

# BUILDING PRODUCTS & FENCING ORDER PORTAL USER GUIDE



## BUILDING PRODUCTS AND FENCING SOLUTIONS

The building products and fencing order portal has been designed to be simple to navigate and easy to use. Instructions are outlined below:

1. The email address and telephone number of the member of staff responsible for placing building products and fencing orders should be sent to [orders@fpmccann.co.uk](mailto:orders@fpmccann.co.uk) to be registered.
2. Log in details consisting of a username & encrypted password will then be generated and sent via a secure email to the intended recipient.
3. The order portal can be accessed on the top menu of the company homepage [www.fpmccann.co.uk](http://www.fpmccann.co.uk) and is called Easi-Order Portal.
4. Log onto <https://orders.fpmccann.co.uk/tradecustomerportal> with your username & password, you will then be taken to "Your Account" page.
5. Click on "Place an Order" tab to begin the order process.

### Your Account

6. Your order is compiled by selecting the "number of packs" for each product you wish to order.

### Place an Order

Product Code	Product Name	Packs	Total Weight (Tonnes)	Pack Size	Weight (Tonnes)	Quantity
PRE FP CHLI160	5' 3" Chainlink Inter	5	6.0500	44	0.0275	220.0000
PRE FP CHLS1602W	5' 3" Chainlink Strainer 2 Way	10	8.4750	15	0.0565	150.0000
PRE FP CHLS1603W	5' 3" Chainlink Strainer 3 Way			15	0.0565	
PRE FP CHLS160LHC	5' 3" C/Link Strain LH Corner	5	4.2375	15	0.0565	75.0000

7. An indicator will be provided to display how your order relates to the delivery load requirements.
8. Once the order is complete, simply click on the "Next" button.
9. On the order summary page, you have the opportunity to view and check your order. Should you wish to edit your order, simply click on the "Back" button.
10. When satisfied your order is correct, you are required to read and accept the company's Conditions of Sale by ticking the appropriate box. Your order is then confirmed by clicking "Submit Order".
11. You will then receive an order acknowledgment and full order summary by email.
12. Log out to end the process.
13. You will receive a follow up call from a member of our sales team to discuss the logistics of your order.