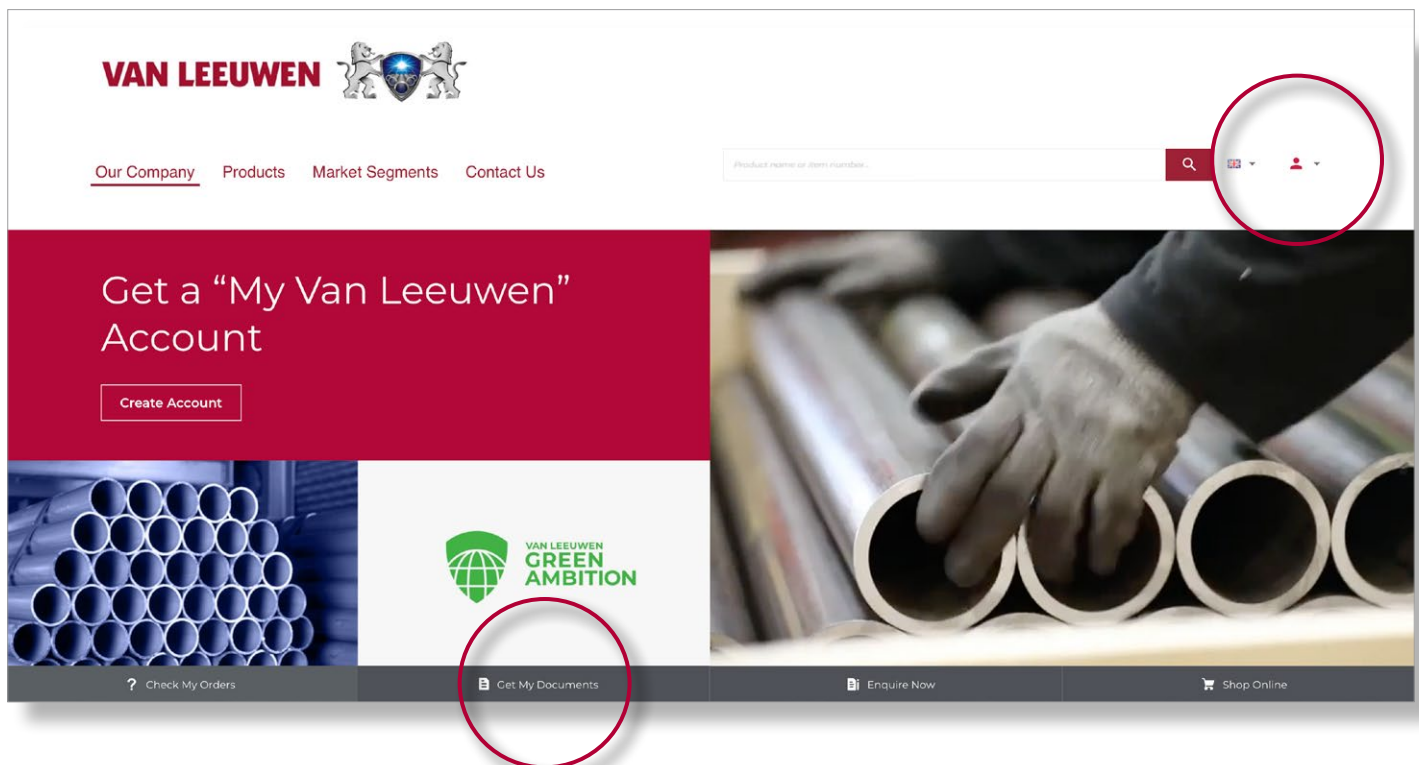


## Sign Up & Login

- You can request a login from one of our sales team, who will then provide you with your details.
  - This will be your email address and password.
  - You can have multiple logins per business.
- Your password can be changed by entering the 'Account Dashboard' section and select 'Change login details'.

## Accessing the Portal

- Visit [www.vanleeuwen.co.uk](http://www.vanleeuwen.co.uk)
- To access the portal, from the home page select 'Get My Documents' or hover over the person in the top right corner and select 'My account'.



## Account Dashboard

- Once you have entered the portal you will land on your account dashboard.
  - Here you can browse your most recent orders as well as view and change your account details.
- Use the menu on the left hand side of the page to navigate through the portal.

## Using the Portal

- When navigating the portal you can access your orders, quotes, invoices, return orders, return receipts, credit notes and shipments (including test certificates).
  - You can use the filters at the top of each section to find a specific order/invoice etc. and can filter by date range or document number.
- To get a detailed breakdown of an order/invoice etc. select 'view details' on the right hand side of the page.
  - Here you can see your specific details as well as being given the option to download the document attached.

## Downloading Your Documents

- To download your documents select view details of a specific order/invoice etc. and then select the 'download' button.
  - The document can then be accessed via your downloads within your internet browser and can be viewed, printed or saved directly from here.
- The documents available are:
  - Order confirmation – 'My orders'
  - Quotation document – 'My quotes'
  - Posted invoice detail – 'My invoices'
  - Posted return receipt – 'My return receipts'
  - Credit note – 'My credit notes'
  - Delivery note – 'My shipments'
  - Test certificate – 'My shipments' and select view certificate next to the items within your order.

Should you required any assistance regarding Van Leeuwen's customer portal we have a tutorial video available on the help page to take you through a step by step guide. Should you need further assistance please get in touch with one of our team on 01384 487600 or use the contact us page and we will be happy to help.