

Discover new possibilities!

The mbw<sup>®</sup> online portal step by step















## **Welcome to our online portal!**

### Some advantages at a glance:

- Optimized for your end devices: Shop with the smartphone, tablet or desktop! The new mbw.sh supports all devices and operating systems.
- You see the current stock and further intake at any time.
- Better consult with the mbw.sh! You will immediately see all available accessories for your heartbreakers and favorite products. Combine as much as you like and convince your customers with great ideas.
- Best price policy for your order quantity of the article you will always get the best possible price.
- Drop shipment to your customers
- Personalized access and management of all your clerks
- 24/7 available around the clock













# **Login data**

All dealers listed with us have the possibility to receive login data for the online portal.

If you have not yet received any login data from us, please contact the mbw team. We will gladly send you your personal login data to the mbw®-Shop.

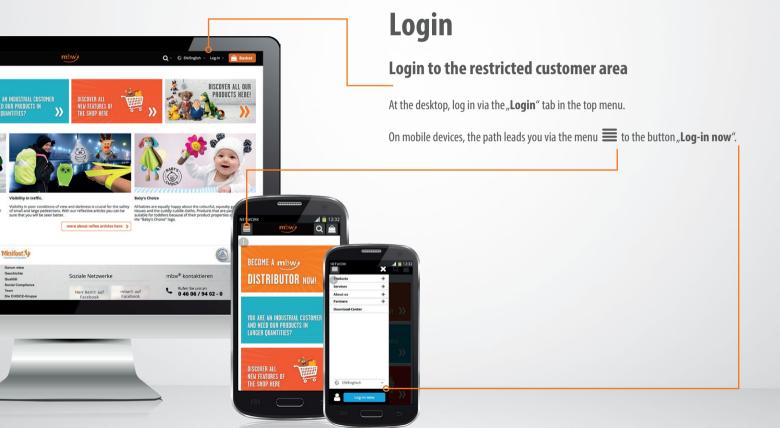
We will send you a user name and password in two separate e-mails. When you log in for the first time, you will be asked to enter the password we sent you and then change it directly into your personal password. This enables you to activate your personal access. Please make a note of your username and password so that you can access the mbw online portal at any time.





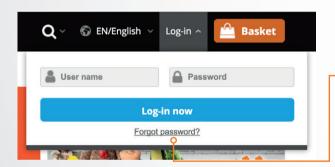


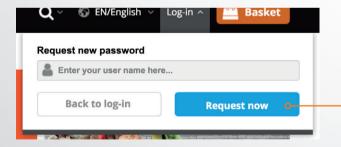












## Login

### Forgot your password?

If you have forgotten your password, click on the "Forgot password" function and enter your user name or e-mail address in the appropriate window and click on "Request now".

After a few minutes you will receive an e-mail with a link to a protected page. On this page you have to enter the **new password** twice. The password length is at least eight characters.

**Please note** that the link may only be used once in the e-mail and will then be blocked for security reasons. If you have been disturbed in the process, you can simply "**Forgot your password**" function in the **LOGIN** again.

### Forgot your username?

If you have forgotten your username, please call us.

Phone: +49 4606 9402-0









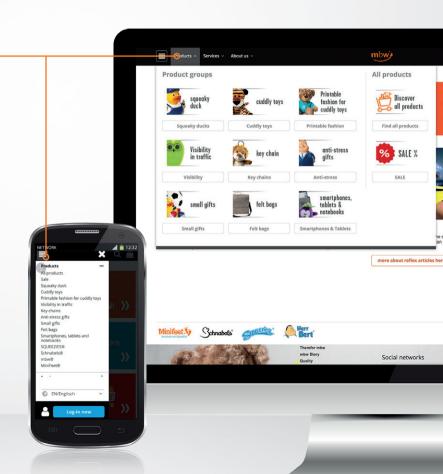


## **Our products**

Move the mouse over "Products" in the upper menu bar to get an overview of the product groups in the menu. A "flyout menu" opens, which allows you to quickly navigate to the desired product groups or, for example, to our SALE articles.

With a click on the menu item "Products" you will get to the Overview of all product groups.

On mobile devices, you can find the products under the menu \( \bigset{\bigset} \). Then click on the button "Products". The overview of the individual product groups opens.













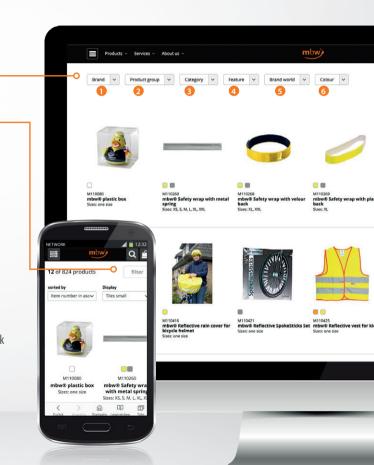
By clicking on the menu item "**All articles**" you get to the overview of our products. Now you will see all products unfiltered.

The different **filter options** allow you to quickly and easily search for the right product and simply narrow down the search to find the desired product in a targeted manner.

#### The following filter options are available:

- Brand Choose between our brands MiniFeet®, Schnables® and Squeezies®.
- Product group Select one of our product groups.
- 3 **Category** Select a special category (e.g. Christmas).
- Feature Filter according to special product feature (e.g. OEKO-TEX® tested).
- **5 Brand world** Select the desired brand world (e.g. CityDuck®).
- **6 Colour** Filter according to the desired color.

If you have selected one or more filters, only the available selection will be displayed in black in the other filter options. All other possibilities are greyed out. In this way, we avoid "zero searches", but still show you all variants of our product portfolio.













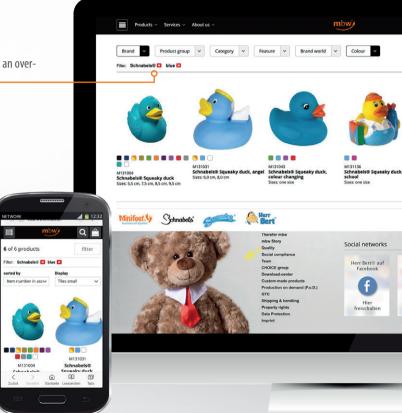
# **Filtered product selection**

If you have narrowed down your selection of products by using the filter, you will get an overview of the available products.

In this example, the filters **brand** "Schnabels" and colour "blue" were selected.

Delete filters either by clicking on the small red cross or by deselecting them in the filter selection. (remove hook)

Each search result has a specific link. Simply copy and send this link to your customer. This way you can quickly and easily show your preselection to your customers.











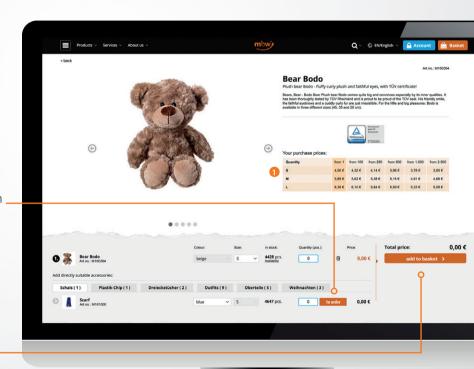
# **Detailed product page**

Once you have clicked on an item, you will be taken to the product detail page.

Here you can see all details and **information** about the product and you can select available **colours or sizes**. In addition, the **accessories for the main products** are displayed. This way you can see at a glance what fits together and can easily create the desired article by clicking on the **"to order**" button. The column **\_\_\_\_\_\_\_, In stock**" shows the current stock and, if applicable, the lead times of further intakes.

• If logged in, your **purchase prices** are also displayed in the respective scale quantities as well as your personal price colum.

By clicking on "Add to basket" the current selection is transferred to the basket.

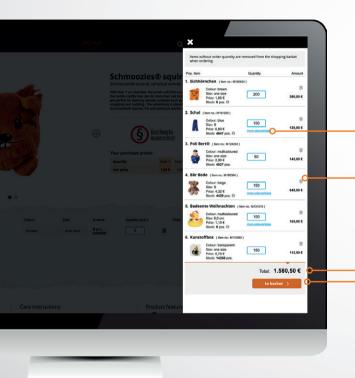












## **Basket**

By clicking on the **Basket** button, you will first get an overview of the products that are currently in your basket.

The quantities can already be adjusted here or additional colours/sizes can be added.

The item can be removed from the shopping cart via the small "trash can".

At the bottom of the screen, you will see the **total amount** of the current basket.

By clicking on "to basket" you will be taken to the next step of your order.









### **Baskets**

Commission ()		2		<b>3</b>	4
Mustermann GmbH	0	○ Shipping address ● Drop shipment Standard addresses cannot be selected here. Please use the following link. Change address Shipping and handling	Contact person	☐ Express shipment	Invoice address mbw Vertriebsges. mbH Tarper Str. 2 24997 Wanderup DE
Save commission Basket no.: #122			First name*: Name*: Phone*:		

#### Name baskets

Your shopping basket will be numbered automatically. In the free field under Commission you have the possibility to name your shopping basket. You can rename and save an commission at any time.

#### Select shipping method

In addition, we offer you the special service of "neutral shipping" to your customers. If you choose **Drop shipment**, we know that the goods must be shipped with neutral papers. If you choose

**Shipping address**, it is a delivery to one of your own standard addresses and we send the documents with our **mbw**® **letterhead**.

### **6** Arrange Express Delivery

Express deliveries upon request. Express delivery is only available if the destination address is in Germany.

#### Invoice address

Your invoice address is displayed here. This is based on your customer data. If there is any change in your customer data, please contact the mbw® team. We will then adapt your data accordingly.





## **Baskets**

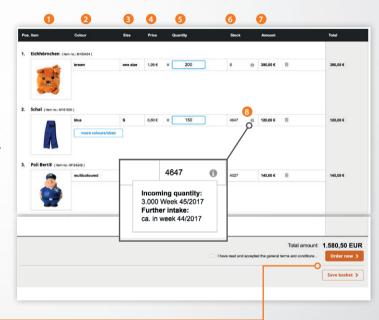
From each product page you will immediately be taken to a basket.

When you add goods to your baskets, you can work flexible: Either you add a product, the desired color and quantity at once to the basket or later enter or change the quantity. You can also add further colours to the choosen article directly from the basket.

In the basket you will see the **selected articles 1**, the **selected colours 2** and **size 3**, your **purchase price per item 4**, the **quantity 5** as well as the **current stock 5** and the **amount of the position 9**.

You can find out more about the **further intake** at our warehouse by clicking on the small **info sign** 3 behind the stock information.

You have the possibility to save the basket or order directly.

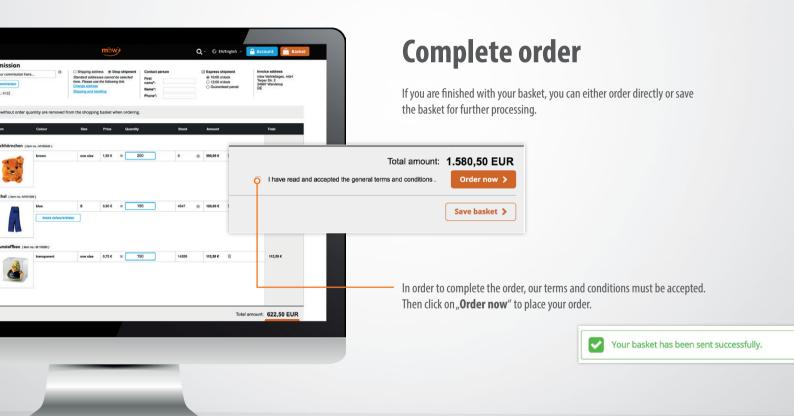










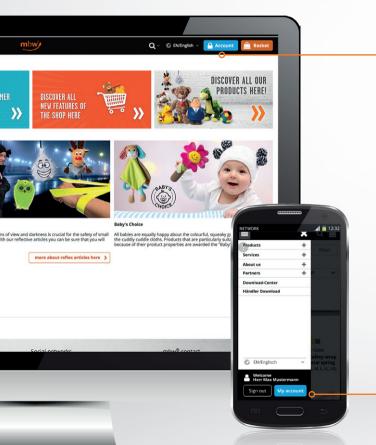












## **Customer account**

Click on "**Account**" in the top menu bar to manage your basket, orders, personal data and other services.

On mobile devices, you can find the customer account under the menu **.** Then click on the **"My account"** button.











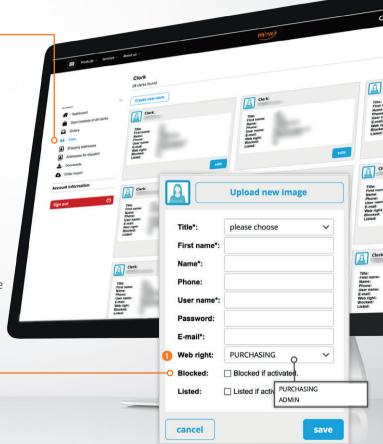
## Assignment of rights/clerk

Under Clerk, an **ADMIN** manages the company's employees who should have access to the mbw<sup>®</sup> online portal. Due to data protection regulations, they require personal login data.

There are two types of web rights **1** for contact persons:

- Web right "ADMIN": These employees see all baskets of the company and can create further contact persons. There can be any number of employees with the "ADMIN" authorization.
- Web right "PURCHASING": These employees only see the baskets of goods they have created themselves and cannot create any further contact persons.
- Initially, mbw® has assigned the web right "ADMIN" to each contact person. Please configure the rights according to your personal company needs.

If an employee leaves the company, an **ADMIN** must immediately **deactivate** the access in order to prevent possible misuse by checking the "blocked" checkbox in the respective administrator's account.







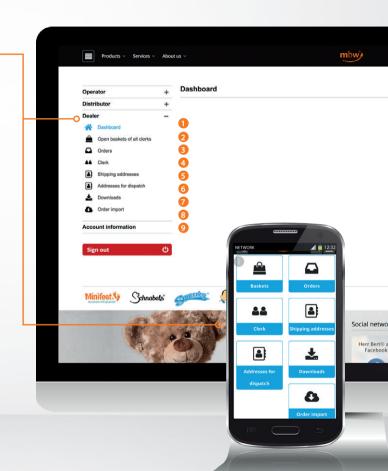






### **Customer account**

- **1 Dashboard** our "bulletin board". Here you will find latest information
- 2 Open shopping baskets of all clerks management of your shopping baskets (only with rights **ADMIN**)
- **3 Orders** Overview of your orders. With right **ADMIN** all orders of the company.
- 4 Clerk Administration of your employees (only with right ADMIN)
- **5 Shipping addresses** Management of your shipping addresses
- **6** Adresses for dispatch Management of addresses for drop shipments
- **Downloads** Download current sales documents
- **Order import** We offer this service from spring 2018. (only with right **ADMIN**)
- Account information Managing your own user account











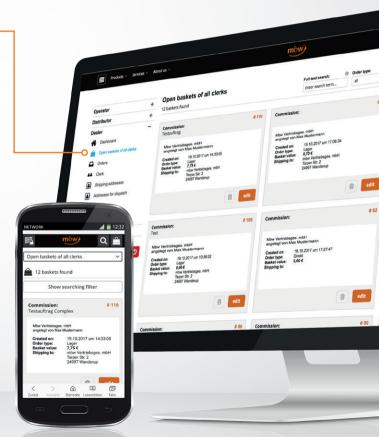


# **Open baskets**

The **ADMIN** right allows you to see all the open baskets of your company's employees. This is the way to edit, delete and send these baskets for your colleagues in case of absence. This ensures that you can access all your company's shopping baskets at any time.

You can add a **commission** to each basket, e.g. "Order Sample Company Ltd." This commission will be also displayed on all delivery notes and invoices and supports you in assigning the documents to your sales order.

Each basket also shows when and by whom it was created. You can use a filter function to filter and sort by date and order type. The online portal provides optimal support for your daily work.











## **Orders**

Under Orders, the **ADMIN** sees all orders of the company, the employee with the right **PURCHASING** only his orders.

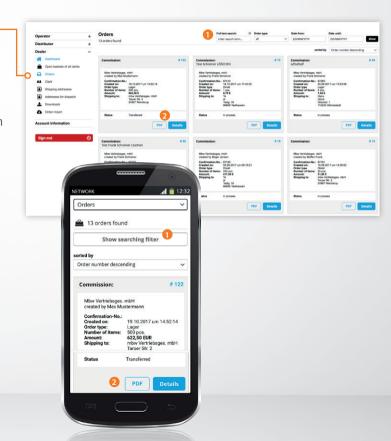
At the start of mbw.sh, we have equipped all clerks with the web right ADMIN. You can change this configuration in **ACCOUNT, CLERK** with the ADMIN authorization.

#### • Full text search:

Here you can search your orders for the commission. It is also possible to sort the orders by order type or date.

#### 2 Order details:

You can also review each order in detail. You can also download a PDF with the order details.













## **Shipping addresses**

Under Delivery Addresses you manage your standard delivery addresses. Here we will deliver with a delivery note and an mbw® letterhead.

For example, store the addresses of your field staff, sales offices, print shops, etc.

To create a new delivery address, simply click on the button "Create new delivery address" 1.

Simply change your standard address by setting a different address as the standard address2.

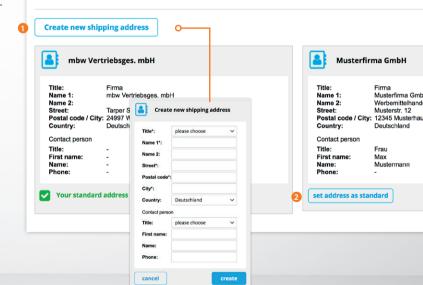
Delivery addresses can also be selected or created directly from a basket.

#### Shipping addresses

2 addresses found

Here you can manage your standard delivery addresses. Here we will deliver with a delivery note with an mbw® letterhead. For example, the standard delivery addresses and the standard delivery addresses and the standard delivery addresses.

- To create a new delivery address, simply click on the button "Create new delivery address".
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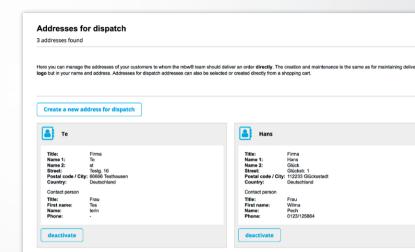


## Addresses for drop shipment

Under Addresses for dispatch you can manage the addresses of your customers to whom the mbw® team should deliver an order directly. The creation and maintenance is the same as for maintaining delivery addresses.

These shipments are sent by us with a neutral delivery note without the mbw<sup>®</sup> logo but in your name and address.

Addresses for dispatch addresses can also be selected or created directly from a shopping cart.













### **Downloads**

Under Downloads you can download e. g. current stock lists, price lists, catalogues with industry prices, but also the latest flyers.

You can also import the stock list into your own ERP or use it as additional information for your webshop. This list is updated every hour. The next update cycle is displayed.

For an automated import of stock information into your systems, we also make them available on an FTP server.

Would you like to use this service? Please contact our sales representatives.

