



Our Guide to online ordering



Visit www.cheshiremouldings.co.uk
or search 'Cheshire Mouldings' in the app store

Relax, now you can order any time, any day.

Although we are always happy to stay as late as possible to take your orders, we understand that sometimes business is just too busy to get your order placed before closing. Our new online ordering app and desktop portal means that you can now place your order whenever it suits you. In fact, you can now do much more than that too! Share a team shopping list, jump to your favourite items, quickly repeat a previous order or print out your past order details – all easy and at your own convenience!

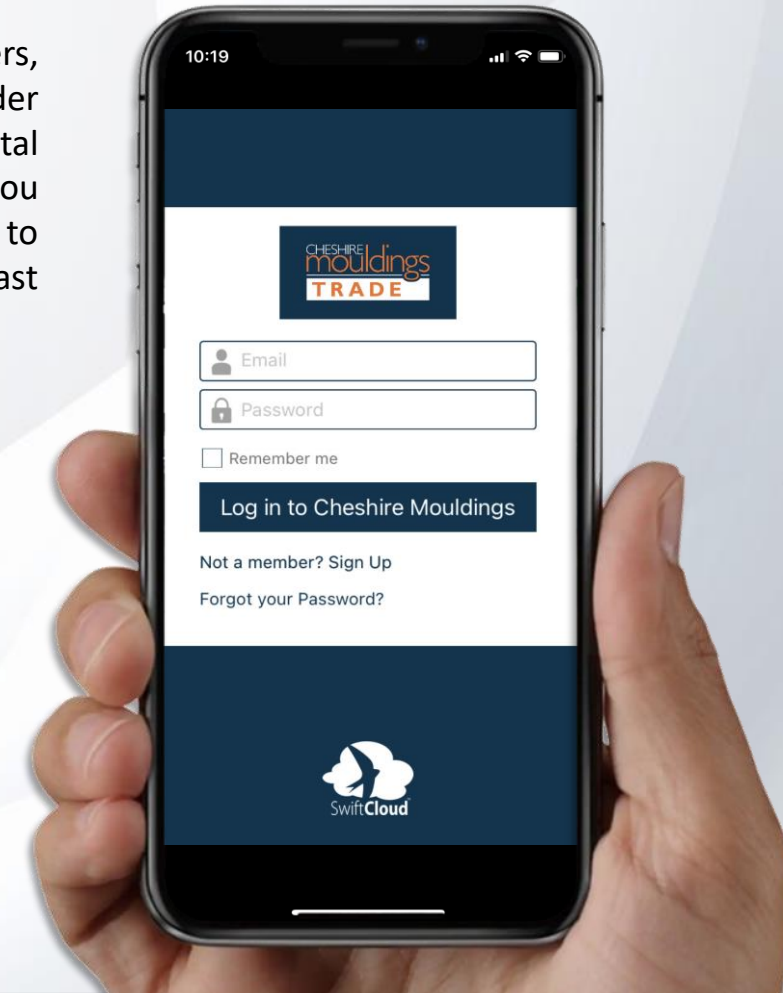
We hope you find this guide helpful and we are confident that once you have registered our app will speak for itself.

For queries though, we're here to help:

Tel: 0800 085 3465

Web: www.cheshiremouldings.co.uk

Email: webenquiry@cheshiremouldings.co.uk



How to get going

Contact us via email: webenquiry@cheshiremouldings.co.uk



Provide your name, business name,
account number and telephone number.

Wait for your password



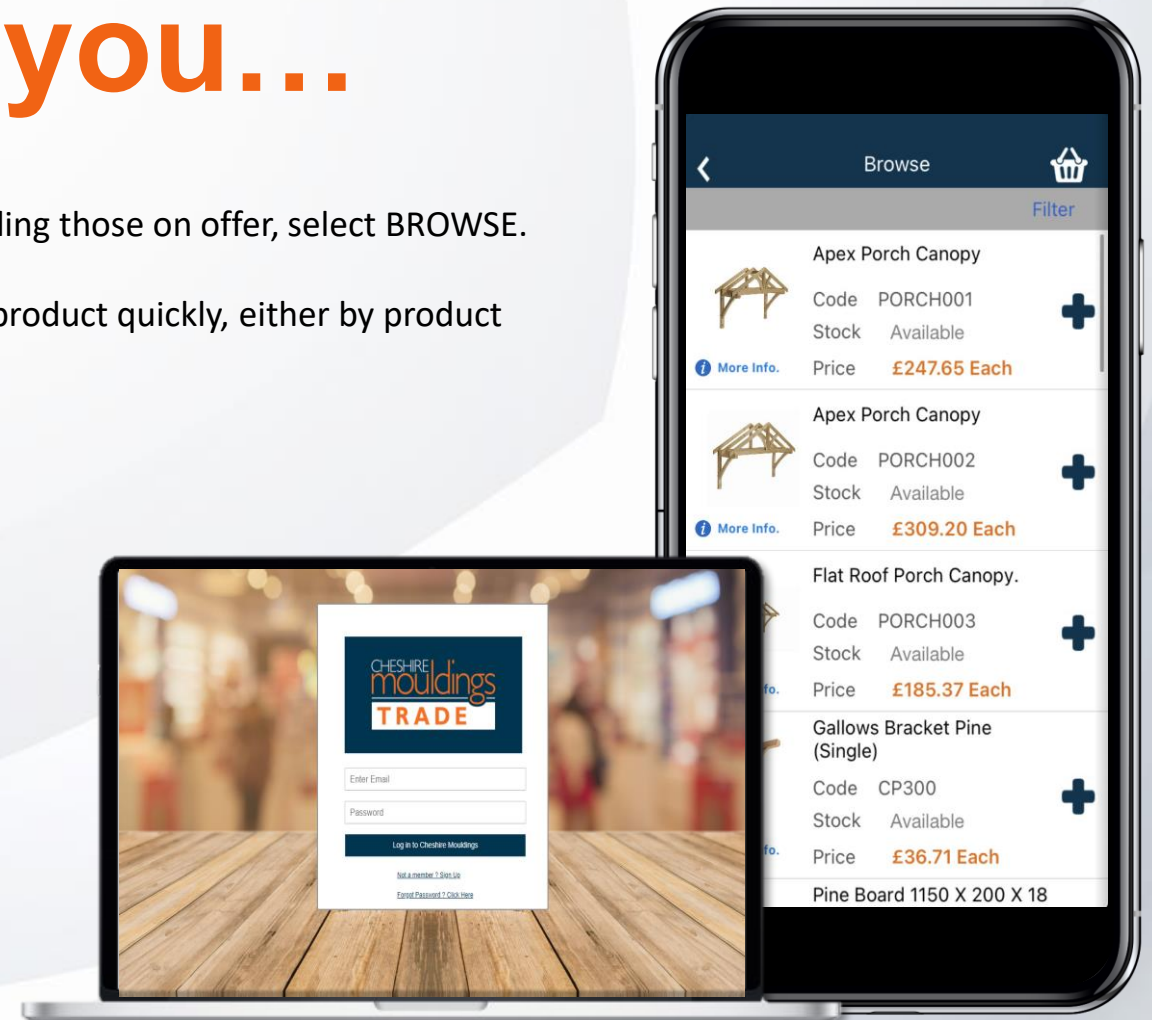
We will swiftly send your password via email.

You're ready to start ordering!

OFFERS & BROWSE

It's simple!
We'll show you...

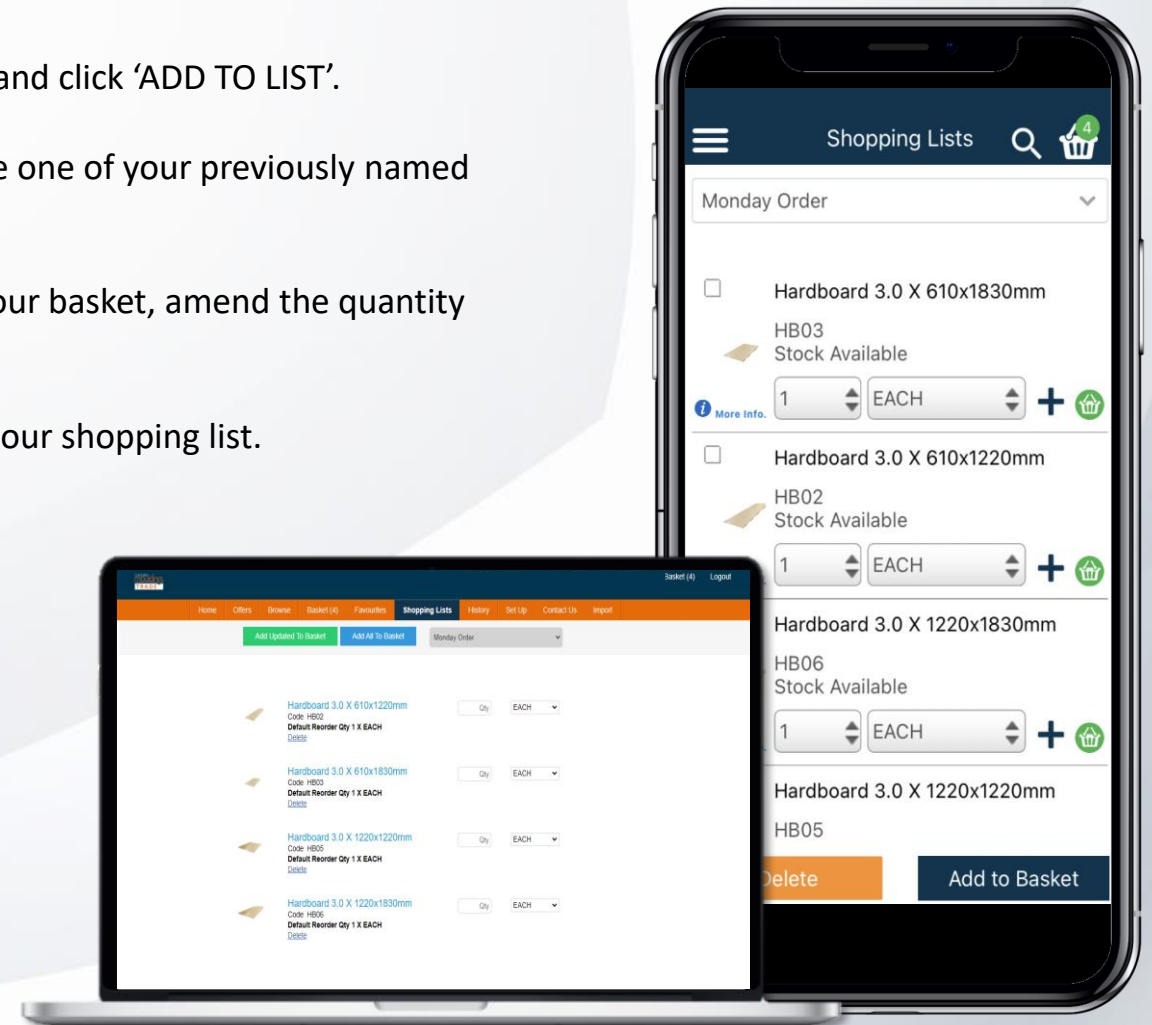
- To browse our full range all products, including those on offer, select BROWSE.
- Use the 'SEARCH' feature to find a specific product quickly, either by product description or product code.



SHOPPING LISTS

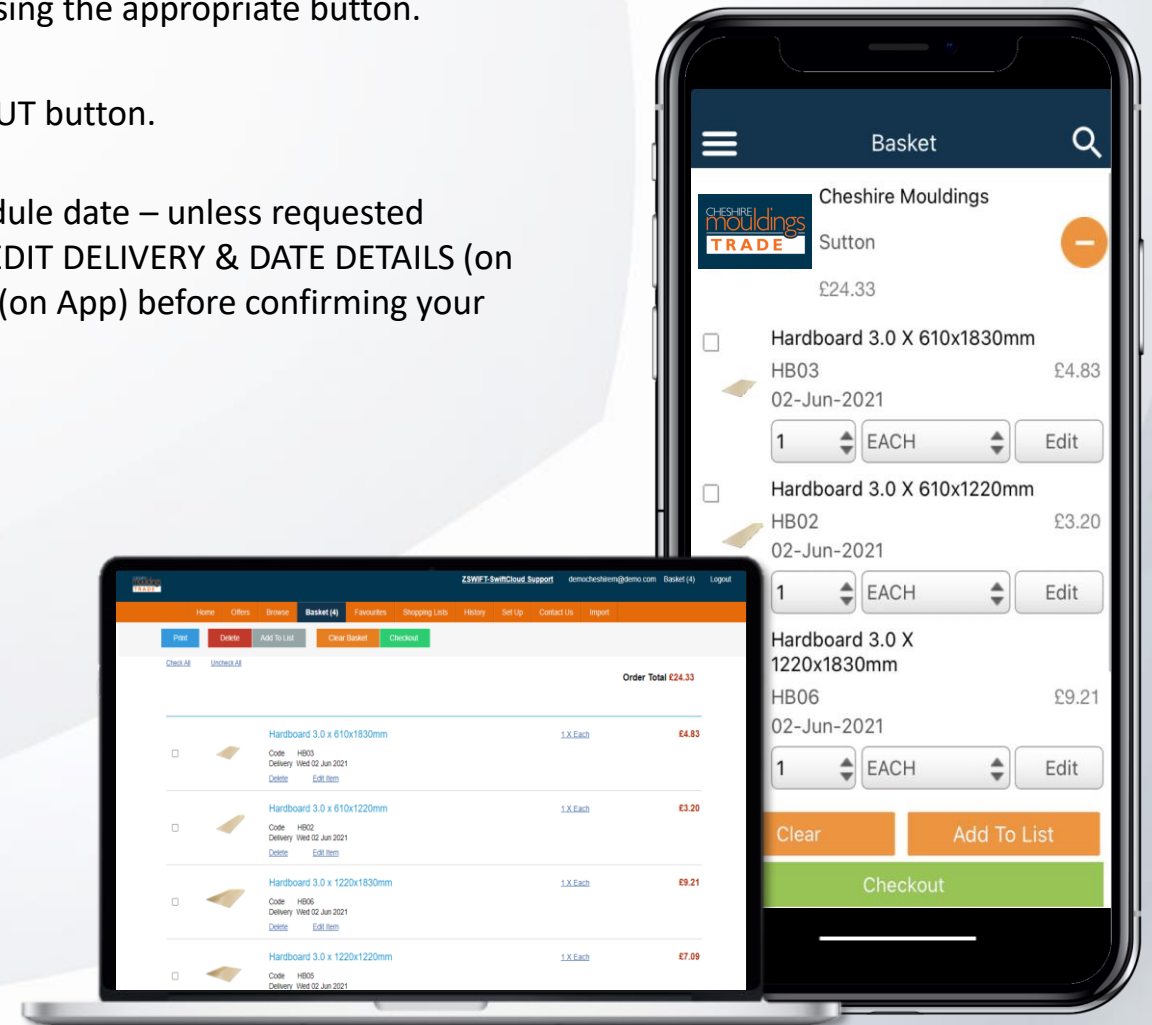
For items you regularly order it is probably quicker to create a 'Shopping List'.
If this helps, you can give your list different names, such as 'Monday Order'.

- To do this, tick the items when in your basket and click 'ADD TO LIST'.
- Use the pop-up box to create names or choose one of your previously named lists to add into.
- To add specific items from a shopping list to your basket, amend the quantity then select ADD TO BASKET.
- Use the 'Delete' link to remove an item from your shopping list.



BASKET

- Click the BASKET page to see its contents, plus your order total so far.
- Delete items or add them to a shopping list using the appropriate button.
- To place your order, select the green CHECKOUT button.
- Your order will be delivered on the next schedule date – unless requested otherwise. To schedule a different date click EDIT DELIVERY & DATE DETAILS (on desktop) or the ESTIMATED DELIVERY button (on App) before confirming your order.



BARCODE SCANNING

To add a product to your basket, simply:

1. Select the 'Scan' option.
2. Scan the bar code on the product.
3. The product will now be placed in your basket.
4. Continue shopping or head to the checkout to complete your order.

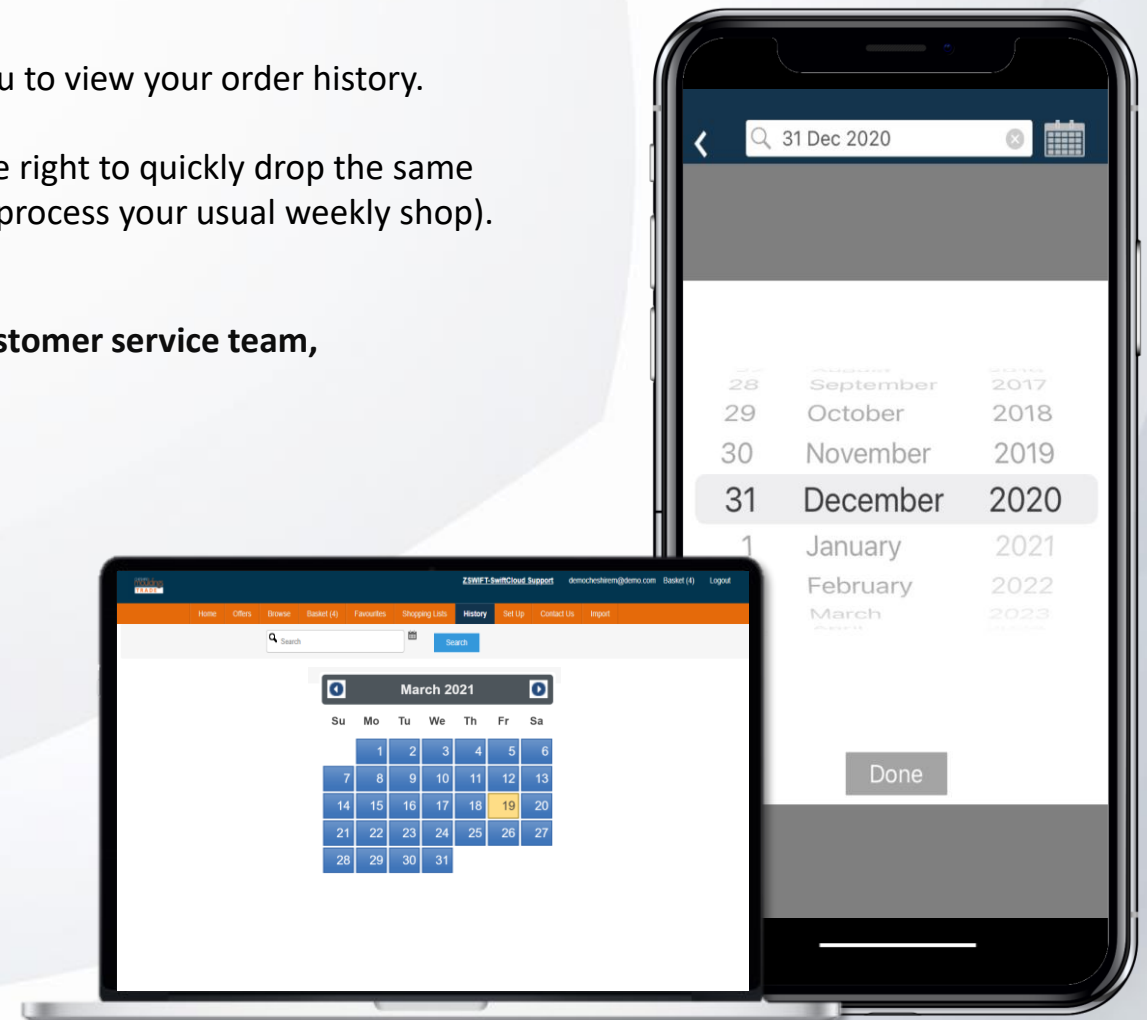


HISTORY

View details of past orders either by looking through the list shown, by searching the order number or your customer reference.

- Select 'History' from the main navigation menu to view your order history.
- You can also use the 'Add to Basket' link on the right to quickly drop the same items into your basket (a great way to quickly process your usual weekly shop).

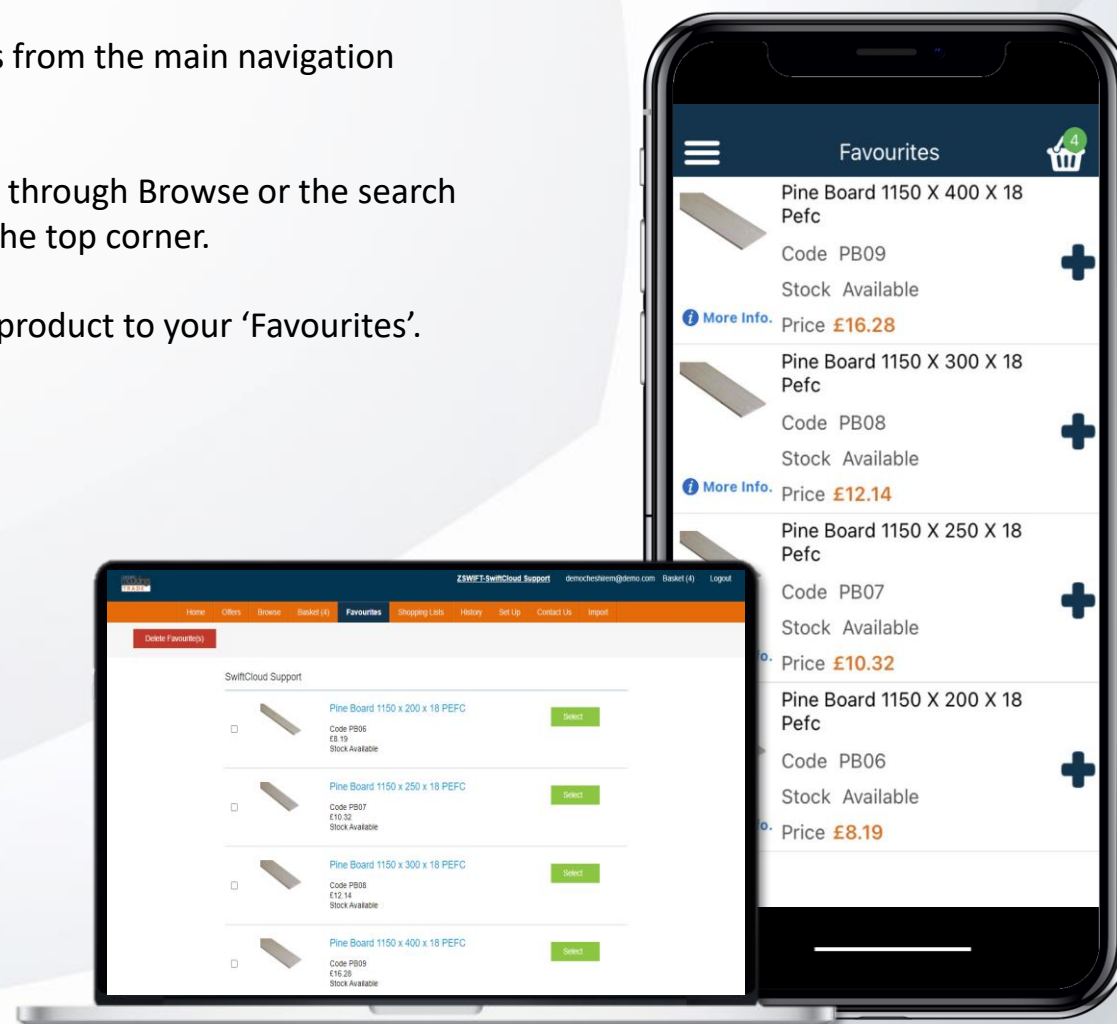
Note: For order amendments contact the customer service team, these cannot be edited using the app.



FAVOURITES

Add items to a 'Favourites' list to quickly order items you regularly use.

- To view your favourite items, select Favourites from the main navigation menu.
- To add a product into your Favourites locate it through Browse or the search bar. Click 'Select' and you'll see a grey star in the top corner.
- Click the star to turn it **GOLD**, which adds the product to your 'Favourites'.



TOP TIPS

- **Do you jump between different devices**, such as a work based desktop or personal mobile? If so, it's good to know that your order details (even running shopping lists and half-ready baskets) will transfer across instantly.
- **The Media Library Contains** various useful information including fitting instructions.

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