My Account

From "My Account" you will be able to access a variety of functions to improve your ASSA ABLOY Eshop experience. To access these select the User Icon from the ribbon

.

From the drop down box select "My Account"

ASSA ABLOY
Opening Solutions

Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

Download Catalogue

ASSA ABLOY
Administrator

My Account

Logout

This will open the My Account Overview

ASSA ABLOY
Opening Solutions

Search entire store here...   🔍   Compare Prod

| Home | Products ⌄ | Orders ⌄ | Teams ⌄ | More ⌄ |

My Account

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My Account Overview

Account Information

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

On the left of the form are the main menu options

ASSA ABLOY
Opening Solutions

Search entire store here...   Compare Proc

| Home | Products ⌄ | Orders ⌄ | Teams ⌄ | More ⌄ |

My Account Overview

My Account

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Account Information

E

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Pl

Edit | Change Password

Address Book

Default Billing Address   De

ASSAABLOY NZ   AS
P O BOX 100-381 NORTH SHORE MAIL CENTRE   6
AUCKLAND, 0745   AU
New Zealand   N

Within the main body of the form are three sections allowing quick navigation through your personal settings

Account Information

Firstly are the user's personal details, the User Name, Email address and Company name

ASSA ABLOY
Opening Solutions

Search entire store here...

Compare Prod

| Home | Products ⌄ | Orders ⌄ | Teams ⌄ | More ⌄ |

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Account Information

E

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Pl

Edit | Change Password

Address Book

Default Billing Address

De

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

AS
6
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N

This can also be accessed off the side menu

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Beside this are the users email preferences, where email notification settings can be edited

ASSA ABLOY
Opening Solutions

Search entire store here...

Compare Proc

Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

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ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

E

Pl

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

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This can also be accessed off the side menu

My Account

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Below are the Address Book, displaying the Default Billing Address and the Default Shipping Address. Users can also access the Manage Addresses function here.

ASSA ABLOY
Opening Solutions

Search entire store here...

Compare Prod

Home   **Products** ⌄   **Orders** ⌄   **Teams** ⌄   **More** ⌄

My Account

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E

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Pl

Edit | **Change Password**

Address Book

Default Billing Address

De

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

AS
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AU
N

This can also be accessed off the side menu

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My Account - Account Information

EDIT USER DETAILS

The user can amend their details under the Account Information section by selecting "Edit"

My Account Overview

Account Information

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

Email Preferences

Please set your email preferences here

Account Information

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

Editing the details allows a user to change only the following fields

- First Name
- Last Name
- Email
- Phone Number

Edit Account Information

First Name*

ASSA ABLOY

Last Name*

Administrator

Email*

aanz.axsupport@assaabloy.com

Phone No.

Company Name

ASSA ABOY SALES REP (ESHOP)

☐ Change Password

Cancel   **Save**

A user can also opt to change their password here by checking the box "Change Password". Refer Change Password section below

Edit Account Information

First Name*

ASSA ABLOY

Last Name*

Administrator

Email*

aanz.axsupport@assaabloy.com

Phone No.

Company Name

ASSA ABOY SALES REP (ESHOP)

☐ Change Password

Cancel   **Save**

Once all changes are made the user selects "Save" to confirm or "Cancel" to abandon

Cancel   **Save**

My Account - Company Information - Change Password

CHANGE PASSWORD

The user can amend their password under the Account Information section by selecting either "Edit" (refer above)or Change Password

My Account Overview

Account Information

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

Email Preferences

Please set your email preferences here

Account Information

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

This will open the user detail form onto the Change Password section, with the Changes Password box pre-checked

☑ Change Password

Current Password*

New Password*

Password Strength: No Password

1 capital letter, 1 number, 1 special character, Min. 8 characters

Verify Password*

Enter your current password

Current Password*

Enter your chosen new password

New Password*

Password Strength: No Password

1 capital letter, 1 number, 1 special character, Min. 8 characters

As you enter your password, the website will indicate if your password is strong enough, and meets the required criteria.

New Password

•••|

Minimum length of this field must be equal or greater than 8 symbols. Leading and trailing spaces will be ignored.

Password Strength: Weak

New Password

•••••••••••

Password Strength: Medium

New Password

•••••••••••••

Password Strength: Strong

Re-enter your chosen new password to verify

Verify Password*

Once all changes are made the user selects "Save" to confirm or "Cancel" to abandon

Cancel   Save

My Account - Address Book

ADDRESS BOOK

The user can view the addresses held in the ERP database, and edit addresses they have created on the web portal under the Account Information section by selecting "Manage Addresses". Displayed are the default billing and delivery addresses which will automatically be applied on all orders. These can only be amended within the ASSA ABLOY ERP; please contact your ASSA ABLOY Customer Services team.

ASSA ABLOY
Opening Solutions

Search entire store here...

Compare Proc

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My Account Overview

Account Information

ASSA ABLOY Administrator
aanz.axsupport@assaabloy.com
ASSA ABOY SALES REP (ESHOP)

Edit | Change Password

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

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To view all available addresses, select "Manage Addresses"

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

Default Shipping Addr

ASSAABLOY NZ
6 ARMSTRONG
AUCKLAND, 063
New Zealand

This will open the My Account - Address Book

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Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

Default Shipping A

ASSAABLOY N
6 ARMSTRON
AUCKLAND, 0
New Zealand

Additional Address Entries

You have no other address entries in your address book.

At the top will be the Default Billing Address and the Default Shipping Address, these can only be edited by ASSA ABLOY Customer Services team

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

Default Shipping A

ASSAABLOY N
6 ARMSTRON
AUCKLAND, 0
New Zealand

Additional Address Entries

You have no other address entries in your address book.

Below this is the list of all other available addresses. These are comprised of addresses maintained in the ASSA ABLOY ERP system and those addresses added by the user.

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

Default Shipping

ASSAABLOY
6 ARMSTRO
AUCKLAND,
New Zealand

Additional Address Entries

Company Name	Street Address	City	State	Country
		NEW PLYMOUTH		New Zealand
		HAMILTON		New Zealand
		RANGIORA		New Zealand
		AUCKLAND		New Zealand
		INVERCARGILL		New Zealand
		GORE		New Zealand
		GISBORNE		New Zealand
		AUCKLAND		New Zealand
		PORIRUA		New Zealand

Addresses defaulted from your ASSA ABLOY account will have no option to Edit or Delete the record.
Please contact your ASSA ABLOY sales team top update these records.

Additional Address Entries

Company Name	Street Address	City	State	Cou
ACME LOCKSMITHS	***CUSTOMER TO COLLECT***	AUCKLAND		New
ACME LOCKSMITHS	5 ARMSTRONG ROAD, ALBANY	AUCKLAND		New

Addresses manually added will have an option to "Select" beside them, providing the user the option
to Edit or Delete the record.

Additional Address Entries

Company Name	Street Address	City	State	Cou
ACME LOCKSMITHS	***CUSTOMER TO COLLECT***	AUCKLAND		Nev
ACME LOCKSMITHS	5 ARMSTRONG ROAD, ALBANY	AUCKLAND		Nev

Select ⌄

The Edit Address form will open allowing the User to update details.

Edit Address

Company*

ACME LOCKSMITHS

Phone Number

094489188

Street Address

5 ARMSTRONG ROAD

ALBANY

City

AUCKLAND

State/Province

Please select a region, state or province. ⌄

Zip/Postal Code

0610

Country

New Zealand

Once all changes are made the user selects "Save" to confirm or "Cancel" to abandon


To amend any other address please contact your ASSA ABLOY Customer Services team

My Account - Address Book - Adding Addresses

ADDING OR EDITING ADDRESSES

The user can view the addresses held in the ERP database, and edit addresses they have created on the web portal under the Account Information section by selecting "Manage Addresses". Displayed are the default billing and delivery addresses which will automatically be applied on all orders. These can only be amended within the ASSA ABLOY ERP; please contact your ASSA ABLOY Customer Services team.

ADDING ADDRESSES

To add an address, select "Add New Address"

Address Book

Default Billing Address

ASSAABLOY NZ
P O BOX 100-381 NORTH SHORE MAIL CENTRE
AUCKLAND, 0745
New Zealand

Default Shipping Addre

ASSAABLOY NZ
6 ARMSTRONG ROA
AUCKLAND, 0632
New Zealand

This will open the "Add New Address" form containing seven fields

Add New Address

Company*
ACME LOCKSMITHS

Phone Number
094489188

Street Address
5 ARMSTRONG ROAD

ALBANY

City
AUCKLAND

State/Province
Please select a region, state or province.   ⌄

Zip/Postal Code
0610

Country
New Zealand

Cancel   Save

COMPANY

Enter the name of the delivery recipient, either the individual person's name or business name

Company*

ACME LOCKSMITHS

PHONE NUMBER

Enter a contact telephone, this will assist any couriers in locating the correct delivery if there are any issues

Phone Number

094489188

STREET ADDRESS

In line one enter the business unit, street number and street name
In line two enter the suburb or area

Street Address

5 ARMSTRONG ROAD

ALBANY

CITY

Enter the city

City

AUCKLAND

STATE/PROVINCE

This field is not required, and no information entered here will appear on the order

ZIP/POSTAL CODE

Enter the New Zealand post code. These can be found on this website
https://www.nzpost.co.nz/tools/address-postcode-finder and will streamline the delivery

COUNTRY

This will always default to New Zealand and cannot be changed

Once all changes are made the user selects "Save" to confirm or "Cancel" to abandon

A success message will be displayed

✓ You saved the address.

Address Book

And the address will now form part of the Additional Address Entries

Additional Address Entries

Company Name	Street Address	City
		NEW PLYMO
		HAMIL
		RANG
		AUCKL
		INVER
		GORE
		GISBO
		AUCKL
		PORIR

My Account - Address Book - Editing Addresses

EDITING ADDRESSES

To edit an address, select "Select" from beside the chosen address to edit. Addresses manually added will have an option to "Select" beside them, providing the user the option to Edit or Delete the record.

Additional Address Entries

Company Name	Street Address	City	State	Cou
ACME LOCKSMITHS	***CUSTOMER TO COLLECT***	AUCKLAND		Nev
ACME LOCKSMITHS	5 ARMSTRONG ROAD, ALBANY	AUCKLAND		Nev

Select ⌄

There will be two options, Edit or Delete

Select ⌃

Edit

Delete
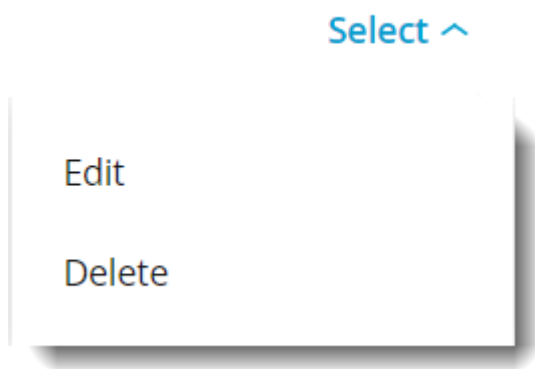
This will open the Edit Address form. This can be amended as per the Add New Address above

Edit Address

Company*

ACME LOCKSMITHS

Phone Number

094489188

Street Address

5 ARMSTRONG ROAD

ALBANY

City

AUCKLAND

State/Province

Please select a region, state or province. ⌄

Zip/Postal Code

0610

Country

New Zealand

Cancel   Save

Once all changes are made the user selects "Save" to confirm or "Cancel" to abandon

To amend any other address please contact your ASSA ABLOY Customer Services team

My Account - Order History

Tuesday, 24 September 2019
2:39 PM

ORDER HISTORY

Here users can search for and view past orders they have placed. Order History can be accessed from the Navigation ribbon or My Account - Order Histoy
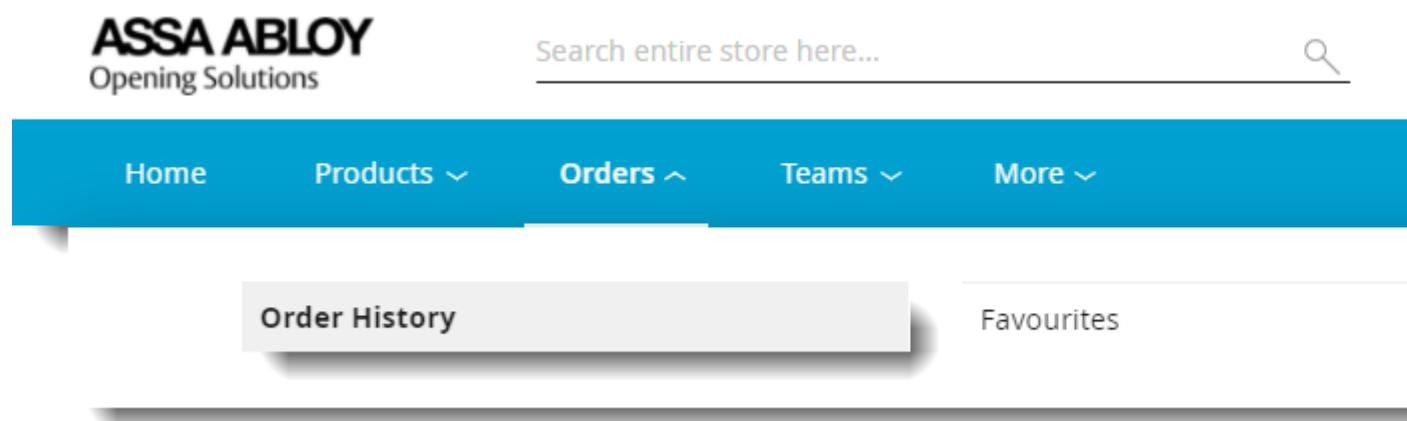
This will display all orders placed by the user, these are organised by the Order Created By field, from newest to oldest. Orders can also be searched for by various values

At the top of the Order History overview is the order search fields.

Orders can be searched for by:

Status

    Each order will have an available status depending on which stage it is at in processing.

- **Submitted**
  - The order has been submitted to ASSA ABLOY for processing but not yet received
- **Confirmed**
  - The order has been received and processed by ASSA ABLOY and any amendments made. Dates will be updated based on availability
- **Requested for Cancel**
  - Orders which the user has used the Request to Cancel feature will have this status applied. This DOES NOT indicate the order will be cancelled.
- **Open**
  - Any order with outstanding items to be either delivered or invoiced
- **Completed**
  - Once all lines have been closed, either by invoicing or cancellation
- **Cancelled**
  - Any order which has been fully cancelled

SKU

    This is the ASSA ABLOY item code of the product

Order Number

 This is the ASSA ABLOY Eshop Order Number, which is automatically generated and assigned through the checkout process. This will appear under the Customer Requisition field of any ASSA ABLOY ERP documents. Once the order has been confirmed, you will also be able to search in the same field the ASSA ABLOY ERP sales Order Number

<table>
<tr><td colspan="4">**Invoice To:**</td><td colspan="4">**Deliver To:**</td><td>**DELIV**</td></tr>
</table>

Customer Account	Customer Order No.	Customer Reference	Sales Order No.	Shipment No.	Our Reference	Mode of Delivery	Terms of De
					AANZ Batch User	New Zealand Couriers	Send When C

Invoice To: **Deliver To:** **Tax**

GST Re

Invoice

Customer Account	Customer Order No.	Customer Reference	Store No.	Settlement Disc. Amount	Sales Order No.	Our Reference	Discount Code:	Mode of Delivery
				0.00		AANZ Batch User		New Zealand Couriers

PO Number

This is your company's reference information and is non-mandatory. This field can be used to record order numbers or job references and will appear under the Customer Reference field of any ASSA ABLOY ERP documents

Invoice To: **Deliver To:** **DELI**

Delivery Not

Customer Account	Customer Order No.	Customer Reference	Sales Order No.	Shipment No.	Our Reference	Mode of Delivery	Terms of De
					AANZ Batch User	New Zealand Couriers	Send When C

Invoice To: **Deliver To:** **Tax**

GST R

Invoice

Customer Account	Customer Order No.	Customer Reference	Store No.	Settlement Disc. Amount	Sales Order No.	Our Reference	Discount Code:	Mode of Delivery
				0.00		AANZ Batch User		New Zealand Couriers

Sort By

Once the search parameters have been entered, there is an option to choose how the results are displayed

Once all the required search parameters have been set select "Apply" or "Reset" to cancel

At the bottom of the Order History overview is the order details fields. Each line represents a different order and will contain the Order Number. This will be the ASSA ABLOY eShop assigned Order Number.

My Orders	All Orders				
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Created By
15000000718		25/Sep/2020		Submitted	Bob Builder
15000000717	S1212809	24/Sep/2020		Open	Bob Builder
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder

There are eight fields contained here

Order Number

This is the ASSA ABLOY Eshop Order Number, which is automatically generated and assigned through the checkout process. This will appear under the Customer Requisition field of any ASSA ABLOY ERP documents.

Each Order Number is a hyperlink allowing users to open the order to view

My Orders		**All Orders**			
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Create
15000000718		25/Sep/2020		Submitted	Bob Builder
15000000717	S1212809	24/Sep/2020		Open	Bob Builder
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder

ASSA ABLOY Order Number

This is the ASSA ABLOY ERP Sales Order Number, which is automatically generated and assigned through the order confirmation process. This will appear under the Sales Order Number field of any ASSA ABLOY ERP documents once the order has been confirmed.

My Orders		**All Orders**			
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Create
15000000718		25/Sep/2020		Submitted	Bob Builder
15000000717	S1212809	24/Sep/2020		Open	Bob Builder
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder

Order Date

This is the date the order was created within the ASSA ABLOY Eshop portal

PO Number

> This is your company's reference information and is non-mandatory. This field can be used to record order numbers or job references and will appear under the Customer Reference field of any ASSA ABLOY ERP documents

Status

> Each line will detail the orders status. The range of statuses are:

- **Submitted**
  > The order has been submitted to ASSA ABLOY for processing but not yet received
- **Confirmed**
  > The order has been received and processed by ASSA ABLOY and any amendments made. Dates will be updated based on availability
- **Requested for Cancel**

Orders which the user has used the Request to Cancel feature will have this status applied. This DOES NOT indicate the order will be cancelled.

- **Open**
  Any order with outstanding items to be either delivered or invoiced
- **Completed**
  Once all lines have been closed, either by invoicing or cancellation
- **Cancelled**
  Any order which has been fully cancelled

My Orders	All Orders					
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Create
15000000718		25/Sep/2020		Submitted	Bob Builder
15000000717	S1212809	24/Sep/2020		Open	Bob Builder
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder

Order Created By
This is the user who created the order within the ASSA ABLOY Eshop portal

My Orders	All Orders					
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Create
15000000718		25/Sep/2020		Submitted	Bob Builder
15000000717	S1212809	24/Sep/2020		Open	Bob Builder
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder

Order Total

This is the total value of the order after all discounts and promotions have been accounted for. This may be changed once the confirmation has been processed by the ASSA ABOY Customer Services team

My Orders	All Orders					
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Create	
15000000718		25/Sep/2020		Submitted	Bob Builder	
15000000717	S1212809	24/Sep/2020		Open	Bob Builder	
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder	
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder	

Action

Each line will offer an Action - re-order. By selecting re-order a new Saved Order will be created but NOT submitted. The user will need to access the new Saved Order from the Saved Order view and submit via the Check Out process.

My Orders	All Orders					
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Create	
15000000718		25/Sep/2020		Submitted	Bob Builder	
15000000717	S1212809	24/Sep/2020		Open	Bob Builder	
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder	
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder	

My Account - Order History - Order Details

The Order Details form will open displaying the order specifics. Order header and individual line details and statuses can be viewed. Depending on the status of the order, this will either display the order as the user has entered it, or the order as confirmed from ASSA ABLOY Customer Services team.

The order can be accessed from the Order History overview by selecting the Order Number

My Orders	All Orders					
Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Created By	
15000000718		25/Sep/2020		Submitted	Bob Builder	
15000000717	S1212809	24/Sep/2020		Open	Bob Builder	
15000000713	S1212807	23/Sep/2020		Completed	Bob Builder	
15000000689	S1212803	22/Sep/2020		Confirmed	Bob Builder	

Or by selecting View Order from the Action options

Order Number	ASSA ABLOY Order Number	Order Date	PO Number	Status	Order Created By
46000213892		14/Oct/2020	BOB THE BUILDER	Submitted	ASSA ABLOY Administrat

This will open the Order form

Order Details COMPLETED

Order Number: 290000C0983
Order Date: 20/Oct/2020
Purchase Order: 30900
ASSA ABLOY Order Number: S1241343
Websphere Order Number: 741428724298
Created By: ASSA ABLOY Administrator

Reorder

Print Order

Items Ordered		Shipments		Invoices				
#	Product Name	SKU	Status	Confirmed Shipped Date	Price		Qty	Subtotal
1		P1002	Invoiced	21/Oct/2020	List Price : $22.02 Your Price : $22.02		Ordered : 1 Shipped : 1 Invoiced : 1	$22.02
2		P1004	Invoiced	21/Oct/2020	List Price : $35.28 Your Price : $35.28		Ordered : 1 Shipped : 1 Invoiced : 1	$35.28
3	NEXUS HCA 450 STAY PAIR HIGH FRICTION	P450H	Invoiced	23/Oct/2020	List Price : $19.35 Your Price : $19.35		Ordered : 1 Shipped : 1 Invoiced : 1	$19.35

Subtotal:	$76.65
Tax:	$11.50
Grand Total:	**$88.15**

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Method
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

Within the header of the Order Details can be seen the order specifics. These are:

- **Order Status**

  The status of the order will be displayed in blue at the top of the order as follows

  - **Submitted**

    The order has been submitted to ASSA ABLOY for processing but not yet received

    Order Details SUBMITTED

    Order Number: 46000213892
    Order Date: 14/Oct/2020
    Purchase Order: BOB THE BUILDER
    Created By: ASSA ABLOY Administrator

    Reorder   **Request to Cancel**

  - **Confirmed**

    The order has been received and processed by ASSA ABLOY and any amendments made. Dates will be updated based on availability

    Order Details CONFIRMED

    Order Number: 15000000689
    Order Date: 22/Sep/2020
    Purchase Order:
    ASSA ABLOY Order Number: S1212803
    Created By: Bob Builder

    Reorder   **Request to Cancel**

  - **Requested for Cancel**

    Orders which the user has used the Request to Cancel feature will have this status applied. This DOES NOT indicate the order will be cancelled.

    Order Details REQUESTED FOR CANCEL

    Order Number: 46000213892
    Order Date: 14/Oct/2020
    Purchase Order: BOB THE BUILDER
    Created By: ASSA ABLOY Administrator
    Reason For Cancellation: bob the builder says so

    Reorder

  - **Open**

Any order with outstanding items to be either delivered or invoiced

Order Details OPEN

Order Number: 15000000717
Order Date: 24/Sep/2020
Purchase Order:
ASSA ABLOY Order Number: S1212809
Created By: Bob Builder

Reorder

- **Completed**

    Once all lines have been closed, either by invoicing or cancellation

Order Details COMPLETED

Order Number: 15000000713
Order Date: 23/Sep/2020
Purchase Order:
ASSA ABLOY Order Number: S1212807
Created By: Bob Builder
Quote #/ SSA #/ Coupon #: aanz_10%off

Reorder

- **Cancelled**

    Any order which has been fully cancelled

Order Details CANCELLED

Order Number: 15000000569
Order Date: 05/Sep/2020
Purchase Order:
ASSA ABLOY Order Number: S1212708
Created By: Bob Builder
Quote #/ SSA #/ Coupon #: AANZ_10%OFF

Reorder

- **Order Number**

    This is the eShop number automatically generated and ensures duplicate Order numbers are not used. This will appear on all ASSSA ABLOY documentation relating to the Order under the field Customer Requisition as the unique identifier.

- **Order Date**

  This is the date the order was submitted to ASSA ABLOY for processing. The order may have been created earlier and held under the Saved Orders view prior to this date.

- **Purchase Order Number**

  This is assigned by the user to help link the Eshop order with any internal ordering system and or reference. These could be Job names or ERP order numbers. This will appear on all ASSSA ABLOY documentation relating to the Order under the field Customer Reference.

- **Order Created By**

  This is the name of the user's login under which the order was created and will help other users and ASSA ABLOY Customer Services identify who placed the order.

Order Details | SUBMITTED

Order Number: 46000213892
Order Date: 14/Oct/2020
Purchase Order: BOB THE BUILDER
Created By: ASSA ABLOY Administrator

Reorder   Request to Cancel

- **Quote# / SSA # / Coupon #**

  This is the ASSA ABLOY provided quote, sales agreement or promotional code applied to the order during the checkout process

Order Details | SUBMITTED

Order Number: 15000000739
Order Date: 16/Oct/2020
Purchase Order: BOB THE BUILDER
Created By: Bob Builder
Quote #/ SSA #/ Coupon #: aanz_10%off

There are two options available to users on the order header, Reorder or Request to Cancel

Reorder   Request to Cancel

Which option is displayed will be determined by the Order Status

My Account - Order History - Order Details - Reorder

Reorder

Users can select to re-order a previously Submitted order, with all details copied over to the cart using the Reorder button

Upon selecting reorder, a dialogue box will open to provide the options to add to an existing cart or to create a new cart.
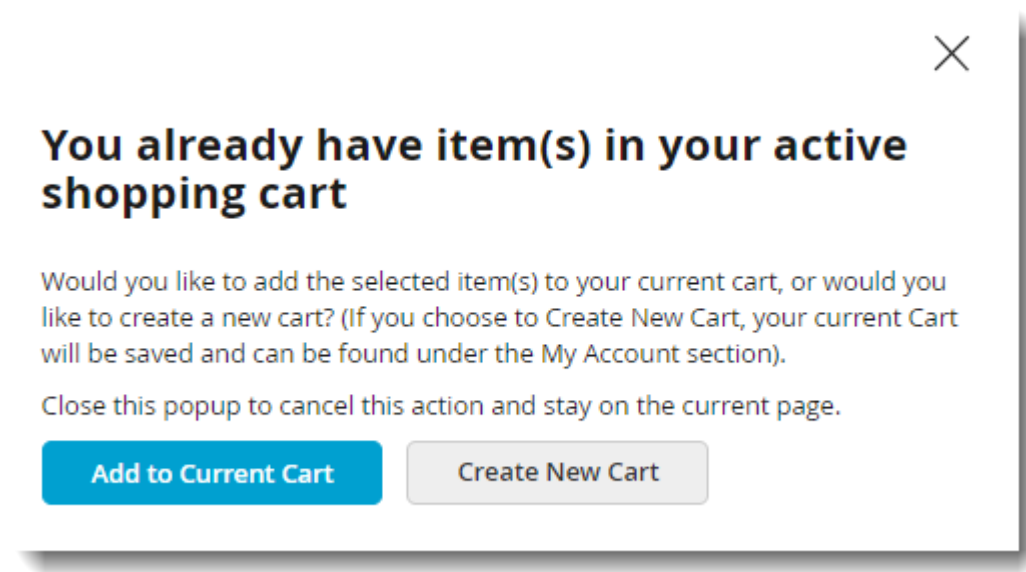
Choosing "Add to Current Cart" and the items will be added to the current Active Cart.

Upon choosing "Create New Cart", a new cart will be created and set as the Active Cart.

Create New Cart

Under both options the user will be navigated to the Active Cart where the can review the items added.

My Account - Order History - Order Details - Request to Cancel

Thursday, 1 October 2020
5:54 pm

Request to Cancel

Users can send a Request to Cancel to the ASSA ABLOY Customer Services team, to have the order cancelled. To request a cancellation, select "Request to Cancel" button. This is only available for orders below the status of Open.

This will open the Reason for Cancellation form, where the user can enter information relating to the cancellation reason. This is a free text field.

Select Submit to send the request. To cancel select the cross (X) in the top right hand corner

The order Status will be updated to Requested To Cancel

Order Details REQUESTED FOR CANCEL

Order Number: 46000213892
Order Date: 14/Oct/2020
Purchase Order: BOB THE BUILDER
Created By: ASSA ABLOY Administrator
Reason For Cancellation: bob the builder says so

Reorder

The user will receive an email notification that the request has been submitted

ASSA ABLOY
Opening Solutions

A request for cancellation of Order 15000000718 has been submitted. If you have any questions or concerns about your order, you can contact us by email at nzsales@assaabloy.com or by phone at 09-448-9188. Thanks again for shopping with ASSA ABLOY New Zealand.

Reason for Cancellation: Please cancel this order

Order Details are below:

Customer PO:

Order Date: Sep 25, 2020

Company Name (Account): FIRST MANUFACTURING LIMITED (FMA208)

Requesting User: Bob Builder (Campbell.drummond@assaabloy.com)

Sr No	Product	Qty	Total
1	CYL MORT DEADLOCK CASE ONLY SATIN CHROME	1	$168.71

A member of our Customer Service team will respond to your request as soon as possible.

Thank you

ASSA ABLOY

Experience a safer
and more open world

ASSA ABLOY
Opening Solutions

Any further correspondence regarding the cancellation request would be conducted off line via email or telephone with the ASSA ABLOY Customer Services team.

My Account - Order History - Order Details - Items Ordered

ITEMS ORDERED

Within the Order Details is the body of the order, detailing the specifics of the order. This is broken into three tabs, beginning with the Items Ordered tab.

The Items Ordered view is divided into nine columns

Line Number

Every order is organised into lines, and automatically assigned by the platform. This makes identifying SKU's easier when multiple lines are entered of the same SKU

Image Thumbnail

A thumbnail image of the SKU is displayed for quick and easy identification

Product Name

The item description or name is displayed

SKU

The ASSA ABLOY ERP item code or SKU is displayed. This can be used to access the Product Display Page

This will also display any Colour and Keying options selected

Status

The line status will be displayed, showing the most current status from
- Submitted
- Confirmed
- Partial Shipped
- Shipped
- Partial Invoiced
- Invoiced
- Cancelled

Confirmed Shipped Date

This is the date provided from the sales order confirmation sent back from the ASSA ABOY Customer Services team after receiving the submitted order. This is the date ASSA ABOY will endeavour to despatch the order line by.

Price

This will display the standard unit price (List Price) , any ASSA ABLOY Eshop promo and the unit price (Your Price) which will be invoiced

Qty

This will display the quantity ordered, and this will be broken down into the various statuses
- Ordered
- Shipped
- Cancelled
- Invoiced

Subtotal

This is the extended line total of the order, the quantity Ordered X Your Price

My Account - Order History - Order Details - Shipments

SHIPMENTS

Within the Order Details is the body of the order, detailing the specifics of the order. This is broken into three tabs, with the second tab being the Shipments tab.

| Items Ordered | Shipments | Invoices |

Shipment #SDN1487509

Date: 11/Aug/2020

#		Product Name	SKU
1		ARIA VENTING WEDGELESS 6MM RH	540P

Shipment #SDN1487508

Date: 11/Aug/2020

#		Product Name	SKU
1		EDV 5PLK ARIA D-HDL/PULL	EN901210P
2		CONSTRUCTION KEY CYLINDER	CONKEY
3		OPT 30/4P S 30/30CT ARIA	PL5080227P
4		ARIA VENTING WEDGELESS 6MM RH	540P

This provides a list of all items and the shipping details of the Order. As lines are shipped, it becomes possible to access the shipping information through the Shipments tab.

The Shipment tab is organised into individual shipments, with the most recent shipment displayed first. Each shipment is headed by the Shipment ID and date.

Items Ordered	Shipments	Invoices

Shipment #SDN1487509

Date: 11/Aug/2020

#		Product Name	SKU
1		ARIA VENTING WEDGELESS 6MM RH	540P

Shipment #SDN1487508

Date: 11/Aug/2020

#		Product Name	SKU
1		EDV 5PLK ARIA D-HDL/PULL	EN901210P
2		CONSTRUCTION KEY CYLINDER	CONKEY
3		OPT 30/4P S 30/30CT ARIA	PL5080227P
4		ARIA VENTING WEDGELESS 6MM RH	540P

This is the ASSA ABLOY ERP Delivery Note number and the date it was generated, This will normally also be the day it is collected for delivery by the courier, but will also depend on the time of day. Some orders will be picked and packed overnight for early pick up the next day. The Shipment number will appear as the Delivery Note Number on any ASSA ABLOY ERP documentation.

On the ASSA ABLOY ERP Delivery Note

And on the ASSA ABLOY ERP Invoice

The Items Ordered view is divided into five columns

Line Number

Every shipment is organised into lines, automatically assigned by the platform. This makes identifying SKU's easier when a single shipment contains multiple lines are entered of the same SKU

Thumbnail Image
A thumbnail image of the SKU is displayed for quick and easy identification

Product Name
The item description or name is displayed

SKU

The ASSA ABLOY ERP item code or SKU is displayed. This can be used to access the Product Display Page

Qty Shipped

The quantity of the item shipped on the specific shipment

Items Ordered	Shipments	Invoices

Shipment #SDN1487509

Date: 11/Aug/2020

#	Product Name	SKU
1	ARIA VENTING WEDGELESS 6MM RH	540P

The shipment can also be printed, this is a copy of the ASSA ABLOY ERP Delivery Note which will accompany the physical delivery. Select "Print Shipment" to open the PDF copy

ASSA ABLOY New Zealand Ltd.
PO Box 100407, North Shore
Auckland 0745
New Zealand

Tel: +64 9 415 7111
Fax: +64 9 415 7222.TEST
E-mail: nzsales@assaabloy.com
www.assaabloy.co.nz

AS

The
doc

Invoice To:

Deliver To:

DELIVERY N

Delivery Note No:

Customer Account	Customer Order No.	Customer Reference	Sales Order No.	Shipment No.	Our Reference	Mode of Delivery	Terms of Delivery	D
					AANZ Batch User	New Zealand Couriers	Send When Complete	26/1

Item Number	Item Description	Qty Ordered	UOM	QTY Previously Despactched	QTY Delivere
CL103C/KD	28.5MM CAM LOCK CR KD	1	EA	0	
REKEY2CYL	REKEYING 5 OR 6 PIN DOUBLE CYL	1	EA	0	
82/93FP	MC82/MC93 FERRULE Bistro Brown 935-59739	1	EA	0	
002-3L1SP	002 WITH LEVER METAL FRAME STRIKE TP Keyed alike	1	EA	0	
LOCKSMITH	KEYING INSTRUCTIONS	1	EA	0	
005/B1MBKDP	PARADIGM DEADBOLT MB Random	1	EA	0	
Q25180	ENDCARD PCH	1	EA	0	
L155/30/120BLK	155 SERIES COMBINATION PADLOCK TSA OVERRIDE 3 WHEEL BLACK DP	1	EA	0	
214A40/650/BK	214A 40MM ALUM BODY PADLOCK 50MM S/STEEL 5MM DIA SHACKLE - NO COVER TP	1	EA	0	

No. of Cartons	Carton Type	Total Weight

We regret that we are unable to fully complete this order. The to-follow qu
the moment the stock is available.

INTERLOCK
ASSA ABLOY

LOCKWOOD
ASSA ABLOY

HENDERSON

TRIMEC
ASSA ABLOY

Yale

The delivery address as provided on the Order is provided under the Ship To. This is the address which will appear on all ASSA ABLOY related documentation for this order, including the delivery label / courier ticket.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Meth...
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

Next to this can be seen the delivery method for the order under the field Shipping Method. This is selected from the Check Out page and if left blank will come from the ASSA ABLOY ERP default set for the account.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Met...
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

The invoice address as provided on the Order is provided under the Bill To. This is the address set as the default invoice address within the ASSA ABLOY ERP at the time the order was placed. However the all related documentation for this order will have the invoice address at the time it is generated within the ERP and so may vary from the printed details.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Met
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

Beneath the Order Information is the Shipping Information, this contains the delivery name and contact phone number. This by default will be the user who created the order, but can be changed by the user during the checkout process.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Met
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

ASSA ABLOY Customer Services can append notes to the Sales Order Confirmation, Delivery Note and Invoice which will then appear on the Order Details page under the Handling Notes. These notes may detail alternate items supplied, supply dates or collection details and should be checked.

To view the Handling notes select the + Handling Notes to expand the view to show all current notes of the Order

My Account - Order History - Order Details - Invoices

INVOICES

Within the Order Details is the body of the order, detailing the specifics of the order. This is broken into three tabs, with the last tab being the Invoices tab.

Print Order

| Items Ordered | Shipments | Invoices |

Invoice #IN01402376

Date: 11/Aug/2020

#	Product Name	SKU	Price	Qty Invo
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000	

Subtotal:

Tax:

Grand Total:

This provides a list of all items and the invoice details of the Order. As lines are invoiced, it becomes possible to access the invoicing information through the Invoice tab. The Invoice tab is organised into individual invoices, with the most recent invoice displayed first. Each invoice is headed by the Invoice Number and date.

Print Order

Items Ordered	Shipments	Invoices

Invoice #IN01402376
Date: 11/Aug/2020

#	Product Name	SKU	Price	Qty Inv
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000	

Subtotal:

Tax:

Grand Total:

This is the ASSA ABLOY ERP Invoice number and the date it was generated, This will normally also be the day it is collected for delivery by the courier, but will also depend on the time of day. Some orders will be picked and packed overnight for early pick up the next day. The Invoice number will appear as the Tax Invoice Number on any ASSA ABLOY ERP documentation.

Invoice To:	Deliver To:	Tax Invo
		GST Reg No. 80-4
		Invoice No:

Customer Account	Customer Order No.	Customer Reference	Store No.	Settlement Disc. Amount	Sales Order No.	Our Reference	Discount Code:	Mode of Delivery	Delivery No No.
				0.00		AANZ Batch User		New Zealand Couriers	

The Items Ordered view is divided into five columns

Line Number

Every shipment is organised into lines, automatically assigned by the platform. This makes identifying SKU's easier when a single shipment contains multiple lines are entered of the same SKU

Print Order

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

#		Product Name	SKU	Price
1		ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

Thumbnail Image

A thumbnail image of the SKU is displayed for quick and easy identification

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

#		Product Name	SKU	Price
1		ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

Product Name

    The item description or name is displayed

Print Order

| Items Ordered | Shipments | Invoices |

Invoice #IN01402376

Date: 11/Aug/2020

#	Product Name	SKU	Price
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

SKU

The ASSA ABLOY ERP item code or SKU is displayed. This can be used to access the Product Display Page

Print Order

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

#		Product Name	SKU	Price
1		ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

Price

    This is the final unit price charged to the account as reflected on the ASSA ABLOY ERP PDF Invoice and may differ from the original order submitted if additional discounts have been applied

Print Order

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

#	Product Name	SKU	Price
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

Qty Invoiced
The quantity of the item invoiced on the specific invoice

| Items Ordered | Shipments | Invoices |

Invoice #IN01402376

Date: 11/Aug/2020

#	Product Name	SKU	Price
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

Price

This is the final extended line amount charged to the account as reflected on the ASSA ABLOY ERP PDF Invoice and may differ from the original order submitted if additional discounts have been applied

Print Order

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

#	Product Name	SKU	Price
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000

Subtotal:

Tax:

Grand Total:

The invoice can also be printed, this is a copy of the ASSA ABLOY ERP Invoice which will be sent via Email following the the physical delivery. Select "Print Invoice" to open the PDF copy

Print Order

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

ASSA ABLOY New Zealand Ltd.
PO Box 100407, North Shore
Auckland 0745
New Zealand

Tel: +64 9 415 7111
Fax: +64 9 415 7222.TEST
E-mail: nzsales@assaabloy.com
www.assaabloy.co.nz

Invoice To:

Deliver To:

Tax Invoi
GST Reg No. 80-402

Invoice No:

Customer Account	Customer Order No.	Customer Reference	Store No.	Settlement Disc. Amount	Sales Order No.	Our Reference	Discount Code:	Mode of Delivery	Delivery Note No.
				0.00		AANZ Batch User		New Zealand Couriers	

Item Number	Item Description	Quantity Ordered	UOM	Quantity Previously Despatched	Quantity Delivered	Quantity Outstanding	Unit Price	Discount
CL103C/KD	28.5MM CAM LOCK CR KD	1	EA	0	1	0	43.87	0%
LOCKSMITH	KEYING INSTRUCTIONS	1	EA	0	1	0	21.02	0%
Q25180	ENDCARD PCH	1	EA	0	1	0	0.26	0%
L155/30/120BLKDP	155 SERIES COMBINATION PADLOCK TSA OVERRIDE 3 WHEEL BLACK DP	1	EA	0	1	0	27.68	0%

No. of Cartons	Carton Type	Total Weight	Bank Details: Account No: 31-2840-0033074-001 Swift Code:	Additional Costs	Total Disc.	Total Line Value	Tota GST
				0.00	0.00	92.83	

INTERLOCK
ASSA ABLOY

LOCKWOOD
ASSA ABLOY

HENDERSON

TRIMEC
ASSA ABLOY

Yale

The order totals can be viewed under the Summary of Charges. These show the net value of the order (Merchandise), GST total (Tax) and the total value of the order (Total)

Items Ordered	Shipments	Invoices

Invoice #IN01402376

Date: 11/Aug/2020

#	Product Name	SKU	Price	Qty Invo
1	ARIA VENTING WEDGELESS 6MM RH	540P	$9.0000	

Subtotal:

Tax:

Grand Total:

The delivery address as provided on the Order is provided under the Ship To. This is the address which will appear on all ASSA ABLOY related documentation for this order, including the delivery label / courier ticket.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Meth
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

Next to this can be seen the delivery method for the order under the field Shipping Method. This is selected from the Check Out page and if left blank will come from the ASSA ABLOY ERP default set for the account.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Met
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

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Order Information

Shipping Address	Shipping Method	Billing Address	Payment Met
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

Beneath the Order Information is the Shipping Information, this contains the delivery name and contact phone number. This by default will be the user who created the order, but can be changed by the user during the checkout process.

Order Information

Shipping Address	Shipping Method	Billing Address	Payment Met
ASSAABLOY NZ 6 ARMSTRONG ROAD ALBANY AUCKLAND, 0632 New Zealand	MODE AND TERMS WILL BE TAKEN FROM YOUR ACCOUNTS DEFAULT SETTINGS	ASSAABLOY NZ P O BOX 100-381 NORTH SHORE MAIL CENTRE AUCKLAND, 0745 New Zealand	Invoice

Shipping Information

Name	Phone Number
ASSA ABLOY Administrator	09-448-9188

ASSA ABLOY Customer Services can append notes to the Sales Order Confirmation, Delivery Note and Invoice which will then appear on the Order Details page under the Handling Notes. These notes may detail alternate items supplied, supply dates or collection details and should be checked.

To view the Handling notes select the + Handling Notes to expand the view to show all current notes of the Order

My Account - Favourites

FAVOURITES

The Favourites allows items to be added to lists of the users choosing which can then be added to orders, either as the whole list or as an individual item off the list. Favourites can be accessed off the Navigation ribbon from Orders.

Or alternatively from My Account - Favourites

Favourites can be used to group common items (eg stays), commonly used items (eg your most frequently ordered) or as an order template (eg most common houselot items).

The Favourites List overview will open and display all available lists. These will be the current users Private lists

The form will display the following:

- **Name and Description**
  The name and description given to the list when the User created it allows it to be
  quickly identified for use

- **Items**
    The number of lines contained within the list

- **Last Updated**
    The date the list was last amended

- **Actions**
    From here the list can be viewed

My Account - Favourites - Create Favourites

Wednesday, 30 September 2020
7:04 pm

CREATE A LIST

New lists can be created from within the Favourites form. Select "Create New Favourite List"

Create New Favourite List

Enter a name for the list in the free text field

Add a description for the Favourite List describing what it contains, or for what purpose it is to be used. This is optional to aide with identifying the Favourite List for use

Create Favourite List

Favourite List Name*

My Stays

Description

The stays i most commonly order for stock

[Save] [Cancel]

Select Save to Complete or Cancel to exit without saving

[Save] [Cancel]
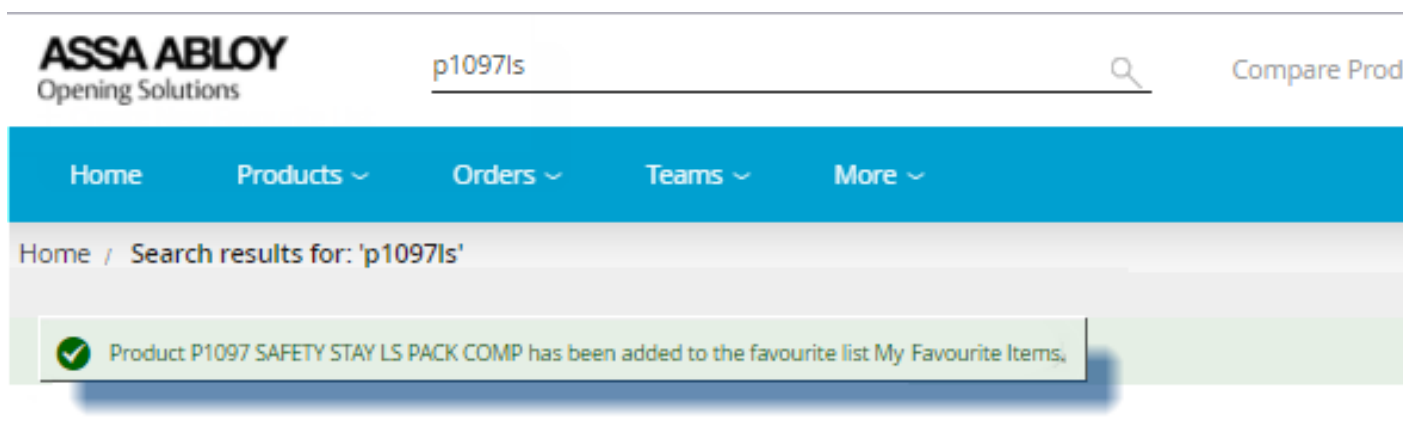
The list will now appear in the table of available lists

Favourite Lists

[Cre

Name & Description	Items	Last Updated
My Stays The stays i most commonly order for stock	3	27/Oct/2020

A SKU can be quickly added to either an existing or new Favourite List by selecting the Heart Icon button at the base of the SKU tile
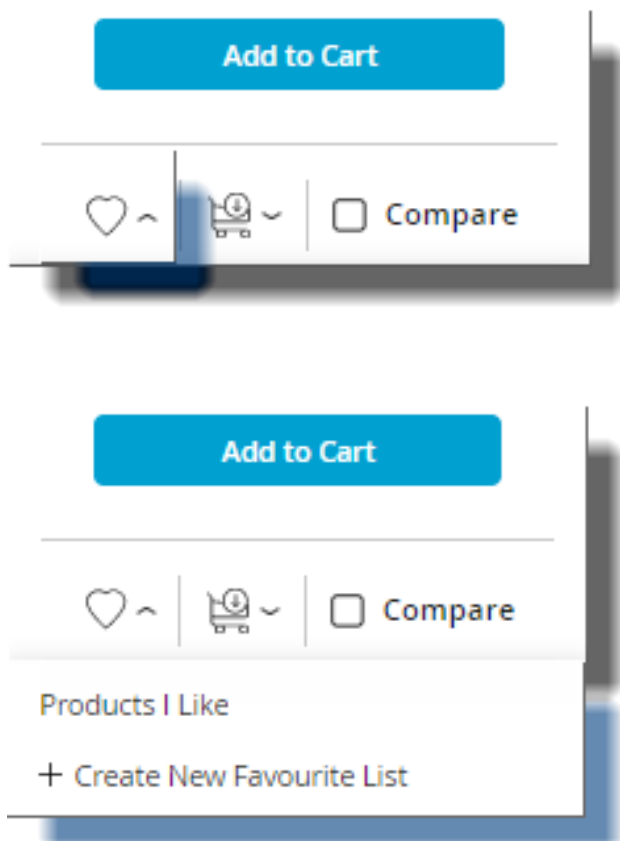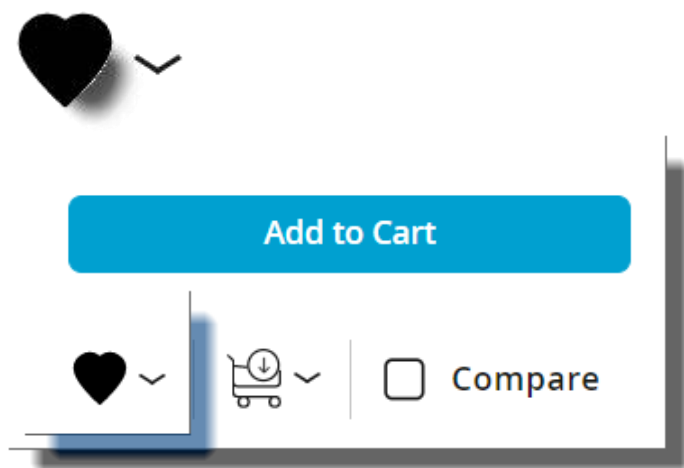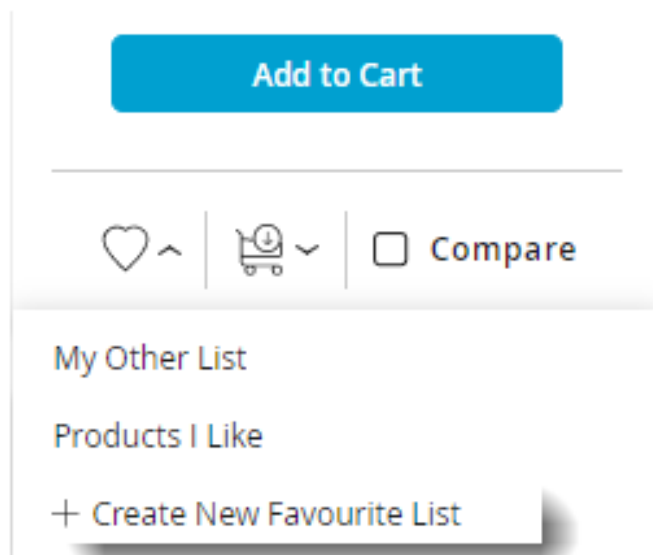
And a success message will be displayed on the page header

Items included in a Favourites will be indicated by a black Heart Icon

Alternatively when selecting an item from the PDP or PLP views, Users have the option to "Create New Favourites List" to which the SKU can be added.
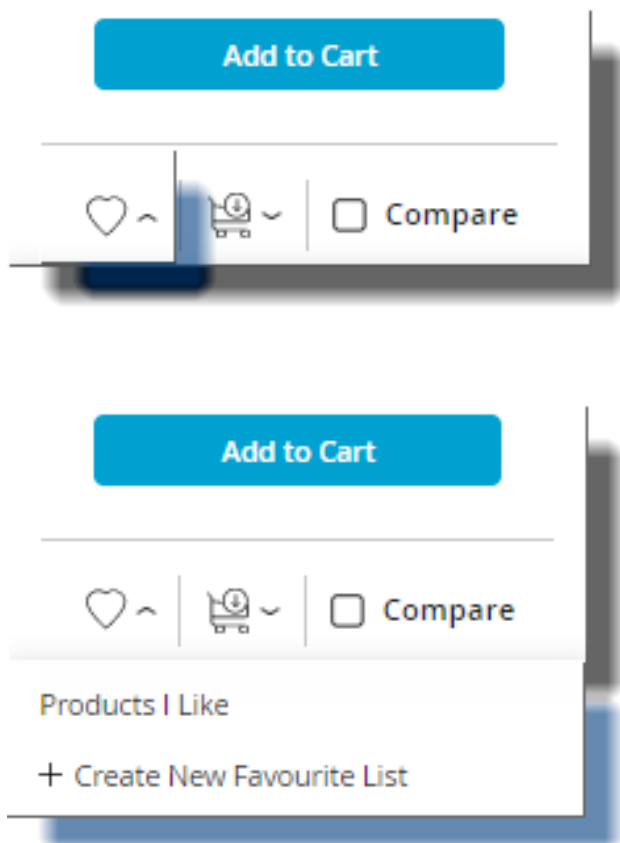

My Account - Favourites - Adding Items to Favourites

ADDING TO A LIST

The SKU can be quickly added to either an existing or new Favourite List by selecting the Heart Icon button at the base of the SKU tile

From the product listing page (PLP) view:

Padlocks (358 products)

Price is exclusive of Taxes

SKU ⌄   ▦ ▤

110/20/111/2NDP

110 SERIES PADLOCK 20MM WITH 11MM SHACKLE NDP

● In Stock (Auckland)
Avg. Dispatch Time : 1 Day

List Price : $12.84

Your Price : $12.84

Qty: 1

Add to Cart

♡ ∧ | 🛒 ⌄ | ☐ Compare

Products I Like

+ Create New Favourite List

110/20/111/4NDP

110 SERIES PADLOCK 20MM WITH 11MM SHACKLE NDP

● In Stock (Auckland)
Avg. Dispatch Time : 1 Day

List Price : $25.22

Your Price : $25.22

Qty: 1

Add to Cart

♡ ⌄ | 🛒 ⌄ | ☐ Compare

110/20/111/NDP

110 SERIES PADLOCK 20MM WITH 11MM SHACKLE NDP

● In Stock (Auckland)
Avg. Dispatch Time : 1 Day

List Price : $7.09

Your Price : $7.09

Qty: 1

Add to Cart

♡ ⌄ | 🛒 ⌄ | ☐ Compare

From the product display page (PDP) view:

110/20/111/2NDP

110 SERIES PADLOCK 20MM WITH 11MM SHACKLE NDP

● In Stock (Auckland)
Avg. Dispatch Time : 1 Day

Price is exclusive of Taxes

List Price : $12.84

Your Price : $12.84

Refresh Price

Qty 1

Add to Cart

♡ ⌄   🛒 ⌄   ☐ Compare

Products I Like

+ Create New Favourite List

Description   Features   Documents

And a success message will be displayed on the page header

ASSA ABLOY
Opening Solutions

p1097ls

🔍   Compare Prod
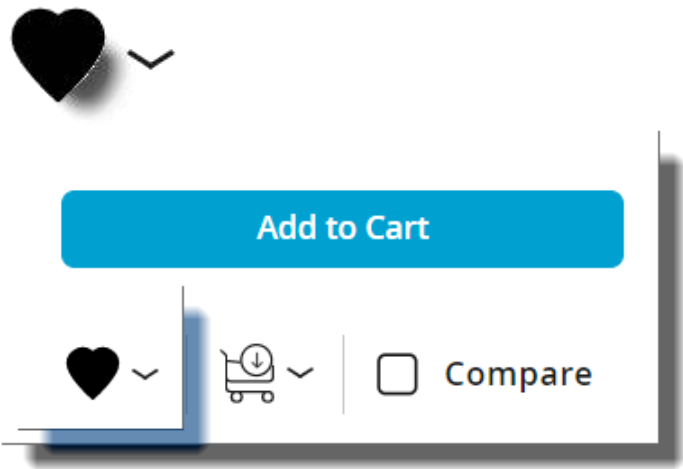
Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

Home / Search results for: 'p1097ls'

✅ Product P1097 SAFETY STAY LS PACK COMP has been added to the favourite list My Favourite Items.

Items included in a Favourites will be indicated by a black Heart Icon

My Account - Favourites - Editing Favourites List

Wednesday, 30 September 2020
7:15 pm

EDITING FAVOURITE LIST

Select View from under Actions to open the favourites list

This will open the list for review

Search entire store here...

Compare Products (0 items)

Quick Orde

Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

Download

My Account

Account Information

Address Book

Order History

Favourites

Saved Carts

Orders to Approve

Company Profile

Company Structure

Company Users

Roles and Permissions

Engraving List

Restricted Profile

Email Preferences

Newsletter Subscriptions

Products I Like Rename

Refresh Price   ⓘ

2 items

☐ Select all

Remove Selected   Move Selec

#	Item		Price	Qty
1	☐	**VSS7/CP** VELOCITY 55MM SQUARE TURN SNIB CP BRIGHT CHROME Avg. Dispatch Time : 15 Day	List Price : $20.35 Your Price : $20.35	1
2	☐	**EN901210B** EDV 5PLK ARIA D-HDL/PULL 320.00 BLACK 904-85396 Avg. Dispatch Time : 1 Day	List Price : $84.65 Your Price : $84.65	1

Update List   **Add to Cart**   **Delete Favourite List**

There are several actions that can be done from this view. Here the Favourite List's name can be amended by selecting "Rename".

Products I Like Rename

Refresh Price (i)

2 items

☐ Select all

Remove Selected   Move Selected

#		Item	Price	Qty
1	☐	**VSS7/CP** VELOCITY 55MM SQUARE TURN SNIB CP BRIGHT CHROME Avg. Dispatch Time : 15 Day	List Price : $20.35 Your Price : $20.35	1
2	☐	**EN901210B** EDV 5PLK ARIA D-HDL/PULL 320.00 BLACK 904-85396 Avg. Dispatch Time : 1 Day	List Price : $84.65 Your Price : $84.65	1

Update List   **Add to Cart**   **Delete Favourite List**

This will open the "Rename Favourite List" form

Rename Favourite List

Favourite List Name*

Products I Like

Description

[   ]

[Save] [Cancel]

Amend the name for the list in the free text field

Rename Favourite List

Favourite List Name*

Products I Like

Description

[   ]

[Save] [Cancel]

Add a description for the Favourite List describing what it contains, or for what purpose it is to be used. This is optional to aide with identifying the Favourite List for use

Rename Favourite List

Favourite List Name*

Products I Like

Description

Save   Cancel

Select Save to Complete or Cancel to exit without saving

Save   Cancel

Pricing can be updated to the latest available prices from ASSA ABLOY New Zealand for the items within the Favourite List by selecting "Refresh Price"

Refresh Price

Users can choose to print the Favourite List details to either a printer, or PDF as per their PC set up

Products I Like Rename

Refresh Price   ⓘ

2 items

☐ Select all   Remove Selected   Move Select

Items within the Favourite List can be Removed from the list, Moved to another list, Copied to another list.
Items to be actioned are selected by either checking the "Select All" box

2 items

☐ Select all

2 items

☑ Select all

Or by checking the individual SKU boxes required

#	Item
1	☑
2	☐

Once the SKU's are selected, an action can be applied

Products I Like Rename

Refresh Price ⓘ

2 items

☐ Select all   Remove Selected   Move Select

#	Item		Price	Qty
1	☐	**VSS7/CP** VELOCITY 55MM SQUARE TURN SNIB CP BRIGHT CHROME Avg. Dispatch Time : 15 Day	List Price : $20.35 Your Price : $20.35	1
2	☐	**EN901210B** EDV 5PLK ARIA D-HDL/PULL 320.00 BLACK 904-85396 Avg. Dispatch Time : 1 Day	List Price : $84.65 Your Price : $84.65	1

Update List   **Add to Cart**   **Delete Favourite List**

Items can be removed from the Favourite List by selecting "Remove Selected"

Remove Selected   **Move Selected** ⌄   **Copy Selected** ⌄

A dialogue box will open to confirm the removal.
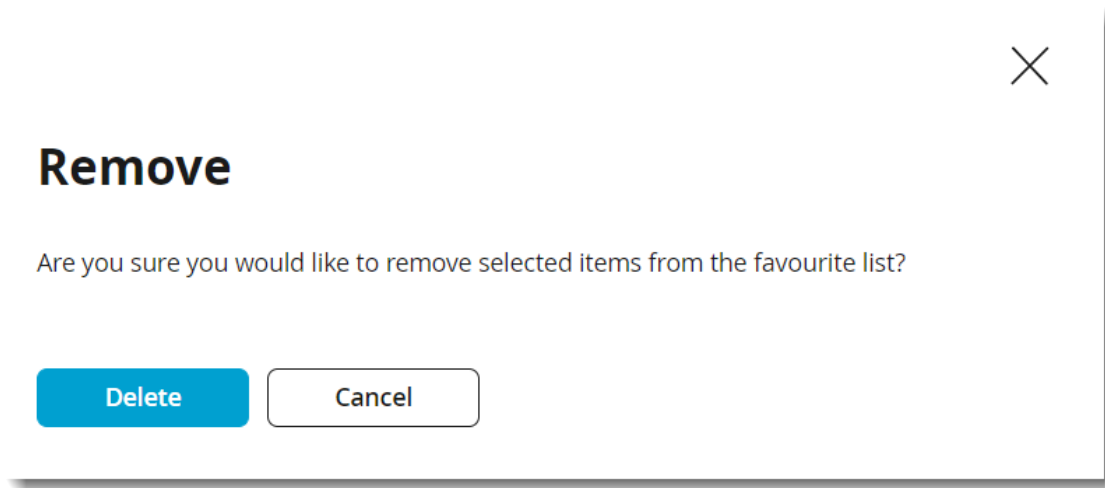
Remove

Are you sure you would like to remove selected items from the favourite list?

Delete   Cancel

×

To confirm the removal select "Delete" or select "Cancel" to exit without removing

Delete   Cancel

Items can also be removed at the line level by selecting the Rubbish Bin icon

Products I Like Rename

Refresh Price ⓘ

2 items

☐ Select all   Remove Selected   Move Select

#	Item	Price	Qty
1	☐ **VSS7/CP** VELOCITY 55MM SQUARE TURN SNIB CP BRIGHT CHROME Avg. Dispatch Time : 15 Day	List Price : $20.35 Your Price : $20.35	1
2	☐ **EN901210B** EDV 5PLK ARIA D-HDL/PULL 320.00 BLACK 904-85396 Avg. Dispatch Time : 1 Day	List Price : $84.65 Your Price : $84.65	1

Update List   Add to Cart   **Delete Favourite List**

Individual items can be selected using the check boxes on the right, allowing actions to only affect those items such as moving.

Unselected

☐

Selected

☑

Products I Like Rename

Refresh Price ⓘ

2 items

☐ Select all   Remove Selected   Move Select

#	Item	Price	Qty
1 ☐	**VSS7/CP** VELOCITY 55MM SQUARE TURN SNIB CP BRIGHT CHROME Avg. Dispatch Time : 15 Day	List Price : $20.35 Your Price : $20.35	1
2 ☐	**EN901210B** EDV 5PLK ARIA D-HDL/PULL 320.00 BLACK 904-85396 Avg. Dispatch Time : 1 Day	List Price : $84.65 Your Price : $84.65	1

| Update List | Add to Cart | Delete Favourite List |

Items can be moved to another Favourites List or a new Favourites List by selecting "Move Selected"

Remove Selected   Move Selected ⌃   Copy Selected ⌄

My Other List

＋ Create New Favourite List

Items can be copied to another Favourite List or a new the Favourite List by selecting "Copy Selected"

Remove Selected   Move Selected ⌄   Copy Selected ⌃

My Other List

+ Create New Favourite List

Amended quantities can be locked in by selecting the Update List Button

Update List

Items can be added to the current Active Cart by selecting the "Add to Cart" button.

Add to Cart

Or the entire cart can be deleted

Delete Favourite List

My Account - Saved Cart

SAVED CART

In the Saved Cart overview users can directly access and manage any active cart as well as create new carts. Carts can be renamed, deleted, copied or opened and the item codes contained edited. Once a cart has been progressed to the checkout; the cart can no longer be seen or accessed from here.

ASSA ABLOY
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Search entire store here...

Compare Products (0 ite

| Home | Products ⌄ | Orders ⌃ | Teams ⌄ | More ⌄ |

Order History   Favourites   Save

Alternatively this can be accessed from My Account - Saved Carts

My Account

Account Information

Address Book

Order History

Favourites

Saved Carts

Orders to Approve

Company Profile

Company Structure

Company Users

Roles and Permissions

Engraving List

Restricted Profile

Email Preferences

Newsletter Subscriptions

The list of available open orders are displayed, showing the name assigned to the cart (Name), the description, the internal purchase order reference (PO Number), number of items, last updated date and total value.

ASSA ABLOY
Opening Solutions

Search entire store here...

Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

My Account

Account Information

Address Book

Order History

Favourites

Saved Carts

Orders to Approve

Company Profile

Company Structure

Company Users

Roles and Permissions

Engraving List

Restricted Profile

Saved Carts

Name & Description	Type	PO Nu
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active	
My Primary Cart The cart i am working on today	Inactive	

A darkened Cart Icon indicates the Active Cart

All other Cart Icons will be lighted

The cart over view contains several pieces of information:

- **Name and Description**

  The name and description given to the cart by the user when created, or edited. This can be used to help identify the cart and it's intended purpose. This information does not transfer to the created order sent to ASSA ABLOY

  ## Saved Carts

Name & Description		Type	PO Number
🛒	**My Other Cart** A cart i am preparing for a special job, but do not want to send just yet	Active	
🛒	**My Primary Cart** The cart i am working on today	Inactive	

- **Type**

  There are two "Types of cart - Active and Inactive. The Active cart is the cart currently being populated with selected items. Inactive carts are pending.

  ## Saved Carts

Name & Description		Type	PO Number
🛒	**My Other Cart** A cart i am preparing for a special job, but do not want to send just yet	Active	
🛒	**My Primary Cart** The cart i am working on today	Inactive	

- **PO Number**

  This is the users internal order reference, and this information will be transferred to the created order sent to ASSA ABLOY as the "Customer Reference"

Saved Carts

Name & Description	Type	PO Number
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active	
My Primary Cart The cart i am working on today	Inactive	

- **Items**

  This indicates how many item lines are contained within the cart

Saved Carts

Name & Description	Type	PO Number	
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active		
My Primary Cart The cart i am working on today	Inactive		

- **Order Total**

  The total value of the cart to date

Saved Carts

Name & Description	Type	PO Number
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active	
My Primary Cart The cart i am working on today	Inactive	

- **Last updated**

  The last date any changes were made to the cart, including the cart name and / or contents

Saved Carts

| Name & Description	Type	PO Number
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active	
My Primary Cart The cart i am working on today	Inactive	

- **Action**

 A list of options that can be implemented for any given cart. The action menu offers several functions

Saved Carts

Name & Description	Type	PO Number
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active	
My Primary Cart The cart i am working on today	Inactive	

- **View**

  View the Saved Carts contents. This will open the Saved Cart where the User can edit the Saved Cart details, or if set as the Active Cart, will open the Cart page where the User can progress to Checkout
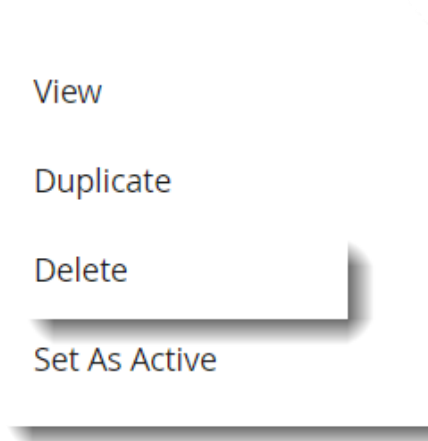
  View

  Duplicate

  Delete
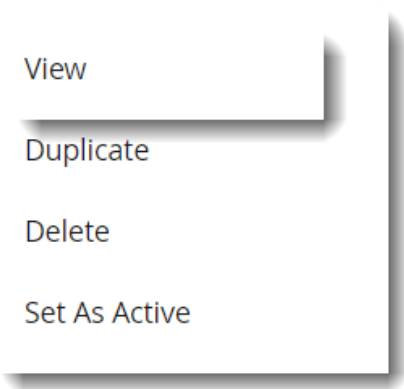
  Set As Active

- **Duplicate**

  The Saved Cart can be copied into a new Cart. This is not available for Saved Carts set as the Active Cart
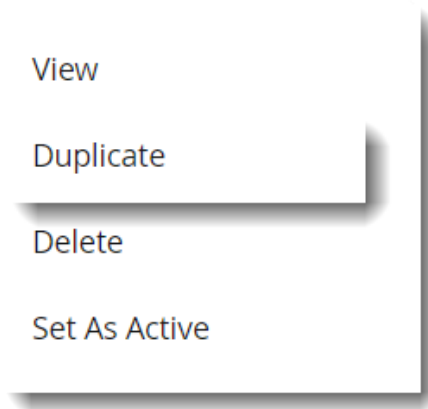
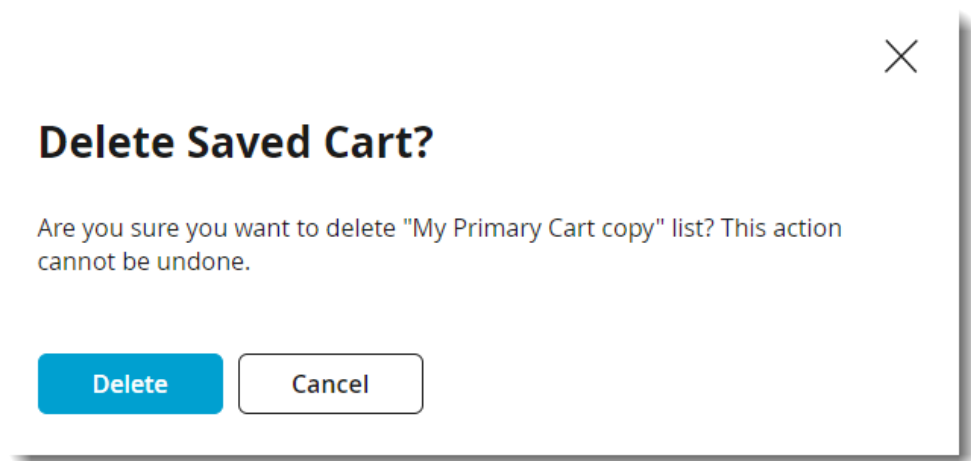- **Delete**
  Cancels the order, deleting the cart permanently

A dialogue box will open to confirm the deletion.

Delete Saved Cart?

Are you sure you want to delete "My Primary Cart copy" list? This action cannot be undone.

Delete   Cancel

To confirm the deletion select "Delete" or select "Cancel" to exit without deleting

- **Set As Active**

  Promote the cart as the current order by setting it as the Active Cart, this will allow the User to process the Saved Cart through the Checkout

My Account - Saved Cart - Creating Carts

TO CREATE A NEW CART

To create a new cart simply navigate to Saved Carts and select "Create New Cart" to open the create form.

Enter a name for the Cart in the free text field

Enter a name for the list in the free text field

✕

Create Saved Cart

Saved Cart Name*

|

Description

[   ]

[**Save**] [Cancel]

Add a description for the Saved Cart describing what it contains, or for what purpose it is to be used. This is optional to aide with identifying the Saved Cart for use

✕

Create Saved Cart

Saved Cart Name*

|

Description

[   ]

[**Save**] [Cancel]

Select Save to Complete or Cancel to exit without saving

The Saved Cart will now appear in the table of available Saved Carts

Saved Carts

	Name & Description	Type	PO Number	Items	O To
	My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active		0	$(
	My Primary Cart The cart i am working on today	Inactive		8	$

Only a single cart can be set as the Active Cart at any one time however users can toggle between carts as they are selecting products by selecting the Saved Cart from the list of available Saved Carts they wish to save the product to.

Once a cart has progressed to the Checkout and been submitted to ASSA ABLOY as an order, it is no longer available to be edited and will not appear in the Saved Carts overview. Instead the submitted order will appear in the Order History form.

Alternatively when selecting an item from the PDP or PLP views, Users have the option to "Create New Cart" to which the SKU can be added.
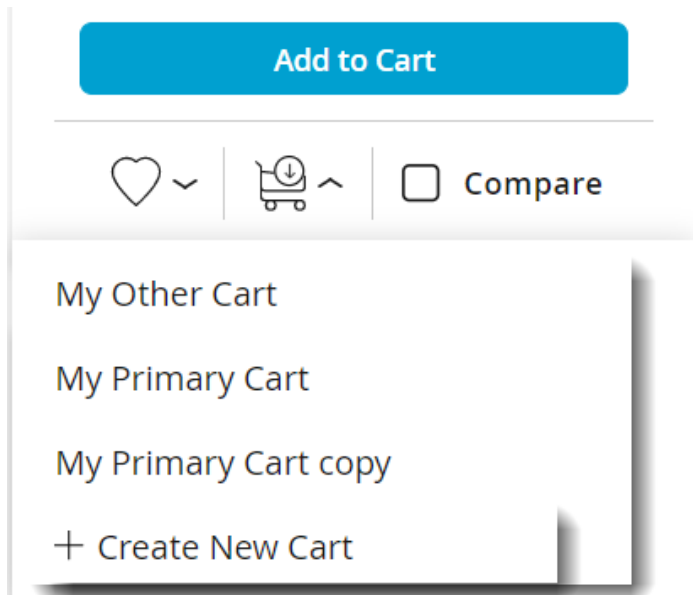
My Account - Saved Cart - Adding Items to Saved Cart

ADDING TO A SAVED CART

Items can be selected to add to the Saved Cart list using any of the methods described in the section Selecting An Item. Once the item has been selected, users can select Add to Saved Cart. To add an item select the Trolley Icon

The SKU can be quickly added to either an existing or new Saved Cart by selecting the Trolley Icon button at the base of the SKU tile
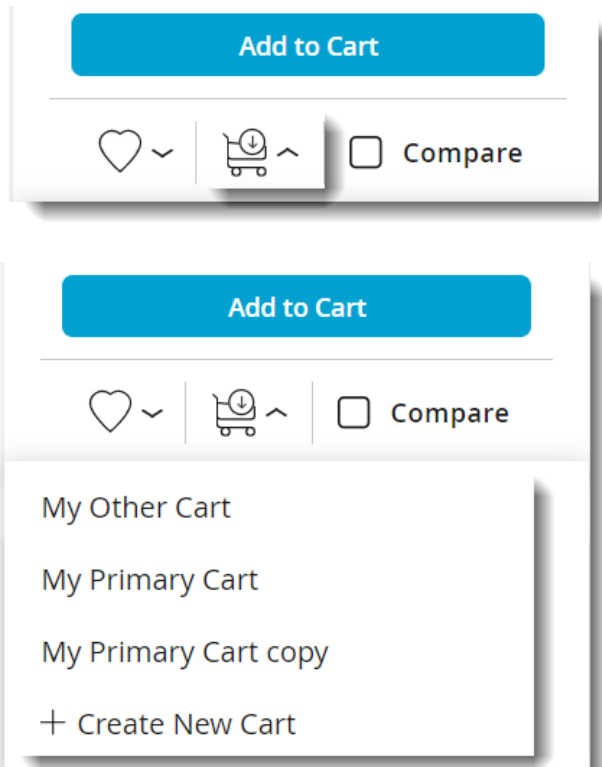
From the product listing page (PLP) view:

Safes (30 products)

Price is exclusive of Taxes

SY500/187/1

YALE COMBO KEY ACCESS BOX

Avg. Dispatch Time : 1 Day

List Price : $48.37

Your Price : $48.37

Qty: 1

Add to Cart

♡⌄ | 🛒⌃ | ☐ Compare

My Other Cart

My Primary Cart

My Primary Cart copy

+ Create New Cart

SYCB/080/BB2

YALE CASH BOX SMALL

Avg. Dispatch Time : 1 Day

List Price : $22.10

Your Price : $22.10

Qty: 1

Add to Cart

♡⌄ | 🛒⌄ | ☐ Compare

SYCB/090/BB2

YALE CASH BOX MEDIUM

Avg. Dispatch Time : 1 Day

List Price : $28.93

Your Price : $28.93

Qty: 1

Add to Ca

♡⌄ | 🛒⌄ | ☐

From the product display page (PDP) view:

My Account - Saved Cart - Editing Saved Carts

EDITING SAVED CARTS

Select View from under Actions to open the Saved Cart

Saved Carts

Name & Description	Type	PO Number	Items	Order Total
My Other Cart A cart i am preparing for a special job, but do not want to send just yet	Active		0	$0.00
My Primary Cart The cart i am working on today	Inactive		8	$717.3

This will open the Saved Cart for review if it is NOT set as the Active Cart

There are several actions that can be done from this view. Here the Saved Cart's name can be amended by selecting "Rename".

My Primary Cart Rename

Print   Set as Active C

The cart i am working on today

Date : 27/Oct/2020

Refresh Price   ⓘ

8 items

☐ Select all   Remove Selected   Move Selected ⌄   Copy Selected ⌄   Add Selec

#		Item		Price		Qty	Subtota
1	☐		SYDM3109PLUS/70	List Price : $432.60		1	$432.6
			YALE DIGITAL DOOR LOCK-70MM LOCKBODY	Your Price : $432.60			
			Avg. Dispatch Time : 1 Day ● Low In Stock (Auckland)				
2	☐		P33034	List Price : $24.53		1	$24.53
			EURO C4 5PIN CT FIXED CAM 31/31 SC SATIN CHROME	Your Price : $24.53			
			Avg. Dispatch Time : 1 Day ● In Stock (Auckland) Keying : HOUSELOT				

Sub Total :

Tax :

Order Total :

Update List	Add to Cart	Delete Saved Cart

This will open the "Rename Saved Cart" form

Rename Saved Cart

Saved Cart Name *

My Primary Cart

Description

The cart i am working on today

[Save] [Cancel]

Amend the name for the Saved Cart in the free text field

Rename Saved Cart

Saved Cart Name *

My Primary Cart

Description

The cart i am working on today

[Save] [Cancel]

Add a description for the Saved Cart describing what it contains, or for what purpose it is to be used. This is optional to aide with identifying the Saved Cart for use

Rename Saved Cart

Saved Cart Name *

My Primary Cart

Description

The cart i am working on today

Save   Cancel

Select Save to Complete or Cancel to exit without saving

Save   Cancel

Below this will be displayed will be the Saved Cart's name and the Date it was created

My Primary Cart Rename

The cart i am working on today

Date : 27/Oct/2020

Pricing can be updated to the latest available prices from ASSA ABLOY New Zealand for the items within the Favourite List by selecting "Refresh Price"

Refresh Price

Users can choose to print the Saved Cart details to either a printer, or PDF as per their PC set up

My Primary Cart Rename   Print   Set as Active C

The cart i am working on today

Date : 27/Oct/2020

Refresh Price   ⓘ

8 items
☐ Select all   Remove Selected   Move Selected ⌄   Copy Selected ⌄   Add Selec

The Saved Cart can also be "Set As Active Cart and Checkout" from here

My Primary Cart Rename   Print   Set as Active C

The cart i am working on today

Date : 27/Oct/2020

Refresh Price   ⓘ

8 items
☐ Select all   Remove Selected   Move Selected ⌄   Copy Selected ⌄   Add Selec

Items within the Saved Cart can be Removed from the cart, Moved to another cart, Copied to another cart or added to a Favourites. Items to be actioned are selected by either checking the "Select All" box

2 items

☐ Select all

2 items

☑ Select all

Or by checking the individual SKU boxes required

#	Item
1	☑
2	☐

Once the SKU's are selected, an action can be applied

My Primary Cart Rename

The cart i am working on today

Date : 27/Oct/2020

Refresh Price ⓘ

8 items

☐ Select all   Remove Selected   Move Selected ⌄   Copy Selected ⌄   Add Selec

#		Item		Price		Qty	Subtota
1	☐		**SYDM3109PLUS/70**	List Price : $432.60		1	$432.6
			YALE DIGITAL DOOR LOCK-70MM LOCKBODY	Your Price : $432.60			
			Avg. Dispatch Time : 1 Day ● Low In Stock (Auckland)				
2	☐		**P33034**	List Price : $24.53		1	$24.53
			EURO C4 5PIN CT FIXED CAM 31/31 SC SATIN CHROME	Your Price : $24.53			
			Avg. Dispatch Time : 1 Day ● In Stock (Auckland) Keying : HOUSELOT				

Sub Total :

Tax :

Order Total :

Update List   **Add to Cart**   **Delete Saved Cart**

Items can be removed from the Saved Cart by selecting "Remove Selected"

Remove Selected   Move Selected ∨   Copy Selected ∨   Add Selected T

A dialogue box will open to confirm the removal.
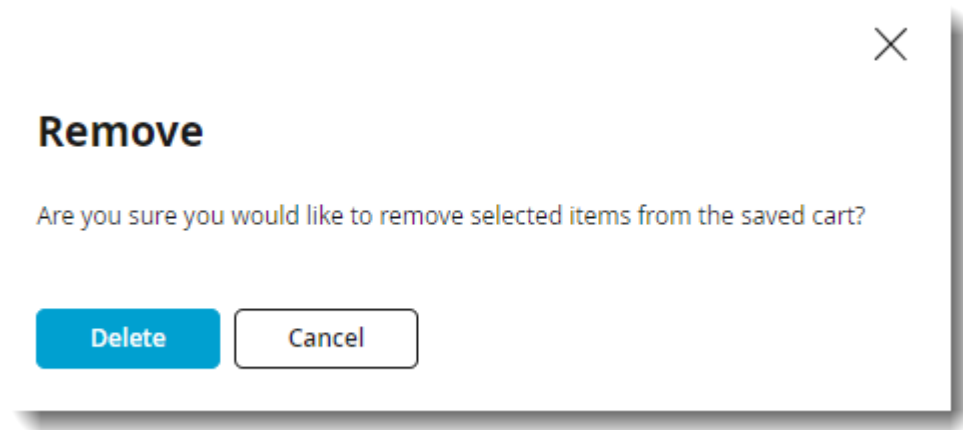
×

Remove

Are you sure you would like to remove selected items from the saved cart?

Delete   Cancel

To confirm the removal select "Delete" or select "Cancel" to exit without removing

Delete   Cancel

Items can also be removed at the line level by selecting the Rubbish Bin icon

My Primary Cart Rename

The cart i am working on today

Date : 27/Oct/2020

Refresh Price   ⓘ

8 items

☐ Select all   Remove Selected   Move Selected ⌄   Copy Selected ⌄   Add Selec

#		Item		Price	Qty	Subtota
1	☐		SYDM3109PLUS/70	List Price : $432.60	1	$432.6
			YALE DIGITAL DOOR LOCK- 70MM LOCKBODY	Your Price : $432.60		
			Avg. Dispatch Time : 1 Day ● Low In Stock (Auckland)			
2	☐		P33034	List Price : $24.53	1	$24.53
			EURO C4 5PIN CT FIXED CAM 31/31 SC SATIN CHROME	Your Price : $24.53		
			Avg. Dispatch Time : 1 Day ● In Stock (Auckland) Keying : HOUSELOT			

Sub Total :

Tax :

Order Total :

Update List   Add to Cart   **Delete Saved Cart**

Individual items can be selected using the check boxes on the right, allowing actions to only affect those items such as moving.

Unselected

☐

Selected

☑

My Primary Cart Rename

The cart i am working on today

Date : 27/Oct/2020

Refresh Price   i

8 items

☐ Select all   Remove Selected   Move Selected ⌄   Copy Selected ⌄   Add Selec

#	Item		Price	Qty	Subtota
1	☐	**SYDM3109PLUS/70** YALE DIGITAL DOOR LOCK- 70MM LOCKBODY Avg. Dispatch Time : 1 Day ● Low In Stock (Auckland)	List Price : $432.60 Your Price : $432.60	1	$432.6
2	☐	**P33034** EURO C4 5PIN CT FIXED CAM 31/31 SC SATIN CHROME Avg. Dispatch Time : 1 Day ● In Stock (Auckland) Keying : HOUSELOT	List Price : $24.53 Your Price : $24.53	1	$24.53

Sub Total :

Tax :

Order Total :

Update List   **Add to Cart**   **Delete Saved Cart**

Items can be moved to another Saved Cart or a new Saved Cart by selecting "Move Selected"

Remove Selected   **Move Selected ^**   **Copy Selected ˅**   **Add Selected To Fav**

My Other Cart

My Primary Cart copy

+ Create New Cart
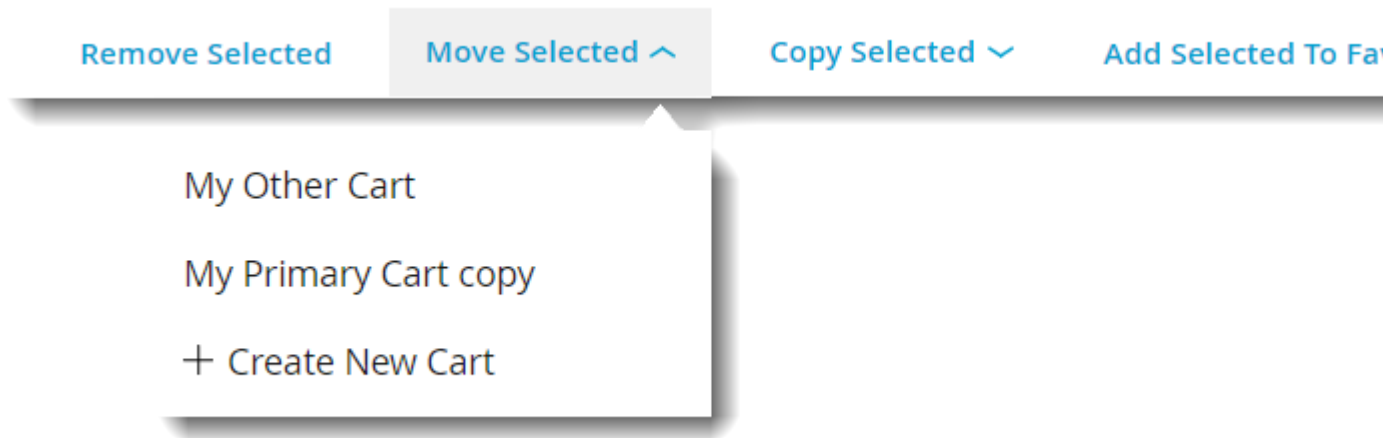
Items can be copied to another Saved Cart or a new the Saved Cart by selecting "Copy Selected"

Remove Selected   **Move Selected ˅**   **Copy Selected ^**   **Add Selected To Fa**

My Other Cart

My Primary Cart copy

+ Create New Cart
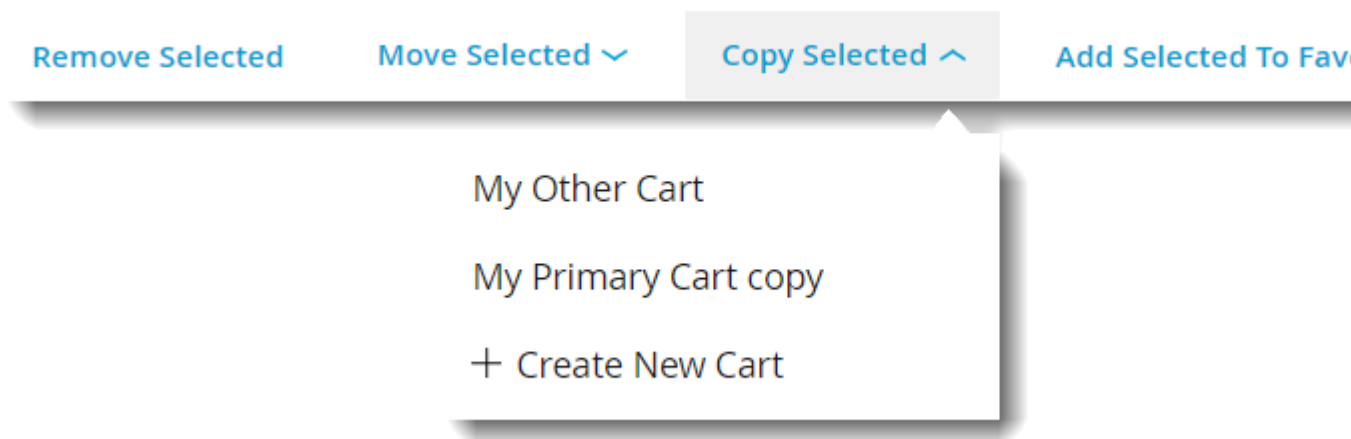
Items can be added to a Favourites List by selecting "Add Selected To Favourite"
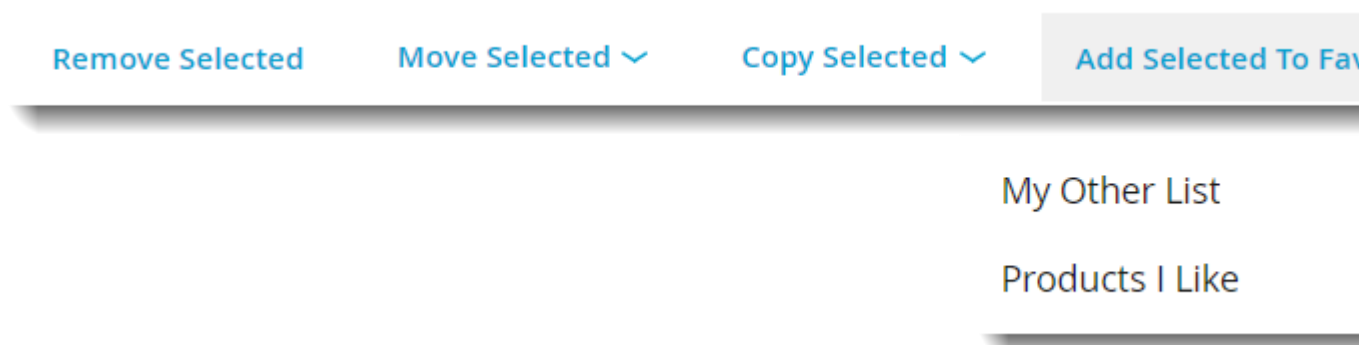
Remove Selected   **Move Selected ˅**   **Copy Selected ˅**   **Add Selected To Fa**

My Other List

Products I Like

Amended quantities can be locked in by selecting the Update List Button

Items can be added to the current Active Cart by selecting the "Add to Cart" button.

Or the entire cart can be deleted

Colour and Keying Instructions can only be edited through the Active Cart.

My Account - Orders to Approve

ORDERS TO APPROVE

Users can be assigned a Spend Limit on their ASSA ABLOY eShop account as determined by their Manager. Orders processed exceeding the allocated Spend Limit will be held within the Order To Approve view pending approval by a Manager.

Access from My Account - Orders To Approve.

My Account

Account Information

Address Book

Order History

Favourites

Saved Carts

Orders to Approve

Company Profile

Company Structure

Company Users

Roles and Permissions

Engraving List

Restricted Profile

Email Preferences

Newsletter Subscriptions

If the User does not have access to approve orders, they will encounter the following warning message

Orders to Approve ⓘ

⚠ Unfortunately you do not have permissions to access this page. Please contact your Company Administra... information.

Not sure who your Company Administrator is? Click Company Profile in the My Account menu for more in...

Once the User has processed the order through the Checkout, the Manager will receive an email notification that an order requires approval

Open the Orders To Approve overview

Orders to Approve ⓘ

Order Number
_____

PO Number
_____

Sort By
Newest Order ⌄

[Reset] [**Apply**]

Approval Pending Orders	Rejected orders

Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

The Orders To Approve overview has two Tabs available, the Approval Pending Orders Tab, where orders are awaiting approval by a Manager.

Orders to Approve ⓘ

Order Number

_____

PO Number

_____

Sort By

Newest Order ⌄

[Reset]   [**Apply**]

Approval Pending Orders	Rejected orders

Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

And the Rejected Orders where orders already rejected by the Manager are located.

Orders to Approve ⓘ

Order Number	PO Number	Sort By
_____	_____	Newest Order ⌄

[Reset]   [**Apply**]

Approval Pending Orders   **Rejected orders**

Order Number	Order Date	PO Number	Status	Order Created By	Order Total
46000214004	30/Oct/2020		Rejected	Oct User	$1,842.30
46000214001	30/Oct/2020		Rejected	Oct User	$1,842.30

Managers can also search the Orders To Approve overview, pending and rejected

Orders to Approve ⓘ

Order Number	PO Number	Sort By
		Newest Order ⌄

[Reset] [**Apply**]

Approval Pending Orders   Rejected orders

Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

Orders can be searched for by:

Order Number

This is the ASSA ABLOY Eshop Order Number, which is automatically generated and assigned through the checkout process.

Orders to Approve ⓘ

Order Number	PO Number	Sort By
		Newest Order ⌄

[Reset] [**Apply**]

This will appear under the Customer Requisition field of any ASSA ABLOY ERP documents. Once the order has been confirmed, you will also be able to search in the same field the ASSA ABLOY ERP sales Order Number

PO Number

This is your company's reference information and is non-mandatory.

This field can be used to record order numbers or job references and will appear under the Customer Reference field of any ASSA ABLOY ERP documents

Sort By

Once the search parameters have been entered, there is an option to choose how the results are displayed

Once all the required search parameters have been set select "Apply" or "Reset" to cancel

The Orders To Approve overview has seven fields available

Order Number

This is the ASSA ABLOY Eshop Order Number, which is automatically generated and assigned through the checkout process. This will appear under the Customer Requisition field of any ASSA ABLOY ERP documents.
Each Order Number is a hyperlink allowing users to open the order to view

Order Number	Order Date	PO Number	Status	Order Created By	Or
46000214004	30/Oct/2020		Approval Pending	Oct User	$1
46000214001	30/Oct/2020		Approval Pending	Oct User	$1
46000213998	30/Oct/2020		Approval Pending	Oct User	$1
46000213995	30/Oct/2020		Approval Pending	Oct User	$1
46000213989	30/Oct/2020		Approval Pending	Oct User	$1

Approval Pending Orders   Rejected orders

Order Date

This is the date the order was created within the ASSA ABLOY Eshop portal

Approval Pending Orders   Rejected orders

Order Number	Order Date	PO Number	Status	Order Created By	Or
46000214004	30/Oct/2020		Approval Pending	Oct User	$1
46000214001	30/Oct/2020		Approval Pending	Oct User	$1
46000213998	30/Oct/2020		Approval Pending	Oct User	$1
46000213995	30/Oct/2020		Approval Pending	Oct User	$1
46000213989	30/Oct/2020		Approval Pending	Oct User	$1

PO Number

This is your company's reference information and is non-mandatory. This field can be used to record order numbers or job references and will appear under the Customer Reference field of any ASSA ABLOY ERP documents

Status

Each line will detail the orders status. There are only two possible statuses

Approval Pending

Rejected

Orders to Approve ⓘ

Order Number	PO Number	Sort By
_____	_____	Newest Order ⌄

[Reset] [Apply]

| Approval Pending Orders | **Rejected orders** |

Order Number	Order Date	PO Number	Status	Order Created By	Ord
46000214004	30/Oct/2020		Rejected	Oct User	$1,8
46000214001	30/Oct/2020		Rejected	Oct User	$1,8

Order Created By

This is the user who created the order within the ASSA ABLOY Eshop portal

| **Approval Pending Orders** | Rejected orders |

Order Number	Order Date	PO Number	Status	Order Created By	Or
46000214004	30/Oct/2020		Approval Pending	Oct User	$1
46000214001	30/Oct/2020		Approval Pending	Oct User	$1
46000213998	30/Oct/2020		Approval Pending	Oct User	$1
46000213995	30/Oct/2020		Approval Pending	Oct User	$1
46000213989	30/Oct/2020		Approval Pending	Oct User	$1

Order Total

This is the total value of the order after all discounts and promotions have been accounted for. This may be changed once the confirmation has been processed by the ASSA ABOY Customer Services team

Approval Pending Orders	Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Or
46000214004	30/Oct/2020		Approval Pending	Oct User	$1
46000214001	30/Oct/2020		Approval Pending	Oct User	$1
46000213998	30/Oct/2020		Approval Pending	Oct User	$1
46000213995	30/Oct/2020		Approval Pending	Oct User	$1
46000213989	30/Oct/2020		Approval Pending	Oct User	$1

Action

Each line will offer one Action - View Order.

Approval Pending Orders	Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Or
46000214004	30/Oct/2020		Approval Pending	Oct User	$1
46000214001	30/Oct/2020		Approval Pending	Oct User	$1
46000213998	30/Oct/2020		Approval Pending	Oct User	$1
46000213995	30/Oct/2020		Approval Pending	Oct User	$1
46000213989	30/Oct/2020		Approval Pending	Oct User	$1

My Account - Orders to Approve - Viewing Orders

VIEWING ORDERS

For a Manager to view an Approval Pending order, locate the order within the Approval Pending Orders Tab and select View Order.

Approval Pending Orders	Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

Alternatively select the Order Number which will act as a hyperlink

Approval Pending Orders	Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.30
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

The Approval Pending Order will open within the My Account - Order History view.

My Account

- Account Information
- Address Book
- **Order History**
- Favourites
- Saved Carts
- Orders to Approve
- Company Profile
- Company Structure
- Company Users
- Roles and Permissions
- Engraving List
- Restricted Profile
- Email Preferences
- Newsletter Subscriptions

Order Details APPROVAL PENDING

Order Number: 46000214004
Order Date: 29/Oct/2020
Purchase Order:
Created By: Oct User

Print Order

Comments

___

| Reject | Approve |

Items Ordered

#		Product Name	SKU	Status	Confirmed Shipped Date	Price
1		YALE CERTIFIED SAFE HOME	SYSEM/250/EG1	Submitted		List Price : Your Price
2		YALE CERTIFIED SAFE OFFICE	SYSEM/400/EG1	Submitted		List Price : Your Price
3		YALE CERTIFIED SAFE PROFESSIONAL	SYSEM/520/EG1	Submitted		List Price : Your Price
4		YALE CERTIFIED SAFE LAPTOP	SYLEM/200/EG1	Submitted		List Price : Your Price

___

Subtotal:

Tax:

Grand Total:

Order Information

Shipping Address	Shipping Method	Billing Address

Users who do not have access to the Orders To Approve overview can access their Approved or Rejected orders directly from within My Account - Order History by the Status Approval Pending or Submitted

Order Details | **APPROVAL PENDING**

Order Number: 46000214013
Order Date: 30/Oct/2020
Purchase Order:
Created By: Oct User

Reorder

Order Details | **SUBMITTED**

Order Number: 46000213998
Order Date: 29/Oct/2020
Purchase Order:
Created By: Oct User
Manager: _____admin
Comments: This order was needed

Reorder   Request to Cancel

From here the order can be reviewed but not edited. The Manager can choose to either Approve or Reject the order, and the User can however choose to Reorder, following the normal Reorder process described above

Reorder

Or Request To Cancel, following the Request To Cancel process described above

For a Manager to view a Rejected order, locate the order within the Rejected Orders Tab and select View Order.

Approval Pending Orders	Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Order Total
46000214004	30/Oct/2020		Rejected	Oct User	$1,842.30
46000214001	30/Oct/2020		Rejected	Oct User	$1,842.30

Alternatively select the Order Number which will act as a hyperlink

Approval Pending Orders	Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Order Total
46000214004	30/Oct/2020		Rejected	Oct User	$1,842.30
46000214001	30/Oct/2020		Rejected	Oct User	$1,842.30

The Rejected Order will open within the My Account - Order History view.

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Order Details | REJECTED |

Order Number: 46000214004
Order Date: 29/Oct/2020
Purchase Order:
Created By: Oct User
Manager: FWA208_admin
Comments: This order is no longer required

Print Order

Items Ordered

#		Product Name	SKU	Status	Con Date
1		YALE CERTIFIED SAFE HOME	SYSEM/250/EG1	Submitted	
2		YALE CERTIFIED SAFE OFFICE	SYSEM/400/EG1	Submitted	
3		YALE CERTIFIED SAFE PROFESSIONAL	SYSEM/520/EG1	Submitted	
4		YALE CERTIFIED SAFE LAPTOP	SYLEM/200/EG1	Submitted	

Users who do not have access to the Orders To Approve overview can access Approved or Rejected orders directly from within My Account - Order History by the Status Rejected

From here the order can be reviewed but not edited. The User can however choose to Reorder, following the normal Reorder process described above

My Account - Orders to Approve - Approving

APPROVING ORDERS

To approve an order, locate the order within the Approval Pending Orders Tab and select View Order.

Alternatively select the Order Number which will act as a hyperlink

The Approval Pending Order will open within the My Account Order History view

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Email Preferences

Newsletter Subscriptions

Order Details APPROVAL PENDING

Order Number: 46000214004
Order Date: 29/Oct/2020
Purchase Order:
Created By: Oct User

Print Order

Comments

| Reject | Approve |

| Items Ordered |

#		Product Name	SKU	Status	Confirmed Shipped Date	Price
1		YALE CERTIFIED SAFE HOME	SYSEM/250/EG1	Submitted		List Price : Your Price
2		YALE CERTIFIED SAFE OFFICE	SYSEM/400/EG1	Submitted		List Price : Your Price
3		YALE CERTIFIED SAFE PROFESSIONAL	SYSEM/520/EG1	Submitted		List Price : Your Price
4		YALE CERTIFIED SAFE LAPTOP	SYLEM/200/EG1	Submitted		List Price : Your Price

---

Subtotal:	
Tax:	
Grand Total:	

Order Information

| Shipping Address | Shipping Method | Billing Address |

From here the order can be reviewed but not edited. The Manager is able to add comments to the order prior to approving or rejecting.

Order Details   APPROVAL PENDING

Order Number: 46000214004

Order Date: 29/Oct/2020

Purchase Order:

Created By: Oct User

Print Order

Comments

This is approved because we need this stock

[Reject] [Approve]

If the Manager is satisfied the order can be approved by selecting Approve

[Approve]

The order will be submitted to ASSA ABLOY for processing and the User who raised the order will receive an email notification of the submitted order

Reply Reply All Forward IM

Fri 30/10/2020 3:08 pm

ASSA ABLOY Opening Solutions <noreply@assaabloyopeningsolutions.nz>

[EXT] NewZealand Order 46000213998 Submitted

To Drummond, Campbell

If there are problems with how this message is displayed, click here to view it in a web browser.

*** Please use caution this is an externally originating email. ***

ASSA ABLOY
Opening Solutions

Thank you for ordering from ASSA ABLOY New Zealand. Your order number 46000213998 has
now been submitted to ASSA ABLOY New Zealand for processing and you will shortly receive a
order confirmation. If you have any questions or concerns about your order, you can contact u
by email at nzsales@assaabloy.com or by phone at 09-448-9188. Thanks again for shopping w
ASSA ABLOY New Zealand.

Order Details
Order Number: 46000213998
Order Date: Oct 29, 2020
Purchase Order Number:
Company Account:

Shipping Information

Shipping Address:

Shipping Method:
MODE AND TERMS WILL BE TAKEN FROM YOUR
ACCOUNTS DEFAULT SETTINGS

Additional Ship To Contact Details
Oct User
0911

Product	Qty	Each	Status	Tot
YALE CERTIFIED SAFE HOME SYSEM/250/EG1	100	$321.00	Submitted	$32,100.
YALE CERTIFIED SAFE HOME SYSEM/250/EG1	1	$321.00	Submitted	$321.
YALE CERTIFIED SAFE PROFESSIONAL SYSEM/520/EG1	100	$495.00	Submitted	$49,500.
YALE CERTIFIED SAFE LAPTOP SYLEM/200/EG1	111	$369.00	Submitted	$40,959.
			Order Subtotal:	$125,889.
			Tax:	$18,883.
			Order Total:	**$144,772.**

The Approved Order can now be located directly within My Account - Order History, with the Status of Submitted and where additional header information is available.

This will be the name of the Manager who approved the order and any Comments they may have added

From here the order can be reviewed but not edited. The User can however choose to Reorder, following the normal Reorder process described above

Or Request To Cancel, following the Request To Cancel process described above

My Account - Orders to Approve - Rejecting

REJECTING ORDERS

To reject an order, locate the order within the Approval Pending Orders Tab and select View Order.

Approval Pending Orders		Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.3
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.3
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

Alternatively select the Order Number which will act as a hyperlink

Approval Pending Orders		Rejected orders				
Order Number	Order Date	PO Number	Status	Order Created By	Order Tot
46000214004	30/Oct/2020		Approval Pending	Oct User	$1,842.3
46000214001	30/Oct/2020		Approval Pending	Oct User	$1,842.3
46000213998	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213995	30/Oct/2020		Approval Pending	Oct User	$144,772
46000213989	30/Oct/2020		Approval Pending	Oct User	$144,772

The Approval Pending Order will open within the My Account Order History view

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Orders to Approve

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Engraving List

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Email Preferences

Newsletter Subscriptions

Order Details | APPROVAL PENDING

Order Number: 46000214004
Order Date: 29/Oct/2020
Purchase Order:
Created By: Oct User

Print Order

Comments

Reject | Approve

Items Ordered						
#		Product Name	SKU	Status	Confirmed Shipped Date	Price
1		YALE CERTIFIED SAFE HOME	SYSEM/250/EG1	Submitted		List Price : Your Price
2		YALE CERTIFIED SAFE OFFICE	SYSEM/400/EG1	Submitted		List Price : Your Price
3		YALE CERTIFIED SAFE PROFESSIONAL	SYSEM/520/EG1	Submitted		List Price : Your Price
4		YALE CERTIFIED SAFE LAPTOP	SYLEM/200/EG1	Submitted		List Price : Your Price

Subtotal:

Tax:

Grand Total:

Order Information

Shipping Address	Shipping Method	Billing Address

From here the order can be reviewed but not edited. The Manager is able to add comments to the order prior to approving or rejecting.

If the Manager is not satisfied the order can be approved, they may reject the order by selecting Reject

The User who raised the order will receive an email notification of the Rejected Order
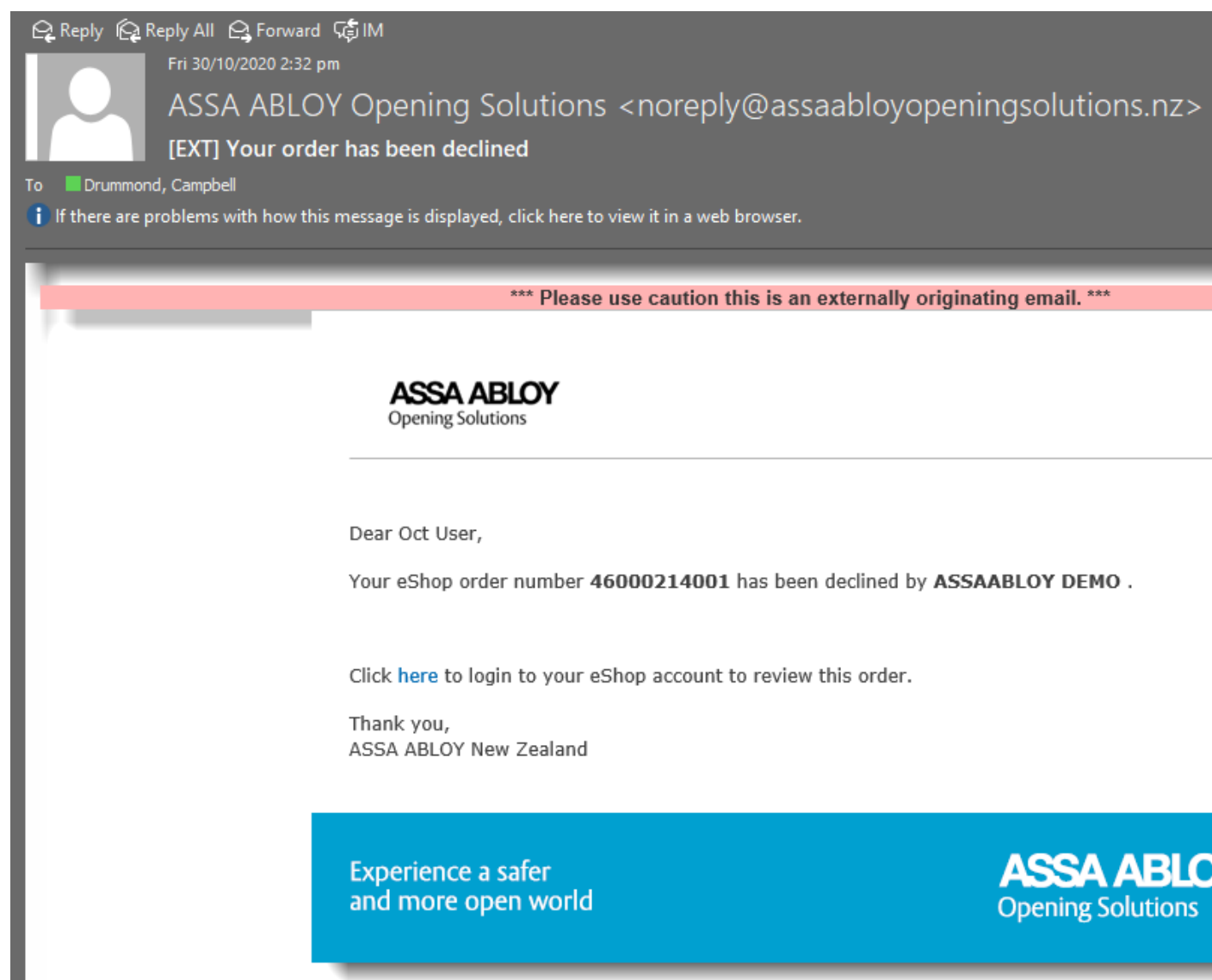
The Rejected Order can now be located directly within My Account - Order History, with the Status of Rejected and where additional header information is available.

This will be the name of the Manager who rejected the order and any Comments they may have added

Order Details REJECTED

Order Number: 46000214004
Order Date: 29/Oct/2020
Purchase Order:
Created By: Oct User
Manager: ▓▓▓▓▓_admin
Comments: This order is no longer required

Reorder

From here the order can be reviewed but not edited. The User can however choose to Reorder, following the normal Reorder process described above

Reorder

My Account - Company Profile

COMPANY PROFILE

The Company Profile is a view only form that displays some basic information about the Users ASSA ABLOY eShop account settings. Access from the Navigation ribbon Teams - Company Profile

Alternatively access from My Account - Company Profile

Under Account Information Users can see the their Account name and number

Company Profile

Account Information

ASSA ABOY SALES REP (ESHOP)
Account No.: ESHOP

Contacts

Company Administrator

ASSA ABLOY Administrator

Sales Representative

No rep required

Under Contacts Users can see the Company Administrator responsible for assisting Users reset passwords and maintaining the account.

Company Profile

Account Information

ASSA ABOY SALES REP (ESHOP)
Account No.: ESHOP

Contacts

Company Administrator

ASSA ABLOY Administrator

Sales Representative

No rep required

As well as the ASSA ABLOY Sales Representative assigned to them.

Company Profile

Account Information

ASSA ABOY SALES REP (ESHOP)
Account No.: ESHOP

Contacts

Company Administrator

ASSA ABLOY Administrator

Sales Representative

No rep required

To update any information on this form please contact your ASSA ABLOY sales team.

My Account - Company Structure

Tuesday, 6 October 2020
7:53 pm

COMPANY STRUCTURE

The Company Profile is a view only form that displays some basic information about the Users ASSA ABLOY eShop account settings. Access from the Navigation ribbon Teams - Company Profile

Alternatively access from My Account - Company Profile

My Account

Account Information

Address Book

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Orders to Approve

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Company Users

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Email Preferences

Newsletter Subscriptions

Here Users can see to whom they report within the Company Structure of the ASSA ABLOY eShop account. The Company Structures the user is assigned are based on the Roles they have been assigned.

Company Structure
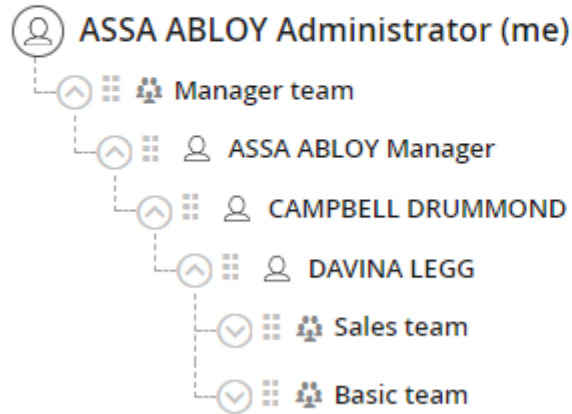
There are three teams available:

- **Manager**
- **Sales**
- **Basic**

The Company Structure is hierarchal with each User only able to see those beneath them within the structure, so Manager can see all Sales and Basic Users orders, whilst Sales can only see Basic Users orders. Company Structures cannot be arranged horizontally, only vertically.

To update the Company Structure please contact your ASSA ABLOY sales team

My Account - Company Users

COMPANY USERS

The Company Users displays some basic information about the Users account settings. Access from the Navigation ribbon Teams - Company Users

Alternatively access from My Account - Company Users

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This will open onto the User overview

ASSA ABLOY
Opening Solutions

Search entire store here...

Compare Proc

Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

My Account

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Email Preferences

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Company Users

Account No.: ESHOP
Company Name: ASSA ABOY SALES REP (ESHOP)

	Active	Inactive	Approval Pending
ID	Username	Name	Email

The User overview consists of four tabs, with customers assigned to one only tab each. Users within each tab will ne listed alphabetically based on the Name field. The tabs are:

Active

The list of all current Users who can access the ASSA ABLOY eShop.

Company Users

Account No.: FWA208
Company Name: FIRST MANUFACTURING LIMITED

| Active | Inactive | Approval Pending | All Users |

Users under this tab will all have the Status of Active

ID	Username	Name	Email	Phone No.	Role
					Sales

Inactive

The list of all Users who have been deactivated and now cannot access the ASSA ABLOY eShop.

Company Users

Account No.: ESHOP
Company Name: ASSA ABOY SALES REP (ESHOP)

| Active | Inactive | Approval Pending | All Users |

Users under this tab will all have the Status of Inactive

ID	Username	Name	Email	Phone No.	R
61623	eshop_alexia	ADAM LUXTON	adam.luxton@assaabloy.com		Sa

Approval Pending

The list of all Users who are awaiting access after requesting a login ID but whom cannot access the ASSA ABLOY eShop until approved.

Company Users

Account No.: ESHOP
Company Name: ASSA ABOY SALES REP (ESHOP)

Active	Inactive	Approval Pending	All Users

Users under this tab will all have the Status of Approval Pending

ID	Username	Name	Email	Phone No.	Role	
66725	eshop_test	Campbell Drummond	Campbell.drummond@assaabloy.com	0944031188	Sales	

All Users

The list of all Users regardless of their access to the ASSA ABLOY eShop. Users under this tab will be a mixture of all Statuses

Company Users

Account No.: ESHOP
Company Name: ASSA ABOY SALES REP (ESHOP)

Active	Inactive	Approval Pending	All Users

Beneath each tab will be displayed the list of corresponding Users

Company Users

Account No.: ESHOP
Company Name: ASSA ABOY SALES REP (ESHOP)

	Active		Inactive		Approval Pending		All Users

ID	Username	Name	Email	Phone No.	Role
61581					Sales
61707					Sales
61557					Sales
61692					Sales
61698					Sales

The User overview consists of 8 fields. These are:

ID

Each User will be assigned a numeric value automatically upon registration which will be used internally within the ASSA ABLOY eShop as the unique identifier of the User.

ID	Username	Name	Email	Phone No.	Role
61581	eshop_amysa	AMYLSH CWWMLI	AMYLSH.CWWMLI@ASSAABLOY.COM		Sales
61707	eshop_agnsha	AGNES ZHANG	AGNES.ZHANG@ASSAABLOY.COM		Manag
61557	eshop_aldew	ALLAN DE WAGT	alan.dewagt@assaabloy.com		Compa Admin
61692	eshop_andew	ANDREW WARD	Andrew.Ward@assaabloy.com		Sales

Username

The User's login ID as entered during registration will be displayed here

Name

The User's First Name and Last Name as entered during registration will be concatenated and displayed here

Email

The User's email address as entered during registration will be displayed here

Phone No.

The User's telephone number as entered during registration will be displayed here

Role

The Users Role, which will determine their access level, will be displayed here. At registration the User will be defaulted to the Basic Role and the Administrator can update this as required during Approval or at a latter juncture.

Status

The Status of the User will be displayed here. At registration the User will be defaulted to Pending Approval and the Administrator will amend this as required during Approval or at a latter juncture to Active or Inactive.

ID	Username	Name	Email	Phone No.	Role
61581	eshop_aaygya	AAYUSH CYWWALI	AAYUSH.CYWWALI@ASSAABLOY.COM		Sales
61707	eshop_agngha	AGNES ZHANG	AGNES.ZHANG@ASSAABLOY.COM		Manag
61557	eshop_aldew	ALLAN DE WAET	allan.dewagt@assaabloy.com		Compa Admin
61652	eshop_andwar	ANDREW WARD	Andrew.Ward@assaabloy.com		Sales

Actions

The Administrator can select the Action Edit to amend any of the above fields of a User as well as additional features only available once the User Details form opens.

Users can update their own data within limitations under My Account - Account Information, otherwise the Administrator is required to amend data. Please contact your ASSA ABLOY sales team

My Account - Company Users - User Details

USER DETAILS

To view a Company User's details, the account administrator will logon to the ASSA ABLOY eShop account. ASSAA ABLOY acts as the account administrator for all accounts and will receive an email notification to approve the buyer request. Locate the User under one of the Tabs of the Company Users overview

Company Users

Account No.: FWA208
Company Name: FIRST MANUFACTURING LIMITED

Active	Inactive	Approval Pending	All Users

To Open a User account select "Edit"

ID	Username	Name	Email	Phone No.	Role
	eshop_aa...	AAYUSH CHAWLA	AAYUSH.CHAWLA@ASSAABLOY.COM		Sales
	eshop_agnzha	AGNES ZHANG	AGNES.ZHANG@ASSAABLOY.COM		Manager
	eshop_al...	ALLAN DE WAET	alan.dewaet@assaabloy.com		Compan Administ
	eshop_andwar	ANDREW WARD	Andrew.Ward@assaabloy.com		Sales

EDIT USER FORM

The EDIT User form contains all the User details which an Administrator can update.

The form has the following fields:

- **USER NAME***

    This should follow the ASSA ABLOY format of using the customer account number, and the first three letters of the new users Christian and Surname. The User Name is not caps sensitive. So that for John Smith with the ASSA ABLOY account ACME123:

- **FIRST NAME***

    the new buyers Christian name

First Name*

Campbell

- **LAST NAME***

    the new buyers Surname

Last Name*

Drummond

- **EMAIL***

    The email address that the new buyer credentials, password resets and notifications will be sent to. It is preferred that buyers have individual email addresses as passwords and notifications will be sent to this email address, however shared email addresses can be entered.

Email*

Campbell.drummond@assaabloy.com

- **PHONE NO***

    This is to allow ASSA ABLOY customer services to contact the new buyer if additional information is required

Phone No.

094489188

- **ROLE**

    The Role determines the Users access rights within the ASSA ABLOY eShop and is only able to be edited by the Administrator. At registration this will default to Basic, providing view access but not ordering access.

Role

Basic ⌄

The three available Roles are:

Basic

This role can view items, including restricted items, and the specific customer account pricing. However whilst items can be added to a cart, and favourites made, Basic users cannot proceed to checkout.

Sales

This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Sales users can proceed to checkout. However Sales users can only see their own orders, not those placed by any other.

Manager

This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Manager users can proceed to checkout. Manager users can see their own orders, as well as those placed by any other.

(refer to the Company Structure)

Role

Sales ⌄

| Sales |
| Basic |
| Manager |

- **STATUS***

The Status of the User determines of they can access the ASSA ABLOY eShop. At registration the Status is set to Approval Pending and access is not possible. Only once the Status is set to Active can the User access the ASSA ABLOY eShop. Users set to Inactive will be denied access to the ASSA ABLOY eShop

Status*

⌄

There are also two check boxes available:

- **ORDER APPROVAL LIMIT**

  By checking the "Order Approval Limit" box, a new field will open, the "Order Approval Limit Amount". Left unchecked the User will not have any limit on the total value of an order they can place.

  Check the Order Approval Limit and enter here a dollar value over which any single orders placed by this users will be forward to the Company User assigned the Manager role for approval. Only once the Manager has approved the order will it be sent to ASSA ABLOY for processing.

- **SIGN UP FOR GENERAL AND PROMOTIONAL COMMUNICATIONS**

  Check this box to accept marketing material emailed to the buyers registered email address. Marketing material will not be sent to any user unless this box is checked

Once all the selections required have been made, select "Save" to complete the action or Cancel to exit without saving.

Save **Cancel**

A success message will be displayed

✓ The user was successfully updated.

My Account - Company Users - Creating Users

CREATING NEW USERS

This follows a similar process to that described above, with the exception that the user is created directly within ASSA ABLOY eshop without the need of the registration form. From the Company Users overview select "Add New User"

Add New User
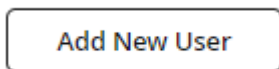
The Add User form will open

- **Username**

  This is the logion ID the User will access the ASSA ABLOY eShop through. Once created, the username can never be changed and an email address can only be amended by that user profile when they login.

The username is required to conform to a specific format:

- **The customers ASSA ABLOY ERP account number**

- **The underscore (_) symbol**
- **The first three letters of the users Christian name**
- **The first three letters of the users Surname**

So if the user's name is john smith and the ASSA ABLOY ERP account number is abc123 the ASSA ABLOY eShop user profile username will be:

Abc123_johsmi

The username is permanently linked to the account profile it is created under. If the user moves to another ASSA ABLOY eShop account profile a new user profile for that account will need to be created as described above.

If the user name has already been applied, an error message will be displayed

Username*

sales_test4

Entered Username already exists. Please enter unique value.

- **FIRST NAME***
  the new buyers Christian name

First Name*

Campbell

- **LAST NAME***
  the new buyers Surname

Last Name*

Drummond

- **EMAIL***
  The email address that the new buyer credentials, password resets and notifications will be sent to. It is preferred that buyers have individual email addresses as passwords and notifications will be sent to this email address, however shared email addresses can be entered.

Email*

Campbell.drummond@assaabloy.com

- **PHONE NO***

    This is to allow ASSA ABLOY customer services to contact the new buyer if additional information is required

    Phone No.

    094489188

- **ROLE**

    The Role determines the Users access rights within the ASSA ABLOY eShop and is only able to be edited by the Administrator. At registration this will default to Basic, providing view access but not ordering access.

    Role

    Basic

    The three available Roles are:

    Basic

    > This role can view items, including restricted items, and the specific customer account pricing. However whilst items can be added to a cart, and favourites made, Basic users cannot proceed to checkout.

    Sales

    > This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Sales users can proceed to checkout. However Sales users can only see their own orders, not those placed by any other.

    Manager

    > This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Manager users can proceed to checkout. Manager users can see their own orders, as well as those placed by any other.

    > (refer to the Company Structure)

- **STATUS***

  The Status of the User determines of they can access the ASSA ABLOY eShop. At registration the Status is set to Approval Pending and access is not possible. Only once the Status is set to Active can the User access the ASSA ABLOY eShop. Users set to Inactive will be denied access to the ASSA ABLOY eShop

There are also two check boxes available:

- **ORDER APPROVAL LIMIT**

  By checking the "Order Approval Limit" box, a new field will open, the "Order Approval Limit Amount". Left unchecked the User will not have any limit on the total value of an order they can place.

  Check the Order Approval Limit and enter here a dollar value over which any single orders placed by this users will be forward to the Company User assigned the Manager role for approval. Only once the Manager has approved the order will it be sent to ASSA ABLOY for processing.

- **SIGN UP FOR GENERAL AND PROMOTIONAL COMMUNICATIONS**

  Check this box to accept marketing material emailed to the buyers registered email address. Marketing material will not be sent to any user unless this box is checked

To opt in for Newsletter Subscription s check the box Yes

To opt out for Newsletter Subscription s uncheck the box No

Once all the selections required have been made, select "Save" to complete the action or Cancel to exit without saving.

Upon creation of the user profile, a success message will be displayed.

ASSA ABLOY
Opening Solutions

Search entire store here...

Compare

Home   Products ⌄   Orders ⌄   Teams ⌄   More ⌄

✓ The user was successfully created.

And the user will receive an email notifying them that they have been assigned

From the URL users can follow the "Forgot Password" steps.
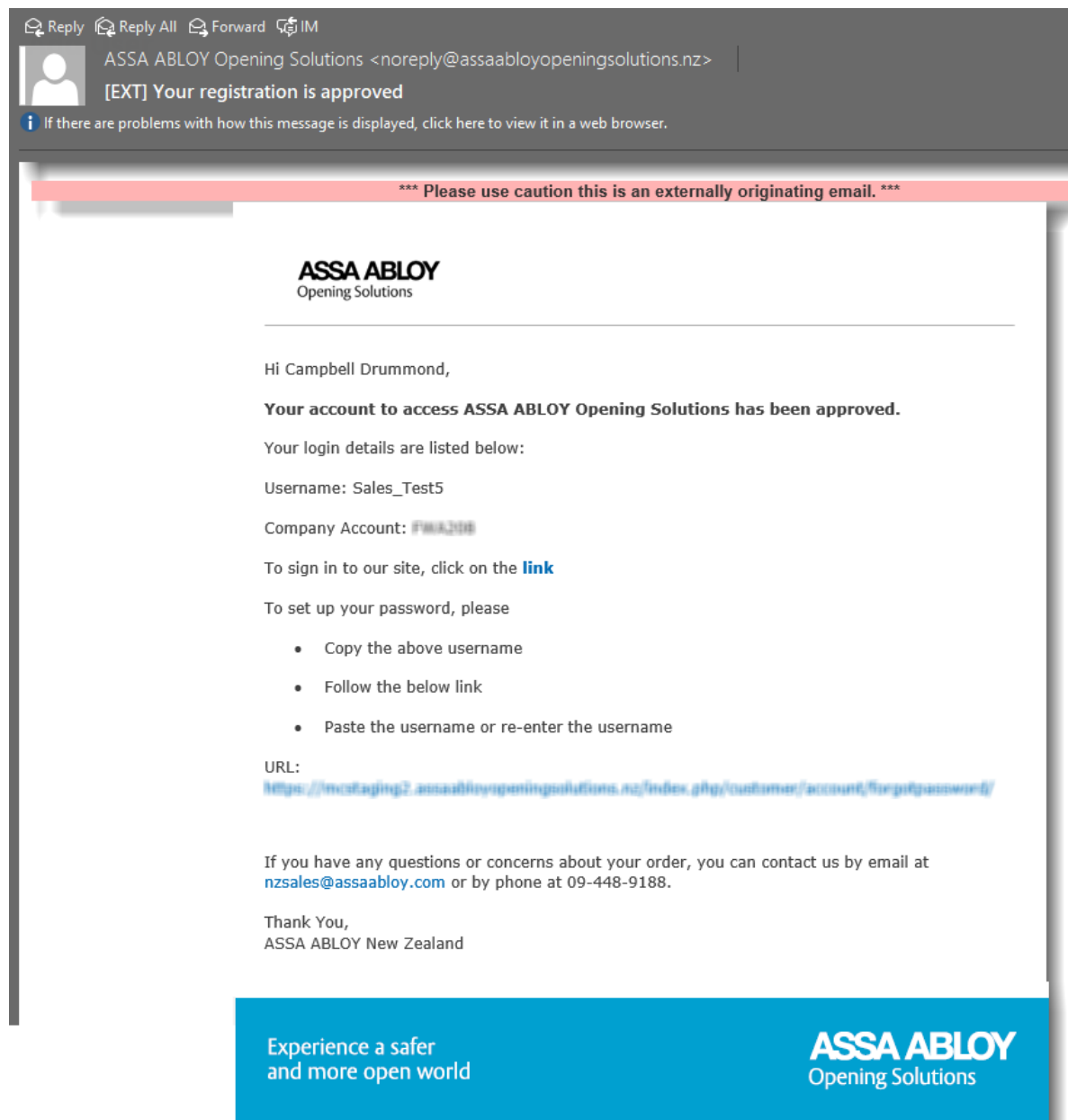
My Account - Company Users - Approving and Rejecting Users

APPROVING AND REJECTING USERS

Once a User has submitted a registration, the Administrator will login to the ASSA ABLOY eShop account to either approve or reject the registration. ASSAA ABLOY acts as the account administrator for all accounts and will receive an email notification to approve the User registration. Approvals will be confirmed with the ASSA ABLOY Sales Representative within 24 hours generally however for urgent action please contact the ASSA ABLOY sales team directly.

The Users awaiting approval or rejection of their registration will be located under the Approval Pending Tab or the All Users Tab of the Company Users overview.

Company Users

Account No.: ESHOP
Company Name: ASSA ABOY SALES REP (ESHOP)

Active	Inactive	Approval Pending	All Users

To Open a User account select "Edit"

ID	Username	Name	Email	Phone No.	Role
		AARUSH CHAWLA	AARUSH.CHAWLA@ASSAABLOY.COM		Sales
		AGNES ZHANG	AGNES.ZHANG@ASSAABLOY.COM		Manager
		ALLAN DE WAET	allan.dewaet@assaabloy.com		Company Administ
		ANDREW WARD	Andrew.Ward@assaabloy.com		Sales

To approve or reject the registration, change the Status of a User profile locate the field Status, the current status can be seen as blank within the form, but Approval Pending in the Company User overview.

- **ROLE**

  The Role determines the Users access rights within the ASSA ABLOY eShop and is only able to be edited by the Administrator. At registration this will default to Basic, providing view access but not ordering access.

  The three available Roles are:

Basic

This role can view items, including restricted items, and the specific customer account pricing. However whilst items can be added to a cart, and favourites made, Basic users cannot proceed to checkout.

Sales

This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Sales users can proceed to checkout. However Sales users can only see their own orders, not those placed by any other.

Manager

This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Manager users can proceed to checkout. Manager users can see their own orders, as well as those placed by any other.

(refer to the Company Structure)

- **STATUS***

The Status of the User determines of they can access the ASSA ABLOY eShop. At registration the Status is set to Approval Pending and access is not possible. Only once the Status is set to Active can the User access the ASSA ABLOY eShop. Users set to Inactive will be denied access to the ASSA ABLOY eShop

There are also two check boxes available:

- **ORDER APPROVAL LIMIT**

    By checking the "Order Approval Limit" box, a new field will open, the "Order Approval Limit Amount". Left unchecked the User will not have any limit on the total value of an order they can place.

    ☐ Order approval limit ⓘ

    Check the Order Approval Limit and enter here a dollar value over which any single orders placed by this users will be forward to the Company User assigned the Manager role for approval. Only once the Manager has approved the order will it be sent to ASSA ABLOY for processing.

    ☑ Order approval limit ⓘ

    Order approval limit amount
    _____

- **SIGN UP FOR GENERAL AND PROMOTIONAL COMMUNICATIONS**

    Check this box to accept marketing material emailed to the buyers registered email address. Marketing material will not be sent to any user unless this box is checked

    ☑ Sign Up for general and promotional communications

Once all the selections required have been made, select "Save" to complete the action or Cancel to exit without saving.

Save   Cancel

This action approves the User and in effect enables the User in the ASSA ABLOY eShop. The User will receive an email notification and will now be able to login to the website. The User will be moved from the Pending Approval tab into the Active Tab
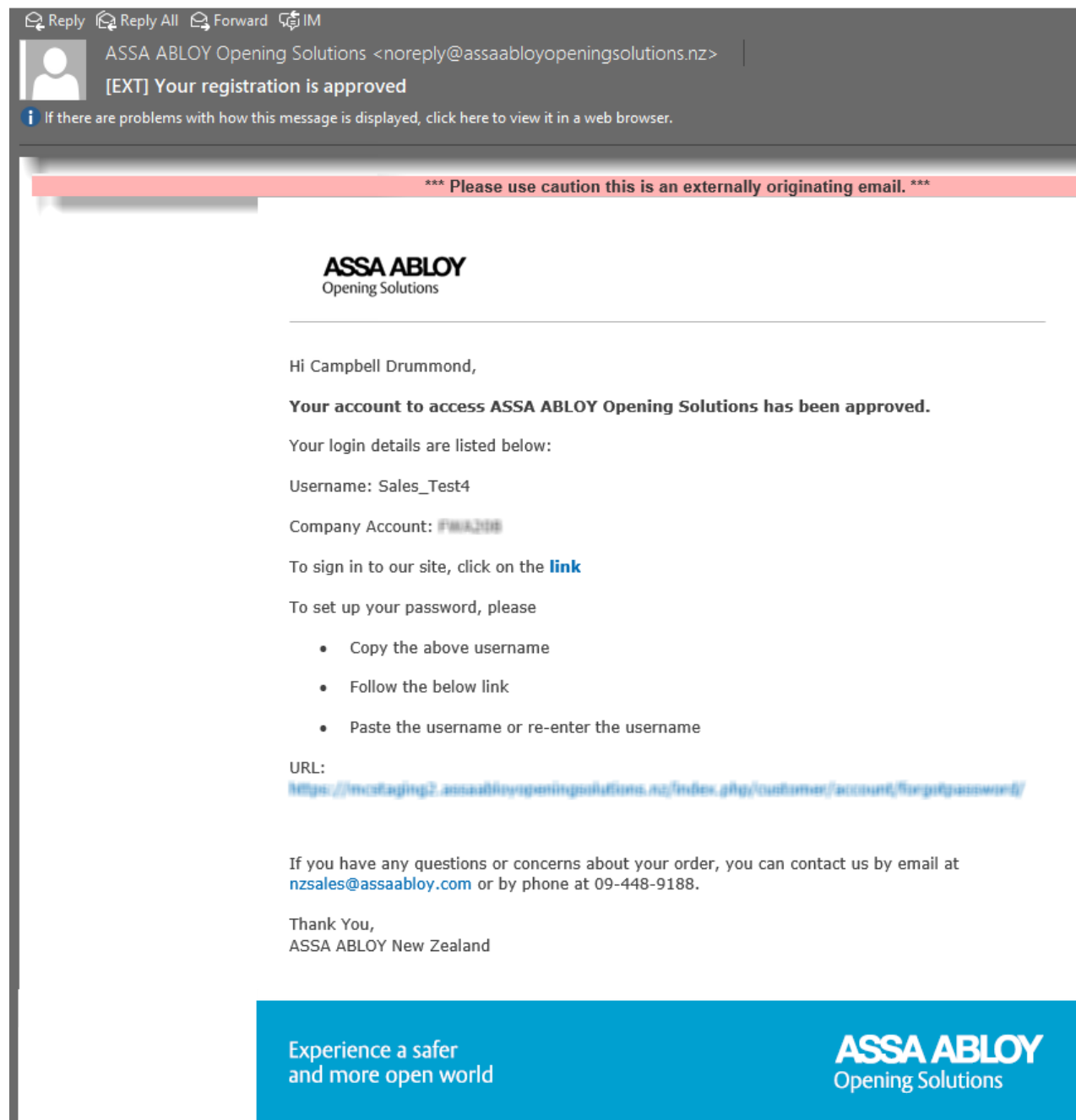
My Account - Company Users - Activating/Deactivating Users

ACTIVATING/DEACTIVAING USERS

When a User access needs to be withheld or withdrawn, the Administrator can Edit the User profile to be activate or deactivate as required. Locate the User under one of the Tabs of the Company Users overview

To Open a User account select "Edit"

To change the Status of a User profile locate the field Status, the current status can be seen.

Edit User

Username*

Sales_Test4

First Name*

Campbell

Last Name*

Drummond

Email*

Campbell.drummond@assaabloy.com

Phone No.

094489188

Role

Basic ⌄

Status* ⌄

☐ Order approval limit ⓘ

☑ Sign Up for general and promotional communications

Cancel   **Save**

From the drop down list of available Statuses select the required Status for the User

Status*

Active ⌄

Active

Inactive

The Status of the User determines of they can access the ASSA ABLOY eShop. At registration the Status is set to Approval Pending and access is not possible. Only once the Status is set to Active can the User access the ASSA ABLOY eShop. Users set to Inactive will be denied access to the ASSA ABLOY eShop

Once all the selections required have been made, select "Save" to complete the action or Cancel to exit without saving.

A success message will be displayed

The user was successfully updated.
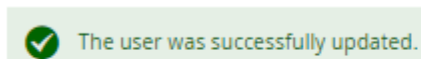
My Account - Roles and Permissions

ROLES AND PERMISSIONS

The Roles and Permissions is a view only form that displays some basic information about the Roles and Permissions available to ASSA ABLOY eShop Users. Access from My Account - Roles and Permissions

My Account

Account Information

Address Book

Order History

Favourites

Saved Carts

Orders to Approve

Company Profile

Company Structure

Company Users

Roles and Permissions

Engraving List

Restricted Profile

Email Preferences

Newsletter Subscriptions

This will open onto the Roles and Permissions overview

Roles and Permissions

ID	Role	Users	Actions
10203	Basic	1	
10206	Manager	7	
10200	Sales	61	

Users will be able to view the available roles.

Roles and Permissions

ID	Role	Users	Actions
10203	Basic	1	
10206	Manager	7	
10200	Sales	61	

These are:

Basic

This role can view items, including restricted items, and the specific customer account pricing. However whilst items can be added to a cart, and favourites made, Basic users cannot proceed to checkout.

Sales

This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Sales users can proceed to checkout. However Sales users can only see their own orders, not those placed by any other.

Manager

This role can view items, including restricted items, and the specific customer account pricing. Items can be added to a cart, and favourites made, Manager users can proceed to checkout. Manager users can see their own orders, as well as those placed by any other.

(refer to the Company Structure and Company Users)

And they will be able to view how many Users within the Company are assigned to each Role

Roles and Permissions

ID	Role	Users	Actions
10203	Basic	1	
10206	Manager	7	
10200	Sales	61	

To update any information on this form please contact your ASSA ABLOY sales team.

My Account - Engraving Register

ENGRAVING

Here Users can view their ASSA ABLOY engraving numbers for use when placing orders. Users can search for their specific data which ca be either copied into the cart or used to search for products. Access from My Account - Engraving List

My Account

Account Information

Address Book

Order History

Favourites

Saved Carts

Orders to Approve

Company Profile

Company Structure

Company Users

Roles and Permissions

Engraving List

Restricted Profile

Email Preferences

Newsletter Subscriptions

The Engraving List provides a complete list of all the accounts Engravings by ASSA ABLOY, allowing the user to browse the list and select the correct Engraving ID to be used within an order.

Engraving List

Engraving ID	Engraving Name	Engraving Type	Status	Image
M0500		MC570 Oval Cylinders	Waiting Approval	
P0169		Padlocks	Approved	
P0504		Padlocks	New	
S0501		17SC Cylinder	Waiting Approval	
S0502		17SC Cylinder	New	

The Engraving List consists of the following fields:

- **Engraving ID**

  The unique identifier of each engraving held, and used within the Specification field of an order

Engraving List

Engraving ID	Engraving Name	Engraving Type	Status
M0500		MC570 Oval Cylinders	Waiting Approval
P0169		Padlocks	Approved
P0504		Padlocks	New
S0501		17SC Cylinder	Waiting Approval
S0502		17SC Cylinder	New

- **Engraving Name**

  The identifying name of the Engraving ID

Engraving List

Engraving ID	Engraving Name	Engraving Type	Status
M0500		MC570 Oval Cylinders	Waiting Approval
P0169		Padlocks	Approved
P0504		Padlocks	New
S0501		17SC Cylinder	Waiting Approval
S0502		17SC Cylinder	New

- **Engraving Type**

    The item type the engraving has been physically designed for and therefore fits

Engraving List

Engraving ID	Engraving Name	Engraving Type	Status
M0500		MC570 Oval Cylinders	Waiting Approval
P0169		Padlocks	Approved
P0504		Padlocks	New
S0501		17SC Cylinder	Waiting Approval
S0502		17SC Cylinder	New

- **Status**

    This notes the current Status of the Engraving ID, and whether or not it is currently available for selection

Engraving List

Engraving ID	Engraving Name	Engraving Type	Status
M0500		MC570 Oval Cylinders	Waiting Approval
P0169		Padlocks	Approved
P0504		Padlocks	New
S0501		17SC Cylinder	Waiting Approval
S0502		17SC Cylinder	New

- **Image**

  Where possible a hyperlink to an image will be supplied to aid users in selecting the correct Engraving ID

Engraving List

Engraving ID	Engraving Name	Engraving Type	Status
M0500		MC570 Oval Cylinders	Waiting Approval
P0169		Padlocks	Approved
P0504		Padlocks	New
S0501		17SC Cylinder	Waiting Approval
S0502		17SC Cylinder	New

To update any information on this form please contact your ASSA ABLOY sales team.

My Account - Restriction Profile

RESTRICTED PROFILE

Here Users can view their ASSA ABLOY Restricted Profiles for use when placing orders. Users can search for their specific data which ca be either copied into the cart or used to search for products. Access from My Account - Restricted Profile

The Restricted Profile table provides a complete list of all the accounts Restricted Profiles by ASSA ABLOY, allowing the user to browse the list and select the correct Restricted Profile to be used within an order.

Restricted Profile

Profile ID	Profile Name	Status
B26	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
G6	LOCKWOOD GENERATION 6	Live
NA77KK	ABLOY PROTEC	Live
TA77FF	ABLOY PROTEC2	Live

The Engraving List consists of the following fields:

- **Profile ID**

  The unique identifier of each restricted profile held, and used match the correct SKU with the same profile

Restricted Profile

Profile ID	Profile Name	Status
B26	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
G6	LOCKWOOD GENERATION 6	Live
NA77KK	ABLOY PROTEC	Live
TA77FF	ABLOY PROTEC2	Live

- **Profile Name**

  The identifying name of the Profile ID

Restricted Profile

Profile ID	Profile Name	Status
B26	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
G6	LOCKWOOD GENERATION 6	Live
NA77KK	ABLOY PROTEC	Live
TA77FF	ABLOY PROTEC2	Live

- **Status**

    This notes the current Status of the Profile ID, and whether or not it is currently available for selection

Restricted Profile

Profile ID	Profile Name	Status
B26	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
B35	LOCKWOOD GENERATION 6	Live
G6	LOCKWOOD GENERATION 6	Live
NA77KK	ABLOY PROTEC	Live
TA77FF	ABLOY PROTEC2	Live

To update any information on this form please contact your ASSA ABLOY sales team.

My Account - Email Preferences

EMAIL PREFERENCES

The user can amend their email preferences under the Account Information section by selecting "Here" to open the Email Preferences form

Alternatively they can be accessed from My Account - Email Preferences

Users check the boxes of the notification type to receive an email, unchecking those for which they do not wish to receive an email for

Unselected

Selected

Once all the required changes have been made, select "Save" to set the preferences

My Account - Newsletter Subscriptions

NEWSLETTER SUBSCRIPTIONS

ASSA ABLOY will periodically send updates about products, events and promotions to customers via the ASSA ABLOY eShop. Newsletters will only be sent to those Users who have registered their interest. Access from My Account - Newsletter Subscriptions.

This will open the Newsletter Subscription form. Currently there is only one option, General and Promotional Communications, however in the future additional Newsletter Subscriptions may be available for Users to opt in or out of.

To opt in for Newsletter Subscription s check the box Yes

To opt out for Newsletter Subscription s uncheck the box No

Once all the required changes have been made, select "Save" to set the preferences

This correlates to the check box on the User registration form to accept marketing material emailed to the buyers registered email address. Marketing material will not be sent to any user unless this box is checked