

# **User guide**

## **NAJEL E-Commerce website**

### **Professional access**

This instruction guide would help you step by step to create and reset your account to order easily on our website.

Then, we invite you to discover the new items of our website ( Blog, Exhibitions ...)

We wish you an enjoyable browsing !

# User guide

## I. Professional account

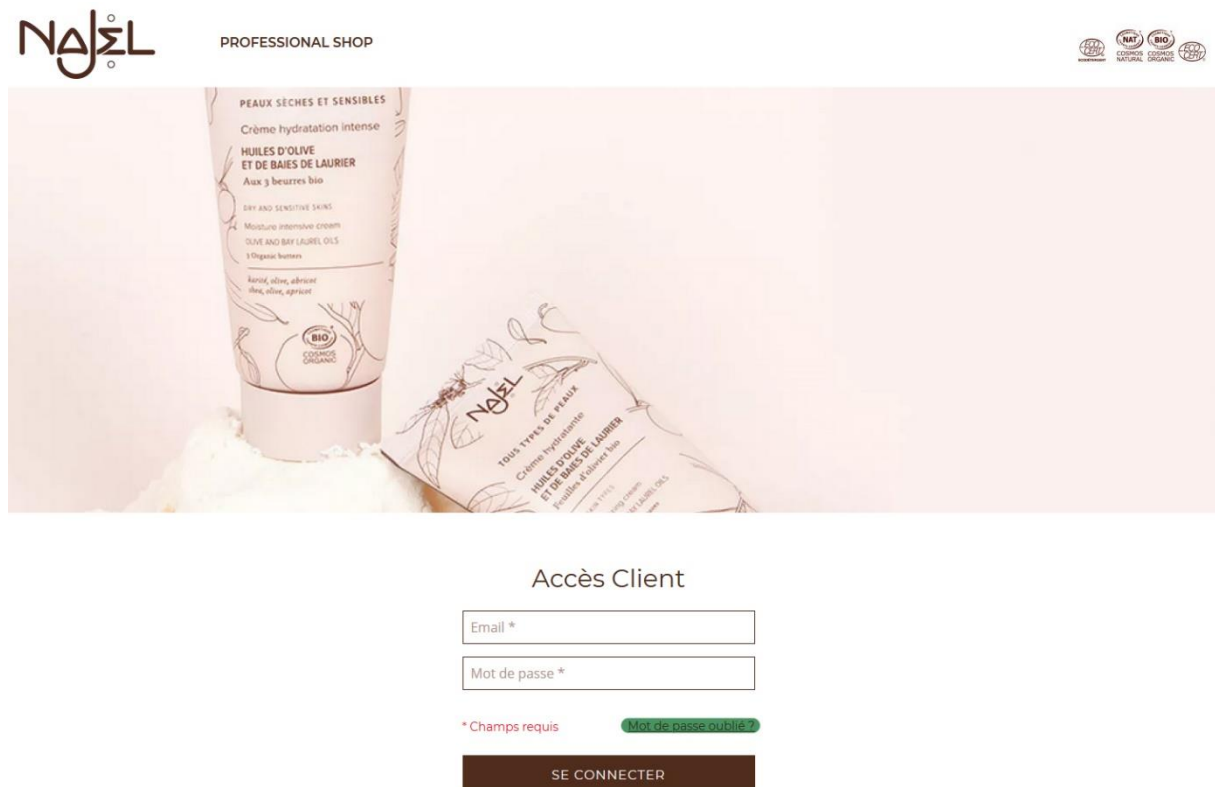
### 1. You are already a client

*N.B. for some technical reasons, we couldn't keep your ancient password, that is why you have to create a new one. **Your mail address didn't change, only the password has to be reset.***

If you have already had an account on our previous website, follow these steps :

Go at Najel website dedicated to professional client :

[https://pro.najel.net/en/\\_customer/account/login](https://pro.najel.net/en/_customer/account/login)



The screenshot shows the 'PROFESSIONAL SHOP' section of the Najel website. At the top left is the 'NAJEL' logo. To the right of the logo is the text 'PROFESSIONAL SHOP'. Further right are several certification logos: 'NAT', 'BIO', 'COSMOS', 'NATURAL', 'COSMOS', 'ORGANIC', 'NAT', 'COSMOS', 'NATURAL', 'COSMOS', 'ORGANIC'. Below the header is a large image of a tube of 'Crème hydratation intensive' and a sachet of 'TOUS TYPES DE PEAUX'. Below the image is a login form titled 'Accès Client'. The form contains two input fields: 'Email \*' and 'Mot de passe \*'. Below the 'Mot de passe \*' field is a link that says 'Mot de passe oublié?'. At the bottom of the form is a dark brown button with the text 'SE CONNECTER'.

Enter your mail address. This email address is your authentication of the previous Najel website.

Click on "Forgot your password?".

Enter once again your email address and click on "Submit".

You receive an email. Click on the link. You are automatically redirected to the website.

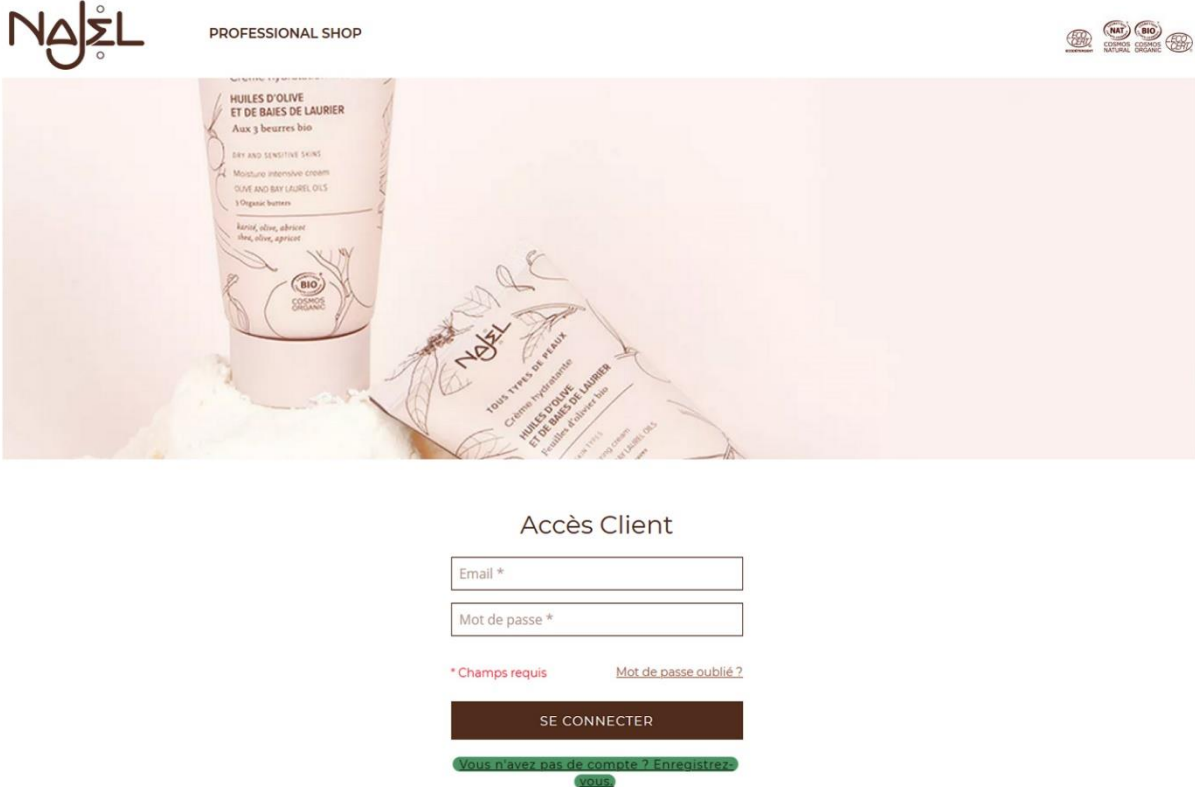
At the same time, you receive another email with your new password that you change at any moment.

## 2. You are a new client

If you didn't have an account on [www.najel.net](http://www.najel.net), follow these steps :

Go at Najel website dedicated to professional client :

[https://pro.najel.net/en/\\_customer/account/login](https://pro.najel.net/en/_customer/account/login)



The screenshot shows the 'Accès Client' (Client Access) login page on the Najel Professional Shop website. At the top left is the 'NAJEL' logo and 'PROFESSIONAL SHOP' text. At the top right are several certification logos including 'NAT', 'BIO', and 'COSMOS ORGANIC'. Below the header is a banner image featuring a tube of 'HUILES D'OLIVE ET DE BAIES DE LAURIER' cream and a sachet of 'TOUS TYPES DE PEAUX' cream. The main content area contains a login form with the following elements:

- Section title: **Accès Client**
- Input field: Email \*
- Input field: Mot de passe \*
- Text: \* Champs requis
- Text: [Mot de passe oublié ?](#)
- Button: **SE CONNECTER**
- Text: [Vous n'avez pas de compte ? Enregistrez-vous](#)

Click on "You don't have an account? Register now".

Fill in the form. You receive a confirmation email that your account creation is well registered.

Once your request is validated, you receive an email confirmation.

## II. Order

Once connected, follow these steps:

Discover all Najel range in the horizontal menu. Add directly the products in your shopping basket.

You can use the page list and the search bar to easily find products.

To order, click on "Add to cart". Your cart appears at the right of your screen. When you have finished to order, click on "View cart" or "Checkout".

You can change the quantity of your order and click on "Update cart", then "Go to ckeckout".

At the "shipping" step, please check your addresses and click on "Next".

At the "Review and Payment" step, please read the Terms and Conditions and the General Conditions of Sales, accept them and click on "Place order".

You receive an email confirmation. Our commercial will process your order and go back to you without delay with a quote.