



# HOW TO USE ADDRESSES

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Log in to your Account

Twoim Account Managerem jest Ania Chytra  
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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

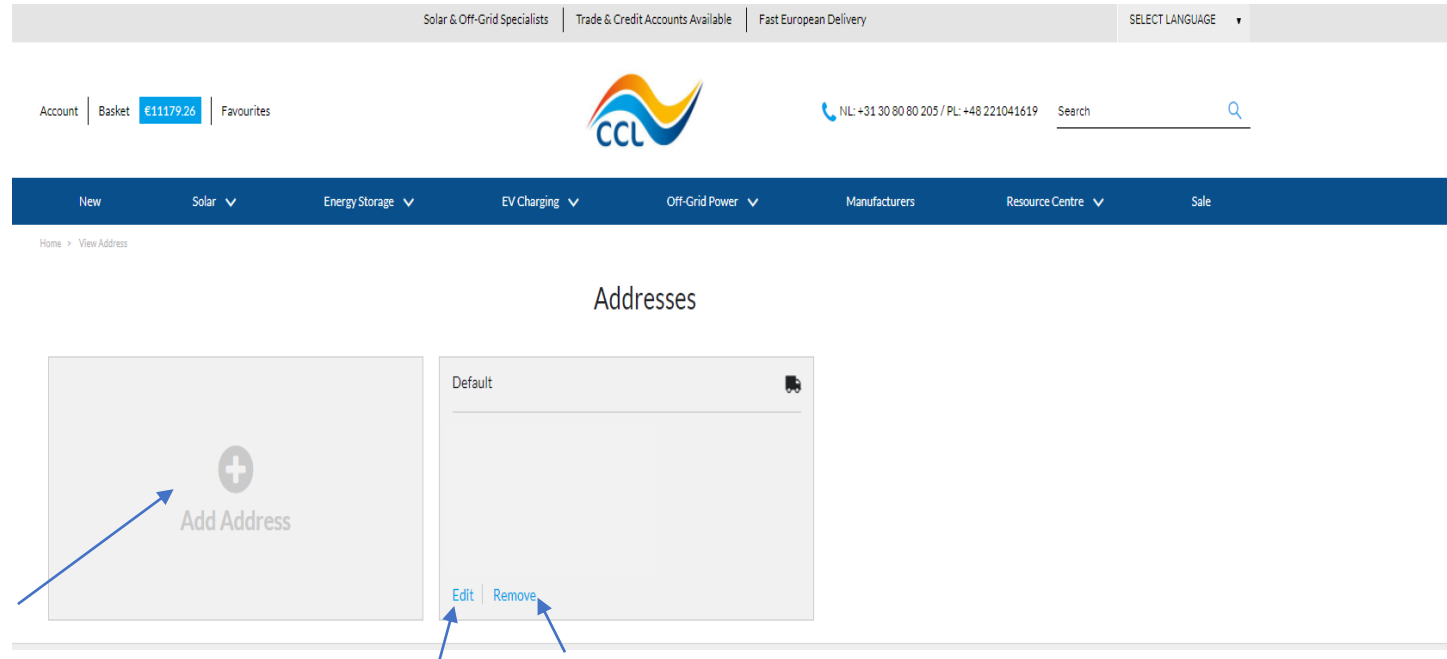


Generate a pricelist specific to you - subject to change.

GENERATE PRICELIST (COMING SOON)

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

# Functionality



- In this area you can add as many delivery addresses as you want. This means when you are at checkout you can select from your saved addresses and lets you checkout faster.
- You can also edit/remove existing addresses.