



# Dealer login manual

Thank you for using our dealer login. This manual is going to help you further to hopefully answer all your questions.

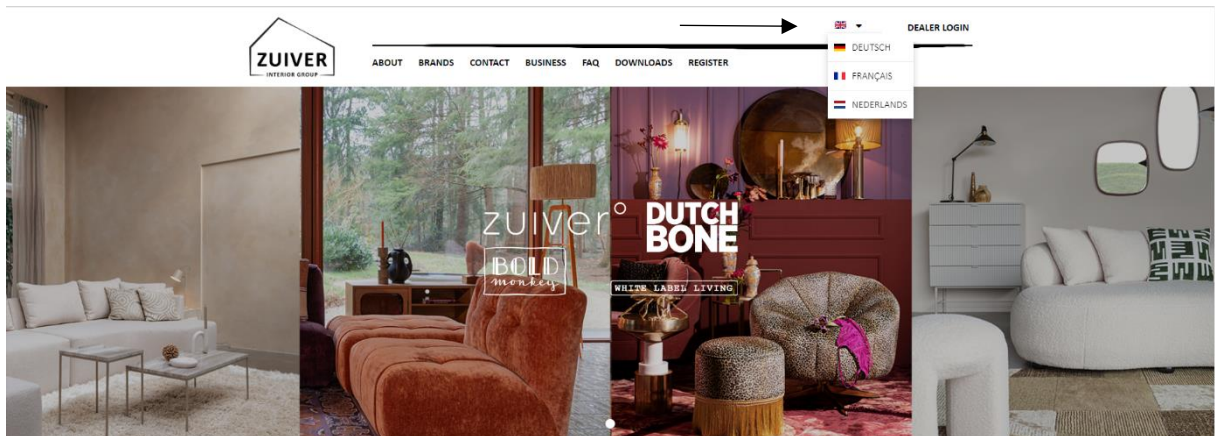
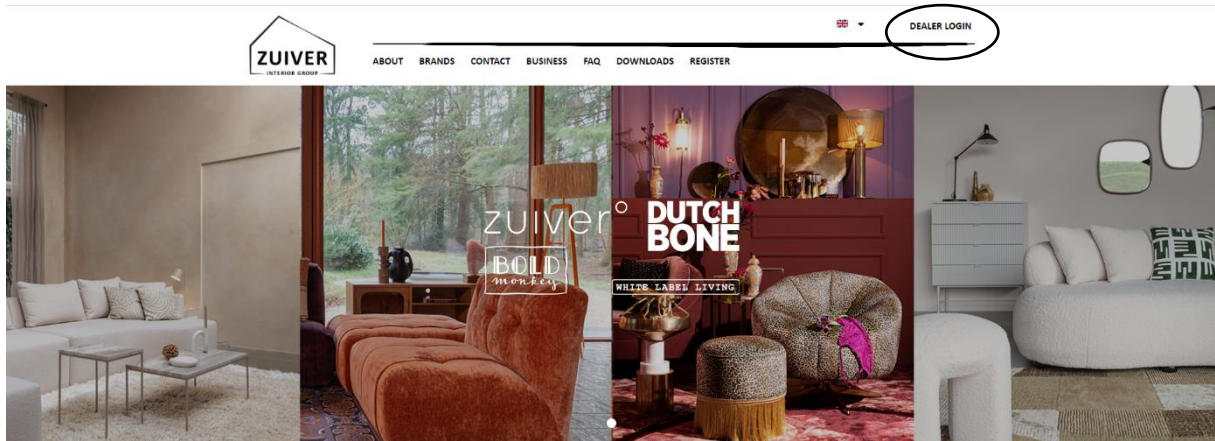
If you still have questions after reading the manual, you can always contact your account manager or our sales support department [sales@zuiver.com](mailto:sales@zuiver.com)

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# 1. How to log in

1. Go to [zuiver-group.com](http://zuiver-group.com)
2. Click on DEALER LOGIN (right corner)
3. Fill in your e-mail address and password and login.
4. Our website is available in four languages. Welkom, Welcome, Bienvenue, Willkommen!

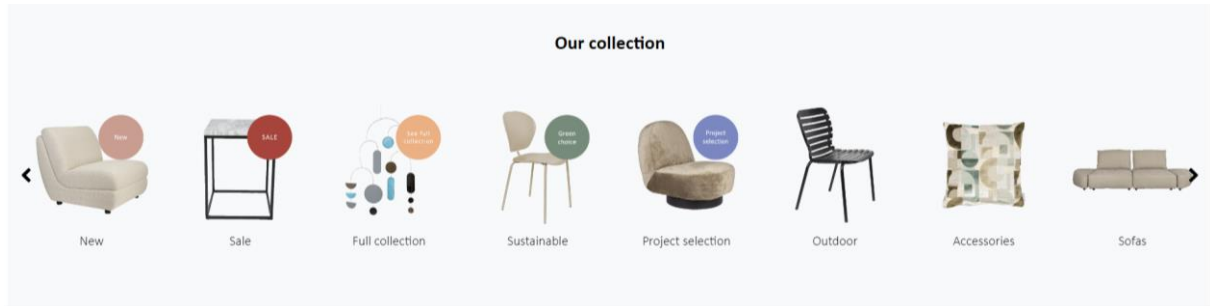


## 2. Homepage

At our homepage you can find our collection divided in categories, our newest drops, promotions and our latest news.

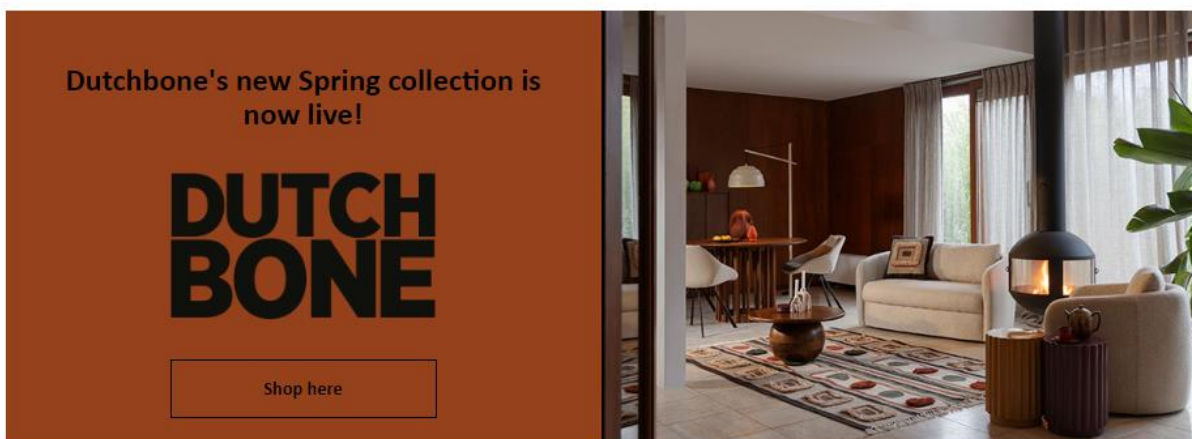
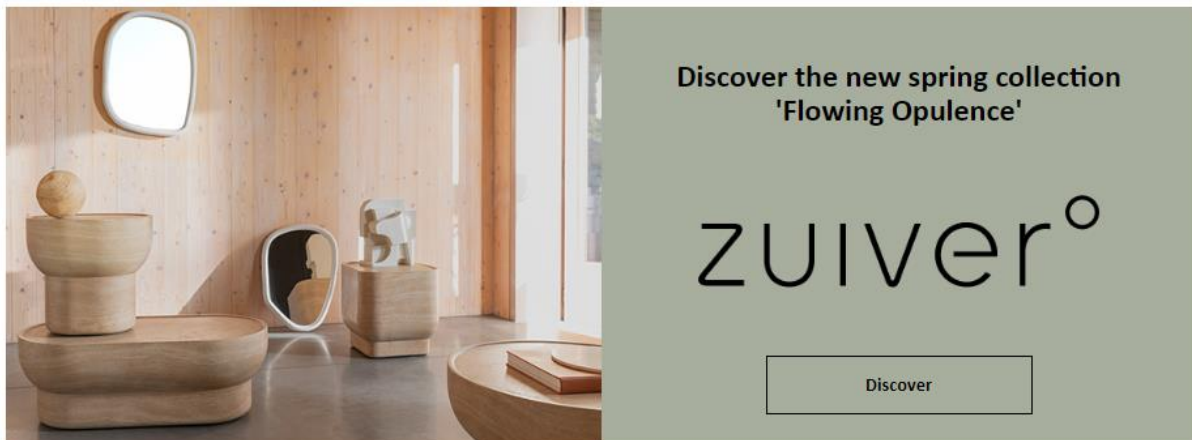
### 2.1 Check out our collection.

At the top of the homepage you can see our collection sorted by categories.



### 2.2 Discover our latest drops and promotions

Go to the homepage and scroll down until you see these blocks. Press the button and discover our newest collection, drop or promotion.



### 2.3 News

Scroll down at our homepage and check our latest company news!

#### News: the latest trends and developments from the Zuiver Interior Group



01 February  
Spring collection Dutchbone  
[Read more ▶](#)



30 January  
New content NDSM  
[Read more ▶](#)

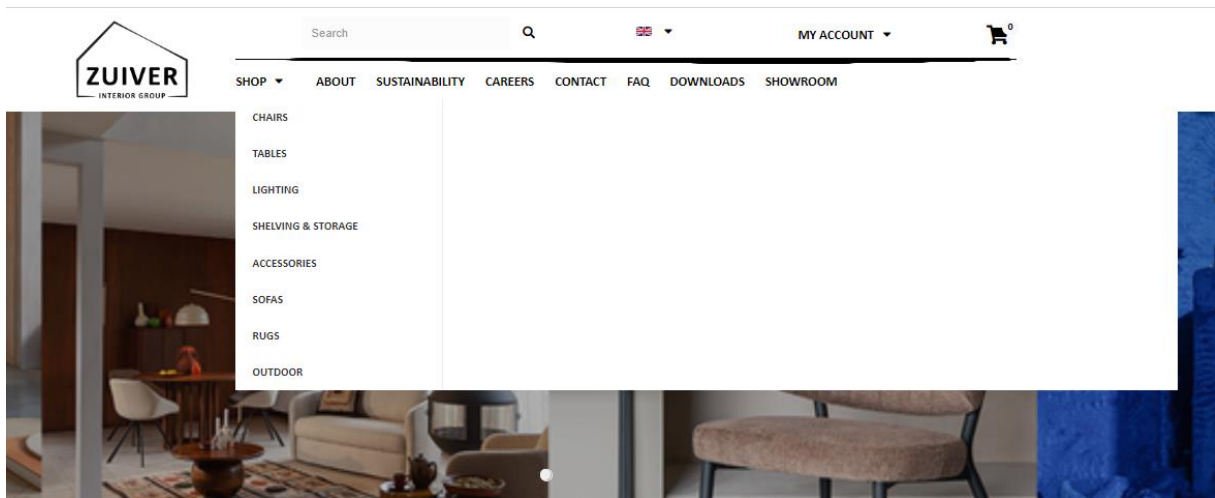


11 January  
MAISON&OBJET '24  
[Read more ▶](#)

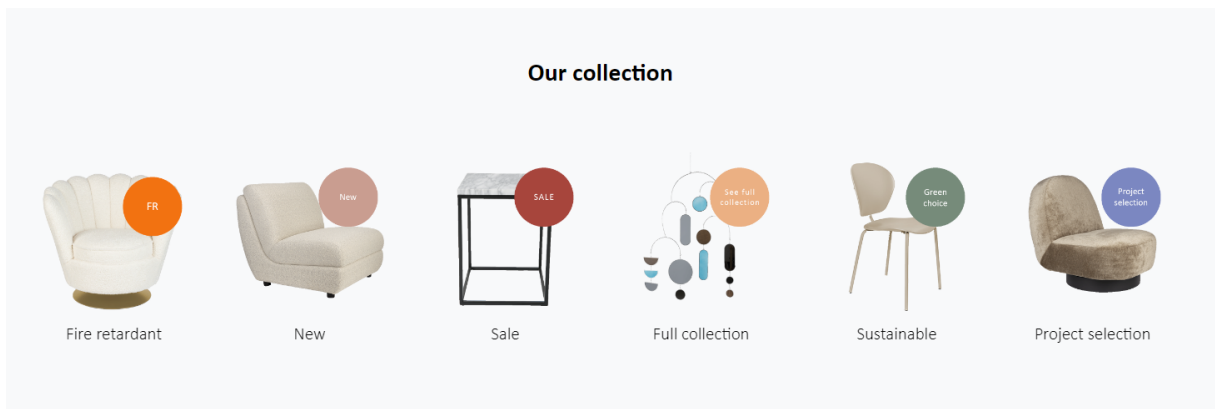
[Discover more news](#)

### 3. How to shop

Hover your cursor over **'SHOP'** to see and select one of the product categories. You can also click on **'SHOP'** to discover the entire assortment.



Special categories, like *New*, *Fire Retardant (FR)*, *Green choice* and *Project selection* can be found on the homepage.









### 3.1 How to use the filter and search bar

You can change the product overview by clicking on below filters and quickly find the products of your interest. The filter can be used to quickly find your products. Je kan bijvoorbeeld zoeken op merk, materiaal, kleur and PLC state. In addition, we have a smart search bar. Because we have added text to the articles, it is possible to search by various synonyms such as color 'blue chair' or stackable. These are examples there are many more possibilities, so if you can't find something in the filter menu, please try the search bar to find what you are looking for. For now, this smart search function is only available in Dutch and English. The reason for this is because so far we only have Dutch and English texts.

## Dining chairs

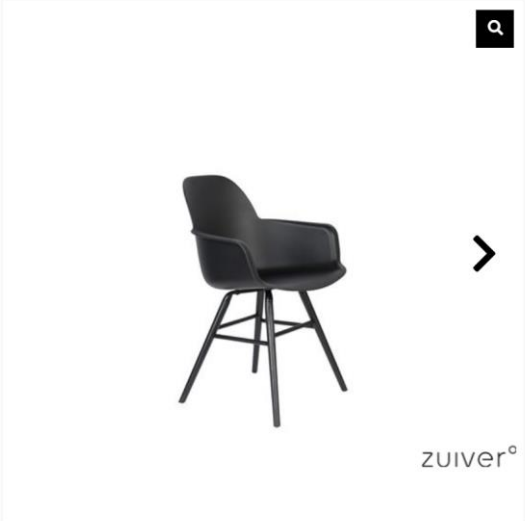
Filters: **Zuiver**

Page 1 Of 9   24   Relevance   198 items

BRAND					
<input checked="" type="checkbox"/> Zuiver	(198)		<b>Armchair Albert Kuip All Black</b> Productcode: 1200230 Stock: <span style="color: green;">●</span> Stock Brand: Zuiver	Net € 104,09	2  
<input type="checkbox"/> Ash wood	(2)		<b>Armchair Albert Kuip Dark Grey</b> Productcode: 1200132	Net € 104,09	2  

All relevant information such as prices, item codes, stock and texts can be seen on the product overview page. Click on a product image to go to the product detail page where you will find more product information details.








### Armchair Albert Kuip All Black



Search icon

Right arrow

zuiver<sup>o</sup>

Thumbnail gallery:       


Albert Kuip chair is a special one, we knew it from the very first moment. We designed this baby together with Dutch design studio APE. But Zuiver Albert Kuip is not just eye candy, it's also most comfortable! Working and relaxing, that's what Albert Kuip is made for.



- Chair Albert Kuip is a moulded chair available with and without armrests and as

Read more

Your net price	Retail price
<b>€ 104,09</b>	<b>€ 229,00</b>

All net prices are exclusive of VAT unless otherwise stated.

Stock: 

2  

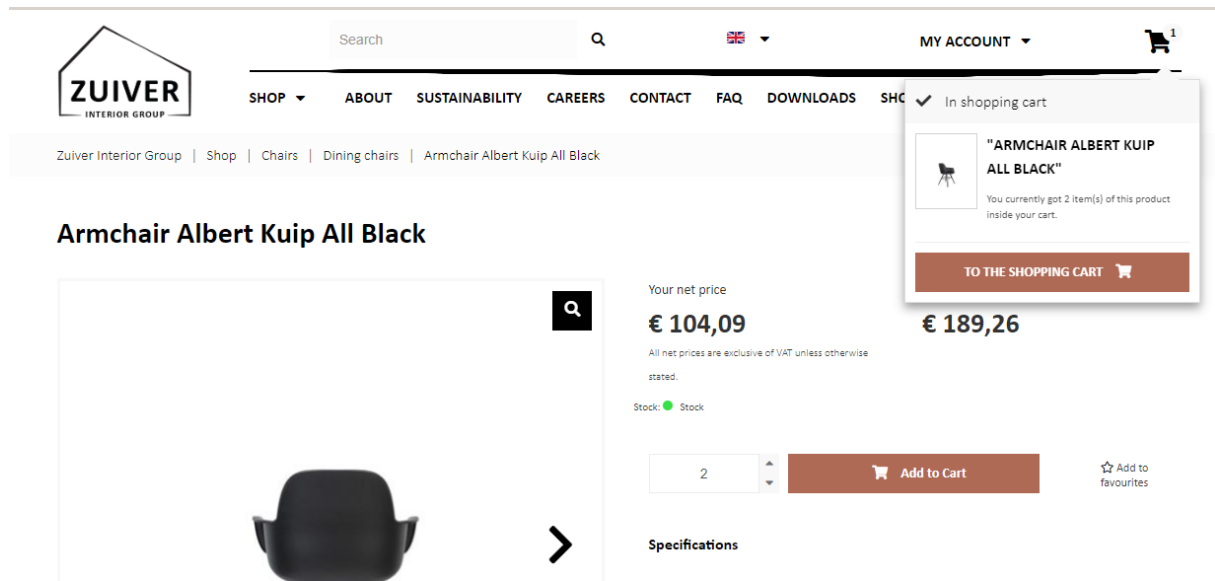
#### Specifications

Productcode	1200230
EAN code	8718548057128
Brand	Zuiver



### 3.2 Add the product to your shopping cart

To add a product to your shopping cart, click **'add to cart'**. Now you added a product to your shopping cart! You can also add a product to your favorites. Click on the button **'TO SHOPPING CART'** to go to your shopping cart.



### 3.3 Shopping cart

Welcome to your shopping cart. Scroll down to see your products in your cart. You can select the available delivery method or proceed with your order by clicking the 'Continue to order' button. If you like you can add a product comment as well.

### 3.4 Bulk shopping

You can add orders easy and fast via the CSV-file upload option. Create an order in Excel with in one column our article number and in the second column the quantity you would like to order per article and optional in the third column a reference of your choice. Save the file as a CSV (comma delimited) (\*.csv).

Next click below on '+ Add products through a CSV-file upload' and select the right file. Select the delimiter ( ; ) and click on upload CSV.

We automatically adjust the quantity ordered to our minimum order quantity (MOQ) per item.

# SHOPPING CART

## Add products through a CSV-file upload

You can add orders easy and fast via the CSV-file upload option. Create an order in Excel with in one column our article number and in the second column the quantity you would like to order per article and optional in the third column a reference of your choice. Save the file as a CSV (comma delimited) (\*.csv).

Next click below on '+ Add products through a CSV-file upload' and select the right file. Select the delimiter ( ; ) and click on upload CSV.

We automatically adjust the quantity ordered to our minimum order quantity (MOQ) per item.

+ Add item to cart




+ Add products through a CSV-file upload

Select a shipping method

Delivery method:

All net prices are exclusive of VAT unless otherwise stated.

Item	Quantity	Gross	Discount	Net	Subtotal	
 Armchair Albert Kuip All Black Item code: 1200230 Price unit: 2 Stuks	2			€ 104,09	€ 208,18	

Item	Quantity	Gross	Discount	Net	Subtotal	
 Armchair Albert Kuip All Black Item code: 1200230 Price unit: 2 Stuks Stock: <span style="color: green;">●</span> Stock CBM: 0,424 Add comments: 	2			€ 104,09	€ 208,18	

CBM total: 0,424

Total excl. VAT:

€ 208,18

[← Back to product list](#)

[↻ Reset shopping cart](#)

[Continue to order >](#)

## 3.5 Information

Check and select the right address (only in case you have multiple addresses). Click the button 'Continue' to go to the next step.

---

Shopping cart

Information

Overview

Complete order

**Email address:**  
lisa.krijgsman@zuiver.com

**Delivery method:**  
Deliver

**Customer Name:**  
ZUIVER ACCOUNTMANAGER

**Name:**  
Lisa Krijgsman

---

**Billing Address**

**Billing Address:**  
Schoot 2

**Postal code:** 1551 NB      **City:** Westzaan

**Country:**  
Netherlands

[← Back](#)

**Delivery Address**

**Street and house number:**  
Schoot 2

**Postal code:** 1551 NB      **City:** Westzaan

**Country:**  
Netherlands

Continue >

### 3.6 Overview

Review your order. Add your order reference and chose your preferred departure date.

---

Details	Your customer data
<b>Order:</b> 201861349	<b>Customer Name:</b> ZUIVER ACCOUNTMANAGER
<b>Date:</b> 15-02-2024, 10:34	<b>Customer number:</b> 157042
<b>Status:</b> Waiting for payment	<b>Name:</b> Lisa Krijgsman
<b>Delivery method:</b> Deliver	<b>Email address:</b> lisa.krijgsman@zuiver.com
<b>Payment type:</b> Default	

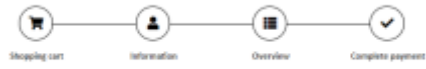
---

Billing Address	Delivery Address
<b>Name:</b> 157042B0	<b>Name:</b> 157042S0
<b>Name 2:</b> Zuiver Accountmanager	<b>Name 2:</b> Zuiver Accountmanager
<b>Billing Address:</b> Schoot 2	<b>Delivery Address:</b> Schoot 2
<b>Postal code:</b> 1551 NB	<b>Postal code:</b> 1551 NB
<b>City:</b> Westzaan	<b>City:</b> Westzaan
<b>Country:</b> Netherlands	<b>Country:</b> Netherlands

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### 3.7 Order

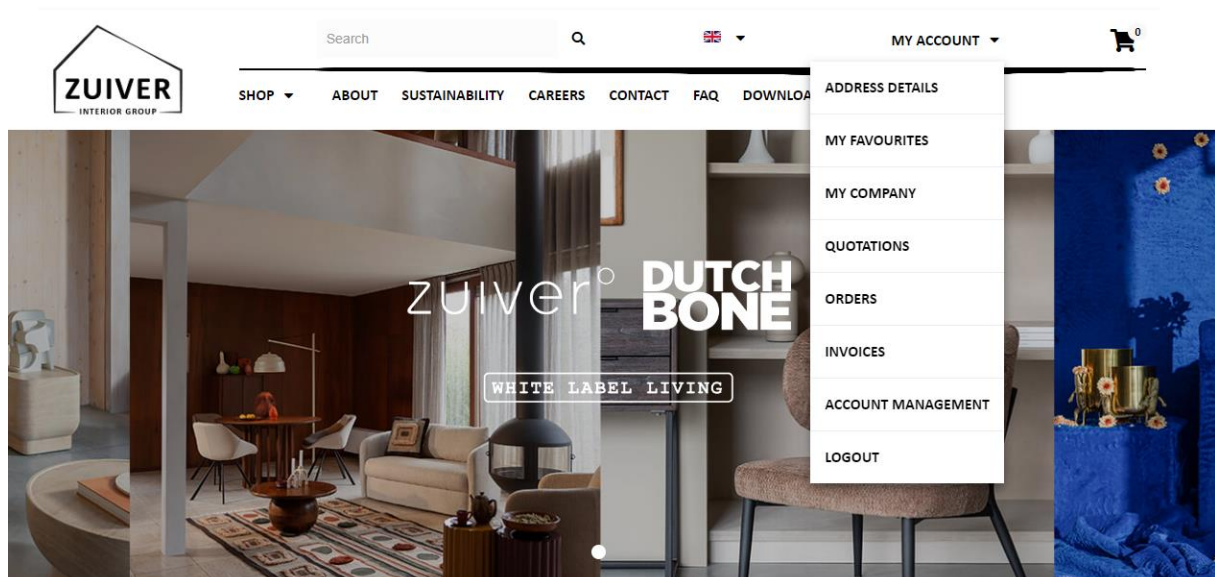
Thank you! Your (first) order is placed. Here you find an overview of your order one more time. You will receive a pre-order confirmation from your order in your e-mail. You will receive your official order confirmation per e-mail within 24 hours.



## 4. How to use 'my account'

If you click on 'my account' you can find out more about advanced options and new features.

Click on **'MY ACCOUNT'**



Click on the different tabs to discover all the options.

The first tab is **'My account'**. Here you see your main company information.

The second tab is **'Address details'**. Here you find an overview of your addresses.

The third tab is **'My favourites'**. Here you can make your own favourite list. Click on your favourite list to open and see your list. If you opened one of your favourites lists you can add new favourites or add your favourites quickly to your shopping cart.

A screenshot of the 'My account' page. The page has a navigation bar with tabs: My account, Address details, My favourites, My company, Quotations, Orders, and Invoices. The 'My account' tab is active. Below the navigation bar, there are two columns of information. The left column is titled 'Account data' and contains: Customer Name: Marketing, Customer number: 159621, Email address: marketing@zuiver.com, Language: Nederlands, E-mail Confirmation: [checked], and a 'Change Password' link. The right column is titled 'Data' and contains: Salutation: [radio] Mr. [radio] Mrs., First Name: \* [input field], Middle name: [input field], Last Name: \* [input field], and Phone number: [input field]. A 'Save' button is located at the bottom right of the 'Data' section.

The fourth tab is **'My company'**. Here you can create your own accounts for all your colleagues. Choose who may access the login within your company and what they are allowed to do and see (create orders or check prices and stock only). Click on '+ Add new account' and fill in all the information to create a new account.

The screenshot shows the 'My company' tab selected in the user's account menu. Below the navigation bar, there is a search bar and a '+ Add new account' button. The main content area displays a table of existing accounts:

Name	Email address	Active
Nick test	n.neilissen@solvisoft.com	<input checked="" type="checkbox"/>
Jenycke van der Maten	jenycke.vandermaten@zuiver.com	<input type="checkbox"/>
Henk IT	henk@zuiver.com	<input checked="" type="checkbox"/>
Ava Herz	ava@zuiver.com	<input checked="" type="checkbox"/>
Wouter Jongeneel	wouter@zuiver.com	<input type="checkbox"/>
Kim Grootjes	kim.grootjes@zuiver.com	<input type="checkbox"/>
Arjen Lubbes	arjen@zuiver.com	<input checked="" type="checkbox"/>

At **'User rights'** you can choose what this account can do and see; which price to show, create and view orders and many more.

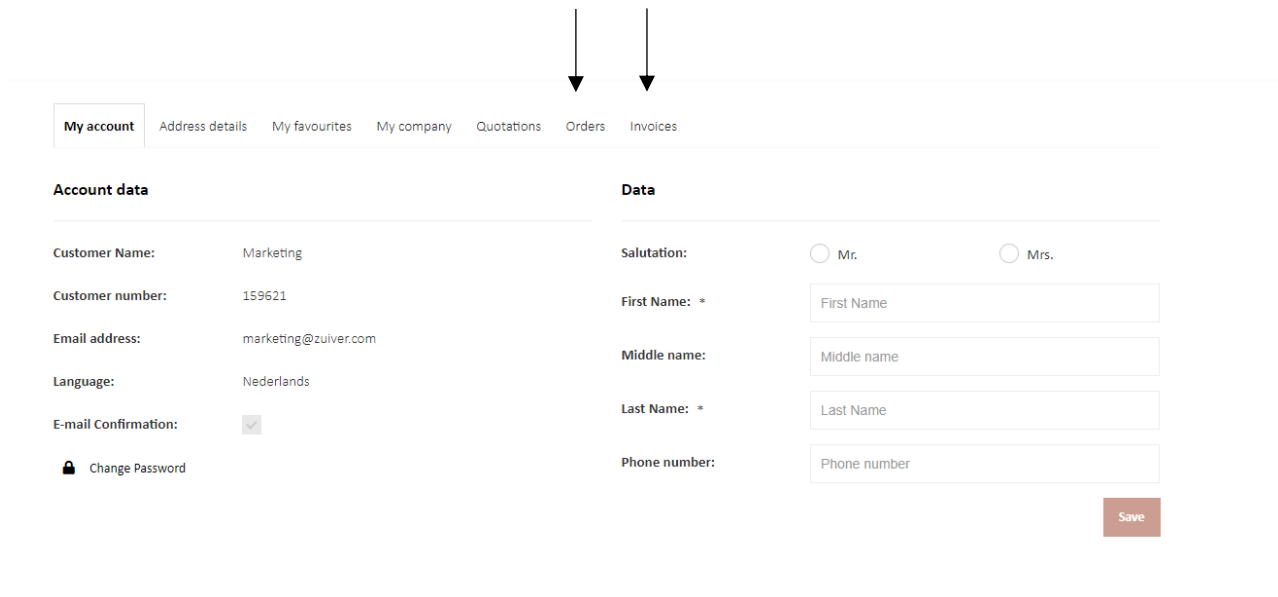
The 'User rights' configuration page includes the following settings:

- PriceToShow:** A dropdown menu.
- View order history:** A dropdown menu currently set to 'All orders'.
- Disable order:** A checkbox that is currently unchecked.
- My account:** A list of checkboxes for permissions:
  - All menus
  - Menu 'address details'
  - Menu 'my favourites'
  - Menu 'quotations'
  - Menu 'orders'
  - Menu 'invoices'

At the bottom right, there are two buttons: 'Cancel' and 'Add new account'.


The fifth tab is **'Quotations'**. Here you can make your pending quotations overview issued by your account manager.

The sixth and seventh tabs are **'Orders'** and **'Invoices'**. Check out your open orders and all your invoices. Click on the order or invoice for more information.



The screenshot shows a user account profile page. At the top, there is a navigation bar with tabs: **My account**, Address details, My favourites, My company, Quotations, Orders, and Invoices. Two arrows point down to the 'Orders' and 'Invoices' tabs. Below the navigation bar, the page is divided into two columns: **Account data** and **Data**.

**Account data**

Customer Name:	Marketing
Customer number:	159621
Email address:	marketing@zuiver.com
Language:	Nederlands
E-mail Confirmation:	<input checked="" type="checkbox"/>
 Change Password	

**Data**

Salutation:	<input type="radio"/> Mr. <input type="radio"/> Mrs.
First Name: *	<input type="text" value="First Name"/>
Middle name:	<input type="text" value="Middle name"/>
Last Name: *	<input type="text" value="Last Name"/>
Phone number:	<input type="text" value="Phone number"/>

## 5.Downloads

If you go to downloads in our main menu (on the right side), you see all our content that you can download from the brands that you sell.



Scroll down until you see the block of the brand whose content you want to download.

- Go to **'Images'** to download our product images, ambience pictures and logo's.
- Go to **'3D files'** to download our 3D files. Note: we do not have 3D files from all our products.
- Go to **'Inlays'** to download our inlays. We have inlays available for both Zuiver & Dutcbone.
- Go to **'Catalog'** to download our newest catalogi.
- Go to **'Datasheet'** to download our datasheet which contains many information about our products such as product- or packaging dimensions, fittings and much more..



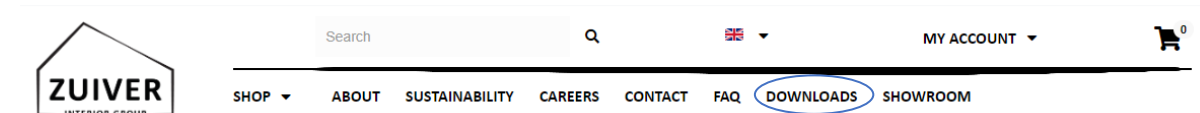


## 6. How to use: Zuiver Interior Group image bank

Thank you for using our image bank. In order to make the best use of the image bank, we created a manual to help you. This manual will guide you in finding, downloading and sharing the right assets for your projects. We invite you to read this manual carefully and get familiar with the system so you can manage and make the most out of our digital assets. If you have any further questions or need additional support, please do not hesitate to contact our support team.

### 6.1 Access the image bank

To access the Zuiver Interior Group image bank please click [here](#) or go to the download page in the Dealer Login and click on the image block.



This will take you directly to our image bank. In order to access the image bank, first navigate to downloads in the top corner and then click on the item that says images. You now will enter the image bank.



### 6.2 Navigation image bank

You have now entered our image bank. You can find all the content of the following brands: Zuiver, Dutchbone and our white label collection.

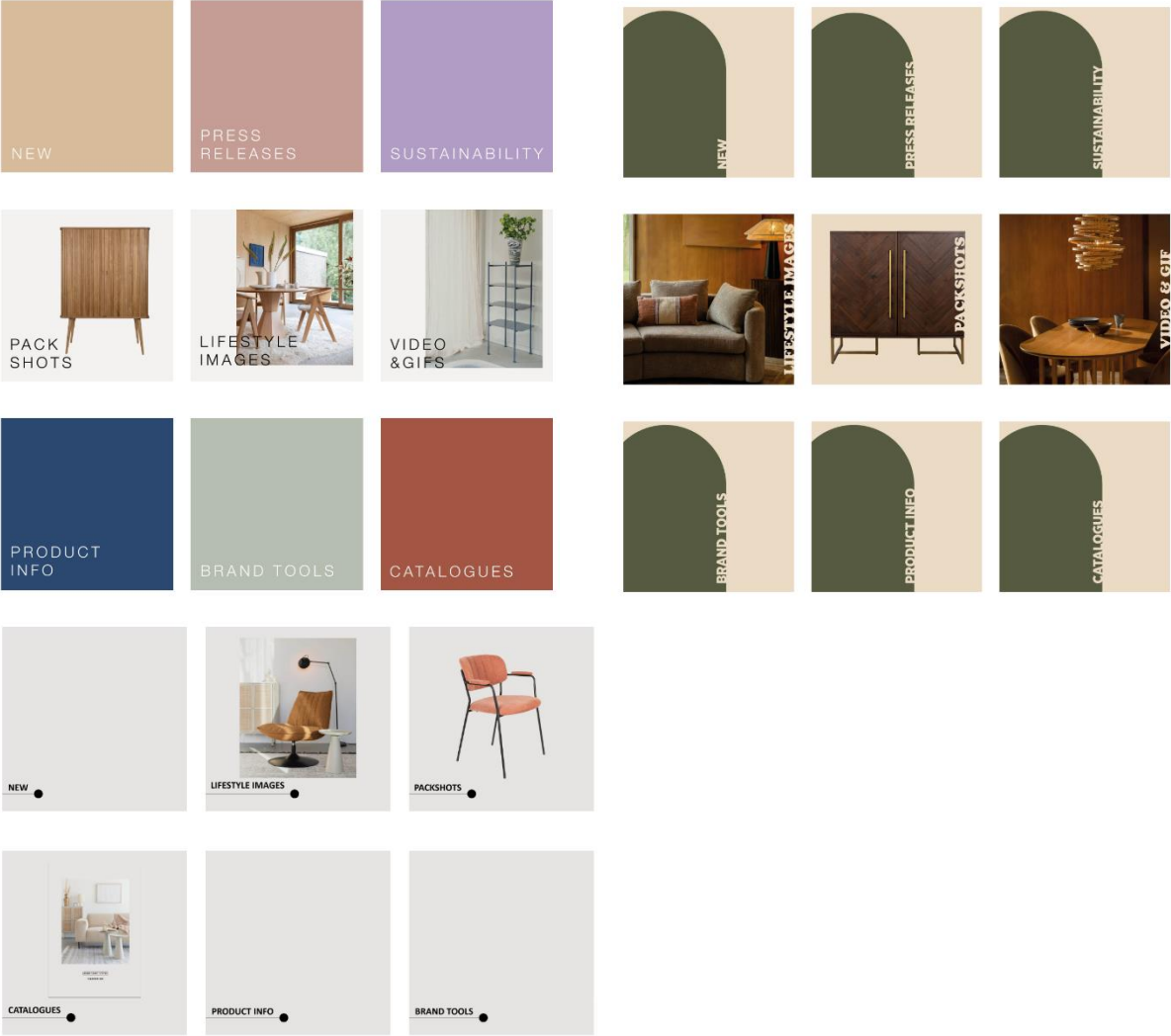
#### **Welcome to the Zuiver Interior Group image bank.**

In our image bank you will find lifestyle pictures and packshots from all collections. Find them divided into our 3 brands.



Click on one of the brands to be taken to an overview page. You can easily download our digital assets like:

- New images (latest introduced collection)
- Press releases
- Sustainability information
- Packshots
- Lifestyle images
- Video & Gifs
- Product information
- Brand tools
- Catalogues



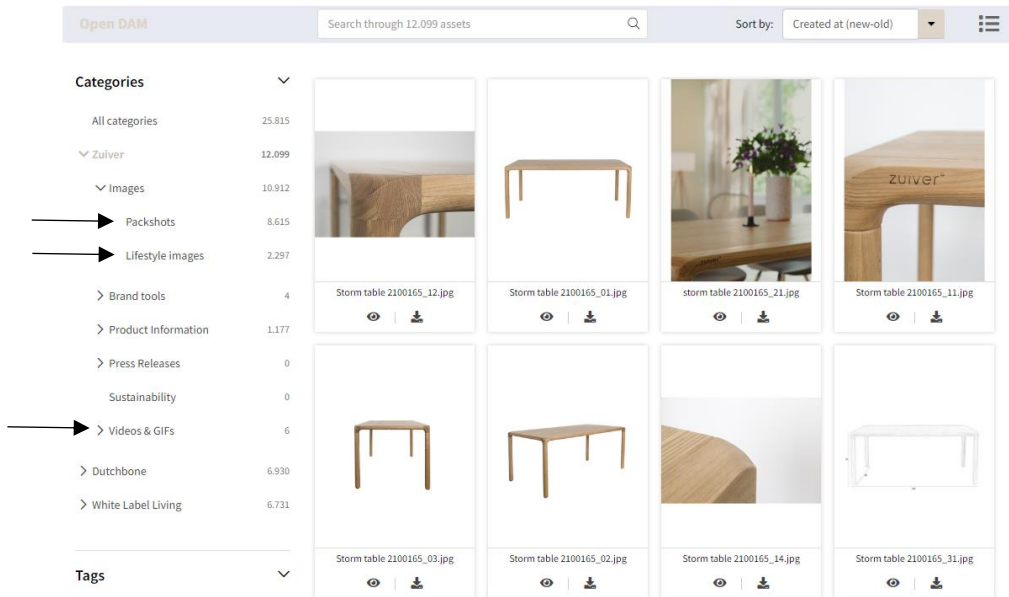
## 6.3 Ways to search for images

There are several ways to find images, videos and GIFS in our image bank. Below we show you how to search. Use the following blocks to navigate through the images:

### 6.3.1 Packshots, Lifestyle Images and Video & GIFS

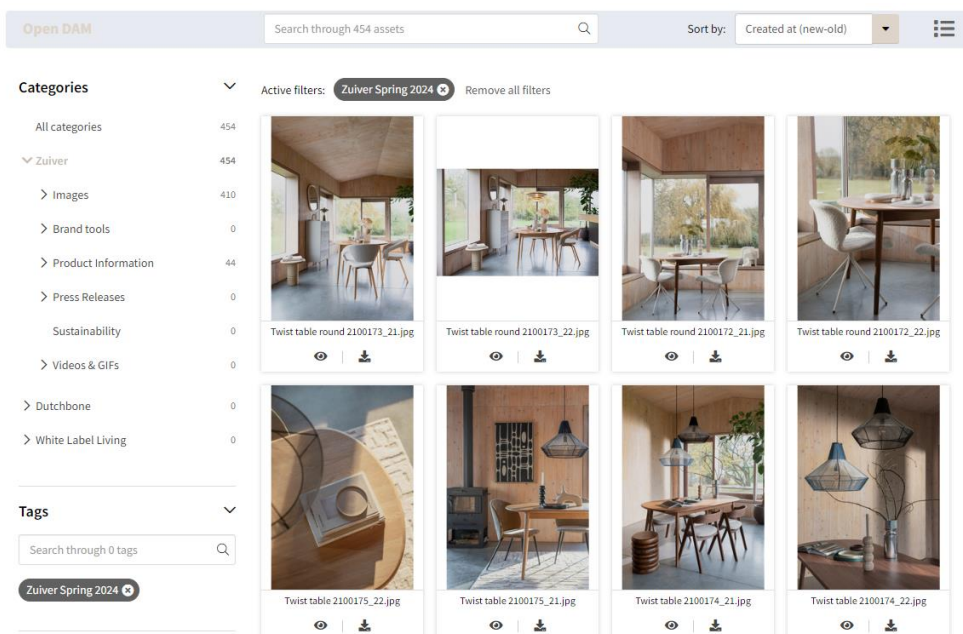
If you're looking for all the product images, click on *'Packshots'*. For mood images, where products are placed in a setting, click on *'Lifestyle Images'* for product videos and GIF's, click on *'Video & GIFS'* and check if you see the right brand in the filter menu. The filter menu on the left shows which way you can search.

Open DAM



### 6.3.2 New images

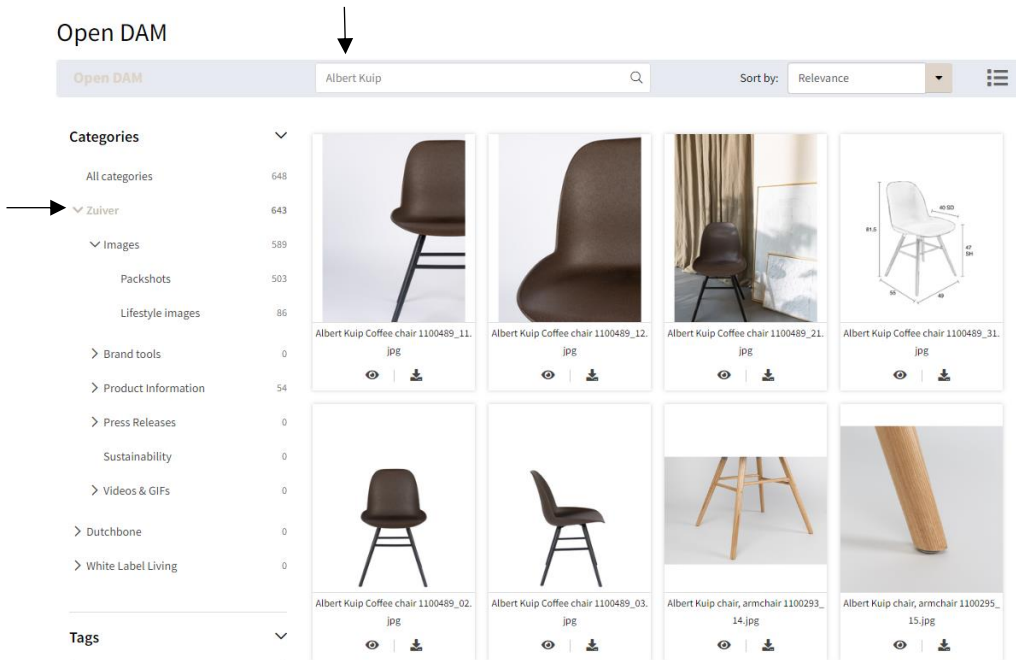
To be taken directly to all the pictures of a new collection, click on *'New'*. Make sure the right brand is selected in the filter menu on the left side.



### 6.3.3 Search bar

Find all the digital assets per product by using the search bar on top and type in a product name or article number. Make sure you filter by brand only in the filters on the left side, that way you will see all assets of a product.

Open DAM



### 6.4 Download digital assets

Below you can find how to download one or more assets so you can use them for marketing campaigns, product information, press releases and more.

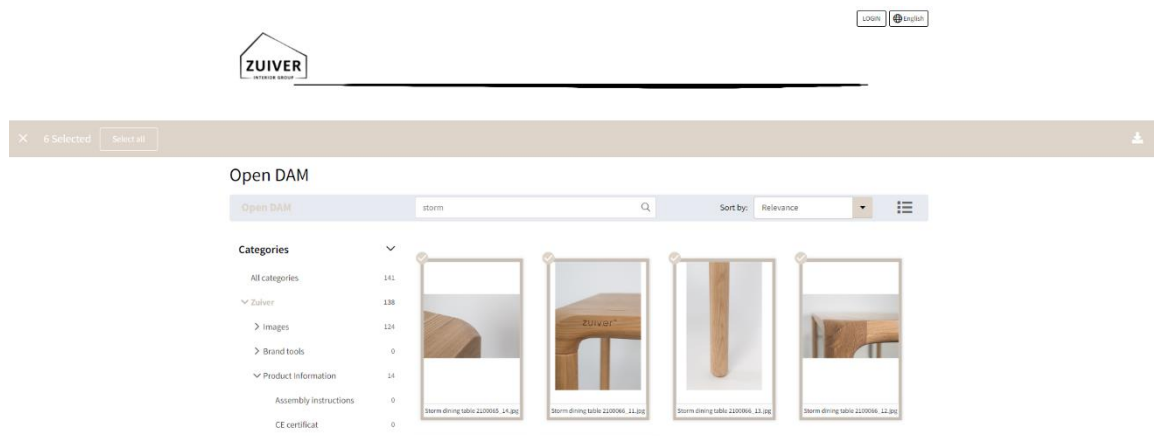
#### 6.4.1 Download only one asset

To download a single digital asset, click on the download symbol at the bottom on the right.



## 6.4.2 Download multiple assets

To download multiple assets, click on the tick symbol in the left top corner. Once you have selected one asset, a bar appears at the top, that keeps count of the selected pictures, and has a 'Select all' option if you want to select all images from your search result.



Once you have selected everything you need, click on the download button on the right of the search bar. Save the images, videos or GIFS as a .zip file in your own chosen folders on your computer and import them for your projects.

We hope this guide will get you well on your way in using the Zuiver Interior Group dealer login. If any questions still arise, do not hesitate to contact us at [sales@zuiver.com](mailto:sales@zuiver.com)