

Guidance for ordering articles on our homepage:

1. Search after articles:

- Click on "**Catalogue**" (upper right corner), where following points in the under menu are suitable for searching:
"**Alphabetical search**"
"**Article groups**"
"**Free search**"
We recommend "**Free search**", where you can use letters and numbers. If you know the article number you can use it here.
- When you found the article you can click on "**Show picture**" and "**Show drawing**" at the right side.

2. Ordering articles:

- If you want to order the article you simply have to insert a number in the white field and click on the **trolley**.
As a "**double check**" a grey box appears where you accept the amount.
- If you want to order more articles you repeat the above.
- You can always check your order by clicking on "**Check order**" at the top of the window. Here you also can change the amount or delete an article completely from the list.

3. Approve and finish order:

- When you are finish with your order and on the window "**Check order**" you click on "**Approve order**". You will be directed to the "**Customer information**" side, where fields marked with a red star has to be filled in to send an order.
*If you wish to save this information for future order you click on "**Save/correct customer information**".*
- After the information are given you finish your order by clicking on "**Send order**" where after an order confirmation is sent to the given E-mail address.