

### VBH24 Customer Portal @ www.vbhgb24.com



## 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

#### **Checking Out – Delivery Addresses**



Your usual delivery address will display by default, but you can select any delivery address from those held in our system for your account. You can also manually add a special delivery address if you wish, although note that this will not be held permanently on your account. Please contact our Customer Service Team (CSC Team) to add additional permanent addresses.

You MUST include a phone number and email address for our couriers.

#### Addresses

Test-Company XIM

146 Watford Rd

Rickmansworth

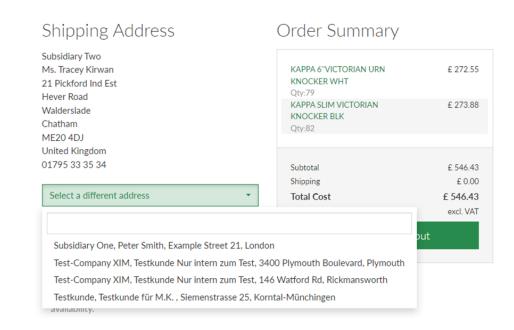
United Kingdom

Testkunde

WD3 3BZ

Invoice Address

Email: Gary.Gleeson@vbhgb.com





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

