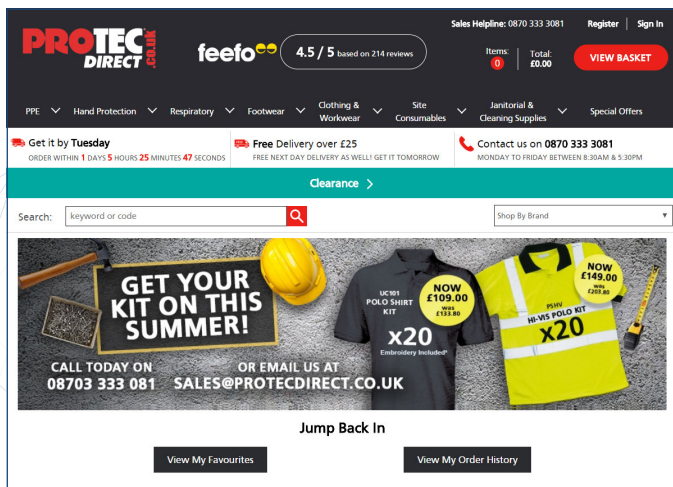


# Quick Order Guide

[www.protecdirect.co.uk](http://www.protecdirect.co.uk)

Advantage



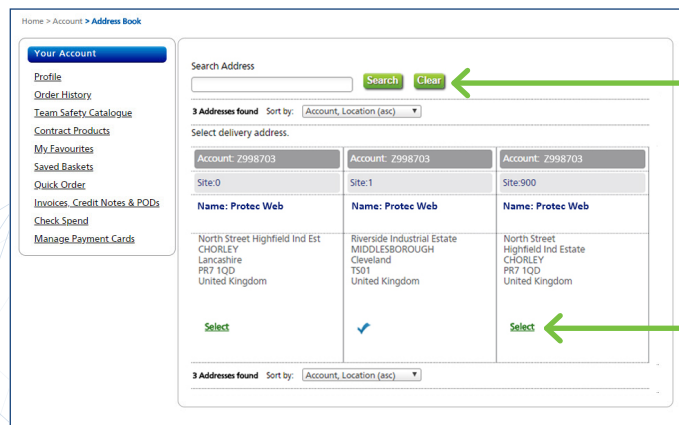
From our website homepage [www.protecdirect.co.uk](http://www.protecdirect.co.uk) click **Sign In**.

Please enter your **Username** and **Password**.

If you need a reminder please use the **Forgotten Password** section and enter your email address. A link to reset your password will be sent to you.

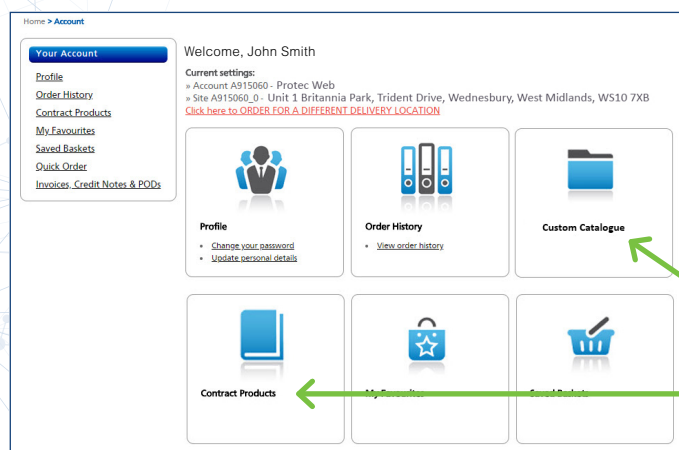
Is this the address you need your order delivering to?

To change this address **click here**.



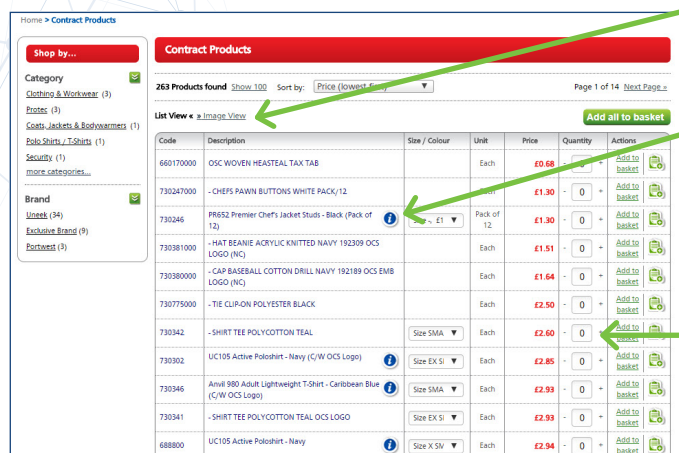
Use the **Search** and **Look Up** to select the correct address.

Remember to click **Select** to change the address.



To return to this page at any time please click **Account**.

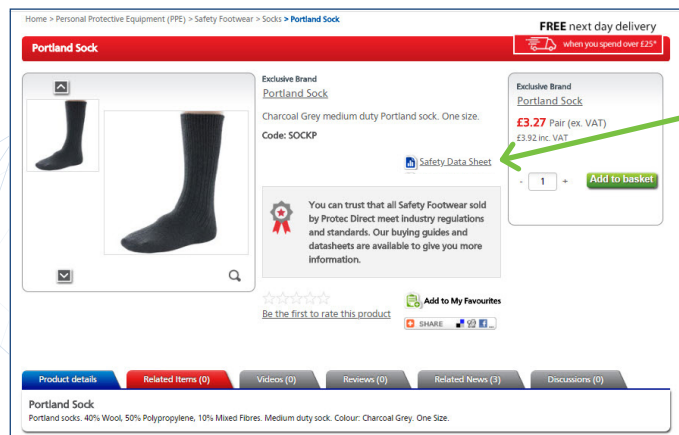
Click on your **Custom Catalogue** or **Contract Products** to display the available items to order.



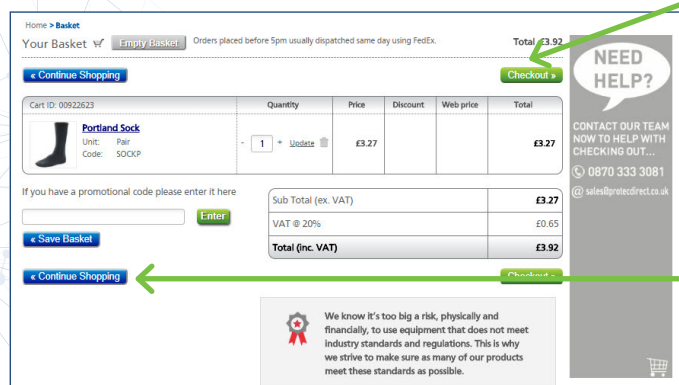
Click here to toggle between List View and Image View

To view more information about an item click on the product name in blue or hover over the 'information' icon.

From **Contract Products** you can add in the quantity to the end box and add to basket. Click green clipboard to add to My Favourites.

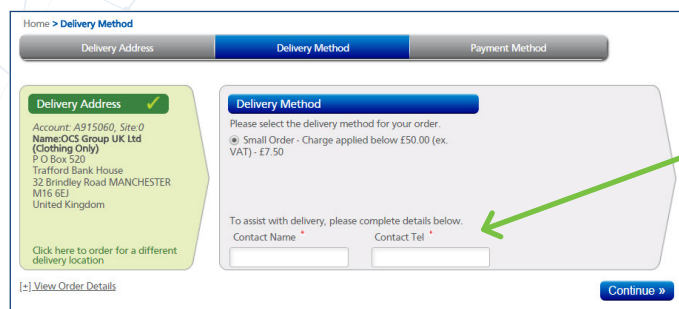


You can also order from the product screen and download any relevant Safety Data Sheet or product information.



When you have completed your order click **Checkout**.

Or if you need to add more items click **Continue Shopping**.



Please complete a **Contact Name** and **Telephone Number** for delivery.

Once complete click **Continue**.

Home > Summary

Delivery Address    Delivery Method    Payment Method

**Delivery Address** ✓

Account: Z998703 Site: 17  
Name: Protec Web

Wells Road  
GLASTONBURY  
Somerset  
BA6 9AS  
United Kingdom

Click here to order for a different delivery location

**Delivery Method** ✓

Standard UK Delivery: Free - £0.00

Delivery Contact Name: Demo  
Delivery Contact Tel: 123456  
Emp Name:  
Emp No:  
Cost Centre:

Edit Delivery method

**Payment Method** ✓


Account

Special instructions

Your Purchase Reference \*  You may enter a Purchase Order Number or an easy to remember reference here if you wish.

Continue Shopping Submit Order

Your Basket

Cart ID: 00922623	Quantity	Price	Discount	Web price	Total
 <b>Portland Sock</b> Unit: Pair Code: SOCKP	1	£3.27			£3.27

Sub Total (ex. VAT)	£3.27
Delivery	FREE
VAT @ 20%	£0.65
<b>Total (inc. VAT)</b>	<b>£3.92</b>

Continue Shopping Submit Order

Remember to add any special instructions here.

Have you checked that your order is going to be delivered to the correct address? If not, please **click here**.

Enter your **Purchase Order Reference** here.

Home > Summary

Delivery Address    Delivery Method    Payment Method

**Delivery Address** ✓

Account: Z998703 Site: 17  
Name: Protec Web

Wells Road  
GLASTONBURY  
Somerset  
BA6 9AS  
United Kingdom

Click here to order for a different delivery location

**Delivery Method** ✓

Standard UK Delivery: Free - £0.00

Delivery Contact Name: Demo  
Delivery Contact Tel: 123456  
Emp Name:  
Emp No:  
Cost Centre:

Edit Delivery method

**Payment Method** ✓


Account

Special instructions

Your Purchase Reference \*  You may enter a Purchase Order Number or an easy to remember reference here if you wish.

Continue Shopping Submit Order

Your Basket

Cart ID: 00922623	Quantity	Price	Discount	Web price	Total
 <b>Portland Sock</b> Unit: Pair Code: SOCKP	1	£3.27			£3.27

Sub Total (ex. VAT)	£3.27
Delivery	FREE
VAT @ 20%	£0.65
<b>Total (inc. VAT)</b>	<b>£3.92</b>

Continue Shopping Submit Order

Once you are happy with the order click **Submit Order**.

If you have an approver in place please click **Send for Approval**.

We have now received your order at your local delivery branch.

## Email Confirmations

Once your order has been submitted you will receive an Order Confirmation email showing all of the order details. Following this you will receive a Consignment Confirmation email which will include your Ticket Number and details of the branch who will deliver your order.

If you have any queries regarding your order please contact your delivering branch. To find your local branch contact details, please see the Contact Us page online.