

B2B platform Labelingweb T-Trade: user manual



USER MANUAL

The Labelingweb platform is the B2B tool that T-Trade Group makes available to resellers of labels and thermal transfer ribbons.

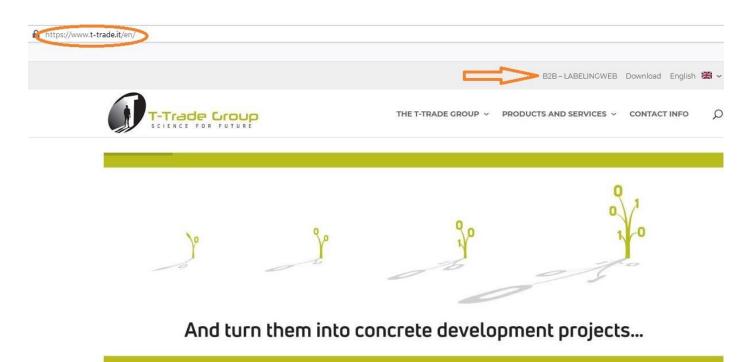
Through Labelingweb, it is possible to estimate and order TTR and neutral adhesive labels 24/24 h from any device with internet connection.

It is an immediate and intuitive configurator.

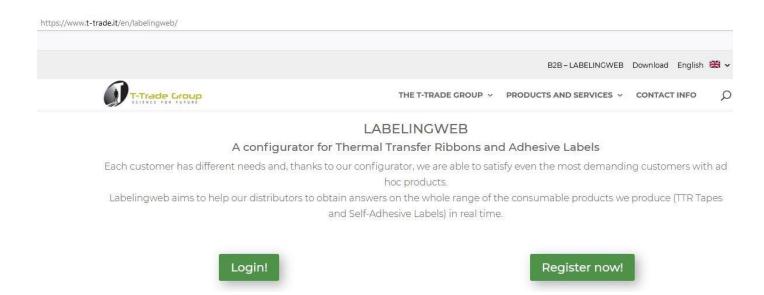
The easiest way to do business without wasting time.

1 - REGISTRATION AND ACCESS

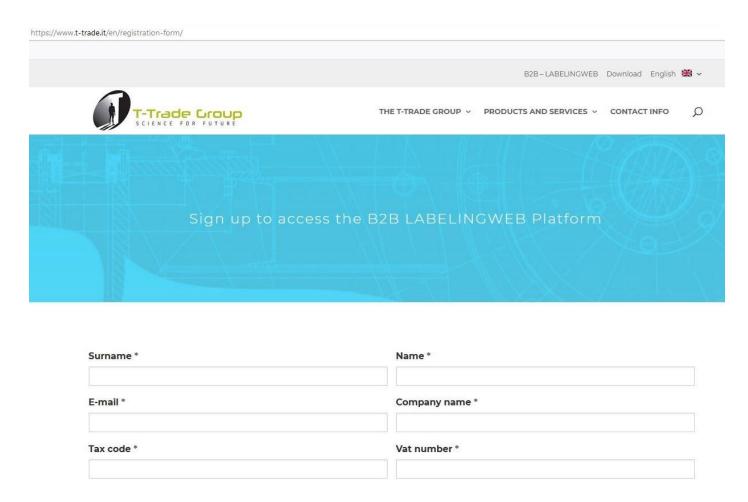
From www.t-trade.it/en/ click on "B2B - LABELINGWEB" (also from smartphone: scroll the drop-down menu to B2B - LABELINGWEB)



Click on "REGISTER NOW!"



Fill in the form in its entirety. ATTENTION: the fields are almost all mandatory (except for the NOTES, for example, to be used for any additional messages and / or communications). Make sure you fill in all the fields in order to proceed with the registration.



Once you have filled in all the fields, click on "Send registration" to receive your personal password setting email (the email is sent to the specified email address only, to guarantee 100% user privacy).



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Customer Service T-Trade Group <customerservice@t-trade.it> Access password setting B2B - LABELINGWEB

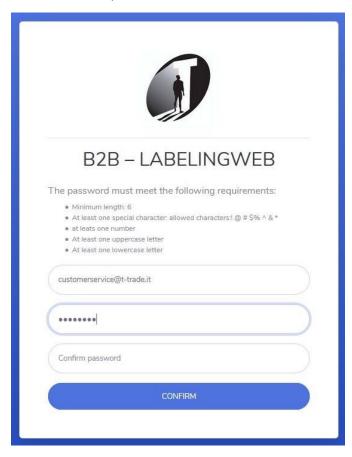
A ufficiomarketing@t-trade.it

Dear Customer,

thank you for choosing the advantages of LABELINGWEB. To set the access password click <u>HERE</u>

Best regards

The link received leads directly to the personal password setting page, where all the information for a safe and unique choice is provided, as an example below.

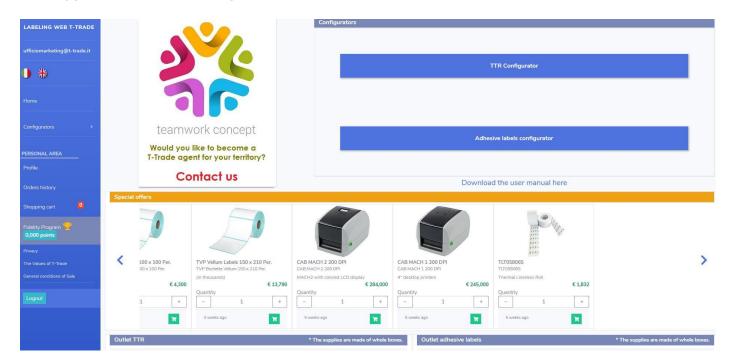


Once you have chosen and saved your personal password, you can access the B2B Labelingweb using the registration email address as USER and the personal password you set as your PASSWORD.

WELL DONE! REGISTRATION TO THE T-TRADE GROUP B2B LABELINGWEB HAS BEEN COMPLETED!

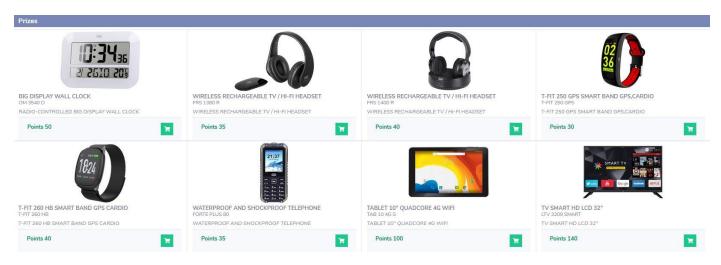
From here on, you can access Labelingweb both from the website www.t-trade.it, by clicking on B2B LABELINGWEB and then on LOGIN, and directly from https://www.labelingweb.t-trade.it, by entering your email + password. (Tip: save the login page as a favorite in the browser to be able to open it without searching for it and quickly).

2 - PERSONAL AREA B2B LABELINGWEB



Once you have entered your login credentials, you enter the platform home page, which immediately identifies the logged in user (blue column on the left) through his email address. Here you can choose the language (ITALIAN / ENGLISH), immediately enter the TTR and / or LABELS configurator, check the profile data, the history of your orders, the contents of your cart and the points accumulated for the Fidelity Program: at each purchase, you can accumulate points for rewards. Click on "Fidelity Program" to access the list of rewards and find out the points needed to obtain them.

Fidelity Program



(To choose the prize you must have the required points; click on the Cart icon, the points will be automatically downloaded).

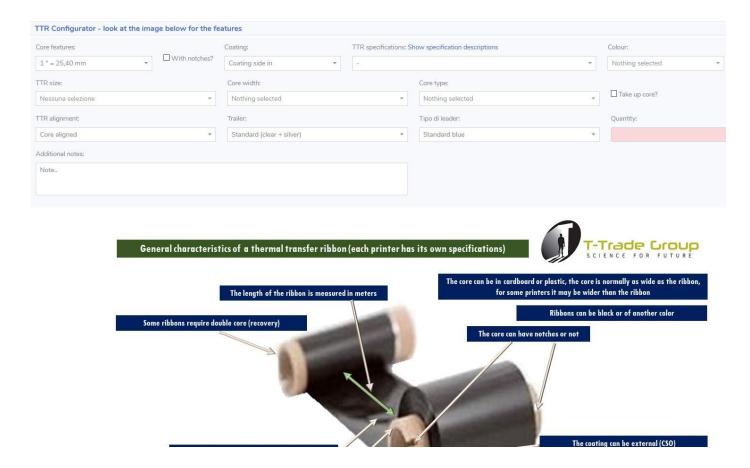
In the blue column on the left you will also find the logout to end navigation on the platform. In the central part of the Home page, there are configurators, Special Offers and the TTR and Labels Outlet, where you can take advantage of various purchase opportunities.

3 - TTR CONFIGURATOR

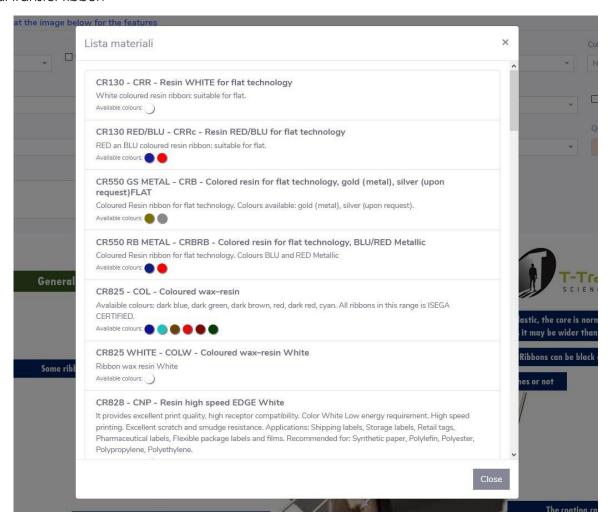
Click on "TTR Configurator" to access the page for configuring, estimating and ordering thermal transfer ribbons.



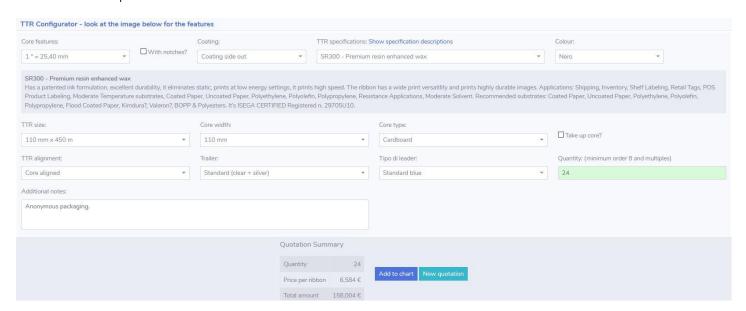
The configurator is equipped with an image (at the bottom of the page) to guide the choice of the TTR specifications. Each field allows you to choose all the characteristics necessary to configure the type of thermal transfer ribbon required and to indicate the quantity. The "Notes" field can be used for any additional information or communications with T-Trade.



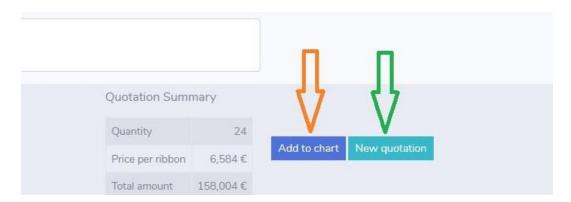
By clicking on "View material description" a drop-down menu opens with the specifications of each thermal transfer ribbon



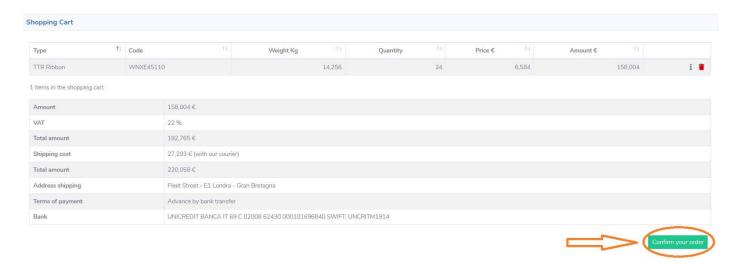
Here is an example of a TTR order:



Now you can add the order to the cart or cancel it by requesting a new quote.



After adding the product to the cart, you can: proceed with a new quote, both in the TTR configurator and in the Label configurator, or enter the "Cart Contents" area to view the order before confirming it.



Once confirmed, you will receive an Order Summary via email containing all the information useful for the purchase, payment and shipment of the goods. (As an example shown on the next page).



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Customer Service T-Trade Group <customerservice@t-trade.it>

Order summary n. 4 Labelingweb



Dear Smith Daniel.

you receive this email for placing an order on labelingweb.t-trade.it.

BILLING DATA
Gruppo We Care Srl
Tax code: 02439600426
VAT number: 02439600426
Fleet Street - E1 Londra - Gran Bretagna
0719161326 - customerservice@t-trade.it

SHIPPING TO Gruppo We Care Srl Fleet Street - E1 Londra - Gran Bretagna

ORDER DATA: N. 4 of 15/09/2020 09:11

Amount: 158,004 € Amount: 158.004 € Weight: 14,256 Kg

Transport *: 27,293 €

* 1. Tansport conditions unless otherwise agreed * 2. Transport rates calculated by standard courier. For different needs contact us.

Total amount: 185,297 €

Bank: UNICREDIT BANCA IT 69 C 02008 62430 000101696840 SWIFT: UNCRITM1914 Except as otherwise agreed

PRODUCTS PURCHASED

Product	Peso	Quantity	Prezzo	Amount
Nastro TTR WNXE45110	14,256 Kg	24	6,584 €	158,004 €

Core features: 1 " = 25,40 mm

With notches: NO Coating: Coating side out TTR specifications: SR300 - Premium resin enhanced wax

Nero Colour:

110 mm x 450 m TTR size: Core width: 110 mm TTR alignment: Core aligned Core type: Cardboard
Take up core: NO
Leader: Standard blue

Trailer: Standard (clear + silver)

Approximately Approxim

Official order confirmation will follow Expected delivery times usual in use. Any amendments to the terms and/or conditions will be formalized.

Transfer Trade s.r.l.

Sede legale: Via Desman 336 - 35010 Borgoricco (PD) Italy commerciale@t-trade.it

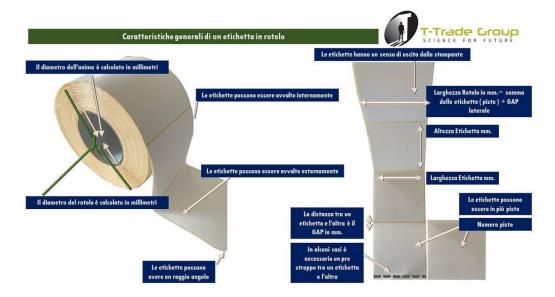
Ancona Branch: Via Del Consorzio, 2 - 60015 FALCONARA M.MA (AN) Italy Phone: +39 071 9156187 - +39 071 9156156 - Fax: 071 9189811 V.A.T.: 03948990282

The Order Summary will be followed by official Order Confirmation by the T-Trade Group Customer Service

CONGRATS! THE PURCHASE PROCEDURE THROUGH THE B2B LABELINGWEB HAS BEEN COMPLETED!

3 - LABELS CONFIGURATOR

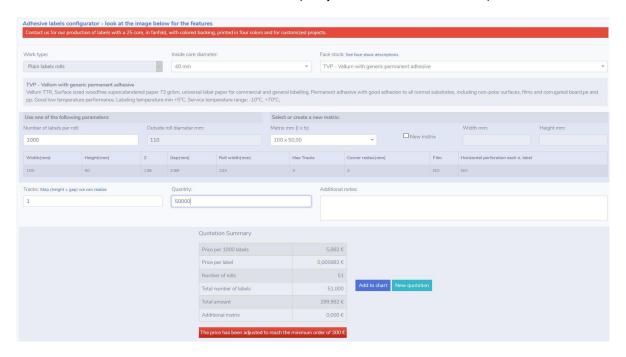
The whole procedure outlined above is replicated in the "Label Configurator" area, always equipped with an image at the bottom of the page to guide the choice of label specifications.



Also in the Label Configurator, each field allows you to choose all the characteristics necessary to configure the type of Label required and to indicate the quantity. The "Notes" field can be used for any additional information or communications with T-Trade.

It is also possible to open the drop-down menu "View material description" for an in-depth analysis on the type of Label.

Attention: the minimum purchase value for the labels is € 300.00 (€ 100.00 for the TTR): if the order does not reach the minimum, the calculator will automatically adjust the cost, as an example below:



The procedure for confirming your purchase order is the same as that described above for TTR. Once the order is completed, an Order Summary is received via email, followed by the official Order Confirmation by the T-Trade Group Customer Service staff.

4 - ORDER HISTORY

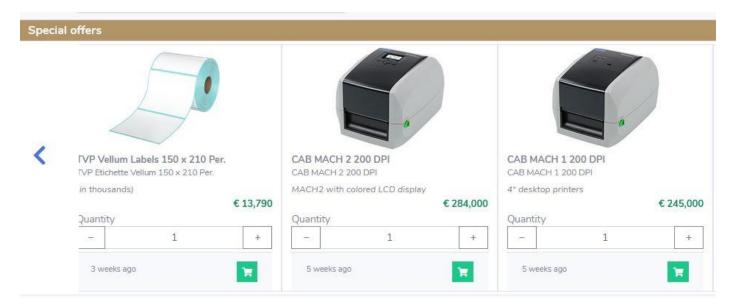
This section contains the history of all orders placed.



By clicking "i" the order is exploded in its details.

5 - SPECIAL OFFERS

In the Home you will also find the Special Offers that T-Trade makes available exclusively to the Users of the Platform.



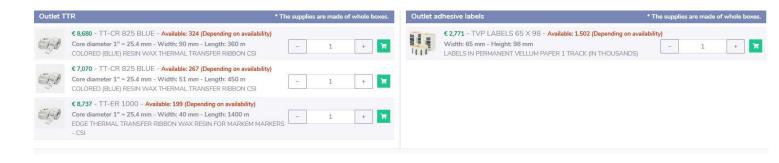
It is possible to consult the details of the offer by simply clicking in any area of the offer itself. For example, by clicking on the photo of the printer, the following window opens:



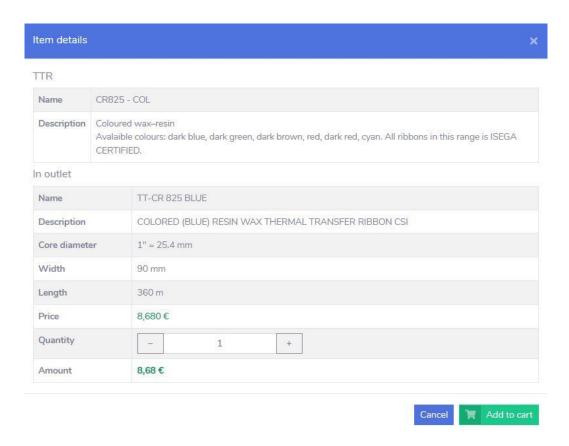
Here you can choose the desired quantity, then add the order to your cart, or close the window by canceling it.

6 - OUTLET TTR AND LABELS

In the Home there is also the TTR Outlet and Label Outlet area where you can find products at very special prices, reserved for Users of the Platform.



By clicking on the image of the Cart, the product menu opens with its details: in this window, you can choose the quantity, add the product to your cart or close the window by canceling.



6 - END OF NAVIGATION

Once all navigation operations have been completed, click Logout in the personal column on the left of the Home Page:

