

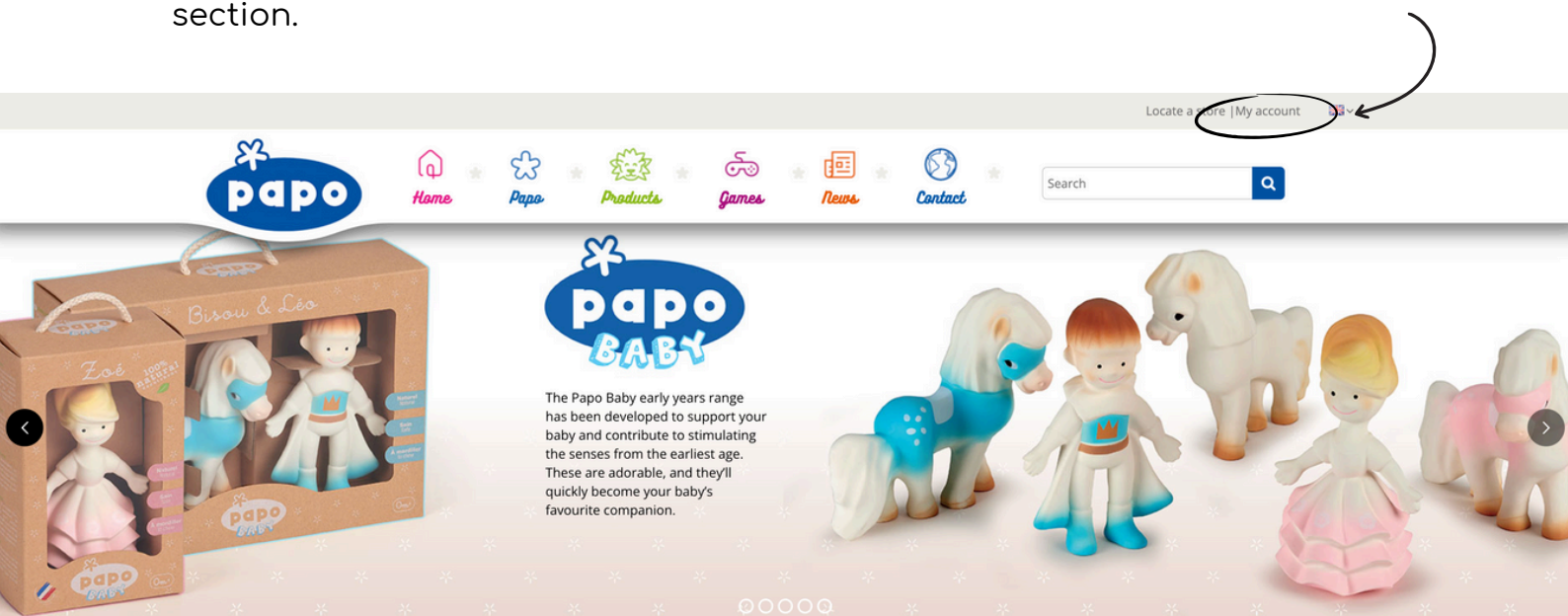


Guide to creating a customer account on the Papo website

On the Papo website, the procedure varies depending on your situation: if you are not yet a Papo customer, your first order will be placed with the support of a sales representative. If you are already a customer but have not yet created your professional online account, simply fill out the dedicated form to be able to order directly from the website.

A. I am not a Papo customer and I don't have a customer number.

1. Go to the website www.papo-france.com, then click on the "MY ACCOUNT" section.



2. Enter your email address in the designated field and click on "Create an account".


Authentication

CREATE AN ACCOUNT

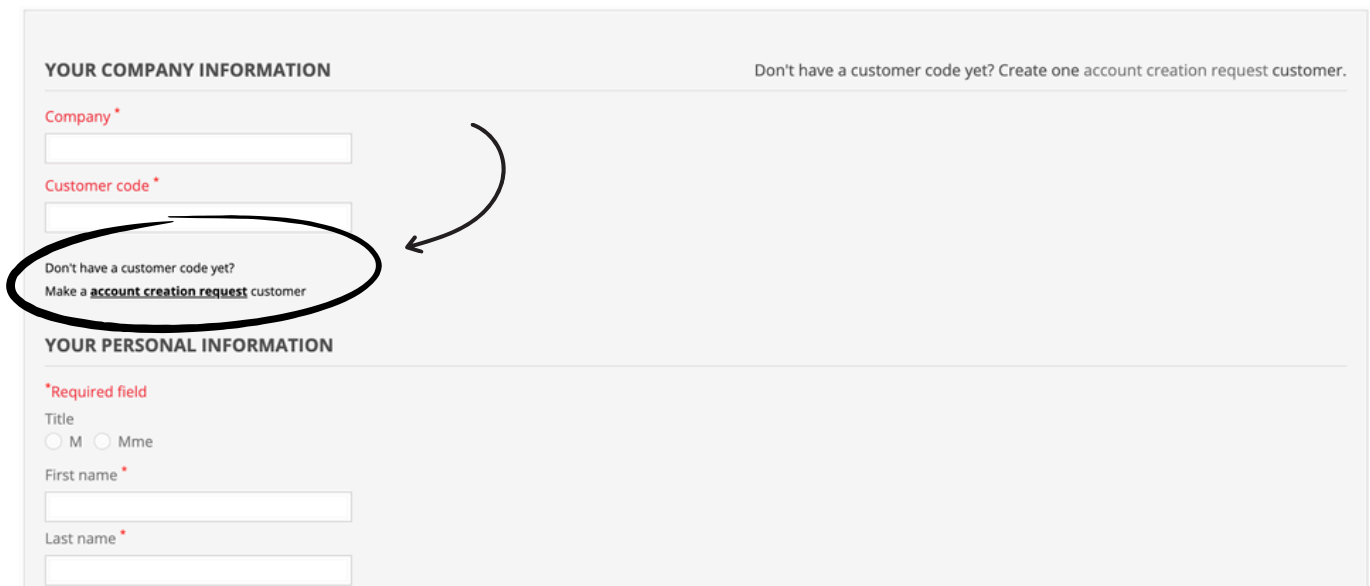
Please enter your email address to create an account.

Email address

Account creation is reserved for professionals.

 Create an account

3. Click on account creation request or on this link: https://www.papo-france.com/en/module/papo_site/form



The screenshot shows a web form titled "YOUR COMPANY INFORMATION" and "YOUR PERSONAL INFORMATION". In the "YOUR COMPANY INFORMATION" section, there are two input fields: "Company" and "Customer code". Below the "Customer code" field, there is a link that says "Don't have a customer code yet? Make a account creation request customer". This link is circled in black, and a curved arrow points from it to the "Customer code" input field. In the "YOUR PERSONAL INFORMATION" section, there is a "*Required field" label, a "Title" section with radio buttons for "M" and "Mme", and input fields for "First name" and "Last name".

4. Complete the account creation request form.

Request for account creation

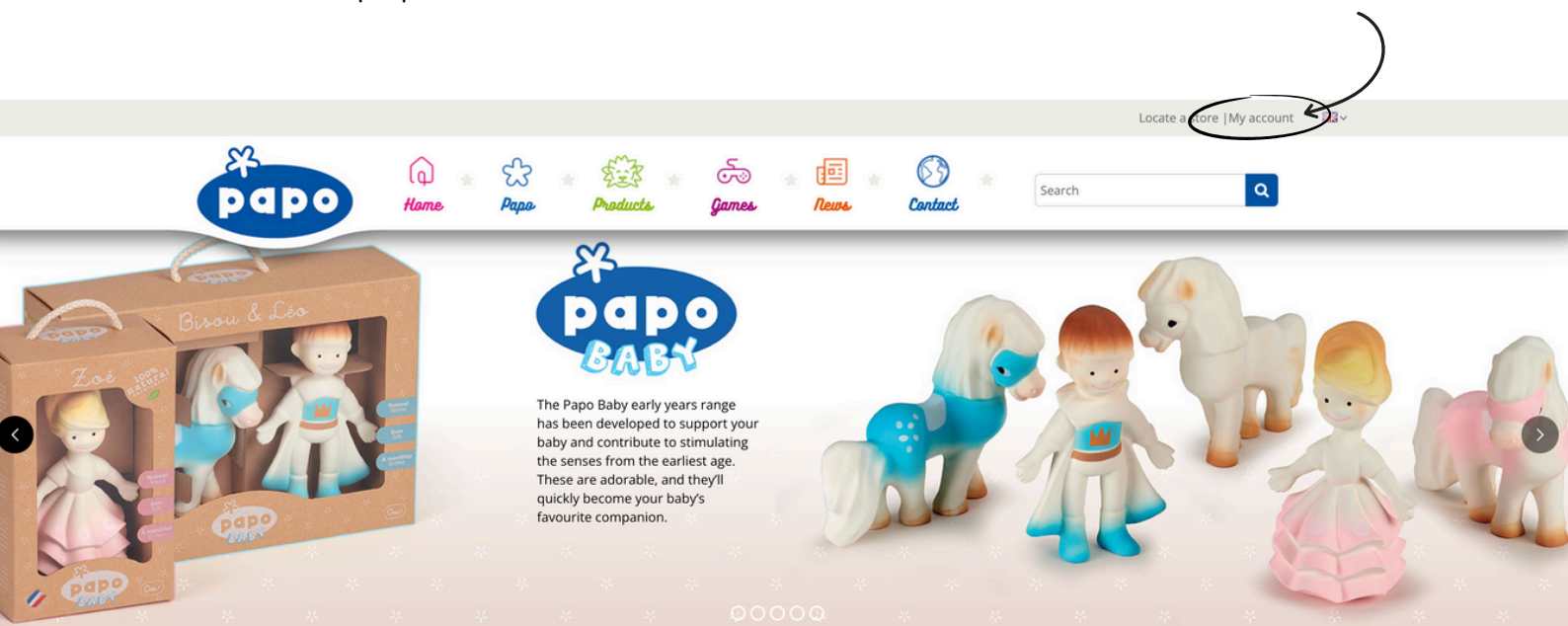


The form is titled "Request for account creation" and contains several input fields. The fields are: "Company", "Address", "City", "Sector of activity", "Name", "Email", and "Phone". There are also two additional fields: "Postcode" and "Country". A green button labeled "TO VALIDATE" is located at the bottom right of the form.

5. Your request has been sent. A member of our sales team will contact you shortly to help you place your first order.

B. I'm already a Papo customer but I haven't yet created my professional space on the website.

1. Go to www.papo-france.com, then click on 'MY ACCOUNT'.



2. Fill in your email address in the field provided and click on 'Create your account'.


Authentication

CREATE AN ACCOUNT

Please enter your email address to create an account.

Email address

Account creation is reserved for professionals.

 [Create an account](#)

3. Fill in all the fields on the form with your details, then click on register.
Your **customer code** can be found at the top left of your first invoice.

Create an account

YOUR COMPANY INFORMATION

Don't have a customer code yet? Create one account creation request customer.

Company *

Customer code *

Don't have a customer code yet?
Make a **account creation request** customer

YOUR PERSONAL INFORMATION

*Required field

Title

☐ M ☐ Mme

First name *

Last name *

Email *

f

Password *

(Five characters minimum)

☐ Sign up for our newsletter!

☐ Receive special offers from our partners!

YOUR ADDRESS

First name *

Last name *

Address *

Street address, P.O. Box, Company name, etc.

Address (Line 2)

Apartment, suite, unit, building, floor, etc...

City *

Country *

- ▾

Additional information

4. You will receive a confirmation email once your customer account has been activated. After receiving this email, you will then be able to log in to your online account and place an order.