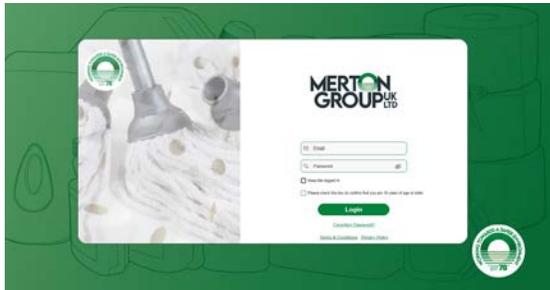




Welcome to
**ONLINE
ORDERING**

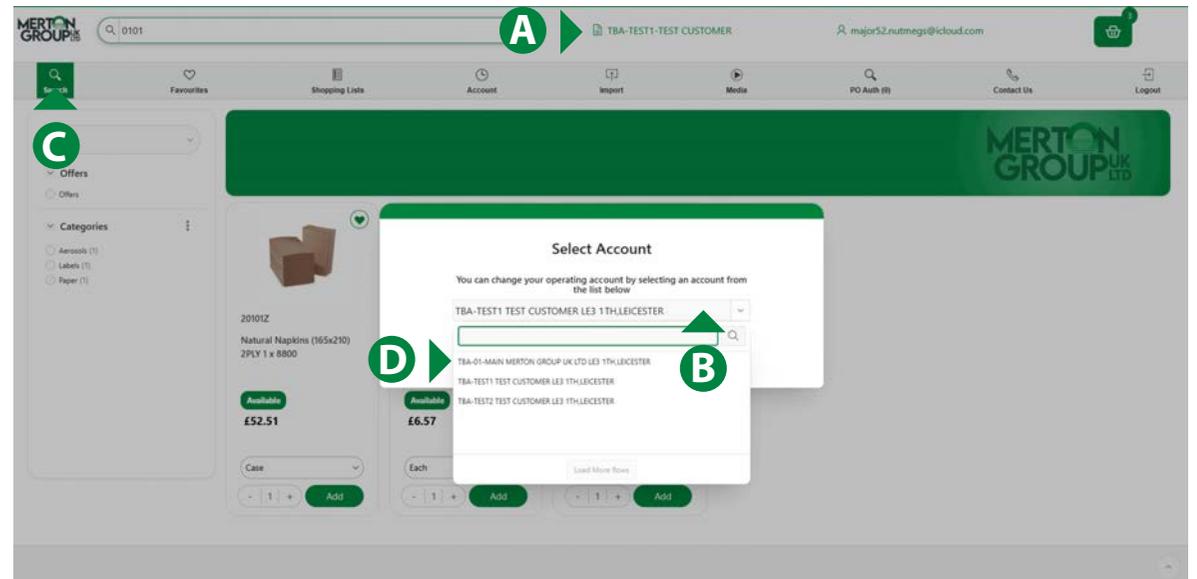


HOW TO ORDER...



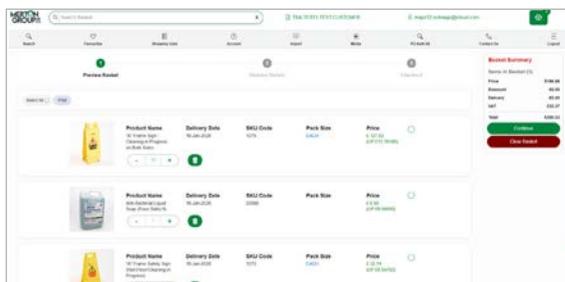
STEP ONE

Log in!



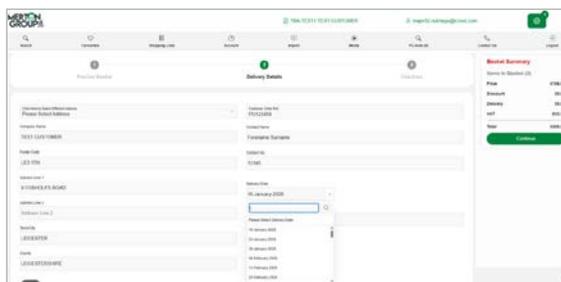
STEP TWO

- A) Click on site name to make sure you are ordering for the correct site.
- B) Open the site selection box by clicking the down arrow
- C) Pick your site from the list
- D) Click 'ok' button



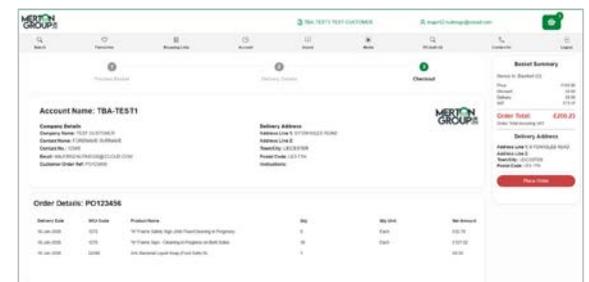
STEP THREE

Fill your basket. Either search and select, use a saved order by searching previous orders, or select from your last 90 days of purchases.



STEP FOUR

Pick your delivery date and enter your purchase order details. Enter customer reference. Hit continue



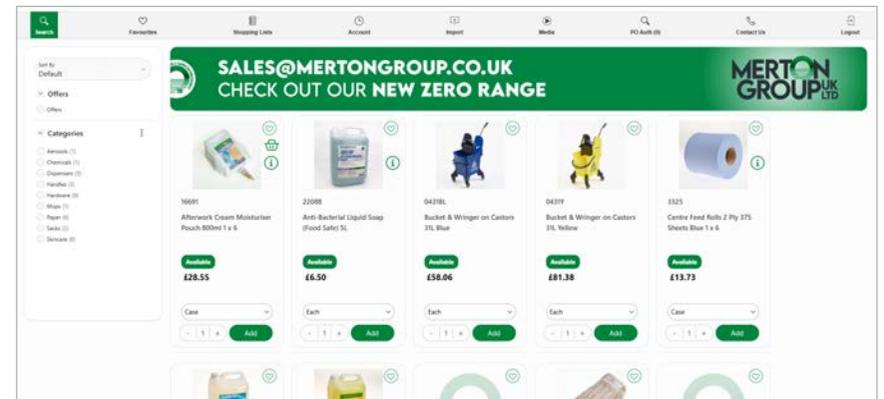
STEP FIVE

Hit place order and make a brew!

STRAIGHT FORWARD ORDERING



-  Search product by searching product name or product number.
-  View Order History and repeat the orders by quickly adding to your basket.
-  Easily access your frequently ordered products by adding them to your Favourites. Just hover over a product and click the heart icon.

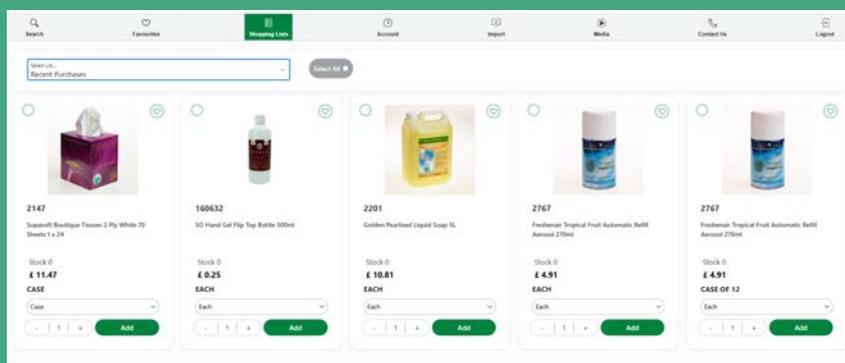


SHOPPING LIST

For repeat ordering, the Shopping List feature offers complete efficiency.

Once in your basket, tick the products you repeatedly buy and click 'ADD TO LIST'.

This could be a current list or new list, you can name your lists to something relevant or recognisable such as 'Canteen Order'. You can change the quantity or remove products from your list as needed.

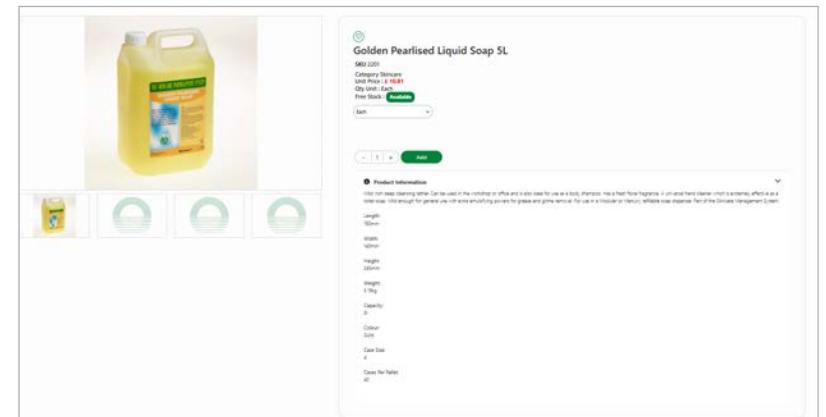


PRODUCT INFORMATION



To find out more information about a certain product, click on the image of the product.

This will give you a product description and also information such as product dimensions, case quantity etc.

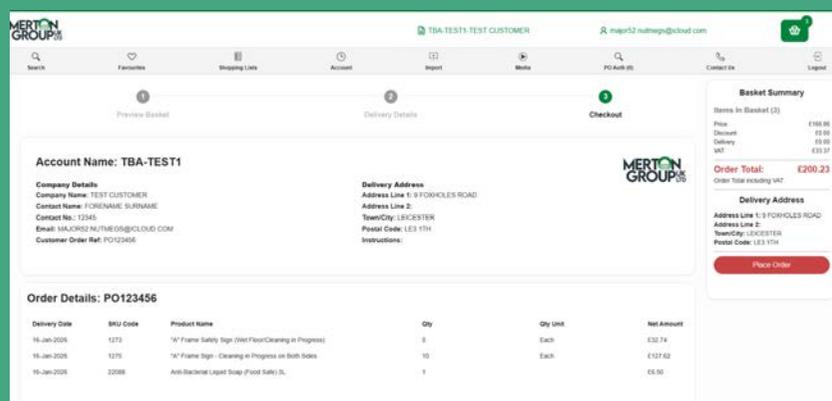


CHECKING OUT

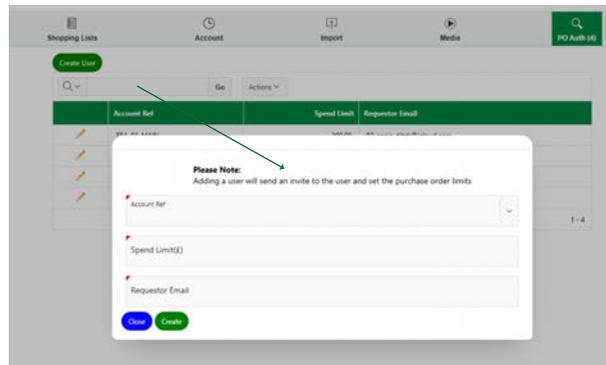
Once you've completed your order, head to checkout and place your order.

Your order will be delivered on the next scheduled date, unless requested otherwise.

You can alter the delivery information and delivery date by using the 'Delivery Details' options.



PO AUTHORISATION



MANAGING USER SPEND

This screen allows you to alter the limits for your Authorised Users.

Please contact us to remove a user from the system.

If only removed from this summary screen the user can still access the site.

Account	PO Date	PO Number	Notes	Requestor	No Of Lines	Net Amount	Review
TBA-TEST1	20-Jan-2026 10:34	TEST POINT 17		with.04.iber@icloud.com	1	£130.95	Review
TBA-TEST1	20-Jan-2026 10:30	TEST PO NOTES 1	TEST PO NOTES 1	with.04.iber@icloud.com	2	£185.10	Review
TBA-TEST1	20-Jan-2026 10:25	TEST ORDER REF 20260130	TEST PO NOTES REF 20260130	COOKERILL@OUTLOOK.COM	1	£130.95	Review
TBA-TEST1	20-Jan-2026 09:49	RESP130-4	Response Web Text	with.04.iber@icloud.com	1	£13.10	Review

REVIEWING ORDERS

The PO Approver can see a counter on the **PO Auth** Tab showing how many orders require approval. To review and approve an order simply click **Review**.

APPROVING ORDERS

If the order meets minimum order value this is highlighted in Green. Order details are listed, and items and dates can be changed by the PO Approver.

The order will be presented in red if the approver makes changes resulting in the order falling below minimum order value.

To finalise the order click **Approve**. An email will be sent to the user to confirm the approval.

SUBMITTING ORDERS

User will raise the order and checkout as normal.

If the order is above the user's spend limit, a 'Submit To Approver' button will become available.

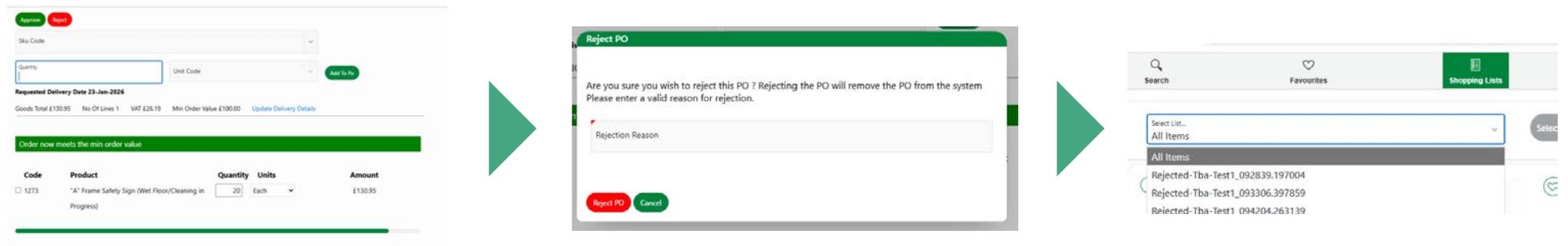
When submitting an order for approval you can leave the PO Ref blank if needed. Any notes will be seen by the PO Approver once you press the 'Submit' button.

Once submitted the PO Approver will receive email notification.

Code	Product	Quantity	Units	Amount
<input type="checkbox"/> 1276	"A" Frame Sign - Caution Wet Floor on Both Sides	10	Each	£127.62
<input type="checkbox"/> 1273	"A" Frame Safety Sign (Wet Floor/Cleaning in Progress)	10	Each	£65.48

Code	Product	Quantity	Units	Amount
<input type="checkbox"/> 1273	"A" Frame Safety Sign (Wet Floor/Cleaning in Progress)	1	Each	£65.55

PO AUTHORISATION



REJECTING ORDERS

The PO Approver can see a counter on the **PO Auth** Tab showing how many orders require approval.

To reject an order simply click **Reject**.

Then confirm the rejection by clicking **Reject PO and add a reason**.

The rejected order will re-appear in the submitted user's shopping list under the account the order was placed and an email will be sent to the user to note the rejection.





CONTACT DETAILS

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