



# VBH24 Customer Portal

Placing Orders using Order Templates

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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 – Order Templates

As you select your items using your preferred method, you are given the option add them to an Order Template. Just look for this symbol 

***Order Templates are Favourites Lists for items that you buy regularly. You can have as many as you like, and group them however you want. Here is our small sample selection.***

### Order Templates

Add Order Template

Template Name	Created	Modified	No. Of Items	
Tilt and Turn Gear	26/Jul/2023	04/Aug/2023	19 Items	  
Window Hardware	31/Jul/2023	04/Aug/2023	20 Items	  
Chestnut Avenue Contract	31/Jul/2023	04/Aug/2023	20 Items	  

***You can amend the items or quantities at any time by clicking the pencil icon***



***or delete it by selecting the dustbin***



***You can move items to another template if you wish by using the Switch icon***



***It's all pretty intuitive.***

***To use the Template to order some hardware, click on the shopping trolley (cart) icon...***



**...The items will then be added to your cart, where you can make any tweaks to the quantities for this particular order.**

		<b>20BS/7.7MB - 4PR - 800mm</b> <b>SECURITAS TWIN CAM</b> Manufacturer-Art.-NR: Product ID: 2QWE2504 Pack Size: 20 EACH	<input type="text" value="21"/>	EAC H	£ 6.06	£ 127.26
In Stock						
		<b>20BS/7.7MB - 4PR - 900mm</b> <b>SECURITAS TWIN CAM</b> Manufacturer-Art.-NR: Product ID: 2QWE2505 Pack Size: 20 EACH	<input type="text" value="21"/>	EAC H	£ 6.31	£ 132.51
In Stock						

## Order Summary



Subtotal	£ 1,270.51
Shipping	£ 0.00
<b>Total Cost</b>	<b>£ 1,270.51</b>
Tax	excl. VAT

One-time purchase  
 Subscription

[Checkout](#)

## Order Templates – Cont.

**Alternatively, click on the Template name, where you can make your tweaks BEFORE adding the Template items to the cart. Same process, just in a different order!**

<input type="checkbox"/>	 NO IMAGE AVAILABLE	20BS/7.7MB - 4PR - 800mm SECURITAS TWIN CAM	<input type="text" value="21"/>	27/Jul/2023	
		Manufacturer-Art.-NR.:			
		Product ID 2QWE2504			
		 			
<input type="checkbox"/>	 NO IMAGE AVAILABLE	20BS/7.7MB - 4PR - 900mm SECURITAS TWIN CAM	<input type="text" value="21"/>	27/Jul/2023	Your net price: N/A
		Manufacturer-Art.-NR.:			
		Product ID 2QWE2505			
		 			
<input type="checkbox"/> Select All					
<input type="button" value="Update Template"/>				<input type="button" value="Add to Cart"/>	

**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**

