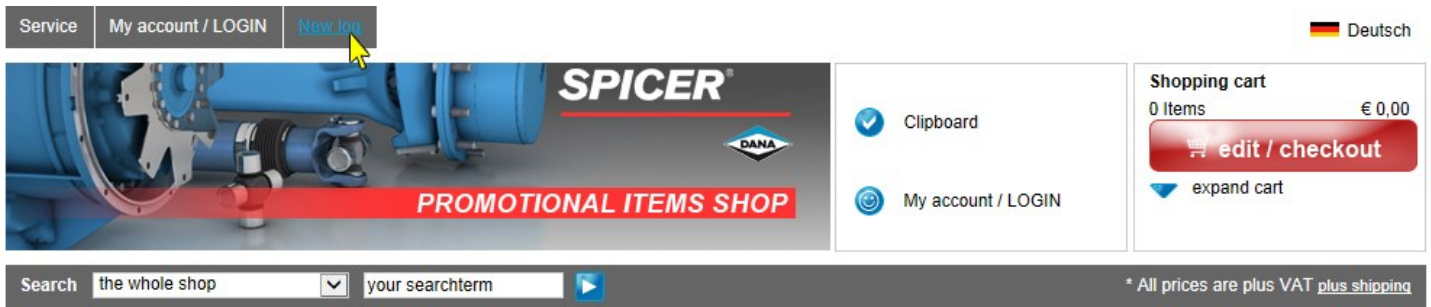


Instruction manual

1. Create a new account

To create a new account, please click the „New log“ button:



Then fill out all the fields (fields in red are required) and click the „SAVE“ button:

Register a new account

Title*

First name*

Last name*

Address supplement like company name, c/o, room no.

VAT No. (bussines clients from EU only, if available)

Street / No.*

Zip-Code / City*

Country*

E-mail*

E-mail repetition* Please retype your e-mail address to prevent typos.

Phone number

Fax number

Birthday (DD.MM.YYYY)

Language*

Define your password (at least 6 characters)

Password

Password repetition

no change if left empty

(If you live in a country, where a postal code does not exist, please do not leave the relevant field blank, but insert 00000.)

A few minutes later, you will receive an e-mail with a confirmation message, that your account is activated now. From now on, you can log in in our shop with your e-mail address and your password.

2. Log in or change your personal data

To log in or to change your personal data, click „My account / LOGIN“:



3. Our product offerings

To see our product offerings, click the category (on the left) you are interested in, or click the category „All Items“ to see all the offered items:



Please note, that you can determine the number of the items each page, and you can move from page to page (if there is more then one page).



3. Order an item

To see details, click on the picture or on the name of the item, then click the „add to cart“ button. Now, this item is in your cart.

Continue shopping or click the „edit / checkout“ button to proceed. Follow the instructions.



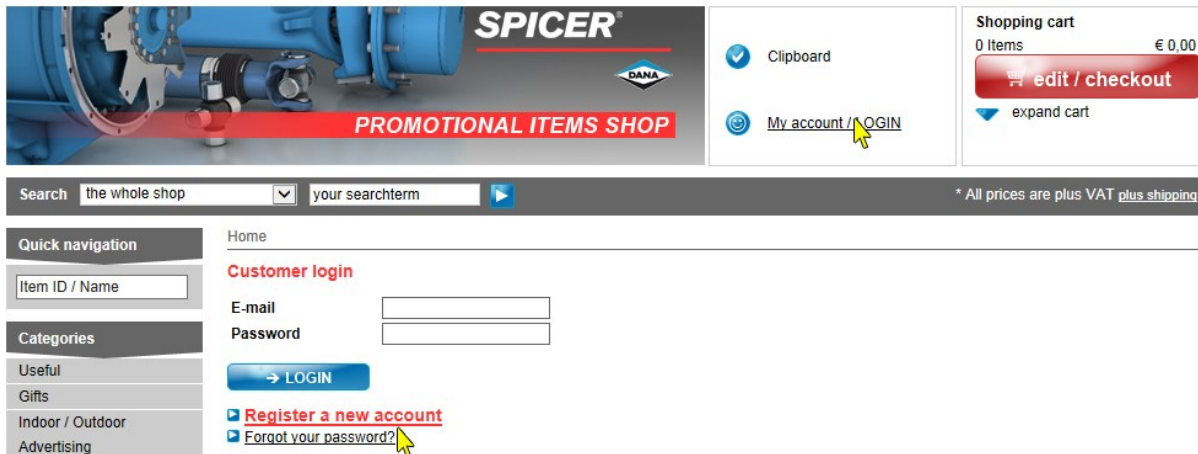
4. Payment

Payment can be made only by credit card (American Express, VISA, MasterCard):



5. Forgot your password?

If you have forgotten your password, first click „My account / LOGIN“, then click „Forgot your password?“, and follow the instructions.



The screenshot shows the top navigation bar of the Spicer website. On the left, there is a search bar with the text "the whole shop" and a search button. In the center, there is a "My account / LOGIN" link with a mouse cursor pointing to it. On the right, there is a shopping cart icon showing "0 Items" and a price of "€ 0.00", with a red "edit / checkout" button and an "expand cart" link. Below the navigation bar, there is a "Quick navigation" sidebar with links for "Item ID / Name", "Categories", "Useful", "Gifts", "Indoor / Outdoor", and "Advertising". The main content area shows a "Home" link, a "Customer login" section with "E-mail" and "Password" input fields, a "LOGIN" button, and two links: "Register a new account" and "Forgot your password?".

6. Any technical questions? Any questions about an item / about your order?

If you have any technical questions, please send us an e-mail to support@spicershop.com.

If you have any questions about an item or about your order, please send us an e-mail to order@spicershop.com.

We will help you willingly.

We hope you enjoy browsing through the pages of our shop!