

# PBSeasy® Dealer Short Guide V1.4

05.03.2024

## Change history

Autor	Änderung	Version	Datum
Sabina Truhel	First draft	1.0	30.08.2021
Sabina Truhel / Gabriele Klotzbücher	Finalisation /proof read	1.2	31.08.2021
Sabina Truhel	Rework – documenting platform changes	1.3	30.03.2022
Sabina Truhel / Gabriele Klotzbücher	Finalisation /proof read	1.3	08.04.2022
Sabina Truhel	Adding changes 2023/24	1.4	05.03.2024

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Unterzeichner des PBS-Ehrenkodex

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## 1. Introduction

As an OSD retailer, you have 2 main online platforms at your disposal.

- **PBSeasy® Online Shop:** Your ordering platform (<https://shop.pbsnetwork.eu>)
- **My PBSeasy®:** Your user administration platform (<https://my.pbsnetwork.eu>)

This documentation is intended to serve as a reference for both our platforms PBSeasy® Online Shop (from chapter 2.) and MyPBSeasy® (from chapter 9.).

Our shop platform offers you several ways to quickly create your orders.

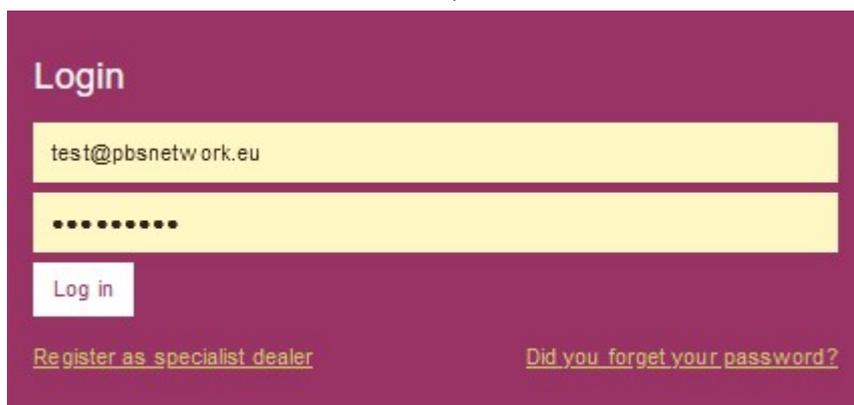
It displays clearly individual OSD and warehouse (Antalis) net prices, product images and all product information of the participating suppliers.

After placing an order, you will receive an automatic email confirming that the order was forwarded to the supplier.

The platform currently still caters in some ways for the German market where retailers must “apply” to a supplier to gain access to their assortment(s). This does not apply for OSD retailers. All OSD affiliated retailers already have a pre-set connection to each OSD supplier.

## 2. Login

The username is always a valid email address. For the setup of your accounts, we used the contact email address communicated to us by OSD.



The screenshot shows a login form on a dark purple background. At the top left, the word "Login" is written in white. Below it are two yellow input fields: the first contains the email address "test@pbsnetwork.eu" and the second contains a series of black dots representing a password. A white "Log in" button is positioned below the password field. At the bottom of the form, there are two links in yellow text: "Register as specialist dealer" on the left and "Did you forget your password?" on the right.

When you log in for the very first time, please click on “did you forget your password?” to set your own personal password this way.

**NOTE:** This password is always valid on **both** platforms.

Once logged in, choose your language!



**NOTE:** Each user only sees their respective orders/shopping carts.

If you use one central user account that you share with others, please consult with each other. Make sure that you are not working on the same order at the same time. This will minimise potential sources of error (e.g., wrong quantity or wrong products in the shopping cart etc.).

The shop platform page is refreshed each time an operation is performed.

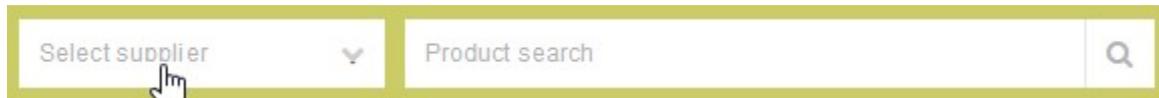
### 3. Suppliers

The tab "Suppliers" shows you a list of all participating OSD suppliers connected to PBSeasy®. The overview lists the GLN number and addresses for each supplier.

### 4. Product display/product search

By using the product search field, you have the option of placing products into your shopping cart as well as finding out more information about a certain product before ordering it.

If you already know which supplier you want to order from, you can select the respective company via the drop-down menu.

A screenshot of a web interface showing a search bar. On the left, there is a dropdown menu labeled "Select supplier" with a downward arrow icon. To the right of the dropdown is a text input field labeled "Product search" with a magnifying glass icon on the right side. A mouse cursor is pointing at the "Select supplier" dropdown.

Enter a product number, GTIN or a search term in the product search field to call up the desired product. The more specific your entries are, the more targeted the system can filter out the corresponding products for you.

After selecting a supplier, you can refine your search results by setting filters, for example to see which products are orderable or to select a certain brand.

Screenshot - filter to refine search result for selected assortment

**Filter**

Orderable:  Yes  No

New articles:

Discontinued articles:

Select manufacturer

Select brand

Reset filter

If you leave the “product search” field empty and click on the search icon, all products of the selected supplier will be listed.

If you leave the “manufacturer” field empty and put in a GTIN number or search keyword, all suppliers carrying products meeting your search criteria will be listed.

Select supplier 
Brevbakke

Search result for "Brevbakke" resulted in 155 hits

Sorting: Score  Number: 12  1 2 ... 13

**Brevbakke Esselte Colour'Ice**



 Price information

LP: 17,00 Kr / 1 Stk

min order quantity: 10

10

**17,00 Kr**

per 1 Stk

**Brevbakke BASIC**



 Price information

LP: 8,95 Kr / 1 Stk

RSP (gross): 24,73 Kr / 1 Stk

min order quantity: 6

6

**8,95 Kr**

per 1 Stk

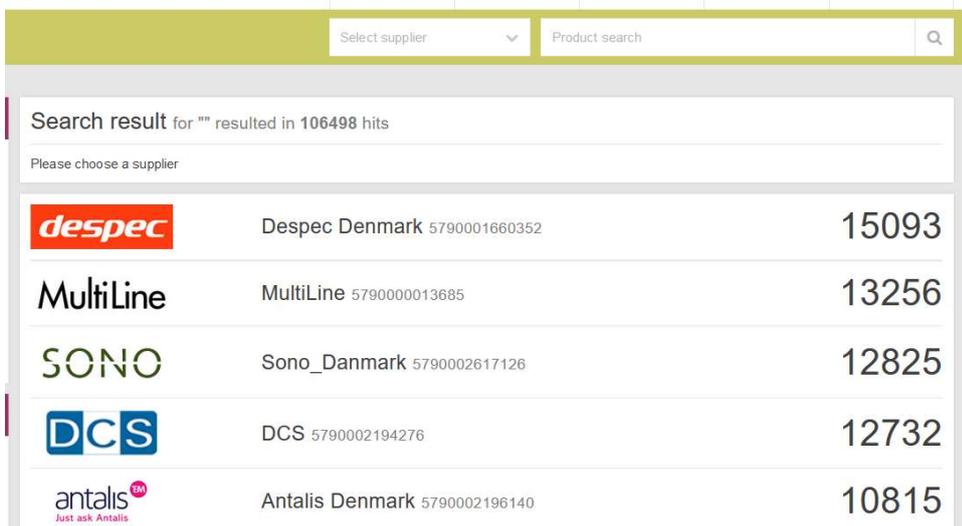
If a product is available from more than one supplier, you will be asked to choose the respective supplier you would like to order from.

Screenshot – supplier selection



Leaving both search fields empty and clicking on “search” will bring up all connected suppliers and the total number of products available on our platform.

Screenshot – supplier/product list

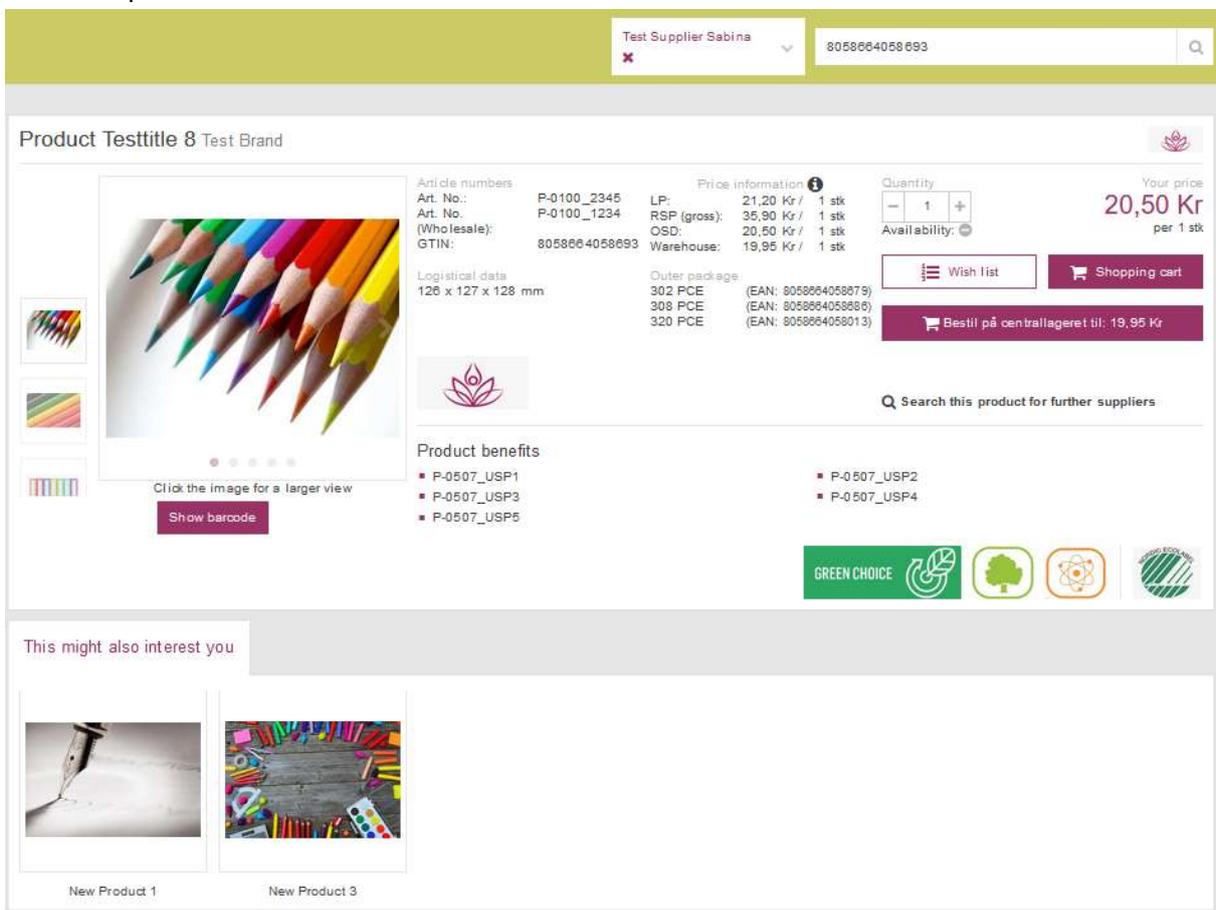


Once you found your product you can put it directly into the shopping cart. Or click on the product name for more details.



In the detailed view all product data which a supplier has maintained for a product via PBSeasy® is displayed.

#### Screenshot – product details



These include:

- All images including application images, logos, pictograms etc. provided by the supplier
- Zoom function for a closer look at the images.
- Listing of product features
- Product description as well as commercial, logistical data and downloads (PDF files and videos if available)
- Price information

By clicking on the button "Show barcode", below the larger image in the product details, a barcode can be generated for this product.

**Screenshot – product description and commercial data**

Product description	Commercial data																														
<p>Short text ---</p> <p>Keywords ■ P-0601_Keywords für Producttitle 8</p> <p>Long text Test Long Text for product No. 8</p> <p>Catalog text ---</p> <p>Web text Test Web Text for product No. 8</p>	<table border="1"> <tr><td>Article name</td><td>Testproduct No. 8</td></tr> <tr><td>Article number</td><td>P-0100_2345</td></tr> <tr><td>Customs tariff number</td><td>4810 1401</td></tr> <tr><td>Country of origin</td><td>Denmark</td></tr> <tr><td>Manufacturer</td><td>Sabina Test Supplier 3</td></tr> <tr><td>Brand</td><td>Test Brand</td></tr> <tr><td>Receipt text</td><td>---</td></tr> <tr><td>Receipt short text</td><td>---</td></tr> <tr><td>Marketing name</td><td>---</td></tr> <tr><td>min order quantity</td><td>1</td></tr> <tr><td>Lot size</td><td>1 stk</td></tr> <tr><td>Outer package</td><td>302 PCE (EAN: 805888 4058879) 308 PCE (EAN: 805888 4058888) 320 PCE (EAN: 805888 4058013)</td></tr> <tr><td>Filling and unit</td><td>5 stk</td></tr> <tr><td>Basic price labeling</td><td>---</td></tr> <tr><td>Basic filling quantity</td><td>---</td></tr> </table>	Article name	Testproduct No. 8	Article number	P-0100_2345	Customs tariff number	4810 1401	Country of origin	Denmark	Manufacturer	Sabina Test Supplier 3	Brand	Test Brand	Receipt text	---	Receipt short text	---	Marketing name	---	min order quantity	1	Lot size	1 stk	Outer package	302 PCE (EAN: 805888 4058879) 308 PCE (EAN: 805888 4058888) 320 PCE (EAN: 805888 4058013)	Filling and unit	5 stk	Basic price labeling	---	Basic filling quantity	---
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**Screenshot – classification and logistical data and downloads**

Classification	Logistical data																																				
<p>UNSPSC</p> <p>44122011 44122011</p> 	<table border="1"> <tr><td>Length</td><td>126 mm</td></tr> <tr><td>Width</td><td>127 mm</td></tr> <tr><td>Height</td><td>128 mm</td></tr> <tr><td>Volume</td><td>130 cm3</td></tr> <tr><td>Area</td><td>---</td></tr> <tr><td>Diameter</td><td>131 cm</td></tr> <tr><td>Weight</td><td>129 g</td></tr> <tr><td>Weight net</td><td>---</td></tr> <tr><td>Type of packaging</td><td>Uemballeret eller udpakket</td></tr> </table>	Length	126 mm	Width	127 mm	Height	128 mm	Volume	130 cm3	Area	---	Diameter	131 cm	Weight	129 g	Weight net	---	Type of packaging	Uemballeret eller udpakket																		
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If a supplier provides download files and videos for a product, it can be found at the bottom of the page.

## 5. Prices

The following price information is maintained in PBSeasy®:

**LP = List Price** – is the price of a product without discount or rebate.

**RSP gross = Recommended Sales Price** – is the supplier recommended sales price including tax. (this price field is optional and might not be filled in by all suppliers).

**OSD = OSD net price** – is the net price negotiated between OSD and the respective supplier

**OSDZ = OSD warehouse price** – is the net price for orders from the central warehouse (Antalis A/S)

**NOTE:** our platform uses “best price finding”. The platform compares the list price (LP) and OSD net prices (OSD) and displays the lowest price on the right-hand side as “Your Price”.

**IMPORTANT:** excluded from best-price finding are the warehouse prices (OSDZ / Antalis). These are displayed under “price information”, but not considered in the determination of “best price”.

## 6. Create an order

Our shop platform offers you several ways to create an order quickly and efficiently. In addition to the various “quick order” options, you can also create an order by searching for specific items in the product search field, and place products into the shopping cart individually. Here is a short description of the different options.

### Quick order tab



If you already know which products you want to order and do not need any further product information, you can add products, bundled by supplier, to the shopping cart in one upload process.

The fast entry does not offer any product search function but only serves to transfer product lists to the shopping cart.

Instructions/samples regarding the required data are listed under the respective options below.

## Option 1: multiple product entries

- **OSD:** select respective OSD supplier to place orders directly with them (OSD prices).
- **Warehouse:** Select Antalis as supplier to place an order at the central warehouse (OSDZ prices)

**Multiple acquisition of data**

Please choose a cart and enter your products. The chosen products are directly transferred into the cart.

1. Select supplier	2. Select cart	3. Product input
<div style="border: 1px solid #ccc; padding: 5px;">           Test Supplier Sabina         </div>	<div style="border: 1px solid #ccc; padding: 5px;">           Select cart:           <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <div style="font-size: 8px; margin-top: 5px;">Online 31.08.2021 12:25</div> </div>	<div style="border: 1px solid #ccc; padding: 5px;">           218254710, 50            4011643043015, 90         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <b>Example</b>            4011643006249, 25, for client John Doe            218254710, 50            4011643043015, 90, please only deliver on Wednesday or Thursday         </div> <div style="text-align: right; margin-top: 10px;"> <input checked="" type="checkbox"/> </div>

Select "multiple acquisition of data".

You can enter a list of products manually or use "copy & paste" to insert already prepared orders.

First select the desired supplier.

The "select cart" field is only relevant if one or more shopping carts already exist for the selected supplier. Otherwise, you can leave this field empty. When transferring the products, a new shopping cart will be generated automatically.

Now click into the "product input" field and enter, as shown under "Example", the product number or GTIN, and the quantity (comma separated). Optionally, you can add a comment per item. After you have entered all items in the field in this way, they will be transferred to the shopping cart by your clicking on the check mark.

**IMPORTANT!** If the quantity steps (Incremental order quantity) for a product are not input correctly, the quantity will automatically adjust to the next higher level. A pop-up will inform you if the quantity was amended (see screenshot).

### Notice

The quantity of the following positions was changed according to the particular minimum order quantity and order quantity increment:

- Position #1: 8.0 → 10.0

## Option 2: Order import

- **OSD:** Input GLN of the respective OSD supplier to place orders directly with them (OSD prices).
- **Warehouse:** input GLN of Antalis (5790002196140) as supplier to place an order at the central warehouse (OSDZ prices)

### Order import

The order import function enables you to import new product baskets via a CSV file and fill them with data quick and easily.  
 Therefor the CSV file has to be filled according to the given specifications and afterwards has to be uploaded in the upload area below.  
 All stated information there are automatically processed to the new product basked.  
 TIP: You can also use and upload your order format from the "old" PBSeasy Shop!

Downloads

- Specifications
- CSV file (maximum)
- CSV file (minimum)

Durchsuchen...

Keine Datei ausgewählt

Click search to upload your csv file

Import order

By using order import and a csv file, you can place your prepared product list in the shopping cart with a few clicks.

Please use one of the templates provided under "Downloads".

For more information, please refer to the menu item "Specifications".

### Downloads

- Specifications
- CSV file (maximum)
- CSV file (minimum)

Example: CSV file (minimum)

Enter in line 1, first column: "Header (HDR)", in the second column the GLN of the supplier. Then list underneath the product numbers and the desired order quantity.

	A	B	C
1	HDR	GLN of supplier	
2	Product number	Quantity	
3	Product number	Quantity	
4	Product number	Quantity	
5	Product number	Quantity	
6			

Click on "Durchsuchen" (search) to upload your csv file.

Press "import order" to move your products into the shopping cart.

**Note:** The option "Scanner basket" is not available to OSD customers  
 This option needs additional software not contained in the OSD package.

### Option 3: Add individual items (via product search)

As described in paragraph 4 (product search) you can simply search for a product and place it directly into the shopping cart.

You can place an order either directly with the selected OSD supplier or with the central warehouse (Antalis A/S).

**OSD Supplier:** to place an order with the respective OSD supplier, you have the option of placing your search result directly into the shopping cart.



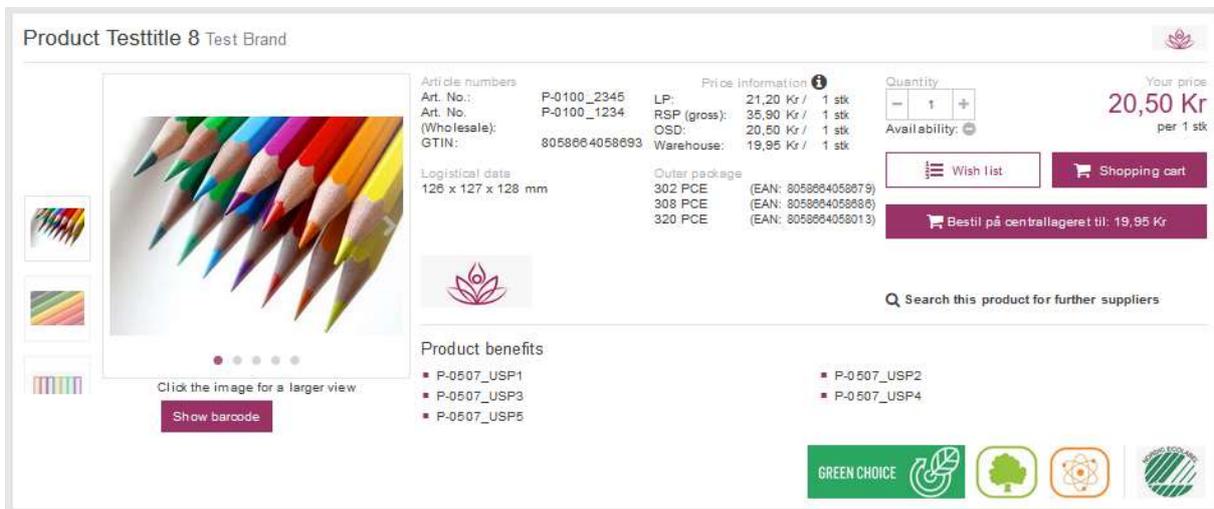
Of course, you can adjust the product quantity beforehand according to the order quantity steps specified by the supplier. Continue in this way until all the desired items have been transferred to the shopping cart. A shopping cart for the respective supplier will be generated.

**Central Warehouse:** to place an order with the central warehouse (Antalis A/S), click on the product name first, to open the product details.



In the product details you find the button “place order at central warehouse”.

A shopping cart for “Antalis A/S” will be generated.



## Add multiple products to the shopping cart

You have the option of marking multiple items and transfer them into the shopping cart. Screenshot – mark multiple items

**New Product 3 Sabinas fabulous item** Sabina DK ✓



**Article numbers**  
 Art. No.: 220227  
 Art. No. (Wholesale): 220227  
 GTIN: 8058664058006

**Logistical data**  
 19 x 20 x 21 mm

**Price information** ⓘ  
 LP: 70,25 Kr / 1 stk  
 RSP (gross): 204,00 Kr / 1 stk

**Quantity**  
  
 Availability: Ⓜ

**Your price**  
**70,25 Kr**  
 per 1 stk

Wish list Shopping cart

**Brand\_P-0119** ✓



**Article numbers**  
 Art. No.: P-0102\_55  
 Art. No. (Wholesale): P-0100\_55  
 GTIN: 8058664055579

**Logistical data**  
 126 x 127 x 128 mm

**Price information** ⓘ  
 LP: 21,20 Kr / 1 stk  
 RSP (gross): 204,00 Kr / 1 stk

**Quantity**  
  
 Availability: Ⓜ

**Your price**  
**21,20 Kr**  
 per 1 stk

Wish list Shopping cart

Transfer selected articles: ☰ 🛒

## Recently added products:

As a shopping aid, the 5 products added most recently to the shopping cart are still displayed on the left side of the screen.

### Screenshot – recently added items

Recently added articles



Gavebånd 10 mm smooth f...  
 5 PCE  
 17,00 DKK per 1 PCE

**Roliba** 🗑️ 🛒



PI-06 PRE-INK STAMP 58 X...  
 1 PCE  
 208,44 DKK per 1 PCE

**JYSK STAMP** 🗑️ 🛒



ARTLINE EK100 Red  
 6 PCE  
 11,95 DKK per 1 PCE

**Miro Pen** 🗑️ 🛒



OXFORD MY STYLE NOTE...  
 5 PCE  
 21,06 DKK per 1 PCE

**HAMELIN** 🗑️ 🛒



Classic hard, P / R, L, Black  
 1 PCE  
 143,20 DKK per 1 PCE

**bnt** 🗑️ 🛒

To cart overview

Click on "To cart overview" to see all your unspent shopping carts.

## Shopping Cart overview

Open the page by either clicking on “To cart overview” under “Recently added items” (see screenshot above) or selecting the cart icon  → to cart overview

In the „cart overview” section you can add, delete, or edit shopping carts.

- **Add shopping cart:**

If you would like to add a new, empty shopping cart upfront (as opposed to having one automatically generated) select “Add shopping cart”. Select the desired supplier and give your shopping cart a name. You can create multiple shopping carts for the same supplier.

Shopping carts

+ Add shopping cart
✎ Edit shopping carts
Filter ▼

---

Test Supplier Sabina 5432543254322 

Shopping cart name	Type	Created	Changed	# Positions	Status	Total	<input type="checkbox"/>
Shopping cart No.1	SHOP	29.03.22	29.03.22	1		217,00 Kr	  <input type="checkbox"/>
Shopping cart No.2	SHOP	29.03.22	29.03.22	0	No articles in cart Subtotal too low	15,00 Kr	  <input type="checkbox"/>

- **Edit shopping carts**

The button “Edit shopping carts” lets you rename your carts.

Shopping carts

+ Add shopping cart
✎ Edit shopping carts
Filter ▼

---

Test Supplier Sabina 5432543254322 

Shopping cart name	Type	Created	Changed	# Positions	Status	Total	<input type="checkbox"/>
Shopping cart <b>new</b>	SHOP	29.03.22	29.03.22	1		217,00 Kr	  <input type="checkbox"/>
Shopping cart No.2	SHOP	29.03.22	29.03.22	0	No articles in cart Subtotal too low	15,00 Kr	  <input type="checkbox"/>

- **Delete shopping carts**

Select the “waste bin” icon in your shopping cart to delete it. Select multiple shopping carts to delete them all at once.

### Shopping carts

[+ Add shopping cart](#) [Edit shopping carts](#)

Test Supplier Sabina 5432543254322 

Shopping cart name	Type	Created	Changed	# Positions	Status	Total	
<input type="text" value="Shopping cart New"/>	SHOP	29.03.22	29.03.22	1		217,00 Kr	  <input checked="" type="checkbox"/>
<input type="text" value="Shopping cart No.2"/>	SHOP	29.03.22	29.03.22	0	No articles in cart Subtotal too low	15,00 Kr	  <input checked="" type="checkbox"/>

Action for selected carts:  

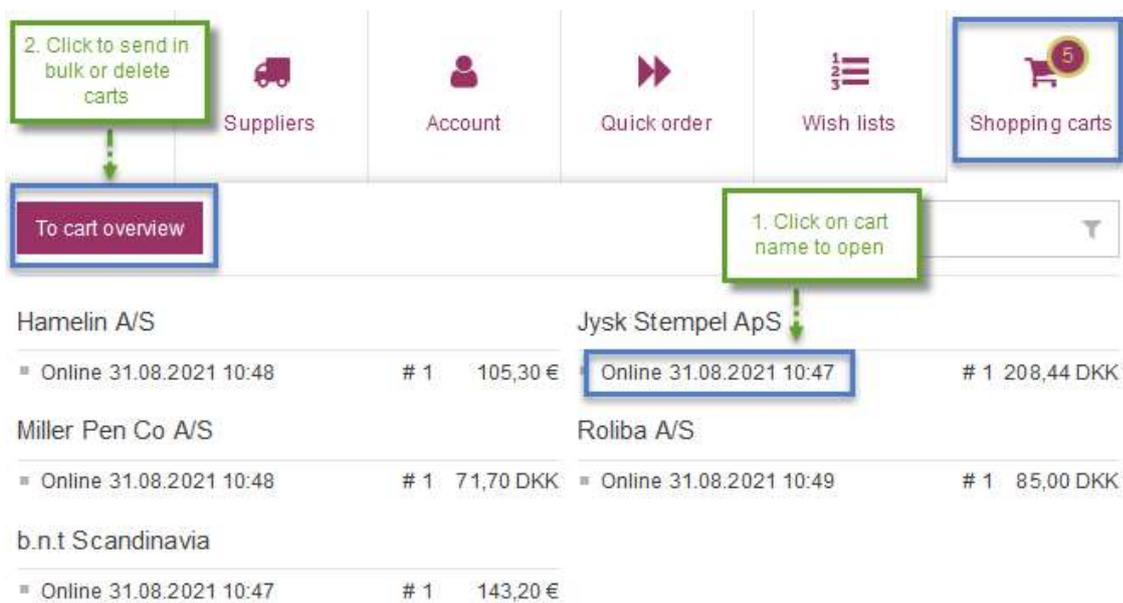
**NOTE:** Your shopping carts are saved in our system without a time limit. You can create shopping carts and add to them until you are ready to send them.

## 7. Place an order

Once you have placed all your items into the shopping cart, you can select the shopping cart icon to finalise your order.

When clicking on the shopping cart icon, you have 2 options.

1. **Click on cart name:** open the desired shopping cart. If generated automatically, the cart name consists of the word "Online" and a date/time stamp.
2. **Click on „To cart overview“:** switch to the overview of all your pending shopping carts. Further information see "Cart overview".



Suppliers			Account			Quick order			Wish lists			Shopping carts		
To cart overview				1. Click on cart name to open										
Hamelin A/S				Jysk Stempel ApS										
▪ Online 31.08.2021 10:48	# 1	105,30 €	▪ Online 31.08.2021 10:47	# 1	208,44 DKK									
Miller Pen Co A/S				Roliba A/S										
▪ Online 31.08.2021 10:48	# 1	71,70 DKK	▪ Online 31.08.2021 10:49	# 1	85,00 DKK									
b.n.t Scandinavia														
▪ Online 31.08.2021 10:47	# 1	143,20 €												

### Shopping cart - Edit header

Open the desired shopping cart by clicking on the shopping cart name.

By default, the tab for editing the header is already open. If this is not the case, please click on the arrow on the right to open the menu.



Header data Click here to unfold header section

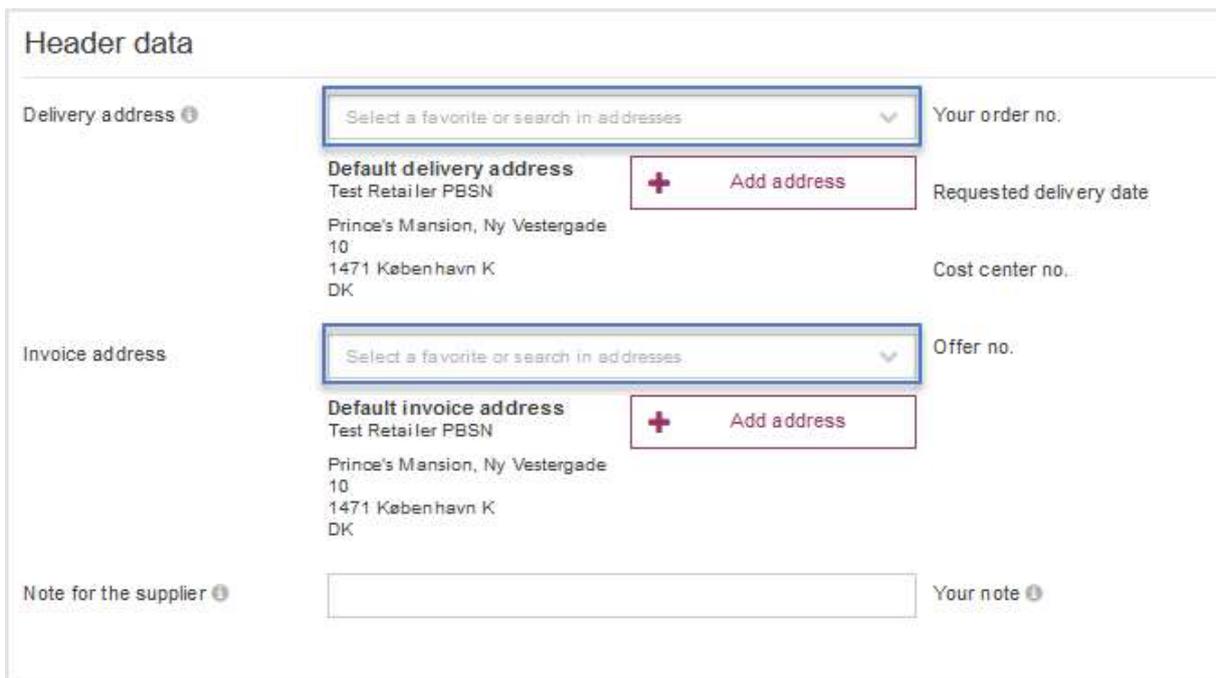
☰ ☒    Sorting    Position    ▾    Filter    ▾    ☐

## Change delivery or invoice address:

By default, both delivery and invoice addresses are set up identical with your company address. If you want to enter a different recipient, you have the following options:

**a) Choose an address from your PBSeasy® address book:**

Click in the empty area in which it says in light grey "Select a favourite or search in all addresses". Enter part of the address in the search field and select the desired address from the search results. The address will then be displayed as the delivery or invoice address.



The screenshot shows the 'Header data' section of a form. It is divided into three main rows: 'Delivery address', 'Invoice address', and 'Note for the supplier'. Each row has a search dropdown menu, a 'Default' address block, and a 'Note' field. The 'Delivery address' row includes additional fields for 'Your order no.', 'Requested delivery date', and 'Cost center no.'. The 'Invoice address' row includes an 'Offer no.' field. The 'Note for the supplier' row includes a 'Your note' field. The 'Default delivery address' and 'Default invoice address' blocks show the same address: 'Test Retailer PBSN', 'Prince's Mansion, Ny Vestergade 10', '1471 København K', 'DK'. A red '+' button and an 'Add address' button are next to each default address block. The search dropdowns contain the text 'Select a favorite or search in addresses'.

**b) Add a new address:**

Click on the "+ Add address" button and complete, as a minimum, the mandatory fields (outlined in red). Then mark the address as delivery, end customer, or invoice address and save with the check mark.

**NOTE!** In the first line (Label) please enter a label (name) for your new address (i.e., the company name). This label is only used to organize your address book and will not be transmitted with the order.

### Add/Edit address

Label	Address number 1	
Name / company	Test Company	
	Name / company 2	
	Name / company 3	
Address	Teststreet 15	
	Address line 2	
	70101	Stuttgart
	Germany	
Contact	Email address	
	Phone	
	Fax	
Type	<input checked="" type="radio"/> Delivery address ⓘ	<input type="radio"/> End customer address
	<input type="checkbox"/> Invoice address	
	<input type="checkbox"/> <input type="checkbox"/>	

### Header – further options

Header data			
Delivery address ⓘ	Select a favorite or search in addresses	Your order no.	
	<b>Default delivery address</b> Test Retailer PBSN Prince's Mansion, Ny Vestergade 10 1471 København K DK	+ Add address	Requested delivery date
Invoice address	Select a favorite or search in addresses	Offer no.	
	<b>Default invoice address</b> Test Retailer PBSN Prince's Mansion, Ny Vestergade 10 1471 København K DK	+ Add address	
Note for the supplier ⓘ		Your note ⓘ	

More options to customize your shopping cart:

- **Note for the supplier:** here you can enter a text which the supplier should print on the delivery note.
- **Your order number:** Give your order its own order number. If the option is left blank an order number will be generated in PBSeasy®.
- **Requested delivery date:** enter the date on which you would like to receive the goods.
- **Offer no.:** If the order is a special tender of the supplier, please enter the offer number here.

- **Your note:** enter a remark which will be added to the email confirming receipt, which will be sent after completion of the order.

**NOTE:** Not all suppliers can implement all options that can be set in the header.

Please clarify with the supplier directly for detailed information.

Bevor sending an order, you can always add more products to your shopping cart, amend quantities or delete products.

## Send order

To send your order scroll to the bottom of the page and press "Order". If the button is greyed out, you have not reached the minimum order amount specified by the supplier. Or your order contains a product which is not orderable anymore.

Please add to the shopping cart until the order button is active.

**Screenshot 1: Minimum order amount not reached**

#1



Testproduct No. 8 Test Brand

Article numbers  
 Art. No.: P-0100\_2345 LP: 21,20 Kr / 1 stk  
 Art. No. (Wholesale): P-0100\_1234 RSP (gross): 35,90 Kr / 1 stk  
 GTIN: 8058664058693

Price information ⓘ

Your unit price  
**21,20 Kr**  
per 1 stk

Quantity  
- 1 +  
Availability: ⓘ

Item total  
**21,20 Kr**

Information ▾

*200,00 Kr Minimum order value for the net order value*

*0,00 Kr Surcharge if net order value is below 0,00 Kr*

*15,00 Kr Surcharge if net order value is below 500,00 Kr*

*0,00 Kr Surcharge per order*

*0,00 Kr Surcharge per position*

Net order value	21,20 Kr
Freight Surcharge	0,00 Kr
<b>Minimum Total Surcharge</b>	<b>15,00 Kr</b>
Order Surcharge	0,00 Kr
Position Surcharge Total	0,00 Kr

36,20 Kr

Fragtomkostningerne kan variere afhængigt af forsendelsens vægt og størrelse

⚠ Subtotal too low

Back
Order

**Screenshot 2: Minimum order amount reached – order can be placed.**

#1



Testproduct No. 8 Test Brand

Article numbers  
 Art. No.: P-0100\_2345 LP: 20,20 Kr / 1 stk  
 Art. No. (Wholesale): P-0100\_1234 RSP (gross): 35,90 Kr / 1 stk  
 GTIN: 8058664058693

Price information ⓘ

Your unit price  
**20,20 Kr**  
per 1 stk

Quantity  
- 10 +  
Availability: ⓘ

Item total  
**202,00 Kr**

Information ▾

*200,00 Kr Minimum order value for the net order value*

*0,00 Kr Surcharge if net order value is below 0,00 Kr*

*15,00 Kr Surcharge if net order value is below 500,00 Kr*

*0,00 Kr Surcharge per order*

*0,00 Kr Surcharge per position*

Net order value	202,00 Kr
Freight Surcharge	0,00 Kr
<b>Minimum Total Surcharge</b>	<b>15,00 Kr</b>
Order Surcharge	0,00 Kr
Position Surcharge Total	0,00 Kr

217,00 Kr

Fragtomkostningerne kan variere afhængigt af forsendelsens vægt og størrelse

Back
Order

When pressing “Order”, you will be led to a final overview of your order.

Press “Buy now” to transmit your order to the respective supplier.

Screenshot – final order overview

Please check the shopping carts you want to order.

Online 29.03.2022 14:13 

**Header data**

Delivery address:	<b>Default delivery address</b> Test Retailer PBSN Prince's Mansion, Ny Vestergade 10 1471 København K DK	Your order no.:	-
		Requested delivery date:	-
Invoice address:	<b>Default invoice address</b> Test Retailer PBSN Prince's Mansion, Ny Vestergade 10 1471 København K DK	Cost center no.:	-
		Offer no.:	-
Note for the supplier:	-	Your note:	-

Article name	Article numbers	Your unit price	Quantity	Item total
#1 Testproduct No. 8 Sabina Test Supplier 3	Art. No.: P-0100_2345 Art. No. (Wholesale): P-0100_1234 GTIN: 8058664058693	20,20 Kr	10 stk	202,00 Kr

200,00 Kr Minimum order value for the net order value	<b>Net order value</b>	202,00 Kr
0,00 Kr Surcharge if net order value is below 0,00 Kr	<b>Freight Surcharge</b>	0,00 Kr
15,00 Kr Surcharge if net order value is below 500,00 Kr	<b>Minimum Total Surcharge</b>	15,00 Kr
0,00 Kr Surcharge per order	<b>Order Surcharge</b>	0,00 Kr
0,00 Kr Surcharge per position	<b>Position Surcharge Total</b>	0,00 Kr

**217,00 Kr**

## Send multiple orders

If you have filled multiple shopping carts you can order them all with just a few clicks.

Select the “shopping cart overview” to see a list of all generated carts so far.

Select the desired orders.

**NOTE:** if you select a shopping cart that is below the minimum order amount, the “send button” will be deactivated until you un-check the respective cart.

### Screenshot – one shopping cart is below minimum order quantity

Shopping carts

[+ Add shopping cart](#) [Edit shopping carts](#)

Test Supplier Sabina 5432543254322

Shopping cart name	Type	Created	Changed	# Positions	Status	Total	
<input type="text" value="Shopping cart New"/>	SHOP	29.03.22	29.03.22	1		217,00 Kr	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text" value="Shopping cart No.2"/>	SHOP	29.03.22	29.03.22	0	No articles in cart Subtotal too low	15,00 Kr	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

Action for selected carts:

Un-check the respective shopping cart for the order button to activate

### Screenshot – send multiple orders

Shopping carts

[+ Add shopping cart](#) [Edit shopping carts](#)

Test Supplier Sabina 5432543254322

Shopping cart name	Type	Created	Changed	# Positions	Status	Total	
<input type="text" value="Shopping cart New"/>	SHOP	29.03.22	29.03.22	1		217,00 Kr	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text" value="Shopping cart No.2"/>	SHOP	29.03.22	29.03.22	0	No articles in cart Subtotal too low	15,00 Kr	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Action for selected carts:

**IMPORTANT:** once an order has been sent and transmitted to the supplier – PBS cannot make any changes to it whatsoever. In case you made a mistake or want to add to the order after it was sent, please contact the supplier directly.

## 8. Wish list

Create **wish** lists if you repeatedly order certain products from suppliers. This saves you having to search for products again. Simply place the desired products in a watch list, name it and save it.

The **wish** list can be edited and extended at any time.

You can mark multiple products to put on your wish list.

New Product 3 Sabinas fabulous item Sabina DK
✓



**Article numbers**

Art. No.: 220227  
 Art. No. (Wholesale): 220227  
 GTIN: 8058664058006

**Logistical data**  
 19 x 20 x 21 mm

**Price information** ⓘ

LP: 70,25 Kr / 1 stk  
 RSP (gross): 204,00 Kr / 1 stk

**Quantity**

- 2 +

Availability: Ⓜ

Your price

**70,25 Kr**

per 1 stk

☰ Wish list

🛒 Shopping cart

Brand\_P-0119
✓



**Article numbers**

Art. No.: P-0102\_55  
 Art. No. (Wholesale): P-0100\_55  
 GTIN: 8058664055579

**Logistical data**  
 126 x 127 x 128 mm

**Price information** ⓘ

LP: 21,20 Kr / 1 stk  
 RSP (gross): 204,00 Kr / 1 stk

**Quantity**

- 1 +

Availability: Ⓜ

Your price

**21,20 Kr**

per 1 stk

☰ Wish list

🛒 Shopping cart

Transfer selected articles: ☰ 🛒

## 9. My PBSeasy® platform

"MyPBSeasy®" is your user administration platform in PBSeasy®.

Here you can track your orders, change company settings, create new users or simply view the latest news in PBSeasy® via the dashboard.

You can open MyPBSeasy® on the shop platform by clicking on the corresponding link at the top of the page.



Or you can save the page as a favourite in your browser: <https://my.pbsnetwork.eu>.

In My PBSeasy® the following tabs are available:

### Products

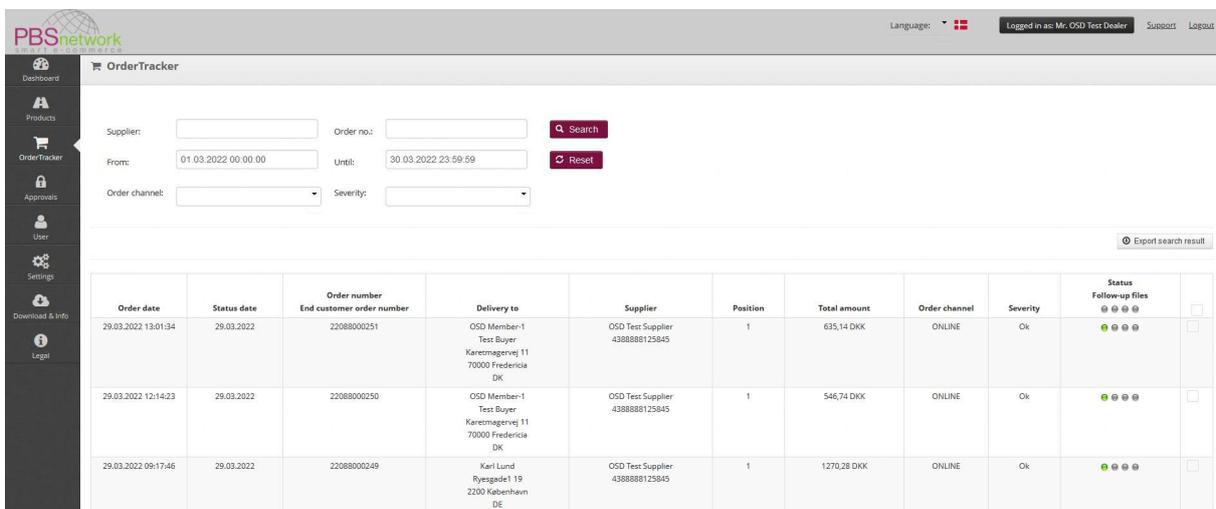
This tab does not apply to OSD retailers as these have already been pre-set as part of the OSD project.

### OrderTracker

#### Order Overview

Here you can track all orders you placed through the PBSeasy® platform. You can refine the displayed order list by pre-filtering by supplier, order number or/and date.

The current date is always set as default. If you leave the fields empty, all orders you have placed via PBSeasy® so far will be listed.



The screenshot shows the OrderTracker interface with the following search filters:

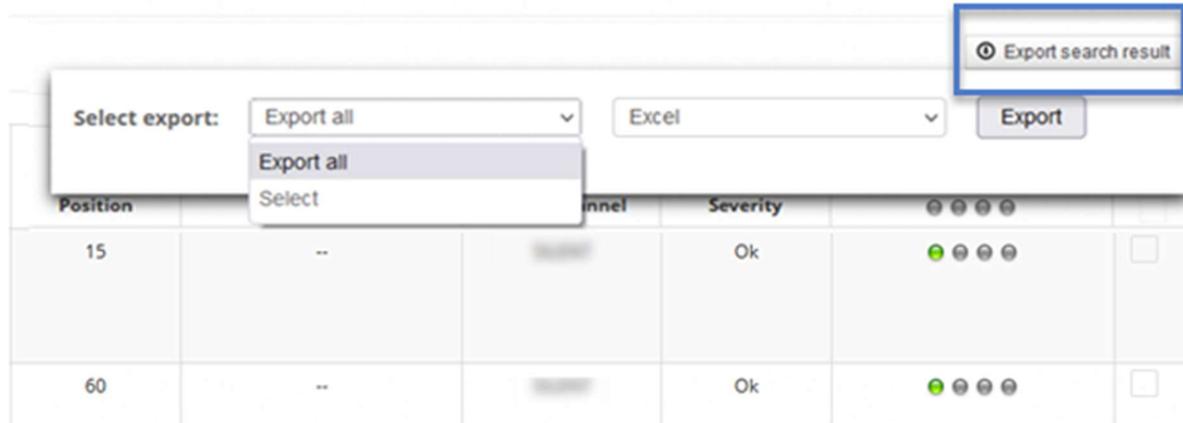
- Supplier:
- Order no.:
- Search:
- From:
- Until:
- Reset:
- Order channel:
- Severity:

Export search result:

Order date	Status date	Order number	Delivery to	Supplier	Position	Total amount	Order channel	Severity	Status Follow-up files
29.03.2022 13:01:34	29.03.2022	22088000251	OSD Member-1 Test Buyer Karemsgørgvej 11 70000 Fredericia DK	OSD Test Supplier 4388888125845	1	635,14 DKK	ONLINE	Ok	●●●●
29.03.2022 12:14:23	29.03.2022	22088000250	OSD Member-1 Test Buyer Karemsgørgvej 11 70000 Fredericia DK	OSD Test Supplier 4388888125845	1	546,74 DKK	ONLINE	Ok	●●●●
29.03.2022 09:17:46	29.03.2022	22088000249	Karl Lund Ryegårdvej 19 2200 København DE	OSD Test Supplier 4388888125845	1	1270,28 DKK	ONLINE	Ok	●●●●

## Export Search Result

The filter result can be exported as Excel or csv file, in full or as a selection (check mark desired orders on the right-hand side).



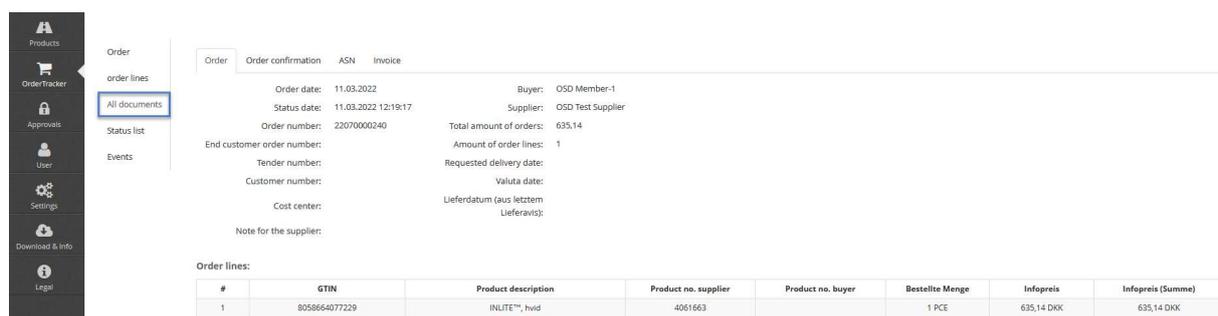
## Follow-up documents:

The traffic light symbols will only show the availability of the order confirmation, delivery note and invoice if a supplier provides the follow-up documents via PBSeasy® in the fulfilling process.

The column "status follow-up documents" on the right side of the overview table will inform you on the status of the order and the corresponding follow-up documents (all "green" means that the order is completed)



The documents can be viewed by clicking on a respective order and going to "All documents"



**IMPORTANT:** if a supplier does **not** process their follow-up files via PBSeasy®, the traffic light symbols for these document types will stay gray/red. The only button that will always be green is the left one which confirms that your order was sent from our system to the respective supplier.



In this case a supplier will send the order confirmation, delivery note and invoice from their own system to you, not via the PBSeasy® platform.

## Order Details

Selecting an order will give you the following options:

- Order
- Orderlines
- All documents (only if follow-up documents are fulfilled via PBSeasy!)
- Status list - incoming and outgoing EDI files of your order and order confirmation
- Events - shows validation results and errors within an order.

## Approvals

This tab does not apply to OSD retailers. As part of the OSD project, all supplier approvals were pre-set.

## Users

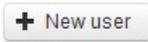
This button is displayed only if you have administrator user rights.

You have the following option to manage your users:

### Add User

Create additional user accounts and assign various access rights to these accounts.

NOTE: the username must be a **valid email address**.

As a first step, create the user profile by clicking on  and fill in the new user profile. All fields marked with a \* are mandatory. Press "Save".

Secondly select the newly created user to set their access permissions.

**Manage user testsupplier@pbsnetwork.eu**

Common      Administer access authorizations. Please note the shop permission for this user!

Access authorization

Shop approval

Change password

Delete user

User right	
Online-Shop	<input checked="" type="checkbox"/>
MyPBSeasy	<input checked="" type="checkbox"/>
OrderTracker	<input checked="" type="checkbox"/>
PriceTracker	<input checked="" type="checkbox"/>
Role	
Company Admin	<input checked="" type="checkbox"/>

Select "Shop approval" to select the assortments this user should see on the **shop platform**. Default is set to "all granted assortments".

You can furthermore set the following user rights:

- Show product: view products only
- Show prices: products are displayed with price
- Add to shopping cart: if check mark is not set, the shopping cart button will be greyed out. No products can be put in the shopping car
- Place order: if check mark is not set, the user cannot place orders through the shop page.

**Manage user testsupplier@pbsnetwork.eu**

Common      Administer Online-Shop-permissions

Access authorization

Shop approval       Save

Change password

Delete user

Buyer	Assortments	Show product	Show prices	Add to shopping cart	Place order
Test Supplier Sabina	SabinaT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Delete User

Open the corresponding user by clicking on the username (email address) – select "Delete user".

## Change Password

Open corresponding user by clicking on the username (email address) – select "change password".

## Settings

Here you can check and maintain your company data entered in our system. Your company data has been pre-set by us. If you find discrepancies or errors, please amend here.

Available tabs are:

- Company data
- Communication data
- Company information
- Bank details - only needed for German buyers
- Order settings - recipient emails for orders

## Download & Info

Documents like this user guide can be found here.