



GROUPE SEB ASIA  	<b>Main App Name</b>	<b>e-Staff Purchase Program</b>	Doc Name	e-Staff UserGuide
	<b>Sub App Name</b>	<b>User Guide Function</b>		
	<b>Dept</b>	<b>All</b>	Author	Lie Dwi Janto Johan
			Date	2013-04-19
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# e-Staff Purchase Program

## User Guide

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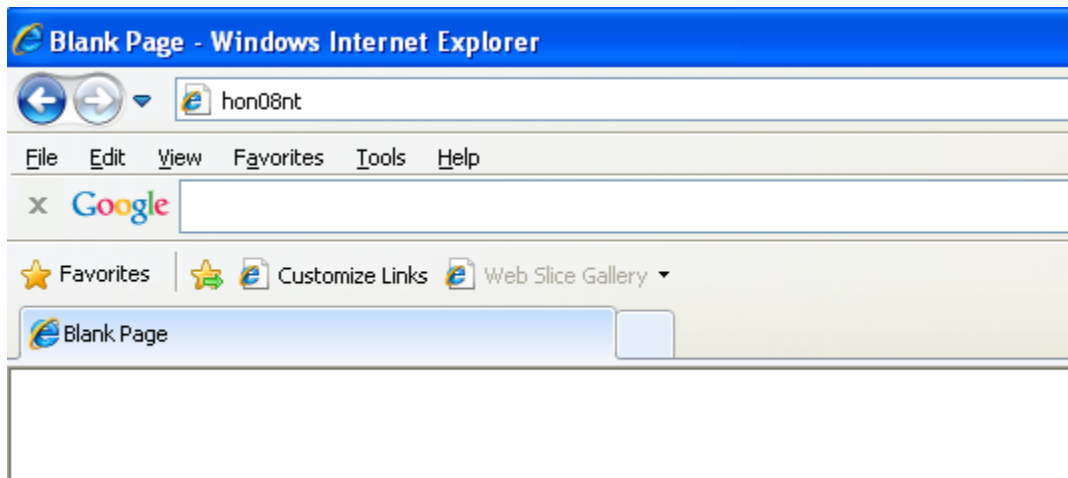
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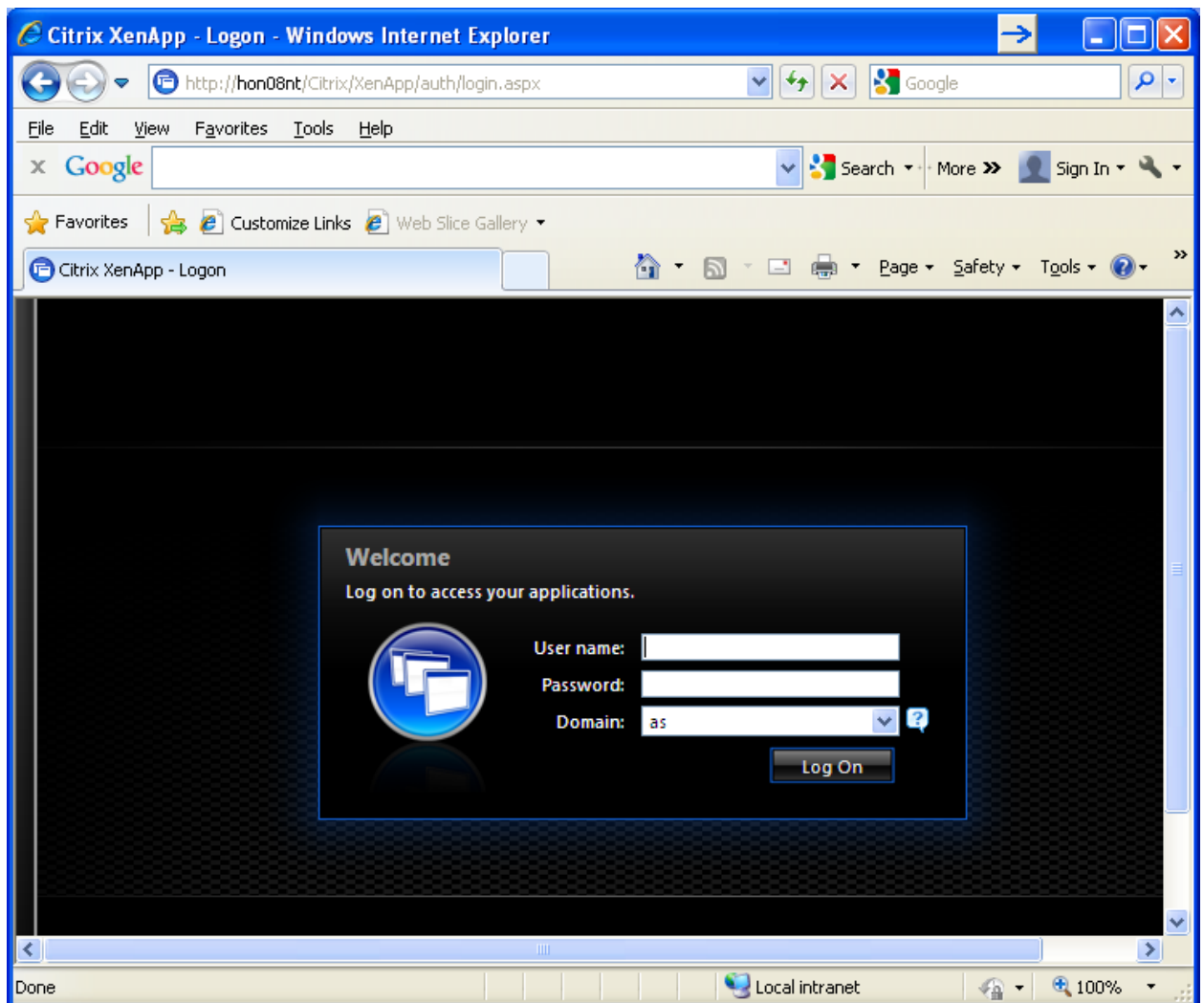
## 1 Icon Location

1. Open Internet explorer,
2. type hon08nt




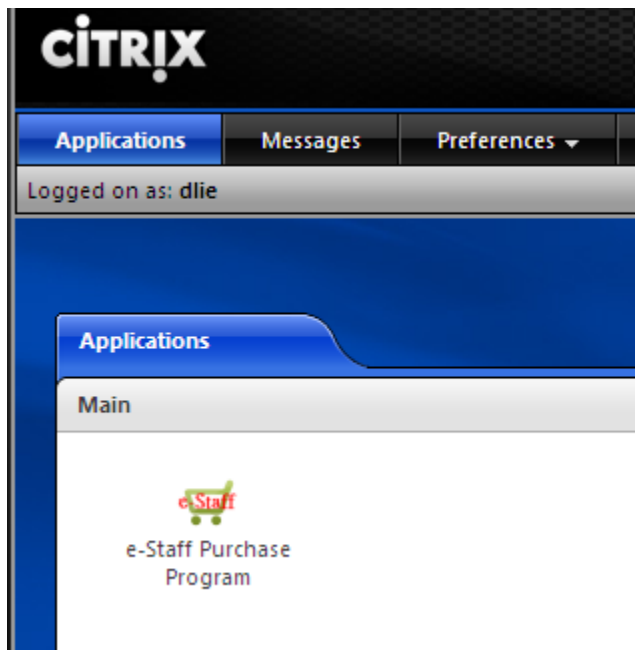
3. Press enter, it will open the Citrix Login page

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4. User name : use your COMPUTER user name
5. Password : use your COMPUTER password
6. Click button Log On

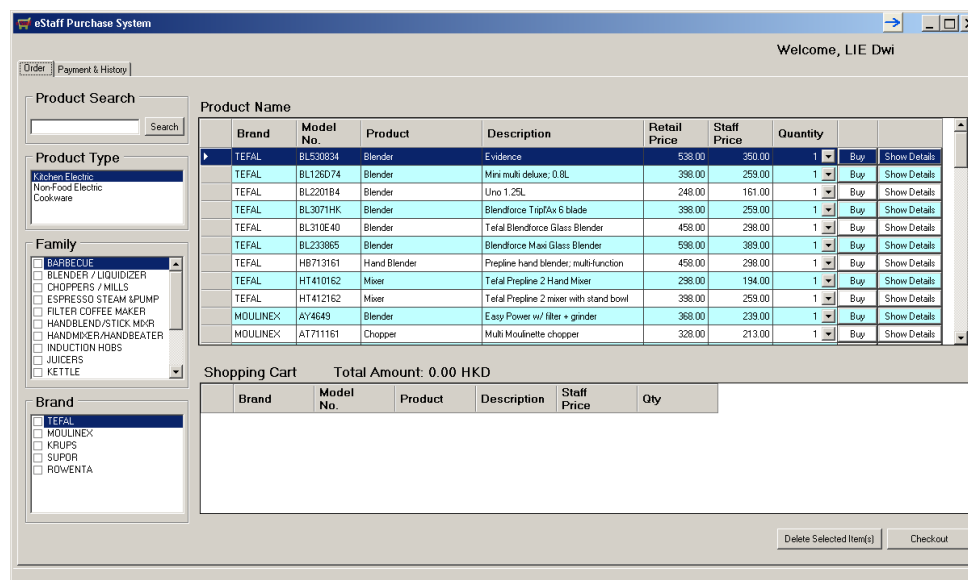
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## 2 How to

### 2.1 Running the Apps

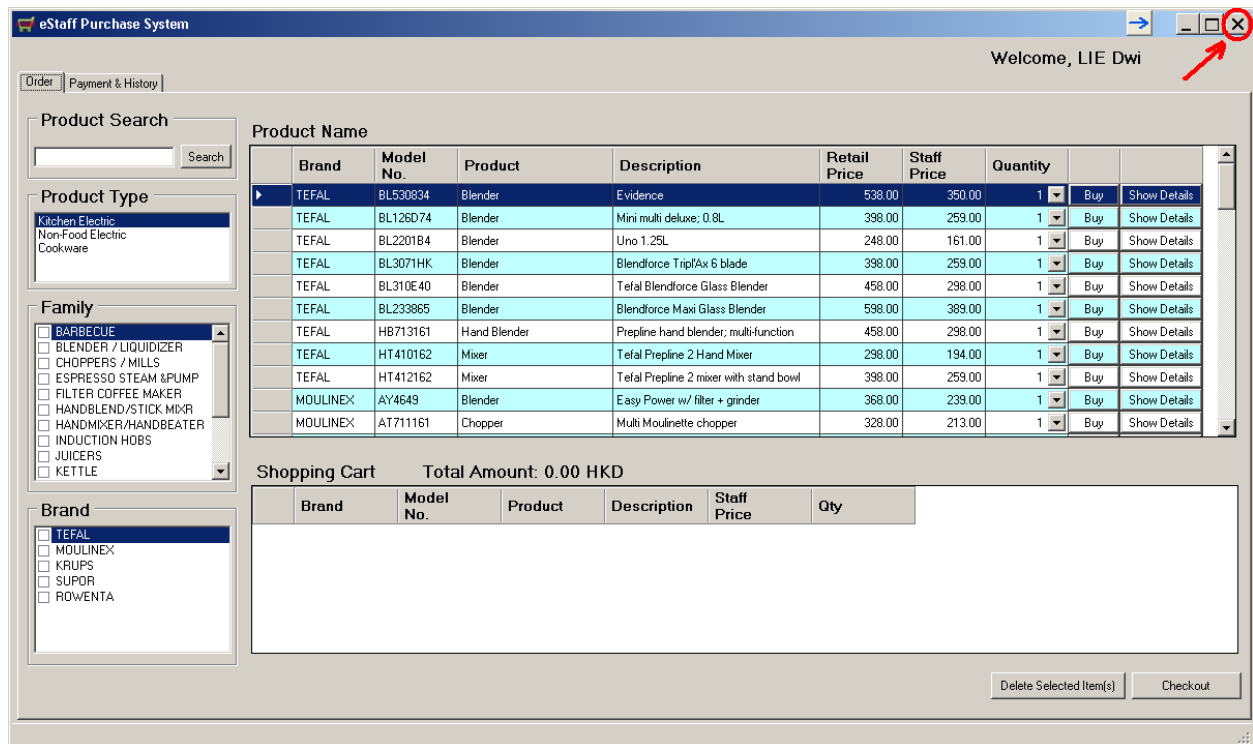
1. Click the icon



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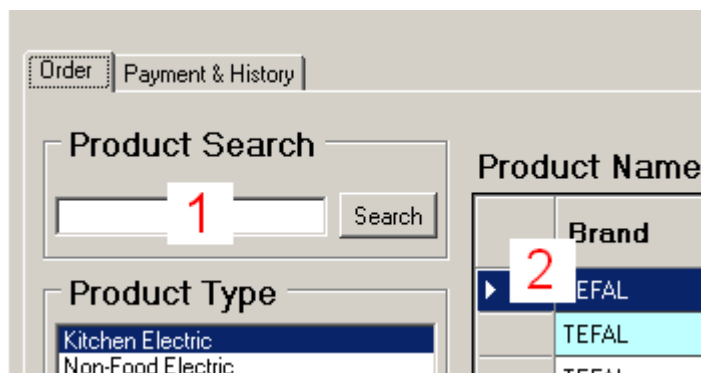
## 2.2 Closing the Apps

Click the "X" button.




## 2.3 Search Function

1. Product Search



1

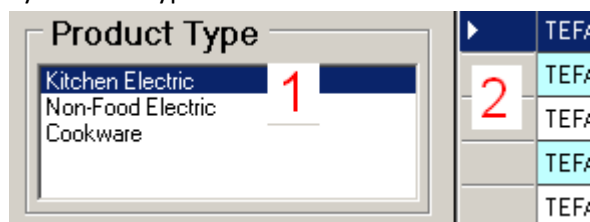
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Type item name

## 2 The Result

### 2.4 Filter Function

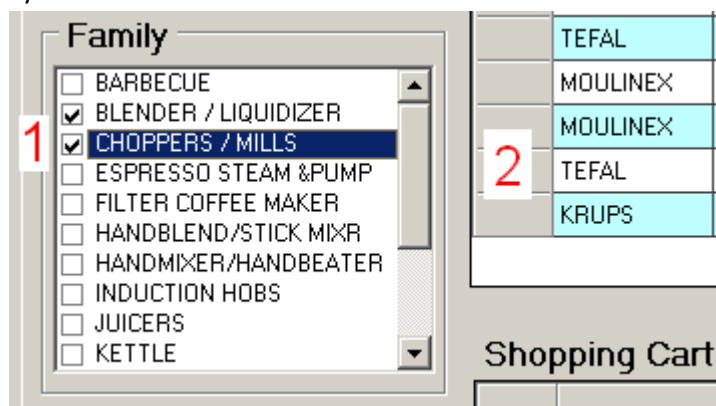
#### 1. By Product Type



1 Select one of the items

2 The result

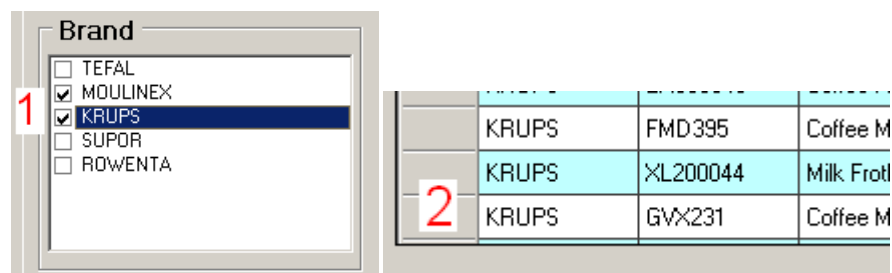
#### 2. By Families




1 Select one or many items

2 The result

#### 3. By Brands



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1 Select one or many items

2 The result

## 2.5 Buy Item

**eStaff Purchase System** Welcome, LIE Dwi

Order | Payment & History

**Product Search**

Search

**Product Type**

Kitchen Electric  
Non-Food Electric  
Cookware

**Family**

☐ BARBECUE  
☐ BLENDER / LIQUIDIZER  
☐ CHOPPERS / MILLS  
☐ ESPRESSO STEAM & PUMP  
☐ FILTER COFFEE MAKER  
☐ HANDBLEND / STICK MIXER  
☐ HANDBLINDER / HANDBEATER  
☐ INDUCTION HOBBS  
☐ JUICERS  
☐ KETTLE

**Brand**

☐ TEFAL  
☐ MOULINEX  
☐ KRUPS  
☐ SUPOR  
☐ ROWENTA

**Product Name**

Brand	Model No.	Product	Description	Retail Price	Staff Price	Quantity		
TEFAL	BL530834	Blender	Evidence	538.00	360.00	1	Buy	Show Details
TEFAL	BL126D74	Blender	Mini multi deluxe; 0.8L	398.00	259.00	1	Buy	Show Details
TEFAL	BL2201B4	Blender	Uno 1.25L	248.00	161.00	1	Buy	Show Details
TEFAL	BL3071HK	Blender	Blendforce TriptAx 6 blade	398.00	161.00	1	Buy	Show Details
TEFAL	BL310E40	Blender	Tefal Blendforce Glass Blender	458.00	298.00	1	Buy	Show Details
TEFAL	BL233865	Blender	Blendforce Maxi Glass Blender	598.00	389.00	1	Buy	Show Details
TEFAL	HB713161	Hand Blender	Preline hand blender; multi-function	458.00	298.00	1	Buy	Show Details
TEFAL	HT410162	Mixer	Tefal Prepline 2 Hand Mixer	298.00	194.00	1	Buy	Show Details
TEFAL	HT412162	Mixer	Tefal Prepline 2 mixer with stand bowl	398.00	259.00	1	Buy	Show Details
MOULINEX	AY4649	Blender	Easy Power w/ filter + grinder	368.00	239.00	1	Buy	Show Details
MOULINEX	AT711161	Chopper	Multi Moulinette chopper	328.00	213.00	1	Buy	Show Details

**Shopping Cart** Total Amount: 0.00 HKD


Brand	Model No.	Product	Description	Staff Price	Qty

Delete Selected Item(s) Checkout

1 Click combobox , select quantity.

2 Click Button buy.



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eStaff Purchase System

Welcome, LIE Dwi

Order | Payment & History

**Product Search**

Search

**Product Type**

Kitchen Electric  
Non-Food Electric  
Cookware

**Family**

☐ BARBECUE  
☐ BLENDER / LIQUIDIZER  
☐ CHOPPERS / MILLS  
☐ ESPRESSO STEAM & PUMP  
☐ FILTER COFFEE MAKER  
☐ HANDBLEND / STICK MIXER  
☐ HANDMIXER / HANDBEATER  
☐ INDUCTION HOBS  
☐ JUICERS  
☐ KETTLE

**Brand**

☐ TEFAL  
☐ MOULINEX  
☐ KRUPS  
☐ SUPOR  
☐ ROWENTA

**Product Name**

Brand	Model No.	Product	Description	Retail Price	Staff Price	Quantity		
TEFAL	BL530834	Blender	Evidence	538.00	350.00	1	Buy	Show Details
TEFAL	BL126D74	Blender	Mini multi deluxe; 0.8L	398.00	259.00	2	Buy	Show Details
TEFAL	BL2201B4	Blender	Uno 1.25L	248.00	161.00	1	Buy	Show Details
TEFAL	BL3071HK	Blender	Blendforce Trip/Ax 6 blade	398.00	259.00	1	Buy	Show Details
TEFAL	BL310E40	Blender	Tefal Blendforce Glass Blender	458.00	298.00	1	Buy	Show Details
TEFAL	BL233865	Blender	Blendforce Maxi Glass Blender	598.00	389.00	1	Buy	Show Details
TEFAL	HB713161	Hand Blender	Prepline hand blender; multi-function	458.00	298.00	1	Buy	Show Details
TEFAL	HT410162	Mixer	Tefal Prepline 2 Hand Mixer	298.00	194.00	1	Buy	Show Details
TEFAL	HT412162	Mixer	Tefal Prepline 2 mixer with stand bowl	398.00	259.00	1	Buy	Show Details
MOULINEX	AY4649	Blender	Easy Power w/ filter + grinder	368.00	239.00	1	Buy	Show Details
MOULINEX	AT711161	Chopper	Multi Moulinette chopper	328.00	213.00	1	Buy	Show Details

**Shopping Cart** Total Amount: 679.00 HKD

Brand	Model No.	Product	Description	Staff Price	Qty
TEFAL	BL126D74	Blender	Mini multi deluxe; ...	259	2
TEFAL	BL2201B4	Blender	Uno 1.25L	161	1

Delete Selected Item(s) Checkout

3 Click button checkout

Order | Payment & History

**Personal Information**

Employee Name: LIE Dwi  
Employee Number: 03406548  
Department: IT DEPARTMENT

Contact No.: +852 2110 6036  
Email: dlle@groupeseb.com


**Payment & History**

Reference No	Order Date	Billing To	BillingTo Name	Total Amount	Cheque Number	Status	
2013-11	03-May-2013	03406548	LIE Dwi	161.00		New Order	Details
2013-2	18-Apr-2013	03406548	LIE Dwi	500.00	22081970	Paid	Details

Your reference number is : 2013-11.  
The confirmation order will be sent out on 10-May-2013. Please refer to the purchasing schedule email notification for more details.  
Thank you for shopping.

OK

4 Click button OK

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**eStaff Purchase System** Welcome, LIE Dwi

Order | **Payment & History**

**Personal Information**

Employee Name: LIE Dwi  
 Employee Number: 03406548  
 Department: IT DEPARTMENT  
 Contact No.: +852 2110 6036  
 Email: ldie@groupeseb.com

**Payment & History**

Reference No	Order Date	Billing To	BillingTo Name	Total Amount	Cheque Number	Status		
2013-11	03-May-2013	03406548	LIE Dwi	161.00		New Order	Details	Payment
2013-2	18-Apr-2013	03406548	LIE Dwi	500.00	22081970	Paid	Details	Payment

Buy item Done.

## 2.6 Payment

Payment can be done after your received Accepted Status Confirmation.

**eStaff Purchase System** Welcome, LIE Dwi

Order | **Payment & History**


**Personal Information**

Employee Name: LIE Dwi  
 Employee Number: 03406548  
 Department: IT DEPARTMENT  
 Contact No.: +852 2110 6036  
 Email: ldie@groupeseb.com

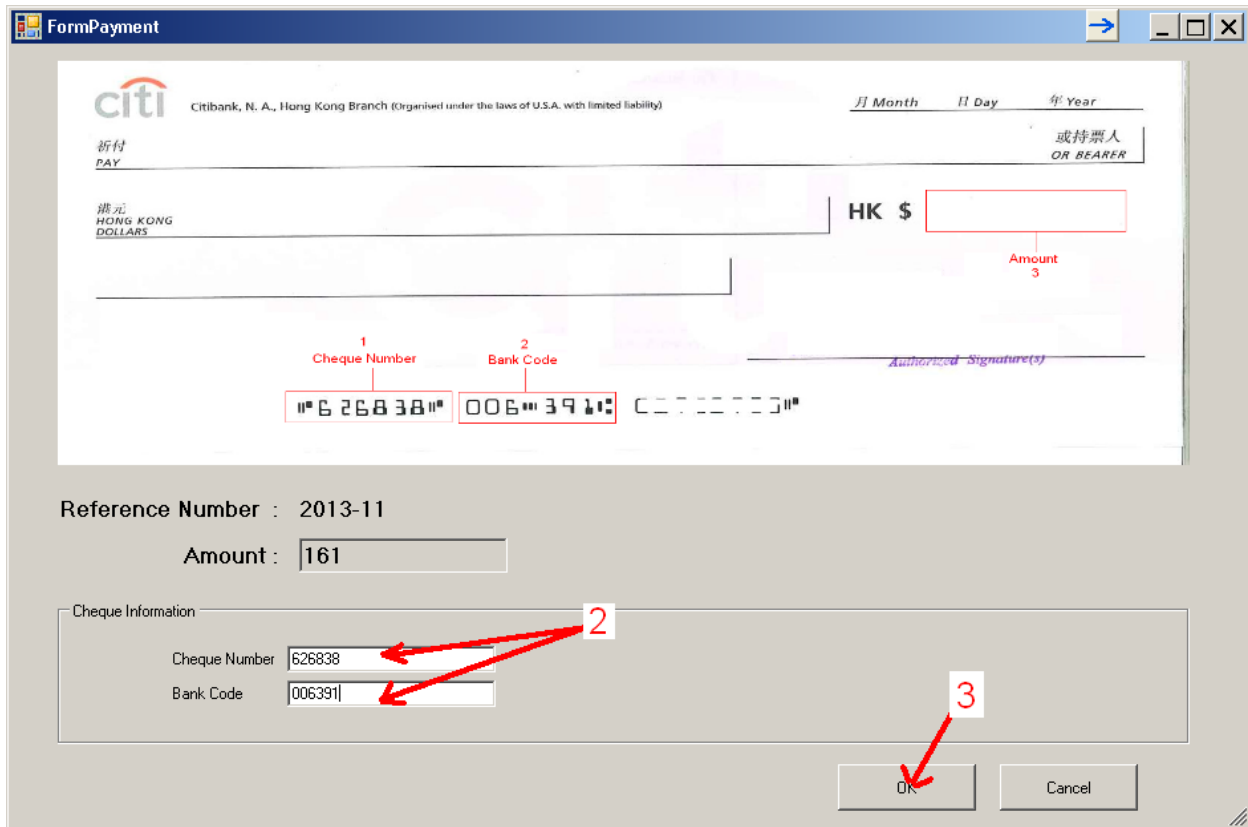
**Payment & History**

Reference No	Order Date	Billing To	BillingTo Name	Total Amount	Cheque Number	Status		
2013-11	03-May-2013	03406548	LIE Dwi	161.00		New Order	Details	Payment
2013-2	18-Apr-2013	03406548	LIE Dwi	500.00	22081970	Paid	Details	Payment

*Note: A red arrow points to the 'Payment' link in the first row of the Payment & History table.*

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1 Click button Payment



**FormPayment**

**citi** Citibank, N. A., Hong Kong Branch (organised under the laws of U.S.A. with limited liability)

月 Month 日 Day 年 Year

祈付 PAY 或持票人 OR BEARER

港元 HONG KONG DOLLARS

HK \$

Amount 3

1 Cheque Number 2 Bank Code

626838 006391

Authorized Signature(s)

Reference Number : 2013-11

Amount :

Cheque Information

Cheque Number

Bank Code

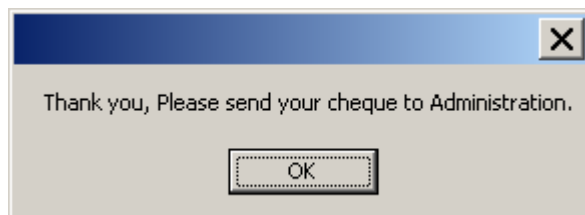
2

3

OK Cancel


2 Fill Cheque Number and Bank Code information.

3 Click button OK



Thank you, Please send your cheque to Administration.

OK

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eStaff Purchase System

Welcome, LIE Dwi

Order | Payment & History

Personal Information

Employee Name

LIE Dwi

Employee Number

03406548

Contact No.

+852 2110 6036

Department

IT DEPARTMENT

Email

lie@groupeseb.com

Payment & History

	Reference No	Order Date	Billing To	BillingTo Name	Total Amount	Cheque Number	Status		
▶	2013-11	03-May-2013	03406548	LIE Dwi	161.00	626838	Accepted Order	Details	Payment
	2013-2	18-Apr-2013	03406548	LIE Dwi	500.00	22081970	Paid	Details	Payment

Send your cheque to administration.

Your cheque will be validated and change your order status to Paid.

Payment Done.