

# Online Rep Portal Manual

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***wirquin***

# Registration

**Please note only Wirquin Reps that exist on the Wirquin ERP system will be able to register.**

Reps registering for the first time will need to use their Name/Surname and Valid Wirquin Email Address that exists within the Wirquin ERP system

**Step 1:** Go to <https://www.wirquin.biz/> in your internet browser

**Step 2:** Click on the "Create Account".

**Step 3:** Complete the registration form and follow the prompts

**Step 4:** Click on the Link within the email that will be sent to you

Create account

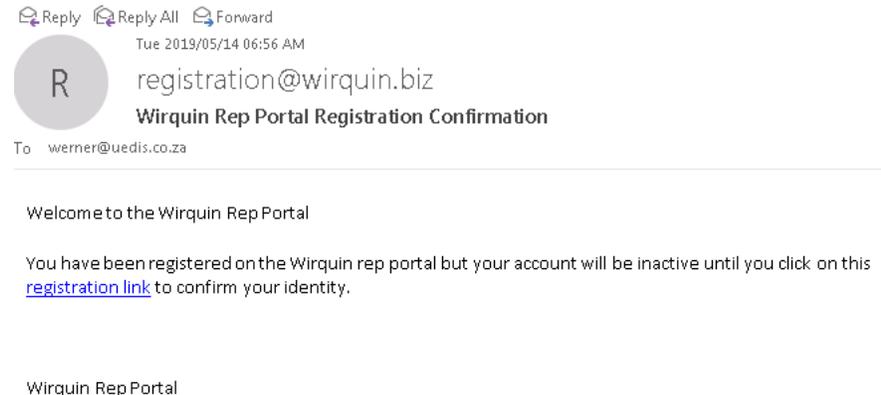
REGISTER

Werner  
Bronkhorst  
werner@uedis.co.za  
0713710635  
.....  
.....  
 I'm not a robot 

REGISTER

SUCCESSFULLY REGISTERED

You have successfully been registered. Please confirm your email clicking on the link you will receive in your inbox shortly.



# Login

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Go to <https://www.wirquin.biz/> in your internet browser.

Enter your Username and Password selected in the registration process

Click on LOGIN BUTTON

## WIRQUIN REP PORTAL

LOG IN

[Forgot Password](#)  
[Create account](#)

# Forgot Password

Should you have forgotten your password, click on the "Forgot Password Link and follow the Steps

[Forgot Password](#)

[Create account](#)

[Login](#)



SUCCESS

YOUR PASSWORD HAS BEEN PARTIALLY RESET. PLEASE CHECK YOUR EMAIL INBOX AND CLICK ON THE LINK TO COMPLETE THE PROCESS.

## RESET YOUR PASSWORD

I'm not a robot



[RESET PASSWORD](#)



Tue 2019/05/14 08:14 AM

passwordreset@wirquin.biz

Wirquin Rep Portal Password reset notification

To: werner@uedis.co.za

**wirquin**

Good Day Werner

Your password has been reset successfully. Please follow this [RESET LINK](#) to complete the reset password process.

Regards Wirquin Team

CHOOSE YOUR NEW  
PASSWORD HERE Werner

I'm not a robot



[RESET PASSWORD](#)



ALL DONE

**wirquin**

# Logged In Landing Page

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Once successfully Logged In you will be presented with the following Menu Options as below:



[Menu](#)

[Customers](#)

[My Profile](#)

[User Manual](#)

[Downloads](#)

[Log Out](#)

## WELCOME WERNER

### MENU

[CUSTOMERS](#)

[MY PROFILE](#)

[DOWNLOAD FILES](#)

[LOG OUT](#)



# My Profile

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The "My Profile" page will show you details about your login details, Rep Code, Contact Details etc. From here you can also change your password should you wish.

## VIEW MY PROFILE

Overview

[Reset Password](#)

### DETAILS BELOW

Rep Code	WB
Rep Name	Werner Bronkhorst
Rep Email	werner@uedis.co.za
Rep Cell	0713710635
User Name	Werner

# My Customers

Click on the "CUSTOMERS" link to be displayed all your customers linked to your Rep Code. Each rep will only see their own clients AND NOT the clients allocated to other reps

**CUSTOMERS**

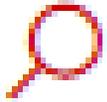
## CUSTOMER LIST

Search Customers

#		Account No	Account Name	History	Shop
1		ACS001	AL'S HARDWARE (NAVAISHA CONSTRUCTION PTY LTD)		
2		AFR002	AFRIKANO TILE & DEKOR - GAUTENG		
3		ARR001	ARROW PLUMBING SUPPLIES CC		
4		BAT006	THE BATHROOM SANITARY WARE FOURWAYS		
5		BAT008	BATHROOM WORLD		
6		BEL001	BELLA BATHROOM JOHANNESBURG		
7		DEX001	DEX MARKETING CC		
8		DGB001	D & G BATHROOM & PLUMBING SUPPLIERS		
9		HOU100	HOUSE OF PLUMBING CITY T/A RAP PLUMBING SUP HEAD		
10		HOU101	HOUSE OF PLUMBING PRETORIA		
11		IND001	INDEPENDENT PLUMBING SUPPLIES		

# My Customers

Click on the Magnifying Glass to see all Customer Details



## CUSTOMER DETAILS

### ACCOUNT DETAILS

ACCOUNT NUMBER	ACS001
ACCOUNT NAME	<input type="text" value="AL"/>
VAT GROUP	<input type="text" value="S"/>
PRICE METHOD	<input type="text" value="Price Method"/>
PRICE AGREEMENT	<input type="text" value="44"/>
DISCOUNT VALUE	<input type="text" value="3"/>

### CONTACT DETAILS

CONTACT PERSON	<input type="text" value="Contact Person"/>
CONTACT EMAIL	<input type="text" value="info@alshardware.co.za"/>
CONTACT PHONE	<input type="text" value="Contact Phone Number"/>
CONTACT CELL	<input type="text" value="Contact Cell Number"/>

### ADDRESS DETAILS

ADDRESS LINE 1	<input type="text" value="Address Line 1"/>
ADDRESS LINE 2	<input type="text" value="CNR MAIN REEF &amp; COMMANDO R"/>
ADDRESS LINE 3	<input type="text" value="INDUSTRIA"/>
ADDRESS LINE 4	<input type="text"/>

Customer details can get updated which will then be emailed to the office where the system have to be updated accordingly

	<input type="text" value="Address Line 5"/>
AREA CODE	<input type="text" value="2093"/>
<input type="button" value="UPDATE CUSTOMER"/>	
<input type="button" value="CLOSE"/>	

# Customer Order History

Click on the Magnifying Calendar/Notepad to see all previous orders placed against this account on the portal



## ORDER HISTORY FOR ACCOUNT ACS001

Type what you are searching for here

#	Order Date	Order Number	Order Total Excl	Order VAT	Order Total Incl	Details
1	2019-05-14	TEST ORDER	R 53.18	R 7.98	R 61.16	

### ORDER HISTORY DETAIL

REP NAME: WERNER BRONKHORST  
REP EMAIL: WERNER@UEDIS.CO.ZA  
CONTACT NAME: WERNER  
CUSTOMER EMAIL: WERNER@UEDIS.CO.ZA  
CUSTOMER CELL: 0713710635  
ADDRESS DETAILS: CNR MAIN REEF COMMANDO ROADS  
INDUSTRIA  
JOHANNESBURG  
2093  
DELIVERY METHOD: COLLECT  
DELIVERY INSTRUCTIONS: TEST ONLY - PLEASE DELETWE

#	CODE	DESCRIPTION	QTY	UNIT PRICE EXCL	LINE TOTAL EXCL
1	73140001	EXTENDABLE CONNECTOR TUBE 32 X 40	2	R 12.07	R 24.14
2	71150000	HORIZ STRAIGHT PAN CONN	2	R 7.86	R 15.72
3	RA375	BUNG FOR FLUSHPIPE - D32 + D40 INLET- PAN 50MM	2	R 6.66	R 13.32

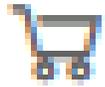
ADD TO BASKET

CLOSE

Click on the EYE to view the Order Details  
NOTE: Orders previously placed can be added to the basked again for a repeat order.

# Placing an Order

Click on the "Shopping Trolley" to place an order on behalf of the client. The orders once placed will be pushed into the system as an already created order ready to be picked & packed & delivered.



Depending on your internet connection products can take up to 30 seconds to load

## PRODUCTS LOADING

PLEASE BE PATIENT WHILE THE PRODUCT LIST LOADS. COULD TAKE UP TO 30 SECONDS.

CLOSE

Update the QTY by typing an integer value less than or equal than the available stock for the desired products and then click the "ALL TO BASKET" button. You can also add products individually by clicking on the green check mark next to the product.

Type what you are searching for here

ALL TO BASKET

#	Product Code	Product Description	Group	Stock	Qty	Price	Add to Basket
1	SP406099	TOURBILLON Round 60mm Shower Waste (Bag)	WSHO	45 : Free Stock	<input type="text" value="0"/>	26.64	
2	TM200040	E-SPACE DOUBLE Sink Trap + W/Mach Conn	WKIT	8 : Free Stock	<input type="text" value="0"/>	34.5	
3	270862	E-SPACE SINGLE Sink Trap + W/Mach Conn	COMP	298 : Free Stock	<input type="text" value="0"/>	33.51	
4	73140001	Extendable Connector Tube 32 x 40		4 : Free Stock	<input type="text" value="0"/>	12.07	

# Searching for Products

You can use the SEARCH FILTER by either typing the Part Number or Description. The results will include all products that fit what you have typed into the search filter. NO NEED TO PRESS ENTER

[ALL TO BASKET](#)

#	Product Code	Product Description	Group	Stock	Qty	Price	Add to Basket
1	270617	TOILET SEAT OUTER BOX 475x294x385	PACK	4507 : Free Stock	<input type="text" value="0"/>	9.32	
2	89998134	CLUB Toilet Seat Plastic Hinge Kit - White	SEAT COMP	229 : Free Stock	<input type="text" value="0"/>	3.36	
3	89998246	Hotel Toilet Seat - SEAT	COMP	12 : Free Stock	<input type="text" value="0"/>	0	
4	89998247	Hotel Toilet Seat - LID	COMP	12 : Free Stock	<input type="text" value="0"/>	0	
5	89998249	Acro Toilet Seat - Lid	SEAT COMP	200 : Free Stock	<input type="text" value="0"/>	0	
6	89998250	Acro Toilet Seat - Seat	SEAT COMP	200 : Free Stock	<input type="text" value="0"/>	0.65	
7	20910006	PLUMLINE AMARO PP TOILET SEAT (900g)	SEAT PP	515 : Free Stock	<input type="text" value="0"/>	0	
8	270610	Amaro PP Toilet Seat Box	COMP	3253 : Free Stock	<input type="text" value="0"/>	11.38	
9	270953	TOILET SEAT PALLET 100 x 100	PACK	104 : Free Stock	<input type="text" value="0"/>	88	
10	270998	AMBO TOILET SEAT STAND ONLY	DISP	3 : Free Stock	<input type="text" value="0"/>	1950	
11	20719123	Trendy Line Toilet Seat - ROUTE 66	SEAT DECO	98 : Free Stock	<input type="text" value="0"/>	159.51	

# Adding Products to the Basket

Update the QTY by typing an integer value less than or equal than the available stock for the desired products and then click the "ALL TO BASKET" button. You can also add products individually by clicking on the green check mark next to the product.

Free Stock will be updated throughout the day. You can either add multiple products to the basket OR one at a time. In the sample below we will add 3 products to the basket

ALL TO BASKET

#	Product Code	Product Description	Group	Stock	Qty	Price	Add to Basket
1	270617	TOILET SEAT OUTER BOX 475x294x385	PACK	4507 : Free Stock	<input type="text" value="100"/>	9.32	
2	89998134	CLUB Toilet Seat Plastic Hinge Kit - White	SEAT COMP	229 : Free Stock	<input type="text" value="0"/>	3.36	
3	89998246	Hotel Toilet Seat - SEAT	COMP	12 : Free Stock	<input type="text" value="10"/>	0	
4	89998247	Hotel Toilet Seat - LID	COMP	12 : Free Stock	<input type="text" value="0"/>	0	
5	89998249	Acro Toilet Seat - Lid	SEAT COMP	200 : Free Stock	<input type="text" value="55"/>	0	

## ADD ALL BASKET MESSAGE

#	PRDUCT CODE	DESCRIPTION	SATUS
1	270617	TOILET SEAT OUTER BOX 475X294X385	OK
2	89998246	HOTEL TOILET SEAT - SEAT	OK
3	89998249	ACRO TOILET SEAT - LID	OK

CLOSE

Stock	Qty	Price	Add to Basket
4507 : Free Stock		9.32	100 ITEMS IN BASKET
229 : Free Stock	<input type="text" value="0"/>	3.36	
12 : Free Stock		0	10 ITEMS IN BASKET
12 : Free Stock	<input type="text" value="0"/>	0	
200 : Free Stock		0	55 ITEMS IN BASKET

# The Basket

The TOP MENU will show you how many products are within the basket. You can click on the Basket Option in the Top Menu to go to the Basket. Within the basket you can update QTY's, Delete Lines OR Clear the Entire Basket



[Menu](#) [Customers](#) [My Profile](#) [Basket\(165\)](#) [History](#) [User Manual](#) [Downloads](#) [Log Out](#)

## BASKET FOR ACCOUNT ACS001

CLEAR BASKET

CHECK OUT

#	Product Code	Product Description	Unit Price	Quantity	Line Total	Update	Delete
1	270617	TOILET SEAT OUTER BOX 475x294x385	9.32	100	932	✓	✗
2	89998246	Hotel Toilet Seat - SEAT	0	10	0	✓	✗
3	89998249	Acro Toilet Seat - Lid	0	55	0	✓	✗

Total VAT 139.8

Total Exl VAT 932

Total Incl VAT 1071.8



# Checkout Process – placing the order directly in your system

Within the Basket you can click on  to place the order directly in your system

Make sure to fill all required fields in. Most fields will be populated from the Customer details retrieved from your system. The email address below will receive a confirmation of the order placed as well as the rep email address logged in.

## CHECKOUT FOR ACCOUNT ACS001

### Customer Address Details

Address Line 1	<input type="text"/>
Address Line 2	<input type="text" value="CNR MAIN REEF &amp; COMMANDO R"/>
Address Line 3	<input type="text" value="INDUSTRIA"/>
Address Line 4	<input type="text" value="JOHANNESBURG"/>
Address Line 5	<input type="text"/>
Area Code	<input type="text" value="2093"/>

### Customer Contact Details

Contact Name	<input type="text" value="Customer Name"/>
Email	<input type="text"/>
Cell No	<input type="text" value="0713710635"/>

### Delivery Instructions

### Delivery Date

### Order Summary

Total VAT	R 139.80
<b>Total Exl VAT</b>	<b>R 932.00</b>
Total Incl VAT	R 1 071.80



# Checkout Process – placing the order directly in your system

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Within the CHCK OUT you can click on **PLACE ORDER** to place the order directly in your system. Type the Customer Order Number

## PLACE ORDER

CONTINUE

CLOSE



## Order successfully placed

YOU WILL RECEIVE YOUR ORDER DETAILS VIA EMAIL SOON. YOU WILL BE CONTACTED BY WIRQUIN SHORTLY TO CONFIRM YOUR ORDER.

BACK TO SHOPPING

CUSTOMER LIST

# Order Notification

Both the Customer Email Address and the Rep Email Address will receive the Order Notification confirming all order details

Reply Reply All Forward  
Tue 2019/05/14 09:35 AM  
portalorder@wirquin.biz  
**Wirquin Order summary for Account ACS001, order no TEST ORDER 2**  
To info@uedis.co.za; werner@uedis.co.za



Good Day

#### Rep Detail

**Rep Name** Werner Bronkhorst

**Rep Email** werner@uedis.co.za

Please find your order summary below

#### Order Summary

Order Date	Delivery	Customer Order No	Account Number	Total Order Value(Exl)	Total Order VAT	Total Order Value(Incl)
2019-05-14	2019-05-21	TEST ORDER 2	ACS001	R 932.00	R 139.80	R 1 071.80

#### Order Detail

Product Code	Product Description	Line Quantity	Line Total Value
270617	TOILET SEAT OUTER BOX 475x294x385	100	R 1 071.80
89998246	Hotel Toilet Seat - SEAT	10	R 0.00
89998249	Acro Toilet Seat - Lid	55	R 0.00

Regards  
Wirquin Team

