

Manage My Account

Account Contacts

Contact details for Account Managers, Customer Services, and Accounts & Receivables and shows Account Details.

Favourites

View, add to basket, and delete your favourites lists.

Saved Baskets

View, reactivate, delete, name, and merge two or more baskets.

Quote History

View quotes created by your Account Manager and convert them to an order.
Permission: PLACE ORDERS

Bill and Hold Call Off

Call off your Bill and Hold products by adding them to your basket and checking out.
Permission: PLACE ORDERS

Order History

View Orders and reorder.
Search by PO Date Range, PO Number, SKU, Manufacturer Part Number or Customer Part number.
Manage Back Orders by reducing or deleting the open order quantity.
View shipping status, carrier tracking information and PODs, and download Serial Number lists and Invoices

Orders Requiring Action

Orders that require Special Delivery approval or Credit Card payment.

Supervisor Approval

Orders that require authorisation for order threshold limits.
Permission: SUPERVISOR

Rejected Orders

Orders that have been rejected by a Supervisor.

Digital Locker

Licence keys for secure download of digital products will show here after your purchase of a digital product.

Invoice History

View and download PDF invoices.
Raise an invoice query and view details of active queries.
Request full or partial returns.
Permission: ACCOUNTS

Returns History

View Return History and Authorisation status.
View and download Credit Memos.
Permission: RETURNS

Open Transactions

View Current Account Balance.
Make full and partial Invoice payments and realise Credit Memos.
Raise Invoice Query and view status.
Permission: ACCOUNTS

Statements

View the latest statement of your Account.
Permission: ACCOUNTS

User Settings

View your User Permissions and Account Administrators.

Address Book

View, amend, and add Dropship Delivery addresses.
Permission: DROPSHIP

Payment Details

View and add your payment card details.

Accounts

View and download Legacy Invoices.
Search by Date, Invoice status, Invoice Number, PO Number, Invoice or Credit.
Permission: ACCOUNTS