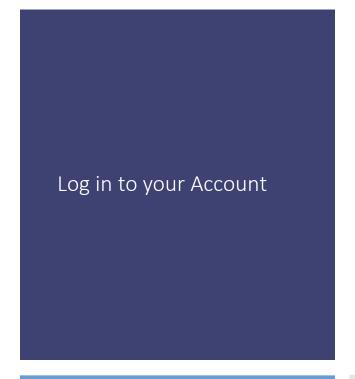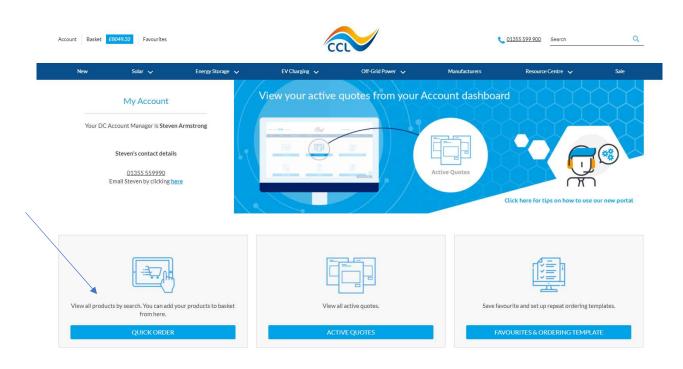# HOW TO USE QUICK ORDER
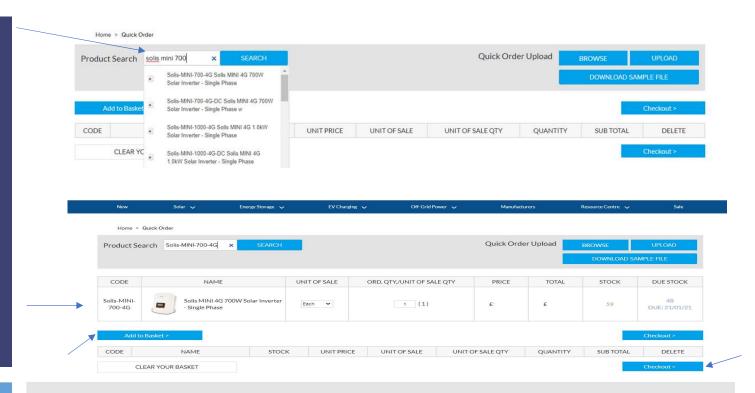
Log in to your Account

- Login to your account and you will see your account dashboard with various tiles.

- Click on 'Quick Order'
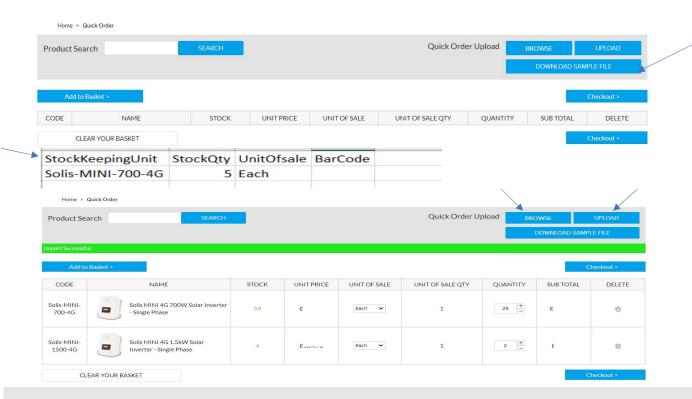
Product Search
v
Quick Order Upload

- You can either use the 'Product Search' Box to search by SKU or product name and select the product or you can 'Download Sample File', populate the fields, then 'Browse' and 'Upload' it.

Using Product Search

- If using the 'Product Search' Box to search by SKU or product name you will be given a list of results.

- Click on the product you want to view, and it will appear in a grid below the search box.

- Here you can view stock inventory, pricing and adjust the qty before adding to your basket. You can also use the 'Unit of Sale' dropdown to view any bulk pricing.

- If you want to proceed with the purchase you need to click 'Add to Basket', the products will then appear in a further grid underneath, this will allow you to continue to search and add multiple products to your basket. Once happy you can click 'Checkout' and complete purchase.

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Using Quick Order Upload

Product Search [SEARCH]   Quick Order Upload [BROWSE] [UPLOAD] [DOWNLOAD SAMPLE FILE]

[Add to Basket >]   [Checkout >]

CODE	NAME	STOCK	UNIT PRICE	UNIT OF SALE	UNIT OF SALE QTY	QUANTITY	SUB TOTAL	DELETE

[CLEAR YOUR BASKET]   [Checkout >]

StockKeepingUnit	StockQty	UnitOfsale	BarCode
Solis-MINI-700-4G	5	Each	

Product Search [SEARCH]   Quick Order Upload [BROWSE] [UPLOAD] [DOWNLOAD SAMPLE FILE]

Import Successful.

[Add to Basket >]   [Checkout >]

CODE	NAME	STOCK	UNIT PRICE	UNIT OF SALE	UNIT OF SALE QTY	QUANTITY	SUB TOTAL	DELETE
Solis-MINI-700-4G	Solis MINI 4G 700W Solar Inverter - Single Phase	59	£	Each	1	29	£	🗑
Solis-MINI-1500-4G	Solis MINI 4G 1.5kW Solar Inverter - Single Phase	4	£1047...	Each	1	2	£	🗑

[CLEAR YOUR BASKET]   [Checkout >]

- You can choose to upload a saved file of multiple products in one go. To do this it must be in the correct format, so you need to download the sample csv. file and use the headers in this file. Save the file once populated then click browse, locate the file and then click upload.

- 'StockKeepingUnit' must be the same as how the SKU appears on our website (you can download a copy of our pricelist, so you have a quick reference to exact SKUs).

- 'StockQty' is how many you require of that SKU.

- 'UnitofSale' should always say 'Each' and 'BarCode' can be left blank.

- Once happy you can click 'Checkout' and complete purchase.

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