

**on2Site is a one stop online shop for all your electrical needs.**



on2Site is your built-in shop assistant, helping you to find products in store.

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

View product SDocs, stock availability, and

location of stock with the touch of a button.

Utilise our stock management service to manage stock stored in vehicles or other 'entities' such as the workshop.

Use the Scan & Go feature on your mobile to skip the queues and shop in branch.



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**App Store**



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**J.A. Russell Ltd**  
ELECTRICAL & DATA SUPPLIERS

**Radcliffe**  
ELECTRICAL

## Explore our trade only online portal, bringing the branch to you 24/7.

### Signing in, and account set-up.

#### How to Sign in:

- You can use the online desktop version of on2Site or download the app for Apple or Android devices.
- Sign in using your username and password. If you don't remember your password, you can reset it using the 'Reset Password' function.



#### How to register as the owner of your account:

To register as the owner, we require a, J. A. Russell Ltd statement as evidence. The total value of the statement must be visible.

- Select **I am the owner, director or authorized administrator for my business.**
- Once you have registered as the owner you will be able to approve additional employee log-ins.

#### How to register as an employee of your account:

- An administrator/employer must grant access for employees to register.
- Select 'I am an employee that needs access to use on2Site'.
- The registration request will send an email notification to the account of the administrator /employer for them to grant access.
- Follow up with your employer and request that they accept your registration request.



#### 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

#### 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



## Account Management - add, edit or delete users:

When adding a new user, the registration request will send a validation email to the employee with a link to click create their own password. We recommend all employees start with a Basic or Standard user account.

- You can manage your on2Site users via the 'Manage Accounts' page.
- Change permissions you wish to grant a user.
- If a user leaves your business be sure to delete the user.

If you need to reinstate a user, please contact your sales rep.

### MANAGE ACCOUNTS

Account Code	First Invoice	Second Invoice	Statement Period	Statement Balance	Your Home Branch	Your Reps name
<input type="text" value="Account Code"/>	<input type="text" value="First Invoice"/>	<input type="text" value="Second Invoice"/>	<input type="text" value="Statement Period (YYYYMMDD)"/>	<input type="text" value="Statement Balance"/>	<input type="text" value="Your Home Branch"/>	<input type="text" value="Your Reps name"/>

[Link To New Account](#)

Login Email	First Name	Last Name	Date Created	Date Last Used	Account Type	Job Title	Status	RoleGroup	Authorized	Deleted	
					B2B-Employee		Custom		True	False	
					B2B-Owner		Administrator		True	False	Edit This User
					B2B-Employee		Custom		True	False	
					B2B-Employee		Standard User		True	False	

[Add A New User](#)

## Account Management - account types:

There are 4 account types you can use in on2Site.


**Administrator, Custom User, Basic User and Standard User.**

Basic User       Custom  
 Standard User        Administrator: all

The permissions can be updated whenever needed. Administrators can further control what employees are able to see by setting their role to Custom - for example, you can then turn off "See Buy Pricing" to hide cost prices.

Business owners will be registered with Administrator permissions, giving you full access to all services.

Administrators can access all features of on2Site including Statements and Balances, and stock management services.



Joe Bloggs

Landline:  Mobile:

Job Title:

Joe Bloggs

Manage Roles:

Email:

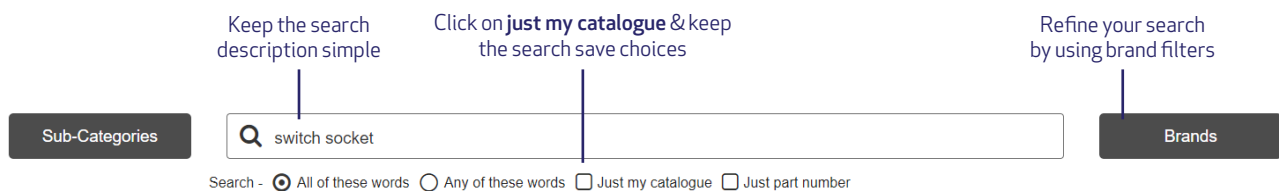
Current Role: **Standard User**

Features	Permissions
Shop	<input checked="" type="checkbox"/> Grant
on2Site DIRECT	<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
Edit and Download Catalogue	<input checked="" type="checkbox"/> Grant
All User Carts	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Integrate	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit <input type="checkbox"/> Delete
Stock Management - Add / Remove Products	<input checked="" type="checkbox"/> Grant
Stock Management - Charge Out	<input checked="" type="checkbox"/> Grant
Stock Management - Delete Entities	<input type="checkbox"/> Grant
Stock Management - Manage Stock	<input checked="" type="checkbox"/> Grant
Stock Management - Module Access	<input checked="" type="checkbox"/> Grant
Stock Management - Replenish	<input checked="" type="checkbox"/> Grant
Stock Management - Reports	<input checked="" type="checkbox"/> Grant

## Navigating the site.

### How to search for a product:

- Search products by keyword, category, description or product code.
- Set up permanent 'sticky' filters to make your searches even easier. Next time you log in, your preferences will already be set. E.g. Set up your local branch as a preference, so you always see stock available for that one location.
- Update or clear your preferences at any time.
- Custom search options i.e. search for @Source specials only etc.



### Understanding product details:

- Check product compliance with SDocs and view spec sheets using the 'Document' icon.
- View recent purchases of product using the 'Clock' icon.
- Look for the '@Source' icon to see if the product is on promotion in our sales magazine.
- Preview the availability of stock at your desired location.
- View stock on hand at other locations.
- View your custom pricing on every item.

Click on image to see stock holding & past purchases



Clock icon



Document icon

Outlet double 10A H WH

PDL

695WH

Switch socket outlets

22210840

**\$41.30**

(List \$41.30)



**IN STOCK**

68213 available

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, we recommend calling to confirm stock levels.

**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.

*This 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.*



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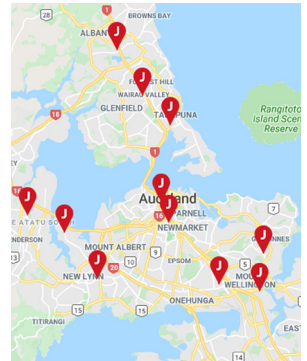


GET IT ON  
**Google Play**

## Locate your home branch:

We know your jobs are not always close to your 'home' branch. With on2Site you can check stock availability at any of our 80+ branches around the country to make your job easier.

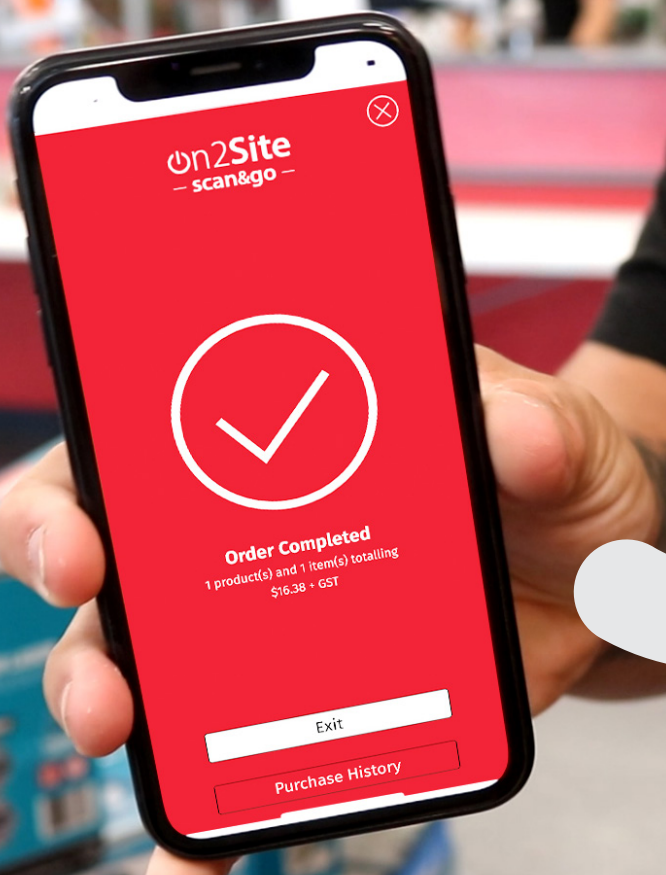
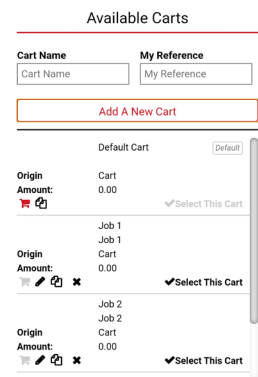
- Click & collect from any branch.
- Place your orders & we can deliver direct to site.
- Know what's 'on the shelf' at any branch & where to find it.



## Creating 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 auto-save after each change you make.
- Easily convert a quote to an online order, providing 100% price guarantee.



## on2Site -Scan&Go-

With on2Site you can scan & add products to your cart in store, proceed to checkout online and pay.

Select 'I'm at the branch now' & your packing slip will print at the counter, or use the industry leading search function to add items to your cart.

Minimize the amount of time spent standing at the counter.

Skip the queue



Express shopping



Quick stock top-ups



Contactless



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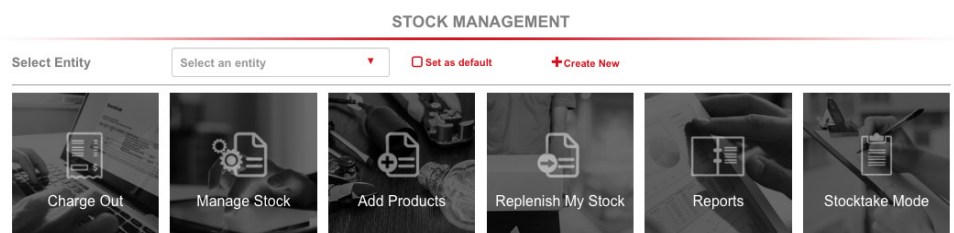
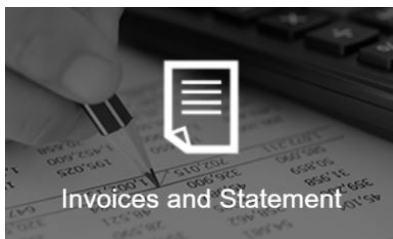
## Administrator functions.

### Invoices and Statements:

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

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.

- 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.
- Subscribe to automated delivery of invoices, quotes, price books and statements via our new Integrate engine.
- Integrate supports many formats.
- 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 with Fergus, SimPRO and Smart Trade Software.



### 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.



## Quotes:

View, review, print and accept quotes created for you by our branches, contract offices and design teams. Plus, create your own customer quotes, modify, add markup and send to your customer.

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

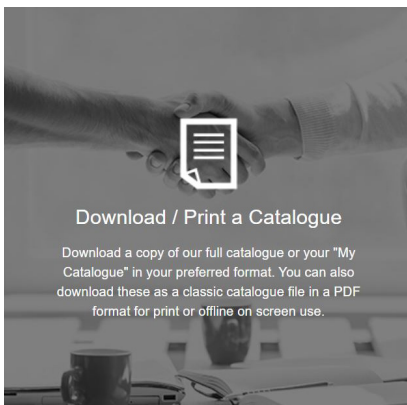
QUOTES									
My Reference	Source	Type	Status	Quote Number	Created	Branch	Total Excl GST	<input type="checkbox"/>	Action
SWITCHES	Branch Created	Quote For Me	⚡	30839847	08/06/2020	BOSTON ROAD	\$47.87	<input type="checkbox"/>	Action ▾
mrs smith	Web Created	Quote For Me	⚡		13/11/2019	Web	\$64	<input type="checkbox"/>	Action ▾
Pump House	Web Created	Quote For Me	⚡		11/11/2019	Web	\$74	<input type="checkbox"/>	Action ▾
test	Web Created	Quote For Me	⚡		06/11/2019	Web	\$12	<input type="checkbox"/>	Action ▾
test	Web Created	Quote For Me	⚡		06/11/2019	Web	\$1	<input type="checkbox"/>	Action ▾
test	Web Created	Quote For Me	⚡		05/11/2019	Web	\$68	<input type="checkbox"/>	Action ▾
testt mark	Web Created	My Template	⚡		23/10/2019	Web	\$87	<input type="checkbox"/>	Action ▾
Test cust	Web Created	Quote For My Customer	⚡		23/10/2019	Web	\$10	<input type="checkbox"/>	Action ▾
van	Web Created	Quote For Me	⚡		23/10/2019	Web	\$19	<input type="checkbox"/>	Action ▾
test	Web Created	My Template	⚡		26/09/2019	Web	\$2	<input type="checkbox"/>	Action ▾
Donald	Web Created	Quote For Me	👍		26/09/2019	Web	\$0.1	<input type="checkbox"/>	Action ▾
Mr Smith	Web Created	Quote For Me	👍		15/07/2019	Web	\$5	<input type="checkbox"/>	Action ▾
test	Web Created	Quote For Me	⚡		16/04/2019	Web	\$14.21	<input type="checkbox"/>	Action ▾

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

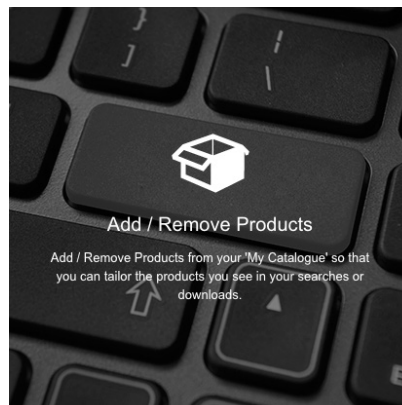
## Catalogue:

Browse and maintain 'My Catalogue.' The product catalogue feature is based on your purchasing behaviour.

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



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.

# Get the most out of on2Site.



## PROMOTIONS



### Training.

- Find training modules from key brands.
- Up to date info about products.
- How to guides.
- Features & Benefits on products.

### Promotions.

- Click the Promotions tile to see @Source promotions.
- Terms and Conditions.
- Browse the full catalogue.
- Browse sales catalogues for selected categories.

### FAQs.

You can find answers to all the commonly asked questions on on2Site.

**Get in touch.** For more assistance with setting up on2Site, please contact your sales rep.



on2Site

> DIRECT



### SHOP MODE

on2Site

> DIRECT



on2Site

BRANCH

Easily switch mode between on2Site and on2Site DIRECT to shop between our usual product catalogue or our Online Only range.

Take advantage of the Bulk Deal Pricing & have your order dispatched the same day (if placed before 4pm) & freight free anywhere in New Zealand.