

PROCEDURE FOR
THE **ISSUING OF A**
CUPA PIZARRAS
GUARANTEE
CERTIFICATE

The online issuing of the Certificate will allow you to save time! Within your “Client space” you can access to all the Certificate requests you have made.

To help you with this new tool, we can assist you during the creation of your ‘Pro profile’ in www.cupapizarras.com. In this case, you will receive your login codes by mail. You can then change it.

Issuing of a CUPA PIZARRAS Guarantee certificate

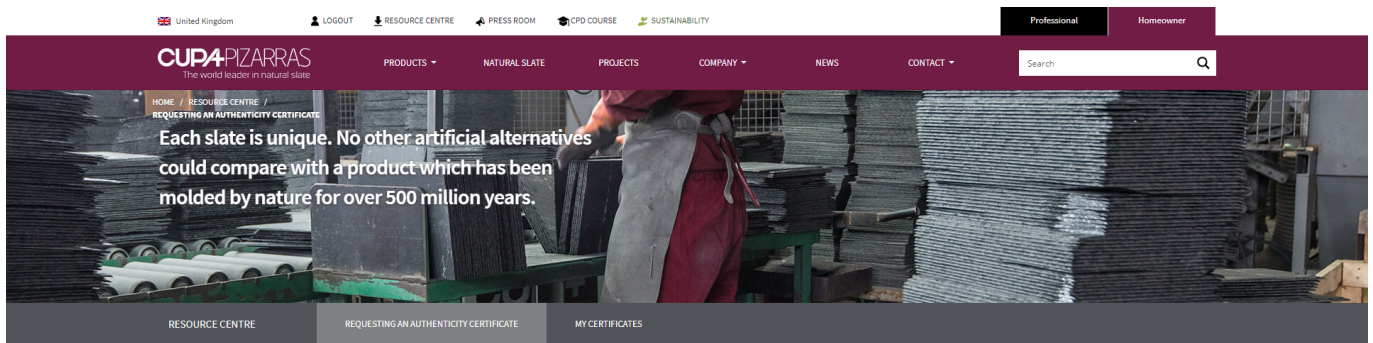
- 1 Go to the website www.cupapizarras.com
- 2 Login to the **Pro Profile (01)** with your credentials go to the page **Resource center (02)** click to **Request a certificate (03)**

The screenshot displays the CUPA PIZARRAS website interface. At the top, there is a navigation bar with links for LOGOUT, RESOURCE CENTRE, PRESS ROOM, CPD COURSE, and SUSTAINABILITY. Below this is a secondary navigation bar with links for PRODUCTS, NATURAL SLATE, PROJECTS, COMPANY, NEWS, and CONTACT, along with a search bar. The main content area features a large image of a modern house with a blue roof and stone walls. Overlaid on this image is the text: "Everything a natural slate professional needs. In the resource centre you will find free product samples and be able to access technical information, certificates, construction details, etc." Below the image, there is a "Services" section with four cards. The third card, "Authenticity Certificate", is highlighted in green and has a green arrow labeled "03" pointing to it. The other cards are "Product sample", "Book a CPD", and "Installation process videos". Each card has a corresponding icon and a button at the bottom.

- 3 Complete the required fields, just like it was a paper form (04).

Comment: if you have any problems filling the ‘Pallet number’ box, you can provide a random number at this point.

For the future, you will have to keep the bar codes to provide this information.



Requesting an Authenticity Certificate

Complete the form below to obtain a product's Authenticity Certificate of authenticity in PDF format.

If you have any questions during this process, do not hesitate to contact us.

PRODUCT	ORDER	PROJECT
Product <input type="text" value="CUPA 12"/>	Number of slates <input type="text" value="400"/>	Roofing company <input type="text" value="Roofing test"/>
Selection <input type="text" value="R Excellence"/>	Pallet number (bar code) <input type="text" value=""/> <input type="button" value="Add pallet"/>	Square meters of the building <input type="text" value="450"/>
Format <input type="text" value="50x25"/>	Pallets added <input type="text" value="103039859"/> <input type="button" value="Clear"/>	Owner's name <input type="text" value="Test owner"/>
Invoice (pdf, jpg, png, 5 mb max) <input type="text" value="Seleccionar archivo cupa12.pdf"/>	Distributor name <input type="text" value="Name distributor"/>	Project address <input type="text" value="111 Buckingham Palace Road"/>
City <input type="text" value="London"/>	Postal code <input type="text" value="SW1W 0SR"/>	City <input type="text" value="London"/>

04 →

05 → REQUEST AN AUTHENTICITY CERTIFICATE

4 Attach the PDF with the copy of the **purchase invoice**.

Like previous requests, it must be an unaltered invoice, with the price on it. This is a mandatory request from the insurance companies in Spain.

Without it, they cannot cover the guarantees.

We are very careful: this information remains confidential and under no circumstances we use it for commercial purposes. CUPA PIZARRAS is subject to European GDPR laws.

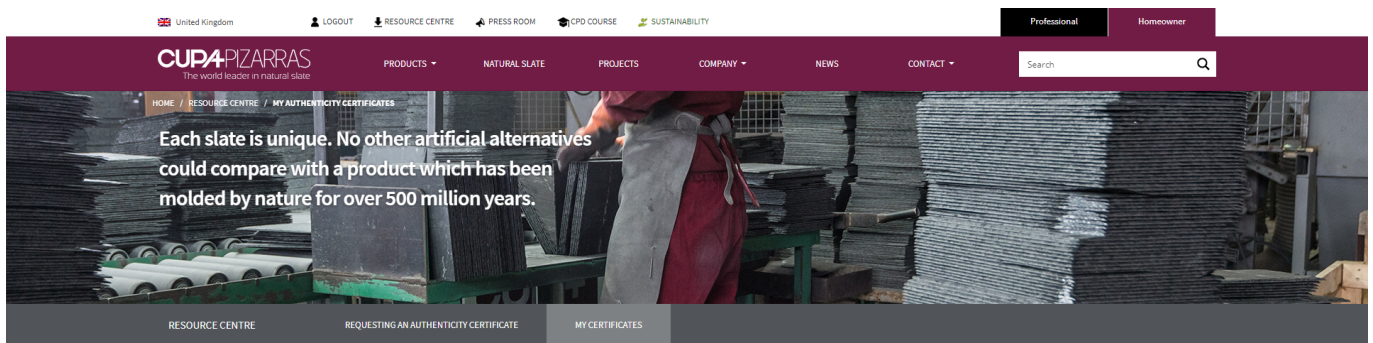
5 Validate the application by clicking on 'Issue an Authenticity Certificate' (05).

6 Within the next few minutes, you will receive an email to confirm that the request has been received in our system.

⑦ As soon as it has been validated by our Quality manager, you will receive a second email with the complete Certificate, **in PFD format**.

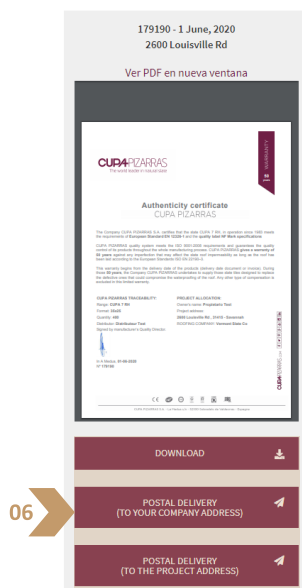
⑧ If needed, you can login to your **Pro space** again and ask for:

- Receive the physical Guarantee in your office (06)
- Send the Guarantee directly to your client (06)
- Choose both (06)



My Authenticity Certificates

List of my generated Authenticity Certificates



The UK team is at your disposal to give you information and solve all queries you may have with this new tool. You can reach directly to Sandra +44 20 3904 3001 or Hannah +44 78 3472 9373.