

## Content

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To order at [www.macrogroup.eu](http://www.macrogroup.eu) it's necessary that the user has an email account and that his browser is updated and configured to accept cookies and pop-ups, to allow the usage of all the e-commerce platform capabilities.

## I. HOW TO CREATE AND MANAGE YOUR E-COMMERCE ACCOUNT

Access the "ONLINE STORE" available in the lower range of our *website*.

- 1) If you are not a registered customer, click on  [LOGIN](#) and you will be taken to the "Private Area" panel. In this panel, click on "REGISTRATION", fill out the form presented and wait for email for account activation.
  
- 2) If you're already a registered customer, click on  [LOGIN](#) into "Private Area" board, introduce your *e-mail* and password and click "SIGN IN".
  
- 3) After login you will have access to the panels  [MY ACCOUNT](#) and  [0 PRODUCTS](#) where you can proceed with your purchases.

## II. THE DIFFERENT "MY ACCOUNT" MENUS

### PRIVATE AREA

#### 1) MY ORDERS

Here you can view all your previous orders and see: the date, the order number, the order status and the order total.

DATE	ORDER NO.	ORDER STATUS	TOTAL		
2019-05-16	85	New Order	11,00 €		
2019-05-16	84	New Order	13,53 €		

Click on  and you will view the respective order with the ref.<sup>a</sup>, quantities, value per unit and, billing and delivery order information.

By clicking  you are duplicating the previous order. When you duplicate an order, you automatically create a new order with the same product(s) of the duplicated one, but you can always reset the quantities and add or remove products.

To do this, simply click on the icon  (located in the upper right corner of the page) and will go directly to your shopping cart, where you can enter changes to the duplicate order.

The "MY ORDERS" will only have information after the first order.

#### Possible order status:

- ✓ New Order - your order has not been processed
- ✓ In Progress- your order is in process
- ✓ Closed - your order has already been sent
- ✓ Canceled – your order has been canceled at your request

## IMPORT REQUISITION

By clicking on "IMPORT REQUISITION" you will be able to access your computer, select and import your file.

**Note:** CSV file should have two columns: product reference and quantity, separated with a comma.

Example: abcd,100

Upload the file

CSV file should have two columns: product reference and quantity, separated with a comma (Ex: abcd,100)

Select a CSV file type

## 2) MY FAVORITES

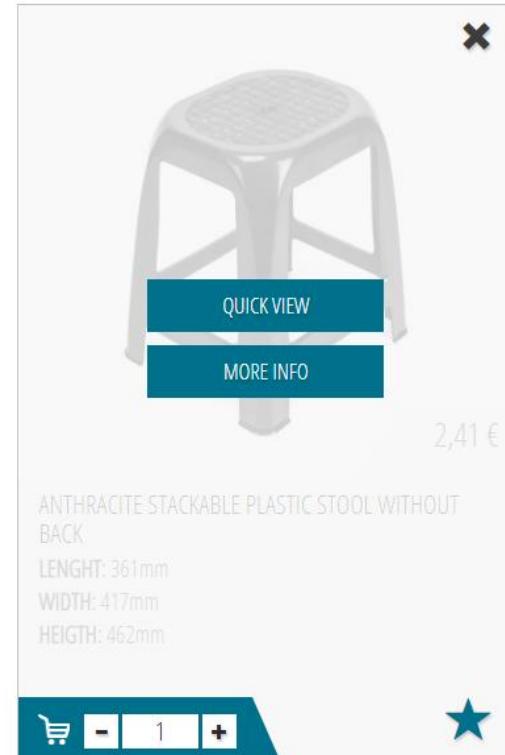
On "MY FAVORITES" menu you will have access to the products that you have selected as favorites throughout your order (s).

This menu works as a "shortcut" to your favorite articles, avoiding the loss of time for this articles search and facilitating your new orders.

You will can see each of the selected products in detail, as well as remove them from the list whenever you want. To remove the products from the favorites list click on .

How to add products as favorites?

Select the product and click on .



## 3) MY PROFILE

In this menu you can change your personal data, whenever you think it will be necessary for our information, as well as change your password.

To change your password, enter your new password on the field "Password" then confirm your current password on the field "Password Confirmation", and finally click "Save Changes"

The change is immediate.

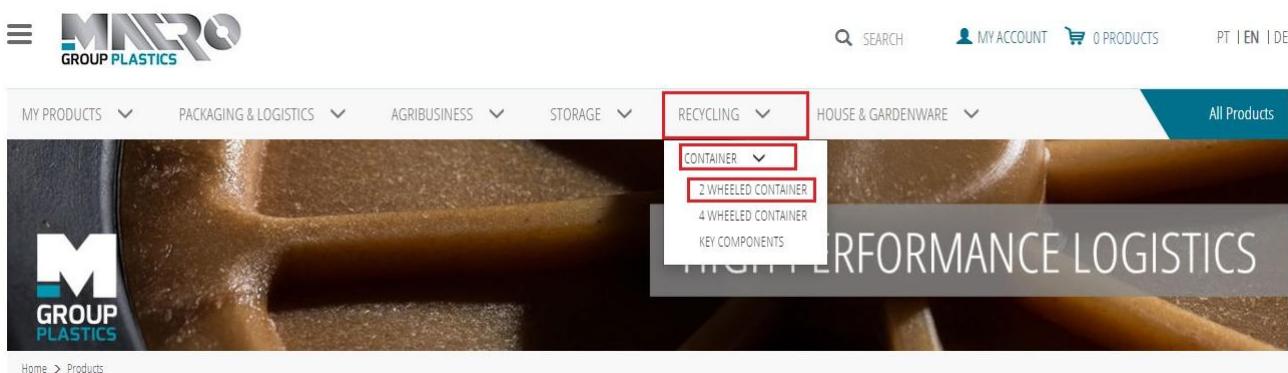
## 4) LOGOUT

By clicking on "Logout" will securely close you're session in the private area.

### III. HOW TO PERFORM ORDERS

In order to start introducing your order(s) you will always have to be logged to your ecommerce account by entering your username and password in the "PRIVATE AREA", available in the upper side of our website.

- 1) To start your order click on the menu product sector that you want to order and select the product range.



MY PRODUCTS ▾

PACKAGING & LOGISTICS ▾

AGRIBUSINESS ▾

STORAGE ▾

RECYCLING ▾

HOUSE & GARDENWARE ▾

All Products

SEARCH

MY ACCOUNT

0 PRODUCTS

EN

Home > Products

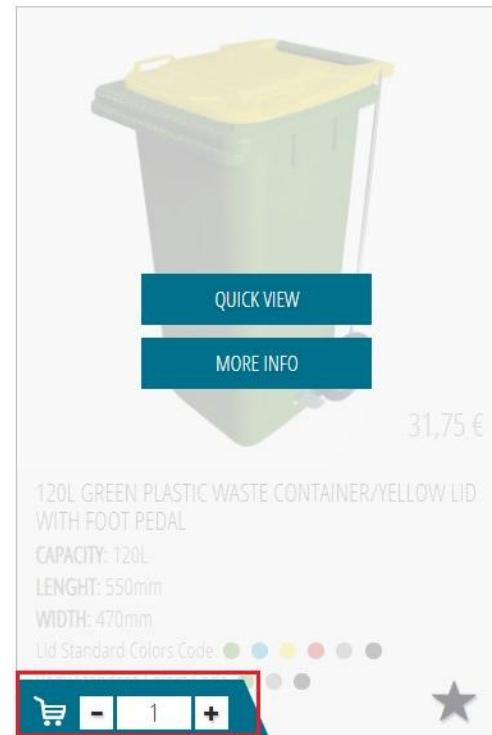
- 2) Select the desired product.

When selecting the product you will be able to carry out your order for 3 different ways:

i. In Overview

When you pass the mouse over the product the "cart" will appear. To add the desired quantity then click the "+" or enter the quantities numerically in the box.

Then click on  to add the item with the quantity to your shopping cart.



120L GREEN PLASTIC WASTE CONTAINER/YELLOW LID WITH FOOT PEDAL

CAPACITY: 120L

LENGTH: 550mm

WIDTH: 470mm

Lid Standard Colors Code: 

QUICK VIEW

MORE INFO

31,75 €

Quantity: 1

Cart icon

Star icon

## ii. In Quick View

To click on "Quick View" you will have access to: ref., stock and the main product technical features.

To add the desired quantity then click the "+" or enter the quantities numerically in the box.

Then click on  to add the item with the quantity to your shopping cart.



### QUICK VIEW

REF. 011.00635 • Available under request

31,75 €

**TECHNICAL FEATURES**  
 CAPACITY: 120L  
 LENGTH: 550mm  
 WIDTH: 470mm  
 HEIGHT: 900mm  
 WEIGHT: 6.800kg  
 MAXIMUM LOAD: 60kg

 - 1 + MORE INFO >

## iii. In Product Detail View

By clicking on "MORE INFO" you will have access to a detailed product view, where you can also navigate between product combinations (if they exist - "OTHER COMBINATIONS" section).

To add the desired quantity then click the "+" or enter the quantities numerically in the box.

Then click on  to add the item with the quantity to your shopping cart.

**MLERO**  
 MY PRODUCTS ▾ PACKAGING & LOGISTICS ▾ AGRIBUSINESS ▾ STORAGE ▾ RECYCLING ▾ HOUSE & GARDENWARE ▾  

REF. 011.00635 • Available under request 31,75 €



**DESCRIPTION**

- EN840 Certified
- Body and cover in high strength HDPE with UV protection
- Stackable
- Smooth surfaces for easy cleaning
- Integral handle with textured surface to increase the comfort and the easiness of transport
- Wheels in wood and plastic composite with robust rubber tires and galvanized steel shaft, for silent displacement
- Wheels Ø 200mm
- Completely recyclable at life end

**TECHNICAL FEATURES**

CAPACITY: 120L  
 LENGTH: 550mm  
 WIDTH: 470mm  
 HEIGHT: 900mm  
 WEIGHT: 6.800kg  
 MAXIMUM LOAD: 60kg

Lid Standard Colors Code:   
 Body Standard Colors Code: 

 - 1 + 



- 3) After selecting the product (s) and the desired quantity (s), click on  to add the items to the "SHOPPING CART". From this point you can check the sub total, potential discounts (%) and the total product(s) ordered.
- 4) You can update the articles quantities as well as add new products to your "SHOPPING CART", just click on [CONTINUE SHOPPING](#).
- 5) If you want to delete products from the "SHOPPING CART", you can do it by clicking on .

To remove products click on [RESET SHOPPING CART](#).

- 6) To proceed click on  **CHECKOUT**.

**Note:** Before finalizing your order check the billing data in the "BILLING INFORMATION" box.

- 7) If the delivery address is different from the billing address, click on  [Delivery address different from the billing address](#) and fill in the fields with the required delivery address.

After filling in all the data, click on  **CHECKOUT**.

- 8) After clicking on "FINISH ORDER" you will have the opportunity to verify, for the last time, ALL the data of your order. To close your order, click on  **CONFIRM ORDER**.

- 9) After the order confirmation will appear on your screen a message with the order number.

**Example**

SHOPPING CART

The order number 86 was successfully registered.

Thank you for your order.

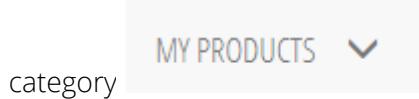
You will receive the confirmation by email in the next moments.

Your order will be fully complete when you receive an e-mail confirming the details of your order.

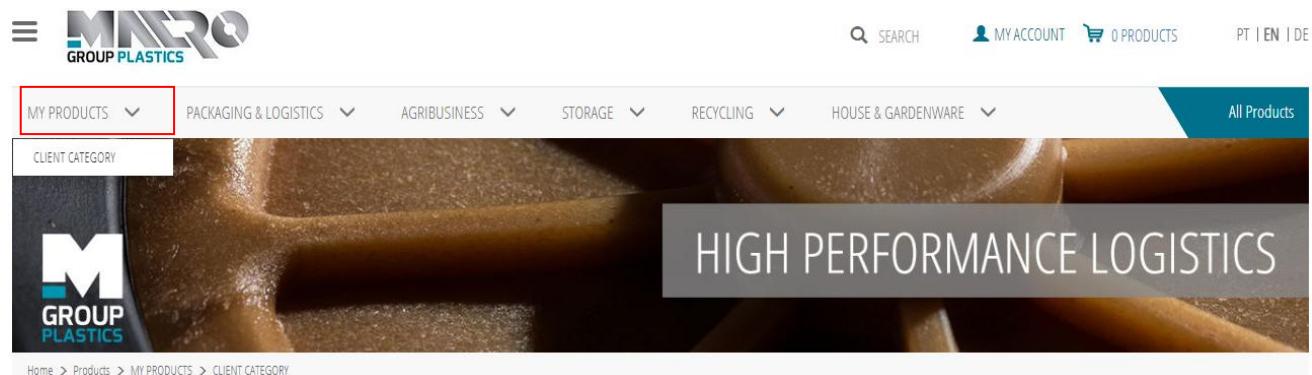
**Note:** Please note that by confirming the information of your order you're accepting the terms and conditions of sale, as well as all other existing conditions at [www.macrogroupp.eu](http://www.macrogroupp.eu).

#### IV. CLIENT OF PRÉ-SERIES OR PIECES PRODUCTION

If you're our client of pré-series or pieces production, you will have access to the



category



This category works like the other standard **Macro Plastics** product categories, as well as the processing of your orders.

Advantages category "MY PRODUCTS"

**1) Fast and simplified ordering process**

All your products are available on our online platform

**2) Check Stocks**

You can check the stock of your products in our warehouses.

In case of any doubts how to use our online store, please send an email to [marketing@macrogroup.eu](mailto:marketing@macrogroup.eu).

**Good business!**

Macro Plastics Team