

# E-BUSINESS USER GUIDE

You can register for **e-Business** at [www.bcg.co.uk](http://www.bcg.co.uk)

buy online



For more info, call our sales office

**0344 292 7878**

visit [bcg.co.uk](http://bcg.co.uk)

Follow us on  



Knowledgeable  
staff



Dedicated business  
development team



Easy to  
place orders



Order till 6pm for  
next day delivery



24/7  
e-Business



Largest stock  
of brands



**This user guide is designed to offer a basic understanding of how to navigate the e-Business pages in order to get the best out of your business.**

**Registered bcg customers can:**

- Place multiple orders
- Receive full order confirmation within 1 hour (during business hours only)
- Check real time stock availability 24 hours a day
- View current account status and credit limit
- Download invoices electronically and help save a tree
- Download net product prices and account terms in Excel format
- View and track the status of pending orders
- Create job-specific quotations with your company logo for faster and more professional pricing

# Logging in

The bcg homepage (bcg.co.uk) provides links to all sorts of useful information relating to bcg including price guides, manufacturer's information, the latest bcg news, social media, marketing and most importantly, access to the e-Business pages.

Logging into e-Business couldn't be easier and can be done via the yellow box at the top of the bcg homepage.

# Registration

Once in the e-Business site, select **'Login/Register'** at the top of the page. Then, on clicking the **'Register'** option on the login page, you will be presented with the following registration form.

View Basket | Login / Register

bcg

[Terms and Conditions](#) | [Privacy Policy](#) | [Online Security](#)

Register For A Password ?

- If you would like a password to access additional online facilities, please complete this form. The address and postcode are not mandatory but will speed up the online ordering facility if they are filled in.
- Please contact 0870 60 60 601 if you are having difficulty filling in this form.
- Please make a note of your Customer Reference number and Password as you will need these to logon to the site.
- Non account holders will be able to use your customer reference and password instantly.
- Account holders will be contacted by phone or email once your details have been verified.

**Customer Ref:**  
Enter a name which you will use to login.  
This must contain only alphanumeric characters and no spaces. Account numbers cannot be used for your customer reference.

**Contact Name:**

**Contact Address:**

**Postcode:**

**Email:**

**Re-enter Email:**

**Second Email:**

**Re-enter Second Email:**

**Contact Telephone:**

**Password:**  
This must be at least 5 characters in length, start with a letter, and contain at least 2 numbers.

**Re-enter Password:**

**Order Download:**  
Check this box to receive a csv file for each order you place. This file will be attached to the acknowledgement email and can then be loaded into your spreadsheet package.

**No spaces in CSV filenames:**  
Check this box if spaces are not required in the csv filename (see above).

**VAT Registrations:**  
Check this box if you are not registered for VAT.

**Additional Web Site Access:**  
Request access to other Wolseley web sites by checking the appropriate box(es)

Please click to register with **klumbi Carter**

**Only fill in the next section if you are an account holder with us:**

**Account Numbers:**

**Account Access:**  
"Yes" will allow access to the accounts facilities.  
"No" will prevent access to the accounts facilities

**Price Type:**  
Nett means that nett prices will be shown after you have logged on.  
Trade means that trade prices will be shown after you have logged on.  
List means that List prices will be shown after you have logged on.

**Allow Access to Ordering facility:**

**Favourite Products List:**  
Select the level that your favourite products list will

Once this form has been filled out, the user will receive a confirmation email within minutes confirming their username and password thereby allowing full access to bcg e-Business.



# Add to basket

Simply find your items that you require then 'Add to basket'.

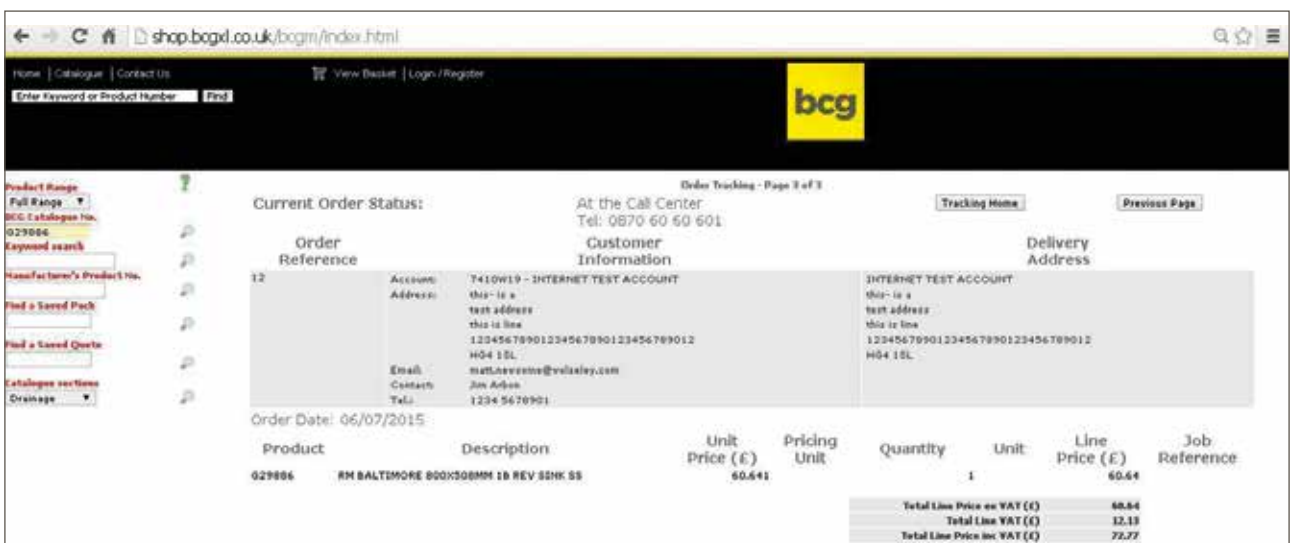
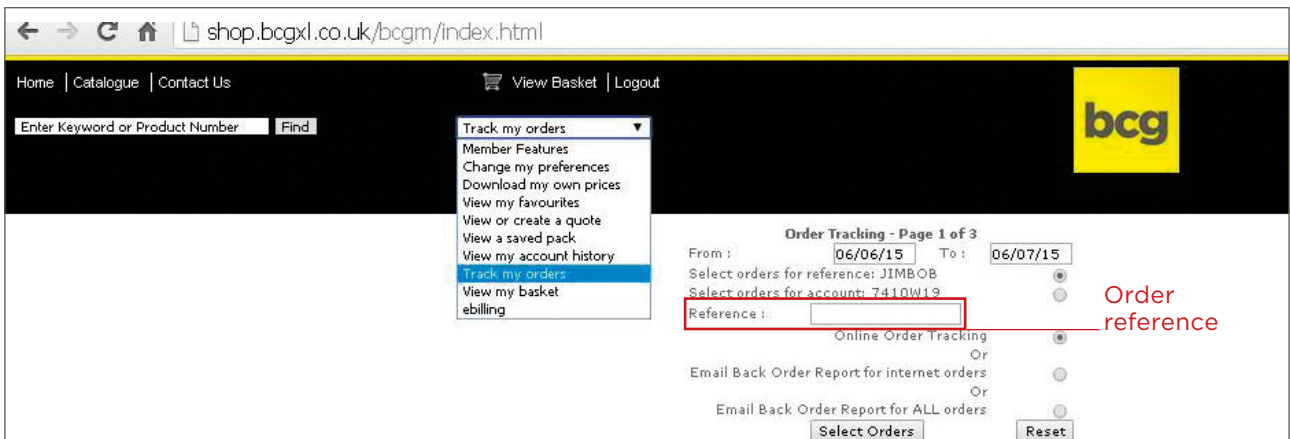


To proceed to check out, click on 'Submit', and then click on 'Delivery'. This will then show your preferred delivery details and address. There is a chance to add any order reference and any preferences on the next page.



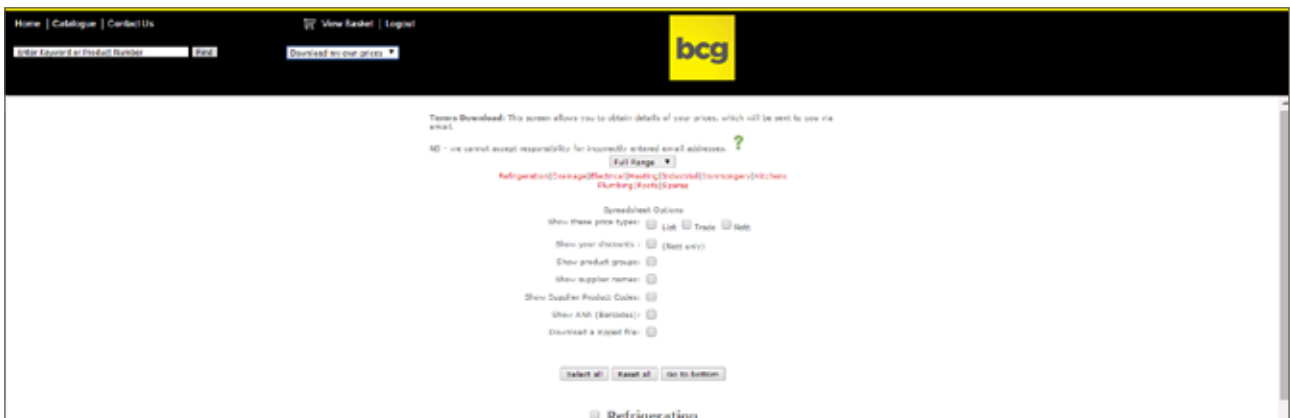
# Track my orders

Once orders have been placed in the system, they can be tracked from start to finish. Simply use the drop down menu at the top in **'Members Features'**. Once there, type in your order reference to see where your order is at (this can be found at the top of the page).



# Download my own prices

You can download all your current prices with terms applied, using the **'Download my own prices'** link. Select from full product sections, individual categories or a download of the full range of products available from bcg. Select an email address to receive the download and the requested details will be collated and sent. Remember if you want your pricing, then Nett needs to be selected (Please note it may take 24 hours to receive the spreadsheet).





# Account history

This provides details of your overall account spend over the last 6 months. It gives you the option to look at individual invoices/credits at a certain time of any month. If you require any further details or have any queries then contact bcg directly.

Month	Order	Total Trade £	%a	Outstanding £
Jan 2015		0.00		0.00
Feb 2015		0.00		0.00
Mar 2015		0.00		0.00
Apr 2015		0.00		0.00
May 2015		0.00		0.00
Jun 2015		0.00		0.00

Balances include VAT and Carriage & Packing.

# Change my preferences

At any point you can log into your preferences, that can be found in 'Members' drop down, and change details/emails etc.

shop.bcgxl.co.uk/bcgm/index.html

Home | Catalogue | Contact Us | View Basket | Logout

Change my preferences

- Member Features
- Change my preferences
- Download my own prices
- View my favourites
- View or create a quote
- View a saved pack
- View my account history
- Track my orders
- View my basket
- Billing

This form can be used to update your optional user preferences.

Jim Arbon

1234567890123456

1234 5678901

7410913

Yes

Yes

Account

Individual User

http://toons.artie.com

Update Preferences



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**0344 292 7878**

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