

FABORY

Webshop Instruction Manual

Version: 4.4

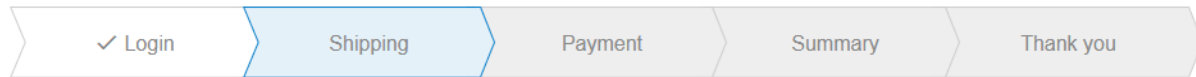
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1. Checkout

The checkout process provides you a clear view where and at which step you are during the checkout process.



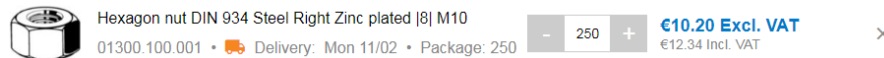
1.1 Shopping cart

Before you are able to start your checkout process you first need to put the product(s) you want to order in your shopping cart. Each shopping cart will have a unique cart ID mentioned below the Shopping Cart page title.

In the shopping cart you are able to see the expected delivery date, package, quantity and the total price of each product. The quantity can be overwritten and the price will automatically be updated.

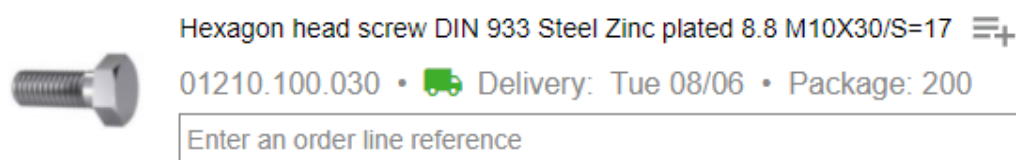
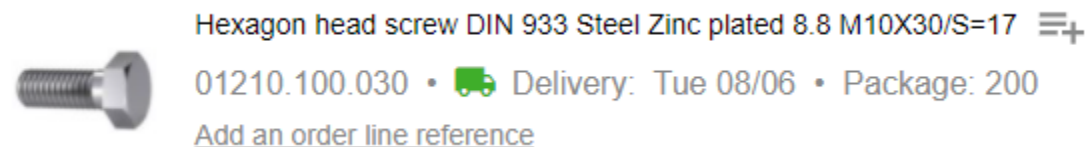
SHOPPING CART

Cart ID: 34185748



Order line reference

If you have products in your shopping cart which will be ordered for several projects, departments or colleagues, it can be handy to enter an order line reference. By clicking on “Add an order line reference” a text box will appear in which you can now enter information for that specific product.



The order line reference you have entered will be visible on documents such as the order confirmation, delivery note and invoice.

Summary

On the right side of the shopping cart the summary of your shopping cart is showed. Besides the total amount of all products also all costs and the VAT will be showed. When you want to place the order you can click on the “PROCEED TO CHECKOUT” button to start the checkout process.

Proceed to checkout

Your order

Products	€ 481,23
Subtotal	€ 481,23
VAT	€ 101,06
Order total	€ 582,29

Do you have a coupon code ?

Discount

Entering a coupon code

In the summary section there is also the possibility to enter a coupon code. To activate the coupon code click on the blue arrow or press ENTER. If the coupon code is valid, it will be added to the shopping cart and the discount will be visible in the shopping cart and in the checkout process.

Export shopping cart as PDF, CSV or Excel file

You can export your shopping cart as a price overview document which you can store on your computer. Using the dropdown menu, choose the file extension you want to download. When you click on the blue button, the file will be automatically created and downloaded.

Download price overview

Download price overview


- PDF
- Excel
- CSV


1.2 Shipping


The first step of the checkout process is shipping. Here you are able to;

- select one of your saved delivery addresses
- add a new delivery address
- select a Fabory store to pick up your order (if available)
- select a desired delivery date
- select Express delivery (if available)


Choose your shipping method


Standard delivery  € 9,50
Fast and reliable







[Add new address](#)
(also onsite delivery possible)

Express delivery 
Ordered before 17:00h, delivered the next working day before 11:00h

Fabory store pickup 
The next working day after 09:00h
(excl. threaded rods >1m, studbolts, safety and chemical articles)


In the checkout you can choose Express delivery, which means that your products will be send with urgency (ordered before 17.00h, delivered next working day before 11.00h). The costs are 25 Euros. When there's an article in your cart with has a status of 'Ships from supplier', Express delivery is not possible. The option will be grey and not clickable.

Standard delivery
Fast and reliable 

Express delivery
Ordered before 17:00h, delivered the next working day before 11:00h  € 25,00

Shipping address
Zevenheuvelenweg 44, 5048 AN, TILBURG

[Add new address](#)
(also onsite delivery possible)

Fabory store pickup
The next working day after 09:00h
(excl. threaded rods >1m, studbolts, safety and chemical articles) 

You can also choose Onsite delivery by adding an address and checking the box 'Onsite delivery'. Fill in the address, contact person and telephone number on site, for when DHL has questions. Onsite delivery is also possible in combination with Express delivery.

Add shipping address

Onsite delivery

Please enter the contact and address of the onsite location

Please select...

First Name

Last Name

Company name
Webshop RE customer TEST

Address

Post Code

City/Town

Phone number

Enter an order reference / P.O. number

At the right side below the summary of the costs you are able to enter your own order reference or P.O. number.

P.O. number:

P.O. number

When you enter the order reference or P.O. number and then click outside this field, the order reference or P.O. number will be automatically saved.

P.O. number:

P.O. number
12345678



1.3 Payment

Payment is the second step of the checkout process. Here you are able to select one of the available payment methods. When your company is only allowed to order on cash at Fabory, only the Online Payment methods will be available for you.

Choose your payment method



On account

No additional charge



Credit card

No additional charge



iDEAL



No additional charge



1.4 Summary

The final step before you can place your order is “Summary” where you can view the shipping address, invoice address, selected shipping method and selected payment method.

Order summary

<p>Shipping Edit</p> <p>Standard delivery</p> <p> Shipment 1: Tue 20/06</p> <p>Shipping address</p> <p>Webshop RE customer TEST Ralph de Wit Zevenheuvelenweg 44 5048 AN TILBURG Netherlands</p>	<p>Payment Edit</p> <p> On account</p> <p>Invoice address</p> <p>Webshop RE customer TEST Ralph de Wit Zevenheuvelenweg 44 5048 AN TILBURG Netherlands</p>	<p>Your order</p> <table> <tr> <td>Products</td> <td>€ 10,90</td> </tr> <tr> <td>Small order costs</td> <td>€ 15,00</td> </tr> <tr> <td>Delivery cost</td> <td>€ 9,50</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Subtotal</td> <td>€ 35,40</td> </tr> <tr> <td>VAT</td> <td>€ 7,43</td> </tr> <tr> <td>Order total</td> <td>€ 42,83</td> </tr> </table> <p><input type="checkbox"/> By placing the order, I confirm that I have read and agree to the Terms & Conditions</p> <p>Place order</p>	Products	€ 10,90	Small order costs	€ 15,00	Delivery cost	€ 9,50	<hr/>		Subtotal	€ 35,40	VAT	€ 7,43	Order total	€ 42,83
Products	€ 10,90															
Small order costs	€ 15,00															
Delivery cost	€ 9,50															
<hr/>																
Subtotal	€ 35,40															
VAT	€ 7,43															
Order total	€ 42,83															

To place the order you must accept our terms and conditions.

By placing the order, I confirm that I have read and agree to the [Terms & Conditions](#)

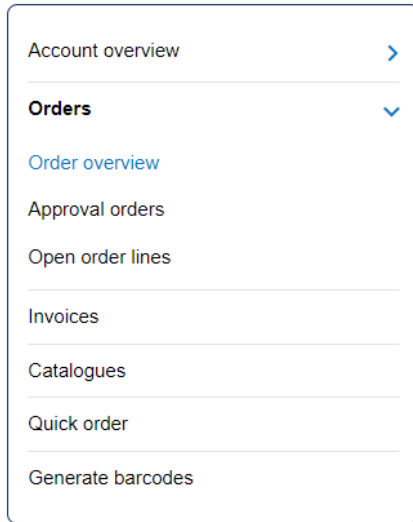
Place order

2. MyFabory

MyFabory is your personal environment which gives you insight in your orders, invoices and MyFabory Insights (company specific reports). You can access MyFabory by clicking on your name in the right hand corner of the Fabory website.



You can easily navigate through MyFabory by using the menu on the left side:



2.1 Order overview

In 'Order overview' you can view all orders placed (in the last 12 months).

Order overview

Order number	P.O. number	Order status	Order method	Date placed	Total excl. VAT	User
428441758	12/05/23	Completed	Webshop	12/05/23	236,42 €	De Vriese
428357843	76215 - PRO AV	Completed	Webshop	05/04/23	222,59 €	De Vriese
428344155	stock + 074409	Partially shipped	Webshop	30/03/23	221,33 €	Vergauwen
428332972	074409	Completed	Webshop	27/03/23	318,29 €	Vergauwen

Order number

This is the Fabory order number. On this order number we, at Fabory, can find everything related to this order. When clicking on the order number you can see the details of the order, like the order confirmation, Track & Trace information and the packing slips (if available).

Remark: When you placed an order, but you do not see this order in the order overview yet, this means the order is still being processed. This can take up to 15 minutes. If you don't see an order number after 15 minutes, please contact Fabory Customer Service.

P.O. number

This is your purchase order number provided by your company or automatically by one of the digital tools we use. If the order is placed on the Webshop, the P.O. number you see in this column is the one you have filled in during online checkout.

Order status

An order can have several order statuses:

- **Completed:** All products are shipped and this order is invoiced.
- **Partially shipped:** Not all products in this order are shipped to you. After all products are shipped the status changes from Partially shipped to Completed.
- **Open:** We have received your order, but none of the products has been shipped yet. After at least one product will be shipped the status changes from Open to Partially shipped or Completed when all products are shipped.
- **Cancelled:** The order is cancelled.

Order method

The order method shows the channel in which the order is placed. There are 8 possibilities:

- **Webshop:** This order is placed on the Fabory Webshop (www.fabory.com).
- **Fabory Logic:** This order is digitally placed using Fabory Logic.
- **EDI:** This order is digitally placed using EDI.
- **Shop:** This order is manually placed in one of the Fabory service centers.
- **Customer service:** This order is manually placed by a Customer Service employee.
- **E-PDF:** This order is automatically placed using e-pdf.
- **Rep:** This order is manually placed by your Fabory contact person.
- **Others:** This order is placed using another method than above.

Date placed

This is the date when the order was placed.

Total

This is the total value of the order (products and services) excluding VAT.

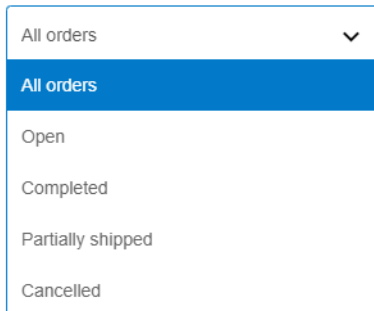
User

This is the user that placed the order.

2.1.1 Filter on order status

To get a quick overview of all orders with a specific status, you can filter the orders on status via the dropdown.

Filter orders by status



A dropdown menu with a white background and a blue border. The menu is open, showing a list of order statuses. The top item, 'All orders', is highlighted with a blue background and white text. Below it are 'Open', 'Completed', 'Partially shipped', and 'Cancelled', all in black text. A small downward-pointing chevron icon is visible at the top right of the menu.

2.1.2 Search on order number

Within the order overview you can search on a Fabory order number.

Search order number



A rectangular search input field with a light gray border. A blue magnifying glass icon is positioned on the right side of the field.

When you start entering (part of) the Fabory order number suggestions will be made to autocomplete the order number. When you click on that order number or on the search icon we will only show the order you were searching for in the order overview.

2.1.3 Search on purchase order number

Within the order overview you can search on your own order number (purchase order number).

Search P.O. number



A rectangular search input field with a light gray border. A blue magnifying glass icon is positioned on the right side of the field.

When you start entering (a part of) your (purchase) order number suggestions will be made to autocomplete the (purchase) order number. When you click on that (purchase) order number or on the search icon we will show only the order(s) you were searching for in the order overview.

2.1.4 Order details

On the order details we have several blocks where you can find grouped information.

Home / Order overview / Order 428441758

Order 428441758 Order status: Completed

Order details

Order number: 428441758
P.O. number: 12/05/23
Order method: Webshop
Date placed: 12 May 2023, 11:30
Order placed by: De Vriese

[Download order confirmation](#)

Shipping address

Belgium

Shipped deliveries

We have shipped your order in 2 delivery/deliveries

Products and delivery date

Product	Quantity	Total	Delivery
Cross recessed countersunk head screw Philips DIN 965 A-H Steel Zinc plated black passivated 4.8 M4X3 Article number: 24840.040.008	400	12,20 € excl. VAT 14,76 € incl. VAT	Completed Track this package
FISCHER Cavity fixing Steel Zinc plated HM6X6S5 Article number: 63240.060.165	200	103,78 € excl. VAT 125,57 € incl. VAT	Completed Track this package
Cross recessed raised cheese head screw Philips DIN 7985-H Steel Zinc plated black passivated 4.8 M6X12 Article number: 24810.060.012	200	24,60 € excl. VAT 29,77 € incl. VAT	Completed Track this package

Order details

Here you can find the general information of this order like seen on the 'Orders' page. Also you will find a link to download the order confirmation here.

Shipping details

This is the address to which we will ship all shipments in his order.

Shipped deliveries

When we have created one or more shipments these will become available under 'Shipped deliveries' with the following information:

- Expected delivery date
- Our transportation partner which will deliver the shipment.
- With the link [Track this package](#) you go to the website of our transportation partner and you can view the status of the shipment based on the Track&Trace number.
- Here, if available, you can also find the packing slip of the shipment.
- Under 'Delivery details' you can find how many package are sent in this shipment and clicking on 'View products' we will show what products and quantities are included into that shipment.

Products and delivery date

Here you can see an overview of all products in the order with the following information:

- Product image: This is also a link to the product page on the Webshop.
- Product name
- Fabory product number
- Quantity: This is the quantity of units that is ordered.
- Price excluding VAT
- Price including VAT
- Expected delivery date: This is the expected delivery date for the total quantity of products ordered.
- Shipments / shipment status.
- Certificates: when a 3.1 supplier certificate is available for one of the products in the order, it will be shown under the product. When clicking on 'Download certificates' all available 3.1 supplier certificates will be downloaded.

Your order (prices summary)

Here you can find a summary of all prices in this order. You will also have the possibility to reorder this order. Pressing the 'Reorder'-button will place this order into your shopping cart of the Webshop where you can still add products, modify quantities or remove products before you order them again.

2.1.5 Approval orders

If your company uses an approval system and you are an 'approver', you will see 'Approval orders' in the menu on the left. Here you will find the orders made by your colleagues that you need to approve or reject. You also have the option to make adjustments to the order.

2.1.6 Open order lines

Under 'Open order lines' you will find the products we have not yet delivered, e.g. because they are currently out of stock. In this overview you can see immediately, without viewing all orders separately, which products are yet to be delivered to you. If known, we will also show you the expected date of delivery. If this date is after the requested delivery date or unknown, the line is 'delayed'. At the top of the page you can filter on delayed order lines.

Home / Open order lines

- Account overview
- Orders**
- Order overview
- Approval orders
- Open order lines
- Invoices
- Catalogues
- Quick order
- Generate barcodes

Open order lines

Filter order lines by status

All order lines

Search order number


-10-

Order number	P.O. number	Products	Quantity	Delivery date
428583165	4931162000	Milwaukee Cordless Ratchet M12 IR-201B(3/8) 7M741851 - Package 1	2	Requested: 25 Jul 2023 Expected: 1 Aug 2023
428584421	4991162000	LOCTITE, TEROSON BOND EASY CUT 9988469889 - Package 1	1	Requested: 26 Jul 2023 Expected: Unknown
428584421	4991162000	VIBA EQUALIZER PYTHON PWT1113 9988469889 - Package 1	1	Requested: 26 Jul 2023 Expected: 26 Jul 2023

Please note that products that are shipped to you within 48 hours are not shown in this overview.

2.2 Invoices

On Invoices you can see an overview of all individual invoices (created last 12 months) and download them directly as PDF by clicking the invoice number in the first column. Invoices shown in this overview are independent on how the invoicing is set up.

 **Invoices**

Payable invoices

Filter invoices by status Search invoice number

All invoices ▼

🔍

-10- ▼

Invoice number ▼	Status	Invoice date ▼	Due date ▼	Amount incl. VAT	
923058857	Open	17/05/23	30/06/23	286,06 €	Pay invoice >
923042286	Paid	05/04/23	31/05/23	269,33 €	
923039890	Paid	31/03/23	30/04/23	220,55 €	
923036422	Paid	27/03/23	30/04/23	385,13 €	

Remark: Only individual invoices are shown. If you normally receive grouped invoices (with a cover sheet), these are excluded from this overview.

Invoice number

This is the invoice number that you can use for your own administration.

Status

There are 3 statuses of an invoice, explained below:

- **Paid:** We received and processed the payment for this invoice.
- **Open:** We haven't received and/or processed the payment yet, but you have time left before the due date expires.
- **Overdue:** We haven't received and/or processed the payment yet and the due date has expired.

Invoice date

The date the invoice is created.

Due date

The date the invoice will be due.

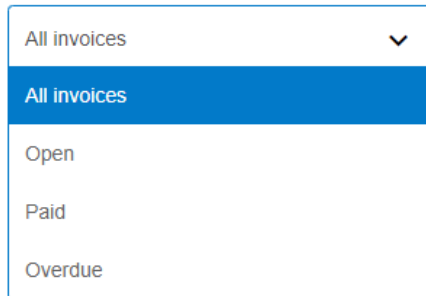
Price incl. VAT

The total amount that needs to be paid (including taxes).

2.2.1 Filter on invoice status

To get a quick overview of all invoices with a specific status, you can filter the invoices on status via the dropdown.

Filter invoices by status



2.2.2 Search on invoice number

Within the invoice overview you are able to search on a Fabory invoice number.



When you start entering (part of) the Fabory invoice number, suggestions will be made to autocomplete the invoice number. When you click on that invoice number or on the search icon only the invoices are showed that you were searching for.

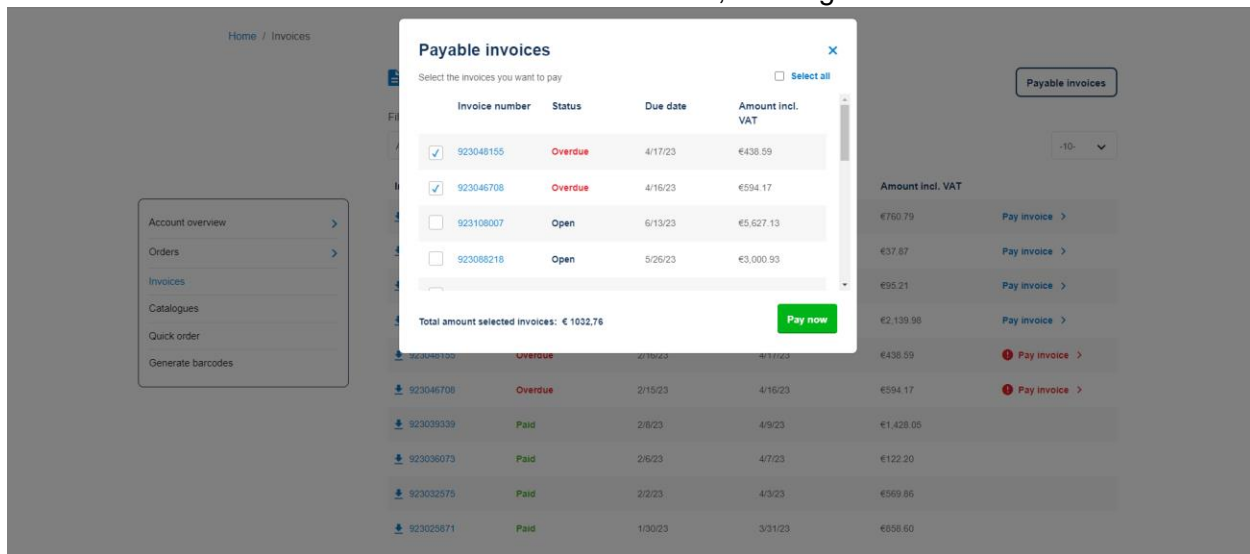
2.2.3 Pay invoices

If you have outstanding invoices, you can easily pay these in MyFabory. Click on 'Payable invoices' or the link behind the invoice you want to pay.

Invoice number	Status	Invoice date	Due date	Amount incl. VAT	
923042286	Open	05/04/23	31/05/23	269,33 €	Pay invoice >
923039890	Open	31/03/23	30/04/23	220,55 €	Pay invoice >
923036422	Open	27/03/23	30/04/23	385,13 €	Pay invoice >
922141529	Paid	23/11/22	31/12/22	223,61 €	
922133535	Paid	02/11/22	31/12/22	144,72 €	
922112582	Paid	16/09/22	31/10/22	281,24 €	
922101030	Paid	22/08/22	30/09/22	100,67 €	

In both cases, a pop-up opens where you can specify which invoices you want to pay. After clicking 'Pay now', you will be redirected to a screen where you can choose the payment

method. For the Netherlands this is iDeal or credit card, for Belgium Bancontact or credit card.



After the payment is done, the message 'Payment being processed' may appear behind the invoice. If the payment has been processed correctly, the status of the invoice will change to 'Paid'.

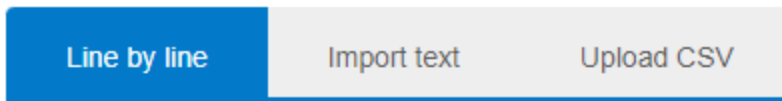
You were not able to place an order due to overdue invoices? This will solve that problem easily and quickly!

2.3 Quick order

The Quick order functionality is a handy tool to easily import Fabory article numbers to the shopping cart. There are three import options available; Line by line, Import text and Upload CSV.

2.3.1 Line by line

The line by line import option provides you the possibility to enter a Fabory article number in each line. When all article numbers (up to 25) are entered you can import them to the shopping cart by clicking on the “Add” button. You will be automatically redirected to the shopping cart where all products are in now.




You can add up to 25 valid products below and add to cart.

Enter article number ×

Enter article number ×

Enter article number ×

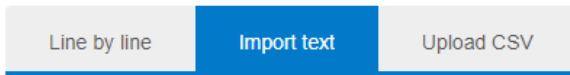
 Add

2.3.2 Import text

When you have the Fabory part numbers available in a Word or Excel file, you can easily copy/past them into your shopping cart with the Import text option. Next to that, you can add the products by using the following format:

product,quantity (example: 01300100001,500)

When all article numbers are entered (up to 100) you can import them to the shopping cart by clicking on the “Add” button. You will be automatically redirected to the shopping cart where all products are in now.



Simply copy paste Fabory items (up to 100) from your excel file into the fields below or directly enter below using the following format

Article No. [COMMA] Quantity (01300100001,500)



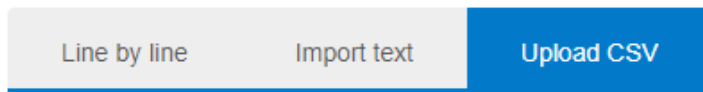
2.3.3 Upload CSV

When you have the Fabory article numbers (up to 400 products) available in a CSV file, you can easily import them into your shopping cart with the Upload CSV option. It is important to know that each line with the product and the quantity in the CSV must be in the following format: **product,quantity**.

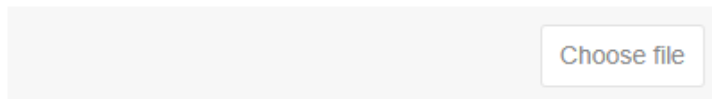
	A
1	01210100050,200
2	01300100001,200
3	38130100001,200

To upload the CSV file you click on the Choose File button and in the pop-up you browse to the stored CSV file, select it and click on open.

You can import them to the shopping cart by clicking on the “Add” button and you will be automatically redirected to the shopping cart where all products are in now.



You can directly upload a CSV file (including up to 400 products) with the following format 01300100001,500.



2.4 Personal details

In your “Personal details” there’s the possibility to adjust the settings of your personal account:

- Name
- Email address
- Telephone number
- Password
- My Fabory Center (if available)

2.5 Company details

As an admin user you have access to “Company details” where you are able to:

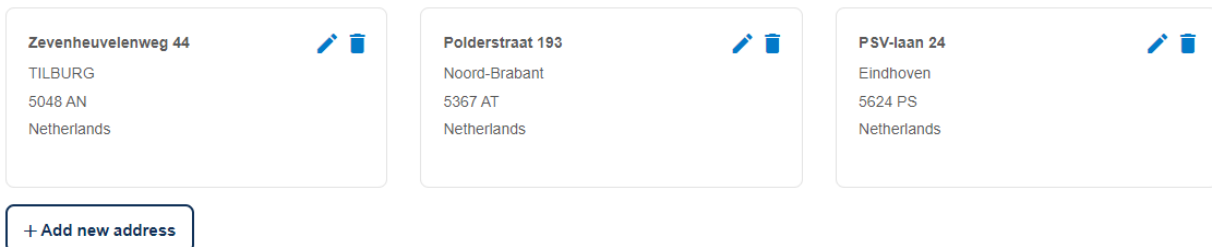
- View the Fabory customer number
- View the company name
- View the VAT number
- Add, adjust and delete the shipping addresses stored in the Webshop
- Add, adjust and delete the users in the company account

2.5.1 Shipping addresses

Add an address

To add a new address to your account you simply click on “Add new address”.

Shipping addresses

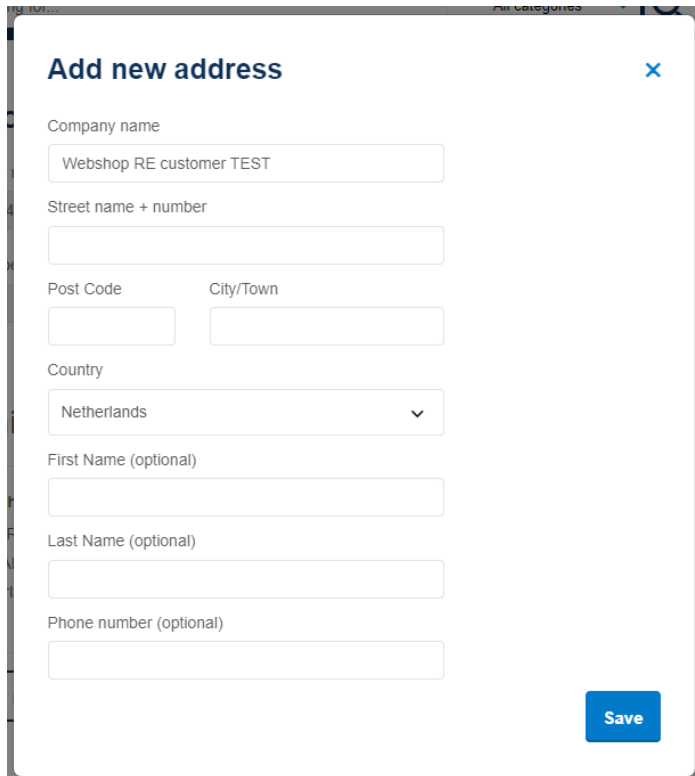


The screenshot displays a list of shipping addresses under the heading "Shipping addresses". There are three address cards, each with a location pin icon, a name, a street address, a city, a postal code, and a country. Each card also has a pencil icon for editing and a trash can icon for deletion. Below the list is a button labeled "+ Add new address".

Address Name	Street	City	Postal Code	Country
Zevenheuvelenweg 44	TILBURG	5048 AN	Netherlands	
Polderstraat 193	Noord-Brabant	5367 AT	Netherlands	
PSV-laan 24	Eindhoven	5624 PS	Netherlands	

+ Add new address

A pop-up will open in which you can enter all the required information.



The screenshot shows a web form titled "Add new address" with a close button (X) in the top right corner. The form contains the following fields:

- Company name:** A text input field containing "Webshop RE customer TEST".
- Street name + number:** An empty text input field.
- Post Code:** An empty text input field.
- City/Town:** An empty text input field.
- Country:** A dropdown menu with "Netherlands" selected and a downward arrow.
- First Name (optional):** An empty text input field.
- Last Name (optional):** An empty text input field.
- Phone number (optional):** An empty text input field.

A blue "Save" button is located at the bottom right of the form.

Company name

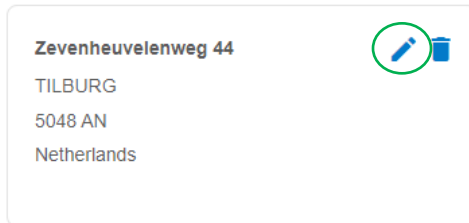
It is good to know that it is possible to enter a different company name as the company name of your company. This allows you to send shipments directly from us to your customers. As default we will always prefill the company name of your company which you can simply overwrite.

As soon as all fields are filled in correctly you can save the new address.

Adjust an address

To adjust an address, you click on the pencil symbol behind the street name.

Shipping addresses

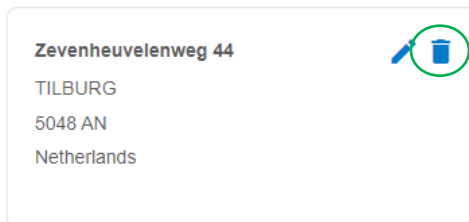


A pop-up will open in which you can alter the current address.

Delete an address

To delete an address, you need to click on the "X" symbol underneath the pencil symbol.

Shipping addresses














2.5.2 User management

Under “User management” you will find an overview of all users that are connected to your company account. Here you can see the role that is assigned to a user, if the user is activated and the remaining budget in case there is a budget connected to the user.

User management

Search

Name  -10- 

Name	Email address	User role	Active	Remaining Budget
Test Account-	webshop.re.nl.test2@fabory.com	Admin		-  
Test Approver	webshop.re.nl.approver@fabory.com	Approver		-  
Joost Baaten	joost.baaten@fabory.com	User		-  

Create a user


To create a new user, you simply click on “Add new user”.





A pop-up page will open. The pop-up has four steps where information can be filled in about the user.


On the first step, you fill in the name and email address of the new user. The other fields are optional.

Add new user ✕


General data


User role


Budget


Permission

First name

Last name

Email address

Telephone (optional)

Department (optional)

Job title (optional)

On step 2, you choose what role the user should get. We define 5 different roles:

1. Viewer: the user can only see prices and stock information, but he/she cannot place an order
2. User: the user can see prices and stock information, and he/she can also place an order
3. Approver: the user can place orders (like the 'user') but can also approve orders of colleagues
4. Admin: the admin has all the right in the company account, so he/she can order, approve orders, look into company reports and invoices and should maintain the company account
5. Custom: when none of the 4 roles above are suitable for the user, you can create a custom role by choosing the rights yourself

The screenshot shows a dialog box titled "Add new user" with a close button (X) in the top right corner. A progress bar at the top indicates four steps: "General data" (pencil icon), "User role" (people icon, currently active), "Budget" (shopping bag icon), and "Permission" (checkmark icon). Below the progress bar, there are five radio button options for user roles, each with a descriptive text:

- Viewer: This user is able to see price and stock information, but is not allowed to order
- User: This user has all the rights of a viewer, but can also order
- Approver: This user has all the rights of an user, but can also approve orders
- Admin: This user has all the rights of an approver, but can also maintain the company account including the view on invoices and reports
- Custom: This user has customized rights

At the bottom left, there is a double left arrow icon (←←). At the bottom right, there is a "Next" button.

On step 3, you can allocate a budget to this user (if he/she is allowed to order). This is not obligatory!

With the use of budgets you can have a better control of your company purchases, by giving a specific user a certain amount of money for a certain amount of time. As long as the user has more budget than the value of his cart he will be able to place the order, but as soon as it is lower than the value of his cart he will not be able to order and will see a notification message that his budget is exceeded. The user needs to wait for the next period he will receive a budget for or he asks the administrator to increase his budget.

Add new user ×

General data User role **Budget** Permission

Yes, I want to provide this user with a budget. ⓘ

« Next

By checking the box, the needed information for assigning a budget will appear:

Add new user ×

General data User role **Budget** Permission

Yes, I want to provide this user with a budget. ⓘ

Budget amount ⓘ	Current amount ⓘ
<input type="text" value="00,00"/>	<input type="text" value="00,00"/>
Currency	Recurrence ⓘ
<input type="text" value="EUR"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="WEEKLY"/>
Start date ⓘ	End date ⓘ
<input style="border-bottom: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/>
<input type="checkbox"/> Rollover budget allowed on ⓘ	<input style="background-color: #f0f0f0;" type="text" value="mm/dd/yyyy"/>
<input type="checkbox"/> Notify when below amount ⓘ	<input style="background-color: #f0f0f0;" type="text" value="00,00"/>

« Next

Budget amount

The budget amount is the original amount of money that the user will receive per period.

Current amount

The remaining budget is the amount that the user has currently left of his budget.

Currency

Here the local used currency can be selected.

Recurrence

This is the period how long the user can spend the initial budget.

Start date

The date the budget starts to be active.

End date

The date the budget will be ended.

Rollover budget allowed on

When you select this setting the user will keep his remaining budget and the new budget amount will be added to it. The date that is asked for is when the rollover will take place. Based on the recurrence period the rollover date will be repeated. As an example: when you set 01/01/2020 as rollover date with a yearly recurrence period, each year on 1st January the user will receive the new budget amount added to their budget that is left.

Notify when below amount

Selecting this setting will arrange that the user will receive an email notification if his remaining budget gets below a certain amount. The amount which will trigger the notification is filled in the box on the right.

On step 4, you can indicate if this user needs permission from an approver to place an order. This is not obligatory! Using order permissions, you can control purchases done by your company.

The screenshot shows a modal window titled "Add new user" with a close button (X) in the top right. A progress bar at the top indicates four steps: "General data", "User role", "Budget", and "Permission". The "Permission" step is currently active. Below the progress bar, there is a checkbox labeled "Yes, this user needs permission to order." with a blue information icon. A "Save" button is located in the bottom right corner. The background of the modal is light gray, and the text is dark blue.

By checking the box, the needed information for adding a permission to order will appear:

You can choose between two types of order permissions:

- Per order
- Per time span

The order permission 'per order' is the most common permission type that is used. With this permission type you can enter a certain amount (threshold) per order when the order needs to be approved by an approver. An example: when you enter a value of "0", then all orders need to be approved, but when you enter a value of "100", then all orders above this 100 Euros need to be approved and the ones below 100 Euros will go through automatically.

Under 'Approver' you choose the colleague that will approve the orders of this user. Please make sure that your company has users with the 'approver'-role assigned.

When you choose 'per time span', this means that if the total amount of orders together in certain period exceeds the amount (threshold), the approver must approve the next order.

When you have entered all information, you press 'Save' to save the new user. The new user is now created and activated, and he will automatically receive an email to set his password.

Edit a user

When you want to adjust a user, you click on the name of the user or the pencil symbol. A pop-up will open where you can alter the settings for this user.

Name	Email address	User role	Active	Remaining Budget
Test Account-	webshop.re.nl.test2@fabory.com	Admin	<input checked="" type="checkbox"/>	-

In the different steps in the pop-up (the same as when you add a new user), you can change the name, email address, role, budget and permissions of the user. Please be aware that you

always use the buttons 'Next' and 'Save'. When clicking X in the corner of the pop-up, will not save your changes.

Activate/deactivate a user

To activate a user, you can use the toggle under 'Active'. When the toggle is blue, this means the user is activated. When clicking again on the toggle, the user is deactivated and the toggle turn grey.

Delete a user

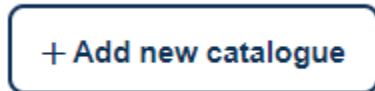
When you want to permanently delete a user, you can click on the 'trash can'-symbol. You will see a pop-up to confirm that you are deleting the user permanently.

2.6 Catalogs

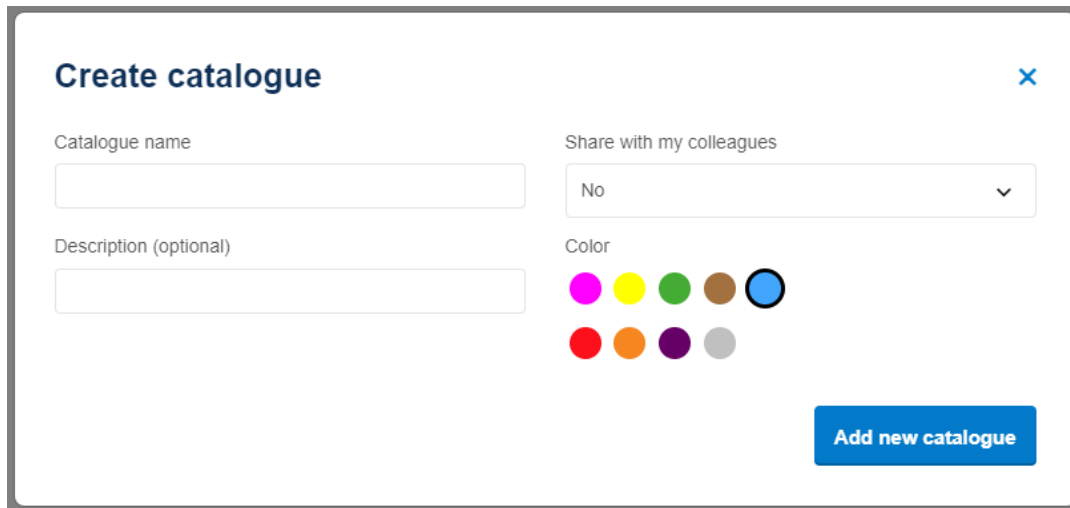
Catalogs provides users the possibility to create, maintain and share your own favorites list. Especially for repeating products or for parts of a specific end-product it is handy to create an own catalog!

2.6.1 Create a catalog

To create a catalog you go to the “Catalogs” section in the MyFabory-menu. Here you scroll down and click on the “Add new catalogue” button.



A pop-up opens where you can enter a catalog name, choose if you want to share it with other colleagues, set a color for the catalog and add a description to explain the purpose of the catalog.









When all done you can click on the “Add new catalogue” button and now the catalog is created.

2.6.2 Set catalog as default catalog

Products will always be added to the catalog that has been set as default. Therefore it is important to set the correct catalog as default catalog before adding products. To do this you will go to the “My catalogues” page where you will find a view of all his catalogs. In the example below “My Favorites” has been set as the default catalog. If you want to make another catalog your default catalog you simply click on the radio button under ‘Default’.

☰ My catalogues

Catalogue name	Shared with my colleagues	Default
 Favoriete groepen  	No	<input type="radio"/>
 Recently purchased items	Yes, view-only	
 My Favorites 	No	<input checked="" type="radio"/>

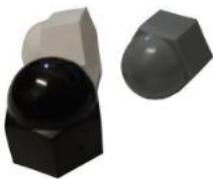
2.6.3 Add products to a catalog

Adding products to your catalog can be done by clicking on the heart-symbol:



This symbol can be found on several pages.

After searching using the search bar, the symbol can be found under the green button:



Protecting cap for hexagon bolts, screws and nuts Black Plastic Polyethylene M4
56661.040.001

In stock

€ 12,20

Price per 100

- 100 +

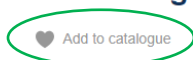


Show all variants of 56661



On the article detail page the symbol can be found under the name of the product:

Protecting cap for hexagon bolts, screws and nuts Black Plastic Polyethylene M4





In the shopping cart, you will find the heart behind the product name:

Shopping cart

Cart ID: 271050905

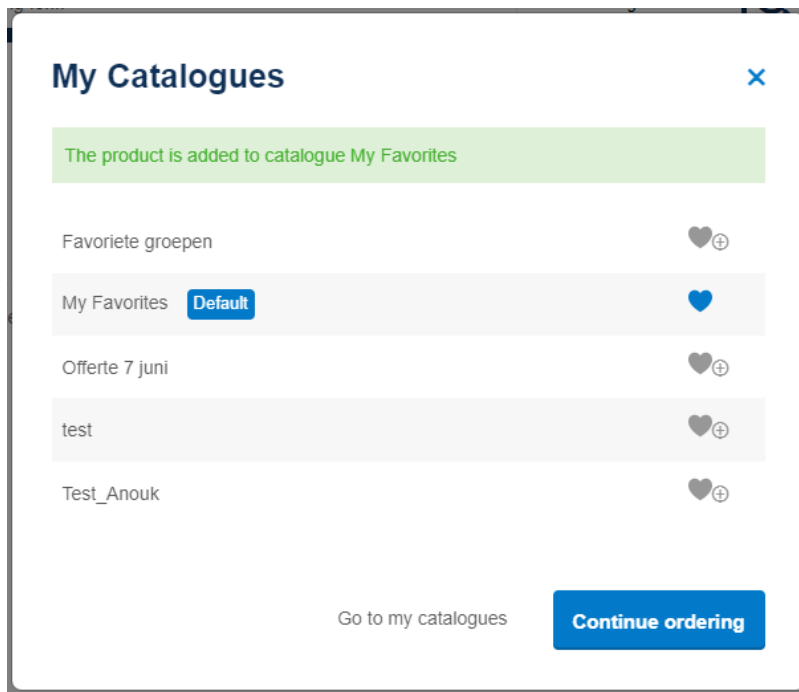


Protecting cap for hexagon bolts, screws and nuts Black Plastic Polyethylene M4 

56661.040.001 •  Delivery: Fri 21/07 • Package: 100

[Add an order line reference](#)

When you click on the symbol a pop-up will open and the product will be added to the default catalog.



In case you also want to add the product to other catalogs you can click on the other grey heart-symbols of your choice.

2.6.4 View a catalog

To view a catalog you go to the “My catalogue” page and click on the name of the catalog.

Now all products that are in the specific catalog will be showed.

The screenshot shows the 'My Favorites' catalog page. At the top, there is a search bar and a 'My Favorites' dropdown. Below the search bar, the page title is 'My Favorites: 6 products'. On the left, there are several filter sections: 'My Assortment' (My article numbers), 'Category' (Search more), 'Standards' (DIN 934, NEN 1560, NF E25-401), 'Diameter (d-D)' (M4, M6), and 'Material' (Steel, Kuprodur, Plastic). The main area displays three products with their images, names, article numbers, prices, and stock status. Each product has a quantity selector, a green 'Add to cart' button, and a heart icon for favorites.



Product Name	Article Number	Price	Stock Status
Loctite 243-50ML Threadlocking	90002.243.050	€ 48,68	In stock
Tyrolit Cutting disc 125X1,0X22,23	4Z510395	€ 3,53	In stock
Hexagon nut DIN 934 Steel Zinc plated (8) M6	01300.060.001	€ 1,90	In stock

Using the filters on the left you can search it for a specific product. You can also use the search bar to search within your catalog.

2.6.5 Edit a catalogue

Do you want to edit a catalogue or share it with other users? To arrange this, you go to the “My catalogues” page and click on the pencil symbol behind the catalog.

☰ My catalogues

Catalogue name	Shared with my colleagues
 Favoriete groepen	 No

Now the “Edit catalogue” pop-up will be opened and you have the possibility to edit the catalogue name or put the “Share with my colleagues” setting on ‘Yes’.

Please note, that when you share a catalog with your colleagues that they will only have a view permission and are not able to add or delete products from the catalog. You will always be the admin/owner of the catalog that you have created.

2.6.6 Remove products from a catalog

Removing products from a catalog works the same as adding them. On every page where you see the below symbol, you can simply remove the product from the catalog by clicking on it.





The pop-up will open again and will tell you from which catalog the product is removed.

2.6.7 Delete a catalogue

You are able to delete a catalogue when you are the creator of this catalogue, with exception of the catalog that is selected as default catalog.

To delete a catalogue you go to the “My catalogues” page and click on the trash can symbol behind the catalog you would like to delete.

☰ My catalogues

Catalogue name	Shared with my colleagues
 Favoriete groepen	 No

A pop-up will open to confirm if you want to delete this catalogue.

2.6.8 Recently purchased items

You will always find the 'Recently purchased items' catalogue in your catalogue overview. We have prepared it for you so that you can quickly and easily find your most ordered products from the past year. It is not possible to edit or delete this catalogue.



[Recently purchased items](#)

Yes, view-only

2.7 Generate barcodes

It is possible to generate Fabory, EAN or UBB barcodes on our Webshop which can be scanned by our Fabory App.

To arrange this you go to the “Generate barcodes” page in MyFabory and enter the article number of which you require a barcode. You select your paper format and click on the “Generate barcodes” button. Now a PDF document with your barcodes will be downloaded.

Generate barcodes

To request barcode(s), please enter a Fabory article number (e.g. 01200100100) or your own customer article code (if linked in the Fabory webshop). Use a new line or comma to separate the individual article numbers. Once you select 'Generate barcodes' a .pdf file with your requested barcode(s) will be downloaded. It is also possible to select a paper/sticker format to print your barcodes on (e.g. Avery).

Enter article number

Select Paper

Avery 3421 (25,4 x 70 mm)

Select barcode type

Fabory barcode

Generate barcodes

2.8 MyFabory Insights

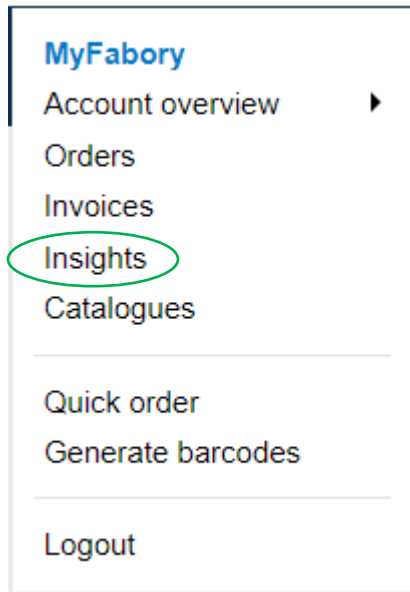
MyFabory Insights is a collection of reports where you can get insight into your cooperation with Fabory.

If you want to have insights, please ask your account manager which reports are available for your company.

The Fabory VMI monitor is one of the reports where you can get insight in the availability of Fabory's Logic solutions. With the VMI monitor you can see whether you still have products and bins available and when they get refilled. You also have an historic view on the availability performance.

When Fabory has added the VMI monitor to MyFabory, then all users of that company can see the report if they are admin or have a custom role with access to reports (check the role of the user via Company details > User management). Everyone within the same organization will see the same reports if they have one of these two roles.

When the VMI monitor is added to the customer AND the user has the right role, they will see the MyFabory Insights link in the MyFabory dropdown menu.



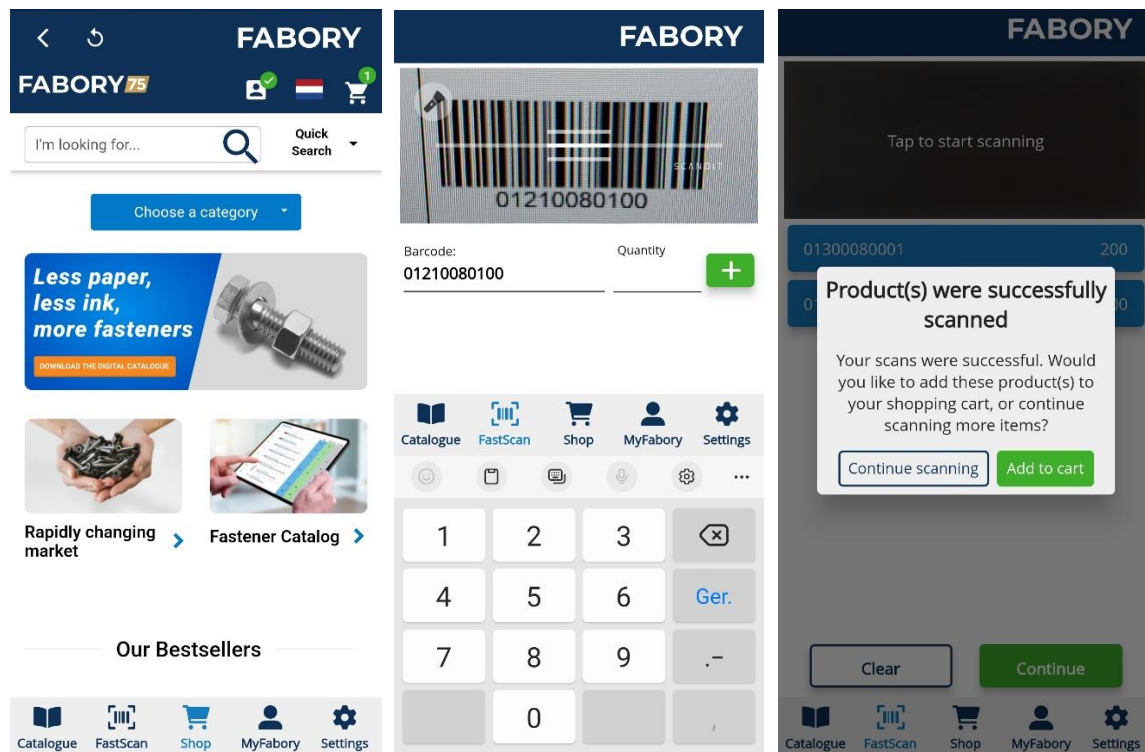
3. Other functionalities

3.1 Fastscan in the Fabory app

Order quick and easy with FastScan in the Fabory app.

In addition to viewing your orders and invoices, the Fabory app also allows you to easily scan EAN, UBB and CODE128 barcodes. Download the Fabory app on your phone from the Google Play Store or the Apple App Store and login with your MyFabory-account.

When you click on “FastScan” in the menu below, you choose “Start Scanning”. After this, your mobile device's camera will be activated. Now point your camera on the barcode to scan it and choose the quantity you want to order. You can now add the article and continue scanning or forward all scanned articles to the shopping cart. You can also open your shopping cart on your desktop and finish the order there.



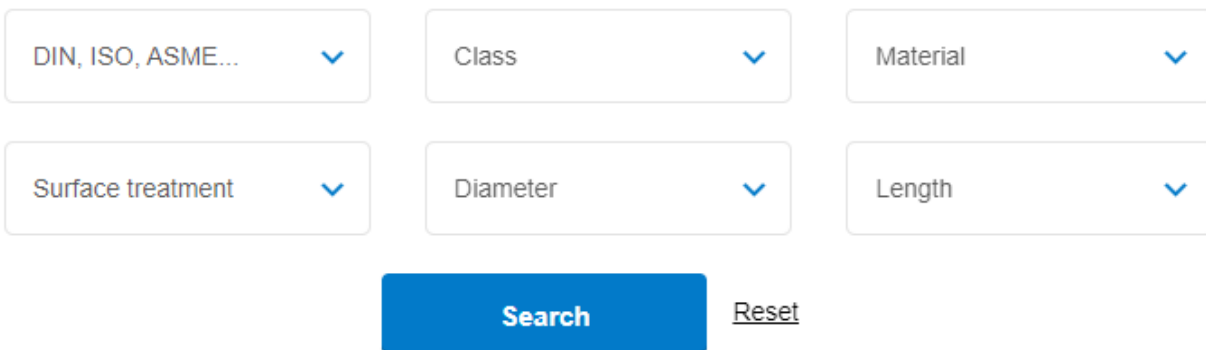
To read more about the Fabory app, please go to https://www.fabory.com/group/fabory_logic/fabory_app.

3.2 Quick Search

The Quick Search functionality has been created to help you find your required fasteners faster. To open the Quick Search functionality you need to click on the Quick Search button that is available in the header.



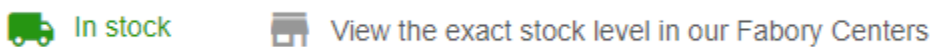
A menu will drop-down in which you can set filters for norms, class, material, surface treatment and dimensions.



When all filters are set you click on the “Search” button and an overview of products based on your filters will be showed as result.

3.3 Shop stock (NL/BE)

On the article detail page, next to the indication if the product is available for shipping, you can check if there is stock in your favorite Fabory Center.



Click on the link and a pop-up will open. Your favorite Fabory Center and its stock will be showed on top.

Current stock level Fabory Centers ✕

Tilburg (shop) My Fabory Center Jules Verneweg 94 5015 BM Tilburg	In stock: 2823 pieces <i>Package: 100</i>	→ Plan your route
Amsterdam-West Contactweg 42a 1014 AN Amsterdam	In stock: 927 pieces <i>Package: 100</i>	→ Plan your route
Ede Frankeneng 112d 6716 AA Ede	In stock: 195 pieces <i>Package: 100</i>	→ Plan your route
Eindhoven Roojakkersstraat 9 (de Hurk) 5652 BA Eindhoven	In stock: 637 pieces <i>Package: 100</i>	→ Plan your route
Emmen Willem Barentszstraat 11-13 (Ind. Bargermeer IV)) 7825 VZ Emmen	In stock: 1336 pieces <i>Package: 100</i>	→ Plan your route

Do you want to choose or change your favorite Fabory Center? Go to MyFabory > Personal details and scroll down.

My Fabory Center

My Fabory center

Save