

WEBSITE PORTAL

EXPRESS AND STOCK ORDER USER GUIDE

Visit <http://www.smpe.co.uk/portalv2/> on Web or Mobile device.

INTRODUCTION

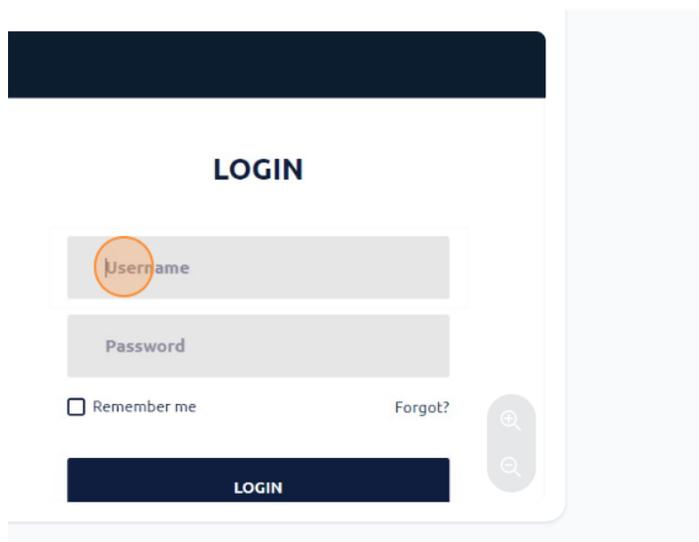
The SMP Europe website portal has been created to provide non-Teccom customers the ability to send Purchase orders electronically as express or stock orders. It has been designed to be simple to navigate and easy to use. This guide provides instructions on how to use the portal to send a purchase order.

ACCESSING THE PORTAL

URL to login: <http://www.smpe.co.uk/portalv2/>

Your username and password will be provided by the customer service or IT teams. If you have forgotten your password click on the Forgot? Link and enter your account code with the email address registered to your account.

Login using your supplied username and password. If you have forgotten your password click on the Forgot? Link and enter your account code with the email address registered to your account.



*If there are any issues logging in
please email
portalhelp@smpeurope.com*

HOME SCREEN

1. Once Logged in, Click on the 'Order Form Image'

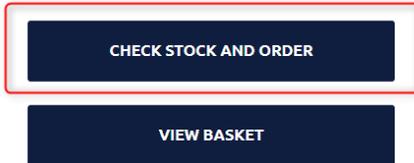


ORDER FORM

2. Enter the part number, or the OE number and click 'Check Stock and Order'

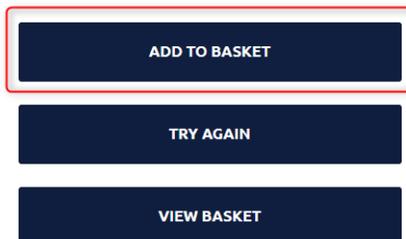
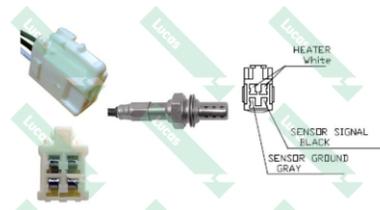
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3. If the part is on your price list and available then the stock results will show along with a product image. Click 'Add to Basket'

There are 1 of LEB5528 in stock EUR 21.19



- Part will be added to your basket, you can continue to add more parts by clicking 'Continue Shopping' then to continue with your order click 'Checkout Now'

For SMP Europe Account Holders

Your Shopping Basket Contents			
Part Number	Quantity	Delete All	Move All
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	2	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later

UPDATE QUANTITIES

KEEP SHOPPING

CHECKOUT NOW

- Enter your Purchase order reference

Purchase Order Number

Purchase Order Reference:

TEST

- Confirm Delivery Details

Delivery Address

Delivery Address

As Above

As Above

Another Branch (Fill in delivery address below)

Direct to customer (Fill in delivery address below)

Select Delivery Address

7. Select delivery option.

Postage Information

Delivery Option:

Stock Order

Express Order

Stock Order

Email Address for Confirmation

- a. **Express Order** – Typically for items 3 or less and express shipping. You will be quoted for shipping upon Despatch.
- b. **Stock Order** – Enters SMP Europe systems as a stock order, non urgent Despatch.

8. Confirm Phone number and Email then click on 'Review Order'

Email Address for Confirmation

Enter Name:

My Company Ltd

Enter Phone Number:

01527 839321

Enter email:

portalhelp@smpeurope.com

Confirm email :

portalhelp@smpeurope.com

REVIEW ORDER

9. You will see a summary of your proposed order, scroll to the bottom and click 'Submit Order' The order will then automatically enter our order processing system and will be shipped. **Your order will not enter for processing until 'Submit Order' is clicked.**

Postage Information

Delivery Option: Stock Order

Email Address for Confirmation

Enter Name: My Company Ltd

Enter Phone Number: 01527 839321

Enter email: portalhelp@smpeurope.com

On Submitting this form your order will automatically enter our order processing system and will be shipped.

BACK

SUBMIT ORDER

10. You will receive email confirmation of your order. If you fail to receive confirmation within 30 minutes please email salesadmin@smpeurope.com to check we have your order.

SAVE FOR LATER

If you are building a stock order and have an urgent requirement for an express order then you are able to save the shopping basket contents for later. To do this, from your basket you can move each item individually by clicking 'Save for later'. Alternatively to move your whole basket Click 'Move All'.

For SMP Europe Account Holders

Your Shopping Basket Contents			
Part Number	Quantity	Delete All	Move All
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	2	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later
LEB5528	1	Delete	Save for Later

UPDATE QUANTITIES

KEEP SHOPPING

CHECKOUT NOW



Click OK to confirm moving the basket to save for later.

Saved for later items will appear underneath the checkout now button. You can move these back to your basket by clicking 'Move to basket', or to move everything click 'Move All'.

Saved for Later			
Part Number	Quantity	Delete All	Move All
LEB5528	1	Delete	Move to Basket
LEB5528	1	Delete	Move to Basket
LEB5528	2	Delete	Move to Basket
LEB5528	1	Delete	Move to Basket
LEB5528	1	Delete	Move to Basket
LEB5528	1	Delete	Move to Basket
LEB5528	1	Delete	Move to Basket