B2B Ordering Platform

USER GUIDE

PRECIOSA

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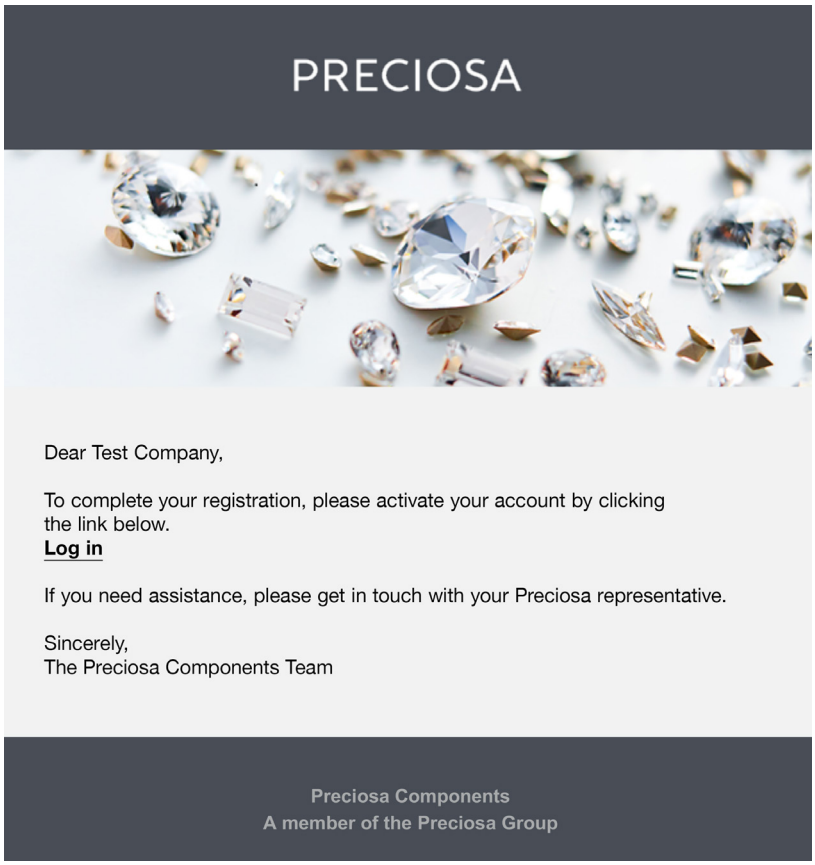
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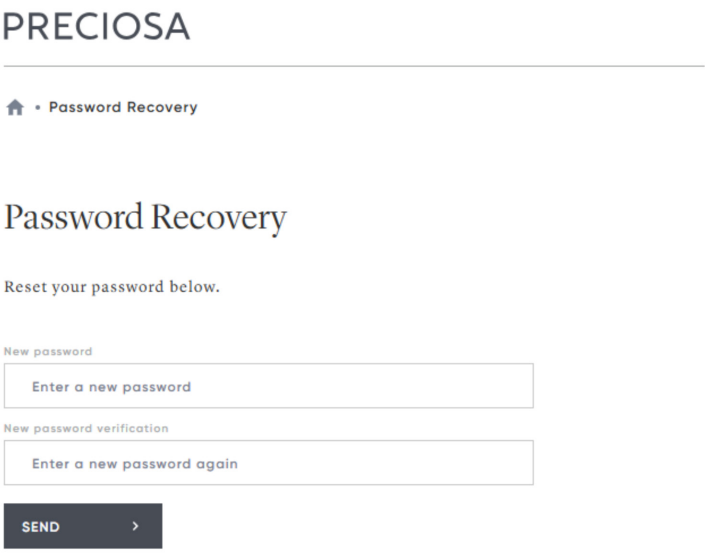
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How to log in for the first time

1. You will receive an email informing you that your account has been created, along with a prompt to log in. Click the Log in button.

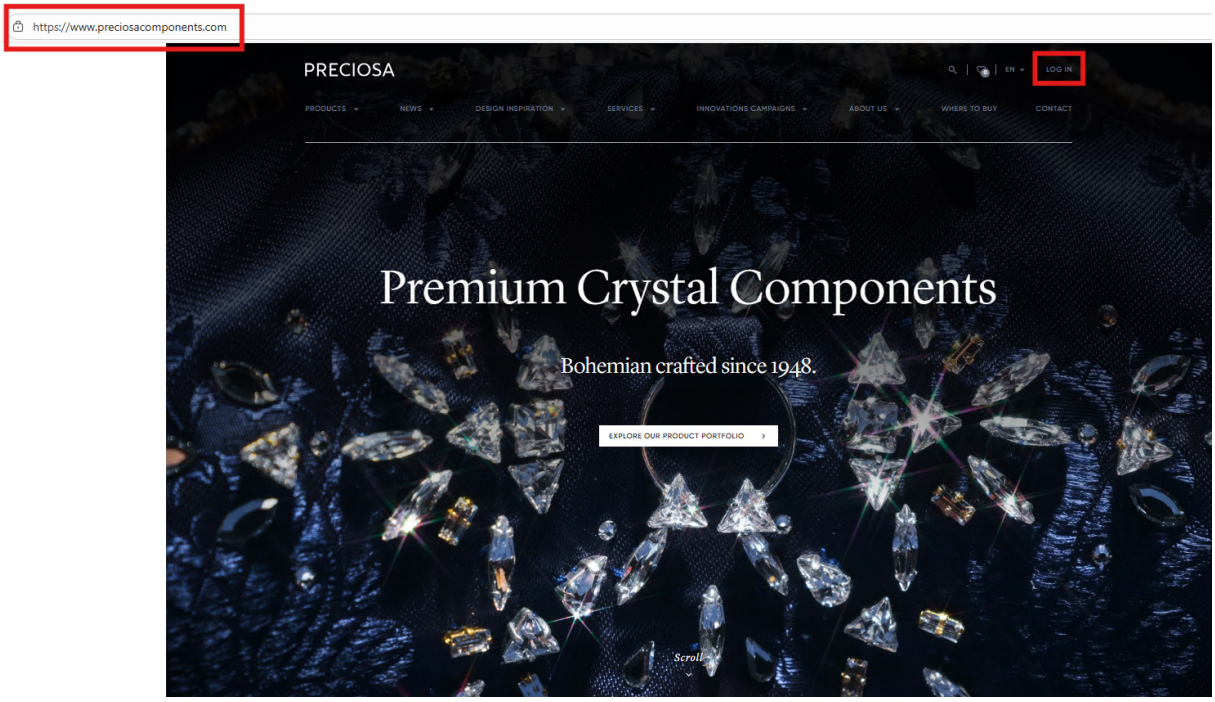


2. Please enter your password.

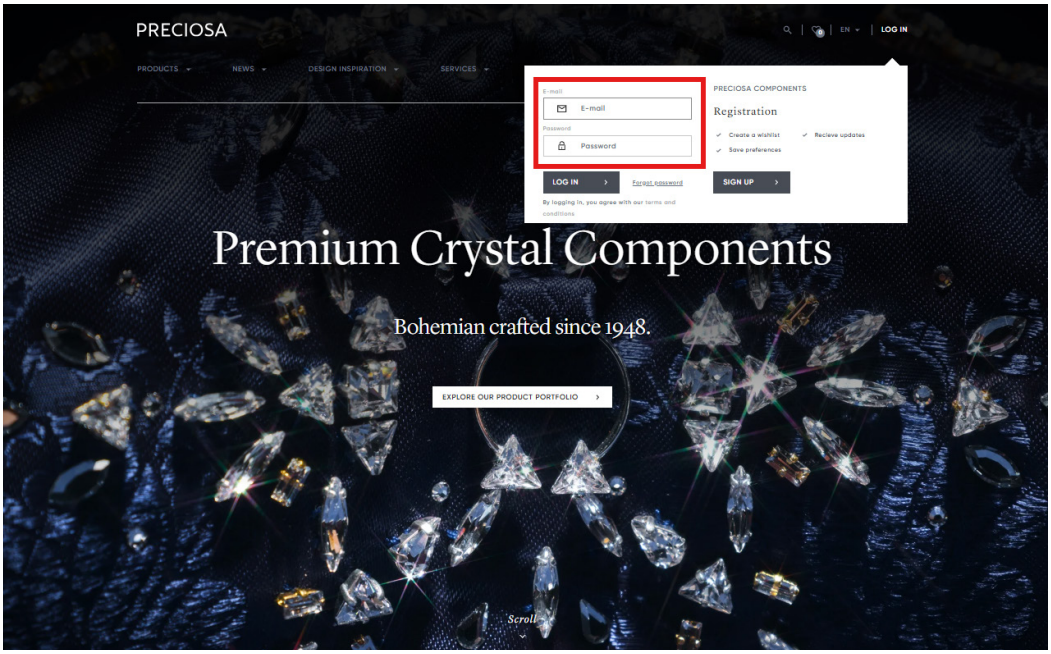


Logging in again – Use the following steps whenever you log in after your first visit

1. Open www.preciosacomponents.com in your browser and click LOG IN in the top right corner.

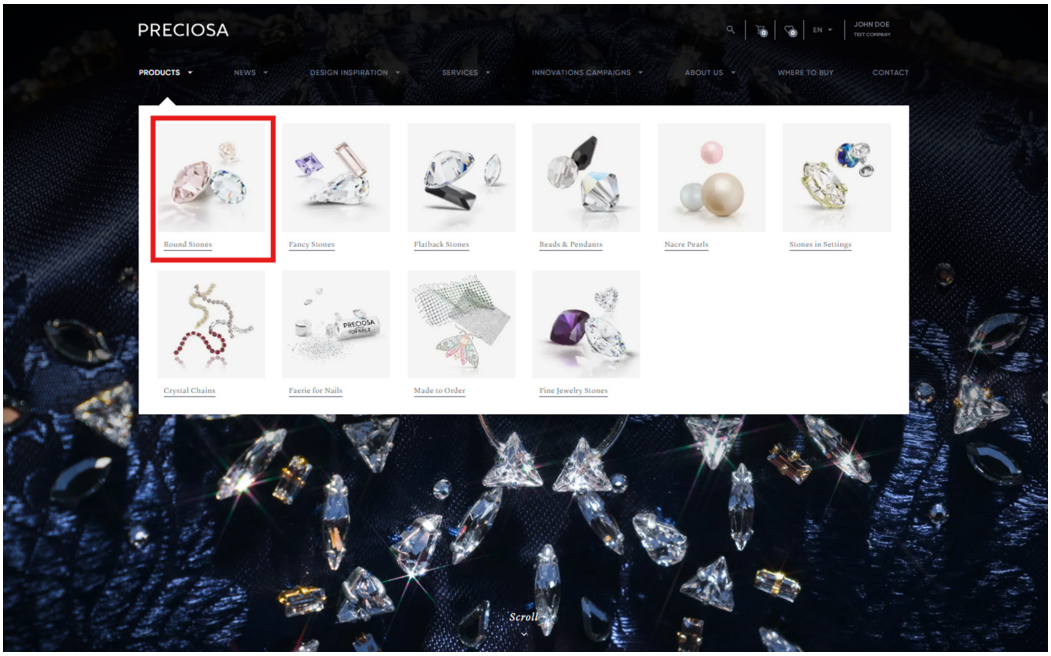


2. Enter your email address and password, then click LOG IN.

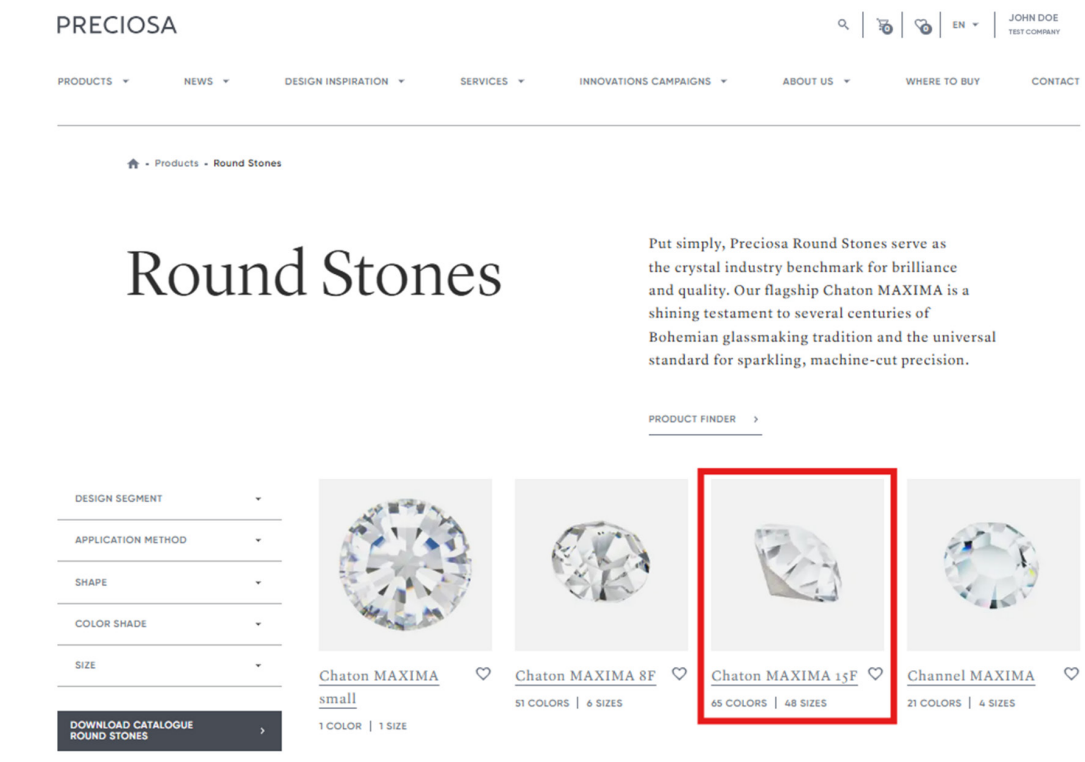


How to find and add products to your cart

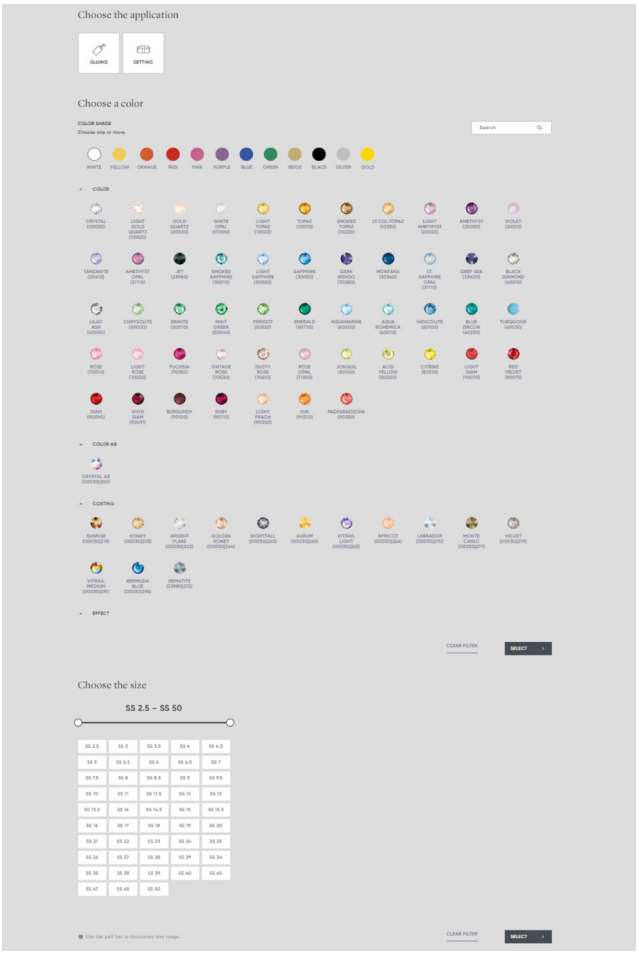
1. Choose the required product from the PRODUCTS section, such as Round Stones.



2. From the Round Stones section, select the desired item, such as Chaton MAXIMA 15F.



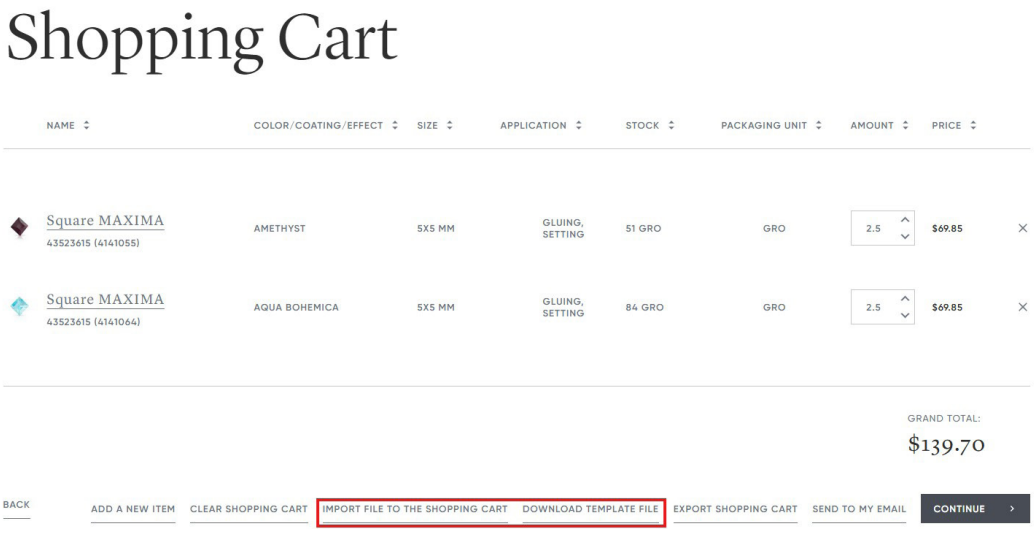
3. You can filter items by application method, color, coating, or size. Once you have checked the desired attributes in the filter options, confirm your selection by clicking the SELECT button.



4. Once you have selected the desired item, choose the quantity and add it to your cart.

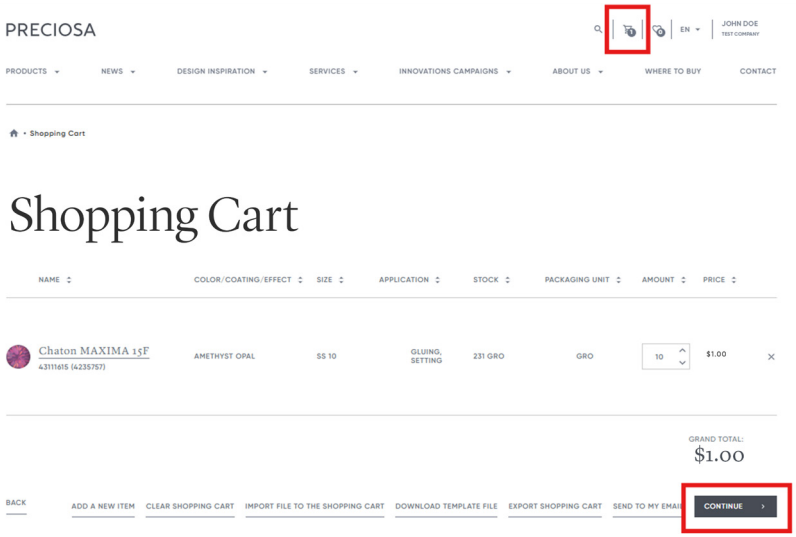
NAME	COLOR/COATING/EFFECT	SIZE	APPLICATION	STOCK	PRICE PER UNIT	PACKAGING UNIT	AMOUNT
Chaton MAXIMA 15F 43111615 (4235757)	AMETHYST OPAL	SS 10	GLUING, SETTING	231 GRO	SHOW PRICE	GRO	10
Chaton MAXIMA 15F 43111615 (4235755)	AMETHYST OPAL	SS 10	GLUING, SETTING	NOT IN STOCK	SHOW PRICE	GRO	10
Chaton MAXIMA 15F 43111615 (4019450)	AMETHYST	SS 10	GLUING, SETTING	3,927 GRO	SHOW PRICE	GRO	10
Chaton MAXIMA 15F 43111615 (4207155)	AMETHYST	SS 10	GLUING, SETTING	140 GRO	SHOW PRICE	GRO	10
Chaton MAXIMA 15F 43111615 (4019886)	AQUA BOHEMICA	SS 10	GLUING, SETTING	497 GRO	SHOW PRICE	GRO	10
Chaton MAXIMA 15F 43111615 (4207168)	AQUA BOHEMICA	SS 10	GLUING, SETTING	NOT IN STOCK	SHOW PRICE	GRO	10

5. To add items to your shopping cart, you can also upload a file containing the Preciosa ID, quantity, and any other relevant references using the IMPORT FILE TO THE SHOPPING CART link in the cart. The template can be downloaded via the DOWNLOAD TEMPLATE FILE link.

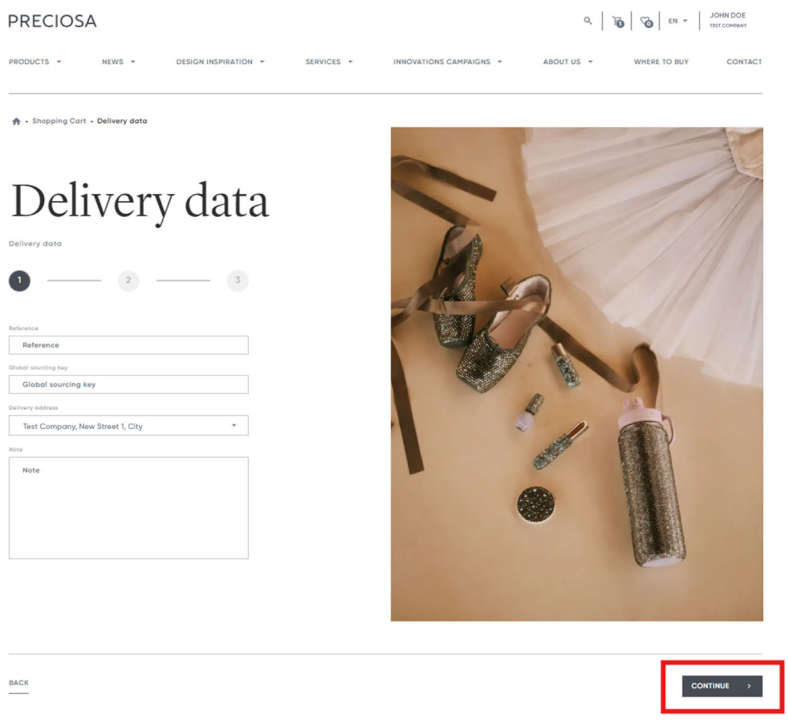


How to place an order

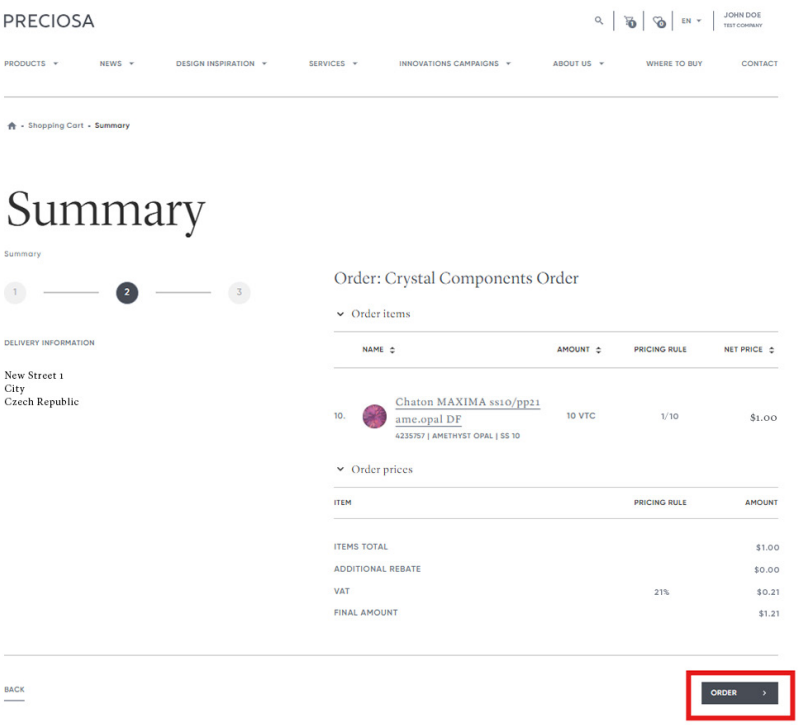
1. Once you have added all the desired items to your cart, click the cart icon in the top right corner, review the contents of your cart, and then click the Continue button to proceed.



2. Check your delivery details and add any missing information if necessary, then click CONTINUE.



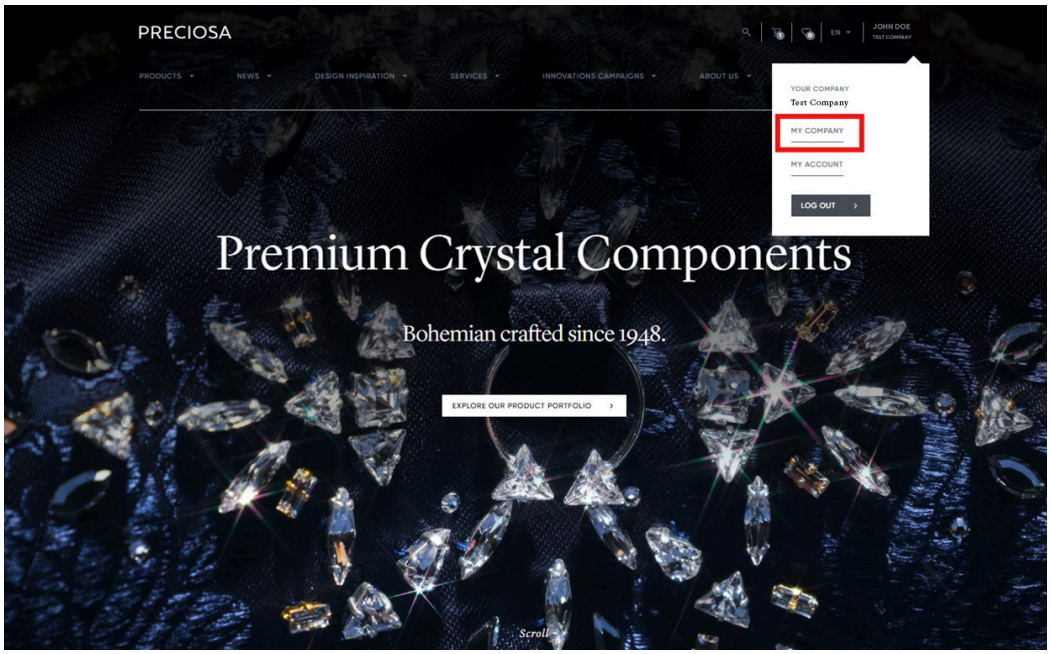
3. In the Summary, review your delivery address and all items in your order. Click the ORDER button to submit your order.



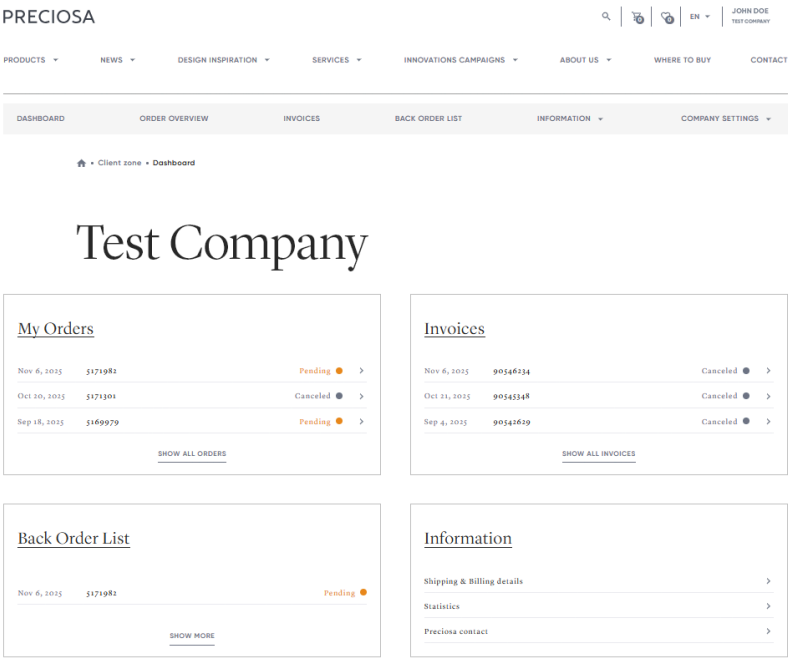
4. Your order has now been submitted. Please wait for your order confirmation from Preciosa regarding delivery dates, which will be sent to you by email.

How to check your orders and invoices

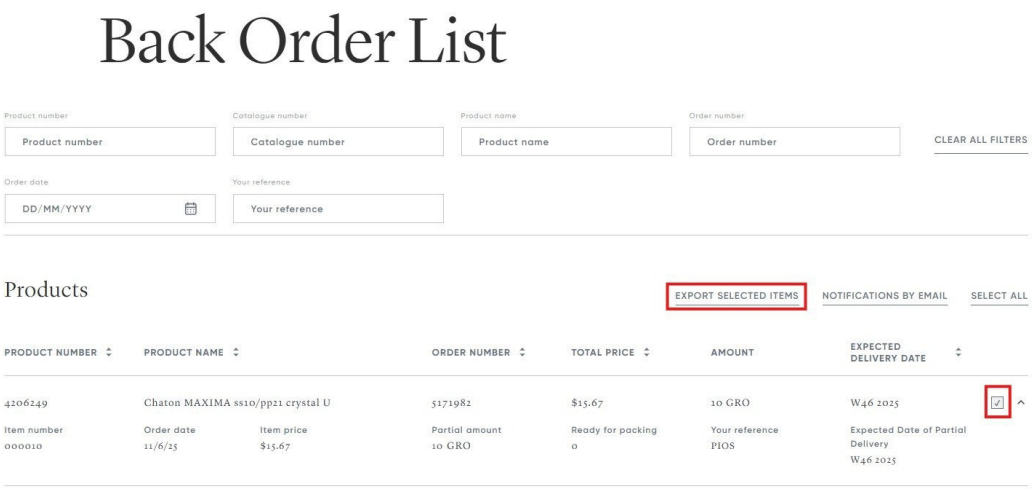
1. In the top right corner of the navigation bar, click your name and select 'My Company' to access your client area.



2. Here, you can check the status of your Orders, Invoices, Back Order List, and other additional information.

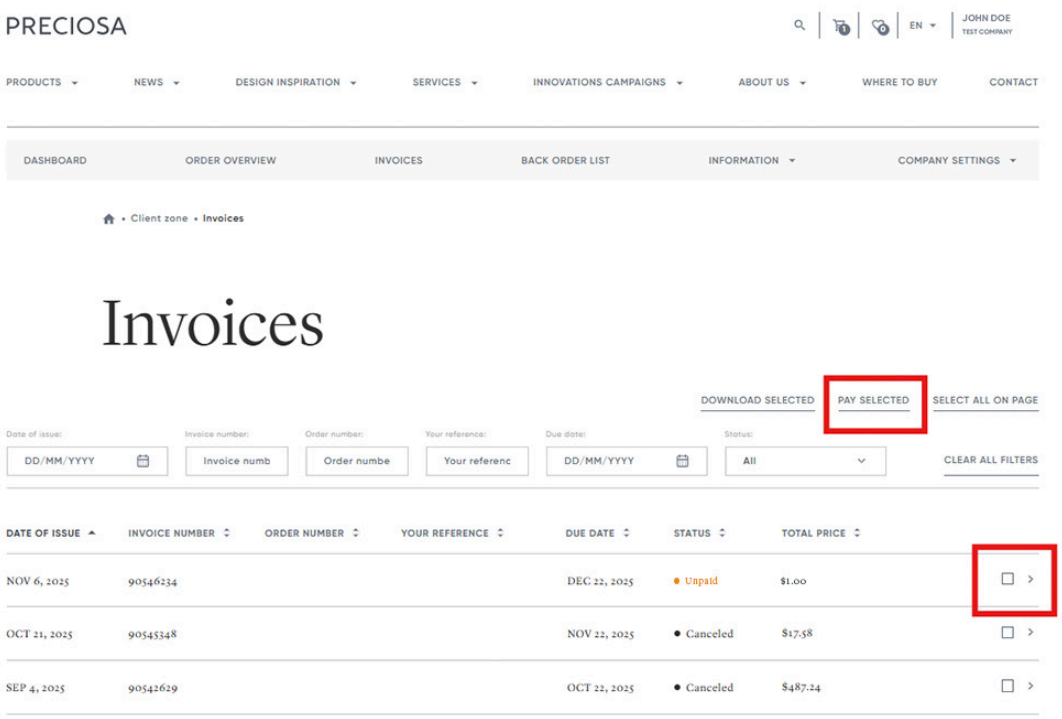


3. There is an option to export selected orders to a CSV file. Tick the checkbox at the end and click EXPORT SELECTED ITEMS.



How to pay for your order by credit card

1. In the top right corner of the navigation bar, click your name and select 'My Company' to access your client area, and select the INVOICES section.
2. In this section, you can view the status of all invoices issued. To pay an Unpaid invoice, tick the checkbox at the end of the row and click PAY SELECTED.



3. Review all the payment information and click PAY INVOICE. You will then be taken directly to the payment gateway.

