



# VBH24 Customer Portal

Placing Orders using Assortments

---

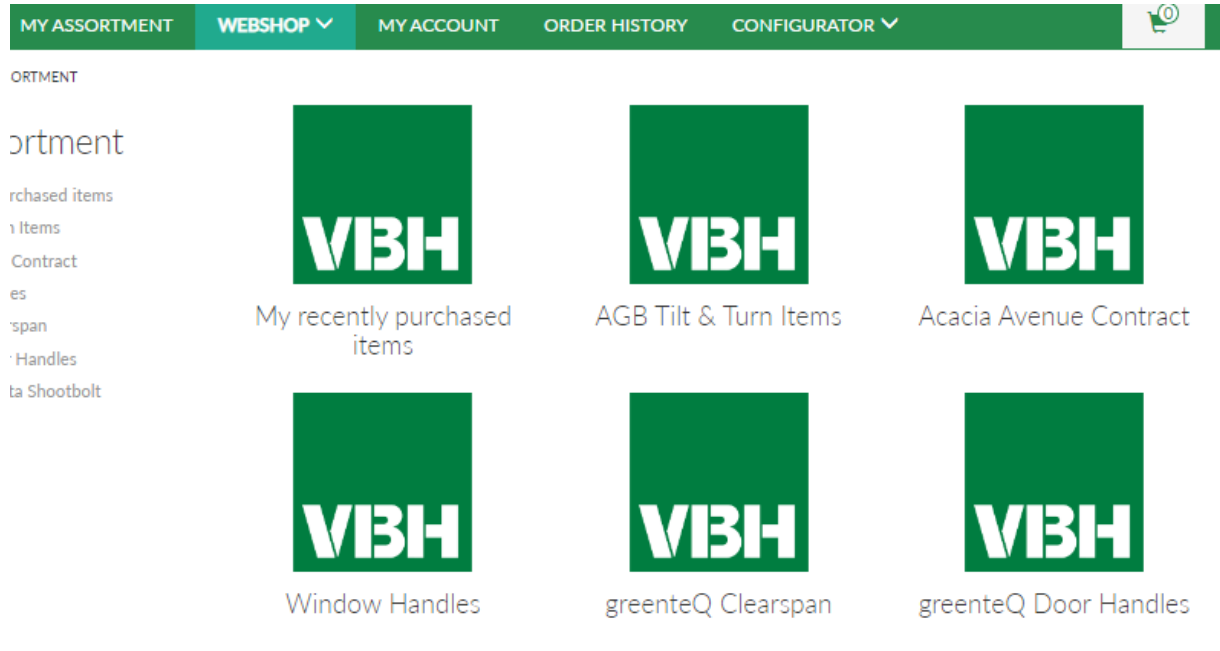
### The easier way to order your hardware and manage your account with VBH

- Manage your ordering and Users
- Place orders
- Check prices
- Check stock
- Improved product search
- Set up Order Templates for quick ordering
- CSV upload option for quick bulk orders
- Order using our Product Configurator (bi-folds, tilt and turns etc)
- Set up Approvals processes
- Set up Cost Centres
- Set up automatic 'Subscription' orders (coming soon)
- Compare items
- View Order History and re-order from there
- View & download images, drawings, guarantee info, certification by item
- View & download invoices and delivery notes
- View catalogues and literature

***As an alternative to Order Templates, you can also use your Assortments to place your orders. Assortments are similar to Order Templates but they are set up for you by VBH.***

***‘My recently purchased items’ is generated by our system and automatically lists everything that you buy multiple times in a year. The other Assortments are ‘Favourites Lists’ that VBH set up for you in our ERP system.***

***Just add your quantities, then add the items to your cart and away you go.***



---

**We hope that you find the VBH24 Customer Portal to be a useful tool but we understand that nothing is always plain sailing.**



**These notes should cover most things but if you have an issue or don't understand something, contact us and we'll get you up and running in no time**  
Email: [marketing@vbhgb.com](mailto:marketing@vbhgb.com) (ideally with a screenshot showing your issue)

*Remember: You will be unable to access the VBH24 Portal if your account is on hold for payment or is outside its credit limit. This is usually the reason why people have trouble logging on, so give those a check if you are having trouble.*

---

**Thank you for using the VBH24 Customer Portal.  
It's more than just a webshop**

