WEBSHOP INSTRUCTIONS

Our online webshop has the latest, most up-to-date products, codes, prices & resources.

To Get a Customer Login
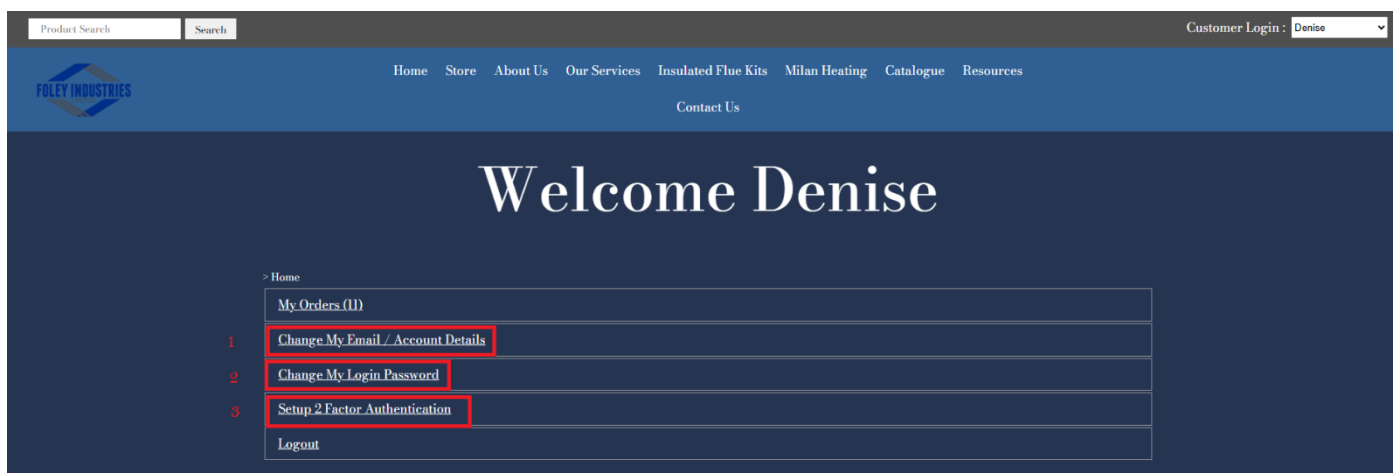
- If you do not have a customer login, please email info@foleyind.co.nz to request this to be set up for you

How to Login

- To login, go to our website www.foleyind.co.nz, enter your email address & password on the top right of the screen & press "login"

- You will then come to a Welcome page.

1. Check your account details
2. Change your password from the default password
3. Setup 2 Factor Authentication

To Search and Order items
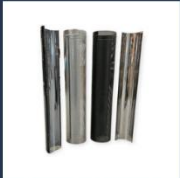
- Type in the top Left the item you are after & press search, *or*
- Go to "Store" to see all our products
  Scroll through the categories to find all the components you need for your job.

- Click on the item you are after & then click "add to order"
- In the Pop-up screen, select the size & quantity
- Select shipping destination (either Freight to be calculated *or*, click & collect)
- Either continue shopping or checkout if finished

- At checkout if you have selected "click & collect"
  - Make sure your customer details are correct – Name, email, Phone, Company
  - Select your preferred collection date if applicable
  - Enter Purchase Order number
  - If you have any additional comments such as colour, instructions, extra detail, manufacturing notes etc this can be added here.
  - Read & tick our T&C's
  - Submit order

- At checkout if you have selected "Freight"
  - Make sure your customer details are correct – Name, email, Phone, Company
  - Check your delivery address is correct *or,* click "change shipping address" and enter details
  - Enter Purchase Order number
  - If you have any additional comments such as colour, instructions, extra detail, manufacturing notes etc this can be added here.
  - Read & tick our T&C's
  - Submit order

- You will receive a Confirmation email
- Freight is advised after the order is received by us and calculated, advised in an order acknowledging email.