

## Mein Libri – your online link to Libri

The Libri online catalogue now covers about 7 million titles showing product details as well as cover scans and reviews – ideally suited for display to your customers. If you have already received your login data, this document will give you a short introduction on how to use **Mein Libri**. If on the other hand you have not been a Libri customer up to now or if your orders have reached us via fax this will give you an overview on how efficient and easy **Mein Libri** can be used.

## Login

You will find **Mein Libri** at <https://mein.libri.de/>. Enter your login data (customer number, user name and password) which you have received from us.

After the first login, you will be prompted to change your password. It must be at least 8 characters long and consist of small and uppercase letters, numbers and special characters. You can start using **Mein Libri** directly after you have accepted our privacy policy, terms of use as well as our current terms of delivery and payment.

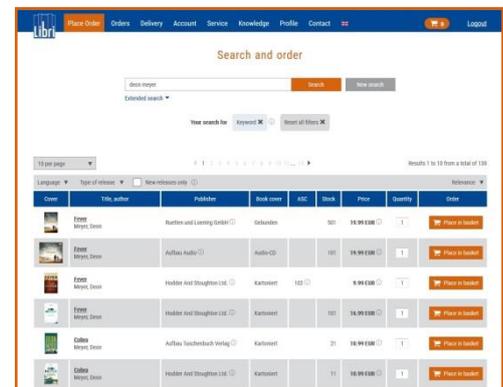


## Search

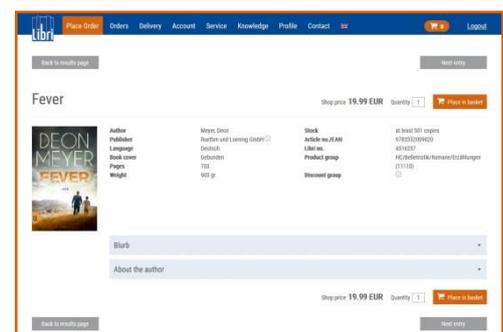
The catalog search<sup>1</sup> can be found under the menu item "*Place Order > Search*". As a start you will see the quick search. Entering one or more keywords will start a search for all articles in the online catalog. This search covers all data fields, such as title, subtitle, author, publisher etc. The extended search gives you more options to use your expertise (see page 2 for more information).

## Search results

Search results are displayed as a list which can be browsed using the arrow buttons (at the top and bottom of the list). The list shows title and author, publisher, type of book cover, availability status code, available stock and pricing for each item. In the first column you can see the cover image. If you want to see detailed information for an item, just click on the title text. A new window opens, showing all information and images. This full display is great for presenting articles to your customers in your store.



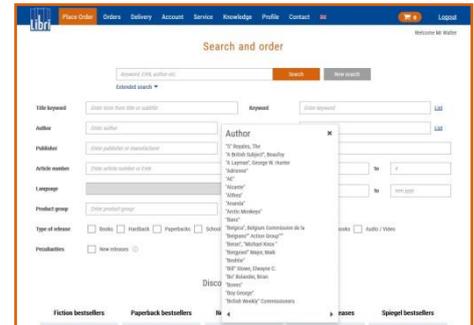
Cover	Title, author	Publisher	Book cover	ASIN	Stock	Price	Quantity	Order
	Fever Myers, Dixon	Hatten and Lanning GmbH	gebundene	501	19.99 EUR	1	+	Place to basket
	Fever Myers, Dixon	Aufbau Audio	Audio-CD	191	19.99 EUR	1	+	Place to basket
	Fever Myers, Dixon	Hatten and Lanning GmbH	Kartoniert	192	9.99 EUR	1	+	Place to basket
	Fever Myers, Dixon	Hatten and Lanning GmbH	Kartoniert	191	19.99 EUR	1	+	Place to basket
	Colibri Myers, Dixon	Aufbau Taschenbuch Verlag	Kartoniert	29	19.99 EUR	1	+	Place to basket
	Colibri Myers, Dixon	Hatten and Lanning GmbH	Kartoniert	31	19.99 EUR	1	+	Place to basket



<sup>1</sup> Catalogue search is subject to fee

## Extended search

To open the comprehensive search mask, please click on "Extended search" below the search field. Here you can specify all relevant article attributes. You can use filters for the media type, e.g. "paperbacks", "audio/video" or "calenders". Additionally you can use lists, like author- and keyword-lists, which can be browsed with the "◀" and "▶" buttons.



## Order in four steps

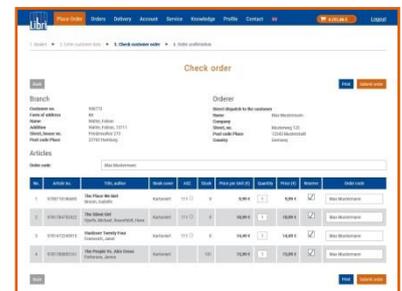
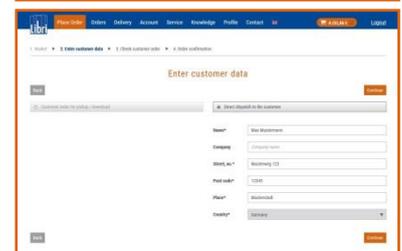
To order an article, just click on the button "Place in basket" (on the right side of the results list or above and below the detailed view). To order more than one copy, simply enter the desired number in the field "Quantity"; you can correct this later on - in the basket. After selecting all items, the Shopping Cart icon at the top right of the menu bar will take you to the basket.

In Step 1 **Basket**, you can see the content of the shopping basket. Here you can change the quantities or delete individual items. Both the price per unit as well as the total price for each item is displayed. You can choose between the order types "warehouse order" and "customer order".

In step 2 **Enter customer data**, you can choose between customer order for pickup (in your bookstore) and direct dispatch to the customer (Libri.Direct). Please enter the required fields marked with \* – depending on the selected order type – and click on "Continue".

This step of entering customer details is not required when placing a warehouse order.

In Step 3 **Check customer order** the overview of your order is displayed. Clicking on "Submit order" will transfer your order to Libri and in step 4 you will receive the **order confirmation**.



## Check order status

You can check the status of your orders at any time via the menu "Orders > Orders". Here you will find extensive search options.



## Help?

Click on "Help" at the bottom of each page to access the online help and the FAQs. The (i) icon refers to explanations and tips. Have fun searching and ordering!