



VBH24 Customer Portal

Optional Cost Centres

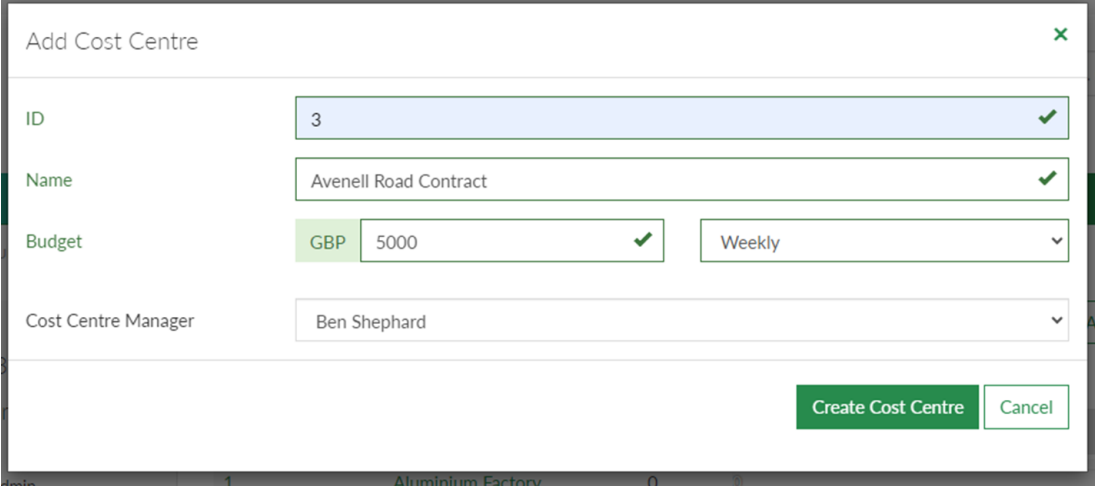
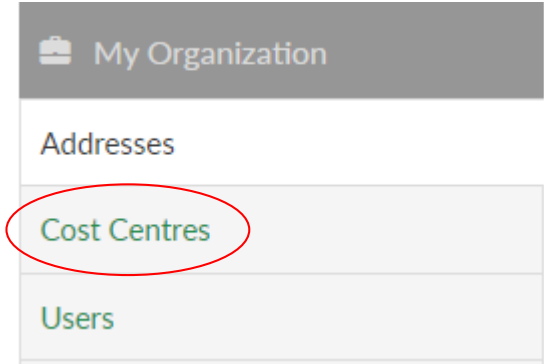
The easier way to order your hardware and manage your account with VBH

- 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

My Organization – Cost Centres

Cost Centres are optional. If you decide to use them they can help you keep track of and control your spending in certain areas of your business. For example you may wish to set up different Cost Centres for PVCu Production, Aluminium Production, Factory 1, Factory 2, Contract A, Contract B. You can set them up for whatever you wish.

To set up a new Cost Centre, just click Add Cost Centre. You will be prompted to give it an ID, a Name, and assign a Cost Centre Manager (from your list of Users set up against your VBH24 account). You will then be asked to set a Fixed, Weekly, Monthly or Quarterly budget.



Once you have created your Cost Centre you then need to assign Buyers to it from the list of Buyers that you have set up in your Organization.

The screenshot displays the 'Avenell Road Contract' details page. On the left is a navigation menu with options: Account Number:1234567890, Gleeson, Gary, Doe's Company Buyer, Account Admin, Logout, Purchase (highlighted), Pending Orders, Rejected Orders, Order Templates, and Subscriptions. The main content area shows contract details: ID: 3, Name: Avenell Road Contract, Cost Centre Manager: Ben Shephard, Budget: £ 5,000.00 / Recurring Weekly, and a progress bar at 0.0%. Below this is the 'Buyers' section, which includes an 'Add' button, a prompt to 'Click "Add" to assign buyers to the Cost Centre', and the message 'Currently there are no buyers assigned.' A red oval highlights the 'Buyers' section.

When these Buyers place orders in the future they will be prompted to allocate each order to any Cost Centres that the buyer is assigned to. The Cost Centre Manager can then easily see the spend on their Cost Centres at any time.

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 (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**

