



# Online Ordering Benefits

## **Contract pricing**

Your contract price is applied to products after your login to your account on our online store making it easy for you to see and order products at your price.

## **Reduce your admin costs**

Using the online portal you can access all your account information. Current and past invoice or statements, pay your account, re print invoices. We can offer you different login structures and set order limits for individual staff members. Just tell us what you need, and we will make it happen.

## **Place and manage orders online**

You can now place orders at the click of a button! By logging into your online account, you can access your contract pricing, place orders, create order templates, check your back orders, import orders from your system via CSV. Your online portal allows you to have full control over your ordering. You have access 24/7 to pricing, availability and technical data.

## **Spare Parts**

Along with our extensive library of technical downloads there is a spare parts listing for commonly serviced products on the product page. You can view and order spare parts for our product.

## **Freight options**

When ordering online you can choose a freight option that suits you. You can select from one of the carriers quoted and you have the option to use your own freight account.

## **Customer account dashboard walk-through**

**1. My Profile** – Your details are here. And you set up the web portal defaults so they are the way you like it. Things like No or items per page and grid or list display.

**2. My Pages** – The place where all your pages can be accessed not just the quick view screen at the bottom of the dashboard.

Quick view section

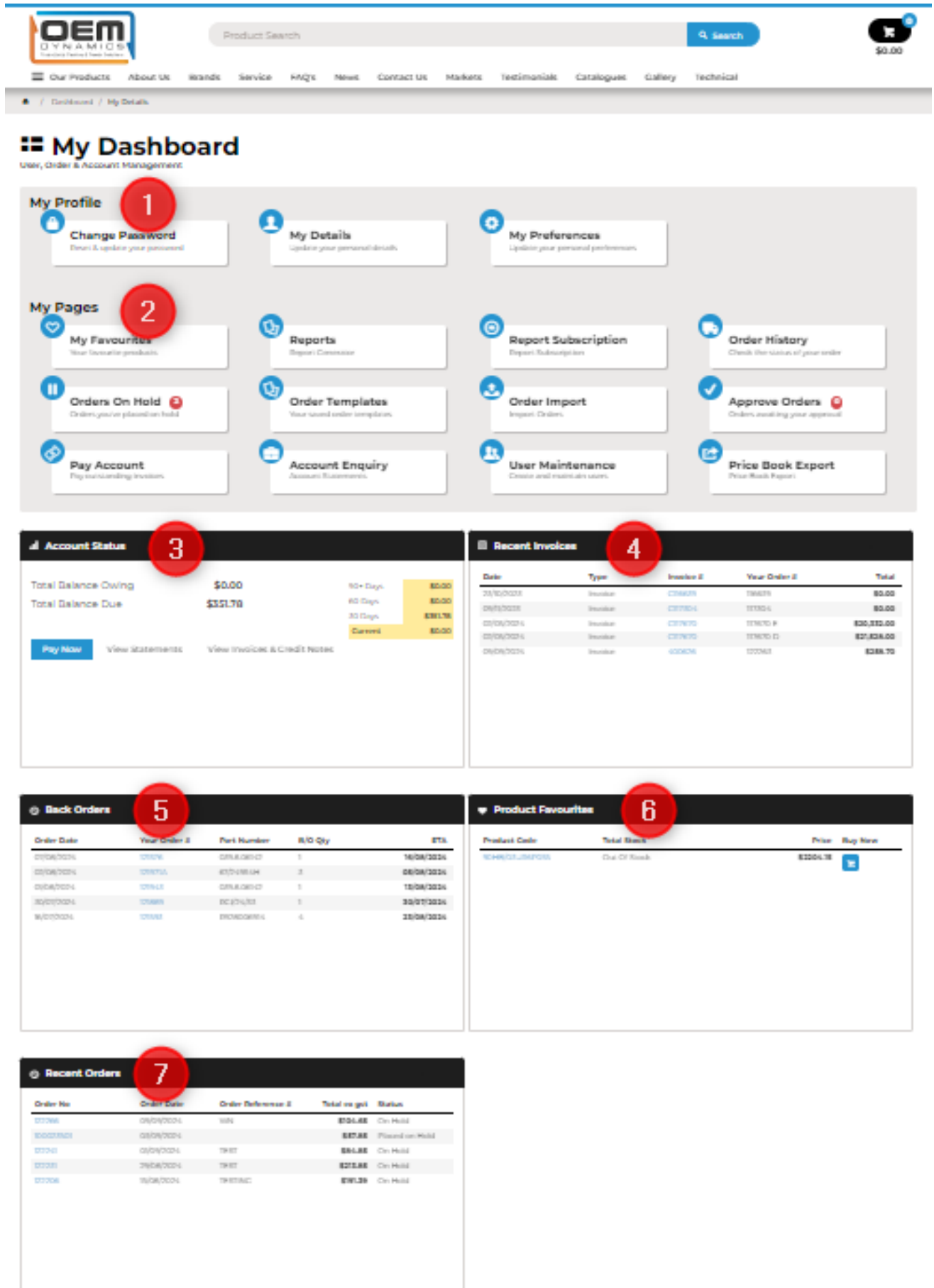
**3. Account Status.** Quick and easy view of balances. Also pay now, view statement and invoices

**4. Recent Invoices.** Access your most recent invoices. With the ability to copy to a new order.

**5. Back Orders.** Items currently on back order and delivery ETA.

**6. Product Favorites.** When you add an item to your Favorites they are listed here for fast access.

**7. Recent orders.** Check the status of you outstanding order. You can view the detail and copy to new order.



**1 My Profile**

- Change Password
- My Details
- My Preferences

**2 My Pages**

- My Favourites
- Orders On Hold
- Pay Account
- Reports
- Order Templates
- Account Enquiry
- Report Subscription
- Order Import
- User Maintenance
- Order History
- Approve Orders
- Price Book Export

**3 Account Status**

|                     |          |          |          |
|---------------------|----------|----------|----------|
| Total Balance Owing | \$0.00   | 50+ Days | \$0.00   |
| Total Balance Due   | \$351.70 | 60 Days  | \$0.00   |
|                     |          | 30 Days  | \$351.70 |
|                     |          | Current  | \$0.00   |


**4 Recent Invoices**

| Date       | Type    | Invoice # | Year Order # | Total       |
|------------|---------|-----------|--------------|-------------|
| 23/10/2023 | Invoice | 026670    | 196370       | \$0.00      |
| 09/10/2023 | Invoice | 027504    | 113304       | \$0.00      |
| 02/08/2024 | Invoice | 027670    | 113670 P     | \$20,332.00 |
| 02/08/2024 | Invoice | 027670    | 113670 D     | \$21,828.00 |
| 09/08/2024 | Invoice | 028026    | 107563       | \$288.70    |

**5 Back Orders**

| Order Date | Year Order # | Part Number | I/O Qty | ETA        |
|------------|--------------|-------------|---------|------------|
| 02/08/2024 | 028026       | 028.8.08012 | 1       | 16/08/2024 |
| 02/08/2024 | 028026       | 400-198-04  | 3       | 08/08/2024 |
| 02/08/2024 | 028026       | 028.8.08012 | 1       | 16/08/2024 |
| 30/07/2024 | 02869        | 02874/03    | 1       | 30/07/2024 |
| 14/07/2024 | 02843        | 028008014   | 4       | 22/08/2024 |

**6 Product Favourites**

| Product Code  | Total Stock  | Price     | Buy Now   |
|---------------|--------------|-----------|---|
| 104N01-04P003 | Out Of Stock | \$1004.38 |  |

**7 Recent Orders**

| Order No  | Order Date | Order Reference # | Total us gvt | Status         |
|-----------|------------|-------------------|--------------|----------------|
| 027266    | 08/09/2024 | 164               | \$264.88     | On Hold        |
| 000028024 | 08/09/2024 |                   | \$27.88      | Placed on Hold |
| 027261    | 02/09/2024 | 7987              | \$84.88      | On Hold        |
| 027251    | 26/08/2024 | 7987              | \$215.88     | On Hold        |
| 027258    | 16/08/2024 | 79878AC           | \$361.39     | On Hold        |