## MERCADO WEBGUIDE/-SHOP

#### Article search & REAL chair configurator





## Mercado webguide/-shop

Welcome to Mercado's "new", updated and improved webguide/-shop!

From now on you can do everything from searching items to configure a complete REAL-chair. You can also search for articles in our exploded views.

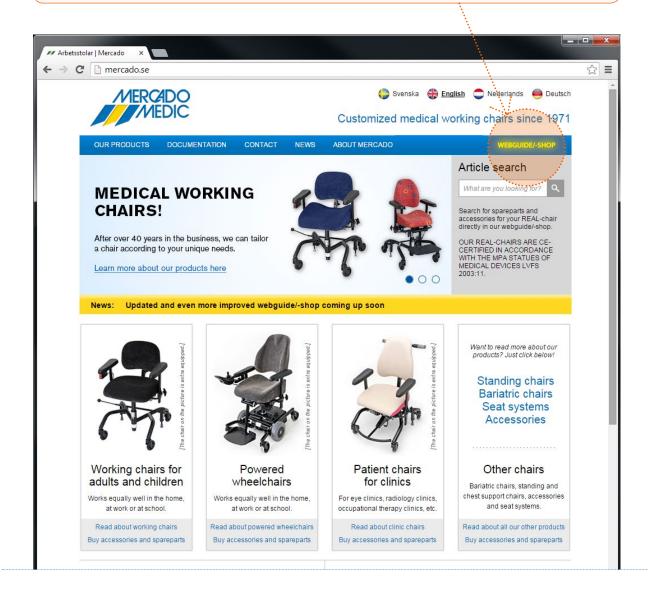
Once you are logged in, you can add spare part orders or make complete chair orders. You can as well see current orders, invoices and other information. You can configure a complete chair *without* login, but without price. For price according to our Export Price List or customer specific agreement, please contact us (please see inside back cover).

Use Mercado webguide/-shop either as a tool for an article search or place your order online.

Welcome! shop.mercado.se/int

#### Click here to go to the Mercado webguide/-shop!

NOTE! Mercado webguide/-shop is optimized for Chrome, Safari or Firefox. They are available for free download. When using Internet Explorer, unfortunately, some functions fall away and/or cease to function.



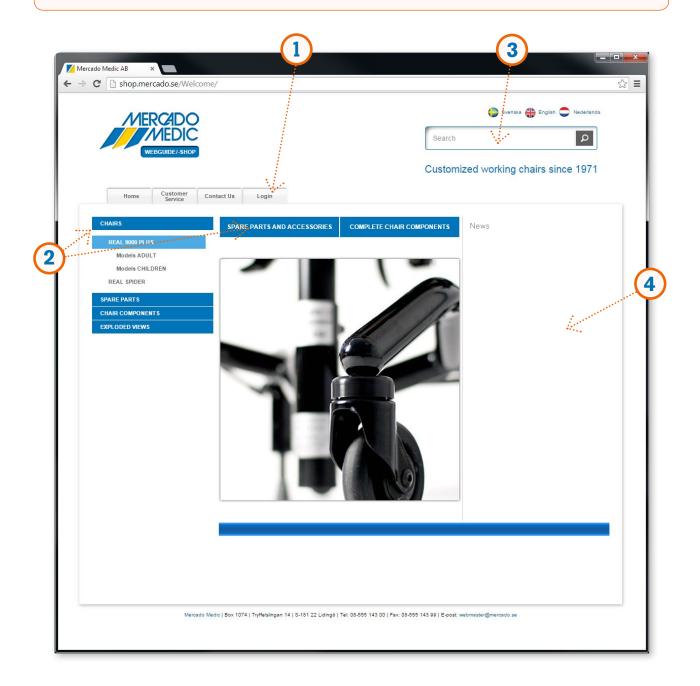
## First page

There are different ways to find the product or information you are looking for. In this new, improved webguide/-shop you can build your own custom-made REAL-chair to fit your or the user's needs, in our chair configurator.

You can order spare parts/accessories for your existing REAL-chair. You can also purchase spare parts/accessories as a kit.

Below you can see how and where to find the desired information in the best manner.

- 1 You log in here! If you do not have an account, you can easily create one, please see next page.
- 2 Find what you are looking for through the product tree on the left, or via shortcuts on the page. The articles are here described with pictures.
- 3 In this search field, you can search freely of either the article or text. Very useful!
- 4 In this column you will find current information and news.

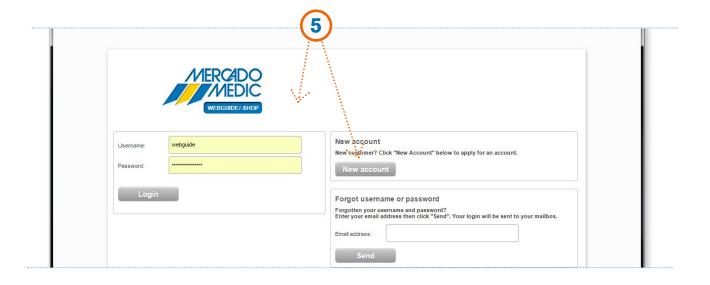


## Login / customer-specific agreements and prices

A login enables you to place an order, but of course this is not a requirement. A login can also be used when you want to check on some of your eventual contract prices and see what is included in the various agreements. You can place items in your basket even *without* a login. You can as well send an e-mail with an article list, to yourself or someone else.

To be able to see prices or make a purchase, a login is required.

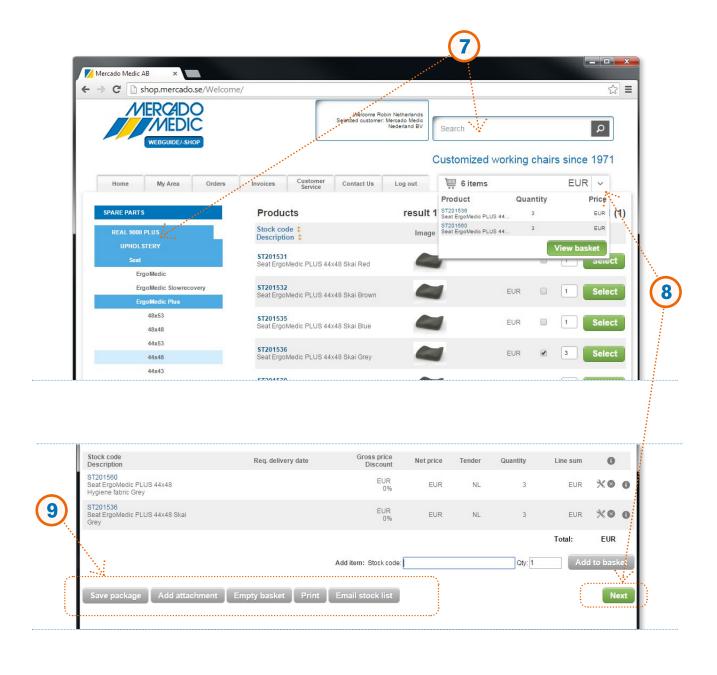
- 5 This is what the login-window looks like. If you are not already a customer, you can add an account.
- 6 Here you choose whether you would like to configure/order a chair or search for/purchase spare parts. You then choose which agreement you would like to see. You can not make a configuration of a chair and order spare parts in the same order. Do you want to change the agreement, you must log out and then log back in with the desired agreement.





#### Place articles in the basket

- You add articles into the basket by first searching for them in the search box on the top right, or in the product tree to the left. When you have found desired article, click **Select**. If you easily want to return to an article, mark it as a favourite. Under **My profile** you will find your favourites in an overview.
- When you are done and want to go on with your order, click on **View basket**. Then click on **Next** to go further on (read more about **Finalizing order** on page 9).
- 9 You can save an article list for future orders. You can as well attach another document, print or e-mail the list.



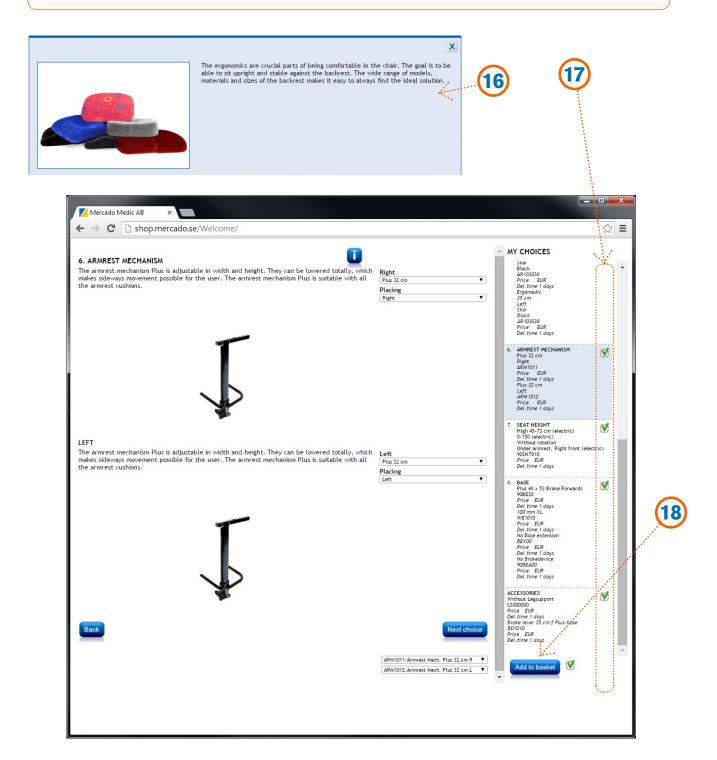
### Configure a complete REAL-chair...

- 10 You choose the chair model by clicking on CHAIRS.
- 11 Then you click on desired model, for example REAL 9000 PLUS -> Models ADULT -> Electric ADULT.
- 12 Now you start to configure your chair. By clicking on the arrows that represent each model, you can for example choose between the seat's model and size.
- 13 Your choice and article number is shown in the right column, in this case **ST101546**. The article number is shown further down the page as well.
- 14 Beside each choice you find information about the article. If you would like more detailed information, please click on the ①-button.
- 15 To continue the configuration, please click on Next Choice.

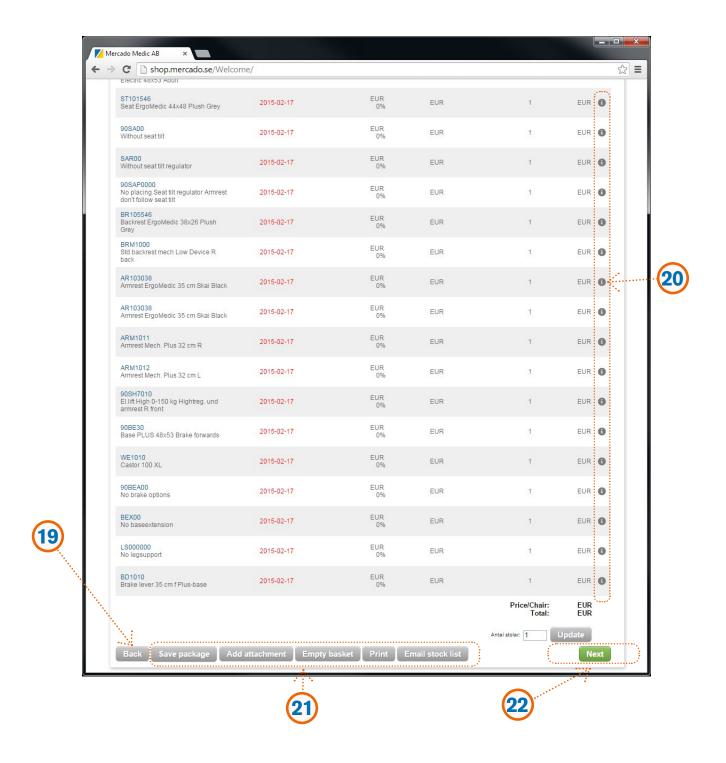


## ...and place it in the basket

- 16 This is an example of what a more detailed information-window can look like.
- 17 When everything is filled in, a green mark ♥ will show in the check box, by every choice in column to the right.
- 18 When you are done with your configuration/choices, click on Add to basket. NOTE! If the Add to basket-button is <u>not</u> lit and <u>no</u> green mark is shown, more choices has to be filled in. You need to return to make these remaining choices.



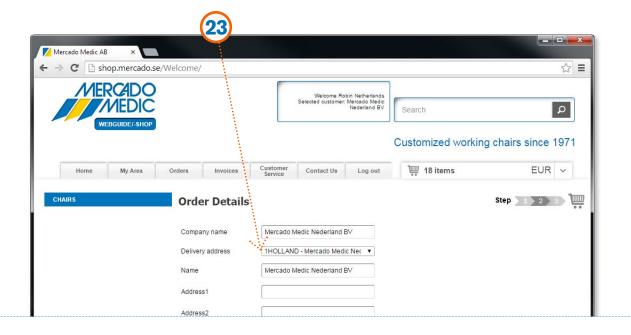
## Check before you finalize the order

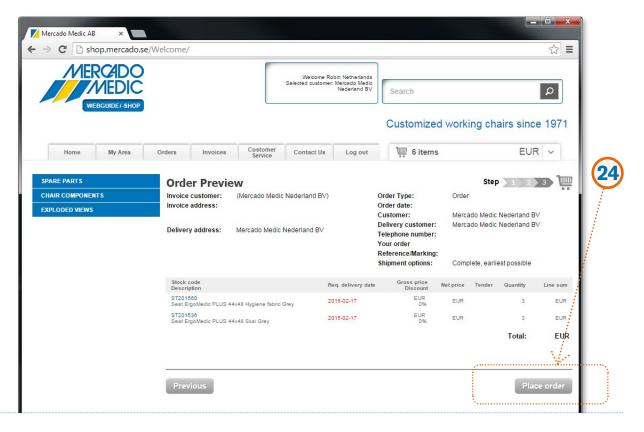


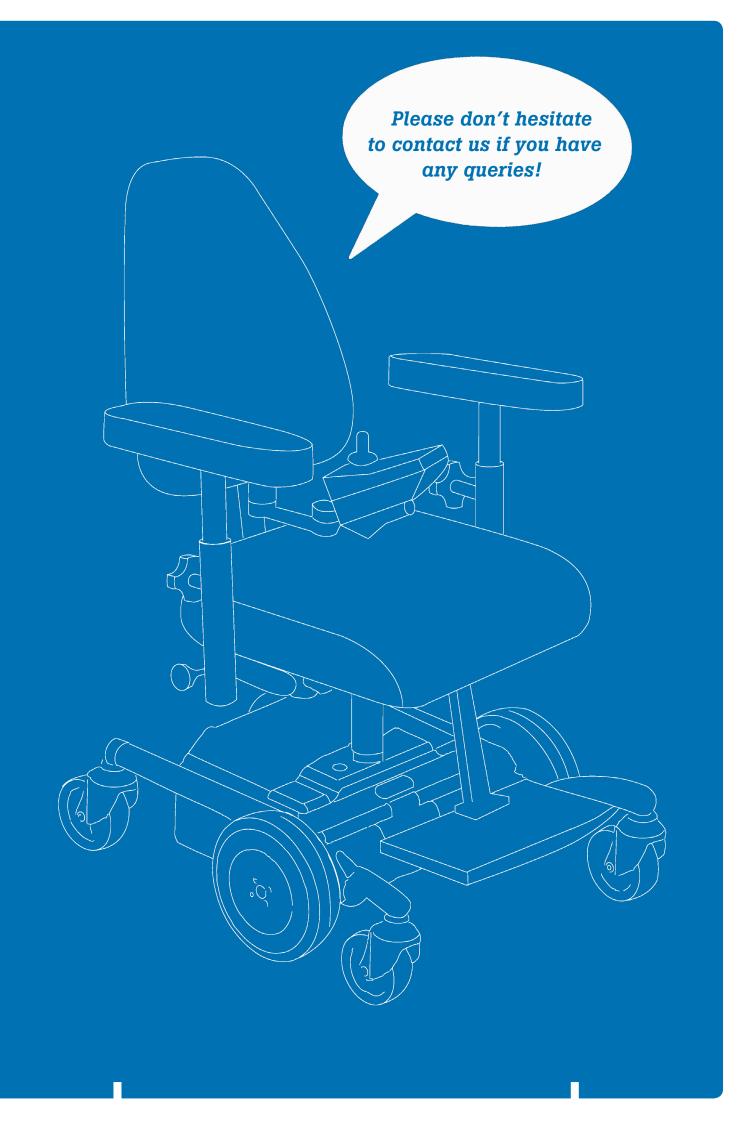
- 19 Make sure the article list looks correct. If you want to change anything, click on **Back**.
- 20 If you want to add a question or any information, click on the ①-icon and write your text. Your notes will show under "Article no/Description".
- 21 You can save your configuration, add a document, print or e-mail the article list.
- When you are done and want to go on with your order, please click **Next**.

## Finalizing order

- 23 Next step is to choose delivery address. Here you can add the number of the purchase/order or reference/labeling and choose kind of payment method as well. Click on NEXT for Order Preview.
- 24 If you are satisfied please click on **Place order**. When you have confirmed it you will recieve an order confirmation by e-mail, which shows that the order has been sent into our ordersystem.







# We hope you will be satisfied and want to continue using Mercado shop for your future orders!

Queries regarding Mercado webshop, please contact: webmaster@mercado.se

Queries regarding <u>orders</u>, please contact: **order@mercado.se** 

My own notes	

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Sweden