



## ORDERING ESD PRODUCTS

- 1) Login to ALSONet
- 2) Choose the product you want to order



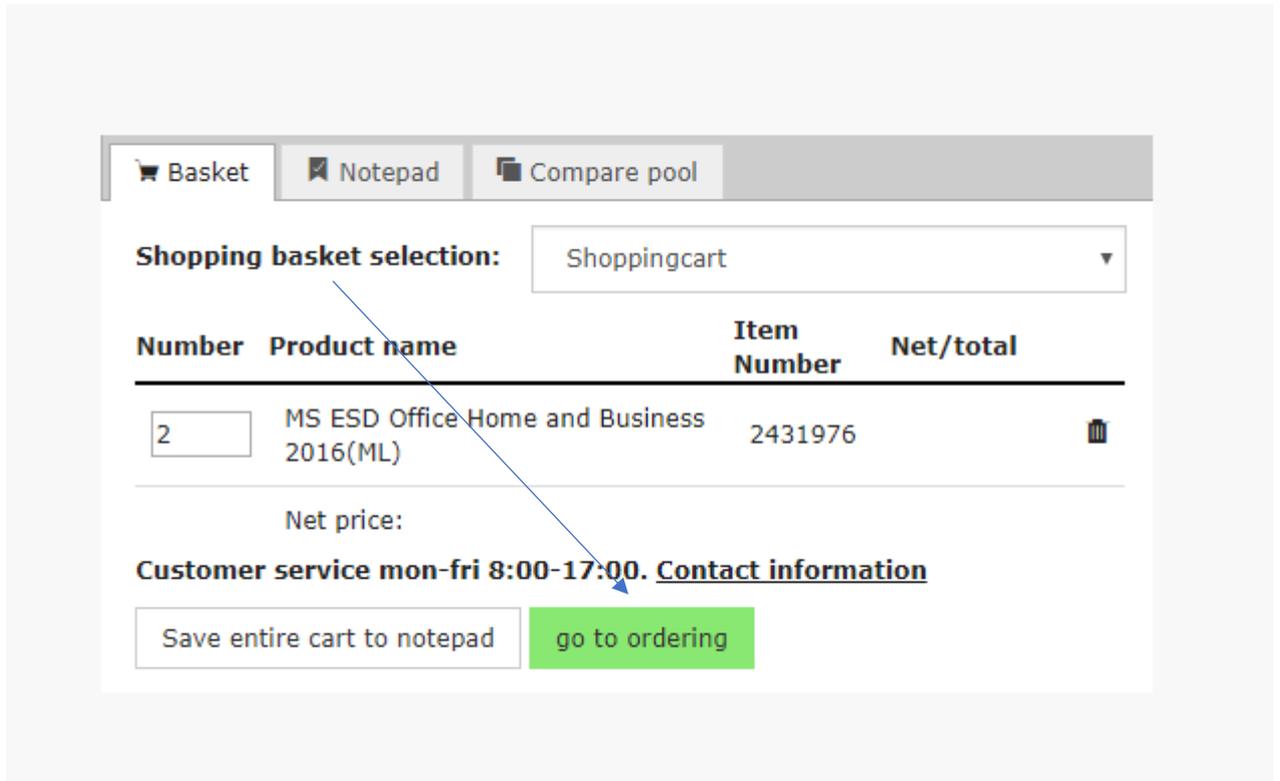
→ **All categories**

- Cables
- Components
- Computers and Tablets
- Consumer Electronics
- Displays and Projectors
- Domestic Appliances
- ESD Digital Distribution*** →
- Gaming

- 3) Add the amount wanted to basket

|                                     | PrNo | Manufacturer's item number | Manufacturer | Description   | Availability | Reseller price | Order  | Actions                          |
|-------------------------------------|------|----------------------------|--------------|---|--------------|----------------|--|----------------------------------|
| <input checked="" type="checkbox"/> |      | 2431976 T5D-02316          | MICROSOFT    | MS ESD Office Home and Business 2016 EuroZone PKL Onlin DwnLd C2R NR All Lng (ML) | 100          |                | <input type="text" value="1"/> <input type="button" value="↔"/> <input type="button" value="🛒"/> | <input type="button" value="🔄"/> |

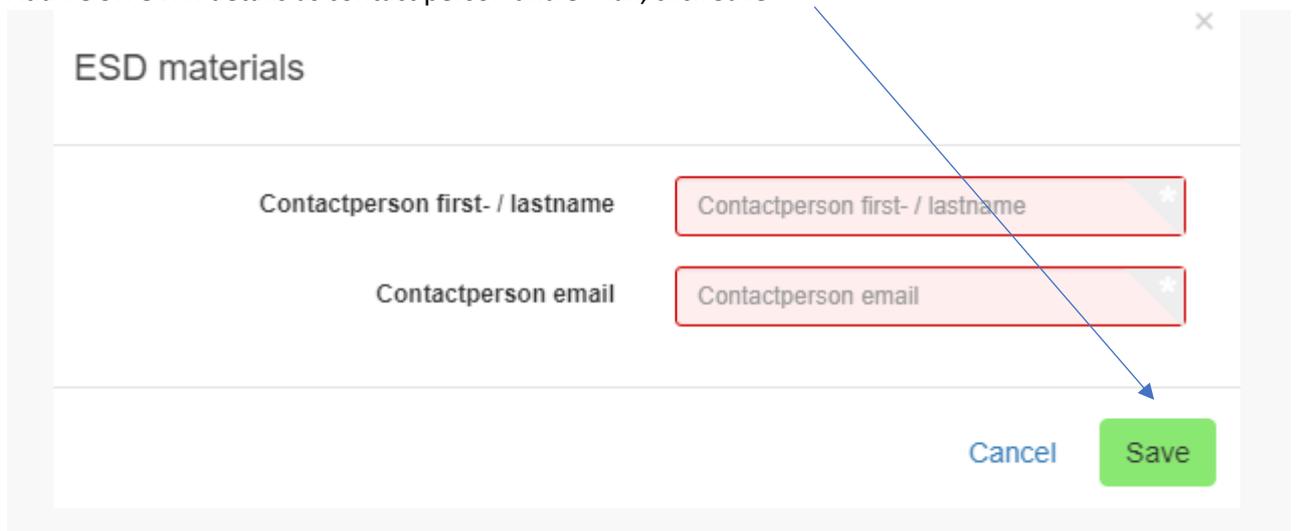
4) Basket will appear on right side of the page. Click GO TO ORDERING



5) Click the orange arrow on right and click Show ESD head information



6) Add YOUR OWN details as contact person and e-mail, click Save



- 7) After saving you will return to the basket. Click NEXT on the right OR you can add the end user details by clicking Maintain end customer data by clicking orange arrow as step 5.
- 8) **IF you add the end customer data, you will get ADMISY PIN instead of activation code. Activation code should be redeemed at [www.admisy.eu](http://www.admisy.eu) with admisy PIN.**
- 9) On Shipping data page please enter your order reference, choose YOUR OWN Name as Ordered and click NEXT
- 10) At Order overview you will find the overview of your order. If the products and amounts are correct, click Finalize Order.
- 11) While ordering ESD products you must accept the terms and conditions next to red arrow on picture. After that click ORDER

**You can download the terms and conditions by clicking on button next to blue arrow.**

The screenshot shows the ADMISY web interface. At the top, there is a navigation bar with icons for Product search, Shopping tools, Contracts, Order tracking, Service, Goto, Providers, and Help. A search bar is located below the navigation bar. The main content area displays the Microsoft Office logo and product details:

- Manufacturer: MICROSOFT
- Manufacturer's part No.: T5D-02316
- Item Number: 2431975
- EAN-Code: 8719172320480
- Manufacturer's warranty: No Warranty
- min. order: 1

Below the product details, there is a table with columns for Net/unit, Quantity, and Nettotal. The quantity is 2. To the right, there is a section for 'ESD materials' with the item number 2431975. A summary section shows 'Total items', 'Net order value', 'VAT amount (24.00%)', and 'Gross order value'. At the bottom, there is a yellow banner with the text 'To continue the order process, please confirm the terms and conditions.' Below this banner, there is a checkbox labeled 'I accept the GTC for ESD orders.' and a download icon. A red arrow points to the checkbox, and a blue arrow points to the download icon. At the bottom right, there are buttons for 'Print', 'compact view', and 'finalize order'.

- 12) Thank you for your order! You have now ordered ESD product and it will appear to your email within few minutes.

**Any questions?**

**Please feel free to contact us any time you need assistance:**



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