



SIBO

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Guidebook

SIBO Internet Order Service



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Introduction

Welcome to the SIBO Internet Ordering Service. To guide you through the screens on our webshop in a logical way we have written this guidebook to explain the functions of our webshop.

We invite you to visit our webshop and discover the convenience of online shopping.




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Chapter 1

§1.1 Login

Go to our website: www.sibo.nl

Select the English language by pressing: 

Press Login Button: 

A window appears where you can sign in:

Welcome

User ID

Password

Log On **Change Password**



Sign in with the User ID and the password you received from our sales department and press Log On.



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§ 1.1.1 Change password

To change your password you sign in as explained in §1.1. Instead of pressing on the Log On button you select Change Password.

Welcome

User ID

Password

Log On **Change Password** ←

Change Password

Enter your new password and repeat it to confirm

Old Password

Password

Verify Password

Save Password **Cancel** ←

Old password: Type your old password.

Password: Type the new password you've chosen.

Verify password: Repeat your new password.

Press "Save password".

Attention! The first 3 positions of the password can't be the same as the first 3 positions of the user-ID and can have a max. length of 16 positions.

§ 1.1.2 Forgotten your password

If you've lost or forgotten your password, please contact our Sales department via E-mail: sales@sibo.nl.

You'll receive a new password. If you prefer your own chosen password you can change your password again with the instruction of §1.1.1.

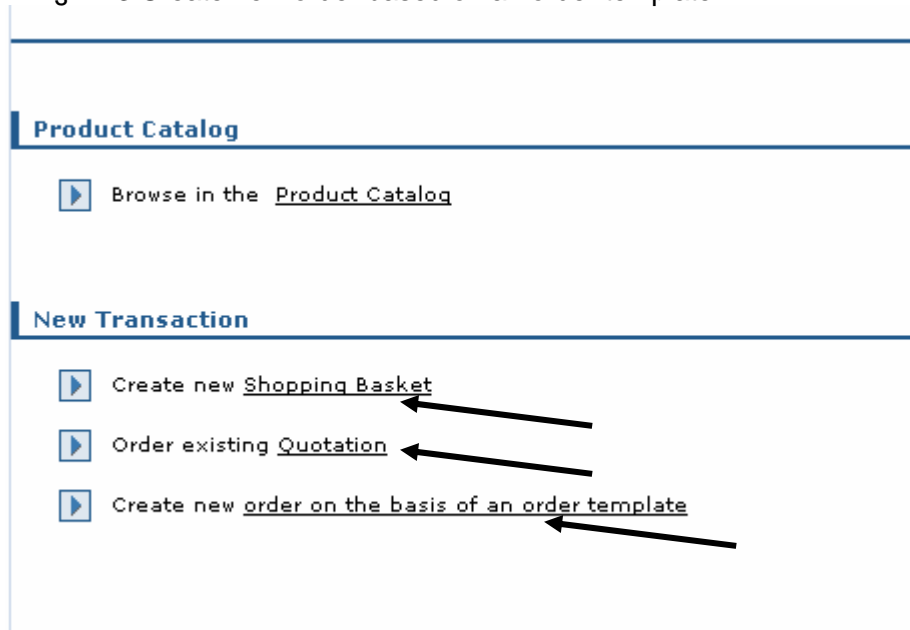
§1.2 New transaction

“New transaction” gives you three options:

§1.2.1 Create new shopping basket

§1.2.2 Order existing quotation

§1.2.3 Create new order based on an order template.



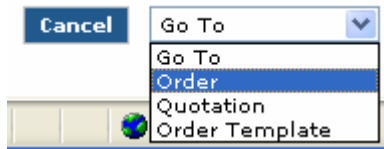
§ 1.2.1 Create new shopping basket

This option leads you straight to your order. If you know the product codes of the products you like to order, you can add them very quickly to your order.

Type under category **Product** the product code and under category **Amount** the amount you'd like to order.

Attention! The order now shows the retailprices from our catalogue and doesn't show the prices according to the conditions we've agreed. As soon as you press the button "order" your nett prices appear.

Order: When you like to order you press the button “go to” and choose “order”.



ATTENTION! The order now shows your nett prices.

On the screen you can check the order before you confirm the order.

§1.2.1.1 Continue shopping

When you like to add or remove products out of your shopping basket press the button “continue shopping”. You turn back to the shopping basket and you can continue shopping.



§1.2.1.2 Remove products from the shopping basket

When you like to remove products from your order press the “continue shopping” button. You go back to the shopping basket. Select the products you like to remove by marking the products. Then press the button “Update”. The products are now removed from the basket.

	Total Price Unit Price	
	107.00 EUR 21.40 EUR / 1PC	<input checked="" type="checkbox"/>
	206.40 EUR 25.80 EUR / 1PC	<input checked="" type="checkbox"/>

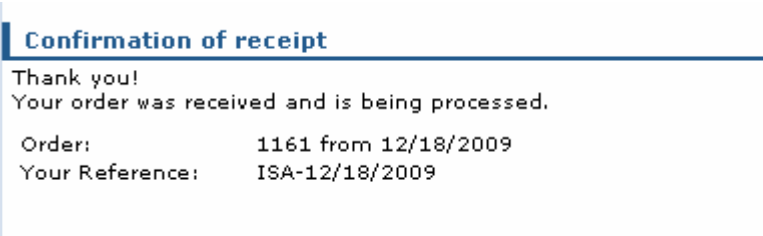


§1.2.1.3 Order

When you like to order press the button “Order”. The message “Do you really want to send the order?” appears. Press OK. Your order has now been send.

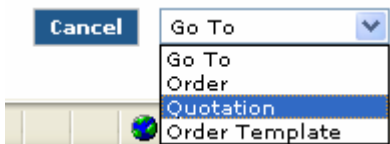


On the screen you'll find a message to confirm that we received your order. Via E-mail you receive a confirmation of your order.



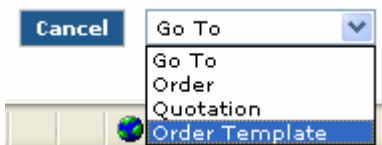
§ 1.2.1.4 Save your order as a quotation

When you first like to receive a quotation for the products you'd like to order, please choose “Quotation” instead of “Order”. You can find your quotation inquiries under the category “my transactions” (§2.1). As soon as we handled your quotation inquiries you will receive a confirmation. You can find our quotation under the category “my transactions” (§2.1).



§ 1.2.1.5 Save your order as an order template

Template orders are a method of creating and saving orders (baskets) for orders you wish to use again on the Internet Ordering Service, reducing the time required for placing repetitive/regular orders on the system.



§ 1.2.2 Order existing quotation

Your quotation request will be answered by us with a quotation. You can find all your quotations in an overview when you choose the category “order existing quotation”.

Product Catalog

▶ Browse in the [Product Catalog](#)

New Transaction

▶ Create new [Shopping Basket](#)

▶ Order existing [Quotation](#) ←

▶ Create new [order on the basis of an order template](#)

All your quotations appear:

Quotations

5 Documents Found

Transaction	
20000027	
20000037	
20000045	
20000044	
20000043	

Press the Transaction number and the quotation will appear. When you like to order the products just press the button “Order quotation”.

Order Quotation

Close

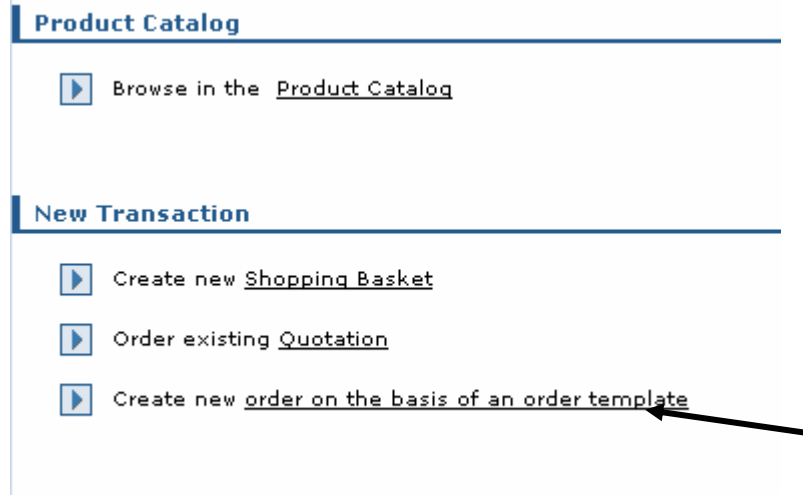


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§ 1.2.3 Create new order based on an order template

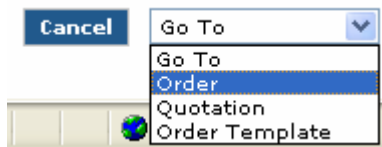
In §1.3.1.5 we explained that you can save your order as an order template. When you choose the option “Create new order based on an order template” you can order quickly.



Choose this option and you'll find an overview of the order templates you've saved before.



Choose an order template and press go to “Order”. Then choose “Order”.

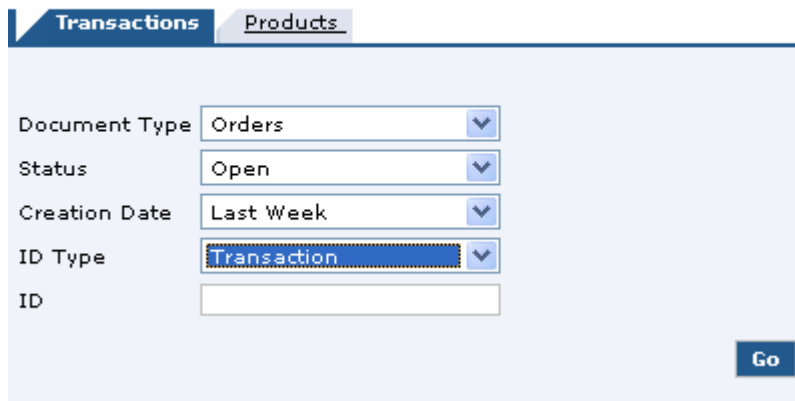


Chapter 2

§2.1 My transactions

You can find all your orders, quotations, quotation inquiries and order templates when you open the option “My transactions”.

[My Transactions](#) | [Catalog](#)



The screenshot shows a web interface with two tabs: 'Transactions' (active) and 'Products'. Below the tabs are several filter options: 'Document Type' (Orders), 'Status' (Open), 'Creation Date' (Last Week), 'ID Type' (Transaction), and an empty 'ID' field. A 'Go' button is located at the bottom right of the form.

Make your choice and press “go”.

§2.2 Product search

There are two options to search for products. You can search and add quickly by typing (a part of) the product description or product number. You can also search in the online product catalogue.

§2.2.1 Quick search



The screenshot shows the 'Products' tab in the 'My Transactions' section. It features a search form with the text 'Show me products with' above a dropdown menu set to 'Number' and an empty input field. Below this is a 'Hits Per Page' dropdown set to '50' and a 'Go' button. A black arrow points to the 'Products' tab. A note at the bottom states: 'Note: Fuzzy Search using a * possible Upper and lower case is not taken into consideration.'

Example:
Search inspection glass 63mm then search for:
"Description"
inspect* (part of the description and *)

Show me products with

Description

50 Hits Per Page

The system shows these results:

Transactions **Products**

Show me products with

Description

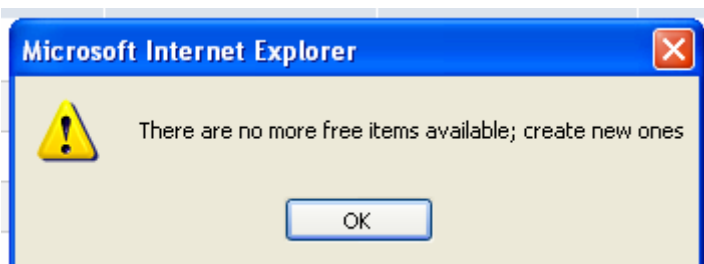
50 Hits Per Page

Search Result 1 products found

Number	Description	Price	
AA040	Inspection glass 50 mm	0.00 EUR	<input type="button" value="Add to basket"/>

Press to put the product in your shopping basket.

ATTENTION! The shopping basket shows 5 items. When you need more items, you'll get this message:





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Press OK
Press "Update"

5 New Items [v] [i] **Update**

You've now created 5 extra items but you can also choose to create 10, 15, 20 etc. new items.

§2.2.2 Search in the on-line product catalog

[My Transactions](#) | [Catalog](#)

Product Catalog

Quick Search **Search**

[▶ Extended Search](#)

PVC fittings & accessories

- PVC fittings and accessories
- PE pipes and fittings
- Additional
- Galvanised & brass fittings
- Meters + filters + tanks
- Sewerage
- Hoses
- Irrigation
- Pumps
- Pond
- Aquarium accessories

In the product catalog you can "Quick Search" as explained in §2.2.1 but also "Extended Search":

Product Catalog

[◀ Return to Categories](#)

Product Number:

Name:

Search: For all the words
 For any of the words

Search

Find products in the online catalog.
Press one of the subjects.

[My Transactions](#) | [Catalog](#)

Product Catalog

Quick Search

Search




[▶ Extended Search](#)

PVC fittings & accessories

- PVC fittings and accessories
- PE pipes and fittings
- Additional
- Galvanised & brass fittings
- Meters + filters + tanks
- Sewerage
- Hoses
- Irrigation
- Pumps
- Pond
- Aquarium accessories

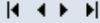
The products of this subject are now shown.


Page: [◀](#) [▶](#) [⏪](#) [⏩](#)

Overview		Image	Product		Price
Quantity			Product Number	Name	
<input type="checkbox"/>	1 <input type="text"/> PC 		AA040	sight/inspection glass 50 mm	Related Products 21.40 EUR
<input type="checkbox"/>	1 <input type="text"/> PC 		AA041	sight/inspection glass 63 mm	Related Products 25.80 EUR
<input type="checkbox"/>	1 <input type="text"/> PC 		AA042	sight/inspection glass 75 mm	Related Products 65.00 EUR

§2.2.3 Check availability

To check the availability of products press on product name.


Page: 

Overview		Image	Product		Price
Quantity			Product Number	Name	
<input type="checkbox"/>	1 PC 		AA040	sight/inspection glass 50 mm	Related Products 21.40 EUR
<input type="checkbox"/>	1 PC 		AA041	sight/inspection glass 63 mm	Related Products 25.80 EUR
<input type="checkbox"/>	1 PC 		AA042	sight/inspection glass 75 mm	Related Products 65.00 EUR

The webshop shows the product details. Type quantity and press “Check”. The amount of available products are shown.

Product Details

Product Number: AA041
Name: sight/inspection glass 63 mm
Price: 25.80 EUR

Quantity: 1 PC  [Add to Shopping Basket](#)

Availability: [\[Check\]](#)
 0 PC to 12/18/09 Available

Press  to add the product to the shopping basket.



Chapter 3 General conditions

Delivery will take place according to our terms of delivery which are registered at the Chamber of Commerce in Den Bosch, these terms will be sent to you on your demand. You can also download our general conditions on our website www.sibo.nl.