GARDECO

TAKE PART IN OUR ART

Manual B2B Portal

PORTAL.GARDECO.EU

Last update: 9/10/2025

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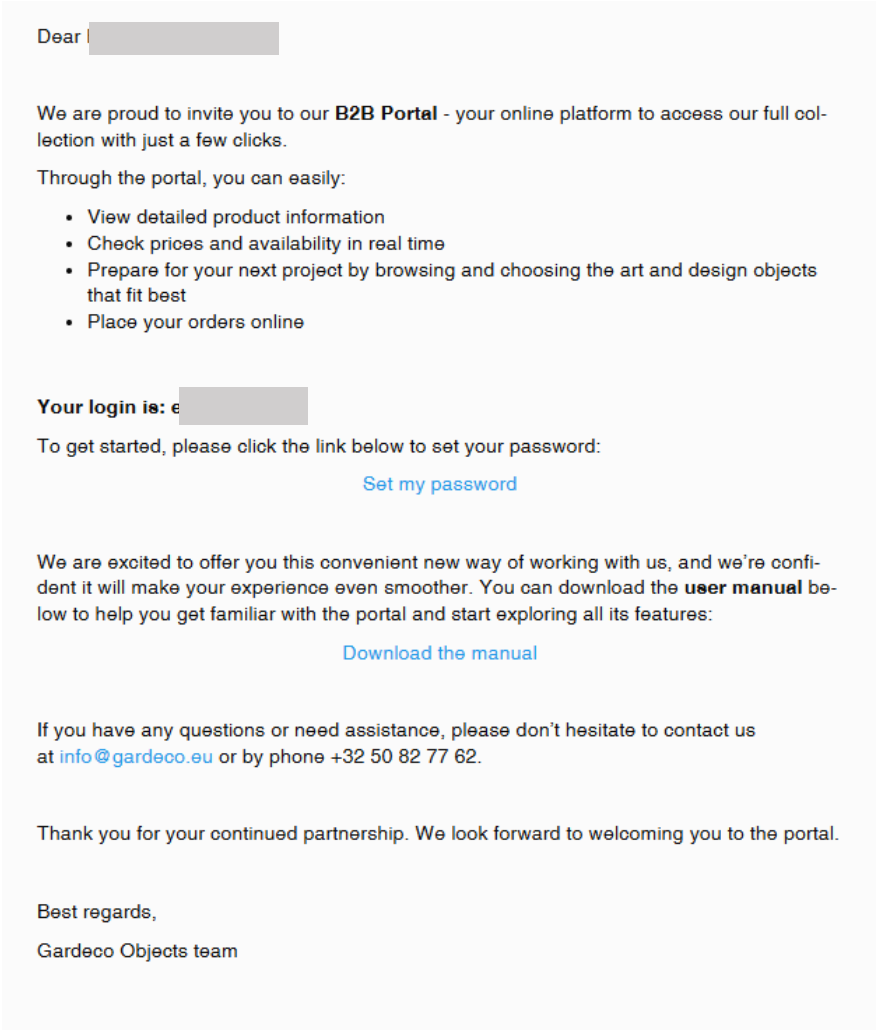
Introduction

This manual has been created to help you navigate and make full use of our new portal. Inside, you will find clear, step-by-step instructions designed to walk you through the different features and functionalities. To make things easier, all topics are neatly organized and can be quickly accessed through the table of contents.

Should you encounter any difficulties while using the portal, please do not hesitate to reach out to us. Our team is always ready to assist you and ensure that your interaction with our portal is as smooth as possible. You can easily contact us via email at sales@gardeco.eu, and we will be more than happy to provide the support you need.

Create password

To create an account, you will receive an invitation email with your personal login details. Here below, you can find an example.



Dear

We are proud to invite you to our **B2B Portal** - your online platform to access our full collection with just a few clicks.

Through the portal, you can easily:

- View detailed product information
- Check prices and availability in real time
- Prepare for your next project by browsing and choosing the art and design objects that fit best
- Place your orders online

Your login is: e

To get started, please click the link below to set your password:

Set my password

We are excited to offer you this convenient new way of working with us, and we're confident it will make your experience even smoother. You can download the **user manual** below to help you get familiar with the portal and start exploring all its features:

Download the manual

If you have any questions or need assistance, please don't hesitate to contact us at info@gardeco.eu or by phone +32 50 82 77 62.

Thank you for your continued partnership. We look forward to welcoming you to the portal.

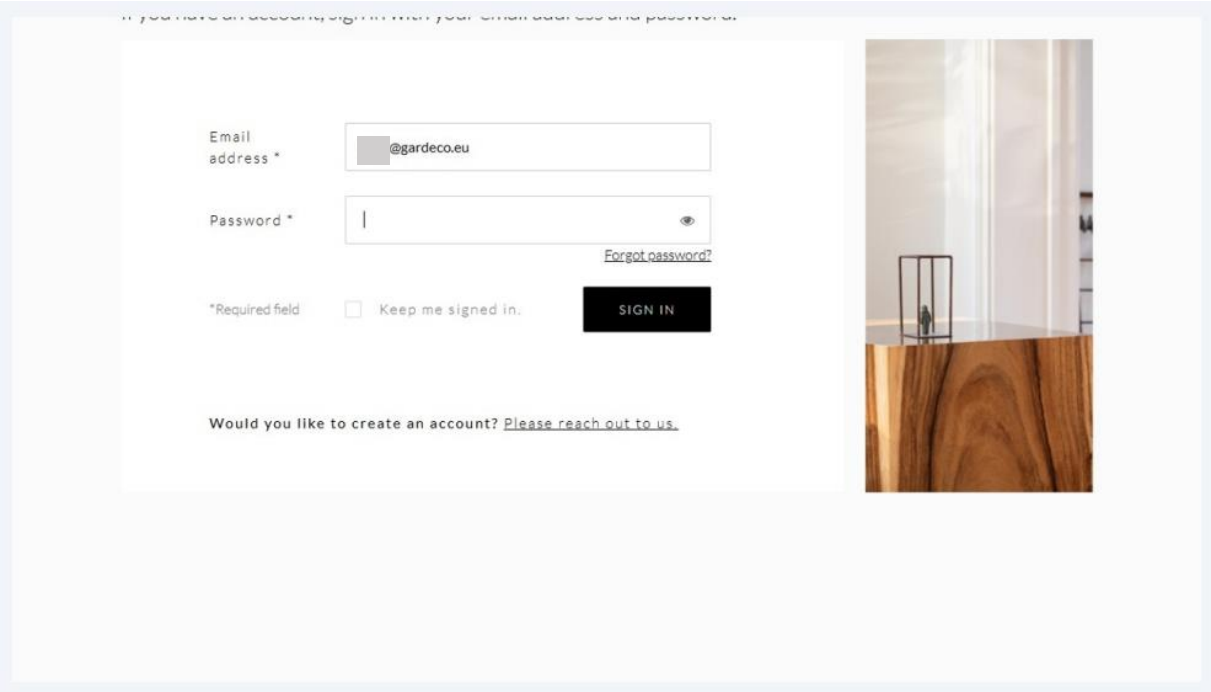
Best regards,

Gardeco Objects team

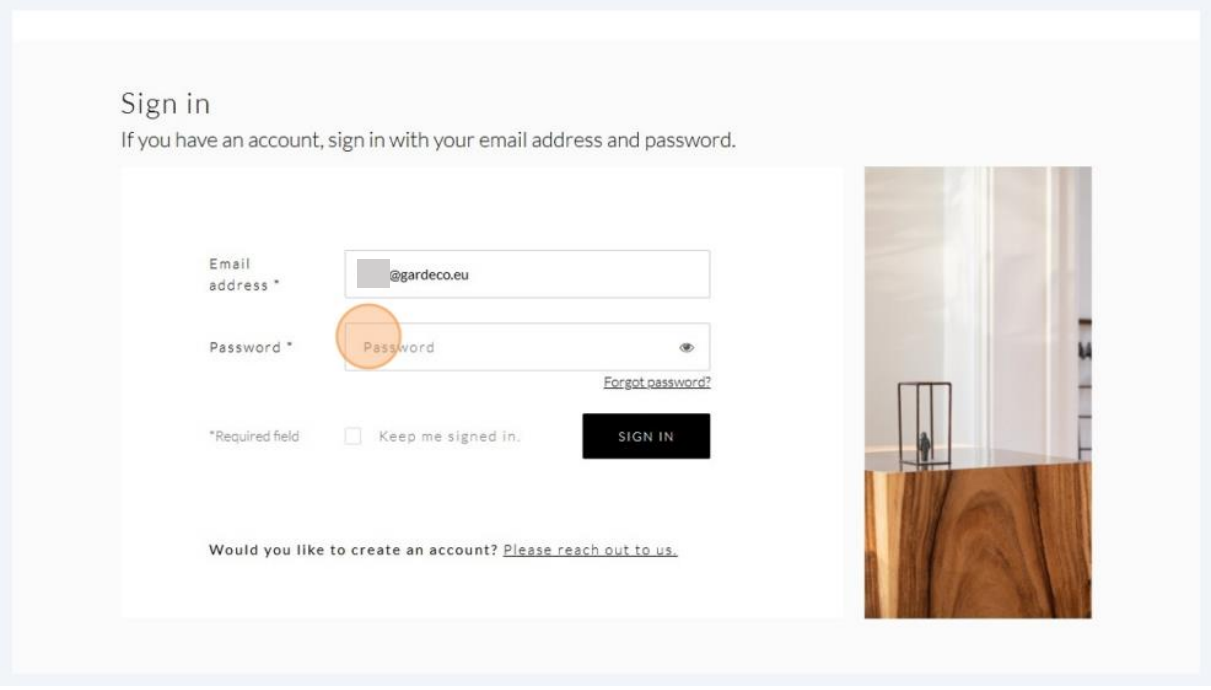
Login

To access your account, simply log in using the credentials provided to you. Once logged in, you'll be ready to explore your dashboard and manage your orders with ease.

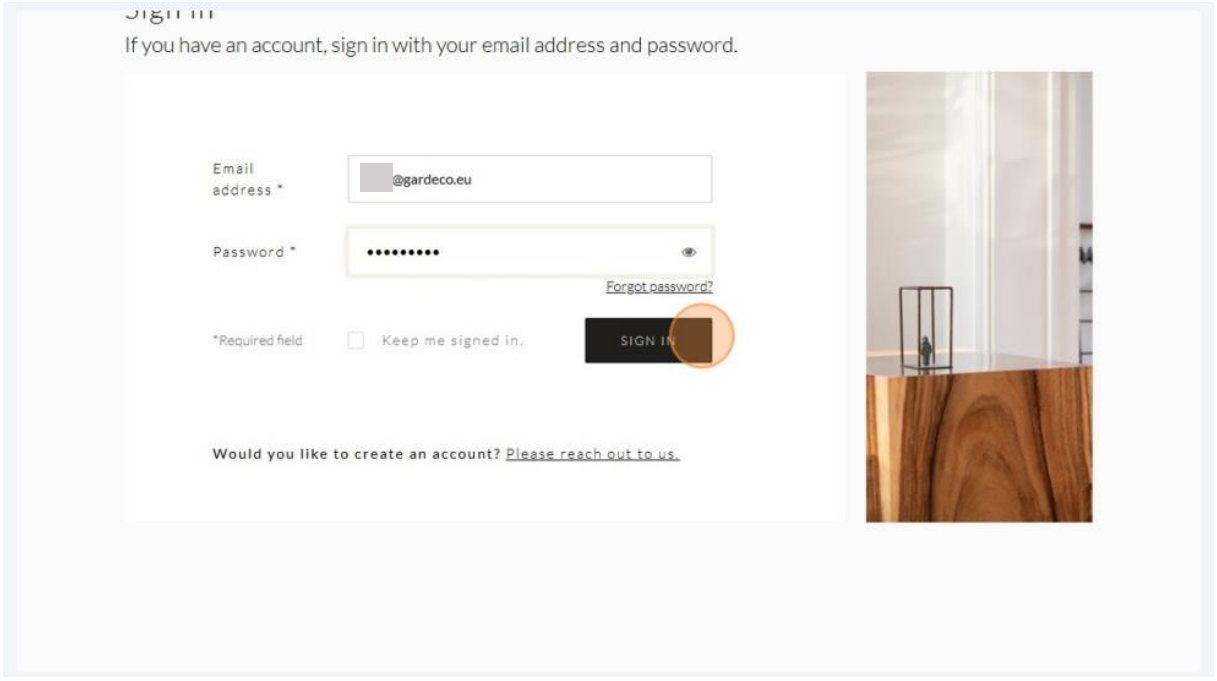
Navigate to https://portal.gardeco.eu/en/account/login



Fill in your "Password"



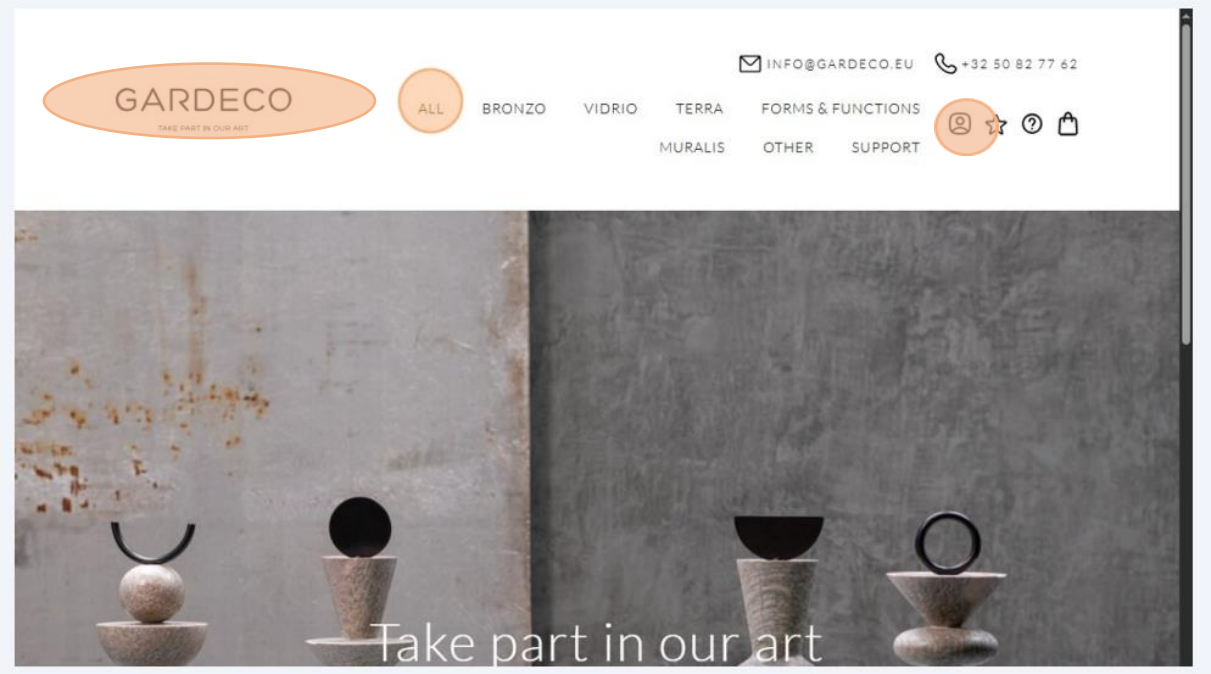
Click “Sign in”



Homepage

The homepage gives you a quick overview of everything that matters, from your profile to see your latest orders and invoices to featured products. It’s your starting point for navigating the platform.

Click the 'Gardeco' logo in the left upper corner to get to the homepage or click on ‘all’ to immediately get an overview of all collections.

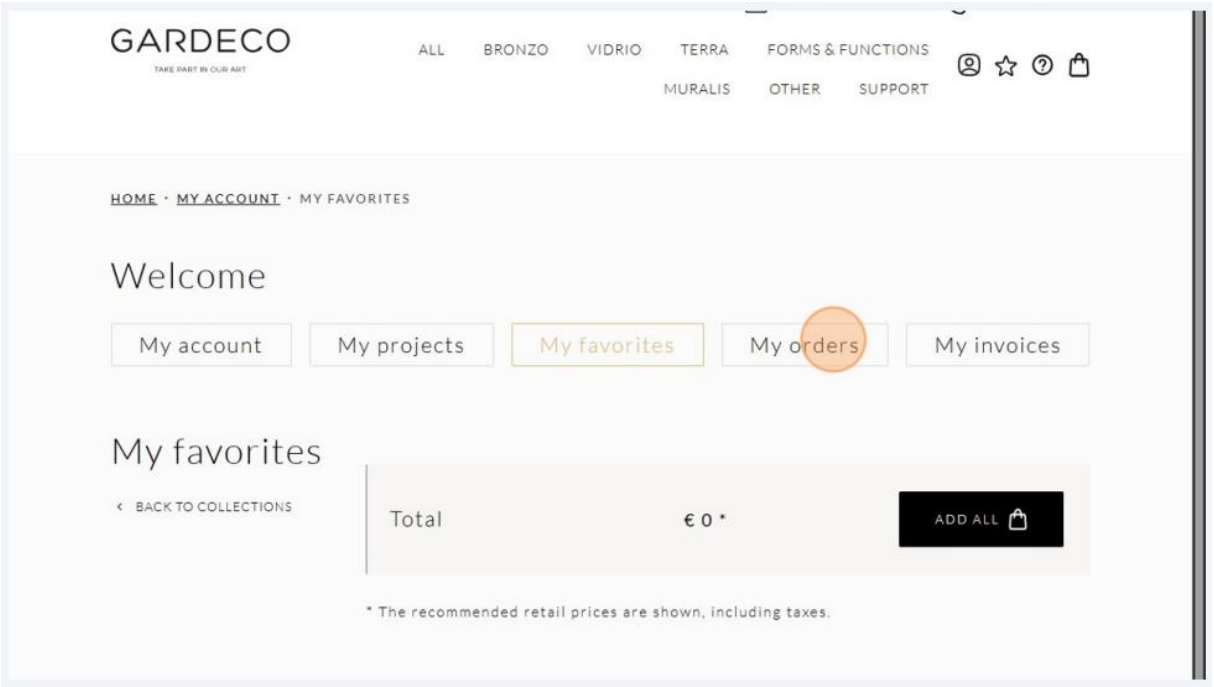


Orders & Invoices

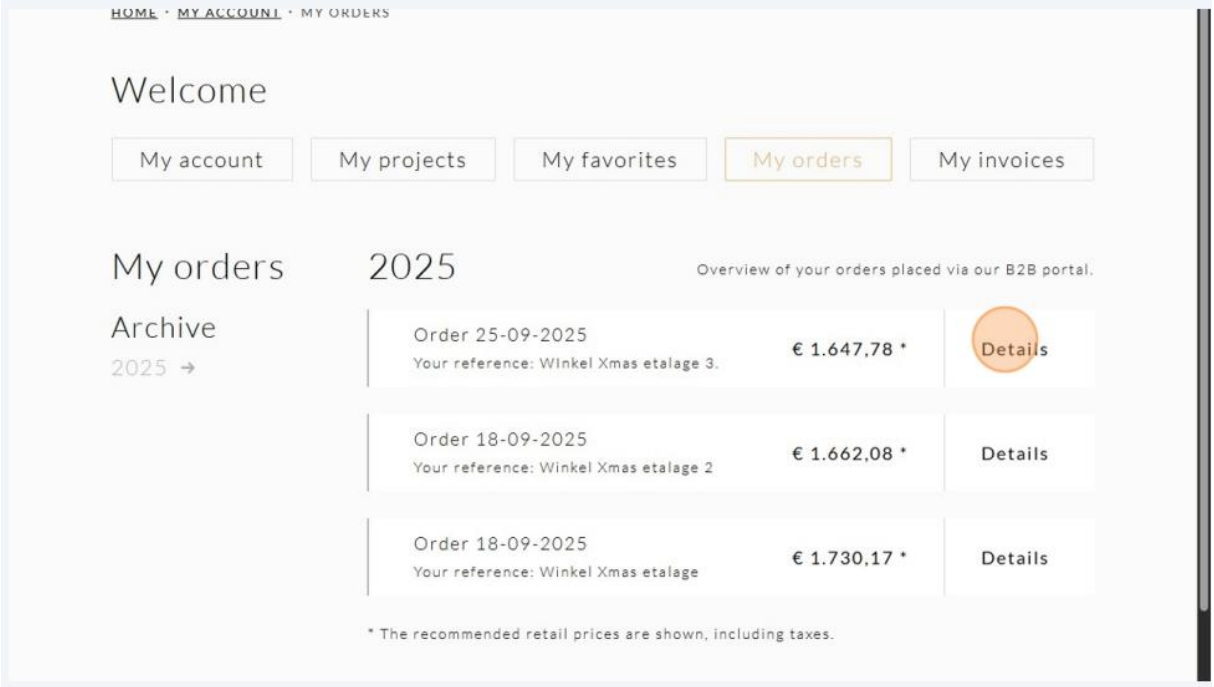
When selecting your profile symbol in the upper right corner, you'll find an overview of your orders placed through the portal and an overview of your invoices which are ready for download.

Consult 'My orders'

Click "My orders" to see all your previous orders made through the B2B portal.

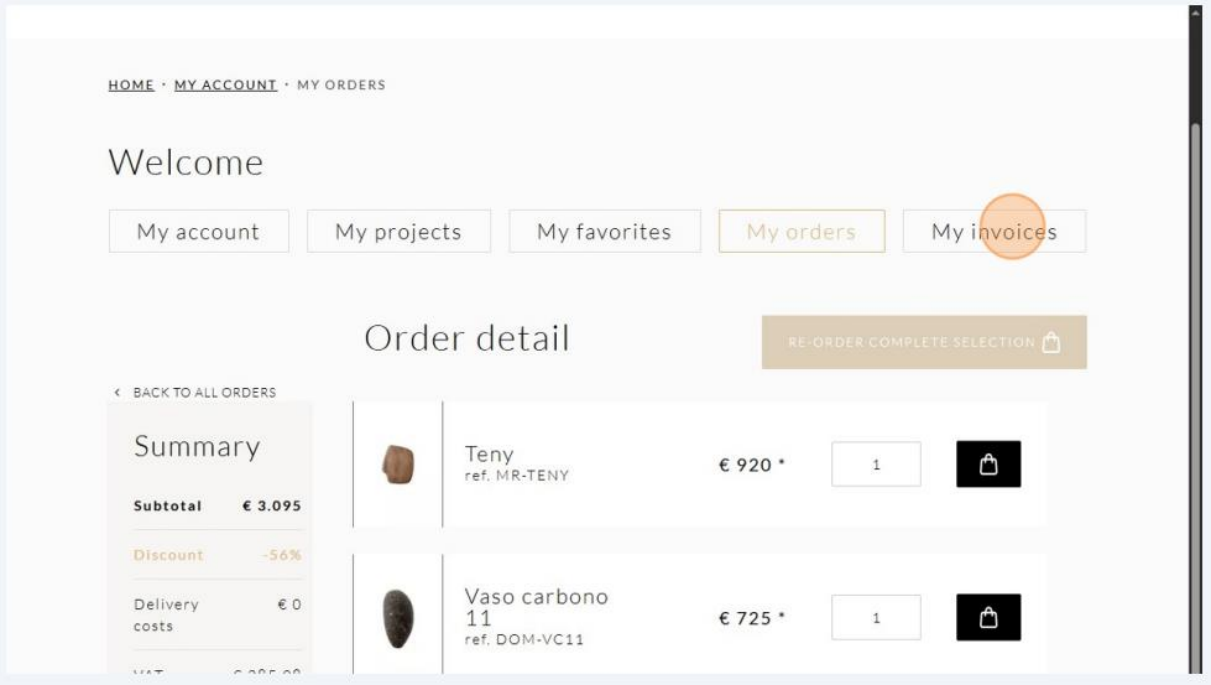


Select "Details" to consult that particular order in detail and to easily re-order your selection.

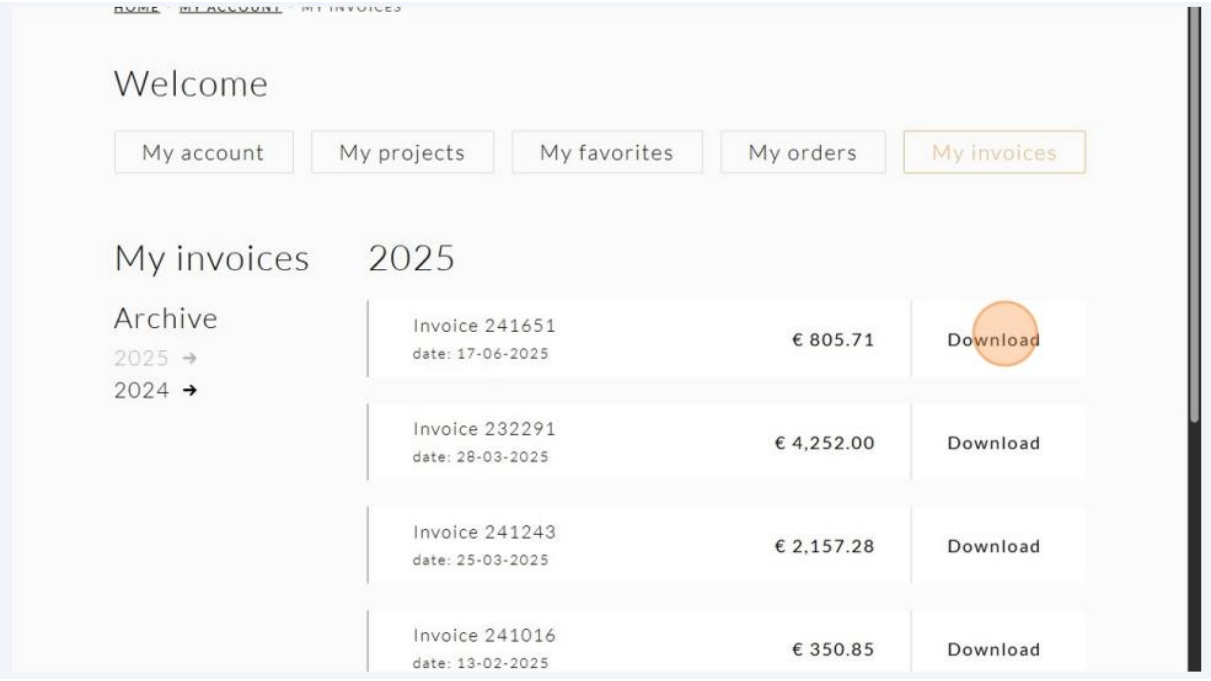


Consult ‘My invoices'

Here you will find an overview of all your invoices, from orders placed through the portal as well as those made with the Gardeco team. Click "My invoices"



From here, you can easily download a particular invoice as a PDF file.

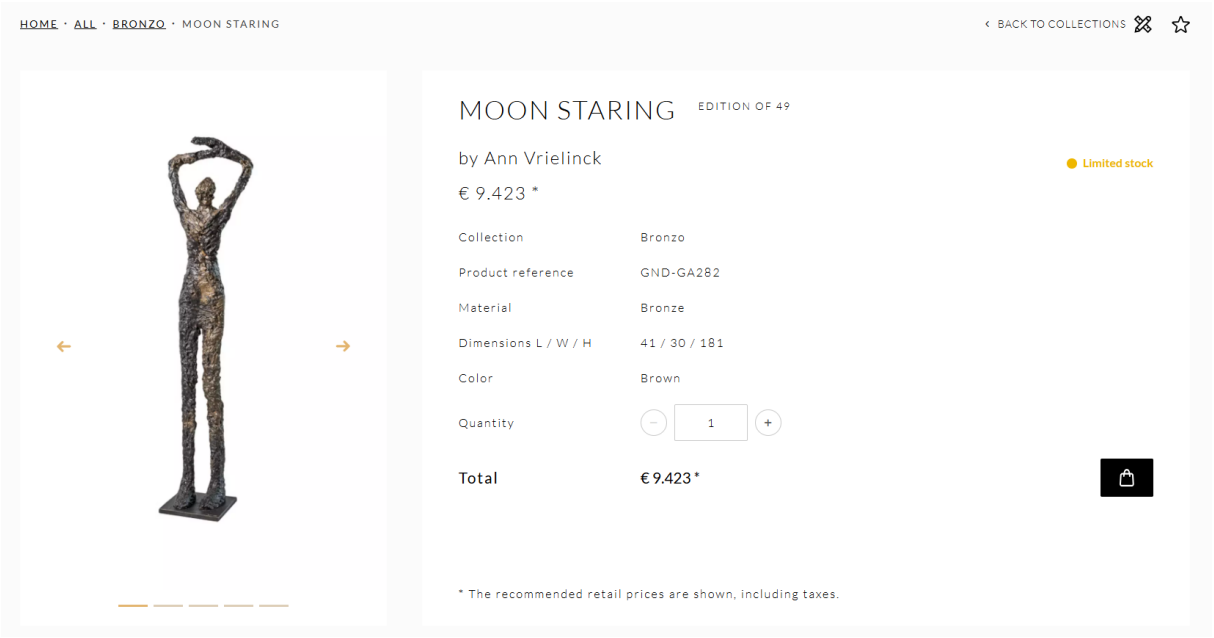


Selecting products

Browse through our collection and select the items you want. You can filter and search products to quickly and effortlessly find exactly what you are looking for.

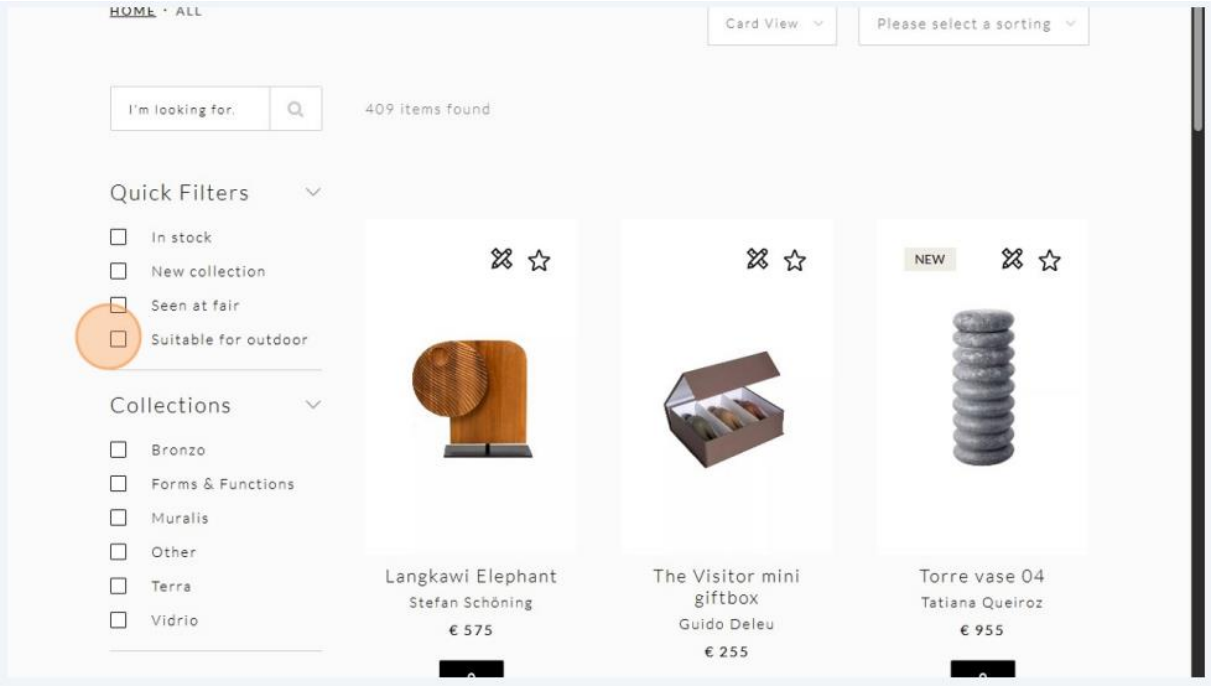
When you click on a product, its detail page will open. Selecting the purchase button will open a pop-up window that helps you add the product to your basket quickly.

You will notice a color code displayed to the right of the title - green indicates in stock, yellow means limited stock, and red shows out of stock.



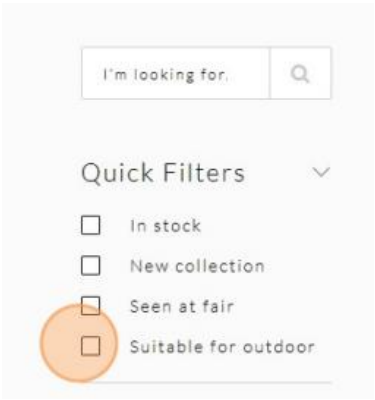
Use filters and search bar

By setting certain (quick) filter(s) you will achieve a more precise search result.



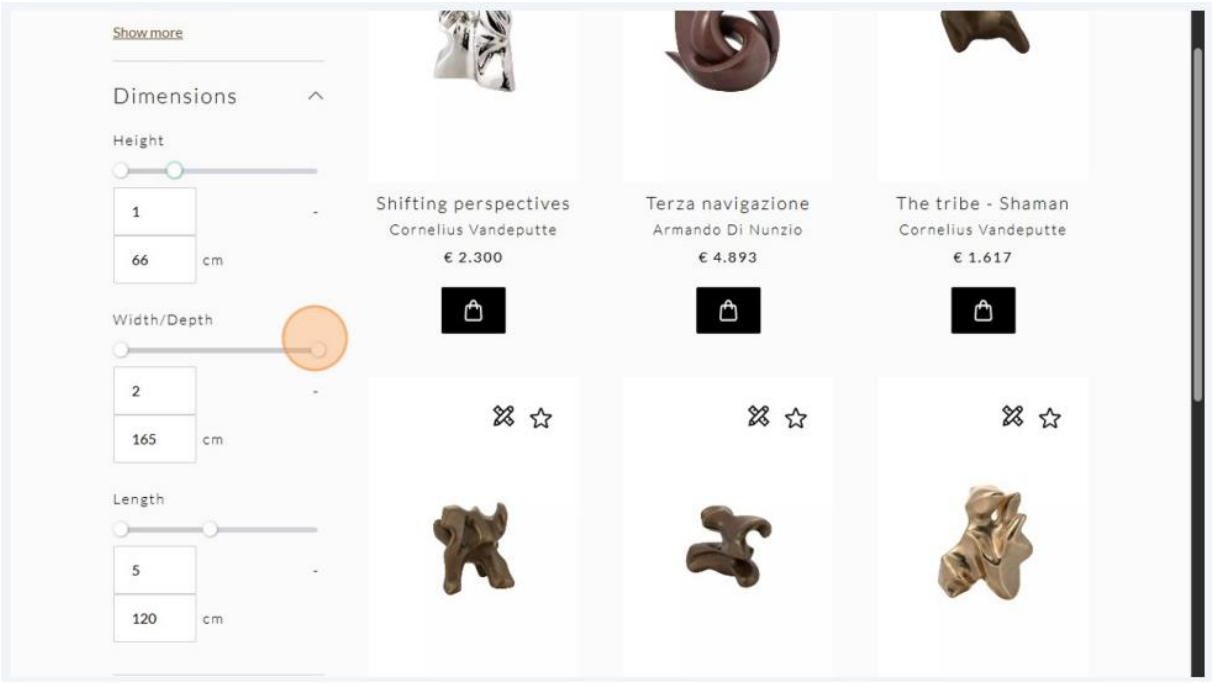
Quick filters

Here below, you can find an overview of our **quick filters**.

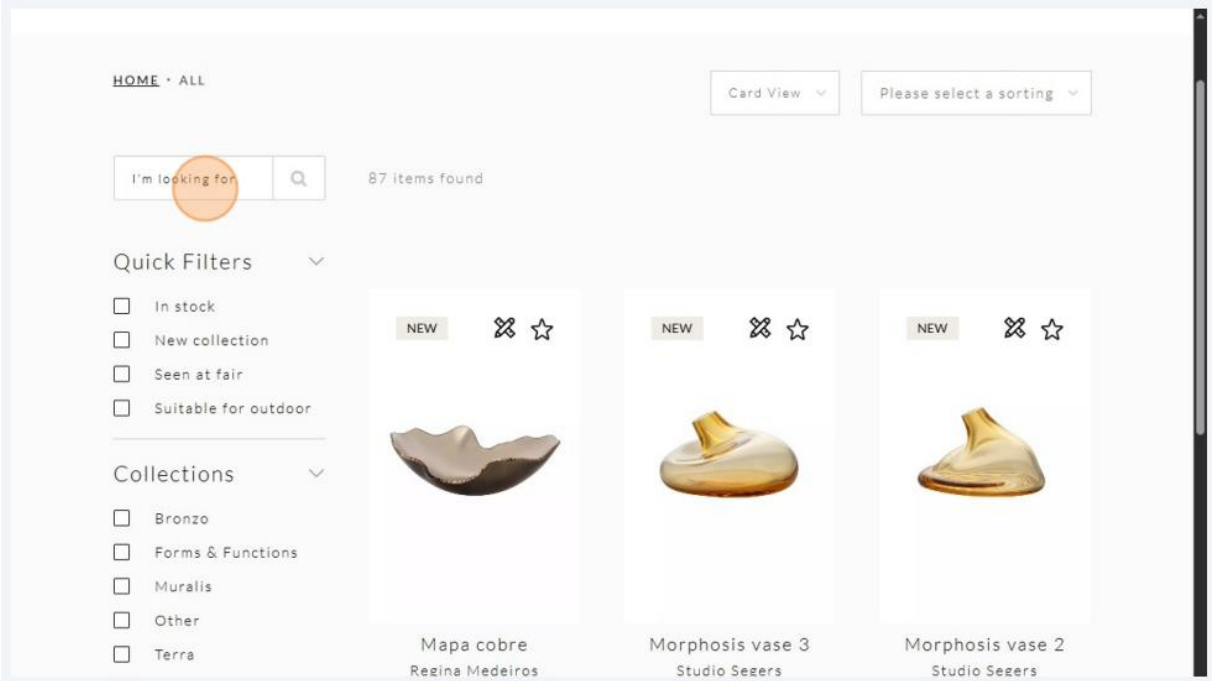


- In Stock: Quickly see all items that are currently available and ready to order.
- New Collection: Discover the latest additions and stay up to date with our newest products.
- Seen at Fair: Browse products that were showcased at recent fairs and events.
- Suitable for Outdoor: Find items designed to withstand outdoor conditions, perfect for terraces, gardens, and more.

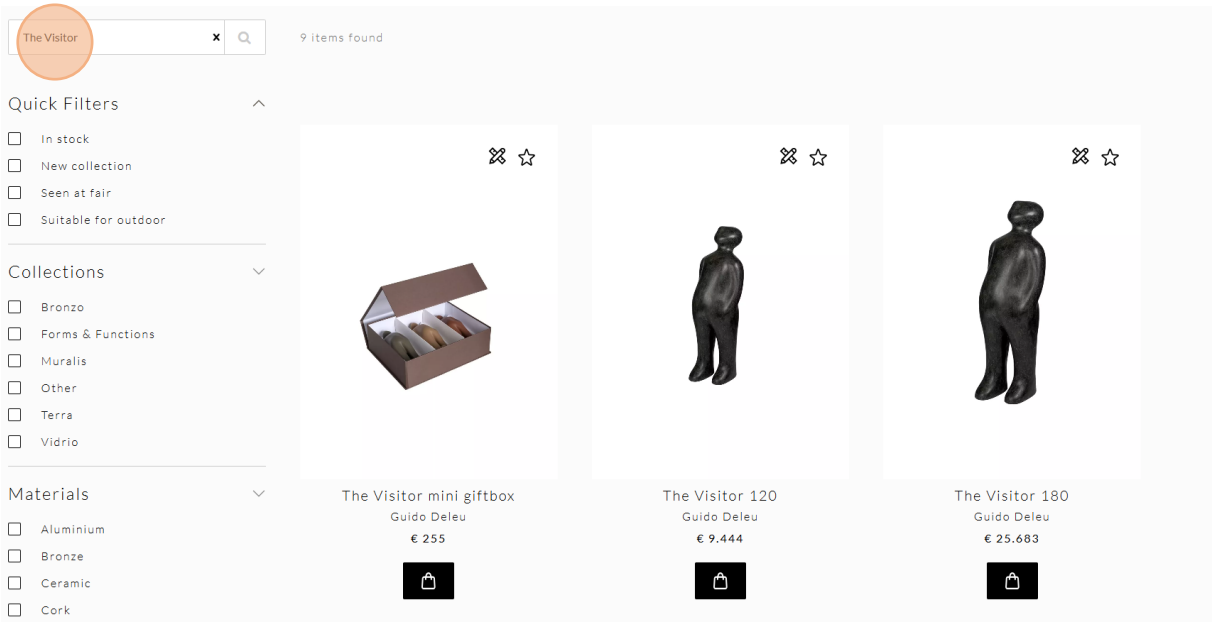
You can use the slider to set minimum and maximum dimensions. The **dimension sliders** allow you to refine your search based on height and width, helping you select items that match your project's exact requirements.



Fill in your **search term** in the "I'm looking for..." field to find directly what you are looking for.



For example, when searching for ‘The Visitor’, you’ll get an overview of all Visitors available.



Search result settings

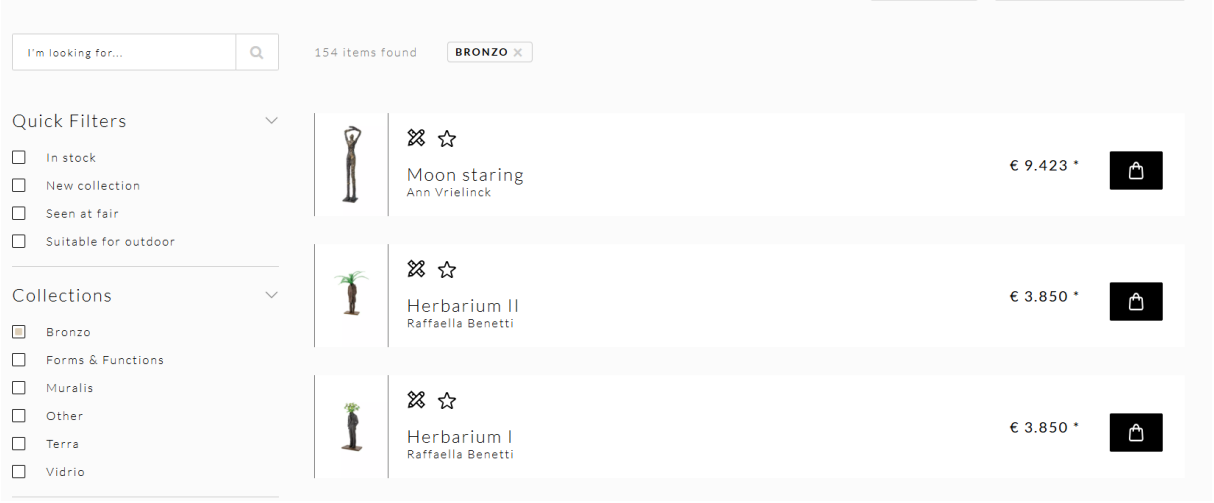
When browsing the product, you can view them in list or card view.

List View - Displays products in a single column with detailed information for each item, making it easy to compare descriptions, codes, and availability at a glance.

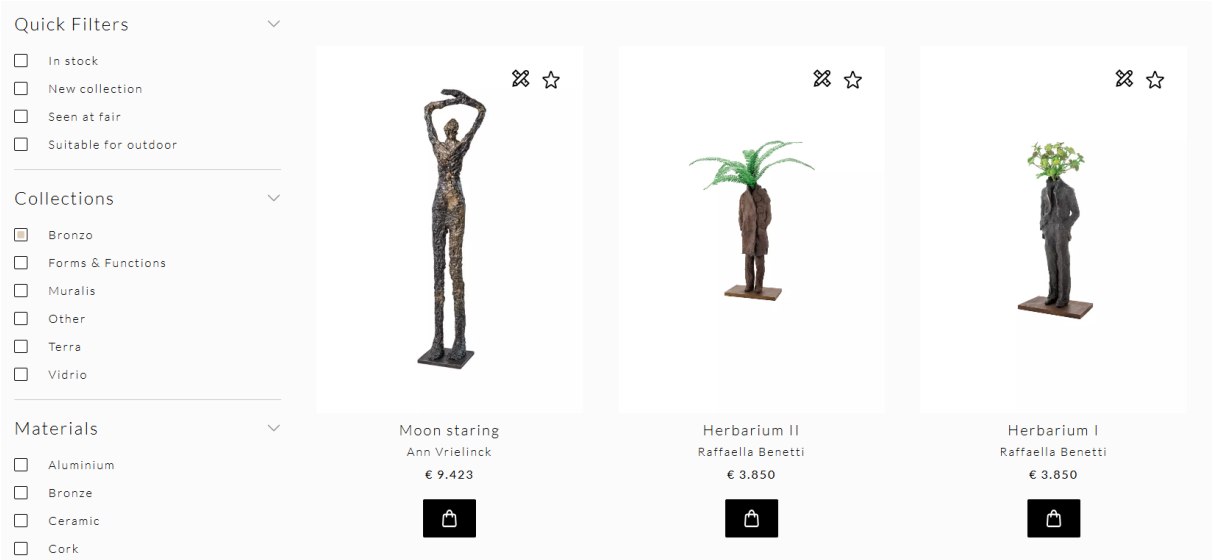
Card View - Shows products as individual cards with larger images, ideal for visually browsing and quickly spotting items you like.

Switch to 'List View'

List View:

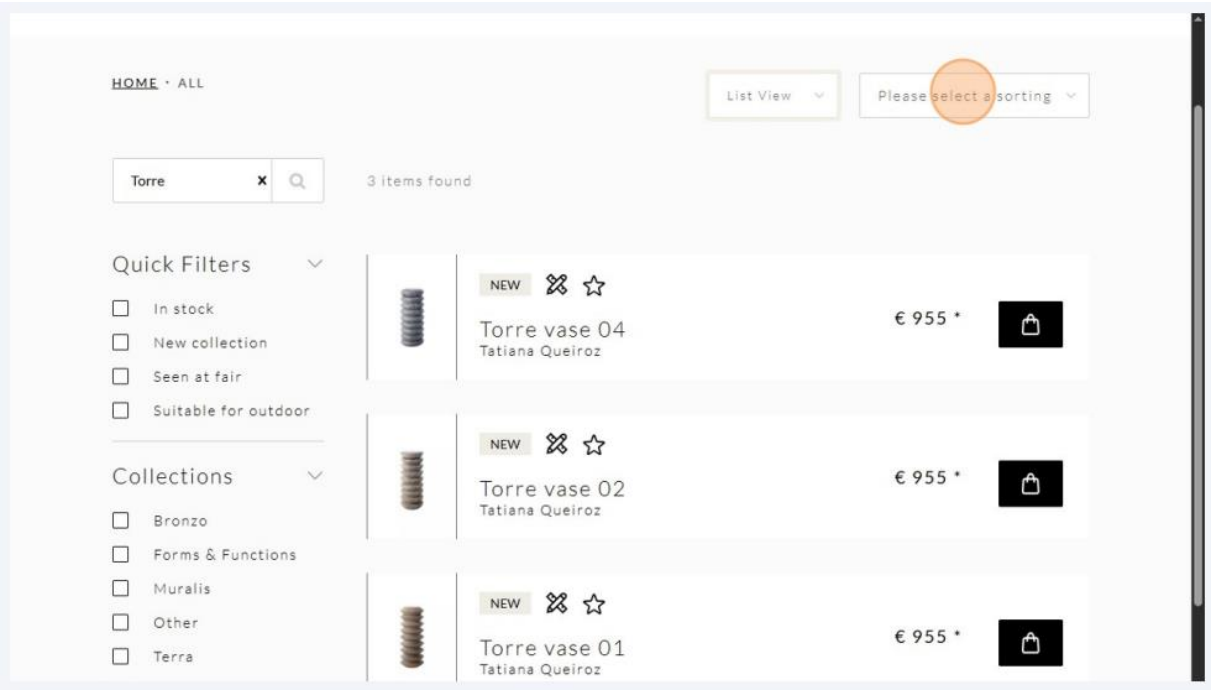


Card View:



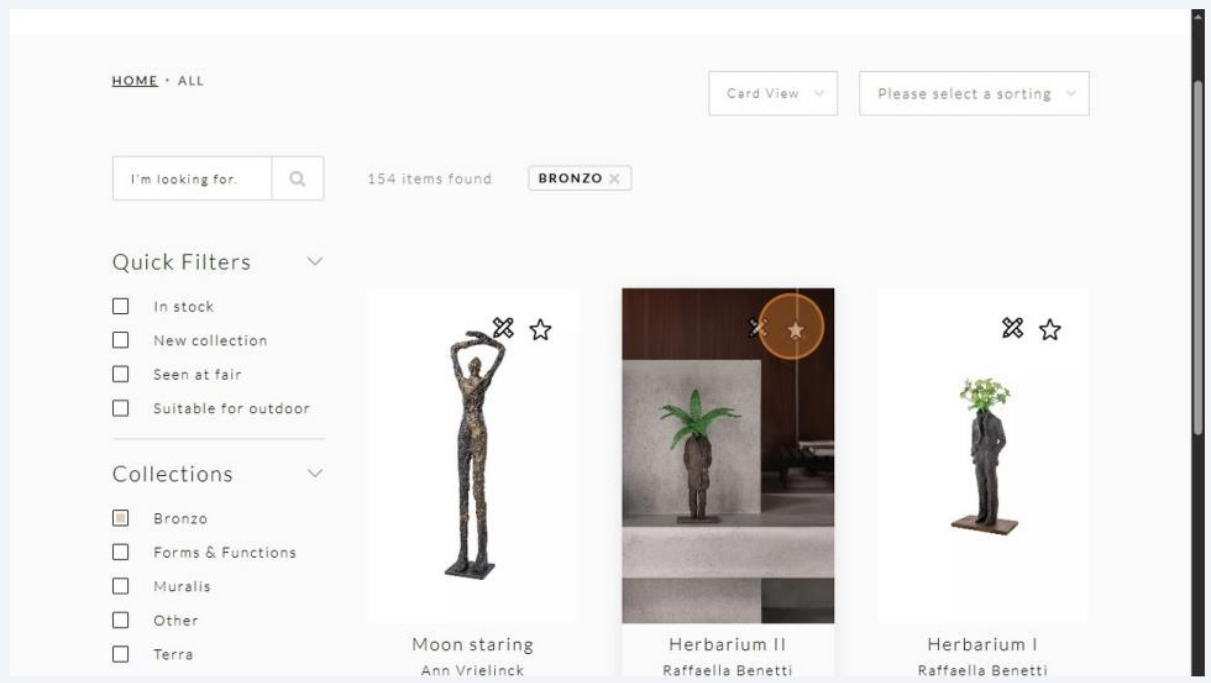
Results can be ranked according to New arrivals, Price: low to high, or Price: high to low, allowing you to quickly find the latest products or sort items by price to suit your preferences.

Select "Please select a sorting" button to get your preferred ranking.

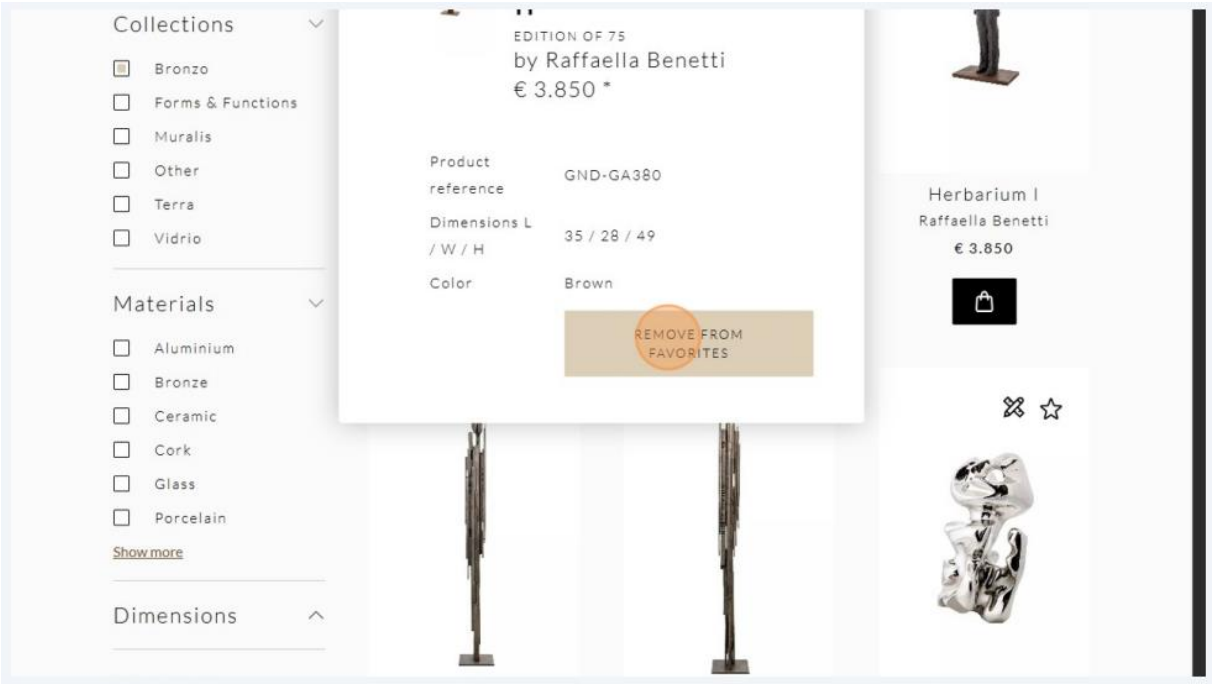


Add to ‘My favorites’

Click on the star in the upper right corner of the image to mark a product as a favorite.

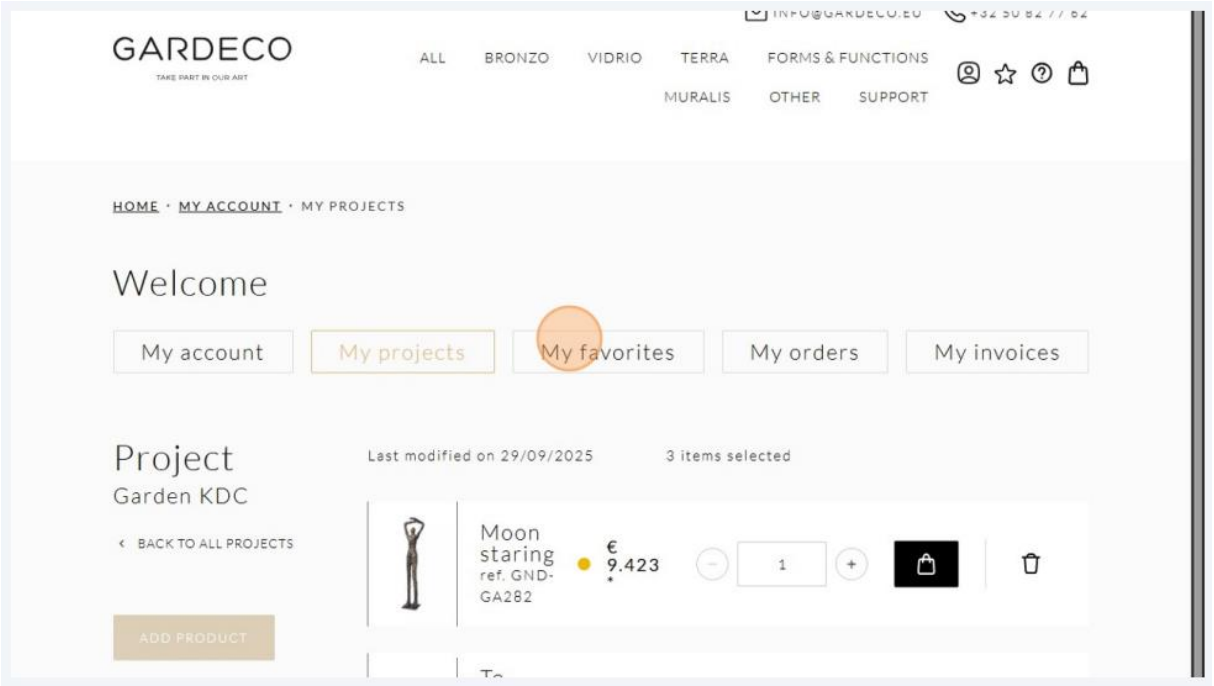


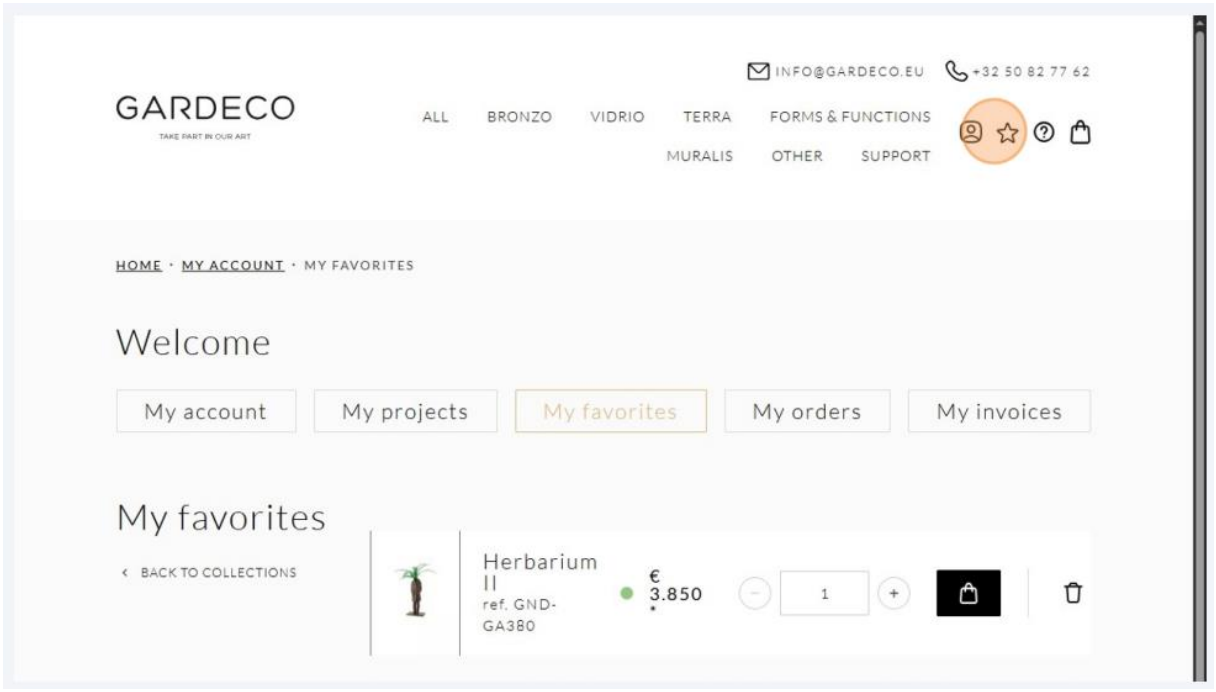
Click on the button "Add to favorites" or “Remove from favorites” to remove it again.



Consult ‘My favorites’

If you would like to have an overview of your favorites, select "My favorites" under your profile menu or select the star button in the upper right corner.

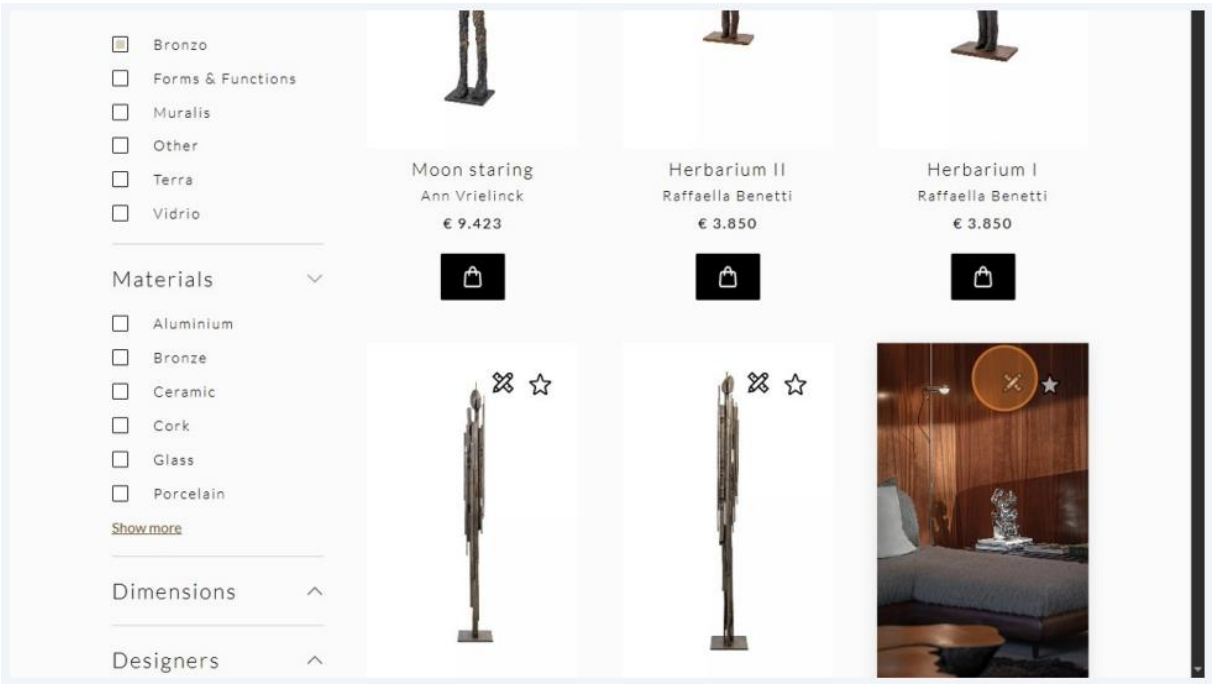



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TAKE PART IN OUR ART
ALL
BRONZO
VIDRIO
TERRA
FORMS & FUNCTIONS
MURALIS
OTHER
SUPPORT
HOME · MY ACCOUNT · MY FAVORITES
Welcome
My account
My projects
My favorites
My orders
My invoices
My favorites
BACK TO COLLECTIONS
Herbarium II
ref. GND-GA380
€ 3.850 *
1

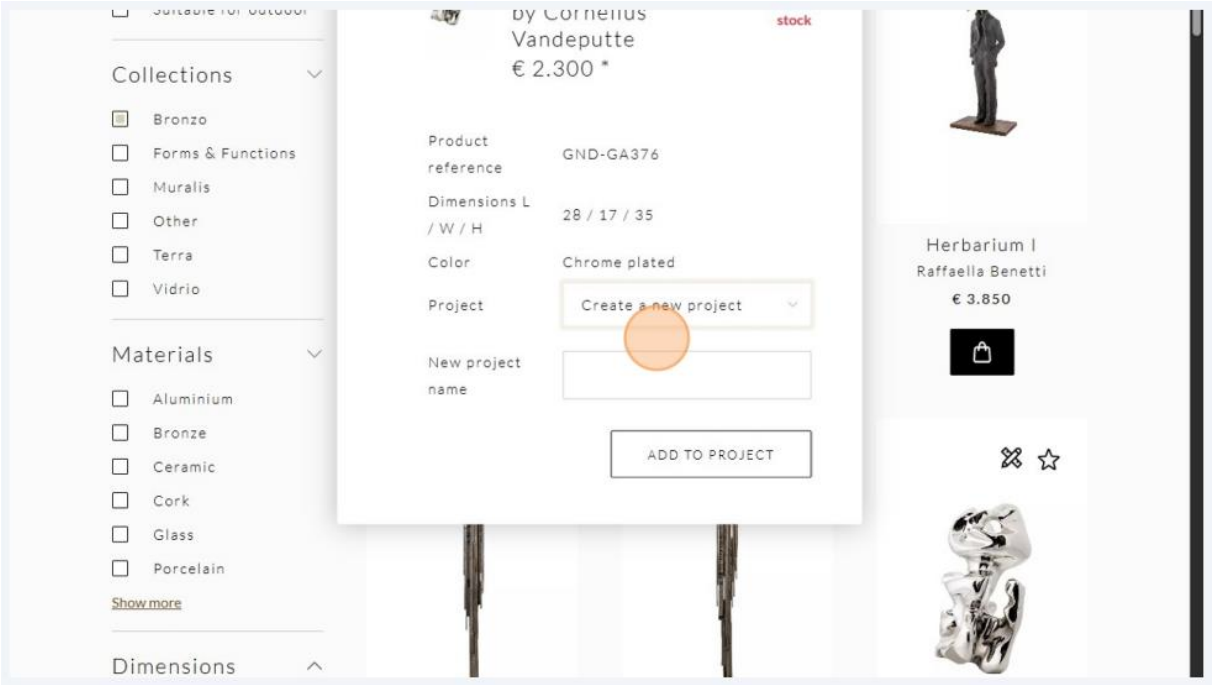
Add to ‘My projects’

My Projects is your personal workspace where you can save and organize products for specific projects. Keep track of ideas and easily return to the items you’re working with.

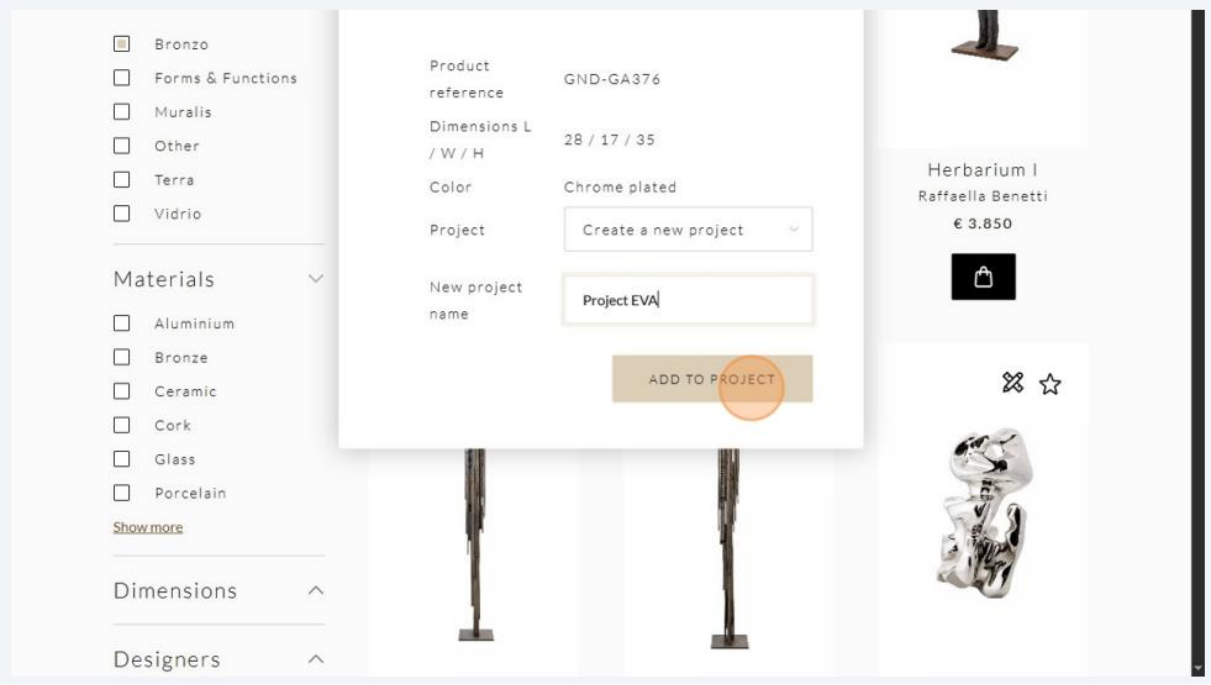
Click on the pencil and ruler in the upper right corner of the image.



Select the "Create a new project" option or an existing project in the dropdown menu.

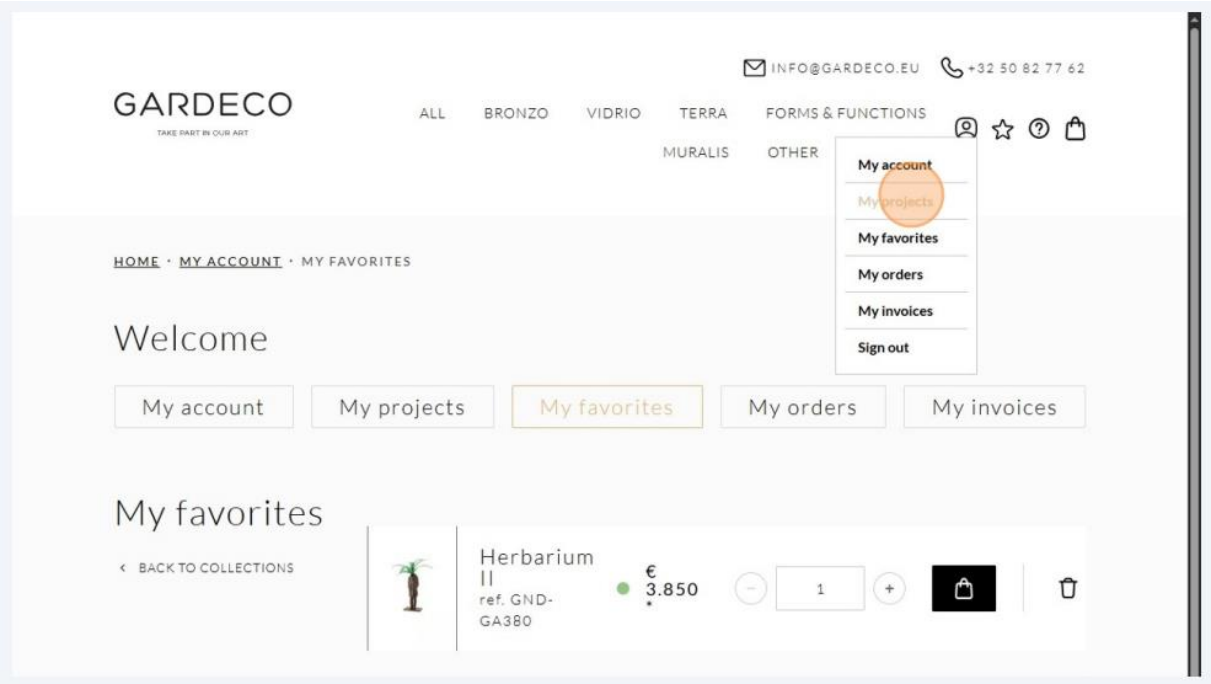


Give a name to your project and click the button "ADD TO PROJECT".

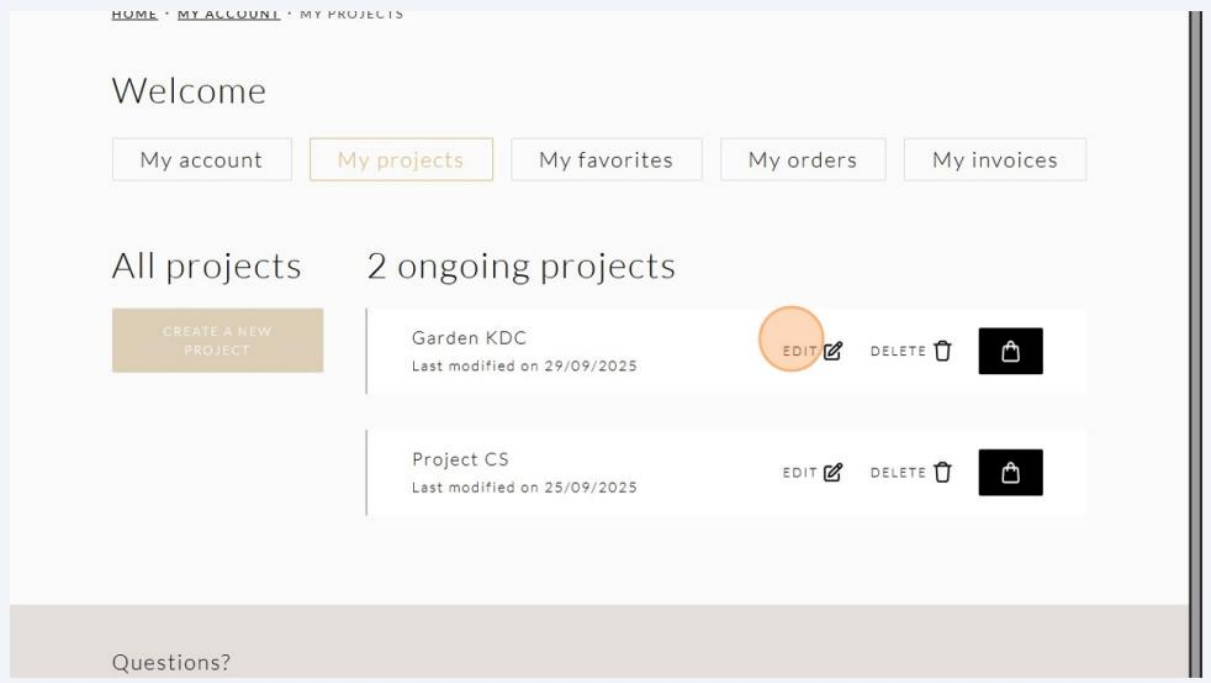


Consult ‘My projects’

Go to your profile menu and click 'My projects’ to have an overview of your projects.

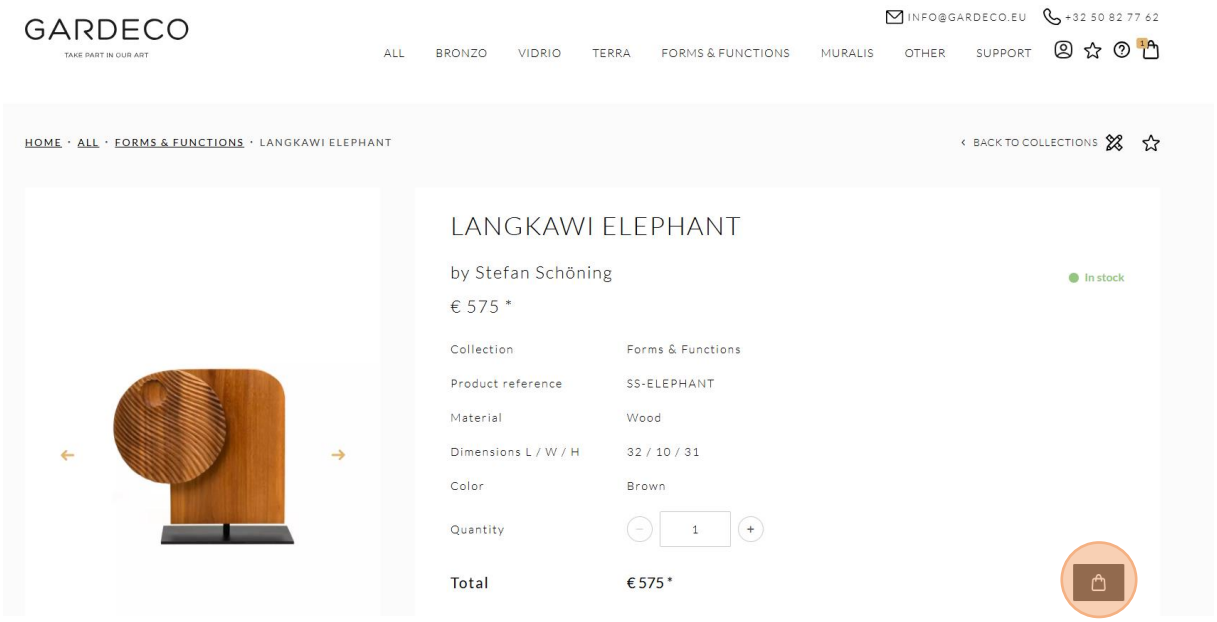


Click ‘EDIT’ to modify one of your ongoing projects.

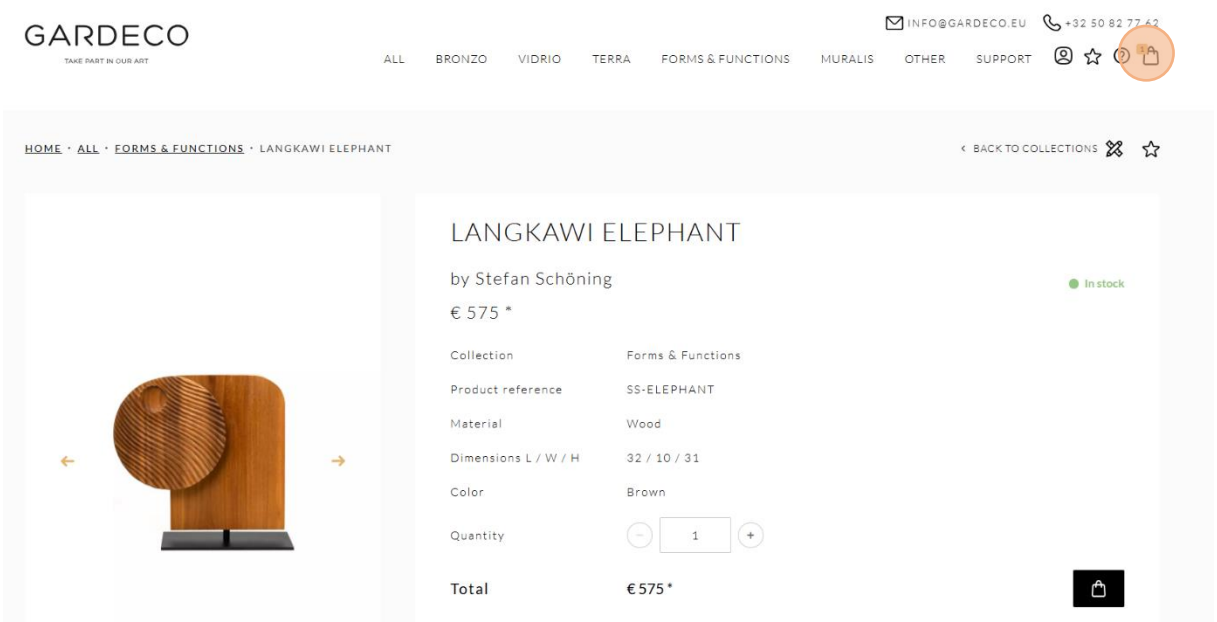


Place an order

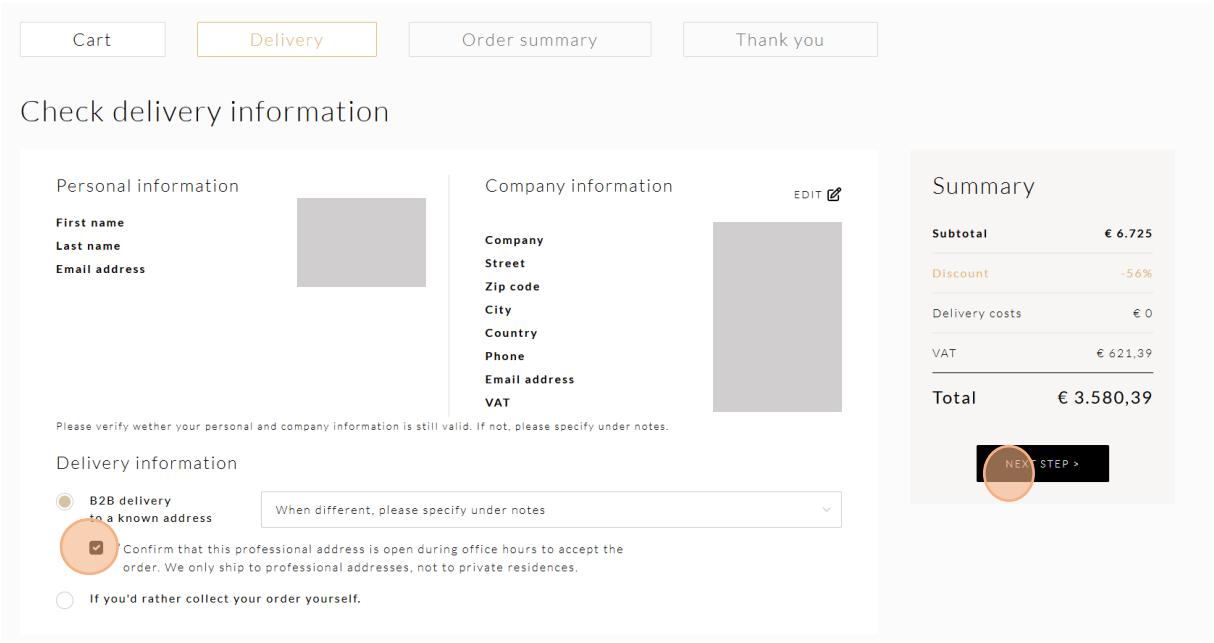
Add an item to your shopping cart by selecting the ‘add to cart’ button.



Navigate to your shopping cart using the icon in the top right corner.



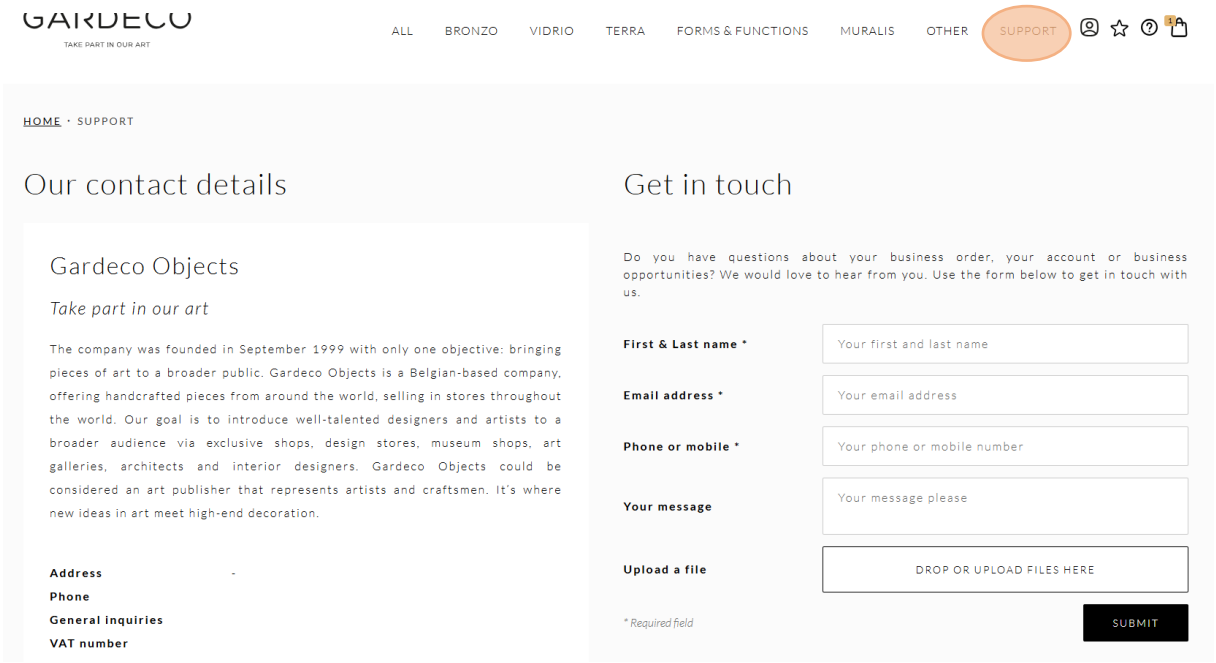
By clicking on ‘next step’ in your cart, you can proceed with the order. Complete with your delivery information. When choosing for delivery organized by Gardeco, you will have to select the following button ‘*Confirm that this professional address is open during office hours to accept the order. We only ship to professional addresses, not to private residences*.’ in order to proceed.



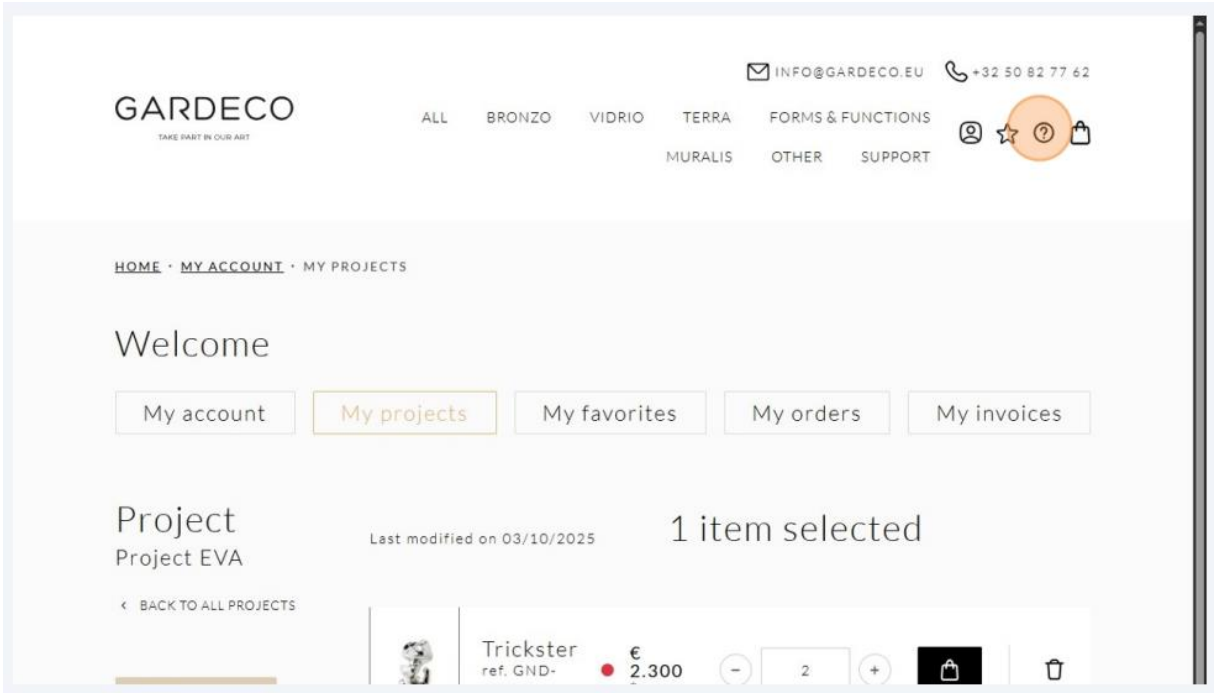
After your order has been successfully placed, you will receive a confirmation email with all details.

Reach out for help

Need assistance? We're here for you. Whether you have a question about an order, a product, or your account, our team is happy to help.



Click on the question mark in the upper right corner. You will be directed to our FAQ page with most frequent asked questions and a button to download our manual.



If you need any further assistance, please do not hesitate to contact us at sales@gardeco.eu.