

# TecWeb 5.0

<https://tecweb.tecalliance.net>



## Features

### **Intuitive Handling**

Innovative and well-arranged handling concept, which has been optimized based on your wishes.

### **Multi-organization Support**

TecWeb adapts to your corporate structure. You can among other things switch quickly and easily between multiple organizations.

### **Adaptive Interface**

By using modern technologies, TecWeb accompanies you anytime and anywhere on all your devices through smooth scaling from small to large screens.

### **Multiple Shopping Carts**

Work smarter with time-saving features, such as the simultaneous control of multiple shopping carts.

### **Simple and Advanced View**

Adjust the program surface to your needs. You have the choice between a simple view and an advanced view to work with the full range of functions.

### **TecAlliance Synergies**

By integrating TecDoc you can enjoy the full range of our products, by means of an automatic transfer of TecDoc items to the shopping cart.

### **Optimized Journal**

Get quickly and efficiently an overview of your previous orders and information regarding your order processing.

### **Favorites**

Simplify your processes through a comfortable saving of recurring orders as templates.

### **User-friendly Administration**

Manage effortlessly your business relations and users.

### **Cloud Hosting**

Experience global availability through the hosting in the Microsoft Azure Cloud.

### **Data Security**

You are protected with us. Your data is stored exclusively on European servers.

### **Internationality**

Conquer new markets! With 22 languages TecWeb supports you in your global presence.

---

## Quick Guide

### In just 3 steps you can send out a request or an order in TecWeb

1. Registration / Login
2. Setup a Partner
3. Request and Order

#### 1. Registration for the TecWeb 5.0 with the TecCom ID and password

To register for the TecWeb 5.0 as an administrator for an organization, you need a TecCom ID and corresponding password. With this TecCom ID your organization was created as a customer in the TecAlliance Membership Directory and the TecCom ID is firmly connected to your organization. The TecCom ID and password for your organization are your "key" for the use of TecWeb 5.0.

**Note:** If you don't have a TecCom ID and password for your organization, please have an administrator of your organization create a new user for you. You will be invited to the organization via e-mail and then you are able to activate your user.

Step 1: Entering the TecCom ID and corresponding password that you received from the TecAlliance support via e-mail.

Step 2: Display of the organization name, which is stored for your TecCom ID (informative).

Step 3: Entering your information and creating your user as an administrator for the organization. Click on **Finish** and you will receive the confirmation message on a new page.

Please confirm your registration. An e-mail has been sent to your e-mail address. Click on the link in this e-mail to confirm your e-mail address and to reset your password within the next 48 hours. After you have created your password, your user is activated and you are able to log in with your e-mail address and password on the login page of the TecWeb. If you do not use the link within the 48-hour period, you have to repeat the registration steps.

You can now log in to TecWeb 5.0 via the login page with your user data.

#### TecWeb Login

The requirement for a successful login in TecWeb is that you have completed the registration process and have already set a personal password for your user.

Enter the corresponding information in the mandatory fields on the login page:

**E-mail:** Enter your e-mail address here for which your user has already been activated for TecWeb via the registration confirmation e-mail and which you use for the signing in on the login page.

**Password:** Enter your personal password here that you've created for your user. If you have forgotten your password, please reset your password first.

**Language:** Select via the drop-down list the language in which you want to log in to the TecWeb 5.0 and use as display language during the session. Subsequent changes of the display language are only possible at the time you log in.

Click on **Login** and you can start working with the TecWeb 5.0.

---

## 2. Setup partner relations

In the menu Administration → Partner you have the possibility as an administrator to create, view, edit and delete partner relationships. In addition, you can assign responsibilities per user for the partner relationship.

### Setup a new partner relationship

You can create a new partner relationship by clicking **+ add Partner**. This opens a setup wizard. In the first step you can select a partner from the TecAlliance Partner Directory.

#### Step 1: Search for members

You can search for a specific partner (supplier). Enter the corresponding information in one or more fields.

#### Step 2: Search Results

In the next step you get the corresponding search results displayed and through the partner details you can check if it is the partner with whom you want to create a partner relationship. Highlight a partner in the search results by clicking on the corresponding line. The details of the partner will be opened below the results list. You can view and check the address and contact details of the partner, to confirm if it is the partner you wanted. If the searched partner was found, you can create a partner relationship by selecting the check box on the respective row.

#### Step 3: Add Partner

In the last step of the setup wizard, you see the previously selected partner and can add him to your partner relationships by clicking on **Finish**. Then you find the partner in your partners list.

You can edit existing partner relationships by clicking on Administration → Partners and highlighting the partner in the partners list. The details of the selected partner will be opened below the partners list.

### Activate partner relationships in partner data

After you have successfully created a partner relationship, you have to activate the partner relationship.

Highlight the desired partner in the partners list. Below the selected partner the details of that partner are opened. Go to the first tab of the partner data and enter the supplier or customer ID that is used by you and your partner.



Only by entering the correct supplier or customer ID the partner relationship is activated and you can use to the full extent the functions of TecWeb for this partner relationship.

To save your entry of the supplier or customer ID and to enable the partner relationship, click on **Save**.

---

### 3. Request and Order

The order form of TecWeb is clearly divided into three sections. In the upper section you can find the general supply information, which is valid for the entire order. Located in the central area is the list of articles for the input of the individual items. In the lower section you can see the article details of the respective article.

You can also edit multiple shopping carts parallel by clicking on the **+** sign above. This opens additional tabs for separate shopping carts in TecWeb.

Requests are not binding and for information only and do not imply any material reservation at the supplier. Express orders are time-critical and are carried out without residue or without graduations. Stock orders are not time-critical, they serve as routine filling of the inventory for a purchaser. The supplier side works for stock orders with backorder and graduations. The specified delivery date by the customer is not binding (requested delivery date), the delivery may arrive after this date.

#### General Supply Information



Before sending out a request or order, you have to select a supplier. Then you can determine the dispatch mode and currency. You also have the possibility to select or determine whether it is a stock order and specify the delivery date. In addition, you can decide whether you want to receive the delivery as complete delivery. Click on **Request** for information regarding i.a. availability, or click on **Order** to submit your order. You get a response from the supplier regarding the availability and the status of each item, displayed in the list of articles with different symbols.


With Ship-to you have the option to specify an alternative delivery address.

The shopping cart can be saved directly as a **Shopping cart** or as a **Favorite**. The favorite function is used as a practical template for recurring orders that are carried out regularly.

#### List of Articles

In the list of articles you can quickly and easily enter the product number, quantity and other data. To do this, enter the product number and / or the desired quantity in the corresponding columns.

The other fields of the row are accessed by pressing the **Tab** key. To add more items, press the **Enter** key or click on the button  new article. Select a row and click on **Shift + Delete** to delete a row or directly click on the trash bin .

The introduction of the TecDoc Catalog button  as new feature is a significant innovation of the new TecWeb. In this way you can directly import or rather copy items from the TecDoc Catalog in the TecWeb shopping cart. For this you need the credentials first that you have to store previously in your user profile.

To use this function, click on the TecDoc catalog button. A new window opens in which you can fill the shopping cart with the desired items from the catalog. By clicking on **Copy to TecWeb**, the selected items from the catalog are automatically copied in the shopping cart of TecWeb.

#### Article Details

In the article details all the positions, which are selectively displayed in the columns of the list of articles, are displayed completely and can also be edited. Here you can specify whether a partial delivery is allowed and determine the delivery date at item level.