

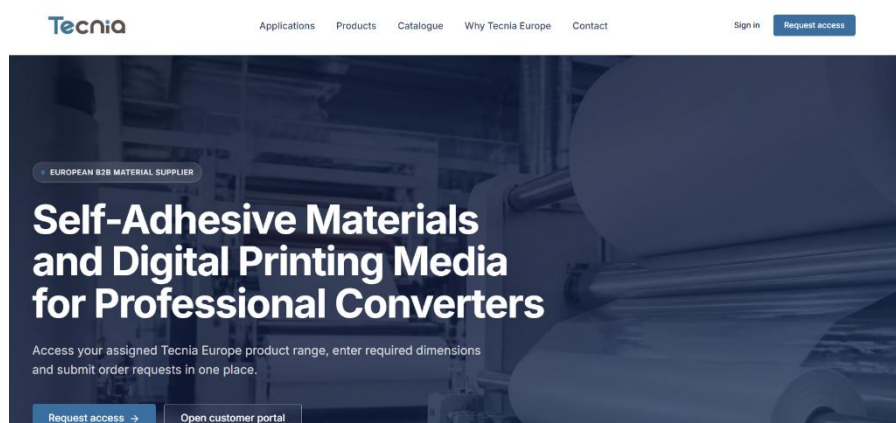
Tecnia Europe B2B Portal – Customer Guide

1. Portal link

The Tecnia Europe B2B customer portal is available at:

<https://portal.tecniaeuropa.com>

Through the portal, approved customers can access the Tecnia Europe product catalogue, download documents, add products to an order request, and submit quote or order requests.



2. Requesting access

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

Click **Request access** on the homepage.

The customer needs 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.

Request access

Request access to your company-specific Tecnia Europe ordering portal.

Sign inRequest access

Company name

Contact person

Work email

Password

Minimum 8 characters.

Phone number (optional)

Country / market

Germany

You will be served from our Poland fulfilment location.

Additional information (optional)

Demo access request for customer guide.

Request access

☒ I have read and accept the [Privacy Policy](#) and understand that my data will be processed for B2B portal access and order/request handling.

Next steps: 1. confirm your email address via the link we send you, 2. Tecnia Europe reviews your request, 3. once approved you can sign in with this email and password and see your company-specific catalogue.

3. 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**

Country / market

Romania

You will be served from our Hungary fulfilment location.

4. 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.

Confirm your email

Thanks for signing up for **B2B Order Portal** app!

Please confirm your email address () by clicking the button below:

Verify Email

If you didn't create an account, you can safely ignore this email.

5. 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 the **Forgot password** option to receive a reset link by email.

Work email

demo.customer@example.com

Password

.....

[Forgot password?](#)

Sign in

6. 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.

PRODUCT CODE	PRODUCT NAME	WIDTH · LENGTH · QTY	UNIT	AVAILABILITY	ACTIONS
PWG3860	PP Synthetic Paper SA Gloss	W (m): 1.20, L (m): 5.00, QTY (pcs): 2	m²	On request	Add to order Configure & quote
PWG6060	PP Synthetic Paper SA Gloss	W (m): 1.20, L (m): 5.00, QTY (pcs): 2	m²	On request	Add to order Configure & quote
PWG60H60	PP Synthetic Paper SA Gloss, HM	W (m): 1.20, L (m): 5.00, QTY (pcs): 2	m²	On request	Add to order Configure & quote

7. Adding a product to an order

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

- Width
- Length
- Quantity

The system automatically calculates the total requested area in square metres.

Formula:

$$\text{Width} \times \text{Length} \times \text{Quantity} = \text{Total m}^2$$

After entering the values, click **Add to order**.

PRODUCT CODE	PRODUCT NAME	WIDTH · LENGTH · QTY	UNIT	AVAILABILITY	ACTIONS
PWG3860	PP Synthetic Paper SA Gloss	W (m): 0.33, L (m): 2000, QTY (pcs): 2	m²	On request	Add to order Configure & quote

Area: 1320.00 m²

8. 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.

The screenshot shows a product card for 'PP Synthetic Paper SA Gloss' with a unit of 'm²' and a calculated area of '0.33 m × 2000.00 m × 2 pcs = 1320.00 m²'. A quantity input field shows '2'. To the right, an 'Order summary' box shows 'Total order lines: 1' and 'Total requested area: 1320.00 m²'. Below the product card, a 'Summary' box repeats this information and includes a 'Proceed to order request' button and a 'Clear items' link.

Order summary	
Total order lines	1
Total requested area	1320.00 m²

Summary	
Total order lines	1
Total requested area	1320.00 m²
Pricing and final confirmation will be provided by the Tecnia Europe sales team.	

[Proceed to order request](#)

[Clear items](#)

9. 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.

The screenshot shows a detailed quote request form. The top section includes product details for 'PP Synthetic Paper SA Gloss' and a 'UNIT' dropdown set to 'm²'. Below this, there are input fields for 'Dimensions' (Width and Length in meters) with values '1.20' and '5.00' respectively, and a 'Quantity' input field with a value of '1'. A 'Product documents' section indicates no documents are attached. A 'Configure & Request Quote' section contains a 'Calculated area' field, a 'Material' input field with the value 'e.g. polypropylene, paper, foil', a 'Contact person' input field, an 'Email' input field, a 'Phone (optional)' input field, and an 'Application / use case' text area with the placeholder 'Where and how will this product be used?'. A blue 'Add to order request' button is located at the bottom right of the form.

UNIT:

Pricing and final confirmation will be provided by the Tecnia Europe sales team.

Dimensions

WIDTH (M): LENGTH (M):

Area: —

Quantity:

[Add to order request](#)

CONFIGURE & REQUEST QUOTE

PP Synthetic Paper SA Gloss

Calculated area: enter Width, Length and Quantity above to see the calculated area.

Material:

Contact person *:

Email *:

Phone (optional):

Application / use case:

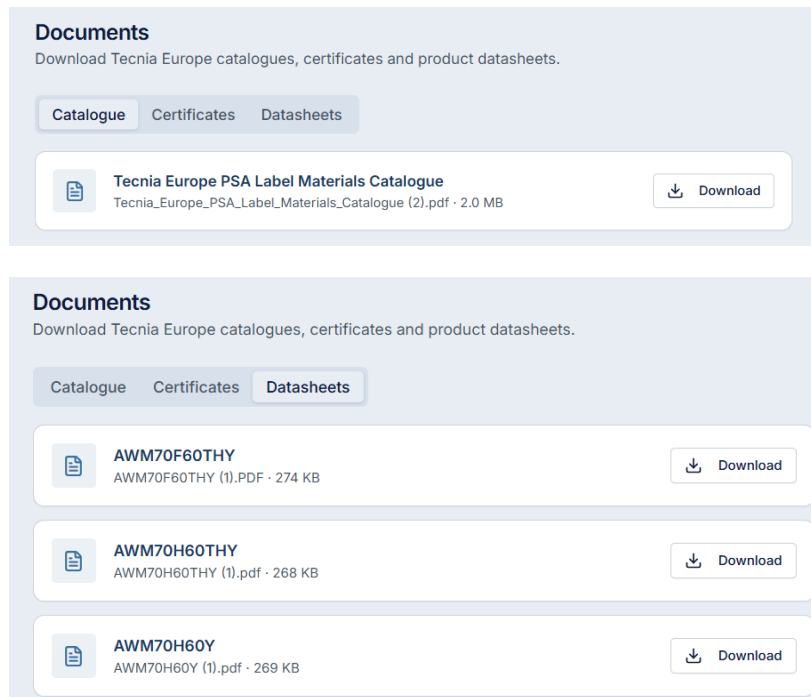
10. Documents

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

It includes three tabs:

- Catalogue
- Certificates
- Datasheets

Customers can download the available documents, certificates and product 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 contact Tecnia Europe through the contact information shown in the portal.