



# eMetro Quick Guide



# Front page

Search product from categories or use the search bar

Give general or order-specific feedback

Start ordering by choosing the right delivery date and delivery method

Metro-pikatuokut poikkeusaukioloajat 30.3.2020 lähtien

PRODUCTS SERVICES ABOUT US FI / EN / SV Send feedback ▼

449313 - TESTIASIAKAS PTNETTI TESTIAS ▼



Compare products

#SupportYourLocal

Valikoiman ravintoloiden perustuotteista,  
valtuutettavat myös Take Away -myyntiin.

Klikkaa tästä tuotteisiin!

Shopping cart

Select customer number if you have multiple customer numbers

Additional tools and services are under My account

# Product information

Additional info can be found from the product page by clicking the product name.

Product search list provides quick view for product price, availability and sales unit info.



METRO COOLING SPRAY 400ML

6430060500716

Sales unit: ME1 ▼

Sales amount: 6 ST

Stock product

*Alternative sales units available*

Availability: Available

Closing time: 5:30:00 PM

€21.07 Incl. VAT

€8.78 / L



If the availability text is yellow, the product is not available for the selected delivery date. Please change the delivery date from the header.

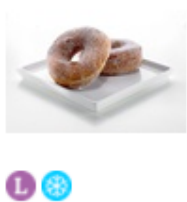
If availability indicator is red, product has a delivery break due to e.g. supplier's delivery problems.

Move product to comparison (arrows) or add it to your favourites (heart)



# Order templates

The product search and product card pages both have a button that you can use to add a product to the order template.



## MYLLYN PARAS MUNKKIRINKELI 20X55G DEEFPROZEN READY DOUGHNUTS

6417700062551

Sales unit: ST

Availability: Available

€15.60 Incl. VAT

Sales amount: 1 ST

Closing time: 3:00:00 PM

€14.18 / KG



Order product

## MYLLYN PARAS MUNKKIRINKELI 20X55G DEEFPROZEN READY DOUGHNUTS

6417700062551



Price without tax: €13.68

Material code: 6417700062551

EAN code: 6417700062551

Sales unit: ST

Manufacturer/Supplier: Myllyn Paras Oy Pakasteet

VAT %: 14.0%

Product type: Order product

*If you want to buy order products in smaller quantities, please contact your C&C manager or sales manager*

### Unit conversions

ZLK = 48.0 ST EAN code:

ST = 1.0 ST EAN code: 6417700062551

ME1 = 1.0 ST EAN code: 6405409837495

€5.60 Incl. VAT €14.18 / KG

- 0 +

Availability: Available

Closing time: 3:00:00 PM

A product can always be added to the product template, even if its availability is in the future.



# Order templates

## Add product to template



6417700062551 MYLLYN PARAS MUNKKIRINKELI 20X55G  
DEEPFROZEN READY DOUGHNUTS

Select template

(Create new) ▼



New template name

New template

Product amount

0

Cancel

Add to template

When adding a product to the order template, you can choose whether to make a new template or to add a product to an existing template.

You can give a custom name to the new order template.

## Add product to template



6430060480001 Carrot peeled 5kg

Select template

(Create new) ▼

New template name

New template

Product amount

0

Cancel

Add to template

If you want to use an existing order template, you have select it from the drop-down menu.

# Order template material group sorting

testiTuomas\_WT2Refrsh

You can choose to sort the products in the order template either by material group or in own sorting.

Created: 21.01.2019 By: PT Testiasiakas EI KERÄTÄ

Sharing: Not shared to anyone

*You can share templates that you have created to customer numbers that are linked to your own user account. Editing the template is only possible for the user who has created it.*

Select customer

Edit template

Delete template

Copy template

Print template

Download to Excel

☒ Material group sorting

☐ Own sorting

+ Add all rows to cart

Orange drinks

HARTWALL JAFFA ORANGE 0,5L KMP 24BTL/TRAY

Sales unit ME1 Sales amount 24.0 ST

ME1

1

Add

Kitchenware

UNIVERSAL KNIFE 13CM MAC

Sales unit ME1 Sales amount 1.0 ST

ME1

1

Add

# Order template material group sorting

- Material group sorting
- Own sorting

Orange drinks



HARTWALL JAFFA ORANGE 0,5L KMP 24BTL/TRAY

Sales unit: ME1

Sales amount: 24 ST

ME1

1



RAIKASTAMO ORGANIC ORANGE SODA 330ML

Sales unit: ME1

Sales amount: 24 ST

ME1

1



When sorted by material group, you can change the order of the products within a product group by using the arrows.

# Order templates – own sorting

Choose bullet “Own sorting” and click add new group button to create your own headline.  
Once you have added a headline (In this case its ‘kitchen stuff’), drag the desired product under it → Drag and Drop.  
Remember to click Finish editing template

Finish editing template

☐ Material group sorting

☒ Own sorting

+ Add new group

Uncategorized

HARTWALL JAFFA ORANGE 0,5L KMP 24BTL/TRAY

Sales unit: ME1 Sales amount: 24 ST

ME1

1



RAIKASTAMO ORGANIC ORANGE SODA 330ML

Sales unit: ME1 Sales amount: 24 ST

ME1

1



Kitchen stuff

(Edit name)

UNIVERSAL KNIFE 13CM MAC

Sales unit: ST

ME1

1





You can use the templates in either order, it does not affect saved orders.





# Order templates – copying and exporting to Excel


You can also copy order templates and export them to Excel. You can give custom names to the copied order templates and choose whether also to copy them for shared customer numbers.

 Edit template

 Delete template

 Copy template

 Print template

 Download to Excel

## Copy template

New template name

☐ Also copy sharing settings (share to 0 users)

Cancel

Copy

| Customer:                                 |               |          |      |       |          |           |
|---|---------------|----------|------|-------|----------|-----------|
| 1003183                                   |               | 1003183  |      |       |          |           |
| Requested delivery date:                  |               |          |      |       |          |           |
|   |               |          |      |       |          |           |
| Name                                      | Product code  | Quantity | Unit | Price | Currency | Lead time |
| UNIVERSAL KNIFE 13CM MAC                  | 4950673106164 |          | ME1  | 44.45 | EUR      | 2d        |
| HARTWALL JAFFA ORANGE 0,5L KMP 24BTL/TRAY | 6413600016007 |          | ME1  | 40.33 | EUR      | 2d        |
| RAIKASTAMO ORGANIC ORANGE SODA 330ML      | 6430032800363 |          | ME1  | 60.49 | EUR      | 2d        |

# Order templates – sharing

You can share the order template with other customer numbers associated with your username. You can do this either with all numbers or select only some. NB! All shared customer numbers can see the changes made to the order template.


testiTuomas\_WT2Refrsh

Created: 21.01.2019 By: PT Testiasiakas EI KERÄTÄ


Sharing: Not shared to anyone


*You can share templates that you have created to customer numbers that are linked to your own user account. Editing the template is only possible for the user who has created it.*

Select customer

 Edit template

 Delete template

 Copy template

 Print template

 Download to Excel

# The shopping cart

You can add additional info for the order, change quantities or change the delivery date.

| Product code    | Name                                    | Sales amount | Price | VAT 0% | VAT % | Unit price | VAT 0% | Ordered amount | Conf. amount | Total price incl. VAT |
|-----------------|---|--------------|-------|--------|-------|------------|--------|----------------|--------------|-----------------------|
| ▲ 7310687001058 | SAMPO 20PC FIRESTARTER LIGHTS 8 MINUTES | 1 ST         | €1.82 |        | 24 %  |            |        | 20  ST         | 20 ST        | €45.14                |

Picking instructions:

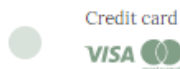
## Delivery details

Customer number: 449313  
Delivery address: ATOMITIE 3, 00370, HELSINKI  
P.O.:   
Delivery method:   
Requested delivery date:

Note for picking:

Note for delivery:

## Payment Method



Subtotal: €36.40

Tax: 24% €8.74

Total: €45.14

\*Fields change by delivery method and customer profile.

I have read and agree with the [Terms & Conditions](#)\*

Confirm order

# The summary page

On this page, you can see  
your order number and  
order information and print  
the page out



Print

*Thank you for your order.*

Your order number is 0036957446

## Order information

Customer: TESTIASIAKAS PTNETTI  
Customer number: 449313  
Delivery Address: ATOLIMITE 2, MITRAKIN  
Placed on: Feb 12, 2019  
The order is: Processing  
Payment Method: Account  
Delivery Method: Delivery

## Order rows

| Product code  | Name                                    | Conf. amount | Delivery Date | Price VAT 0% | VAT % | Total (incl. VAT): |
|---------------|---|--------------|---------------|--------------|-------|--------------------|
| 7310687001058 | SAMPO 20PC FIRESTARTER LIGHTS 8 MINUTES | 20 ST        | Feb 13, 2019  | €36.40       | 24.0  | €45.14             |

Subtotal: €36.40

Tax: 24.0% €8.74

Total: €45.14

# Contact info

You can reach us via telephone, chat, email or feedback forms from Monday through Friday 07:00-16:00.

tel. 0200 50 200

Email: [asiakaspalvelu.metro@wihuri.fi](mailto:asiakaspalvelu.metro@wihuri.fi)