

Merchant Portal User Guide

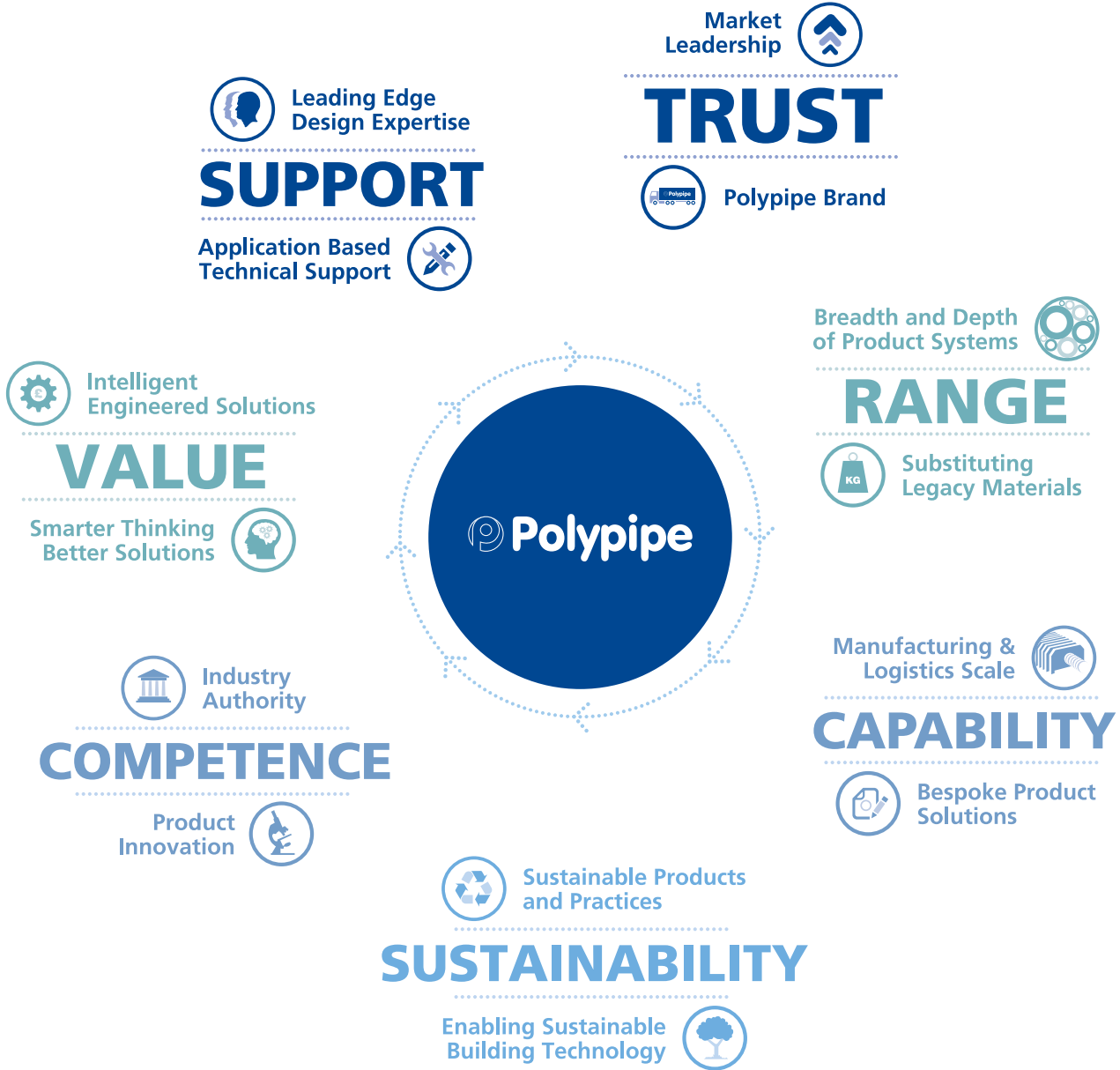


Polypipe Building Products

Contents

Welcome	4 - 5
Logging in	6
Your dashboard screen	7
Catalogue orders	8 - 13
Placing orders	14 - 20
Edit details	21
Logging out	22

At Polypipe, conceiving, designing, manufacturing and delivering the most advanced products and systems isn't merely an occupation. It's a passion. One that's based around a few simple beliefs. Expertise isn't an option. Quality always beats quantity. Products are nothing without service and support. Sustainability isn't just a 'green' word. And working with our customers is much better than simply supplying them.



Polypipe Merchant Portal Users Guide

Welcome to your introduction to the new Merchant Portal. The new online portal is an efficient and effective way to order Literature, Point of Sale materials, promotional items and even check on upcoming events throughout the year. Ordering goods and services online has now become an everyday occurrence in most households, the new Polypipe Merchant portal works very much in the same way as most e-commerce sites but with out the need for financial transactions.

Your login account will give you access to all of the tools you need whilst also recording your account history, so you can go back and review items you have ordered in the past.

We hope you find this guide a useful resource.

**THE ALL NEW
POLYPIPE
MERCHANDISING
PORTAL WILL
STREAMLINE THE
WAY YOU ORDER POS
AND LITERATURE,
WHILST HELPING YOU
TO USE IN BRANCH
MERCHANDISING TO
BEST EFFECT.**

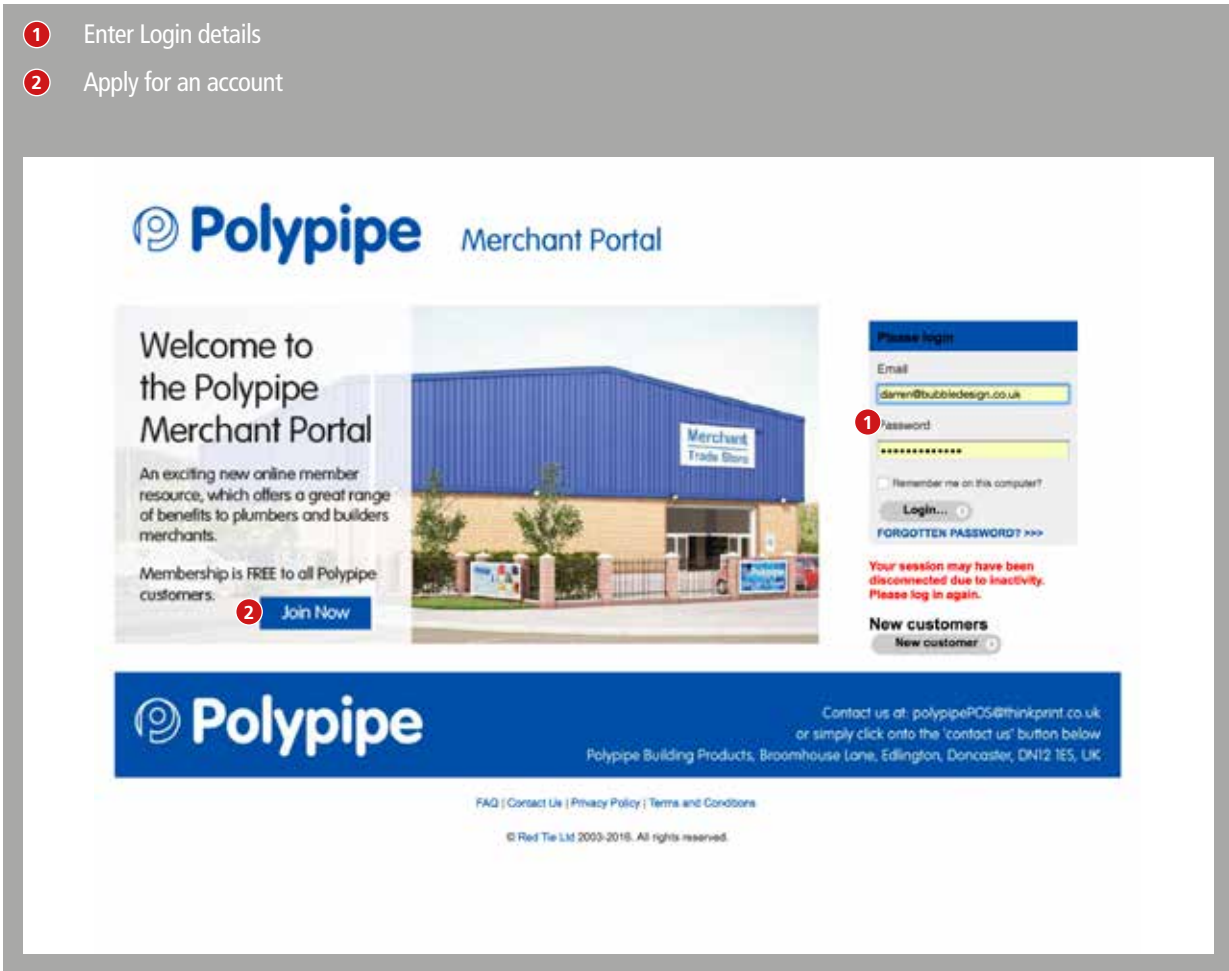


Jason Nightingale
Channel Marketing Manager
Polypipe Building Products



www.merchants.polypipe.com

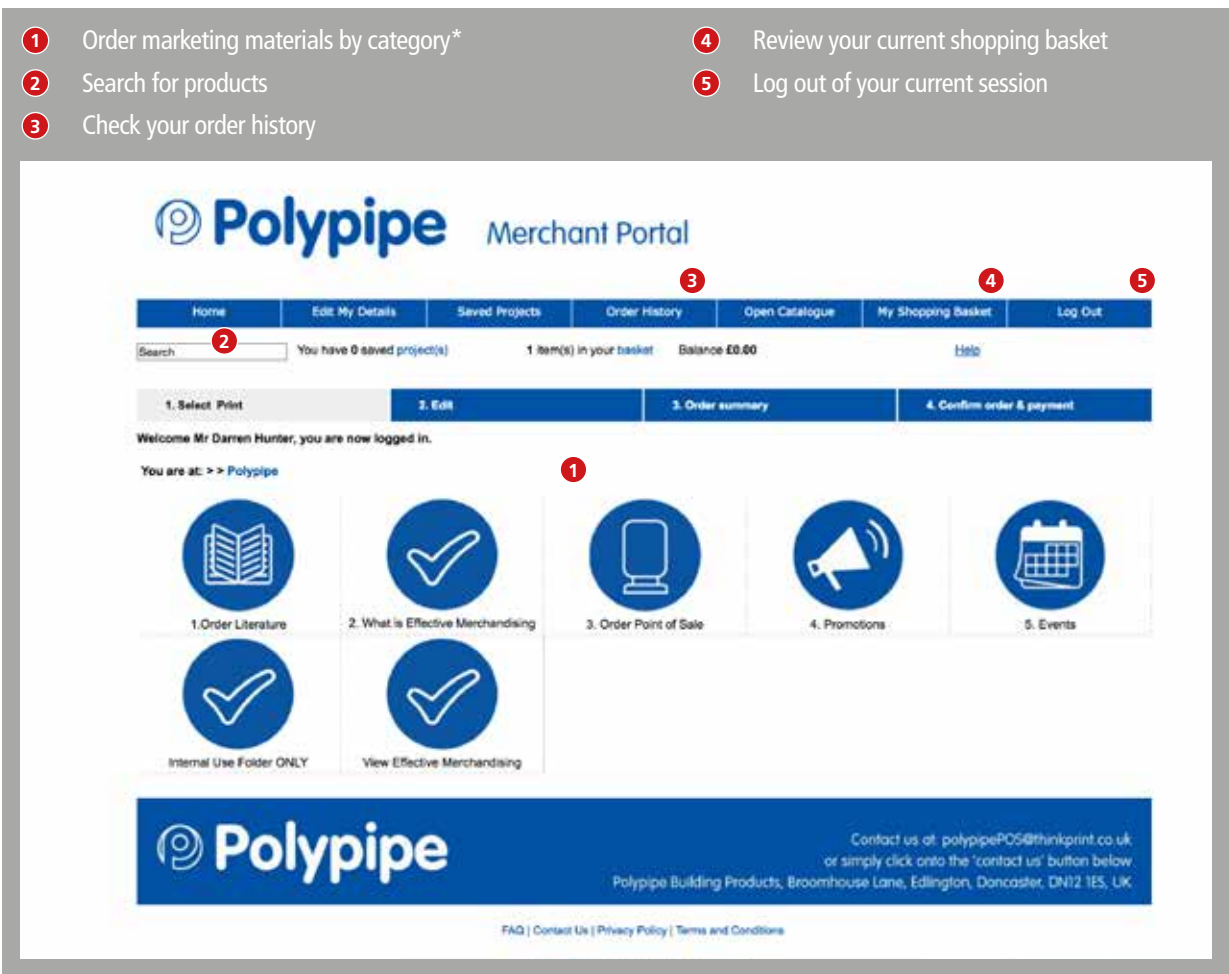
In any browser visit www.merchants.polypipe.com, this will take you to the Home Screen below. If you have already been sent your password for the portal, you can enter your details (email address & password) into the login screen on the right. If you haven't already registered (all applications will be approved by the Polypipe marketing team) you can also apply for your account from here by clicking on the "Join Now" button which will take you to the "New Customer" application screen. Simply fill out your details (fields marked with * are mandatory fields). By clicking on the "Save Details" button your application will be forwarded through to the Polypipe Marketing Team.



Your dashboard screen

All of your account details (order history, user details etc) are accessible from your Dashboard screen. Your options from this screen are as follows (depending upon your account type):

- a. Home: Takes you back to this Home Screen
- b. Edit My Details: Where you can edit the personal details assigned to your account which you entered when applying for your account.
- c. Saved Projects: This is where you store your projects to review before finalising an order.
- d. Order History: Where you can review previous merchandise orders placed with your account.
- e. Open Catalogue: Takes you back to this Dashboard screen to place or review orders.
- f. My Shopping Basket: Review current orders before finalising.
- g. Log Out: Finishes your current session.



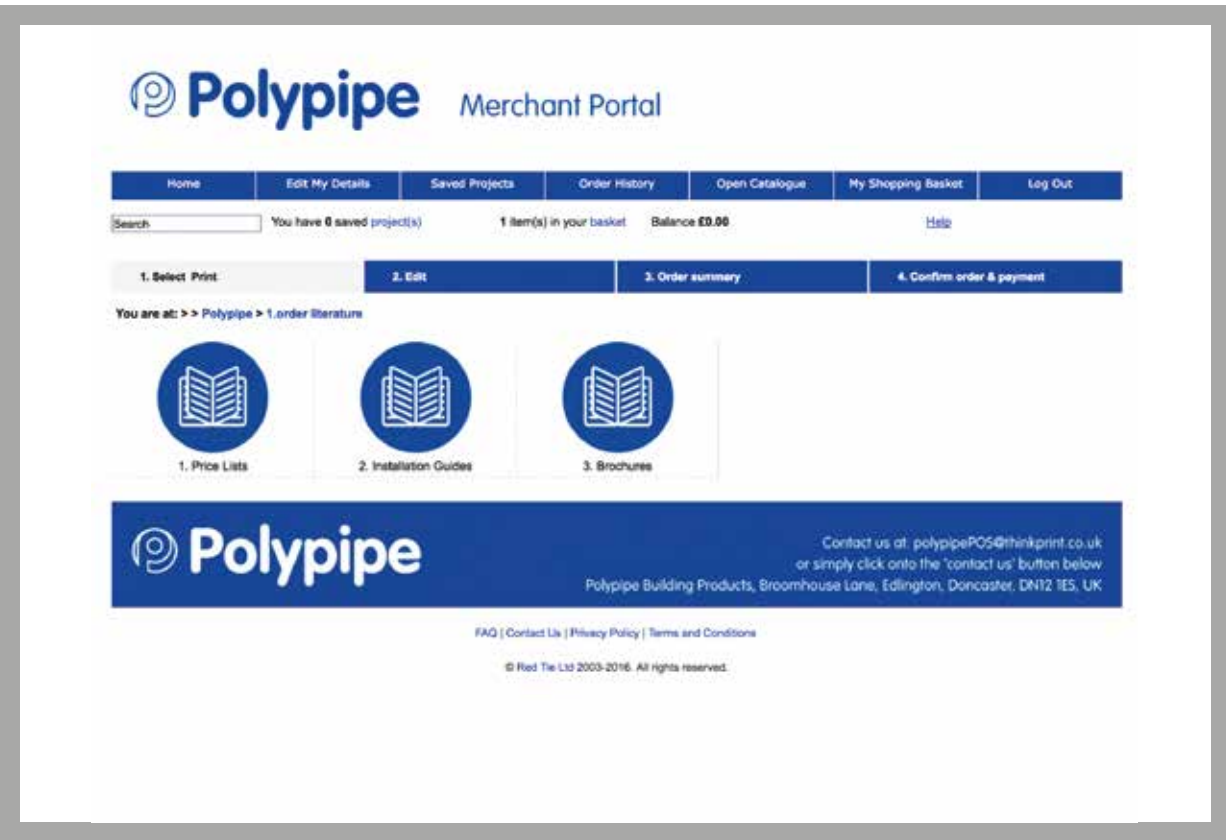
* Category access is dependent upon your account privileges

Ordering from the catalogue

Here you will see usable categories availbale to you from the catalogue on the Dashboard screen. These are:

1. Order literature: The following categories of literature are available.

- 1a. Price Lists
- 1b. Installation Giudes
- 1c. Brochures



2. What is Effective Merchandising: Takes you to our Effective Merchandising Programme.

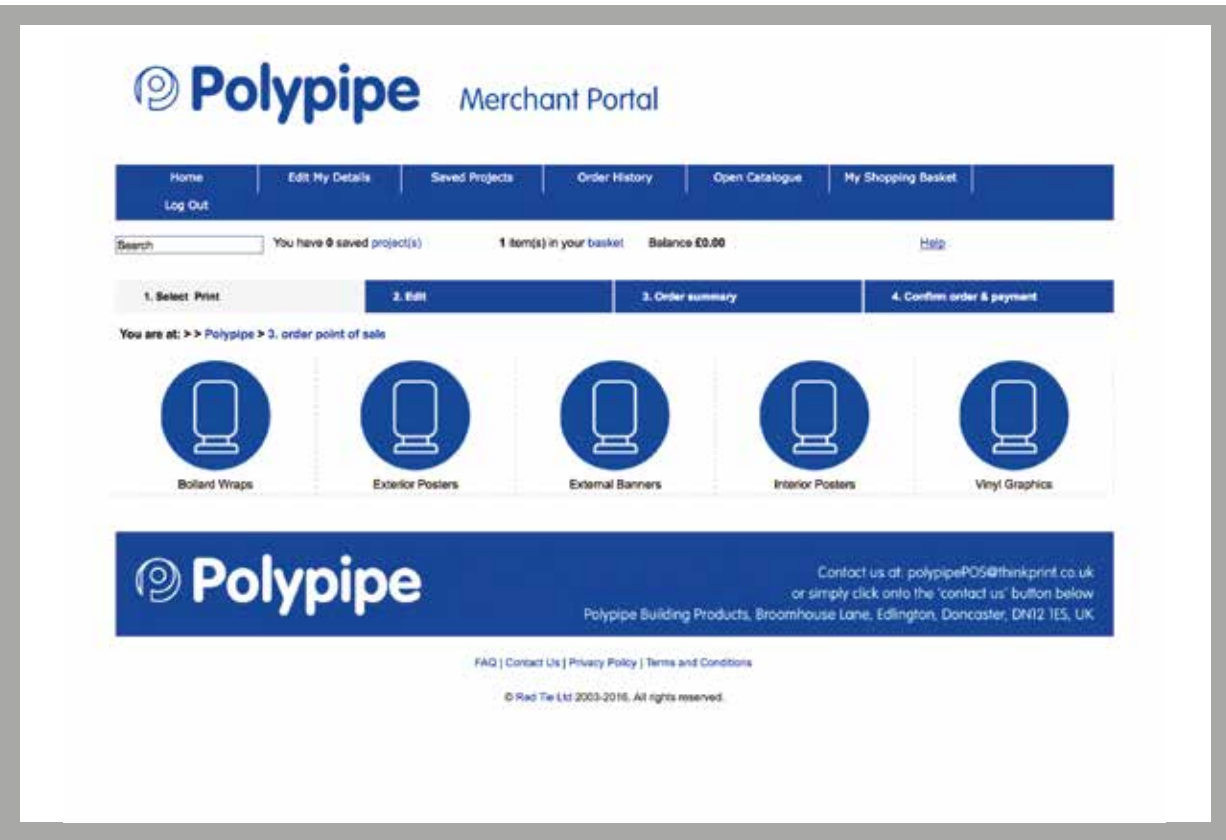


From here you can learn about the benefits of effective merchandising and request an audit from the Polypipe Merchandising Team by clicking on the "Request branch audit" link at the bottom of the page.

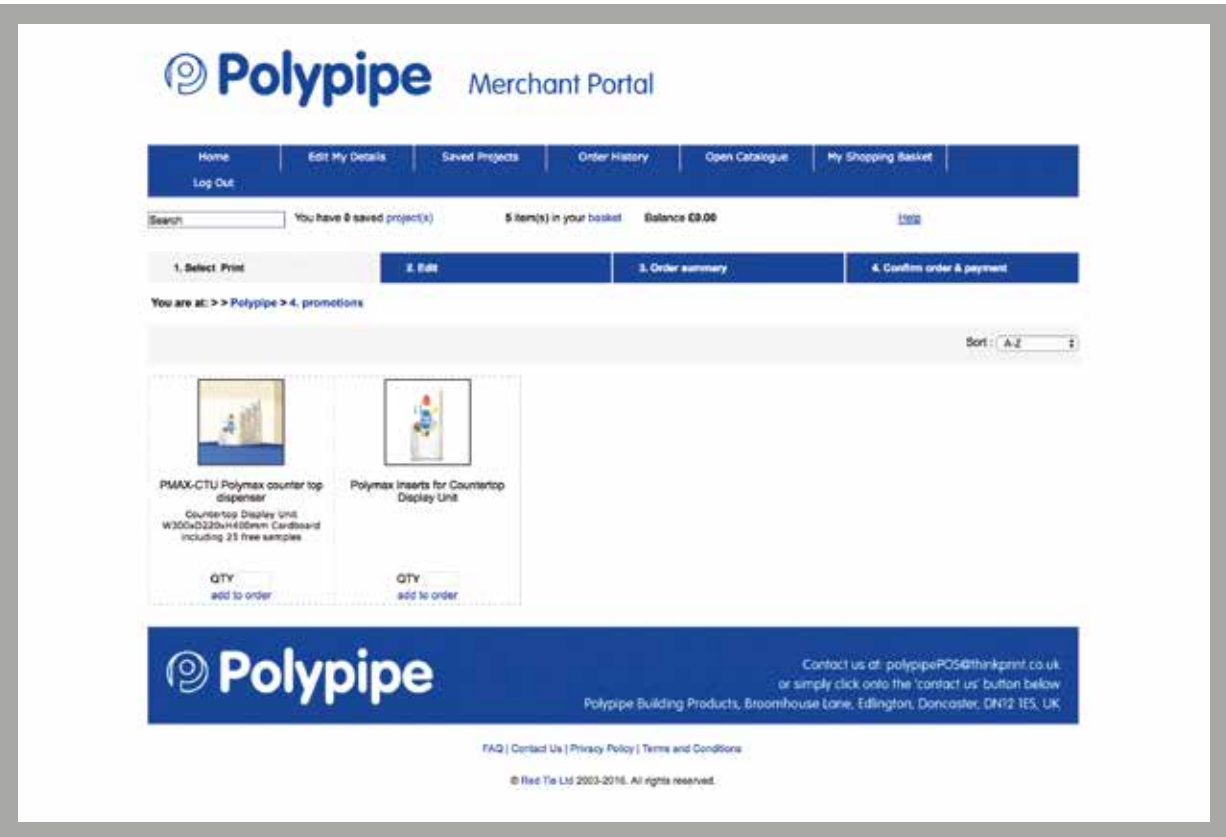
Ordering from the catalogue

3. Order Point of Sale: The following items are available.

- 3a. Bollard Wraps
- 3b. Exterior Posters
- 3c. External Banners
- 3d. Interior Posters
- 3e. Vinyl Graphics

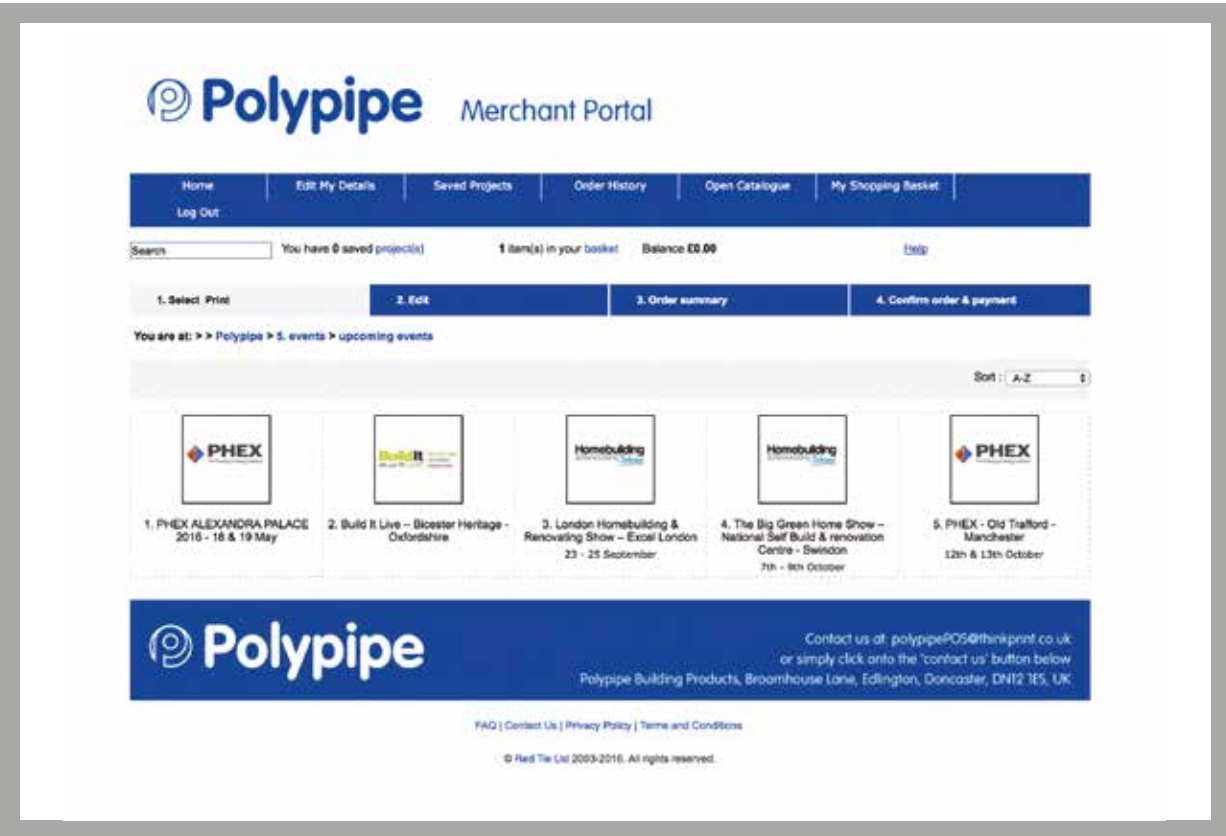


4. Promotions: Order Counter Top items.



Ordering from the catalogue

5. Events: Details of events and shows where we are exhibiting over the coming year.



6. View Effective Merchandising: Order the following Internal & External Merchandising products

6a. Order effective merchandising products.

1. Header Boards
2. Shelf Edge Strips (in singles and sets)
3. Accessories
4. Display Units

6b. Order Event Products.

1. Banners & Flags

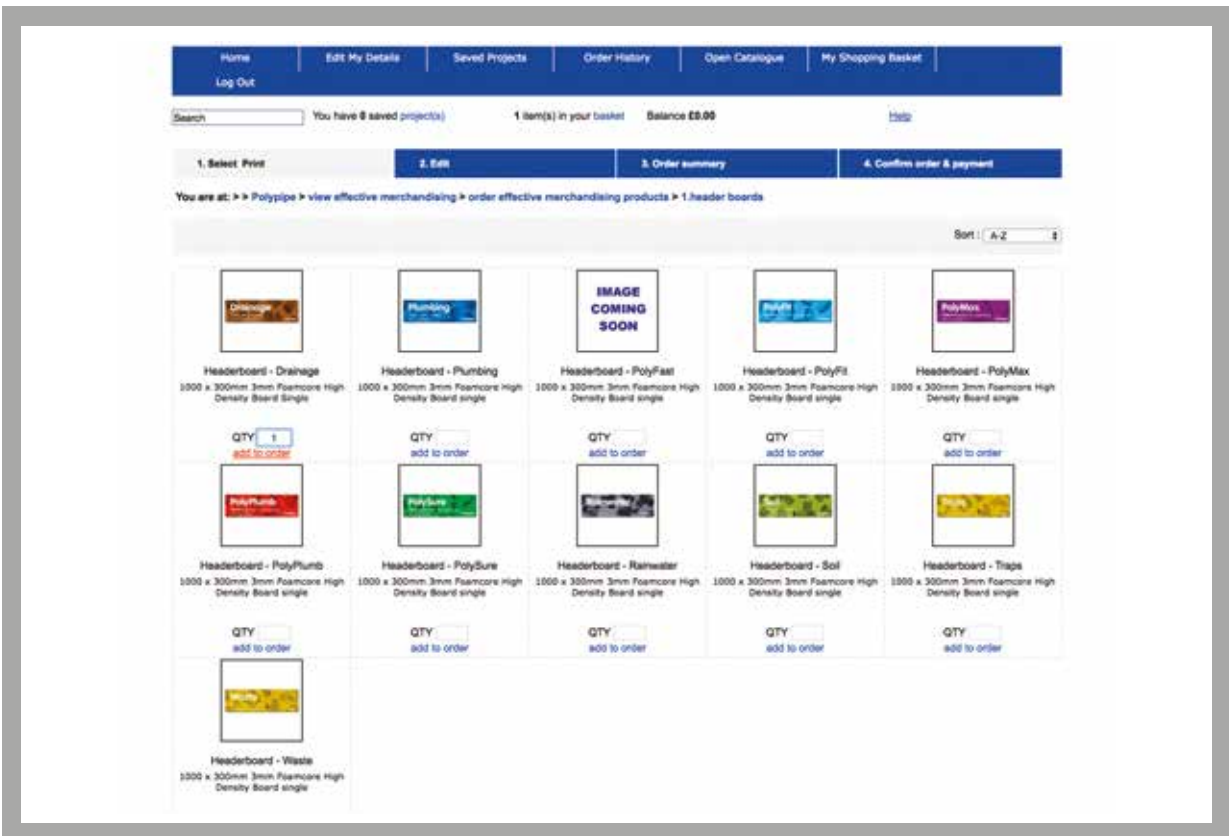
6c. Zone 1 Perimeter Products: External Banners, Posters etc

6d. Zone 2 Entrance Products: Posters and Bollard Wraps

6e. Zone 3 Interior Products: Posters and Vinyls

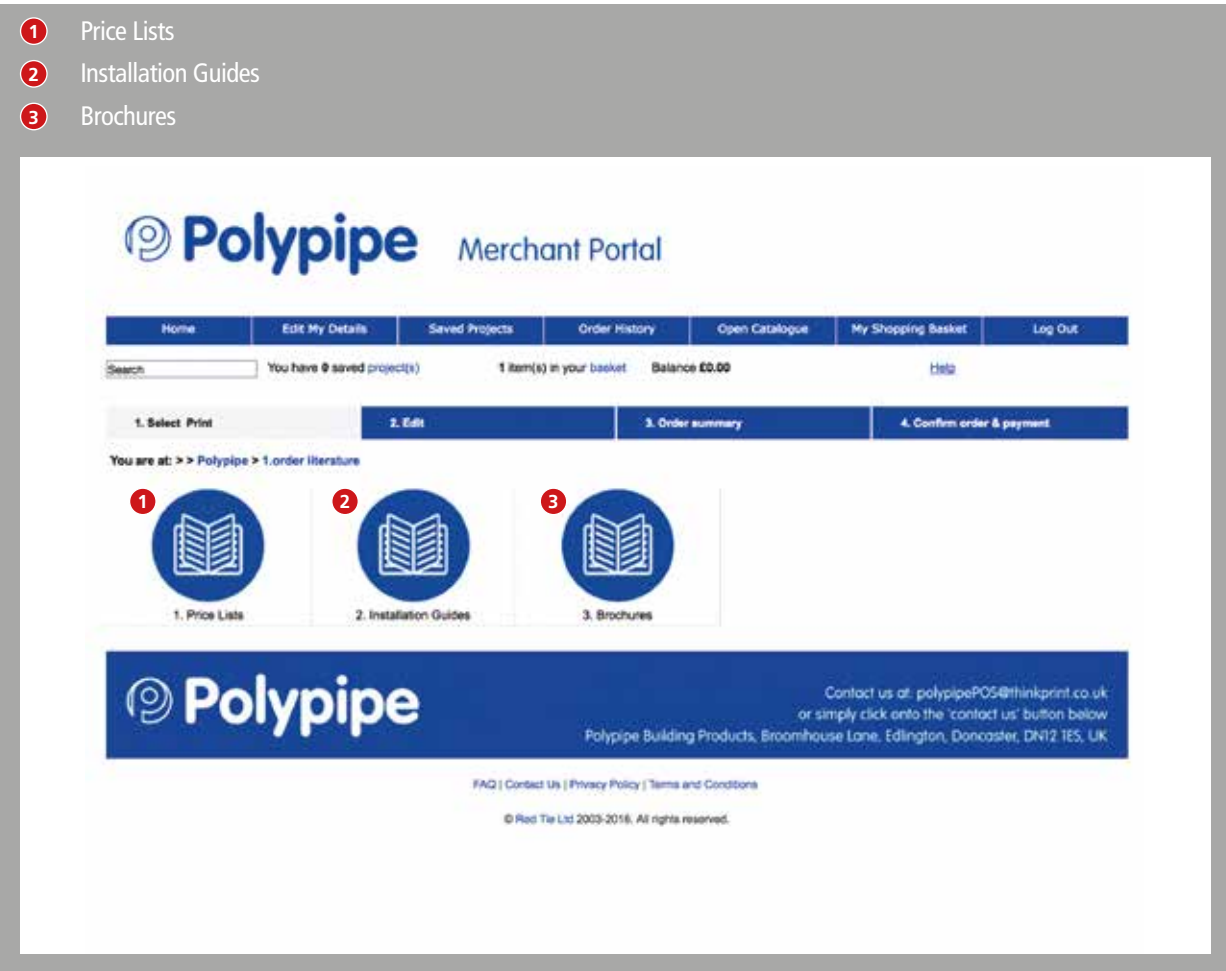
6f. Zone 4 Display Products: Header boards, shelf edge strips and merchandising accessories

6g. Zone 5 Counter Products: Counter Top literature dispensers

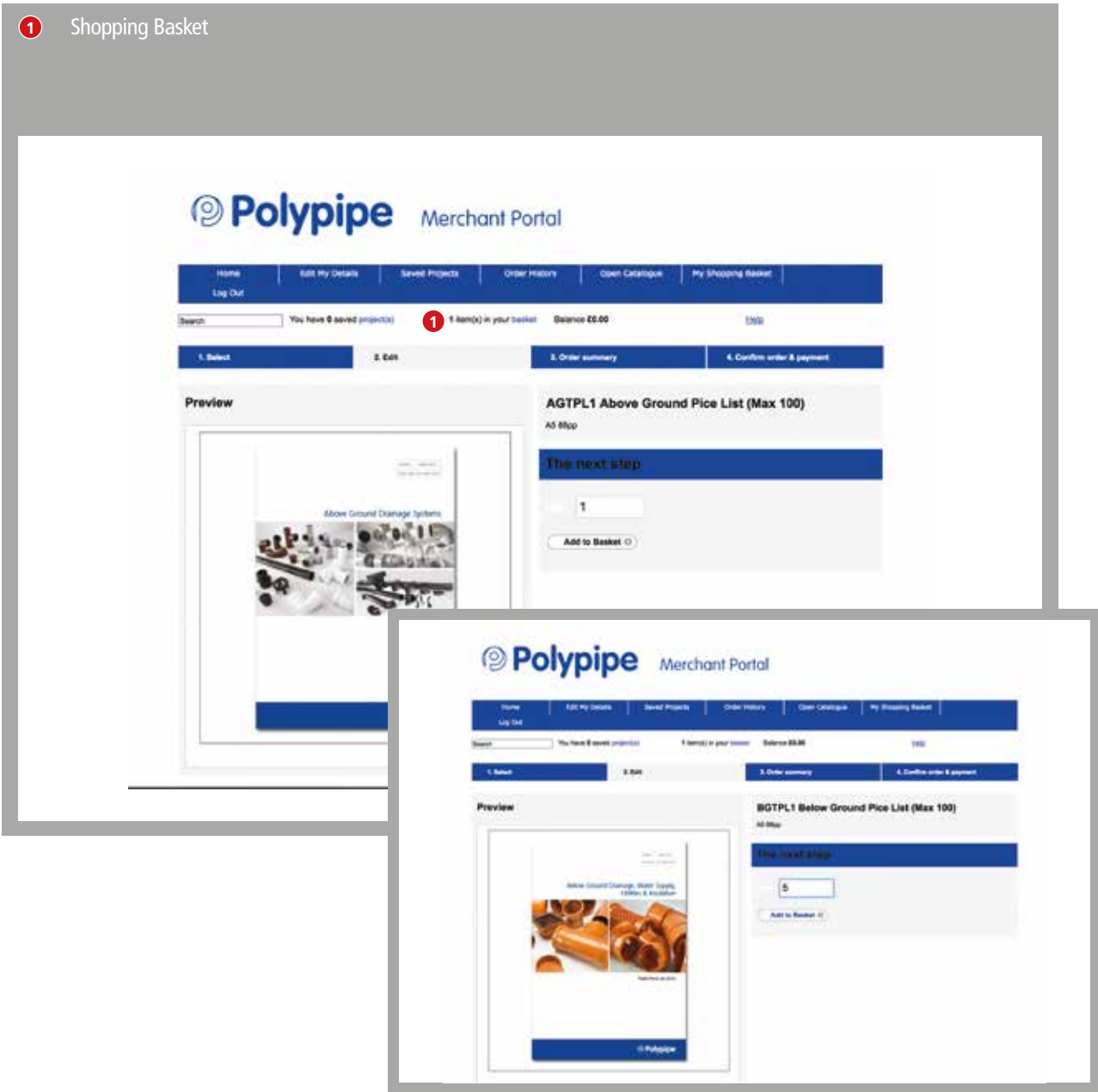


Placing an order

Click on the “Open Catalogue” tab at the top of the screen and then select the options you need to order.
In this example we’re going to order some literature first.




You can either place an order by entering a quantity in the available box under each publication thumbnail and then click “add to order”. Or go to the product view mode and enter the quantity into the box on the right followed by “Add to basket”.
We have added some Above Ground Price Lists and Below Ground Price Lists to our order. You will notice that the number of times in your basket increase with every order.



We are also going to add some Underfloor Heating Installer Guides which are available within the Brochures (Option 3) within the "Order Literature".

We have also added some Bollard Wraps to our basket, available within "Order point of sale".



Polypipe

Merchant Portal

Home	Edit My Details	Saved Projects	Order History	Open Catalogue	My Shopping Basket	Log Out
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You have **0** saved project(s)

1 item(s) in your basket



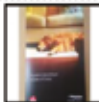





Balance **£0.00**

[Help](#)

1. Select Print	2. Edit	3. Order summary	4. Confirm order & payment
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You are at: >> [Polypipe](#) > [1.order literature](#) > [3. brochures](#)

Sort : A-Z

 <p>CES1 Carbon efficient Solutions: enabling sustainable indoor environments</p> <p>A4 silk Portrait Brochure, 24 pps with 350g cover, Single (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>	 <p>CHAMB-BRO-16PP Underground Drainage Brochure - Inspection Chambers</p> <p>A4 with 200gsm (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>	 <p>INSTALLER GUIDE A4 12PP Underfloor Heating Installer Guide</p> <p>A4 200gsm silk (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>	 <p>PBPPU-PGPF1 Product Update: Polyguard Range Plastic Fittings</p> <p>A4 silk Portrait Brochure, 4 pps, Single (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>	 <p>POLYP-203 Underfloor Heating Consumer Brochure</p> <p>A4 silk Portrait Brochure with 350gsm cover, Single (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>
 <p>PUK1 Plastic Piping Systems and Solutions</p> <p>A4 silk Portrait Brochure, 28 pps with 350g cover, Single (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>	 <p>Residential</p> <p>A4 silk Portrait Brochure, 28 pps with 350g cover, Single (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>	 <p>RWHB4 Rainstream Home Systems: rainwater harvesting</p> <p>A4 silk Portrait Brochure, 28 pps with 350g cover, Single (Max 50)</p> <p>QTY <input type="text"/></p> <p>add to order</p>		


Polypipe Merchant Portal

[Home](#)
[Edit My Details](#)
[Cancel Projects](#)
[Order History](#)
[Open Catalogue](#)
[My Shopping Basket](#)

[Log Out](#)

You have £ 58.000 products
3 items in your basket
Subtotal £3.00
[View](#)

1. Select

2. Edit

3. Order summary

4. Confirm order & payment

Preview



TBW1 Triangular Bollard Wraps (310mm wide face)
 1000mm x 900mm 4mm Correx (Max 4)

The next step

1

[Add to Basket 10](#)

Pages



1

TBW1 Triangular Bollard Wraps (310mm wide face)

Placing an order

Once you are happy with your order you can simply click on “My Shopping Basket” on the top navigation to review the items in your basket.

1 Update your quantities

2 Edit your selections

3 Delete a selection

Polypipe Merchant Portal

Home

Edit My Details

Saved Projects

Order History

Open Catalogue

My Shopping Basket

Log Out

Search

You have 0 saved project(s)

5 item(s) in your basket

Balance £0.00

Help

QTY


Preview

Items in Order: 840276

Total

1

UPDATE



BOTPL1 Below Ground Pipe List (Max 100)


A5 88pp

Add note

2


Edit

3



10

UPDATE




AGTPL1 Above Ground Pipe List (Max 100)

A5 88pp


Add note

Edit



1

UPDATE




Feather Flag GREY (Internal or External)

Lightweight Polyester Textile 3300 x 850mm


Add note

Edit



1

UPDATE




Headerboard - Drainage

1000 x 300mm 3mm Foamcore High Density Board Single


Add note

Edit



20

UPDATE




INSTALLER GUIDE A4 12PP Underfloor Heating Installer Guide

A4 200gsm silk (Max 50)

Add note

Edit



Sub Total

8.00

Delivery

0.00

Total

£0.00

On this screen you can update quantites, or remove items from you Shopping Basket by clicking on the “Trash” button next to the relevant item.

Once you happy with your selection and delivery details, just click on the “Send for Approval” button to send the order request. All requests will then be approved by the Polypipe Marketing Team.

1 Send your order for approval


Qty

Preview

Item Description

Sub Total

20




INSTALLER GUIDE A4 12PP Underfloor Heating Installer Guide

A4 200gsm silk (Max 50)

Add note

1




Headerboard - Drainage

1000 x 300mm 3mm Foamcore High Density Board Single

Add note

1




Feather Flag GREY (Internal or External)

Lightweight Polyester Textile 3300 x 850mm

Add note

10




AGTPL1 Above Ground Pipe List (Max 100)

A5 88pp

Add note

1



BOTPL1 Below Ground Pipe List (Max 100)

A5 88pp

Add note

Sub Total

£0.00

VAT

£0.00

Delivery

£0.00

Total

£0.00

☐ Click here to agree to our Terms and Conditions

1

Send for approval

Polypipe

Contact us at: polypipePOS@thinkprint.co.uk or simply click onto the "contact us" button below
Polypipe Building Products, Broomhouse Lane, Edlington, Doncaster, DN12 1ES, UK

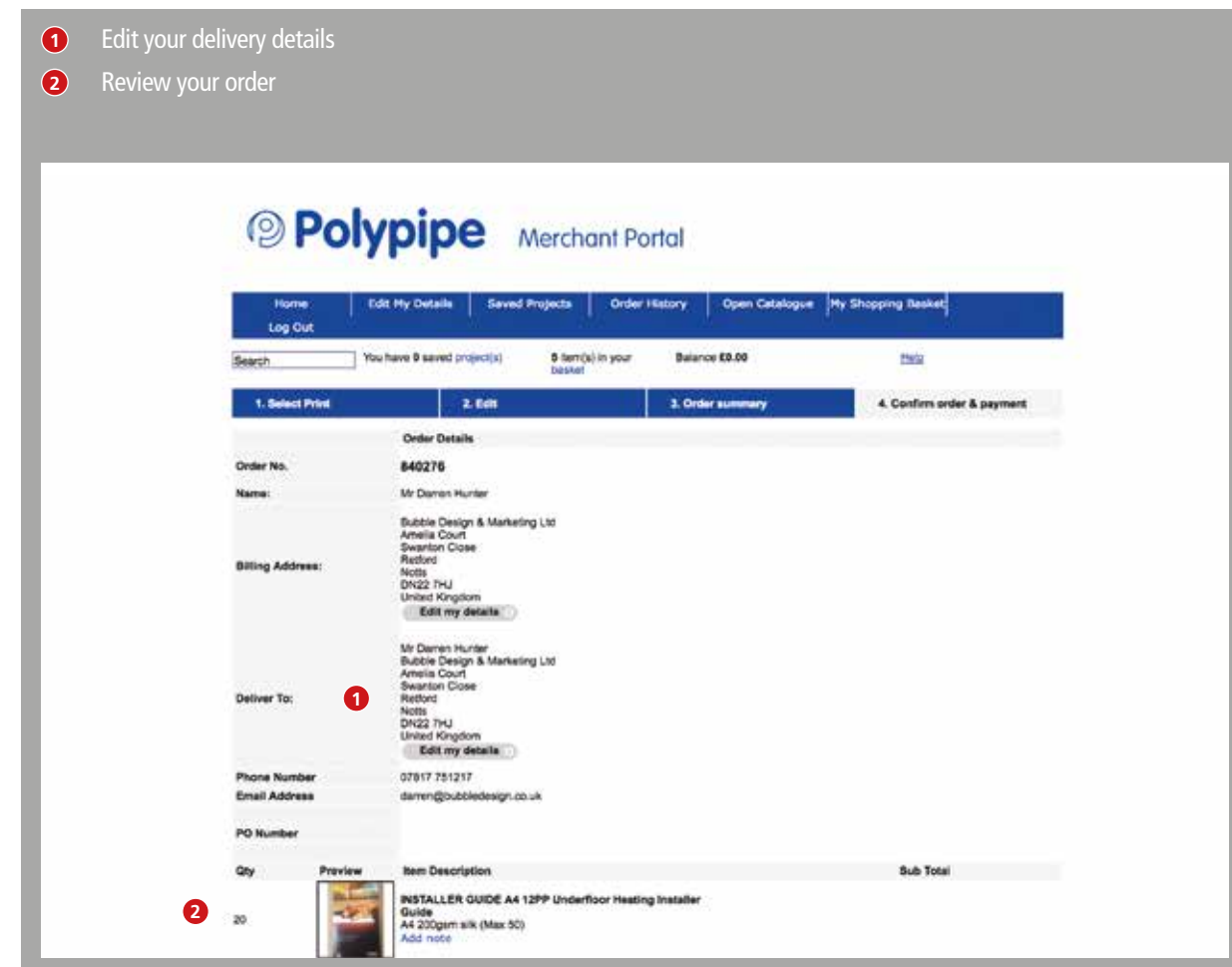
On this screen you can update quantites, or remove items from you Shopping Basket by clicking on the “Trash” button next to the relevant item.

18

19

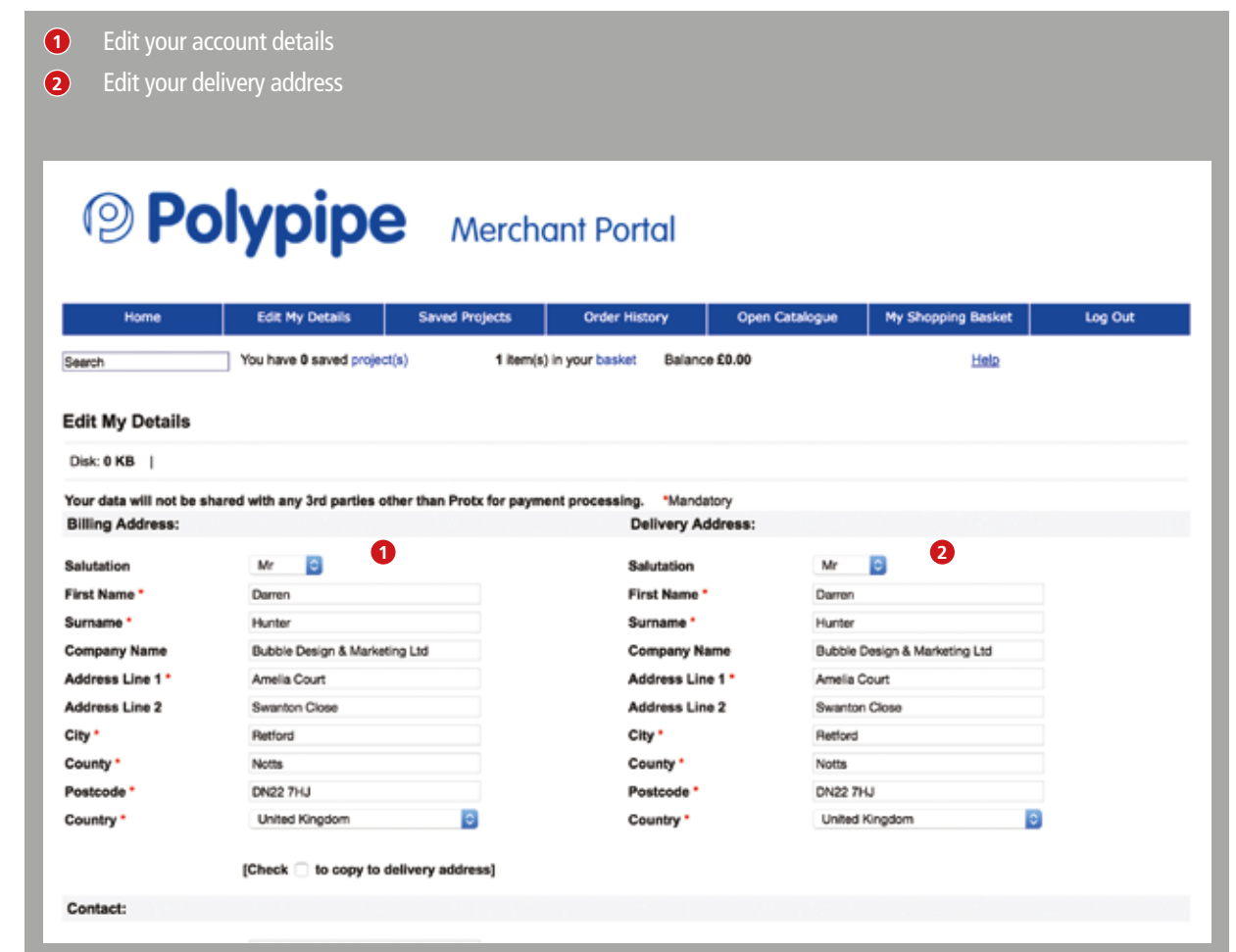
Pla

You can also send the ordered items on to a third party by clicking on the "Edit my Details" button next to the "Delivery to" address and update from there.



Ed

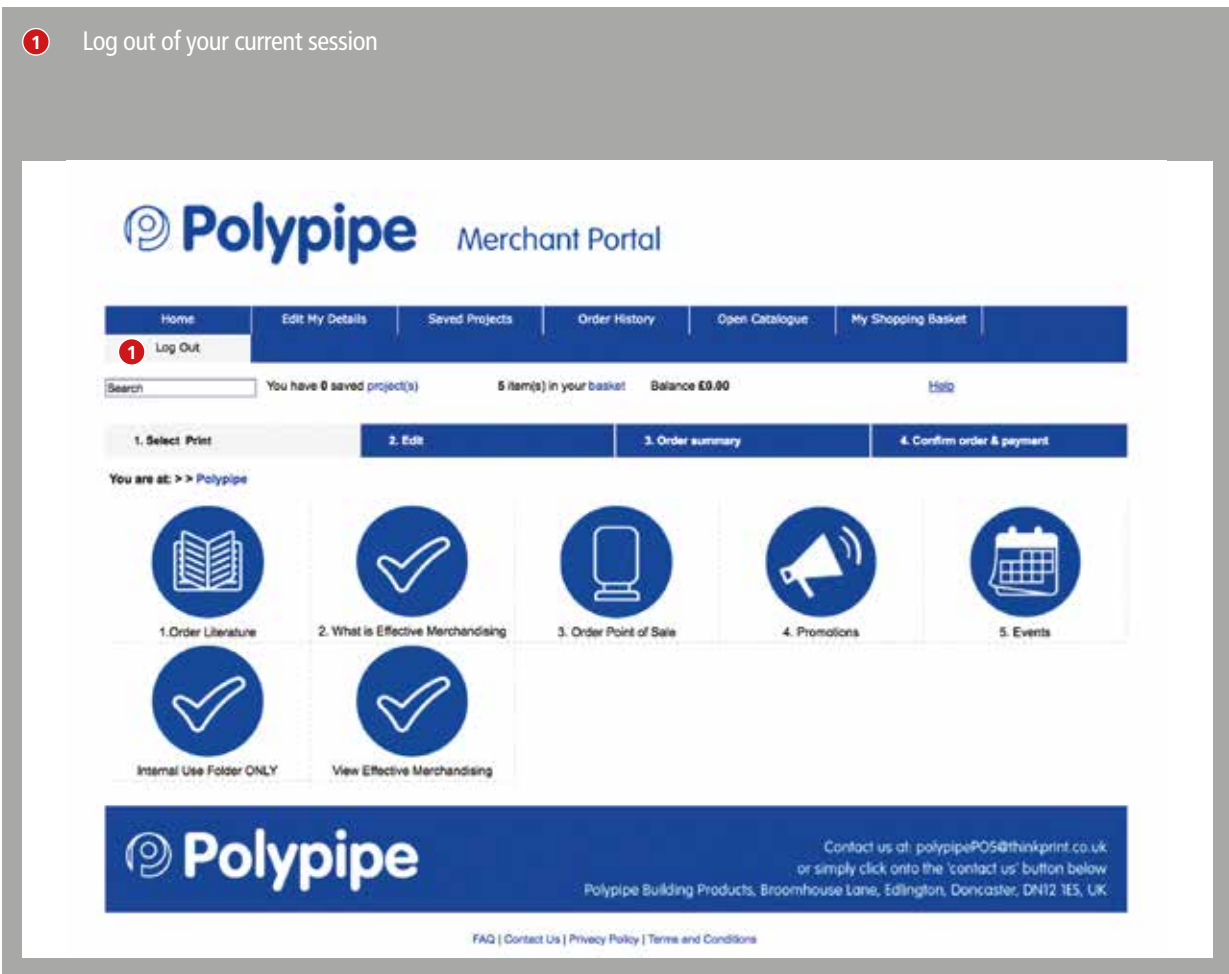
On this screen you can update the details applicable to your account such as Home Address (labeled as Billing Address, Delivery Address) and even your account password. Merchants can even add their Company Name. Once you're happy with your updates simply click on the "Save my details" button. Once this is updated, you can then select the "Continue order" option.



Once you have completed your order, the request will be reviewed and approved by the Polypeptide Marketing Team.

Logging Out

You can log out of your current session at any point simply by clicking on the “Log Out” button on the top navigation.



Merchant Portal User Guide



Polypipe Building Products

Broomhouse Lane

Edlington

Doncaster

DN12 1ES

United Kingdom

Tel: +44 (0)1709 770000

info@polypipe.com