipped to Shipped.
- Open: We have received your order, but none of the products have been shipped yet. After at least one product will be shipped the status changes from Open to Partially shipped or even Shipped if all products are shipped.
- Cancelled: The order is cancelled for a reason.

Order Method

The order method shows the channel on which the order is placed. We have 8 possibilities here:

- Online: This order is placed on the Fabory Webshop (www.fabory.com).
- Keepstock: This order is digitally placed using Keepstock.
- EDI: This order is digitally placed using EDI.
- Shop: This order is manually placed in one of the Fabory service centers.
- Customer service: This order is manually placed by a Customer Service employee.
- E-PDF: This order is automatically placed using e-pdf.
- Rep: This order is manually placed by your Fabory contact person.
- Others: This order is placed using another method then above.

Date Placed
This is the date and time the order is created in our system.

Total
This is the total value of the order (products and services) excluding VAT.

User
This is the user that submitted your order into our system.

2.1.1   Search on order number
Within the order overview you are able to search on a Fabory order number.

Search order number [Q]

When you start entering the Fabory order number suggestions will be made to autocomplete the order number. When you click on that order number or on the search icon we will show only the order you are looking for in the order overview.

2.1.2   Search on purchase order number
Within the order overview you are able to search on your own order number (purchase order number).

Search P.O. Number [Q]

When you start entering your (purchase) order number suggestions will be made to autocomplete the (purchase) order number. When you click on that (purchase) order number or on the search icon we will show only the order(s) you are looking for in the order overview.

2.1.3 Order details

On the order details we have several blocks where you can find grouped information. You will also have the ability to reorder this order. Pressing the reorder button will place this order into your shopping cart of the Webshop where you can still add products, modify quantities or remove products before you order them again.

Order details

Here you can find the general information of this order like seen on the My orders page.

Shipping details

This is the address to which we will ship all shipments in his order.

Shipments

When we have created one or more shipments these will become available into this block with the following information:

- Our transportation partner which will deliver the shipment.
- Track&Trace code of the shipment, if available. Not every transportation partner provides us a Track&Trace code.
- With the link *View shipment articles* you can view what products and quantities are included into that shipment.
- With the link *Track this shipment* you go to the website of our transportation partner and you can view the status of the shipment based on the Track&Trace number.

Your order (prices summary)

Here you can find a summary of all prices in this order.

Products & Delivery date

Here you can see an overview of all products in the order with the following information:

- Product image: This is also a link to the product page on the Webshop.
- Product name
- Fabory product number
- Package quantity: The quantity of units which are included in a single package of this product.
- Expected delivery date: This is the expected delivery date for the total quantity of products ordered.
- Shipments / shipment status: If the product is already shipped you can see how many units are included in which shipment. Clicking on this will shows you the complete shipment.
- Quantity: This is the quantity of units that is ordered.
- Price excluding VAT
- Price including VAT

2.2   My invoices (also known as Invoice history)

On My invoices you can see an overview of all individual invoices and download them directly as PDF (invoices created approximately the last 12 months). Invoices shown in this overview are independent on how the invoicing is set up.

Remark: Only all individual invoices are shown. If you have grouped invoices (with a cover sheet), these are excluded from this overview.

MYFABORY / MY INVOICES

MY INVOICES   🔴 3 Invoices overdue

Invoice number	Status	Invoice date ⌄	Due date ⌃	Price incl. VAT	VAT	Price excl. VAT	
123458	Overdue	08-08-2018	08-09-2018	€ 345,00	€ 65,00	€ 234,00	⬇ Download pdf
564576	Overdue	08-08-2018	08-09-2018	€ 373,00	€ 62,00	€ 293,00	⬇ Download pdf
243578	Overdue	04-08-2018	04-09-2018	€ 353,64	€ 65,00	€ 295,64	⬇ Download pdf
234678	Open	22-07-2018	22-08-2018	€ 348,05	€ 56,00	€ 298,05	⬇ Download pdf
346477	Open	21-07-2018	21-08-2018	€ 359,90	€ 64,00	€ 387,90	⬇ Download pdf
898765	Paid	03-06-2018	03-07-2018	€ 348,02	€ 66,00	€ 379,02	⬇ Download pdf
354677t	Paid	02-06-2018	02-07-2018	€ 323,00	€ 65,00	€ 262,00	⬇ Download pdf

« 1 2 3 4 5 6 » | Show all orders

Invoice number
This is the invoice number that you use for your own administration.

Status
We have 3 statuses of an invoice, explained below:

- Paid: We received and processed the payment for this invoice.
- Overdue: We haven't received and/or processed the payment yet and the due date has expired also.
- Open: We haven't received and/or processed the payment yet, but you have time left before the due date expires.

Invoice date
The date the invoice is created.

Due date
The date the invoice will be due.

Price incl. VAT
The total amount that needs to be paid (including taxes).

VAT
The total tax of this invoice. This is a sum of all VAT percentages together.

Price excl. VAT
The total amount excluding taxes.

2.2.1 Search on invoice number

Within the invoice overview you are able to search on a Fabory invoice number.

Search invoice number   [🔍]

When you start entering the Fabory invoice number suggestions will be made to autocomplete the invoice number. When you click on that invoice number or on the search icon we will show only the invoice you are looking for in the invoice overview.

2.3   Quick order

The Quick order functionality is a handy tool to easily import Fabory part numbers to the shopping cart. There are three import options available; Line by line, Import text and Upload CSV.

2.3.1   Line by line

The line by line import option provides you the possibility to enter the Fabory part number in each line. When all part numbers are entered you can import them to the shopping cart by clicking on the "ADD" button. You will be automatically redirected to the shopping cart where all products are in now!

PRODUCTS	PRICE	QUANTITY	
ENTER SKU			✖
ENTER SKU			✖
ENTER SKU			✖

RESET   ADD

2.3.2   Import text

When you have the Fabory part numbers available in a Word or Excel file, you can easily copy/past them into your shopping cart with the Import text option. It is important to know that each line with the product and the quantity must be in the following format: **product,quantity (example: 01210100050,200)**. When all part numbers are entered you can import them to the shopping cart by clicking on the "ADD" button. You will be automatically redirected to the shopping cart where all products are in now!

Article No. [COMMA] Quantity

2.3.3 Upload CSV

When you have the Fabory part numbers available in a CSV file, you can easily import them into your shopping cart with the Upload CSV option. It is important to know that each line with the product and the quantity in the CSV must be in the following format: **product,quantity.**

	A
1	01210100050,200
2	01300100001,200
3	38130100001,200

To upload the CSV file you click on the Choose File button and in the pop-up you browse to the stored CSV file, select it and click on open. The text Choose File in the button has been replaced by the filename of your CSV file.

You can import them to the shopping cart by clicking on the "ADD" button and you will be automatically redirected to the shopping cart where all products are in now!

2.4 My profile

All users have access to "My profile" which allows them to adjust the settings of their personal account like;

- Name
- Telephone number
- Email address
- Password

2.5 My company preferences

As an admin user you will also have access to "My company preferences" where you are able to;

- View the Company ID number within Fabory
- View the stored Company name
- View the VAT number
- Add, adjust and delete the company addresses stored in the Webshop.
- Add, adjust and delete company users

2.5.1 Create an address

To add a new address to your account you simply click on "Add" at the address area.

Company Details

COMPANY ID:	VAT NUMBER
0001043617	NL001148394B01
COMPANY NAME	CHAMBER OF COMMERCE REGISTRATION NUMBER
Fabory Webshop Test B2B Unit	999

Addresses (8)   Add

A new page will open in which you can enter all the required information.

‹ New Address

COUNTRY
NETHERLANDS ▼

COMPANY NAME(OPTIONAL)
Fabory Webshop Test B2B Unit

TITLE
MR ▼

FIRST NAME(OPTIONAL)
Test

SURNAME(OPTIONAL)
Address

ADDRESS*
Zevenheuvelenweg 44

ADDRESS LINE 2(OPTIONAL)

ZIP CODE*
5048 AN

CITY/TOWN*
TILBURG

CANCEL   SAVE

Company name

It is good to know that it is possible to enter a different company name as the company name of your company. This allows you to send shipments directly from us to your customers. As default we will always pre fill the company name of your company which you can simply overwrite.

As soon as all fields are filled in correctly you can save the new address.

2.5.2   Adjust an address

To adjust an address you need to click on the pencil symbol behind the street name.

ZEVENHEUVELENWEG 44

Tilburg
5048 an
Netherlands

A new page will open in which you can overwrite the current address.

< | Edit Address

COUNTRY	COMPANY NAME(OPTIONAL)
NETHERLANDS	Another Company
TITLE	FIRST NAME(OPTIONAL)
MR	Test
SURNAME(OPTIONAL)	ADDRESS*
Address	Zevenheuvelenweg 44
ADDRESS LINE 2(OPTIONAL)	ZIP CODE*
	5048 AN
CITY/TOWN*	
Tilburg	

CANCEL   SAVE

Company name

It is good to know that it is possible to enter a different company name as the company name of your company. This allows you to send shipments directly from us to your customers. As soon as all fields are filled in correctly you can save the address.

2.5.3   Delete an address

To delete an address you need to click on the "X" symbol underneath the pencil symbol.

ZEVENHEUVELENWEG 44

Tilburg
5048 an
Netherlands

2.6 User management

Within "My company users" you will find a view of all users that are connected to your company account. Here you can see the roles that are assigned to a user, if the user is active or disabled and the remaining budget in case there is a budget connected.

All Users   Add

NAME	ROLES	STATUS	REMAINING BUDGET
Test Account	User	Active	€ 500.00

2.6.1 Create a user

To create a new user you simply click on "Add". A new page will be opened on which you can enter all required information.

‹ | New User

TITLE
| PLEASE SELECT ▼ |

FIRST NAME
| |

SURNAME
| |

EMAIL ADDRESS
| |

TELEPHONE NUMBER (OPTIONAL)
| |

DEPARTMENT (OPTIONAL)
| |

JOB TITLE (OPTIONAL)
| |

Roles

☐ ADMIN
☑ USER
☐ APPROVER
☐ DOWNLOAD & VIEW INVOICES
☐ BUSINESS REPORT VIEWER

[CANCEL]   [SAVE]

When you have entered all information you can save the new user. The new user is now created and activated and he will automatically receive an email to set his password.

2.6.2 Adjust a user

When you want to adjust a user you can open the "User details" page by clicking on the name of the user.

Test Account	User	Active	€ 500.00

Here you will find a view of the general settings of the selected user. To adjust data of the user you can click on the edit button.

‹ | **User Details**

EMAIL	ROLES	
test.user.dewit@fabory.com	User	EDIT
NAME	USER ENABLED STATUS	
Mr Test Account	Disable	

The "edit user" page will now be opened and you are able to change the name, email address and roles of the user.

‹ | **Edit User**

TITLE
MR ▾

FIRST NAME
Test

SURNAME
Account

EMAIL ADDRESS
test.user.dewit@fabory.com

TELEPHONE NUMBER (OPTIONAL)

DEPARTMENT (OPTIONAL)

JOB TITLE (OPTIONAL)

Roles

☐ ADMIN
☑ USER
☐ APPROVER
☐ DOWNLOAD & VIEW INVOICES

When all changes are made you can save your changes and return to the "User details" page.

CANCEL   SAVE

2.6.3   Activate a user

To activated or enable a user you can click on the "Enable user" link on the "User details" page.

You will see a notification message that the account is activated and the user will receive an email with the information that his account is activated.

2.6.4   Disable a user

To disable a user you can click on the "Disable user" link on the "User details" page.

A pop-up will appear to check if you really want to disable the user. If you want to do this you can click on the disable button.

The user is now disabled and you will return to the "User detail" page.

2.6.5 User roles

There are several roles that can be assigned to a user in order to provide him specific rights. It is also possible to assign more roles to a user.

Admin

The admin role allows the user to maintain all users and their settings, maintain company preferences, maintain order permissions, maintain budgets and have access to "My Orders" and "My Invoices".

User

The user role is needed to be able to place orders on our Webshop. Users that only have the user role assigned is <u>not able</u> to view My Company preferences, My Company Users, My Company Budgets, Order permissions and he will have no access to "My Invoices".

Approver

The approver role is needed if a user needs to approve orders from other users based on their order permissions.

Download & view invoices

If an user is not able to access "My Invoices" due to his standard role, the admin user still can provide him access by assign "Download & view invoices" as role.

2.7 Order permissions

With order permissions you are able to control purchases done by your company. You can choose between two types of order permissions:

- Per order
- Per time span

The order permission per order is the most common permission type that is used. With this permission type you can enter a certain amount per order when the order needs to be approved by an approver. As example; when you enter a value of "0", then all orders needs to be approved, but when you enter a value of "100", then all orders above this value needs to be approved and the ones below this value will pass.

It is important to know that in order to get the permissions work correctly you have to take the following steps into account;

1. An order permission must be created;
2. The order permission needs to be assigned to the specific user(s);
3. The approver(s) needs to be assigned to the specific user(s);
4. Approver needs to hold a permission that allows him to "Approve" the order within his permission boundaries.

2.7.1 Create a company permissions

To create order permissions you need to click on "Create New Permission".

All Order Permissions   **Create New Permission**

ID	TYPE	PERMISSION TIMESPAN	THRESHOLD VALUE	STATUS

The "Create permission" page will be opened and you need to select the permission type.

‹ **Create Permission**

PERMISSION TYPE

SELECT TYPE: ▾

Now you can enter all needed information like the permission value and the permission ID.

‹ **Create Permission**

PERMISSION TYPE

ALLOWED ORDER THRESHOLD (PER ORDER) ▾

PERMISSION ID

0 EUR test order permission

PERMISSION VALUE

0

PERMISSION CURRENCY

EUR

CANCEL   SAVE

When all fields are filled in correctly you can save your changes and the permission is created.

2.7.2   Assign a permission to a user

To assign an order permission to a user you need to go to the "User details" page of the specific user. Here you click on "Add" behind Permissions.

< | **User Details**

EMAIL test.user.dewit@fabory.com	ROLES **User**
NAME **Mr Test Account**	USER ENABLED STATUS **Enable**

EDIT

RESET PASSWORD | DISABLE USER

Approvers	Add
Permissions	Add
Budgets	Add

The "Select Permission" page will be opened. Here you need to select the permission and click on the "Done" button.

< | **Select Permission(s)**   DONE

ZERO EURO PER ORDER Allowed Order Threshold (per order) 0.00 (Euro) Fabory Webshop Test B2B Unit ✔	**PIETERBAS 0 EUR** Allowed Order Threshold (per order) 0.00 (Euro) Fabory Webshop Test B2B Unit ✔	**123** Allowed Order Threshold (per order) 100.00 (Euro) Fabory Webshop Test B2B Unit ✔
0 EUR TEST ORDER PERMISSION Allowed Order Threshold (per order) 0.00 (Euro) Fabory Webshop Test B2B Unit ✔		

You will return to the "User details" page of the specific user where you will see that the order permission is assigned.

Permissions	Add
0 EUR TEST ORDER PERMISSION ✖ Allowed Order Threshold (per order) 0.00 (Euro) Fabory Webshop Test B2B Unit	

2.7.3   Assign an approver to a user

To assign an approver to a user you need to go to the "User details" page of the specific user.
Here you click on "Add" behind Approvers.

◁ | User Details

EMAIL	ROLES	**EDIT**
test.user.dewit@fabory.com	**User**	
NAME	USER ENABLED STATUS	
Mr Test Account	**Enable**	

RESET PASSWORD | DISABLE USER

Approvers	Add
Permissions	Add
Budgets	Add

The "Select Approver(s)" page will be opened. Here you need to select the approver(s) and click
on the "Done" button

◁ | Select Approver(s)   **DONE**

TEST NL ✔	USER,ADMIN ✔	TEST ✔
Fabory Webshop Test B2B Unit	Fabory Webshop Test B2B Unit	Fabory Webshop Test B2B Unit
All Roles:	**All Roles:**	**All Roles:**
Admin	User	User
User	Approver	Approver
Approver		Download & view invoices

You will return to the "User details" page of the specific user where you will see that the
approvers are assigned.

Approvers		Add
TEST NL ✖	USER,ADMIN ✖	
faborynl@fabory.com	adminuser@fabory.com	

2.7.4 Adjust a company permission

To adjust a company restriction you go to the "Order Permission" page. Here you need to click on the ID of the order permission you want to adjust.

All Order Permissions   Create New Permission

ID	TYPE	PERMISSION TIMESPAN	THRESHOLD VALUE	STATUS
ZERO EURO PER ORDER	Allowed Order Threshold (per order)	n/a	0.00 EUR	Active
Pieterbas 0 eur	Allowed Order Threshold (per order)	n/a	0.00 EUR	Active
123	Allowed Order Threshold (per order)	n/a	100.00 EUR	Active
0 EUR test order permission	Allowed Order Threshold (per order)	n/a	0.00 EUR	Active

The "Permission details" page is opened and you can click on the "Edit" button.

‹ **Permission Details**

PERMISSION ID	PERMISSION TIMESPAN	STATUS	EDIT
0 EUR test order permission	n/a	Active	
PERMISSION TYPE	PERMISSION VALUE		
Allowed Order Threshold (per order)	0.00 (EUR)		

DISABLE PERMISSION

On the "Edit Permission" page you are able to overwrite the Permission value and the Permission ID.

‹ **Edit Permission**

PERMISSION TYPE	PERMISSION ID
Allowed Order Threshold (per order)	0 EUR test order permission
PERMISSION VALUE	PERMISSION CURRENCY
0	EUR

CANCEL   SAVE

When all changes are made you can save your changes before returning to the "Permission details" page.

2.7.5 Disable a company permission

Disabling a permission can be done on the "Permission details" page by clicking on "Disable permission".

A pop-up will appear to check if you really want to disable the permission. If you are sure than you can click on the Disable button.

2.7.6 Enable a company permission

Enable a disabled permission can be done on the "Permission details" page by clicking on "Enable permission".

2.8   Budgets

With the use of budgets you can have a better control of your company purchases, by giving a specific user a certain amount of money for a certain amount of time. As long as the user has more budget than the value of his cart he will be able to place the order, but as soon as it is lower than the value of his cart he will not be able to order and will see a notification message that his budget is exceeded. The user needs to wait for the next period he will receive a budget for or he asks you to increase his remaining budget.

2.8.1   Create a budget

To create a new budget you need to go to "My company budgets" and click on "Create New Budget".

All Budgets   Create New Budget

The "Create Budget" page will be opened where you can enter all data.

‹ **Create Budget**

BUDGET NAME
Test Budget 01

BUDGET AMOUNT   REMAINING BUDGET
500   500

CURRENCY   RECURRENCE PERIOD
EUR   YEARLY

START DATE   END DATE
09/01/2019   12/31/2099

☑ ROLLOVER BUDGET ALLOWED   ☑ NOTIFY WHEN BELOW AMOUNT

ROLLOVER DATE   NOTIFY AMOUNT
01/01/2020   50

Budget name
Here the unique name of the budget can be entered.

Budget amount
The budget amount is the original amount of money that the user will receive per period.

Remaining budget
The remaining budget is the amount that the user has currently left of his budget.

Currency
Here the local used currency can be selected.

Recurrence period
The recurrence period is the period that that user will receive the new budget amount.

Start date

The date the budget starts to be active.

End date

The date the budget will be ended.

Rollover budget allowed

When you select this setting the user will keep his remaining budget and the new budget amount will be added to it.

Rollover date

The date the rollover will take place. Based on the recurrence period the rollover date will be repeated. As an example; when you set 01/01/2020 as rollover date with a yearly recurrence period, each year on 1st January the user will receive the new budget amount.

Notify when below amount

Selecting this setting will arrange that the user will receive an email notification if his remaining budget get below a certain amount.

Notify amount

The amount which will trigger the notification email if the remaining budget gets below it.

CANCEL   SAVE

When all data has been set you can save your changes by clicking on the "Save" button.

2.8.2   Assign a budget to a user

To use a budget correctly you need to assign the budget to the correct user. To assign a budget to a user you need to go to the "User details" page of the specific user. Here you click on "Add" behind Budgets.

The "Select budget" page will be opened and here you can select the budget which you want to assign to the user.

When selected the correct budget, you can click on the "Done" button to return to the User details" page.

Here you will see that the budget is assigned.

2.8.3 Adjust a budget

When you need to adjust a budget, for example to correct the remaining budget, you need to go to the "Budget details" page and click on the "Edit" button.

The "Edit budget" page will be opened and you can make the necessary changes.

When you have completed the changes you can click on the "Save" button to return to the "Budget details" page.

2.9   My Catalogs

My Catalogs provide users the possibility to create, maintain and share their own favorites list. Especially for repeating products or for parts of a specific end-product it is handy to create an own catalog!

2.9.1   Create a catalog

To create a catalog you go to the "My Catalogs" section. Here you click on the "Add new Catalog" button.

HOME / MY CATALOGS

MY CATALOGS   ADD NEW CATALOG

Now the "Create Catalog" page will be opened. Here you can enter a catalog name, choose if you want to share it with other colleagues, set a color for the catalog and add a description to explain the purpose of the catalog.

CREATE CATALOG

CATALOG NAME

SHARE WITH MY COLLEAGUES

NO   ⌄

COLOR

DESCRIPTION

CREATE CATALOG

When all done you can click on the "Create Catalog" button and now the catalog is created.

2.9.2 Set catalog as default catalog

Products will always be added to the catalog that has been set as default. Therefore it is important to set the correct catalog as default catalog before adding products. To do this you will go to the "My Catalogs" page where you will find a view of all his catalogs. In the example below "Digital Ambassadors catalog" has been set as the default catalog. If you want to make "Hammers" your default catalog you simply click on "Make default".

MY CATALOGS

Color	Catalog name	Products	Shared with my colleagues			
🔴	**Digital Ambassadors**	6	Yes, admin	Default	✏️	🛒 ADD ALL
🟠	**Hammers**	0	Yes, admin	Make default	✏️	🛒 ADD ALL

ADD NEW CATALOG

Now "Hammers" is selected as default catalog.

🟠	**Hammers**	0	Yes, admin	Default	✏️	🛒 ADD ALL

2.9.3 Add products to a catalog

Adding products to your catalog can be done by clicking on the following symbol:

≡₊

This symbol can be found on several pages.

Article List Page (ALP)

On the article list page the symbol can be found after the shopping cart in list view, or below the shopping cart in grid view.

Gedore Engineer hammers 100GR
0L507742
In stock
　　　　　　　　　　－ 1 ＋ 🛒 ≡₊

Article Detail Page (ADP)

On the article detail page the symbol can be found after the description of the product.
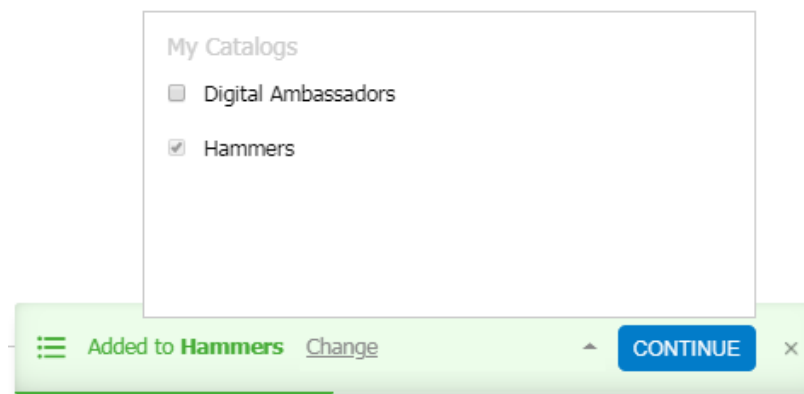
GEDORE ENGINEER HAMMERS 100GR ≡₊

ART NR 0L507742 | EAN 4010883858168 | UBB 500642563034 | UNSPSC 27111602 | MANUFACTURER ARTICLE NR 8581610

When you click on the symbol the product will be added to the selected default catalog and at the bottom of the page a green notification bar will be showed.

In case you also want to add the product to other catalogs you can click on "Change". Above the green notification bar all available catalogs will be showed. Here you can select all catalogs in which you want to add the product.

When the product is added the symbol will be changed and it has the same color as the default catalog in which you have added the product.

GEDORE ENGINEER HAMMERS 100GR

2.9.4   Share a catalog with other users

It is possible to share your catalogs with other users, which will make it also easier for them to faster order the required products. To arrange this you go to the "My Catalogs" page and click on the pencil symbol behind the catalog you would like to share.

MY CATALOGS

ADD NEW CATALOG

Color	Catalog name	Products	Shared with my colleagues			
🔴	**Digital Ambassadors**	6	Yes, admin	Default	✏️	🛒 ADD ALL
🟠	**Hammers**	0	Yes, admin	Make default	✏️	🛒 ADD ALL

Now the "Edit catalog" page will be opened and you have the possibility to put the "Share with my colleagues" setting on yes and on no.

SHARE WITH MY COLLEAGUES

YES   ⌄

Please note, that when you share a catalog with your colleagues that they will only have a view permission and are not able to add or delete products from the catalog. You will always be the admin/owner of the catalog that you have created.

2.9.5   View a catalog

To view a catalog you go to the "My Catalogs" page and click on the name of the catalog.

MY CATALOGS

ADD NEW CATALOG

Color	Catalog name	Products	Shared with my colleagues			
🔴	**Digital Ambassadors**	6	Yes, admin	Default	✏️	🛒 ADD ALL
🟠	**Hammers**	0	Yes, admin	Make default	✏️	🛒 ADD ALL

Now all products that are in the specific catalog will be showed.

2.9.6   Adjust a catalog

To adjust a catalog this you go to the "My Catalogs" page and click on the pencil symbol behind the catalog you would like to adjust.

MY CATALOGS

ADD NEW CATALOG

Color	Catalog name	Products	Shared with my colleagues			
🔴	**Digital Ambassadors**	6	Yes, admin	Default	✏️	🛒 ADD ALL
🟠	**Hammers**	0	Yes, admin	Make default	✏️	🛒 ADD ALL

Now the "Edit catalog" page will be opened and you have the possibility to rename the catalog, share it with your colleagues, change the color or overwrite the description.

EDIT CATALOG

CATALOG NAME
Hammers

SHARE WITH MY COLLEAGUES
YES

COLOR
🟣 🟡 🟢 🟤 🔵 🔴 🟠 🟣 🟢 ⚪

DESCRIPTION

SAVE CHANGES

When all changes are made you can click on the "Save changes" button to store them.

2.9.7   Remove products from a catalog

Removing products from a catalog works actually the same as adding them. On every page where you see the below symbol in the color of the catalog in which the product is stored, you can simply remove the product from the catalog by clicking on it.

2.9.8   Delete a catalog

You are able to delete every catalog of which you are the administrator, with exception of the catalog that is selected as default catalog.

To delete a catalog you go to the "My Catalogs" page and click on the pencil symbol behind the catalog you would like to delete.

MY CATALOGS

Color	Catalog name	Products	Shared with my colleagues			
🔴	**Digital Ambassadors**	6	Yes, admin	Default	✏	🛒 ADD ALL
🟠	**Hammers**	0	Yes, admin	Make default	✏	🛒 ADD ALL

Now the "Edit catalog" page will be opened and at the bottom next to the "Save changes" button you will find "Delete catalog"

SAVE CHANGES   **DELETE CALATOG**

When you click on this the catalog will be deleted.

2.10 Generate barcodes

It is possible to generate CODE128 barcodes on our Webshop which can be scanned by our KeepStock Scan solution.

To arrange this you go to the "Generate Barcodes" page and enter the article number of which you require a barcode. You select your paper format and click on the "Generate Barcodes" button. Now a PDF document with your barcodes will be downloaded.

GENERATE BARCODES

To request a barcode, please enter a Fabory article number (eg. 01200100100) or your own customer article code (if linked in the webshop by Fabory). Use a new line or comma to separate the individual article numbers. Once you select 'Generate Barcodes' a .pdf file with your requested barcode will be downloaded. It is also possible to select a paper/sticker format to print your barcodes on (e.g Avery).

ENTER ARTICLE NUMBER

SELECT PAPER

Avery 3421

GENERATE BARCODES

3.   Other functionalities

3.1   Fabory Integrated Supply chain Solutions (FISS) Scan

Order quick and easy with FISS Scan.

3.1.1   Mobile device

With FISS Scan on your mobile device you can easily scan EAN, UBB and CODE128 barcodes. No additional software, hardware or other applications are needed: just open the Fabory Webshop and login with your account. In the Shopping Cart you find the Mobile Scan icon. Click on the icon and the camera of your mobile device will be activated. Now just point your camera at the barcode to scan it, choose the quantity you would like to order and the product is added to your basket!

3.1.2   Desktop

To use FISS scan on a desktop external software is needed as well as a FISS scanner. The external software can be downloaded from our Webshop.

After the software has been installed you need to enter your login credentials of your Webshop account in the FISS Scan software to be able to use it.

After you have scanned all barcodes with the scanner you can connect the scanner to your desktop and then all scanned products will be added to his cart.

3.2   Quick search

The Quick Search functionality has been created to help you find your required fasteners products faster. To open the Quick Search functionality you need to click on the Quick Search button that is available in the header.

A menu will drop-down in which you can set filters for DIN, class, material, surface treatment and dimensions.

When all filters are set you can click on the "Search" button and an overview of products based on your filters will be showed as result.