PORTAL DOCUMENTATION

CUSTOMER GUIDE

Tecnia Europe B2B Portal

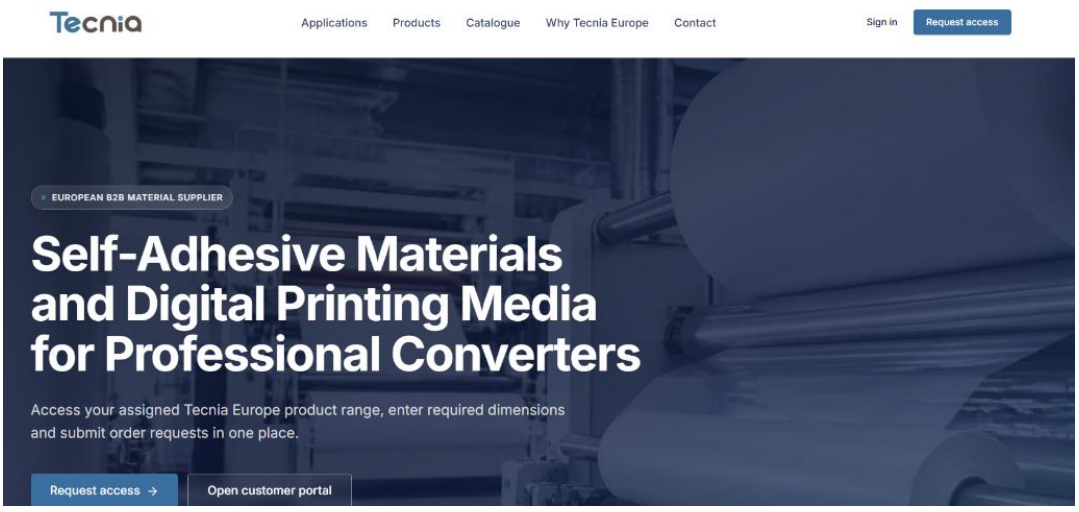
Access your assigned product catalogue, download documents, and submit quote or order requests.

01 / PORTAL LINK

Start at the customer portal

https://portal.tecniaeurope.com

PORTAL HOMEPAGE



GETTING STARTED

Requesting access

Register once to request access to your company-specific Tecnia Europe portal.

02 Requesting access

To use the portal, a customer first needs to request access.

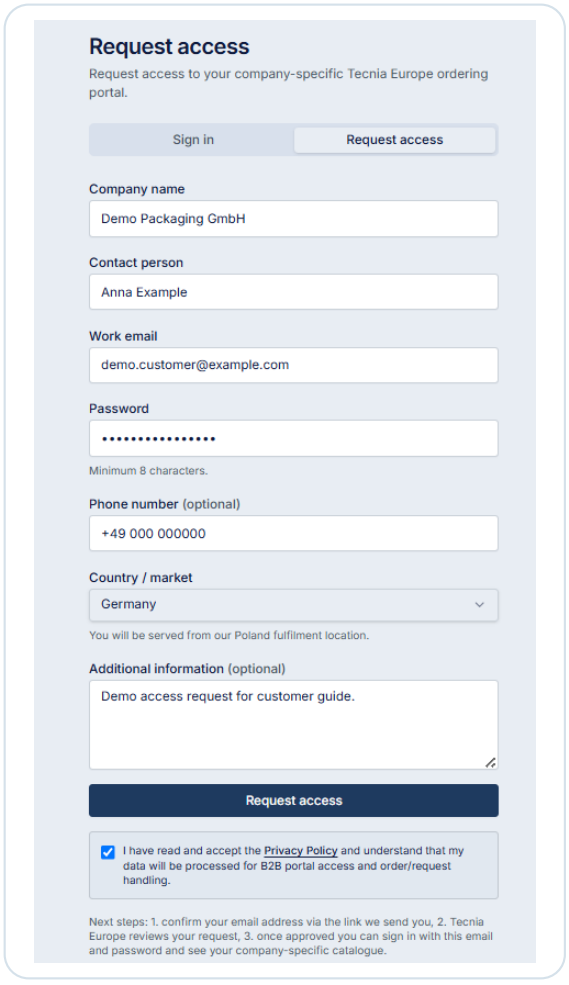
Click **Request access** on the homepage.

DETAILS TO ENTER

- Company name
- Contact person
- Work email
- Password
- Phone number, optional
- Country / market
- Additional information, optional

The customer also needs to **accept the Privacy Policy** before submitting the request.

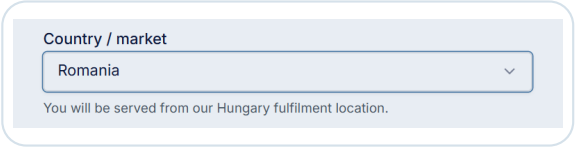
REGISTRATION FORM



03 Country and fulfilment location

During registration, the customer selects their **Country / market**. Based on the selected country, the system automatically assigns the correct fulfilment location:

- **Hungary fulfilment**
- **Poland fulfilment**



GETTING STARTED

Verify and sign in

Account activation follows email verification and Tecnia Europe approval.

04 Email confirmation and approval

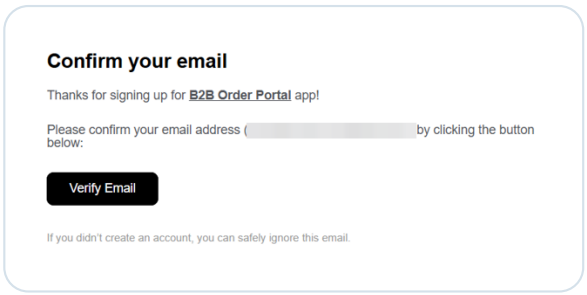
After submitting the access request, the customer receives an **email confirmation link**.

The customer must **confirm their email address first**.

After that, Tecnia Europe admin needs to **approve the customer** before they can access the portal.

Until approval, the customer cannot access the product catalogue.

EMAIL VERIFICATION



05 Signing in

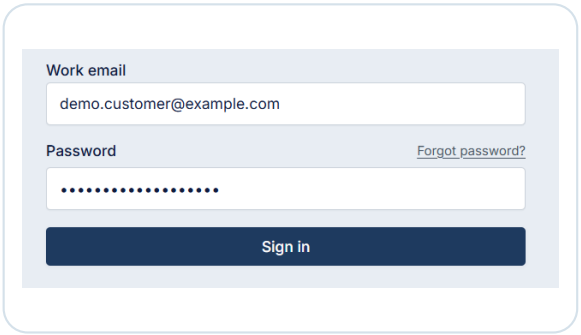
After email confirmation and admin approval, the customer can sign in using the **same email address and password** used during registration.

Click **Sign in** and enter:

- Work email
- Password

If the customer forgets the password, they can use **Forgot password** to receive a reset link by email.

SIGN-IN FORM



PRODUCTS & ORDERING

Find the right material

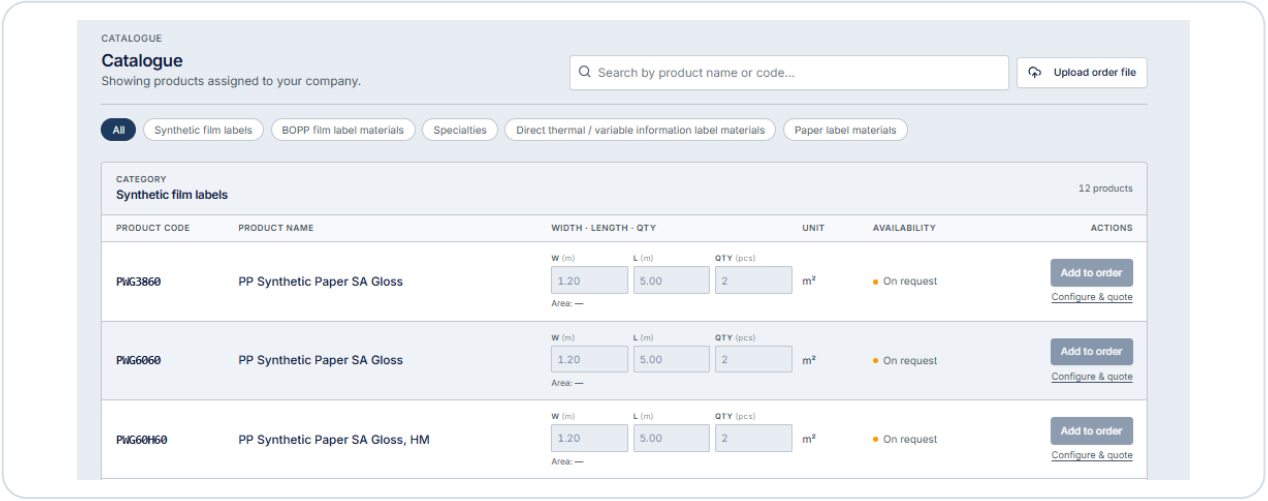
Browse the assigned product range and specify the required dimensions.

06 Product catalogue

After signing in, the customer can open the **Catalogue** section.

Here, the customer can see the Tecnia Europe products assigned to their company.

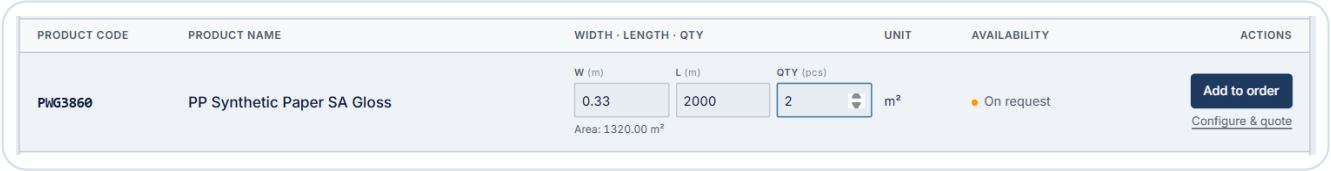
> The portal does not show prices. Pricing and final confirmation are handled later by the Tecnia Europe sales team.



07 Adding a product to an order

To add a product to an order request, the customer selects a product and enters:

WIDTH | **LENGTH** | **QUANTITY**



Width × Length × Quantity = Total m²

Click Add to order

PRODUCTS & ORDERING

Submit a request

Review your cart, submit an order request, or ask the sales team for a quotation.

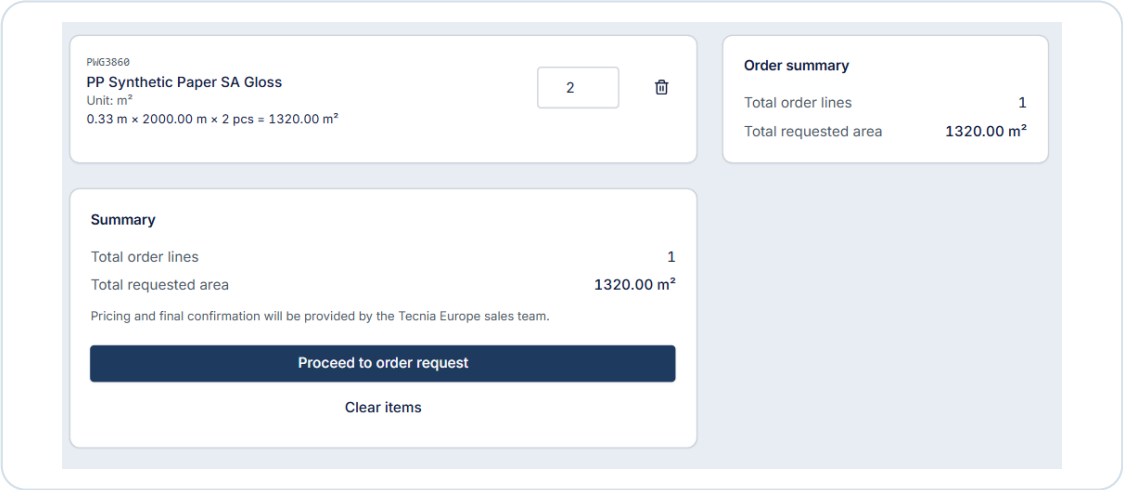
08 Cart and order request

Products added to the order appear in the **Cart**.

The customer can review the selected products, dimensions, quantities and total m².

To submit the request, the customer needs to enter the delivery and contact details.

The customer can also add an optional internal reference number and order note.

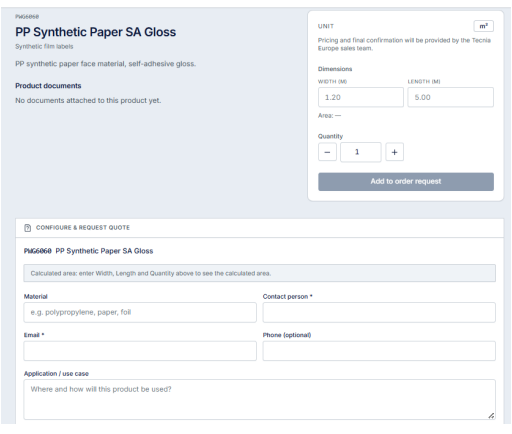


Click Submit order request to send the request.

09 Quote request

The customer can also submit a **quote request** through the portal.

A quote request is used when the customer wants Tecnia Europe to review the request and provide pricing or confirmation later.



DOCUMENTATION & SUPPORT

Documents & important notes

Access approved files and understand how Tecnia Europe reviews your requests.

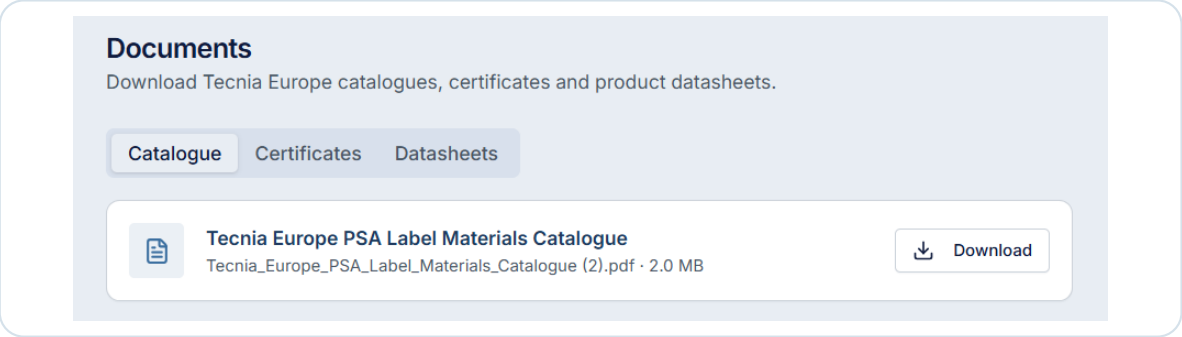
10 Documents

The **Documents** section contains downloadable files for approved customers.

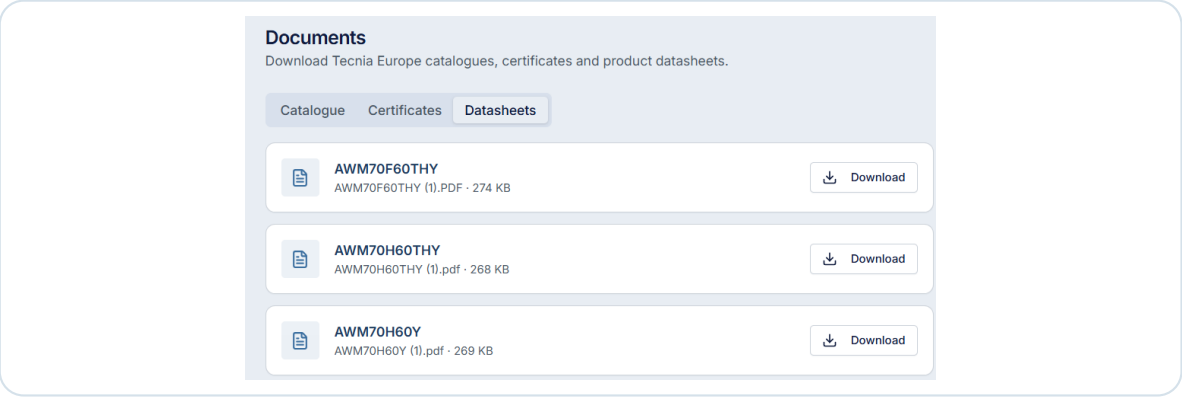
It includes three tabs: **Catalogue**, **Certificates** and **Datasheets**.

Customers can download the available documents, certificates and product datasheets.

DOCUMENTS / CATALOGUE



DOCUMENTS / DATASHEETS



11 / IMPORTANT NOTES

- The portal is a B2B request-based system.
- It does not show prices and does not automatically calculate pricing.
- All order and quote requests are reviewed by the appropriate Tecnia Europe fulfilment team.
- The fulfilment team is selected automatically based on the customer's country.
- For support, customers can use the contact information shown in the portal.