

FAQ-033-SETTINGS-How to update general terms and conditions?



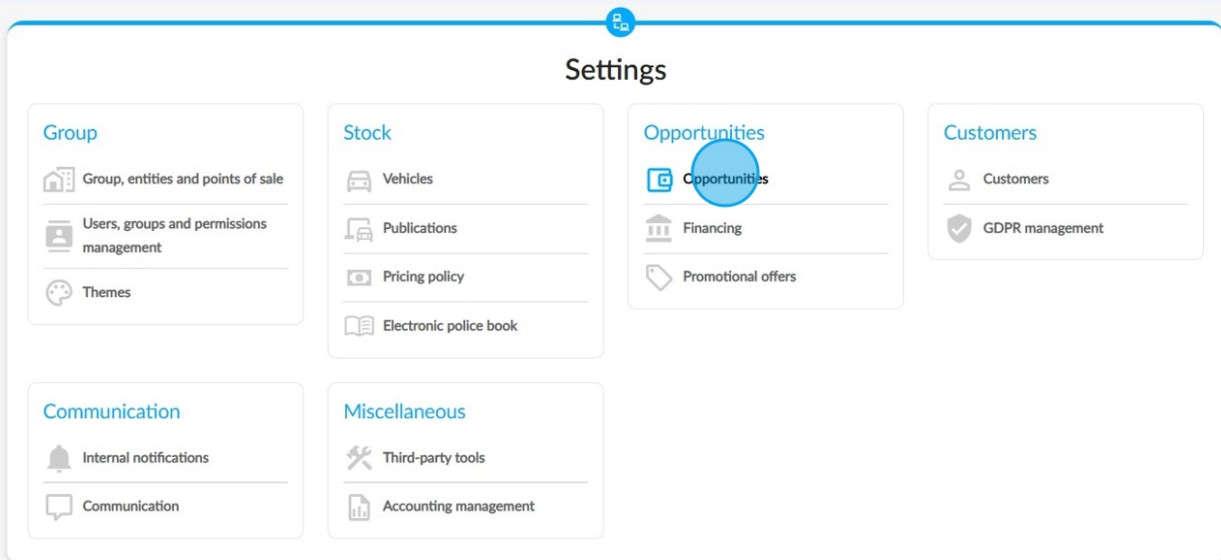
1

Prerequisite: you must have administrator's rights on the platform to be able to have access to the set up of attached documents.

The screenshot displays a user interface for a platform. At the top, the user is identified as 'Bee2link Vincent Anglais / Vincent Anglais'. A settings menu is open, showing the following options: 'Application language' (set to 'Anglais'), 'Notifications', 'Settings' (highlighted with a blue box), and 'Product tour'. Below the settings menu, there is a 'Sign out' link and a message: 'No events scheduled during next weeks.' The background shows a dashboard with a 'shortcuts' section, a 'New shortcut' button, and several data cards. One card shows '5 Vehicles' with the subtitle 'Behind on the sales cycle'. Another card shows '1 Vehicle' with the subtitle 'To be ordered from the factory'. There are also cards with '1' and '4' visible, but they are partially obscured.

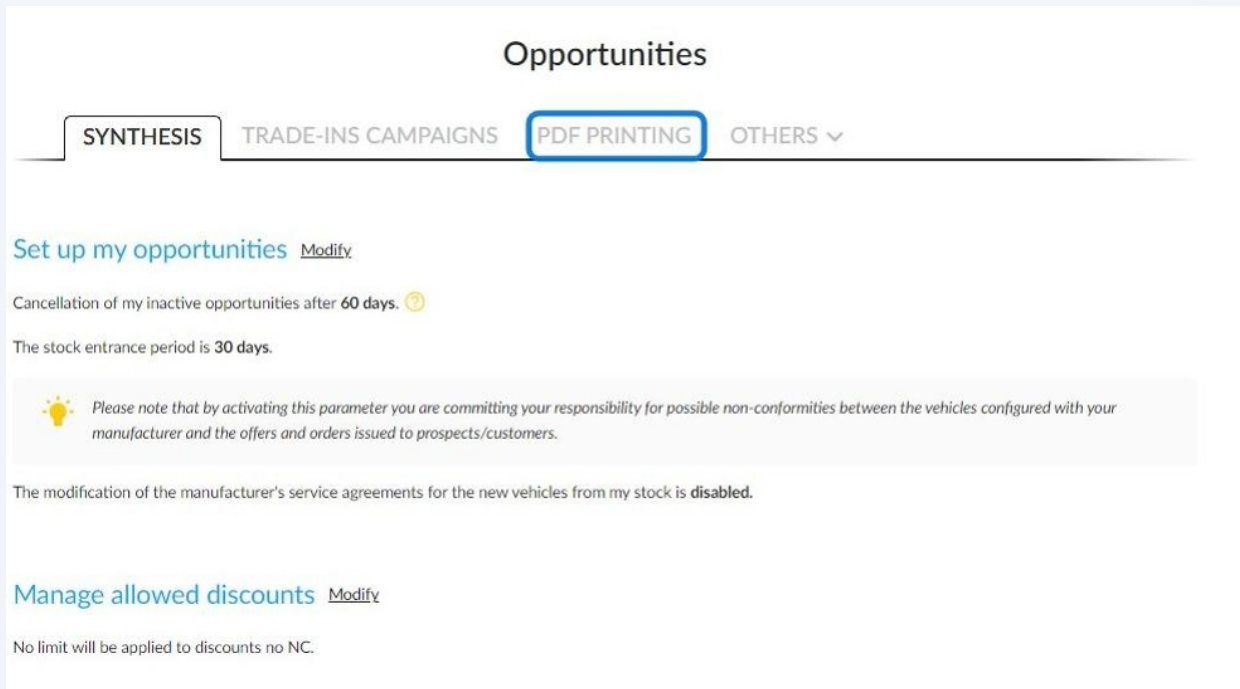
2

The configuration of attached documents is available in the "**Opportunities**" module settings.



3


Go to the "**PDF printing**" tab to add or remove an attachment.



4

Then, go to the "**Set up supporting documents for the order**" section at the bottom of the page.

Display the configuration By default ▾ [Add a new configuration](#)



 *Uploaded documents will be available to your entire group. We are not responsible for the content you upload.*

Set up supporting documents for the offer Document name


+
Add file(s)
Max. size: 5Mo

Download selection

Delete selection

<input type="checkbox"/>	Vehicle type	Associated makes	
<input type="checkbox"/>	SKODA - CGV BDC VN (Janvier 2021).pdf	All	All Modify  

Set up supporting documents for the order Document name



5

Click on the box "**Add file(s)**" to upload the new terms and conditions hosted on your PC.

SKODA - CGV BDC VN (Janvier 2021).pdf All All [Modify](#) ↓ 🗑️

Set up supporting documents for the order 🔍

+
Add file(s)
Max. size: 5Mo

Download selection Delete selection

<input type="checkbox"/>	Vehicle type	Associated makes		
<input type="checkbox"/>				

<input type="checkbox"/>	Vehicle type	Associated makes		
<input type="checkbox"/>	CGV- VN AUDI (modifié).pdf	All	All	General terms and conditions of sales Modify ↓ 🗑️

6

Once that you have uploaded the General terms and conditions, click on the "**modify**" button to change their designation and configure their publication.

Set up supporting documents for the order 🔍

+
Add file(s)
Max. size: 5Mo

Download selection Delete selection

<input type="checkbox"/>	Vehicle type	Associated makes		
<input type="checkbox"/>				
<input type="checkbox"/>	CGV- VN AUDI (modifié).pdf	UC, NC	97 makes 🤔	General terms and conditions of sales Modify ↓ 🗑️
<input type="checkbox"/>	General Terms and Conditions .pdf	All	All	Modify ↓ 🗑️
<input type="checkbox"/>	SKODA - CGV BDC VN (Janvier 2021).pdf	All	101 makes 🤔	General terms and conditions of sales Modify ↓ 🗑️

7 During this stage, you can:

- change the designations of the Ts and Cs.
- Select the type or types of car to which they will be linked when editing an order form.
- Select the make or makes to which they will apply.

Set up supporting documents for the order Document name

+

Add file(s)

Max. size: 5Mo

[Download selection](#) [Delete selection](#)

	Vehicle type	Associated makes	
<input type="checkbox"/>			
<input type="checkbox"/>	CGV- VN AUDI (modifié).pdf	UC, NC	97 makes ?
			General terms and conditions of sales Modify
<input type="checkbox"/>	General Terms and Cor	<input type="text" value="NC x DC x UC x"/>	<input checked="" type="checkbox"/> General terms and conditions of sales Save Cancel
<input type="checkbox"/>	SKODA - CGV BDC VN (Janvier 2021).pdf	All	101 makes ?
			General terms and conditions of sales Modify

8 A field is available to choose the type of vehicle.

Set up supporting documents for the order Document name

Add file(s)
Max. size: 5Mo

<input type="checkbox"/>	Vehicle type	Associated makes		
<input type="checkbox"/>	CGV- VN AUDI (modif	<input type="text" value="NC x DC x UC x"/>	<input checked="" type="checkbox"/> ABARTH x <input checked="" type="checkbox"/> AIWAYS x <input checked="" type="checkbox"/> ALFA ROMEO x (+ 95 ...)	<input checked="" type="checkbox"/> General terms and conditions of sales Save Cancel
<input type="checkbox"/>	SKODA - CGV BDC VN (Janvier 2021).pdf	All	101 makes	<input checked="" type="checkbox"/> General terms and conditions of sales Modify

9 A field is available to choose the car make or makes covered by the Ts and Cs.

Set up supporting documents for the order Document name

Add file(s)
Max. size: 5Mo

<input type="checkbox"/>	Vehicle type			
<input type="checkbox"/>	CGV- VN AUDI (modifié).pdf	UC, NC	<input type="checkbox"/> BEIJING <input checked="" type="checkbox"/> BENTLEY <input checked="" type="checkbox"/> BLUECAR GROUPE BOLLORE <input type="checkbox"/> BMW <input checked="" type="checkbox"/> BYD <input checked="" type="checkbox"/> CADILLAC	<input checked="" type="checkbox"/> General terms and conditions of sales Modify
<input type="checkbox"/>	General Terms and Con	<input type="text" value="NC x DC x UC x"/>	<input checked="" type="checkbox"/> ABARTH x <input checked="" type="checkbox"/> ALFA ROMEO x <input checked="" type="checkbox"/> ALPINA x (+ 94 ...)	<input checked="" type="checkbox"/> General terms and conditions of sales Save Cancel
<input type="checkbox"/>	SKODA - CGV BDC VN (Janvier 2021).pdf	All	101 makes	<input checked="" type="checkbox"/> General terms and conditions of sales Modify

10

To indicate that the attached documents you are adding are general Ts and Cs, tick the box intended for this purpose before saving your changes.

Set up supporting documents for the order

Document name

+
Add file(s)
Max. size: 5Mo

Download selection Delete selection

	Vehicle type	Associated makes		
<input type="checkbox"/>	CGV- VN AUDI (modifié).pdf	UC, NC	97 makes	General terms and conditions of sales Modify
<input type="checkbox"/>	General Terms and Cor	NC × DC × UC ×	ABARTH × ALFA ROMEO × ALPINA × + 94 ...	<input checked="" type="checkbox"/> General terms and conditions of sales Save Cancel
<input type="checkbox"/>	SKODA - CGV BDC VN (Janvier 2021).pdf	All	101 makes	General terms and conditions of sales Modify

11

The new general Ts and Cs that you just integrated on the platform will then be available for the edition of your next orders.

Print order

Documents to be printed

Order Excl. VAT | Incl. VAT Vehicle information

Generic Vehicle description sheet

Attached documents

Select a document

- CGV- VN AUDI (modifié).pdf
- General Terms and Conditions .pdf
- SKODA - CGV BDC VN (Janvier 2021).pdf

Cancel