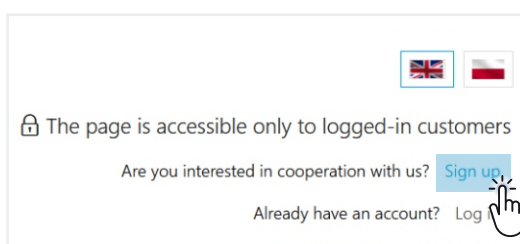


REGISTERING AND LOGGING IN A NEW E-SHOP ACCOUNT STEP-BY-STEP GUIDE

Please follow the steps below to create an account in E-SHOP:

- Use link: <https://b2b.aifo.en/>
- Click on **SIGN UP**:



- Fill in form **ACCOUNT DETAILS** (E-mail, Password, Country and Tax Number):

The screenshot shows the 'Sign up' form with the following fields and steps:

- E-mail ***: Input field for corporate email.
- Password ***: Input field for password, with a visibility toggle.
- Country**: Dropdown menu with 'Poland' selected.
- Tax Number ***: Input field for the tax number.
- Tax Number ***: Input field for the tax number (repeated).

* Fields marked with an asterisk are mandatory.

Next >

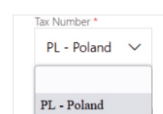
1 Enter a valid corporate e-mail address that you use. If company has a website in domain. Please provide an e-mail with domain of company. This allows Website Administrator b2b.aifo.pl to verify account positively. For example: an employee at AiFO, will have an email: xyz@aifo.pl

2 Enter password with which you will log in to E-SHOP. Password must contain: 8 characters minimum, one an upper-case letter, one a lower-case letter, one a digit and one a special character.

3 Select COUNTRY in which company is registered from list.



4 Select from list Country Code (Tax Number) in which company is registered. In this case „PL-Poland”.



5 Enter correct Tax Number where company is registered. Format (only numbers) depends on country entered. IMPORTANT: Please enter Tax Number without use of spaces (in one string). For example: **8681855177**

Below is an example of correctly entered data in registration form:

Sign up

Account Details Company Address

E-mail *
biuro@aifo.pl

Password *
••••••••

Country
Poland

Tax Number *
PL - Poland 8681855177

* Fields marked with an asterisk are mandatory.

Next >

- Then after entering all the data, you can click on **NEXT >**

Tax Number *
PL - Poland 8681855177

* Fields marked with an asterisk are mandatory.

Next >

- Fill in form **COMPANY ADDRESS** (Company Name, Street, Street Number, Apt/Unit Number, Zip Code, City and Phone Number).
IMPORTANT! PLEASE PROVIDE DATA OF REGISTERED COMPANY (VIES FOR COUNTRY IN EU)

Sign up

Account Details Company Address

Company Name *
1
1

Street *
2

Street No. * Apt/Unit No.
3 4

Zip Code * City *
5 6

Phone Number *
7

8 ☐ * I have read and fully accept the e-Shop terms and conditions Terms & Conditions

9 ☐ I agree to the AiFO.pl privacy policy and to receive commercial information by means of electronic communication.

☒ E-mail

* Fields marked with an asterisk are mandatory.

Sign up

- Enter full COMPANY NAME of registered company (VIES for country in EU), please enter without abbreviations.
- Enter STREET on which company is registered (VIES for country in EU).
- Enter STREET NUMBER where company is registered (VIES for country in EU).
- Enter APARTMENT/UNIT NUMBER (if have) where company is registered (VIES for country in EU).
- Enter ZIP CODE of registered company (VIES for country in EU).
- Enter CITY in which company is registered (VIES for country in EU).
- Enter registrant's PHONE NUMBER in one string (without spaces, dashes, etc.).
- Please read and fully accept (check mark) E-SHOP TERMS & CONDITIONS if you want to use online store (required).
- Please check mark if you want to receive all news, information and new products on provided during registration e-mail.

Below is an example of correctly entered data in form **COMPANY ADDRESS**:

 Sign up

Account Details
Company Address

Company Name *

AiFO COMPONENTS SPÓŁKA Z OGRANI

ODPOWIEDZIALNOŚCI SPÓŁKA KOMAN

Street *

ŁANY

Street No. *

23

Apt/Unit No.

Zip Code *

32-700

City *

BOCHNIA

Phone Number *

+48146113220

☒ * I have read and fully accept the e-Shop terms and conditions [Terms & Conditions](#)

☒ I agree to the AiFO.pl privacy policy and to receive commercial information by means of electronical communication.

☒ E-mail

* Fields marked with an asterisk are mandatory.

 Sign up

- Then after you entered all data, click on **SIGN UP**

receive commercial information by means of electronical communication.

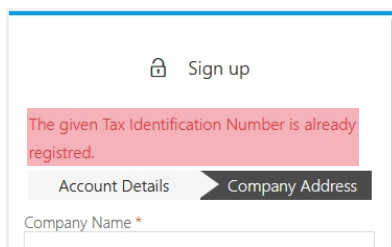
☒ E-mail

* Fields marked with an asterisk are mandatory.

 Sign up



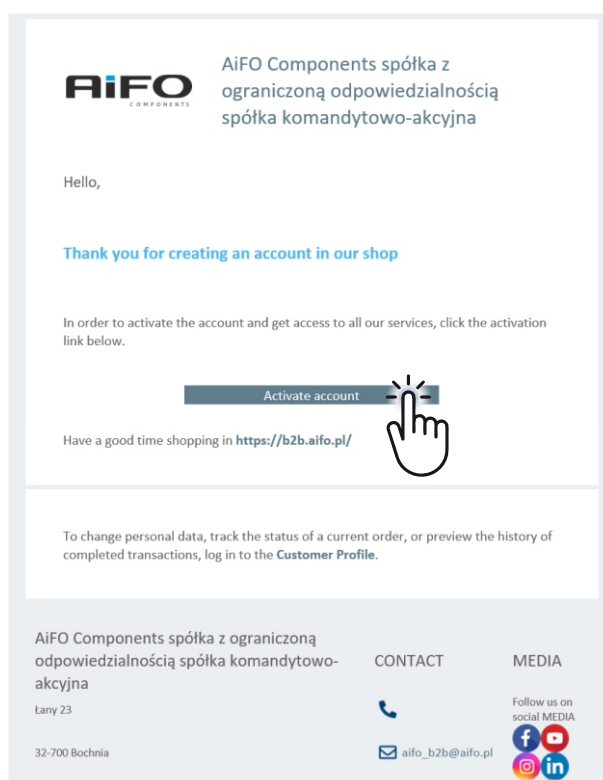
If after entering all data and clicking SIGN UP following message will appear:



The screenshot shows a web form titled "Sign up" with a lock icon. A red error message box states: "The given Tax Identification Number is already registred." Below the message are two tabs: "Account Details" and "Company Address". Under the "Company Name *" field, there is an empty input box.

It means that someone has previously registered on given one company Tax Number. In this case, please write a message to following address: **aifo_b2b@aifo.pl** and provide data **Tax Number**, **company's data** and **e-mail address** to register. Website Administrator will add this data and then generate a new password. You will receive a new password to e-mail address provided earlier, which we can change at any time. In this way, we can immediately log in to E-SHOP online store account.

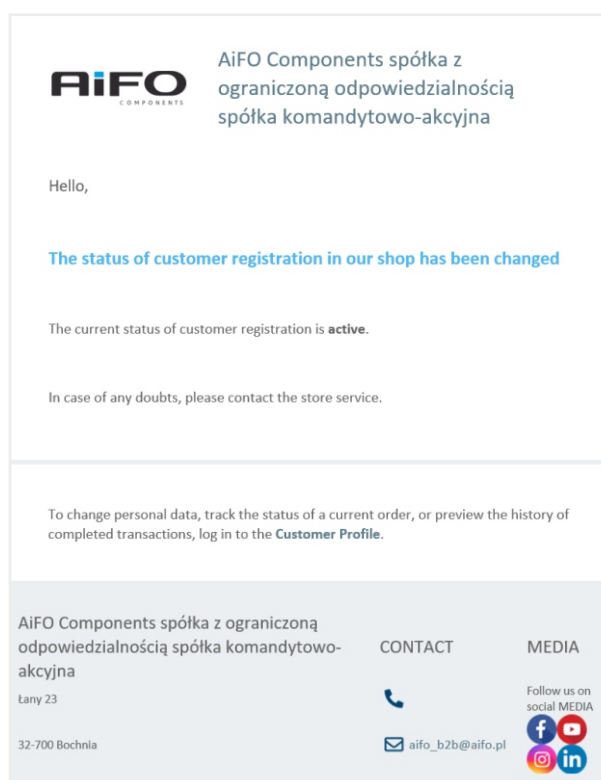
- After successful registration, a message will appear: you should receive an e-mail (provided during registration process) within 15 minutes. In this message, we will receive a link confirming correctness of e-mail address provided, along with an activation link. If message doesn't come after this time, please check message in SPAM. Follow instructions in e-mail,



- After clicking on activation link, following message will appear:

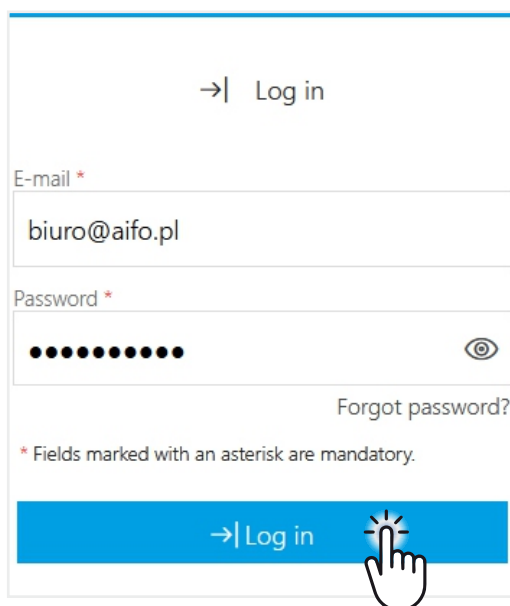
**Account is waiting for confirmation by store staff.
We will inform you about status in next e-mail.**

- At this point, entered data is verified and account is accepted. Company AiFO Components accepts access to account.
- After accepting account, we will receive an e-mail. Below is an example of a message we should receive:



LOGIN

- In login window, enter e-mail address and password provided during registration process. Click **LOG IN**.



The screenshot shows a login form with the following elements:

- A header with a right arrow icon and the text "Log in".
- An "E-mail *" field containing the text "biuro@aifo.pl".
- A "Password *" field with masked characters (dots) and a toggle eye icon on the right.
- A "Forgot password?" link below the password field.
- A note: "* Fields marked with an asterisk are mandatory."
- A blue "Log in" button with a right arrow icon. A hand cursor icon is pointing at the button.

- After logging in correctly, we can use E-SHOP online store.