Signet's New Website My Account Overview



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



Introduction to "My Account"

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

SIGNET 13 74 46	Search entire store here		8 Login → \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Industrial Packaging \vee Safety & PP	PE 🗸 Cleaning & Janitorial 🗸 Markin	ng & Aerosol Spray 🗸 🦳 Site Supplies 🗸	Office Supplies V Brand V Blog
HELPING BUSINES COMPET OVER	AUSSIE SES E FOR		
INDUSTRIAL PACKAGING	>	P RETAIL PACKAGING	> Ø OFFICE SUPPLIES >
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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.

SIGNET 13 74 46	Search entire store here
Packaging 🗸 💦 Safety & PPE 🗸	Cleaning & Janitorial 🗸 Marking & Aerosol Spray 🗸 Site Supplies 🗸 Office Supplies 🗸 Brand 🗸 Blog
MY ACCOUNT	RECENT ORDERS
Account Home	
Favourite Products	ORDER # DATE TOTAL ADDRESS ORDER STATUS ORDER DETAILS REORDER
Shopping Lists	0.Ham(a)
Recently Viewed	o rennjaj
Order History	
My Details	INVOICES Below are your involces that are on your account. You can pay your invoices by Credit Card or Direct Debit.
Company Details	
	Pay via Credit Card

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

<u>#3038168</u>	Invoice	16/10/19	\$72.86	Paid	Track
<u>#3036352</u>	Invoice	14/10/19	\$7.35	Paid	
<u>#3036355</u>	Invoice	14/10/19	\$227.56	Paid	
<u>#3036356</u>	Invoice	14/10/19	\$72.86	Paid	Track
<u>#3033763</u>	Invoice	09/10/19	\$72.86	Paid	
<u>#3033768</u>	Invoice	09/10/19	\$72.86	Paid	Track

MY ACCOUNT	INVOICE #3038168
Account Home	🚫 Call Us: (07) 3364 2100 🖂 Email Us: accrec@signet.net.au 🗐 Talk to Us on Live Chat
Favourite Products	
Shopping Lists	DATE STATUS PRINT 16/10/19 Invoiced III TRACK
Recently Viewed	
Order History	BILLING ADDRESS DELIVERY ADDRESSS
My Details	Signet Signet 1 Verdelho St 1 Verdelho St 0 D COLORD D CO
Company Details	Australia Australia



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

• Recently Viewed (23) + Saved Items (3) 🖸 Reorder • Track Order Need help	• Recently Viewed (23)	+ Saved Items (3)	C Reorder	Track Order	Need help 🗔
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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	ТҮРЕ	DATE	TOTAL	STATUS	TRACKING
<u>#3135634</u>	Invoice	30/03/20	\$1,120.08	Paid	
#3092682	Invoice	28/01/20	\$134.64	Paid	
<u>#3090165</u>	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	SHOPPING LISTS					
Account Home	Purchasing has become even ea shopping list a name, then begin your account.	isier with the ability to create an adding products. You are able t	d update multiple sho o add as many produ	opping lists. Simply press cts as you need and can	'Create New List' a also delete produc	and give your new ts or delete the list from
Favourite Products	Search by keyword	0				+ CREATE NEW LIST
Shopping Lists						
Recently Viewed		QUANTITY	PRICE	ACTION		
Order History	Essentials	4	\$253.56	VIEW ALL		ADD TO CART
My Details						20 ~
MY ACCOUNT	ESSENTIALS				EDIT NAME	DELETE LIST
Account Home						
Favourite Products	SELECT ALL PRODUCT		QUANTITY	BULK OPTION SUI	ITOTAL:	
Shopping Lists		#10550 Signet's Own Hand Pack- aging Tape 48mm x 75m - Clear				
Recently Viewed		Size: 75m x 48mm x 1000m x 28um	- 1 +	carton v \$5	.48 ADD	TO CART
Order History		Qty: 1 cartons - 36 rolls \$51.48 excl. gst				
My Details		#11666 Enter Only 600mm x 450mm - Metal				
Company Structure	ONLY	Size: 600mm x 450mm Oty: 1 signs - 1 sign	- 1 +	sign ~ \$3	.52 ADD	
Roles and Permissions		#11166				
Company Details		Signet's Own Cast Pallet Wrap - 500mm x 450m x 20um	- 1 +	carton v \$6	2.12 ADD	TO CART
		Qty: 1 cartons - 4 rolls				

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		Create New List	
58.27 1	roll excl. tax \$8	Lorem ipsum dolor sit amet, co Sed in nisi eget metus feugiat Select List type	nsectetur adipiscing elit. /ulputate.
- Select List -	L	- Select -	~
Q Search		Name of List.	
Create New List Wish List - Favorites Essentials - Shonning 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	ESSENTIALS				EDIT	NAME	🗇 DELETE I	.IST
Account Home								
Favourite Products	SELECT ALL PRODUCT		QUANTITY	BULK OPTION	SUBTOTAL:			
Shopping Lists		#10550 Signet's Own Hand Pack- aging Tape 48mm x 75m - Clear						
Recently Viewed		Size: 75m x 48mm x 1000m x 28um	- 1 +	carton ~	\$51.48	ADD TO	CART	Ũ
Order History		Qty: 1 cartons - 36 rolls \$51.48 excl. gst						
My Details		#11666 Enter Only 600mm x 450mm - Metal						
Company Structure	ONLY	ONLY Size: 600mm x 450mm Qty: 1 signs - 1 sign	- 1 + sign ~	\$31.52 ADD T	ADD TO			
Roles and Permissions		\$31.52 excl. gst						
Company Details		#11166 Signet's Own Cast Pallet Wrap - 500mm x 450m x 20um Size: 450m x 500mm x 20um Qty: 1 cartons - 4 rolls	- 1 +	carton v	\$69.12	ADD TO	CART	Ū
		\$69.12 excl. gst						
	0000	#11118 Signet's Own Blown Pallet Wrap - 500mm x 375m x 25um Size: 375m x 500mm x 25um	- 1 +	carton ~	\$101.44	ADD TO	CART	Û
	(Gama)	Wrap - 500mm x 375m x 25um Size: 375m x 500mm x 25um	- 1 +	carton v	\$101.44	ADD TO	CART	Û

Favourite Products -

• Recently Viewed (23)

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	Product Page
- 1 + Roll \$58.27 1 roll excl. tax \$1	- Select List - 🔨
- Select List -	Create New List + OIL
Q Search	Wish List - Favorites
Create New List + Wish List - Favorites	Essentials - Shopping List
Essentials - Shopping List	UNIT PRICES TOTAL PRICE

C Reorder

Track Order

Need help 😳

You can also access Favourites on the top navigation menu

- Saved Items (3)



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	RECENTLY VIEWED					
	Account Home	×	×	×			
	Favourite Products						
	Shopping Lists		at Det unered				
	Recently Viewed		Toliet Paper Roll Roll Scheets H (seen	0			
	Order History		000				
	My Details						
	Company Structure	#34647 REDLINE SAVER Signet's Own Acrylic Packaging	#10352 Tork Universal Toilet Tissue -	#46280 Signet's Own Silent Packaging			
	Roles and Permissions	Tape 48mm x 75m - Clear 75m x 48mm x 28um	1Piy	Tape 48mm x 150m - Clear 48mm x 150m			
	Company Details						
		Carton - 36 rolls \$35.64 per carton	Carton - 48 rolls \$49.44 per carton	Carton - 36 rolls \$104.40 per carton			
		2 cartons - 72 rolls \$71.28 per carton	2 cartons - 96 rolls \$94.08 per carton	2 cartons - 72 rolls \$198.72 per carton			
		5 cartons - 180 rolls \$178.20 per carton	5 cartons - 240 rolls \$211.20 per carton	3 cartons - 108 rolls \$281.88 per carton			
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rou can a	ISU access Recel	nuy viewed items	s on the top have	gation menu			

(• Recently Viewed (23)	+ Saved Items (3)	C Reorder	Track Order	Need help 🗔

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 neccessary 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		J	
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.

	NO. EMPLOYEES		
	Choice an o	option	\checkmark
COMPANY NAME LINE 2	ADDRESS LINE 1	•	
ABN	ADDRESS LINE 2		
58627720003			
0002//20000			

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.

Search by keyword	Q		+ ADD NEW MEMBER
TEAM MEMBER	ROLE	EMAIL	
HUGH TESTPembroke	TEster	hughtest3@gmail.com	^
FIRST NAME LAST NAME SALUTATION Choice an option JOB TITLE TEster PHONE NUMBER MOBILE NUMBER	· · · · · · · · · · · · · · · · · · ·	STREET ADDRESS 2	AKERLEY NTRY Ustralia ~ DELETE
EMAIL			

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