



# MEZ-TECHNIK Online Shop

Manual – Version 1.0


EN ▾ Welcome,
Customer Service: +49 (7072) 60098-0




Products
Applications
Service
Company




### New Products




MEZ-DUCT-TESTER



MEZ-PLAST



MEZ-ZINC-ALU SPRAY 200 400 ml



MEZ-SYPHON-FLANGE 30

## 01. General

In our MEZ-TECHNIK online shop you can find products for manufacturing, assembly as well as cleaning and service of air duct systems. The useful filters help you to get to the desired product in only a few steps. Technical information, safety data sheets and more additional documents can be found at the respective product. You need to be logged in to see those documents.

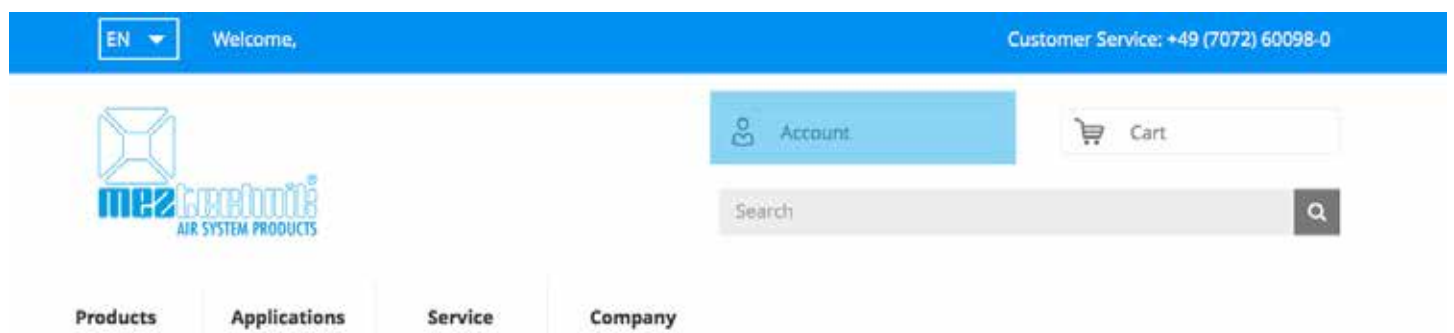
Of course, also your individual prices and discounts are displayed as soon as you are logged in with your personal login data.

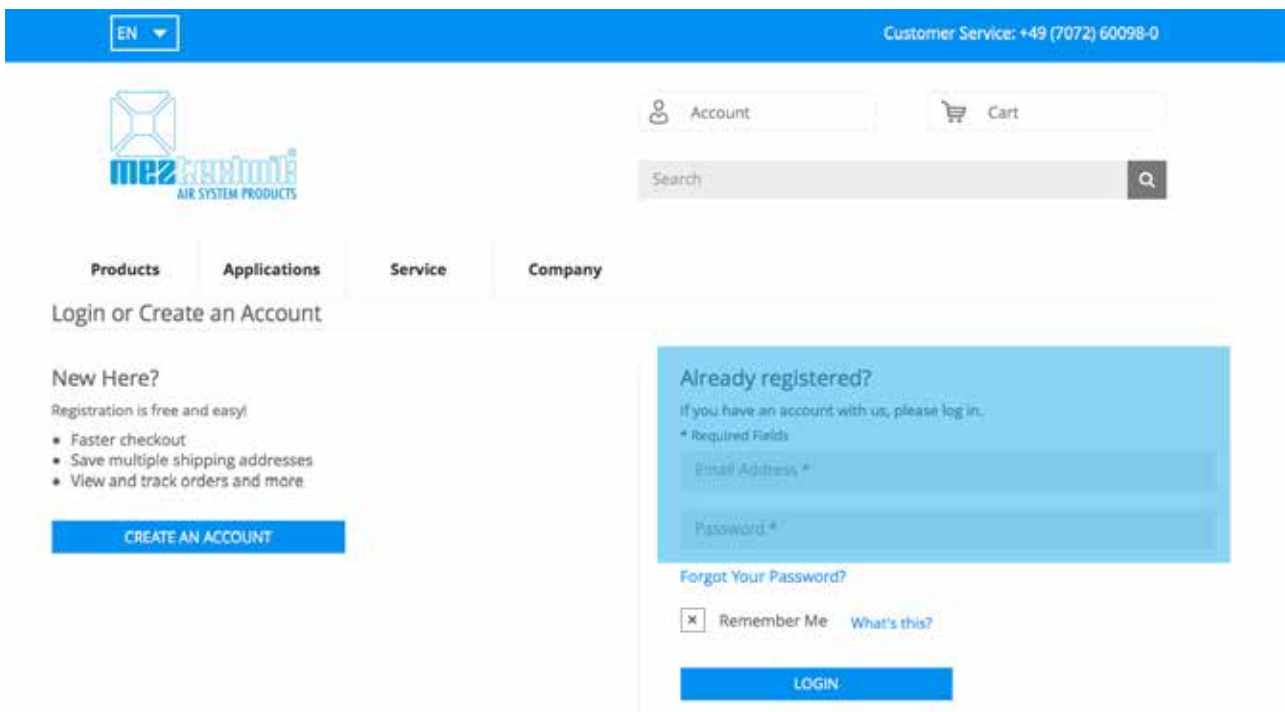
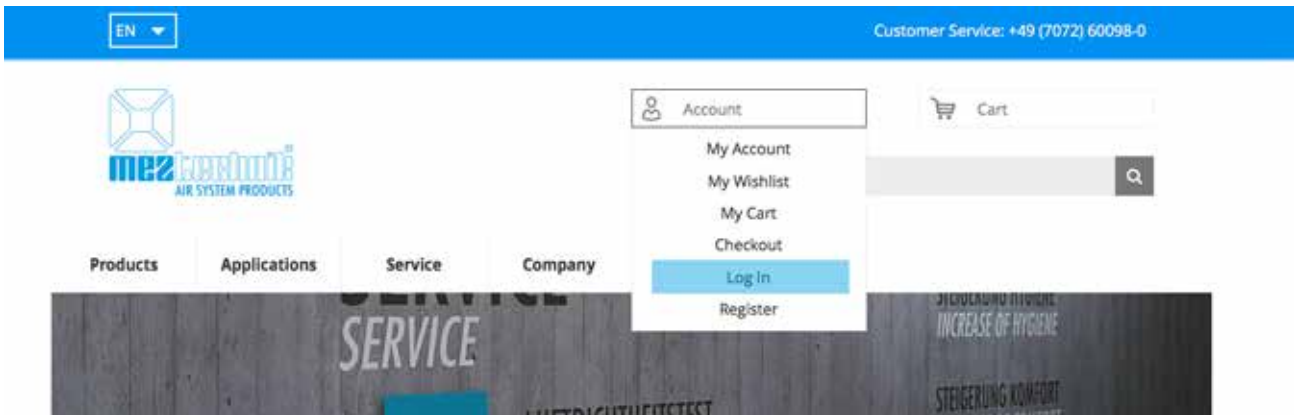
## 02. Login & Registration

To experience all features of our new online shop it is necessary to be signed in with your personal login data. If you don't have a customer account so far we are kindly ask you to register in our online shop.

### 02.01. Customers

If you're already a customer of MEZ-TECHNIK, just go to „Account“ and log in. Once you have clicked on „Account“ several subitems will drop down. Click on „Log in“ and enter your individual login data on the following page. Your login data consists of your email address and your personal password.





## 02.02. Registration

If you are not a customer of MEZ-TECHNIK so far, just click on „Account“ and then on „Registration“. Now you will be forwarded to the registration page. Please fill in all required information and click on „REGISTER“ at the bottom.

As soon as you successfully registered, all functions of the online shop are available and you can place your order.

## 02.03. Login failed

If you are not able to log in, please check the following points.

### 02.03.01. **Forgot password/wrong password**

You can't remember your password or you have entered a password and it didn't work? In that case just click on „Forgot Your Password“. You will then be forwarded to a page where you should type in your email address into the intended field. Afterwards just click on „SUBMIT“.

Now an email will be sent to your email account. This email includes a link to reset your password. Just click on the „Reset Password“ link within the email and assign yourself your new password.

### 02.03.02. **Inactive account**

It occasionally happens that your account is still inactive when you want to log in for the first time. If that's the case you will automatically receive an email from our customer service. Within this email you will find a link for the reactivating of your account. Just click on the link in the email and your account will be activated so you're able to use all features of the online shop.

### 02.03.03. **Subaccount not available**

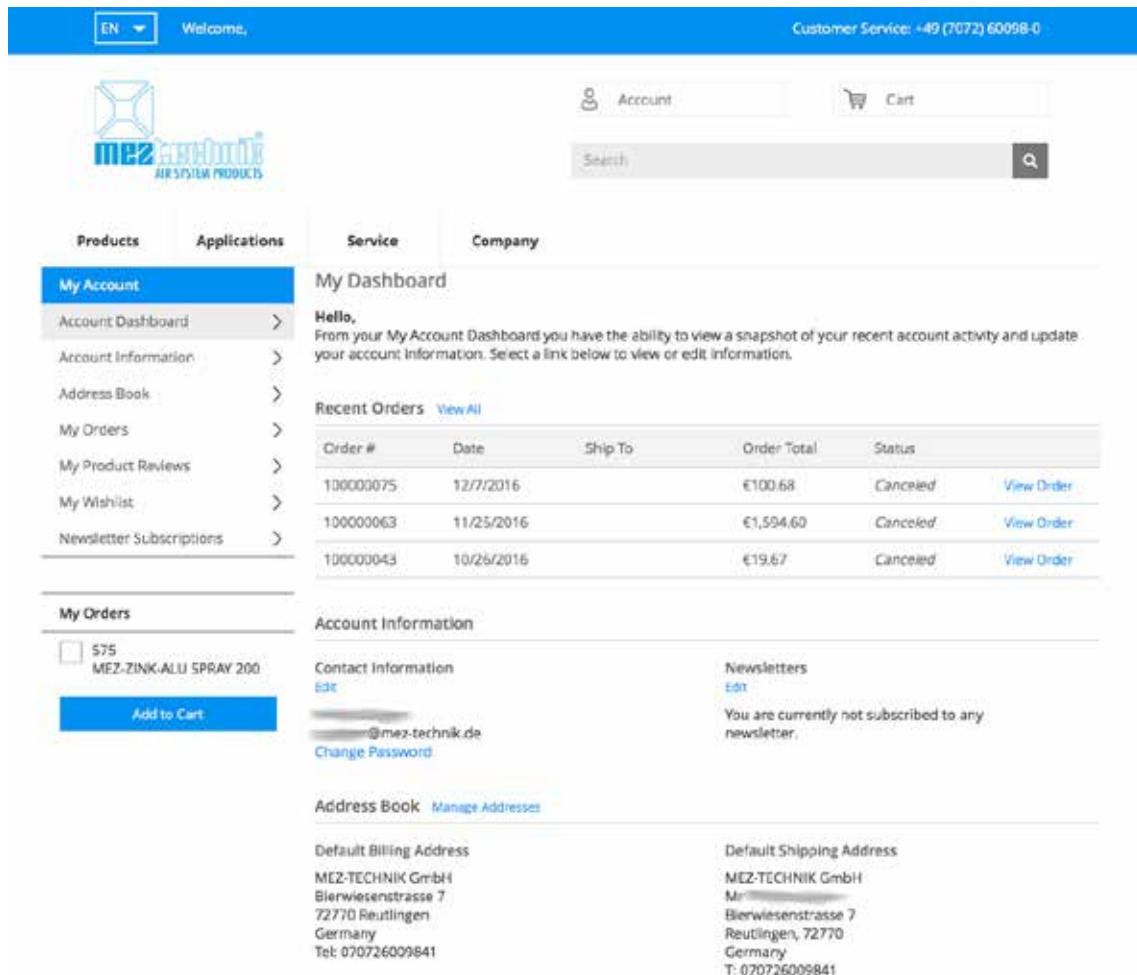
Your company is already a customer of MEZ-TECHNIK but your personal login doesn't work? In that case just get in touch with our customer service and we will create a subaccount for you within.

## 03. My account

Within „My Account“ you can find all the information about your account such as your last orders, your address book or your personal settings / data.

### 03.01. My account / Account Dashboard

„My Account / Overview“ includes several information like for example an overview of your last orders, standard delivery addresses and your personal data.



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Account Cart

Search

Products Applications Service Company

**My Account**

- Account Dashboard >
- Account Information >
- Address Book >
- My Orders >
- My Product Reviews >
- My Wishlist >
- Newsletter Subscriptions >

**My Orders**

575 MEZ-ZINK-ALU SPRAY 200

Add to Cart

**My Dashboard**

Hello,  
From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link below to view or edit information.

**Recent Orders** [View All](#)

Order #	Date	Ship To	Order Total	Status	
10000075	12/7/2016		€100.68	Cancelled	<a href="#">View Order</a>
10000063	11/25/2016		€1,594.60	Cancelled	<a href="#">View Order</a>
10000043	10/26/2016		€19.67	Cancelled	<a href="#">View Order</a>

**Account Information**

**Contact Information** [Edit](#)

[@mez-technik.de](#)  
[Change Password](#)

**Newsletters** [Edit](#)

You are currently not subscribed to any newsletter.

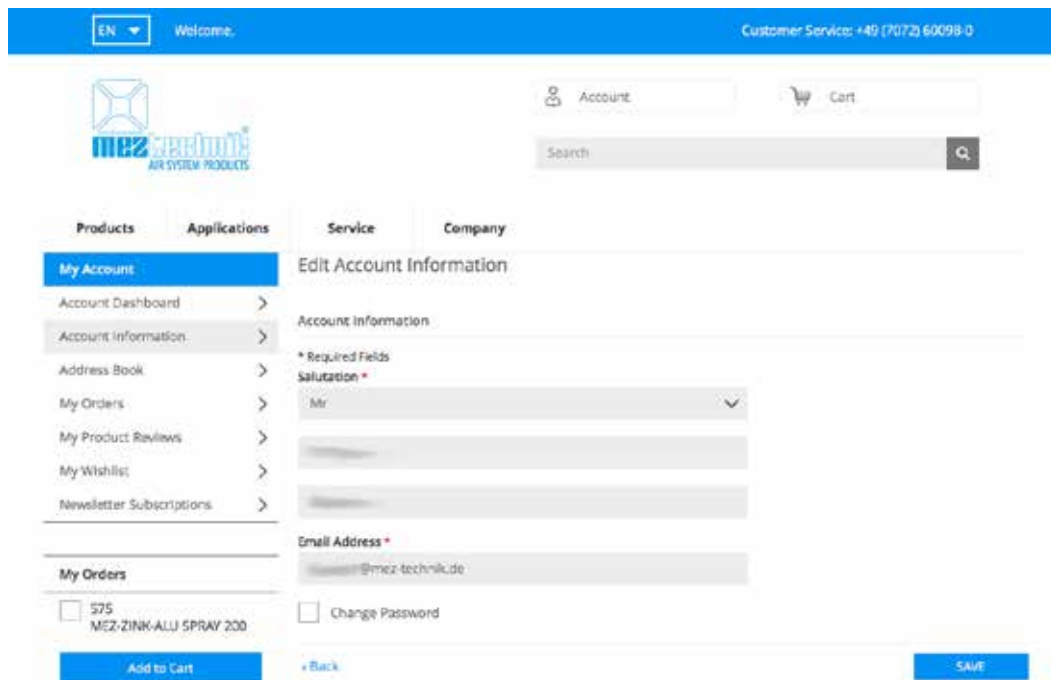
**Address Book** [Manage Addresses](#)

**Default Billing Address**  
MEZ-TECHNIK GmbH  
Bierwiesenstrasse 7  
72770 Reutlingen  
Germany  
Tel: 070726009841

**Default Shipping Address**  
MEZ-TECHNIK GmbH  
Mr. [\[REDACTED\]](#)  
Bierwiesenstrasse 7  
Reutlingen, 72770  
Germany  
T: 070726009841

### 03.02. My account / Account Information

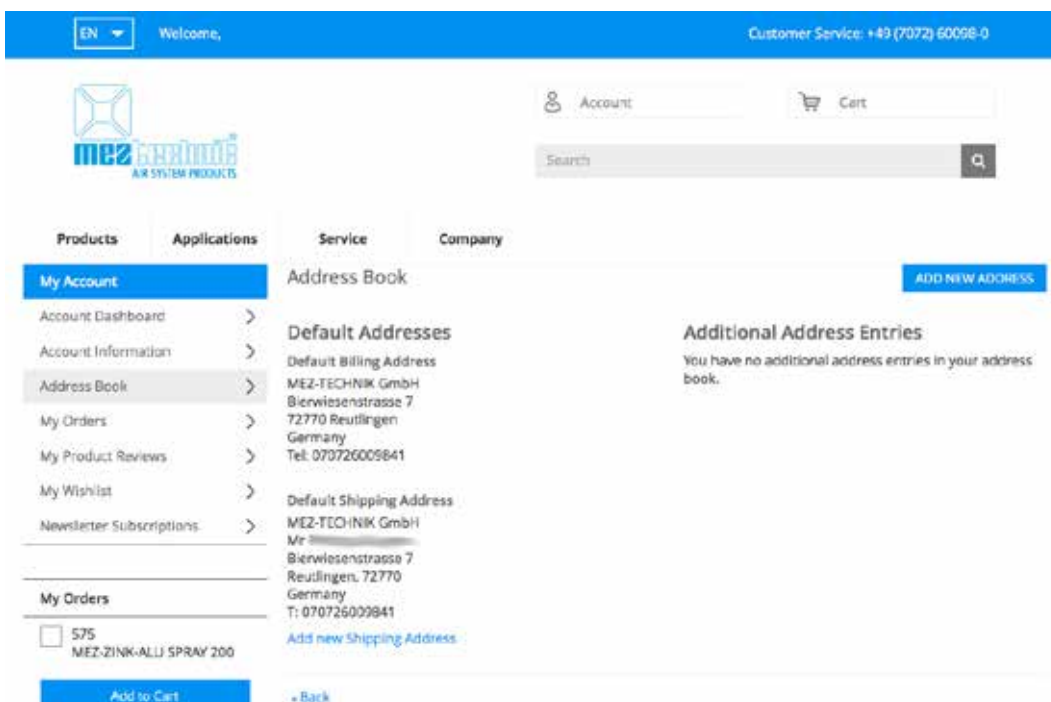
„My Data“ includes information like salutation, name and last name as well as your personal email address. Furthermore you can change your individual password.



## 03.03. Address book

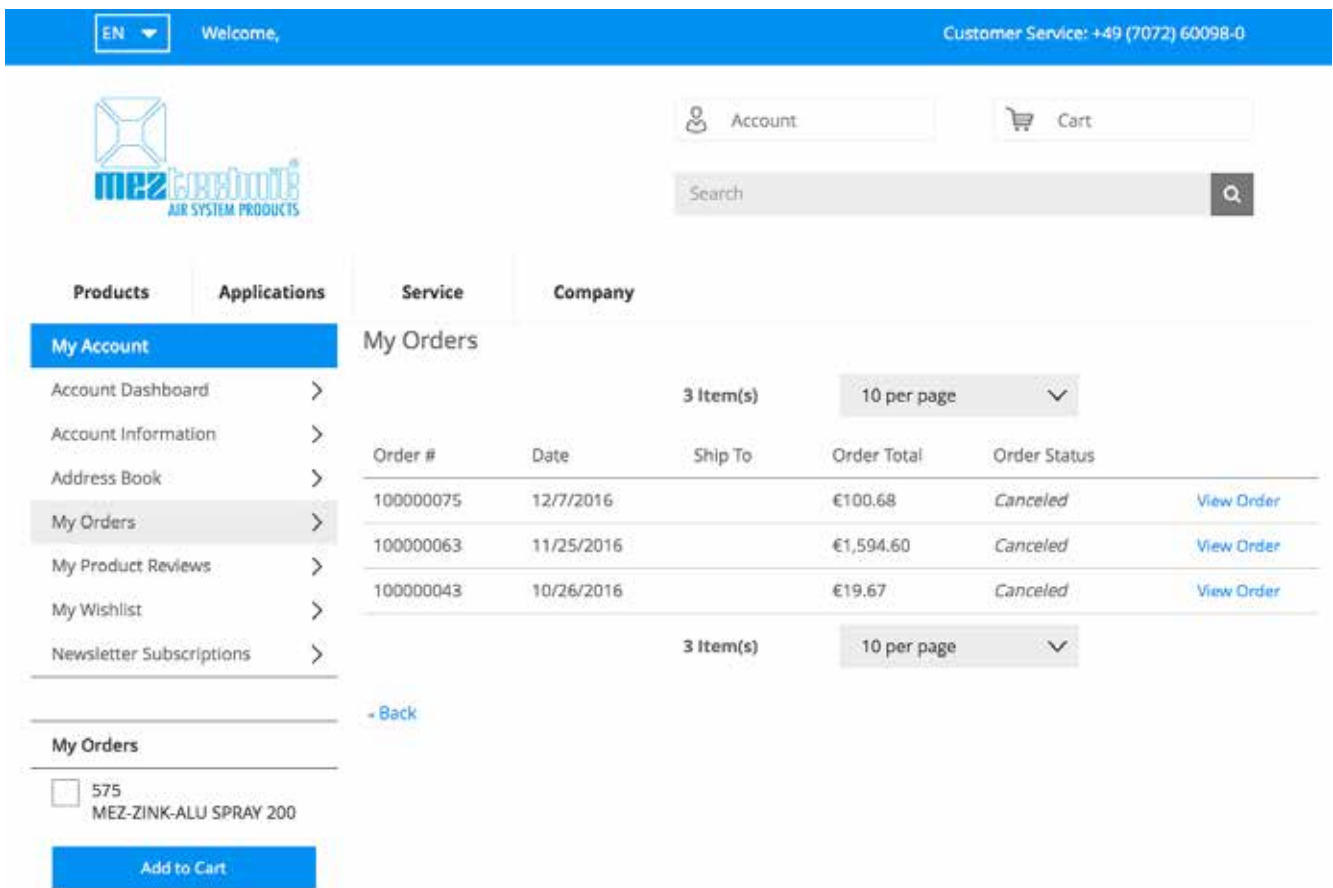
The address book shows all addresses which are connected to your customer account. You have the option to change, create or delete all addresses besides your invoice address.

Every address that is listed within your address book is also available within the order process, so you can easily select them.



## 03.04. My orders

„My Orders“ shows you all orders you have placed via the MEZ-TECHNIK online shop. You are able to see the order number, the date, the person who has placed the order, the total amount as well as the current status of the order.



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Account Cart

Search

Products Applications Service Company

**My Account**

- Account Dashboard >
- Account Information >
- Address Book >
- My Orders >**
- My Product Reviews >
- My Wishlist >
- Newsletter Subscriptions >

**My Orders**

3 Item(s) 10 per page

Order #	Date	Ship To	Order Total	Order Status	
100000075	12/7/2016		€100.68	Canceled	<a href="#">View Order</a>
100000063	11/25/2016		€1,594.60	Canceled	<a href="#">View Order</a>
100000043	10/26/2016		€19.67	Canceled	<a href="#">View Order</a>

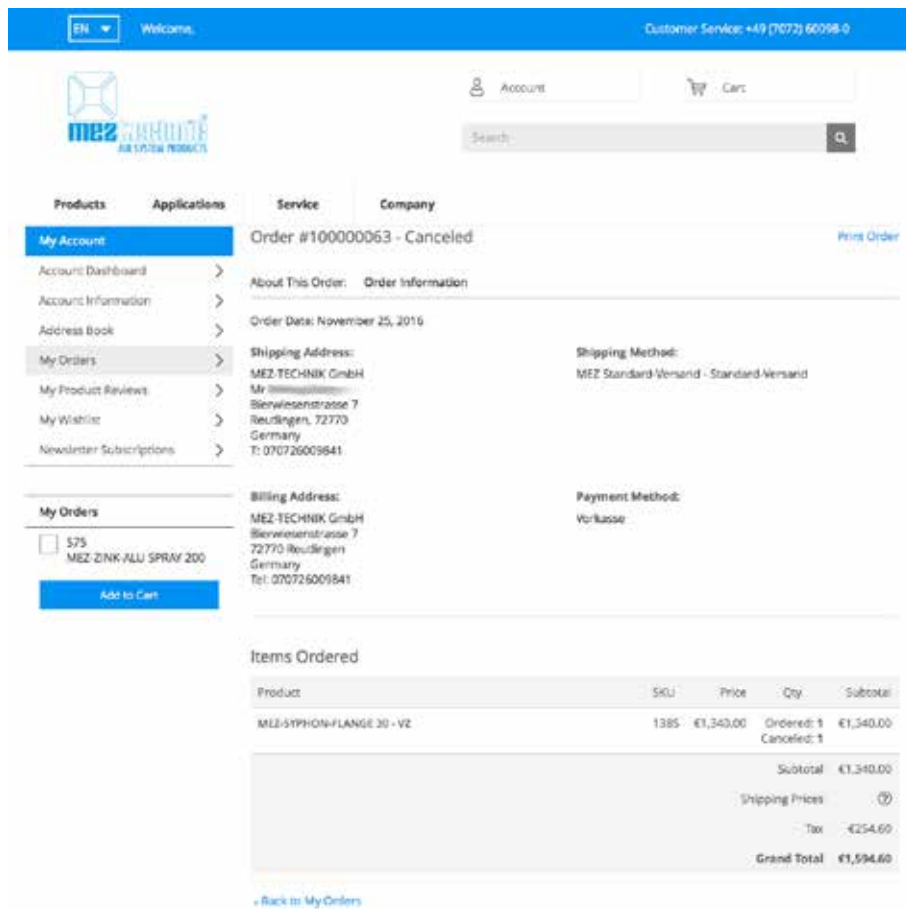
3 Item(s) 10 per page

[- Back](#)

575 MEZ-ZINK-ALU SPRAY 200

Add to Cart

If you want to see detailed information about your order, such as your ordered products you have to click on „View Order“.



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Account Cart

Search

Products Applications Service Company

**My Account** Order #10000063 - Canceled [Print Order](#)

Account Dashboard >  
Account Information >  
Address Book >  
My Orders >  
My Product Reviews >  
My Wishlist >  
Newsletter Subscriptions >

**My Orders**

575 MEZ ZINK-ALU SPRAY 200 [Add to Cart](#)

About This Order: **Order Information**

Order Date: November 25, 2016

**Shipping Address:**  
MEZ-TECHNIK GmbH  
Mr. [redacted]  
Bierwiesenstrasse 7  
Reudlingen, 72770  
Germany  
T: 070726009841

**Shipping Method:**  
MEZ Standard Versand - Standard Versand

**Billing Address:**  
MEZ-TECHNIK GmbH  
Bierwiesenstrasse 7  
72770 Reudlingen  
Germany  
Tel: 070726009841

**Payment Method:**  
Vorkasse

**Items Ordered**

Product	SKU	Price	Qty	Subtotal
MEZ-SYPHON-FLANGE 30 - VZ	1385	€1,340,00	Ordered: 1 Canceled: 1	€1,340,00
Subtotal				€1,340,00
Shipping Prices				0
Tax				€254,60
<b>Grand Total</b>				<b>€1,594,60</b>

[Back to My Orders](#)

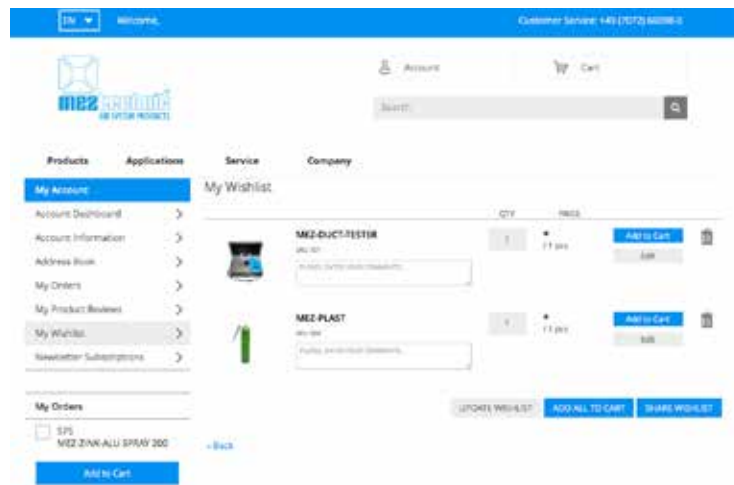
## 03.05. Product Reviews

Your reviews about our products can be found within „Product Reviews“. You are able to see an overview of all product reviews you have placed and you are also able to see their details by clicking on „Details“.

## 03.06. Wishlist

The „Wishlist“ gives you the chance to save one or more products to a list which can be also send to your colleagues or your supervisor by email. You are also able to add those products to the cart and order them in only a few steps.





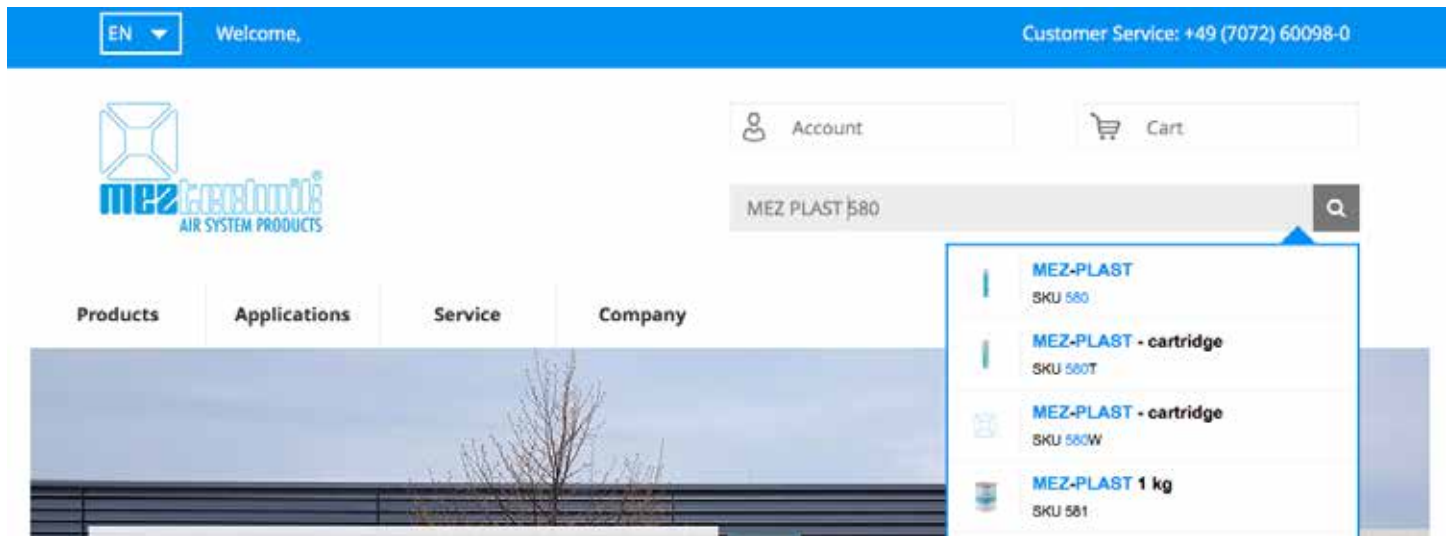
## 03.07. Newsletter Subscriptions

„Newsletter Subscriptions“ shows you which newsletter you have subscribed.

## 04. Online Shop

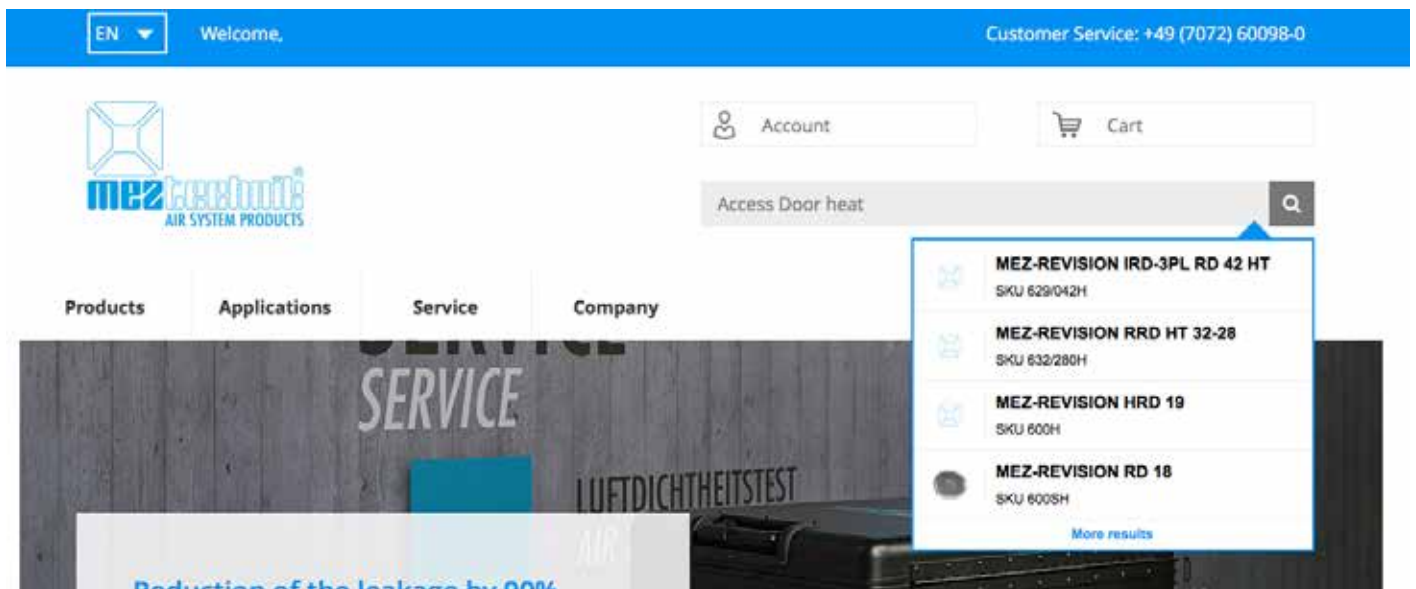
### 04.01. Article Search

The fastest way to the desired product is our article search. You are able to search for article names, article numbers, material or attributes. As soon as you start to type in your search term, the system will show to you the first results based on your search.



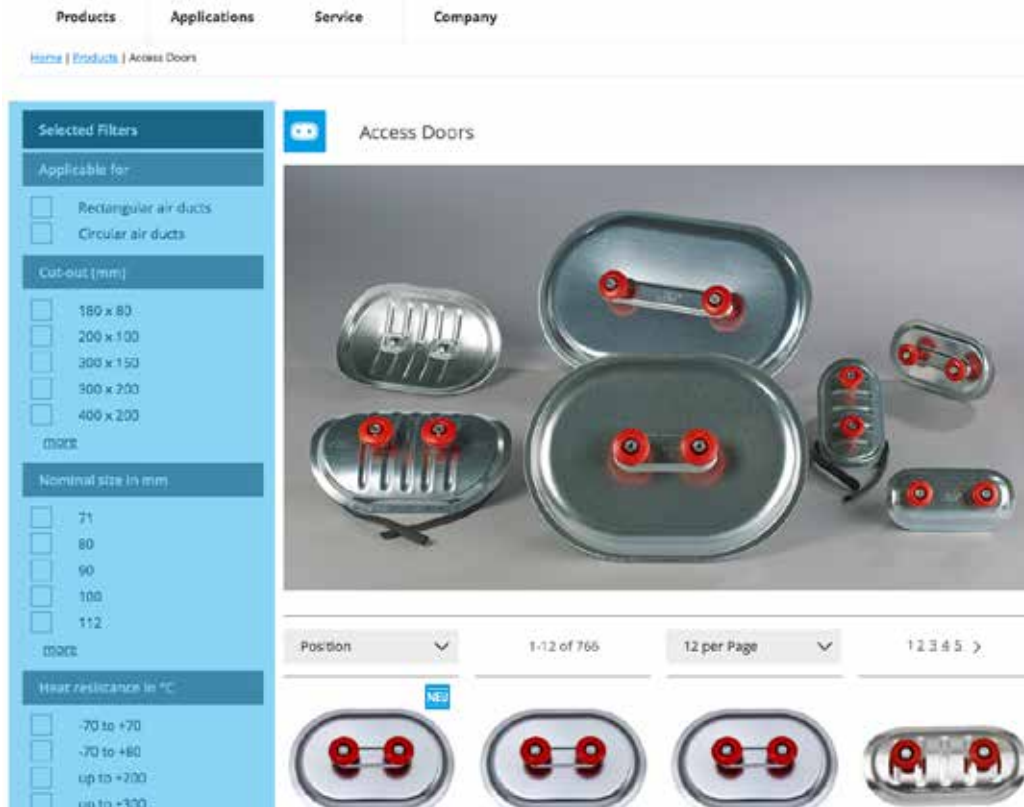
Now you have the opportunity to click on the article shown in the results and you will be automatically be forwarded to this page or you can click on more „More results“ and you will see all articles matching your search term. You are not able to search for general sites or documents.

Also searching for more complex search terms is possible. Following an example for the search term „Access door heat“.

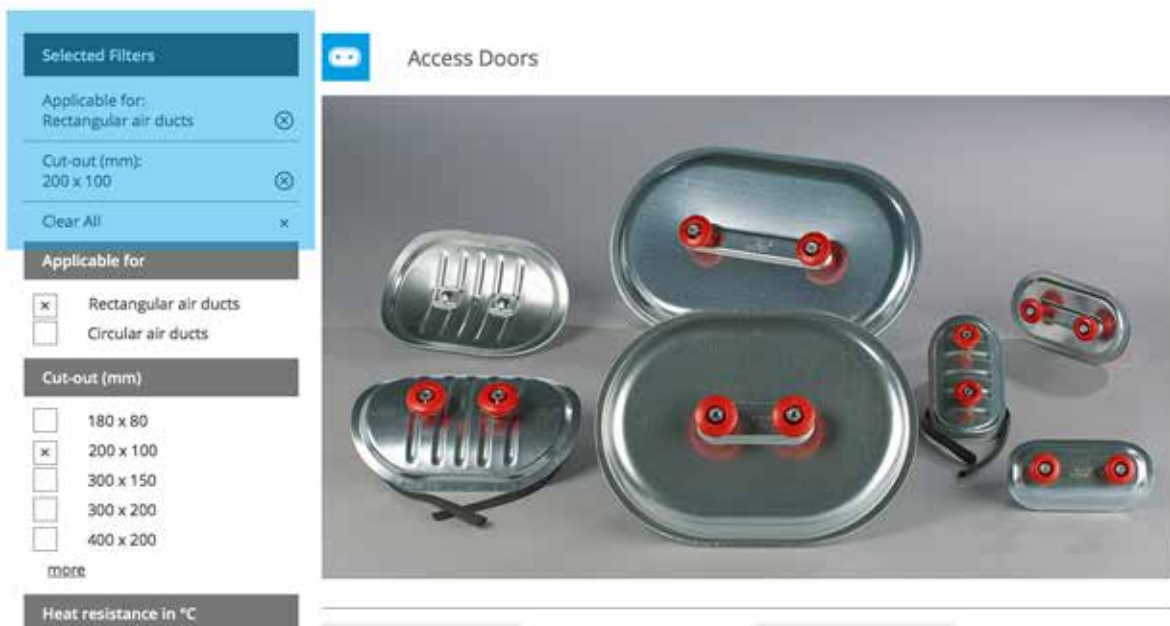


## 04.02. Filter category pages

Due to the large number of products within a categorie you are able to use the helpful filters on the left side to narrow down the quantity of matching products.



To narrow down the results you are able to select more than one filter at the same time. The results will be automatically updated. All selected filters will be shown on the top left. If you want to unselect a filter just click on the cross behind the filter on top left.



## 04.03. Technical data sheets, safety data sheets, etc.

Technical information such as safety data sheets, operating manuals or other information or documents can be found at each article. You will find those information within the tab „Downloads“.

**NOTICE:** The tab „Downloads“ will only be shown if you are logged in.



## **MEZ-TECHNIK GmbH**

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