

Signet's New Website

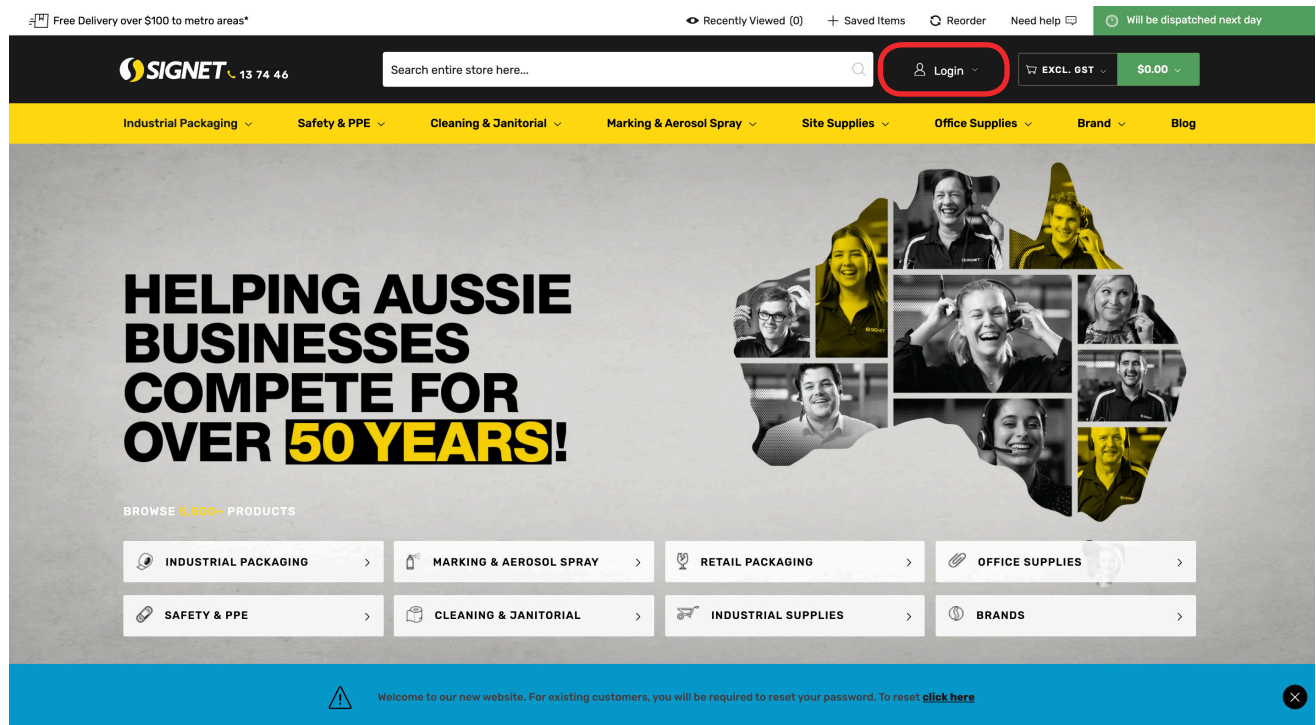
My Account Overview



A comprehensive guide to help you navigate your way through our new website.

Introduction to “My Account”

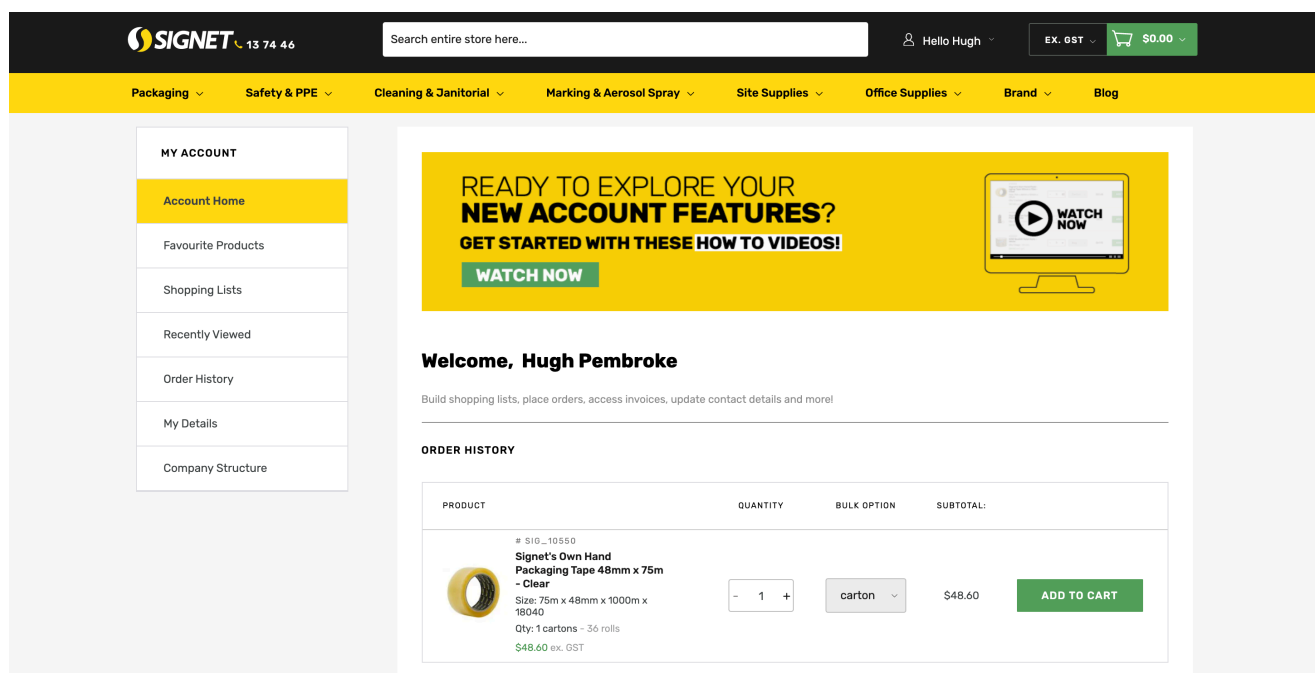
1. Login to your account by clicking on the profile icon on the top right corner.
2. Click into My Account by clicking on the same profile icon located on the top right corner.



Account Home

What you can see here?

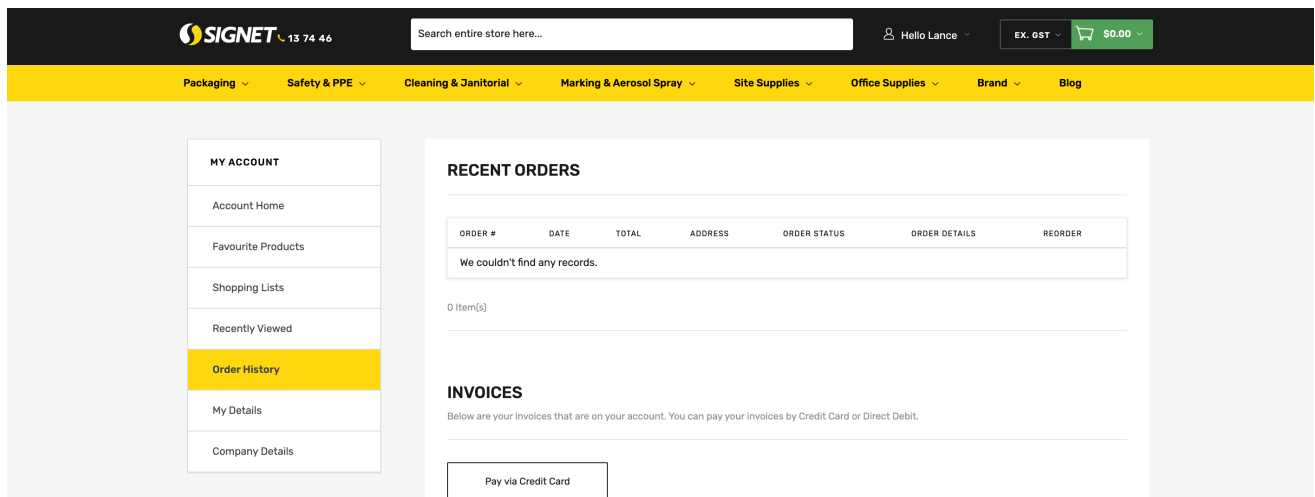
- Order history, shopping lists, favourite products, make payments and edit contact details.



Order History

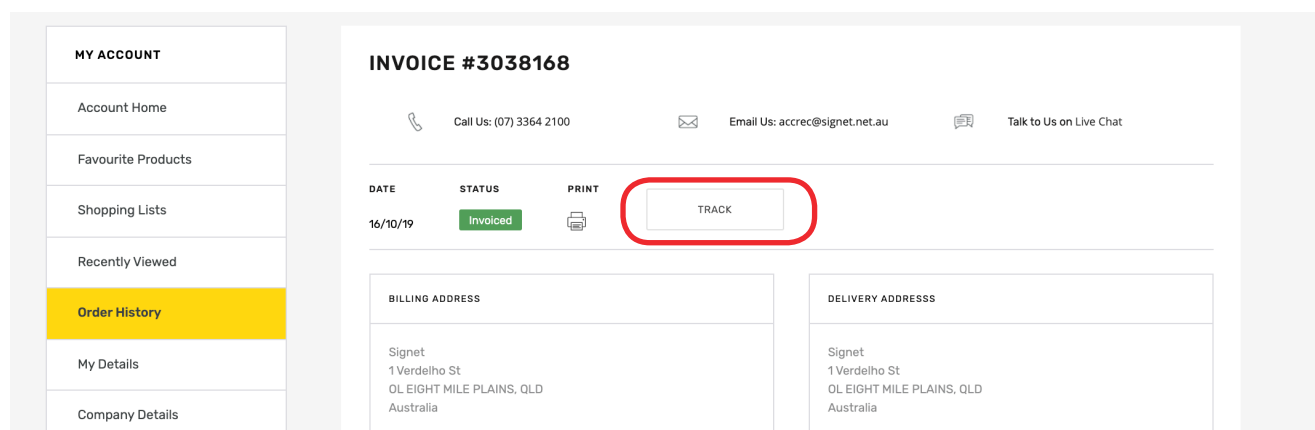
The order history tab gives you an overview of all recent orders and invoices on your account. We have made it easier for you to view all the invoices and orders that you have placed on your account. Below is a breakdown of the order status and what it means for your order.

Processing - We have received your order and it is currently being picked and packed in the warehouse.



Easily track your invoices and view items purchased by clicking on the invoice number as per below screenshot.

<input type="checkbox"/>	#3038168	Invoice	16/10/19	\$72.86	Paid	Track
<input type="checkbox"/>	#3036352	Invoice	14/10/19	\$7.35	Paid	
<input type="checkbox"/>	#3036355	Invoice	14/10/19	\$227.56	Paid	
<input type="checkbox"/>	#3036356	Invoice	14/10/19	\$72.86	Paid	Track
<input type="checkbox"/>	#3033763	Invoice	09/10/19	\$72.86	Paid	
<input type="checkbox"/>	#3033768	Invoice	09/10/19	\$72.86	Paid	Track



You can also track your order or reorder from the top navigation menu

 Recently Viewed (23)  Saved Items (3)  Reorder  Track Order Need help 

You can also view, download or pay any outstanding invoices. You can opt to pay your invoices by credit card or direct debit. Below is a breakdown of the invoice status and what it means.





Pay Online - We have not yet received payment, please make payment as soon as possible.

Paid - Payment has been received and you should be able to download a copy of your invoice.

INVOICES

Below are your invoices that are on your account. You can pay your invoices by Credit Card or Direct Debit.

Pay via Credit Card

INVOICE	TYPE	DATE	TOTAL	STATUS	TRACKING
 #3135634	Invoice	30/03/20	\$1,120.08	Paid	
 #3092682	Invoice	28/01/20	\$134.64	Paid	
 #3090165	Invoice	22/01/20	\$359.98	Paid	
 #3062218	Invoice	25/11/19	\$116.20	Paid	

Shopping Lists

Shopping lists are a great way to manage the products that you purchase from Signet. We have now made it as easy as ever to add items to your shopping lists.

You can add an entire list to your cart, or alternatively click into the shopping list and add individual items to the cart.

MY ACCOUNT

Account Home

Favourite Products

Shopping Lists

Recently Viewed

Order History

My Details

SHOPPING LISTS

Purchasing has become even easier with the ability to create and update multiple shopping lists. Simply press 'Create New List' and give your new shopping list a name, then begin adding products. You are able to add as many products as you need and can also delete products or delete the list from your account.

LIST NAME	QUANTITY	PRICE	ACTION
Essentials	4	\$253.56	VIEW ALL <input type="button" value="ADD TO CART"/>

20 ▾

MY ACCOUNT

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Roles and Permissions

Company Details

ESSENTIALS

[EDIT NAME](#)

SELECT ALL	PRODUCT	QUANTITY	BULK OPTION	SUBTOTAL:
<input type="checkbox"/>	<div>#10550</div> <div>Signet's Own Hand Pack-aging Tape 48mm x 75m - Clear</div> <div>Size: 75m x 48mm x 1000m x 28um</div> <div>Qty: 1 cartons - 36 rolls</div> <div>\$51.48 excl. gst</div>	- 1 +	carton ▾	\$51.48 <input type="button" value="ADD TO CART"/> <input type="button" value="DELETE"/>
<input type="checkbox"/>	<div>#11666</div> <div>Enter Only 600mm x 450mm - Metal</div> <div>Size: 600mm x 450mm</div> <div>Qty: 1 signs - 1 sign</div> <div>\$31.52 excl. gst</div>	- 1 +	sign ▾	\$31.52 <input type="button" value="ADD TO CART"/> <input type="button" value="DELETE"/>
<input type="checkbox"/>	<div>#11666</div> <div>Signet's Own Cast Pallet Wrap - 500mm x 450m x 20um</div> <div>Size: 450m x 500mm x 20um</div> <div>Qty: 1 cartons - 4 rolls</div> <div>\$69.12 excl. gst</div>	- 1 +	carton ▾	\$69.12 <input type="button" value="ADD TO CART"/> <input type="button" value="DELETE"/>

You can simply browse the products and add them to your shopping lists on the go. From here, you can also create a new shopping list.

- 1 +

Roll ▾

\$58.27

1 roll excl. tax

\$8

ADD TO CART

- Select List -

Search

Create New List

Wish List - Favorites

Essentials - Shopping List

Create New List

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed in nisi eget metus feugiat vulputate.

Select List type

- Select - ▾

Name of List.

Type name

SAVE

To help make shopping easier, you can add an entire order from your “Order History” into a “Shopping List”

MY ACCOUNT

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ESSENTIALS

EDIT NAME

DELETE LIST

SELECT ALL	PRODUCT	QUANTITY	BULK OPTION	SUBTOTAL:
<input type="checkbox"/>	<div>#10550</div> <div>Signet's Own Hand Pack-aging Tape 48mm x 75m - Clear</div> <div>Size: 75m x 48mm x 1000m x 28um</div> <div>Qty: 1 cartons - 36 rolls</div> <div>\$51.48 excl. gst</div>	- 1 +	carton	\$51.48 ADD TO CART
<input type="checkbox"/>	<div>#11666</div> <div>Enter Only 600mm x 450mm - Metal</div> <div>Size: 600mm x 450mm</div> <div>Qty: 1 signs - 1 sign</div> <div>\$31.52 excl. gst</div>	- 1 +	sign	\$31.52 ADD TO CART
<input type="checkbox"/>	<div>#11666</div> <div>Signet's Own Cast Pallet Wrap - 500mm x 450m x 20um</div> <div>Size: 450m x 500mm x 20um</div> <div>Qty: 1 cartons - 4 rolls</div> <div>\$69.12 excl. gst</div>	- 1 +	carton	\$69.12 ADD TO CART
<input type="checkbox"/>	<div>#11118</div> <div>Signet's Own Blown Pallet Wrap - 500mm x 375m x 25um</div> <div>Size: 375m x 500mm x 25um</div> <div></div>	- 1 +	carton	\$101.44 ADD TO CART

Favourite Products

Favourite products are a way to add products to a wish list, that you would like to come back to have a look at later.

To add an item to “Favourites”, simply click on “Select List” and “Wish List - Favourites”. You can add an item to favourites from the product page, or category listing page.

Category Listing Page

- 1 +

Roll

\$58.27

1 roll excl. tax

ADD TO CART

- Select List -

Search

Create New List

Wish List - Favorites

Essentials - Shopping List

Product Page

- Select List -

Search

Create New List

Wish List - Favorites

Essentials - Shopping List

UNIT PRICES

TOTAL PRICE

You can also access Favourites on the top navigation menu


Recently Viewed

To make the ordering process easier as well as finding products you have viewed, we have enabled this function where you can look through your history of viewed products.

The products that appear here are products that you have clicked through and viewed their respective product page. From here, you can add them to cart, favourite products or


MY ACCOUNT
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Company Details

RECENTLY VIEWED CLEAR ALL




#34647 **REDLINE SAVER**
Signet's Own Acrylic Packaging Tape 48mm x 75m - Clear
75m x 48mm x 28um

Carton	~ 36 rolls	\$35.64 per carton
2 cartons	~ 72 rolls	\$71.28 per carton
5 cartons	~ 180 rolls	\$178.20 per carton



#10352
Tork Universal Toilet Tissue - 1Ply

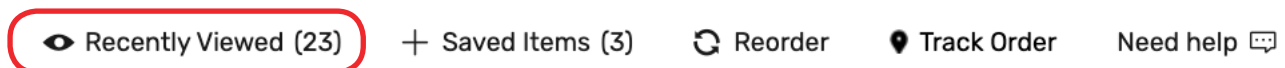
Carton	~ 48 rolls	\$49.44 per carton
2 cartons	~ 96 rolls	\$94.08 per carton
5 cartons	~ 240 rolls	\$211.20 per carton



#46280
Signet's Own Silent Packaging Tape 48mm x 150m - Clear
48mm x 150m

Carton	~ 36 rolls	\$104.40 per carton
2 cartons	~ 72 rolls	\$198.72 per carton
3 cartons	~ 108 rolls	\$281.88 per carton

You can also access Recently Viewed items on the top navigation menu



My Details

This is where you can come in to update your contact details such as email addresses, password, contact number and address.

If you would like to add a contact to a company, please navigate to "Company Details" which will be explained in the next section.

To update company details, make the necessary changes in the fields provided, and click "Save Details"

To change email or password, scroll all the way to the bottom, and tick the necessary boxes, as illustrated on the right, and a pop up will appear to be filled.

SUBURB

CITY

WAKERLEY

STATE

POST CODE

COUNTRY

QLD

4154

Australia

☐ CHANGE EMAIL
☐ CHANGE PASSWORD

SAVE DETAILS

Company Details

This is where all company details live, such as shipping addresses as well as primary and secondary contacts.

COMPANY DETAILS


Update or check your company information to ensure we always have the correct information.

COMPANY NAME LINE 1 <input type="text"/>	NO. EMPLOYEES <div>Choice an option</div>
COMPANY NAME LINE 2 <input type="text"/>	ADDRESS LINE 1 <input type="text"/>
ABN <input type="text" value="58627720003"/>	ADDRESS LINE 2 <input type="text"/>
TELEPHONE <input type="text"/>	SUBURB <input type="text"/>
	CITY <input type="text"/>

If you scroll down, you can also add or remove contacts connected to your company from this view.

COMPANY MEMBERS

Update or check your company member information to ensure we always have the correct information.



+ ADD NEW MEMBER

TEAM MEMBER	ROLE	EMAIL
HUGH TESTPembroke	TEster	hughtest3@gmail.com

FIRST NAME

LAST NAME

SALUTATION

Choice an option

JOB TITLE

PHONE NUMBER

MOBILE NUMBER

EMAIL

STREET ADDRESS

STREET ADDRESS 2

SUBURB

CITY

STATE

QLD

POST CODE

COUNTRY

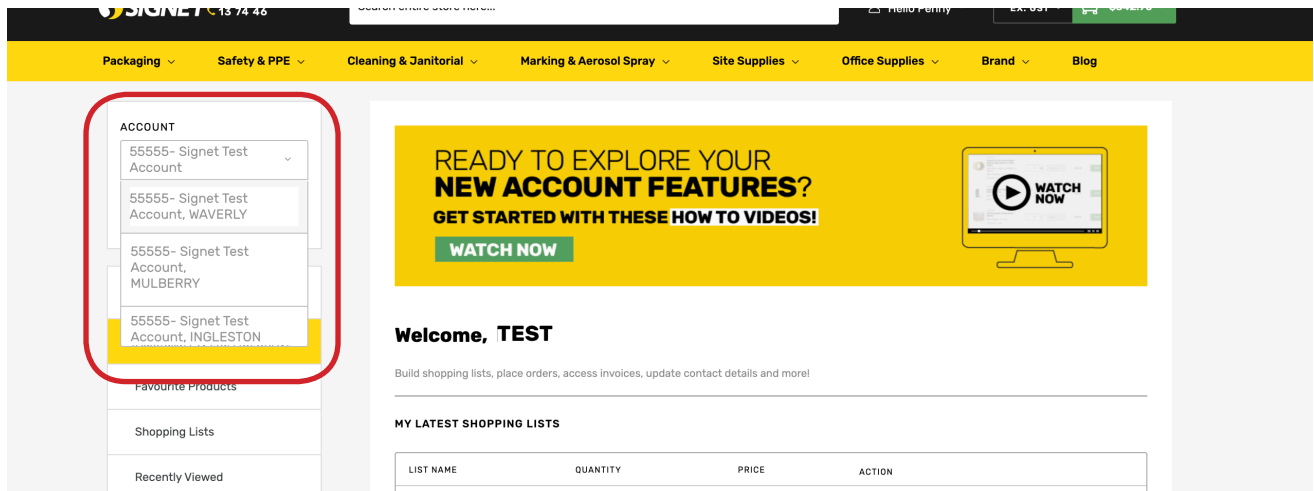
Australia

UPDATE DETAILS

DELETE

Bill-to and Sell-to Relationship

If your account is set up with a headquarters and branch account relationships, you will have to select which account you would like to place your orders for in My Account on your top right hand corner.



ACCOUNT

- 55555- Signet Test Account
- 55555- Signet Test Account, WAVERLY
- 55555- Signet Test Account, MULBERRY
- 55555- Signet Test Account, INGLEDON

READY TO EXPLORE YOUR **NEW ACCOUNT FEATURES?**
GET STARTED WITH THESE **HOW TO VIDEOS!**
[WATCH NOW](#)

Welcome, TEST

Build shopping lists, place orders, access invoices, update contact details and more!

MY LATEST SHOPPING LISTS

LIST NAME	QUANTITY	PRICE	ACTION
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Contact Us

If you have any questions or enquiries, please feel free to contact us on any method below. Our friendly customer care team will get back to you as soon as possible.



13 7446



sales@signet.net.au



Live Chat on Website