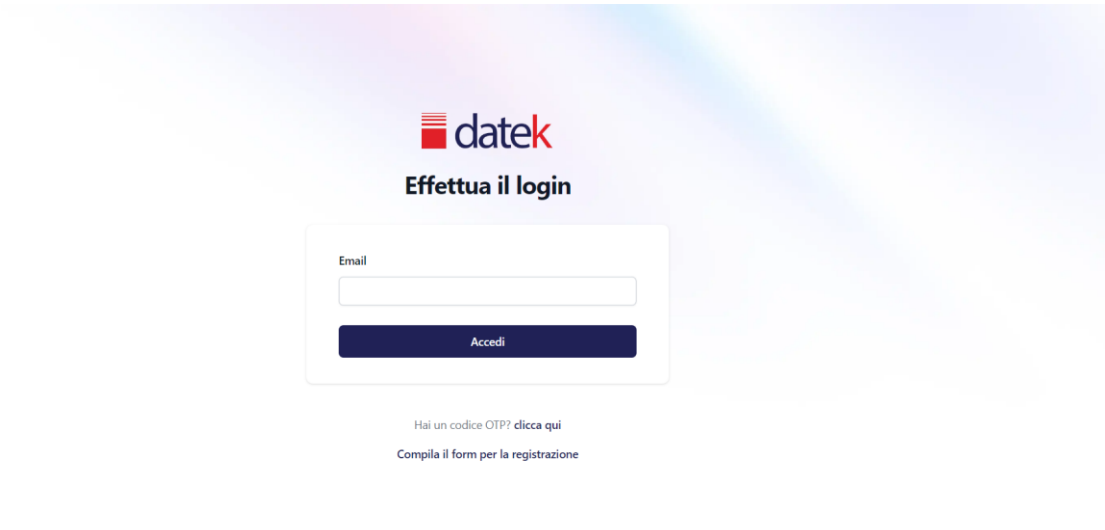# B2B INSTRUCTIONS

First Login

1) Insert the link b2bdatek.it, then enter the e-mail provided by one of our collaborators to access it (usually your e-mail or the e-mail of those who are responsible for administering orders)

2) Check your mailbox (sender: "Datek eCommerce <noreplyb2b@dateksrl.it>" and click on the login button

3) From the home screen, it is recommended that you save the link or page for easy access:
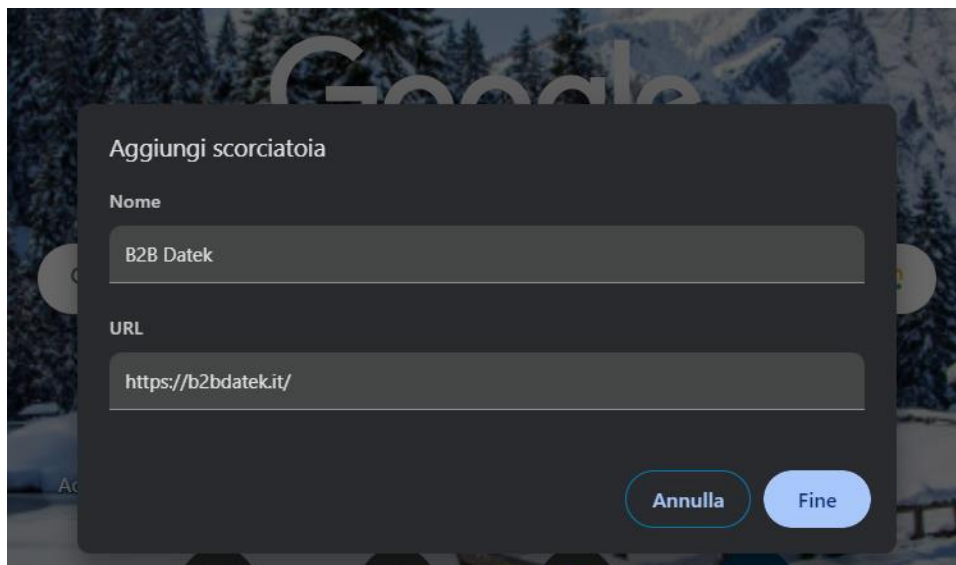
1) Copy the link from the search bar
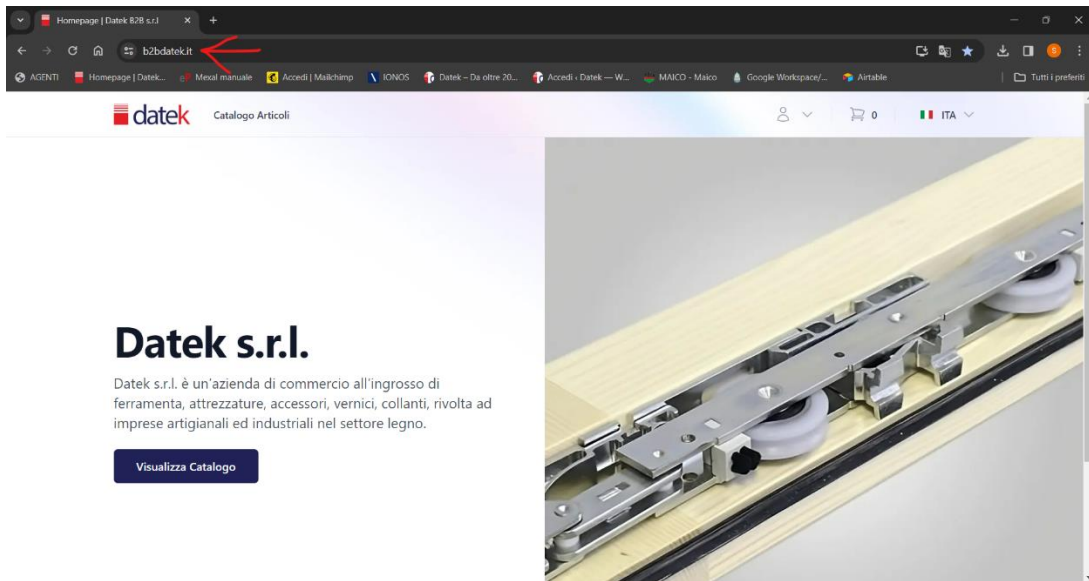
2) Create a new shortcut

3) Fill in the required data:

- Name: at your preference
- URL: Link copied earlier

B2B Functions

From the "View Catalog" button you can access the section where the items are listed.

You can search for the desired item by code or description.

Under the Item Name there is the "Add to Cart" button, this allows you to add an item to the cart for ordering.

By clicking on the photo or on the name of the item you can view the item sheet

Vite Euro,Hafele, Varianta, viti per truc. PZ2
cod: 64.013.15.715

5.86 €

Vite Euro, Hafele, Varianta, testa svasata, PZ2, acciaio, da avvitare nel legno, per forature con diametro 5 mm, nichelata, lunghezza: 10,5 mm, innesto: taglio a croce PZ2, Orga-Box

✓ In stock

Aggiungi al carrello   ♡

As you can see from the photo, going down we find:

- Item Name
- Code
- Price
- Detailed description (empty field if not yet entered)
- "Add to cart" button
- Heart (add to "Favorite Items" section)

From the homepage, at the top right there is the customer name with an icon next to it:

Clicking on it opens a drop-down list with possible functions:

I tuoi Ordini

Articoli Preferiti
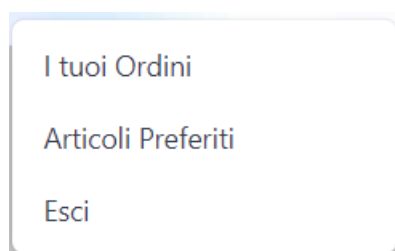
Esci

Your Orders

Section dedicated to the history of orders placed

Favorite Items

Section dedicated to favorite items (added by pressing the heart from "Item Sheet")

Esci

By clicking on "log out" you will be disconnected from the site and you will be asked to log in by email as per the "first login" instruction.

It is recommended that you do not log out, but simply close the page for easy access at a later time.
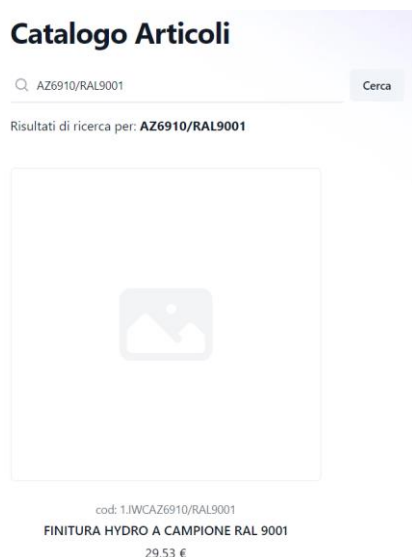
Items Not Found

If the item is not found in a search, the potential causes could be:

- Incomplete code
- Non-existent item

"Incomplete code"

Taking the article as an example: IWCAZ6910/RAL9001

Catalogo Articoli

AZ6910/RAL9001 — Cerca

Risultati di ricerca per: **AZ6910/RAL9001**

cod: 1.IWCAZ6910/RAL9001
FINITURA HYDRO A CAMPIONE RAL 9001
29.53 €

If the code entered is AZ6910/R9001 the result will be "non-existent item".

"Non-existent item"

In this case, the item you are looking for has not yet been processed, so it must be included in the catalog. The screen will look like this:

Clicking on the blue text "Click here" will open a form to request the item:

In the description you can insert everything that best describes the item(s).

By sending the form, it will be sent to one of our collaborators who will reply as soon as possible by e-mail to confirm availability or propose an alternative if the requested item is not available; upload the item to the catalog (so that you can find it later), send an order confirmation e-mail following the agreements made.

"Shopping Cart"

By clicking on the cart icon you can proceed with the order submission:

The page will look like this:

If the items are treated by pcs, the quantity can be selected for a maximum of 200 pieces.

If, on the other hand, the items are treated in liters (LT) or kilograms (KG) it is possible to enter the desired quantity up to 2 decimals (if the quantity is higher or lower we will correct it independently (Ess: item with qt 0.33, if ordered 1 liter we will supply 3 packages (0.99))

"Order Confirmation"

By confirming your order, you will receive an e-mail acknowledging your order:

= datek

Grazie per l'acquisto

Il tuo ordine verrá elaborato presto

	40 KG x FONDO HYDRO A CAMPIONE NCSS4010-G50Y cod: 1.IWCAML6231/NCSS4010-G50Y 817.156 €
	50 KG x FINITURA HYDRO A CAMPIONE NCS S 4010-G50Y cod: 1.IWCAZ6910/NCSS4010-G50Y 1033.95 €

Numero Ordine	Data	Totale
19	16/01/24, 10:51	1851.106 €

The email will contain:

- The item(s) ordered
- Qt Sorted
- Order number
- Order Date
- Total amount

It is not necessary to reply to the e-mail, this has the function of communicating the "acknowledgment" on our part. In addition, you will not receive an order confirmation request as all the information regarding the order has been provided.