

# RESERVED AREA

your orders with you,  
it's that simple



TECNO·CARTA

## WHAT'S THE USE?

- get access to your orders anywhere, anytime and from any device
- get all relevant order details, including **delivery, price** and **product image**
- view all the orders you placed over the past 2 years
- **reorder** one or more items after checking **stock availability**

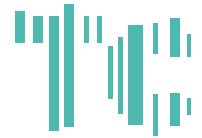
## WHY USE IT?

- practical and **easy to use**
- **time-saving** : no more endless scrolling through hundreds of emails to find an order, you have all at your fingertips

## HOW TO START

- **register** on our website
- get a confirmation email
- **start browsing!**

For support please write to [flavia@tecnocarta.com](mailto:flavia@tecnocarta.com) or call **+39 02 4952 8750**

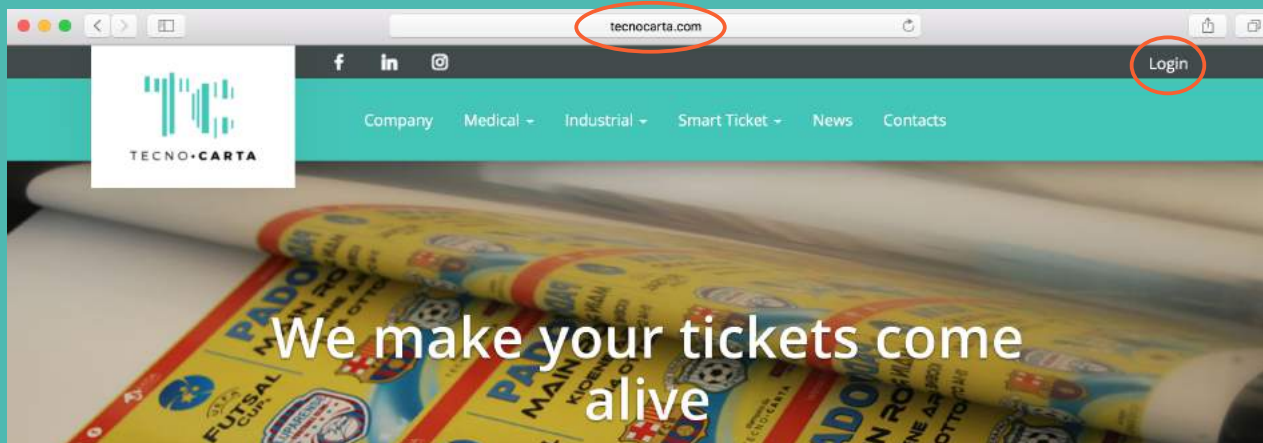


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# 1. REGISTER

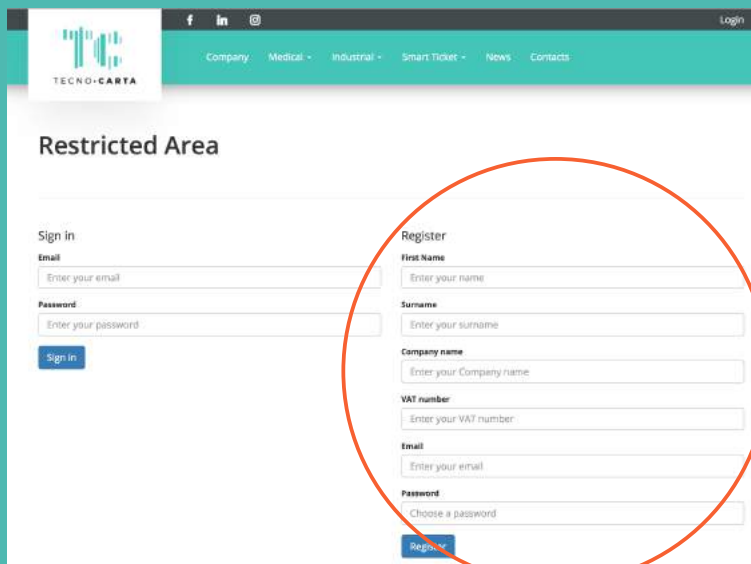


Go to our website [www.tecnocarta.com](http://www.tecnocarta.com) and click **Login** on the top right.



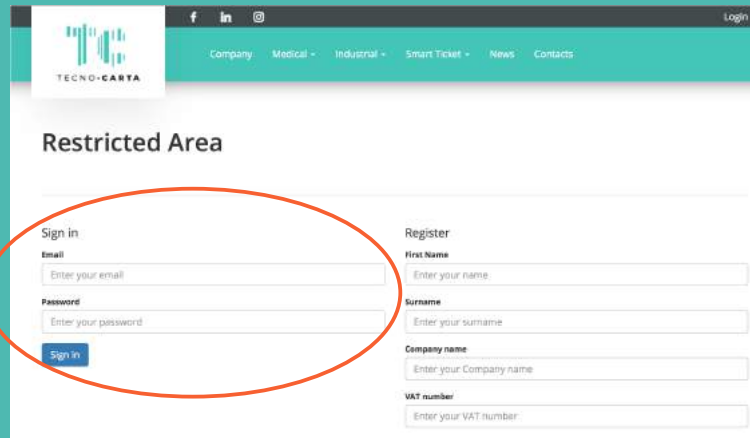
Fill out all the fields of the **Register** section on the right and send a registration request.

You will soon receive a **confirmation email** and get access to your reserved area immediately.



## 2. LOGIN

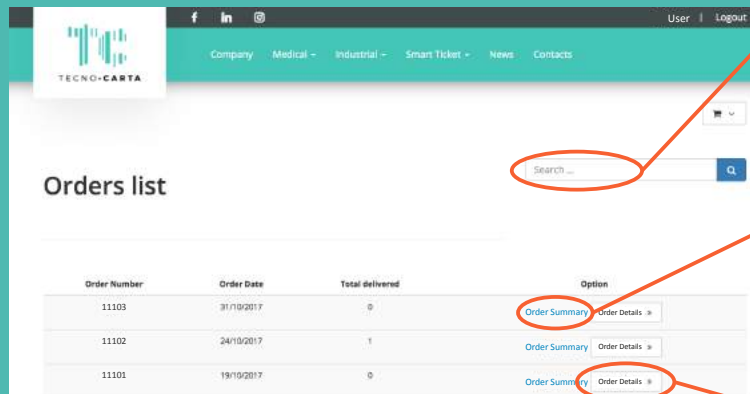
Insert your email and password to **Sign In**.



## 3. ORDERS

Here is the list of your orders, sorted by date and number.

You can also check the delivery status.



Order Number	Order Date	Total delivered	Option
11103	31/10/2017	0	<a href="#">Order Summary</a> <a href="#">Order Details</a>
11102	24/10/2017	1	<a href="#">Order Summary</a> <a href="#">Order Details</a>
11101	19/10/2017	0	<a href="#">Order Summary</a> <a href="#">Order Details</a>

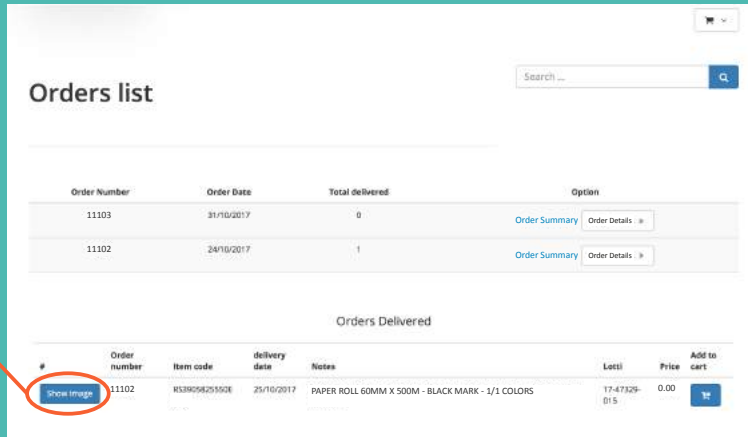
Search for an order by item code, keyword or order number.

Click **Order Summary** to open a quick recap window.

Click **Order Details** to view all order information.

## 4. ORDER SUMMARY

The quick recap window shows a few basic order details, including a link to the product image - just click **Show Image**.



Order Number	Order Date	Total delivered	Option
11103	31/10/2017	0	<a href="#">Order Summary</a> <a href="#">Order Details</a>
11102	24/10/2017	1	<a href="#">Order Summary</a> <a href="#">Order Details</a>

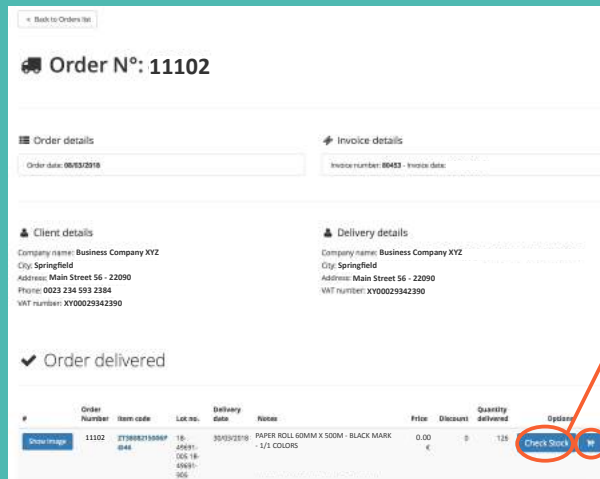
  

#	Order number	Item code	delivery date	Notes	Lot#	Price	Add to cart
	11102	K33905620550E	25/10/2017	PAPER ROLL 60MM X 500M - BLACK MARK - 1/1 COLORS	T7-47329-D15	0.00	<a href="#">Show Image</a> <a href="#">Add to cart</a>

## 5. ORDER DETAILS

Here you can find all order details.

There's a link to the product image, too.



Order N°: 11102

Order details: Order date: 06/10/2018

Invoice details: Invoice number: 80453 - Invoice date: 06/10/2018

Client details: Company name: Business Company XYZ, City: Springfield, Address: Main Street 36 - 22090, Phone: 0022 234 593 2384, VAT number: XY00029342390

Delivery details: Company name: Business Company XYZ, City: Springfield, Address: Main Street 36 - 22090, VAT number: XY00029342390

#	Order number	Item code	Lot no.	Delivery date	Notes	Price	Discount	Quantity delivered	Option
	11102	K33905620550E	004	30/10/2018	PAPER ROLL 60MM X 500M - BLACK MARK - 1/1 COLORS	0.00	€	121	<a href="#">Show Image</a> <a href="#">Check Stock</a> <a href="#">cart</a>

Click **Check Stock** to check the stock availability of an item and, possibly, its new price. Remember: to check the stock of an item you need to find the corresponding order first. Use the search bar to find an order.

Click the **cart** to reorder an item. You can purchase as many pieces as you like. Just follow the instructions and you'll receive a confirmation email in a flash!

**THAT'S ALL!**



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Our reserved area was created starting from the advice and suggestions of our customers, which means that it's constantly evolving! If you think you could use some more features, just let us know and we will try to implement them.  
**We wish you a happy browsing!**