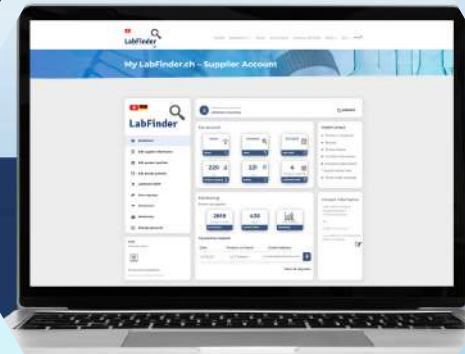




LabFinder

USER GUIDE USER & SUPPLIER

EXPLORE THE FULL
POTENTIAL OF OUR
PLATFORM



ENGLISH VERSION
VERSION 1.3



LabFinder



Find products and suppliers for your lab

LabFinder provides you access to a comprehensive directory of reputable suppliers of laboratory products.

1



Detailed offers in the LabFinder Shop

Discover detailed lab product information and send requests to various suppliers.

2



Send request to multiple suppliers

Save time by selecting all your favorite suppliers and contact them with a single request.

3



Suppliers receive requests from customers

Requests from customers are sent directly and automatically to the suppliers and can be viewed in detail in their profile account.

4



Supplier account dashboard

Suppliers manage their company information, product range and items in their own supplier account.

5

Connecting expert suppliers with expert labs



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1. INTRODUCTION AND GENERALS

1.1 Introduction

This manual guidelines User and Suppliers through the functions of LabFinder.

LabFinder establishes a centralized platform, where Laboratories and other users of laboratory equipment can easy find product and brand related suppliers in a couple of clicks and contact them in one single step, while suppliers reach a larger audience for its products.

In order to take country-specific product ranges, distribution rights and supplier contact information into account, LabFinder is available as a separate platform for Switzerland and Germany.

Switzerland: www.labfinder.ch

Germany: www.labfinder.de

Both Platforms are available in the English, German, or French.

Regarding the Users:

Put an end to endless searching - find suppliers of laboratory supplies and contact them directly via LabFinder.

Users of LabFinder are labs, lab technicians, purchasers and other lab related persons, who are looking for suppliers for their needs. Also suppliers can use LabFinder to get an overview of the competition in the country-specific market or to find a partner for cooperation.

This functionality is free of charge and can be used either as a **guest** or as a **registered user** with an own free user account and additional benefits.

Regarding the Suppliers:

With LabFinder, suppliers are always on the radar of potential customers by according to their profile, identifying them as potential product and brand related suppliers and be contacted/requested in a single step.

Since September 2021, it has also been possible to present detailed product offers in the LabFinder SHOP and receive direct inquiries for them.

To get verified as active supplier on LabFinder, a registration for an annual fee is required. By registering, the supplier is activated and enabled for all available functions.

LabFinder provides a password protected supplier account which allows to login and manage the profile and requests independently.

1.2 Set Language

LabFinder can be used in English, German or French.

Perform the following steps to change the language:

STEP 1:

Hover the mouse over the **languages** tab on the header bar.



STEP 2:

Select the desired language and click on it.

The following options are available:

- EN English
- DE German
- FR French

LabFinder changes to the selected language.

1.3 Release Notes

LabFinder is constantly evolving and therefore maintains the Release Notes page, which allows users and suppliers to keep up with the latest developments and news.

Perform the following steps to access the Release Note:

STEP 1:

Go to the footer section of the website.



STEP 2:

Select **RELEASE NOTES** and click on it.

The Release Notes page opens in the selected language.

2. FIND AND CONTACT SUPPLIERS

This section guidelines through the main feature of LabFinder:

Explaining how to find Product and Brand related Suppliers and contact them in one single step. This functionality of LabFinder leads to a considerable simplification in searching and contacting suppliers, which was not possible before the development of LabFinder.

In addition, LabFinder offers the possibility to find information and details about various laboratory suppliers. Such as contact information, company description, social media channels, product range and current special offers.

From the supplier information page, the user can contact the supplier directly or can be redirected to the supplier's website or web store.

Since Sept. 2021, the suppliers also present detailed product offers in the LabFinder SHOP. In the LabFinder SHOP, it is also possible to send quotation or information requests to the various suppliers centrally in a SHOP.

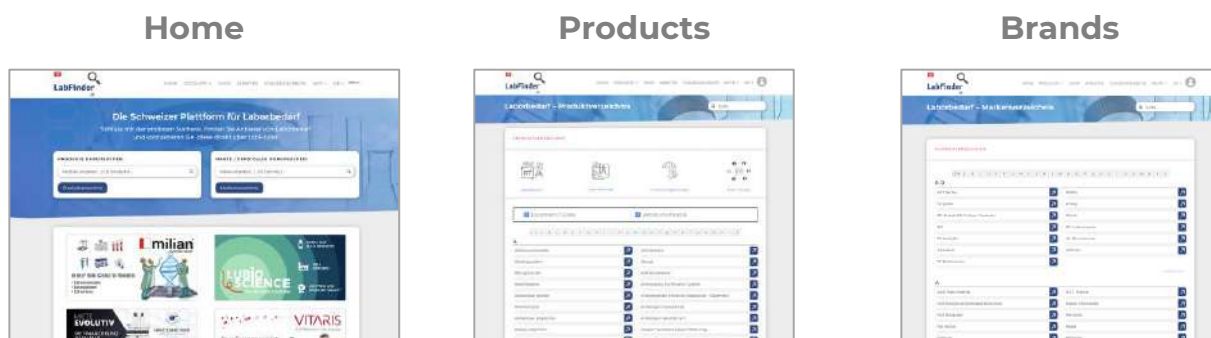
2.1 Find Product and Brand related Suppliers

Users can find suppliers either by a Product Category or by a Brand name.

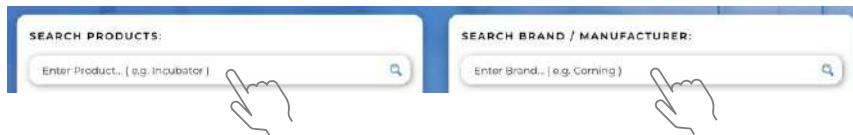
All search boxes support auto complete feature, so if a user enters a few letters in the search box, it automatically provides a suggestion list from which user can select desired result to gets directed to the page with the related suppliers.

Optionally, the user can add a brand filter for product categories to further narrow the search for suppliers. See [Apply Brand Filter on Product Search Results](#)

To find Product and Brand related Suppliers, the user can use the following pages:



2.1.1 Find Suppliers: Using the Product and Brand Search Fields



Perform the following steps to find suppliers using the Search fields:

STEP 1:

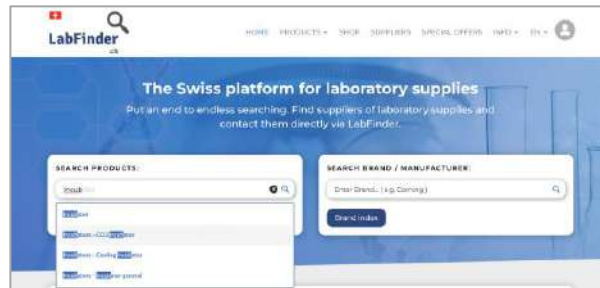
Open the **Home** tab.

STEP 2:

Type a product name or brand name in the **Product or Brand / Manufacturer** search field. Based on the inputs provided in the search field, LabFinder auto populates product suggestions.

STEP 3:

Select a desired suggestion from the auto populated list.



STEP 4:

Product or Brand Page appears with list of suggested suppliers who all offer the related product or lab brand.



STEP 5:

From here, a request can be sent directly to a specific supplier or suppliers.

See [Send Request to Suppliers.](#)

STEP 6:

To get more information about the individual.



Suppliers click the **expand icon** next to a supplier.

Clicking this icon opens the Supplier information page of the related supplier with following details:

- Contact Information
- Address
- Location on the Map
- Social Media Channels
- Products in the LabFinder Shop
- Supplier Description
- List of Product
- List of Brands
- Link to Website and Webshop

For more information about the Supplier Information Page see [Supplier Page](#)

2.1.2 Find Suppliers: Using the Product or Brand Index



Perform the following steps to find suppliers using Product or Brand index option:

STEP 1:

Open the **Home** tab.

STEP 2:

Click the **Index** button.



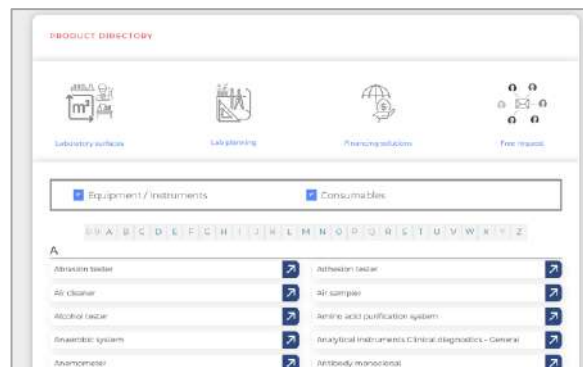
Alternatively, the index pages can also be accessed via the Products or Brands on the header bar.



STEP 3:

Index page appears with the list of products or brands.

The Product index page contains a list of equipment/instruments and consumables products. It is possible to display only equipment/instruments or consumables products by unchecking the corresponding check boxes.



STEP 4:

Click an alphabet to view list of products starting with selected alphabet.

STEP 5:

Select by click a product or brand name.

STEP 6:

Product or brand page appears with list of suggested suppliers who all offer the related product or lab brand.

STEP 7:

From here, a request can be sent directly to a specific supplier or suppliers.

See [Send Request to Suppliers](#).



STEP 8:

To get more information about the individual Suppliers click the **expand icon** next to a supplier.



Clicking this icon opens the Supplier information page of the related supplier with following details:

- Contact Information
- Address
- Location on the Map
- Social Media Channels
- Products in the LabFinder Shop
- Supplier Description
- List of Product
- List of Brands
- Link to Website and Webshop

For more information about the Supplier Information Page see [Supplier Page](#).

2.1.3 Apply Brand Filter on Product Search Results

Using the Brand Filter option on products further narrow the search for suppliers.

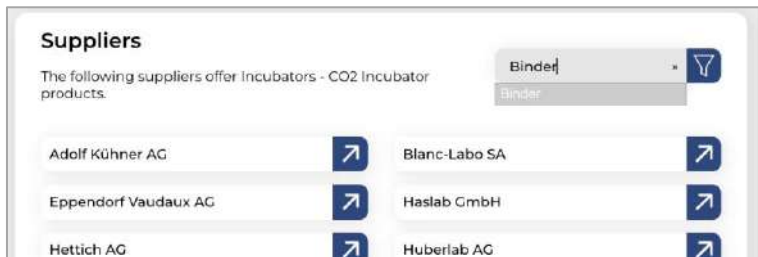
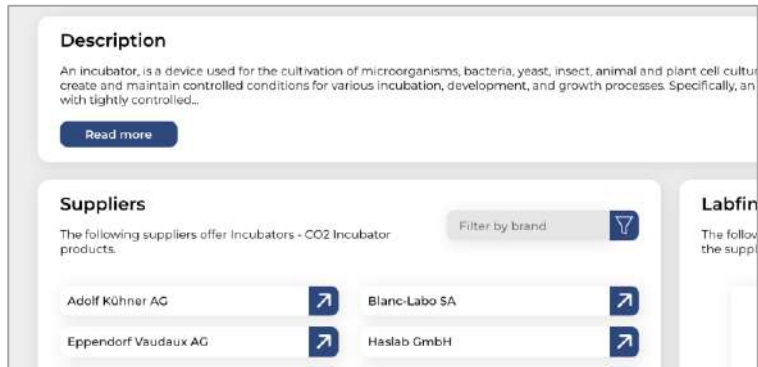
Perform the following steps to apply Brand filters on product categories to view suppliers with the specified brand:

STEP 1:

Type a brand name in the **Filter by brand** field or type a few letters and it will auto populate the brands's name.

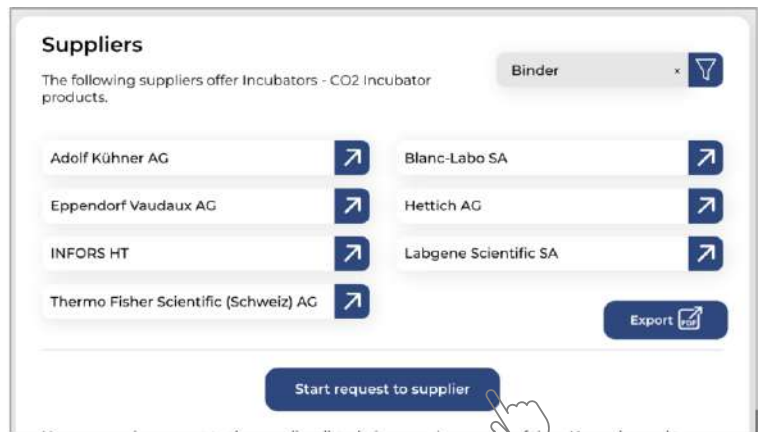
STEP 2:

Confirm the desired brand by select and click on it.



STEP 3:

Selecting and confirming the desired brand name will update the suppliers to the appropriate product and brand combination.



2.2 Send a request to Suppliers

LabFinder allows to send a request as a guest or registered user to one individual or to multiple Suppliers.

Based on previous section [2.1](#), any of the listed product and brand related supplier can be selected to send a request in one single step. With this function, the user has the opportunity to reach out to multiple supplier in one step and compare product and brand related feedbacks, information or prices without any additional effort.

Optionally, suppliers can also be contacted via the [Free Request](#) function or directly via the individual [Supplier Info Page](#).

2.2.1 Send a Request as a guest / without Registration

Perform the following steps to send a request as a guest (not logged in):

STEP 1:

Search for a **Product** or **Brand**.

STEP 2:

Below the listed providers, select the button **Start request to supplier**.



STEP 3:

The request form appears.

Supplier	Action
Adolf Kühner AG	+
Biano-Labo SA	+
Eppendorf Vaudaux AG	+
Haslab GmbH	+
Hettich AG	+
Huberlab AG	+
IGZ Instruments AG	+
INFORS HT	+
Labgene Scientific SA	+
Milan SA	+
PMI Labortechnik GmbH	+
Renggli AG	+
Thermo Fisher Scientific (Schweiz) AG	+
Vitarik AG	+

STEP 4:

Select a specific supplier or several suppliers to which the request should be sent.

Supplier	Action
Adolf Kühner AG	-
Biano-Labo SA	+
Eppendorf Vaudaux AG	-
Haslab GmbH	+
Hettich AG	-
Huberlab AG	-
IGZ Instruments AG	+
INFORS HT	-
Labgene Scientific SA	+
Milan SA	+
PMI Labortechnik GmbH	-
Renggli AG	+
Thermo Fisher Scientific (Schweiz) AG	+
Vitarik AG	+

STEP 5:

Fill in the request form. Fields marked with asterisk (*) are mandatory.

Mandatory Fields are:

- **Your Request *** Fill in your request / message, you want to send to the selected suppliers.
- **Name *** Fill in your name.
- **Email *** Fill in your email address, on which the supplier can get back to you.

Optional Fields are:

- **Article/Item No.** Provide Article/Item No.
- **Company** Fill in your company name.
- **Phone No.** Fill in your phone number.
- **Attach File** You can select a file you want to share with the supplier. This File will be attach to your request.

STEP 6:

If you would like to receive a copy of your request, select the **I would like to get a copy to my Email** check box.

STEP 7:

Confirm the privacy policy by select the **Yes, I accept the privacy policy** check box.

STEP 8:

Click the **Send Request** button.

Your request is automatically sent to the selected suppliers without any time delay.

Send your request directly to selected suppliers

Adolf Kühner AG -

Blanc-Labo SA +

Eppendorf Vaudaux AG -

Haslab GmbH +

Hetlich AG -

Huberlab AG -

IGZ Instruments AG +

INFORS HT -

Labgene Scientific SA +

Milian SA +

PMI Labortechnik GmbH +

Renggli AG -

Thermo Fisher Scientific (Schweiz) AG +

Vitaris AG +

Ihre Anfrage *

Guten Tag,
Wir sind auf der Suche nach 3 neuen Inkubatoren.
Bitte senden Sie uns Ihre Unterlagen und melden sich für einen Beratungstermin bei mir.
Freundliche Grüsse
Jon Doe

Artikel / Produkt Nr. Optional Z38462

Firma Optional LabDirect AG

Ihr Name * Jon Doe

E-Mail Adresse * Jon.doe@test.com

Telefon Nr. Optional

Datei beifügen [Datei auswählen](#)

Kopie als Email an mich

Datenschutzerklärung *

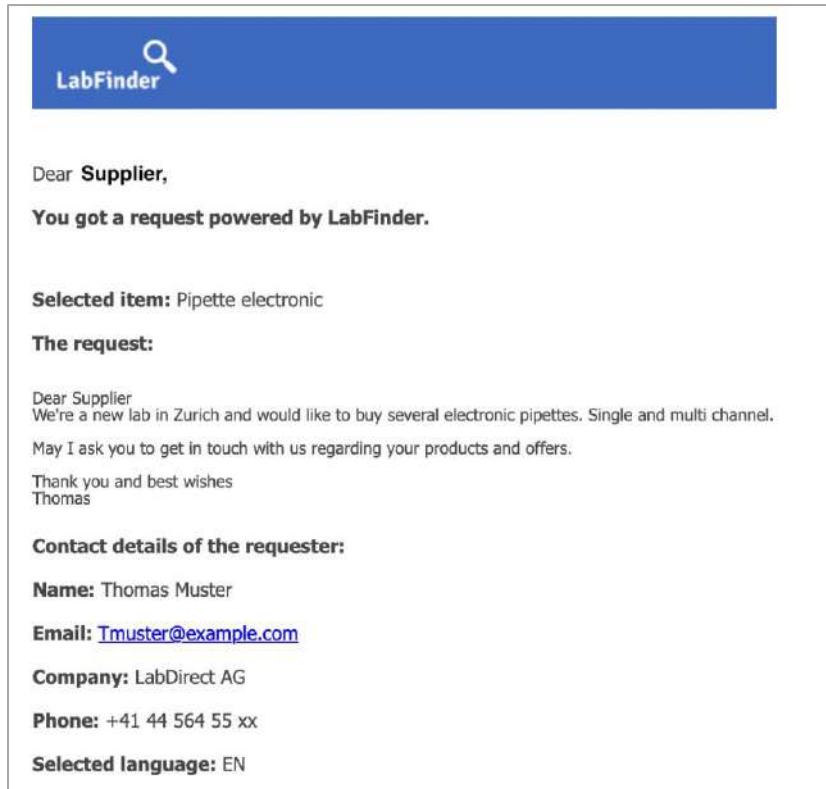
Ja, ich akzeptiere die [Datenschutzerklärung](#)

SEND REQUEST

Each selected supplier receives the request individually, without seeing which other suppliers the request was sent to.

To give the supplier more flexibility to respond to the requester in their native language, the platform's language setting is added to the request under **Selected language**.

Suppliers get back to the requester based on their completed contact information.



The screenshot shows an email from LabFinder. At the top is a blue header with the LabFinder logo. The main body of the email is white with black text. It starts with 'Dear Supplier,' followed by 'You got a request powered by LabFinder.' Below this, it lists 'Selected item: Pipette electronic' and 'The request:'. There is a section for 'Dear Supplier' with a message from a new lab in Zurich. This is followed by 'Contact details of the requester:' which lists the name (Thomas Muster), email (Tmuster@example.com), company (LabDirect AG), phone (+41 44 564 55 xx), and selected language (EN).

2.2.2 Benefits by sending a request as registered/ signed in user

In general, the process of sending requests to selected suppliers remains same (See [Send a Request](#)).

But with the following benefits:

- Fields with the user's name and contact details are already filled in.
- Privacy policy doesn't need to be confirmed again as this was already done during the registration process.

In the user account, the overview of recent requests can be viewed, and corresponding suppliers can be rated. For details and how to perform a user registration to get access to a user account, see [USER](#).

2.2.3 Send a Free Request

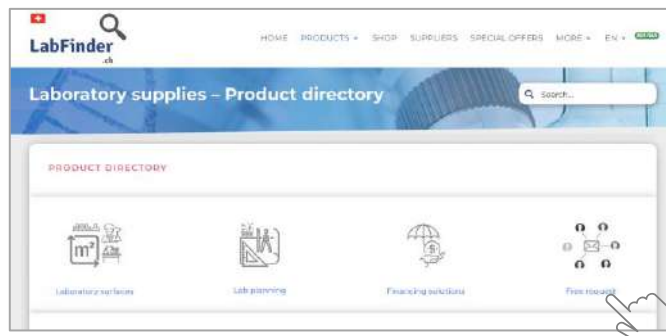
Free request means to send a request to supplier which is product and brand independent.

In the free request form, all active suppliers are listed and can thus be individually selected to receive the request.

Perform the following steps to send a Free request:

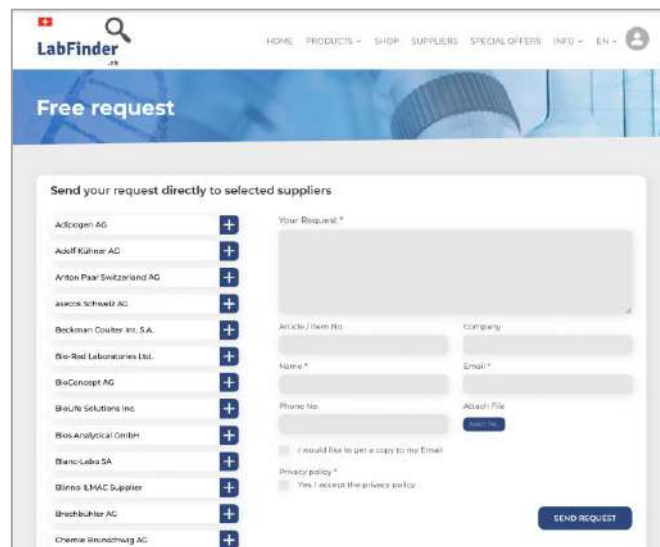
STEP 1:

Use the button **Free Request** on the Product Index Page.



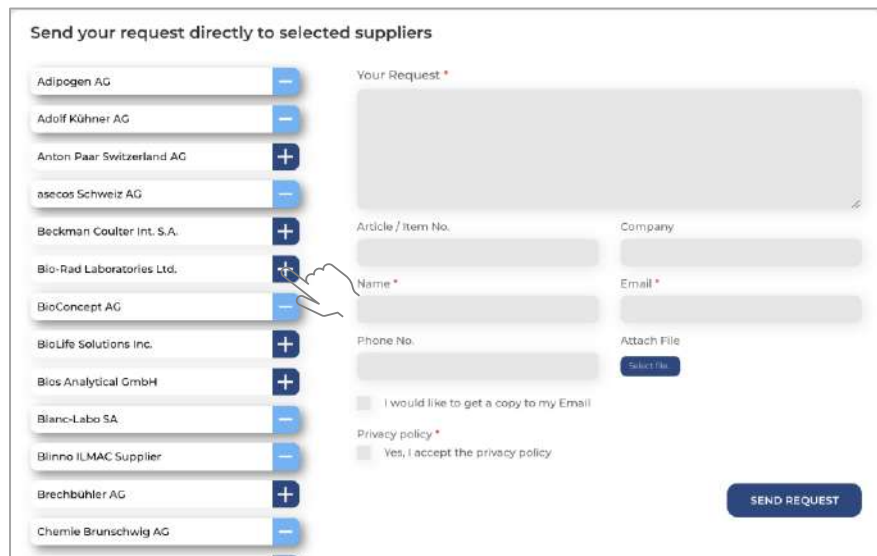
STEP 2:

The request form with a list of all active suppliers appears:



STEP 3:

Select a specific supplier or several suppliers to which the request should be sent.



STEP 4:

Fill in the request form. Fields marked with asterisk (*) are mandatory.

Mandatory Fields are:

- **Your Request *** Fill in your request / message, you want to send to the selected suppliers.
- **Name *** Fill in your name.
- **Email *** Fill in your email address, on which the supplier can get back to you.

Optional Fields are:

- **Article/Item No.** Provide Article/Item No.
- **Company** Fill in your company name.
- **Phone No.** Fill in your phone number.
- **Attach File** You can select a file you want to share with the supplier. This File will be attach to your request.

STEP 5:

If you would like to receive a copy of your request, select the **I would like to get a copy to my Email** check box.

STEP 6:

Confirm the privacy policy by select the **Yes, I accept the privacy policy** check box.

STEP 7:

Click the **Send Request** button.

Your request is automatically sent to the selected suppliers without any time delay.

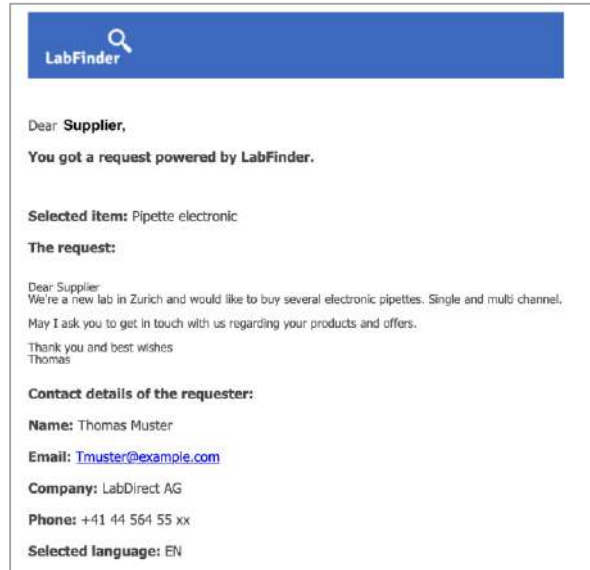
The screenshot shows a web form titled "Send your request directly to selected suppliers". On the left, there is a vertical list of supplier names, each with a blue button containing a minus sign (-) or a plus sign (+). The suppliers listed are: Adolf Kühner AG (-), Blanc-Labo SA (+), Eppendorf Vaudaux AG (-), Haslab GmbH (+), Hettich AG (-), Huberlob AG (-), IGZ Instruments AG (+), INFORS HT (-), Labgene Scientific SA (+), Millan SA (+), PMI Labortechnik GmbH (+), Renggli AG (-), Thermo Fisher Scientific (Schweiz) AG (+), and Vitaris AG (+). The main form area contains the following fields and options:

- Ihre Anfrage ***: A text area containing a sample message: "Guten Tag, Wir sind auf der Suche nach 3 neuen Inkubatoren. Bitte senden Sie uns Ihre Unterlagen und melden sich für einen Beratungstermin bei mir. Freundliche Grüsse, Jon Doe".
- Artikel / Produkt Nr.**: Input field with "Optional 239462".
- Firma**: Input field with "Optional LabDirect AG".
- Ihr Name ***: Input field with "Jon Doe".
- E-Mail Adresse ***: Input field with "Jon.doe@test.com".
- Telefon Nr.**: Input field with "Optional".
- Datel beifügen**: A blue button labeled "Datei anhängen".
- Kopie als Email an mich**: A checked checkbox.
- Datenschutzerklärung ***: A checked checkbox with the text "Ja, ich akzeptiere die Datenschutzerklärung".
- SEND REQUEST**: A large blue button at the bottom right, with a hand cursor icon pointing to it.

Each selected supplier receives the request individually, without seeing which other suppliers the request was sent to.

To give the supplier more flexibility to respond to the requester in their native language, the platform's language setting is added to the request under **Selected language**.

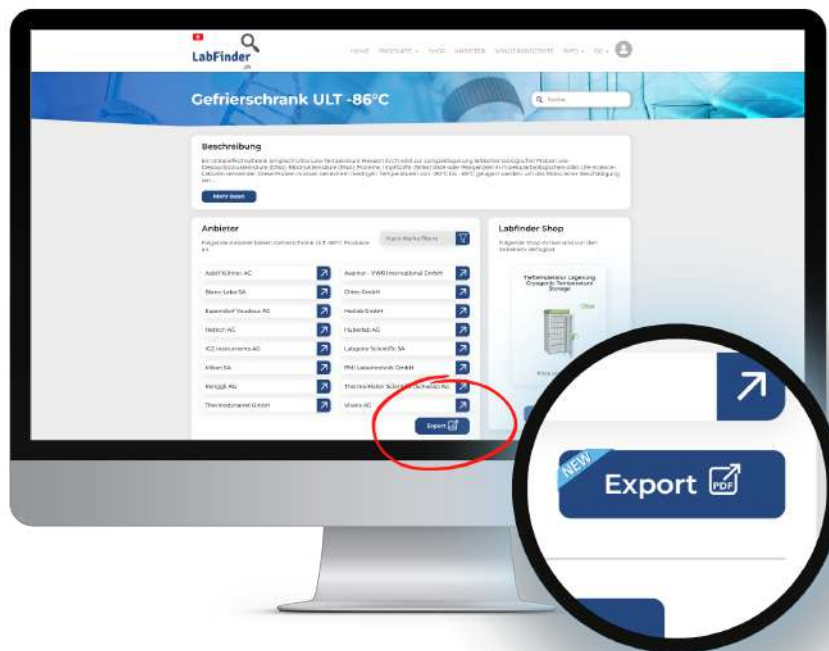
Suppliers get back to the requester based on their completed contact information.



2.3 PDF export of the supplier overview

LabFinder offers you the possibility to export a detailed supplier overview as PDF for product categories and brands. The PDF will be sent to you by email within a few seconds. This overview can be easily filed in your files or shared with your work environment.

The PDF gets hyperlinks for support, which make it easy for you to be redirected from the PDF directly to the current data on LabFinder.



2.3.1 PDF export of a product and brand related supplier overview

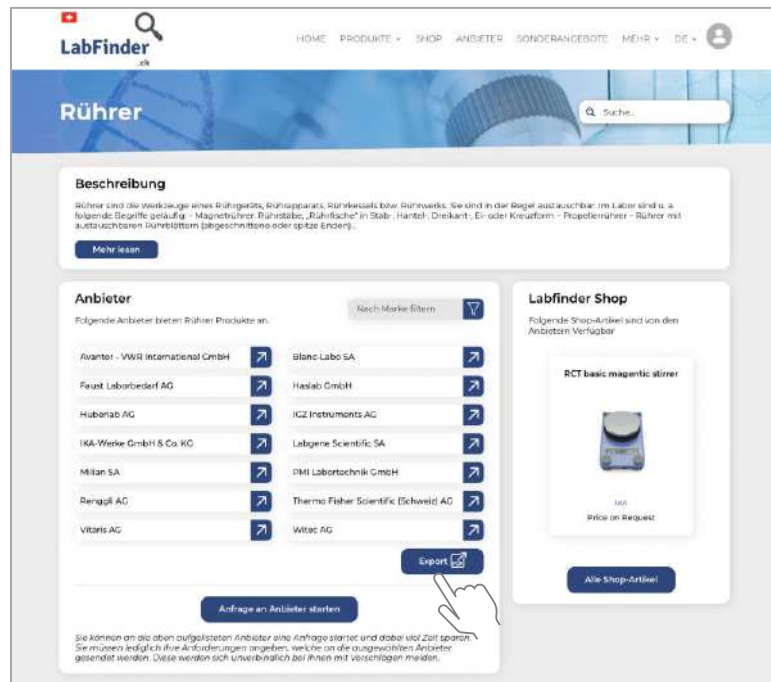
Perform the following steps to create a PDF export:

STEP 1:

Select a product category or brand as described in [Find product and brand related suppliers](#).

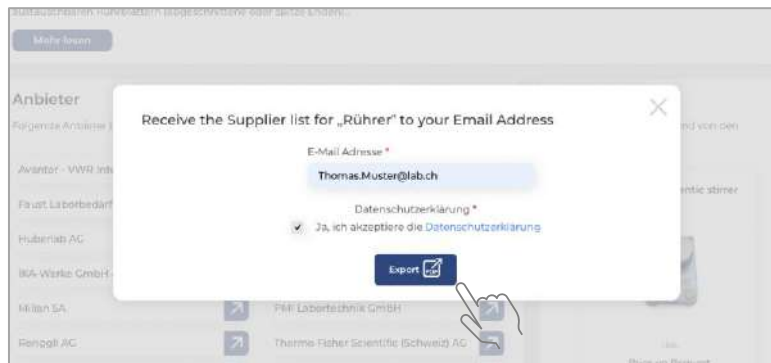
STEP 2:

Press the **Export PDF** button.

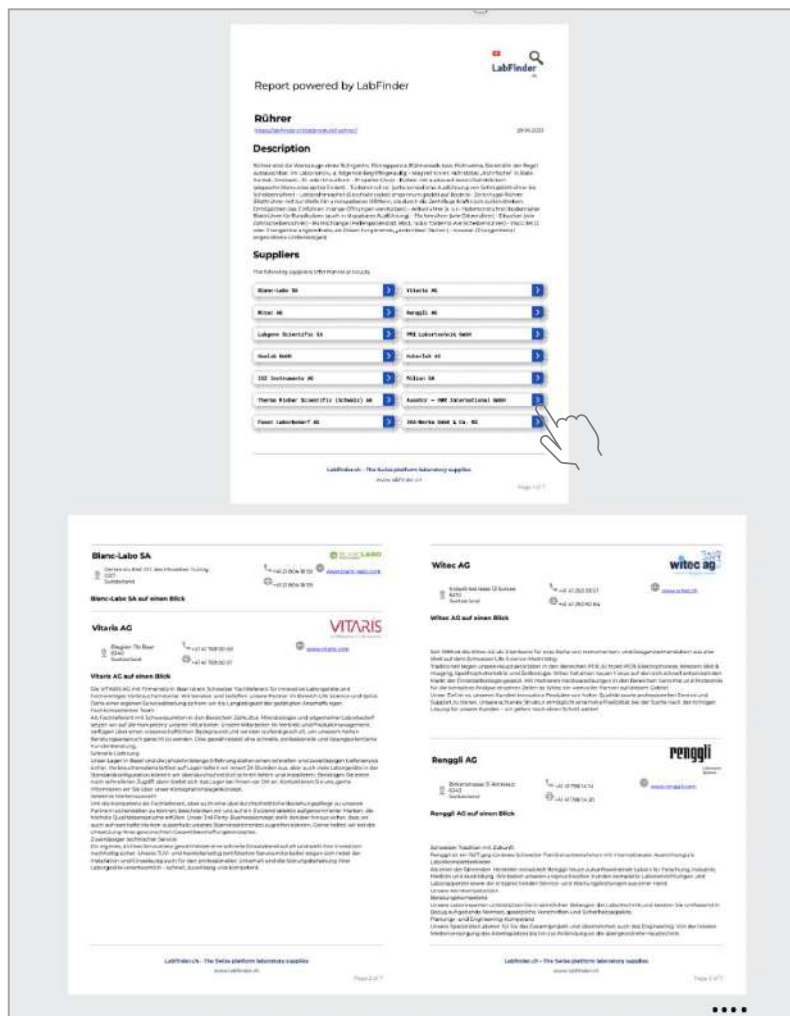
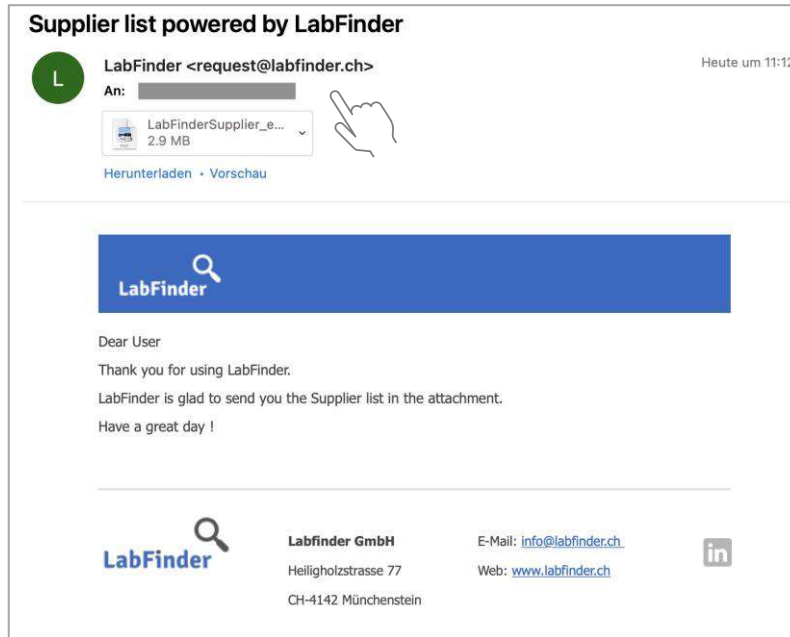


STEP 3:

Enter the email address to which you would like to receive the supplier overview, accept the privacy policy and confirm with Export PDF.



Within seconds you will receive an email with the PDF report attached.



2.4 The LabFinder SHOP

In the LabFinder SHOP, suppliers present you with detailed product offers. You have insights into the description and specifications, delivery and warranty times and the price (optional).

You can watch a video of the corresponding product, as well as view and download documents such as data sheets or brochures.

In the LabFinder SHOP you have the possibility to send quotation or information requests to the different suppliers centrally in one SHOP. You can add products from a wide range of suppliers to their wish list and send their requests with a single click.

LabFinder takes care of automatically distributing or sending the requests to the corresponding suppliers.

2.4.1 Calling up products in the LabFinder SHOP

Detailed products of the suppliers can be accessed in the LabFinder SHOP via 3 ways.

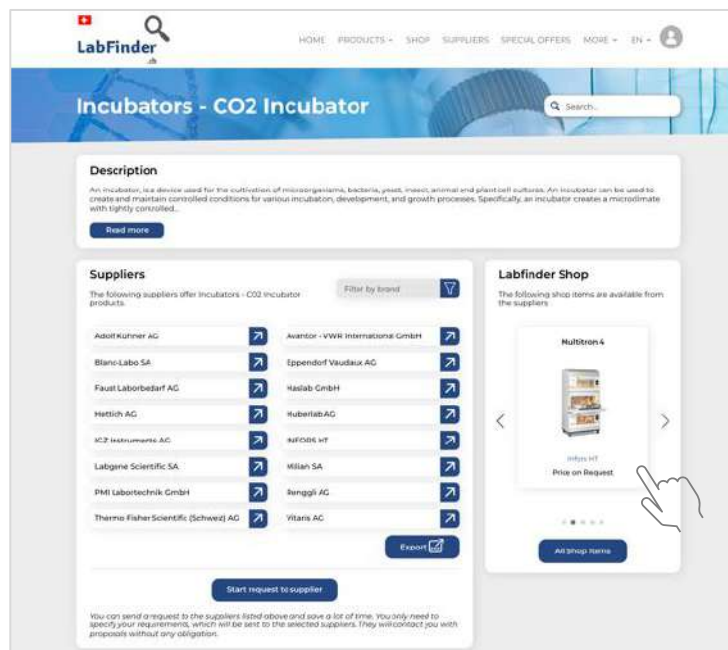
1. Directly via the LabFinder SHOP Menu.



This will take you to the LabFinder SHOP home page.

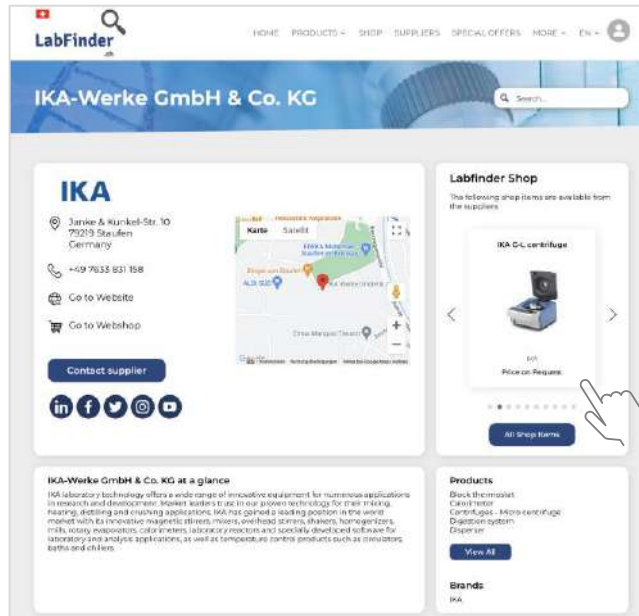
2. Via the product category, where you will be shown if and how many products are registered in the SHOP for this product category
3. Via the product category, where you will be shown if and how many products are registered in the SHOP for this product category.

When calling up the SHOP via the **LABFINDER SHOP** button, the filter is already set to the corresponding product category.



4. Via the supplier information page, where you can see if and how many products are registered in the SHOP for the supplier.

When calling up the SHOP via the **LABFINDER SHOP** button, the filter is already set to the products of the corresponding supplier.

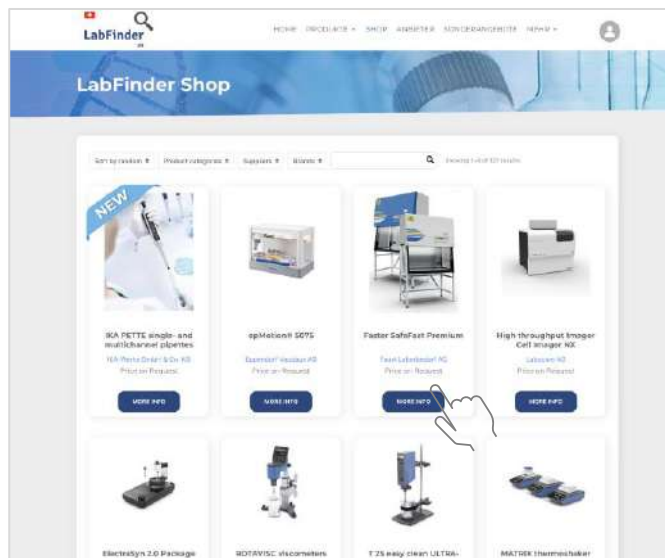


2.4.2 The LabFinder SHOP's start page

On the home page of the SHOP you can see the individual product entries.

Click **MORE INFO** by the product to access all the details about the corresponding product.

In addition, you have the option to filter by supplier, brand or product category and search for products by terms using the search box.



By scrolling down, more products are continuously loaded and displayed to them.

2.4.3 View individual products in the SHOP

STEP 1:

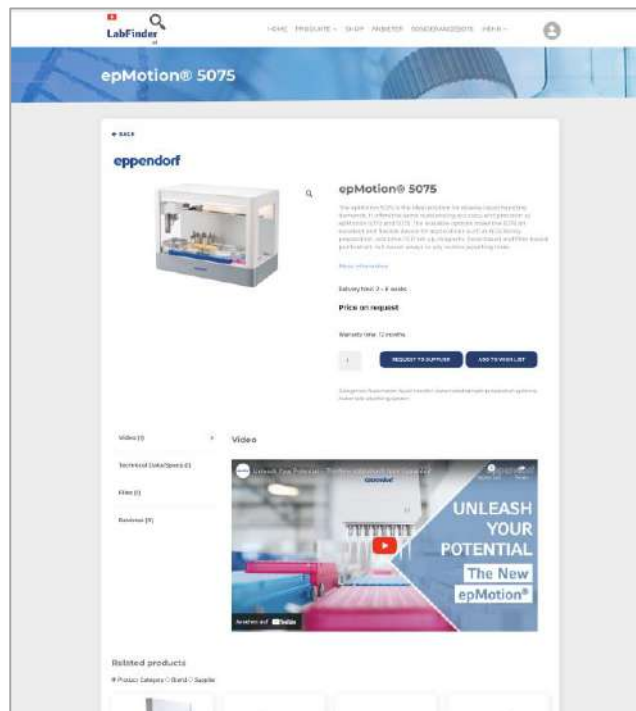
Click on **MORE INFO** for the product in the overview.



The SHOP page of the product appears with all the details.

Here you can see:

- The supplier of the product with logo.
- The name of the product.
- The description of the product.
- The delivery time.
- The price or optional price on request.
- The warranty period of the product.
- Which product category/s this product is assigned to.



Furthermore, the supplier can provide you with a video, specifications, and files such as data sheets or brochures.

You can access the corresponding information by selecting it:



In addition, related products appear in the SHOP, which might interest you.

This selection can be rearranged according to availability criteria.



2.4.4 Sending quotation or information requests

To send a request for quote or information to the supplier, you have two options.

1. you can send a request directly and only for this product.
2. you can put the product on the wish list and later trigger the requests with one click together with other products.

STEP 1:

Enter the quantity and confirm either with

- a) **REQUEST QUOTE** or via
- b) **ADD TO WISHLIST**



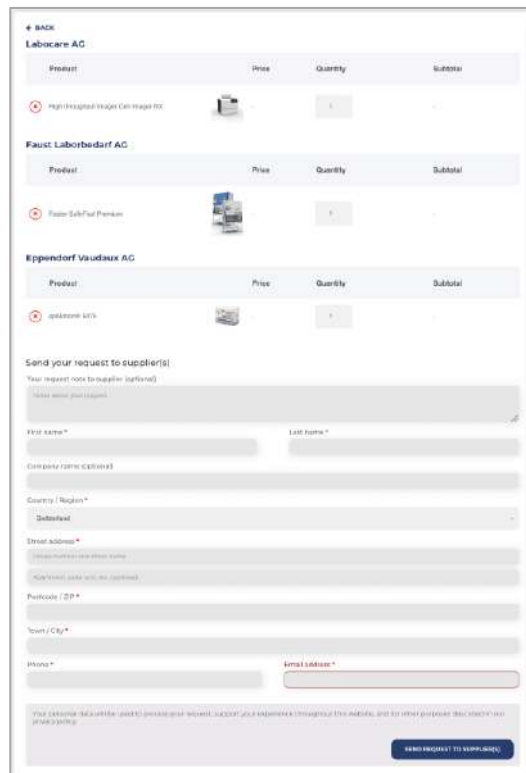
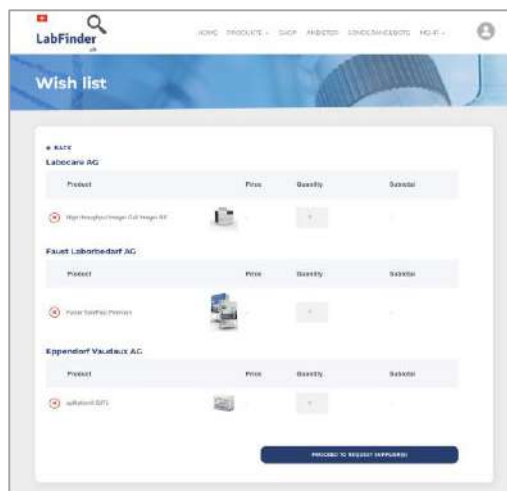
STEP 2:

Check out.

When checking out, fill in your contact details so that the supplier can get back to you.

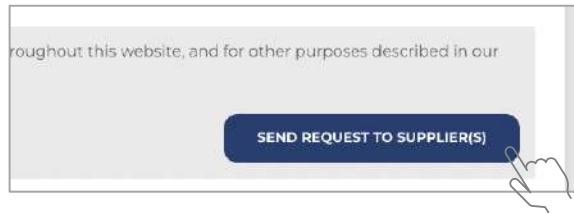
It is also advisable to optionally add a message to the request.

If you add the product to the wish list, you can access and manage your wish list again before checking out.



STEP 3:

Send your request with **SEND REQUEST TO SUPPLIER**



Upon successful submission of the request via **REQUEST QUOTE**, your request will be automatically sent to the selected suppliers without any time delay.

Each supplier receives the request for their SHOP products individually and without seeing to which other suppliers further SHOP requests have been sent.

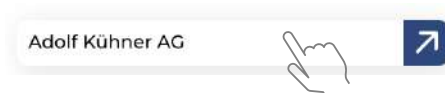
Suppliers will get back to the requester directly based on their completed contact information.

2.5 Find Supplier Details

On LabFinder users can search for suppliers and find detailed information about them. A large number of suppliers use LabFinder with full service. In addition, there are other inactive suppliers with limited service that can be found on LabFinder.

Supplier details can be found by the following ways:

- Finding a supplier by name via the search field
- Click on the supplier on the supplier directory page.
- Click the icon next to a supplier on product or brand pages



2.5.1 Active and inactive Suppliers

- **Activated suppliers** are displayed with their logo on the Supplier page. These suppliers have verified profiles, confirmed product portfolio, and contact details. They are displayed as valid supplier on the product and brands related to their lab product assortment.

Users can contact these suppliers in one step via LabFinder and be redirected to their websites, social media channels or web stores.

- **Inactive Supplier** also have a Supplier Info Page but with limited details and information. As they have not confirmed their product portfolio and contact details, they are not verified and therefore do not appear as a supplier on the product and brand pages and cannot be contacted via LabFinder.

How to get a verified supplier see [Supplier Registration](#)

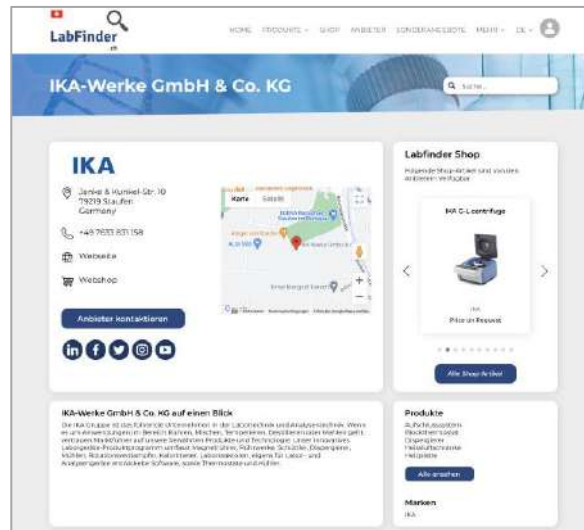
2.5.2 The Supplier Info Page

Each supplier has a Supplier Info Page which contains detailed information about the related Supplier.

Users can contact these suppliers in one step via LabFinder and be redirected to their websites, social media channels or web stores.

Active suppliers are able to manage their supplier profile by their own via the Supplier Account.




For inactive suppliers, the available information is not confirmed.



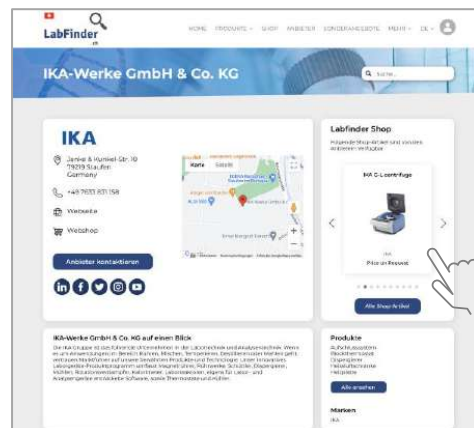
Available Information on the Supplier Info Page:

- Company Logo
- Supplier Name
- Supplier Ratings (if the supplier has received a rating)
- Address
- Phone Number
- FAX
- Map with location of the Supplier
- Supplier Company Description
- List of Product assortment
- List of Brands assortment

Beside of the listed Information, following functions are available:

- Click the Website Icon to get directed to the supplier webpage.  Webseite
- Click the Webshop Icon to get directed to the supplier webshop.  Webshop
- Click on the **social media icons** to be redirected to the corresponding social media pages of the provider
- Use the **Contact Supplier** button to open the request form and send a message directly to the related Supplier. 
- Use **LABFINDER SHOP** to visit the product offers of this provider in the LabFinder SHOP.

If the corresponding provider has no product in the store, randomly selected store products are displayed.



2.5.3 Find Supplier by Name

Perform the following steps to find suppliers using Search field in the Supplier index:

STEP 1:

Open the **Suppliers** tab in the header bar.



STEP 2:

Enter a supplier name in the **Supplier name** search box. Based on the inputs provided in the search field, LabFinder auto populates supplier suggestions.



STEP 3:

Select and click a desired supplier name from the suggested list.

2.5.4 Suppliers Details by the Company Logo

Perform the following steps to access supplier details by the Company Logo:

Only active Supplier

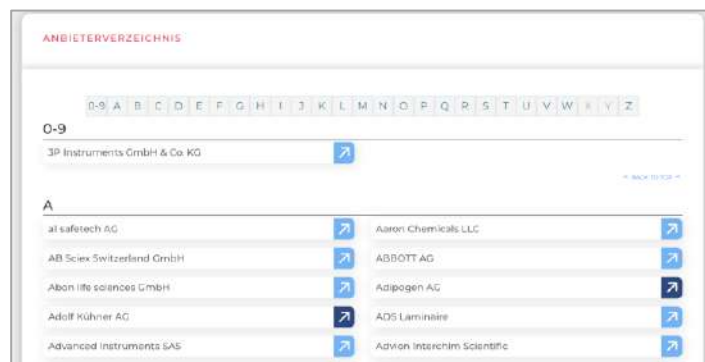
STEP 1:

Open the **Suppliers**.



STEP 2:

Click on the supplier's name.



2.5.5 Suppliers Details by the Product and Brand Page

Perform the following steps to access supplier details out of the suggested Supplier List on Product and Brand Pages:

Only active Supplier

STEP 1:

Click the **icon** next to a supplier get directed to the related Supplier Info Page.

The screenshot shows the LabFinder website interface for 'Inkubatoren - CO2 Inkubator'. The page features a navigation bar with 'HOME', 'PRODUKTE', 'SHOP', 'ANBIETER', 'SONDERANGEBOTE', 'MEHR', and 'DE'. A search bar is located in the top right. The main content area is divided into three sections: 'Beschreibung', 'Anbieter', and 'Labfinder Shop'. The 'Anbieter' section lists various suppliers with external links, and the 'Labfinder Shop' section displays a product card for 'CO2-Inkubatoren mit Heißluftsterilisation und hitzestabilisiertem CO2-Sensor'.



2.6 Special Offers

The Special Offer Section on LabFinder provides an overview about running special offers centralized on one platform.

- General information about the special offer and the validity period is displayed.
- Clicking on the image opens the corresponding page or PDF with the special offer and details.
- Supplier can publish their Special Offers on LabFinder and so reach to a large audience.

For more information on uploading special offers see [Your Special offers on LabFinder](#)

Perform the following steps to access the Special Offers:

STEP 1:

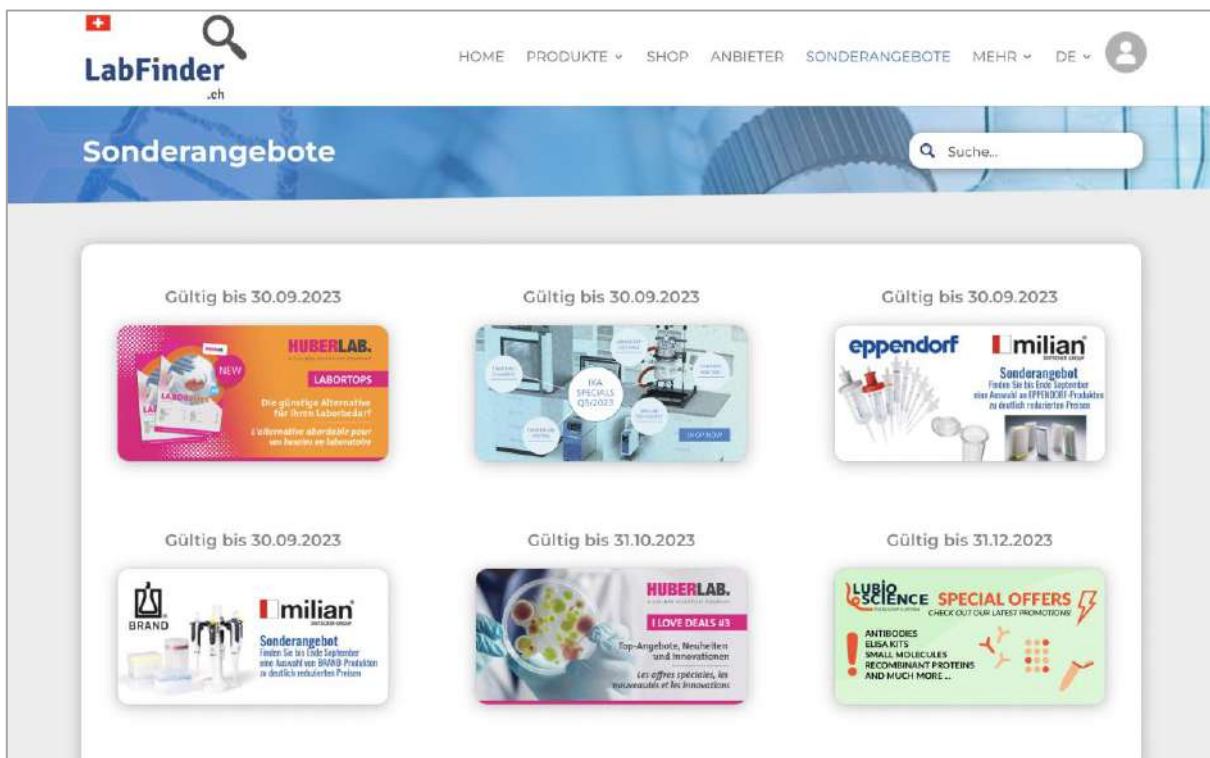
the **Special Offers** tab in the header bar.



The Page with a list of special offers provided by different suppliers appear.

STEP 2:

Click the image to open the corresponding page or PDF with the special offer and more details.



The screenshot shows the 'Sonderangebote' (Special Offers) section of the LabFinder website. The header includes the LabFinder logo and navigation links: HOME, PRODUKTE, SHOP, ANBIETER, SONDERANGEBOTE, MEHR, DE, and a user profile icon. A search bar is also present. The main content area displays six promotional cards arranged in a 2x3 grid. Each card features a supplier logo, product images, and text describing the offer and its validity period. The suppliers featured are HuberLab, Eppendorf, Milian, and LubioScience. The offers include 'LABORTOPS', 'IHA SPECIALS Q3/2023', 'Sonderangebot' from Eppendorf and Milian, 'Sonderangebot' from Milian, 'I LOVE DEALS #3', and 'SPECIAL OFFERS' from LubioScience.

3. USER SECTION

Users of LabFinder are Labs, lab technicians, purchasers and other lab related persons, who want to find and contact supplier for their Lab in an easy and quick way.

Also suppliers can use LabFinder to get an overview of the competition in the country-specific market or to find a partner for cooperation.

With LabFinder, it's easy to find suppliers for lab-related product categories or brands and contact them directly in one single step. This functionality is free of charge and can be used either as a **guest** or as a **registered user** with an own free user account and additional benefits.

Registered users can log in, have their own user account and additional benefits to manage their requests. We will go into detail about these additional benefits in the following sections.

3.1 User Registration and Login

3.1.1 User registration

It is worth registering and creating your own free account on LabFinder to benefit from additional advantages.

Perform the following steps to register as new user:

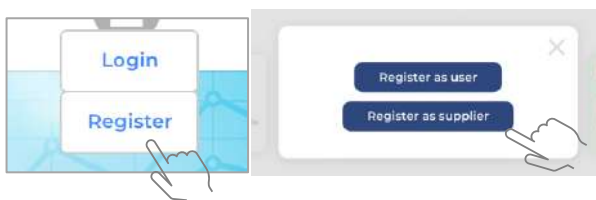
STEP 1:

Hover mouse over the **My account** tab on the header bar. A context menu appears.



STEP 2:

Click on the **Register** tab in the context menu and select **Register as user**.



The User registration form appears.

User registration

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>

Submit

STEP 3:

Fill in following details into **User registration** form. Fields marked with asterisk (*) are mandatory:

- Username – Enter a unique username *
- User Email – Enter a valid email address *
- User Password – Enter a password *
- Confirm Password – Re-enter the password *
- First Name – Enter user's first name *
- Last Name – Enter user's last name *
- Company – Enter user's company name *
- Phone Number – Enter user's phone number

STEP 4:

Click the **privacy policy** link to read it.

STEP 5:

Select the **Confirm privacy policy** check box to accept the LabFinder privacy policy.

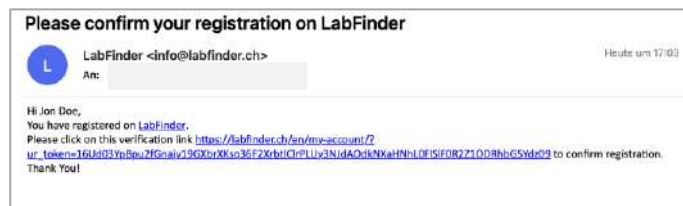
STEP 6:

Click the **Submit** button.

A success message appears on the User registration form “*User registered. Verify your email by clicking on the link sent to your email.*”

STEP 7:

Open the email and click on the **verification link** to complete the registration process.



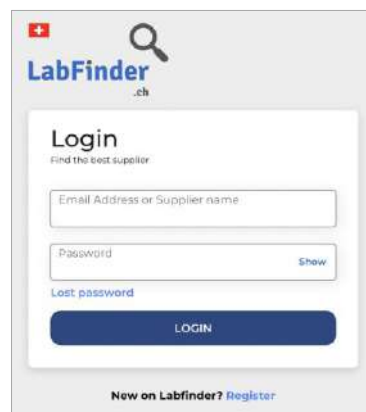
On successful verification, Login dialog box appears.

STEP 8:

Enter registered email address or user name and password.

STEP 9:

Click the **Login** button. The LabFinder website opens.



3.1.2 User login

Perform the following steps to login to LabFinder:

STEP 1:

Hover mouse over the **My account** tab on the header bar. A context menu appears.

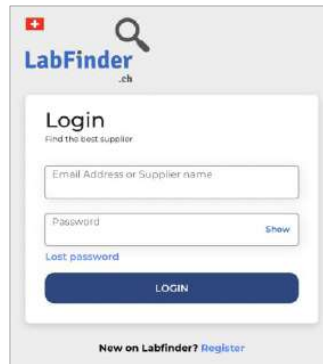
STEP 2:

Click the **Login** tab. The Login dialog box appears.



STEP 3:

Enter registered email address or username and password.



STEP 4:

Click the **Login** button to login.

3.1.3 Lost Password Function / Reset Your Password

If a User forgets or loses the password, the password can be reset using the Lost Password tab.

Perform the following steps to reset a password:

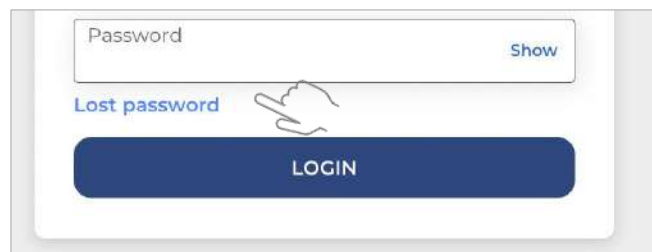
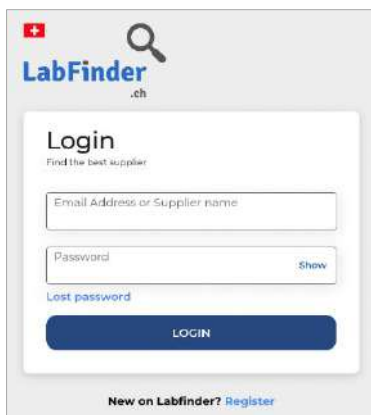
STEP 1:

Open the Login box by hover mouse over the **My account** tab on the header bar and click on **login**.



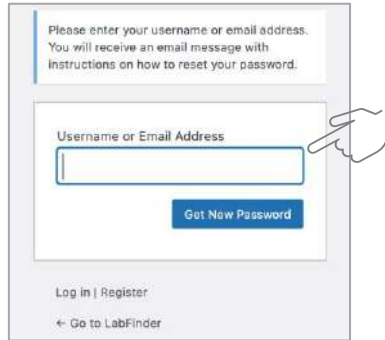
STEP 2:

Click the **Lost password** tab from the Login dialog box.



STEP 3:

Enter the username or email address in the **Username or Email Address** field.



STEP 4:

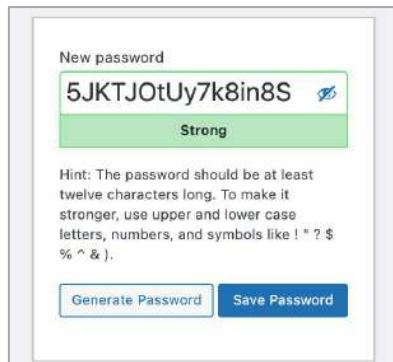
Click the **Get New Password** button, to receive an email message with instructions on how to reset the password.



STEP 5:

Open the email and click the link to reset the password.

On successful verification, Login dialog box appears, and the password change will be confirmed by email.



3.2 User Account Area

Registered users have additional benefits compared to guest users. Some of the key advantages are the following:

- Access to own User Account with the overview and summary of recent requests.
- Mandatory fields in the request form are already filled in automatically.
- No need to accept the privacy policy in the request form, as it is already accepted during registration.
- No need to enter captcha text in the request form.
- The opportunity to rate suppliers to whom a request was sent.

Perform the following steps to access the User Account Dashboard:

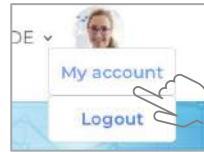
STEP 1:

When logged in, hover mouse over the **My account** tab on the header bar. A context menu appears.



STEP 2:

Click the **My account** tab.



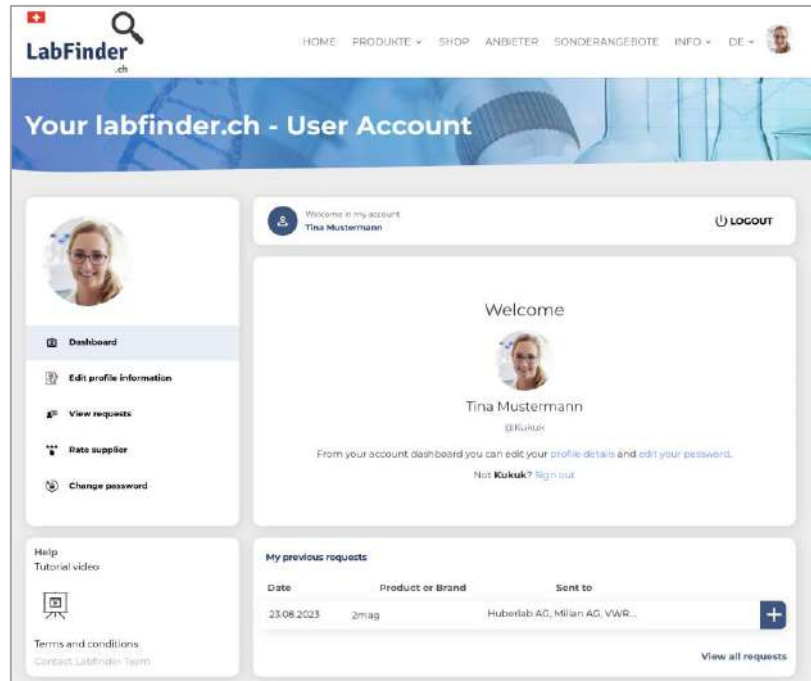
The My Account area appears.

The following five menu tabs are available:

- Dashboard
- Edit profile information
- View requests
- Rate Supplier

- Change Password
- Tutorial Video,

- Terms and Conditions



3.2.1 Dashboard

The Dashboard is the default menu which appears, when user enters the **My Account** area. The following is displayed on the Dashboard:

- The overview of your profile
- The last request sent by them to the providers.

3.2.2 Edit Profile Details

Users can edit their profile details. In the Profile Details tab, the user can also upload his user picture after registration.

Perform the following steps to edit user profile details from the Dashboard menu:

STEP 1:

Access **My Account** menu, if not already opened.

STEP 2:

Click the **Profile Details** tab.



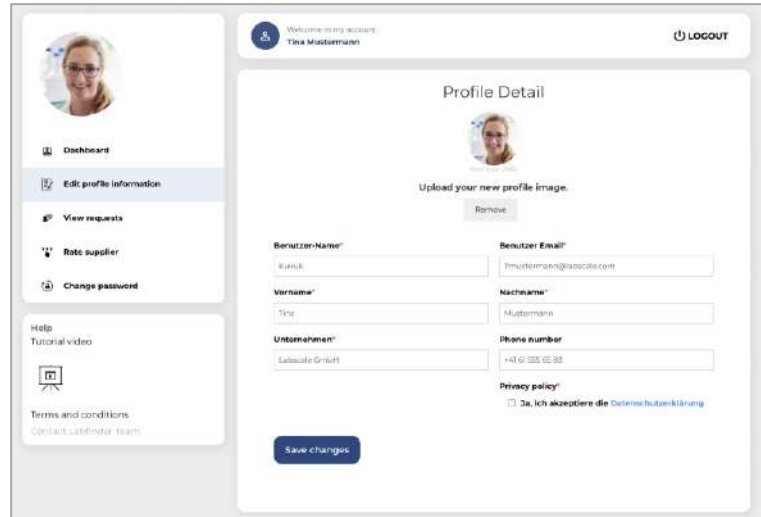
The Profile Details menu appears. ➡

STEP 3:

Add or update details under the **Profile Details** menu.

In the Profile Details the user can also upload his user picture after registration. Size of the picture should not be larger than 2MB.

Fields marked with asterisk (*) are mandatory.



STEP 4:

Click the **privacy policy** link to read.

STEP 5:

Select the **Confirm privacy policy** check box. *

STEP 6:

Click the **Save Changes** button. A success message appears on the Profile Details page "User profile updated successfully."

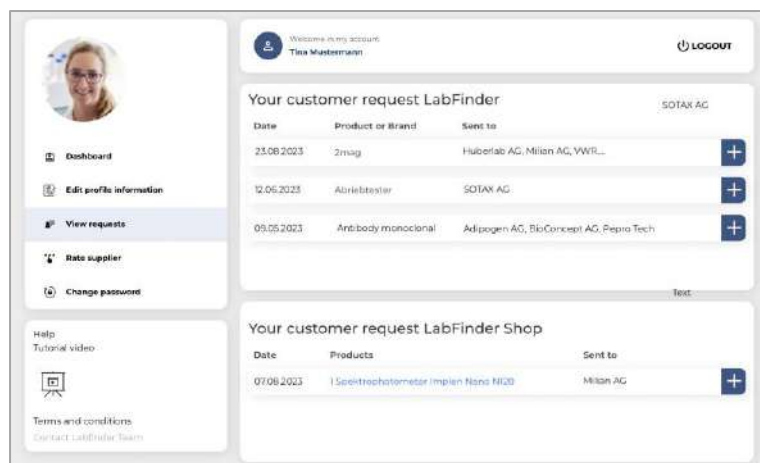
3.2.3 Request Overview

As a registered user with your own free user account, you have an overview of all the requests you have sent to suppliers.

Select the **View requests** menu item to display the overview of your requests.

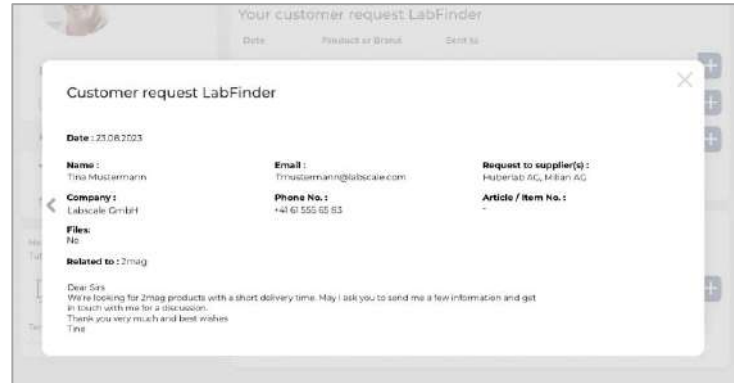
The request lines can be expanded and do include detailed information, such as:

- The date of the request.
- To which product or brand it was related.
- Suppliers, to who the request was sent to.



When expanding via the plus sign:

- The fully written request which was sent to the suppliers.



3.2.4 Rate Suppliers

Registered users are able to rate suppliers to which a request has been sent. Supplier can be rated between 0-5 stars. Optional the user can also skip the rating if he does not want to use the function. The ratings are anonymous and visible to all on the [Supplier's info page](#).

Perform the following steps to rate a supplier:

STEP 1:

Access **My Account** menu, if not already opened.

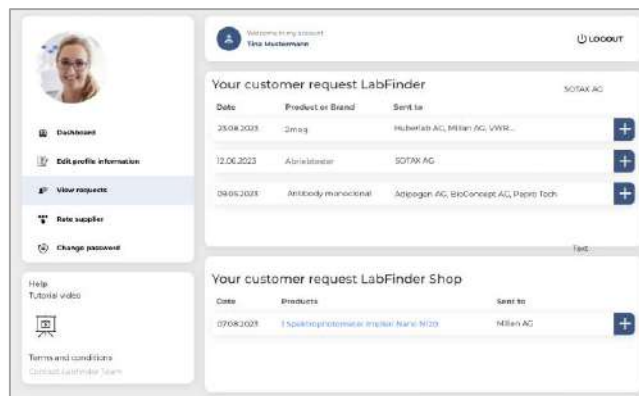
STEP 2:

Open the **Rate Supplier** tab.



STEP 3:

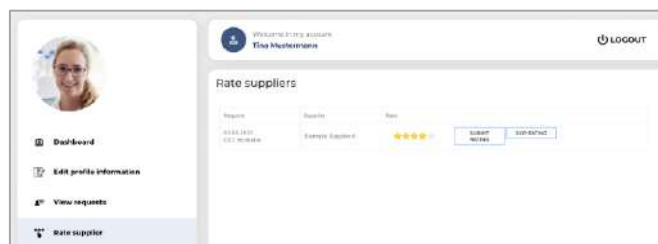
Select the stars to provide related supplier rating.



STEP 4:

Click the **Submit Rating** button to confirm the rating.

If the user wants to skip the rating, click the **Skip rating** button.



3.2.5 Change Password

User password can be changed in the user account.

Perform the following steps to edit existing password from the Dashboard menu:

STEP 1:

Access **My Account** menu, if not already opened.

STEP 2:

Click the **Change Password** tab.



The Change Password menu appears.

STEP 3:

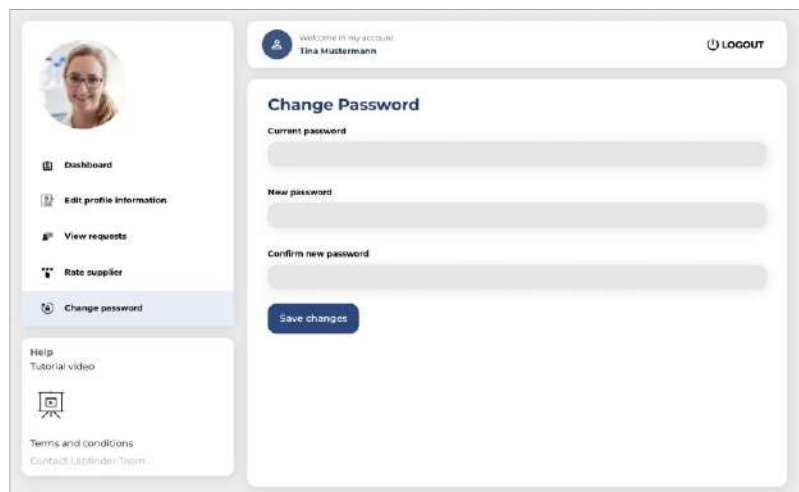
Enter current password in the **current password** text box.

STEP 4:

Enter new password in the **New password** text box.

STEP 5:

Re-enter new password in the **Confirm new password** text box.



STEP 6:

Click the **Save Changes** button.

A success message appears on the My Account page "Password changed successfully."

User receives an email to the registered email address.



3.2.6 Logout

Click the **Logout** tab to exit the LabFinder platform as a registered user.

Alternatively, user can also log out using the **Logout** tab available under the **My account** menu when hovering the mouse over it.



4. SUPPLIER SECTION

LabFinder enables Suppliers to expand their network and relationships in the Swiss and German laboratory markets.

Labs, lab technicians, purchasers and other lab related persons are constantly looking for Product or Brand related Suppliers.

Suppliers on LabFinder are always on the radar of potential customers by suggesting them as product and brand related suppliers based on their profile and can be contacted/requested in a single step. The company's own website, web shop or social media channels can also be accessed directly via LabFinder.

Active Suppliers get access to an own password-protected supplier account in order to manage their profile themselves.

In the supplier account, company data and product range can be adjusted independently, and product offers can be entered and managed in the LabFinder SHOP.

There is access to all received requests as well as monitoring functions, such as tracking the number of appearances as suggested supplier and redirects to the own company website. Advertising Options are furthermore available to increase the awareness.

4.1 Supplier Registration

To get verified as Active Supplier on LabFinder, a registration for an annual fee is required.

By registering, the supplier is activated and enabled for all available functions. According to the verified profile, the supplier will be displayed and suggested as supplier for the corresponding products and brands and can be contacted by the user/customer in one step via LabFinder. Detailed products can also be entered in the LabFinder Shop or presented to the public.

On successful subscription, LabFinder provides a password protected supplier account which allows to login and manage the profile and requests independently.

Supplier registration can be done using the “Registration and Advertising” form.

Perform the following steps to register as a new supplier:

STEP 1:

Hover the mouse over the **Account** tab in the header bar. A context menu will appear.



STEP 2:

Click the **Register** tab in the context menu and select **Register as supplier**.



The page with the form for registration and advertising is displayed.

STEP 3:

Fill out the **Registration and Advertising** form and select the interest that suits you.

Gold:

- Access to the supplier account incl. all functions.
- Based on the supplier profile setting, you will be displayed / suggested as a supplier for corresponding products and brands and receive direct inquiries from potential customers.
- Activation for an **unlimited number** of product categories and brands.
- **+ 10 Shop product incl.**

Silver:

- Access to the supplier account incl. all functions.
- Based on the supplier profile setting, you will be displayed / suggested as a supplier for corresponding products and brands and receive direct inquiries from potential customers.
- Activation for an **unlimited number** of product categories and brands.
- **+ 1 Shop product incl.**

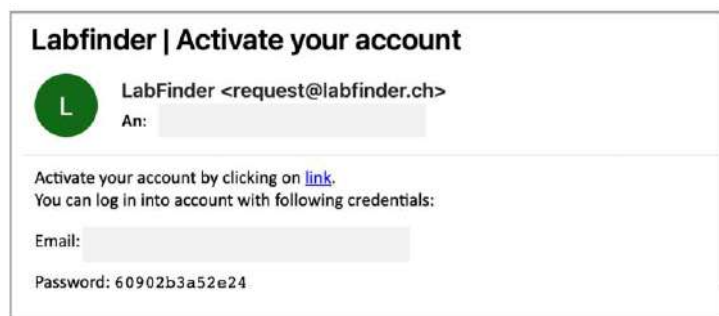
Fields marked with asterisk (*) are mandatory:

STEP 4:

Click the **SEND** button. A success message appears on the Registration and Advertising page *“Your form has been successfully submitted”*

We will contact you immediately afterwards.

On successful registration, supplier will receive an email along with the password to activate and manage his supplier account.



4.1.1 Supplier Login

Registered and verified supplier can log in to access the password protected supplier account, which enables management of the profile and other functions.

Perform the following steps to login to LabFinder as supplier:

STEP 1:

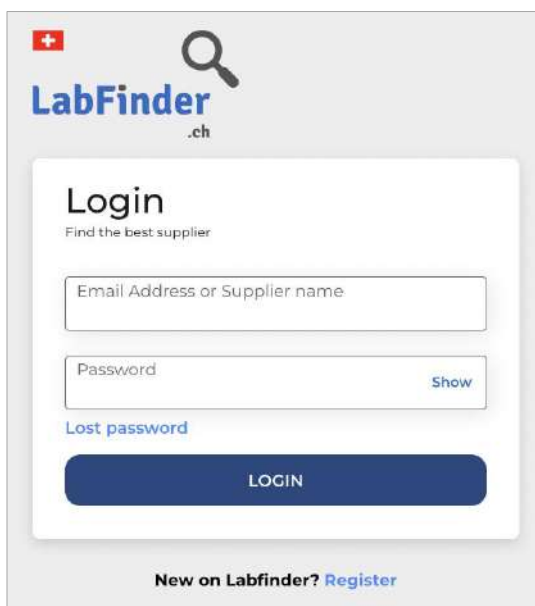
Hover mouse over the **My account** tab on the header bar. A context menu appears.



STEP 2:

Click the **Login** tab. The Login dialog box appears.

Alternatively, a supplier can also login using the **Supplier Login** tab available under the **Supplier Area** section of the footer bar.



STEP 3:

Enter registered email address or supplier name and password.

STEP 4:

Click the **Login** button. The LabFinder website opens.

4.1.2 Lost Password Function / Reset Your Password

If a supplier forgets or loses the password, the password can be reset using the Lost Password tab.

Perform the following steps to reset a password:

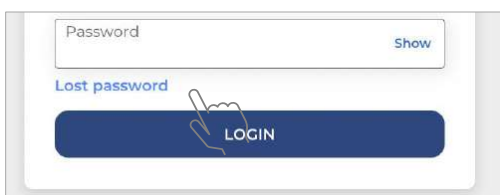
STEP 1:

Open the Login box.



STEP 2:

Click the **Lost password** tab from the Login dialog box.



STEP 3:

Enter supplier name or email address in the **Supplier Name or Email Address** field.

STEP 4:

Click the **Get New Password** button.

Supplier receives an email message with instructions on how to reset your password.

STEP 5:

Open the email and click the link to reset the password. On successful verification, Login dialog box appears.

STEP 6:

Open the email and click the link to reset the password.

On successful verification, Login dialog box appears and the password change will be confirmed by email.

4.2 Supplier Account Area

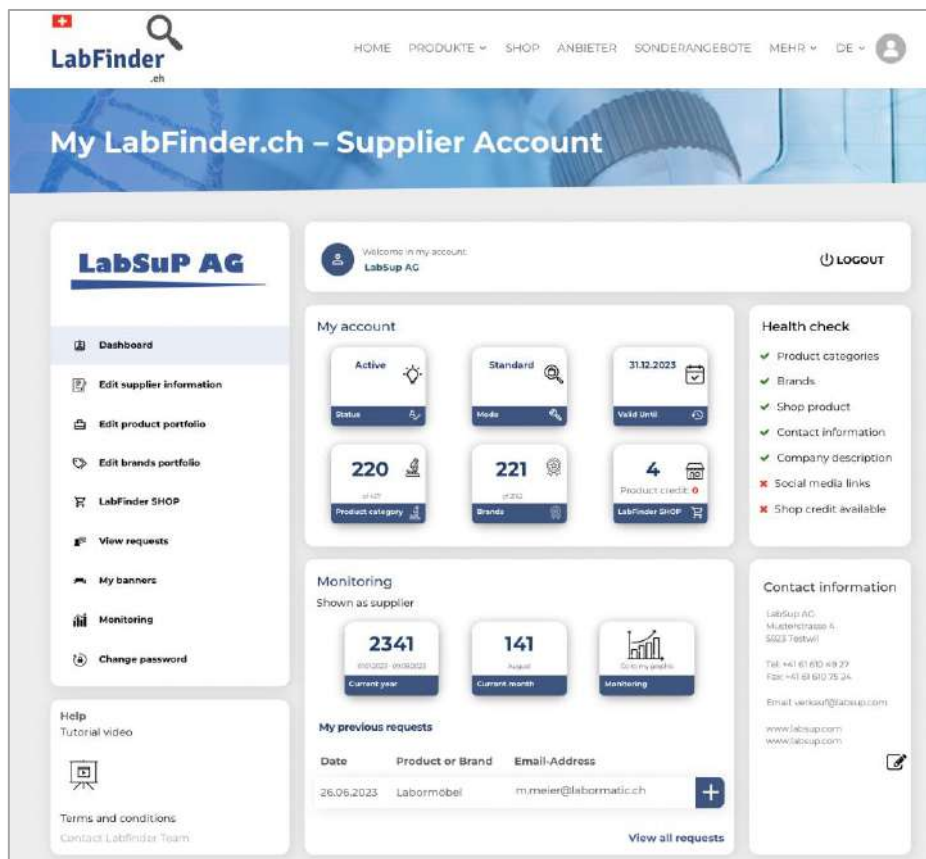
Active Suppliers get access to an own password-protected supplier account in order to manage their profile themselves.

Company data and product range can be adjusted independently in the supplier account. You can enter or manage detailed product offers in the LabFinder SHOP.

In addition, there is access to all enquiries received as well as monitoring functions, such as tracking the number of appearances as suggested supplier and redirects to the own company website.

After the successful [login](#), the **My Account** page with the following tabs appears

Dashboard	An overview of the most important information about your profile
Edit supplier information	Mask for managing your company and contact information.
Edit product portfolio	Tool to set and manage your product portfolio
Edit brand portfolio	Tool to set and manage your product portfolio
LabFinder SHOP	Tool for setting up and managing detailed product offers in the SHOP
View requests	Overview of all customer requests you have received
My banner	Information about your banners
Monitoring	Monitoring function
Change Password	Change and manage your password
Tutorial Video	Explanatory video for managing your provider profile
Terms and Conditions	The general terms and conditions



4.2.1 Dashboard

The Dashboard is the default menu that is displayed when the supplier logs in and enters the **My Account** area.

The following is displayed in the dashboard:

My Account:

- Your status: Active / limited / inactive.
- For which subscription are you activated.
- Until when does your current subscription run.
- How many product categories you have activated in your offer settings.
- How many brands have you activated in your offer settings?
- Products you have added to the LabFinder Shop and how much credit you still have available for further entries.

Monitoring:

- How often have you been displayed to users as a supplier in the current year?
- How often have you been displayed to users as a supplier in the current month?
- An overview of your last received requests.


Health check:

The Health check helps providers to set up their profile and their offers in an optimal way.

The health check shows whether important entries are available or should still be entered in order to present yourself optimally on LabFinder and thus be recognized by potential customers and contacted regarding your offers.

Contact information:

Here you can see the contact information entered by you and displayed to users.

Clicking on the icon  opens the menu item "Edit Supplier information", where you can adjust all your contact information about your company if necessary.

4.2.2 View Company Details

On the **Edit supplier information** tab of the supplier account the supplier can view his company details. On this tab the information about the company can be managed and customized.

See [Manage your Company Details](#)

Perform the following steps to view supplier Company details from the Dashboard tab:

STEP 1:

Access **My Account** menu, if not already opened.



STEP 2:

Click the **Edit account** tab.



The Company details page with the following information appears.

- Your company name
- Your Logo
- Street
- Postal Code
- City
- Country
- Phone
- Fax
- Website URL
- Webshop URL
- **Contact Email Address:** [Your contact email address for customer inquiries](#)

Social Media

- Facebook profile URL
- LinkedIn profile URL
- Twitter profile URL
- Instagram profile URL
- WhatsApp profile URL
- YouTube profile URL

Company Description:

- English - Supplier description in English
- German - Supplier description in German
- French - Supplier description in French

IMPORTANT NOTE HERE:

The contact email address is the email address to which user requests are sent automatically. Carefully select the correct one here to not to miss any user/customer requests.

The Company details are used to display the [Supplier Information Page](#).

Click the **SUBMIT** button to save the changes.

The screenshot shows the 'Supplier Information' page for LabSuP AG. The page is divided into several sections:

- Supplier information:** Fields for 'Your company name', 'Street', 'Postal Code', 'City', 'Country', 'Telephone No.', 'Fax No.', 'Website URL', and 'Webshop URL'. A 'SUBMIT' button is located at the top right of this section.
- Social media:** Fields for 'Facebook profile url', 'LinkedIn profile url', 'Twitter profile url', 'Instagram profile url', and 'Whatsapp profile url'.
- Company description:** Text input areas for 'English', 'German', and 'French' descriptions.

The sidebar on the left contains navigation options: Dashboard, Edit supplier information, Edit product portfolio, LabFinder SHOP, View requests, My banners, Marketing, and Change password. There is also a 'Logout' button in the top right corner.

4.2.3 Products Assortment

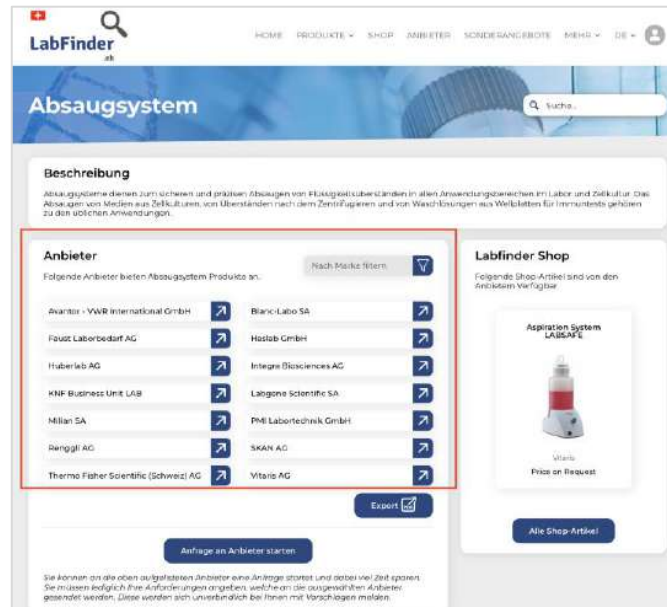
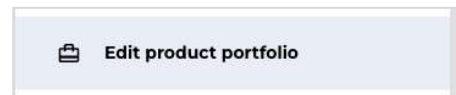
The Product tab of the supplier account shows for which products the supplier is activated according to his product assortment.

The product activation results in the supplier being displayed and suggested for the associated products and can be requested directly in one step.

The left side shows activated products, the right side shows the other product categories that are available on LabFinder and can be activated.

Suppliers can manage their product assortment by adding or removing products.

See [Manage Product Assortment](#)



4.2.4 Brands Assortment

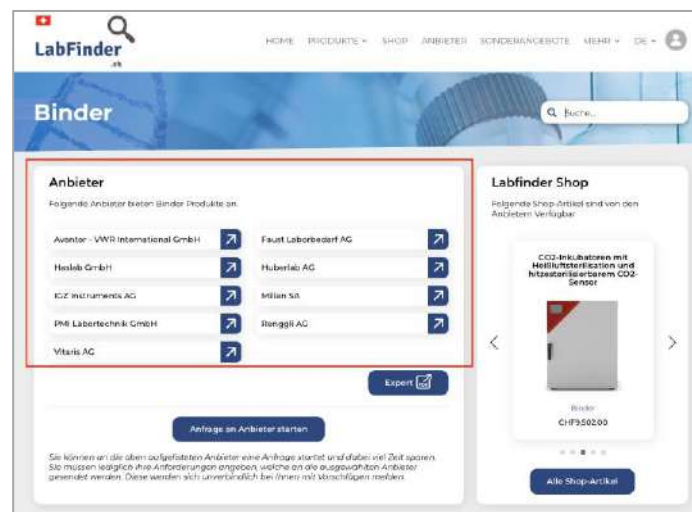
The Brand tab of the supplier account shows for which brand the supplier is activated according to his product assortment.

The brand activation results in the supplier being displayed and suggested for the associated brands and can be requested directly in one step.

The left side shows activated brands, the right side shows the other brands that are available on LabFinder and can be activated.

Suppliers can manage their brand assortment by adding or removing products.

See [Manage Brand Assortment](#)



If a brand is not listed on the LabFinder platform but is offered by the supplier, LabFinder can be contacted to have the new brand added.

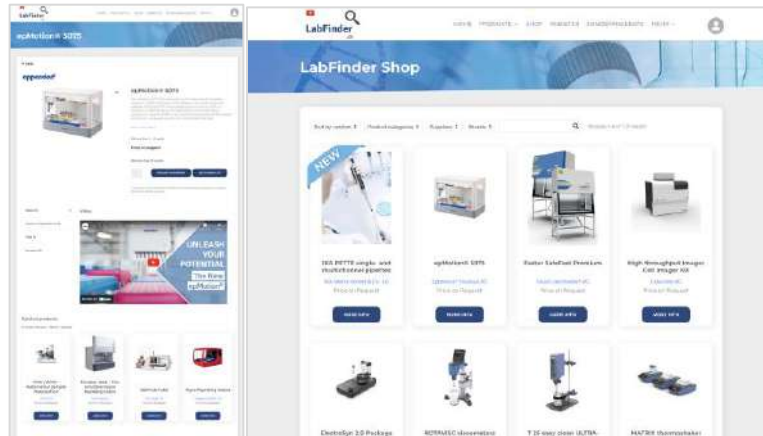
4.2.5 LabFinder SHOP

In the LabFinder SHOP you as a supplier have the possibility to present detailed products and to receive inquiries.



In order to enter products in the LabFinder SHOP, you need a store product balance.

For details on entering and managing products in the SHOP see [LabFinder SHOP](#).




4.2.6 Request Overview

Select **View request** to access the detailed overview of the requests received.

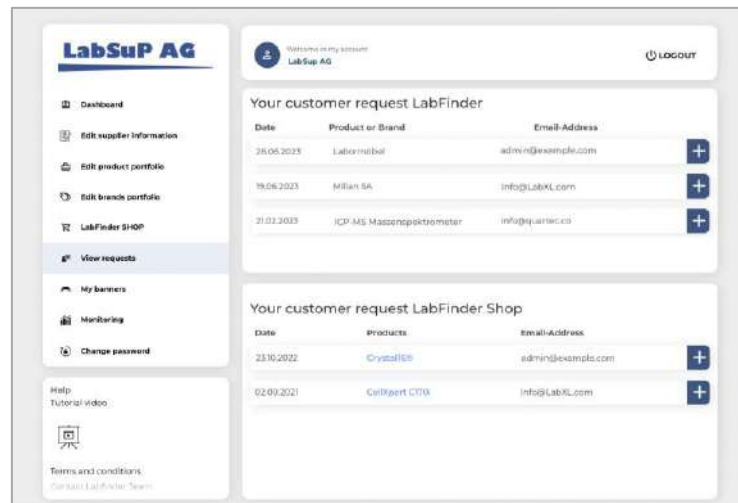


The request can be viewed with all the details.

Click on the plus icon 

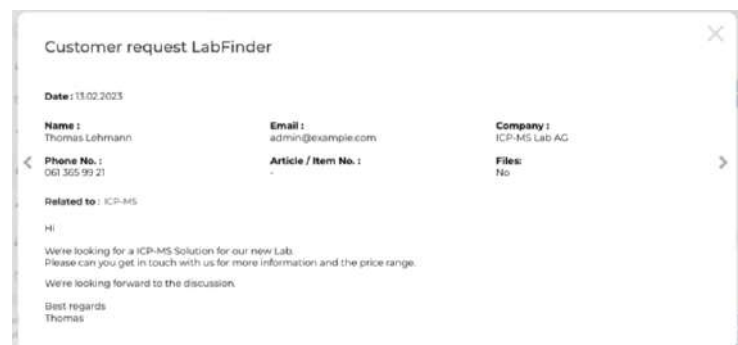
Opening displays detailed information about each request, such as:

- The date of the request
- Name of the user
- Contact email address
- Company (optional)
- Phone number (optional)
- Item number (optional)
- Which product or brand the request refers to
- The detailed request of the user



With the arrows   can be switched between the requests.

You will be informed by email about every incoming request!

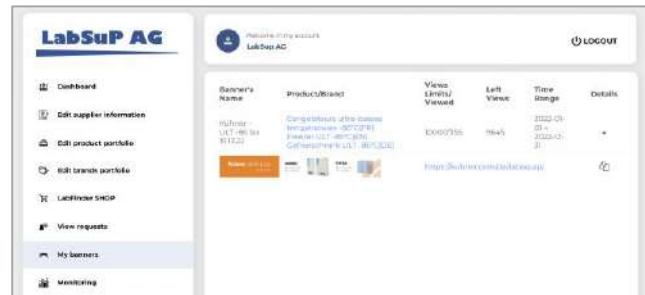


4.2.7 My Banners

"My Banners " of the supplier account shows which advertising banners are active with you. In addition, the status of how often the banner has already been displayed.

Information on:

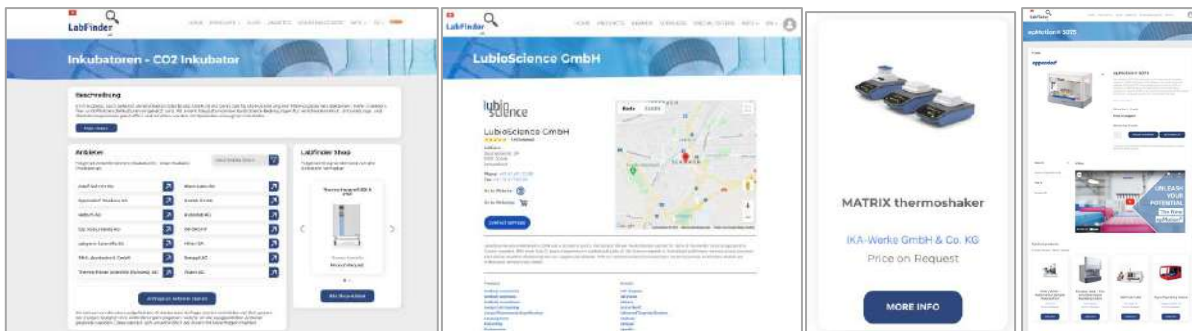
- For which product or brand is your banner displayed?
- How many ads have you booked your banner for and how often has it been displayed?
- How many ads are left?
- In which period will your banner be displayed



When you open **Details**, you will also see which banner it is and which domain the banner is linked to or which page opens when a user clicks on the banner.

4.2.8 Monitoring - Counts of recognition

The **Counts of recognition** displays total number of counts a supplier was suggested as Supplier on a product or brand page, whenever the own [Supplier information page](#) was visited by a user and how often your shop products were viewed.



These values are displayed for the current year or month.

Perform the following steps to view Counts of recognition:

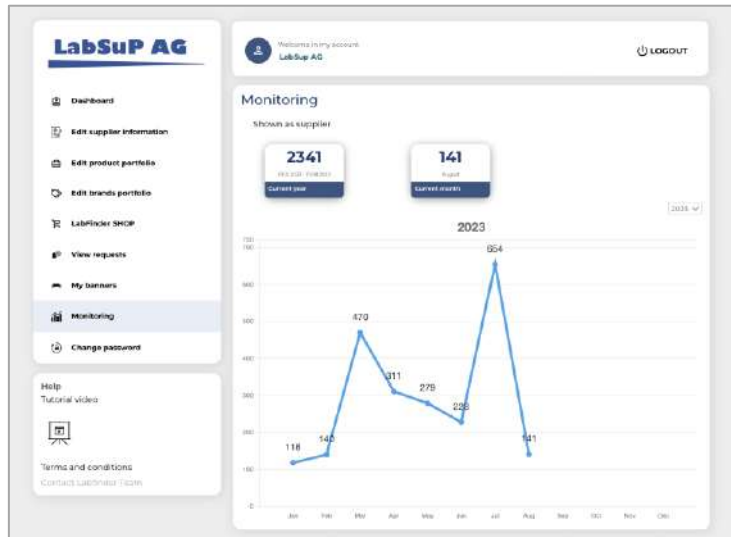
STEP 1:

Click the **Monitoring** tab.



Number of displays on monthly basis are shown under the **Counts of recognition** section.

The graph can be changed to a previous year if required.



4.2.9 Change Password

Supplier password can be changed in his supplier account.

Perform the following steps to change your existing password from the Dashboard tab:

STEP 1:

Access **My Account** menu, if not already opened.

STEP 2:

Click the **Change password** tab.



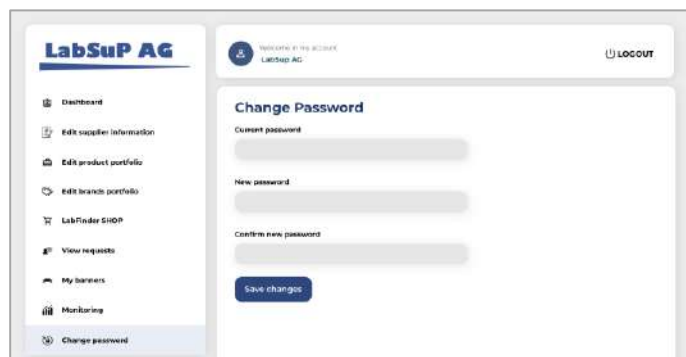
The Change Password page appears.

STEP 3:

Enter current password in the **current password** text box.

STEP 4:

Enter new password in the **New password** text box.



STEP 5:

Re-enter new password in the **Confirm new password** text box.

STEP 6:

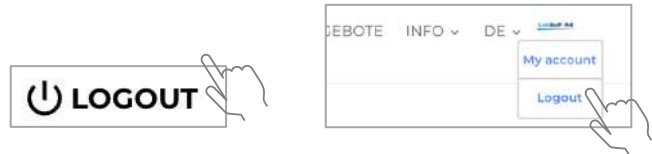
Click the **Save Changes** button.

A success message appears on the My Account page *"Password changed successfully."* Supplier receives an email on the registered email address.

4.2.10 Logout

Click the **Logout** tab to exit the LabFinder platform as supplier.

Alternatively, supplier can also exit the LabFinder platform using the **Logout** tab available under the **My account** menu on mouse hover.



4.3 Manage your Supplier Profile

Active Suppliers have access to their own password-protected Supplier Account to manage their profile themselves. Company data, product range and SHOP products can thus be managed and adapted by the supplier at any time.

4.3.1 Manage your Company Details

Perform the following steps to manage the Supplier Company details in the My Account Menu:

STEP 1:

Access **My Account** menu, if not already opened.

STEP 2:

Click the **Edit supplier information**. The Company details page appears.



STEP 3:

Add or update following details on the **Company Details** page:

- Your company name
- Your Logo
- Street
- Postal Code
- City
- Country
- Phone
- Fax
- Website URL
- Webshop URL
- **Contact Email Address**

- Your contact email address for customer inquiries

Social Media

- Facebook profile URL
- LinkedIn profile URL
- Twitter profile URL
- Instagramm profile URL
- WhatsApp profile URL
- YouTube profile URL

Company Description:

- English - Supplier description in English
- German - Supplier description in German
- French - Supplier description in French

IMPORTANT NOTE HERE:

The contact email address is the email address to which user requests are sent automatically. Carefully select the correct one here to not to miss any user/customer requests.

The Contact Company details are used and displayed on the Supplier Information Page.

See [The Supplier Info Page](#)

STEP 4:

Click the **SUBMIT** button to save any changes.

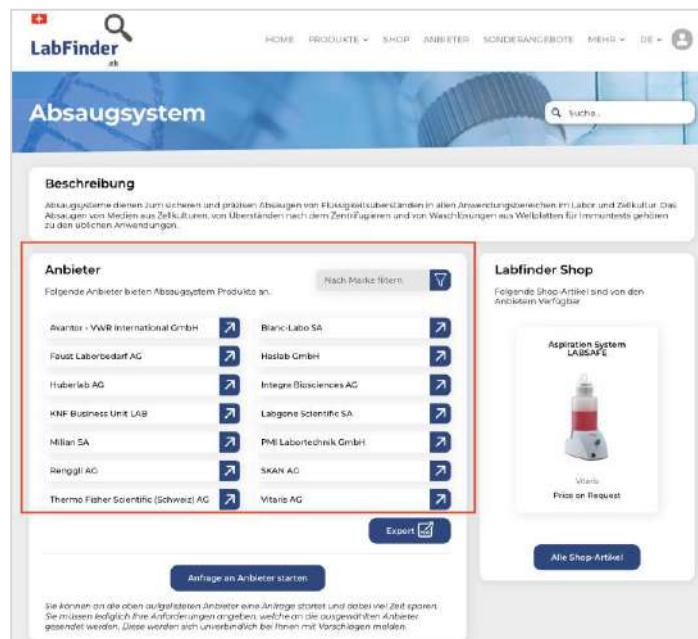
4.3.2 Manage Product Assortment

On the **Edit product portfolio** tab, the suppliers can manage the Product Assortment.

According to the product settings, the suppliers is displayed and suggested as a supplier for the corresponding products and can be contacted by the user/customer in one step via LabFinder.

Supplier can add a product using + and removes a product using – sign.

LabFinder offers more than 500 product categories to choose from. These are also extended by a large number of keywords, for which a corresponding category is suggested when the user enters them.



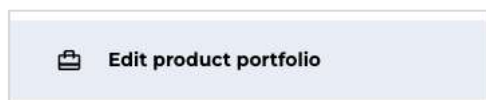
Perform the following steps add or remove Products in the My Account Menu:

STEP 1:

Access **My Account** menu, if not already opened.

STEP 2:

Click the **Edit product portfolio** tab.



The Products category page appears.

On the left side are the activated Products categories, on the right side the other Product categories which are available on LabFinder.



If desired, the language can be changed during this process. The product names are then displayed in the corresponding language.

STEP 3:

Add Products by clicking the + sign. Remove products by clicking the – sign.

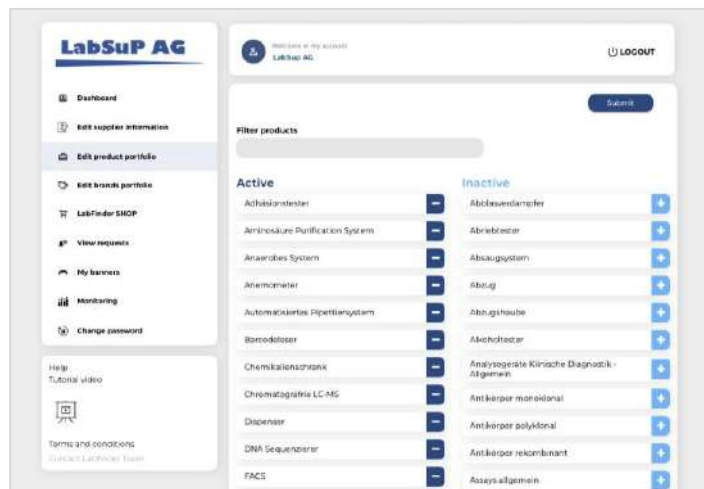


In addition, you can search for terms via the filter field so that LabFinder suggests product categories to you.

STEP 4:

Click the **Submit** button to save any changes.

Product settings are always adopted in all available languages!



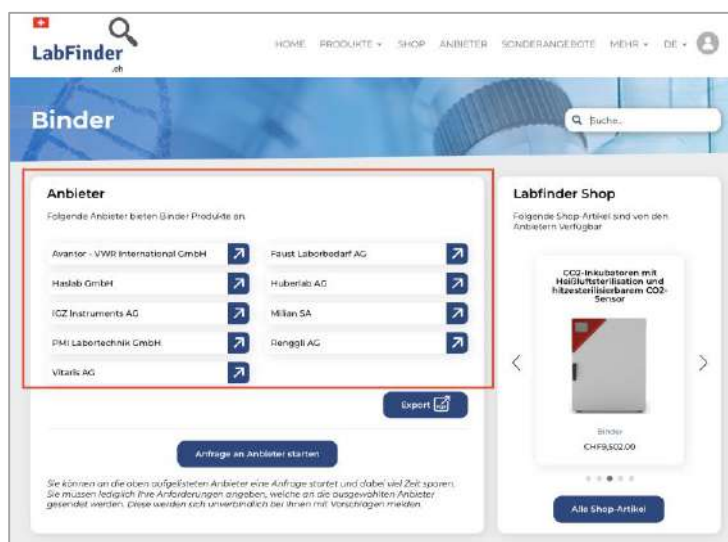
4.3.3 Manage Brands Assortment

With the **Edit brand portfolio** tab, the Suppliers can manage their Brand Assortment.

According to the Brand settings, the Suppliers is displayed and suggested as a supplier for the corresponding brands and can be contacted by the user/customer in one step via LabFinder.

Supplier can add a brand using + and removes a brand using – sign.

LabFinder offers more than 2100 Lab brands. If a brand is not listed on the LabFinder platform but is offered by the supplier, LabFinder can be contacted to have the new brand added.



Perform the following steps add or remove Brands in the My Account Menu:

STEP 1:

Access **My Account** menu, if not already opened.

STEP 2:

Click the **Edit brand portfolio** tab.



The Brands page appears. On the left side are the activated brands, on the right side the other brands which are available on LabFinder.

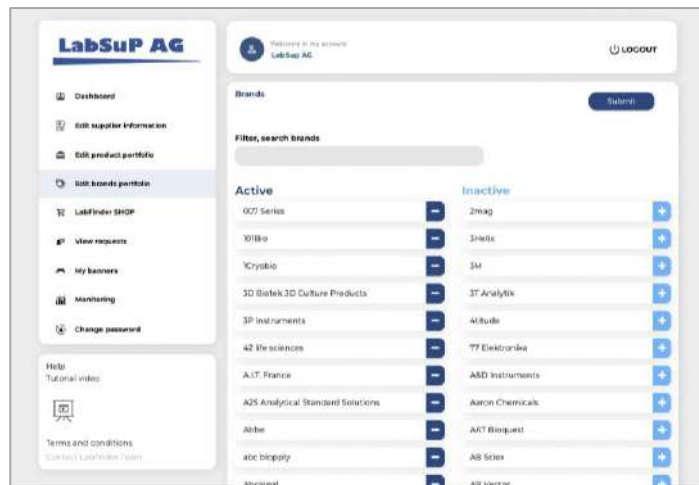
STEP 3:

Add brands by clicking the + **sign**. Remove brands by clicking the – **sign**. There is also the option to search for a brand with the **Filter brand** box.



STEP 4:

Click the **Submit** button to save any changes.

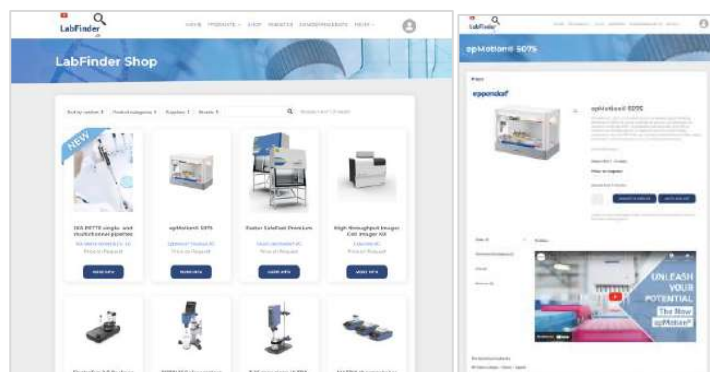


4.4 Your products in the LabFinder SHOP

In the LabFinder SHOP, you as a supplier could present detailed products and receive requests.

To enter products in the LabFinder SHOP, you need a shop product credit.

You receive this directly with the annual fee, depending on the selected package, or you can purchase it individually. Please contact us for an offer.



You can see your shop credit in the dashboard:



4.4.1 Enter product in the LabFinder SHOP

Follow the steps below to add your product to the SHOP via your supplier account.

STEP 1:

Go to the "My Account" menu if it is not already open.

STEP 2:

Click on **LabFinder SHOP**.



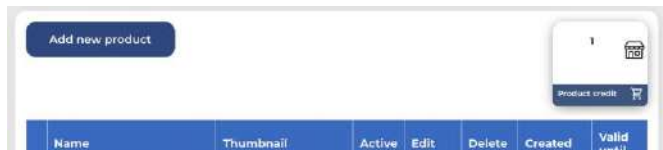
The Brands page appears.

On the left side are the activated brands, on the right side the other brands which are available on LabFinder.

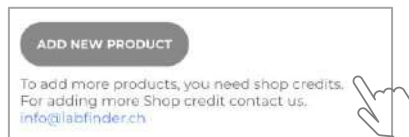
STEP 3:

Your SHOP product overview appears.

Click on **ADD NEW PRODUCT**



If you have no credit, this screen appears and the **ADD NEW PRODUCT** button is inactive:



Please contact us to recharge your credit.

STEP 4:

The input mask for a new product appears.

Enter the information for your SHOP product.

The fields marked with an asterisk (*) are required:

PRODUCT INFORMATIONS

- **Active**
You can inactivate or reactivate your product inactivate or reactivate it.
- **Product Name**
The name with which your product will be displayed.
- **Description**
The description that is displayed with your is displayed.
- **Thumball**
The image that is displayed of your product.

- **Main Product Category**
The 1st product category under which your product will be is displayed.
- **Extra Product Categories**
Max. 4 additional product categories can be added.
- **Brand**
The brand under which your product is registered.
- **Delivery time**
The delivery time

PREIS:

- **Unit Price**
Price excl. VAT.
- **Shipping & Installation**
The delivery and installation costs
- **Total cost**
Unit Price + Shipping & Installation costs

DOKUMENTE:

Here you can upload your files, which can be product can be displayed and downloaded, e.g., data sheets and brochures.

VIDEO:

Specify the YouTube link to the video you want to display

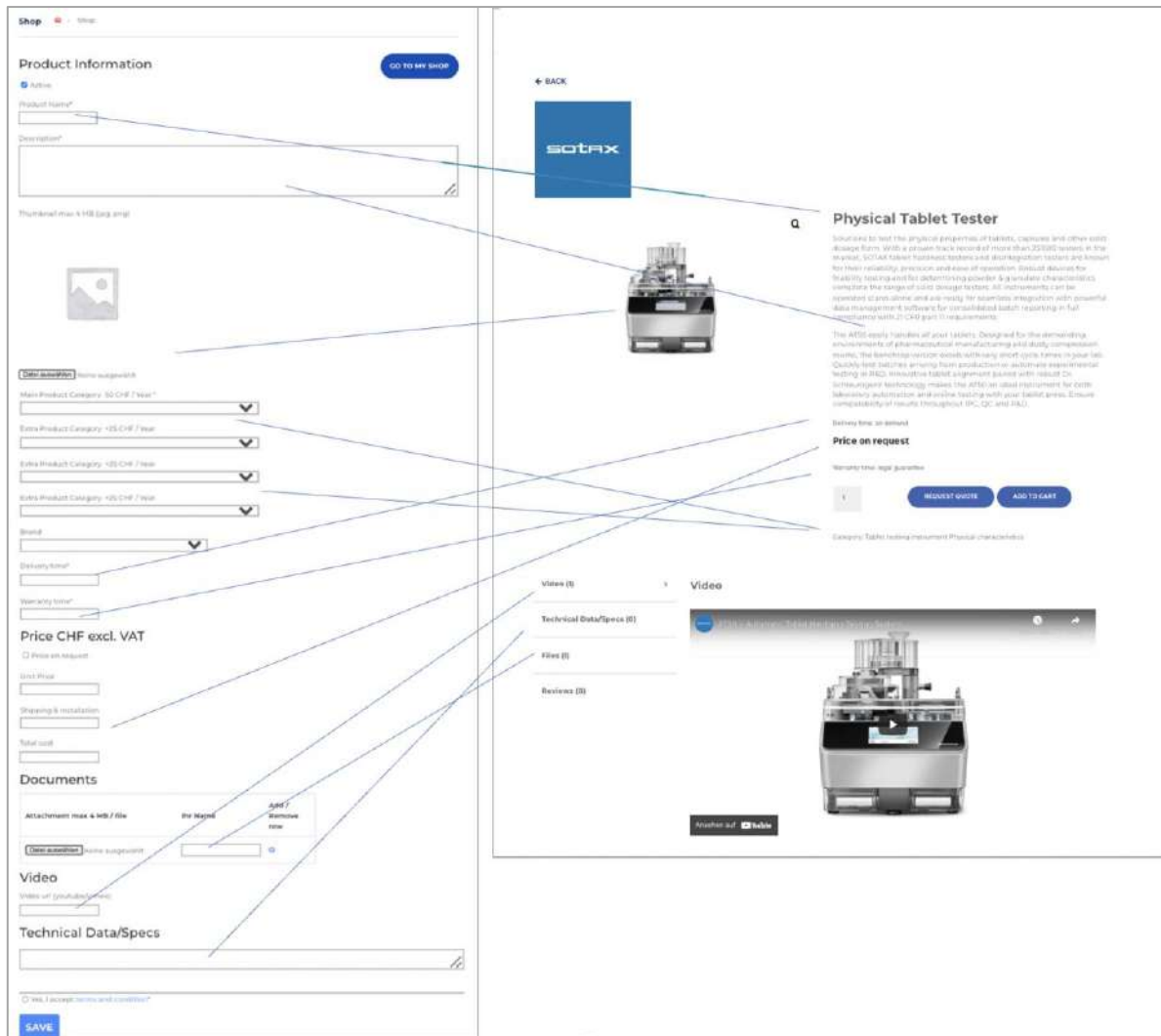
TECHNISCHE DATEN / SPEZIFIKATIONEN:

Enter technical data and specifications for your product here.

TERMS AND CONDITIONS:

Read and accept the terms and conditions.

The screenshot shows a 'Product Information' form in a shop interface. At the top right, there is a 'GO TO MY SHOP' button. The form includes a 'Product Name' field, a 'Description' text area, and a 'Thumbnail' image upload section with a note 'Thumbnail max 4 MB (jpg, png)'. Below the thumbnail is a 'Date activation' section with a 'Karte ausgewählt' button and a 'Valid until' field. The 'Main Product Category' is set to '50 CHF / Year', and there are three 'Extra Product Category' fields, each set to '+25 CHF / Year'. The 'Brand' is selected from a dropdown menu. There are also fields for 'Delivery time' and 'Warranty time'. The 'Price CHF excl. VAT' section includes a 'Price on request' checkbox, 'Unit Price', 'Shipping & installation', and 'Total cost' fields. The 'Documents' section has a table with columns for 'Attachment max 4 MB / file', 'File Name', and 'Add / Remove row'. The 'Video' section has a 'Video url (youtube/vimeo)' field. The 'Technical Data/Specs' section has a large text area. At the bottom, there is a 'Yes, I accept terms and conditions' checkbox and a 'SAVE' button.



STEP 5:
 Confirm the **terms and conditions** and confirm with **SAVE**.



4.4.2 Manage products in the LabFinder SHOP

Follow the steps below to manage product in SHOP through your supplier account.

STEP 1:

Go to the "My Account" menu if it is not already open.




STEP 2:

Click on **LabFinder SHOP**.






STEP 3:

You see the overview of your registered products in the LabFinder SHOP.




	Ihr Name	Thumbnail	Active	Edit	Delete	Created	Valid until
11	Physical Tablet Tester		✓			08.12.2021	31.12.2022

STEP 4:

To delete a product, click the recycle bin at the corresponding product.

	Ihr Name	Thumbnail	Active	Edit	Delete	Created	Valid until
11	Physical Tablet Tester		✓			08.12.2021	31.12.2022

To customize a product, click the **Edit pencil** on the corresponding product.

	Ihr Name	Thumbnail	Active	Edit	Delete	Created	Valid until
11	Physical Tablet Tester		✓			08.12.2021	31.12.2022

The input mask opens. You can now adjust all the details of your product.

STEP 5:

Confirm the **terms and conditions** and confirm with **SAVE** to apply your changes.

A form with a checked checkbox labeled "Yes, I accept terms and condition*" and a blue "SAVE" button. A hand cursor is pointing at the "SAVE" button.

You can use it to completely change a product and create a different product from it if needed.

4.4.3 Deactivating or reactivating products in the LabFinder SHOP




You can deactivate store product and set it back to active. If the product is deactivated, it will still exist in your account, but will no longer be displayed in the store.

You can set the product back to active at any time if you have store credit, so that it will be displayed on LabFinder again.

Follow the steps below to deactivate store products or set them back to active:

STEP 1:

Click the **Edit pencil** on the corresponding product.

	Ihr Name	Thumbnail	Active	Edit	Delete	Created	Valid until
11	Physical Tablet Tester		<input checked="" type="checkbox"/>			08.12.2021	31.12.2022

The input mask opens. You can now adjust all the details of your product.

STEP 2:

You can deactivate your product or set it to active again using the **Active checkbox**.



Product Information GO TO MY SHOP

Aktiv

Product Name*
epMotion 5005

Description*

The epMotion 5005 is the ideal solution for diverse liquid handling demands. It offers the same outstanding accuracy and precision as epMotion 5070 and 5073. The available options make the 5005 an excellent and flexible device for applications such as NGS library preparation, real-time PCR set-up, magnetic bead-based and filter-based purification, cell-based assays or any routine pipetting tasks.

<https://ependofgroup.de/group/epMotion-5005/More-Information/>

Thumbnail max 4 MB [jpg, png]



STEP 3:

Confirm the **terms and conditions** and confirm with **SAVE** to apply your changes.



Yes, I accept terms and condition*

SAVE

5. ADVERTISING ON LABFINDER

Suppliers can use the Advertising Opportunities on LabFinder to increase awareness of their company, service or latest innovation.

The banner on the homepage creates the highest attention among all visitors, while banners on specific product and brand pages reach a smaller circle of users, but on very specific topics.

In addition, active suppliers have the opportunity to present their special offers to a larger audience on LabFinder in the associated special offers section.

Get more information about the possibilities in the following sections.

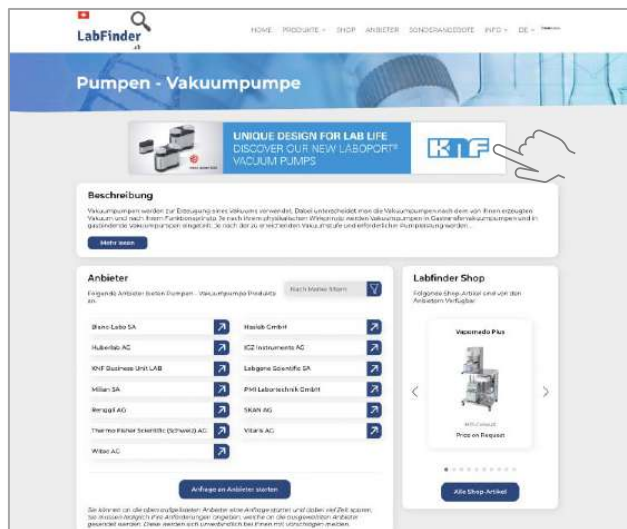
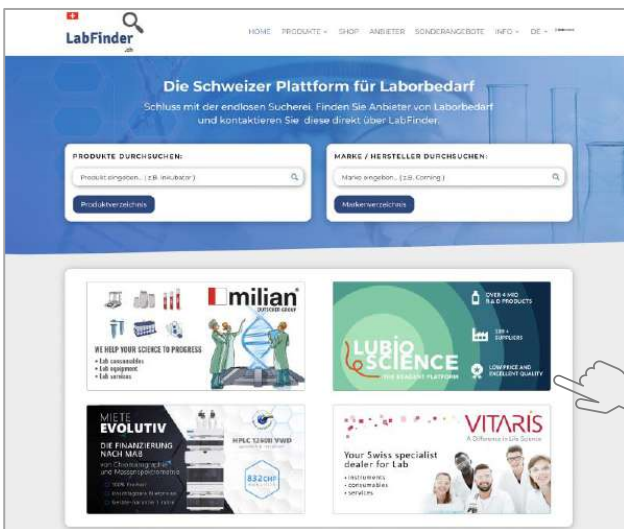
5.1 Advertising banner on LabFinder

Suppliers can advertise with a banner on the home page to generate increased awareness among all visitors, or a banner can be placed on specific product and brand pages with a smaller user base but on specific topics.

Each banner is linked to the information provided by the supplier.

The space can be filled with a static banner or a running video.

Clicking a banner opens the web link, PDF or other media provided by the provider.



Perform the following steps to book a banner or request a quote:

STEP 1:

Click the **Registration and Advertising** tab under **Supplier Area** on the footer bar. The Registration and Advertising page appears.



STEP 2:

Fill in the **Registration and Advertising** form.

Details about the two banner options see: [Banner on the Home page](#) & [Banner on the Product and Brand page](#)

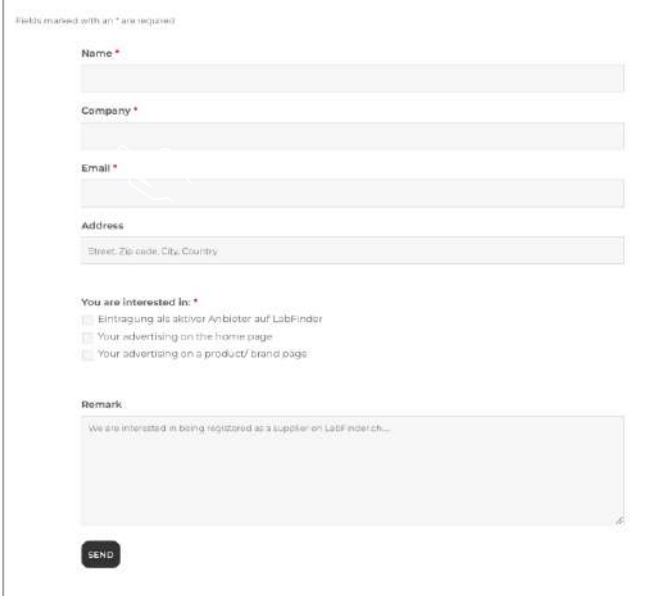
Fields marked with asterisk (*) are mandatory.

STEP 3:

Click the **SEND** button.

A success message appears on the Registration and Advertising page "Your form has been successfully submitted".

Optionally, get directly in touch with LabFinder by sending an Email to info@labfinder.ch



Fields marked with an * are required

Name *

Company *

Email *

Address
Street, Zip code, City, Country

You are interested in: *

Eintragung als aktiver Anbieter auf LabFinder

Your advertising on the home page

Your advertising on a product/ brand page

Remark
We are interested in being registered as a supplier on LabFinder.ch...

SEND

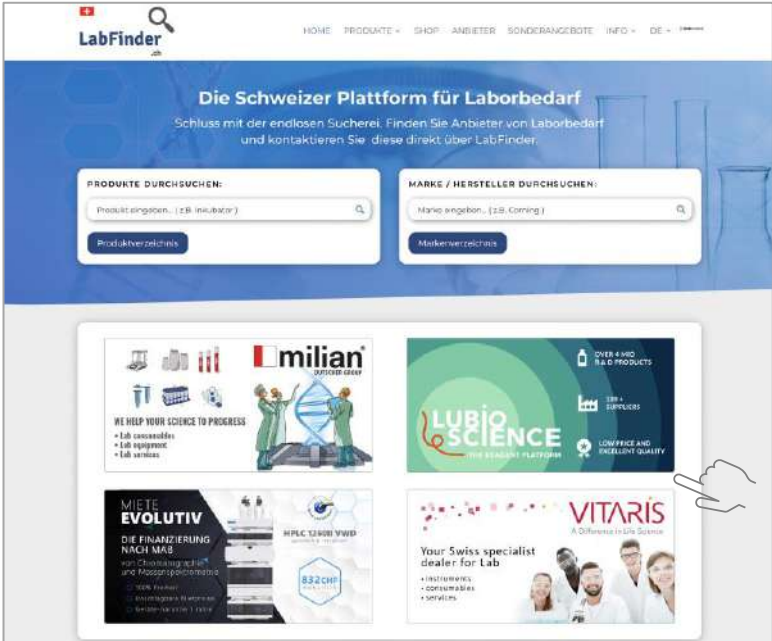
5.1.1 Banner on the Home page – Information

A Banner on the Home page creates the highest awareness as it's the entry page of most users.

The number of banners on the **Home** page is limited to four (4).

Booking duration: 1- or 3-month period.

- Limited to 4 banners
- A static banner or a running video is possible.
- Link to a specific domain or file that opens when the banner is clicked.
- **Duration:** 1 or 3 months
- Banner: JPG, PNG; GIF, MP4 or YouTube link
- Required size: 800 x 400 px



LabFinder

HOME PRODUKTE SHOP ANBIETER SONDERANGEBOTE INFO DE

Die Schweizer Plattform für Laborbedarf
Schluss mit der endlosen Suche! Finden Sie Anbieter von Laborbedarf und kontaktieren Sie diese direkt über LabFinder.

PRODUKTE DURCHSUCHEN:
Produkt eingeben... (z.B. Inkubator)

PRODUKTVERZEICHNIS

MARKE / HERSTELLER DURCHSUCHEN:
Marke eingeben... (z.B. Corning)

MARKTVERZEICHNIS

milian
OUTSIDE GROUP
WE HELP YOUR SCIENCE TO PROGRESS
• Lab consumables
• Lab equipment
• Lab services

LUBIO SCIENCE
THE REAGENT PLATFORM
DIVERS AND ISO PRODUCTS
SERVICES SUPPLIER
LOW PRICE AND EXCELLENT QUALITY

MIETE EVOLUTIV
DIE FINANZIERUNG NACH MAB
• HPLC 1260B VWD
• 832CHP

VITARIS
A Difference in Life Science
Your Swiss specialist dealer for Lab
• Instruments
• Consumables
• Services

The banner can be changed or replaced during the booked time without extra charge.

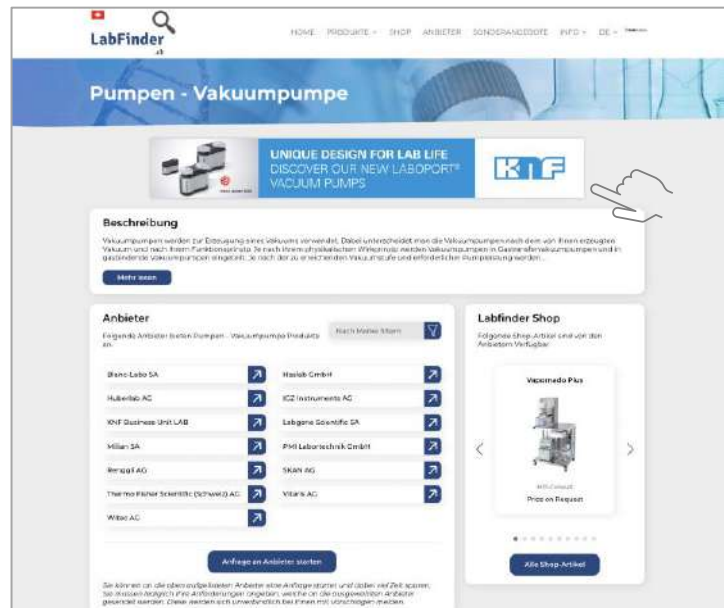
5.1.2 Banner on the Product and Brand page – Information

A banner on specific Product and Brand pages creates the awareness to the circle of customers on specific products and brands.

The number of banners on each **Product** and **Brand** pages is limited to one (1).

Booking duration: 1 or 3 month/s or
Number of views: 200 or 1000 ads

- Limited to 1 banner / page
- Static banner
- Link to a specific domain or file that opens when the banner is clicked.
- Option 1: Duration = 1 or 3 months
- Option 2: By number of views = 200 or 1000 ads
- Banner: JPG, PNG
- Required size: 1000 x 135 px



The banner can be changed or replaced during the booked time without extra charge.

5.1.3 Your Special Offers on LabFinder

In the Special Offers section, suppliers can display their special offers and thus reach a larger audience.

This service is free of charge, as it is included in the annual fee and is not charged extra.

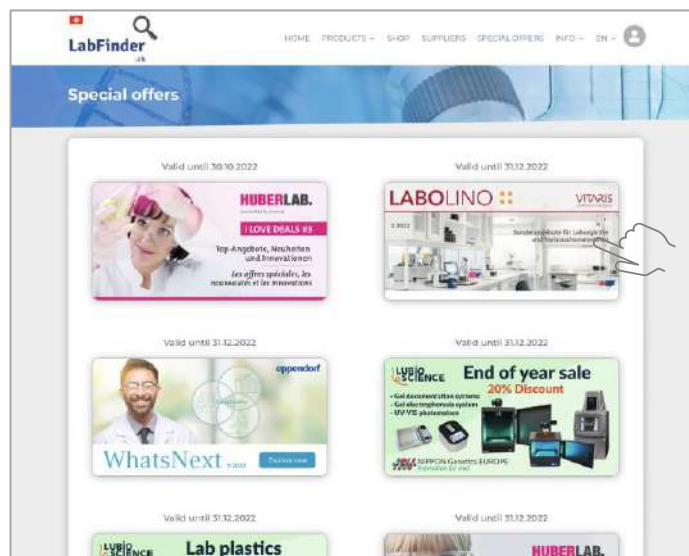
See section [Special Offers](#)

Perform the following steps to upload your special offer:

STEP 1:

Send an email to info@labfinder.ch and provide the following information:

- The banner / image with which presents the special offer
- Required Dimension : 400 x 200 px
- The link or PDF of your special offers
- The validity time – the expiration date of the special offers



LabFinder uploads Special Offer and send a confirmation email to the supplier.

When the validity time is over, LabFinder removes the special offers.



LabFinder

Heiligholzstrasse 77
CH-4142 Münchenstein

info@labfinder.ch

FOLLOW US:



VISIT US:

www.labfinder.ch
www.labfinder.de