

Uputstvo za kupovinu

www.galleryas-art.com

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Introduction

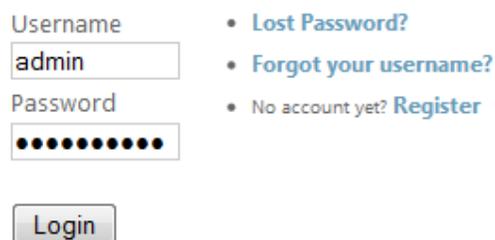
For successful shopping over our web site it is important to complete a few basic steps of online shopping – to choose certain articles, payment method and delivery method. It is important to know that a whole process is a bit different when you are shopping out of Serbia. For complete information please read the Terms of Service.

Shopping could be done in five or six steps depending on payment method.

User Registration

According to our web site policy, user registration is required for online shopping. The reason for that is defense against malicious software for automatic shopping and determination of customer's identity. You can view our paintings if you are not registered or logged in but you can't buy them.

The registration process is very simple. In a bottom of the page you can find a login panel (image 1a).



Username
admin

Password
●●●●●●●●

Login

- [Lost Password?](#)
- [Forgot your username?](#)
- No account yet? [Register](#)

Image 1a – Login Panel

After clicking “Register” link, the registration form will open (Image 1b).

(Fields marked with * are required)

Customer Information

Email*

Username*

Password*

Confirm Password

Bill To Information

Company Name

Title ▼

First Name*

Last Name*

Middle Name

Address 1*

Address 2

City*

Image 1b – Registration Form

You will notice caption “Fields marked with * are required”. That means that you have to fill out the fields containing sign * after their names. Those fields are very important to us so we can process the order correctly (first and second name, address, phone...). Fields without * you can fill out if you want. Since you have completed the form, you will notice “Send Registration” button below it. After clicking the button review your email box. You will receive an activation link and because of that, it is very important to leave us your real e-mail address. Click on the link you’ve received in email, and you are now registered and you are able to buy any article. Of course, you have to accept the terms of use which you can read by clicking the same named link below the registration form.

Shopping

Adding products to cart

On our web site you can find the menu named Art Store located on the left side, divided in a few categories (paintings by authors, paintings by motives, paintings by technique). By using this menu you can choose some of many different sub categories where you can get the list of products that belong to this category. If you are attracted by some product, you can click the product image or link Product details. After that, you can read a detailed product characteristic or zoom the product image. If you decide to buy it, you should click on Add to cart button (Image 1).



Image 1 – Adding articles to cart

Since you've done that, your cart will open. In a case you are not registered user, the registration menu will open. After you fill out and submit, on your email the activation link will be sent. After you click it, your account will be activated and you will be able to log on. Note that all the data you enter have to be valid because they are going to be used in order shipping. Your cart is used to organize your shopping. You can add or delete products and be informed about certain product price and total price. See image 2 for more information.

 Info: The product was added to your cart.

 [Read the shopping manual](#)

Name	Code	Dimensions	Subtotal
 Beograd sa reke	1039	70x50	23.400,00 din

Total: **23.400,00 din**

[« Continue Shopping](#) [» Checkout](#)

Image 3 – Shopping Cart

In any moment of browsing our site, if you are logged-in, you can check your shopping cart by using Your Cart module. This module is located in the bottom of the site beside the rest of user modules and it looks like on the image 3.

Your Cart

1 x Beograd sa reke	23.400,00 din
<hr/>	
1 Product	23.400,00 din

[Show Cart](#)

Image 3 – Your Cart Module

After clicking the link Show Cart, you will be redirected to your shopping cart again like on the image 2. Here you can delete some products if you have changed your mind by clicking on the  symbol. After clicking the link Checkout you are being redirected on the checkout form, and after clicking the link Continue Shopping you are being redirected back to the store so you can add more products to the cart if you want. You will notice the currency expressed in dinars (din), if you want to change currency, you can find the module on the top of the site. You can pay in dinars, euros and dollars. If you choose the price in euro and want to pay in dinars using bank transaction, you should use average exchange rate. After clicking Checkout link, you are being redirected to the shopping procedure.

Performing shopping procedure

Billing Information

Company:

Full Name:

Address:
Beograd, 11000
Serbia

Phone:

Fax:

Email:

[\(Update Address\)](#)

Please select a Shipping Address!

Shipping Information :

Add a new [Shipping Address](#).

- Default (Same as Billing)

Image 4 – Personal Information

Here you can find the date you left during user account creation. If you want to change them, you should click on the link Update Address. Shipping address could be additionally specified if you click Add a new Shipping Address (checkout the image 4). Otherwise, the default option is – Default (Same as Billing) so the order will be shipped to the address you left during account creation. Click on Next>>. The next step is provides you options for paying, shipping and insuring (Image 5). You can choose on-line payment meth which means that you will pay by using credit/debit card, and also some of the traditional payment methods (if you are about to pay with credit/debit card, checkout Paying chapter and also for more information about other payment methods). You should know that the Cash on Delivery payment method is able only if you are from Serbia and the total product price is less than 300 EUR. If you choose a bank transfer as a payment method, you should pay in next 4 working days, and if you choose to pay in store, you have to come in store and pay in next 4 working days too. If you click “I want to insure my order” checkbox, Gallery AS will pay the insurance of the order and the insurance price will be calculated in total order price and you can see it. It is usually 3% of the total order price. At the and you can choose the delivery method. If you choose Mail delivery, the order will be shipped to the address you’ve left. And if you choose Personally, you should pick up your products in our store. You should know that the packaging price will be calculated if you choose the Mail delivery. Click on Next.

 [Read the shopping manual](#)

[Shipping Address](#) [Payment Method](#) Complete Order

Name	Code	Dimensions	Subtotal
 Beograd sa reke	1039	70x50	23.400,00 din

Total: **23.400,00 din**

I want to insure my order

Please select a Payment Method

Payment Method

- Cash on delivery (Serbia only up to 300€)
- Bank transaction
- Pay in store

Choose delivery method

▲
 ▼

Next >>

Image 5 – Payment Method, Delivery System, and Insurance

After you click Next, coming step is the order overview (image 6).

PLEASE REVIEW THE PROVIDED DATA AND CONFIRM THE ORDER!

Shipping Address: ~~XXXXXXXXXX~~

Skadarska 27
Beograd

Payment Method: Bank transaction

Please leave a note to us with your order if you want to:

I agree to the Terms of Service

Gallery AS is not responsible for any unwanted situation happened in case of your personal lack of information. Please read the Terms of Service before completing the order. Payment deadline for non-online payment methods is 4 working days after completing the order. After that period, the order would be cancelled if the money is not received. Thanks for using our services!

Confirm Order

Image 6 – Order Overview

Please completely review your order in this step. Here you will see the packaging price, insurance price calculated to the total price, as well as the shipping data. If you have some notes, let us know that and leave your note in the text box. Also, before submitting the order you need to check the “I agree to the Terms of Service” checkbox (image 7).

After clicking the Confirm Order button, your products are ordered, and we are waiting for the payment. After we process that payment, the order is being packed and sent to the specified address, or stay in the gallery waiting for you to come (if you choose to take it personally). In a case of on-line payment, the order will be sent immediately.

Paying

Gallery AS provides you to pay the services in a few ways. You can do that by using on-line payment and credit/debit card or even pay-pal, by using bank transfer or directly in store where you can also pay in cash or using credit/debit card. Payment deadline is 4 working days after completing the order except for on-line payment.

Bank transfer (dinars)

In Serbia, you can pay directly to the bank account by using document called “Uplatnica” or “Nalog za uplatu” (payment request) which you can find in any bank or post office. Fill it out in the following way:

Уплатилац: Your first name, second name, and address

Сврха уплате: Order

Прималац: ART-AS d.o.o. Skadarska 27, 11000 Beograd

Валута: RSD

Износ: Total order price (check the email you will receive after completing the order)

Рачун примаоца: Our account in Banca Intesa(160-162564-03)

Позив на број(одобрење): Here you should enter the order number (from confirmation E-mail)

Take a look at the correctly filled out document in the image 8.

НАЛОГ ЗА УПЛАТУ			
уплатилац	цифра плаћања	валута	износ
Petar Petrović, Novobeogradska 17, 11000 Beograd		RSD	= 26.000,00
сврха уплате	број модела	рачуни примаоца	
Плаћање наруџбине		160-162564-03	
прималац		позив на број (одобрење)	
ART-AS d.o.o. Skadarska 27, 11000 Beograd		1102	
печат и потпис уплатиоца	место и датум пријема	датум валуте	
Штампа: ЈП „Службени лист СРЈ“, Београд • бр. одобрења 612/11-02			Образац бр. 1

Image 8 – How to fill out “Uplatnica”

Bank transfer in Euros or Dollars

Use the following instructions for customer transfers if you want to pay in euros or dollars.

INSTRUCTION FOR CUSTOMER TRANSFERS IN EUR

56: Intermediary:

BCITITMM
INTESA SANPAOLO SPA
MILANO, ITALY

57: Account with institution:

DBDBRSBG
BANCA INTESA AD, BEOGRAD
MILENTIJA POPOVIĆA 7B
BEOGRAD, REPUBLIKA SRBIJA

59: Beneficiary:

/RS35160005370000165920
ART-AS DOO BEOGRAD
SKADARSKA 27
Beograd (Stari Grad)
Republic of Serbia

INSTRUCTIONS FOR CUSTOMERS TRANSFERS IN USD

56: Intermediary:

BCITUS33

INTESA SANPAOLO SPA (FORMERLY BANCA INTESA SPA NEW YORK)

NEW YORK, NY, UNITED STATES

57: Account with institution:

DBDBRSBG

BANCA INTESA AD, BEOGRAD

MILENTIJA POPOVIĆA 7B

BEOGRAD, REPUBLIKA SRBIJA

59: Beneficiary:

/RS35160005370000165920

ART-AS DOO BEOGRAD

SKADARSKA 27

Beograd (Stari Grad)

Republic of Serbia

Credit/Debit card or Pay Pal payment.

This payment method is not available yet, but we are working on it.