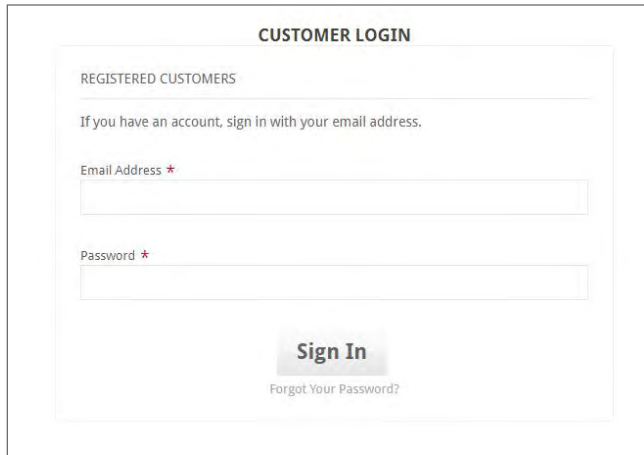


1. GO TO THE WEBSITE AND LOG IN

Go to <https://optimum.morethansafety.co.uk/> and log in using your account details.



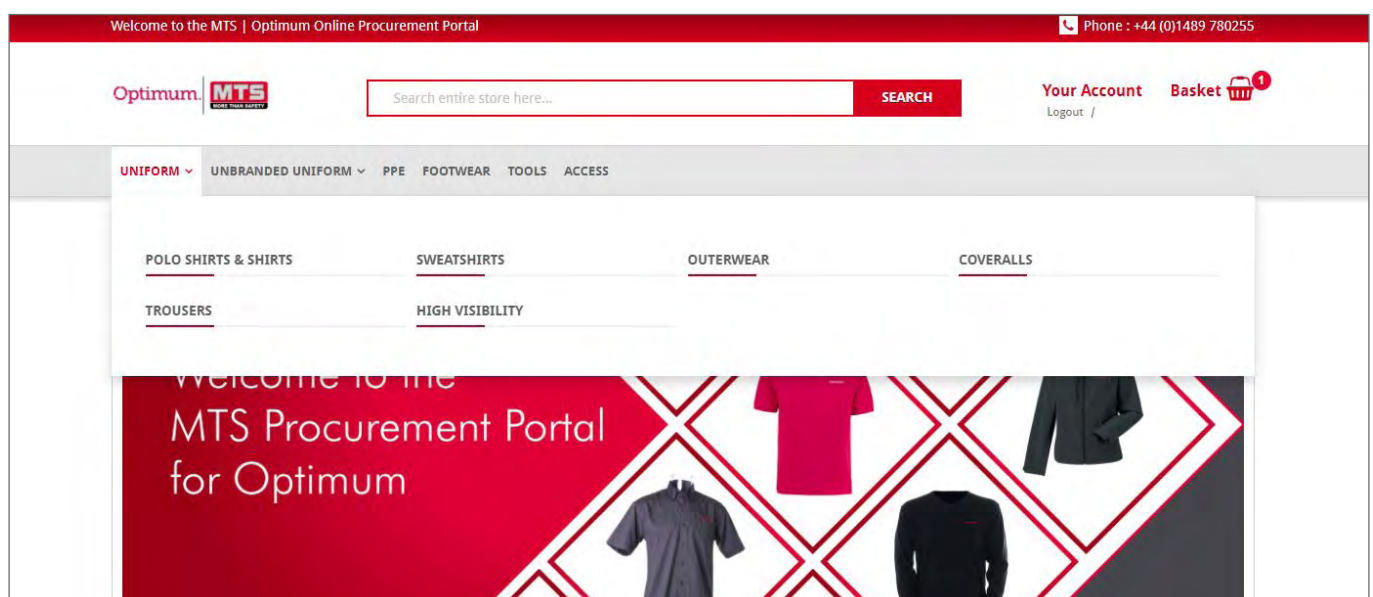
The screenshot shows the 'CUSTOMER LOGIN' section of the Optimum website. It features a 'REGISTERED CUSTOMERS' heading, a message 'If you have an account, sign in with your email address.', and two input fields for 'Email Address' and 'Password', both marked with a red asterisk. Below the fields is a 'Sign In' button and a link for 'Forgot Your Password?'.

If you have forgotten your password, please click the “Forgot your password?” link.

2. SEARCH ITEMS

You can search for an item by typing it into the search box at the top of every page. This box will allow you to enter any text and it will find related items on the website.

OR You can browse through the product categories on the horizontal menu. These are clickable and will take you to a page where you can narrow down your search or you can hover over them to see all the sub-categories.



3. VIEW PRODUCT

Click anywhere on a product to view a description, SKU, additional information, such as safety specifications and any relevant documentation.

PRODUCT DETAILS

MORE INFORMATION

- Saturn yellow Hi Vis executive waistcoat
- 100% Polyester
- Front zip fastening
- Two large front pockets with flaps
- Mobile phone pocket with hook and loop fastening flap
- Radio loop
- Pen & pencil pockets
- Transparent ID pouch pocket
- Retro-reflective tape
- Covered mesh back panel

• EN ISO 20471
Class 2 high visibility

4. ADD TO THE BASKET

Most items on the portal have a selection option before you 'Add to Basket'. Click the drop-down menu and select the desired option (colour and size), enter the quantity required. Then click "Add to Basket".



Executive High Visibility Vest Saturn Yellow

**Executive High Visibility Vest
Saturn Yellow**

SKU: 2501166
£6.36

Letter Size *
Choose an Option...

Assign To

Do You Wish To Bulk Order ? [Click Here](#)

QTY - 1 +

 **Add to Basket**

If you need to add multiple sizes at once, click the "Click Here" link circled below to use the bulk order function.

Letter Size *
Choose an Option...

Assign To

Do You Wish To Bulk Order ? [Click Here](#)

QTY - 1 +

 **Add to Basket**

Enter the quantity of each size required in the pop-up table and click "Add to Basket".

Bulk Order

Letter Size	S	M	L	XL	XXL	3XL	4XL	5XL	6XL
Quantity									

 **Add to Basket**

5. GO TO BASKET

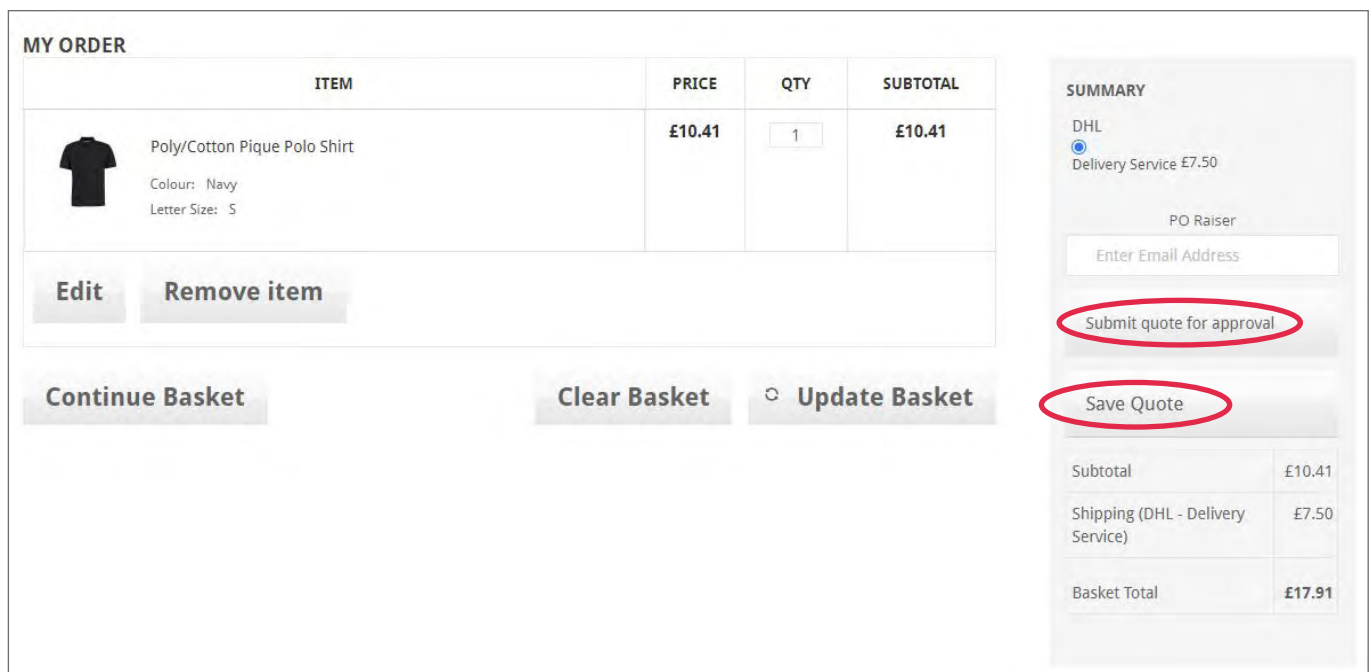
Once you have all the required items, click the "Basket" button in the top right-hand corner of the page.



From here you can update quantities, remove items, or click continue basket to add more items.

If you are not ready to order yet and wish to come back to this, click "Save Quote".

Otherwise if you are ready to order, enter your PO Raiser email address in the box and click "Submit quote for approval".



6. QUOTE APPROVAL PROCESS

After submitting your quote for approval, it will be sent to your contract manager who will approve or refuse your request.

Whilst it is awaiting approval, you will be able to view the quote but not download it or convert the quote into an order.

Quote # 000000259

Date: 09/09/20

« Back

Awaiting Approval

Download PDF

Convert Quote to Order

SKU	Product Name	Price	Quantity
2200102NAVS	Poly/Cotton Pique Polo Shirt	£10.41	1

Subtotal	£10.41
Shipping & Handling	£7.50
Tax	£3.58

7. QUOTE APPROVED, RECEIVING PO

Once the quote is approved, you will receive an email to confirm this and your PO Raiser will be copied in.

Quote Approve Notification

 sales
To: Support; teastwood123@gmail.com

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward ...

Mon 07/09/2020 09:06



Hello Tom,

Your Quote #000000256 has been approved. You can now [log into your account](#) and convert your quote into an order.

Quote Approver:- teastwood123@gmail.com
Please click [here](#) to download quote.

If you have any questions about your order please contact us at sales@morethansafety.co.uk or call us at .

Your quote confirmation is below.

Please see below a summary of the quote:

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Your PO Raiser will then reply to all on the email with a copy of the PO for you to use to order.

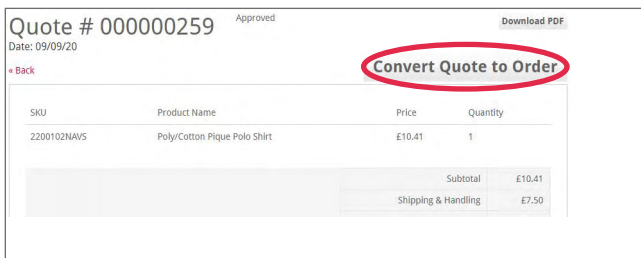
8. CONVERTING THE QUOTE INTO AN ORDER

After receiving the PO for the quote, you can then convert the quote into an order.

Find the quote in the “My Quotes” section.



From here you can select your quote to view and download as a pdf and the option to click “Convert Quote to Order” will now be available to take the quote into the checkout as an order.



Alternatively, if you know which quote to order, you can simply click “Purchase” in the My Quotes page next to the quote to take it into the checkout for ordering.

Increment ID	Date	Price	Status	View Quote	Action
000000259	2020-09-09 08:15:29	£12.49	Approved	View Quote	Purchase
000000256	2020-09-09 08:03:15	£12.90	Approved	View Quote	Purchase
000000218	2020-07-03 08:01:17	£13.72	Approved	View Quote	Purchase

9. PROCEED TO CHECKOUT

You will be taken back to the basket with it populated by the items in your quote.

Check the items to make sure they are correct and when you are happy click "Proceed to Checkout".

MY ORDER

ITEM	PRICE	QTY	SUBTOTAL
 Poly/Cotton Pique Polo Shirt Colour: Navy Letter Size: S	£10.41	1	£10.41

Edit
Remove item

Continue Basket
Clear Basket
Update Basket

SUMMARY

DHL
☒ Delivery Service £7.50

Proceed to Checkout

New empty cart

Subtotal	£10.41
Shipping (DHL - Delivery Service)	£7.50

10. CHECKOUT

In the checkout:

- Make sure your shipping address is correct
- Select your contract
- Enter the supplied Purchase Order Number

Once all details are correct, click "Place Order Now".

EXPRESS CHECKOUT

Logout

SHIPPING ADDRESS

☒ Optimum Group Services
53-61 High Street Ruislip, Middlesex HA4
7BD United Kingdom, 0203 867 9312

New Address

SHIPPING METHODS

DHL
☒ Delivery Service £7.50

PAYMENT

Contract *

Bloomberg

You have to assign your Contract(s) to your account for them to appear in the selection box.
Please click here to add Contracts to your account.
Updating your Contract(s) will not affect your basket.

Payment Method:
Purchase Order

ORDER REVIEW

Product	Qty	Subtotal
 Poly/Cotton Pique Polo Shirt Colour: Navy Letter Size: S	1	£10.41
Order Subtotal		£10.41
Shipping DHL - Delivery Service		£7.50
Tax		£3.58
Order Total Incl. Tax		£21.49
Order Total Excl. Tax		£17.91

PLACE ORDER NOW