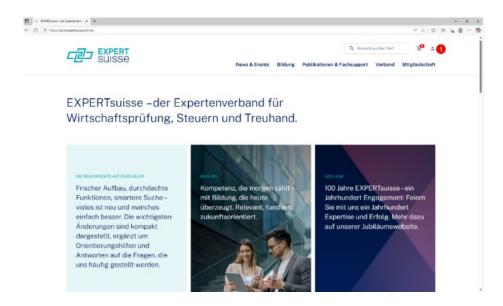


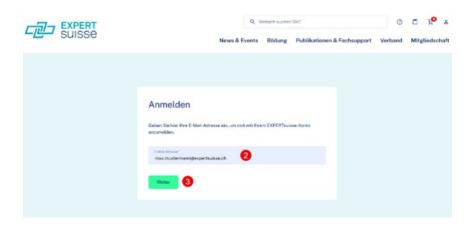
EXPERTsuisse instructions - Place an order

Opening the EXPERTsuisse.ch website https://expertsuisse.ch

1. Please click on the login button (person icon) at the top right



- 2. Please write your registration email address in the email address field
- 3. Now click on Next



The system will now check whether you are already registered with us as a user

- 4. Enter password5. Click on Login



The dashboard of the EXPERTsuisse portal now appears as the start page



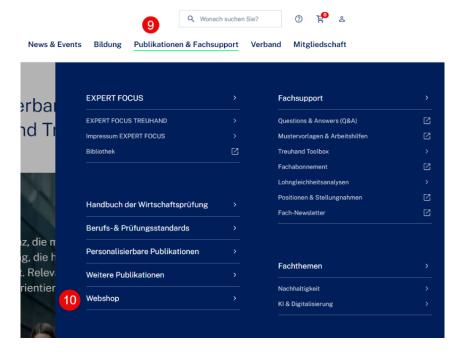
6. Now click on the left on Back to expertsuisse.ch



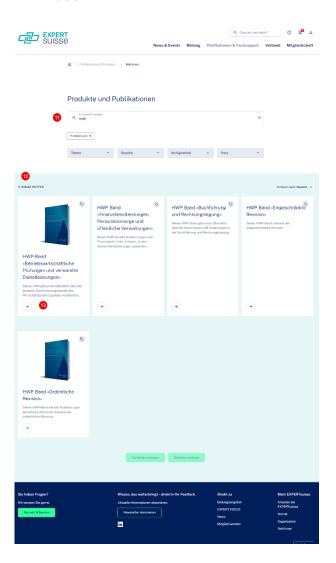
- 7. You will now see an empty shopping cart8. To place an order, click on Publications & specialist support



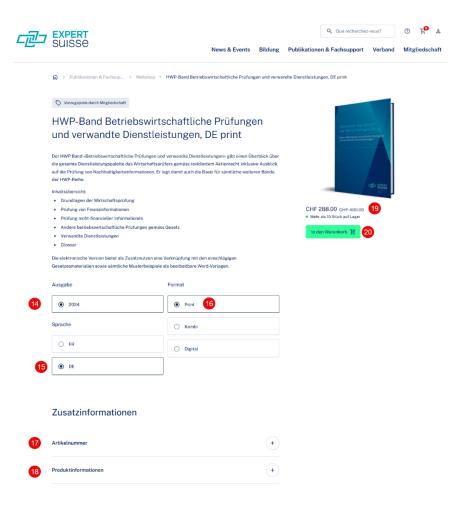
- 9. You will now receive the overview from Publications & specialist support
- 10. Now click on Webshop to open the webshop and place an order



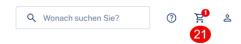
- 11. Here you can search for the product with text
- 12. You will be shown the number of products that it has specified with your search name 13. Click on the arrow to get more details about the product and to be able to buy the product



- 14. Now click on the year if available
- 15. Please select the language for your product here if available
- 16. Here you can select the format for your order
- 17. Under this point you can display the article number by clicking on the "+"
- 18. Click on the "+" next to product information to obtain further information on the selected product
- 19. The price calculated for you will appear under this point. This varies depending on the type of membership or no membership.
- 20. To order the product, click on "Add to basket"



21. You will now see that your shopping cart contains an item. Now click on the shopping cart to continue processing your order.



- 22. You are now in the shopping cart view and can see your products here
- 23. On the right side you can see the single product for your product
- 24. At the bottom it shows you the total amount of your order



Zwischensumme CHF 288.00
Versand CHF 0.00
Gesamt CHF 288.00

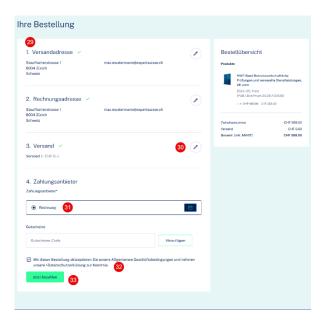
25. To purchase the product please click on "Checkout"

Zur Kasse

- 26. Please check your shipping address (delivery address) and your e-mail address or correct by clicking on the writer and entering the correct details and save
- 27. Please check your billing address and your e-mail address for the invoice or correct by clicking on the writer and entering the correct details and save
- 28. Then click on "Next"



- 29. You have the option to adjust the shipping or billing address again by clicking on the pencil
- 30. Here you can see the costs for shipping
- 31. At the moment it is only possible to pay by invoice
- 32. Please confirm the general terms and conditions by clicking on the box
- 33. Click on Pay now to complete the order



Vielen Dank für Ihre Bestellung Danke für die Bestellung Zur Startseite Zum User-Portal