

Rittal – The System.

Faster – better – everywhere.

Rittal Online Shop

User Manual
03/2023



ENCLOSURES

POWER DISTRIBUTION

CLIMATE CONTROL

IT INFRASTRUCTURE

SOFTWARE & SERVICES

FRIEDHELM LOH GROUP





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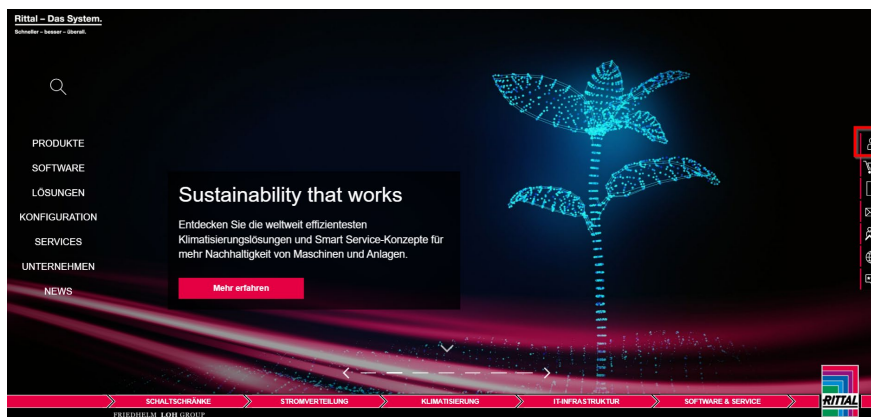
Rittal Online Shop User Manual



Login to the Online Shop

The meta navigation on the right takes you to the Login area of the Online Shop or back to your personal homepage at any time.

<https://www.rittal.com/de-de/shop/myrittal>



New registrations

1. If you are the contact for your enterprise and do not yet have an account, you can register using the [registration form](#) in the Login area:

Welcome to the Rittal Online Shop

In the Rittal Online Shop you can order Rittal products directly online and have access to even more functions.

Login

Login

Password reset →
You can reset your password here.

No account yet?
Register →
You can register a new account here.

Rittal Online Shop User Manual



2. Complete at least the mandatory fields (marked with an * symbol).

REGISTER FOR THE ONLINE SHOP AS RITTAL SUBSIDIARY

You register now at the Rittal Online Shop - here we offer you the possibility to order Rittal products directly online.

Your information

Company*		Department	
Title*			
First name*		Surname*	
Street*	No.*	Post code*	Town *
Region*			
VAT ID no. (e.g. GB123456789)		Company reg. no.	
Customer ID No.			
Phone*		Mobile	
E-mail*			

Choose password

Choose a password*	Repeat password*
--------------------	------------------

☐ This is to certify that I am employed with the company mentioned above and that I act on their behalf

☐ The following usage terms of the Online Shop apply.

[← Back to the login area](#)

Send

3. Confirm the general terms and conditions and click **Submit** to complete the registration.
4. After submitting the registration, you receive an automated **e-mail with a validation link** with which you must confirm your e-mail address. You can log in with your e-mail address and the selected password after one workday at the latest.

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Login after registration

The meta navigation on the right takes you to the **Login area** of the Online Shop or back to your **personal homepage** at any time:

<https://www.rittal.com/de-de/shop/myrittal>

Welcome to the Rittal Online Shop

In the Rittal Online Shop you can order Rittal products directly online and have access to even more functions.

Login

Login

Password reset →
You can reset your password here.

No account yet?

Register →
You can register a new account here.

Reset password

1. If you have forgotten your password, you can reset it via **Password reset**. You then receive a link via e-mail.
2. After seven failed logins, your account is locked for security reasons. In this case, contact your customer advisor.
3. If you are not yet in contact with us, you find the correct contact at Rittal here:

<https://www.rittal.com/de-de/Unternehmen/Kontakt>

Login

Password reset →
You can reset your password here.

No account yet?

Register →
You can register a new account here.



Rittal Online Shop User Manual

4. You can also change your **password** at any time in the **Login area**.

New password

Confirm password

Login area – Your homepage

Your homepage provides an overview of your data, various functions and an overview of your open actions.

My Rittal Shop

Current cart  2 products are in your cart.

To cart

Your overview

 Wishlist
 Quotation history
 Order history
 Spare parts
 Delivery addresses
 Customer data
 Password
 Product Favorites

Short overview of your data

Mr. Steve Mitchell
D Benson (Controls) Ltd
Beckbridge Road -
UK-WF6 1QS Normanton

Customer ID No.
0001020960

Contact
Any questions?
Find our contact details here

[More →](#)

SCHALTSCHRÄNKE

STROMVERTEILUNG

KLIMATISIERUNG

IT-INFRASTRUKTUR

SOFTWARE & SERVICE



Rittal Online Shop User Manual

Shopping cart

All articles for an online order are placed in the shopping cart.
The various shopping cart functions are explained below.

Shopping cart

CSV import Excel Import Load from watchlist

Add to cart	Product code: 	Quantity: 1	Aktionen
Add line +	Quantity PU = 1 piece		
			Add to cart

My current shopping cart

Create project in cart

Project name	OK
---	-----------

Aktionen

Update cart

Clear Cart

CSV export

Excel Export

Total net price 0.00 €
plus 19% VAT: 0.00 €

Note: If you increase your order value by 500.00 €, you qualify for the next higher discount level!

Your customer ID no.: 0095007304

Total price 0.00 €

Back

SCHALTSCHRÄNKE

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Filling the shopping cart via the product catalogue

1. You can place the article in the shopping cart on the product detail pages of the website.
2. To fill the shopping cart, enter the appropriate quantity and click **Add to cart**.

... | ... | ... | Enclosure systems | Baying enclosure system... | Baying enclosure system... | 8806000

Product lifecycle: **Active** Availability: **in stock**

Article number: **VX 8806.000**

Baying enclosure system VX25 Basic enclosure

The standard in enclosure manufacturing: Enclosure frame with one front door, rear panel, mounting plate, roof plate, divided gland plates. Perfectly suited to efficient enclosure interior installation.

1 article(s) deliverable on 04/11/2022

1 **Add to shopping cart** **Configure product**

No. of packs * * 1 pack = 1 pc(s).

Filling the shopping cart via CSV import

1. In the shopping cart, click **CSV import**
2. Go to **Choose file** and select your local CSV file
3. Alternatively, the **CSV Template** format template is available for download.
4. Confirm the upload by clicking **Start Upload**

CSV import Excel Import Load from watchlist

CSV Upload

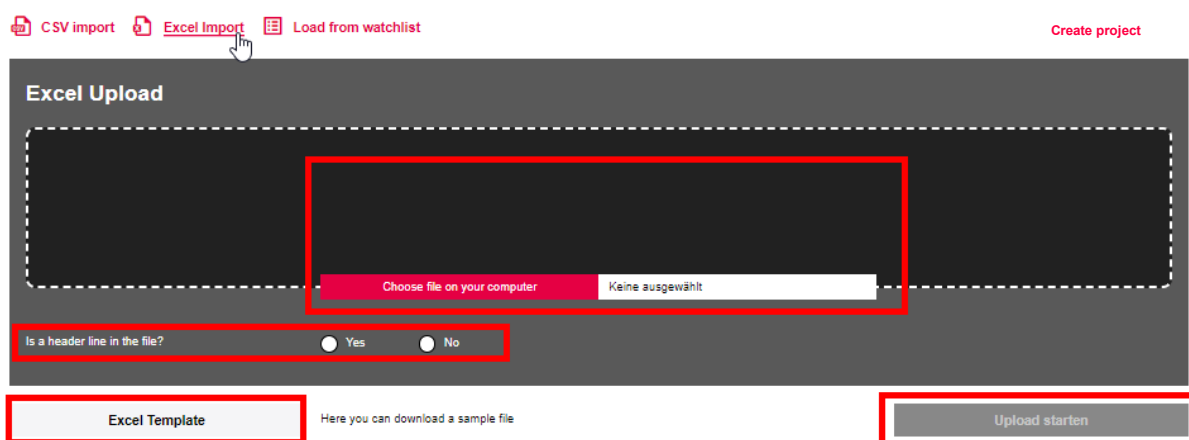
Choose file on your computer Keine ausgewählt

CSV Template Here you can download a sample file **Start Upload**

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Filling the shopping cart via Excel Import

1. Select **Excel Import** in the shopping cart.
2. Click **Excel Template** to download a template of the file.
3. Select your local Excel file. You can insert your file via **Choose file** or via **Drag & Drop**.
4. Select whether there is a **header line** in your file.
5. Confirm the upload by clicking **Start Upload**.

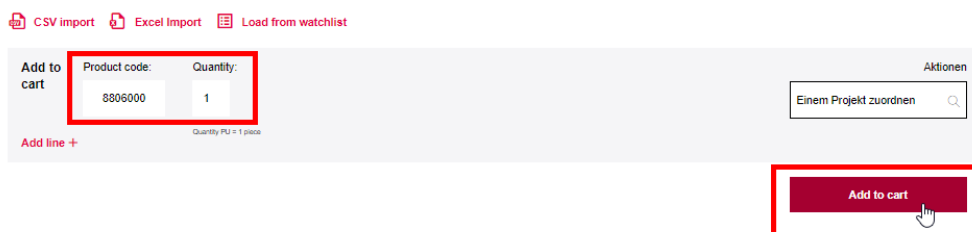


The interface shows the 'Excel Upload' section. At the top, there are three tabs: 'CSV import', 'Excel Import' (selected), and 'Load from watchlist'. A 'Create project' link is on the right. Below the tabs is a large dashed box for file upload. Inside this box, there is a red-bordered area containing a 'Choose file on your computer' button and a text field showing 'Keine ausgewählt'. Below this, there is a question 'Is a header line in the file?' with 'Yes' and 'No' radio buttons. At the bottom, there is an 'Excel Template' button on the left and an 'Upload starten' button on the right. A link 'Here you can download a sample file' is also present.

Filling the shopping cart via direct input

1. Enter the product code and change the quantity appropriately.
2. Then **Add to cart**.

Shopping cart



The interface shows the 'Add to cart' section. At the top, there are three tabs: 'CSV import', 'Excel Import' (selected), and 'Load from watchlist'. Below the tabs is a table with two columns: 'Product code' and 'Quantity'. The 'Product code' field contains '8806000' and the 'Quantity' field contains '1'. To the right of the table is a button 'Add to cart'. Below the table, there is a link 'Add line +'. To the right of the table, there is a section 'Aktionen' with a button 'Einem Projekt zuordnen' and a search icon. Below the 'Add to cart' button, there is a section 'Create project in cart' with a 'Project name' field and an 'OK' button.

My current shopping cart

3. If you want to **acquire several articles**, click **Add line**.

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Then add the article to the shopping cart.

[CSV import](#) [Excel Import](#) [Load from watchlist](#)

Add to cart	Product code: 8806000	Quantity: 1	Aktionen Einem Projekt zuordnen
Add line +			
Add to cart	Product code:	Quantity: 1	Aktionen Einem Projekt zuordnen
Add line +			
Add to cart	Product code:	Quantity: 1	Aktionen Einem Projekt zuordnen
Add line +			

Add to cart

Reopening a saved shopping cart

1. Reload one of your watchlists into the shopping cart.

[CSV import](#) [Excel Import](#) [Load from watchlist](#)

Add to cart	Product code: 8806000	Quantity: 1	Aktionen Einem Projekt zuordnen
Add line +			

Add to cart

My current shopping cart

Create project in cart

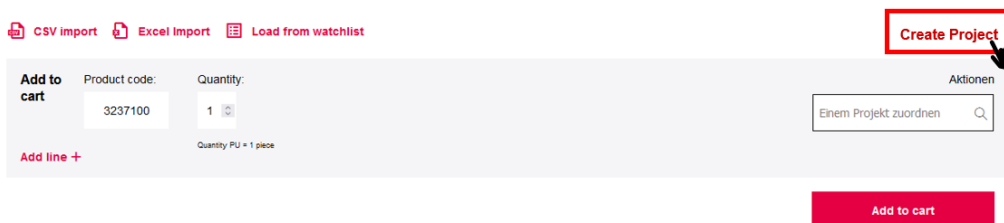
Project name	OK
--------------	----

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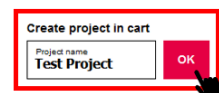
Dividing the shopping cart into projects

1. You can divide your shopping cart into projects. To do this, select **Create project** and give your project a **project name**. You then find your project entry **below the shopping cart**.

Shopping cart

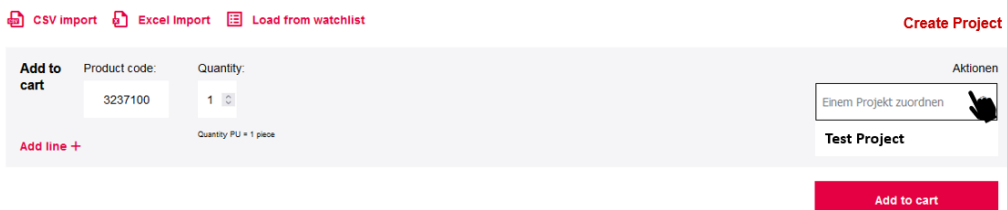


My current shopping cart



2. Once a project has been created, article items can be assigned to the project directly when filling the shopping cart. Alternatively, the individual items can be assigned to a project by Drag & Drop.

Shopping cart



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Mein aktueller Warenkorb

Projekt im Warenkorb anlegen

Projekt: Test Projekt

Position 10

Artikelnummer 3237.100

Menge 1

SK Filterlüfter TopTherm
20/25 m³/h, 230 V, 1-~, 50/60
Hz GHT: 116,5 x 116,5 x 16
mm

1 ist verfügbar zum
27.10.2022

	Preis/ME (EUR)	Preis (EUR)
Basis-/Listenpreis	39,10 €	39,10 €
Webshop Rabatt	-1,00 %	-0,39 €
Nettopreis		38,71 €

Aktionen
Test Projekt

Aktionen

- Warenkorb aktualisieren
- Warenkorb leeren
- Angebot anfordern
- Preise als PDF
- CSV Export
- Excel Export

Änderungen und Irrtümer vorbehalten. Alle Angaben ohne Gewähr.
Alle Kosten und Rabatte sind direkt in den Preisen verrechnet. [Zur Info](#)
*Wenden keine Freirabatte (50%/-) unterhalb dem Bestellwert ohne MwSt.
ausgewiesen, erfolgt die Lieferung Ab Werk (EXW).

Bestellwert ohne MwSt.

39,88 €

inkl. Verpackungskosten:

1,17 €

zzgl. MwSt. 19%:

7,58 €

Hinweis: Wenn Sie Ihren Auftragswert um 480,90 € erhöhen, erreichen Sie eine höhere
Rabattstufe.

Gesamtbetrag

47,46 €

Warenkorb speichern

Zur Bestellvorschau

3. Projects can be deleted via the "x" on the right edge of the screen.

Projekt: Test Projekt

Aktionen

Update cart

Clear Cart

CSV export

Excel Export

Total net price

plus 20% VAT:

0.00 €

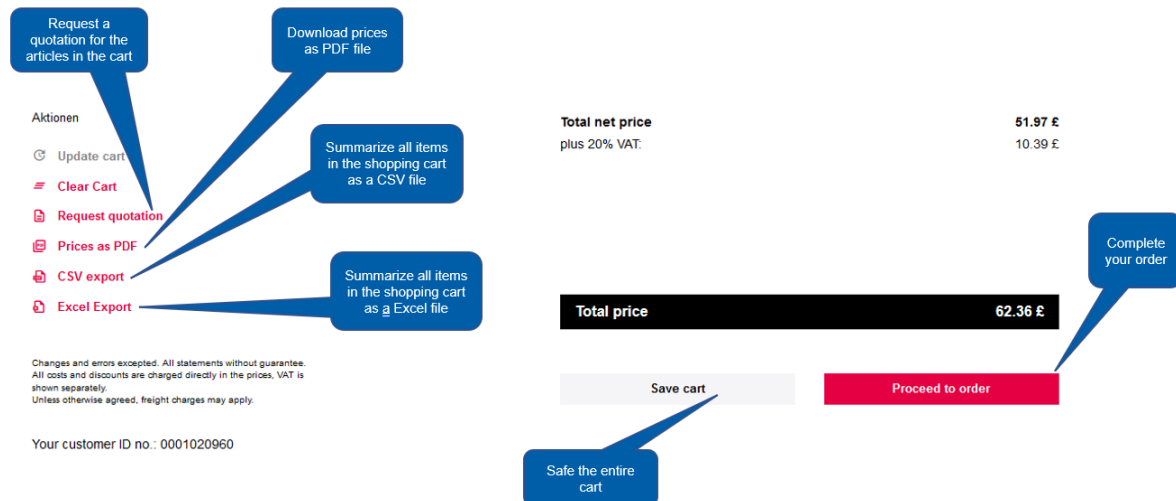
0.00 €

Test Project

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Further actions of the shopping cart summarised



Certain actions for your filled shopping cart can be performed in the **lower area of the shopping cart**.

- **Update cart:** For example, after changing quantities
- **Clear cart:** Clear the complete shopping cart
- **Request quotation:** Request a quotation and leave an additional note for your customer advisor
- **Prices as PDF:** Generate a PDF overview for your shopping cart
- **CSV export:** Export your shopping cart as CSV file
- **Excel export:** Export your shopping cart as Excel file

Rittal Online Shop User Manual

Saving a shopping cart / creating a watchlist

1. Click **Save cart**.
2. Enter a name for the watchlist and click **Save cart**.

Aktionen

- Update cart
- Clear Cart
- Request quotation
- Prices as PDF
- CSV export
- Excel Export

Your customer ID no.: 0095007304

Total net price 505.92 €
Packaging costs added: 14.88 €
plus 19% VAT: 96.12 €

Note: If you increase your order value by 4.00 €, you qualify for the next higher discount level!

Total price 602.04 €

Save cart

Proceed to order

Cart name *

Comment

Save cart as

3. After saving, your shopping cart appears in the **Saved carts** area on your **personal homepage**.

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Order action – delivery address and desired delivery date

1. Add further information to your order and confirm your order request with **Buy now**.

Ordering - Overview of orders

Order number under which you want to execute the order; if not needed, leave the field blank. The field is limited to a maximum of 35 characters.

Enter purchase order no.

Entry

Add your personal order number to the shopping cart

Articles that are ordered:

Projekt: Test Project

Preferred delivery date 

Position 10

Product code 3237.100 



Menge

1 

Price/Qty (GBP)

51.97 €

Price (GBP)

51.97 €

SK fan and filter units

TopTherm 20/25 m³/h, 230 V,

1~; 50/60 Hz WHD: 116.5 x

116.5 x 16 mm

1 is available at 22.11.2022

1 VE = BA

Changes and errors excepted. All statements without guarantee.
All costs and discounts are charged directly in the prices. VAT shown separately.
Unless otherwise agreed, freight charges apply.

☐ Would you like to add an additional order note?

Your message (optional)

Add a note to your order

Change cart

Change your shopping cart

Rittal Online Shop User Manual



Delivery address

Your order is shipped to the delivery address you have provided.
You can edit the delivery address by using the "delivery address" menu of the shop functions.

Choose one of your saved delivery addresses

Filter Delivery address...
Entry

☒ **D Benson (Controls) Ltd**
Beckbridge Road -
WF6 1QS Normanton
United Kingdom

☐ **D Benson Controls Ltd 6 Beckbridge Ind Estate**
Ripley Drive
WF6 1QT Normanton
United Kingdom

☐ **Mitchell**
High Street 10
S26 2AF Sheffield
United Kingdom

Add delivery address

Add up to 10 addresses

Type of shipping:

Please choose:

☒ **Complete shipment** (the articles are shipped as soon all of them are available)

☒ Do you have any preferred delivery date?

Preferred delivery date

Specify a delivery date

☒ I accept the the General Terms and Conditions of Sale and Delivery.
If software is purchased, I also accept the General Terms and Conditions of Sale and Delivery for Software .

Confirm the Terms & Conditions

Order will only be shipped once all items are available

Buy now

- When you have placed the order, you receive an automated summary of your order as e-mail. **Note that the automated receipt confirmation does not constitute an order confirmation.** You receive the order confirmation separately later. Depending on your requirements, the dispatch can either be performed directly or take one workday (e.g. for requests for special configurations).

Rittal Online Shop User Manual

Managing saved shopping carts

The **Saved carts** area can be found via your homepage.

Saved shopping carts can be transferred again **to the shopping cart, shared** with other Online Shop users or **deleted**.

Current cart
 9 products are in your cart.
 [To cart](#)

Open orders
0 Open orders since 12.02.2023
 [To orderoverview](#)

Your overview

-  Rightsmanagement
-  **Saved carts**
-  Quotation history
-  Order history
-  Spare parts
-  Delivery addresses

Short overview of your data

Mr. Max Mustermann
 Rittal GmbH & Co. KG
 Auf dem Stützelberg 2
 DE-35745 Herborn

Customer ID No.
 0021731101

1. Opening a saved shopping cart and displaying item details

Description	saved	
Test Cart 2 Rittal Online	18.11.2022 11:47 AMoclock	   
Test Cart Rittal Shop	18.11.2022 11:43 AMoclock	   

2. Transfer a saved shopping cart to the current shopping cart again.

Description	saved	
Testwarenkorb Test	14.11.2022 2:42 PMoclock	Add to cart    
821	11.11.2022 8:30 AMoclock	   
RITS-821	11.11.2022	   

3. **Share a saved watchlist:** The watchlist can be shared with registered Online Shop users.

Description	saved	Share	
Testwarenkorb Test	14.11.2022 2:42 PMoclock		+
821	11.11.2022 8:30 AMoclock		+
RITS-821	11.11.2022 8:30 AMoclock		+

4. **Delete a saved watchlist:** The watchlist **is deleted immediately** – no confirmation is requested or sent.

Description	saved	Delete	
Testwarenkorb Test	14.11.2022 2:42 PMoclock		+
821	11.11.2022 8:30 AMoclock		+
RITS-821	11.11.2022		.

Order tracking

The **Order tracking** area can be found via your personal homepage. This area shows all orders that have been placed by your customer number via the Online Shop or partially via your customer advisor.

1. Searching for orders

The corresponding search fields can be used to select the result display according to the following criteria:

- 1.1 Rittal order number
- 1.2 Personal part number
- 1.3 Open orders
- 1.4 Period

Rittal Online Shop User Manual



Auswahl durch Suche über Arbeitszeitraum

Von 15.11.2022 Bis 18.11.2022

Select by order no. Select by purchase order number ☐ Only open

[Suche zurücksetzen](#)

2. The order data can be viewed in the **Details**.

Persönliche Bestellnummer: 31651065645 Auftrag 213212332	
Persönliche Bestellnummer: 31651065645 Auftrag 213212332	+
Persönliche Bestellnummer: 31651065645 Auftrag 213212332	+

3. For each order, the available documents can be downloaded again as PDF. **Document download** is also possible for available documents for each order item.
4. Various **actions** can be performed for **Select order item**:
- 4.1 Transfer the order item to the shopping cart again
 - 4.2 Display the status of the order item
 - 4.3 Display or use a configuration again
 - 4.4 Request CAD data for a configuration

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Persönliche Bestellnummer: 31651065645
Auftrag 213212332

Auftragsdetails

25.08.2022 | 10:52:50
Positionen: 13
Gesamtwert: 1.126,62 €

[Dokumente](#) ²
[Auftragsbestätigung](#) ¹
[Rechnungen](#)
[Lieferscheine](#)

☒ **Auftrag eingegangen**
Montag, den 19.09.2022

☒ **In Bearbeitung**
Montag, den 19.09.2022

☐ **Versandfertig (Warenausgang)**
Geplant:
Montag, den 19.09.2022

Auftragspositionen (13)

Ansicht:

all ☐	Fav.	Artikelnr. + ME	Projektname	Kunden Artikel Nr.	Komm.	Preis	Artikelbeschreibung	Auftragsstatus	L
☐		1 x 1 ST 123456	Projekt 42	123456	Lorem	500,00€	Lorem Ipsum	Lorem Ipsum	
☐		2 x 1 ST 123456		123456	Lorem Ipsum	500,00€	Lorem Ipsum	Lorem Ipsum	
☐		1 x 1 ST 123456		123456	Lorem	500,00€	Lorem Ipsum	Lorem Ipsum	
☒		5 x 1 ST 123456		123456	Lorem Ipsum	500,00€	Lorem Ipsum	Lorem Ipsum	
☐		2 x 1 ST 123456		123456	Lorem Ipsum	500,00€	Lorem Ipsum	Lorem Ipsum	

Für Ihre Auswahl

Aktion wählen

CTA

Lieferung an:
Warenempfänger 3000
Rittal GmbH und Co. KG
Auf dem Stützelberg 1
DE-12345 Herborn

Quotation tracking

A separate area of the **Quotation tracking** can be found via your personal homepage. All quotations that have been ordered by your customer number via the Online Shop can be found in this area with the **following administration options**:

1. Search for quotations via quotation number and period
2. Display the validity of quotations
3. Transfer a quotation to the shopping cart again

Finding spare parts

You can search for suitable spare parts for Rittal products.

1. Enter the Rittal product code in the appropriate field or scroll to the appropriate product code.

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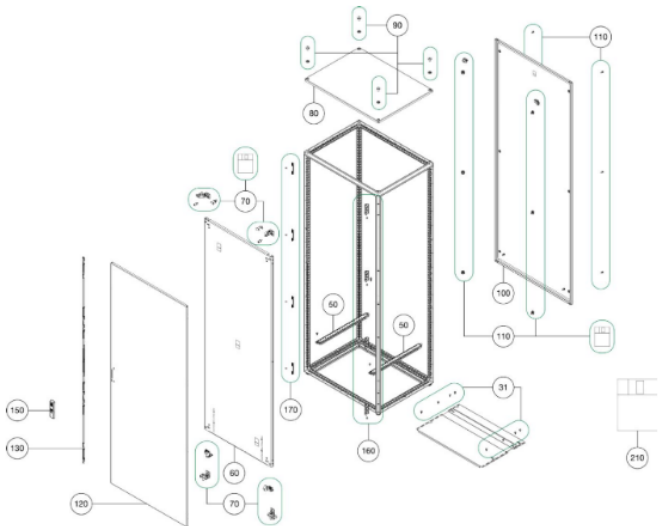
Looking for the right spare part for your Rittal product? Enter the **Model Number of your device** in the search box and you will be shown a list of matching spare parts.
If you have a special product or cannot find the Model Number, you can use the contact form to send us an enquiry. We will get back to you as soon as possible.

Article number

2. The selected article is shown as an explosion drawing with the available spare parts.

Spare parts for 8806000

[To product page](#)



[Download](#) (in high resolution)

Item	Name	Wish list	Valid from	Order number
30	Gland plate for VX, VX IT, VX SE	Add to wish list	---	8001211
30	Gland plate for VX, VX IT, VX SE	Add to wish list	---	8001223
30	Sliding panel for VX, VX IT, VX SE	Add to wish list	---	8001241

3. Clicking the **Add to cart** button allows you to directly order the selected spare part from the Rittal Online Shop.

Managing delivery addresses

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As many as 10 different delivery addresses can be created and managed in the **Delivery addresses** area.

1. Adding a delivery address

DELIVERY ADDRESS DIFFERENT FROM MAILING ADDRESS

You need a delivery address different from your mailing address? You can specify up to 10 delivery addresses.

☒ Rittal GmbH & Co. K Auf dem Stützelberg 1 35745 Herborn Germany	☐ Cookiedough GmbH Keksstraße 1 12345 Herborn Germany	☐ Rittal Haiger 1 12354 Haiger Germany	☐ TEST STRASSE 1 12345 herborn Germany
☐ TEST STRASSE 1 12345 herborn Germany	☐ Rittal Online Onlineshop Onlineshopstrasse 8 34574 Herborn Germany	☐ wsvc svfdb sdv sdvf 12222 fb Germany	☐ wsvc svfdb ww w 12345 wev Germany

[Add delivery address](#)

[← Back](#)

Enter the details and click **Save**.

DELIVERY ADDRESS DIFFERENT FROM MAILING ADDRESS

You need a delivery address different from your mailing address? You can specify up to 10 delivery addresses.

Company name / First name, surname*		Name 2	
Street *	No.*	Post code*	Town*

Save

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2. Deleting a delivery address

Mark the appropriate address and click **Delete delivery address**.

Note: There is no security prompt to confirm the deletion action.

DELIVERY ADDRESS DIFFERENT FROM MAILING ADDRESS

You need a delivery address different from your mailing address? You can specify up to 10 delivery addresses.

☐ Rittal GmbH & Co. K Auf dem Stützelberg 1 35745 Herborn Germany	☒ Cookiedough GmbH Keksstraße 1 12345 Herborn Germany	☐ Rittal Haiger 1 12354 Haiger Germany	☐ TEST STRASSE 1 12345 herborn Germany
☐ TEST STRASSE 1 12345 herborn Germany	☐ Rittal Online Onlineshop Onlineshopstrasse 8 34574 Herborn Germany	☐ wsvc svfdb sdv sdvl 12222 fb Germany	☐ wsvc svfdb vv vv 12345 vev Germany

[Delete delivery address](#) [Add delivery address](#)



Personal data

Your personal data can be customised and your change requests sent to us in this area. After implementation you are informed by e-mail.

PERSONAL DATA FOR YOUR ACCOUNT

If you wish to edit your data, please click on "save" to ensure your amendments have been incorporated.

Mr.			
First name* Max		Surname* Mustermann	
Company* Rittal GmbH & Co. K		Company form*	Department
Street* Auf dem Stützelberg	No.* 1	Post code* 35745	Town* Herborn
VAT ID no. (e.g. GB123456789)* DE111796669		Phone 027725052686	Mobile
E-mail* mustermann@rittal.de			

Send



Specifying product favourites

1. **Mark** an article in the shopping cart as favourite and maintain a **list** of your product favourites.

Position 10

Product code 8806.000



Menge

1

1 VE = ST

Price/Q'ty (EUR)

Basic/List price

Webshop discount

Net price

496.00 €

- 1.00 %

491.04 €

Price (EUR)

496.00 €

- 4.96 €

491.04 €

Aktionen

Einem Projekt zuordnen

1 is available at 03.11.2022

2. Your product favourites in the desired quantity can be **added to the current shopping cart** in the overview.

Product Favorite

Material	Description	
3237.100	SK fan and filter units TopTherm 20/25 m³/h, 230 V, 1~, 50/60 Hz WHD: 116.5 x 116.5 x 16 mm	Menge 1 Quantity PU = 1 piece
3359.600	SK cooling unit Blue e roof-mounted 0.77 kW, 230 V, 1~, 50/60 Hz Stainless steel WHD: 597 x 417 x 380 mm	Menge 1 Quantity PU = 1 piece

Rittal – The System.

Faster – better – everywhere.

- Enclosures
- Power Distribution
- Climate Control
- IT Infrastructure
- Software & Services

You can find the contact details of all Rittal companies throughout the world here.



www.rittal.com/contact

EN03/2023

ENCLOSURES

POWER DISTRIBUTION

CLIMATE CONTROL

IT INFRASTRUCTURE

SOFTWARE & SERVICES



FRIEDHELM LOH GROUP