

MANUAL FOR THE **ONLINE SHOP**



webshop.guehring.de

Online Shop Hotline: 00800 26 07 26 07 (Mon. - Fri. 8 a.m. - 4 p.m.)

E-Mail: e-commerce@guehring.de

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| ADVANTAGES FOR REGISTERED CUSTOMERS



Customised purchasing conditions and individual prices are adapted automatically



Information on tool availability and stock check



Detailed documentation and history of order processes as well as watch lists for future purchases.



Watch list function / Shopping cart templates



Collective filling of shopping carts



Individual authorisation management and max. access security



OCI interface



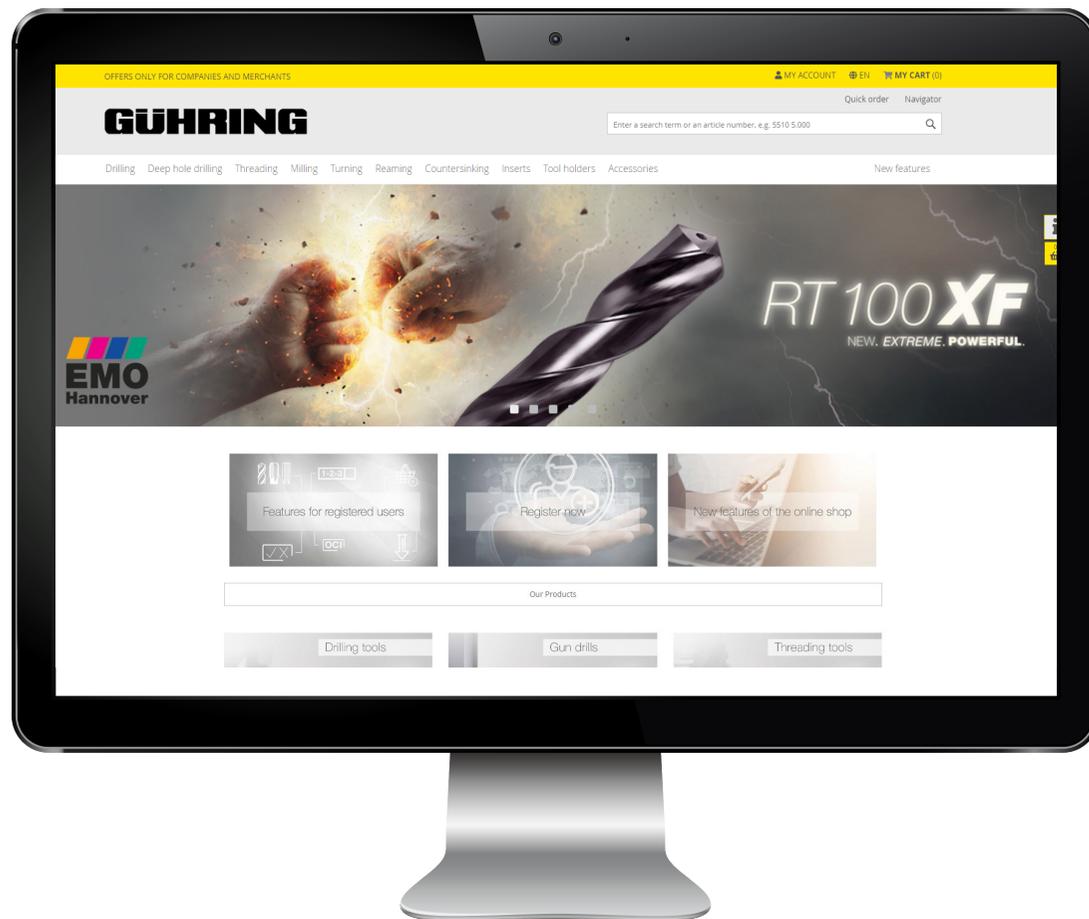
Download of tool data and CAD drawings



Intelligent search function thanks to extended search criteria as well as ordering via own material numbers



Using customer material numbers for the online shop



| HOME PAGE

The first steps

With link <https://webshop.guehring.de/en/> the user starts the home page of the Gühring Online shop.

Return to the home page at any time by clicking the Gühring logo.

Click „CREATE ACCOUNT“ to go to Registration.

The screenshot shows the Gühring online shop interface. At the top, there is a yellow navigation bar with the Gühring logo, a search bar, and links for 'MY ACCOUNT', 'EN', and 'MY CART (0)'. Below the navigation bar, there are categories like 'Drilling', 'Deep hole drilling', 'Threading', 'Milling', 'Turning', 'Reaming', 'Countersinking', 'Inserts', 'Tool holders', 'Accessories', and 'New features'. The main content area is titled 'Create New Customer Account' and contains several sections of input fields: 'Personal Information' with 'First Name' and 'Last Name' fields; 'Company Information' with 'Company', 'Branch' (a dropdown menu), and 'Tax/VAT number' fields; 'Company extract' with a radio button for 'Daten auswählen' and a label 'Keine ausgewählt'; 'Gühring customer number (if known)'; and 'Address Information' with a 'Phone Number' field. A yellow line originates from the text 'Click „CREATE ACCOUNT“ to go to Registration.' and points to the 'CREATE ACCOUNT' button in the top navigation bar.

| REGISTRATION

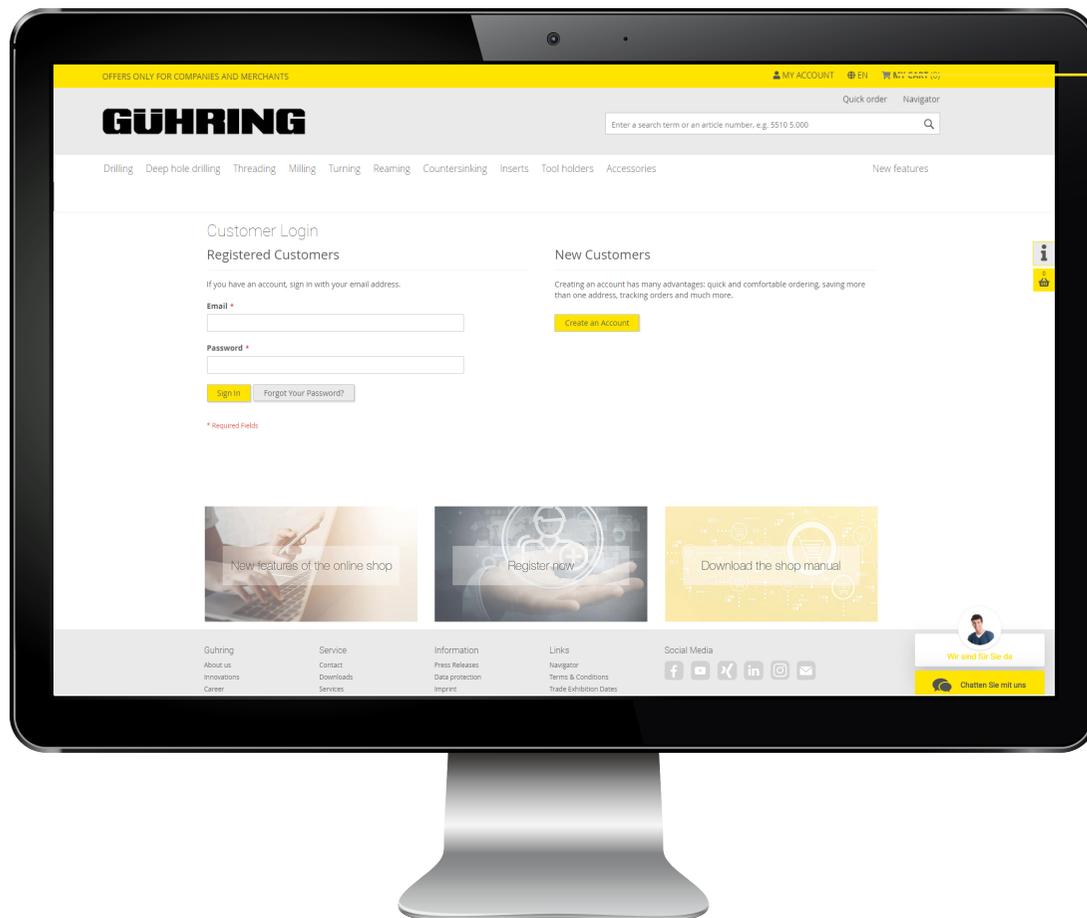
The wide range of shop functions, as for example ordering tools or downloading tool data can only be used by registered users.

After successful registration the user can login with the user data. After login the customised purchasing conditions which are saved in SAP are directly adapted and further shop functions activated.

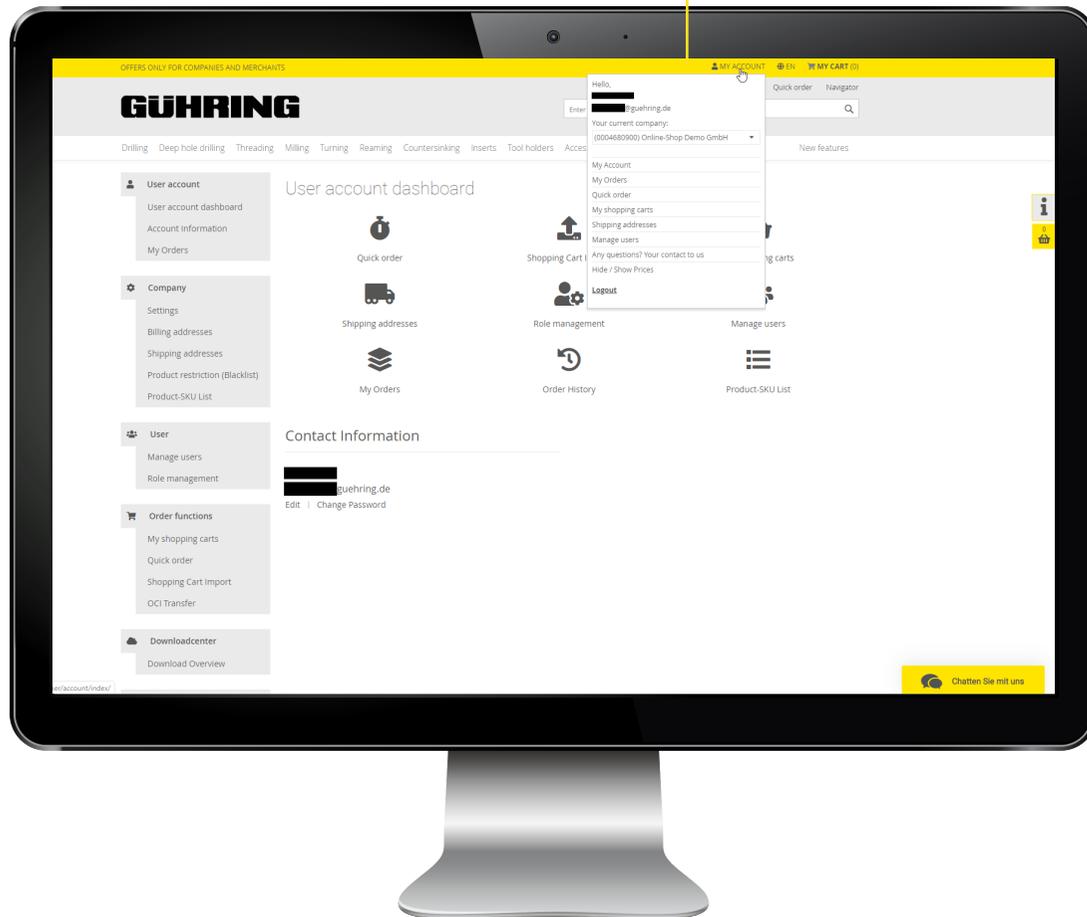
| LOGIN

Login by clicking „Login“ in the online shop.

If the user forgot the password, it is possible to reset it clicking on „Forgot your password“.



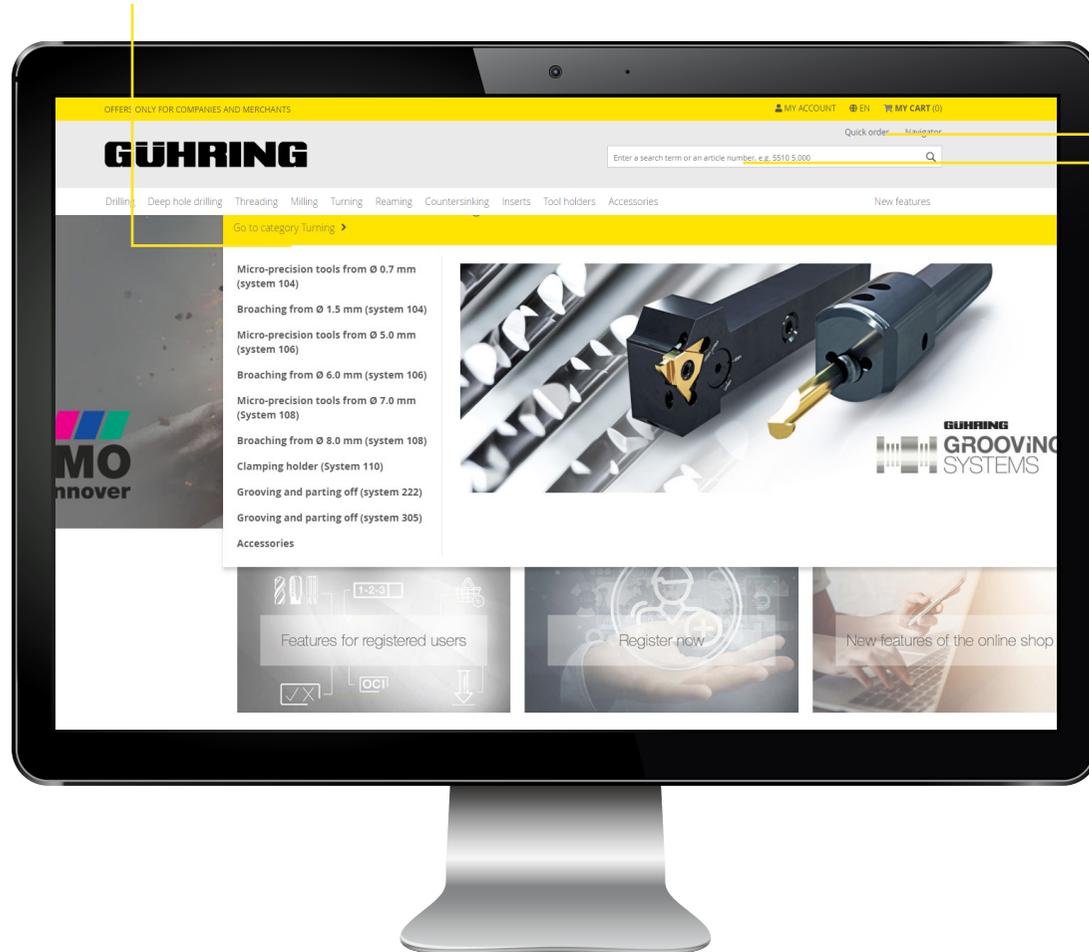
Clicking the user name in the yellow bar at the top, an information panel opens:



| INFORMATION PANEL

All account areas can be controlled via the information panel.

There are more filtering options within the single product categories.

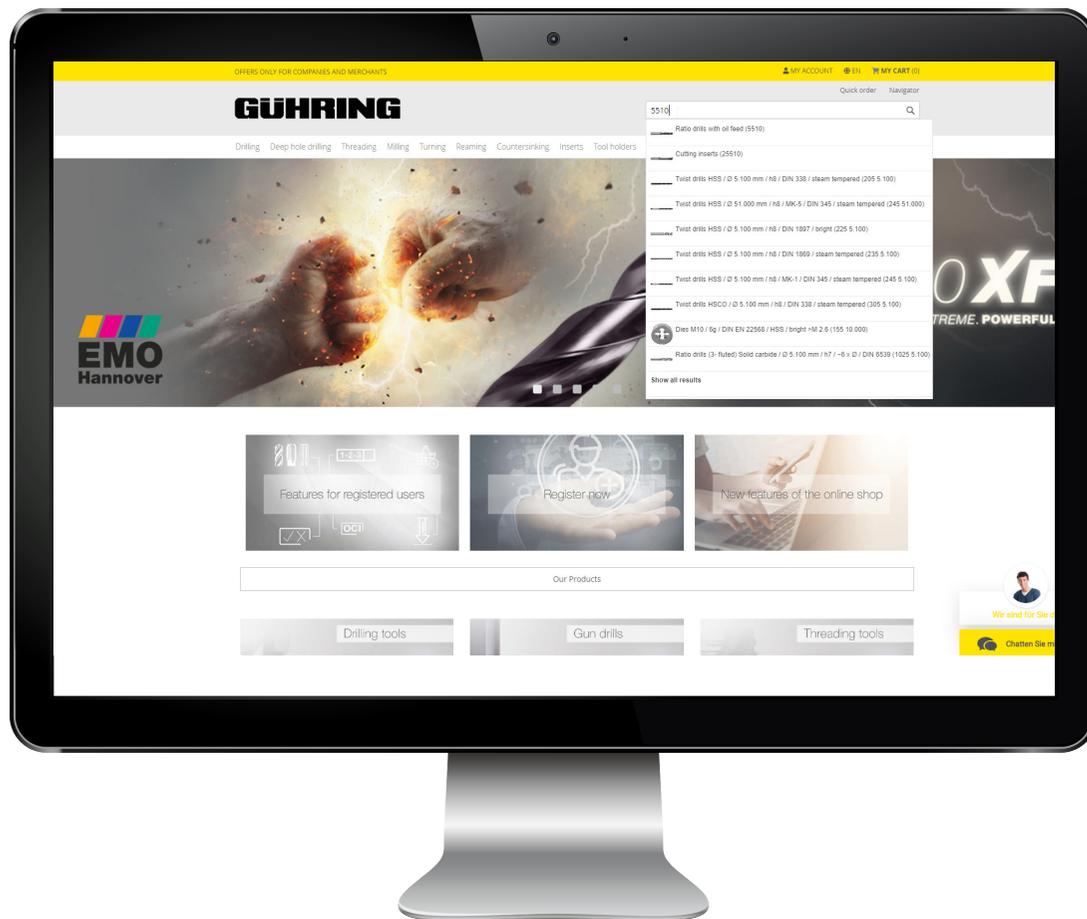


ONLINE CATALOGUE AND SPECIAL PROGRAMMES

Thanks to the online catalogue and to direct access to special programmes (like SuperLine, ExclusiveLine, PowerMill, PowerTap) users can find the required tool by systematically restricting product features.

The Quick order (see point: Quick order) enables the quick entering of Gühring product numbers and goods can be added to the purchasing shopping cart right away (exclusively for registered users).

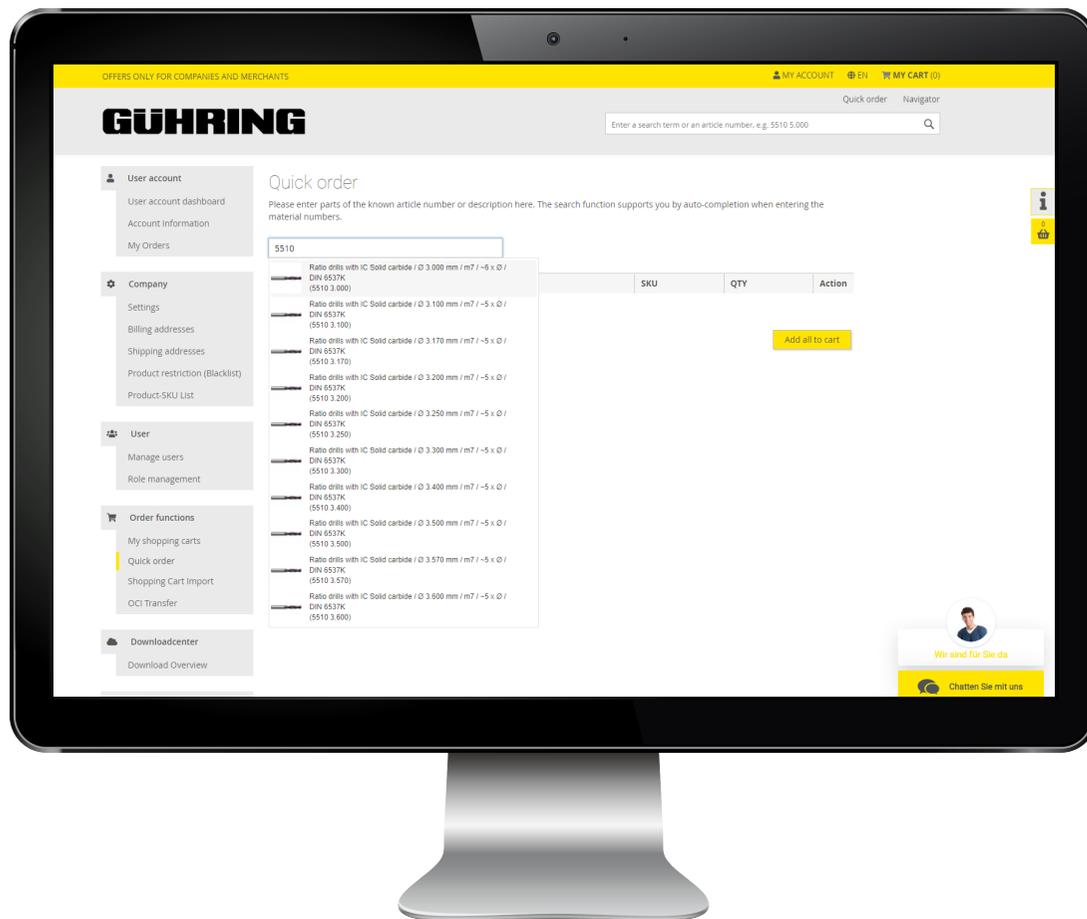
The full-text search gives a selection of Gühring products that could fit. The tool selection can be restricted by using the filters on the left edge of the screen.



| SEARCH FUNCTION

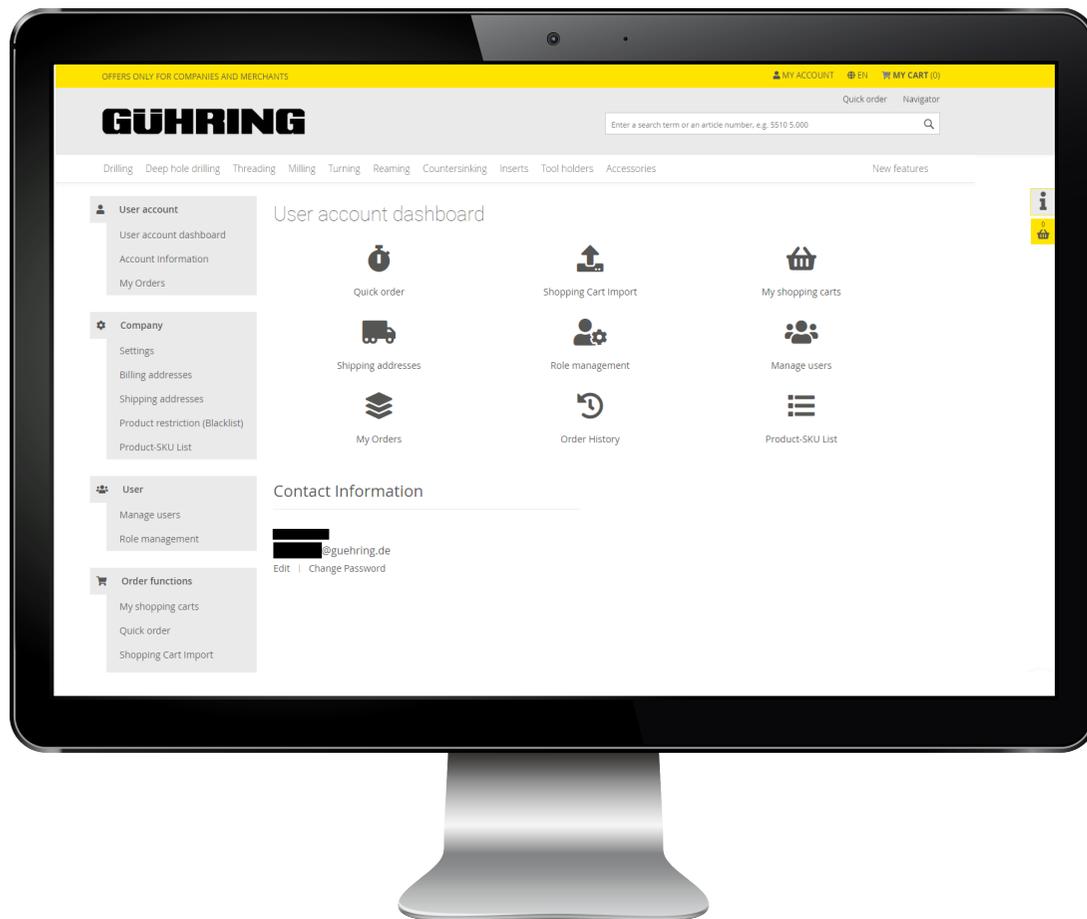
The search function helps to quickly find products in the shop. Thanks to auto-complete only parts of product names or numbers are necessary to view possible matches.

To view the detailed material page, enter the exact material number (e.g. 5510 5.000) and confirm with Enter. If customers have stored their own material numbers in the online shop, they can also be found via the search function. (See also point customer material numbers)



| QUICK ORDER

Via Quick order authorised users can select the required tools easily and quickly and add them to their shopping carts. The search function supports the user with auto-complete when entering the material number.



| MY ACCOUNT

View „My account“ (depending on authorisation)

| MY ACCOUNT

MY ACCOUNT

Account data:

Editing personal user data e.g. email address, password etc..

My orders:

Overview of orders placed by the logged in user.

COMPANY

General settings:

Here the administrator can set up black lists and activate the OCI interface.

Delivery address:

The delivery addresses are stored here.

Invoice addresses:

The stored invoice addresses are displayed here.

The invoice address can only be edited by the back office.

Product restriction:

If authorised accordingly, a black list can be set up here.

Products on the black list cannot be purchased by your company.

Individual product number:

Individual customer material numbers can be stored in the system by the respective person in charge.

Then it can be used when searching and ordering products.

USERS

User administration:

Via the user administration the administrator of a company can quickly and flexibly create, manage or block more user accounts, if necessary.

Rights, role administration :

A role defines specific authorisations of a user which are set by the administrator.

ORDER FUNCTIONS

My shopping carts:

All shopping carts and shared shopping carts are displayed here.

Quick order:

Via quick order authorised users can select the required tools quickly and add to their shopping cart. The search function supports the user here as well with the auto-complete when entering the material number.

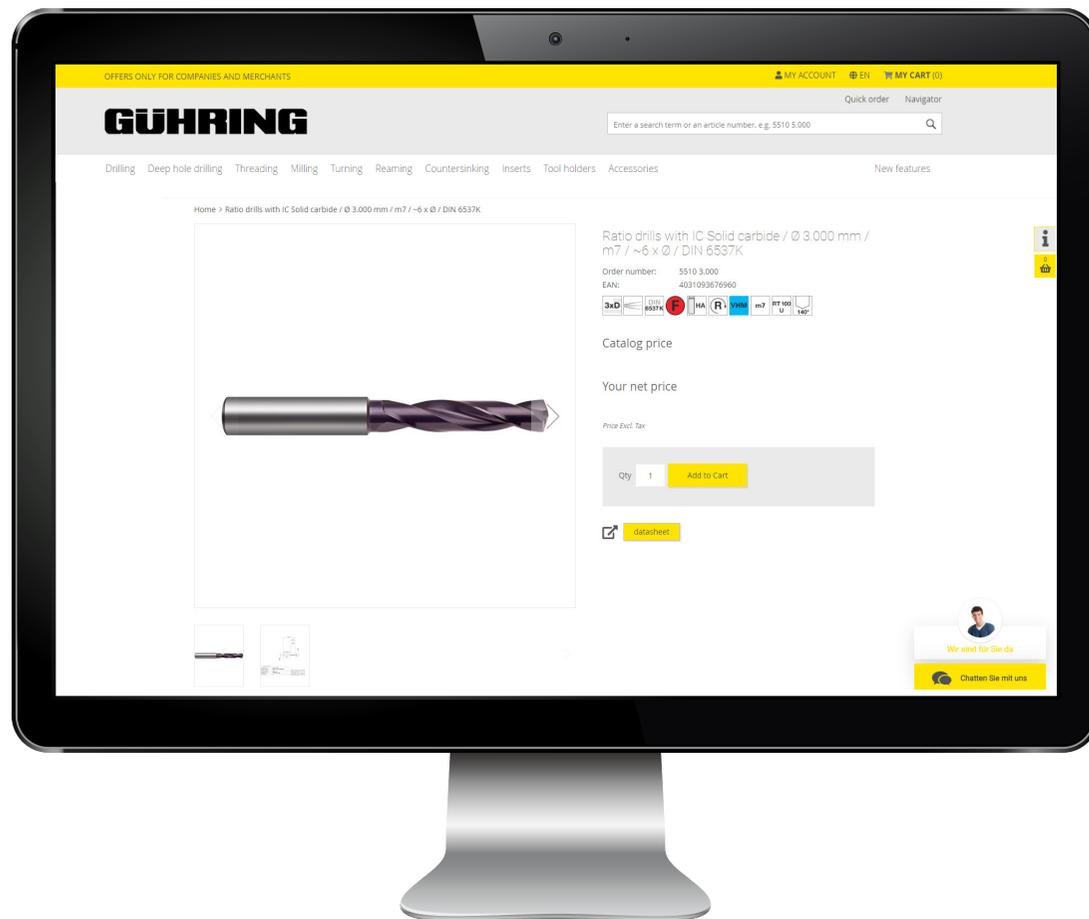
Import shopping cart:

To ensure an easier and quicker order placement, product lists can be uploaded in a CSV file (file format: see file template).

DOWNLOAD CENTER

Overview:

Here you find the current catalogues and brochures on our product portfolio.

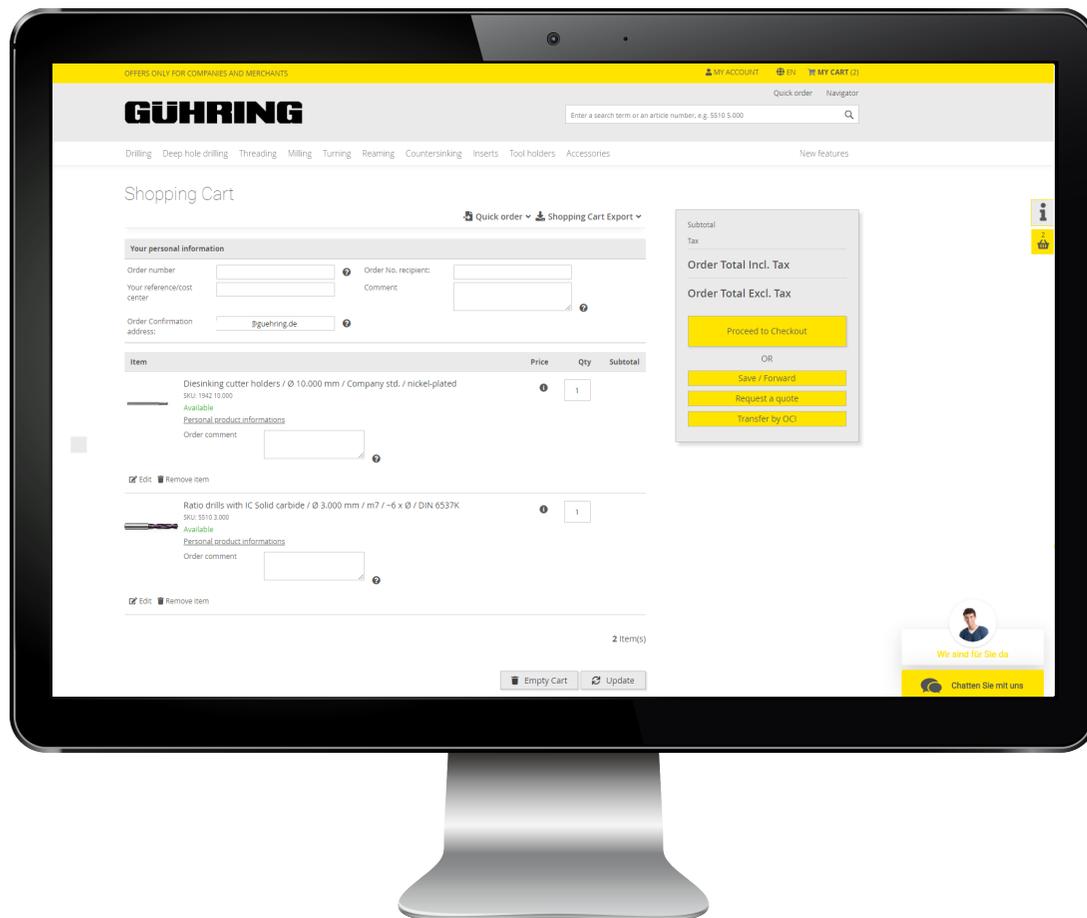


DOWNLOADING TOOL DATA

Users who are logged in can download tool and CAD drawings on the selected tool from the detailed material page. Under tab „Downloads“ respective files can be found.

Application	File Name	Action
Details	PNG: 2D tool documentation in the drawing frame according to DIN SPEC 69874	Download
	PNG_9055100030000.png	Download
Downloads (5)	XML: Meta data according to DIN SPEC 69874	Download
	XML_9055100030000.xml	Download
	DXF: 2D tool drawing according to DIN SPEC 69874	Download
	DXFADtl_9055100030000.dxf	Download
	STEP: 3D tool model according to DIN 4003/ISO 13399 (note: except 3D tool models of the category clamping devices)	Download
	STEP_9055100030000.stp	Download
	XML: 4000: Characteristics according to DIN 4000	Download
	XML_4000_9055100030000_gmp.xml	Download

Note: Tool data and drawings can be downloaded as a dxf, step, xml or png file.

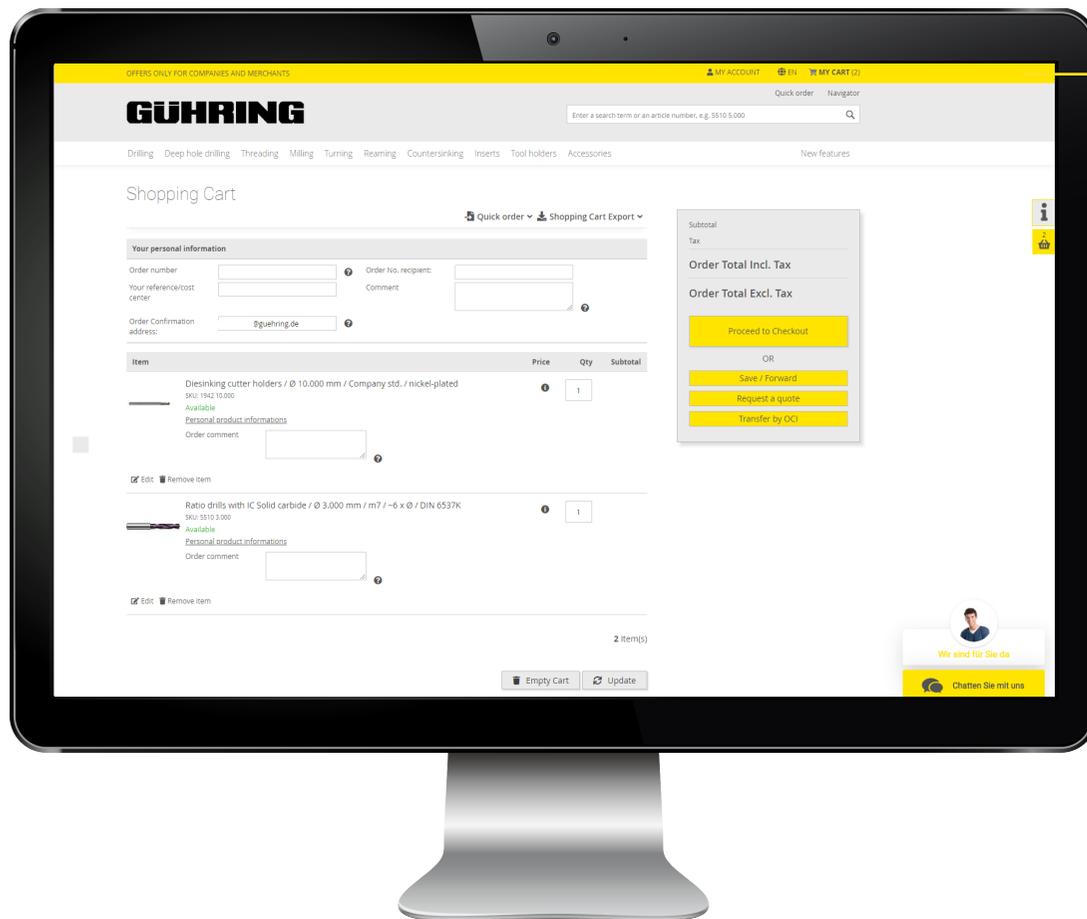


STOCK INFORMATION & AVAILABILITY

The user can check the shopping cart at any time to see if the required tools are available or how many are still in stock.

The following states can be viewed in the online shop:

- 1| Available
- 2| Available quantity X (X = quantity available is displayed).
- 3| Longer delivery time (This message appears, when stock is = 0)



| SHOPPING CART FUNCTIONS

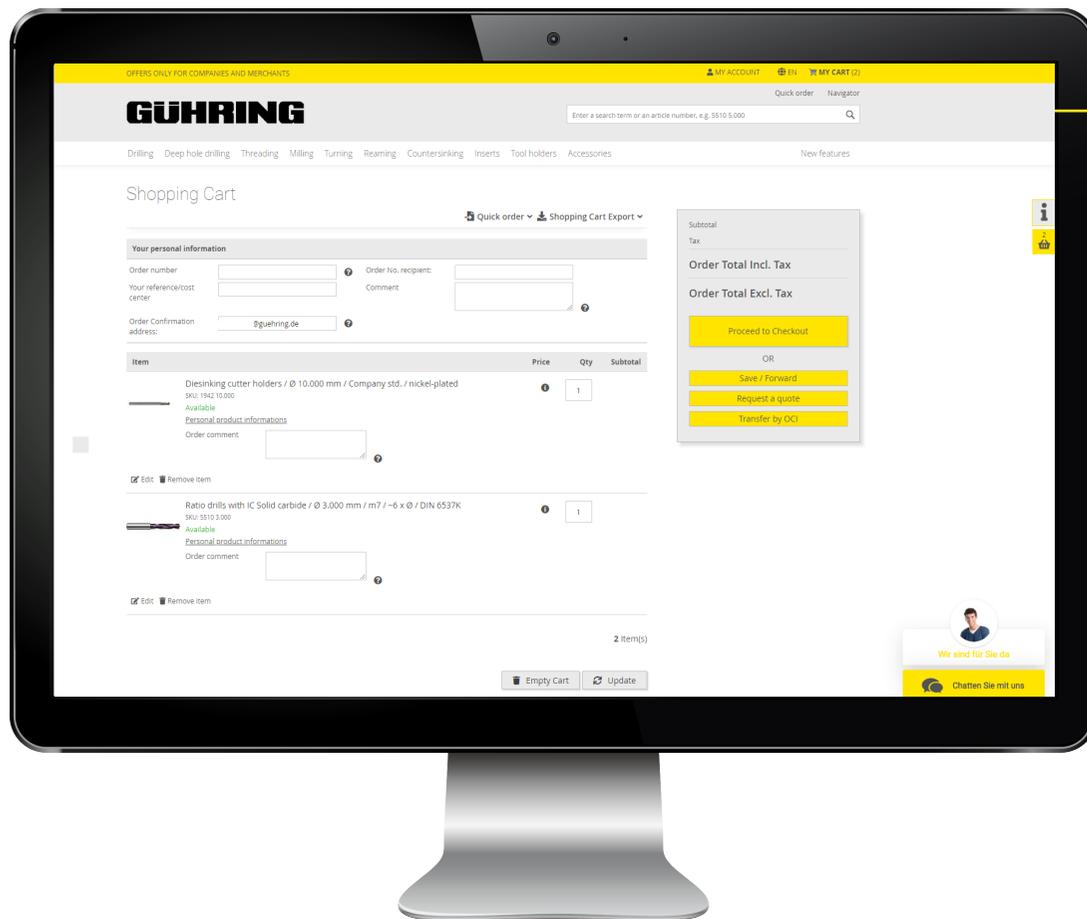
The shopping cart view shows numerous options to edit the shopping cart:

Remove shopping cart:

All items in the shopping cart are deleted.

Save/Forward:

With this function you can:
save the shopping cart and/or forward to another user.



SHOPPING CART FUNCTIONS

The shopping cart view provides many options to edit the shopping cart:

Export shopping cart (XML):

By using this function the shopping cart can be exported as an XML file.

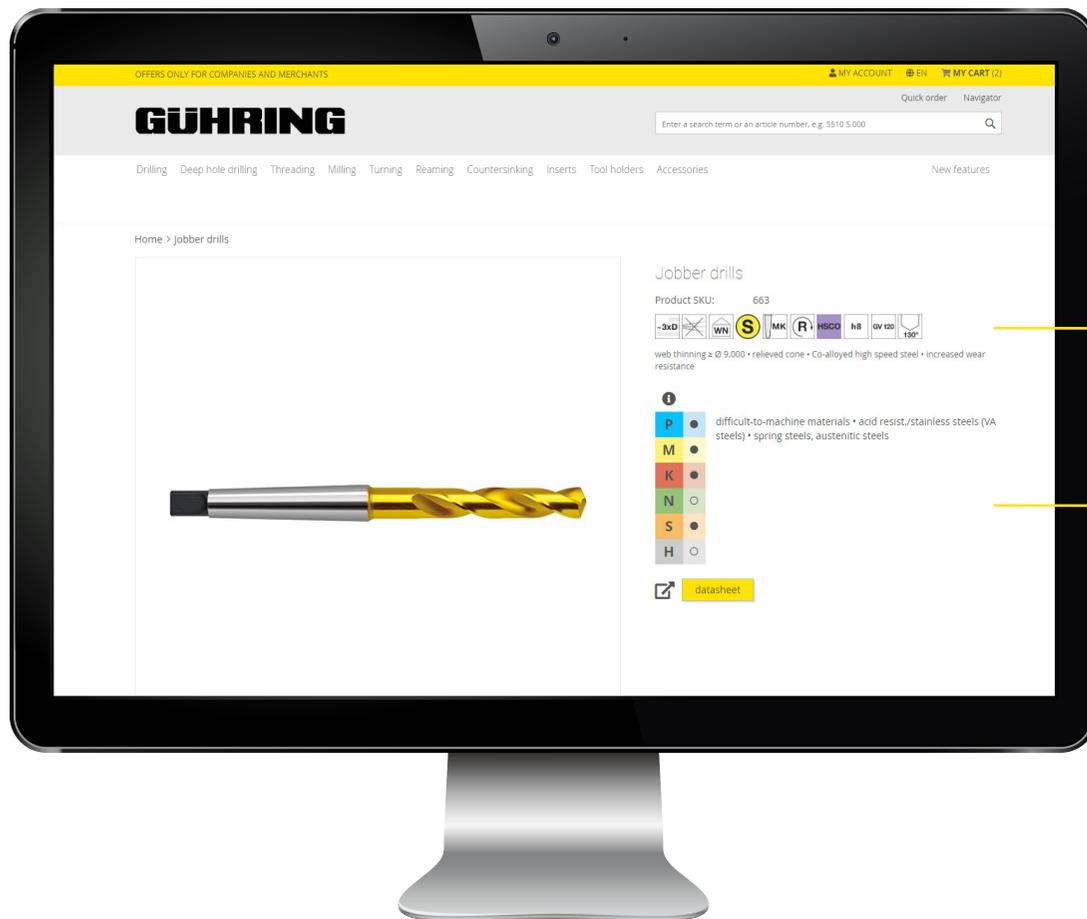
Export shopping cart (CSV):

The shopping cart can be exported as a CSV file by using this function.

Export shopping cart (PDF):

„Watch list function“:

The shopping cart can be exported as a PDF file by using this function. QR codes are assigned to the single positions which can easily be scanned and accessed with a smartphone.



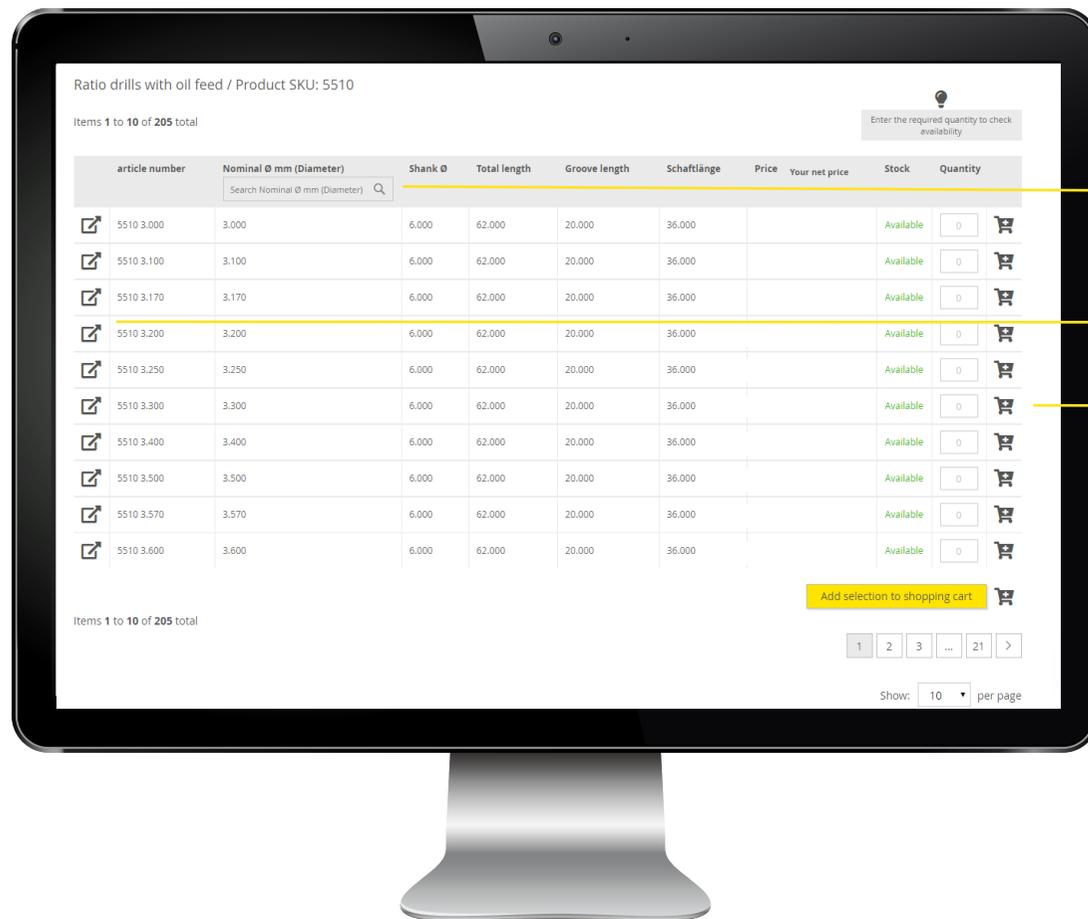
| PRODUCT DATA

All tool data at a glance:

By clicking the required tool, a detailed information page is displayed giving further product details and information on possible applications.

Pictograms: Show the essential key features at a glance.

ISO code: Tool suitability (When clicking the tool, the ISO codes can be viewed in detail).

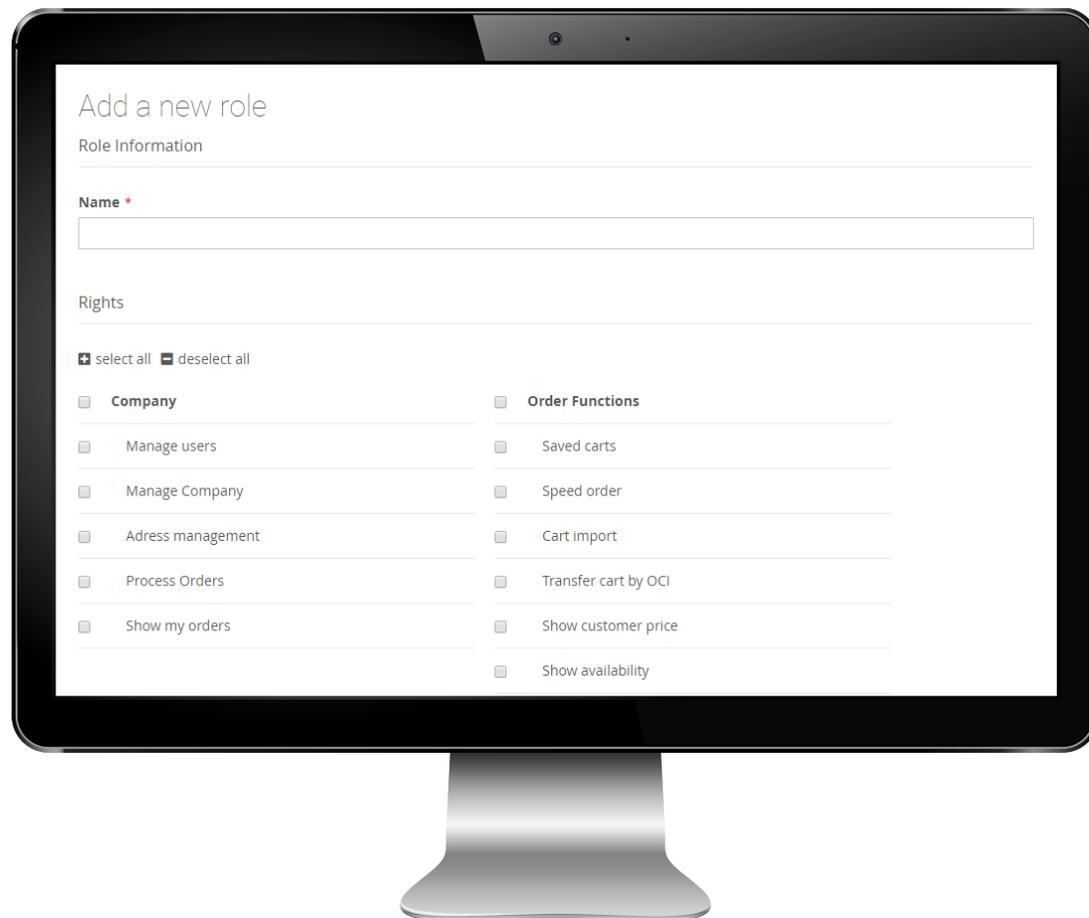


| SELECTING OF THE DIMENSION

Search diameter to find the suitable tool more quickly (without long scrolling)

Navigating to the detailed material page

Add product to shopping cart



| AUTHORISATIONS AND ROLE PLACEMENT

The „role“ defines authorisations for the respective user and is assigned by the company itself.

A user with authorisation „Manage users“ can define roles for the company and manage the users assigned to the company.

| AUTHORISATIONEN & ROLE MANAGEMENT

COMPANY

Manage users:	Via the user management the administrator of a company can create, manage or block further user accounts in a fast and flexible way.
Manage company:	General settings on company, e.g. activating black list, activate OCI, etc..
Address management:	Viewing delivery and invoice addresses stored.
Process orders:	Authorised to place orders via the online shop.
View orders:	Orders placed by the logged-in user can be viewed.

ORDER FUNCTION

Saved shopping carts:	All saved and shared shopping carts are displayed here.
Quick order:	Via Quick order authorised users can select the required tool quickly and add it to the shopping cart. The search function supports the user here as well with the auto-complete when entering the material number.
Import shopping cart:	To ensure that orders can be placed even easier and faster, product lists can be uploaded in a CSV file (see file template for data format)
Transfer shopping cart via OCI:	Option to transfer the shopping cart directly into the company's inventory management system (see activation of OCI interface).
See conditions:	Customer-tailored prices are displayed.
View availability:	The availability is displayed in the shopping cart. Furthermore the stock availability can be checked.

DOWNLOAD CENTER

Overview:	Current catalogues and brochures on the product portfolio can be found here.
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CATALOGUE

Manage black list:	A black list can be created here, if the user is authorised accordingly. Products on black lists can not be purchased by the company (product restriction).
Manage positive list:	If the user is authorised accordingly, a positive list can be created. Products on the positive list can be purchased by the company.
Manage product numbers:	Individual customer material numbers can be stored in the system via the person in charge. These numbers can then be used in the Gühring Onlineshop for searching or ordering products.

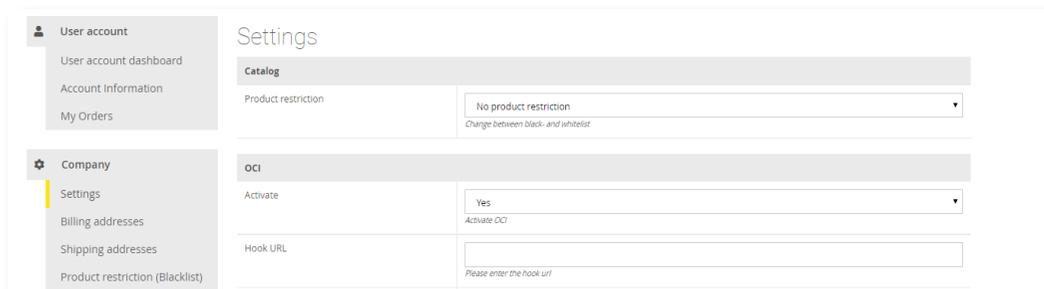
| ACTIVATING THE OCI INTERFACE

The Open Catalog Interface (OCI) is a standardised interface for exchanging catalog information between online catalogues (e.g. online shop) and inventory management or ERP systems (e.g. SAP).

The customers can place direct orders at the online shop and can also transfer the shopping cart to their system. Therefore, all data that is required for placing an order is stored in the customer's system. He can start the standard order process as usual. The order is then transferred via a standard communication channel (e.g. email, fax, etc.)

Setting up OCI

In order to use the function „Shopping cart by OCI“ it is required to connect the shop to the customer's inventory management system via OCI connection. Send an information email to **e-commerce@guehring.de** in order to have the function activated. After being activated, the interface can be set.



The screenshot shows a user account dashboard with a sidebar on the left and a main content area titled 'Settings'. The sidebar has two main sections: 'User account' and 'Company'. Under 'User account', there are links for 'User account dashboard', 'Account Information', and 'My Orders'. Under 'Company', there are links for 'Settings', 'Billing addresses', 'Shipping addresses', and 'Product restriction (Blacklist)'. The 'Settings' page has a 'Catalog' section with a 'Product restriction' dropdown menu set to 'No product restriction'. Below that is the 'OCI' section, which includes an 'Activate' dropdown menu set to 'Yes' and a 'Hook URL' text input field.

Catalog	
Product restriction	No product restriction <small>Change between black- and whitelist</small>

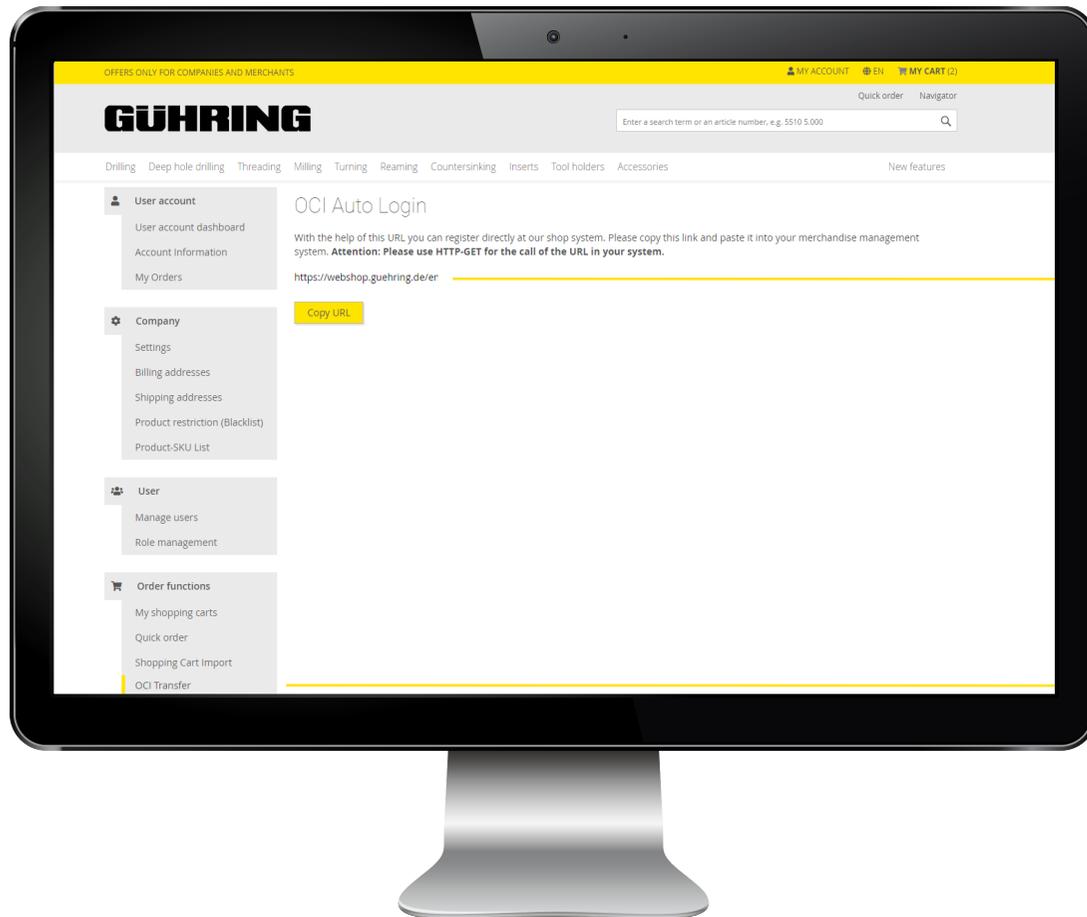
OCI	
Activate	Yes <small>Activate OCI</small>
Hook URL	<input type="text"/> <small>Please enter the hook url</small>

| SETTING UP OCI INTERFACE

1. Registration in the Gühring online shop:
<https://webshop.guehring.de/en/customer/account/create/>
2. If the user account is activated, the setting can be made:
 - Login to Gühring webshop
 - OCI auto login request under > My account > Order functions > OCI transfer

(A = Example of URL: <https://webshop.guehring.de/prolineoci/login/q/k/169bd4bc018411b1b3c73ef63563da7/>)

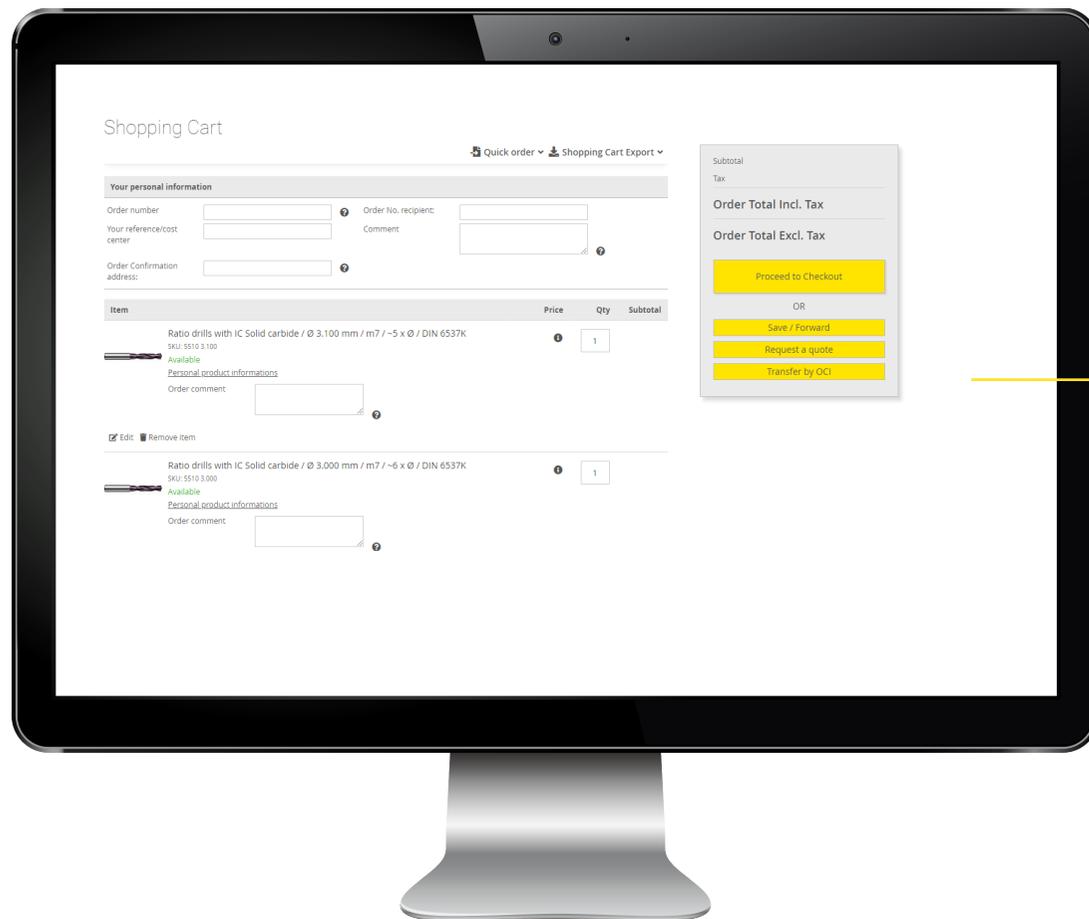
3. Permit for this popup webshop
4. Log out from Gühring online shop
5. Store the auto login URL (A) in the ERP as a OCI shop
6. Define Hook URL in customer ERP; this needs to be transferred as a HTTP/GET parameter, 'HOOK_URL' when accessing the webshop (note upper case)
Example: https://webshop.guehring.de/prolineoci/login/q/k/169bd4bc018411b1b3c73ef63563da7/?HOOK_URL=https://erp.customer.com
When using SAP the HOOK_URL is normally transferred automatically when accessing the supplier's catalogue.
7. Access the OCI shop in the customer ERP and add items to the shopping cart
8. In the shopping cart view, use button „Transfer by OCI“ to transfer the shopping cart to the ERP.
9. If required, confirm request „Delete shopping cart?“. The shopping cart at the Gühring online shop is deleted.
10. Accept shopping cart in ERP and continue processing.



| ACTIVATING OCI INTERFACE

By going to menu „OCI transfer“ in the personal account, the user can then generate a URL which can be integrated in the inventory management system to connect both systems. After the user has integrated the URL, it is possible to login automatically from the inventory management system.

Only users in the company who have been activated for the OCI function can access the URL for the OCI transfer.



ACTIVATING THE OCI INTERFACE

In order to transfer a shopping cart from the online shop to the customer's inventory management system, the shopping cart can be transferred via function „Transfer by OCI“.

GÜHRING KG

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Go to online shop.