

Online Shop User Guide

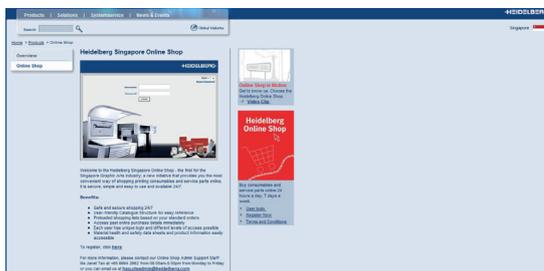


Heidelberg Online Shop AVAILABLE 24/7

www.hms.heidelberg.com

1 HOW TO REGISTER

Go to www.hms.heidelberg.com and follow the link to register.



2 LOGIN PAGE

Go to www.shop.heidelberg.com and enter your unique user name and password to access the Online Shop.



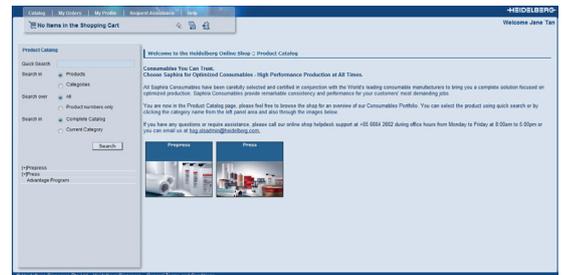
3 WELCOME

Heidelberg Malaysia-Singapore Online Shop is available 24 hours a day, 7 days a week.



4 BROWSE THE CATALOG

Up-to-date product information within Heidelberg Malaysia/Singapore complete consumables product portfolio at your fingertips.



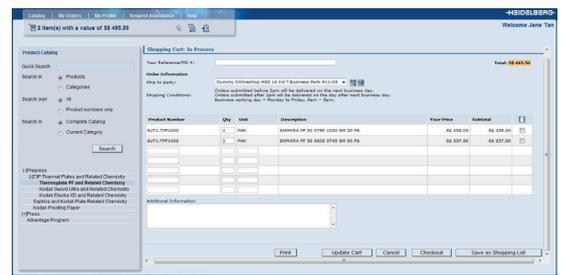
5 CATEGORIES

Select a category for a short description and a selection of sub-categories from which you can choose the products you wish to purchase.



6 SHOPPING CART

The shopping cart is available by clicking the basket icon in the navigation bar. This will contain all the products you have selected.



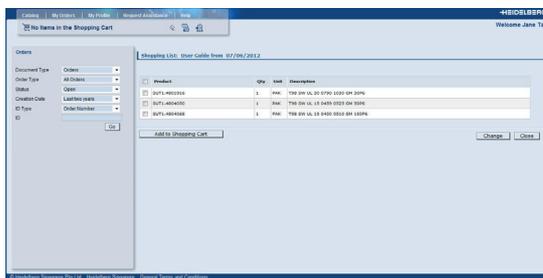
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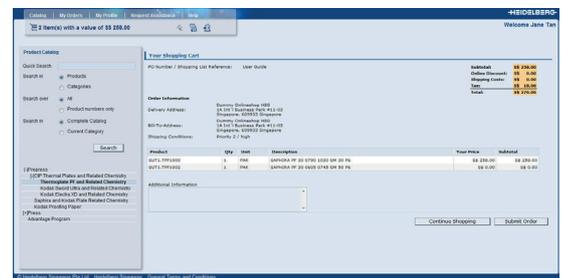
7 CREATE YOUR OWN SHOPPING LISTS

Save time by creating shopping lists. Within the shopping cart, click “save as shopping list” to save all the selected items together under a unique name. Shopping lists can then be used for repeat purchase.



8 ORDER DETAILS

Proceed to checkout, then review your delivery details and add your own purchase order number. Additional information/special instructions can be entered into the text field. When ready, submit order.



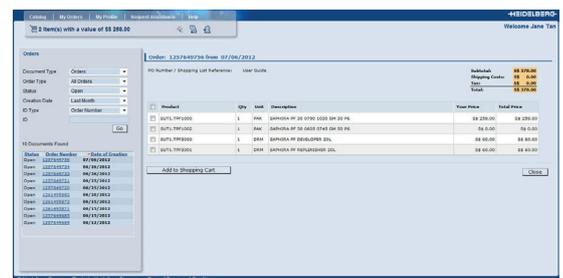
9 ORDER CONFIRMATION

After submitting your order, you will automatically receive an email to confirm your purchase.



10 ORDER HISTORY

Our comprehensive order history function allows you to easily retrieve past orders for easy re-ordering.



Heidelberg Malaysia Singapore Online Shop Enquiries:

Malaysia Customers

email to hmy.olsadmin@heidelberg.com
or call us at **+60 (3) 7953 3166** or **+60 (3) 7953 3288**
during office hours 8.30am - 5.30pm

Singapore Customers

email to hsg.olsadmin@heidelberg.com
or call us at **+65 6664 2662** or **+65 6664 2600**
during office hours 8.00am - 5.00pm