

1. Logging In

Use your Company ID, User Name and the Password you have been provided with to log onto the website www.ptsonlineordering.co.uk

These details are specific to you and should **not be shared**. The system will automatically log you out after ten minutes of inactivity to limit abuse of your live pricing by others.

2. Product Searches

You will arrive straight on to the “**Select Products**” page as below. This screen should be used to search for products and placing orders.



You can search for products in two ways:

a. Enter a PTS keyword or any part of a description of a product in the “**PTS Product Look Up**” box and click Search. This allows you to search for a product by name or any part of a description and will show any products where those specific words appear.

Example: Myson Premier Compact 700x500 will bring up three options as follows

MYSON 70SC50G 700X500 PREMIER COMPACT
MYSON 70DPX50G 700X500 PREMIER COMPACT
MYSON 70DC50G 700X500 PREMIER COMPACT

At the end of each line will be a select button allowing you to choose your options.

b. Alternatively you can use the drop down arrows on the “**Main Group, Sub Group, Suppliers**” boxes and click search and this will bring up the whole group of products to search through if you are not sure of sizes or options.

Example: Radiator Premier Compact Myson

If you make an error use the back key  which will take you back to the last screen.

Once you have found the products you require click the “select “ button.

3. Ordering Products

Any items you have selected will now appear in the “**Order Products**” section at the foot of the page. The Order Products section will show you the PTS keyword, the description, and defaults to a quantity of one, which you can amend accordingly. It will also show you our retail / list price (which may differ from the manufacturer retail price), your standard terms price and a value difference between the two. Change the quantity you require at this point.

You can repeat the Product Lookup process until you have selected all the products you require as above. For your own peace of mind you should log out when you are not at your PC / laptop to keep your pricing confidential.

When you are happy with your selection and have amended quantities, you can then click on the “**ORDER**” button.

4. Delivery Details

Once you have clicked the “**ORDER**” button, you will be taken to Step 2 of the order process. Here you complete your delivery details, order number and choose the branch you require to process and deliver / collect your order from. This order will auto generate a PTS order reference.

Your order will go to your chosen branch sales email and a copy will be sent to your email for your records. This branch will then process the order in the normal way. Any problems please then pick up with your chosen branch.

Note: You must read and accept the terms and conditions and tick the box prior to sending your order.

You will now be returned to the “Select Products” screen.

5. Other Options in PTS Online Trading

The Red tabs along the top of the site, all provide you with extra functions, see a description below of what each function allows you to do.

PTS will take you to www.ptsplumbing.co.uk, the standard PTS website where you can download our brochures, see latest news and find information about renewables.

BRANCH LOCATER takes you to www.ptsplumbing.co.uk and this allows you to search for PTS branches either closest to the post coded location you require or by searching our branch directory.

DHS takes you to www.dhsspare.co.uk and allows you to search for spares very simply with drop down menus and intricate assembly images to allow you to choose the part you require. Make a note of the part number and then return to the online order form to order.

MAGIC takes you to www.ptsplumbing.co.uk where you can access a Magic Boiler price list in PDF format. These prices are available to you.


PROMOTIONS will show you any promotions that PTS currently offer.

CEN will take you to www.energy-smart.org.uk where you can register if you are Gas Safe Registered and order a boiler– only available via PTS.

MANUFACTURERS will take you to contact details of key product manufacturers and has links to their technical centres. By hovering over the icons at the bottom you can link straight through to the manufacturers own website.

LOG OUT will take you out of online trading and back to your home page where you can log back in.



Using the “back” arrow  in the top left hand corner allows you to go back to www.ptsonlinetrading.co.uk

For any queries on how to use the site please email enquiries@ptsonlineordering.co.uk