



HOW TO USE ACCOUNT DETAILS

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Log in to your Account

Twoim Account Managerem jest Ania Chytra
Szczegóły kontaktu
+48 221041619
Napisz do Ani, [kliknij tu!](#)

Visit Resource Centre or click here for various guides
on how to use the features on our new website



[Click here for tips on how to use our new portal](#)



Quickly search for products by SKU or name and add to basket without moving page. You can also upload your own csv file to add all products you want to purchase to the basket in one go.

QUICK ORDER



View all active quotes and convert quotes to order. Quotes are only valid for 30 days, pricing is subject to change. Your account manager will inform you if pricing changes.

ACTIVE QUOTES



Save favourites for ease of access for future purchases. You can also set up repeat order templates here if you regularly order the same products.

FAVOURITES & ORDERING TEMPLATE



View all of your order history, repeat ordering and generate a returns request. You can also view the status of your orders here.

ORDER HISTORY



View aged debt, status of invoices and make payment against invoices.

AGED DEBT & ACCOUNT PAYMENT



Use to View/Download Invoices, Credit Notes and Statements.

INVOICES, CREDIT NOTES & STATEMENTS



Update password, view/increase credit limit and subscribe to our newsletter.

ACCOUNT DETAILS



Manage your delivery addresses for quick checkout.

ADDRESSES



Generate a pricelist specific to you - subject to change.

GENERATE PRICELIST (COMING SOON)

- Login to your account and you will see your account dashboard with various tiles.
- Click on 'Account Details'

Functionality

Credit Limit	<input type="text" value="2000.00"/>
Balance	<input type="text" value="-2249.48"/>
Request Credit Limit Increase	<input type="text" value="2000.00"/> <input type="button" value="Send Request"/>
Email *	
<input checked="" type="checkbox"/> Subscribe For Newsletter	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Submit"/>	

- In this area you will see all your account details.
- You cannot amend your billing name or address due to credit insurance. Please speak to your account manager to organise this.
- You are able to view your credit limit and balance, you can also request a credit limit increase, edit the box and click 'Send Request'. Your account manager will be in contact asap to discuss.
- You can also update your password and subscribe/unsubscribe to our newsletter in this section.