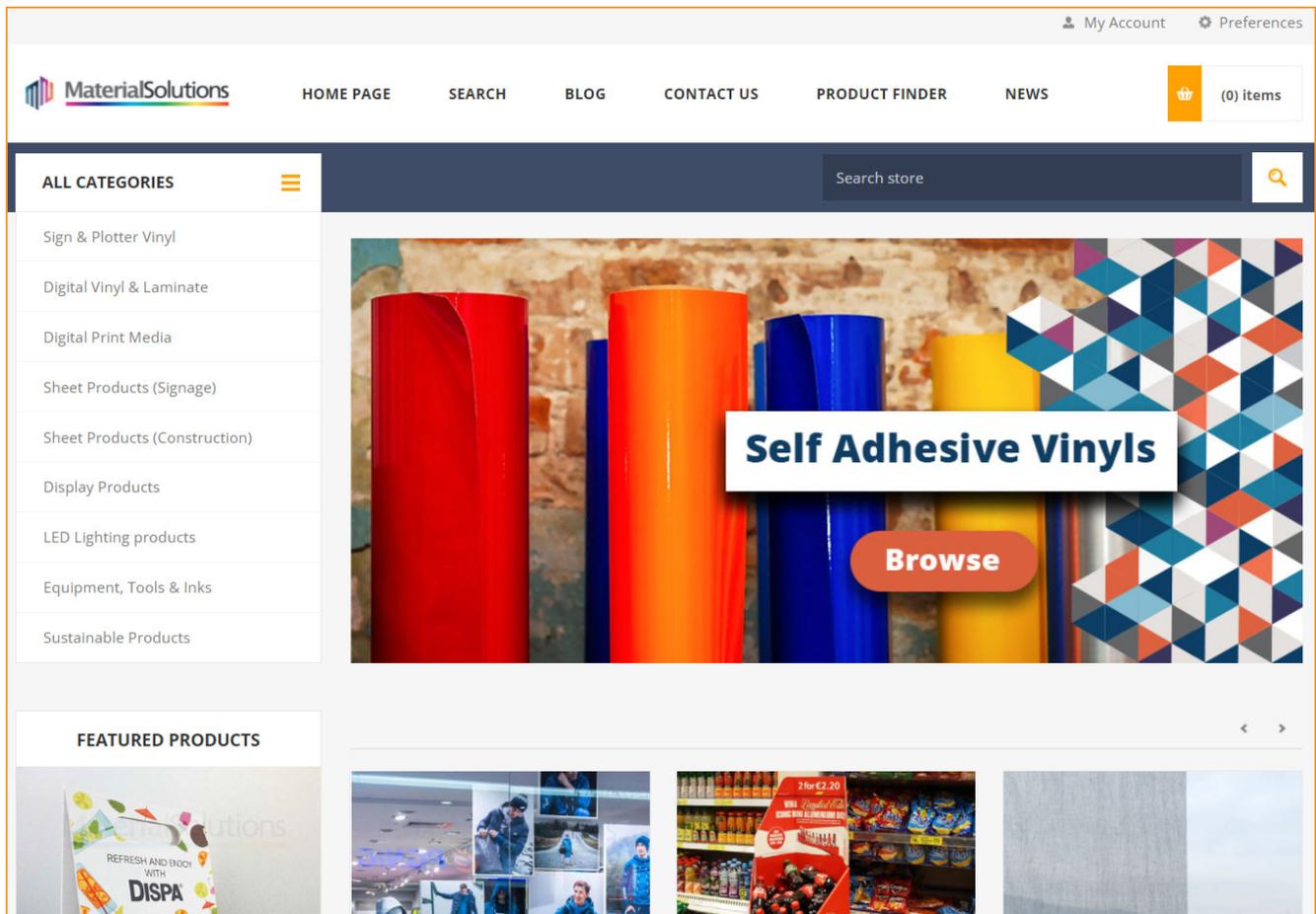




SUMMARY HELP GUIDE

www.materialsolutions.ie



How to Login?

1. Visit www.materialsolutions.ie
2. Click the 'My Account' at top right and then choose 'Log in'.
3. Enter your **Email** and your **Login** code.
4. Click 'Sign In'

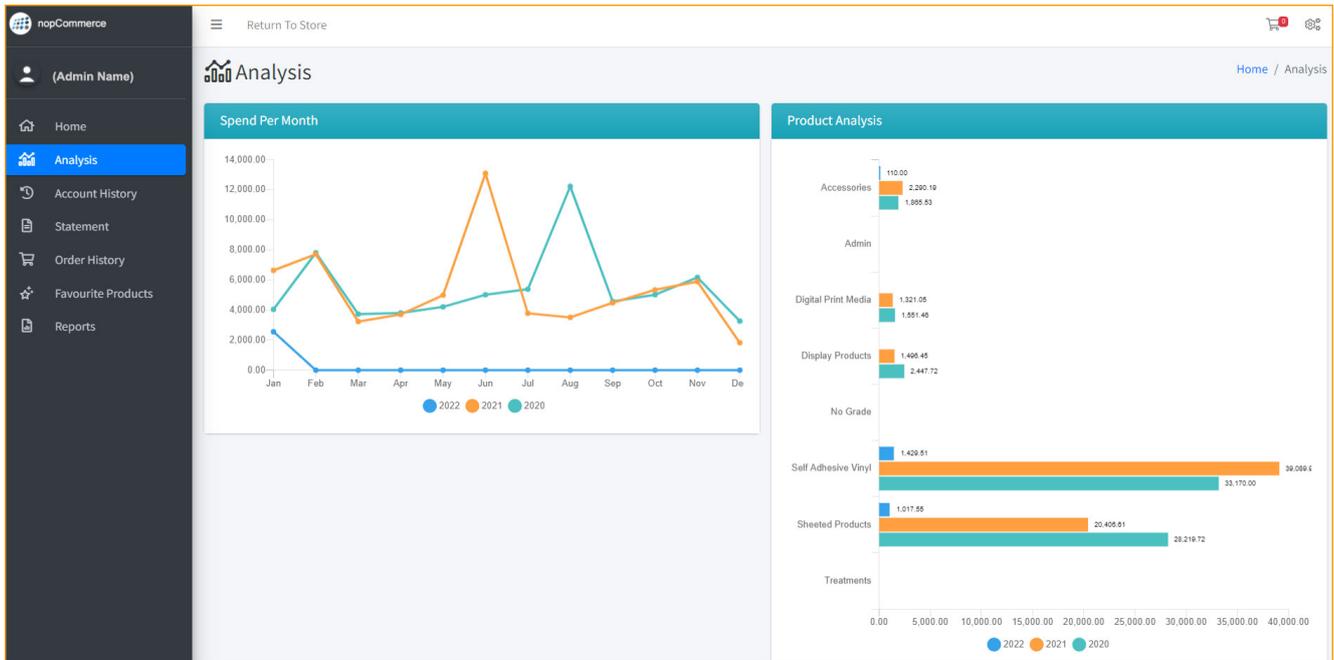
If you experience any difficulty using the web site, please email admin@materialsolutions.ie





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Analysis Screen

This screen gives an overview of the products you have purchased from Material Solutions (offline and online) for the current year and 2 previous years.

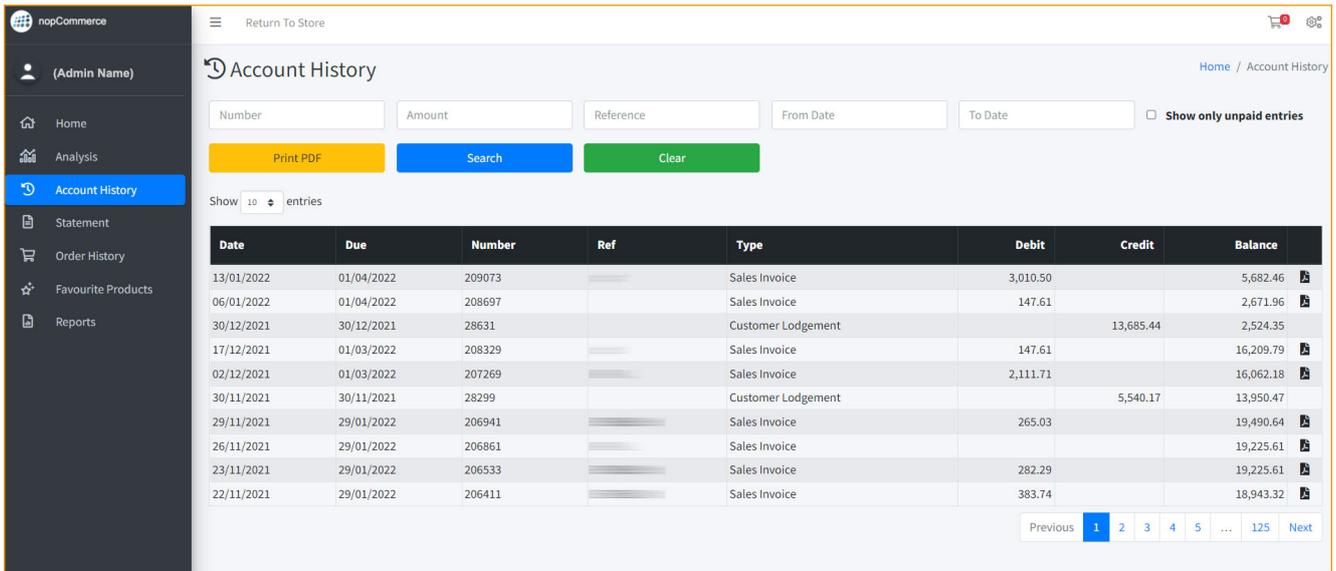
- The graph panel on the left gives your overview of total 'Spend Per Month'.
- The bar chart panel on the right gives an overview of the product categories you purchase from.





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The screenshot shows the 'Account History' page in the Material Solutions system. The page includes a sidebar with navigation options like Home, Analysis, Account History, Statement, Order History, Favourite Products, and Reports. The main content area features search filters for Number, Amount, Reference, From Date, and To Date, along with a 'Print PDF' button and a 'Show only unpaid entries' checkbox. Below the filters is a table of account activity with the following data:

Date	Due	Number	Ref	Type	Debit	Credit	Balance
13/01/2022	01/04/2022	209073		Sales Invoice	3,010.50		5,682.46
06/01/2022	01/04/2022	208697		Sales Invoice	147.61		2,671.96
30/12/2021	30/12/2021	28631		Customer Lodgement		13,685.44	2,524.35
17/12/2021	01/03/2022	208329		Sales Invoice	147.61		16,209.79
02/12/2021	01/03/2022	207269		Sales Invoice	2,111.71		16,062.18
30/11/2021	30/11/2021	28299		Customer Lodgement		5,540.17	13,950.47
29/11/2021	29/01/2022	206941		Sales Invoice	265.03		19,490.64
26/11/2021	29/01/2022	206861		Sales Invoice			19,225.61
23/11/2021	29/01/2022	206533		Sales Invoice	282.29		19,225.61
22/11/2021	29/01/2022	206411		Sales Invoice	383.74		18,943.32

Account History

This screen shows the record of activity on your account with Material Solutions, including Lodgement and Invoice history.

- Invoices are available to View (and print / download) by clicking the black PDF icon situated to the right of each line.

*The Account History list is searchable using the filters at top of screen, by **Invoice Number**, by invoice **Amount**, or by specific **Reference** (e.g. that you entered at time of order - PO Number, Name etc.)*

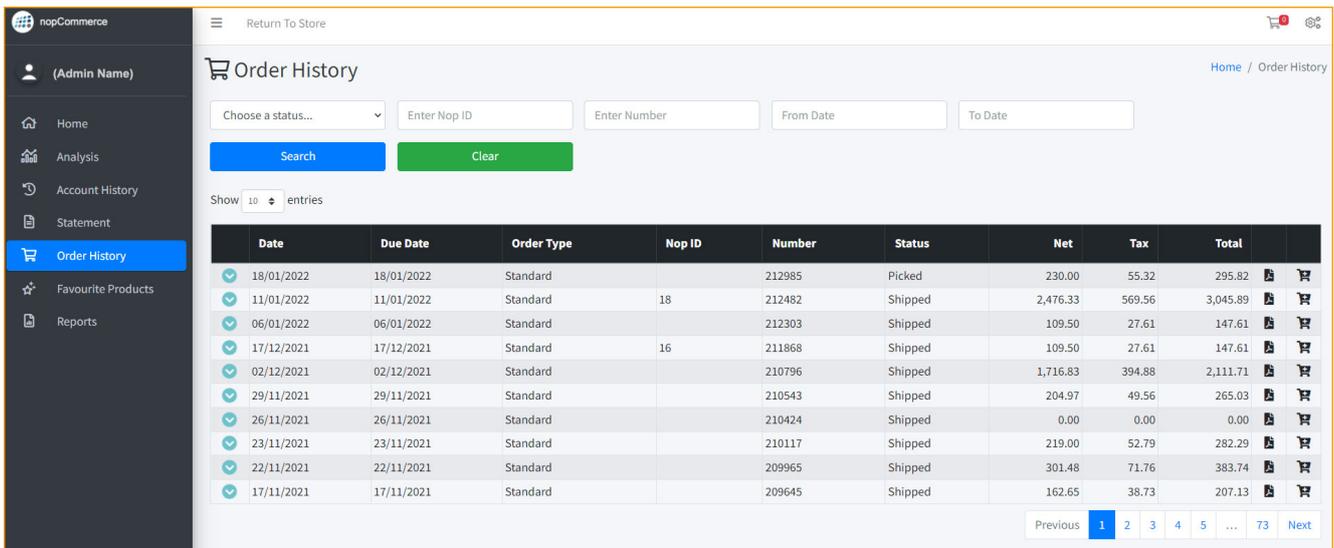
Using the date filter, you can download an itemised PDF statement, by selecting a date range and then clicking the 'gold' coloured button 'Print PDF'.





SUMMARY HELP GUIDE

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Date	Due Date	Order Type	Nop ID	Number	Status	Net	Tax	Total
18/01/2022	18/01/2022	Standard		212985	Picked	230.00	55.32	295.82
11/01/2022	11/01/2022	Standard	18	212482	Shipped	2,476.33	569.56	3,045.89
06/01/2022	06/01/2022	Standard		212303	Shipped	109.50	27.61	147.61
17/12/2021	17/12/2021	Standard	16	211868	Shipped	109.50	27.61	147.61
02/12/2021	02/12/2021	Standard		210796	Shipped	1,716.83	394.88	2,111.71
29/11/2021	29/11/2021	Standard		210543	Shipped	204.97	49.56	265.03
26/11/2021	26/11/2021	Standard		210424	Shipped	0.00	0.00	0.00
23/11/2021	23/11/2021	Standard		210117	Shipped	219.00	52.79	282.29
22/11/2021	22/11/2021	Standard		209965	Shipped	301.48	71.76	383.74
17/11/2021	17/11/2021	Standard		209645	Shipped	162.65	38.73	207.13

Order History

Order History shows a list of your orders with Material Solutions, with most recent at top of screen. Orders appear with the net Subtotal, the Vat charged and then the order Total.

A SEARCH function is available at top of screen, with filters including Status, Nop ID, Order Number and Date Range available.

Any orders placed via the Material Solutions web site will also appear here, recognisable in the column 'Nop ID'.

- **RE-ORDER** - To replicate or place an order matching one that you got in the past, simply click the black 'Shopping Cart' icon situated to the right of that order. You will be prompted YES/ NO to proceed.

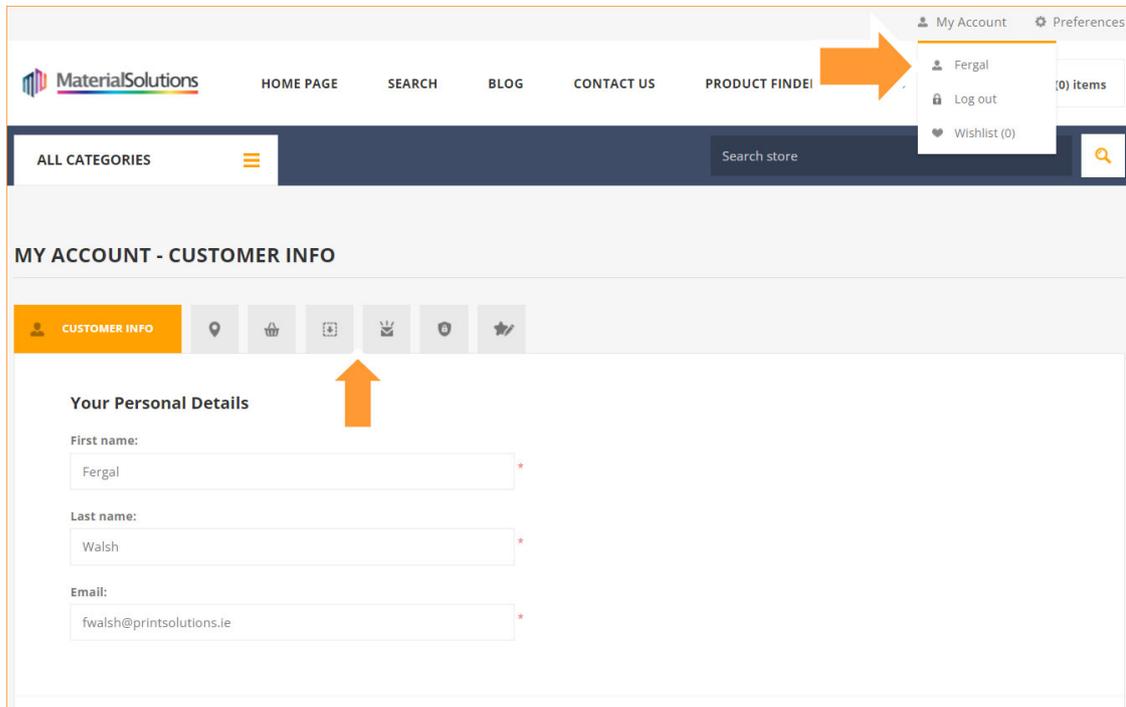
- **VIEW ORDER** - click the black PDF icon to the right of the order, to display the Sales Order, showing items that were selected / dispatched from our warehouse to create and complete your order.

Use the 'List' Number filter, situated below the blue search button, to adjust the amount of entries you see listed on screen.





Your PROFILE Dashboard www.materialsolutions.ie



Your own login profile can be managed via the '**My Account**' tab at top right of the web site. Click your name here to have access to:-

- 1) CUSTOMER INFO** - Edits to the account Admin name, email addresses or company details.
- 2) ADDRESSES** - you can add a new / different address that will be available as an alternative delivery address during check out.
- 3) ORDERS** - orders that you have not competed on the web site will appear here.
- 4) DOWNLOADABLE PRODUCTS** - any products from the web site you have saved to download or re-visit (same as Favourites in your business profile).
- 5) BACK IN STOCK SUBSCRIPTIONS** - if you have created any 'watch' alerts for *Out of Stock* products, they will appear here when those products are back in stock.
- 6) CHANGE PASSWORD** - use this panel to change the current login password to the web site.
- 7) MY PRODUCT REVIEWS** - if you have contributed any reviews / comments to products throughout the web site, they will will appear here.

