

on2Site

Tips on using on2Site



on2Site is your personal shop assistant

Use the on2Site app as your shop assistant to find products in store.

Use the barcode scanner or our industry leading search function to find shelf location, pricing & product information.

You can even shop via the app in store. Scan & add products to your cart, check out online, select **"I'm at the branch now"** & your packing slip will print at the counter.



Signing in



For optimal user experience,
download the app or use Google Chrome

Forgot your Password?

Click on Reset Password and a reset link
will be sent to you.



Our Trade Portal

For account holders, here you can buy online, search through our entire product range or your own tailored catalogue, see what stock is available, download price files, set up file transfers, check your statements / invoices and review quotes and quote your customers. Either login above or to register for access click below

Register

Register as an Employee

Ask your employees to register themselves and then the administrator/employer can grant access.

- Select **I am an employee that needs access to use on2Site**

Your role *

I am an employee that needs access to use On2Site.

<Not Specified>

I am an employee that needs access to use On2Site.

I am the owner, director or authorized administrator for my business

The registration request will send an email notification to the account administrator/employer for them to grant access. Follow up with your employer to accept your registration.

To Customise a User's Role

To change permissions you wish to grant a user, under **Manage Roles** select **Custom** and tick or untick permissions for the listed permissions and save changes.

For example:

- If you do not want a user to see buy pricing untick **See Buy Pricing**
- If a user leaves your business be sure to delete the user
- If you need to reinstate a user please contact helpdesk@jarussell.co.nz

Joe Bloggs

Landline Mobile

Job Title

Joe Bloggs

Manage Roles: Select

Approve This User

Disable This User

Delete This User

Current Role: **Standard User**

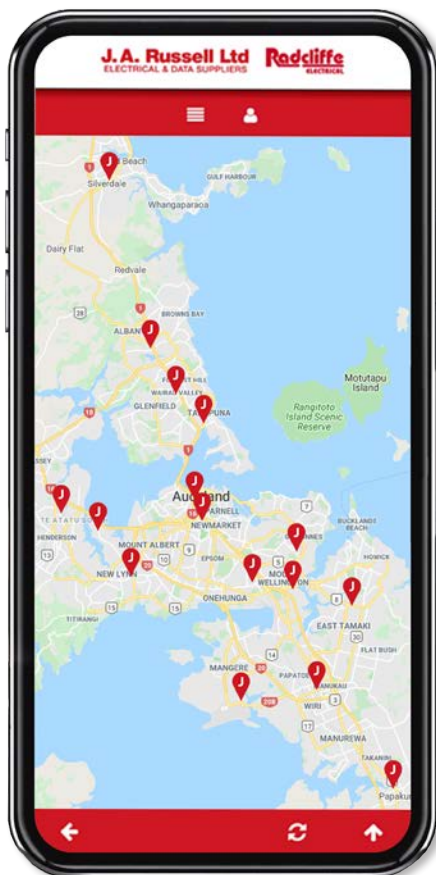
Save Changes Save and Close

| Features | Permissions |
|---------------------------------------|---|
| Shop | <input checked="" type="checkbox"/> Grant |
| Browse Products | <input checked="" type="checkbox"/> Grant |
| See Buy Pricing | <input checked="" type="checkbox"/> Grant |
| My Quotes & Branch Quotes | <input checked="" type="checkbox"/> Grant |
| All users quotes incl. branch quotes | <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Edit |
| Quote My Customer | <input checked="" type="checkbox"/> Grant |
| Invoices | <input checked="" type="checkbox"/> View / Print <input checked="" type="checkbox"/> Download |
| Statement / Balances / Pay My Account | <input checked="" type="checkbox"/> View / Print <input checked="" type="checkbox"/> Download |
| User Management | <input checked="" type="checkbox"/> View <input type="checkbox"/> Edit |

You can create Multiple Carts

With on2Site you can have multiple carts to manage your different jobs on the go.

- Name your cart for your job
- Turn quotes into a shopping cart with one click
- Select the branch you want your cart to shop from
- Your carts will not expire or disappear & they autosave after each change you make



We're big on local

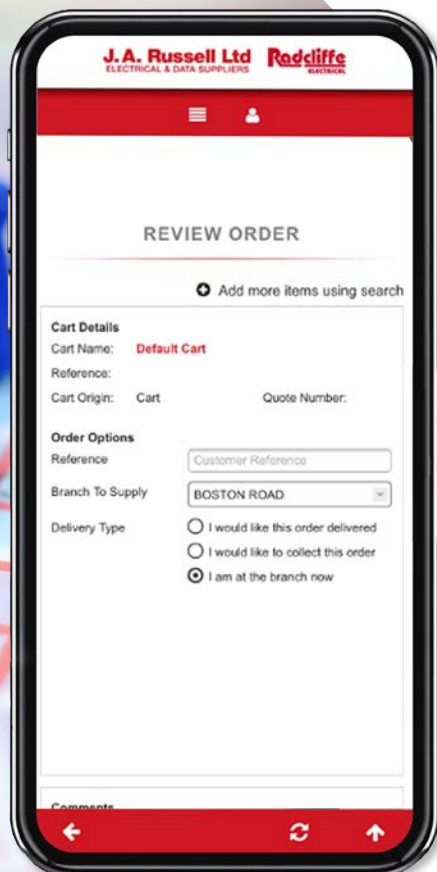
We know your jobs are not always close to your 'home' branch. With on2Site you can check stock availability at any of our 75 branches around the country to make your job easier.

- Click & collect from any branch
- Place your orders & we can deliver direct to site
- Know what is 'on the shelf' at any branch & where to find it

The search engine made for sparkies

Our search engine has been designed with NZ sparkies to give you optimal search functionality specific to the NZ market.

- Search the whole company or any branch of choice
- Customise your search with filters
- Search results are returned based on industry popularity, relevance & recent purchases
- Our search algorithm is designed & maintained in house in NZ



You can skip the Queue

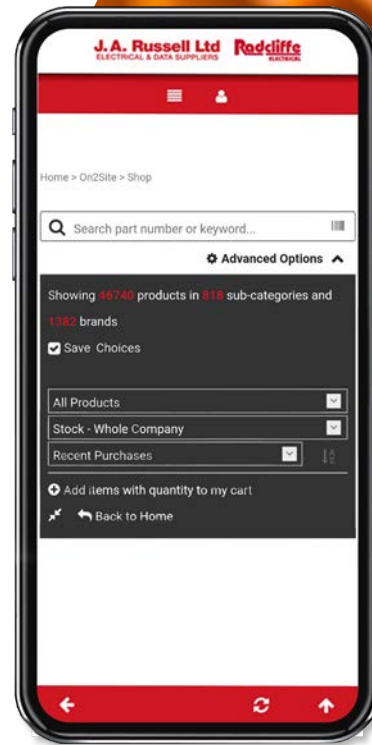
With on2Site you can scan & add products to your cart in store, proceed to checkout online & pick up your packing slip from one of our staff at the counter.

- Use the barcode scanner to add products directly to your cart
- Use industry leading search function to add items to your cart
- Minimise the amount of time spent standing at the counter
- Select '**I'm at the branch now**' & your packing slip will print at the counter

We have sticky preferences

Set up filters to make your searches even easier. Set your search preferences (e.g. branch preference) and make the filters sticky so next time you log in they are already set.

- Set your branch preference
- Update or clear your preferences at any time



You can get all your product info in one place

With on2Site you can view your purchase history by product, including date of past purchases & price. This information is all linked to your invoices for easy viewing or downloading.

Every product has the appropriate SDoC and/or spec sheet attached

- Check compliance with SDoCs
- View spec sheets








Invoices & Statements

Our Invoicing and Statement platform allows you to search and find invoices and statements that have been created in the last 13 months.

- Search by invoice number or your order number/reference
- Download invoices in various formats
- Multi-tick feature allowing bulk printing or download
- Buy the same items again by simply selecting 'Order Again' from the action menu

Integrate

Subscribe to an automated delivery of invoices, quotes, price books and statements via our new Integrate engine.

- Many formats supported
- Receive files by Email or (S)FTP Push or Pull
- Manage the destination email addresses
- Make your own custom formats
- Pick a schedule and collation that suits you best
- External Integrations:  Fergus  simPRO  SmartTrade



Stock Management

Our stock management platform allows you to manage and track your stock in multiple locations.

- Create a stock entity e.g. van/workshop to manage stock in different locations
- Add your own product to the stock entity
- Create orders or automatically replenish stock for an entity
- Manage & charge out products for multiple jobs
- Track your entities through a suite of reports
- Stocktake your entities to keep an accurate count of your stock
- Manage functionality and access for each of your employees



Product Searching

Keep the Search description simple

Click on **just my catalogue** & keep the search save choices

Refine search by using brand filter

Click on image to see stock holding & past purchases

View SDoC's, spec sheets & purchase history

Home > on2Site > Shop

Sub-Categories

Search - ☒ All of these words ☐ Any of these words ☐ Just my catalogue ☐ Just part number

Showing 662 products in 18 sub-categories and 40 brands

View ☐ Save Choices All Products Stock - Whole Cor Recent Purcha

Add items with quantity to my cart Back to Home

Outlet single 10A din H NPM 2870M Switch socket outlets 27910109 \$60.20 (List: \$60.20) IN STOCK 133 available

Outlet double 10A H WH PDL 695WH Switch socket outlets 22210840 \$41.30 (List: \$41.30) IN STOCK 68213 available

Outlet double 10A H VW 083-VW Switch socket outlets 22210840 \$23.70 (List: \$23.70) IN STOCK 28453 available

Outlet double 10A V VW 083-VW Switch socket outlets 22210840 \$23.70 (List: \$23.70) IN STOCK 10836 available

Custom Search

any of these words ☐ Just my catalogue ☐ Just part number

Product search to show just @SOURCE promotional items

Choices

- All Products
- All Products
- @Source Specials**
- New Products
- Best Sellers
- Featured Products
- Discontinued
- Product Recall

10A H WH

Outlet double 10A H VW

The Benefits of Online Shopping

- Orders automatically upload into the J. A. Russell Ltd system – no emails or delays.
- Online order shows stock availability nationwide or at your local branch.
- Improved accuracy, as items required are selected by you.
- Easily convert a quote to an online order, providing 100% price guarantee.
- Saves time spent in branch looking for products for you and your team.
- Delivery to site or collect from the branch at a time that suits you.
- Avoid delays when in branch; add your order to your cart, checkout via 'I'm at the branch now' and skip the queue to collect your packing slip.

Reviewing Your Order

Cart Details

Cart Name: Default Cart

Reference:

Cart Origin: Cart

Quote Number:

Order Options

Reference

Branch To Supply

CHRISTCHURCH

Delivery Type

☒ I would like this order delivered

☐ I would like to collect this order

☐ I am at the branch now

Shipment Type

☒ Part Shipped

☐ Shipped In Full

Requested Delivery

Collection Date

Preferred Time

Comments

Order Comments

Enter any relevant instructions here such as delivery details etc.

Delivery Details

Default - SUNDRY ACCOUN

Company Name

Sundry Account - Christchurch

First Name *

Last Name *

Search for this address

Search above

Search Address

Address *

Order Confirmation To

Email Address

| Stock Code | Description | Quantity | Unit | Net Unit Price | Extension | Availability |
|------------|--|----------|------|----------------|-----------|-------------------------------------|
| 22210840 | Outlet double 10A H WH 695WH PDL | 1 | EA | \$41.30 | \$41.30 | IN STOCK - AF21A05 - 4437 Available |
| Q5070555 | Downlight LED 12W 4K 90mm WH dim ADLED12W110D4KV2 Ambius | 1 | EA | \$32.00 | \$32.00 | IN STOCK - AF21A05 - 4437 Available |

Add Product By Product Code

Qty

Add To Order

Subtotal

\$73.30

GST

\$11.00

Order Total NZD

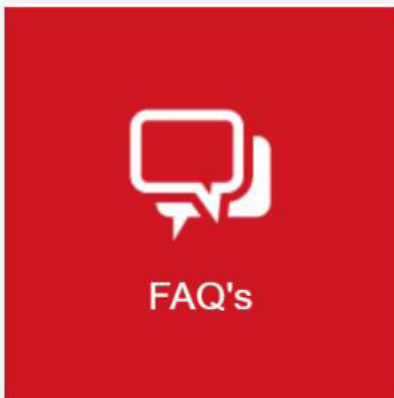
\$84.30

Agree to the terms and conditions before confirming your order

Please tick to agree to our Terms and Conditions

Back To Shop

Confirm My Order



Frequently Asked Questions

See common questions on the FAQ
tile on the home screen or email
helpdesk@jarussell.co.nz



J. A. Russell Ltd
ELECTRICAL & DATA SUPPLIERS

Radcliffe
ELECTRICAL

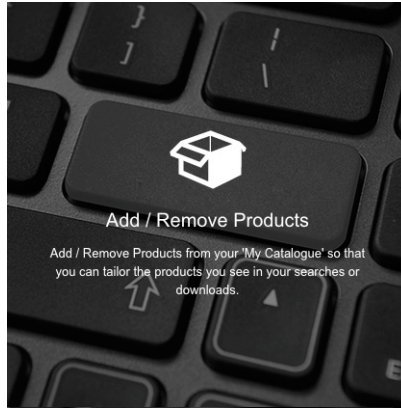
Catalogue



Download / Print a Catalogue

Download a copy of our full catalogue or your "My Catalogue" in your preferred format. You can also download these as a classic catalogue file in a PDF format for print or offline on screen use.

Creates a PDF or excel document with product codes, descriptions and list price



Add / Remove Products

Add / Remove Products from your "My Catalogue" so that you can tailor the products you see in your searches or downloads.

You can set shop to only search this catalogue

Uses the history of products that you have purchased

Edit your catalogue/manage to include your preferred products

Quotes

Home > On2Site > Quotes

Shows quotes from J. A. Russell Ltd & Radcliffe Electrical Branches

You can upload your company logo to show on quotes to your customer
Account → update account details

QUOTES

Create New Quote or Template

Search Quote..

Order the selected quote

Showing 40 quotes, 36 of which are new and awaiting your review

Edit Customers Add Own Product

Show Type: All excluding Archive

| My Reference | Source | Type | Status | Quote Number | Created | Branch | Total Excl GST | | Action |
|--------------|----------------|--------------|--------|--------------|------------|-------------|----------------|--------------------------|--------|
| SWITCHES | Branch Created | Quote For Me | ⚡ | 30839847 | 08/06/2020 | BOSTON ROAD | \$47.87 | <input type="checkbox"/> | Action |
| mrs smith | Web Created | Quote For Me | ⚡ | | 13/11/2019 | Web | \$646.24 | <input type="checkbox"/> | Action |
| Pump House | Web Created | Quote For Me | ⚡ | | 11/11/2019 | Web | \$74.30 | <input type="checkbox"/> | Action |
| test | Web Created | Quote For Me | ⚡ | | 06/11/2019 | Web | \$124.80 | <input type="checkbox"/> | Action |
| test | Web Created | Quote For Me | ⚡ | | 06/11/2019 | Web | | <input type="checkbox"/> | Action |
| test | Web Created | Quote For Me | ⚡ | | 05/11/2019 | Web | | <input type="checkbox"/> | Action |
| testt mark | Web C | | | | 23/10/2019 | Web | | <input type="checkbox"/> | Action |
| Test cust | Web C | | | | 23/10/2019 | | | <input type="checkbox"/> | Action |
| van | Web C | | | | 23/10/2019 | | | <input type="checkbox"/> | Action |
| test | Web C | | | | 26/09/2019 | | | <input type="checkbox"/> | Action |
| Donald | Web C | | | | 26/09/2019 | | | <input type="checkbox"/> | Action |
| Mr Smith | Web Created | Quote For Me | ⚡ | | 15/07/2019 | | | <input type="checkbox"/> | Action |
| test | Web C | | | | 16/04/2019 | | | <input type="checkbox"/> | Action |

Duplicate enables you to copy a quote for later use, as well as editing & turning it into an order

Add Margins / Labour & quote to your client

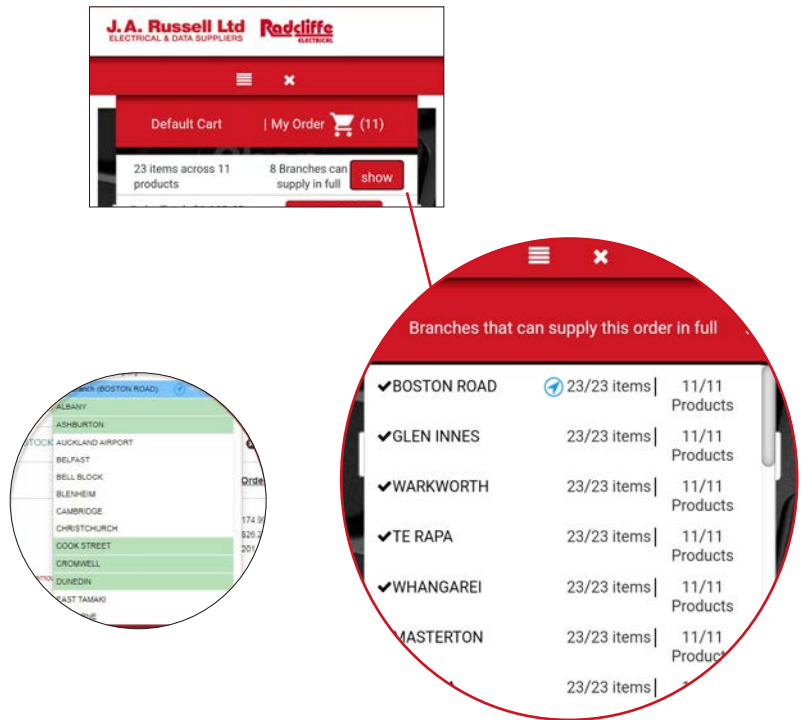
- Action**
- General Tasks
 - + Duplicate
 - Download PDF
 - Download File
 - Download Excel
 - Email PDF
 - Email File
 - Email Excel
 - Change Status
 - ⚡ New
 - ✓ Ready To Order
 - 🔧 Still Working
 - ⌚ Waiting On Customer
 - ✓ Ordered

Recent Updates

Branch Supply in Full

This new feature allows you to see which branches have sufficient stock to supply your order in full. Click on the cart preview and select **'show'**.

This can also be viewed at the **'review order'** stage. Select the drop down menu for **'branches'** and any branch that can supply your order in full will be highlighted in green.



Stock Level Indicators

When placing an order, there are indicators for the branches current stock levels.

In Stock - Significant quantity of stock.

Running Low - there is a limited amount of stock available at the branch and we recommend calling to confirm stock quantities or ask the branch to order it in for you.

Call to Confirm - Stock is at a level where availability should be checked.

Will Backorder - There is currently no stock on hand at the branch but this can be ordered in. We recommend calling ahead to confirm this with the branch and find out the ETA.

