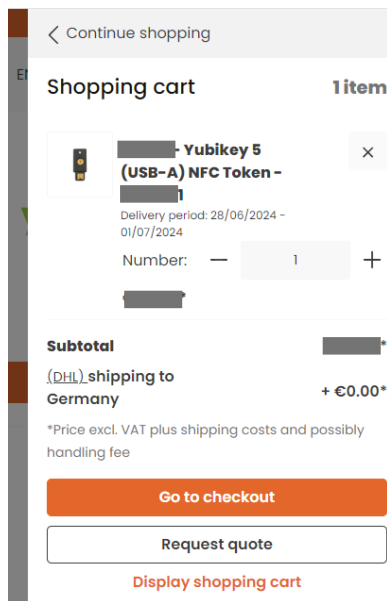
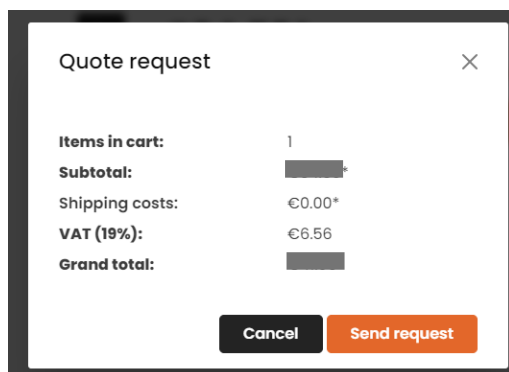


## Create an offer in the webshop

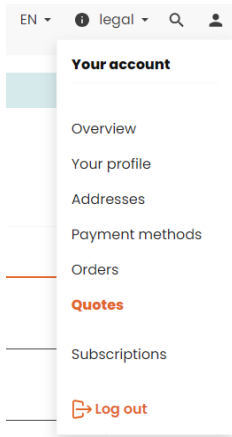
1. Please log in to your customer account. This can be done in the top right-hand corner of the store under "Your account". If you do not yet have a customer account, please create one.
2. Then select the components you want to order and add them to the shopping cart.
3. In the shopping cart view, you will see the "Request quote" button. Please click on this button if you are satisfied with the shopping cart.



4. A summary will be generated again, which you should confirm with "Send request".



5. By opening your customer profile under "Your account", please click on "Quotes".



6. You will now see an overview of all the quotations you have requested from us. By selecting the three dots to the right of the status of each offer, you can now download the corresponding offer and process it in your systems.

Thank you for your request! A quote has been created with the number: #1014

Hello, [redacted]

### Quotes

Quote #	Created at	Valid until	Grand total	Created by	Status
1014	26/06/2024, 10:13	10/07/2024, 10:13	[redacted]	[redacted]	Replied <span>⋮</span>

### Status

Replied ⋮

[Download PDF](#)  
[View details](#)


7. If you have processed our offer and have an order form or an order number, you can click directly on the offer number in the overview of offers. This will take you to the shopping cart where you can place an order ("Place order").

< Quote #1014 Replied

Details		Cart summary	
Created at	26/06/2024, 10:13	Subtotal (net)	[redacted]
Created by	[redacted]	Discount	€0.00
Valid until	10/07/2024, 10:13	Total (net)	[redacted]
Order number	-	VAT (19%)	€6.56
		Grand total (net)	[redacted]

[Download PDF](#) [Place order](#)

### Items

Product	Quantity	excl. VAT	Subtotal
 Yubikey 5 (USB-A) NFC Token - 4 Product number: SW10081	Number: 1	[redacted]	[redacted]

8. You will be taken to the usual order completion view.

## Complete order

Please select your payment and shipping method.

### Terms and conditions and cancellation policy

Please note our [cancellation policy](#).

I have read and accepted the [general terms and conditions](#).

#### Shipping address

Change shipping address

#### Billing address

Change billing address

### Order information

MTRIX supplier number 1234	Your order number Enter order number ...
Your cost center Enter cost center ...	Customer Enter customer ...

### Summary

Total	██████████
Shipping costs	€7.40*
Net total	██████████
plus 19% VAT	€7.97
<b>Grand total</b>	<b>██████████</b>

### Shopping cart

Yubikey 5 (USB-A)×

NFC Token - ██████████×

Number: 1██████████











Submit order

9. You can now enter the MTRIX supplier number and your order number under Order information. Both will be displayed on the delivery bill and on the invoice. You can also upload your order form in this step. To do this, click on "Upload order document" and select the appropriate file.

## Order information

MTRIX supplier number 1234	Your order number Enter order number ...
Your cost center Enter cost center ...	Customer Enter customer ...

[Click here to upload the order document](#)

 quote_1016.pdf	28.06.2024 13:18	Microsoft Edge P...	127 KB
 quote_1013.pdf	26.06.2024 09:24	Microsoft Edge P...	127 KB
 quote_1012.pdf	25.06.2024 09:41	Microsoft Edge P...	127 KB
 quote_1011.pdf	25.06.2024 09:33	Microsoft Edge P...	127 KB
 g51164.pdf	25.06.2024 09:06	Microsoft Edge P...	1.198 KB
 quote_1010.pdf	24.06.2024 10:07	Microsoft Edge P...	127 KB
 quote_1009.pdf	21.06.2024 15:21	Microsoft Edge P...	127 KB
 quote_1008.pdf	21.06.2024 15:18	Microsoft Edge P...	127 KB
 quote_1007.pdf	21.06.2024 11:48	Microsoft Edge P...	127 KB
 quote_1006.pdf	20.06.2024 10:20	Microsoft Edge P...	127 KB


name: quote\_1016.pdf Alle Dateien (\*.\*)

Vom Handy hochladen Öffnen Abbrechen



10. Check your details and click on “Submit order” to complete the order.

11. You will receive a confirmation that we have received your order.



## Thank you for your order with MTRIX | Authentication Solutions!

Your order number: # [REDACTED]  
Order confirmation email has been sent.

**Shipping address**

[REDACTED]

**Billing address**

[REDACTED]

**Information**

Payment method: Invoice  
Shipping method: DHL


**Order information**

Your order number: 1016      Your cost center: [REDACTED]

**Summary**

Total	[REDACTED]
Shipping costs	€0.00*
Net total	[REDACTED]
plus 19% VAT	€6.56
<b>Grand total</b>	<b>[REDACTED]</b>

**Shopping cart**

 [REDACTED] - Yubikey 5 (USB-A)  
NFC Token - [REDACTED]  
Number: 1  
[REDACTED]