

RS Sales & Distribution Ltd.

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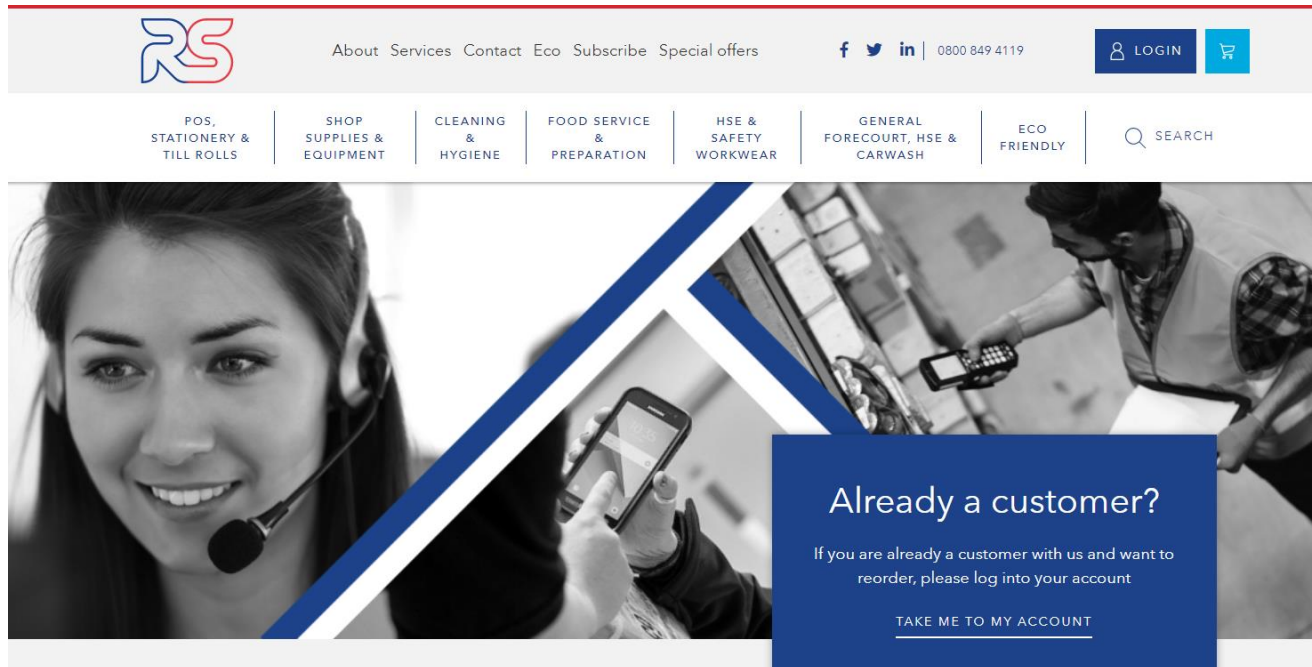
## Online user guide

**Welcome** - This step by step guide is designed to help guide you through placing your first order with us by demonstrating each stage of the order process. There's also some tips to help you order quicker and manage your account in the future.

**Let's begin!** - Open your web browser and then type or copy and paste the below link:

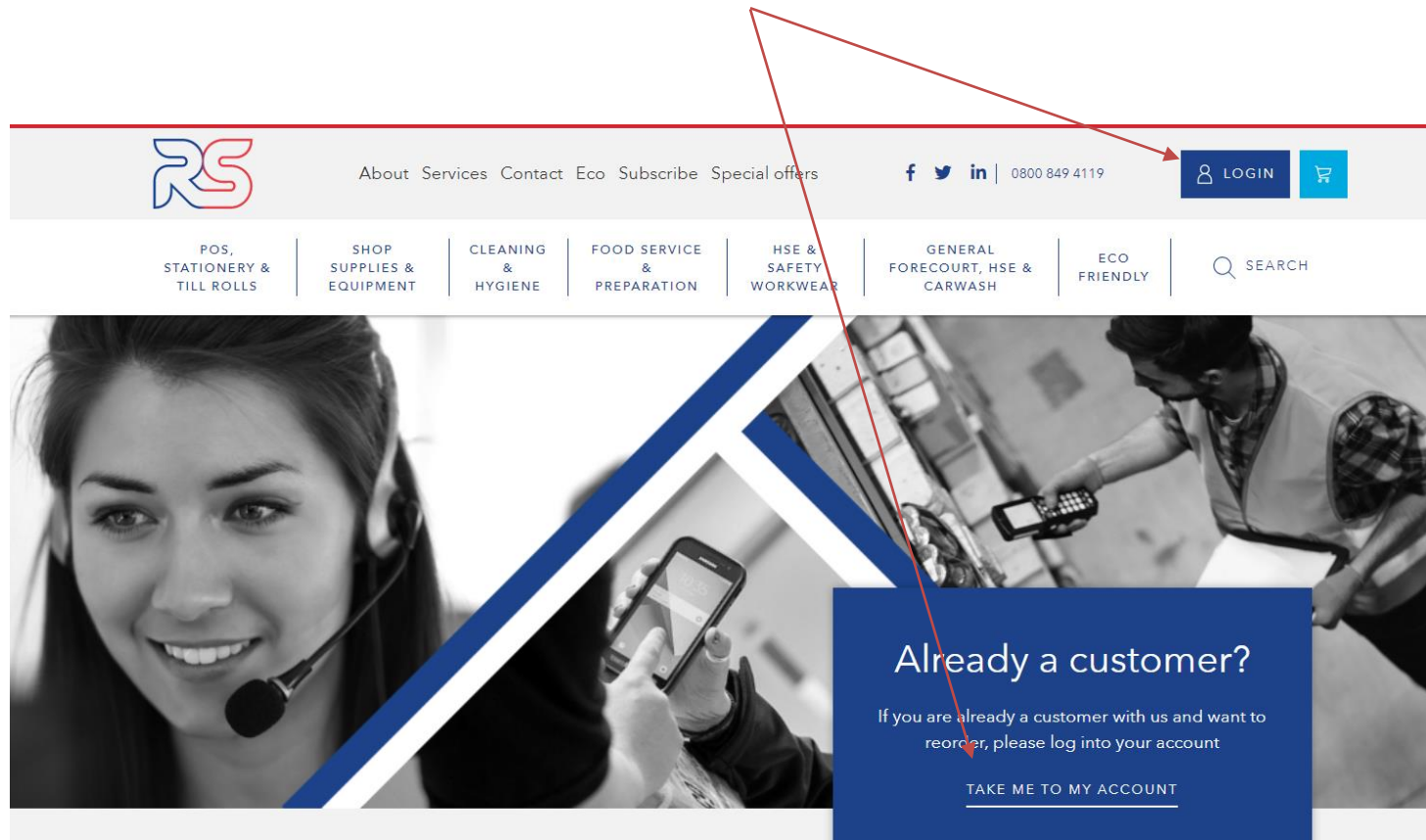
**[www.rssalesonline.co.uk](http://www.rssalesonline.co.uk)**

- You'll land on our homepage -



To gain access to your company specific content and pricing, you will first need to be logged in.

Click the [Login](#) button in the top right hand area of the page or, the 'Take me to my account' banner below.



The image shows a screenshot of the RS website. The top navigation bar includes the RS logo, links for 'About Services Contact Eco Subscribe Special offers', social media icons for Facebook, Twitter, and LinkedIn, and the phone number '0800 849 4119'. A blue 'LOGIN' button with a user icon is highlighted by a red arrow. Below the navigation bar is a menu with categories: 'POS, STATIONERY & TILL ROLLS', 'SHOP SUPPLIES & EQUIPMENT', 'CLEANING & HYGIENE', 'FOOD SERVICE & PREPARATION', 'HSE & SAFETY WORKWEAR', 'GENERAL FORECOURT, HSE & CARWASH', and 'ECO FRIENDLY'. A search icon and the word 'SEARCH' are also present. The main content area features a large image of a smiling woman wearing a headset, with a hand holding a smartphone in the foreground. A blue banner with white text is overlaid on the bottom right of the image, containing the text 'Already a customer?', 'If you are already a customer with us and want to reorder, please log into your account', and a link 'TAKE ME TO MY ACCOUNT'.

Enter your username (email address e.g. sales@rssales.co.uk) and password (this should have been issued to you – if not contact RS on 0800 849 4119).

Please note the login fields are case sensitive. Email addresses should be entered in lower case and passwords will contain a mixture of lower and upper case and a number.

Click 'LOG IN'

## Login

Username

Password

Remember me

LOG IN

[Forgotten Password?](#)

## Need an account?

If you would like to open an account with us then please call the number below and speak to a member of our sales team.

CALL 0800 849 4119

EMAIL SALES@RSSALES.CO.UK

The first time you login you may be prompted to change your password and you will not be able to proceed until you have done so.

When choosing a new password, it **must be at least 8 characters containing one capital letter, lowercase and number.**

Due to data protection laws, once you have changed your password, RS will not be able to retrieve this, however, if you forget your password, you can request a new one at any time. (click “Forgotten Password” on the login screen).

Product Categories

## Change Password

Change Your Password:  
Password must be at least 8 characters containing one capital, lowercase and number.

Old Password:

New Password:

Confirm Password:

**CHANGE**

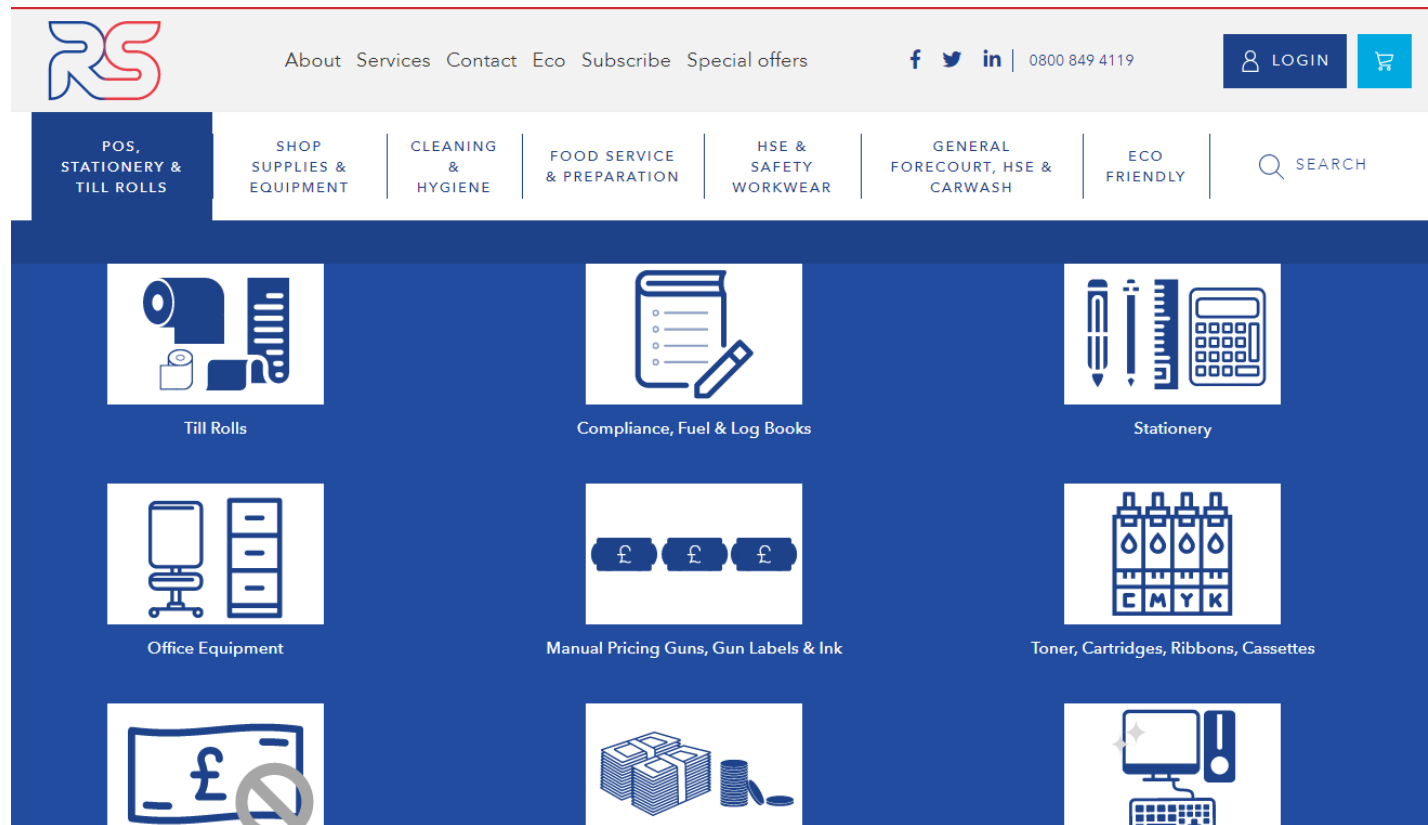
There are multiple ways to find the products you require.

Find products either through the main navigation menu or by searching for the item you require using the search box



Click on the relevant category button for the product you wish to find.

To find till rolls, for example, click on the 'POS, Stationery & Till Rolls' category tab and then the 'Printer & Till Rolls' sub category which will appear in the centre screen to reveal a category of Till Rolls options.



Within the product pages you can add products to your basket by clicking on the 'ADD TO BASKET' button.

At this stage, you may wish to change the quantity required before you add the item to your basket to save you time at checkout.

## Thermal Till Rolls

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### **THERMAL 80MM ECONOMY TILL ROLLS**

Product Code: TH8080X40S

Case Qty: 40

Price: 33.20 BOX

In Stock



**ADD TO BASKET**



You can click into each product item to see further product details, and where applicable, download technical data; (for example chemical COSHH, Product use data).

Products can also be added to your basket from this view.



### RS Surface Cleaner & Sanitiser - 5L

Product Code: RSES

Case Qty: 2

Your Price (Ex VAT): 7.90 CASE

Status: In Stock

- 1 + [ADD TO BASKET](#)

#### Qty: 2 x 5ltr

A liquid cleaner with a powerful bactericide for use in one stage cleaning and sanitizing.

An effective hard surface cleaner capable of removing a wide variety of ingrained and greasy soiling.

Contains no perfumes so is non-tainting and therefore food safe, making it ideal for cleaning of food preparation areas and areas involved in the processing of meats, cream and other foods that may carry high risk of bactericidal contamination.

May be used to clean and disinfect all hard surfaces including refrigerators, freezers, cold displays, salad bars, microwaves, stainless steel surfaces, canopies and chopping boards.

Antimicrobial activity: effective against both gram negative and gram positive bacteria.

**Tested under BSEN1276 and found to kill 99.99% of germs within 30 seconds**

Effective against *Pseudomonas aeruginosa*, *Staphylococcus aureus*, *Enterococcus hirae* and *Escherichia Coli*.

MSDS and Product Use Guide are available to download below under 'More Information'

[More Information](#)

[Recommended Products](#)

#### Classification

2 x 5ltr

A liquid cleaner with a powerful bactericide for use in one stage cleaning and sanitizing.

An effective hard surface cleaner capable of removing a wide variety of ingrained and greasy soiling.

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#### Product Data Sheets



**MSDS**

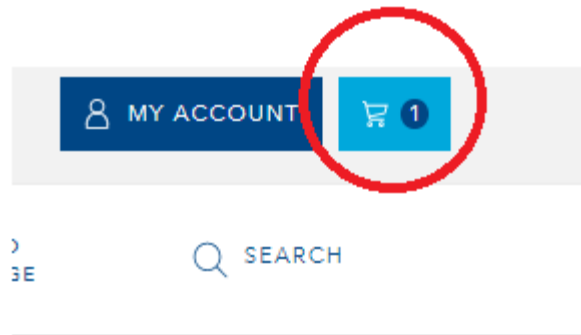
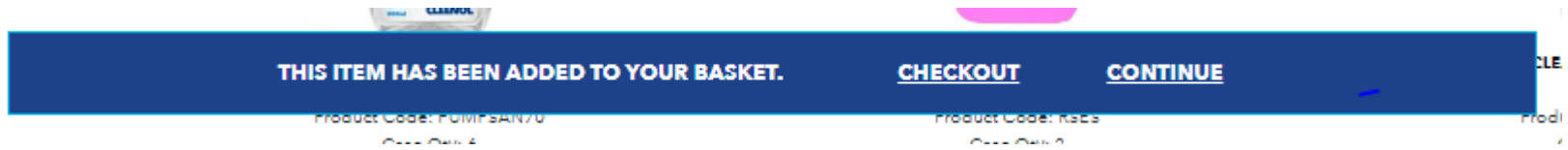
[Download](#)



**Product use guide**

[Download](#)

As you add products to your basket, a pop up banner will inform you've done so, and an icon will display the qty in the top right hand corner of the page.



**SEARCH** - You may instead prefer to find products by inputting general search terms using the search tool.

You can then add the products returned from your search to the basket from here.

SEARCH

pens

SEARCH



**UV PROPERTY MARKER PENS**

Product Code: RSUVPEN  
Case Qty: 5  
Price: 10.98 PACK  
Low Stock



ADD TO BASKET



**RED BALLPOINT PENS**

Product Code: REDPEN  
Case Qty: 50  
Price: 3.64 BOX  
In Stock



ADD TO BASKET



**BLUE BALLPOINT PENS**

Product Code: BLUEPEN  
Case Qty: 50  
Price: 3.64 BOX  
In Stock



ADD TO BASKET



**BLACK BALLPOINT PENS**

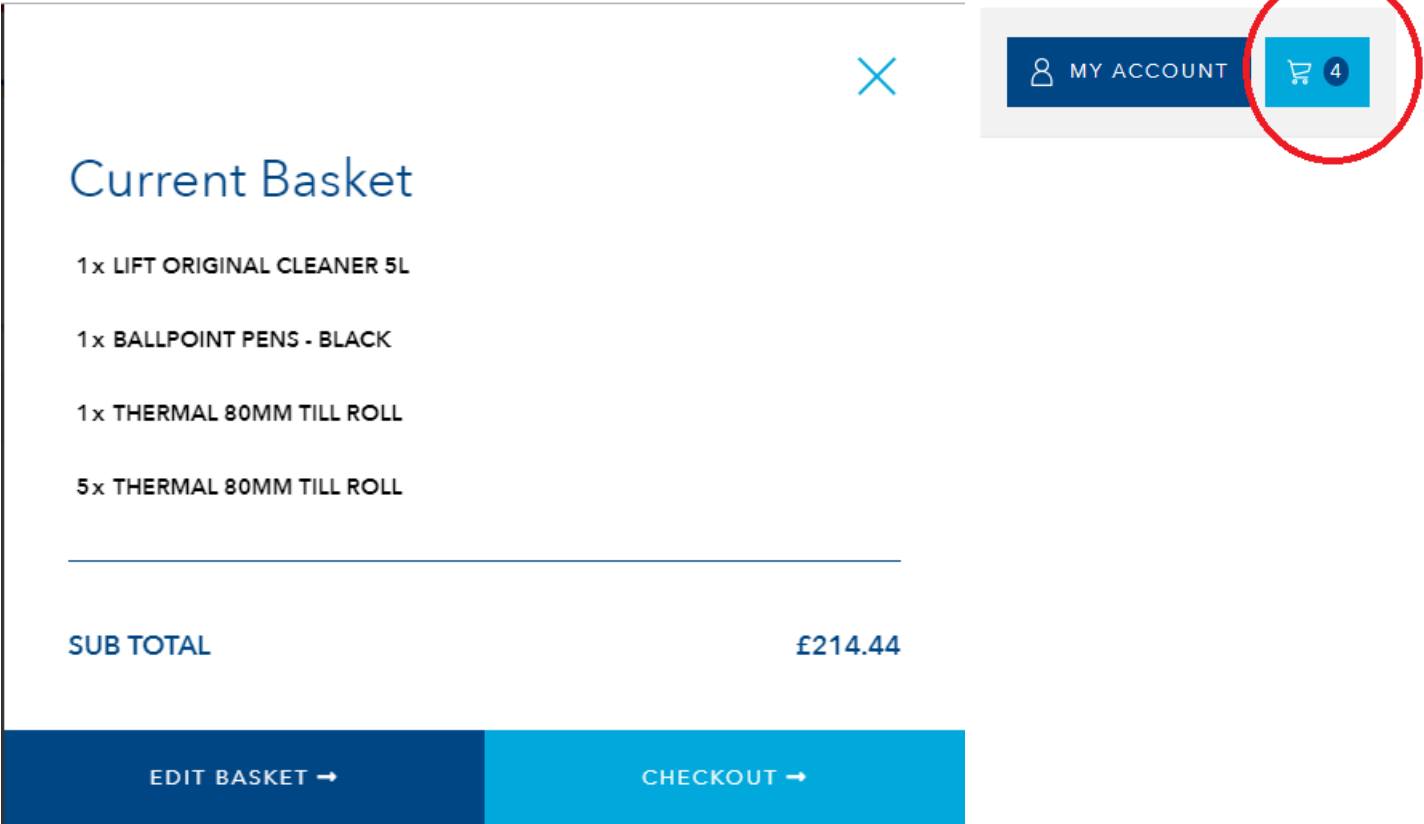
Product Code: BLACKPEN  
Case Qty: 50  
Price: 3.64 BOX  
In Stock



ADD TO BASKET

Once you have finished adding your products to the shopping basket, click on [the basket icon](#) in the top right hand side of the screen. This will take you to a full view of the basket and a summary of the products you have added.

You can edit the basket from here, or checkout if you're ready.




Current Basket

- 1x LIFT ORIGINAL CLEANER 5L
- 1x BALLPOINT PENS - BLACK
- 1x THERMAL 80MM TILL ROLL
- 5x THERMAL 80MM TILL ROLL

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SUB TOTAL £214.44

EDIT BASKET → CHECKOUT →

MY ACCOUNT 

**Note** – If your order has not met the minimum order value, you will not be able to process your order.

If this occurs, an alert bar will inform you. You will need to add additional products to your basket, or increase the quantity of the items in your basket.

SORRY, YOU HAVE NOT MET YOUR MINIMUM ORDER VALUE [UPDATED YOUR BASKET? REFRESH](#)

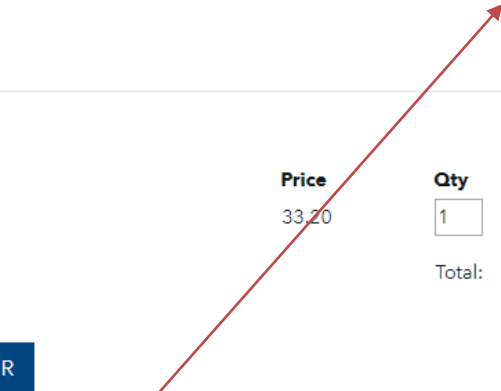
**EMPTY BASKET**

Your Quote No: 150913

Code	Description	Price	Qty	Line Total	Delete
TH8080X40S	THERMAL 80MM TILL ROLL	33.20	<input type="text" value="1"/>	33.20	<input type="checkbox"/>
Total:				33.20	

Basket Description:  **SAVE BASKET FOR LATER**

**UPDATE BASKET**



Update your basket, **click the refresh link** and then you can click **checkout**

**UPDATE BASKET**

**CHECKOUT**

As a trade customer, 'Free Delivery' is always pre-checked providing the minimum order value is met.



# Delivery Options

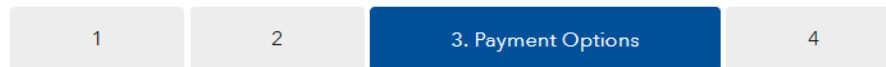
Free Delivery

CONTINUE

After confirming the delivery options, you will see the payment screen.

Check your order and click 'BUY NOW' once you are happy.

Again, as a trade customer, 'Pay On Account' is always pre checked – Click 'BUY NOW':



Print this page

**ONLINE TEST ACCOUNT**

**Order Details**

Your PO Ref:  
Created On: 23/07/2019  
Last Amended: 23/07/2019  
Subtotal £99.60  
VAT £19.92  
Total £119.52

**Delivery Details**

Name: Mr Mark Hayfield  
Address: RS Sales & Dist  
STAPLEHURST  
United Kingdom  
Post Code: TN12 0rq  
Delivery Notes:

Code	Description	Price	Qty	Total (Ex VAT)	Total
TH8080X40S	THERMAL 80MM TILL ROLL	£39.84 (£33.20 Ex VAT)	3	£99.60	£119.52
CCDV	Free Delivery	£0.00 (£0.00 Ex VAT)	1	£0.00	£0.00

Pay on Account



After pressing 'BUY NOW', you will see your order confirmation page containing your web order number you can keep for future reference. You will then shortly receive an order confirmation email which provides you with a summary of your order.



## Web Order: #149048

[Print this page](#)

### ONLINE TEST ACCOUNT

#### Order Details

Your PO Ref:	
Created On:	23/07/2019
Last Amended:	23/07/2019
Subtotal	£99.60
VAT	£19.92
Total	£119.52

#### Delivery Details

Name:	Mr Mark Hayfield
Address:	RS Sales & Dist STAPLEHURST United Kingdom TN12 0rq
Country:	United Kingdom
Post Code:	TN12 0rq
Delivery Notes:	

Code	Description	Price	Qty	Total (Ex VAT)	Total
TH8080X40S	THERMAL 80MM TILL ROLL	£39.84 (£33.20 Ex VAT)	3	£99.60	£119.52
CCDV	Free Delivery	£0.00 (£0.00 Ex VAT)	1	£0.00	£0.00

Your web order number is 149042

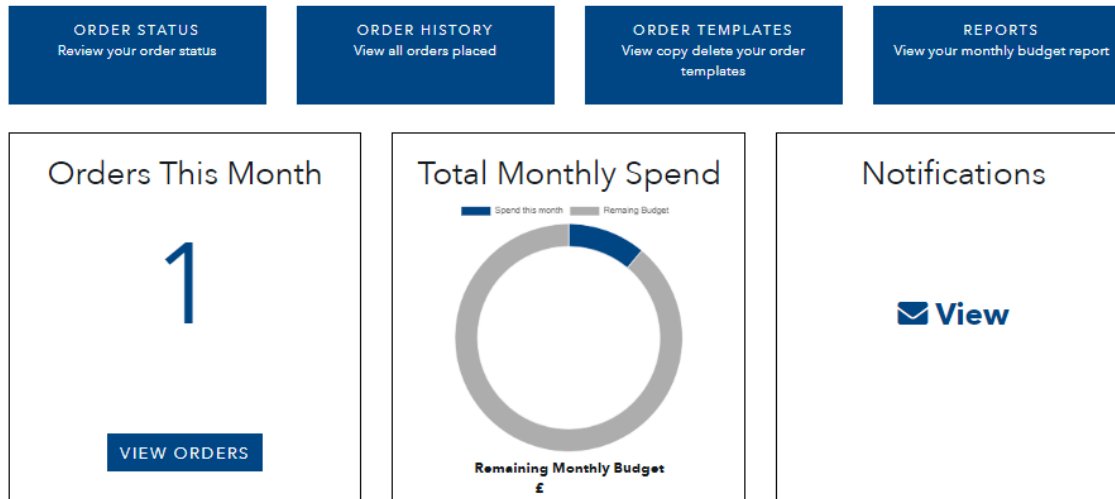
[Click here to return to the home page](#)



# Order much faster next time!!!

The 'Dashboard' section gives users access to information to help improve the ordering process. It allows you to view your purchase history, and assists with the management of your spend with RS.

Hi, welcome back!



## Last 10 Confirmed Orders

Date	Order Number	Value	
01/08/2019	SOR	£171.78	<a href="#">VIEW</a>
26/07/2019	SIN	£178.76	<a href="#">VIEW</a>
19/07/2019	SIN	£125.15	<a href="#">VIEW</a>

## Frequently ordered products

Product	Cost	
16OZ KRAFT HOT CUP	£:	<a href="#">View</a> <a href="#">ADD TO ORDER</a>
12/16OZ HOT CUP LID	£:	<a href="#">View</a> <a href="#">ADD TO ORDER</a>
BAKERY SAVOURY&	£:	<a href="#">View</a> <a href="#">ADD TO ORDER</a>

## Fast ordering

← Add your frequently ordered products to your basket from here

Within the 'My Account' section, you will have access to information and tools to assist you with your RS orders.

Click on 'Order Status' to view previous order history – providing you with a complete summary of previous orders, as well as orders awaiting processing. This section will also show any credit/refund information.

Hi, welcome back!

**ORDER STATUS**  
Review your order status

**ORDER HISTORY**  
View all orders placed

**ORDER TEMPLATES**  
View copy delete your order templates

Orders This Month

1

VIEW ORDERS

Total Monthly Spend

Remaining Monthly Budget  
£

Order Status

Order History

Order Templates

**Order Status**

The following orders have been processed:

SOR594506 - 01/08/2019 - (Lines: 16)						
Reference	Description	Ordered	Delivered	Invoiced	Price	
WB2-12OZCP	12OZ KRAFT HOT CUP	1	0	0	£x	
BP10399HAV	12/16OZ HOT CUP LID	1	0	0	£x	
HAVSWEET	SWEETENER STICK	1	0	0	£x	
BP9977	HEINZ TOMATO SAUCE SACHETS 10G	1	0	0	£x	
BP9979	HEINZ MAYONNAISE SACHETS 10G	1	0	0	£x	
BP71583HAV	BLACK PLASTIC TEASPOON PP	1	0	0	£x	
WB2FORK	BLACK PLASTIC FORK PP	1	0	0	£x	
WB2-12ICE	WB2 12OZ ICED DRINK CUP	1	0	0	£x	
LID12ICE	ICED DRINK DOMED LID 12OZ	1	0	0	£x	
FLATLID12	ICED DRINK FLAT LID 12OZ	1	0	0	£x	
WB2HEPCH	TOASTIE BAG	1	0	0	£x	
FSCBSKLIN	PDU GREASEPROOF PAPER	1	0	0	£x	
CH-MS102C	CLEAR BIN SACK ROLLS	1	0	0	£x	
ER7C	2PLY WHT JUMBO TOILET ROLL 200M	1	0	0	£x	
EBO11	A4 COPIER PAPER REAM	1	0	0	£x	
CCDV	Free Delivery	1	0	0	0.00	

SIN812316 - 24/07/2019 - (Lines: 13)						
SIN811416 - 17/07/2019 - (Lines: 10)						
SIN810447 - 10/07/2019 - (Lines: 10)						
SIN809249 - 03/07/2019 - (Lines: 14)						
SIN808271 - 27/06/2019 - (Lines: 15)						
SIN807239 - 19/06/2019 - (Lines: 16)						
SIN806224 - 12/06/2019 - (Lines: 11)						
SIN805192 - 05/06/2019 - (Lines: 18)						
SIN804149 - 30/05/2019 - (Lines: 20)						

Last 10 Confirmed Orders

Frequently ordered

The 'Order history' report allows you to add previously ordered items straight to the shopping basket, without the need to search.

Hi, welcome back!

ORDER STATUS  
Review your order status

ORDER HISTORY  
View all orders placed

ORDER TEMPLATES  
View copy delete your order templates

REPORTS  
View your monthly budget report

Orders This Month

1

VIEW ORDERS

Total Monthly Spend

Order History

This list is currently only showing your personal orders. Click here to show all orders.

Code	Description
ER7C	2PLY WHT JUMBO TOILET ROLL 200M
EBO11	A4 COPIER PAPER REAM
BP9977	HEINZ TOMATO SAUCE SACHETS 10G
BP9979	HEINZ MAYONNAISE SACHETS 10G
WB2FORK	BLACK PLASTIC FORK PP
HAVSWEET	SWEETENER STICK
LID12ICE	ICED DRINK DOMED LID 12OZ
WB2HEPCH	TOASTIE BAG
CH-MS102C	CLEAR BIN SACK ROLLS
FLATLID12	ICED DRINK FLAT LID 12OZ

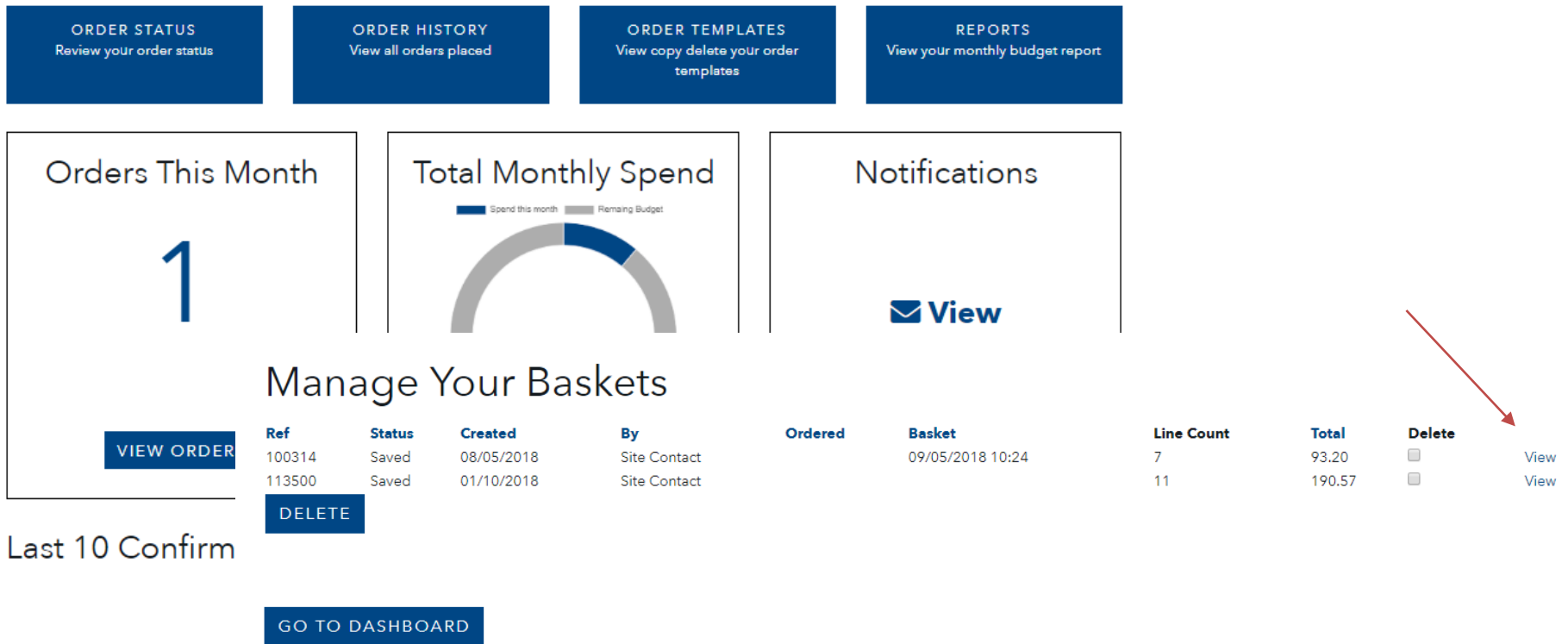
Notifications

Last 10 Confirmed Orders

Last Ordered	Qty	
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET
01/08/2019	1	ADD TO BASKET

The 'Order Templates' report allows you to manage your baskets and save an order template for you to refer to for future ordering. **E.g. You might want to save a template of stationery supplies that you only need to order once a year.** Just click and re-order in seconds!

Hi, welcome back!



The dashboard features four navigation buttons: 'ORDER STATUS' (Review your order status), 'ORDER HISTORY' (View all orders placed), 'ORDER TEMPLATES' (View copy delete your order templates), and 'REPORTS' (View your monthly budget report). A red arrow points to the 'ORDER TEMPLATES' button.

Below the navigation are three data cards: 'Orders This Month' showing a count of 1 with a 'VIEW ORDER' button; 'Total Monthly Spend' showing a donut chart for 'Spend this month' and 'Remaining Budget'; and 'Notifications' with a 'View' button and an envelope icon. A red arrow points to the 'View' button in the Notifications card.

The 'Manage Your Baskets' section includes a 'DELETE' button and a table of baskets:

Ref	Status	Created	By	Ordered	Basket	Line Count	Total	Delete	
100314	Saved	08/05/2018	Site Contact			7	93.20	<input type="checkbox"/>	View
113500	Saved	01/10/2018	Site Contact		09/05/2018 10:24	11	190.57	<input type="checkbox"/>	View

Additional buttons include 'VIEW ORDER' (under the Orders This Month card), 'GO TO DASHBOARD', and 'Last 10 Confirm'.

The 'Reports' tab allows you to view your budgets and spend against each month

Hi, welcome back!

ORDER STATUS  
Review your order status

ORDER HISTORY  
View all orders placed

ORDER TEMPLATES  
View copy delete your order templates

REPORTS  
View your monthly budget report



Orders This Month  
1  
VIEW ORDERS

Total Monthly Spend  
Spend this month Remaining Budget

Notifications  
View



## Reports

### YTD and Monthly Sales vs Budget

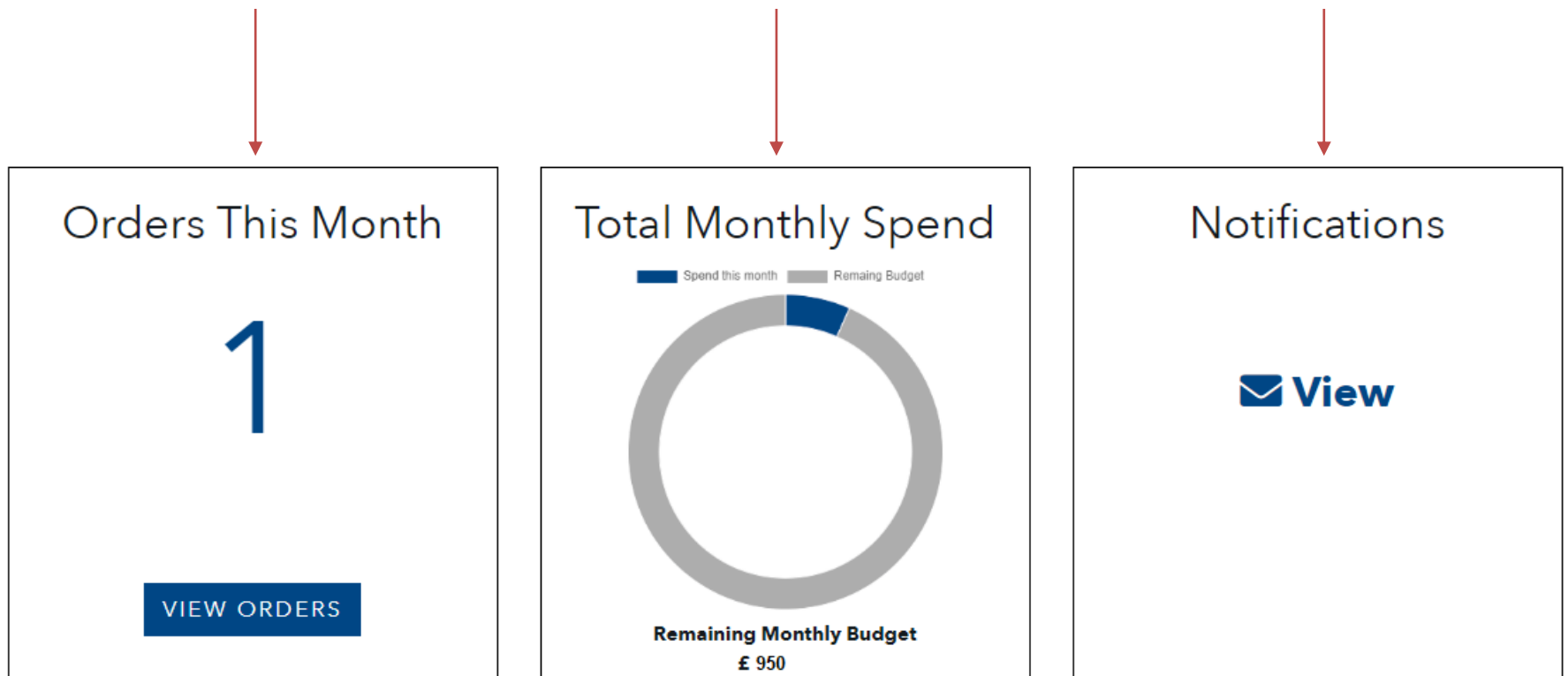
0 rows returned  
Download this report as a CSV

### Your Monthly Sales/Budgets

Division Name	Type	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ONLINE TEST ACCOUNT (TEST)	Budget	2019	100	100	100	100	100	100	1000	1000	1000	1000	1000	1000

The new dashboard layout has been designed to provide you with quick information and data retrieval.

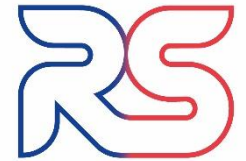
From here, you can view the number of orders you've placed in a month, your monthly spend/remaining budget and a notifications tile which will take you to any important information we need to make you aware of.



An 'Online Chat' customer service facility is available on the bottom right hand side of your screen throughout the order process, operating between 9am and 5pm Monday to Friday.

If a representative isn't available, you can still leave a message and a member of the RS team will get back to you at the earliest opportunity.





We hope you find ordering with us easy and straight forward, but if you experience any difficulties whilst on our site, please don't hesitate to contact our expert customer care team who will be able to guide you through:

**Tel. 0800 849 4119**

[sales@rssales.co.uk](mailto:sales@rssales.co.uk)

**Thank you!**