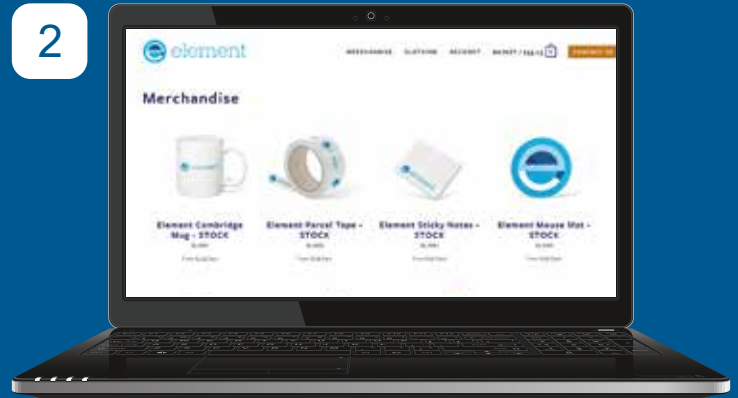


1



Log in using the username and password you registered with. Once logged in, the homepage will appear with links to the various categories on the website.

2



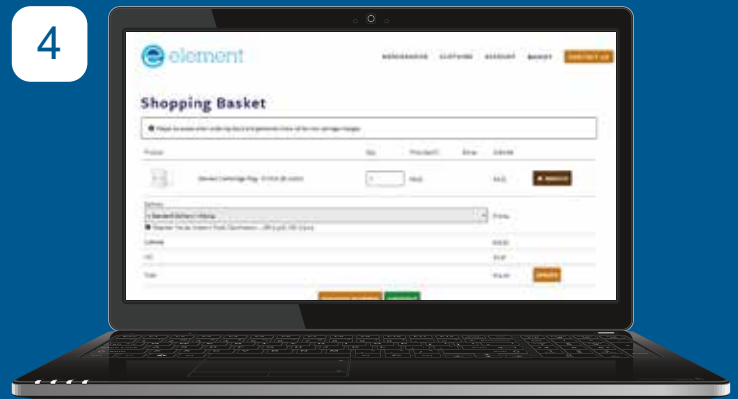
Click a link to a category and you'll see a product grid with a picture of each product, the name and the price. Click the name or picture and you'll see further details for that product and you'll be able to add it to your shopping basket.

3



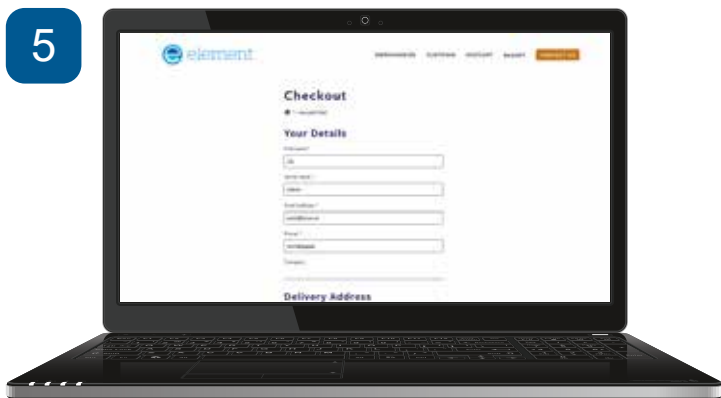
On a product page, you'll see a larger photo of the product, further details about it, the current stock level and price. Alongside these details, there is a form so you can add the product to your basket. Enter a number in the field and click the 'add to basket' button and it will be added to your shopping basket.

4



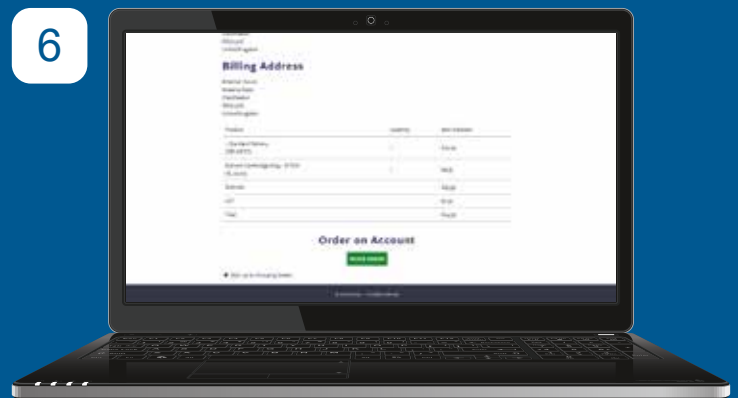
Visiting the basket page allows you to review what's in your basket, change quantities and proceed to the checkout. If you already have a valid address associated with your account, it will also show you your delivery cost. If not, you will need to enter one on the next screen. Once everything you need is in your basket click the 'checkout' button.

5



As a registered user, many details will already be filled in on the checkout form. Ensure your delivery address is correct, add any extra information that will help us process or deliver your order, enter your PO Number, tick the GDPR box, then click the 'Proceed' button. You'll then be taken to a screen where you can review and confirm your order.

6



On the final screen in the checkout sequence, all the information you've given is displayed. Please check that your addresses are correct and you've ordered all the products you require. Once you're happy that everything is correct, click the 'Place Order' button.