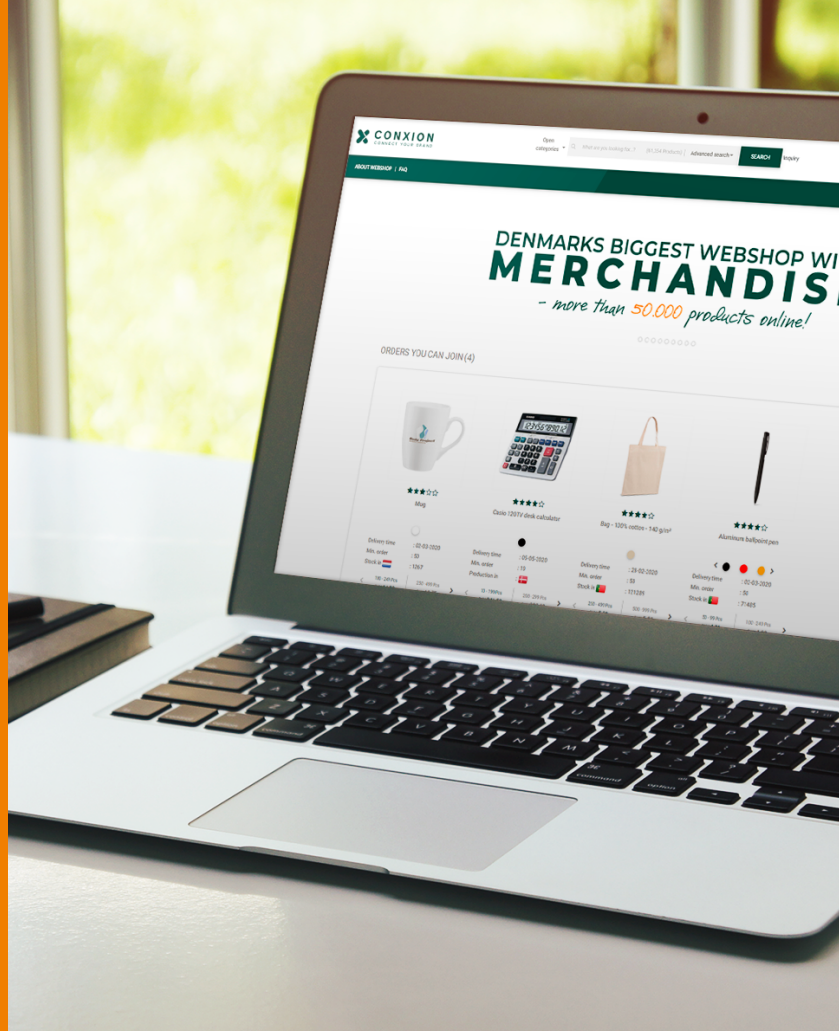


Conxion Link Webshop ***QUICK GUIDE***

by Conxion A/S

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Welcome to Conxion LINK webshop quick guide!

With our Conxion Link webshop platform you gain access to the industry's largest, leading-edge webshop. We provide you with the opportunity to pool your purchases with other customers. That way, you achieve the advantages of a large-scale operation, even when placing smaller orders.

This quick guide will give you an introduction to the webshop platform and its features.

Create an user

By default the Conxion Link Webshop is public and open for all visitors.

However to get access to all features of the webshop available we recommend you to create an user. Click on "**Sign up**" in the top right corner to start the process.



The sign-up process is divided into three parts; **General information**, **Addresses** and **Final information**.

General information

2) Upon pressing the sign up button, you are transferred to a page which requires some general information to be entered about the user. Mandatory fields are marked with an "*". Fill in the information and click "**NEXT**".

A screenshot of the 'General information' sign-up form. The form is titled 'General information' and contains several input fields. On the left side, there are fields for 'First / last name*' (Required), 'Password*' (Required), 'Job position', and 'Select language*'. On the right side, there are fields for 'Username*' (Required), 'Confirm new password*' (Required), 'Department', and 'Select currency*'. A green 'NEXT' button is located at the bottom right of the form. A dotted line with a green circle containing the number '2' points to the 'NEXT' button.

First / Last name: The first and last name of the user.

Username: The chosen username is your screen name, and will be displayed on the webshop, invoices etc.

Password: Please choose a password which is long, but easy to remember. You can reset your password at any time, and an e-mail will be sent with a temporary password.

Select language: You have the option to choose between Danish and English. The language you choose will be set as your default language. The webshop is displayed in your default language. This can be changed at any time in your user settings.

Select currency: The selected currency will be set as your default currency on the webshop. This can be changed at any time in your user settings.

Addresses

After filling in the mandatory fields you are allowed to go to the next page. This page concerns delivery and invoice addresses. Mandatory fields are marked with an “*”.

The screenshot shows a form titled "Address" with two columns: "Invoice address" and "Delivery address". At the top right, there is a checkbox labeled "Same as invoice address". The "Invoice address" column contains fields for Company name, Phone number*, Email*, Alternative email for invoices, Address line 1*, Address line 2, Address line 3, City*, Postal code, and Select your country*. The "Delivery address" column contains fields for Company name, Phone number*, Email*, Address line 1*, Address line 2, Address line 3, City*, Postal code, Select delivery country*, and Contact person*. At the bottom right, there are "BACK" and "NEXT" buttons. A dotted line connects the "NEXT" button to a large orange circle with the number "3".

- Company name:** Refers to your company/subsidiary. This information is shown in the order overview.
- Phone number:** Your phone number. In case you need to be contacted, this number will be referenced.
- E-mail:** This e-mail address will receive order confirmations, price drops, and will function as your main contact e-mail address.
- Invoice e-mail:** This e-mail address will receive all invoicing associated with the account. If no e-mail address is stated here, your main e-mail address will receive the invoice information.
- Address line 1:** Your company address.
- City:** The city where your company address is located.
- Postal code:** The postal code where your company address is located.
- Select country:** The country where your company address is located.

Once these have been filled out, you have the option to copy them on to your main delivery address by checking the “same as invoice address” checkbox in the top right-hand corner.

3) After filling out the mandatory fields and pressing “**NEXT**”, you are directed to the third and final page of the sign-up process, “Final information”.

Final information

There is only a single mandatory field on this page, “**I agree to the Terms, conditions and refund policy and user data policy**”.

Final information

VAT Identification number

Comment

Drag & Drop your picture here
Files : JPEG, PNG, GIF

OR

UPLOAD FILE

☐ I agree to the [Terms, conditions and refund policy](#) and [user data policy](#)

BACK CREATE PROFILE

4

VAT identification number refers to the VAT number of your company/subsidiary. By leaving this field blank, your order is considered a B2C order.

Writing a comment attaches it to your user profile as an internal note in the system. When your user is looked up by the administrator(s), they are able to see the comment.

4) Once all the mandatory fields from page 1-3 have been filled out, you can create your user by pressing the “**CREATE PROFILE**” button. Pressing “**CREATE PROFILE**” returns you to the login window.

Log-in procedure

After having created an account, you are ready to log in to the Conxion link webshop.

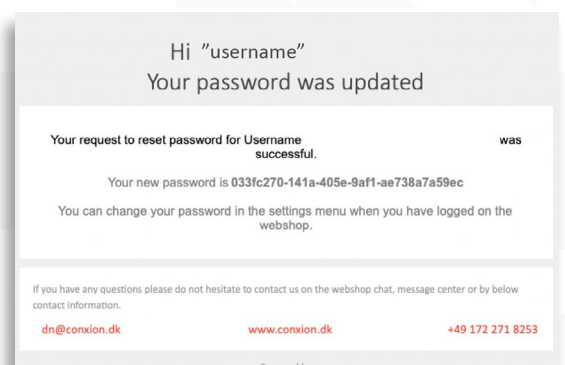
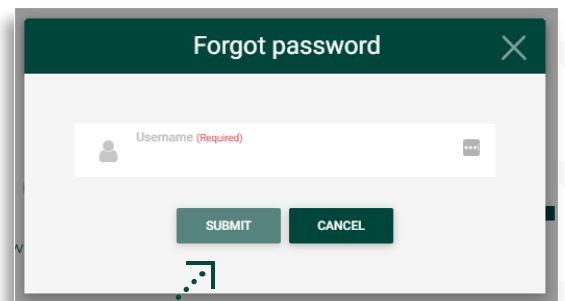
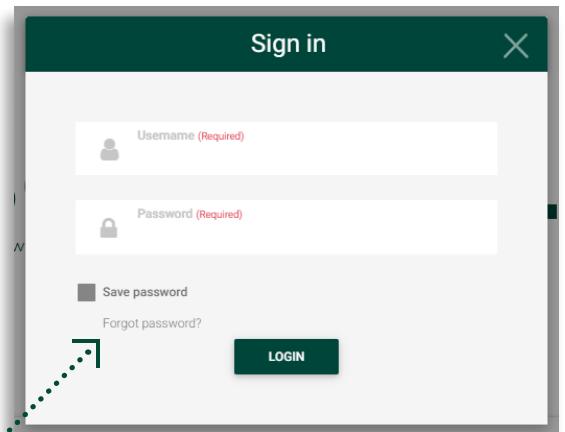
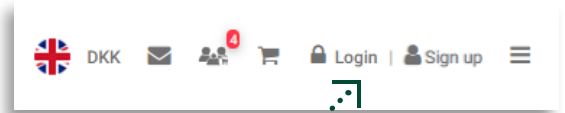
Go to <https://conxion.linkwebshop.com/> and click on "Login" at the top right corner. You are now met by a popup window in which you can enter your username and password and click "Login"

Should you have forgotten your password, you can request a new password from this page by clicking on "Forgot password?".

Resetting password

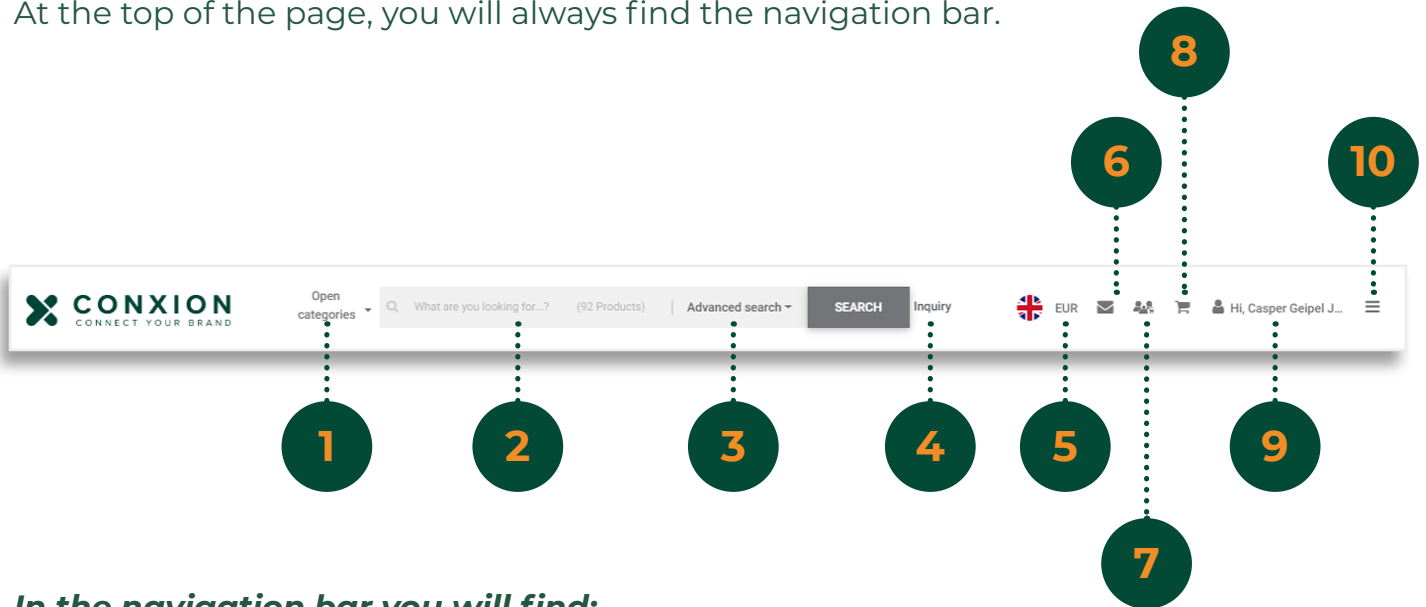
If your login does not work, or you want to reset your password, you have the option of pressing "Forgot password?". This opens a window in which you are prompted to input the username whom is to receive a password reset.

Pressing "SUBMIT" resets the password of the user and sends an e-mail with a new system-generated password. The user receives an e-mail informing them of their password being reset, along with a newly generated password with which they can now log in to the LINK webshop.



The navigation bar

At the top of the page, you will always find the navigation bar.



In the navigation bar you will find:

- 1) Product categories
- 2) Search tool
- 3) Advanced search tool
- 4) Inquiries
- 5) Currency and language settings
- 6) Message Center
- 7) Number of orders you can join
- 8) Shopping Cart
- 9) Log out of user
- 10) Burger menu with:
 - Order history
 - Orders in production
 - Sample orders
 - Liked products
 - Personal folders
 - Profile Settings
 - Logo bank

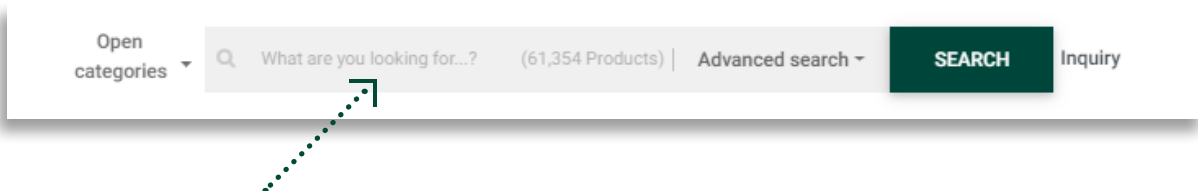
Searching for products

Locating the most relevant products in the webshop can be done in 3 main ways.

- 1) You can use the search field in the navigation bar at the top.
- 2) You can use the advanced search option from the navigation bar at the top.
- 3) You can choose to browse through categories and sub-categories from the “open categories” from the navigation bar at the top.

1) Searching from the search field

In the navigation bar at the top of the webshop you can find the search field. The search field shows you how many products are currently available in the webshop.



When searching for products in the webshop you have two options. You can search by name or you can search by item number.

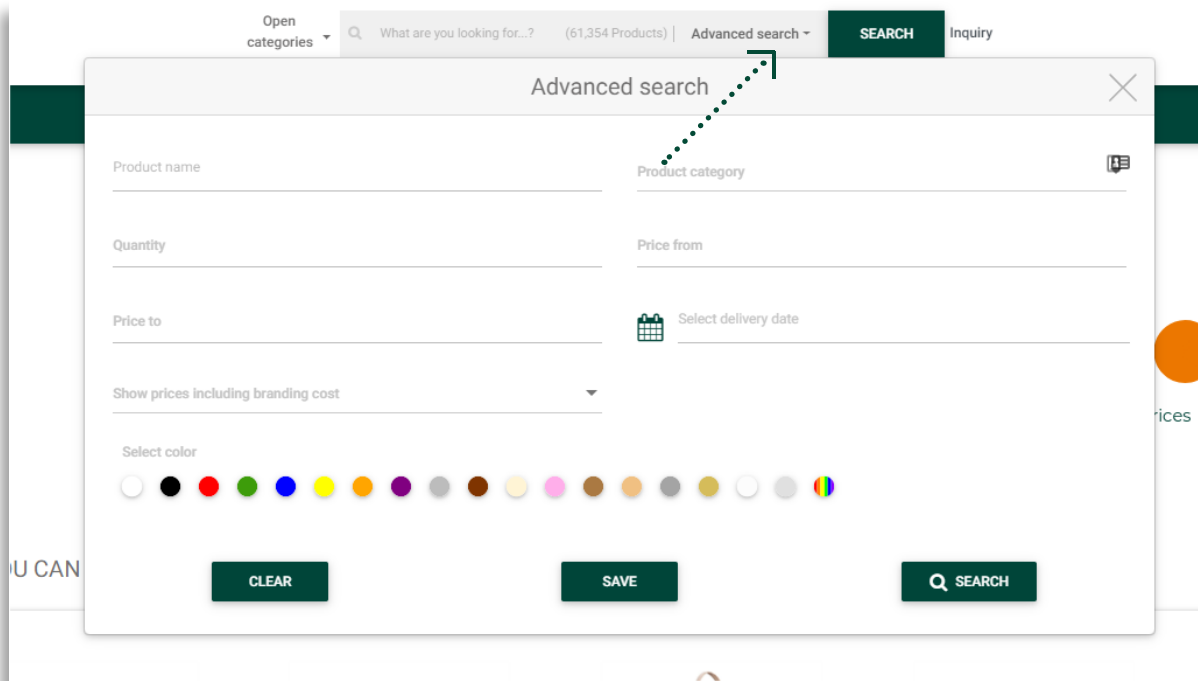
Searching by name:

In the case of searching by name, the search field accepts partial as well as full product names. A scrollable list is generated based on your input and narrows down as you input more characters into the search field.

Searching by item number: In the case of searching by item numbers, the search field only accepts complete item numbers. Searching for partial item numbers yields a search result with no products.

2) Advanced search

In the navigation bar at the top of the webshop you can find an “**advanced search**” dropdown.



In an advanced search you have the option to narrow down your search results to be within the parameters you have set. In here you have the option of restricting the search by:

- Product name:** You are able to restrict the search to only contain products with names similar to the input product name. By leaving this field blank, the search contains all products which fulfill the requirements of the other search parameters.
- Product category:** You can choose a category from the dropdown list. The list contains the main categories listed in the webshop. By choosing a category you are restricting your search result to only include products from the chosen main category.
- Quantity:** By inputting a quantity, your search results will be shown with prices at that quantity level. Only products which are available at that quantity will be included in the search.
- Price from:** By inputting a value into “price from”, you are setting a minimum price level for the search result. Products which do not meet that price are omitted from the search.
- Price to:** By inputting a value into “price to”, you are setting a maximum price level for the search. Products which do not meet that price are omitted from the search.
- Delivery date:** By selecting a delivery date, you are being shown products which can be delivered at, or before, the selected date.

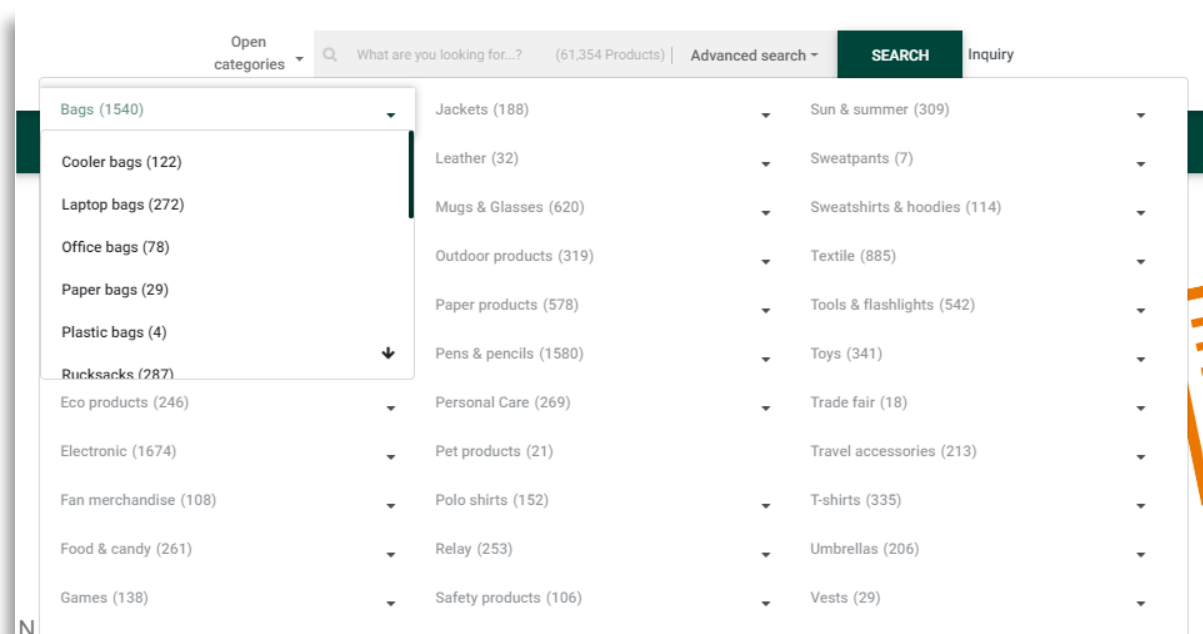
3) Categories

In the navigation bar at the top there is an “**open categories**” dropdown. In this dropdown you are shown the main categories available in the webshop.

The categories work in two layers; main categories and sub-categories.

Main categories are used as a generalization tool to fit all products of a certain type, whereas a sub-category is designed to narrow the product group down to more specific terms. Should the main category have a dropdown listed to the right of it, there is at least one sub-category attached to that main category.

The numbers listed in the parenthesis tells you how many products are available in that category or sub-category.



Main category: By choosing a main category you will be shown all of the products that are listed in the sub-categories, giving you an overview of the products that are associated with the chosen main category.

Once inside a main category, the sub-categories are listed on the left-hand side. The sub-categories are marked with parenthesis at the end which tells you how many products they contain.

Different filter options are listed below the sub-categories. Adjusting these filters affects the products that are available in the main category.

Sub-category: By choosing a sub-category you are only shown the products listed in that sub-category, giving you an overview of the products that associated with the chosen sub-category.

Different filter options are listed on the left-hand side of the sub-category. Adjusting these filters affects the products that are available in the sub-category.

How to create or join an order

Find the desired product. You can find products by using the product categories, the search tools or "Orders to join" from the navigation bar.

Click on the product to see the detailed product information.

Aluminum ballpoint pen

START BRANDING COLOR

ENTER QUANTITY
Minimum quantity - 50 Pcs
50

JOIN EXISTING ORDER

11 Days 02-03-2020

DKK 4.09
ADD TO CART

DKK 4.09 DKK 4.01
+150 Pcs to next price drop

CREATE NEW ORDER

SET DELIVERY DATE
26-02-2020 ☐ Express order

DKK 4.21
ADD TO CART

50 - 99 Pcs DKK 4.21 100 - 249 Pcs DKK 4.09

After having input your desired quantity, the branding tab becomes available.

In the **branding tab** you can select your branding option based on position, price, print technique and logo size.

The prices are based on the input quantity in the "Start" tab, and have price drops in the same intervals. The chosen branding price is added onto the product price shown in the box.

START BRANDING COLOR

☐ Proceed without logo

1 Choose branding method ☐ Show all branding prices

Ball pen - Side clip - 3D engraving - 1 color(s) (2.5 cm²) - EUR 1.19

2 Specify logo colors (optional)
Select color

3 Add your logo (optional)
UPLOAD LOGO
Files: PDF, AI, EPS

4 Add more logo to this product (optional)
ADD ANOTHER BRANDING

Sketch will be sent for final approval

Join Existing Order		New Order	
Product Price:	1.74 EUR	Product Price:	1.76 EUR
(incl. branding)		(incl. branding)	
Total Price:	87.00 EUR	Total Price:	88.00 EUR
(incl. transportation cost)		(incl. transportation cost)	

Further down on the page you have an overview of the product prices in their intervals. If you fan out the branding prices you can input a quantity. You are then shown branding prices based on that quantity.

Product prices

50	100	250	500	1000	2500	5000	10000
EUR 0.57	EUR 0.55	EUR 0.54	EUR 0.53	EUR 0.53	EUR 0.52	EUR 0.51	EUR 0.50

Branding prices

ENTER MINIMUM QUANTITY TO SEE BRANDING PRICES

Minimum quantity - 50 Pcs

50

Branding prices

Ball pen - Side clip

3D engraving - 1 color(s)
(2.5 cm²)
EUR 1.19

See branding explanation

In the "**branding prices**" overview you can see the print prices, handling charges and setup charges for each print option. Choosing a print option attaches it to your product and adds the print price on top of the product price.

Your item is ready for checkout when all of the tabs have received a checkmark. Should you add an item to the cart without it having all of the necessary checkmarks, you will be notified in the shopping cart by a red text below the item(s) that are not filled out correctly.

Simply click "**Add to Cart**" to add the product to your shoppingcart.

Join Existing Order

Product Price: 1.74 EUR
(incl. branding)

Total Price: 87.00 EUR
(excl. transportation cost)

Delivery Date: 02.03.2020

ADD TO CART

New Order

Product Price: 1.76 EUR
(incl. branding)

Total Price: 88.00 EUR
(excl. transportation cost)

Delivery Date: 26.02.2020

ADD TO CART

Aluminum ballpoint pen

✓

✓

✓

START

BRANDING

COLOR

Choose color

By opening the **shopping cart**(click on the shopping cart icon in the top bar), you are given an overview of the items currently in your shopping cart.

Items which have been filled out correctly are shown with a checkmark to the left of them. Pressing the arrow gives you a detailed view of the order.

You can update your order by pressing the “**See order details**” and editing and updating the order.

Complete your order by clicking on "**Check out**" and complete the orderflow.

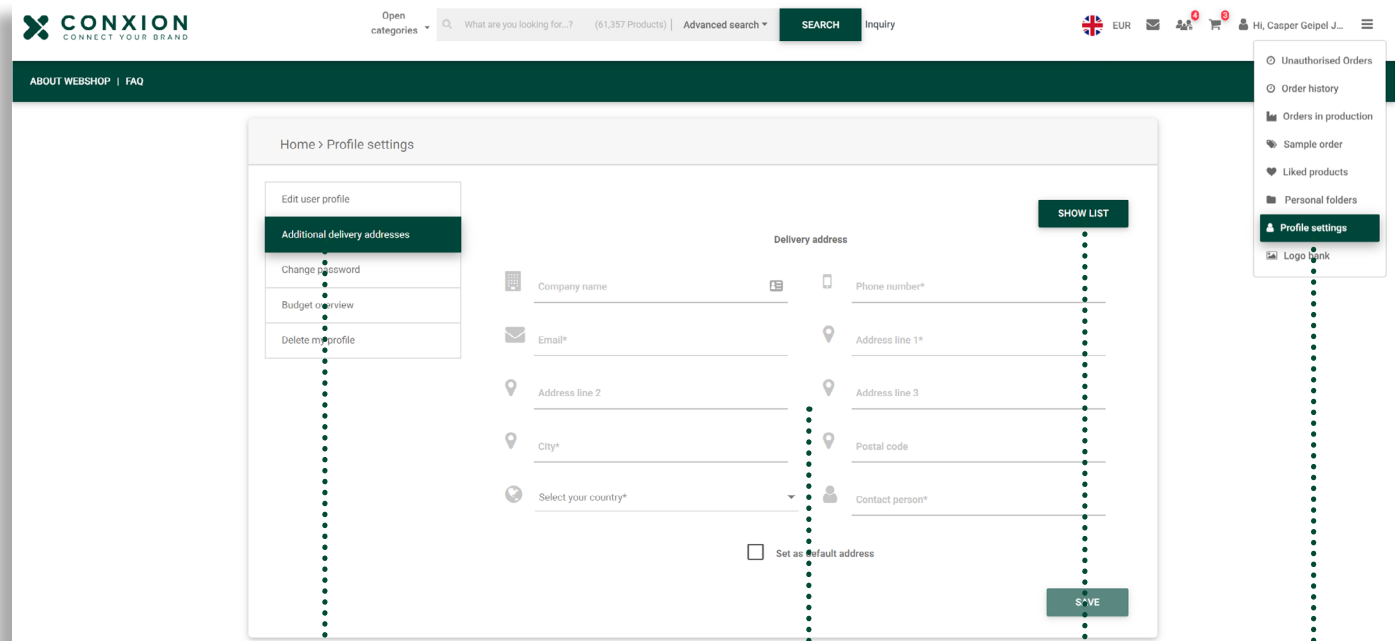
The screenshot displays the Conxion website interface. At the top, there is a navigation bar with a search bar, a 'SEARCH' button, and a 'Inquiry' link. The top right corner features a language selector (EUR), a shopping cart icon with a red notification badge showing '4' items, and links for 'Login' and 'Sign up'. A dark green header bar is visible above the main content area.

The main content area is split into two panels. The left panel, titled 'Your Cart', shows a list of items. The first item is 'Aluminum ballpoint pen', marked with a green checkmark and a dropdown arrow. Below the item name is a large image of an orange ballpoint pen. A 'See Order Details' button is positioned below the image. At the bottom of the cart panel are two buttons: 'DELETE ALL' and 'CHECK OUT'.

The right panel, which is partially obscured by the cart overlay, shows a product configuration page. It includes tabs for 'START', 'BRANDING', and 'COLOR'. The 'ENTER QUANTITY' section shows a minimum quantity of 50 Pcs and a quantity of 50 entered. Below this, there are options to 'JOIN EXISTING ORDER' or 'CREATE NEW ORDER'. The 'SET DELIVERY DATE' section shows a delivery date of 02-03-2020. The total price is displayed as EUR 1.74, with an 'UPDATE' button below it. At the bottom, there is a progress bar showing 'EUR 0.55' and 'EUR 0.54' with a note '+150 Pcs to next price drop'.

Delivery address

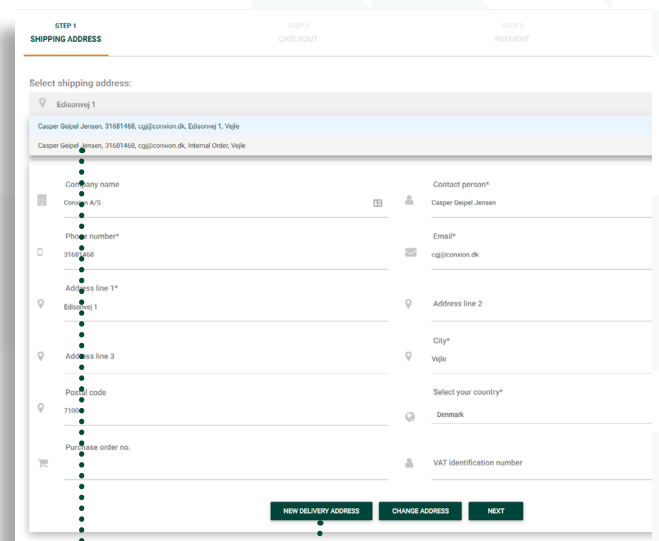
In your profile settings you can see the pre-registered delivery addresses and add more addresses.



- 1) Click **Profile Settings** in the burger menu
- 2) Click **Additional delivery addresses**
- 3) Click **Show List** in the top right corner to see your current delivery addresses
- 4) Add more delivery addresses by filling in the information and clicking **Save**

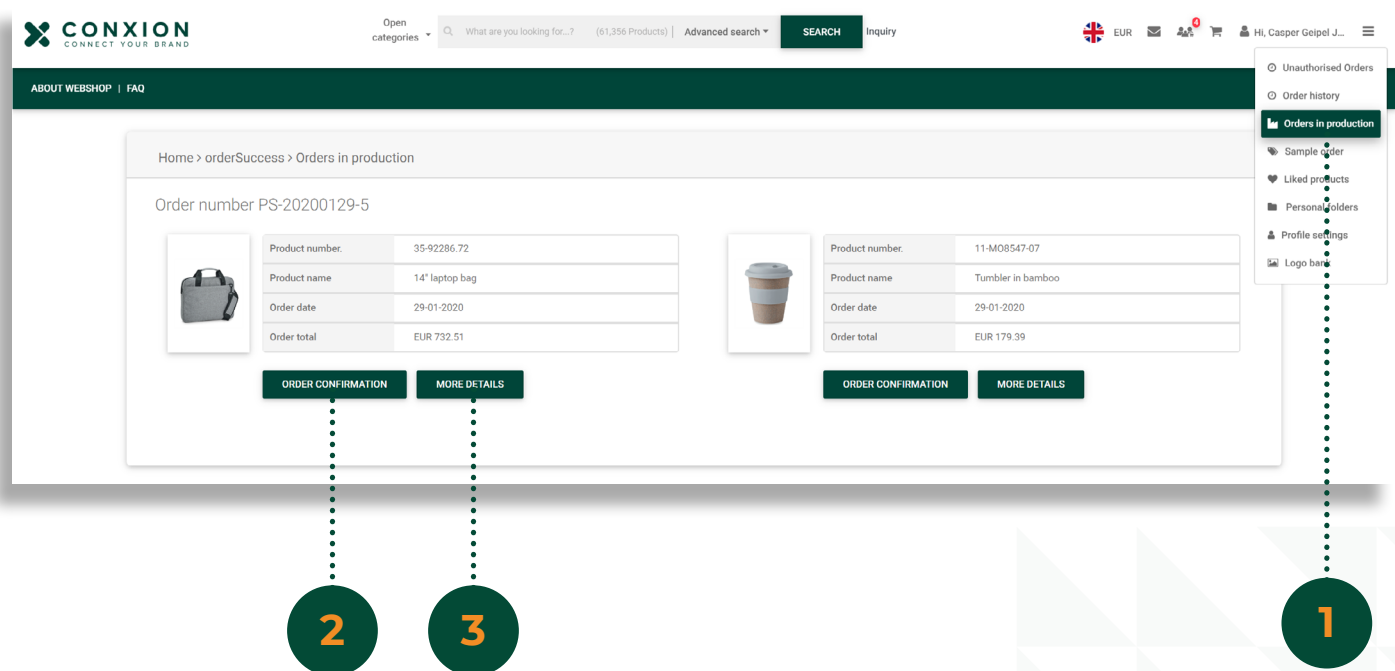
When you order a product you can

- 5) Change the delivery address to one of the pre-defined addresses from your list
- 6) Create a new delivery address

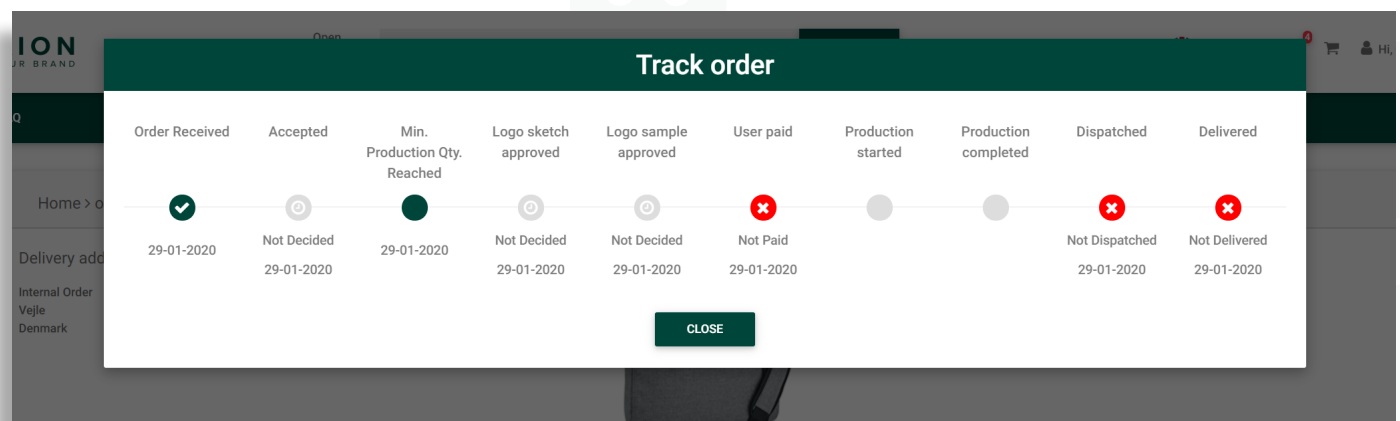


Orders in production and order history

Orders in production offers you a chance to follow the production status and the delivery status of your order. **Order history** gives you an overview of your invoices and previous orders.

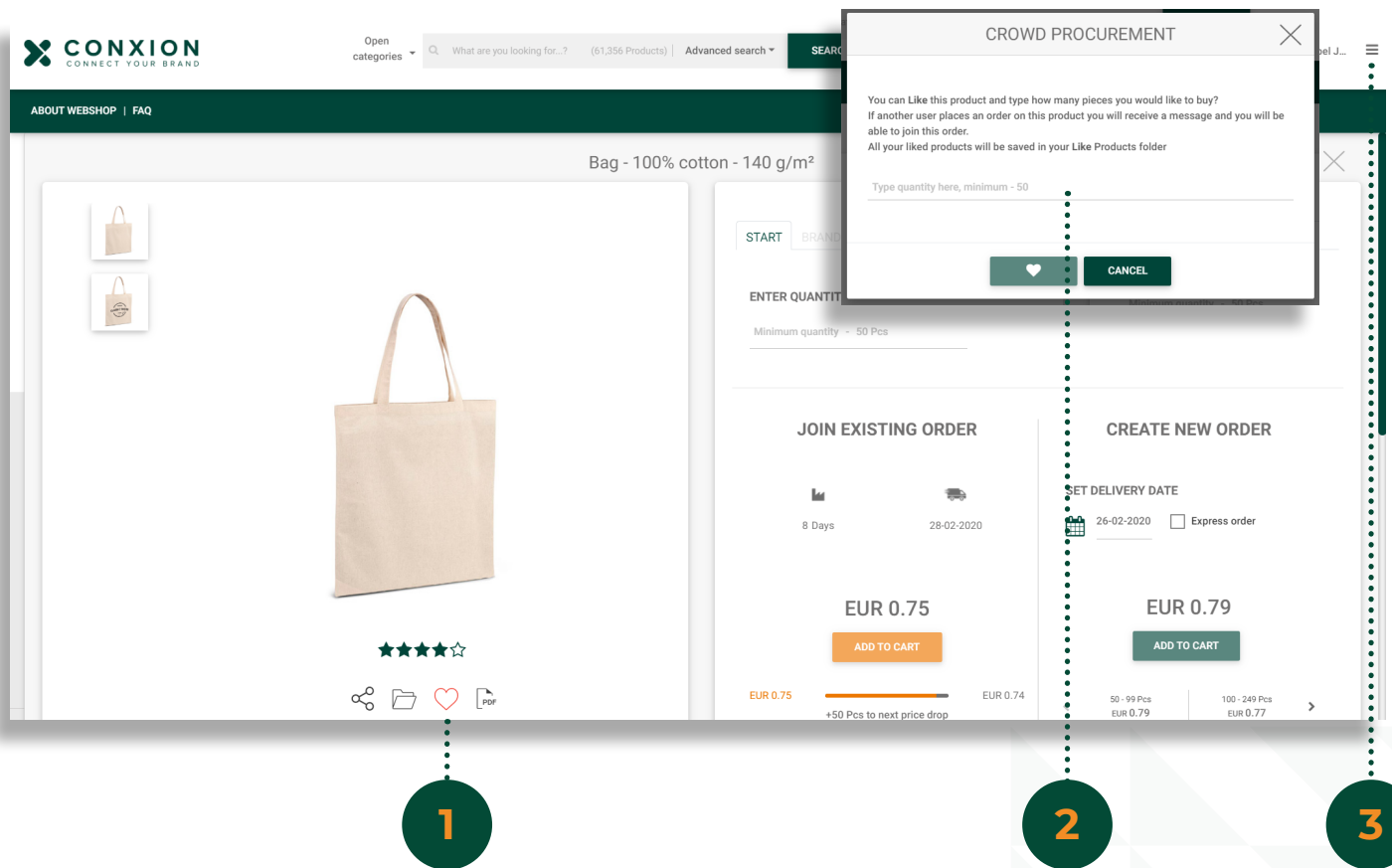


- 1) Click **Orders in Production** or **Order History** in the burger menu
- 2) Click **Proforma invoice/Order confirmation** to download the document
- 3) Click **More Details** to view all details of your order including **Order Status**

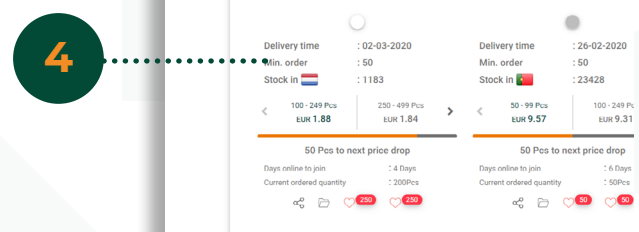


Liked products

Liking a product gives you notifications when others have liked or ordered the same product.



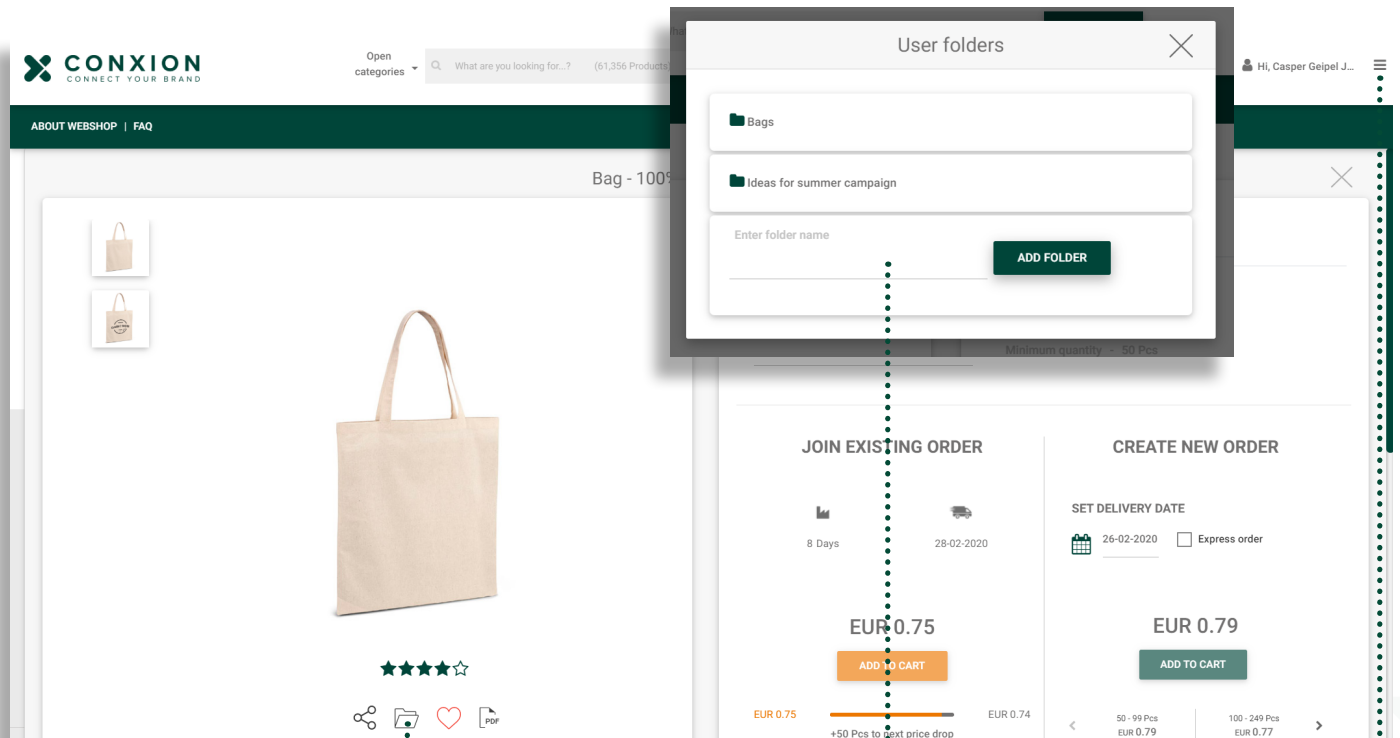
- 1) Click on the "**heart icon**" on the product you like
- 2) Enter the quantity you would be interested in
- 3) In the burger menu click "**Liked Products**"
- 4) On your "Liked Products" page you have an overview of your liked products as well as your preferred quantity and the total quantity of others who liked the same product



Personal folders

You can save your favorite products into personal folders.

For example if you find products or ideas suitable for later campaigns, upcoming trade fairs or other events.



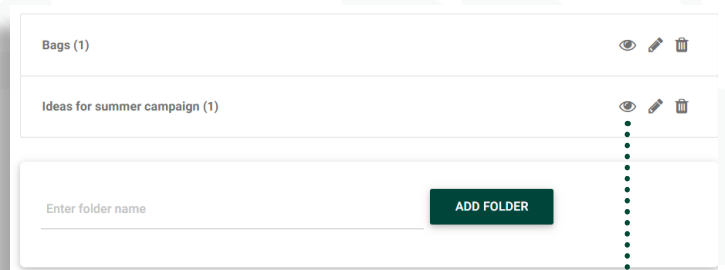
1) Click on the "**folder icon**" on the product you like

2) Choose an existing folder to save the product in or create a new folder, for example:

"Ideas for in-store campaigns"

3) To find your personal folders go to "**Personal Folders**" in the burger menu

4) On your "Personal Folders" page you have an overview of your folders
Click on the small "**eye icon**" to view the products you saved in the folder

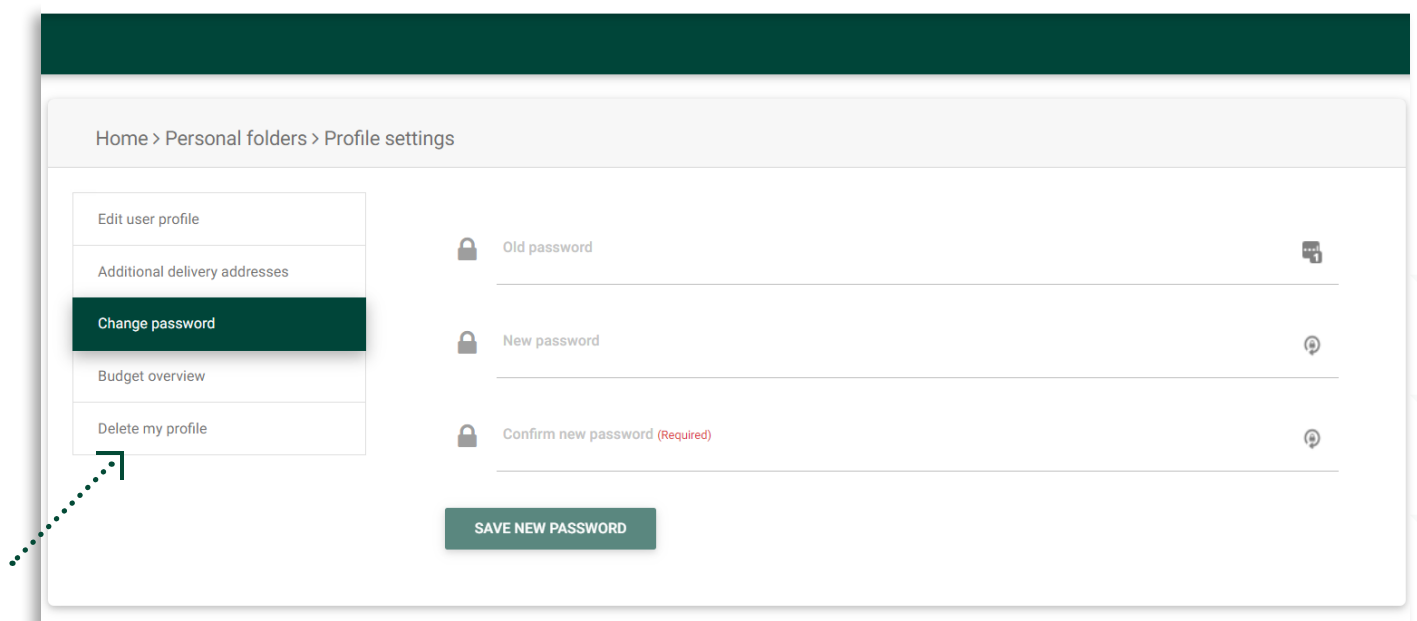
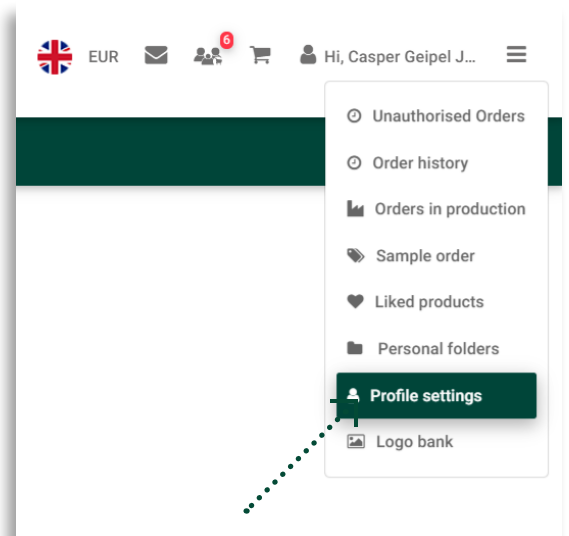


Profile settings

You can access your profile settings from the burger menu in the top right-hand corner of the site.

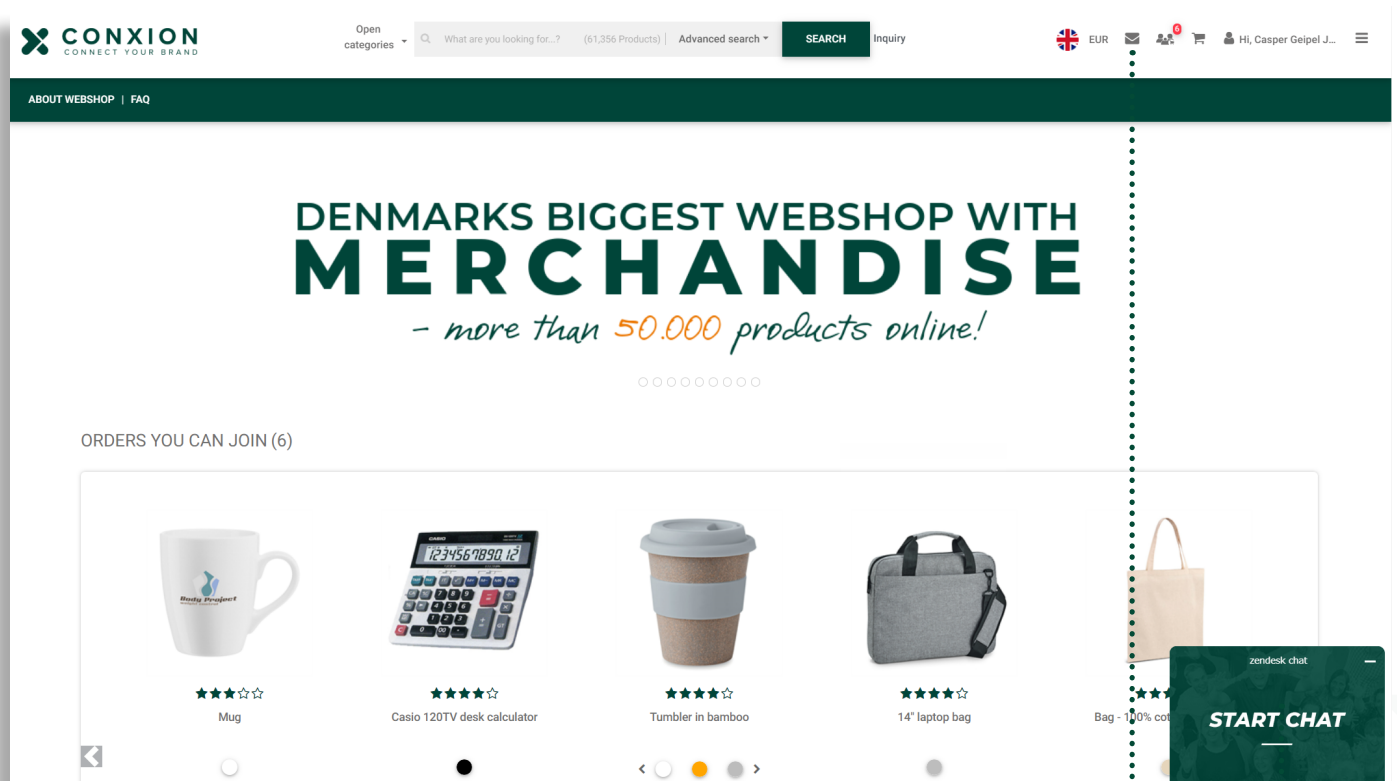
In profile settings you can edit your user information, manage your delivery addresses, change your password, check your budget, and delete your profile.

Find the different options on the left-hand side.

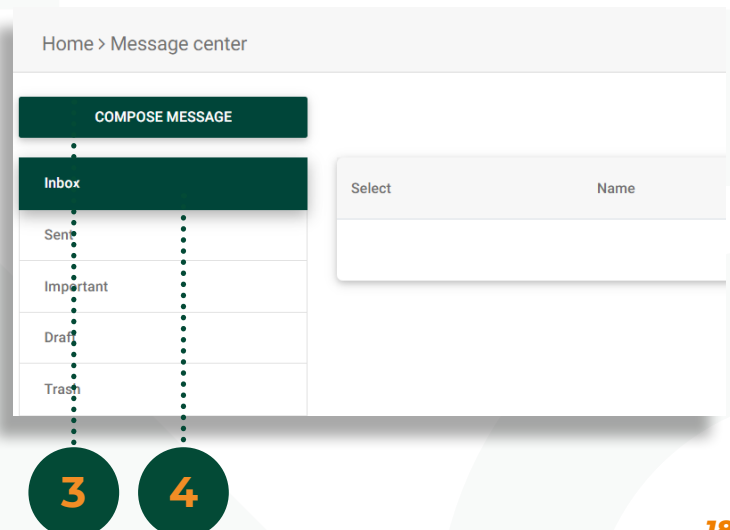


Support and Message Center

You can easily get online support. Our online support is built into the webshop platform with a Message Center and Live Chat.



- 1) Click on the **Live Chat** in the bottom right corner. A chat window will open when you are connected. If the support team is unavailable, you can leave a message.
- 2) You can also send us a message by using the **Message Center**. Click on the "**letter icon**" in the navigation bar.
- 3) In the Message Center you can compose and send messages to us.
- 4) The Message Center works a normal mailbox. You have an inbox, sent messages, as well as answers to inquiries and claims.



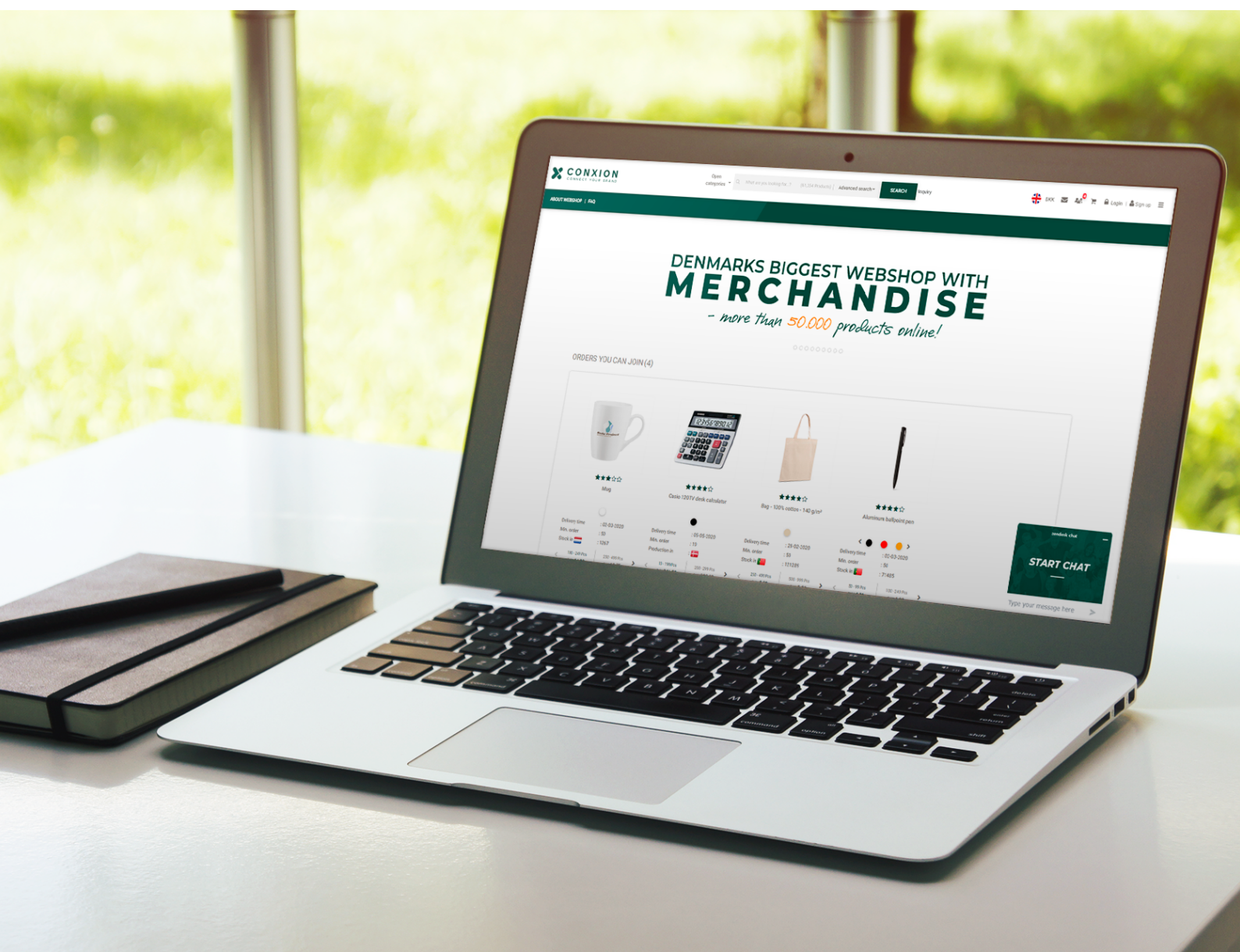
You are ready!

Thank you for reading the quick guide for the Conxion Link Webshop platform.

We hope you feel ready to log in and benefit from the features our platform has to offer for you and your company.

If you have any questions don't hesitate to reach out to your contact person, send us a message through the Message Center in the shop or contact our general support at support@conxion.dk.

Link to the webshop: <https://conxion.linkwebshop.com/>





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