

maXisafe®



WEBSITE GUIDE

www.maxisafe.com.au

 ORDERING ONLINE

NEW

MAXISAFE WEBSITE



Maxisafe is a global leader in personal protection solutions, designing, developing and manufacturing a wide range of hand, arm, head and hearing solutions, respiratory and clothing. With our global sourcing power and local market knowledge, our proactive approach to research, development and technology enables us to produce innovative, world leading safety products of the highest quality - protecting the workers of today.

Along with our unique product range, our No.1 priority at Techware is customer service and for almost 20 years, Techware has been committed to strengthening the inner core of your business, adding goodwill and increasing your sales in order to facilitate smooth and sustainable growth. We are dedicated to empowering our distributors with the tools, products and knowledge they require to succeed in business.

The latest addition to this arsenal of tools is our brand new website, giving you the online shopping experience and direct access to the products, details and pricing to allow you to quickly and easily order all your safety products online, any time, anywhere.

Register online today via your mobile, tablet or desktop browser to take advantage of an easier, more efficient, personalised ordering process for your business and experience some of our key new features:

- Create your own shopping basket and checklists
- Online pricing breaks across all ranges
- Save favourite products for future orders
- Upload purchase orders via .txt files
- Access to product spec sheets, image library and MSDS
- Allocate multiple staff logins
- Access to your own pricing levels 24/7
- Access to the **DOWNLOAD CENTRE** with product images, web banners and more!

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INITIAL ONLINE ACCOUNT SETUP

1

Browse to www.maxisafe.com.au and click **DEALER LOGIN** at the top right hand of the page

2

Next, click **Create an account** to register for your online account

3

Enter your personal and company details into the online form

4

Finally click **Register** to send your registration request to us to confirm. You should receive confirmation the same day as your request.

GETTING STARTED

Once you've received your confirmation email from us, browse to www.maxisafe.com.au and click **DEALER LOGIN** at the top right hand of the page to your Online Dealer Account.

- **FORGOTTEN YOUR PASSWORD?** Click **Forgot password** to reset your password
- **WEBSITE ACCOUNT ACCESS** – We have two levels of access for you and your team. This allows you to assign different levels of functionality to your team members.

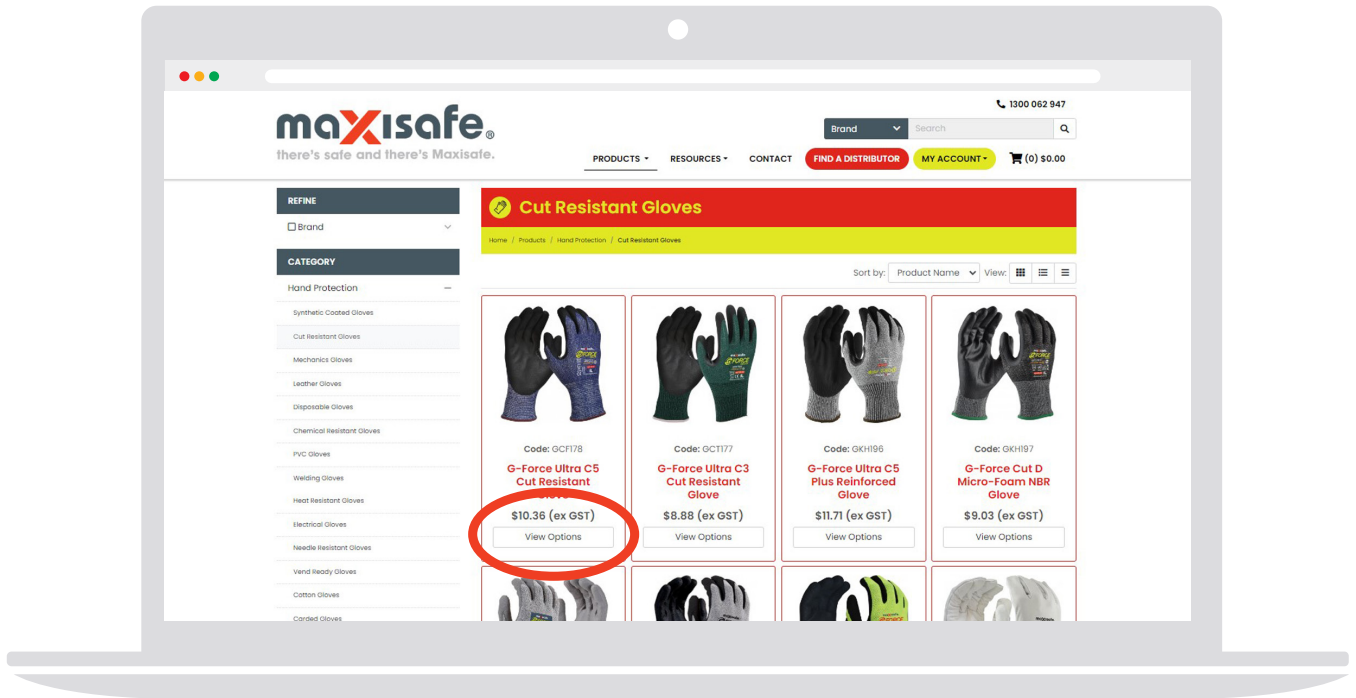
ADMINISTRATOR - can place orders and edit account details (manage users, manage addresses etc.)

STANDARD - can view products, pricing, place orders etc.

FEATURE	ADMINISTRATOR	STANDARD
View Products	✓	✓
View Product Pricing	✓	✓
Download Documentation	✓	✓
Place Orders	✓	✓
View Account Details	✓	✓
Change Password	✓	✓
View Previous Orders	✓	✓
Manage Users	✓	—
Export & Import Shopping Cart	✓	✓
Access Favourites & Saved Carts	✓	✓
Create Delivery Addresses	✓	—
View Previous Invoices	✓	—

SHOPPING ONLINE!

PRICING



QUANTITY BREAKS & AVAILABILITY

Print Share

Product Code	Size	Price (ex GST)	Add to Cart
GCF178-06	XSmall	\$10.36 In Stock Multiple: 12	0
GCF178-07	Small	\$10.36 In Stock Multiple: 12	0

ORDERING ONLINE

PRODUCT SEARCH

There are several ways to searching our extensive range for a product depending on the information you have to hand.

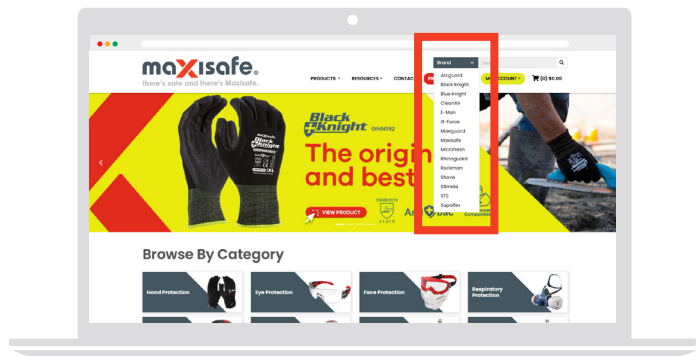
Use the Search Bar

Enter your product into the search bar.



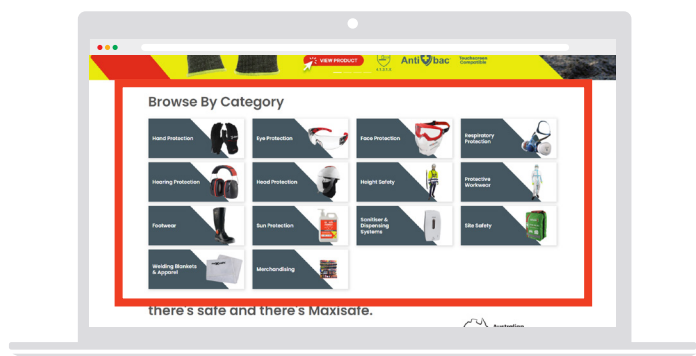
By Brand

Hover your cursor over the brand function and select from the dropdown list.



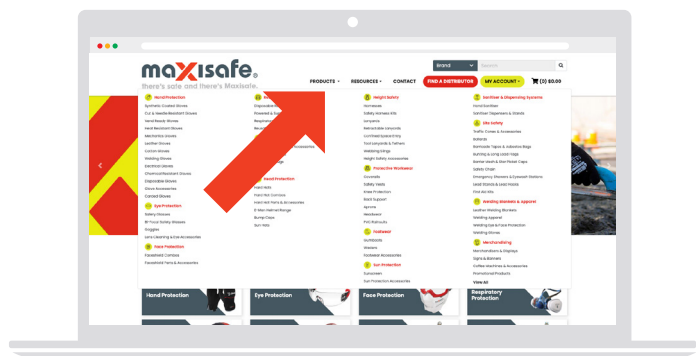
By Category

Scroll down and select from our main product categories.



Use the Main Menu

Hover your cursor over 'Products' and select from the main drop down mega menu.

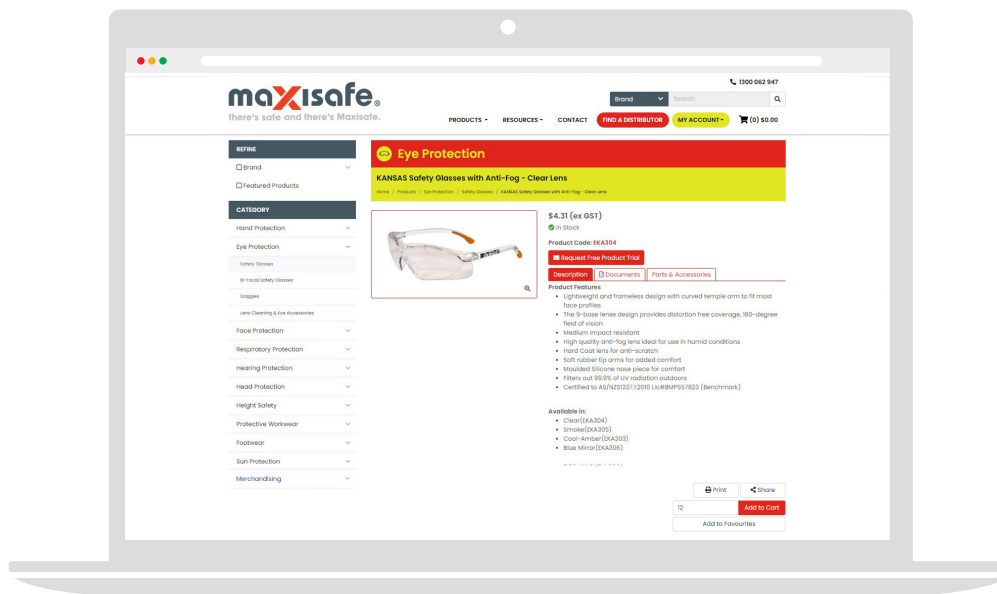


ORDERING ONLINE

ADDING TO CART

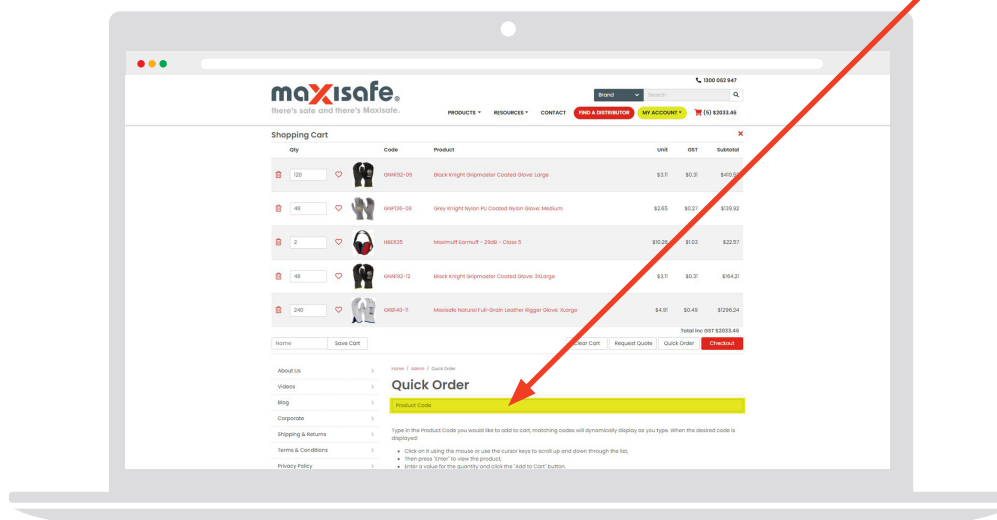
ADD ITEMS TO CART as you browse, search and select products by entering your required quantity and clicking 'Add to Cart'.

VIEW CART by clicking on the cart icon in the top right corner of your screen.



SHOPPING CART

You can review and adjust your order in this screen, click 'Save Cart' to save as a Template for future orders or to hold the order for approval. Update quantities, remove item or use the **Quick Order** entry to add more items quickly.

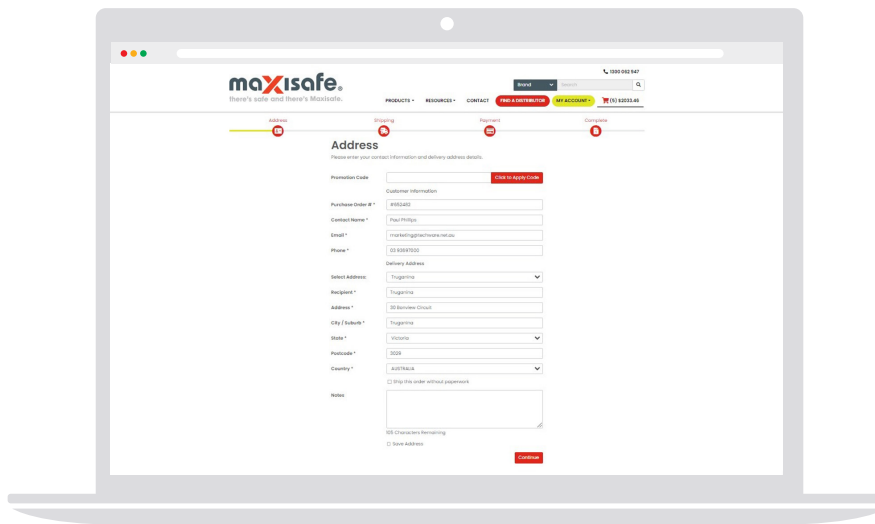


ORDERING ONLINE

CHECKOUT – STEP 1

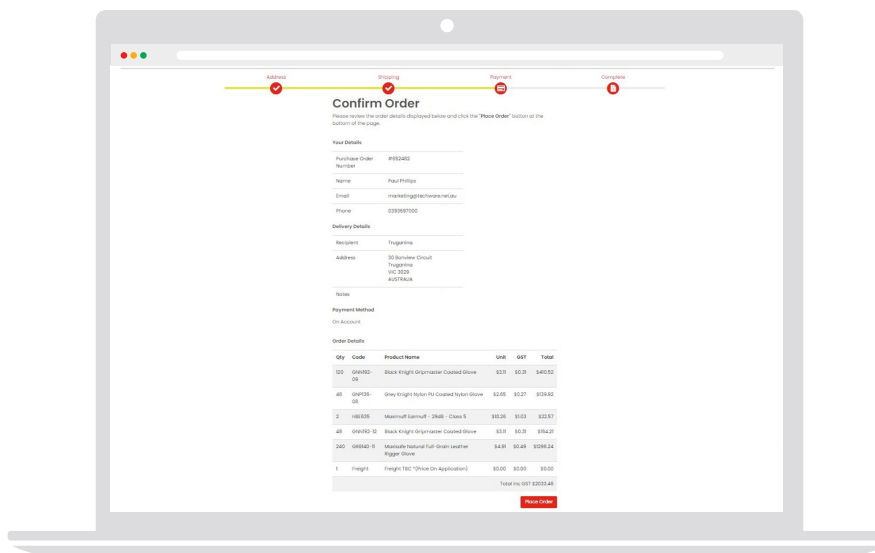
Access **PROMO CODES** to our SPECIAL OFFERS when advertised. It's the first field to be completed. Enter the code then click the **'Apply Code'** button.

CONFIRM DELIVERY DETAILS. Enter your Reference or Order Number, confirm or update delivery address details and any special delivery requirements or comments in the 'Notes' field. Check the **'Save Address'** box if you've entered a new delivery address for future orders, then click the red **Continue** button.



CHECKOUT – STEP 2

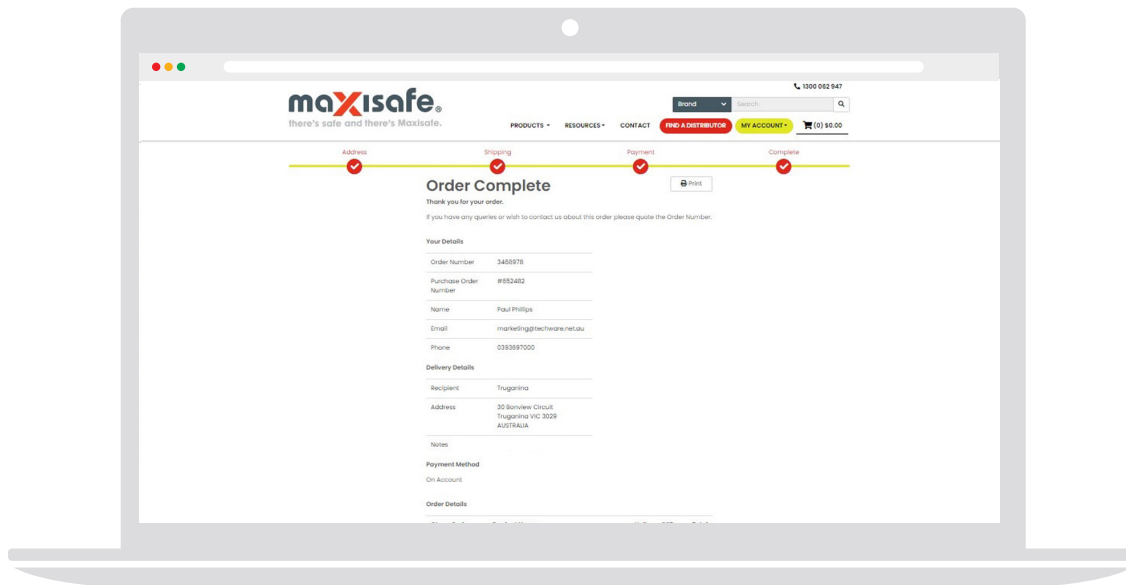
CONFIRM all details are correct and click the red **'Place Order'** button so your order can be processed and charged to your account.



ORDERING ONLINE

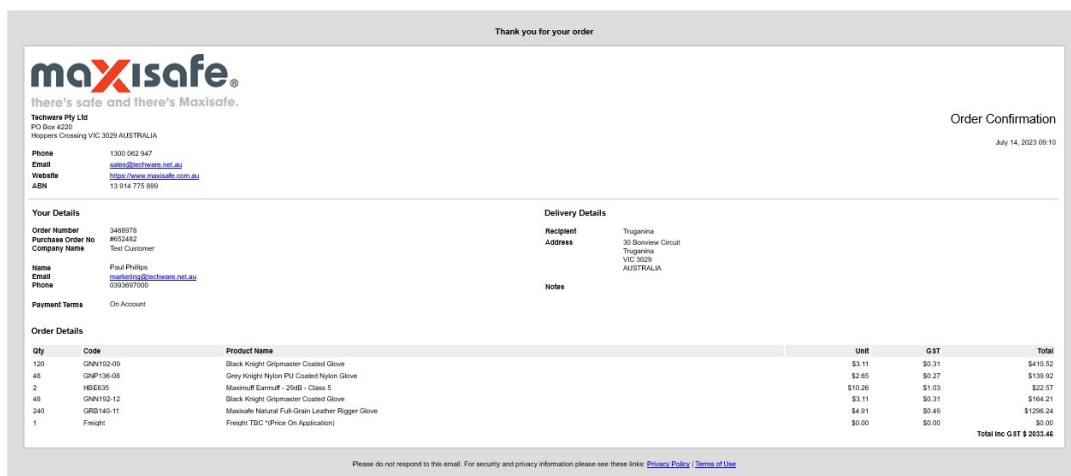
CHECKOUT – STEP 3

ORDER COMPLETE confirms your order has been placed successfully and allows you to print to pdf or hard copy.



CHECKOUT – EMAIL

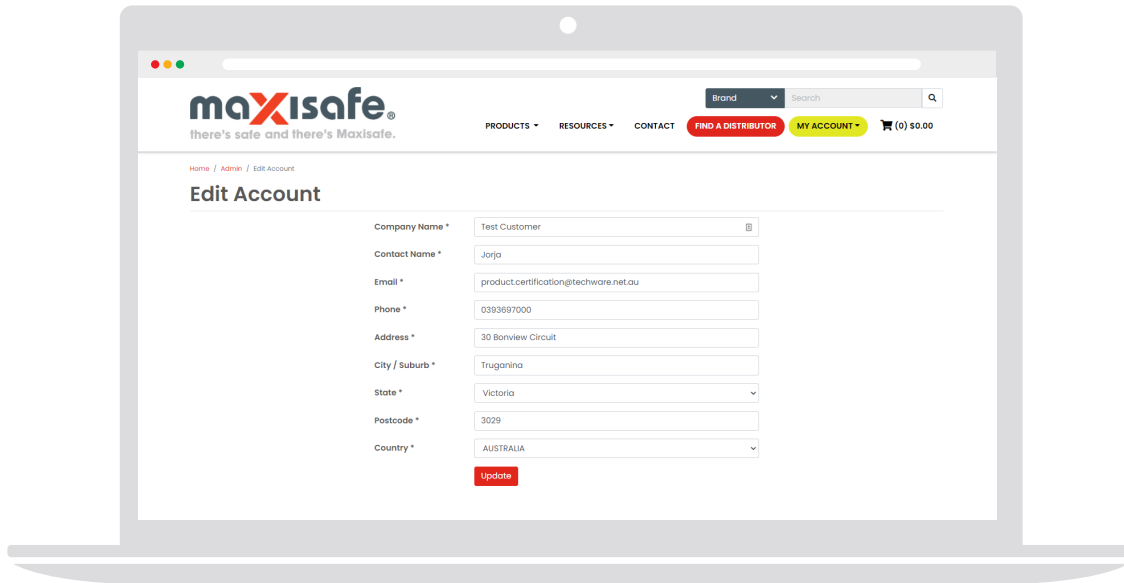
ORDER CONFIRMATION EMAIL confirms your order number and details for future reference.



MY ACCOUNT

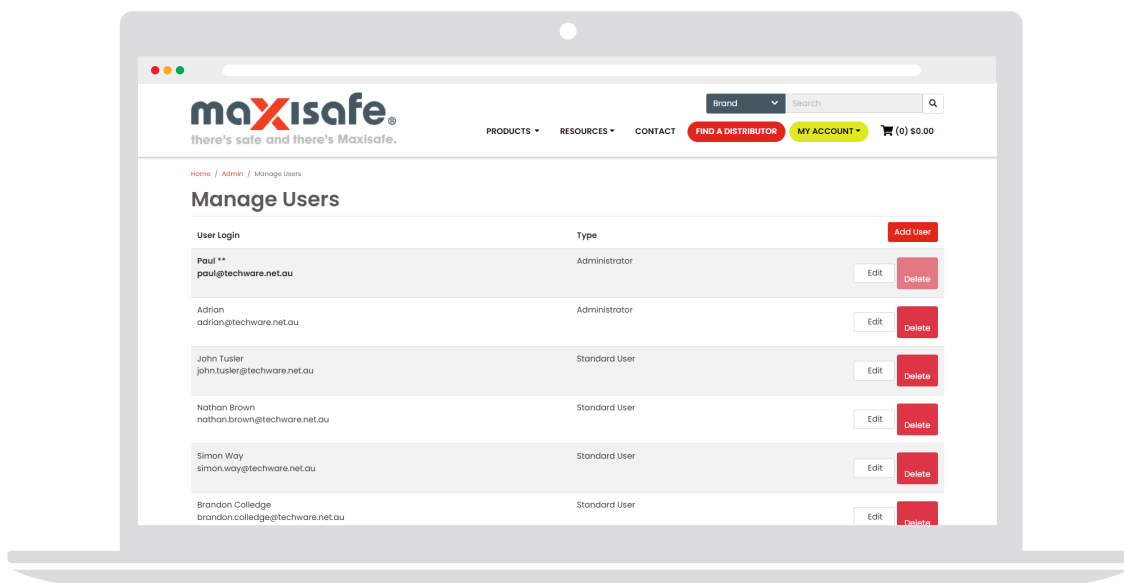
MY PROFILE

EDIT YOUR ACCOUNT & USER DETAILS via the 'My ACCOUNT' dropdown menu.



MY USERS

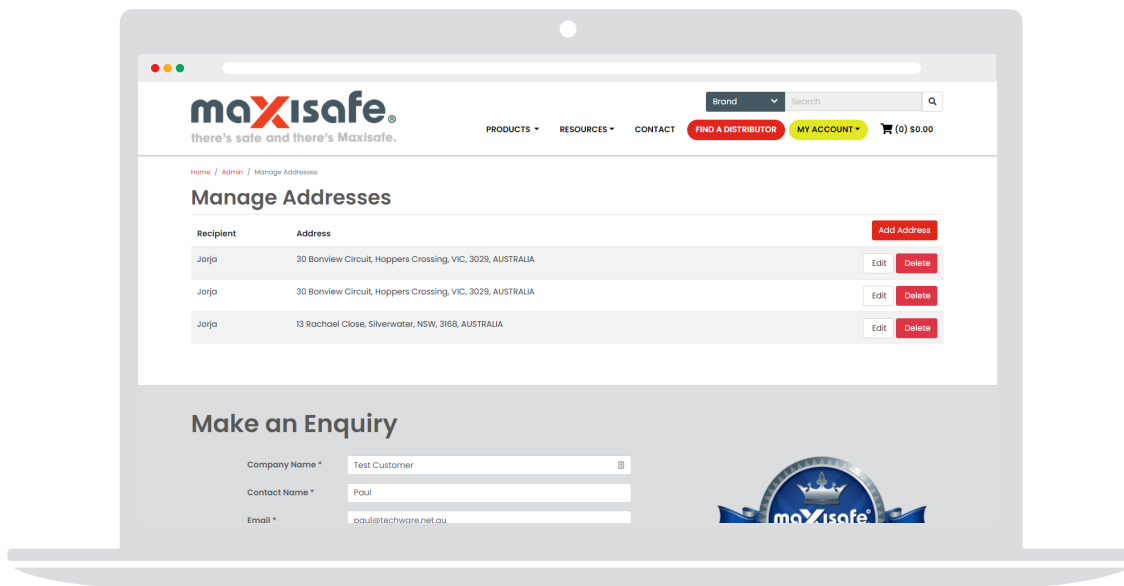
Administrators can **ADD, DELETE & EDIT USERS** by selecting 'Manage Users' from the 'My ACCOUNT' dropdown menu.



MY ACCOUNT

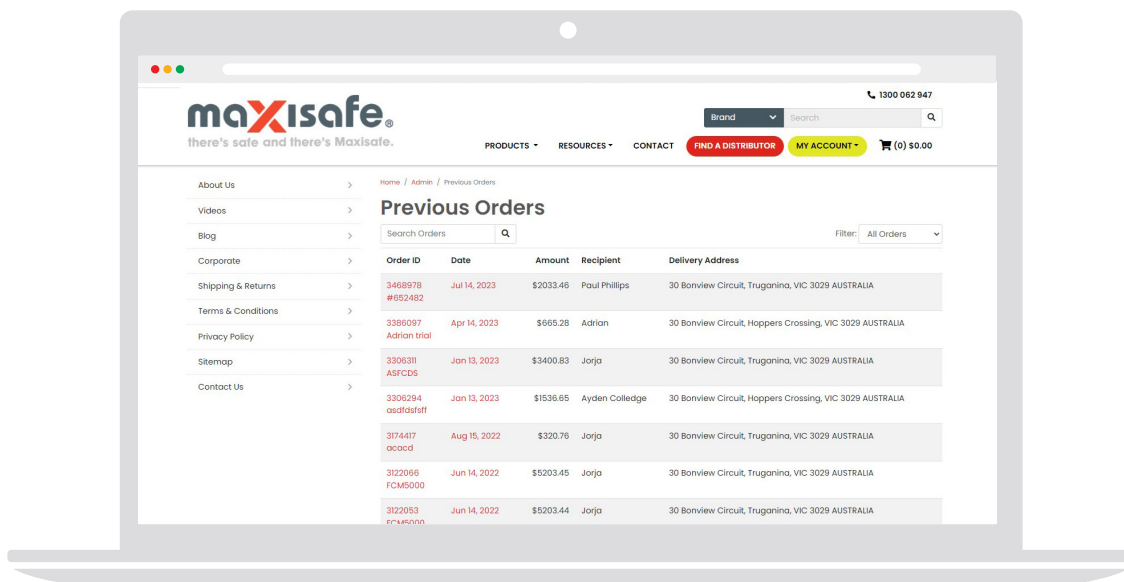
MY DELIVERY ADDRESSES

Administrators can **ADD, DELETE & EDIT DELIVERY ADDRESSES** by selecting 'Manage Addresses' from the 'My ACCOUNT' dropdown menu.



MY ORDERS

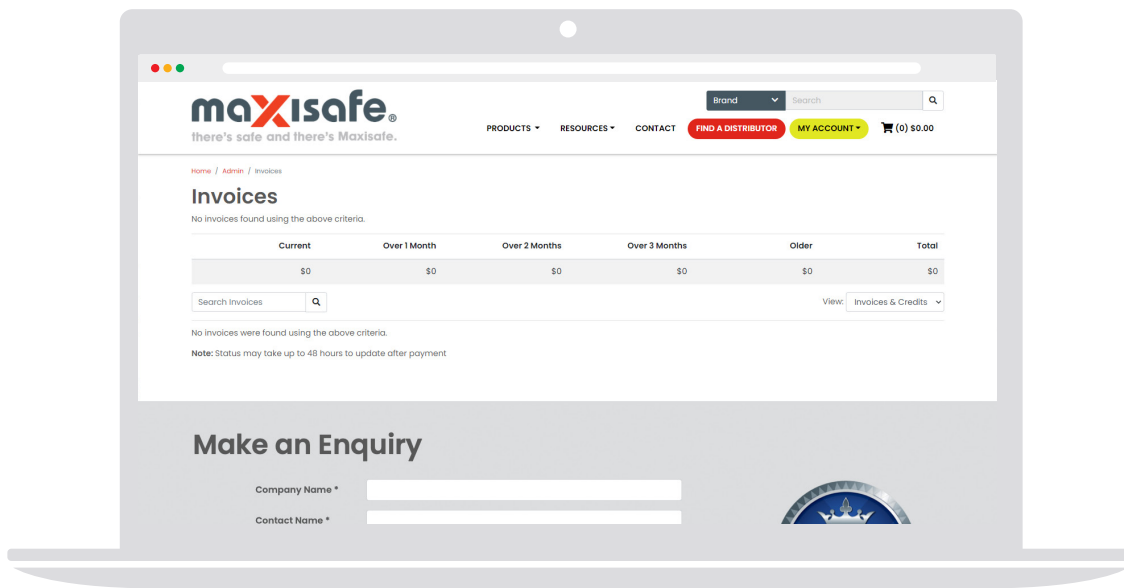
View your **Order History** by selecting '**Previous Orders**' from the 'My ACCOUNT' dropdown menu. Enter an order number shown on their order confirmation in the search field or view all orders within the specified time period.



MY ACCOUNT

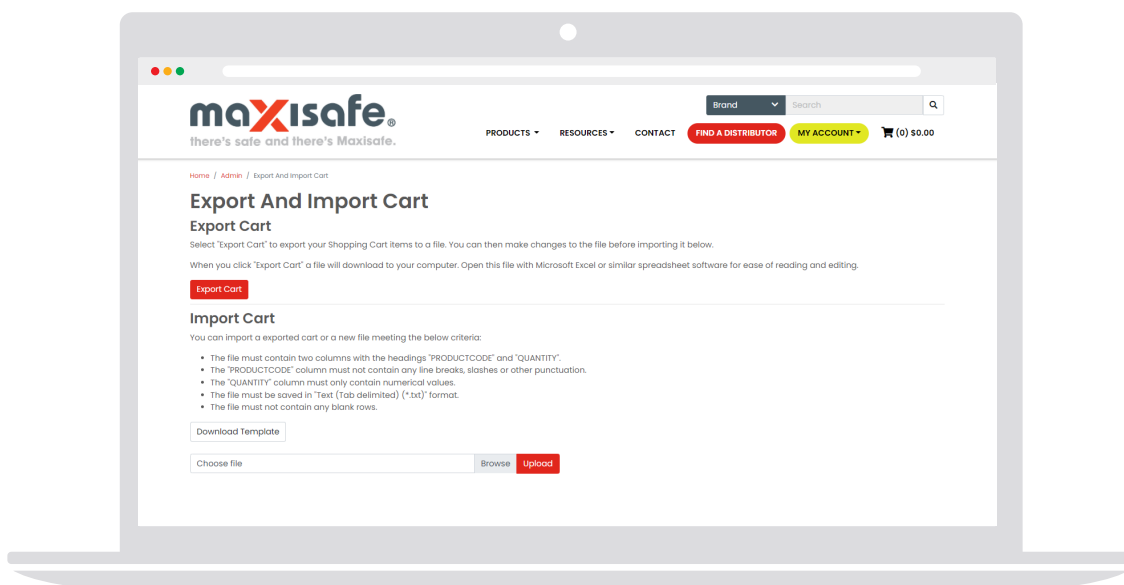
MY INVOICES

View your account status, previous invoices and credits by selecting **'Invoices'** from the 'My ACCOUNT' dropdown menu.



EXPORT & IMPORT CART

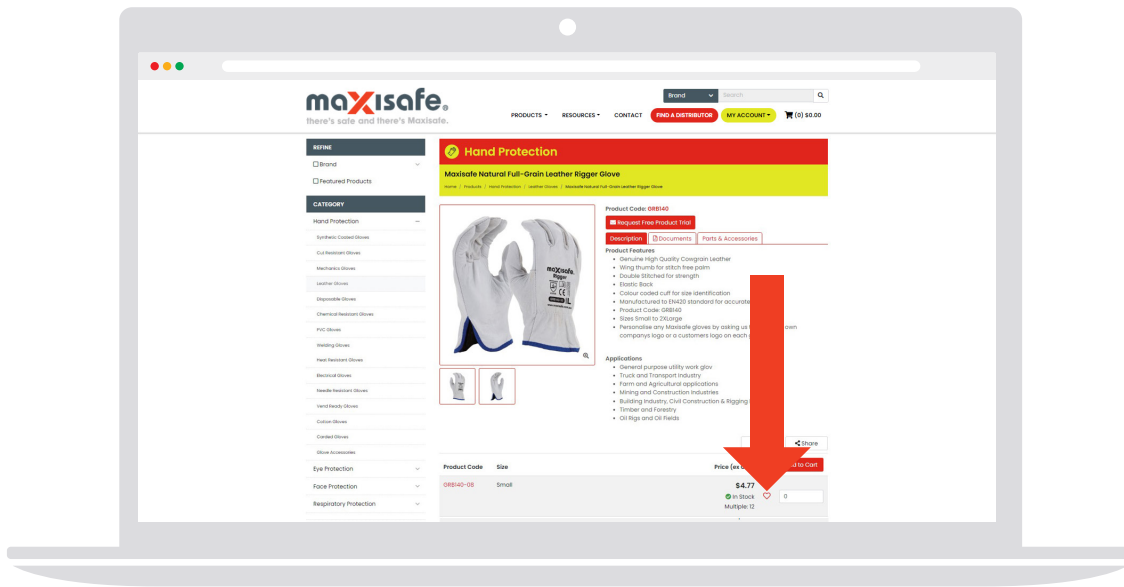
If you are using your own ordering or ERP system, simply **UPLOAD** .CSV files with part numbers and quantities via the 'My ACCOUNT' dropdown menu to generate orders quickly.



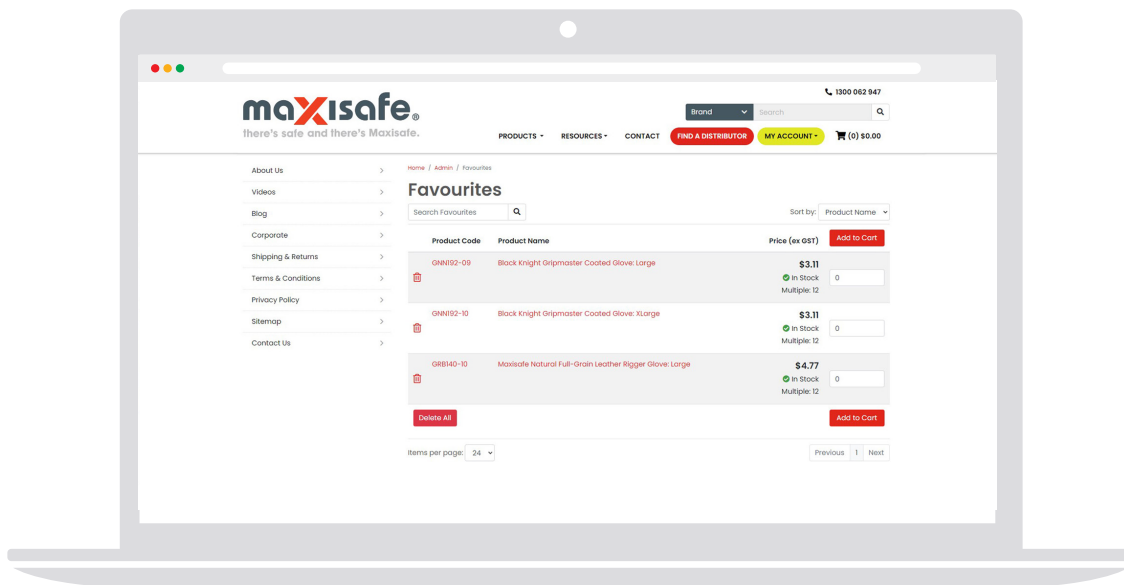
MY ACCOUNT

MY FAVOURITES

Add frequently ordered items to your **'Favourites'** list by clicking on the red heart icon in the size/ordering matrix.



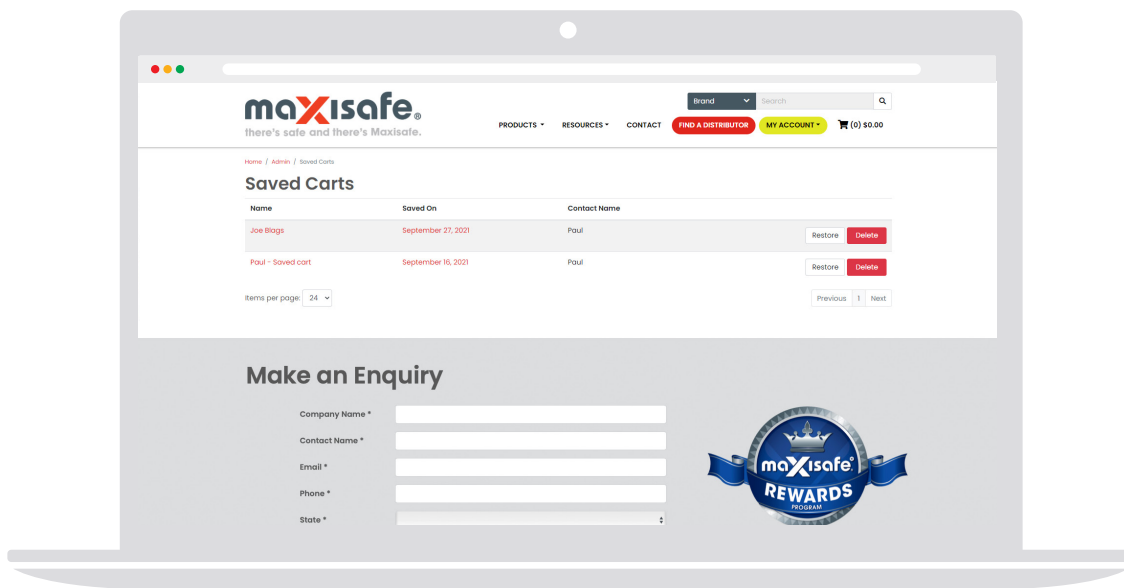
View this list by selecting **'Favourites'** from the 'My ACCOUNT' dropdown menu.



MY ACCOUNT

SAVED CARTS

'Saved Carts' are a useful way of organizing lists of frequently ordered items and can be accessed from the 'My ACCOUNT' dropdown menu. You can save these as templates in the checkout page of the site once you have added the products to your cart. You can also add a name to quickly identify different lists.



TRAINING

Our **Customer Service Team** are happy to assist or provide online website training over the phone or via video conferencing. Contact them on **1300 062 947** or alternatively contact your Account Manager directly for assistance.