

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

VBH24 Customer Portal User Guide 2

My Profile – Profile Settings

HOME / MY ACCOUNT / PROFILE SETTINGS



This is where you can reset your password and amend the personal profile information that we hold on you (salutation, name, phone number, fax number and department). If you want to change your email please contact us as that must be changed within our ERP system.

Profile Settings Customer number: CASH0008 Fmail Gleeson, Garv You can also request to see what Email: gary.gleeson@vbhgb.com personal detail we hold on you Testkunde Current Subscriptions: Approver, Cost Center Manager, Buyer, within our ERP system and Account Admin request the deletion of your Password Logout VBH24 User account. Password: Purchase Such deletion will, of course, Company Profile Pending Purchases mean that you will be unable to Company Name: Testkunde Rejected Purchases buy from us online, and you Nur intern zum Test Industry: must set up another User at your Order Templates Taxation ID: company as an Account Admin Customer number: CASH0008 Subscriptions prior to a deletion request if your Order History company still wishes to use the Your Profile online ordering facility. Gary Gleeson Name: Department: My Profile Phone: Profile Settings Fax: Language: English (United Kingdom) Request Account Deletion Privacy and personal data Manage the personal information we hold to personalize your shopping experience.



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.

VBH24 Customer Portal User Guide 35



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



VBH24 Customer Portal User Guide 36