

ESSENTIAL SALES APP GUIDE

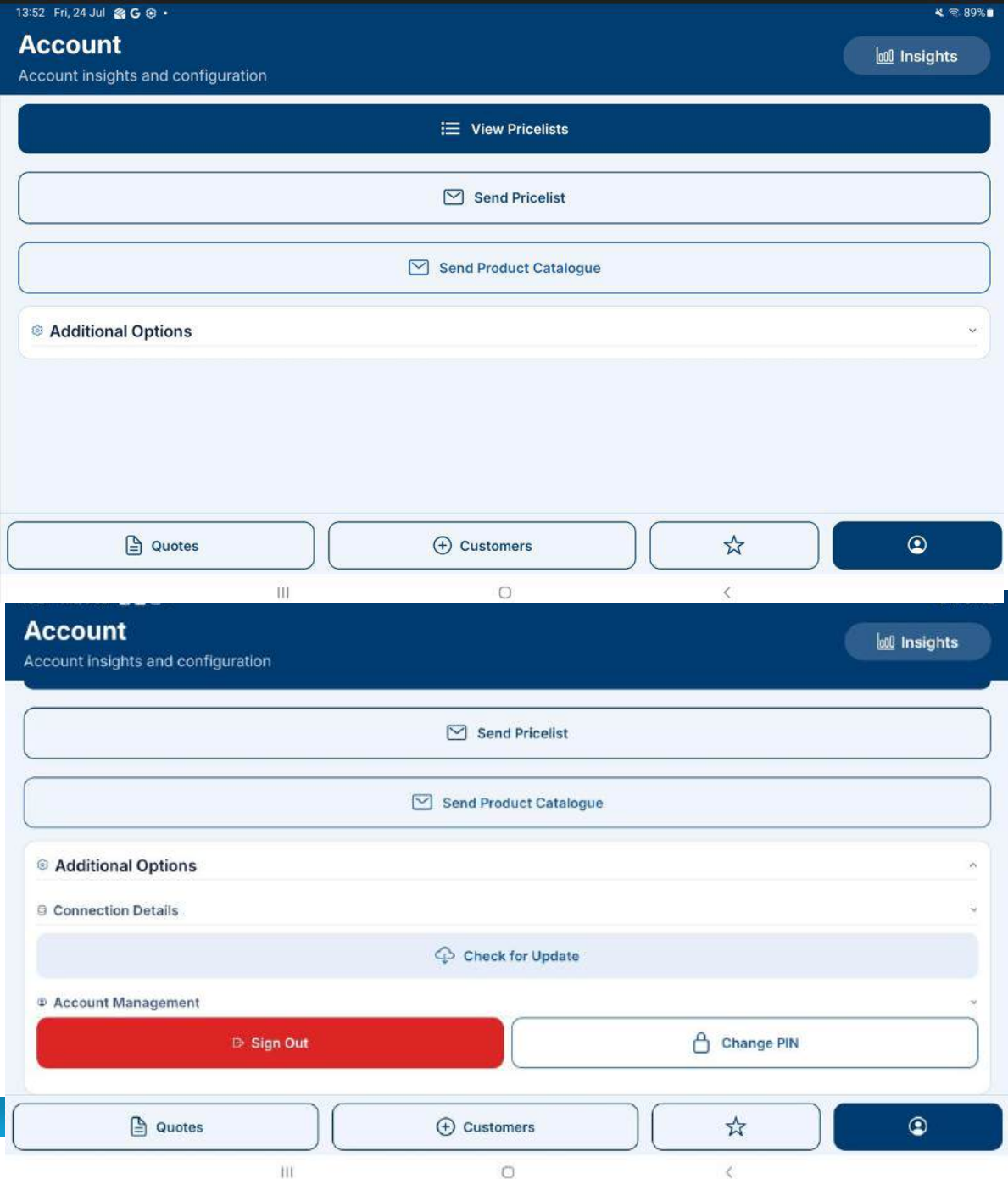
HOW TO GET STARTED





- UPON OPENING THE APP TAP CHECK FOR UPDATE, SIGN OUT AND SIGN BACK IN. THIS WILL REFRESH ANY CHANGES IN THE BACKGROUND. YOU NEED TO DO THIS WHILE CONNECTED TO WI-FI. THIS MEANS WHEN YOU ARE WITH A CUSTOMER AND NOT CONNECTED TO WI-FI YOUR APP WILL BE READY
- **TAP ADDITIONAL OPTIONS**
- **TAP CHECK FOR UPDATE**

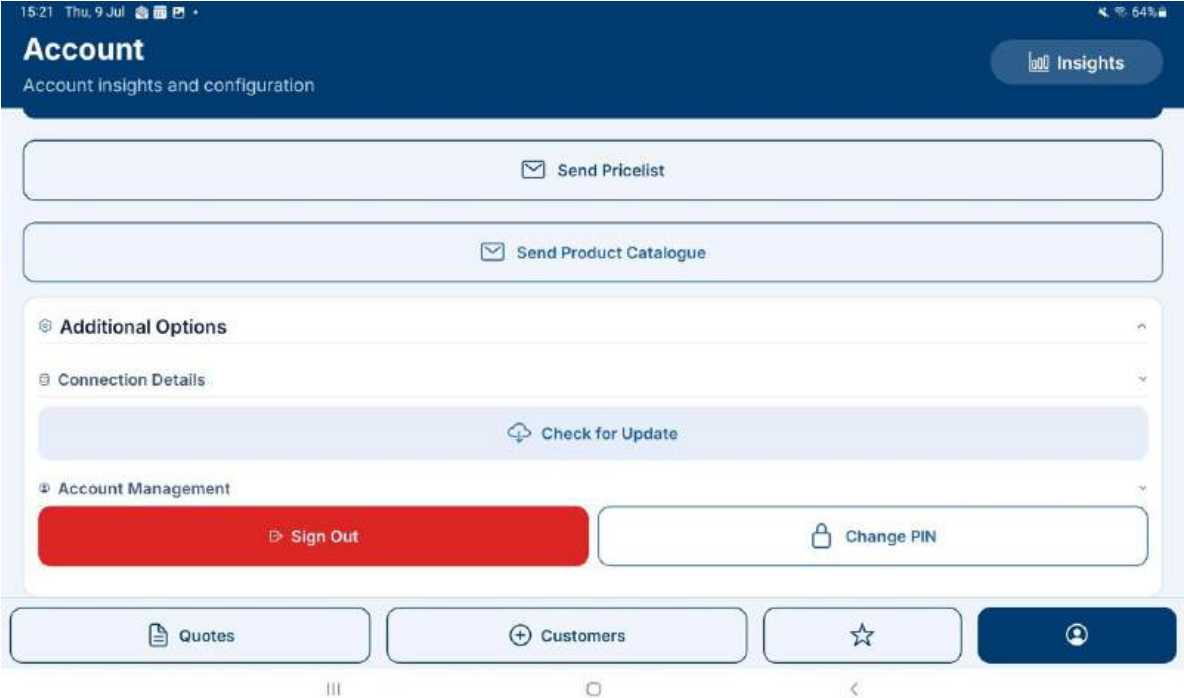
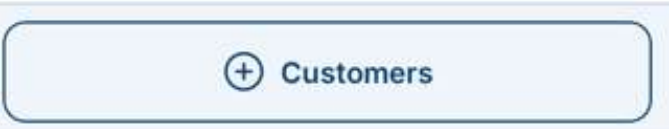
1.



2.



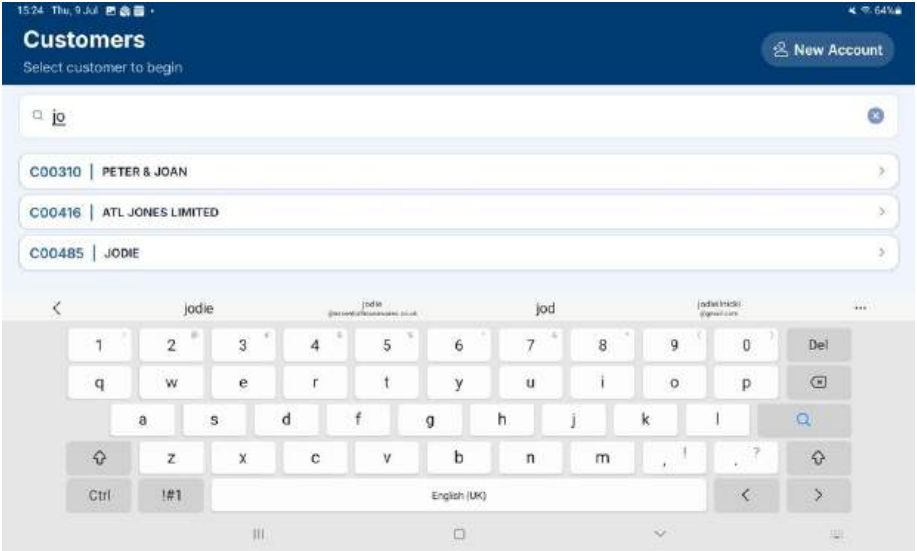
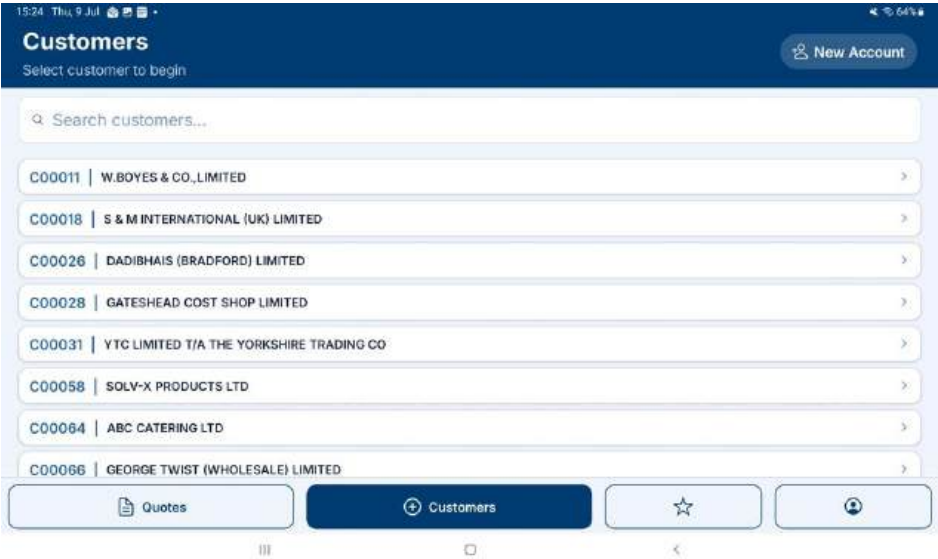
- TO START AN ORDER, SELECT CUSTOMERS





2. SCROLL THROUGH THE LIST OR TYPE IN THE BUSINESS NAME OR ACCOUNT CODE. TAP ON THE ACCOUNT YOU WANT

1. A LIST OF CUSTOMERS WILL APPEAR

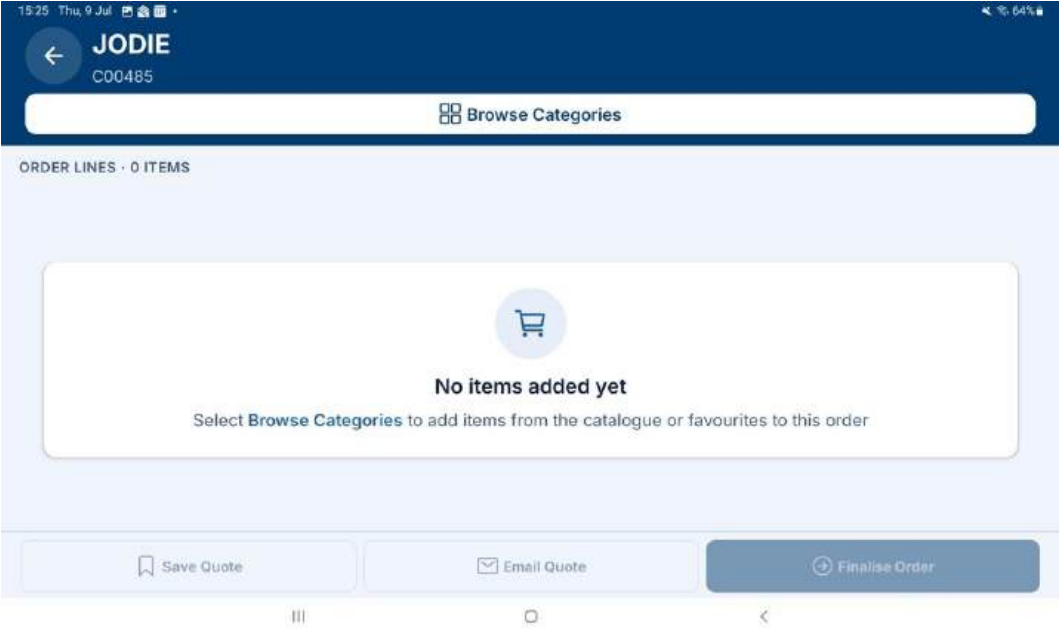


3. SELECT PLACE NEW ORDER

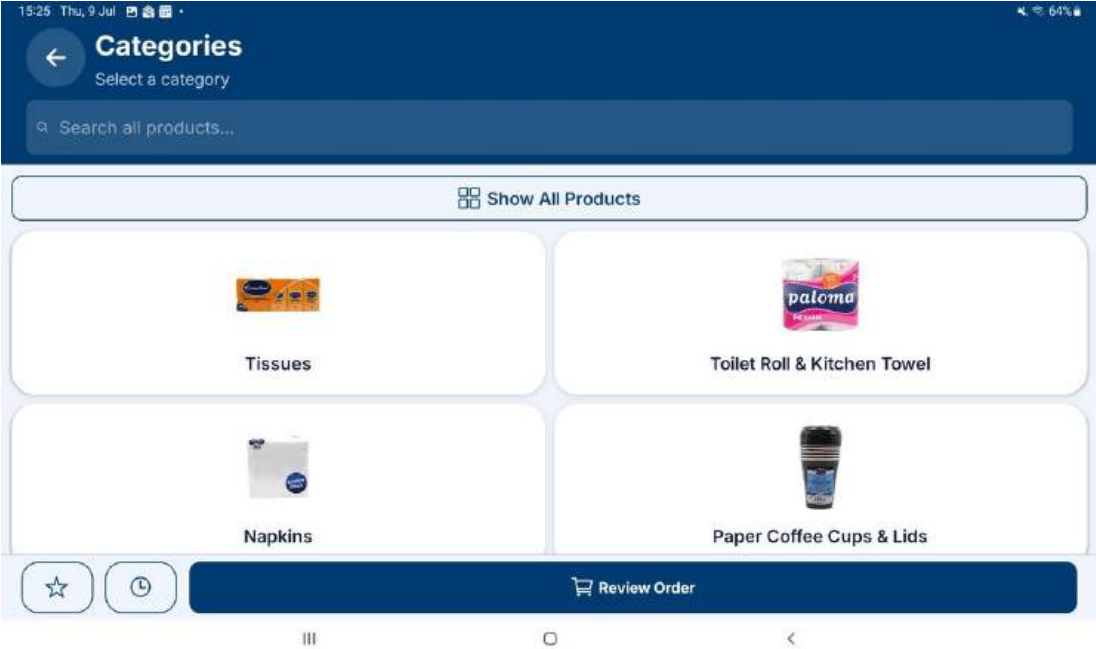




1. TAP BROWES CATEGORIES

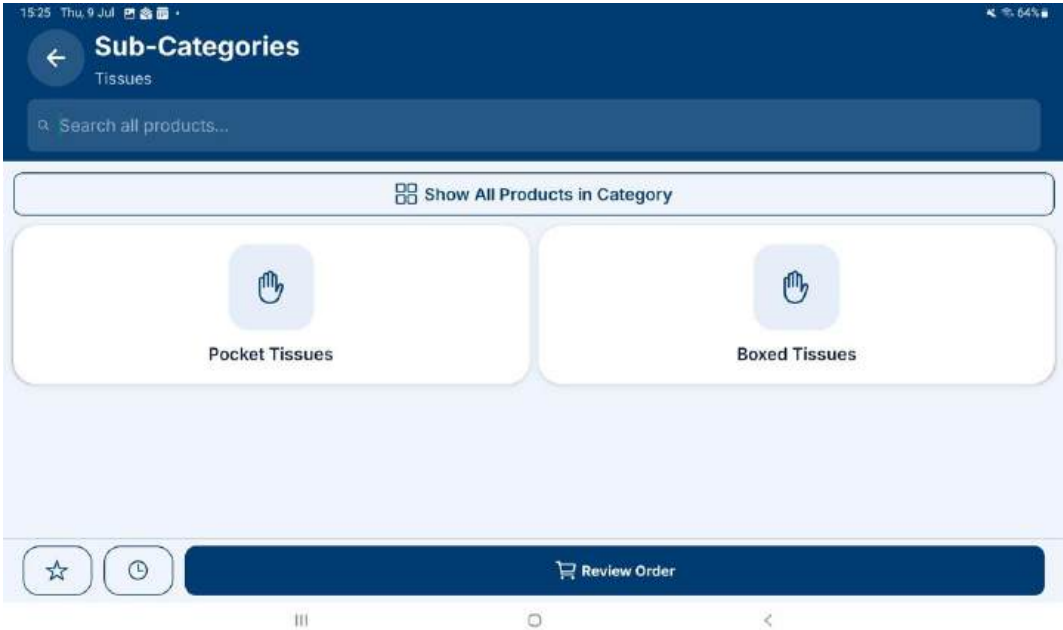


2. EITHER, TYPE THE PRODUCT CODE IN THE SEARCH BAR USING ONLY THE LAST 4 DIGITS, OR SELECT A CATEGORY

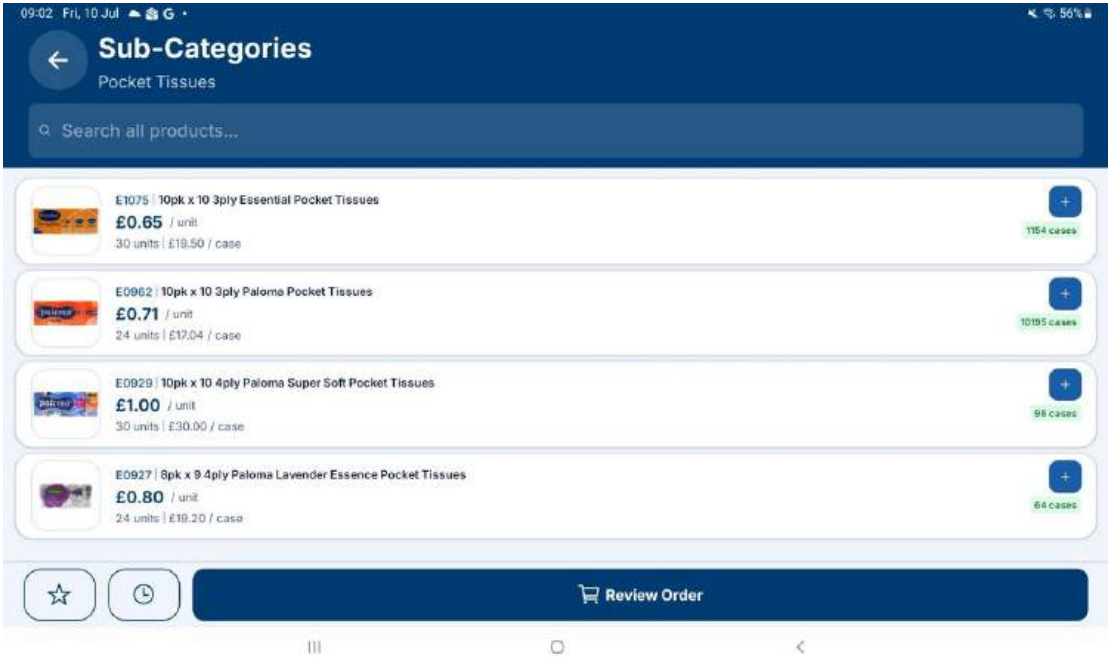




IF FOR EXAMPLE YOU SELECTED THE TISSUES CATEGORY, THERE WILL BE SUB CATEGORIES TO CHOOSE. HERE WE ARE CHOSING POCKET TISSUES



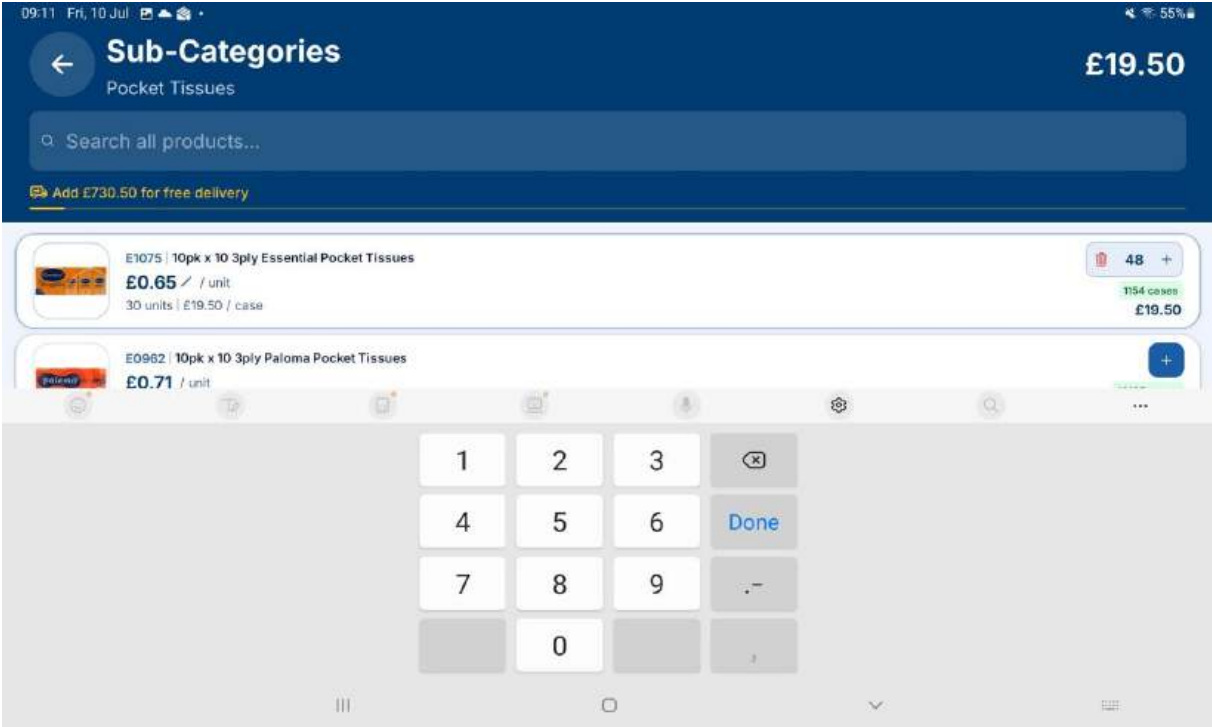
TAP THE PLUS SIGN TO ADD THE TISSUES. THE SAME WILL APPLY IF YOU'VE SEARCHED BY PRODUCT CODE



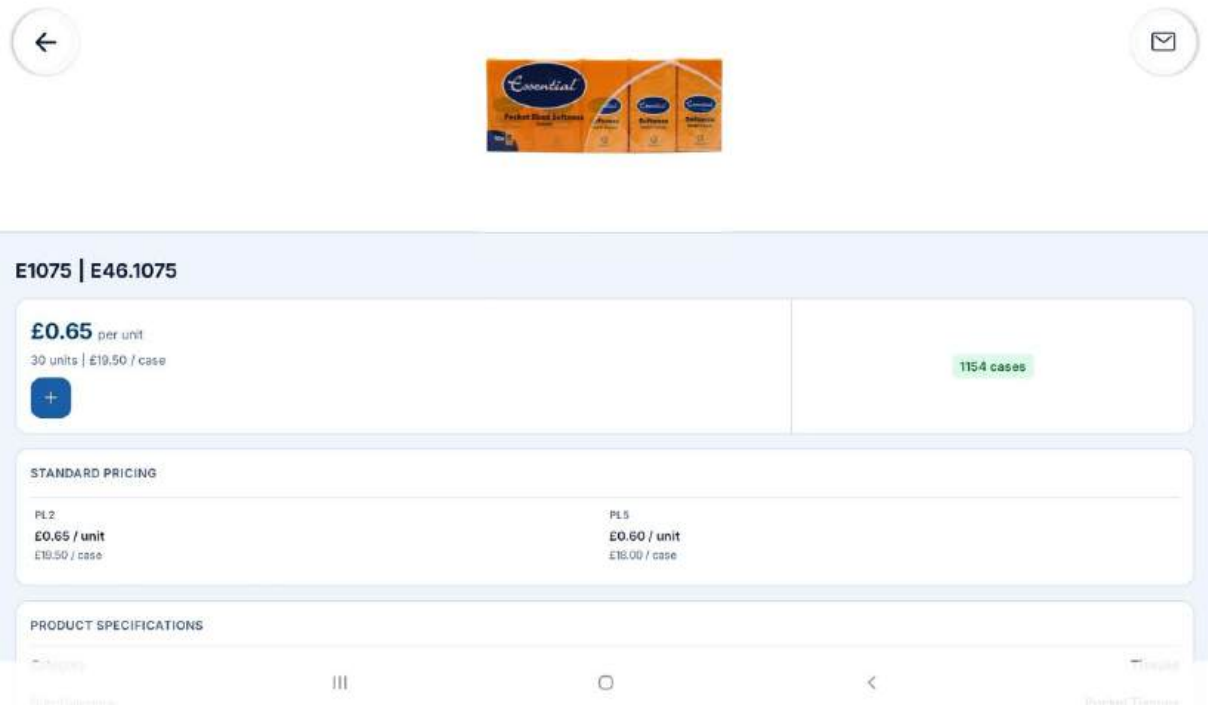


TAP ON THE QTY BOX TO ADD LARGER FIGURES EG 48 FOR A FULL PALLET. TAP DONE, THEN V TO CLOSE THE KEYBOARD

FOR MORE PRODUCT INFORMATION, TAP ON THE PRODUCT DESCRIPTION

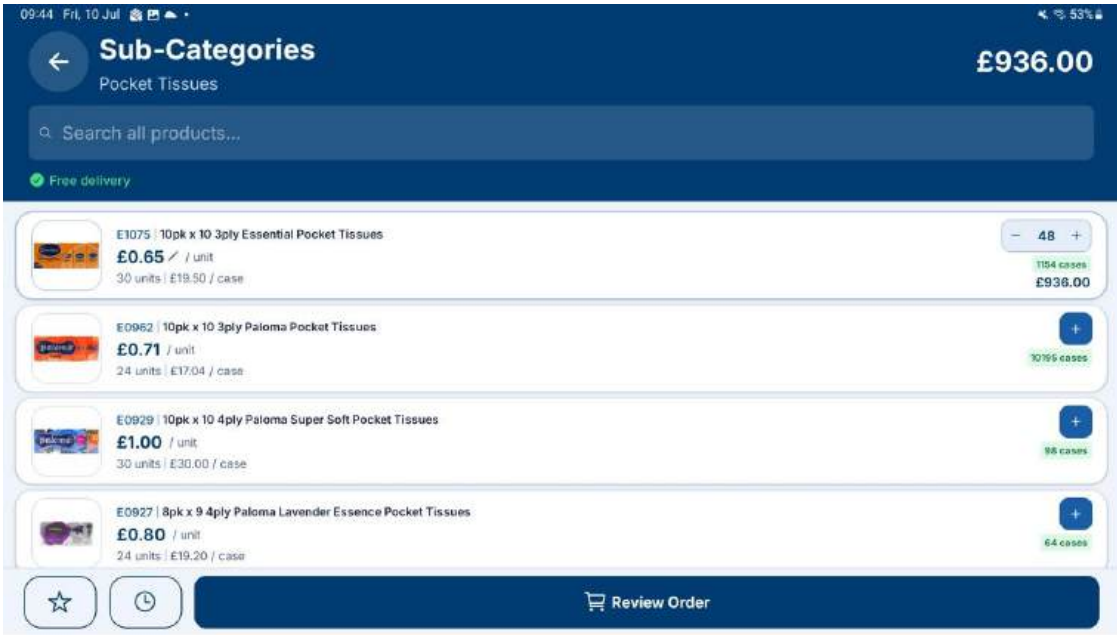


THIS WINDOW GIVES YOU MORE PRODUCT INFORMATION, SCROLL DOWN THE SCREEN TO FIND THE INFO.



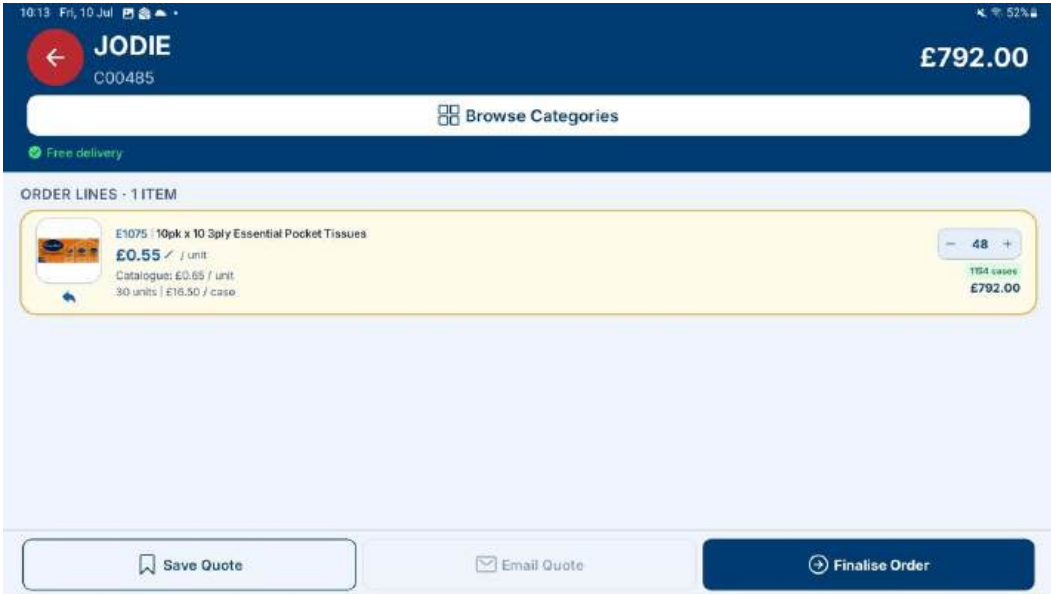
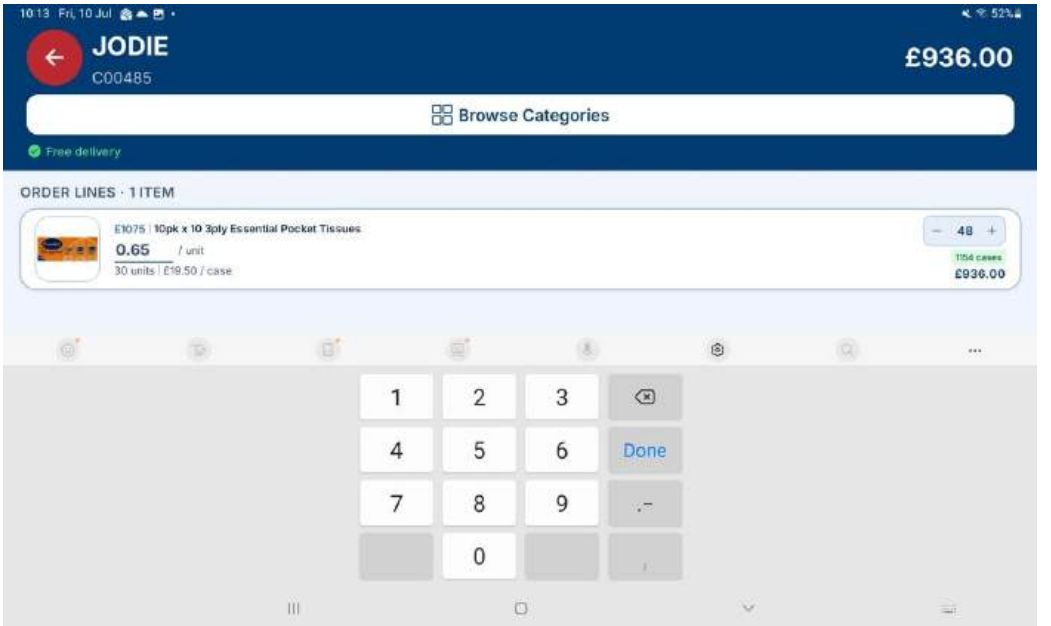


1. TO OVERTYPE TO PRICES FOR AGREED OFFERS, ENSURE THE QUANTITY HAS BEEN ADDED FIRST THEN TAP THE CURRENT PRICE

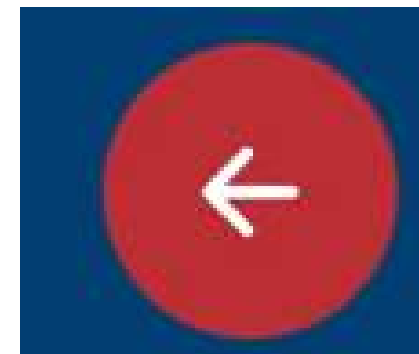


3. PRODUCTS WITH OVERTYPED PRICES WILL SHOW IN YELLOW

2. TYPE IN THE NEW PRICE, TAP DONE



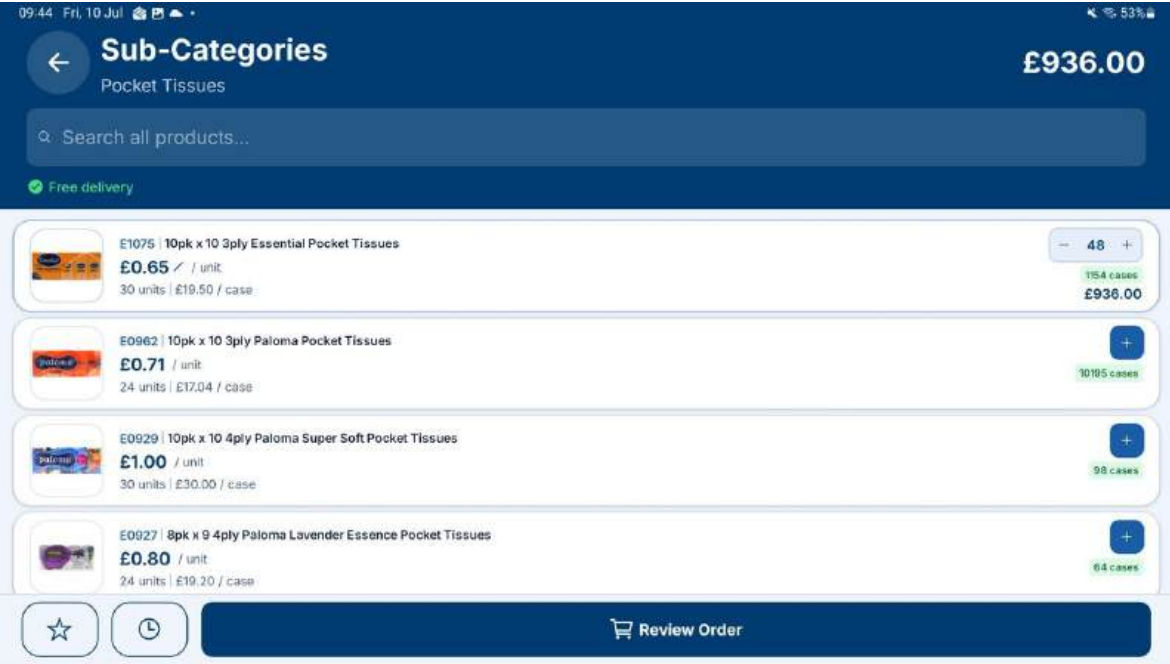
- TO GO BACK TO THE PREVIOUS SCREEN OR ADD MORE PRODUCTS, TAP THE ARROW IN THE TOP LEFT. THIS COULD BE ANY OF THE 3 COLOURS SHOWN DEPENDING WHICH SCREEN YOU ARE ON. OR TAP BROWSE CATEGORIES



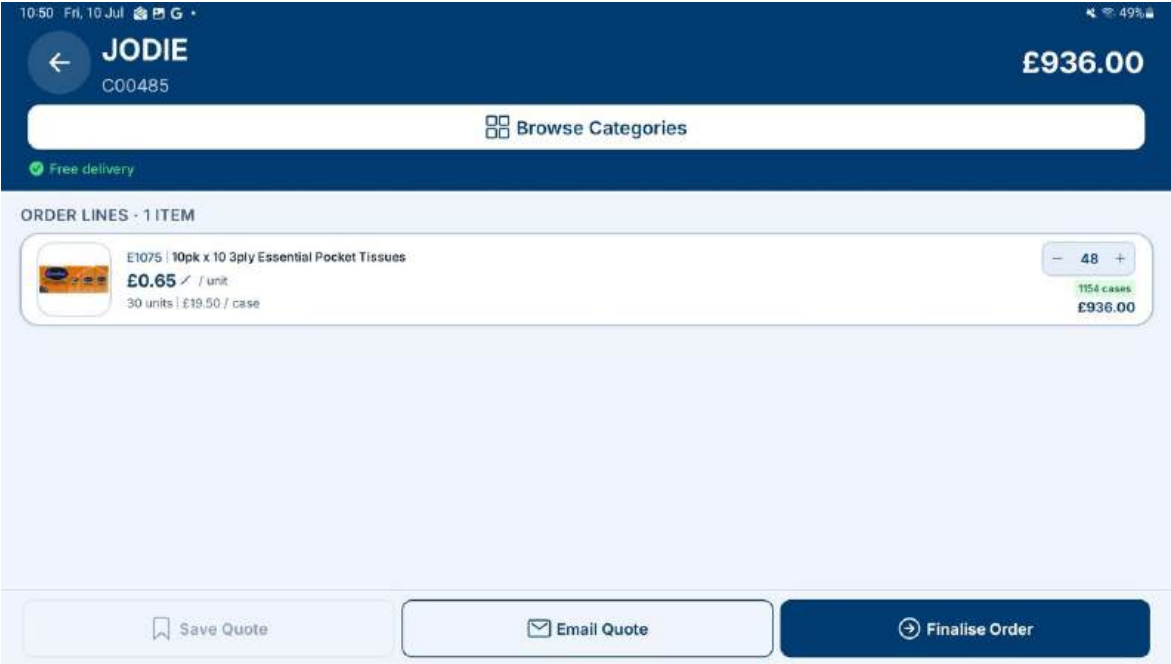
 Browse Categories



TO REVIEW THE ORDER BEFORE SUBMITTING, TAP
REVIEW ORDER



CHECK THROUGH, TAP FINALISE ORDER, THIS
TAKES YOU TO THE SUBMIT PAGE





YOU WILL BE NOTIFIED BEFORE SUBMITTING IF THE ORDER QUALIFIES FOR FREE DELIVERY. ADD THE CUSTOMERS PO IF THEY HAVE ONE IN THE CUSTOMER REFERENCE BOX.

A NOTES SECTION WILL BE ADDED IN DUE COURSE

TAP THE DEFAULT ADDRESS TO SHOW ADDITIONAL DELIVERY ADDRESSES, TAP ON THE ONE REQUIRED THEN CHECK ITS SET BEFORE SUBMITTING

10:57 Fri, 10 Jul 48%

← JODIE

£936.00

C00485

Free Delivery

ORDER TOTAL
£936.00

Delivery Address

Default (Customer Address)
7-8 FOSTER AVENUE
DUNSTABLE
LU5 5TA

Requested Delivery Date

Optional

Customer Reference

Optional
e.g. PO-12345

Save for Later

Submit Order

10:50 Fri, 10 Jul 49%

← JODIE

£936.00

C00485

Free Delivery

ORDER TOTAL
£936.00

Delivery Address

Default (Customer Address)
7-8 FOSTER AVENUE
DUNSTABLE
LU5 5TA

Requested Delivery Date

Optional

Customer Reference

Optional
e.g. PO-12345

Save for Later

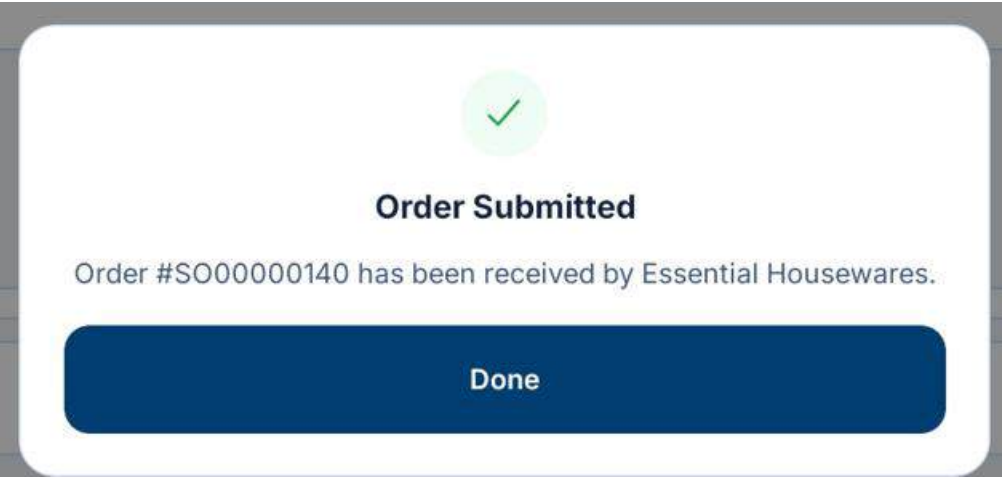
Submit Order

Delivery Address

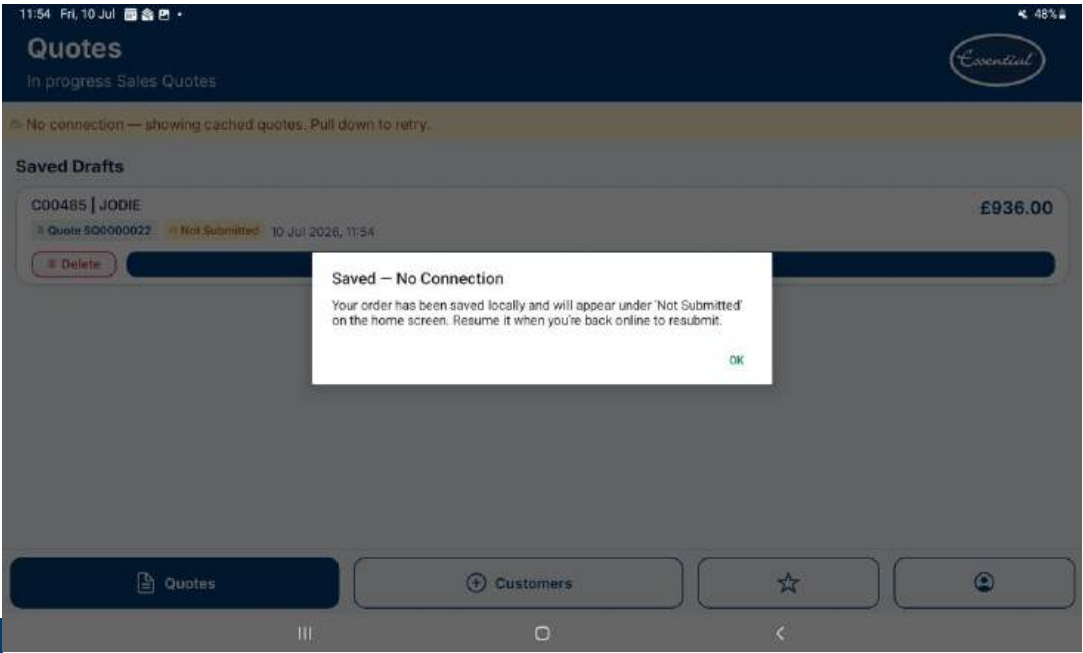
Default (Customer Address)
7-8 FOSTER AVENUE, DUNSTABLE..

JODIE HOME C00485.001
13 Windermere Drive, West Auckla..

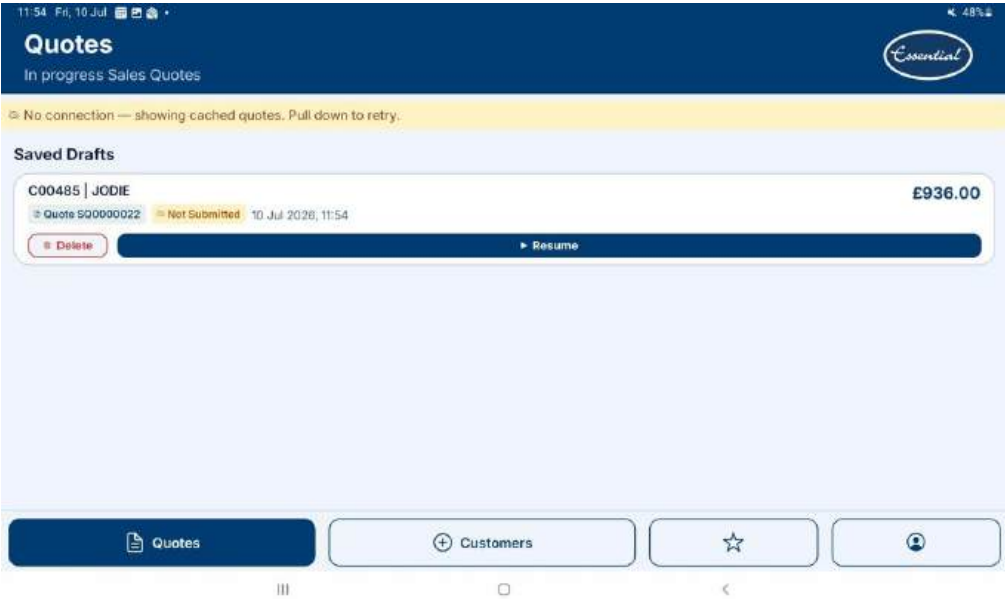
1. UPON SUBMITTING YOU WILL
RECEIVE A NOTIFICATION



2. YOU CAN ONLY SUBMIT ON WI-FI OR 3G. IF YOU ARE
NOT ON EITHER THE ‘SAVED NO CONNECTION’
MESSAGE WILL APPEAR, TAP OK



3. YOUR
SAVED
ORDER WILL
APPEAR IN
QUOTES ON
THE HOME
SCREEN, TAP
RESUME
AND SEND
WHEN WI-FI
IS AVAILABLE





- IF YOU DON'T WANT TO SUBMIT THE ORDER, TAP SAVE FOR LATER. YOU CAN PICK IT UP AGAIN FROM QUOTES ON THE HOME SCREEN

10:57 Fri, 10 Jul 48%

← JODIE C00485 £936.00

Free Delivery ORDER TOTAL £936.00

Delivery Address

Default (Customer Address)

7-8 FOSTER AVENUE
DUNSTABLE
LU5 5TA

Requested Delivery Date Optional

Customer Reference Optional

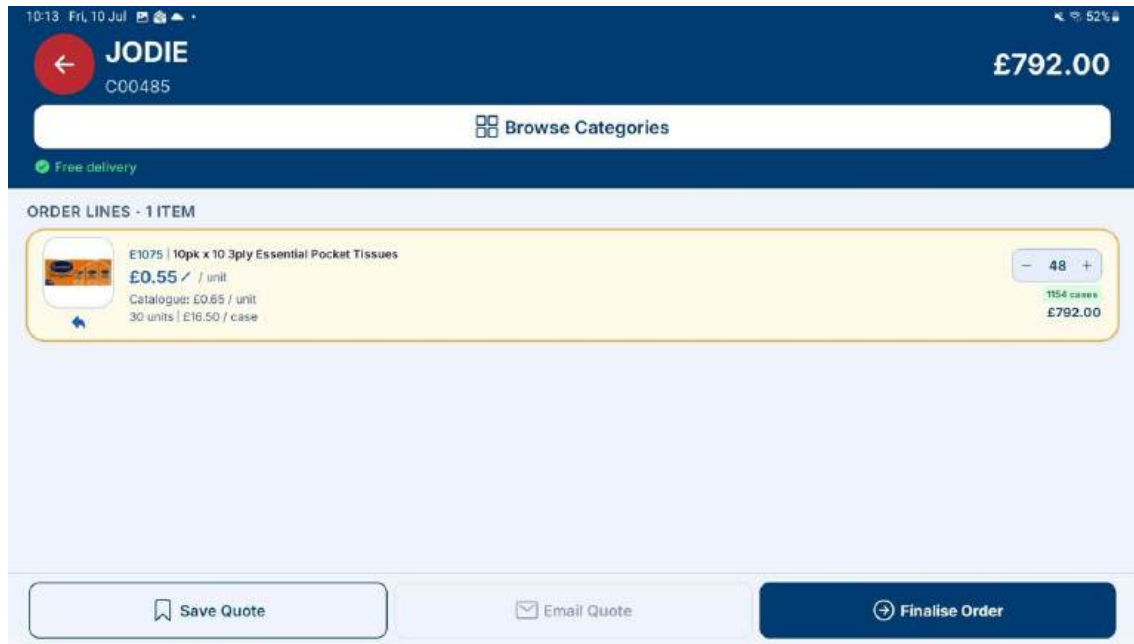
e.g. PO-12345

Save for Later Submit Order

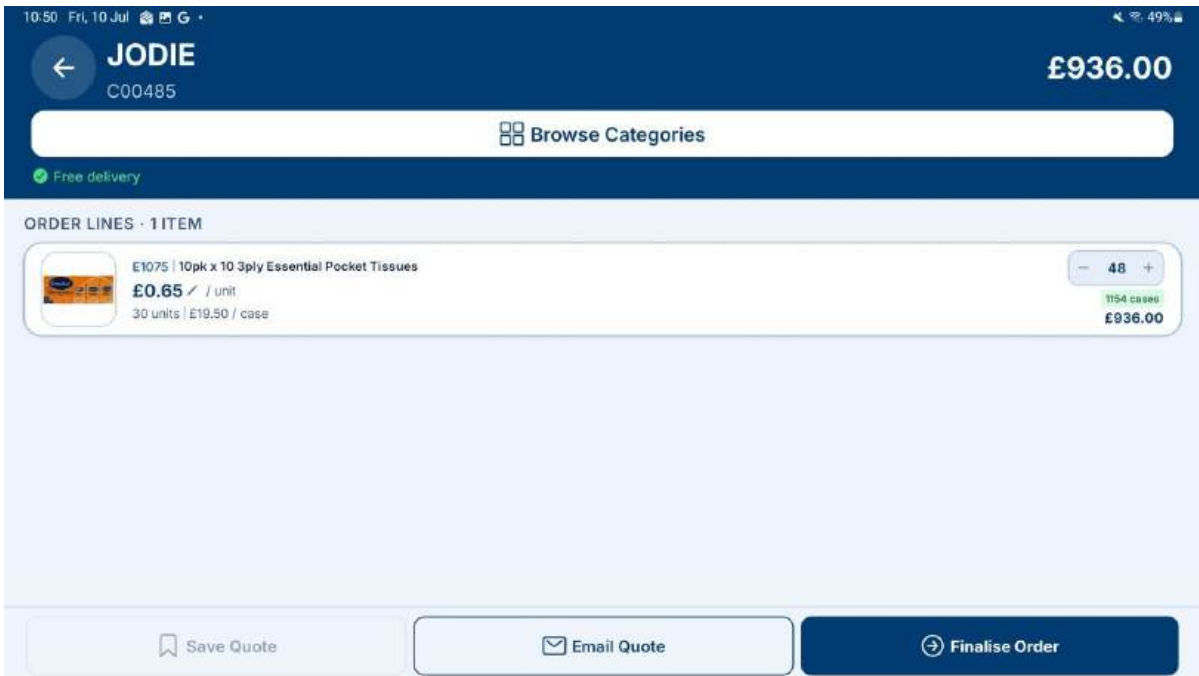
III □ <



1. TO SEND A QUOTE (ORDER CONFIRMATION) TO A CUSTOMER TAP SAVE QUOTE

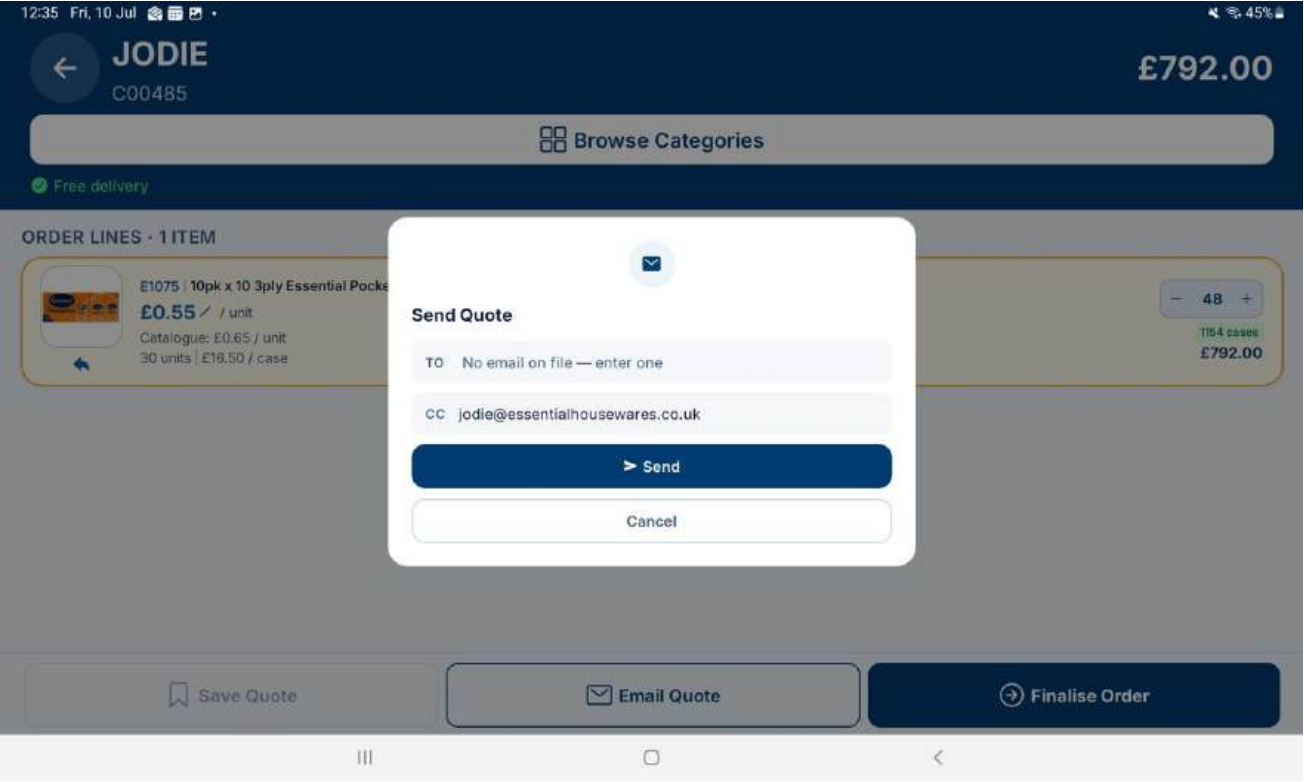


2. TAP EMAIL QUOTE

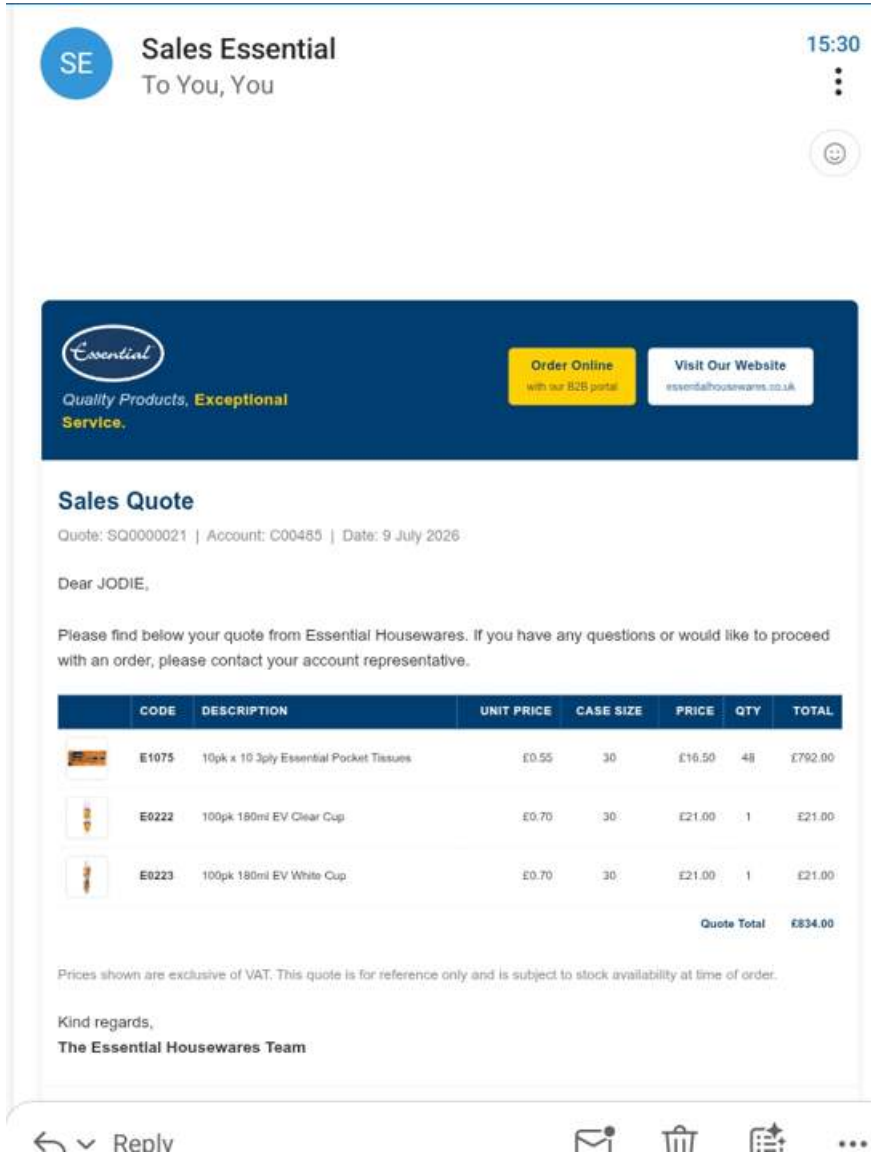




TYPE IN THE EMAIL ADDRESS TO SEND THE QUOTE TO.
YOU WILL BE AUTO CC'D IN



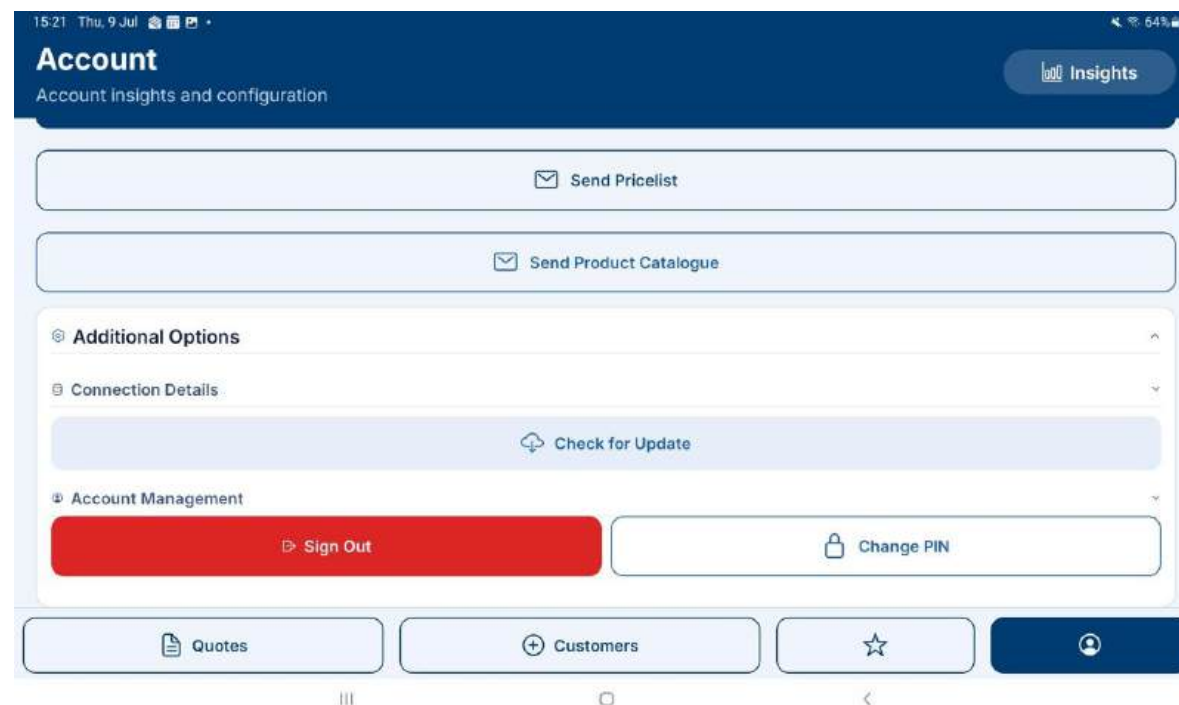
YOU AND THE CUSTOMER WILL RECEIVE
THE QUOTE LIKE THIS



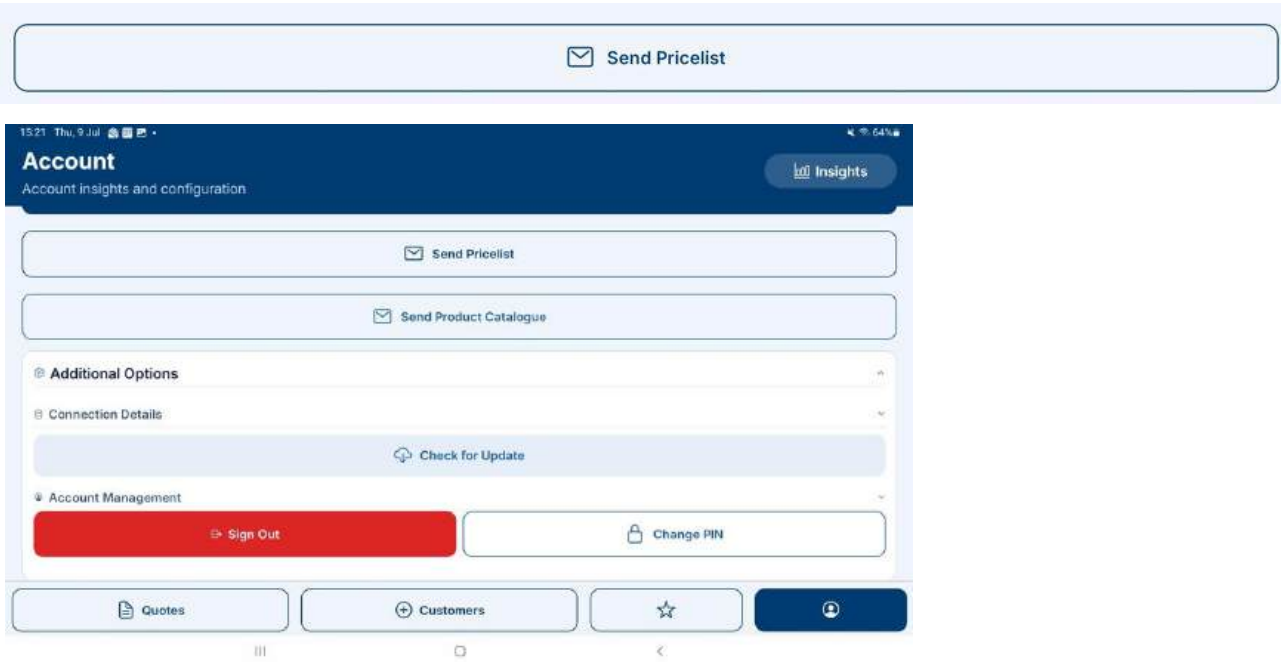


GOING BACK TO THE FIRST SCREEN,
HERE YOU CAN -

- SEND PRICE LISTS TO CUSTOMERS
- SEND THE CATALOGUE TO CUSTOMERS
- RETRIEVE QUOTES
- VIEW ESSENTIAL FAVOURITES / BEST SELLERS LIST



1. TO SEND A PRICE LIST, TAP SEND PRICE LIST ALONG THE TOP



3. SELECT ALL PRODCUTS OR TAP THE + SIGN TO SELECT SPECIFIC CATEGORIES



2. START TYPING IN THE BUISNESS NAME OR CUSTOMER CODE. THEN TAP ON THE CUSTOMER FROM THE LIST

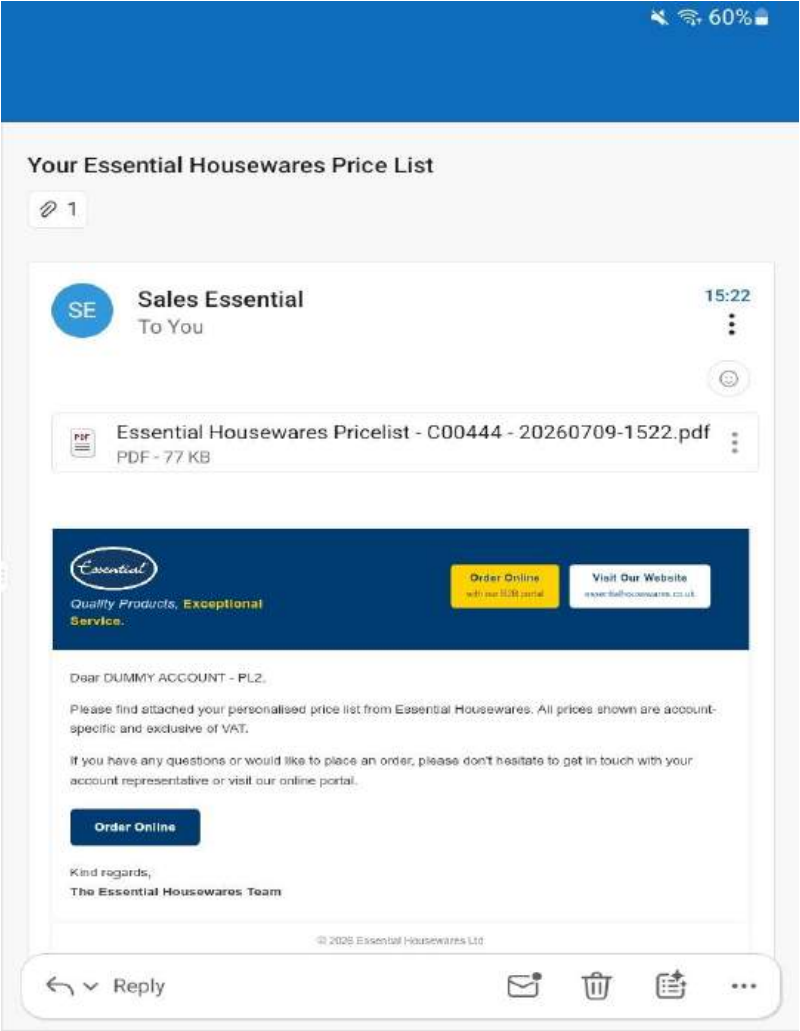


4. ADD THE CUSTOMERS EMAIL ADDRESS, TAP SEND PRICE LIST





THE CUSTOMER WILL RECEIVE AN EMAIL WITH A PDF OF THE PRICE LIST



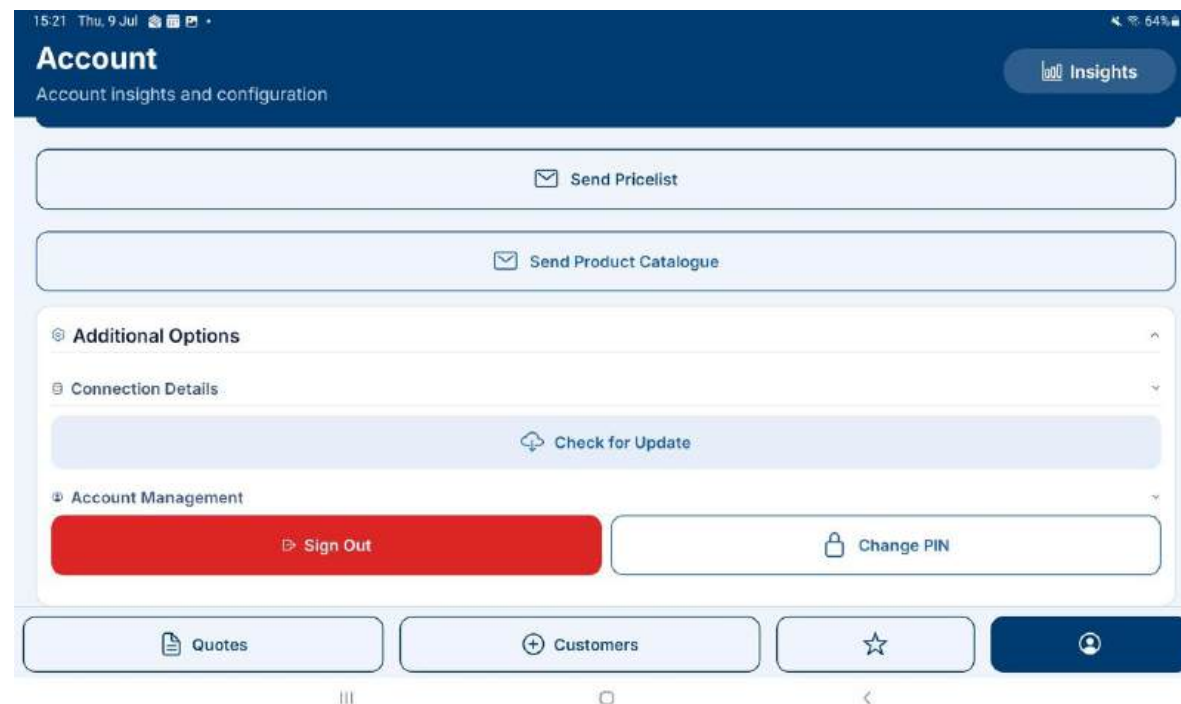
THE PRICE LIST WILL BE THE ONE LINKED TO THEIR ACCOUNT. THIS IS HOW THE LIST WILL LOOK -

The screenshot shows the Essential Housewares Pricelist PDF document. The header features the Essential Housewares logo and tagline "Quality Products, Exceptional Service." Below this, the document is titled "Prepared for: DUMMY ACCOUNT - PL2 (C00444)" and dated "9 July 2026 at 15:22". The main content is a table with columns: CODE, DESCRIPTION, UNIT PRICE, CASE SIZE, and PRICE. The table lists various pocket tissues under the heading "POCKET TISSUES".

CODE	DESCRIPTION	UNIT PRICE	CASE SIZE	PRICE
POCKET TISSUES				
E1075	10pk x 10 3ply Essential Pocket Tissues	£0.65	30	£19.50
E0962	10pk x 10 3ply Paloma Pocket Tissues	£0.71	24	£17.04
E0929	10pk x 10 4ply Paloma Super Soft Pocket Tissues	£1.00	30	£30.00
E0927	8pk x 9 4ply Paloma Lavender Essence Pocket Tissues	£0.80	24	£19.20
E0926	30pk x 10 3ply Paloma Pocket Tissues	£2.55	10	£25.50



- THERE IS AN OPTION TO SEND A CATALOGUE HOWEVER, THIS ISN'T WORKING. INSTEAD, DIRECT YOUR CUSTOMER TO OUR WEBSITE WHERE THEY CAN VIEW THE CATALOGUE ONLINE
- CUSTOMERS CAN ALSO BE DIRECTED TO THE B2B PORTAL TO VIEW THE FULL RANGE. INSTRUCTIONS FOR THIS ARE LATER IN THE DOCUMENT





1. TO GIVE A CUSTOMER PORTAL ACCESS SELECT PORTAL ACCESS ON THE RELEVANT CUSTOMER

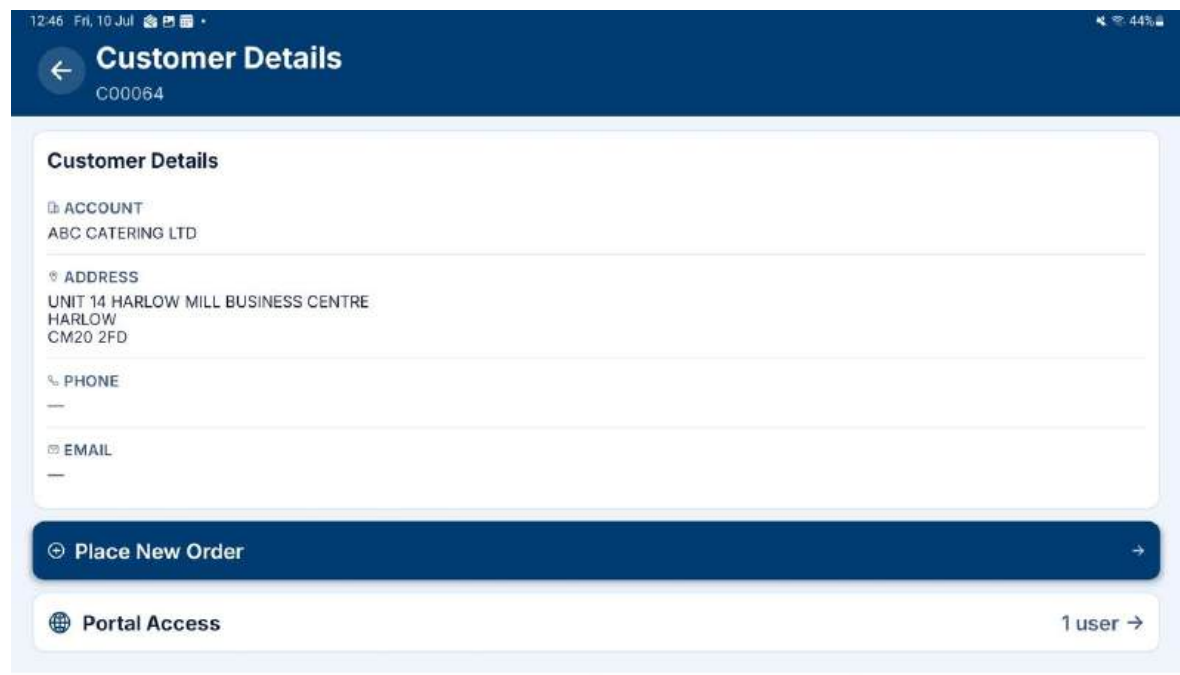
THE PORTAL IS DIRECTLY LINKED TO THE CUSTOMERS ACCOUNT WITH US. PLEASE ENSURE ACCESS IS ONLY GIVEN TO THE ACCOUNT OWNERS / BUYERS.

3. TYPE IN NAME AND EMAIL ADDRESS, TAP SEND INVITE

2. TAP NEW USER



YOU CAN CHECK IF THE CUSTOMER HAS ACTIVATED THE PORTAL LINK IF A USER IS SHOWING. TAP TO VIEW



USER IS SHOWN HERE. YOU CAN ADD MORE USERS IF THE CUSTOMER HAS MULTIPLE BUYERS

