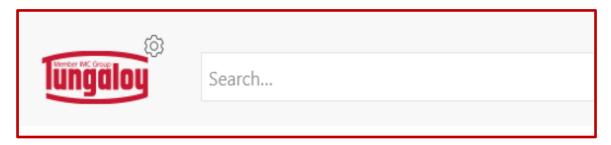




Your Search box: You can look for an item using your own Product Code by clicking on Search by My Product Code.



To search for a general item (item number, item description, etc.), use the main Search Box.



Quick Order Pad Search

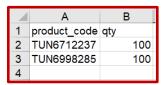
Line by Line: Type in the Item Number, Product Code or item Description. You can use your own product code.

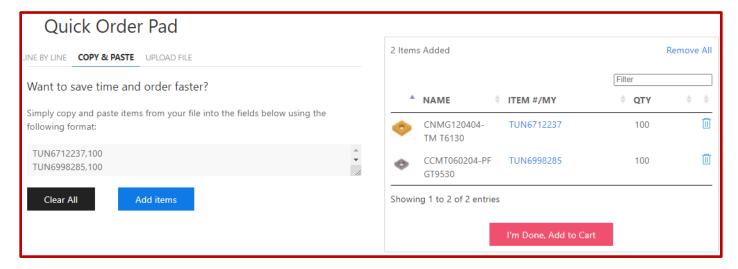
- O Click "Search & Add" to make sure your item/products have been added.
- Click "I'm Done, Add to Cart".

Copy & Paste: Copy & paste using the following format: Item number "," Qty (i.e.:TUN6712237, 100)

Upload File: CSV or Excel file from the Quick Order Pad.

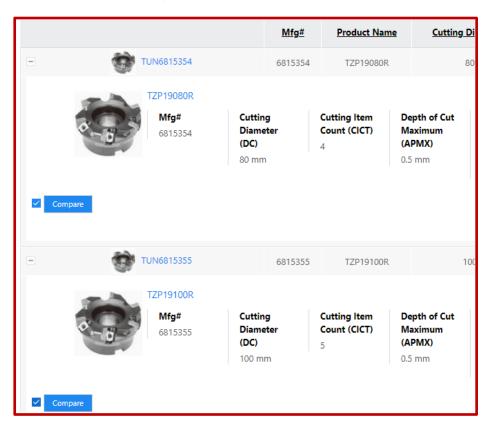
- O Second column must be the Quantity
- O Do not forget the titles!

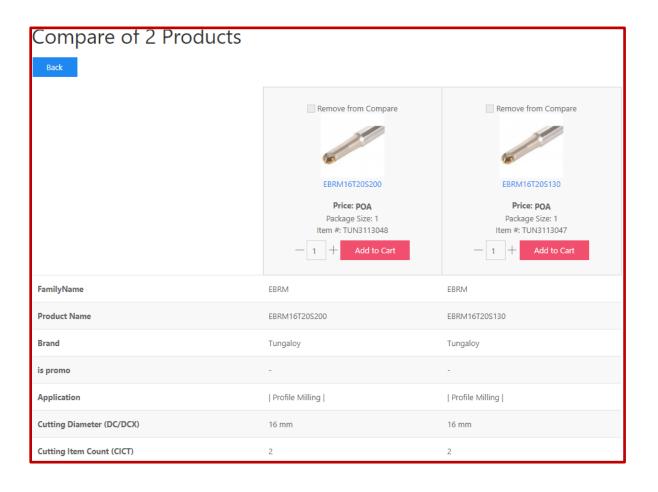


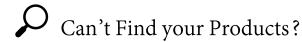


- © Compare Items

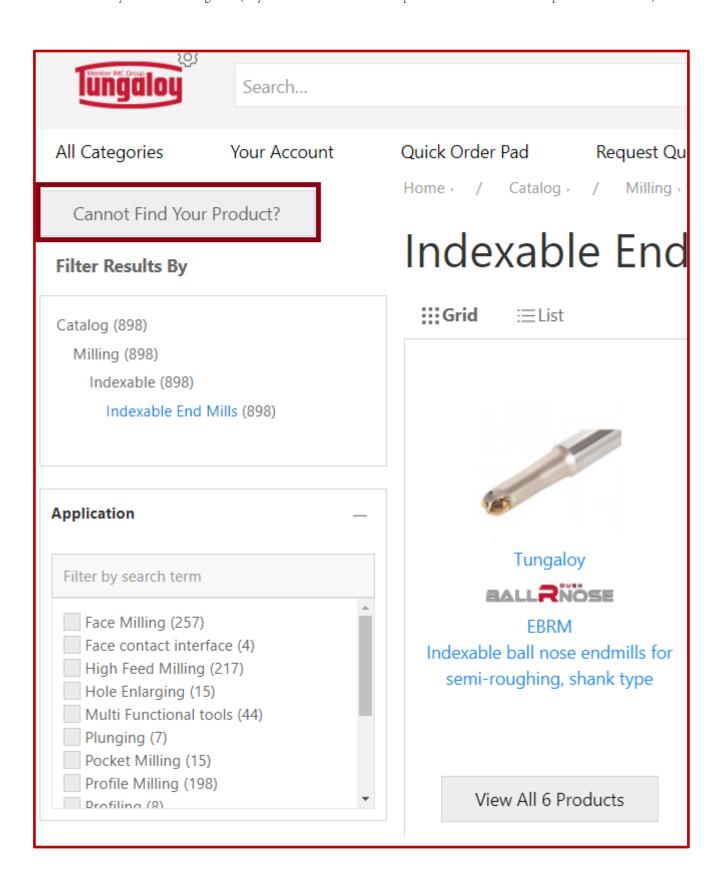
O Compare products by checking the box Mark to Compare. Click Compare





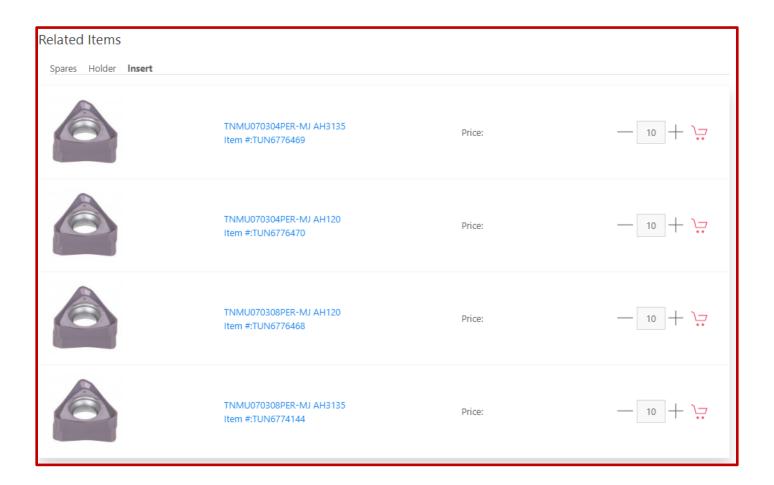


○ Click on "Can't Find My Product" box, leave the details you have, and you'll receive an email with a link to the item you are looking for. (My Account → Customer products – Customer Requested Products)





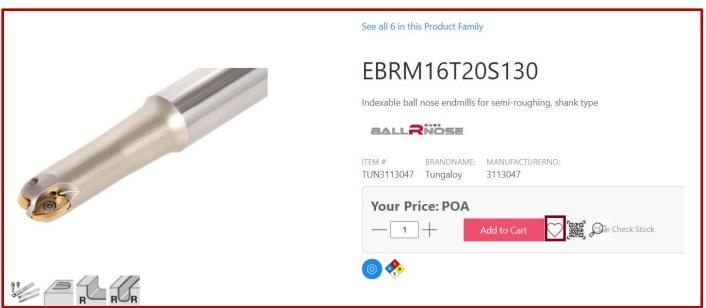
O All related Products (Spares, Holders & Inserts) of the Product you are looking at are at the bottom of the Item Page. You can purchase them without having to leave the page.

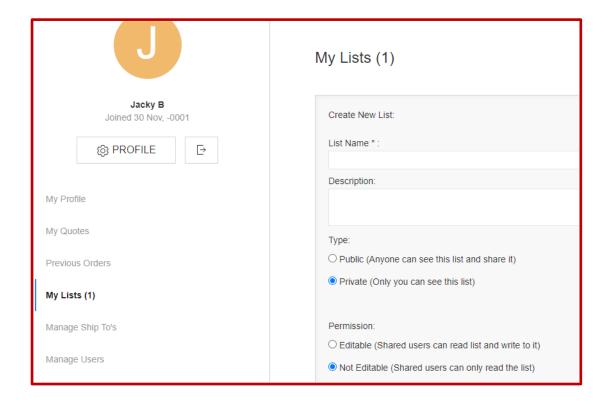


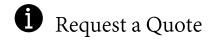


- O You can organize your items under Lists and share them, buy a full list, or buy a selection of items from that list
- To create a List or add items to an existing list ,click on the heart in the item page or go to My Account > My Lists

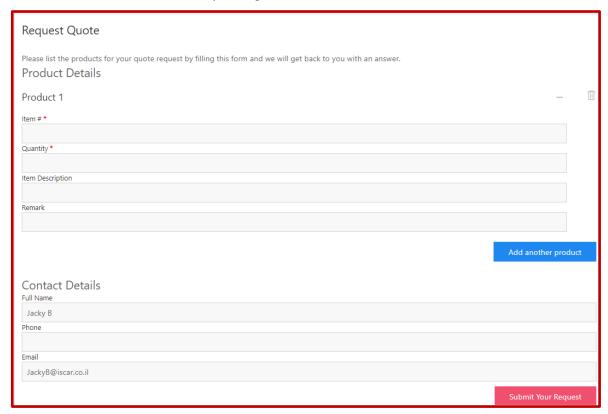
Item Page





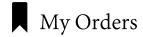


- You can ask for a quote from the platform, and you will receive an answer directly to My Account → My Quotes
- o Fill in all the relevant details of your request



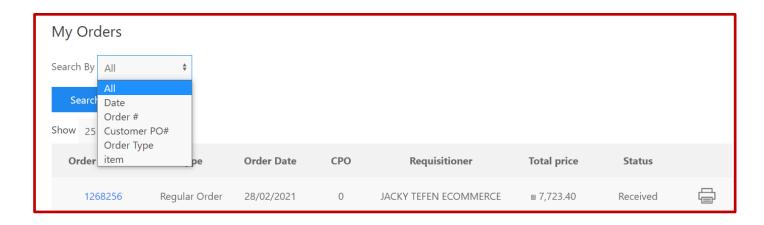
- See the status of your quote under My Account > My Quotations (left bar)
- O When the Status is approved, select the item/s you want to purchase and click on "add selection to cart"





To view your orders, click Account > My Orders

O You will see All your orders no matter how you ordered.

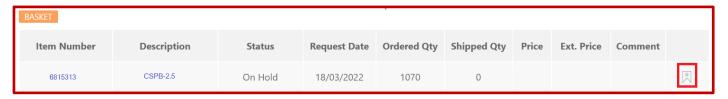


- O When clicking on a specific order number, all details of the order can be seen, including status at the item level
- O Shipment date including multi-shipping tracking
- o Invoice number with a link to the invoice & ability to download PDF
- O Reorder: ability to reorder an item or a full list of items

🛓 Blanket order/Auto Reorder

You can place a Blanket Order and automatically re-order any quantity at any time.

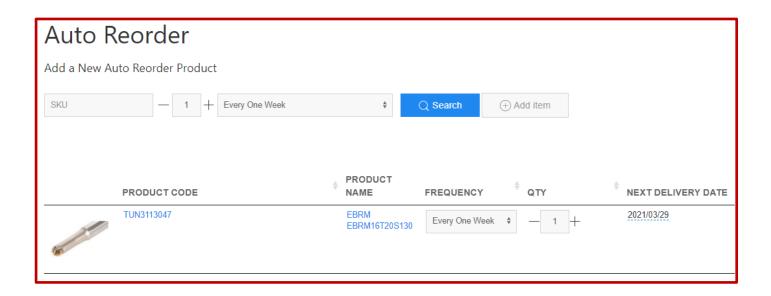
- O When checking out, go to Auto/Blanket Order > Blanket Order.
- o To re-order a specific item or quantity, go to My Orders > Search by Order Type > Blanket.
- Once you see the order, click on the icon and select the requested quantity.
- O No need to go to checkout to reorder.

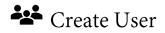


O To auto reorder an item:

- 1. Add an item (Item number)
- 2. Choose the quantity
- 3. Choose the frequency
- 4. You can change the selected date if you want to postpone

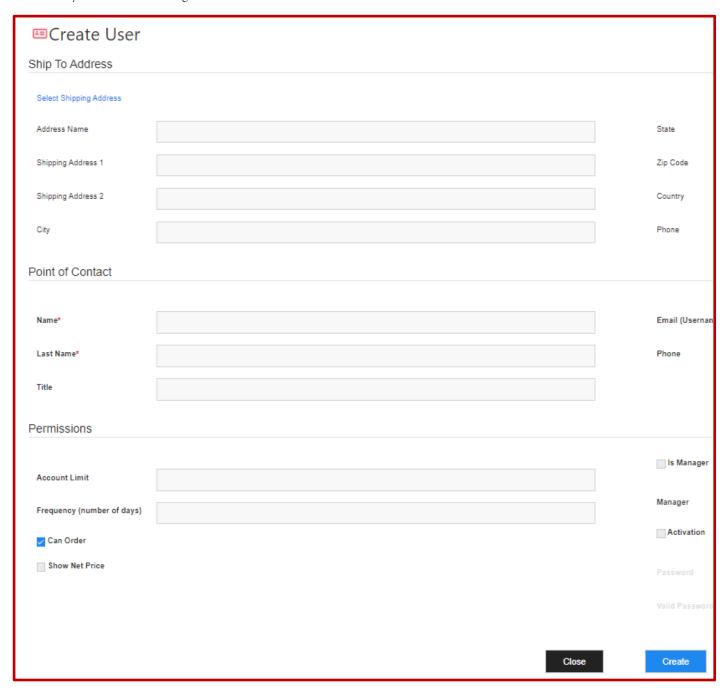
(Same can be done from the cart.)





You can Create Sub User(s), set a budget, approval process, and different access rights.

Go to: My Account > Manage User



In order to be able to use Quick Order Pad or Look for an Item using your own ERP Product Code you need to upload the cross-reference table from My Account – Customer Products – My Product Codes tab – click on "Start Import" & import a CSV or Excel file.

First Column needs to be you GAL Account Number (ask your salesman if you don't know what is your Account Number). Second column needs to be TTK Product Code. Third Column needs to be your ERP Product Code for the same item.

