



WEBSHOP MANUAL



SIMPLY BETTER!



TUNGALOY
(T H A I L A N D)

<https://webshop.tungaloy.co.th/>

Email: info@tungaloy.co.th
Tel: 02-751-5711

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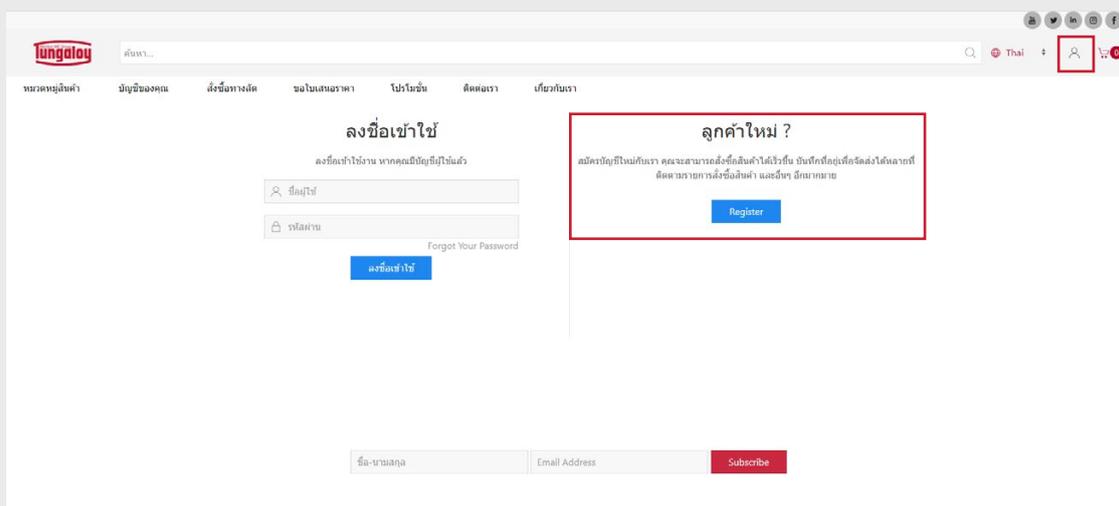
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Registration

- ① Enter <https://webshop.tungaloy.co.th/> in your browser
Google Chrome is the first recommendation
- ② Click the icon () to access Login/Signin site



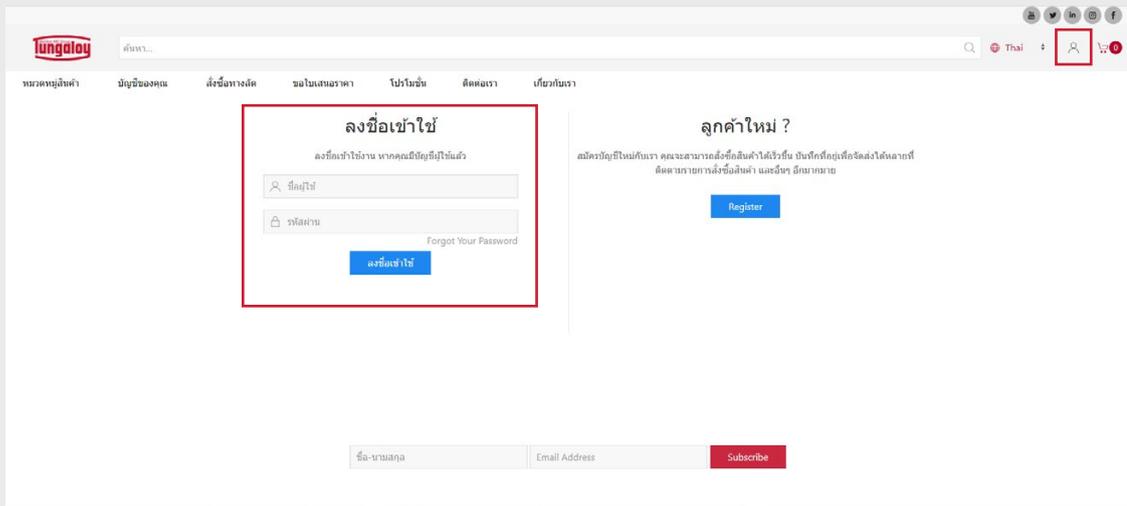
- ③ Click on “Register”
- ④ Fill out all detail, especially the cell that contains (*)
 - ① : Your personal information and general company information
 - ② : Customer code (please contact our sales representative for the code numbers)
 - ③ : Password (At least 8 English uppercase and lowercase letters with numbers and special character ex. . , ! ? *)
 - ④ : Email

- ⑤ Tick the “ฉันไม่ใช่โปรแกรมอัตโนมัติ / I am not a robot” checkbox and click “Register”.
- ⑥ Please wait for Tungaloy to create your account.
(If there was further information needed, Tungaloy might contact you via the registered mobile number)
- ⑦ When your account is approved, an activation email will be sent to you. Click the link to activate your account
- ⑧ The registration is done

Login

■ Login with your account

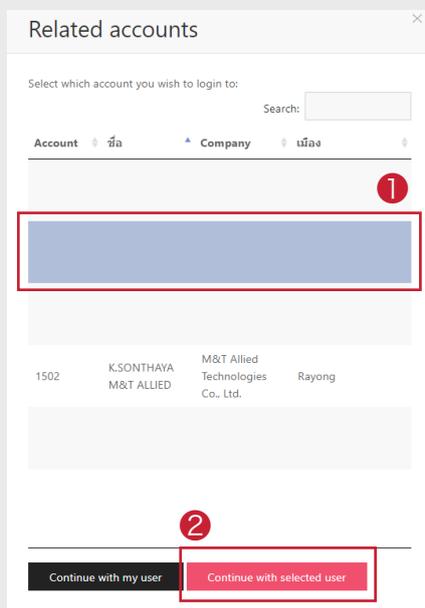
- ① Click the icon () to access Login/Signin site.
- ② Fill out the username and password.



- ③ You are now logged in with your account.

■ Login with your customer account

- ① Click the icon () to access Login/Signin site.
- ② Fill out the username and password.
- ③ Select your customer's account (①) and click "Continue with selected user" (②).
- ④ You are now logged in with your customer's account.

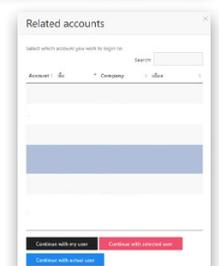


■ Switching account to yours or other customer's account

1. Click the icon () at the bottom of the window.



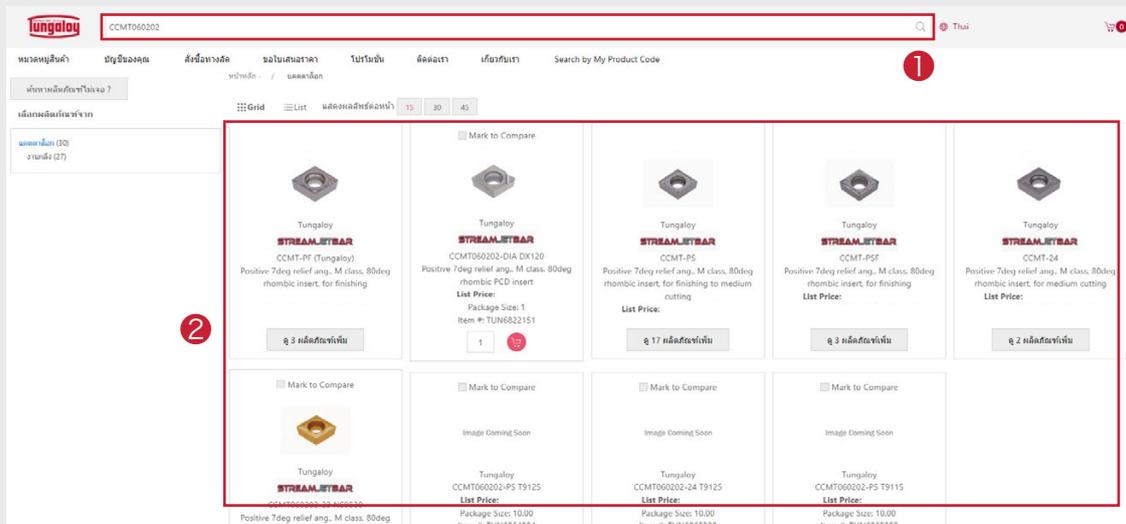
2. Select your customer account or click "Continue with my user" to switch to your account



Checking price and product specification

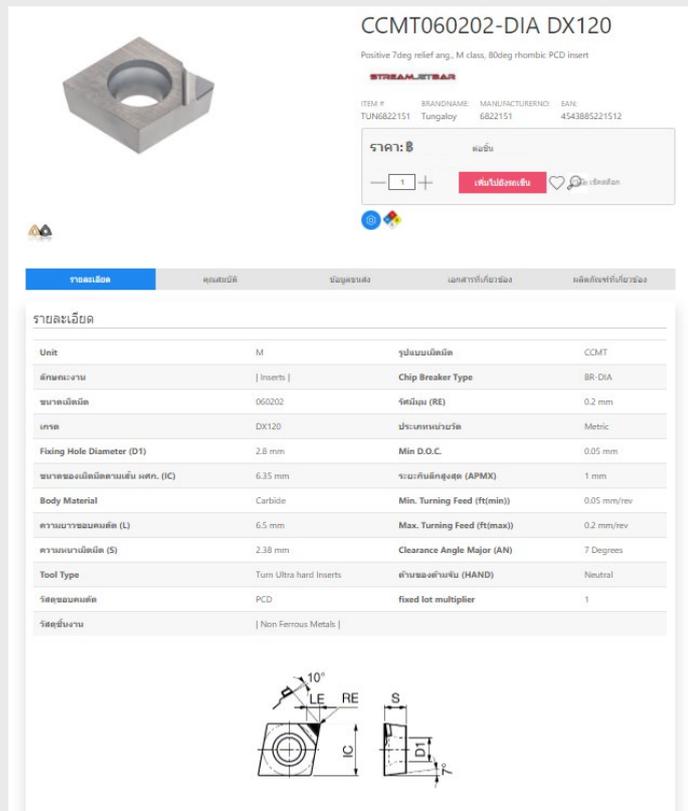
■ Checking price and product specification

- ① Fill out the product code or descriptions into the search tab at the top of the window (1)
- ② Select the product that you want to check (2)



- ③ You will enter the product page which contains:

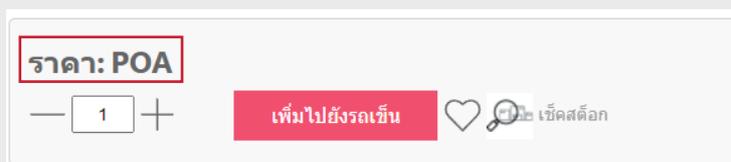
- Price
- Stock (Both in Japan and Thailand)
- Product specification
- Product Features
- Packing information
- Technical documents: DXF, STP, etc.
- Related products



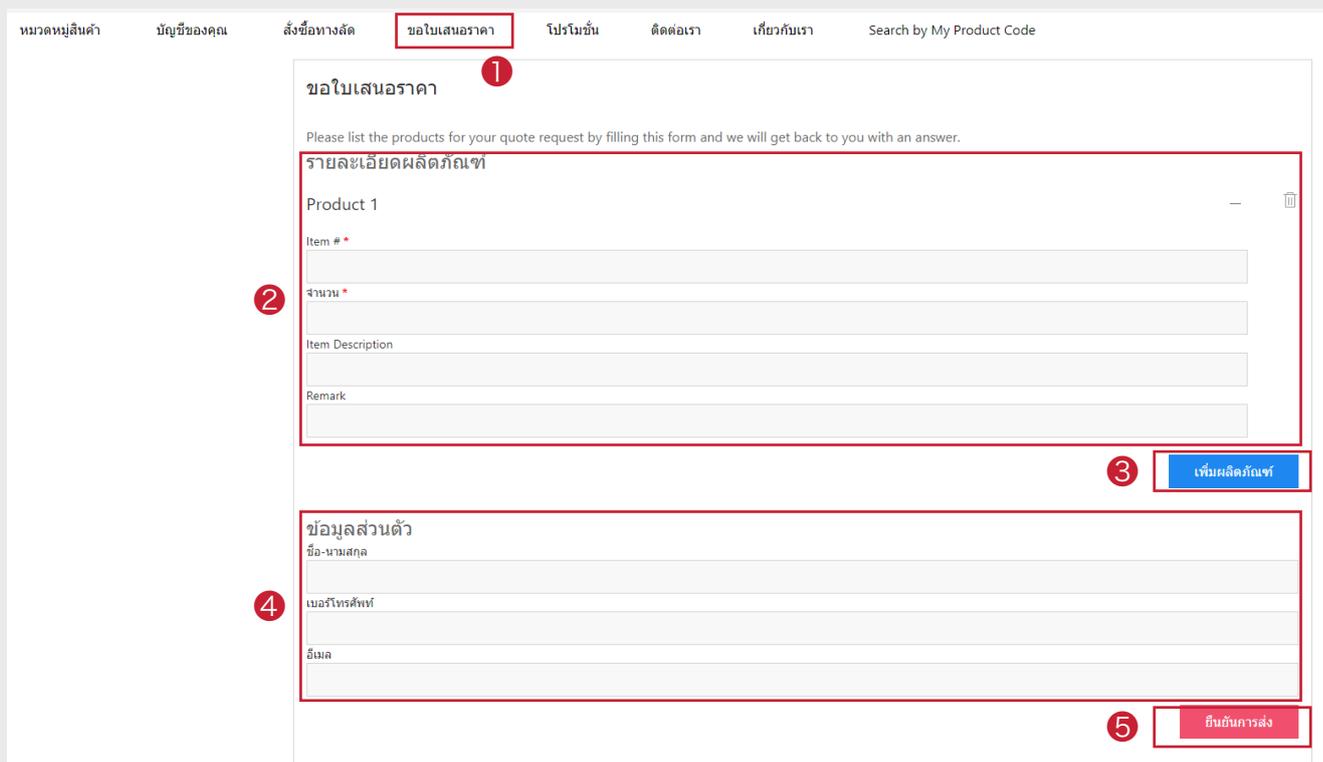
Checking price and product specification

■ Requesting for quotation

You might need to request for a quotation for some products that price is show as 'POA'.



- ① Click "ขอใบเสนอราคา / Request for a quotation" (①)
- ② Fill out the product information and quantity (②)
Click "เพิ่มผลิตภัณฑ์ / Add product" if there are more product you would like a (③)
- ③ Fill out your personal information (④) (Generally, the system will automatically use your account's information)
- ④ Click "ยืนยันการส่ง / Confirm and send" (⑤)
- ⑤ You can check the request status in the "ใบเสนอราคาที่คุณขอ / Your requested quotation" under the menu "บัญชีของคุณ / Your account"

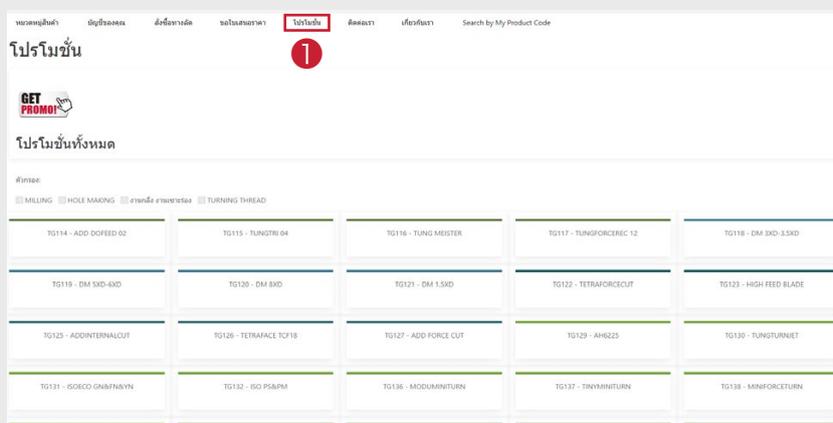
A screenshot of the 'ขอใบเสนอราคา' (Request for quotation) form on the website. The form is titled 'ขอใบเสนอราคา' (①) and includes the instruction: 'Please list the products for your quote request by filling this form and we will get back to you with an answer.' The form is divided into two main sections. The first section, 'รายละเอียดผลิตภัณฑ์' (②), is for listing products and includes fields for 'Product 1', 'Item # *', 'จำนวน *' (Quantity), 'Item Description', and 'Remark'. A blue button 'เพิ่มผลิตภัณฑ์' (③) is located at the bottom right of this section. The second section, 'ข้อมูลส่วนตัว' (④), is for personal information and includes fields for 'ชื่อ-นามสกุล' (Name), 'เบอร์โทรศัพท์' (Phone number), and 'อีเมล' (Email). A red button 'ยืนยันการส่ง' (⑤) is located at the bottom right of this section. The website's navigation bar at the top includes links for 'หมวดหมู่สินค้า', 'บัญชีของคุณ', 'สั่งซื้อทางสด', 'ขอใบเสนอราคา' (highlighted), 'โปรโมชั่น', 'ติดต่อเรา', 'เกี่ยวกับเรา', and 'Search by My Product Code'. On the left side, there is a vertical logo for 'Tungaloy Thailand WEBSHOP' with a large number '5' below it.

Checking price and product specification

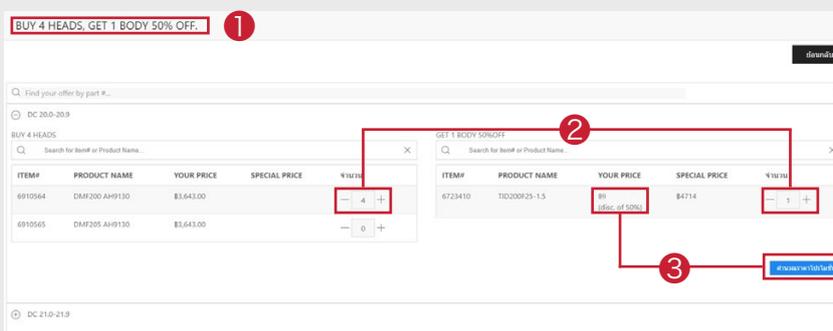
■ Checking promotions under the Promotion menu

There are many Tungaloy's promotion provided to support our precious customers. You will be able to check them and immediately calculate the price after discount in just 1 click!

- ① Click "โปรโมชั่น / Promotions" (1) to enter the promotion site.
- ② You will see all available promotions which can be separated by application.
- ③ Select the series you would like to check.



- ④ The promotion conditions are shown in the upper tab (1)
- ⑤ Add the quantity for both left and right tabs (2) according to the conditions
- ⑥ Click "คำนวณราคาโปรโมชั่น / Calculate the price" (3) to check the price after discounted
- ⑦ The items can be added to your cart immediately after you calculated the discount price



Note:

You can also access the promotion from the individual product page

If the product has promotion, the "Promo" icon will be shown under pricing information.



Placing orders

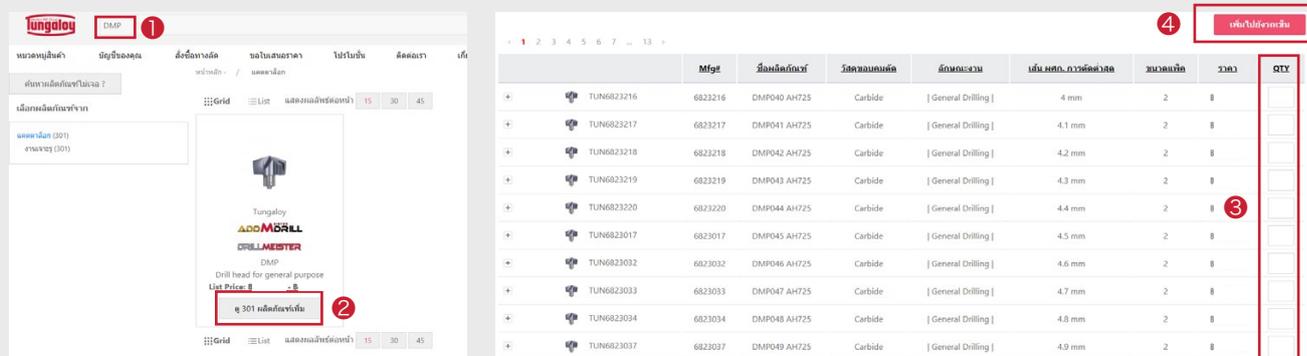
■ Placing regular orders

① There are 2 ways to add products to cart:

- Select multiple products and add to cart together at once
- Select product one by one from individual product page

- Select multiple products and add to cart together at once

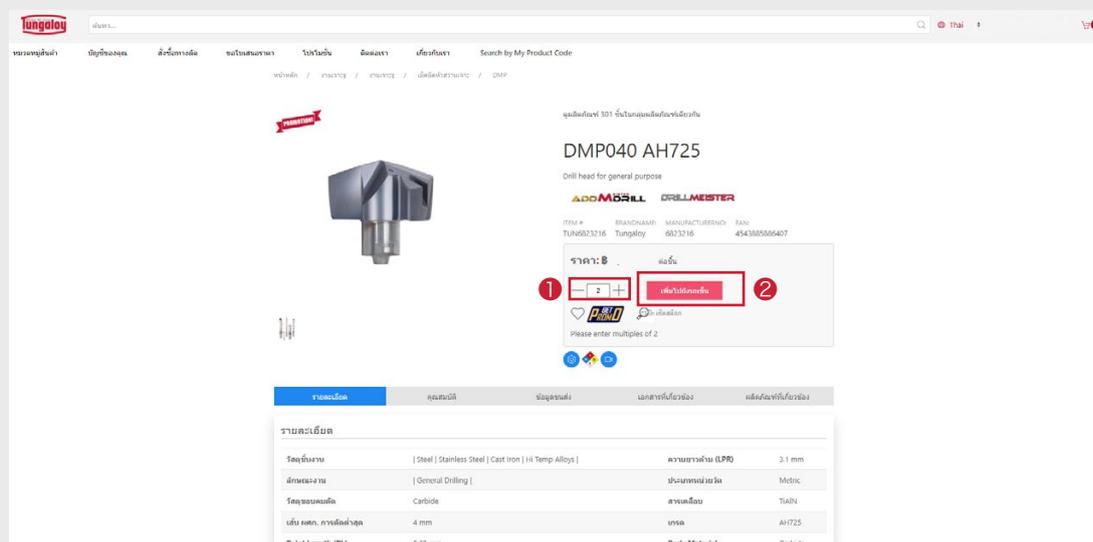
- 1 Fill out the product code/descriptions into the search tab (①)
- 2 Select the product group (②)
- 3 Fill out the quantity (③) and click "เพิ่มไปยังรถเข็น / Add to cart" (④)



Note: Click (+) at the left tab to quick check the product specifications

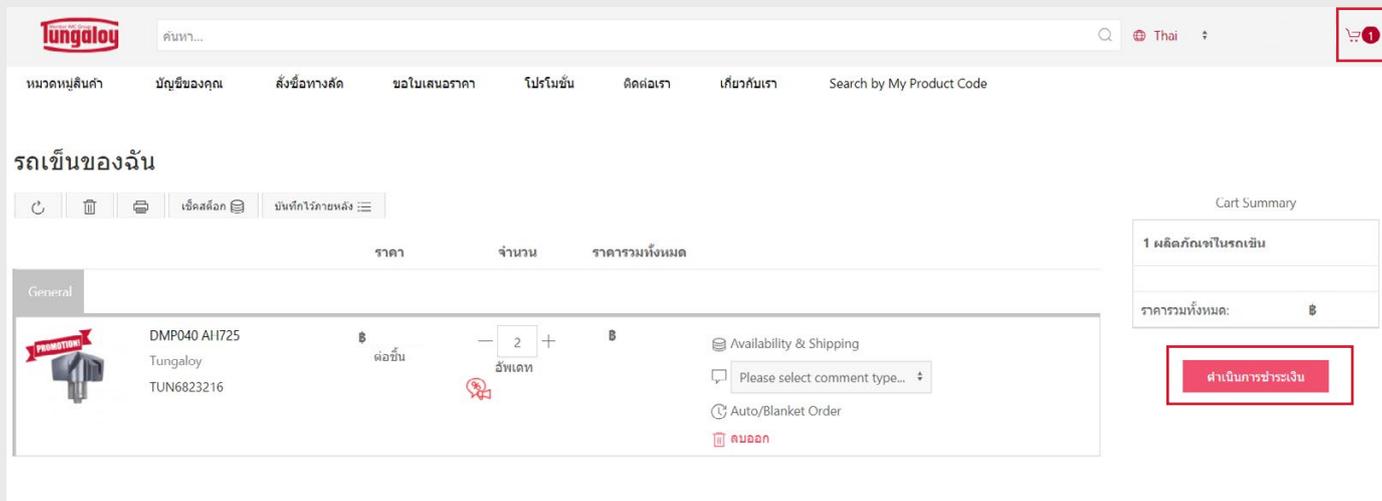
- Select product one by one from individual product page

- 1 Fill out the product code/descriptions into the search tab
- 2 Click the product to access product page
- ① Fill out the quantity and add to cart
- ②



② Click "ไปยังรถเข็น / Go to the cart" or basket icon (🛒) to see all products in your cart.

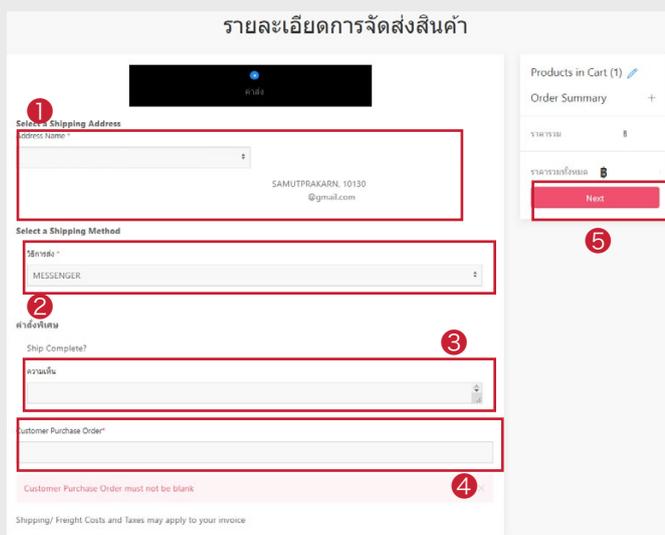
Please make sure to check the details and click "ดำเนินการชำระเงิน / proceed with payment"



Note: Please check the quantity and price before processing to the next steps

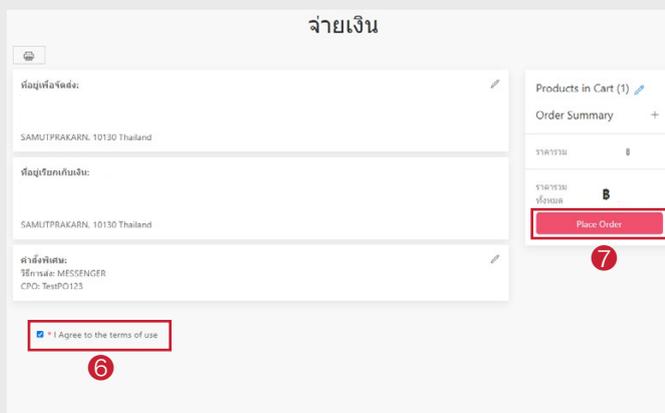
③ Fill out the below information and click "Next" (5)

- ① Delivery address
- ② Shipping Method
- ③ Comments (if any)
- ④ Purchase Order numbers



④ Check the details again and tick "I Agree on the term of use" (6)
Then, click "Place Order" (7)

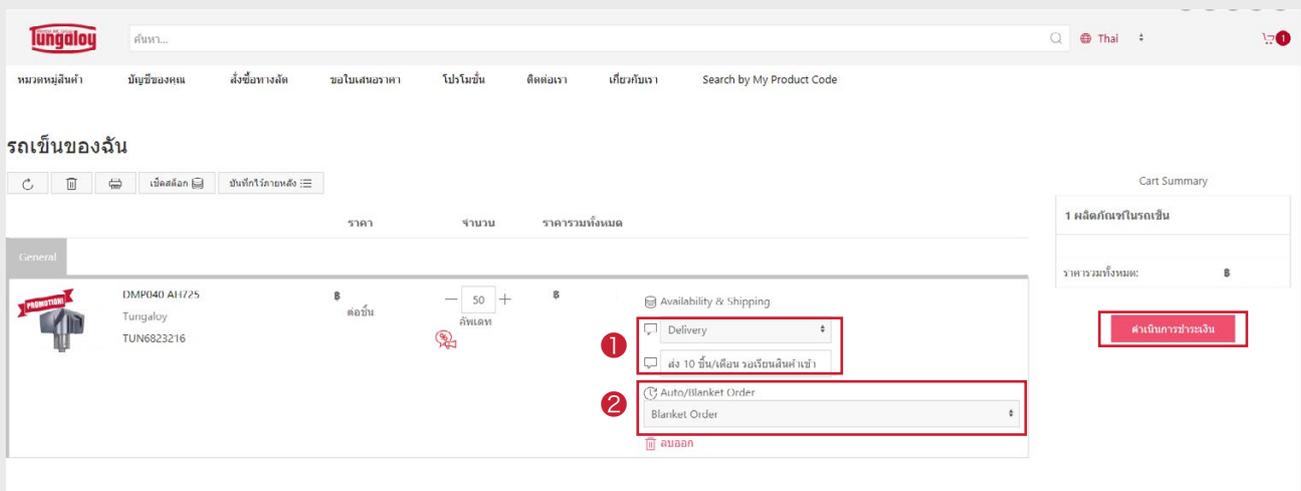
⑤ The order will be sent to Customer Service email.



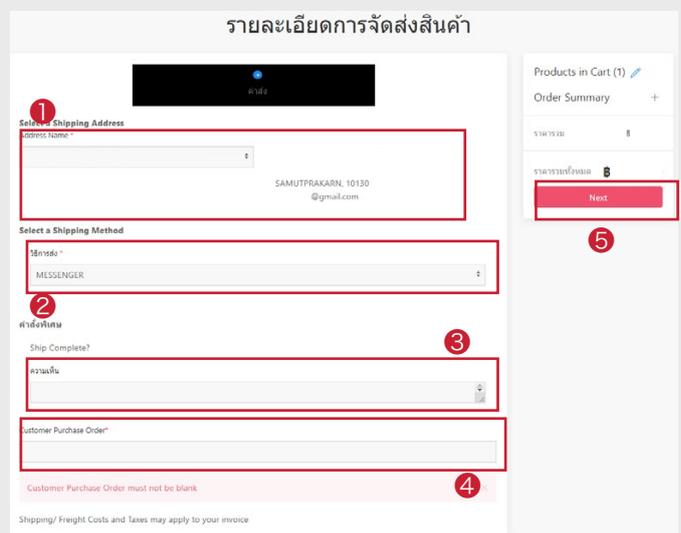
Placing Orders

■ Placing blanket order

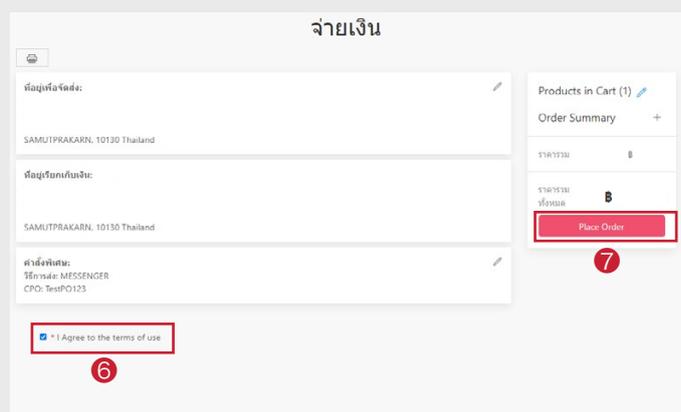
- ① Add products into cart.
- ② Click "ไปยังรถเข็น / Go to the cart" or basket icon (🛒) to see all products in your cart.
- ③ Follow below instructions and Click "ดำเนินการชำระเงิน / Proceed with payment" (③)
 - ① Select Comment type as "Delivery" and identify blanket conditions Ex. send 10 units/month, etc.
 - ② Click "Auto/Blanket Order" and change from One Time Delivery to "Blanket Order"



- ③ Fill out below information and click "Next" (⑤)
 - ① Delivery address
 - ② Shipping method
 - ③ Comments (*identify blanket conditions again)
 - ④ Purchase order numbers

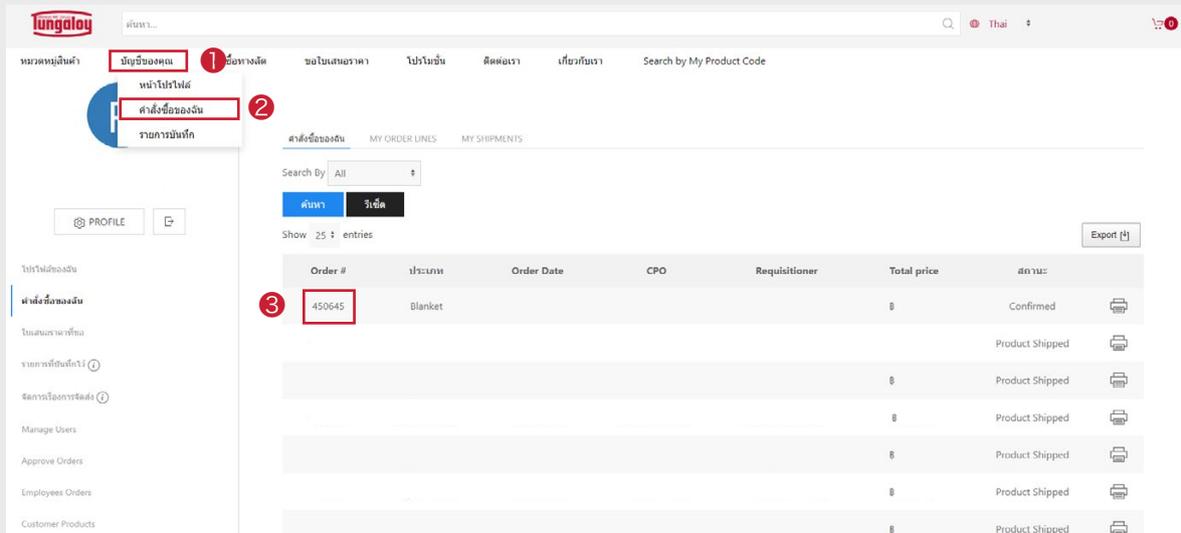


- ④ Check the details again and tick "I Agree on the term of use" (⑥)
Then, click "Place Order" (⑦)
- ⑤ Blanket order is sent to our Customer Service Dept.

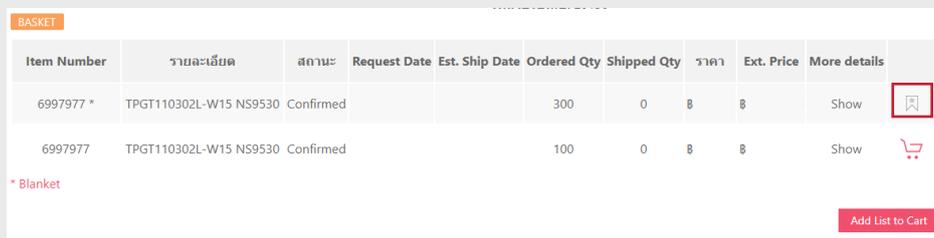


■ Requesting for delivery of blanket orders

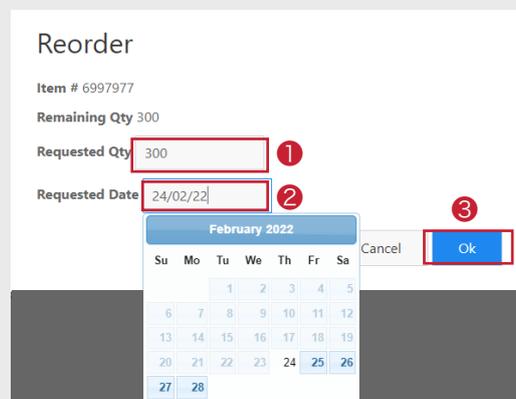
- ① Select menu "บัญชีของคุณ / Your Account" (1) and click "คำสั่งซื้อของฉัน / My orders" (2).
- ② Click the order number (3) to see more details of an individual order.



- ③ Click the flag icon (🚩) to specify quantity and requested date



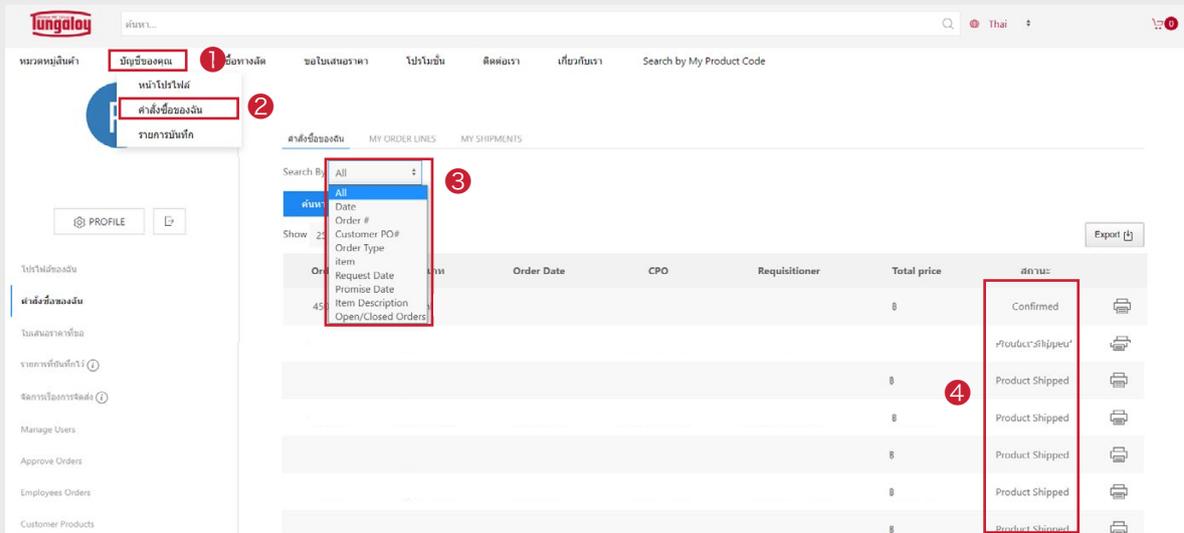
- ④ Specify quantity (1) and requested date (2)
- ⑤ Click "OK" (3)



Tracking orders

■ Checking order Status

- ① Select menu "บัญชีของคุณ / Your Account" (1) and click "คำสั่งซื้อของฉัน / My orders" (2).
- ② Filter order by different types (3) and click "ค้นหา / Search"



- ③ Check the status under the column "สถานะ / Status" (4) at the right tab.
 - Received = Your order has been received.
 - Confirmed = Tungalay confirmed your order, but the items are currently out of stock.
 - Packing = Order is ready to be delivered.
 - Product Shipped = Order has been shipped successfully
 - Partially Shipped = Some items in this order has been shipped, Some are waiting for the next delivery.

■ Checking estimated delivery date

- ① Click the order number in "Order #" tab (1)
- ② Check the estimated delivery date in "Est. Ship Date" (2) The delivery will be sent within 2-3 days after "Est. Ship Date"

Search By All

ค้นหา | รีเซ็ต

Show 25 entries

Order #	ประเภท	Order Date
450645 (1)	Blanket	18/02/2022
450629	Regular Order	18/02/2022
450331	Regular Order	14/02/2022
449522	Regular Order	07/02/2022

GENERAL DETAILS

Order #: 450331
 Account Name: MRP Engineering
 Total Value: ฿ 28,308.00
 ความเห็น:
 Order Dates: 14/02/22
 Order Status: Product Shipped

Account #: 2499
 C.P.O.: POM6502-0348
 Order Type: Regular Order
 Order Created By: K.Pakorn MRP ENG
 Creator: MRP Engineering

SHIPPING DETAILS

ชื่อ: MRP Engineering Co.,Ltd.
 ที่อยู่ บรรทัดที่ 1: 88 Moo 5
 ที่อยู่ บรรทัดที่ 2: T.Muang, A.Muangchonburi
 ประเทศ: TH
 รหัสไปรษณีย์: 20130

BILLING DETAILS

ชื่อ: MRP Engineering Co.,Ltd.
 First Name: K.Pakorn
 นามสกุล: MRP ENG
 ที่อยู่ บรรทัดที่ 1: 88 Moo 5
 ที่อยู่ บรรทัดที่ 2: T.Muang, A.Muangchonburi
 ประเทศ: TH
 รหัสไปรษณีย์: 20130

BASKET

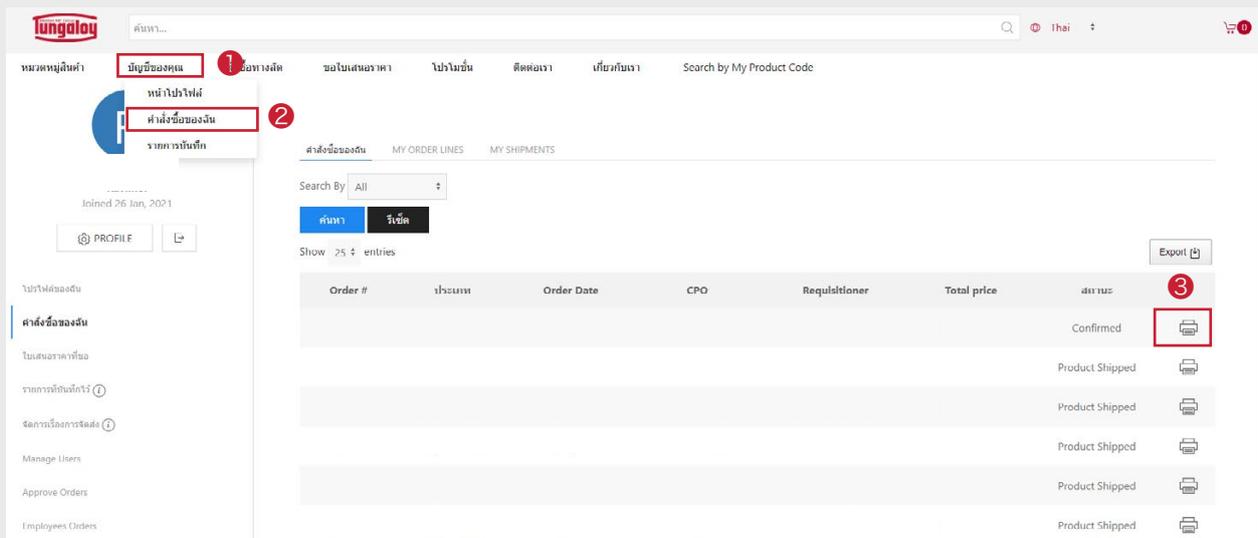
Item Number	รายละเอียด	สถานะ	Request Date	Est. Ship Date	Ordered Qty	Shipped Qty	ราคา	Ext. Price	More details
6863085	DMP170 AH725	Product Shipped	24/02/22	24/02/22 (2)	4	4	฿ 2,677.00	฿ 10,708.00	Show
6752714	TNMMU120708PER-MJ AH3135	Product Shipped	24/02/22	24/02/22	40	40	฿ 440.00	฿ 17,600.00	Show

Add List to Cart

Documents

■ Downloading Order Confirmation

- ① Select "บัญชีของคุณ / Your Account" (1) and click "คำสั่งซื้อของฉัน / My Orders" (2) to see all orders
- ② Select the order confirmation that you want to download and click download icon (4)



■ Downloading Invoice

- ① Select "บัญชีของคุณ / Your Account" (1) and click Invoice (2) to see all issued invoices.
- ② Select the invoice you want to download and click download icon (3).

