TECHNICAL USER GUIDE FOR ALTUGLAS-ONLINE WEBSITE

EN

TRINSEO

Technical User Guide for Altuglas-online Website

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Each number corresponds to the number of the label present on the associated screenshot.

Page connectez-vous /Page: Log In

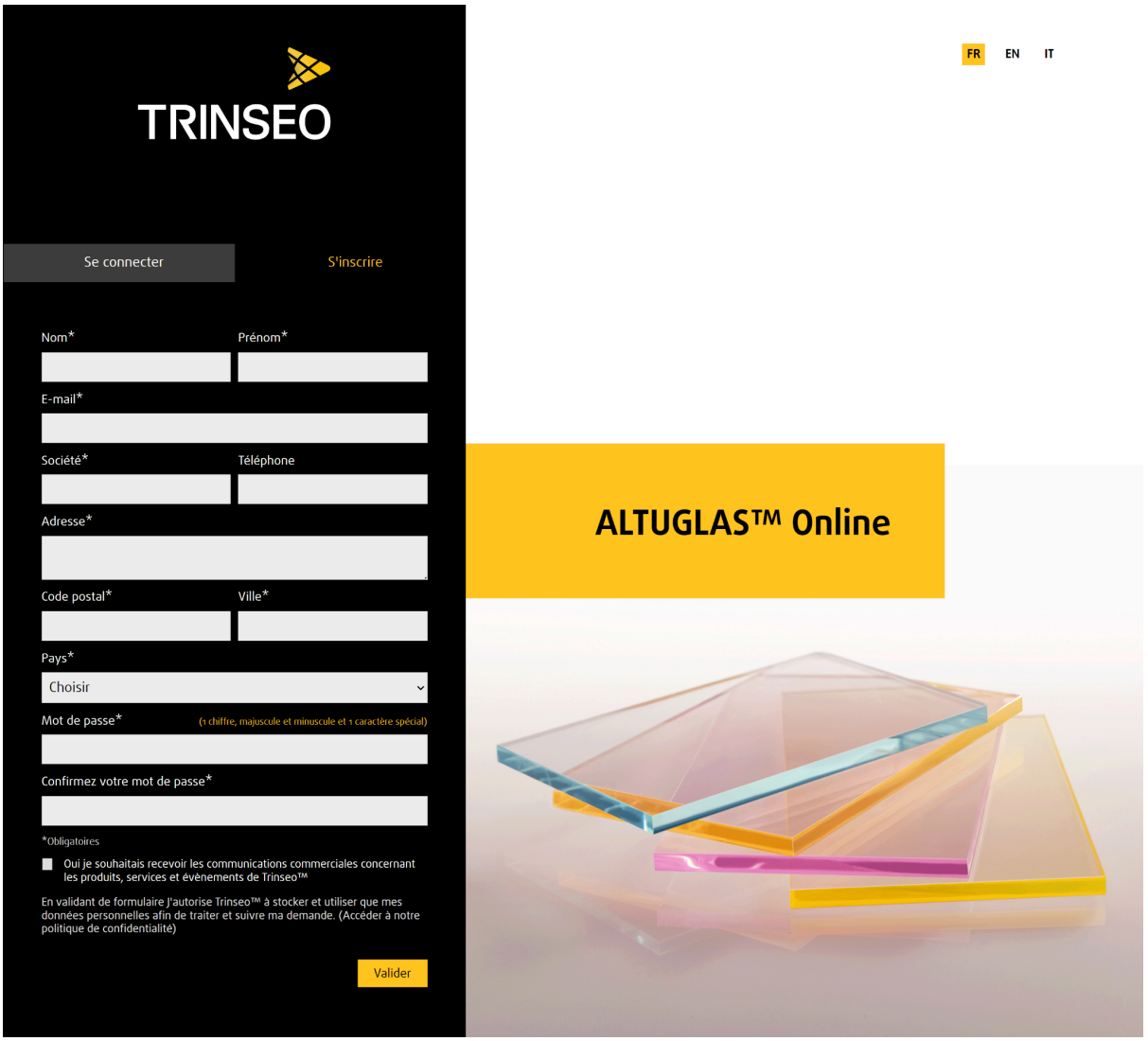
Login address : : https://altuglas-online.com/

The user enters his [E-mail] and his [Mot de passe / Password] to connect to the site.

Mot de passe oublié / Forgotten password

The user enters his email address and clicks on the [Valider /Validate] button.
The user receives a new password on his e-mail box.
This password can be modified on the [Mon compte / My account] page.

S’inscrire / Register



The user enters the connection information in the corresponding fields.
The user clicks on the [Valider / Validate] button to save their registration.
The user receives a welcome email.

PAGE accueil et interface / Home page and interface

1 - Block [Menu rubriques du site / Site sections menu]

The user navigates the main sections of the site by clicking on the corresponding buttons.

2 - [Sélection langue /Language selection] button

Theuser selects the language of the site by clicking on

- button [FR] site in French
- button [EN] site in English
- button [IT] site in Italian

3 - [Mon compte / My account] button

When the user clicks on this button, he opens a page which allows him to view the information, orders and delivery addresses of his account.

4 - [Panier / Basket] button

When the user clicks on this button, he opens a page which allows him to view his basket. His basket is made up of the products added on the [Échantillon/Sample] page.

5 - Input field [Rechercher /Search]

L’internaute recherche un échantillon en saisissant un mot-clé dans ce champ.

6 - Block [titre de la page / page title]

The user searches for a sample by entering a keyword in this field.

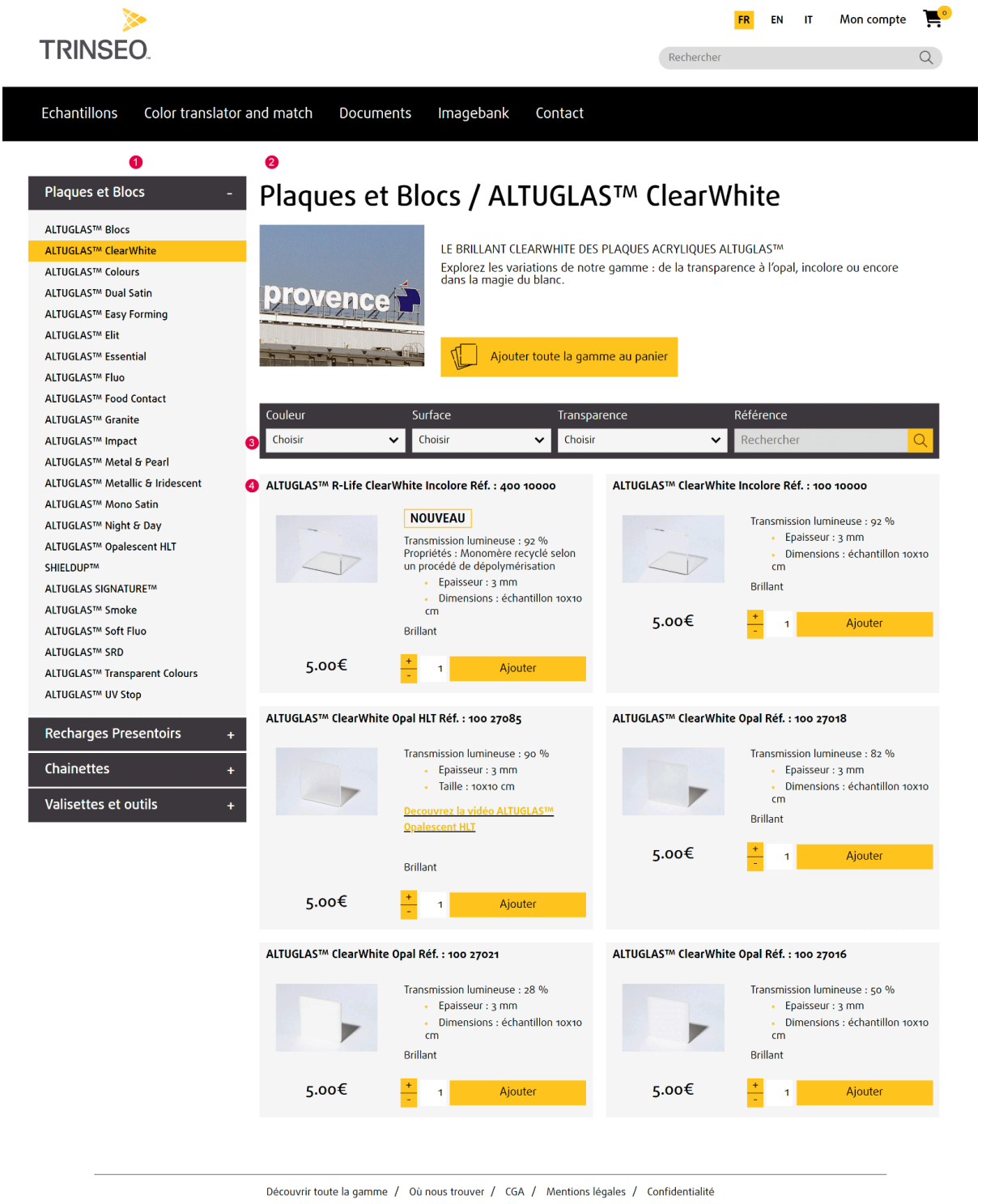
7 - Block [contenu de la page / page content]

The user sees the title of the page.

8 - Block [Pied de page / Footer]

The user views the site footer..

PAGE échantillon / sample PAGE



1 - Block [catégories de la boutique / shop categories]

The user views the store's categories in the various scrolling menus.

2 - Block [catégorie sélectionnée / selected category]

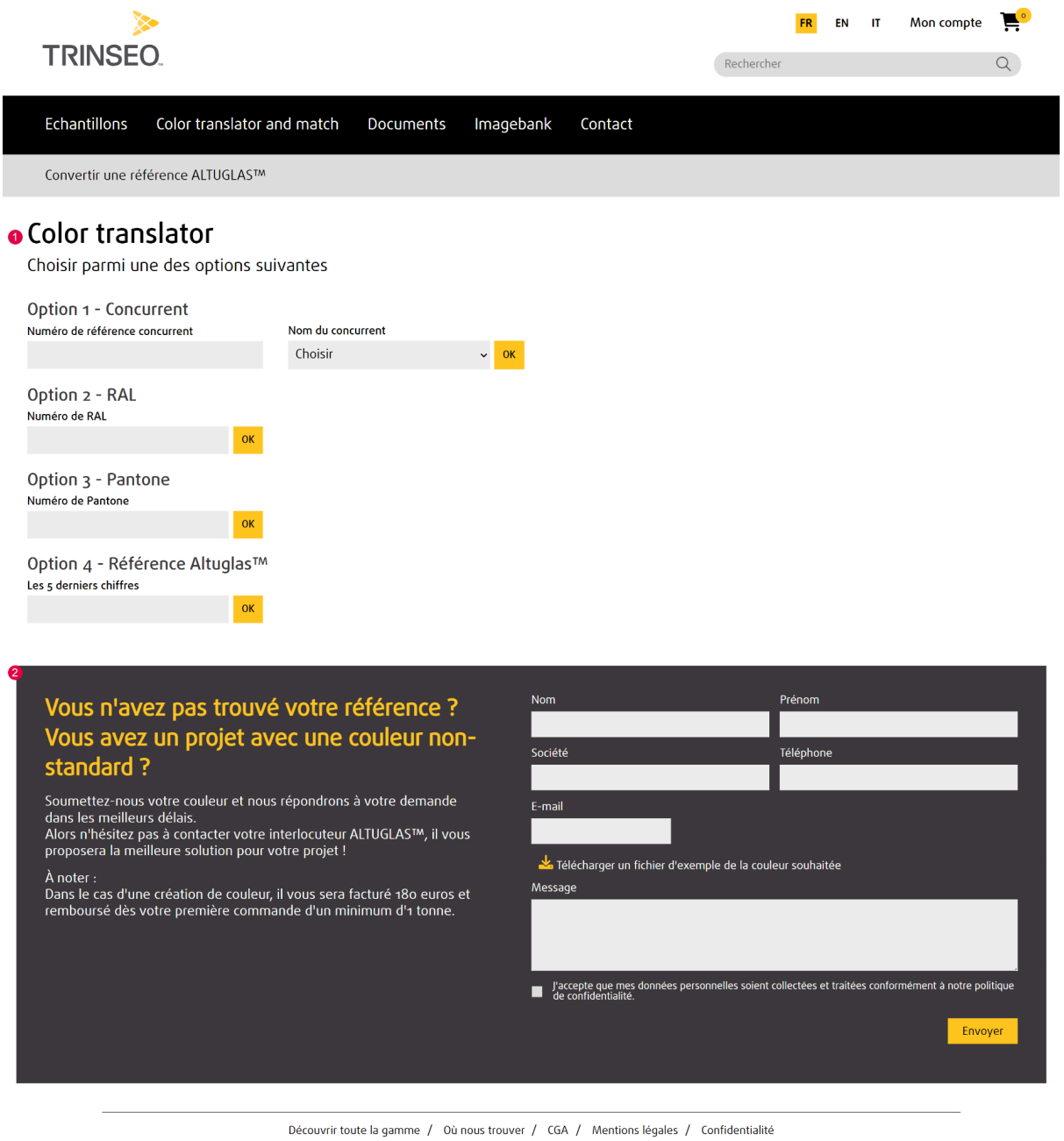
The user sees the name, description and image of the category he has selected.

3 - Block [filtres et recherche / filters and search]

The user carries out a product search by

- [Couleur / Color] filter (scrolling menu)
- [Surface] filter (scrolling menu)
- [Transparence / Transparency] filter (scrolling menu)
- search engine for [Reference] (input field)

Page Color translator



1 - Block [Color Translator]

The user uses this search block to find an Altuglass reference.

Option 1: the user enters a reference from a competitor and the name of the competitor. The system searches the color translator database for the reference in the corresponding competitor column and returns the corresponding Altuglas reference.

Option 2: the user enters a RAL color. The system searches the color translator base for the reference in the RAL column and returns the corresponding Altuglas reference.

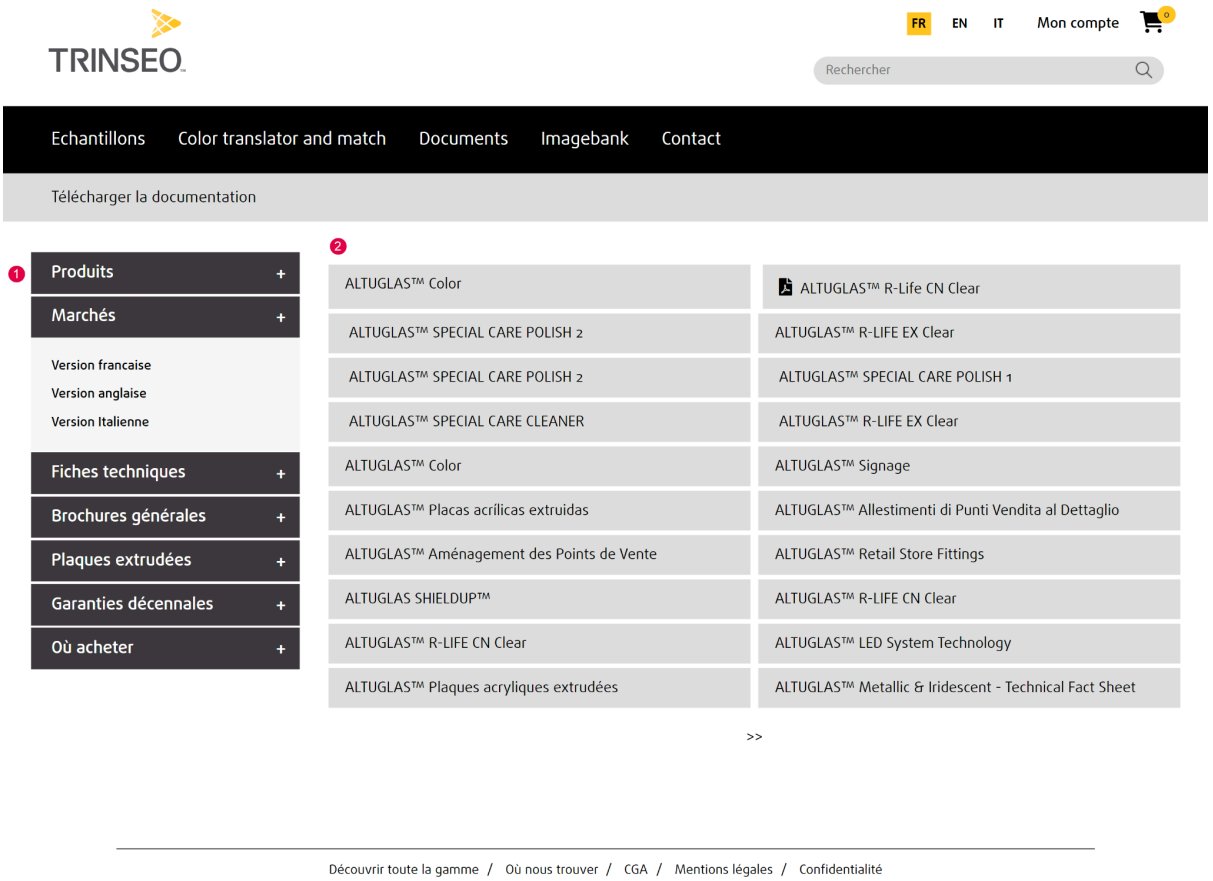
Option 3: the user enters a PANTONE color. The system searches the color translator database for the reference in the PANTONE column and returns the corresponding Altuglas reference.

Option 4: the user enters an incomplete Altuglas reference. The system searches the color translator database for the reference in the Altuglas column and returns the complete Altuglas reference.

2 - Block [Formulaire / Form]

The user uses this form to request a personalized sample..

Page documents



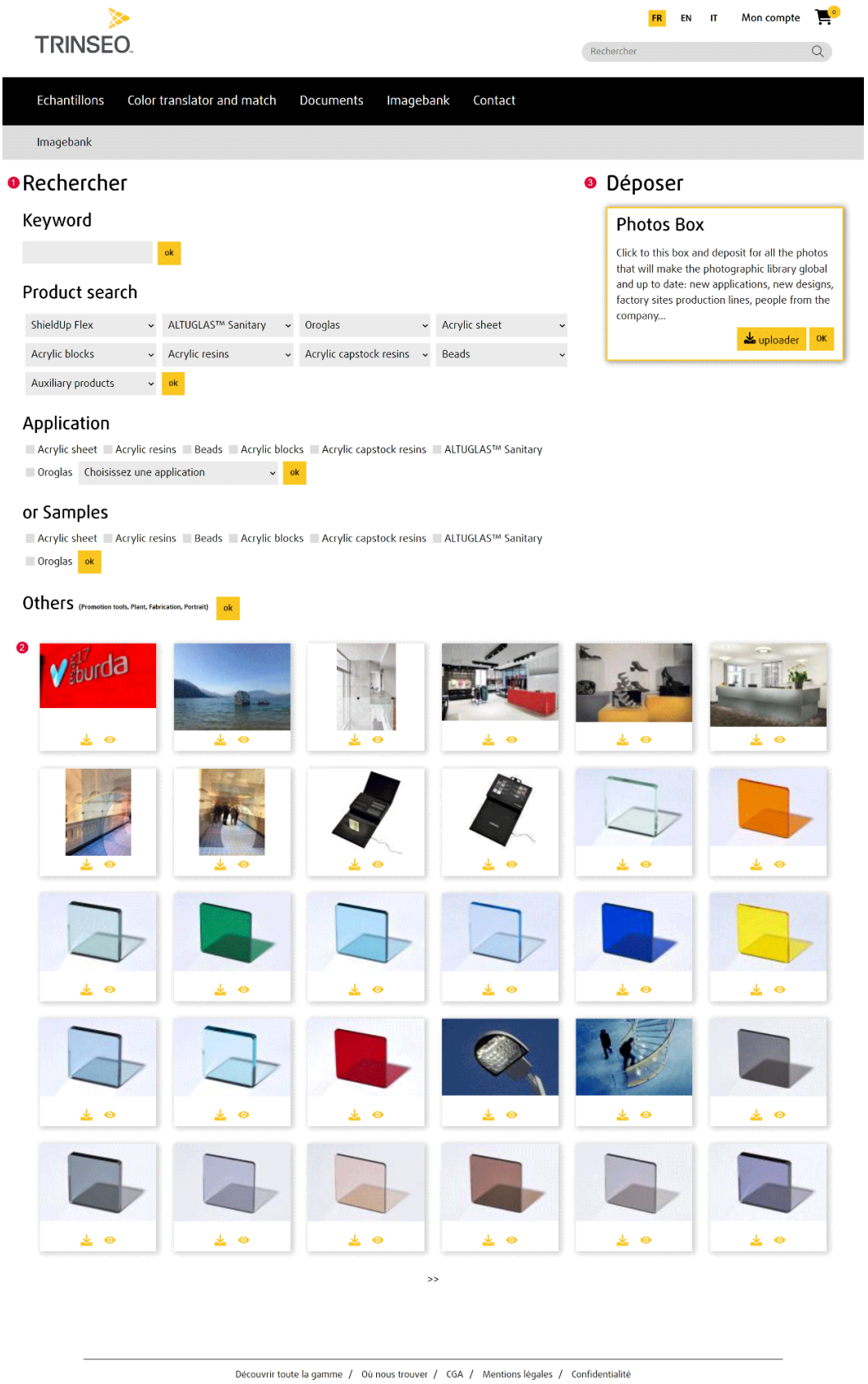
1 - Block [Menu catégorie /Category menu]

The user navigates through the categories and displays the products linked to each category.

2 - Block [Liste documentation par catégorie / Documentation list by category]

The user consults or downloads documents from the list.

Page Image Bank



1 - Block [Rechercher / Search]

The user searches for an image using different filters:

- [Keyword] the search is carried out on the location, legend, keyword, application and product fields.
- [Product search] the search is carried out on the product field
- [Application] the search is carried out on the product family and application field
- [Samples] the search is carried out on the family field and filters the sample type
- [Others] the search is carried out on the Others type field

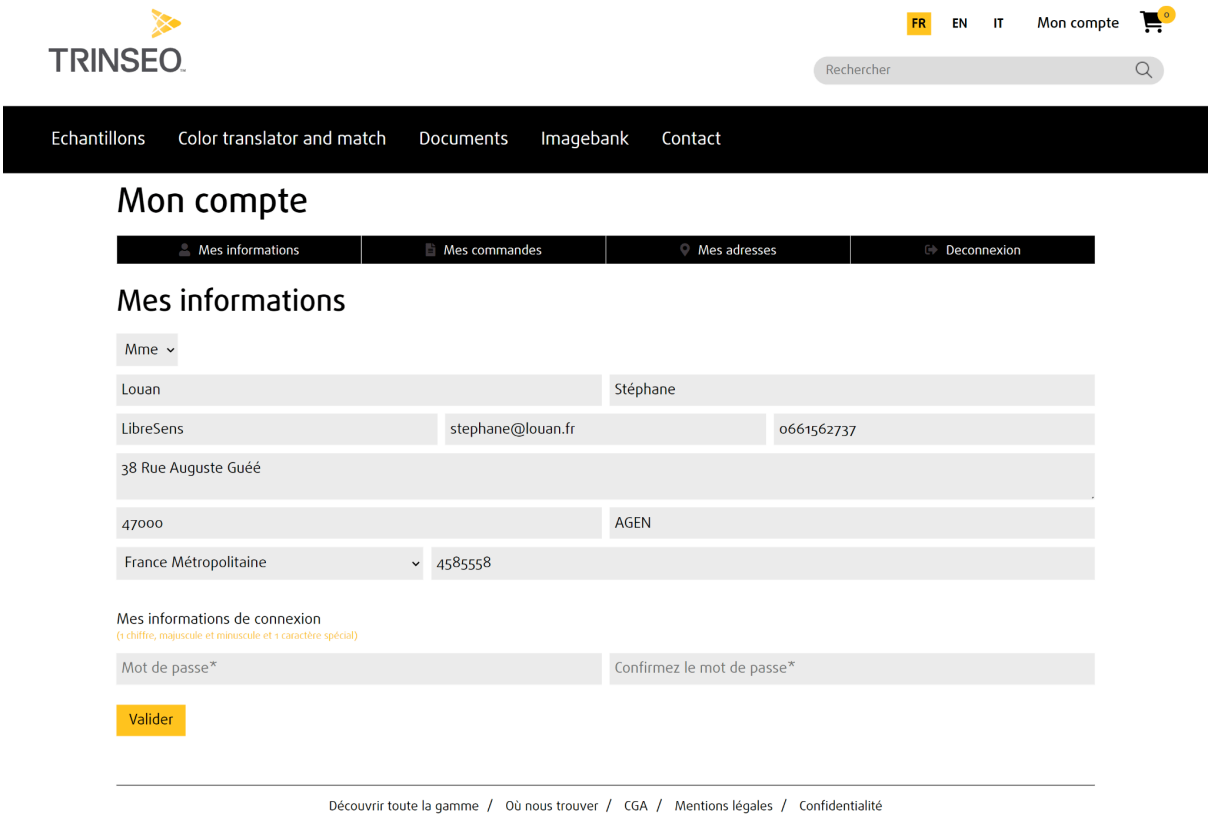
2 - Block [Liste d'Images / List of Images]

The list of images corresponds to the user's search result.
The user can view an image and download it.

3 - Block [Déposer une image / Drop an image]

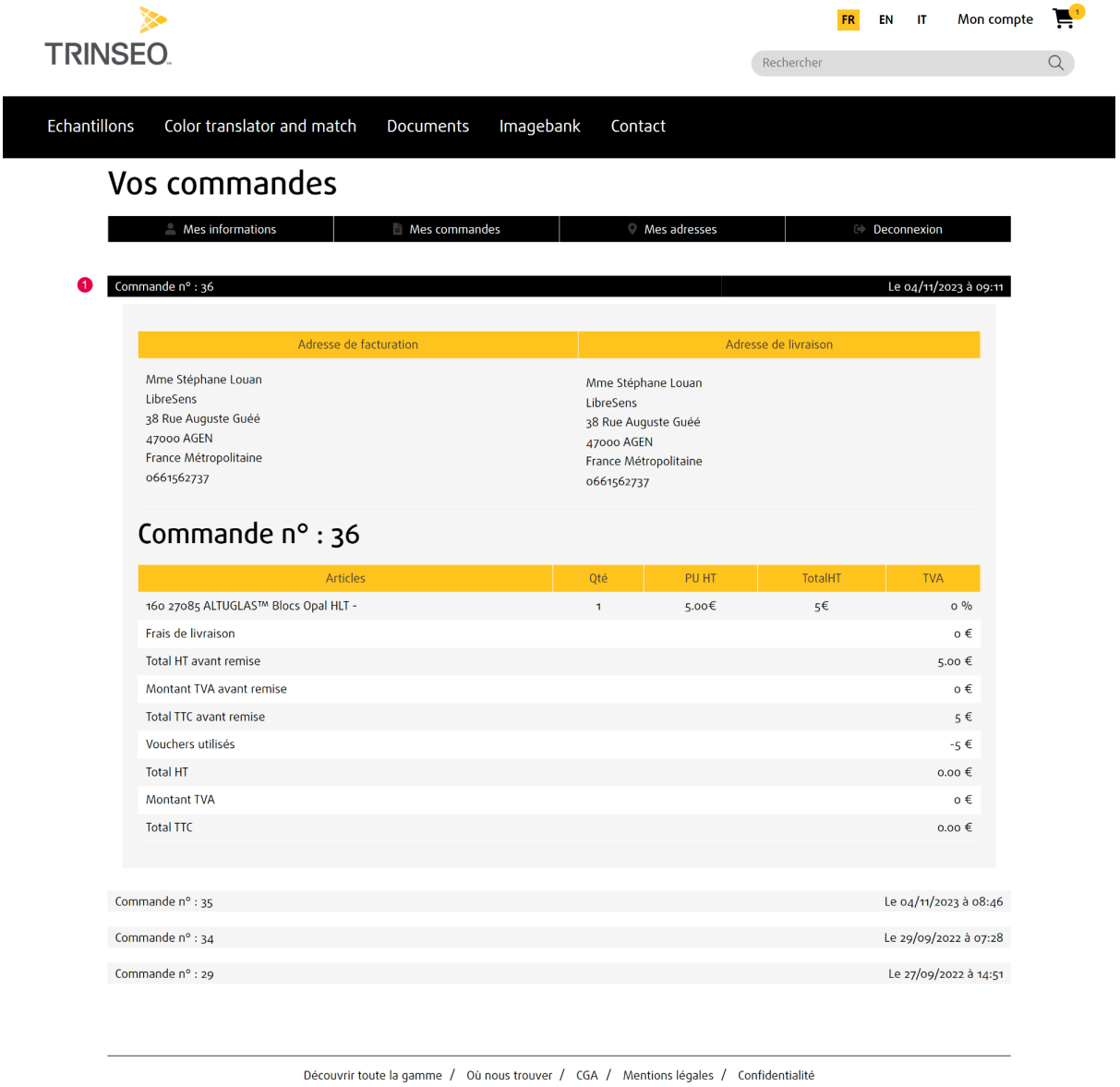
The user can suggest an image to enrich the site's photo library.
The user downloads an image and places it in the site's photo library.
When a new image is uploaded, it is offline.

Page Mon compte - Mes informations / My account page - My information



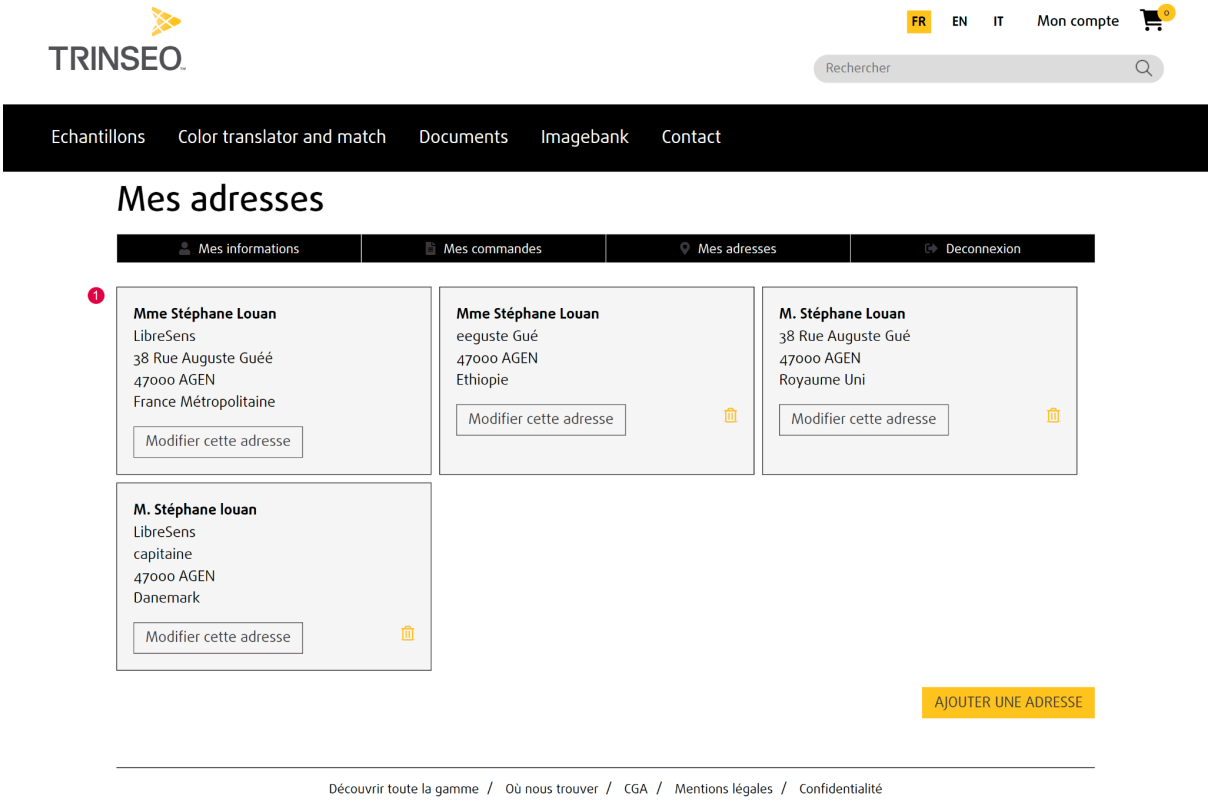
The user can modify the information entered during registration.
He can change his password.

Page Mon compte - Mes commandes / My account page - My orders



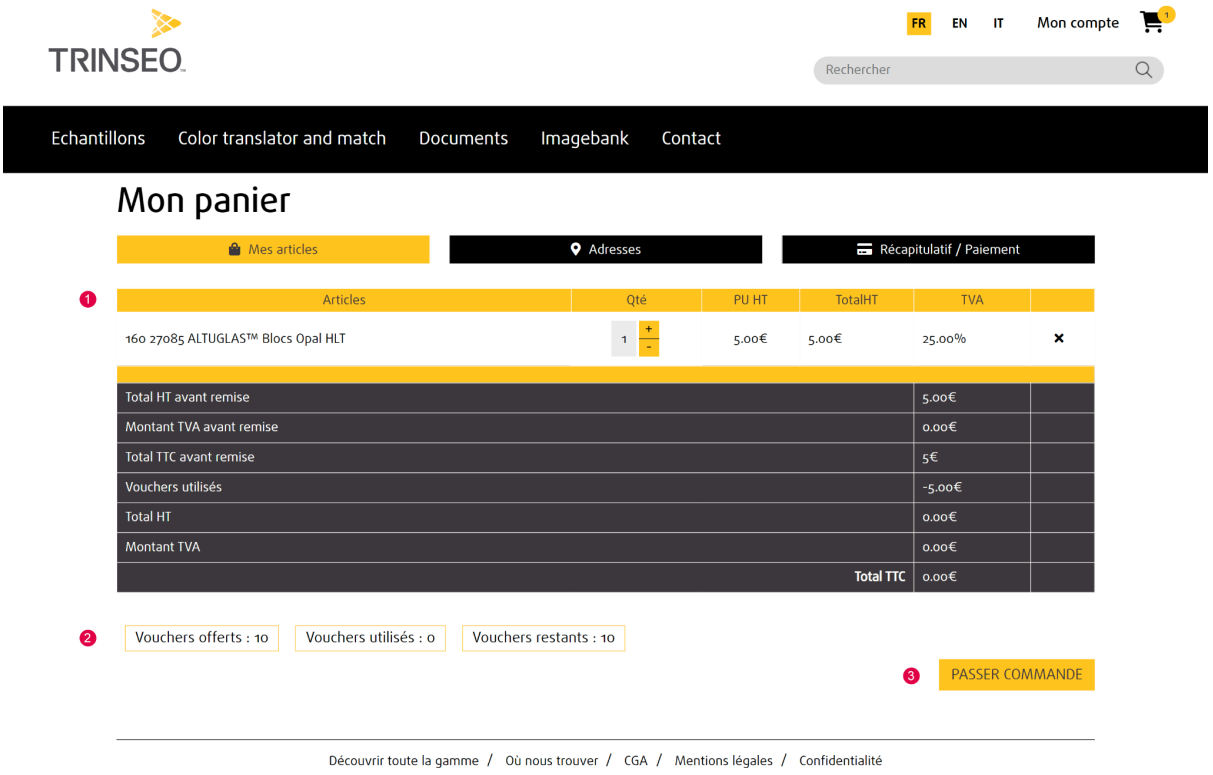
The user consults his order history.
The user can display and print an order by clicking on the [Afficher/Imprimer - View/Print] button.

Page Mon compte - Mes adresses / My account page - My addresses



The user consults the addresses linked to his account and can modify them by clicking on the [Modifier cette adresse / Modify this address] button.
The user can add a new address by clicking on the [Ajouter une adresse / Add address] button.

Page Mon panier - Mes articles / My basket page - My items



1 - Block [Articles / Items]

The user views the items in their basket and the different totals of their future order.

2 - Block [Voucher]

The user whose account is linked to a company with vouchers views the summary of vouchers

- vouchers offered
- vouchers used
- remaining vouchers

3 - [VALIDATE ORDER / VALIDER LA COMMANDE] button

Rule for accounts attached to a company

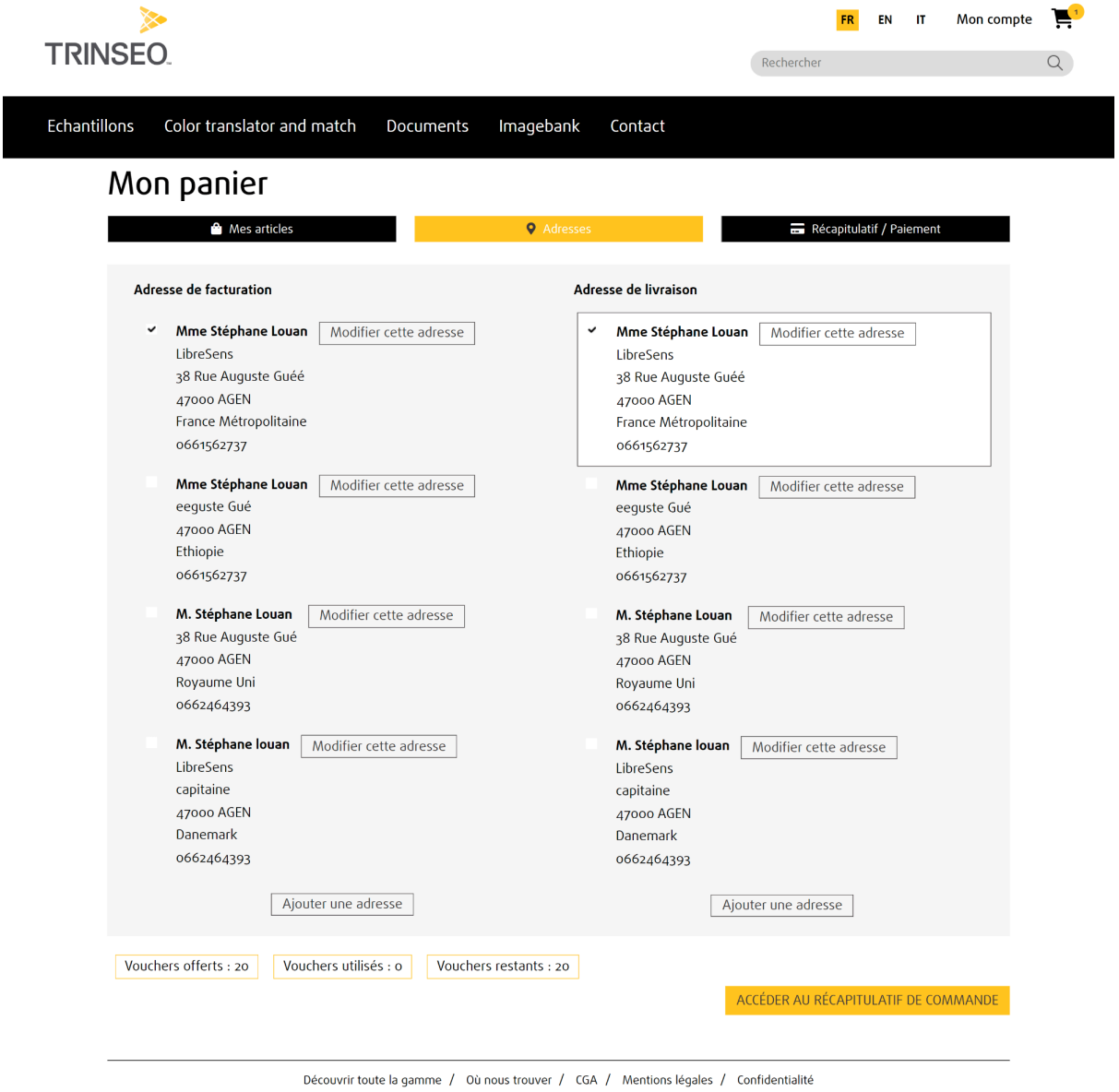
- vouchers are valid per calendar year
- 1 voucher = 1€
- 1 voucher is attached to a company and not to 1 contact

- If the total including tax of the order exceeds the number of remaining vouchers, the [PASSER COMMANDE / PLACE ORDER] button disappears. A button redirecting to the contact form appears.

Rule for accounts not attached to a company

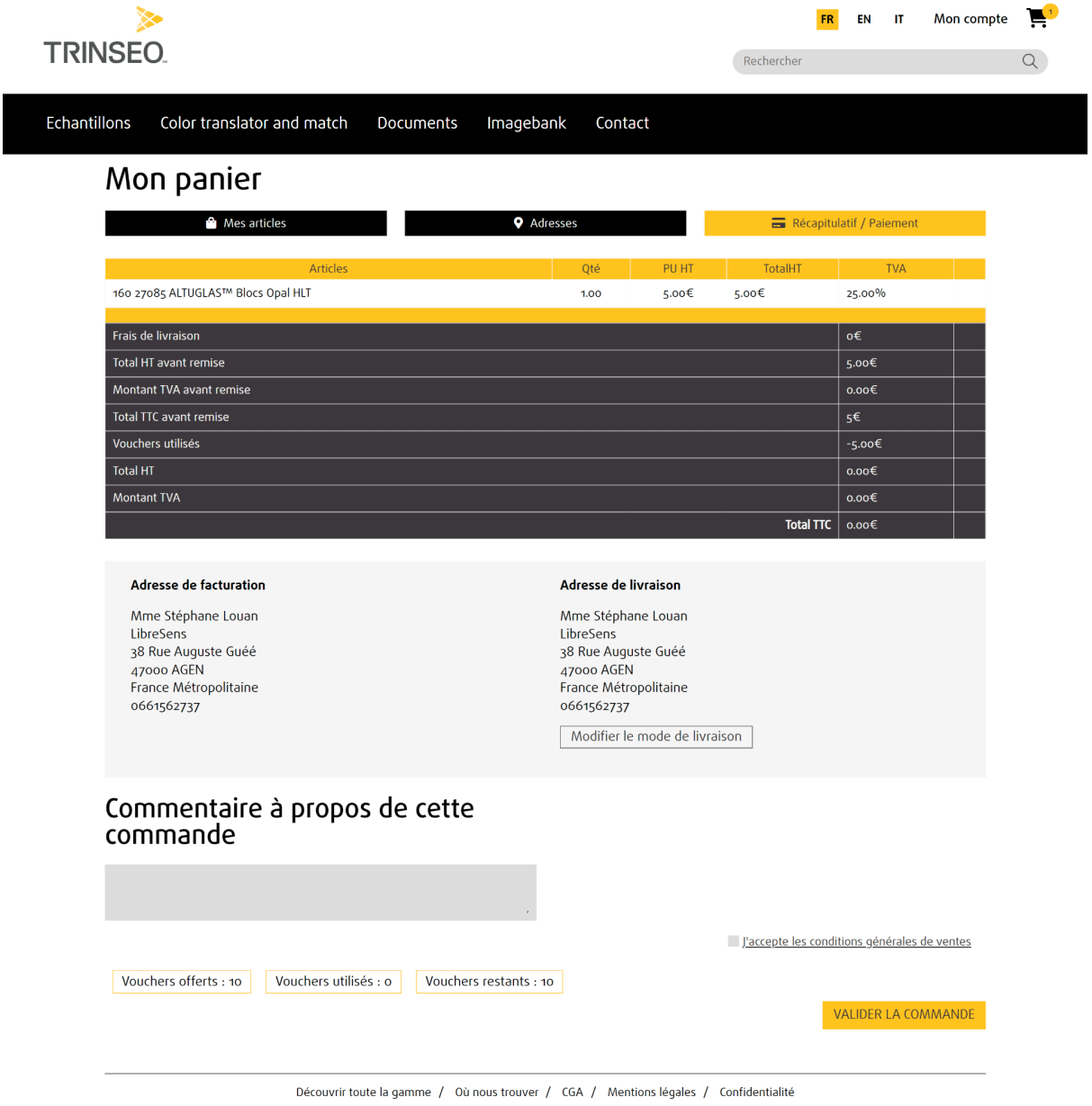
- If the number of samples ordered exceeds 3 per 90 day period, the [PASSER COMMANDE / PLACE ORDER] button disappears. A button redirecting to the contact form appears.

Mon Panier - Mes adresses de facturation - Livraison / My Basket - My billing addresses - Delivery



The user selects (check box) a billing address and a delivery address.
The user can [Modify /Modifier] an existing address and [Ajouter/Add] a new address.
After selecting the billing and delivery addresses, the user clicks on the [Récapitulatif de commande / Order Summary] button.

Mon Panier - Récapitulatif de commande / My basket - Order summary



The user views the complete summary (items, totals, billing address, delivery address) of their order and can add a comment in the [Commentaire à propos de cette commande / Comment about this order] input field.
The user places their order by clicking on the [VALIDER LA COMMANDE / VALIDATE ORDER] button. If the total including tax of the order exceeds the number of remaining vouchers, the [VALIDER LA COMMANDE / VALIDATE ORDER] button disappears. A button redirecting to the contact form appears.

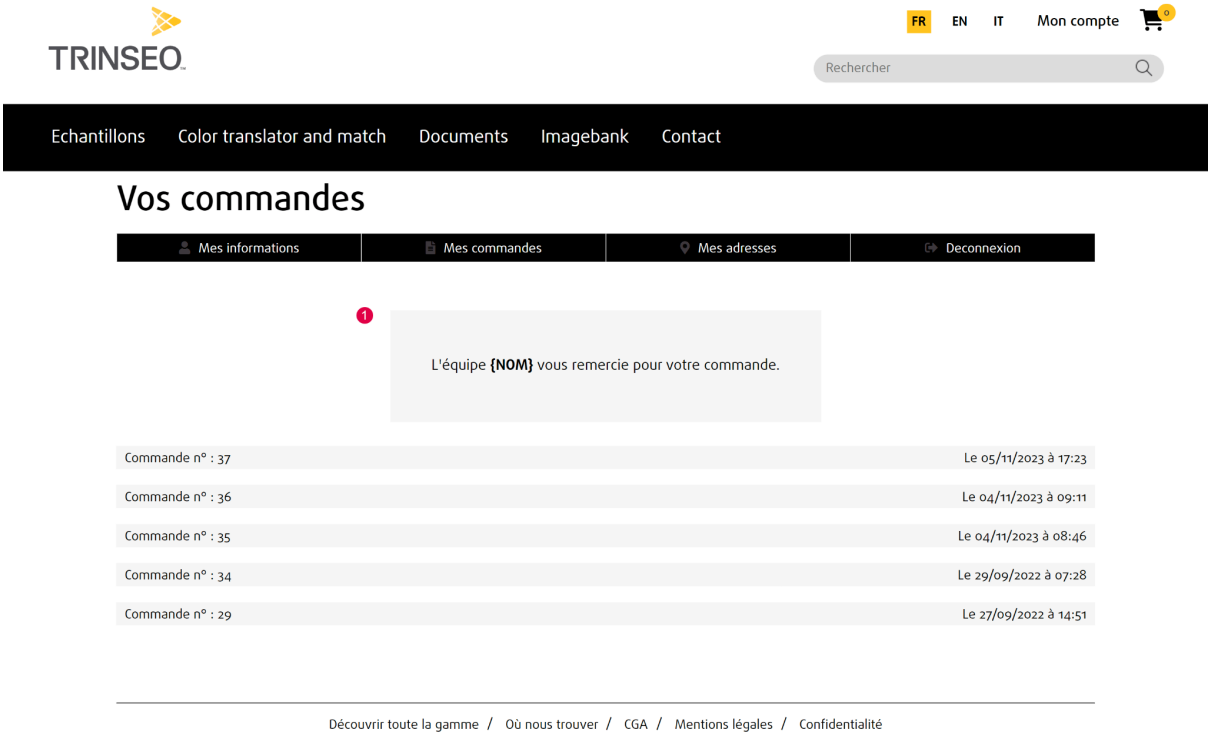
VAT rules - Products from seller Denmark

- If the delivery address is in Denmark, VAT applies.
- If the delivery address is in a European country (other than Denmark) and the intra-community VAT number is entered, VAT is not applied.
- If the delivery address is outside Europe, VAT is not applied.

VAT rules - Seller's products France

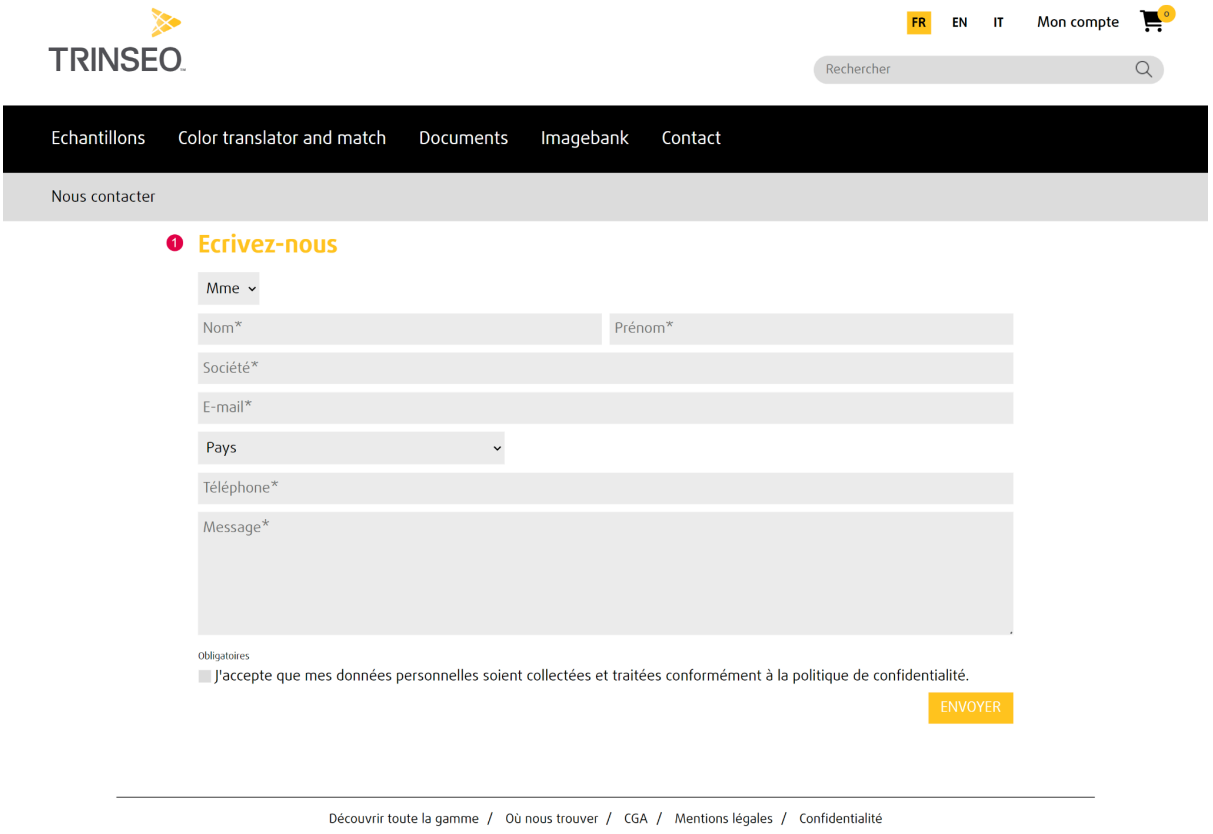
- If the delivery address is in France, VAT applies.
- If the delivery address is in a European country (other than France) and the intra-community VAT number is entered, VAT is not applied.
- If the delivery address is outside Europe, VAT is not applied.

Page de confirmation de commande / Order confirmation page



This page displays an order confirmation message and the user's order history.
The user receives an email summarizing their order.
An email is sent to sellers to prepare the order.
Each seller receives an email with a purchase order for the products they need to ship.

Page contact



The user enters the requested information and his message in the corresponding fields.
The user sends his e-mail by clicking on the [ENVOYER / SEND] button.