

## Placing orders via Internet:

If you are a registered user of the Infrico S.L. website, you can place orders or request quotes via this means. To do so:

### 1. You must log in



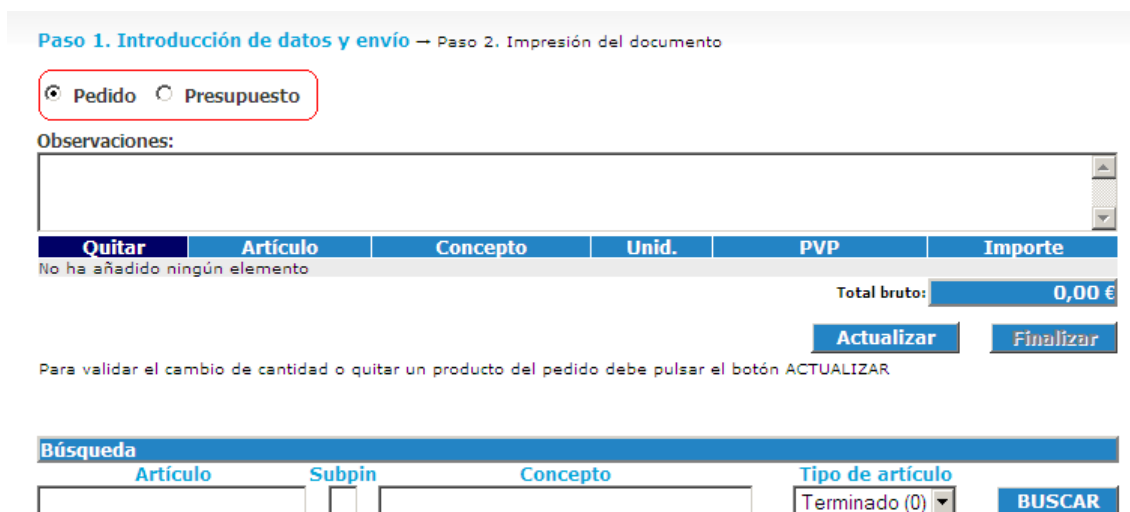
The screenshot shows the 'Mi Cuenta' (My Account) login form. It includes fields for 'Nombre de Usuario' (Username) with the placeholder 'USUARIO\_WEB', 'Contraseña' (Password), and 'Empresa' (Company). There are links for 'Regístrate' (Sign up) and '¿Olvidó su Contraseña?' (Forgot your password?).

### 2. Once logged in, a new 'Pedido' (Order) button will appear in the upper area of the screen.



The screenshot shows the website header with navigation tabs: EMPRESA, COMPROMISO, PRODUCTOS, ATENCIÓN AL CLIENTE, NOVEDADES, and CA. The 'PEDIDO' button is highlighted with a red box. Other elements include the Infrico logo, 'Mi Cuenta: INFRICO,S.L.', language selection (Español), contact information (Tel.: 00 34 957 51 30 68, Fax: 00 34 957), and a search bar.

Click on it for the next screen to open



The screenshot shows the 'Pedido' (Order) form. It includes a progress indicator: 'Paso 1. Introducción de datos y envío' (selected) and 'Paso 2. Impresión del documento'. There are radio buttons for 'Pedido' (selected) and 'Presupuesto'. Below is an 'Observaciones:' field. A table with columns 'Quitar', 'Artículo', 'Concepto', 'Unid.', 'PVP', and 'Importe' is shown, with the text 'No ha añadido ningún elemento'. The 'Total bruto:' is '0,00 €'. There are 'Actualizar' and 'Finalizar' buttons. A note states: 'Para validar el cambio de cantidad o quitar un producto del pedido debe pulsar el botón ACTUALIZAR'. At the bottom, there is a 'Búsqueda' section with fields for 'Artículo', 'Subpin', 'Concepto', and 'Tipo de artículo' (set to 'Terminado (0)'), and a 'BUSCAR' button.

### 3. The process for placing an order and/or request for a quote consists of two steps:

### 3.1. Enter details and send.

Marking the appropriate option to place an **Order** or request a **Quote**. You can also include any clarifications you consider appropriate in the 'Observaciones' (Comments) field.

Pedido  Presupuesto

Observaciones:

The Search area has a tool that allows you to find the desired product. To do so, you can specify all or part of the information you know. In other words, the model code (Artículo/Item Code), the variant (Subpin), the product description (Concepto/Item), or choose between Finished Product (Terminado) and Spare Part (Repuesto) from the 'Tipo de artículo' (Type of Item) drop-down menu. After specifying the desired product, click on **BUSCAR (SEARCH)**

Búsqueda				
Artículo	Subpin	Concepto	Tipo de artículo	
<input type="text"/>	<input type="checkbox"/>	pizza	Terminado (0)	<b>BUSCAR</b>

Añadir	Artículo	Concepto	Unid.	Precio
Añadir	BMGN1960P-0-0	BAJO GASTR PIZZA 3 PUE	<input type="text" value="1"/>	2.986,00 €
Añadir	ME1000PIZZA-0-0	MESA ENSALADA PIZZA 2P	<input type="text" value="1"/>	1.686,00 €
<b>Añadir</b>	ME1003PIZZA-0-0	MESA ENSALADA 3 PUERTAS PIZZA	<input type="text" value="1"/>	2.027,00 €
Añadir	MP1740-0-0	MESA PIZZA 2 PUE	<input type="text" value="1"/>	3.387,00 €

A list of matches will appear with a quantity of 1. If you click on **Añadir (Add)**, said row will be added to the Order/Quote list.

Observaciones:

Quitar	Artículo	Concepto	Unid.	PVP	Importe
<input type="checkbox"/>	BMGN1960P-0-0	BAJO GASTR PIZZA 3 PUE	<input type="text" value="1"/>	2.986,00 €	2.986,00 €
<input type="checkbox"/>	ME1000PIZZA-0-0	MESA ENSALADA PIZZA 2P	<input type="text" value="2"/>	1.686,00 €	3.372,00 €
				<b>Total bruto:</b>	<b>6.358,00 €</b>

Para validar el cambio de cantidad o quitar un producto del pedido debe pulsar el botón ACTUALIZAR

In this area of the screen, you can make any of the following changes:

- Delete a row. Click on the 'Quitar' (Delete) box on the row you want to delete.
- Change the quantity

The changes will be applied after you click on the **Actualizar (Update)** button to refresh the screen.

Once the product entry process has ended, you must click on the **Finalizar (Finalize)** button. Next, you will be asked for your confirmation in order to conclude the row entry process and send the request to the Infrico Sales Department.

### 3.2. Printing the document.

You can save a copy of the sent document.

Paso 1. Introducción de datos y envío → **Paso 2. Impresión del documento**

**Su pedido se ha enviado**  
 Ctra. Las Navas-Los Piedros CO-762  
 Km 2,5  
 14900 LUCENA (Córdoba) Apdo  
 Correos 76  
**Comercial: Telf. 957 513068 - Fax. 957  
 591183**  
**Admon: Telf. 957 515913 - Fax. 957  
 595101**  
 e-mail: [depo comercial@infrico.com](mailto:depo comercial@infrico.com)  
 Export department:  
**Telf. 0034 957 510303 - Fax. 0034 957  
 510304**  
 e-mail: [exportacion@infrico.com](mailto:exportacion@infrico.com)  
 Web: [www.infrico.com](http://www.infrico.com)



**INFRICO,S.L.**  
 CTR CO-762  
 14900 LUCENA  
 CORDOBA ESPAÑA

**Pedido:** 32  
**Fecha:** 31-07-2010  
**Cliente:** INFRICO,S.L.  
**Observaciones:**

Artículo	Concepto	Unid.	PVP	Importe
BMGN1960P-0-0	BAJO GASTR. PIZZA 3 PUE	1	2.986,00 €	2.986,00 €
ME1000PIZZA-0-0	MESA ENSALADA PIZZA 2P	2	1.686,00 €	3.372,00 €
<b>Total bruto:</b>				<b>6.358,00 €</b>

Tras la recepción del Pedido/Presupuesto en Infrico, recibirá la notificación de su tramitación

[Volver](#)

[Imprimir](#)

N.B.: The prices shown are for guidance only and do not reflect special customer conditions.