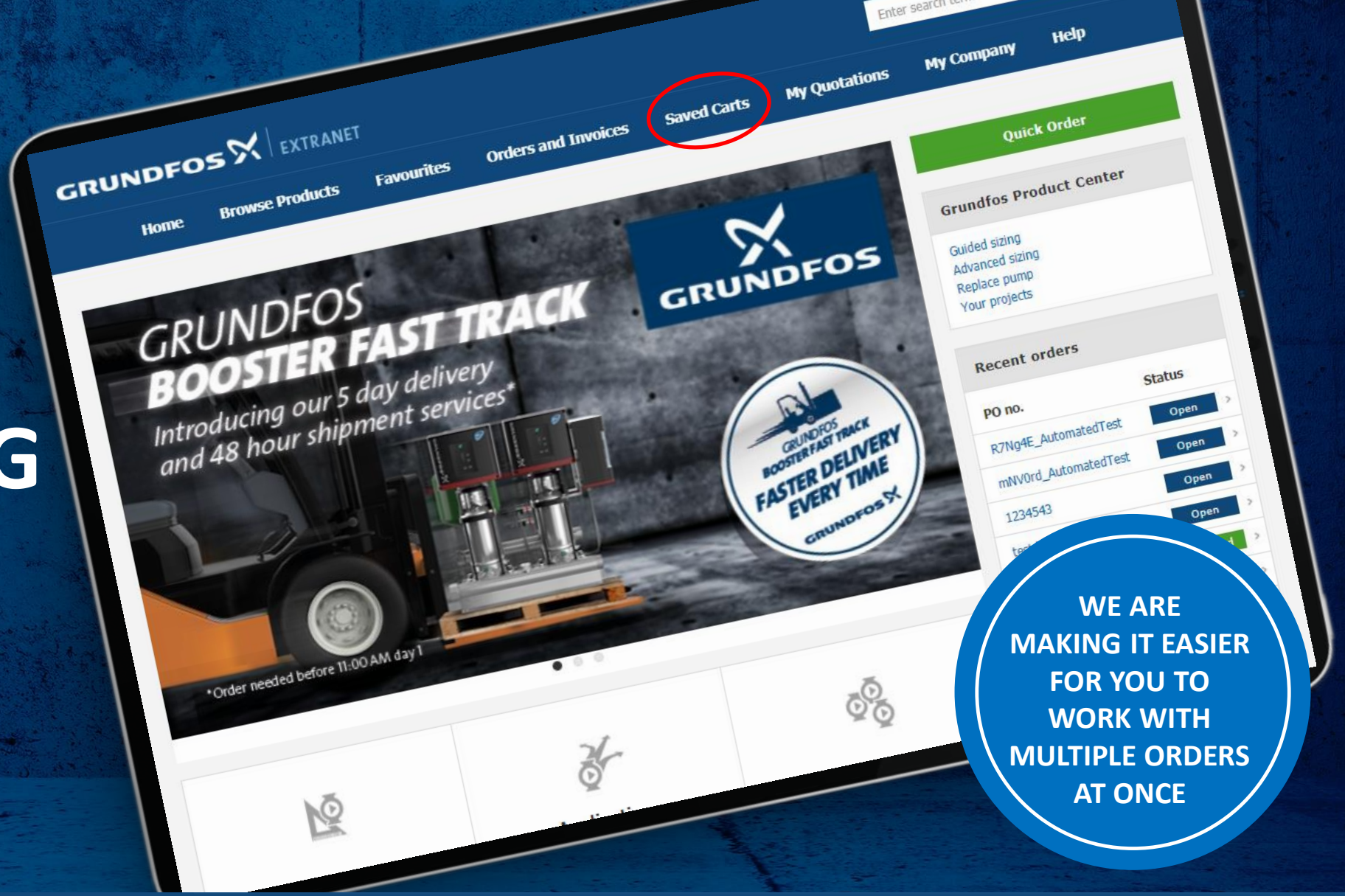
GRUNDFOS
EXTRANET

SOMETHING NEW IS COMING

to Grundfos Extranet…



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Dear Extranet User

Thank you for using the Grundfos Extranet.

In Grundfos we constantly strive to improve our digital tools so they conform to your work. Grundfos Extranet is no exception and with our latest platform release, we are introducing a new way for you to work with orders.

You can now save your cart to a list of carts, so that you can work with multiple orders at the same time, without having to either order or delete the current one. Also, this feature allows you to ***share it among colleagues*** *to enable effective collaboration.*

In this slide deck you will find a small user guide concerning ***Saving, Sharing*** *and* ***Restoring*** *different carts*

We hope you find it useful.

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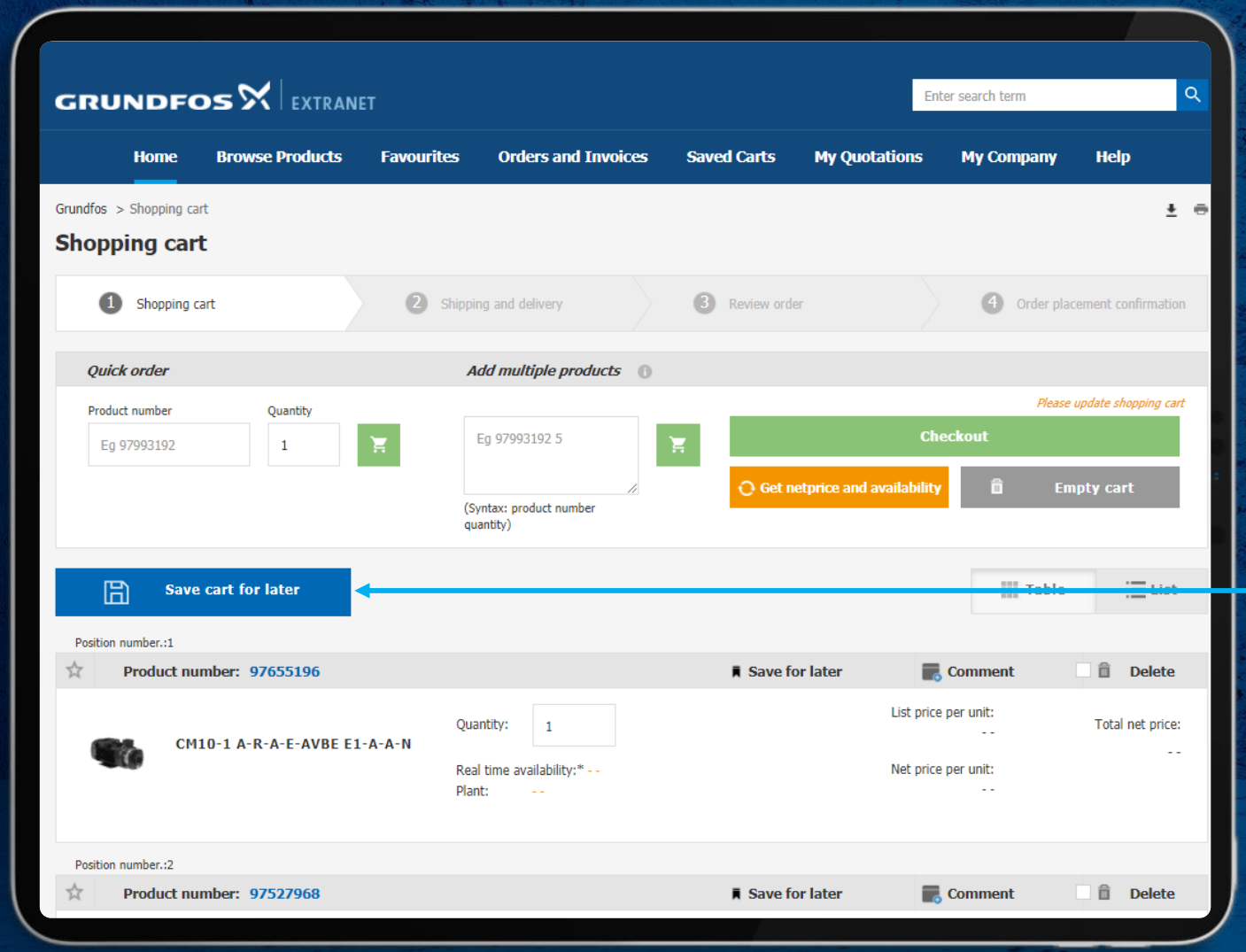
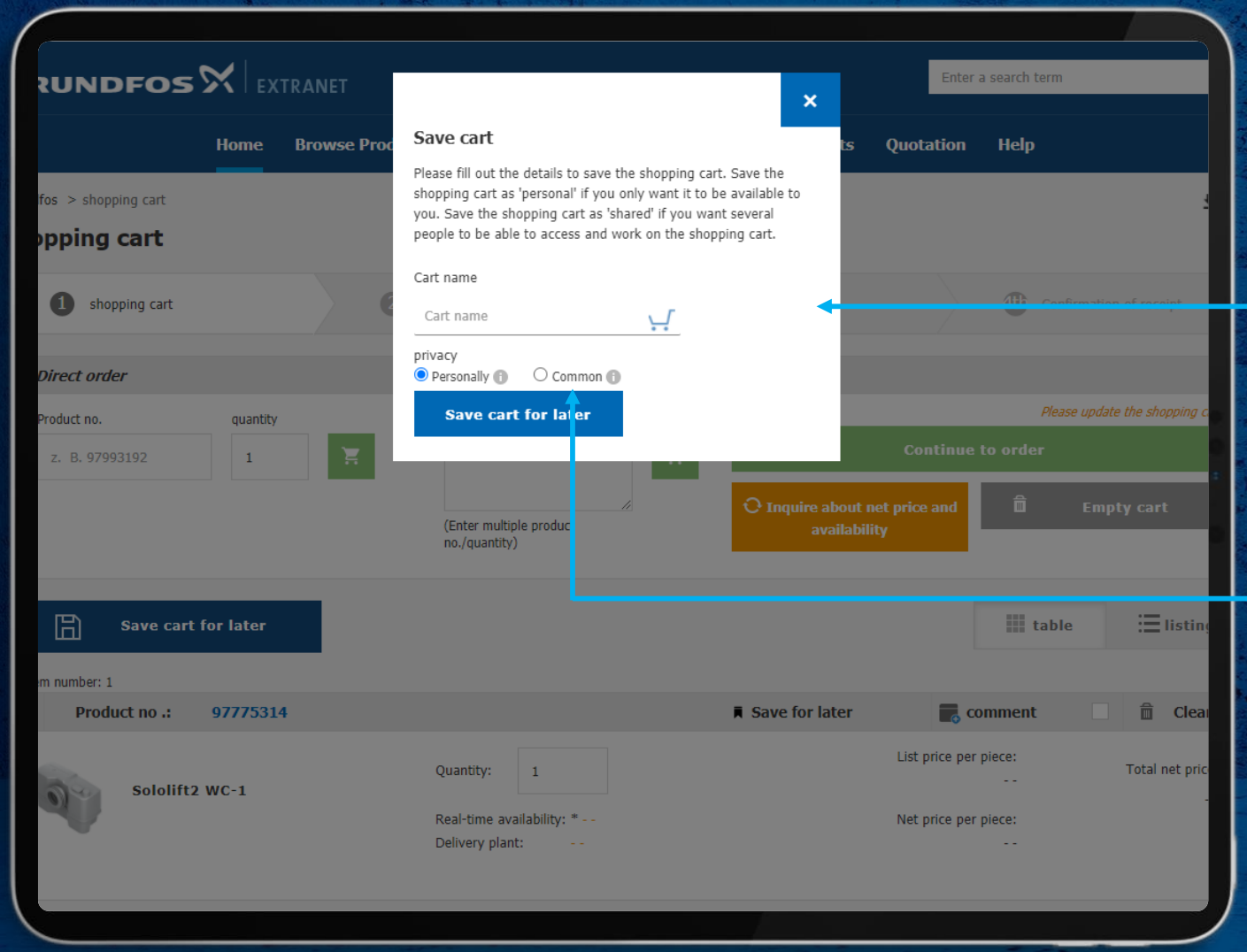


Working with your cart now allows you to **store** the cart for later use. This gives you the option to work with multiple carts while not having to either delete or realize the current one. Clicking the **Save cart for later**-button, will store it in you **Saved Carts**-list and generate a “new” cart that is now your **default**.



When clicking **Save cart for later**-button, you are asked to
(1) Fill in the Cart Name with anything you prefer.

(2) Choose the **privacy setting** on the cart

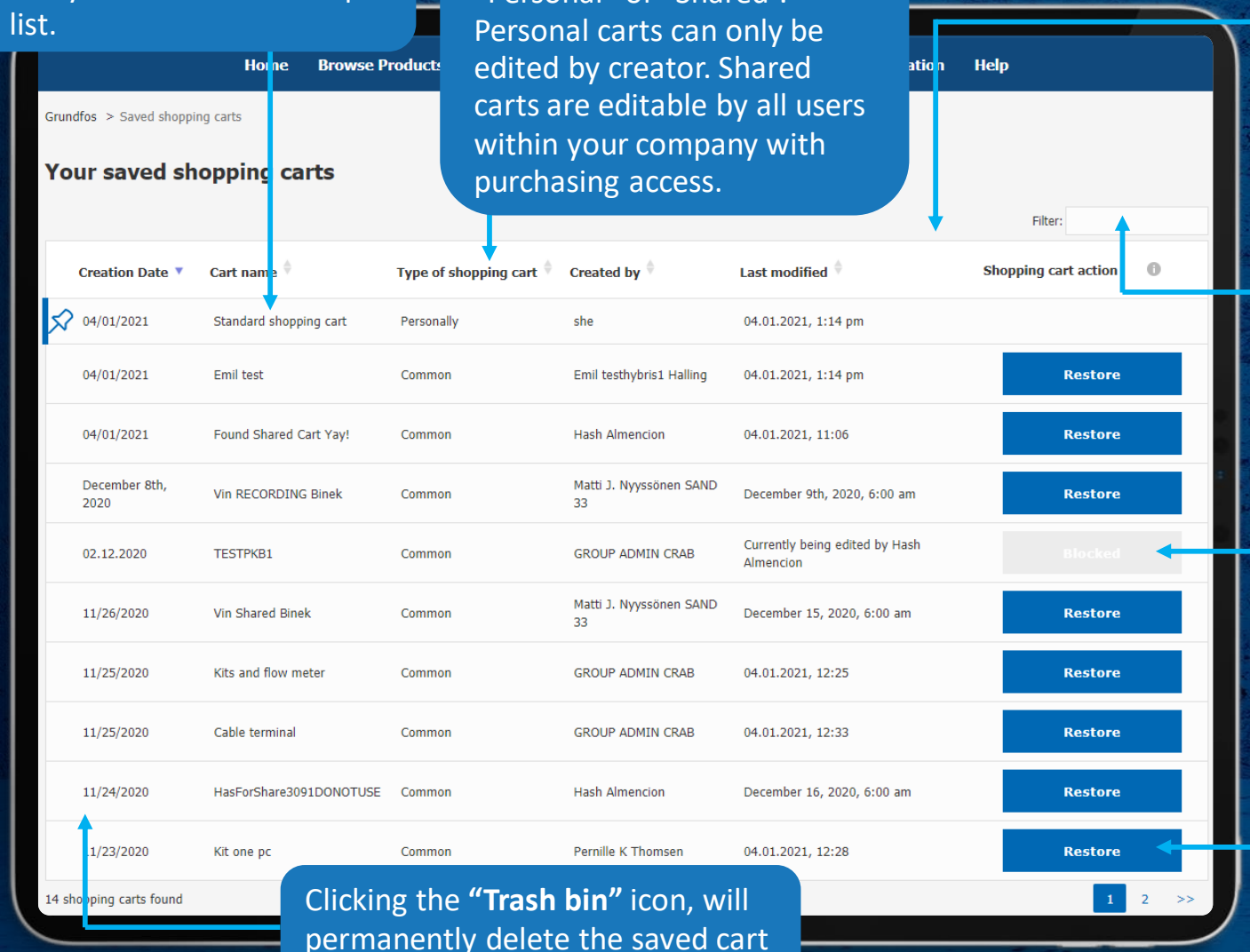
Saving cart as a **personal cart**, will make it visible and editable for you only.

Saving cart as a **Shared cart** will allow anyone within your company with Extranet purchasing rights to edit the contents as well.

Your **Default cart** includes all the items that has not yet been saved. It can always be found in the top of the list.

Privacy settings are shown here. A cart can either be “Personal” or “Shared”. Personal carts can only be edited by creator. Shared carts are editable by all users within your company with purchasing access.

The list of **Saved carts** represents all the carts you have currently created and saved. You can sort on **Date creation, Cart Name, Type of shopping cart, Created by** and **Last modified.**

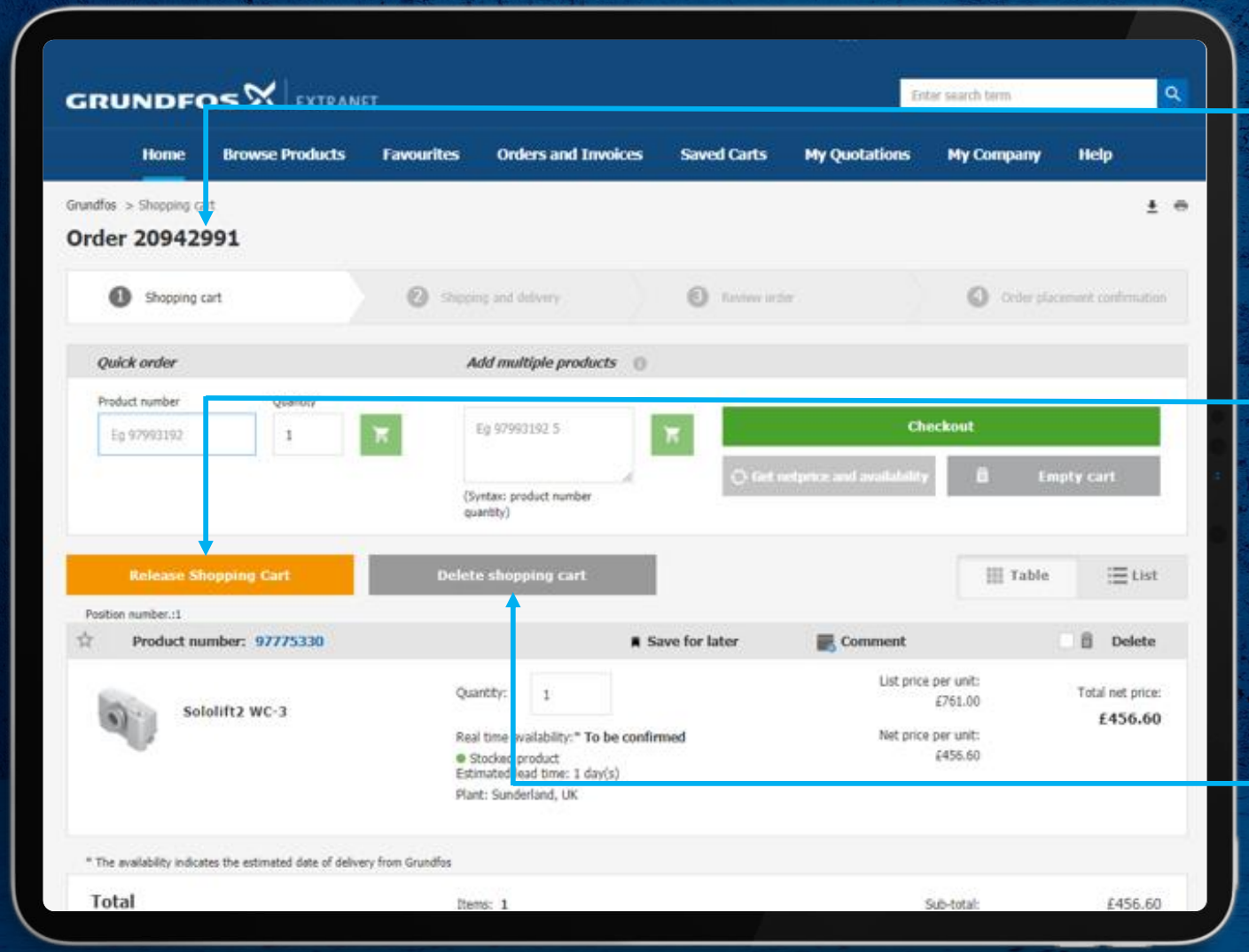


The **Search bar** allows you to quickly filter on carts containing the text you type in (e.g. colleague name or cart name).

“Grey-marked” carts are non-interactionable, as they are **currently being edited by someone else**. Upon release, the cart will yet again be active for restoration by you.

Restoring a cart will replace your “current cart” with the one you choose. Adding products while the new cart is active, will add the items to that saved cart specifically.

Clicking the **“Trash bin”** icon, will permanently delete the saved cart and its contents.



Here you can see the designated cart name.

“Releasing the shopping cart” will put it “back on the shelf” and adopt the default shopping cart. All items will be saved automatically and you are redirected to the **“Saved Carts”** page.

“Delete shopping cart” will permanently delete the cart and the contents. When deleting the cart, it will disappear from the Saved Carts-page.