

## Account

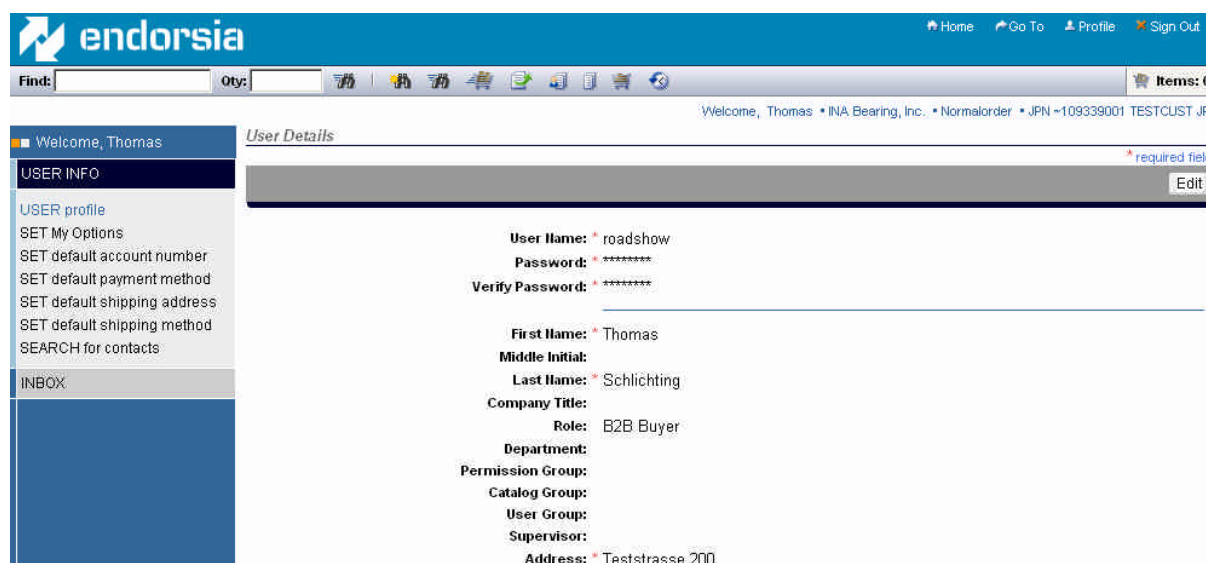
The personal data of a user may be administered here. The data is preset by the company system administrator. Changes of the personal data, e.g. the password can be edited here.

The account section will be accessed in the menu bar via [Go To](#) or [Profile](#)

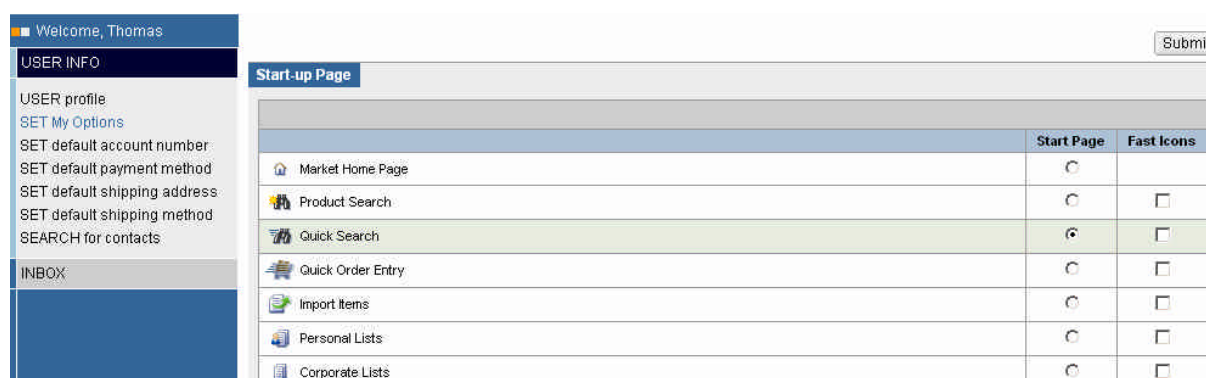


In the account section all editable settings are listed on the left side.

**USER profile** here the user can see the personal data, changes can be done while pressing the button [Edit](#), edit data and then submit with [Save](#)



**SET My Options** the default start screen and the icons to be displayed can be set here.



In case that no fast icon is marked, all of them will be displayed.

### SET default account number

In case that the buying company has different account numbers the default may be set here. The account number can also be changed during the ordering process.

### SET default payment method

The payment method is predefined by Schaeffler companies and cannot be changed.

### SET default shipping address

A default shipping address may be set here. The required address must be marked in the right column and then confirmed via .

Welcome, IT

**USER INFO**

USER profile

SET default account number

SET default payment method

SET default shipping address

SET default shipping method

SEARCH for contacts

**Shipping Addresses**
 Save for this session only

1 - 5 of 5 shipping addresses

Description	Address	City	Country	User Default
Kunde ABC	1	1	GERMANY	<input type="radio"/>
test	test	test1233333	FRANCE	<input type="radio"/>
Test 1	Test	Bamberg	GERMANY	<input checked="" type="radio"/>
Test Lieferadresse 2	Teststr. 500	Herzo	GERMANY	<input type="radio"/>
Test-Code	Street 1	Town	NETHERLANDS	<input type="radio"/>

1 - 5 of 5 shipping addresses

### SET default shipping method

The default for the shipping methods may be set here.

### SEARCH for contacts

A list supplier contacts with contact data may be found here.

### INBOX

When a user is designated as supervisor for another user, it may happen that orders need to be approved when the other user exceeds his buying limit. When an order is in the INBOX for approval, the user will get a notification via email.

Welcome, Thomas
**Order Approval**

**USER INFO**

**INBOX**

ORDERS pending approval

E-mail Your Merchant Rep

Display: All (1)
Result Page: 1

Order Date	Cart Number	Status	Comments	Order Number	Order Total	Delete
06.04.2006	2205163	Open			6.100,00 JPY	<input checked="" type="checkbox"/>

In the inbox all open orders are listed. the order can be opened via the cart number and then it may be approved or denied.

**Order Approval Details**

**- 1**

**PO / Ref #:** Test inbox

<p><b>Ship To:</b> 7700031907*Test Customer</p> <p>1 The High Street Our Town Telford, Shropshire TF3 3DE</p> <p>UNITED KINGDOM 555-123</p>	<p><b>Shipping Method:</b> Air freight</p> <p><b>Payment Method:</b> PO Japan</p>	<p><b>Bill To:</b></p> <p>- - JP</p> <p>thomas.schlichting@de.ina.com</p>
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Display: All (1)
Result Page: 1

Manufacturer	Vendor Part #	Description	Pack Qty	Min Order Qty	Req Date	Qty
Schaeffler KG	6204	深溝玉軸受	1	1	07.04.2006	10