



SIKA ONLINE SHOP INTRODUCTION





An eCommerce solution enabling Sika to deliver a streamlined B2B service, allowing you to efficiently manage your order journey online, saving time and cost.

BENEFITS FOR YOU

Improved customer experience

- Personalised shopping experience.
- **Always Open** – full 24/7 service, you can order when you need.
- **Mobile** – access to Sika solutions everywhere, easy and accessible.
- **Transparency of Purchase** – reduce order errors.
- **Order Visibility** – view your order and invoice history.
- **Invoice Access** – view invoices easily.
- **Easy Access** to Product and Safety Data Sheets.

ESHOP MAIN FUNCTIONALITIES



PRODUCT CATALOG

- Product catalog visibility
- Multi-wishlist for favourites
- Product search
- Product information
- Product data sheets

CHECKOUT

- Select delivery dates up to 90 days
- Selected ship to locations/accounts
- Add manual address
- Batch order upload possible

ORDER HISTORY

- Reorder from previous order
- Order history – from eShop and regular orders

INVOICE

- See/view invoices
- Download invoices
- Search/Filter by order number and purchase order number

USER MANAGEMENT

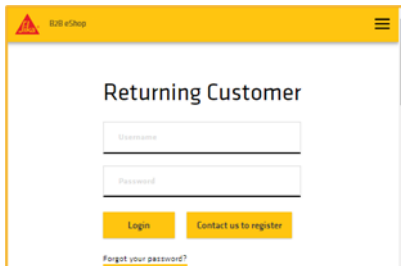
- Customer administration
- Create sub-agent users

SIKA B2B ESHOP
USER GUIDE



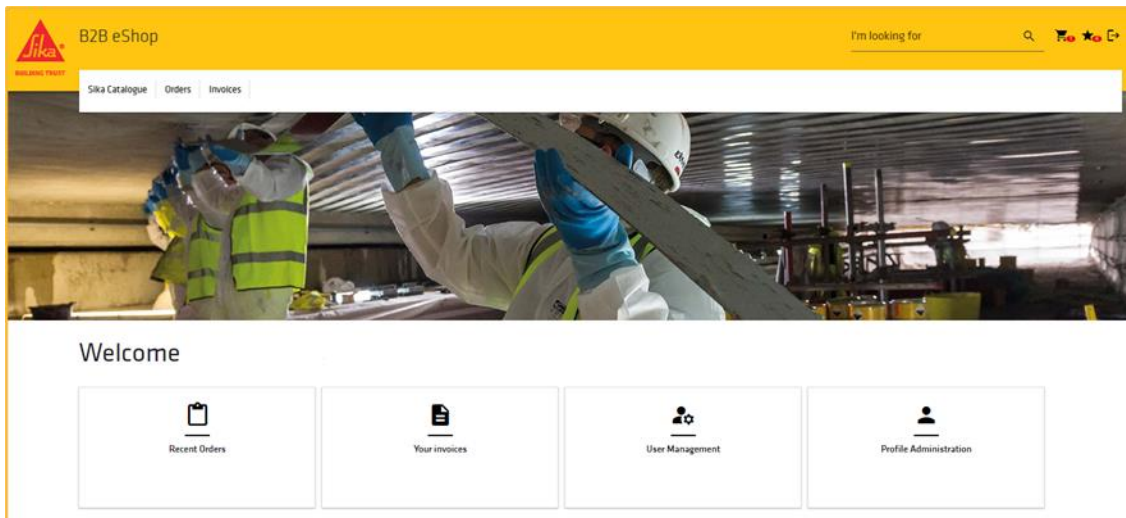
**How
To**

SIKA E-SHOP USER GUIDE



The screenshot shows the 'Returning Customer' login page. It features a yellow header with the 'B2B eShop' logo and a hamburger menu icon. The main content area has a white background with the text 'Returning Customer' at the top. Below this are two input fields: 'Username' and 'Password'. At the bottom of the form are two buttons: 'Login' and 'Contact us to register'. A link for 'Forgot your password?' is located at the very bottom of the page.

- Login with your username and password
- If you have forgotten your password, you may click the button and you will receive instructions to reset it.
- You will have 5 attempts to login correctly or your account will be locked, and you will need to contact b2beshop@us.sika.com or call 1 (800) 933-7452.



The screenshot shows the main dashboard of the B2B eShop. The header is yellow and contains the 'Sika B2B eShop' logo, a search bar with the text 'I'm looking for', and icons for Cart, Wish List, Sign Out, and Print. Below the header is a navigation menu with 'Sika Catalogue', 'Orders', and 'Invoices'. The main content area features a large banner image of construction workers. Below the banner is a 'Welcome' section with four white boxes, each containing an icon and a label: 'Recent Orders' (shopping cart icon), 'Your invoices' (document icon), 'User Management' (group of people icon), and 'Profile Administration' (person icon).

- The **icons** on the top right are for the Cart, Wish list, Sign Out, and Print.
- **“Recent Orders”** will allow you to check the status of all your orders (including those not placed through eShop).
- **“Your Invoices”** will allow you to check and download all your invoices.
- **“User Management”** will allow you to add, edit and remove users for your Account
- **“Profile Administration”** will take you directly to the creation page.

UPDATE OR CREATE A USER

B2B eShop

I'm looking for

Sika Catalogue Orders Invoices

Home Users New

UPDATE OR CREATE USER

1 Is Active

2 Username *

3 First Name * Last Name *

4 Email *

Standard Language *
ENGLISH

5 Mobile Phone

Landline Phone Fax

Fields marked * are required

6 Roles *

Administrator
 Buyer
 Viewer

Catalogue Restrictions

Select All

Licensed Contractor - Sika-Total
 Industrial Manufacturing
 Roofing NEW
 Waterproofing
 Sealing & Bonding
 Building Finishing
 Concrete
 Industry Distribution
 Specialist Construction Solutions
 UK Distribution

7

8 Sold to *

3074146 TEST CUSTOMER | WELWYN GARDEN CITY | AL1 1BQ

Basic Information

1. **“Is Active”**, this will deactivate the account in question
2. The **“Username”** should be the e-mail address for the user
**** If the Username e-mail has been used you cannot use it again ****
3. Complete the first and last names
4. Enter the e-mail address again
5. Complete the phone numbers

User Settings

6. Roles
 - Admin: can create, buy and view products. Can create sub-users
 - Buyer: can buy and view products but not view, create or edit users
 - Viewer: can see products and add to a wish list but cannot buy. They also are unable to view, edit or create users
7. Catalogue Restrictions
 - Check this box to allow which catalogue can be seen.
8. Addresses
 - These are the sold-to and then the ship-to addresses. If you have multiple outlets select the appropriate one for the user. **“Select all”** check’s all available **“Sold to”** and **“Ship to”** addresses.

HOW TO CREATE AN ORDER



Click on **“Sika Catalogue”** to show a list of Catalogue categories or use the **“I’m looking for”** field if you know the Product description or Sika material code.

HOW TO CREATE AN ORDER

B2B eShop

Sealing & Bonding

Home > Sealing & Bonding

Product Filter ▾

99 Products found

EVERBUILD CAULK ONCE!®
EVERBUILD CAULK ONCE![®] is a premium quality acrylic caulk that has been formulated to outperform all other conventional decorating caulks and fillers. Fast-drying and permanently flexible, EVERBUILD CAULK ONCE![®] can be over-painted in 1 hour with all paint types or covered over with wallpaper. EVERBUILD CAULK ONCE![®] has been manufactured using an advanced high quality

EVERBUILD FOREVER WHITE®
EVERBUILD FOREVER WHITE[®] contains Mould Shield which actively protects the sealant against the growth of bacteria, mildew and black mould that are commonly found in areas of high humidity. EVERBUILD FOREVER WHITE[®] is permanently waterproof and flexible and is produced from a superior silicone formula. EVERBUILD FOREVER WHITE[®] is tested and certified by an

EVERBUILD MAXIMUM TORQUE®

When you have chosen a category or performed a search, a list of relevant products will be shown.

Click on Product to display all the variants within this product, including colours and pack sizes.

HOW TO CREATE AN ORDER

The screenshot shows the Sika B2B eShop interface. At the top, there is a yellow navigation bar with the Sika logo, 'B2B eShop', a search bar with the text 'I'm looking for', and icons for a shopping cart, a star, and a refresh button. Below the navigation bar, there are links for 'Sika Catalogue', 'Orders', 'Invoices', and 'Alex Burman'. The main content area shows the breadcrumb path: 'Home > UK Distribution > Sealants > Decorators Caulk > EVERBUILD CAULK ONCE!'. The product title is 'EVERBUILD CAULK ONCE!®'. Underneath, there is a 'Description' section with text about the product's quality and application. To the left of the description is an image of a caulk cartridge. Below the description are two buttons: 'PRODUCT DETAILS' and 'SHOW ALL DOCUMENTS'. There is also a link for 'PRODUCT DATA SHEETS' with a circled '1' next to it. Below this, there are tabs for 'Materials', 'Product Details', and 'Documents'. The 'Materials' tab is active, showing a list of two product variants. Each variant has a circled number indicating a step in the ordering process. The first variant (489514) has a quantity of 12 and a quantity per pallet of 1,440. The second variant (489516) has a quantity of 12 and a quantity per pallet of 1,080. At the bottom, there is a 'RELATED PRODUCTS' section with three images of other Sika products.

Home > UK Distribution > Sealants > Decorators Caulk > EVERBUILD CAULK ONCE!

EVERBUILD CAULK ONCE!®

Description
EVERBUILD CAULK ONCE!® is a premium quality acrylic caulk that has been formulated to outperform all other conventional decorating caulks and fillers. Fast-drying and permanently flexible, EVERBUILD CAULK ONCE!® can be over-painted in 1 hour with all paint types or covered over with wallpaper. EVERBUILD CAULK ONCE!® has been manufactured using an advanced high quality polymer to offer superior adhesion and low shrink, as well as tooling down smoothly.

PRODUCT DETAILS

PRODUCT DATA SHEETS 1 SHOW ALL DOCUMENTS

Materials Product Details Documents

2	3	4	5	7	8	9
489514 EVERBUILD CAULK ONCE! white Cartridge cont. 310 ml Box with 12 cartridges	COLOUR white	PACKAGING 295 ML	MIN QTY 12 PC	QUANTITY 12		
	6					
	QUANTITY PER PALLET 1,440 PC					
489516 EVERBUILD CAULK ONCE! white Cartridge cont. 380 ml Box with 12 cartridges	COLOUR white	PACKAGING 380 ML	MIN QTY 12 PC	QUANTITY 12		
	QUANTITY PER PALLET 1,080 PC					

Fields marked * are required

RELATED PRODUCTS

Product Information Page containing Product information.

1. Download related product documents (Data Sheets).
2. Sika material code and product description.
3. Colour - if applicable.
4. Packaging – size of each unit.
5. Min qty – minimum number of units per order.
6. Quantity per Pallet – number of units per pallet.
7. Quantity - add required qty of each material (product)
Please use the up/down arrow to select qty required.
The number will index in multiple units if applicable.
8. Once quantity is selected press the cart icon to add to your order.
9. Press star icon to add this item to a wish list.

NB: “**Related Products**” are shown below the material list.

HOW TO CREATE AN ORDER

B2B eShop

Home > Sealing & Bonding > Sealants > Caulk > EVERBUILD CAULK ONCE!®

EVERBUILD CAULK ONCE!®

Description
EVERBUILD CAULK ONCE!® is a premium quality acrylic caulk that has been formulated to outperform all other conventional de... flexible, EVERBUILD CAULK ONCE!®

See more +

PRODUCT DATA SHEETS

Your Cart (2)

	614701 SikaFume-60 S Canister cont: 18 l	QUANTITY 1 PC	
	489514 EVERBUILD CAULK ONCE! white Cartridge cont: 310 ml Box with 12 cartridges	QUANTITY 12 PC	

Materials **Product Details** **Documents**

489514 EVERBUILD CAULK ONCE! white Cartridge cont: 310 ml Box with 12 cartridges	COLOUR white	PACKAGING 295 ML	MIN QTY 12 PC	QUANTITY PER PALLET 1,440 PC
489516 EVERBUILD CAULK ONCE! white Cartridge cont: 380 ml Box with 12 cartridges	COLOUR white	PACKAGING 380 ML	MIN QTY 12 PC	QUANTITY PER PALLET 1,080 PC

CHECKOUT

As you build your order the material quantity is show in your mini cart icon.

When you have completed your order click on the large Checkout bar. This will then enable you to review the total order before you move to completion

HOW TO CREATE AN ORDER

CHECKOUT: 1ST STEP: CART & DELIVERY

[< Continue Shopping](#) Discard Checkout [Any Questions ?](#)

Sold to address: *

1 3074145 TEST CUSTOMER
WATCHMEAD
WELWYN GARDEN CITY
AL7 1BQ

Ship to address: *


1 3074145 TEST CUSTOMER
WATCHMEAD
WELWYN GARDEN CITY
AL7 1BQ

2 New Delivery Address

Requested Delivery Date *

3 05-10-2022 4 Update Cart

6 Fill Cart with Upload File

	614701 Sika Fume-50 S Canister cont. 18 l	COLOUR	5 QUANTITY 1
	PACKAGING 18 L	MIN QTY 1 PC	

1. Use the drop-down box to select the **“Sold to”** and the drop-down box to select the **“Ship to”** addresses.
2. If you need to send to a different address, you can add another address via the **“New Delivery Address”** button (see separate page for information).
3. Select your delivery date. It will default to our standard delivery schedule (3 days).
4. Click **“Update Cart”** to display pricing - see note below.
5. You can adjust material quantities – if required.
6. If you have an Order to upload – Tick **“Fill Cart with Upload File”** (see separate page for instructions).

NB: Once you are satisfied with the order – press **“Update Cart”** – the eShop will now calculate your pricing – you can still amend the order after this stage.

NEW DELIVERY ADDRESS

The image shows a user interface for adding a new delivery address. On the left, a modal window titled '2 New Delivery Address' contains five input fields: 'Name 1 *', 'Name 2', 'Name 3', 'Name 4', and 'Street *'. Below these fields is a 'Save' button. A note states 'Fields marked * are required'. On the right, a checkout screen shows a 'Discard' button, a 'Checkout' button, and a 'New Delivery Address' button. A '1' callout points to the 'New Delivery Address' button. Below the checkout buttons is a dropdown menu. At the bottom, a '3' callout points to the 'Save' button in the modal.



The **“New Delivery Address”** button on the **“Checkout: 1st Step”** page allows you to manually add a different delivery address for this order.

This address is not saved for future use.

1. Click **“New Delivery Address”** to bring up the address fields.
2. Enter the name and address in the relevant fields.
3. Scroll downs and press **“Save”**.

The new address is displayed under the greyed-out Ship to field.

HOW TO CREATE AN ORDER

	SikaFurme-50 S Canister cont. 18 l	18 L	1 PC	1	🗑️	£0.01	
	PRICE UNIT PC	YOUR PRICE £0.01					
	489514 EVERBUILD CAULK ONCE white Cartridge cont. 310 ml Box with 12 cartridges	COLOUR white	PACKAGING 295 ML	MIN QTY 12 PC	QUANTITY 12	🗑️	TOTAL £23.52
	PRICE UNIT PC	YOUR PRICE £1.96					
Total Net						£23.53	
Output Tax						£4.71	
Total						£28.24	

Fields marked * are required

1

3 4

[< Continue Shopping](#)

Once the pricing is applied you can add anything here before you complete your order.

Make sure you have all your items as you will be unable to add further items to your order once you have completed checkout.

1. Add in sika code for the item and click on **“add”** button.
2. The total value of your order is shown.
3. If you want to you can print a copy of your order.
4. Once all is complete – Please click **“Checkout”**.

HOW TO CREATE AN ORDER

Home > Checkout > Final Review

CHECKOUT SUMMARY

[-Back to Shopping Cart](#)

3

Place Order

Any Questions? 

Sold to address:

3074145 TEST CUSTOMER
WATCHMEAD
WELWYN GARDEN CITY
AL7 1BQ

Ship to address:

3074145 TEST CUSTOMER
WATCHMEAD
WELWYN GARDEN CITY
AL7 1BQ

Requested Delivery Date:


05-10-2022

1

Purchase Order Number: *

2

I accept the [Terms & Conditions](#) *

	COLOUR	PACKAGING	MIN QTY	PRICE UNIT	QUANTITY	TOTAL
 614701 Sika Form 50 S Canister cont. 18 l		18 L	1 PC	PC	1	£0.01
YOUR PRICE						
£0.01						
Total Net						£28.53
Output Tax						£4.71
Total						£28.24

Please be aware, if your total order value is below your minimum requirement there will be an additional shipping charge. Prices and stock are subject to change. You will receive an order confirmation email upon receipt of order.

Fields marked * are required

Print Cart

Place Order

3

This is the final stage of the order process

1. In this area – please add your **“Purchase Order Number”**.
2. Accept the standard **“Terms and Conditions”**.
3. And press one of the **“Place Order”** buttons.

FILL CART WITH UPLOAD FILE

Standard Delivery ▼ Truck Without Special Requirement ▼

Requested Delivery Date *
16-03-2022 📅 🔄 Update Cart 📄 Fill Cart with Upload File

Name of File: 🔍 Examine 📄 Download Template ✅ Validate


	COLOUR	PACKAGING	MIN QTY	PRICE UNIT	YOUR PRICE	QUANTITY
538666	Sika MonoTop-115 GP	25 KG	40 PC			on

2

	A	B
1	material	quantity
2	489516	5
3	489423	3
4	487333	10
5		

File import details 4

- ❌ Row 2: Material "489516" not found.
- ❌ Row 4: Material "487333" not found.
- ⚠️ Row 3: Quantity "3" is too small for material "489423", used the minimum order quantity "25".

	489423	COLOUR	PACKAGING	MIN QTY
	EVERBUILD TECNICA ANTI PICK 109 soft liner Cartridge cont. 310 ml Box with 25 cartridges		295 ML	25 PC

You can **upload an order from an excel file**. This is accessible from the **“Checkout: 1st Step”** page.

From the first **“Checkout: 1st Step”** page, click **“Fill Cart with Upload File”**, this will display some additional tools.

1. **“Download template”** will give you an Excel template to complete with a large order.
 - Save the downloaded file and rename as you want
 - Open the file and complete the two columns with the Sika material code and material quantity (in singles)
2. Ensure that each line has the correct value and appropriate quantity multiple.
 - Save and close the excel file.
3. Click **“Examine”** and browse for the excel file.
4. Click **“Validate”**. The items will be imported or the reason why an item cannot be added to your cart will be shown.
 - Entries for the same product can be imported more than once.
 - Order quantities will be adjusted to match the minimum order quantity or multiple quantities.

If there are errors, you can correct them in your original file and re-upload or add/adjust them in the cart.

NB: Import and validate removes all existing cart items.

ORDER ACKNOWLEDGEMENT - PORTAL

Checkout: Order Acknowledgement

THANK YOU, YOUR ORDER HAS BEEN PLACED.

You will receive an email confirmation shortly.
Order # 20466655

If you have any question please contact us at sales@uk.sika.com
or call 01707 394444

Please find all the order details below.

Sold to address:

3074145 TEST CUSTOMER
WATCHMEAD
WELWYN GARDEN CITY
AL7 1BQ

Ship to address:



3074145 TEST CUSTOMER
WATCHMEAD
WELWYN GARDEN CITY
AL7 1BQ

Requested Delivery Date:

05-10-2022

Purchase Order Number

xxx

	614701 SikaFume 50 S Canister cont. 18 l	COLOUR	PACKAGING	MIN QTY	PRICE UNIT	YOUR PRICE	QUANTITY	TOTAL
			18 L	1 PC	PC	£0.01	1	£0.01
	489514 SikaEverBuild CAULK ONCE white Cartridge cont. 310 ml Box with 12 cartridges	COLOUR	PACKAGING	MIN QTY	PRICE UNIT	YOUR PRICE	QUANTITY	TOTAL
		white	295 ML	12 PC	PC	£1.96	12	£23.52
Total Net								£23.53
Output Tax								£4.71
Total								£28.24

[Print Cart](#)

[Continue Shopping](#)

This is the order acknowledgement

Note the Sika Order Acknowledgement Number.

If you need to discuss the order with us this is helpful – but we can always find the order from your PO Number.

You will also receive an email acknowledgement.

HOW TO VIEW AN ORDER

You can check on individual orders or a number of orders over a date range.

Complete:

1. **“Sold to”** drop-down (mandatory).
2. **“Date range”** (mandatory) – limited to 3 month period maximum.
3. **“Sika order number”** (optional).
4. **“Purchase order number”** (optional).

This will display both eShop and other orders, for example, orders placed directly with Sika can also be seen.

Once the order is **complete** you can view the order.

5. You can **re-order** the same order by clicking on the trolley. This puts all the same items and quantities into a new checkout cart.

Home > Order History

Filter Orders X

1 Sold to*
3074145 TEST CUSTOMER

3 Sika Order Number
Sika Order Number (optional)

2 Date From
Date To

4 Purchase order number
Purchase order number (optional)

Eshop only
 Open Orders only

Fields marked * are required

Reset

Search

Home > Order History

Filter Orders ▼ Sort by Sika Order ▼

Sold to: 3074145 TEST CUSTOMER Ship to: 3074145 TEST CUSTOMER Date From: 01-08-2022 Date To: 03-10-2022

Sika Order 20466655	Purchase Order Number	Overall Status	Date Of Order	Requested Date	
Eshop	xxxx	Being processed	2/10/2022	4/10/2022	6

ADDITIONAL TIPS

Bookmark the eShop URL:
<https://us.shop.sika.com/login>

For best performance on mobile devices, always use current versions.

For Mac and Mac iOS, we recommend Chrome as the best browser yielding the best results.

For Windows devices, we recommend **Firefox** as the best browser yielding the best results.

The eShop will work on all devices Android, Apple, Tablets, Laptops, PC's.

Place regularly ordered items in you Wishlist and you can quickly place repeat orders.

For any issues and concerns, please email b2beshop@us.sika.com or call 1 (800) 933-7452.



THANK YOU FOR YOUR ATTENTION