



# DARTESS CUSTOMER AREA

## User Manual

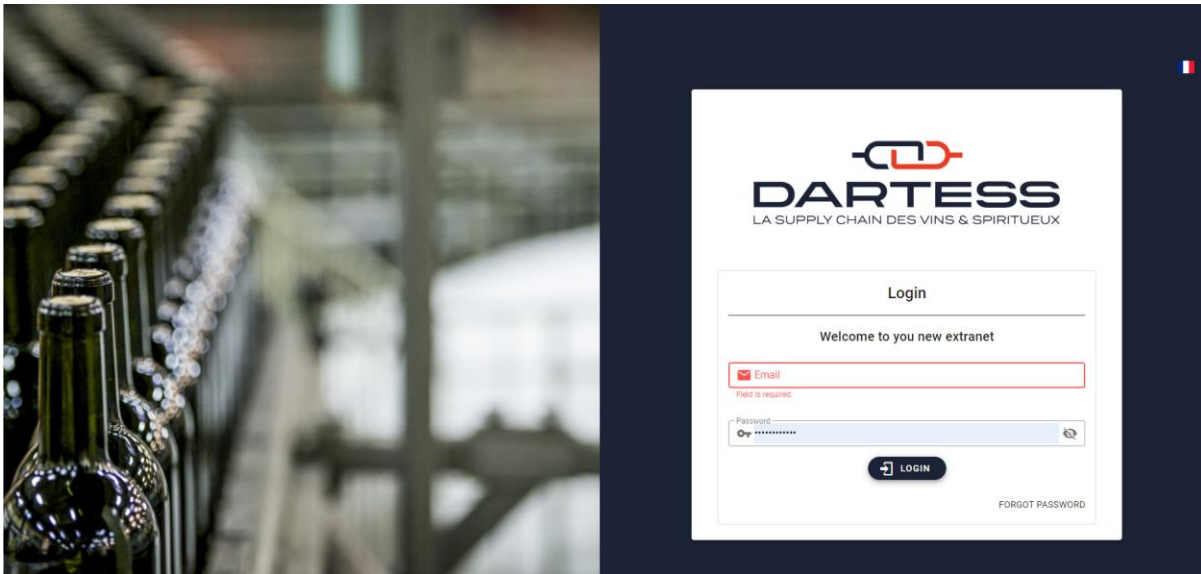
If you have any questions regarding your customer area, contact us at  
[contact@dartess.fr](mailto:contact@dartess.fr) - +33 (0)5 56 32 44 44

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# 1. LOGIN



This personal and secure space is accessible from the <https://connect.dartess.fr/login> website and allows you to

- Check your stocks,
- Key in your preadvice notice for goods coming in,
- Place your orders.

To log in for the first time, use the username you received by email from [<noreply@connect.dartess.fr>](mailto:noreply@connect.dartess.fr) (*check your junk mail*)

Create your own password to fill in the fields:

And  to confirm the login.

We recommend to register <https://connect.dartess.fr/login> in your favourites bar to make future connections easier.

## 2. PRESENTATION OF YOUR CUSTOMER AREA

### Menu in the top left area:

- Homepage = Back to your homepage,
- Deliveries = Create and manage your deliveries,
- Order = Create and manage your orders,
- Stock = View your stocks in real time,
- Toolkit = Create and manage your products, suppliers and recipients,
- Client accounts = Manage of customer authorisations for your customer area,
- Settings = Manage your account settings.


### The homepage lists the latest actions carried out in chronological order:

- “Recent orders”
  - Draft = order created but not yet sent to Dartess, it can be modified,
  - Transmitting / Entry = order transmitted however not yet being prepared, the order can be modified,
  - In progress = preparation process and beginning of preparation at Dartess. The order can not be modified,
  - Awaiting pickup = the order is ready and can be collected by the carrier. The order can not be modified, however it can still be consulted,
  - Shipped = the order has been collected by the carrier,
  - Cancelled = the order has been cancelled. It can still be consulted.

Each order is associated to a **reference**: name or code.

The orders are sorted by creation date.

 : display the order.

 : modify the order.


- **“Recent deliveries”**


- Draft = delivery created but not yet sent to Dartess, it can be modified,
- Created = the products are in transit between the supplier and Dartess,
- In progress = the products are currently being checked (quantities, item data sheet, etc.) before validation of delivery,
- Closed = the products are available in your stocks.


Each notice of delivery is associated to a **reference**: name or code.

 : quantity of available references in your stocks, opens the “Stocks” page.

 : quantity of products in stock, opens the “Stocks” page.

 : quantity of orders placed during the year, opens the “orders” page for the current year.

 : quantity of deliveries performed during the year, opens the “deliveries” page for the current year.

 : quantity of packages dispatched during the year, opens the “orders” page for the current

Admin: User / Administrator name.



: Language selected.







: Full screen.



: Log out.

### 3. DELIVERY

Estimated deliv...	Customer ...	Client name	Supplier co...	Creation date	Delivery ref...	Supplier	Quantity espe...	Quantity deliv...	Warehouse	Status
09/08/2023			BRESS	09/08/2023	BR2	CHIB	100	100	Saint André	Created
09/08/2023			BRESS	09/08/2023	TNR_G	CHIB	100	100	Saint André	Closed
09/08/2023			BRESS	09/08/2023	BRANTE	CHIB	150	0	Saint André	Created
09/08/2023			DOTOS	09/08/2023	ALLZZZ	TRSPRIS	500	0	Saint André	Created
09/11/2023			DOTOS	09/07/2023	TNR_20230907_1	TRSPRIS	200	0	Déhez	Created
09/11/2023			DOTOS	09/07/2023	TEST_INR_2022090	TRSPRIS	200	0	Île de France	Created
08/31/2023			DOTOS	08/31/2023	2eTFSfpDI	TRSPRIS	125	125	Saint André	Closed
08/31/2023			DOTOS	08/31/2023	TST PRIS	TRSPRIS	500	20	Saint André	Closed

-  : modify delivery
-  : display delivery
-  : modify display
-  : export list of deliveries in CSV / Excel format

Search for delivery by delivery or supplier reference.

View your deliveries for each DARTESS warehouse.

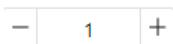
Create new delivery

## 3.1. ENTER A DELIVERY

### 3.1.1. SELECT PRODUCTS

Client codes	Product co...	Description	Category	Sub-c.	Alcoh.	C.	Color	Vintage	Warehouse	P.	Mens.	Mens.	Is	Quantity	Unit
CT002	VIN000020	Tradition Silvaner 2015	Wines & spirits	Finished proc.	VT	75	WHITE	2015	Déhez	18	X	X		0	+
CT002	VIN000032	Mislo Lote 43	Wines & spirits	Finished proc.	VT	75	-	2011	Déhez	6	X	X		0	+
CT002	VIN000050	Reserva Especial Sauvignon Blanc	Wines & spirits	Finished proc.	VT	75	WHITE	2015	Déhez	150	X	X		0	+
CT002	VIN000055	Château de BELCIER	Wines & spirits	Finished proc.	VT	75	RED	2010	Déhez	6	X	X		0	+
CT002	VIN000056	Château Mercier cuvée prestige	Wines & spirits	Finished proc.	VT	75	RED	2011	Déhez	6	X	X		0	+
CT002	VIN000070	CHÂTEAU JUNCARRET	Wines & spirits	Finished proc.	VT	75	WHITE	2014	Déhez	6	X	X		0	+
CT002	VIN000085	Graševina Dika	Wines & spirits	Finished proc.	VT	75	WHITE	2015	Déhez	6	X	X		0	+
CT002	VIN000086	Traminac Vihunski / premium	Wines & spirits	Finished proc.	VT	75	WHITE	2015	Déhez	6	X	X		0	+
CT002	VIN000096	Graševina Mitrovac	Wines & spirits	Finished proc.	VT	75	WHITE	2015	Déhez	6	X	X		0	+
CT002	VIN000097	Zelenac Kutjevo	Wines & spirits	Finished proc.	VT	75	WHITE	2015	Déhez	6	X	X		0	+
CT002	VIN000105	CRILENAK	Wines & spirits	Finished proc.	VT	75	RED	2013	Déhez	6	X	X		0	+

1/ Indicate the quantity required for each product (Note: for PCB – Number of bottles per package).



Directly enter the quantity or click on +/-.  
Search for a product by reference or by name.

2/ Once the quantity is selected, **click on the basket** to add products to the delivery.



3/ The products selected are displayed under the window / Red area on the picture above.

4/ Validate the items concerned by the order.



Select the columns to be displayed



Export the list of products in CSV / Excel format

**+ CREATE A PRODUCT**

You can create a product if it does not exist in your catalogue.

### 3.1.1.1. ADD A PRODUCT

To create a product - Click here >> **6.1.1**

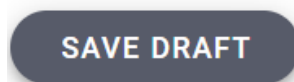
### 3.1.2. MODIFY / VALIDATE A DELIVERY

Once the items / products are validated, it is important to specify **the delivery details**:

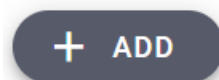
- 1/ Indicate a delivery reference
- 2/ Specify the supplier name / product origin
- 3/ Fill in the estimated date of delivery to Dartess
- 4/ Confirm the delivery => the delivery request is sent to the Dartess teams, it can no longer be modified.



To save the draft delivery and modify it later:



### 3.1.2.1. ADD A SUPPLIER



During this step, you can add a supplier if it is not yet added in your toolkit.

To create a supplier - Click here >> **6.2.1**



## 4. ORDER


Transporter code	Custo...	Segm...	Recipi...	Client name	Refer...	Creati...	Recipient	Delive...	Quantity ...	Quantity ...	Transporter	Country	Warehouse
Test_commar	09/11/2023	BRK MAR	09/13/2023	Emmanuel POURARD	08/24/2023	08/23/2023	08/31/2023	0	50	-	FR	Saint André	
TEST_TYPE	08/24/2023	-	-	-	08/23/2023	-	-	0	2	-	FR	Bruges 2	
AA111BBB	08/09/2023	-	-	-	08/09/2023	-	-	0	30	-	FR	Ile de France	
test	08/09/2023	test	-	test	08/09/2023	-	-	0	3	-	FR	Bruges 2	
test	08/09/2023	DURAND David	-	-	08/09/2023	-	-	0	0	-	FR	Ile de France	
test	08/08/2023	TEST ALTOVA	08/09/2023	-	08/08/2023	-	-	0	0	-	FR	Ile de France	
660000X	08/03/2023	Cédric Gaubert	08/04/2023	-	08/03/2023	-	-	100	100	-	FR	Ile de France	


### Order status

- Draft = order created but not yet sent to Dartess, it can be modified,
- Transmitting / Entry = order transmitted however not yet being prepared, the order can be modified,
- In Progress= Preparation in progress. The order can not be modified,
- Awaiting pickup = the order is ready and can be collected by the carrier. The order can be consulted,
- Shipped = the order has left the warehouse,
- Cancelled = the order has been cancelled. It can still be consulted.

 : modify the order,

 : display the order (read only).

 : customise your customer area display.

 : export the list of products.

Possibility to filter by warehouse.

Warehouse


Search for a product by reference or by name.

Create new order.



## 4.1. ENTER AN ORDER

### 4.1.1. SELECT PRODUCTS

 : customise your customer area display

1/ Select the Dartess warehouse

2/ Search for your products by product reference or product name.

3/ Indicate the quantity required. You can enter the digit using the keypad or click on +/-.

4/ Click on the basket to validate the quantity.

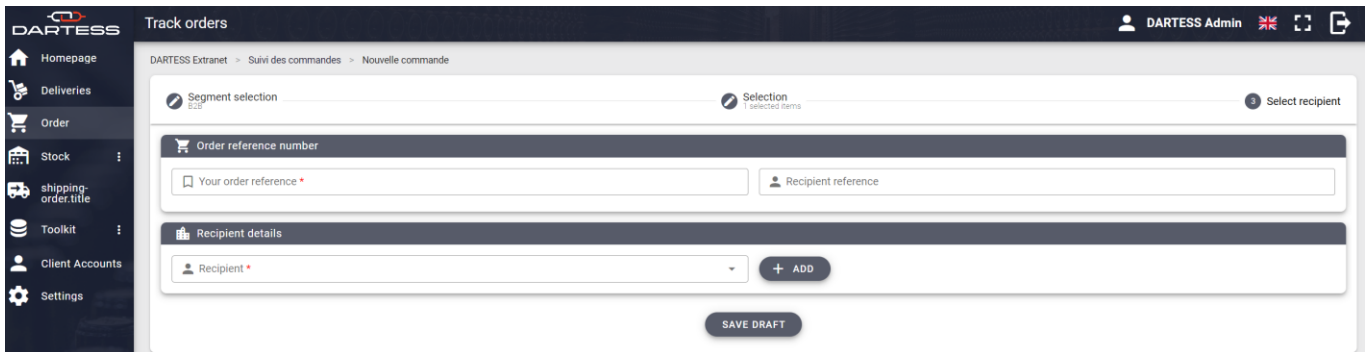


Your products will be displayed in the basket under the selection window.

5/ Confirm your order and go to the next step.



## 4.1.2. MODIFY / VALIDATE AN ORDER



The screenshot shows the DARTESS 'Track orders' interface. The breadcrumb trail is 'DARTESS Extranet > Suivi des commandes > Nouvelle commande'. The page has three main sections: 'Segment selection' (with a sub-section 'ECP'), 'Selection' (with '1 selected item'), and 'Select recipient'. The 'Order reference number' section contains two input fields: 'Your order reference \*' and 'Recipient reference'. The 'Recipient details' section has a dropdown menu for 'Recipient \*' and an '+ ADD' button. At the bottom, there is a 'SAVE DRAFT' button.

1/ Fill in the mandatory fields marked with \* to display the pre-recorded details.

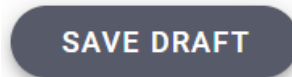


A close-up of the 'Recipient \*' dropdown menu, showing a person icon and the text 'Recipient \*' with a downward arrow.

2/ Confirm the order to send it to the Dartess teams.



During this step, you can save the order as a draft and modify it later.



### 4.1.2.1. NEW RECIPIENT

For a new order, you can add a new recipient.

To create a new recipient click here >> **6.3.1**

## 5. STOCK

The screenshot shows the 'My stock' page in the DARTESS application. The interface includes a sidebar with navigation options like 'Homepage', 'Deliveries', 'Order', 'Stock', 'My stock', 'Stock movements', 'shipping-order.title', 'Toolkit', 'Client Accounts', and 'Settings'. The main content area displays a table of stock items with columns for 'Custo...', 'Client...', 'Type', 'Segm...', 'Produ...', 'Description', 'Stock', 'Availa...', 'Alcoh...', 'Color', 'Vintage', 'C...', 'Warehouse', 'stock...', and 'Ba...'. The table lists various wine products with their respective stock levels and warehouse locations.

Custo...	Client...	Type	Segm...	Produ...	Description	Stock	Availa...	Alcoh...	Color	Vintage	C...	Warehouse	stock...	Ba...
BLO	B2B	3E	SPLEENATC	CHASSE SPLEEN 2004 0.75 RGE CB12 CRD	12	12	VT	RED	2004	75	Bruges 2	-		
STD	B2B	VIDEMISSI	CAISSE BOIS VIDE CAISSE BOIS 0.75 CB12	1	1	VT	RED	2009	75	Bruges 2	-			
STD	B2B	LESMEZ15B	MARQUIS D ALESME 2015 0.75 RGE CB06 CRI	18	18	VT	RED	2015	75	Bruges 2	-			
STD	B2B	BACLI202CN	CLIMENS 2002 0.375 BLC CB24/2 ACQ	144	144	VT	WHITE	2002	37.5	Bruges 2	-			
STD	B2B	BACLI207CN	CLIMENS 2007 0.375 BLC CB24/2 ACQ	24	24	VT	WHITE	2007	37.5	Bruges 2	-			
STD	B2B	BACLI214AN	CLIMENS 2014 0.75 BLC CB12 ACQ	24	24	VT	WHITE	2014	75	Bruges 2	-			
STD	B2B	BACLI215AN	CLIMENS 2015 0.75 BLC CB12 ACQ	24	24	VT	WHITE	2015	75	Bruges 2	-			
STD	B2B	3BCLO213QNI	CLOS DES LUNES LUNE D'OR 2013 0.75 BLC C	72	72	VT	WHITE	2013	75	Bruges 2	-			
STD	B2B	3BCLO214QNI	CLOS DES LUNES LUNE D'OR 2014 0.75 BLC C	69	69	VT	WHITE	2014	75	Bruges 2	-			
STD	B2B	3BCLO215QNI	CLOS DES LUNES LUNE D'OR 2015 0.75 BLC C	48	48	VT	WHITE	2015	75	Bruges 2	-			
STD	B2B	3BCLO216QNI	CLOS DES LUNES LUNE D'OR 2016 0.75 BLC C	75	75	VT	WHITE	2016	75	Bruges 2	-			

View your stocks at Dartess.



: modify the table display



: export the list of stocks in CSV / Excel format

Filter by warehouse if the stocks are in different warehouses.

Warehouse:

Search for one or several products by product reference / product name / wine colour.

## 6. TOOLKIT

The toolkit is a database used to perform all the operations. It includes:

- The list of your products / items along with their description
- The list of your suppliers with the details required to manage your deliveries
- The list of your recipients with the mandatory information for the preparation of your orders
- The list of your transporter

### 6.1. PRODUCT TOOLKIT

The products correspond to wines, spirits, dry goods / items you assign to our teams.

- The Product code can be customised
- The label must comply with the format indicated on the form
- All the “attributes” requested during creation specify the characteristics of the product and require special attention for the requests to be properly processed

Client codes	Product co...	Description	Category	Sub-c...	Alcoh...	C...	Color	Vintage	Warehouse	P...	Mans...	Mans...	Is org...
CP003	ALMAVVAAT016	ALMAVIVA 2010 0.75 RGE CB06 CRD LFE	Wines & spirits	Finished proc.	VT	75	RED	2010	Bruges 2	6	X	X	X
CP003	ANGELUSANGEL	ANGELUS 2014 RGE 0.75 CB12 ACQ	Wines & spirits	Finished proc.	VT	75	RED	2014	Bruges 2	12	X	X	X
CP003	ARROSEARROSI	ARROSEE 1998 0.75 RGE CB12 ACQ	Wines & spirits	Finished proc.	VT	75	RED	1998	Bruges 2	12	X	X	X
CP003	BARON DE BRAN	BARON DE BRANE 2010 0.75 RGE CB12 CRD	Wines & spirits	Finished proc.	VT	75	RED	2010	Bruges 2	12	X	X	X
CP003	BEARD LA CHAPE	Beard la Chapelle RG 75cl CT6 2012 Acquit	Wines & spirits	Finished proc.	VT	75	RED	2012	Bruges 2	6	X	X	X
CP003	BEARD LA CHAPE	Beard la Chapelle RG 75cl CT12 2012 Acquit	Wines & spirits	Finished proc.	VT	75	RED	2012	Bruges 2	12	X	X	X
CP003	BEYCHEVELLEA10	BEYCHEVELLE 2013 0.75 RGE CB06 CRD	Wines & spirits	Finished proc.	VT	75	RED	2013	Bruges 2	6	X	X	X
CP003	BUISSON RENAR	BUISSON RENARD DIDIER SM 0.75 BLC UWC	Wines & spirits	Finished proc.	VT	75	WHITE	2014	Bruges 2	1	X	X	X
CP003	CAMENSACCAMI	CAMENSAC 2011 0.75 RGE CB12 CRD	Wines & spirits	Finished proc.	VT	75	RED	2011	Bruges 2	12	X	X	X
CP003	CANON LAGAFFE	Canon La Gaffelière RG 75cl CB6 2014 Acquit	Wines & spirits	Finished proc.	VT	75	RED	2014	Bruges 2	6	X	X	X
CP003	CANTELOUPAT01	CANTELOUP 2014 0.75 RGE CT12 CRD	Wines & spirits	Finished proc.	VT	75	RED	2014	Bruges 2	12	X	X	X
CP003	CANTELOURCAN	CANTELOUP 2014 1.5L RGE CARTON 6 ACQ	Wines & spirits	Finished proc.	VT	150	RED	2014	Bruges 2	6	X	X	X
CP003	CANTEMERLECA	CANTEMERLE 2015 0.75 RGE CB12 ACQ	Wines & spirits	Finished proc.	VT	75	RED	2015	Bruges 2	12	X	X	X
CP003	CARBONNELOUX	CARBONNELOUX BLANC 2015 0.75 BLC CB12 A	Wines & spirits	Finished proc.	VT	75	RED	2015	Bruges 2	12	X	X	X

This table includes all the products created with their characteristics.



: modify the table display



: export the list of your product references in CSV / Excel format

Or add new product.

**+ ADD A PRODUCT**

## 6.1.1. CREATE NEW PRODUCT

The screenshot shows the 'Create a product' interface in DARTESS. The sidebar on the left has a red box around the 'Product' menu item. The main form area is titled 'Product description' and contains several mandatory fields marked with an asterisk (\*): Client Account, Warehouse, Supplier, Product code, and Category. A description field is also present with a note: 'Please enter the caption in the following form: The name of the wine + the vintage + the centilization + the color + the type of packaging + the PCB + the taxation + the specificities (Bio, RFSE, Under customs, specificity of dressing)'.

Fields marked with \* are mandatory.

There are three **families** of products:

- **Grocery** = Non-alcoholic beverages (water, juice, sodas, etc.), chocolates and other, etc.
- **Dry goods** = cartons, wooden crates, inserts, labels, tissue paper, etc.
- **Wines and spirits** = all alcohols including beer

Your product **sub-family** specifies the characteristics of your product.

The **“characteristics”** correspond to the description of the packaging and the product regulatory elements.

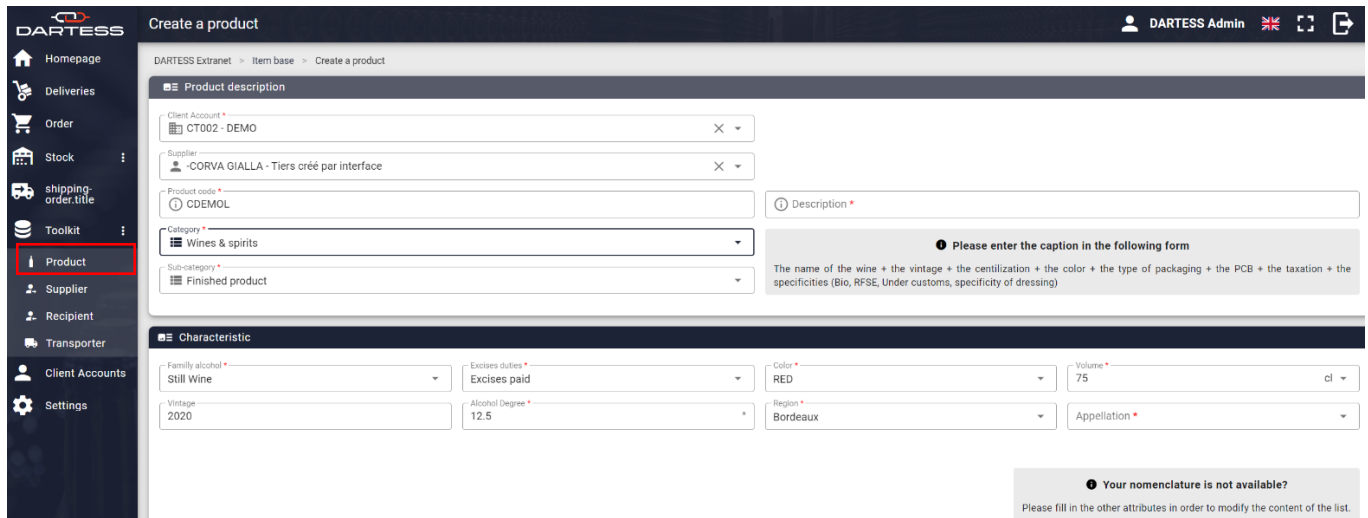
- Characteristics of the products in the dry goods (other than capsules) and grocery families:

The screenshot shows the 'Characteristic' form with the following fields and values:

Famille d'alcool *	Fiscalisation *	Couleur de l'alcool *	Centilisation *
Vin Tranquille	Acquit	Rouge	75 cl
Millesime	Degré *	Région *	Appellation *
2015	12.5 °	Vignobles de Bordeaux	Bordeaux
Nomenclature *	Spécificité d'Habillage	Quantité par colis *	Poids de l'article *
Vins tranquilles [Origine France Bordeaux ave...]	Autres	6	1500 g
Type de Conditionnement	Régime Fiscal *		

*Capping and labelling specific features = Others, Gencod, Imported by, Pregnant woman logo, Pass*

- Attributes of the products in the wines and spirits family (including capsules):



*The fields will be displayed as the data is entered.*

### 15 fields must be filled in including:

- **Excise Duties:**
  - **Excise Free:** The French duties have not been paid, and the products are under suspension of excise duty. Circulation with a EAD is mandatory.
  - **Excised Paid** Indicates that duties for release for consumption on French territory have been paid. This allows products to circulate without EAD
- **Nomenclature:** If there is an error in the previous fields, no data will be accessible, therefore you will be blocked. Check the information carefully.
- **Specific Packaging** = Others, Gencod, Imported by, Pregnant woman logo, Pass
- **VAT Taxation:**
  - **Free circulation:** Standard free circulation through VAT paid
  - **RFSE (suspended fiscal dues for export):** Purchase exclusive of VAT. Mandatory for customers who are not subject to VAT in France.
  - **SD – Import Bound:** Purchases of wine from a third country (outside the EU) where taxes are not paid must be accompanied by a transit permit (T1 = suspension of duties and other applicable taxes until their final destination).



## 6.2. SUPPLIER TOOLKIT

Fill in the list of your suppliers, to save time when entering your deliveries.

Code	Customer code	Client name	Label	Address	Post code	City	Country	Warehouse
-CORVA GIALLA	CP003	CRUS ET PRESTIGE	Tiers créé par interface				FR	Bruges 2
-CORVA GIALLA	CU005	CULINARIES VIN	Tiers créé par interface				FR	Ile de France
-FRANK CORNELISSEN	CU005	CULINARIES VIN	Tiers créé par interface				FR	Ile de France
-JEAN-PIERRE ROBINOT	CU005	CULINARIES VIN	Tiers créé par interface				FR	Ile de France
-JEAN-PIERRE ROBINOT	CO020	CHAIS D'ŒUVRE	Tiers créé par interface				FR	Ile de France
-NICOLA DI ANTONIO GIS	CU005	CULINARIES VIN	Tiers créé par interface				FR	Ile de France
AANEL AVINO VIGNERON !	CU005	CULINARIES VIN	Tiers créé par interface				FR	Ile de France
-MASSIMO MARCHIORI	CU005	CULINARIES VIN	Tiers créé par interface				FR	Ile de France
0	CT002	DEMO	Tiers créé par interface				FR	Déhez
001777	WM001	WHISKIES DU MONDE	Tiers créé par interface				FR	Déhez
00TOS	AL006	VINA ALMAVIVA	TRSPRIS	3 Allée du Couralett	33290	BLANQUEFORT	FR	Saint André
0174681100	CO020	CHAIS D'ŒUVRE	Les Années Vin				FR	Ile de France
0TARNAUD	WM001	WHISKIES DU MONDE	LA CAVE D'ARNAUD				FR	Déhez
05PTE	WM001	WHISKIES DU MONDE	Tiers créé par interface				FR	Déhez

: modify the table display.



: export the list of your suppliers in CSV / Excel format.



: import suppliers in bulk.

### 6.2.1. CREATE A SUPPLIER

Client Account \*    Warehouse \*

supplier code \*

Company \*    Contact

Address \*    Address supplement

Post code \*    City \*    Country \* France

Email    Phone

Commentaires (horaires de livraison...)

CREATE A SUPPLIER

Fields marked with \* are mandatory. Click on the following to confirm:





## 6.3. RECIPIENT TOOLKIT

Fill in the list of your suppliers, to save time when entering your orders.

Code	Segment	Customer co...	Client name	Label	Address	Post code	City	Country	Warehouse
						33520	BRUGES	FR	Bruges 2
						1410 W	ATERLOO	BE	Descartes
						33290	BLANQUEFORT	FR	Bruges 2
						21200	STE MARIE LA BLANCHE	FR	Bruges 2
						97190	LE GOSIER	GP	Ile de France
								FR	Ile de France
						92130	ISSY-LES-MOULINEAUX	FR	Ile de France
						33000	BORDEAUX	FR	Ile de France
						75012	PARIS	FR	Ile de France
								FR	Déhez
						61300	AIGLE	FR	Bruges 5
						38300	BOURGOIN-JALLIEU	FR	Déhez
						44860	SAINTE-AIGNE	FR	Déhez



: modify the table display.



: export the list of your product references in CSV / Excel format.



### 6.3.1. CREATE NEW RECIPIENT

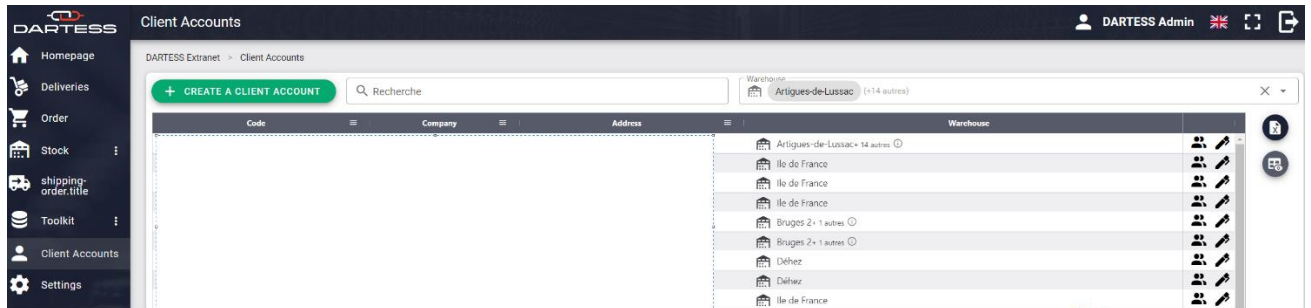
Fields marked with \* are mandatory.

Fields marked with \* are mandatory. Click on the following to confirm:



## 7. CLIENT ACCOUNTS

This feature can only be accessed with an administrator account. It allows to add, delete and define action authorisation levels for each client.



: modify the table display



: export the list of clients in CSV / Excel format



: import clients in bulk



Click on the button to enable or disable the client account

## 7.1. CREATE A CLIENT

DARTESS Extranet > Client Accounts > Create a client account

**Client account details**

Code \*      Name \*

**Address**

Company \*      SIRET number \*      Contact

Address \*      Address supplement

Post code \*      City \*      Country \* France

Email      Phone

Excise number      Delivery address excise number

**DARTESS benefits**

**Features**

- Deliveries
- Order
- shipping-order.title
- Stock

Warehouse \*      Segment \*

Pooled activity

Top Agent

Certified organic

Fields marked with \* are mandatory. Click on the following to confirm:



## 8. SETTINGS

DARTESS Extranet > Client Accounts > Create a client account

**Personal details**

Surname: DARTESS      First Name: Admin

Email: admin@dartess.fr

**Client Accounts details**

Customer code: DTS      Company name: DARTESS

Address: 53 Rue du Dehez      City: BLANQUEFORT

Post code: 33290      Country: France

To change the information in your client account, or to report a change of contact person, please contact the Dartess teams at [contact@dartess.fr](mailto:contact@dartess.fr)