



# Netstore Instruction

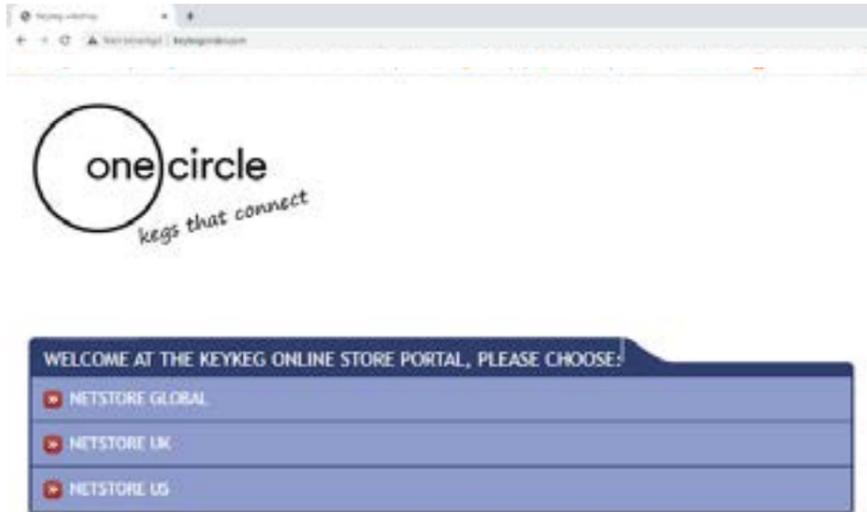
## Online Store Manual

In our Netstore webshop you can purchase our KeyKegs, UniKegs and matching accessories.  
In this manual you will find an explanation how to place an order based on the pictures, text and examples.

At the end of this manual you will find **Frequently Asked Questions** (F.A.Q.).  
Which will may answer some of your additional questions.

If you still have questions after reading this manual,  
please feel free to contact your sales representative.

Click on the below to visit our Netstore webshop:



**step 1** Netstore webshop is to be found at following URL:  
**<http://www.keykegorder.com/>**  
*This URL is available for all web browsers except IOS Safari.*

- 1. Production area**  
 At this page, you can select the correct production area:
- Netstore Global
  - Netstore UK
  - Netstore US

***Please note:** Your login will work only in 1 store.*

- 2. Homepage**  
 After choosing your production area, you will see the homepage of the store.



**step 2 Login procedure**

- 1. Language:**  
 The language must be chosen before signing in.  
 Language can be changed here\*.

***\*Please note:** Netstore Global is having the choice of following languages: English, French, German, Dutch, Italian and Spanish. Netstore UK and US are only in English language.*

- 2. Sign in:**  
 Click on 'Sign in' in the top right corner of the page.  
 A login screen will appear where you can enter the following credentials:

**User name:** USERNAME\*  
**Temporary Password:** \*\*\*\*\*  
 \* These will be provided by your sales representative.

**Changing temporary password:** You will be prompted in the next screen where you will change your temporary password.  
 After pressing OK, your new password will be set for future visits to this site.

***Please note:** When you have successfully signed in, your company name will appear in the top right corner.  
 If you do not succeed in signing in, please contact your sales representative.*

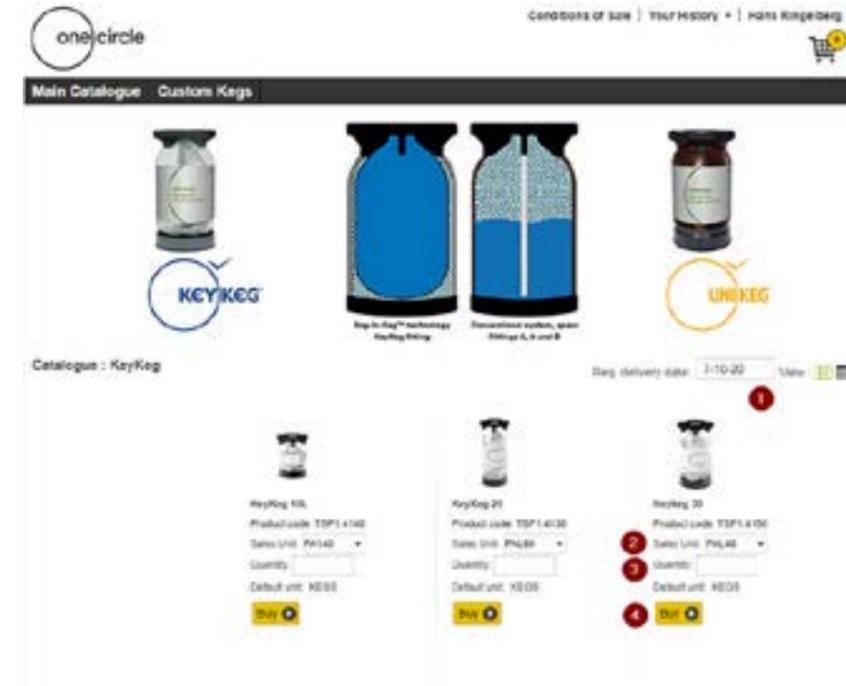


**step 3 Home Screen**  
This is the home screen after signing in.

Once signed in, you will find the **Main Catalogue** in the top left corner. Click this link to find your kegs.  
**Please note:** for the UK store, accessories still need to be ordered through [www.keykegshop.eu](http://www.keykegshop.eu) due to the currency.

- Explanation about the fields to be found on the homepage:
- Conditions of Sale:** conditions of sale of LWC in PDF format.
  - History:** your order and invoice history.
  - Account name:** once signed in, you can see your account name.
  - Your shopping cart:** to check your order or proceed with checking out.
  - Main Catalogue:** here you can make an easy and quick selection of our products.
  - Custom Kegs:** here you can find your customized kegs \*.

\* If you have kegs with customized sleeves, these can be found here. If you don't have kegs with customized sleeves, you will not be able to add this to your order.  
In case you would like to receive more information about customer kegs, please contact your sales representative.



**step 4 Main Catalogue or Custom Kegs**  
This is the page where products can be added to the order.

- Explanation about the fields to be found on the main or custom catalogue:
- Req. Delivery Unit:** our standard delivery time is 2 weeks after placing the order. In this field you can postpone your order. If an earlier delivery time is required, you can fill in this request at the **Free Text field** \*.
  - Sales Unit:** here you can see the sales units. For example the amount of kegs on a pallet.
  - Quantity:** here you have to fill in the amount of pallets or items you would like to order. Total quantity of products will automatically show up.
  - Buy:** if you press the buy-button the items will be added to your cart.

- \* Where to find **Free Text field**?
- Go to **your basket**.
  - Go to **Delivery/ Payment Information**.
  - Go down to **Order reference**, and fill in the Free Text box and (1) **Press Save**.





Shopping cart

Item	Delivery date	Unit	Price €	Quantity	Default unit	Price / unit	Total amount	Actions
KeyKeg 20 TSP1.4130	1-10-20	PKL80	€56.00	4	32x KE05	10.70	3,424.00	[Icons]

Total items: 3,424.00  
 Total excluding VAT: 3,424.00  
 VAT: 0.00  
**Grand Total: €3,424.00**

**Important!** I accept the [general conditions](#)

[Continue Shopping](#) [Check out](#)

### step 5

#### Shopping cart

This page shows the details about your cart.

Explanation about the fields to be found on the main or custom catalogue:

- Cart Options:** here you can find information about delivery address and order details.  
If you have different delivery addresses, you can change it here.  
Click on the arrows next to the box to implement the change.
- Quantity:** here the quantity can be changed.  
Click on the arrows next to the box to implement the change.
- Icons:** option to export the cart details to PDF, XLS or XML format.
- Edit (green icon)\*:** here you can change and update the delivery date, units or quantity.
- Grand total:** here you see the total price of the cart.
- Important:** sales conditions have to be accepted in order to continue.
- Check out:** check out and continue to the final check before placing the order.

\* Here you can change the requested delivery date per item when necessary.  
**Please note:** Click on 'Update' to save.

Item	Del.date	Unit	Price €	Quantity	Total	Price / unit	Total amount	Actions
KeyKeg 20 Slimline TSP1.4130	1-6-17	PKL80	€56.00	4	320 KE05	10.70	3,424.00	[Icons]

Shipment marking:  Line text:

[Cancel](#) [Update](#)

Review Order

Item	Description	Delivery date	Unit	Price	Quantity	Total amount	Storage marking
TSP1.4130	KeyKeg 20	1-10-20	PKL80	€56.00	4	3,424.00	

Total Weight: 434.40 kg  
 Total Volume: 11.66 m³

Total incl. VAT: 3,424.00  
 Total excluding VAT: 3,424.00  
 VAT: 0.00  
**Grand Total: €3,424.00**

Delivery Address: [Address]  
 Billing Address: [Address]

Order reference:  
 Your order: n0000  
 Your reference: Hans Ringberg  
 Our reference: David Verheughe  
 Creation date: 2020-09-23  
 Free text:

[Back](#) [Place Order](#)

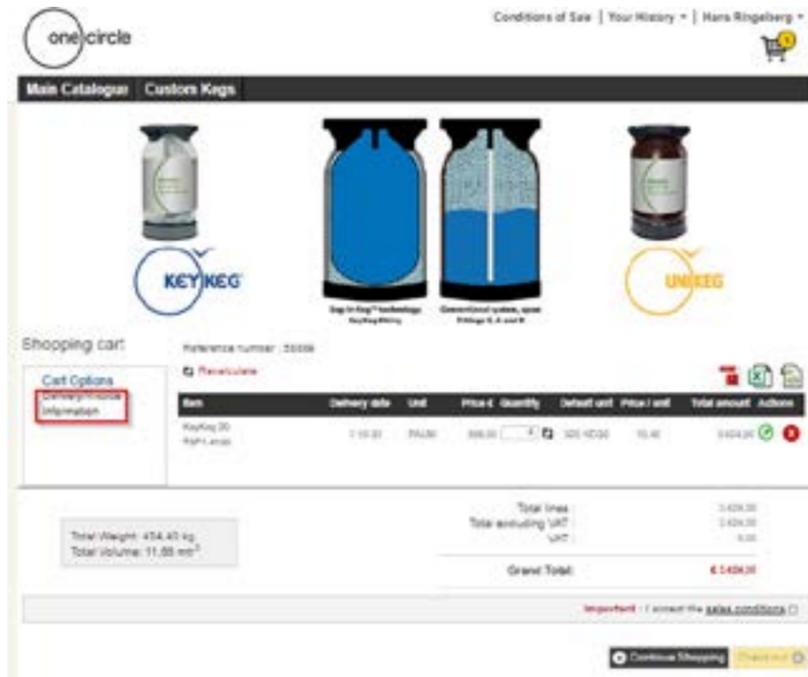
### step 6

#### Review order

This page shows the complete order.  
 At this page you can have a final check of the order, before placing the order.

**Please note:** At this page you can not make changes, only review the order. If you want to make changes, please use **Back - button (2)**.

- Place Order:** by clicking on **Place Order** you confirm your order and the order will be definitively placed.
- Back:** by clicking **Back-button** you go back and make changes.

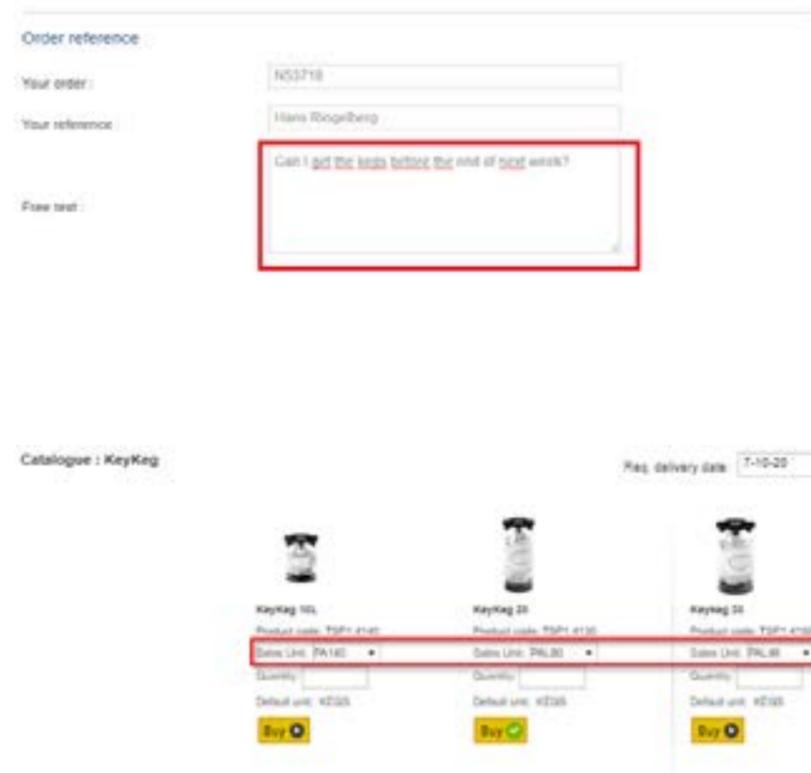


**F.A.Q. Order has been placed. What's next?**  
 After placing the order through Netstore, you will receive confirmation by email. With the total price, included the transport costs.

**I want to pick up the kegs myself. Is this possible and what do I need to do?**  
 Transport will be automatically arranged by us. This will be communicated in the confirmation.  
 If own pick up preferred, please use the **Free Text field\*** to provide the information.

After ordering, OneCircle will always contact you to talk about the transport.  
 But it's also possible to use the **Free Text field\*** to provide this information before you will be contacted.

*\* Explanation about where to find and how to use **Free Text field** can be found at page 4.*



**F.A.Q. What do I need to do if I need the kegs or the complete order as soon as possible?**  
 The minimal requested delivery date from the moment the order is placed is 2 weeks.

You cannot set the requested delivery date before that.

If you have an urgent order and would like to receive it earlier. Please use the **Free Text field\***.

*\* Explanation about where to find and how to use **Free Text field** can be found at page 4.*

**What does PA140, PAL80 and PAL48 mean?**  
 PA140 is a pallet with 140 (KeyKeg 10 liters).  
 PAL80 is a pallet with 80 kegs (20 liters).  
 PAL48 is a pallet with 48 kegs (30 liters).  
 Within Netstore it's only possible to order pallets of kegs.