

# **FLYSURFER**

## **HOW-TO: B2B-PORTAL**

## FLYSURFER B2B-PORTAL

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## FLYSURFER B2B-PORTAL

# 1. GENERAL INFORMATION

**Welcome to the FLYSURFER B2B-Portal! As a FLYSURFER Partner you will enjoy many benefits from now on:**

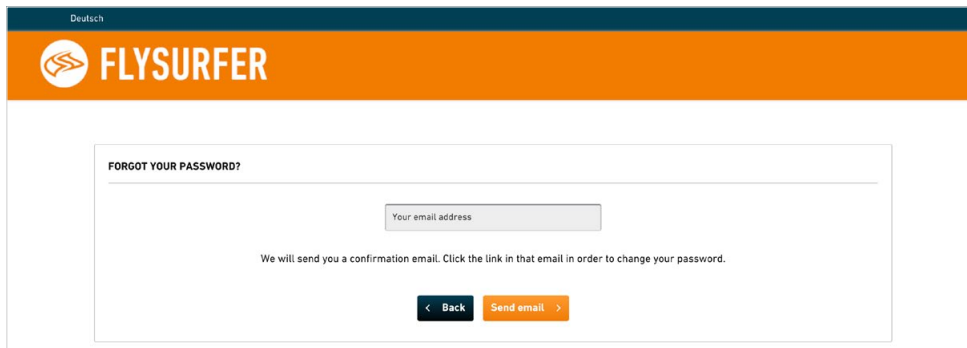
- ▶ Exclusive B2B deals
- ▶ Order possibility 24/7
- ▶ Order history and shipping information incl. delivery tracking
- ▶ Real time stock
- ▶ Direct order of spare parts, lines and accessories
- ▶ Flexibility regarding location and opening hours due to mobile application

# FLYSURFER B2B-PORTAL

## 2. LOGIN

Open the B2B-Portal: <https://shop.skywalk.org/login>

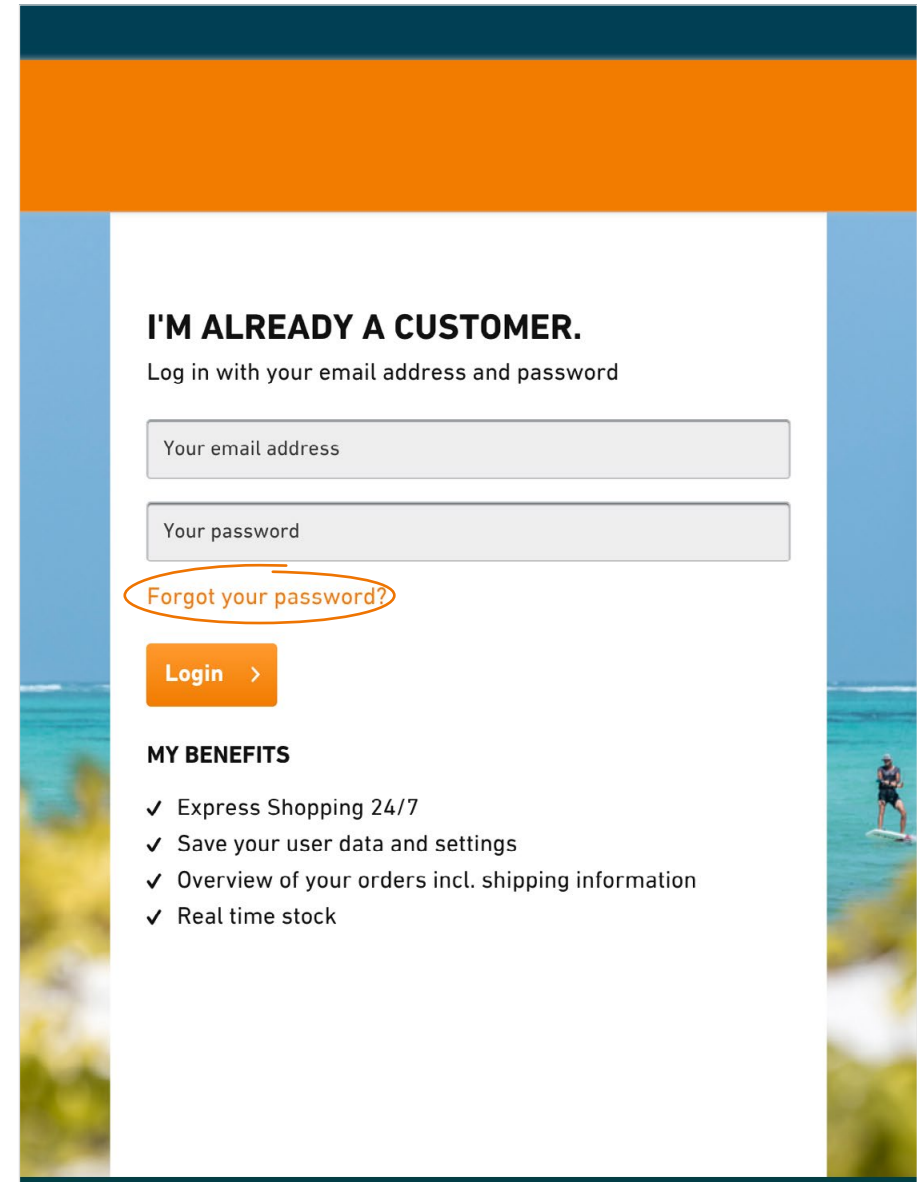
1. For the first Login please select: [Forgot password?](#)
2. Enter your regular e-mail address (registered at FLYSURFER)



The screenshot shows the top navigation bar with 'Deutsch' on the left and the FLYSURFER logo on the right. Below the navigation bar is a white box titled 'FORGOT YOUR PASSWORD?'. Inside this box, there is a text input field labeled 'Your email address'. Below the input field, there is a line of text: 'We will send you a confirmation email. Click the link in that email in order to change your password.' At the bottom of the box, there are two buttons: a black button with a left arrow and the text '< Back' and an orange button with the text 'Send email >'.

3. Click [Send email](#) and check your inbox. Click on the link which can be found in the e-mail, in order to change the password
4. Open the B2B-Portal again and log yourself in

*Since the B2B-portal is probably in German language, please **change the language** to English. In case you need help, please do not hesitate to contact us.*



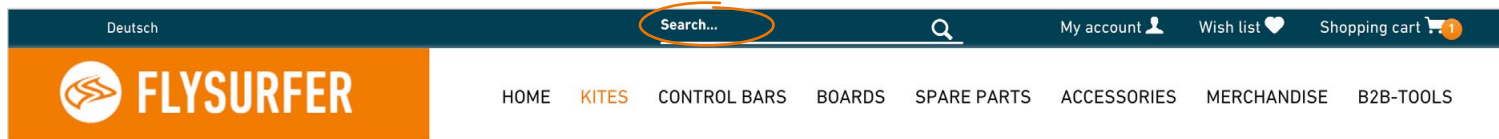
The screenshot shows the login page with a white background and a blue border. At the top, there is a dark blue header with 'Deutsch' on the left and the FLYSURFER logo on the right. Below the header is a white box titled 'I'M ALREADY A CUSTOMER.' with the text 'Log in with your email address and password'. Below this text are two text input fields: 'Your email address' and 'Your password'. Below the input fields is a link 'Forgot your password?' circled in orange. Below the link is an orange button with the text 'Login >'. Below the button is a section titled 'MY BENEFITS' with a list of four items: 'Express Shopping 24/7', 'Save your user data and settings', 'Overview of your orders incl. shipping information', and 'Real time stock'.

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## 3. NAVIGATION

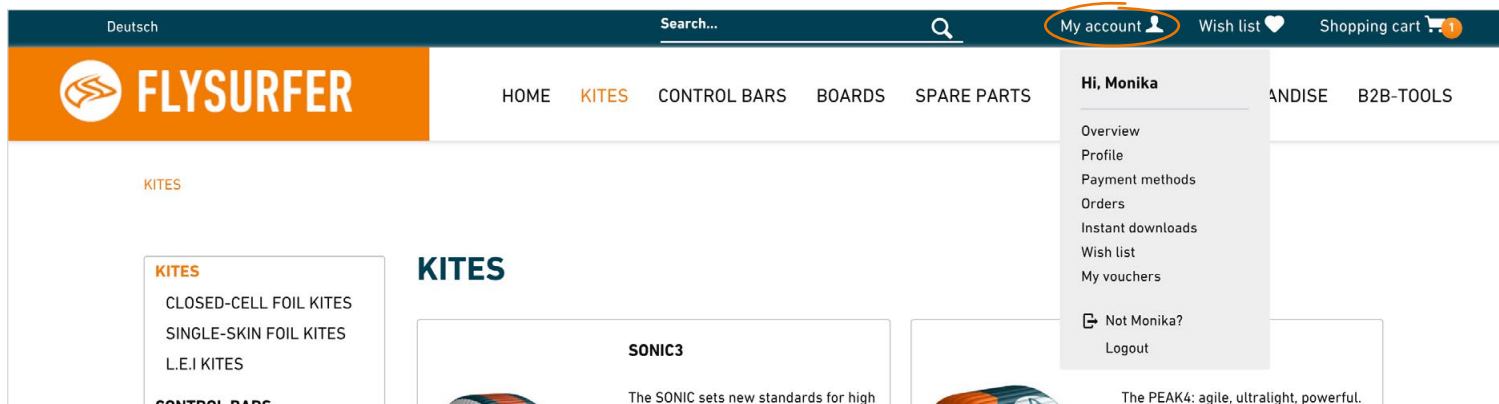
### Search function

- ▶ type in the item name or item number you are looking for



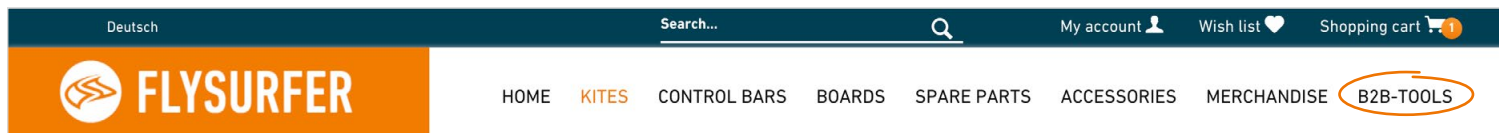
### My account

- ▶ Manage your account and adjust your settings individually



### B2B-Tools

- ▶ Latest sales partner news as well as news archive, download area, etc.



# 4. SALES PARTNER ACCOUNT DASHBOARD

## Dealer Prices

Different price displays are possible, **by default your purchase price is shown in € net**

- ▶ If you want to check the availability while you are advising a customer, you can change the price display, e.g. **RRP in € gross incl. VAT** or **no price presentation** at all

The screenshot shows a user interface for a sales partner account dashboard. On the left is a navigation menu with the following items: 'Hi, Monika', 'Overview' (highlighted in orange), 'Profile', 'Addresses', 'Payment methods', 'Orders', and 'Instant downloads'. The main content area is titled 'WELCOME, . .' and contains the text 'This is your account dashboard which enables you to view your account activities.' Below this is a settings section titled 'DEALER PRICES (WILL BE RESETTED AFTER LOGOUT)'. This section contains four radio button options: 'Purchase Price in € net (excl. 19% VAT) / RRP in € net (excl. 19% VAT)' (which is selected), 'RRP in € net (excl. 19% VAT)', 'RRP in € gross (incl. 19% VAT) / RRP in € net (excl. 19% VAT)', and 'No price presentation'.

## Profile and payment methods

- ▶ Here you can change your personal settings

## Orders

- ▶ Overview of your orders including your order history
- ▶ Current status of your order and tracking number (only if the order is complete)

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# 5. DETAILS OF THE PRODUCT

- 1 By default purchase price excluding VAT (net)
- 2 Recommended retail price (net) and your discount Level displayed in %

in your *account overview* you can change the *price display*, e.g. *RRP gross incl. VAT* or *no price display* at all, in order not to publish your purchase price during the conversation with the customer

- 3 Product availability (traffic light system):
  - Green = promptly available, ready to ship within 1-3 working days
  - Orange = not promptly available, available within X working days

*Below 10 pcs. stock of an item, the available quantity will be displayed*

- Red = delivery time on request, please contact the CS-Team

- 4 availability of different variants, e.g. kite sizes

- Green = in stock, promptly available

- Red = not in stock, see details in availability (3)

- 5 Select number of pieces

- 6 Add article to Wish list

- 7 Add item to shopping cart

Overview of the product page for the PEAK4 kite. The page shows the kite image, the product name 'PEAK4', and the price '€402.69 \*' with a discount of '€503.36 (-20%)'. The price is marked as 'Ready to ship in appr. 1-3 working days'. A dropdown menu for 'kite size' is open, showing options: 3.0, 4.0, 5.0 (selected), 8.0, and 13.0. The '5.0' option is highlighted with a green background.

Overview of the product page for the PEAK4 kite, showing the 'Add to shopping cart' button. The page shows the kite image, the product name 'PEAK4', and the price '€402.69 \*' with a discount of '€503.36 (-20%)'. The price is marked as 'Ready to ship in appr. 1-3 working days'. A dropdown menu for 'kite size' is open, showing options: 3.0, 4.0, 5.0 (selected), 8.0, and 13.0. The '5.0' option is highlighted with a green background. Below the kite size dropdown, there is a 'version' dropdown menu with 'kite only' selected. At the bottom, there is a '1 piece(s)' dropdown menu, an 'Add to shopping cart' button, and a 'Remember' checkbox. The article number 'FKPE405KO' is displayed at the bottom.

## 6. EDIT SHOPPING CART & VOUCHER CODES

If an article is added to the shopping cart, the overview of the shopping cart opens. Here you can complete your order directly by clicking on the **Checkout** button. You will also be informed again, if part of the order is not in stock yet.

You can change the piece quantity by clicking on the button **Edit shopping cart** or add products to your order directly by using the article number.

### Voucher codes

If you have a voucher code, you can add it to the order in the **Edit shopping cart** window.

Checkout >

Product	Quantity	Price per unit	Sum
<b>SONIC3 9.0 kite only</b> Article number FKS0309K0 only 5 pieces left <span style="color: green; font-size: small;">Ready to ship in appr. 1-3 working days</span>	1 <input type="text"/>	<b>€1,343.86 *</b> <span style="color: gray; font-size: small;">€1,679.83*</span>	<b>€1,343.86 *</b> <span style="color: gray; font-size: small;">€1,679.83*</span>
<b>PEAK4 5.0 kite only</b> Article number FKPE405K0 <span style="color: orange; font-size: small;">Ready to ship in appr. 1-3 working days</span>	1 <input type="text"/>	<b>€402.69 *</b> <span style="color: gray; font-size: small;">€503.36*</span>	<b>€402.69 *</b> <span style="color: gray; font-size: small;">€503.36*</span>

>

I have a voucher

>

Sum:	€1,746.55*
Shipping costs:	€12.00*
<b>Total amount:</b>	<b>€2,092.67</b>
Total amount without VAT:	€1,758.55
Plus 19 % VAT:	€334.12

Checkout >

<
Continue shopping

Unfortunately, the requested product is no longer available in the desired quantities. Our service team will provide you with the delivery time via e-mail. (0 of 1 deliverable).

	<b>1x SONIC3 9.0 kite only</b> <b>€1,343.86*</b> <span style="color: gray; font-size: small;">€1,679.83*</span>	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 18px;">X</span>
	<b>1x PEAK4 5.0 kite only</b> <b>€402.69*</b> <span style="color: gray; font-size: small;">€503.36*</span>	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 18px;">X</span>

Subtotal amount €1,746.55

\*Prices plus VAT [plus shipping costs](#)

Proceed to checkout >

Edit shopping cart >

Add to sho

FKPE405K0



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## 7. CHECK-OUT

- 1 Select the logistics provider and/or shipping type, UPS standard is pre-setted
- 2 Choose the option **partial delivery**, if desired.  
Note: No additional delivery costs will be charged for the subsequent deliveries
- 3 Enter the customer name or a logistics or commission number, if desired
- 4 **IMPORTANT:** Please review once again your order and click afterwards **Send order**  
➤ *your order is confirmed*

**Terms, conditions and cancellation policy**

I have read and accepted the [General terms and conditions](#) of your shop.

If the delivery address differs, Customer Service will charge you € 5.00. The delivery address must be in your country !

**Billing and shipping address**

Test B2B DE  
Mr . . .  
Windeckstr. 4  
83250 Marquartstein  
Germany

[Add different shipping address](#)

**Payment and dispatch**

Payment method: Prepayment  
Shipping type: UPS Standard

[Change](#) 1



**Partial delivery**

Yes, I agree with partial delivery (without further costs). The shipping costs will be calculate with the order confirmation.

Logistics number / Comment (note: filled field leads to manual processing and can lead to delay)

3

[Add more recipients](#)

Product	Quantity	plus VAT	Sum	
 <b>SONIC3 9.0 kite only</b> Article number FKSO309KO only 5 pieces left <small>Ready to ship in appr. 1-3 working days</small>	1	€255.33	<b>€1,343.86 *</b> <small>€1.679.83*</small>	<input type="button" value="x"/>
 <b>PEAK4 5.0 kite only</b> Article number FKPE405KO <small>Ready to ship in appr. 1-3 working days</small>	1	€76.51	<b>€402.69 *</b> <small>€509.36*</small>	<input type="button" value="x"/>
Sum:			€1.746.55*	
Shipping costs:			€12.00*	
<b>Total amount:</b>			<b>€2.092.67</b>	
Total amount without VAT:			€1.758.55	
Plus 19 % VAT:			€334.12	

4 [Send order](#) >

## **8. ORDER CONFIRMATION**

- ▶ The order notification will be sent immediately after you place your order
- ▶ The Customer Service Team will review the order and send an order confirmation within one working day
- ▶ In case the standard payment method is prepayment, please arrange the payment asap
- ▶ As soon as FLYSURFER receives the payment or debits the amount from your account via SEPA mandate, the order will be processed and shipped