



# VBH24 Customer Portal

Bulk Item Upload via csv File

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## 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

## Placing Orders – Bulk Upload via CSV File

***This is the best way to upload multiple items quickly. All you need is a CSV file with a column of VBH Item Codes and column of quantities (it will not add any items with quantity zero to the cart/order). In the same Quick Order page, just select your CSV file from your computer...***

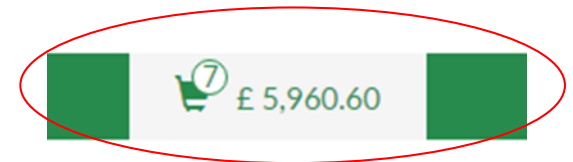
Or by uploading a CSV file

Upload a CSV file to place a bulk order with just a few clicks. All you need is a column with the VBH Item Code and another with the quantity required.

Quick and Easy!

Example csv Upload Order 300123.csv

**...click Add to Cart, and your Cart will be loaded with all the items in your file. Voila!**



**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.*

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

