TAKE OFF & FAVOURITES LIST

SAMIOS PLUMBING SUPPLIES

How can I access my favourites list?

1. Login into Samios online account
2. Select "My Account"
3. From the dashboard menu appearing down the left-hand side of the screen, select the favourites icon (star)

Once you have done this, you will be able to access the favourite's dashboard.

- You can add a favourites list, edit an existing list, import a CSV file or edit and create a "*Take Off List*"*

Take Off List: a list of products, which a customer purchases frequently and also allows customers to save the order quantity required for each item on the list.

Difference between a Favourites List and a Take Off List

Take Off List

save favourite / regularly purchased products to a set list as well as save the order quantity required for each item on the list. The order quantity required can be >1
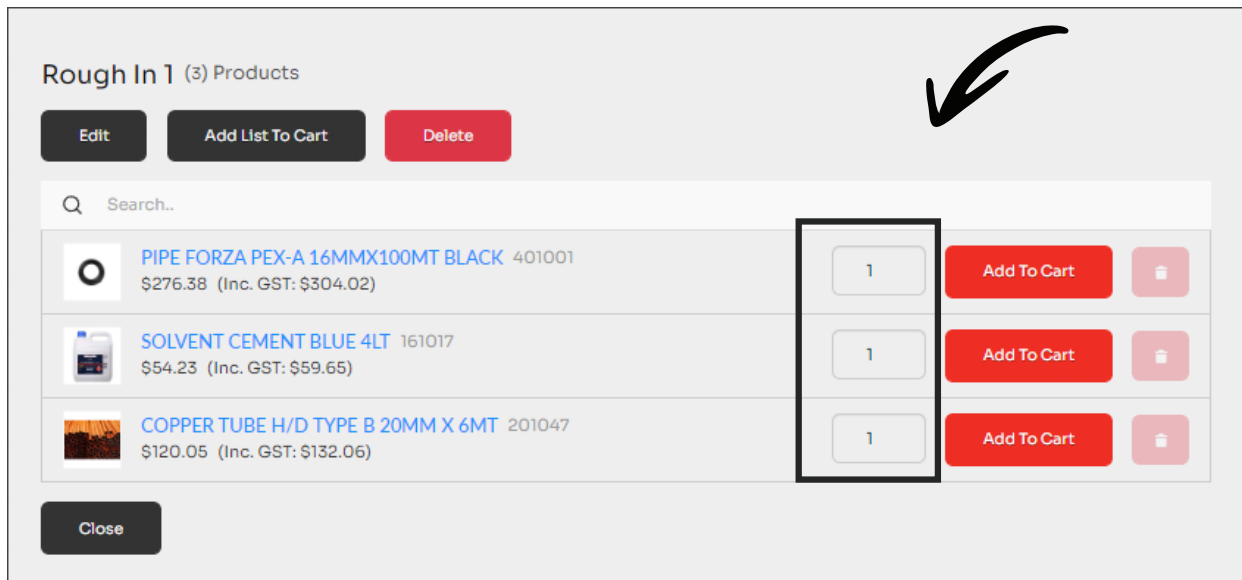
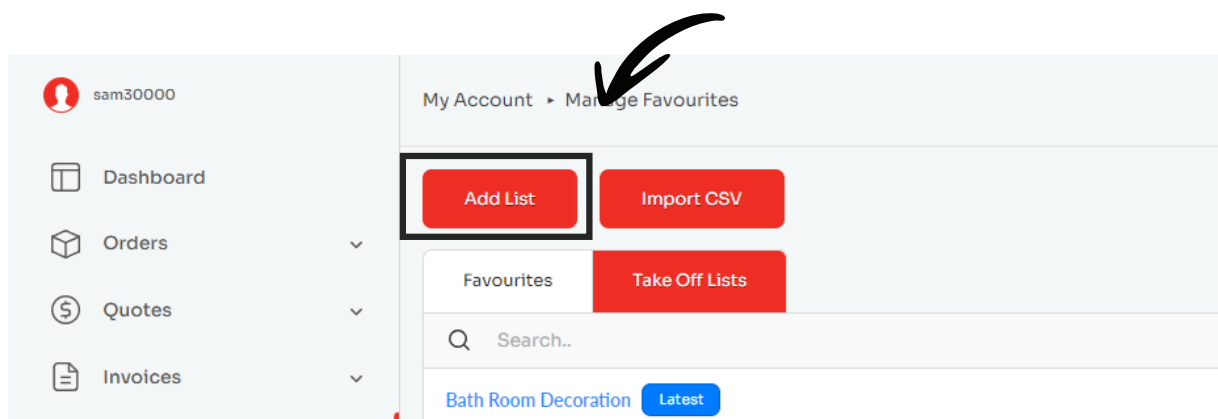- For example, a box of circuit breakers x 10 quantity
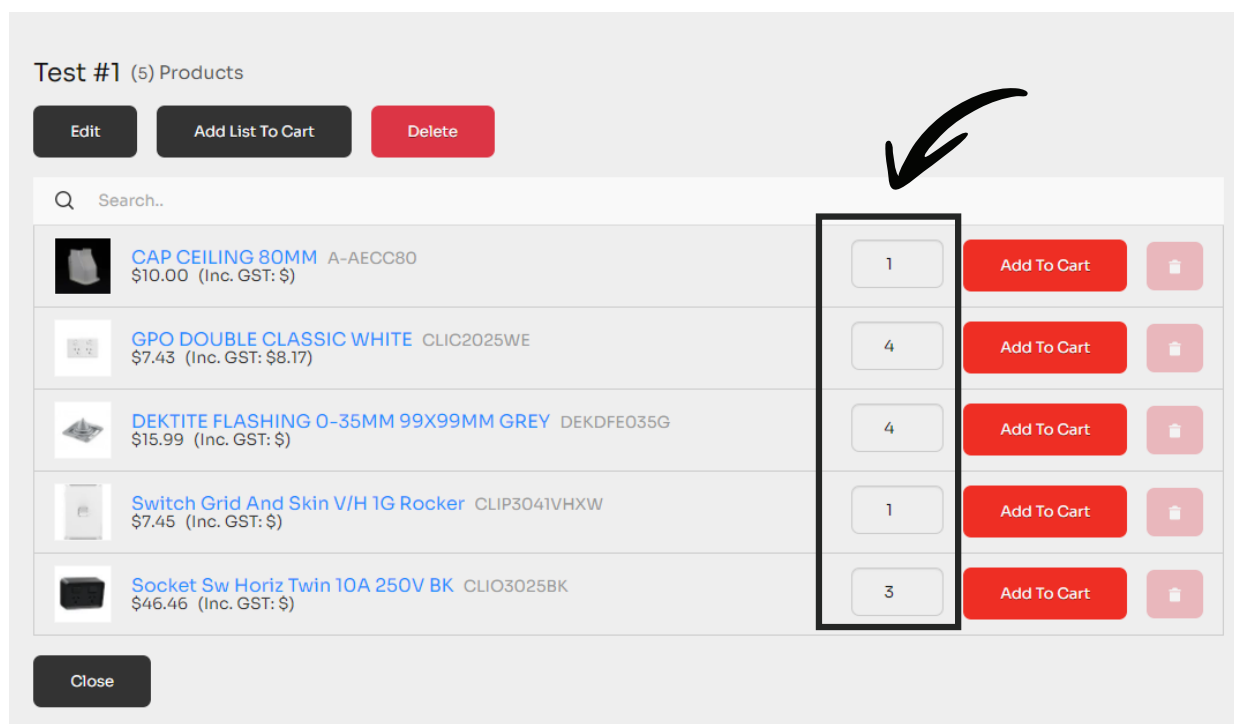
Favourites List

Save favourite / regularly purchased products to a set list, functionality the same as always.

The quantity order required can't be >1

Create a Take Off List or a Favourites List

1. Select the red button on the top left-hand side

2. Select if you would like to create either a Favourites List or a Take Off List. Give the list a name and select create. Done your list has been created!

Helpful tip*
You can also create a list or add to an existing list on the fly now via numerous means:
1. Product Search
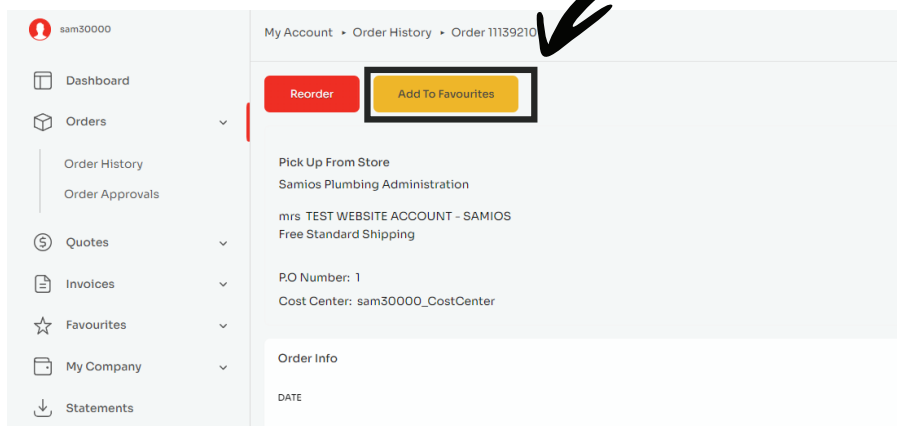2. Past Orders
3. Quotes
4. Invoices
5. Cart/ Checkout

Creating or adding product to a list.

1. Go to orders tab in "My Account" and choose the order you want to convert to a list

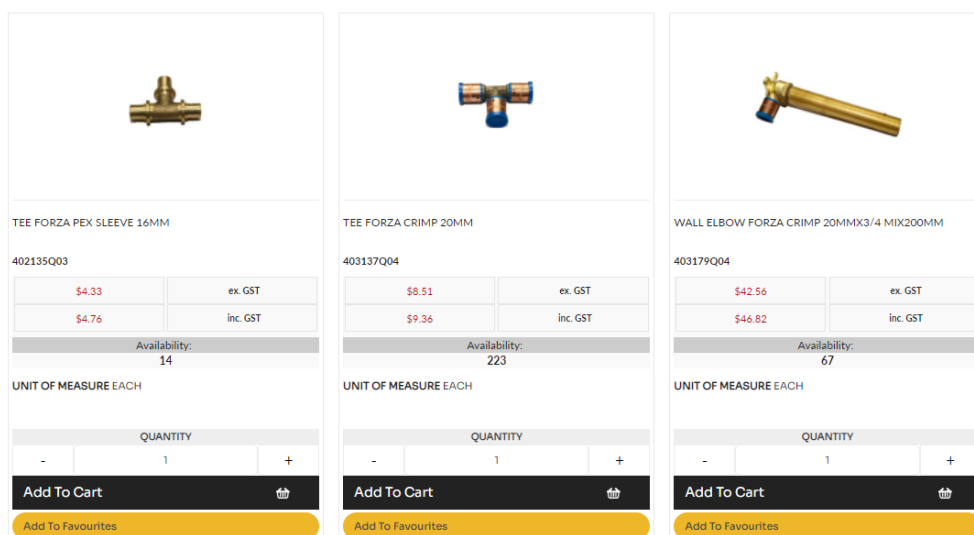2. Select add to favourites list yellow button at the top of the dashboard

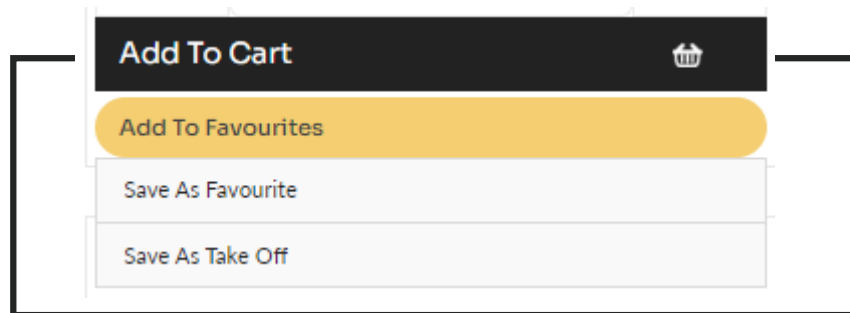**Searching for the product on the main website search bar**

1. Search for the desired product in the search bar on the top of your screen
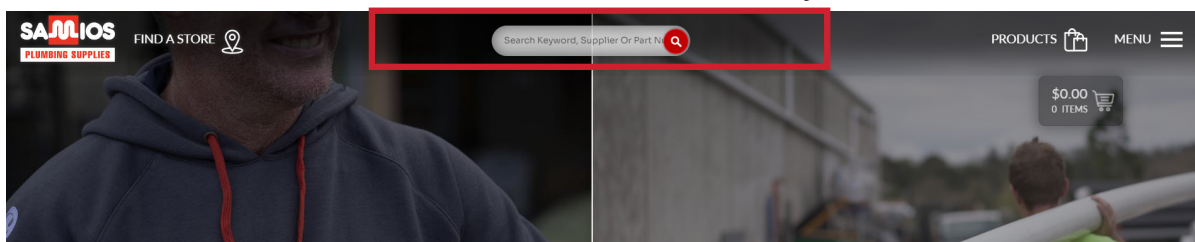
2. Once you've located the desired product select the "Add to Favourites List" button at the bottom of each product

3.   Select the type of list you'd like to the add the product to.

Add To Cart 🗑

Add To Favourites

Save As Favourite

Save As Take Off

4. Select the type of list you'd like to the add the product to.

Save As Favourite

Enter A Name..   Create List

🔍 Search List..

Test	☐
CAMERON	☐
CNW Everyday	☐
Cabac Cable Ties	☐
Cabac Conduit Fittings	☐
Cabac Corrugated Conduit	☐
Cabac Heatshrink	☐

Manage Favourites   Close

Save As Take Off

Enter A Name..   Create List

🔍 Search List..

Test 1   ☐

Manage Favourites   Close

Editting a favourite's List or Take Off List

1. Select the list you would like to edit, either a favourites list or a Take Off List. The below pop up will appear.

2. Select the black edit button on the top left-hand side of the pop-up and the following options become available:
   - Remove items by selecting the trashcan icon on the far right
   - Select the name of the list to change or update it
   - Add a new product by searching on the search bar with a products code, name or brand
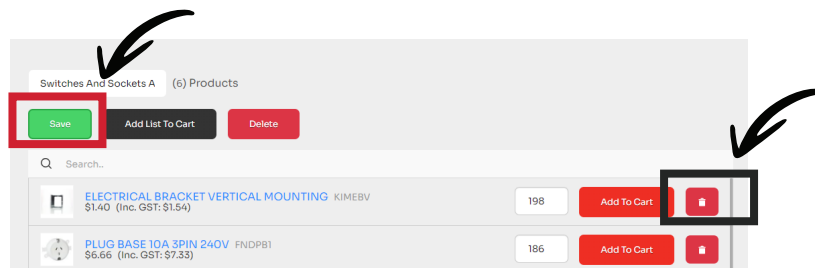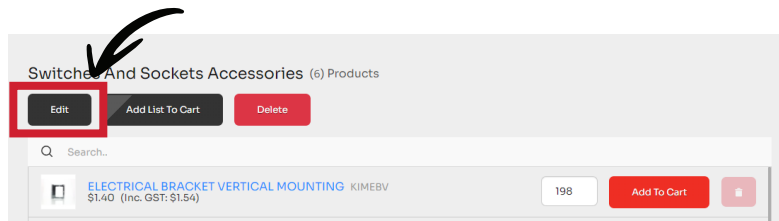
Helpful tip*
If you have forgotten whether you have added a product to a list or are unsure which list you saved it under, simply search for the product code in the search bar.

Adding To Cart from a list

You can add any amount of product from the list into cart OR all the items in the list with a click of a button.
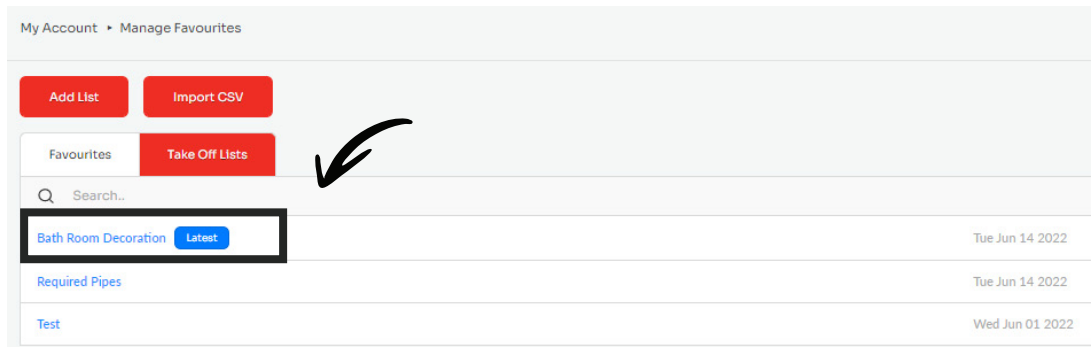
1. Select the desired list from the Favourites dashboard

Individually add products
Select the red "Add to cart" button on the far right-hand side of each product line (as seen below).

Add entire list of products to cart
Alternatively, if you would like to purchase all the items in a list, select the black "Add List to Cart" button found at the top left hand side of the pop up.
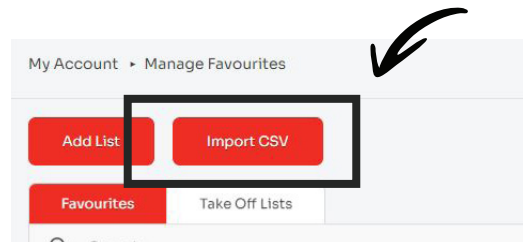- The items you have selected have been added to your cart and are ready for checkout when desired.
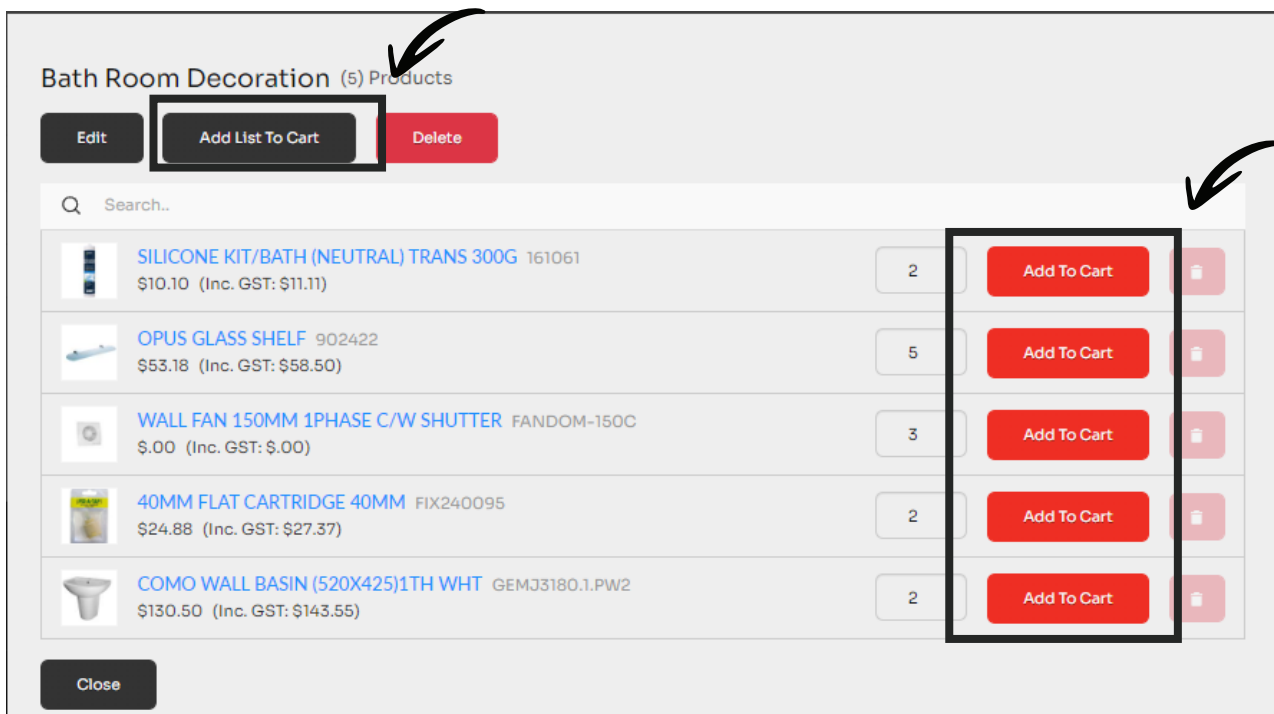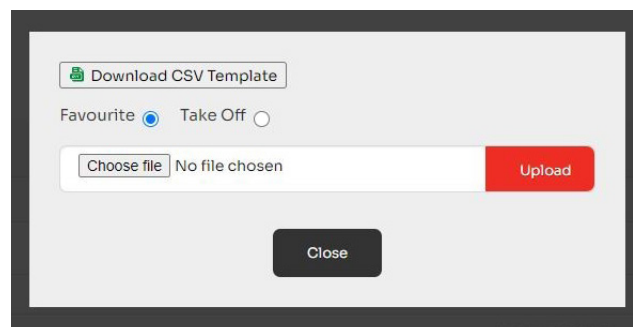
Import a bulk list of products?

1. Select the type of list you would like to import to (Favourites List or Take Off List) and then select the "Import CSV" button on the top of the dashboard.

2. The below pop up will appear, you can:
- Download the CSV template OR
- Upload a completed CSV template

Example of how to add to an existing list or create a new one and add the current selection

1. Fill out the required cells on the template, this includes the name of the list (Take Off or Favourites List), product codes and quantity of product require product count, notably for take offs, favourites list stay as 1)
2. Please only use one template per list type. Ie. all your Take Off Lists on one template and all your Favourites List on another template
3. Please use a products code in the product code field.
4. Any product that is not housed in the websites database will not be picked up; therefore, any products that are not apart of the core range will not be recognised.
5. All the fields in the template must be completed correctly, once uploaded the website uses these cells to identify products within your customers account. If not entered correctly an error message will appear as seen below.
6. Once complete, please ensure you then save the list as a CSV.
7. To upload a template simply select the "Choose a file" button and then select which file you would like to upload before hitting the red "upload" button.
8. Refresh the page

Take Off List example

	A	B	C
1	Take Off List Name	Product Codes(comma seperated)	Product Count
2	Required Pipes	101011P01	2
3	Required Pipes	101019P02	1
4	Required Pipes	101017P02	2
5	Required Pipes	312051S01	3
6	Bath Room Decoration	161061V41	2
7	Bath Room Decoration	902422X61	5
8	Bath Room Decoration	FANDOM-150CE04	3
9	Bath Room Decoration	FIX240095T34	2
10	Bath Room Decoration	GEMJ3180.1.PW2X10	2

- This upload will generate two lists (Required Pipes & Bath Room Decoration) See column A.
- Add product codes into column B.
- Nominate your product count in column C.

Favourite List example

	A	B	C
1	Favourite List Name	Product Codes(comma seperated)	Product Count
2	Required Pipes	101011P01	1
3	Required Pipes	101019P02	1
4	Required Pipes	101017P02	1
5	Required Pipes	312051S01	1
6	Bath Room Decoration	161061V41	1
7	Bath Room Decoration	902422X61	1
8	Bath Room Decoration	FANDOM-150CE04	1
9	Bath Room Decoration	FIX240095T34	1
10	Bath Room Decoration	GEMJ3180.1.PW2X10	1

- This upload will generate two lists (Required Pipes & Bath Room Decoration) See column A.
- Add product codes into column B.
- You will also need to upload a product count of one (1) in column C.

ANY QUESTIONS CONTACT US AT ONLINE.SUPPORT@BGWGROUP.COM.AU OR CHAT TO US VIA 'LIVE CHAT' ON OUR WEBSITE

SAMIOS PLUMBING SUPPLIES