

Instruction baubook dealer assignment

As a trader, you can include baubook products in your range. For this, your company must be registered and the trade with products must be

activated. In the next step, the desired product is selected. If the manufacturer then grants the trade release, the product is listed in your assortment.

1. log in (with registered company)



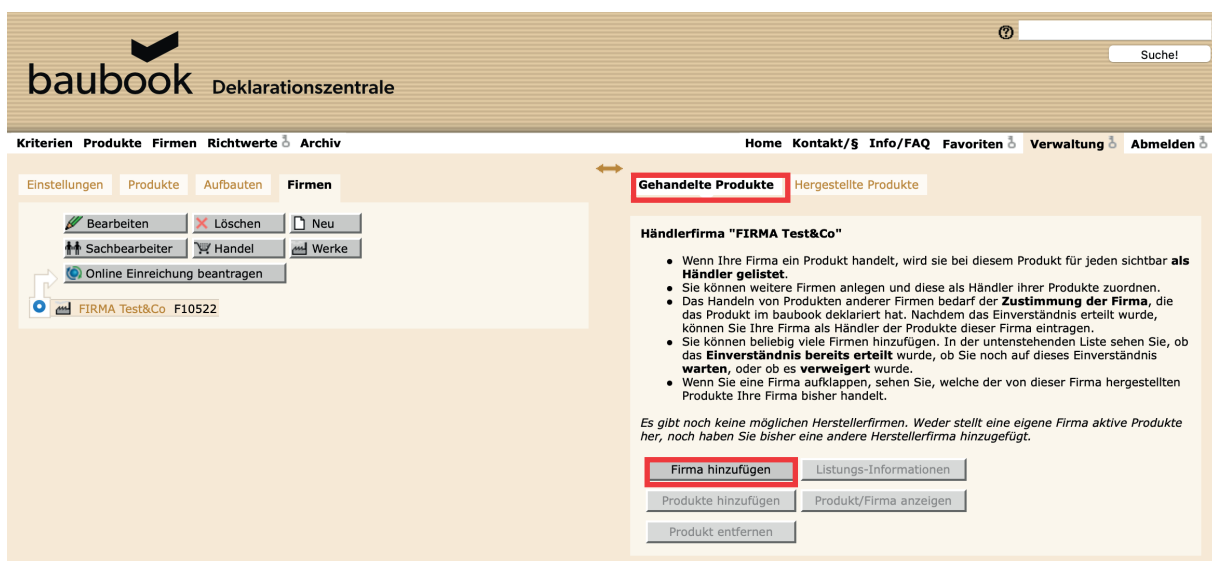
Go to: www.baubook.at/zentrale and click the button „Log in“ and then click on „Administration“.

2. Choose company



In the „Companies“ section, please activate your company and then click on the „Trade“ button.

3. Add selected company



In the tab „Traded Products“ click on the button „Add Company“ and select the desired company from the directory.

4. Select manufacturer and obtain approval

The screenshot shows the 'Firmen' tab in the 'Gehandelte Produkte' section. The company 'FIRMA Test&Co F10522' is selected. The right-hand panel displays the approval request for this company, including a warning about email confirmation and an 'OK' button highlighted in red.

The selected company receives your request by e-mail and must agree to it and release it. You will automatically receive an e-mail informing you whether your request has been approved. In case of rejection, please contact your partner company personally.

After approval, you can add the desired products to your range. To do this, please use the same path again as at the beginning: Verwaltung > Firmen > Ihre Firma aktivieren > Handel

5. Select products and add them to your own trade assortment

The screenshot shows the 'Gehandelte Produkte' section for 'FIRMA Test&Co'. A list of products is shown with checkboxes. Three products are selected: B6000, Dämmung Test, and TEST Metallfenster RAHMEN. The 'OK' button is highlighted in red.

Select the desired products and confirm with „OK“. These are then assigned to the selected company.

6. Cost overview

The screenshot shows the 'Voraussichtliche Kosten' section. A table lists the products and their costs for the period 22.12.2021 - 31.12.2021. The total cost is 3,03 €.

Produkt	Listungszeitraum	22. 12. 2021 - 31. 12. 2021
B6000		1,01 €
Dämmung Test		1,01 €
TEST Metallfenster RAHMEN		1,01 €
Summe		3,03 €

For optimal cost transparency, the listing costs are issued and presented on a pro rata basis for the current year.