

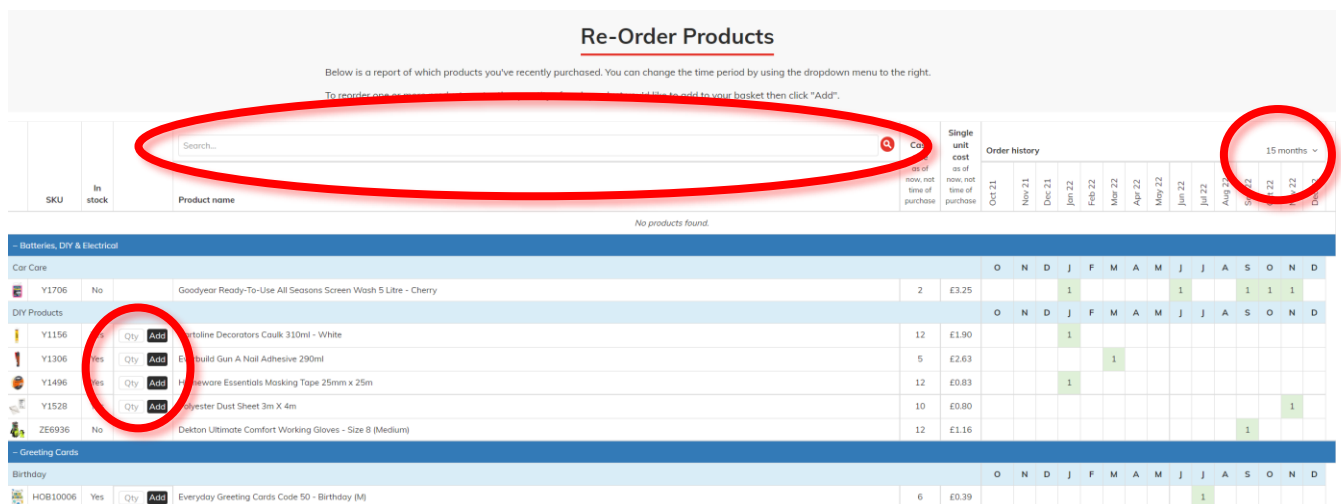
How to re-order products from your order history

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How the re-order function can help you with your order

From the Re-Order Products page you can:

- See the products you have ordered over the previous 15 months
 - You can also use the date filter to look at a specific month or months
 - You can also collapse categories to focus on specific areas (very useful when you have lots of lines to view)
- Add products to your cart using the Qty and Add button next to the product line
- See alternative products available when your previous order product is not available (if a suitable alternative is available).
- Search for new products using the search bar
- Jump between the Re-order page and the full website to look for products



Re-Order Products

Below is a report of which products you've recently purchased. You can change the time period by using the dropdown menu to the right.

To reorder, click on the 'Add' button next to the product name. To add to your basket then click "Add".

SKU	In stock	Product name	Qty	Add	Single unit cost as of now, not time of purchase	Order history
No products found.						
Batteries, DIY & Electrical						
Car Care						
Y1706	No	Goodyear Ready-To-Use All Seasons Screen Wash 5 Litre - Cherry	2	£3.25	O N D J F M A M J J A S O N D	
DIY Products						
Y1156	Yes	Arteline Decorators Caulk 310ml - White	12	£1.90	O N D J F M A M J J A S O N D	
Y1306	Yes	6-10 Build Gun A Nail Adhesive 290ml	5	£2.63	O N D J F M A M J J A S O N D	
Y1496	Yes	Homeware Essentials Masking Tape 25mm x 25m	12	£0.83	O N D J F M A M J J A S O N D	
Y1528	Yes	Polyester Dust Sheet 3m X 4m	10	£0.80	O N D J F M A M J J A S O N D	
ZE6936	No	Dekton Ultimate Comfort Working Gloves - Size 8 (Medium)	12	£1.16	O N D J F M A M J J A S O N D	
Greeting Cards						
Birthday						
HOB10006	Yes	Everyday Greeting Cards Code 50 - Birthday (M)	6	£0.39	O N D J F M A M J J A S O N D	

Using this guide

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Page 7 –Using the Re-Order Products page at add other lines

Page 8 – Navigating between the Re-Order page and the full website

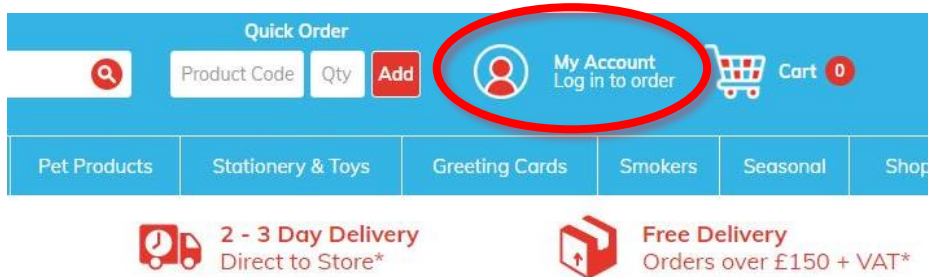
Page 9 – Check out

Logging in and finding the re-order function

Step 1

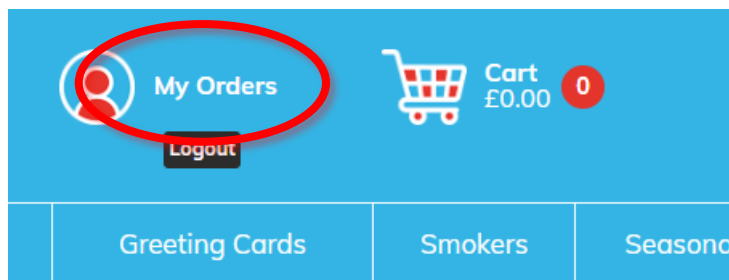
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- Open the Homeware Essentials web page: www.homewareessentials.co.uk
- Click 'log in to order' at the top of the page



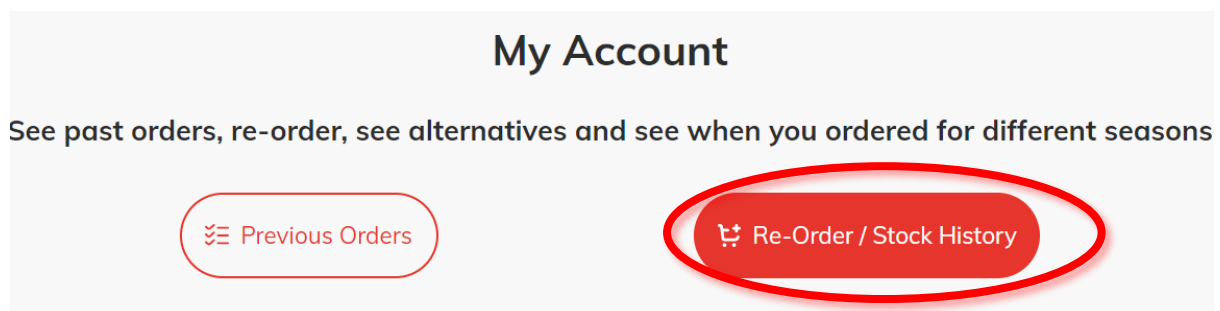
Step 2

- Then click 'My Orders'



Step 3

- Use the Re-Order/Stock History button
- You can also use the 'Previous Orders' button to see a summary of previous orders.



Viewing stock/ product history and filtering

Now that you are on the Re-order page, you have a number of options to help you with ordering

Filtering months for order history

Many of our customers place their orders regularly and frequently. Being able to filter dates can be useful to focus on a specific period / date range.

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Step 1

At the top right of your order history, use the dropdown menu to filter the month or months that you would like to view.

Case size as of now, not time of purchase	Single unit cost as of now, not time of purchase	Order history												15 months ▾		
		Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22

Step 2

Choose the period that you would like to view, using the month and year dropdown menu and click 'Go'

Order history

15 months ▾

Jun 21

Start

Jun ▾

2022 ▾

End

Aug ▾

2022 ▾

Go

Step 3








You can now see your order history from you chosen period.

SKU	In stock	Product name	Case size as of now, not time of purchase	Single unit cost as of now, not time of purchase	Order history 3 months ▾
No products found.					
Batteries, DIY & Electrical					
Car Care					
Y1706	No	Goodyear Ready-To-Use All Seasons Screen Wash 5 Litre - Cherry	2	£3.25	1
Greeting Cards					
Birthday					
HOB1006	Yes	Everyday Greeting Cards Code 50 - Birthday (M)	6	£0.39	1





View /Collapse Specific categories

Being able to view specific categories can be helpful for re-ordering, especially if you have a team of people who look after specific areas of stock for ordering, or you stock a large range of lines.


- Click the minus (-) symbol to the left of each category name to collapse categories

- Batteries, DIY & Electrical				
Car Care				
	Y1706	No		Goodyear Ready-To-Use All Seasons Screen Wash 5 Litre - Cherry
DIY Products				
	Y1156	Yes	Qty Add	Bartoline Decorators Caulk 310ml - White
	Y1306	Yes	Qty Add	Everbuild Gun A Nail Adhesive 290ml
	Y1496	Yes	Qty Add	Homeware Essentials Masking Tape 25mm x 25m
	Y1528	Yes	Qty Add	Polyester Dust Sheet 3m X 4m
	ZE6936	No		Dekton Ultimate Comfort Working Gloves - Size 8 (Medium)
- Greeting Cards				
Birthday				
	HOB10006	Yes	Qty Add	Everyday Greeting Cards Code 50 - Birthday (M)

This will collapse the selected categories




+ Batteries, DIY & Electrical				
+ Greeting Cards				
- Health & Beauty				
Baby Care				
	Y3481	No		Baby Dream Fragrance Free Sensitive Baby Wipes 72 Pack
	Y3484	Yes	Qty Add	Little Heroes Fragrance Free Sensitive Baby Wipes 66 Pack
Medicines				
	Y3622	No		Galpharm Allergy & Hayfever Relief 10mg Tablets 7 Pack - Loratadine
	Y3622R	Yes	Qty Add	Galpharm Allergy & Hayfever Relief 10mg Tablets 14 Pack - Loratadine

You can collapse as many categories as you require. To expand the categories back to full view, click the plus button (+)



+ Batteries, DIY & Electrical				
+ Greeting Cards				
- Health & Beauty				
Baby Care				
	Y3481	No		Baby Dream Fragrance Free Sensitive Baby Wipes 72 Pack

Ordering

For each product that you wish to re-order, use the Qty box next to each line, add your quantity and click the Add button







Household Cleaning				
	Y0302	Yes	1 Add	Homewar
	Y0465	Yes	Qty Add	Brüno Ho
	Y0860	Yes	Qty Add	Fabulosa

You will be able to see that you have added the product to your cart on the re-order page and in your cart.

Household Cleaning				
	Y0302	Yes	Added to Cart	Ho
	Y0465	Yes	Qty Add	Bri

If you want to see the full details for products in your cart, you click on your cart and then come back to the re-order page (see how to get back to the re-order page on page 8)



Your Cart			
Product		Qty	Price
 Y0302	Homeware Essentials Hand Grip Sponge Scourers 3 Pack	1 	£4.00
 Y2610	Sistema Klip It Plus 5.5 Litre Square Container	3 	£9.32
 ZE2300	Opella Pillar Candle - Non-Fragranced	1 	£9.80

Alternative products for out of stocks or discontinued lines




If a product is out of stock, or discontinued (or a product code has changed), if we have a suitable alternative product available, we will list it below the unavailable product.

We do this to help you find an alternative product with our suggestions, but there is of course the option to browse our full site to check for alternatives yourself and see full product details (see page 8 for searching the website)

Below is an example of an alternative product available:

'No' shows that a product previously ordered is no longer available and ALT shows the replacement product that we suggest

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– Kitchen				
Baking & Cooking				
	Y0495	No		Bacofoil Greaseproof Paper 10m x 38cm
	Y0516	No		Bacofoil The Original Kitchen Foil 5m x 30cm
	Y0518	ALT	Qty <input type="text"/> Add	Bacofoil The Original Kitchen Foil 5m x 30cm

Using the Re-Order Products page at add other lines

While you are in the re-order products page, it is possible to add products to your cart from this page that are not in your order history (products you have not ordered before).

Please note, **you will need to know the stock codes to use this function**

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Step 1

Look for the search bar in the re-order page

Re-Order Products

Below is a report of which products you've recently purchased. You can change the time period by using the dropdown menu to the right.

To reorder one or more products, enter the quantity of each product you'd like to add to your basket then click "Add".

Search...		Case size as of now, not time of purchase
Product name		

Step 2

Use the search bar to type in your product code, you can use either the search icon, or use your keyboard enter button.

Your product will appear underneath the search bar area and you can add your quantity from there.

Note: This will only work if the code entered is correct.

Y0200		
SKU	In stock	Product name
Manually added products		
Y0200	Yes	Qty <input type="text"/> <input type="button" value="Add"/> Homeware Essentials Jumbo White Dishcloths 3 Pack

If you prefer, you can also search for products from the website using the usual site search bar, this will navigate you to the main website to add the product, but you can navigate back to the re-order page if you wish to continue using your stock history (see page 8 for instructions)

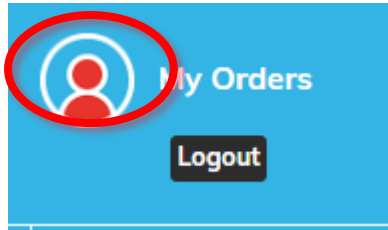
Navigating between the Re-Order page and the full website

If you navigate away from the Re-Order Products page and wish to get back to it

Step 1

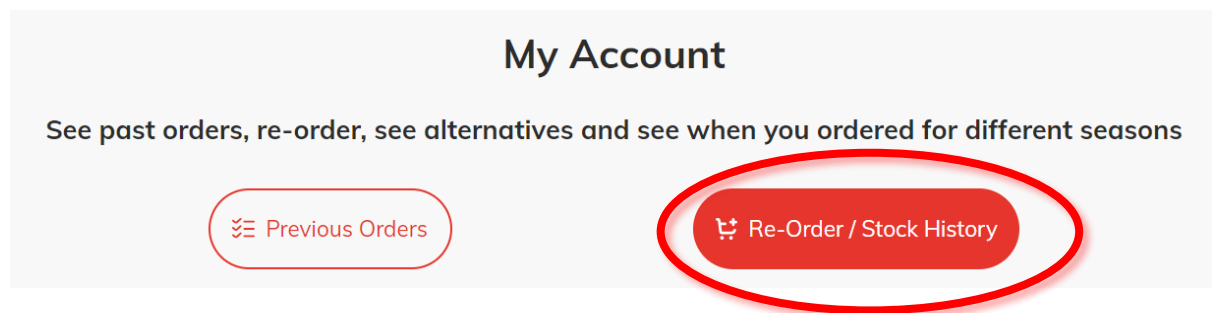
Click the 'My Orders'

Page | 8



Step 2

This will take you back to the 'My Account' page. From there, click the 'Re-Order/Stock History' button and this will take you back to the Re-Order page



Logged in as STEWART (TEST) BROWN

[Promotions](#)
[New Lines](#)
[Batteries, DIY & Electrical](#)
[Health & Beauty](#)
[Household & Laundry](#)
[Kitchen](#)
[Pet Products](#)
[Stock](#)

Re-Order Products

Below is a report of which products you've recently purchased. You can change the time period by using

To reorder one or more products, enter the quantity of each product you'd like to add to your basket then

SKU	In stock	Product name
No products found.		
- Batteries, DIY & Electrical		
Car Care		
Y1706	No	Goodyear Ready-To-Use All Seasons Screen Wash 5 Litre - Cherry
DIY Products		
Y1156	Yes	<input type="text" value="Qty"/> <input type="button" value="Add"/> Bartoline Decorators Caulk 310ml - White

Check Out

Check out from Re-Order products is the same as any other method you use to navigate our website to add items to your cart.

Step 1

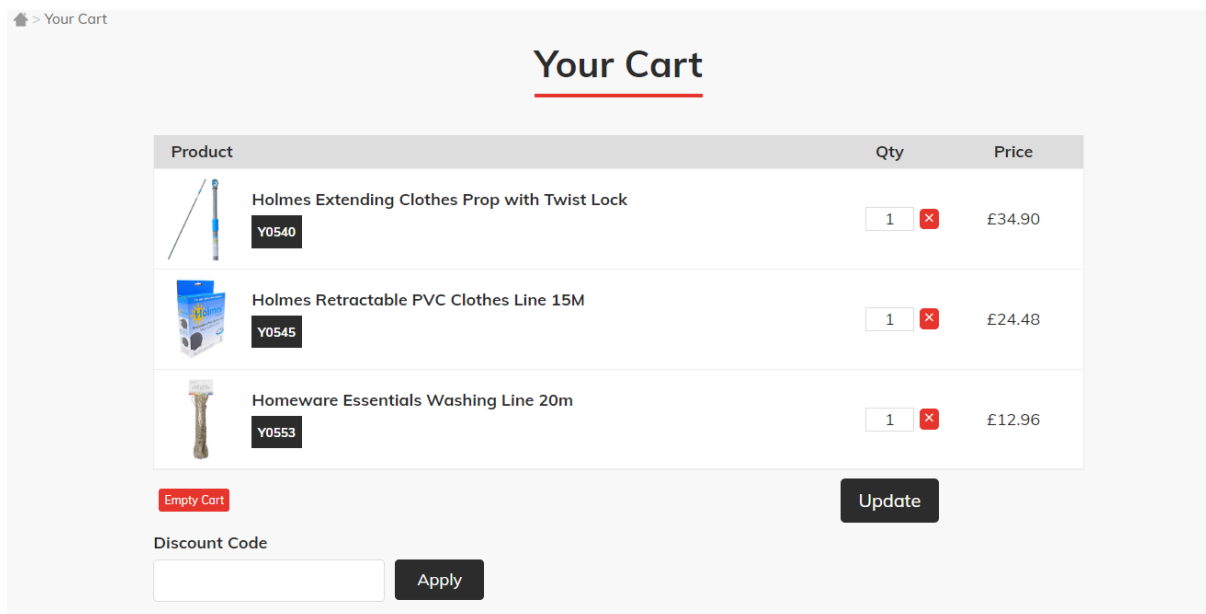
From any page in the website, click on the cart symbol on the top right of the screen

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Step 2

Check your order in the cart area



Step 3

Proceed to check out