

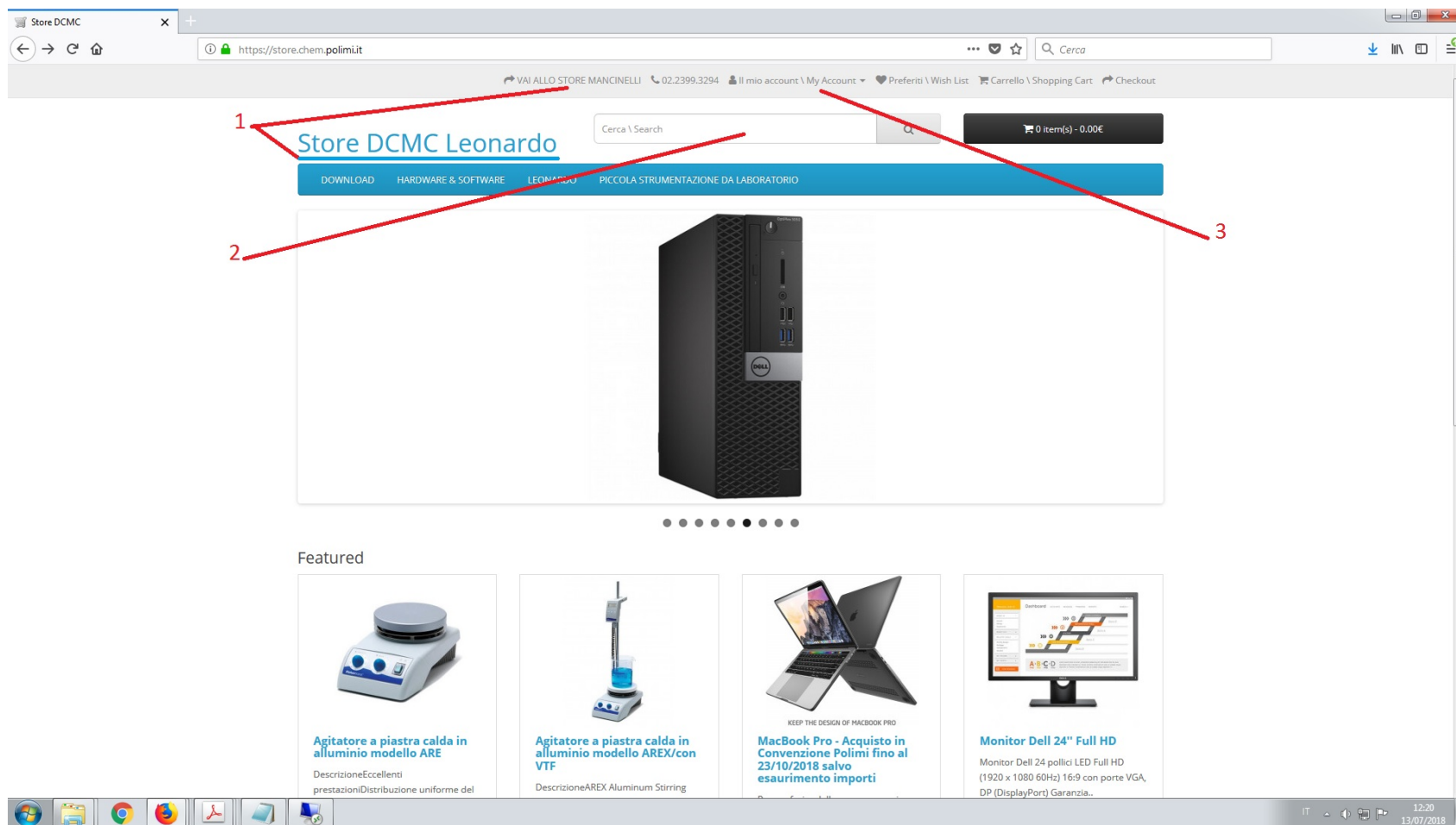


POLITECNICO
MILANO 1863

New internal e-commerce DCMC site User guide

Milano July, 9th 2018

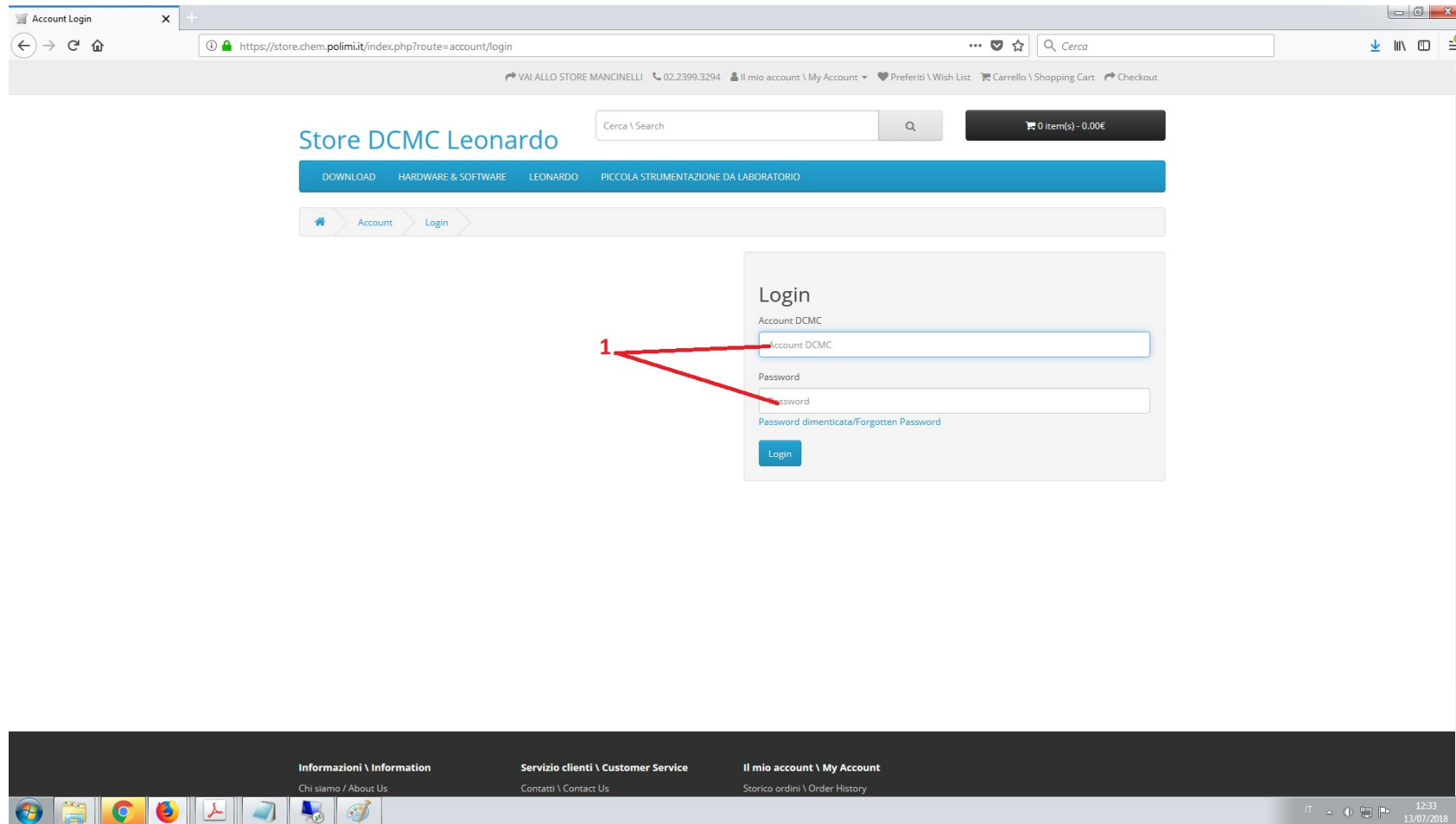
New DCMC Store – User guide



<https://store.chem.polimi.it>
<https://mancinelli.store.chem.polimi.it>

1. Select the Site link or go directly via https address. Remember that the Stores have different Catalogs
2. Insert the keywords for the products to search
3. Login with your DCMC (CHKNET) credentials. **Ask before to your Responsible for authorization (he must email to store-dcmc@polimi.it)**

New DCMC Store – User guide



Login page

1. Insert your DCMC account and password (a.k.a. CHKNET account)

New DCMC Store – User guide

The screenshot shows the 'My Account' page of the DCMC Store. The page title is 'Il mio account / My Account'. The main navigation menu includes 'Account', 'I miei ordini / My Orders', and 'Newsletter'. The page content is divided into three sections, each with a numbered red annotation:

- 1** points to the 'Account' section, which includes links for 'Il mio account / My Account', 'Preferiti \ Wish List', and 'Downloads'.
- 2** points to the 'I miei ordini / My Orders' section, which includes links for 'Storico ordini \ Order History' and 'Downloads'.
- 3** points to the 'Newsletter' section, which includes a link for 'Newsletter'.

The footer contains three columns of links: 'Informazioni \ Information' (Chi siamo / About Us), 'Servizio clienti \ Customer Service' (Contatti \ Contact Us), and 'Il mio account \ My Account' (Storico ordini \ Order History). The system tray at the bottom shows the date and time as 14:56 on 13/07/2018.

My Account

1. Access your wishlist page to reorder the products quickly
2. Access your Order history or Downloads section
3. Give/Deny your permission to receive the store newsletter

New DCMC Store – User guide

The screenshot shows the product page for a 'Personal computer desktop Dell compatto fascia media'. The page layout includes a search bar at the top, a navigation menu, and a product image on the left. The product details on the right include the title, brand (Dell), product code (Optiplex 3050 SFF), availability (1), price (652.10€), and a quantity selector set to 1. A blue 'Add to Cart' button is prominent. A shopping cart icon in the top right corner shows '0 item(s) - 0.00€'. Red arrows and numbers 1-5 highlight key user interface elements: 1 points to the product image, 2 to the product title, 3 to the 'Add to Cart' button, 4 to the heart icon (wishlist), and 5 to the shopping cart icon.

Product form

1. Details of the product and users reviews
2. Brand, code and availability
3. Insert the desired quantity and add to the shopping cart
4. Insert the product in your wishlist or compare it to other products
5. Access the shopping cart to modify the products to be ordered

New DCMC Store – User guide

The screenshot shows the 'Carrello / Shopping Cart' page of the DCMC Store. The page header includes the store name 'Store DCMC Leonardo', a search bar, and a cart summary showing '1 item(s) - 652.10€'. Below the header, there are navigation tabs for 'DOWNLOAD', 'HARDWARE & SOFTWARE', 'LEONARDO', and 'PICCOLA STRUMENTAZIONE DA LABORATORIO'. The main content area is titled 'Carrello / Shopping Cart' and contains a table with the following data:

Foto/Image	Prodotto/Product Name	Modello/Model	Qtà/Qty	Prezzo unitario i.i. Unit Price VAT incl.	Totale/Total
	Personal computer desktop Dell compatto fascia media	Optiplex 3050 SFF	1	652.10€	652.10€

Below the table, there is a section titled 'Cosa vuoi fare adesso? What would you like to do next?' with a coupon code input field and an 'Apply Coupon' button. At the bottom right, there is a summary table and a 'Checkout' button.

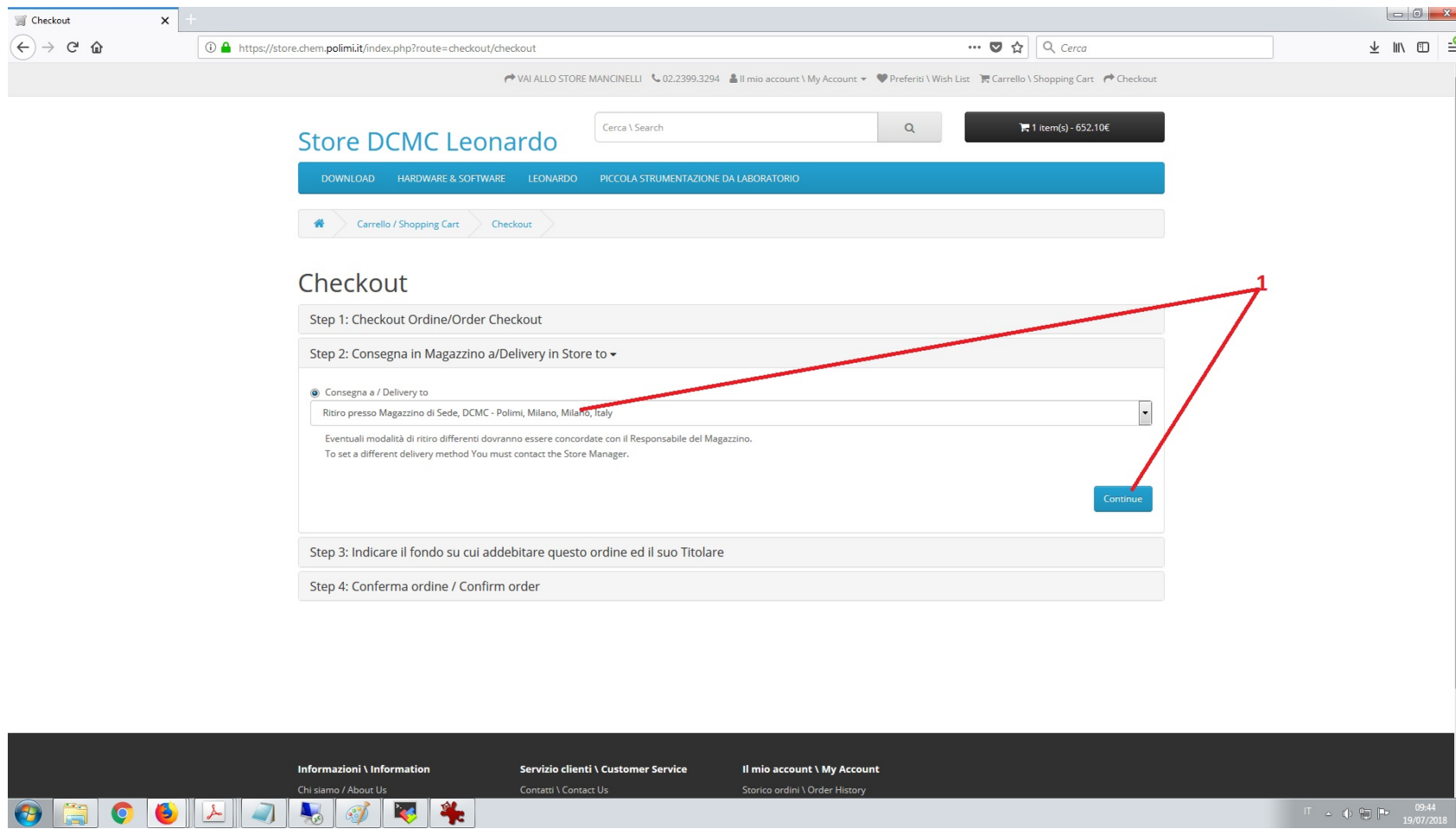
Handling Fee:	0.00€
Sub-Total:	652.10€
Total:	652.10€

Red arrows labeled 1, 2, and 3 point to the quantity field, the coupon code field, and the checkout button, respectively.

Shopping cart

1. Modify the quantities and update the total or remove the product from the cart
2. Insert a Coupon code (assigned from the Store manager) to subtract the order total from the Coupon amount.
3. Proceed to order checkout

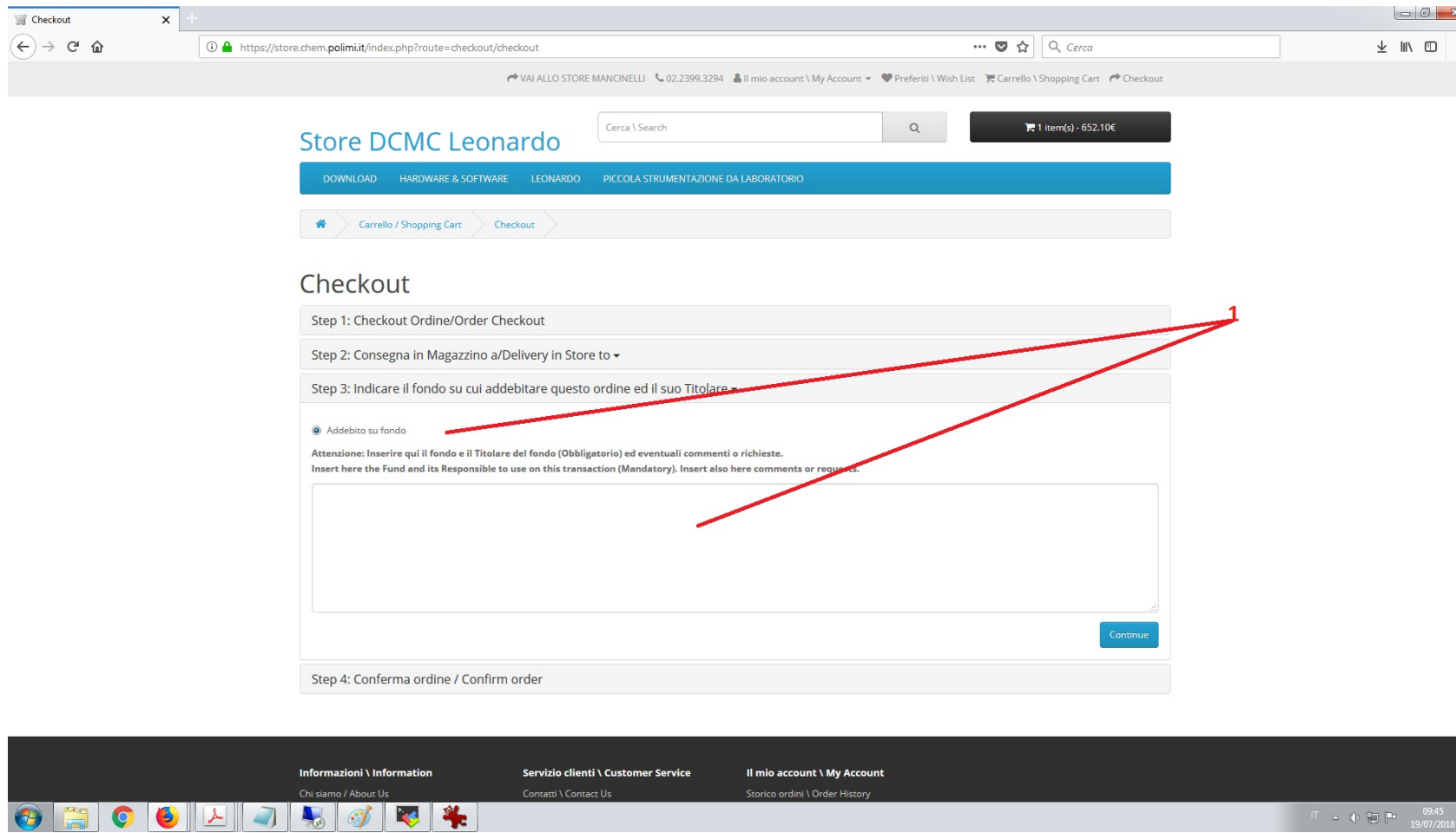
New DCMC Store – User guide



Checkout – Send an order

1. Accept the Delivery clause
(Now You are requested to go to the Site Store to collect the ordered items)

New DCMC Store – User guide



Checkout – Send an order

1. Accept the payment clause
It's mandatory to fill the field with the Fund name and/or code which will be charged for the order amount and the name of it's Responsible
(Usually the administration will charge the amount within 1 month from the order completion)

New DCMC Store – User guide

Checkout

Store DCMC Leonardo

Carrello / Shopping Cart Checkout

Step 1: Checkout Ordine/Order Checkout

Step 2: Consegna in Magazzino a/Delivery in Store to

Step 3: Indicare il fondo su cui addebitare questo ordine ed il suo Titolare

Step 4: Conferma ordine / Confirm order

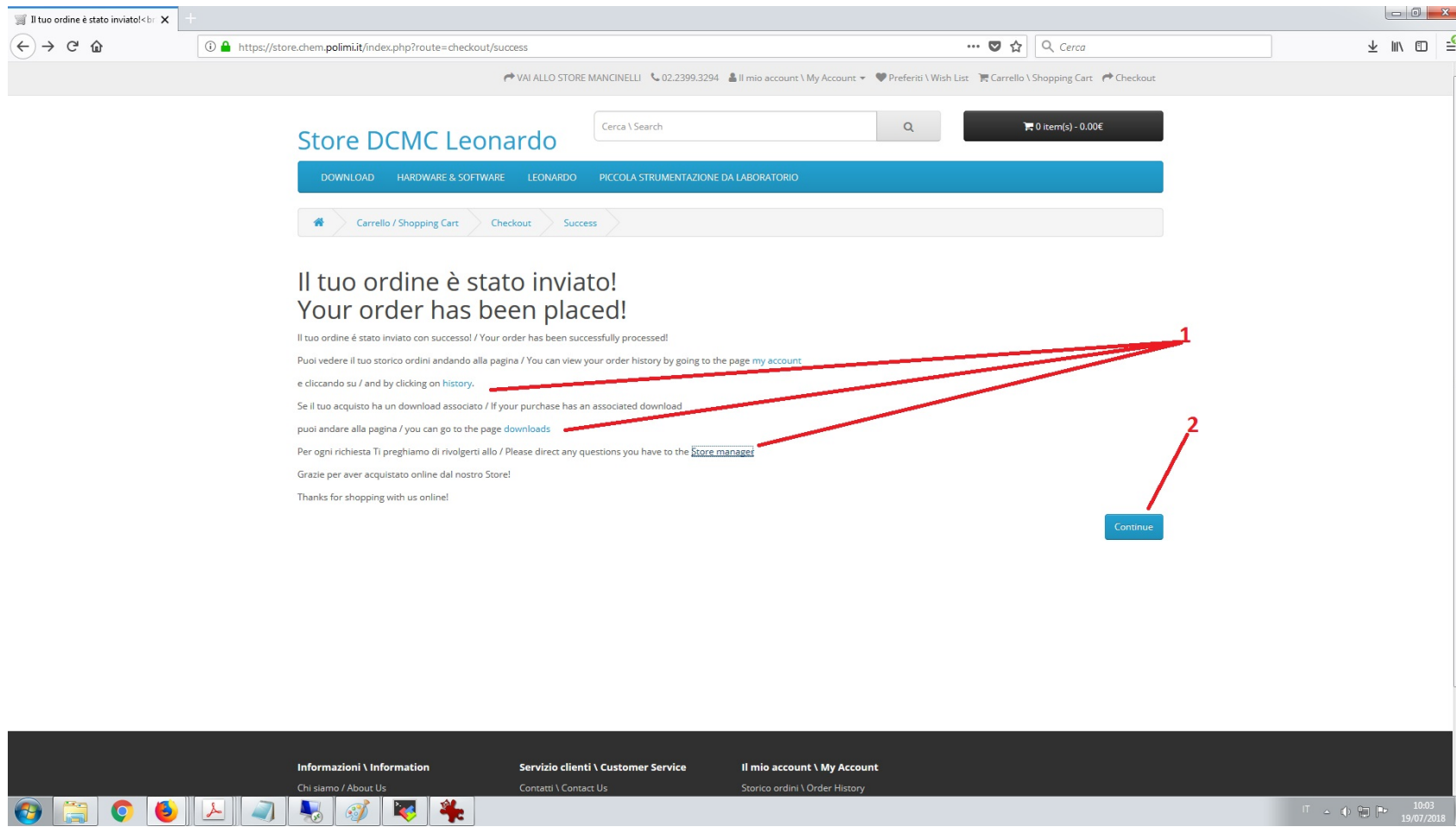
Prodotto/Product Name	Modello/Model	Qtà/Qty	Prezzo unit. I.I. Unit Price VAT incl.	Totale/Total
Personal computer desktop Dell compatto fascia media	Optiplex 3050 SFF	1	652.10€	652.10€
Handling Fee:				0.00€
Sub-Total:				652.10€
Total:				652.10€

Confirm Order

Checkout – Send an order

1. Verify order
2. Send order to Store

New DCMC Store – User guide



Checkout – Order sent

1. Quick links for Order history, Downloads area, Store manager contact form
2. Close the page and go back to Home

New DCMC Store – User guide

Store DCMC Leonardo - Ordine/Order 138 - Mozilla Firefox
https://outlook.office.com/owa/projection.aspx

Rispondi a tutti | Elimina | Posta indesiderata | ...

Inbox

Store DCMC Leonardo
Il tuo ordine è stato ricevuto e verrà processato al più presto!
Your order has been received and will be processed as soon as possible!

Per vedere i dettagli del tuo ordine clicca sul link sottostante:
To view your order click on the link below:

https://store.chem.polimi.it/index.php?route=account/orderinfo&order_id=138

Dettaglio ordine/Order Details

ID Ordine/Order ID: 138	E-mail: claudio.ariatti@polimi.it
Data invio/Date Added: 19/07/2018	Tel: 3004 - 3183
Pagamento/Payment Method: Addebito su fondo	IP Address: 131.175.184.1
Stato ordine/Order Status: Inviato / Pending	

Istruzioni / Instructions

L'addebito verrà effettuato sul Fondo indicato ed al Responsabile indicato a cura dell'Amministrazione DCMC su base periodica (entro 1 mese dall'ordine).
Se non ci fosse disponibilità al momento dell'addebito, il Responsabile verrà ricontattato dall'Amministrazione per concordare un altro fondo con disponibilità.
The amount will be charged by Dept. Admin Offices to the account and to the Responsible indicated in the order checkout process within 1 month from the order completion date.
In case of insufficient amount the Responsible will be contacted from the Administration offices to agree on another account available.

Indirizzo/Address

Ritiro
presso Magazzino di Sede
DCMC - Polimi
Milano
Milano
Italy

Prodotto/Product	Modello/Model	Qtà/Qty	Prezzo/Price	Totale/Total
Personal computer desktop Dell compatto fascia media	Optiplex 3050 SFF	1	652.10€	652.10€
Handling Fee:				0.00€
Sub-Total:				652.10€
Total:				652.10€

Ti preghiamo di rispondere a questa mail per qualsiasi richiesta.
Please reply to this e-mail if you have any questions.

10:12
19/07/2018

Confirmation Mail

1. Link to access the order on the Store site
2. Customer data and general condition section
3. Order details

New DCMC Store – User guide

Store DCMC Leonardo - Ordine/Order 138 - Mozilla Firefox

Storico ordini \ Order History

https://store.chem.polimi.it/index.php?route=account/order

VAI ALLO STORE MANCINELLI 02.2399.3294 Il mio account \ My Account Preferiti \ Wish List Carrello \ Shopping Cart Checkout

Store DCMC Leonardo


Cerca \ Search

0 item(s) - 0.00€

DOWNLOAD HARDWARE & SOFTWARE LEONARDO PICCOLA STRUMENTAZIONE DA LABORATORIO

Account Storico ordini \ Order History

Storico ordini \ Order History

ID Ordine Order ID	Cliente Customer	Nr. di prodotti No. of Products	Stato Status	Totale Total	Data invio Date Added	
#138	Claudio ARIATTI	1	Inviato / Pending	652,10€	19/07/2018	

Showing 1 to 1 of 1 (1 Pages)

Continue

Informazioni \ Information
Chi siamo / About Us

Servizio clienti \ Customer Service
Contatti \ Contact Us

Il mio account \ My Account
Storico ordini \ Order History

Order history

1. Access the details of the selected order

New DCMC Store – User guide

Informazioni \ Information x Theme Editor x

https://store.chem.polimi.it/index.php?route=account/order/info&order_id=138

DOWNLOAD HARDWARE & SOFTWARE LEONARDO PICCOLA STRUMENTAZIONE DA LABORATORIO

Account Storico ordini \ Order History Informazioni \ Information

Storico ordini \ Order History


Dettagli \ Details

Order ID: #138
Data invio \ Date Added: 19/07/2018

Pagamento \ Payment: Addebito su fondo

Delivery / Consegna

Ritiro presso Magazzino di Sede
DCMC - Polimi
Milano
Milano
Italy

Prodotto Product	Modello Model	Quantità Quantity	Prezzo Price	Totale Total	
Personal computer desktop Dell compatto fascia media	Optiplex 3050 5FF	1	652.10€	652.10€	
				Handling Fee	0.00€
				Sub-Total	652.10€
				Total	652.10€

Storico \ History

Data invio Date Added	Stato Status	Commento Comment
19/07/2018	Inviato / Pending	L'addebito verrà effettuato sul Fondo indicato ed al Responsabile indicato a cura dell'Amministrazione DCMC su base periodica (entro 1 mese dall'ordine). Se non ci fosse disponibilità al momento dell'addebito, il Responsabile verrà ricontattato dall'Amministrazione per concordare un altro fondo con disponibilità. The amount will be charged by Dept. Admin Offices to the account and to the Responsible indicated in the order checkout process within 1 month from the order completion date. In case of insufficient amount the Responsible will be contacted from the Administration offices to agree on another account available.

Order details

1. This button lets You to reorder the same product (if still available)
2. History of the order processing

New DCMC Store – User guide

The screenshot shows the 'My Wish List' page on the DCMC Store. The page title is 'I miei preferiti / My Wish List'. It features a table with the following columns: 'Immagine \ Image', 'Prodotto \ Product', 'Modello \ Model', 'Disponibilità \ Stock', 'Prezzo unitario \ Unit Price', and 'Azioni \ Action'. The table contains two items:

Immagine \ Image	Prodotto \ Product	Modello \ Model	Disponibilità \ Stock	Prezzo unitario \ Unit Price	Azioni \ Action
	Agitatore a piastra calda in alluminio modello AREX/con VTF	AGITATORE AREX VTF	2	501.00€	
	iPAD Pro - Acquisto in Convenzione Polimi fino al 13/11/2018 salvo esaurimento importi	iPAD Pro	100	0.00€	

A red arrow points to the 'Remove (X)' button for the first item, with the number '1' next to it. Below the table is a 'Continue' button. The page also includes a search bar, a shopping cart icon showing '0 item(s) - 0.00€', and a navigation menu with categories like 'DOWNLOAD', 'HARDWARE & SOFTWARE', 'LEONARDO', and 'PICCOLA STRUMENTAZIONE DA LABORATORIO'.

Wishlist

1. Order again the product or remove it from the wishlist

New DCMC Store – User guide

The screenshot shows a web browser window displaying the 'Store DCMC Leonardo' website. The page is titled 'Newsletter Subscription' and features a form with two radio buttons: 'Yes' (selected) and 'No'. A red arrow labeled '1' points to the 'Yes' radio button. Below the form are 'Back' and 'Continue' buttons. The browser's address bar shows the URL 'https://store.chem.polimi.it/index.php?route=account/newsletter'. The page header includes navigation links like 'Account' and 'Newsletter', and a shopping cart icon showing '0 item(s) - 0.00€'. The footer contains links for 'Informazioni \ Information', 'Servizio clienti \ Customer Service', and 'Il mio account \ My Account'.

Newsletter

1. Give/Deny here your permission to receive the newsletter on your work email (@polimi.it)