



Quick Start Guide WebShop

Logging In

Requirement

- Account for the CT Business Portal.
- You are successfully logged in to the CT Business Portal

[1] Select **Web Shop**.



Applications for which you do not have authorization will be grayed out.




Searching in WebShop

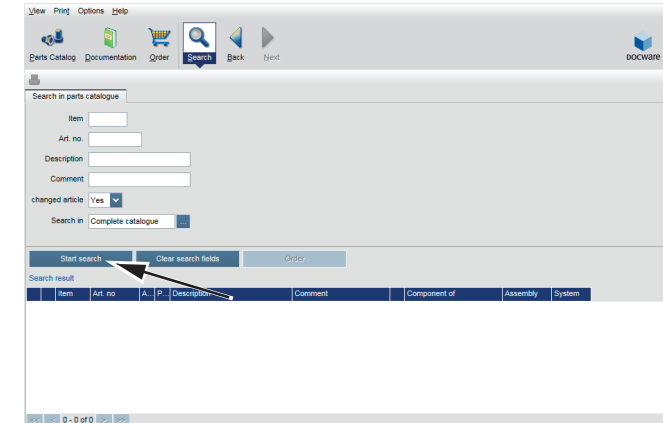
You can search through the entire catalog or a single product or you can target one assembly in the parts list.

The search criteria are AND linked.

The following wildcards are possible:


- * stands for any number of character
- ? stands for any character

- [1] Select  from the menu.
- [2] Enter your desired search criteria(s).
Item - position no. of part in the drawing
Art. no. - part number
Description - name of the part
Comment - comment to a part
changed article - Yes; for changed parts
No; not changed parts
-> depends on product specific releases
Search in - limit the search
- [3] Select **Start search**.
⇒ The result is shown as a hit list.
- [4] Double-click the desired part.
⇒ The catalog jumps to the location.
The part is highlighted in the list.



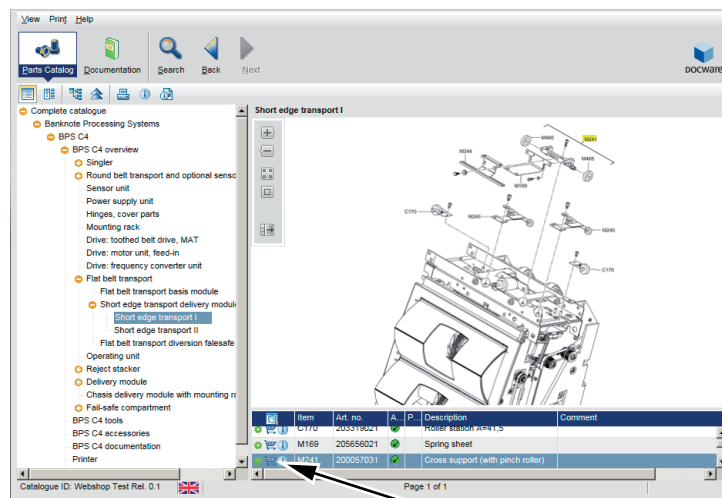
Ordering Spare Parts

Selecting Spare Parts

- [1] Select the desired assembly from the tree on the left side (see picture).
- [2] Select the desired spare part from the list below the line drawing.
- [3] Select  to add the spare part to the shopping basket (see arrow).

Entering Order Quantity

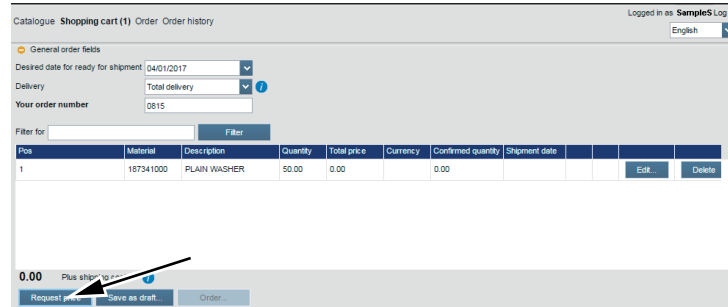
- [4] Enter the order quantity and select **OK**.
⇒ The spare part is added to your shopping basket.



WebShop Help Desk:
Phone: +49 89 4119 3737
E-mail: CSS.HelpDesk@gi-de.com

Continue Ordering

- [5] Select **Shopping basket** from the menu.
- [6] Enter the desired delivery date, modality and your order number.
- [7] Select **Request price** to update the price and availability (see picture).
- [8] Select **Order**.



Complete delivery: Summarization on a date all materials are available.
Two deliveries: First all materials available for the first possible date. All other materials are combined into a second delivery.
Three deliveries: First all materials available for the first possible date. Third delivery for item with longest delivery time, second delivery for items not included in first or third delivery.
 If the material is not available in the quantity: Reduce the quantity or if not, we will inform you soon about the delivery date of the remaining quantity.

Selecting Delivery Address

- [9] Select the delivery address and **Next**.

Activating Terms and Conditions

- [10] Activate the check box **Terms and Conditions**.
- [11] Select **Order bindingly now!**



⇒ Depending on your WebShop role an internal approval might be needed to send the order.
 To ensure max. efficiency and benefit from our internal logistic service provider agreements all orders will be delivered DAP (Incoterms® 2010). The shipping costs will be stated separately on our invoice.



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