



GUIDE TO ORDERING ONLINE FOR WORKWEAR

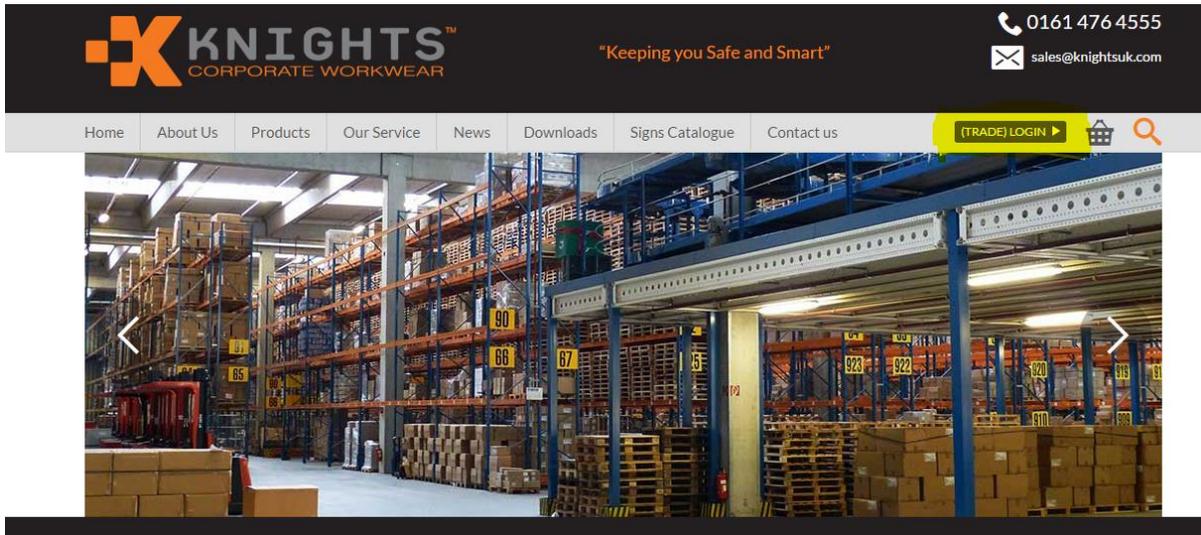
Knights Corporate Workwear have completely revamped their website www.knightsuk.com and introduced many new features to make online ordering as quick and easy as possible. Please follow the simple guide below, any queries please do not hesitate to contact us on the live chat button on the website or alternatively contact us on 0161 476 4555 or email us at sales@knightsuk.com

CONTENTS:

1. Login to your account
2. Trade Account
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 - Current Orders
 - Paid Invoices
 - Outstanding Invoices
 - Staff Maintenance
3. My Uniform- placing orders

1. LOG IN

Go to www.knightsuk.com and once the page has loaded, click on TRADE LOGIN as circled below in Yellow;



Once you have clicked on TRADE LOGIN, the following will appear;

Trade Login

Log in to your account to create a wishlist, access your order history and current order status and for a quicker checkout experience.

EMAIL ADDRESS

PASSWORD

[Forgotten Password?](#)

Please log in using your email address and password (we will provide these), you can change your password to something more memorable later (see account details). If you forget these details please do not hesitate to contact us on the live chat, telephone or email and we can provide you with these details instantly.

Please note, the email address and password need to be exactly as we have sent you as the system is case sensitive.

Please ensure if you are to change your email address for any reason, to keep us informed so we can update accordingly.

2. TRADE ACCOUNT PAGE

Once logged in, you will see your trade account home page as below.

Home About Us Products Our Service News Downloads Signs Catalogue Contact us **TRADE ACCOUNT**  

Trade Account



Welcome Dave

Rep Contact: Steve Knight
Rep Email: sales@knightsuk.com
Rep Telephone: 0161 476 4555

Welcome to your Trade Account page.

From here you will be able to keep track of your orders, view previous orders and update your account details.



ACCOUNT DETAILS ▶



CURRENT ORDERS ▶



PAID INVOICES ▶



OUTSTANDING INVOICES ▶



MY UNIFORM ▶



STAFF MAINTENANCE ▶



MEMBER LOGGED OUT ▶



ACCOUNT DETAILS ▶

ACCOUNT DETAILS Use this to edit your account details, this is where you can change your password to something more memorable.

The top section as seen below, is not changeable as this is held within our system for invoicing purposes, if this needs amending, please contact us and we will update this for you.

Account Details

ACCOUNT	BEYN01
COMPANY NAME	David Beynon
FIRST NAME	Dave
MIDDLE NAME	
SURNAME	Beynon
ADDRESS	Unit 8 Lawnhurst Trading Est
	Ashurst Drive
CITY	Cheadle Heath
COUNTY	Stockport
POST CODE	SK3 0SD
COUNTRY	United Kingdom ▼
TELEPHONE	0161 476 4555
FAX	
EMAIL	dave@knightsuk.com



CURRENT ORDERS ▶



PAID INVOICES ▶



OUTSTANDING INVOICES ▶

CURRENT ORDERS, PAID INVOICES AND OUTSTANDING INVOICES

These pull your account information off our system so you can see at any point where your account is up too, print off copy invoices if required and view any outstanding invoices due.



STAFF MAINTENANCE is where you can control your employees, their information and their product information.

Once you click on the section – a list of all your employees, their staff number and their job roles (staff numbers and job roles are optional) will appear as below.

STAFF MAINTENANCE ▶

Staff Maintenance

MODIFY NEW REMOVE GROUPS				FILTER	FILTER
Select	Name	Staff Number	Role		
<input type="checkbox"/>	Abigail Waters	123510	Manager		
<input type="checkbox"/>	Adam Bonnis	123484	Office		
<input checked="" type="checkbox"/>	Amanda Gurr	123501	Order Picker		
<input type="checkbox"/>	Arthur Murdoch	123476	Warehouse		
<input type="checkbox"/>	Bob Banbury	123446	Driver		
<input type="checkbox"/>	Briony Knight	101011	Customer Service Manager		
<input type="checkbox"/>	Burt Edwards	123460	Driver		
<input type="checkbox"/>	Caroline Parr	123479	Office		
<input type="checkbox"/>	Chris Rutter	123496	Order Picker		
<input type="checkbox"/>	Chris Hunte	123483	Office		
<input type="checkbox"/>	Chris Murs	123454	Driver		

You can select a staff member to amend by ticking in the box marked SELECT by the employees name and then modify or remove if required.

Staff Maintenance

MODIFY NEW REMOVE GROUPS				FILTER	FILTER
Select	Name	Staff Number	Role		
<input checked="" type="checkbox"/>	Abigail Waters	123510	Manager		
<input type="checkbox"/>	Adam Bonnis	123484	Office		
<input type="checkbox"/>	Amanda Gurr	123501	Order Picker		
<input type="checkbox"/>	Arthur Murdoch	123476	Warehouse		

To add new staff members click on the “NEW” button and the below window will appear:

Staff Maintenance

STAFF ID: NEW

NAME:

STAFF NUMBER:

ROLE:

EMAIL:

PASSWORD:

BUDGET

BUDGET AMOUNT £:

BUDGET QUANTITY:

FREQUENCY (DAYS):

APPLY FREQUENCY LOCK OUT:

NAME – this is a mandatory field and requires the Employees Name to be filled in

You can then fill in the optional fields as below;

STAFF NUMBER – some customers like to use their employees payroll number

ROLE – the employees job role (e.g order picker, cleaner, warehouse operative, driver)

PLEASE CONTACT US AT KNIGHTS FIRST BEFORE FILLING IN ANY OF THE REMAINING FIELDS AND WE CAN DISCUSS AND EXPLAIN THIS IN DETAIL IF REQUIRED.

EMAIL/PASSWORD – do not fill in – this is only if the employees are going to order their own uniform

BUDGET AMOUNT – this can be filled in if you have a particular monetary budget per staff member

BUDGET QUANTITY – if you have a set amount of products allowed per staff member

FREQUENCY DAYS – how often the employee will be allowed to have new items ordered

APPLY FREQUENCY LOCKOUT – this would be ticked if the frequency days field has been populated.

ONCE ALL THE RELEVANT DETAILS HAVE BEEN FILLED IN PLEASE CLICK ON THE “NEW” BUTTON IN THE ORANGE BOX TO ADD YOUR NEW STAFF MEMBER

YOU NOW NEED TO SELECT THE RELEVANT GROUPS FOR YOUR STAFF MEMBER:

Once your new staff member has been added, please find the staff member in staff maintenance, (you can search on their name using the FILTER button) tick select by their name and then click on GROUPS in the orange box.

Staff Maintenance

MODIFY NEW REMOVE **GROUPS** FILTER Briony Knight FILTER

Select	Name	Staff Number	Role
<input checked="" type="checkbox"/>	Briony Knight	101011	Customer Service Manager

MODIFY NEW REMOVE GROUPS

A box will then appear below with the groups that we have set up for you:

Staff Maintenance

GROUPS

Select	Group Description
<input type="checkbox"/>	Warehouse & Drivers
<input type="checkbox"/>	Footwear
<input type="checkbox"/>	Office
<input type="checkbox"/>	Cleaners
<input type="checkbox"/>	Gloves
<input type="checkbox"/>	PPE

BACK

Tick the boxes required for your staff member, for example – if you have a warehouse operative that you want to be able to order Warehouse uniform, Footwear, Gloves and PPE, tick all four boxes and then click on the orange “BACK” button, this will automatically save your choices.

If you want to be able to order any of the options for any staff member, please select all and then click on the orange “BACK” button to save your choices.

****PLEASE NOTE IF YOU HAVE A FEW STAFF TO SET UP WE CAN BULK IMPORT FOR YOU – ALSO THE GROUPS PER CUSTOMER ARE PRE SET BY KNIGHTS WORKWEAR – IF YOU WOULD LIKE THIS ADDING TOO OR AMENDING PLEASE CONTACT US****

Once your staff members are all set up, you are ready to order.

3.MY UNIFORM – PLACING ORDERS FOR YOUR STAFF

To order your uniform requirements, go back to your trade account page and please click on the “My Uniform” icon;



Welcome Dave

Rep Contact: Steve Knight
Rep Email: sales@knightsuk.com
Rep Telephone: 0161 476 4555

Welcome to your Trade Account page.
From here you will be able to keep track of your orders, view previous orders and update your account details.



ACCOUNT DETAILS ▶



CURRENT ORDERS ▶



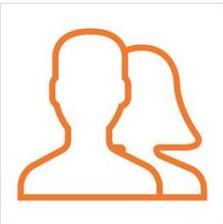
PAID INVOICES ▶



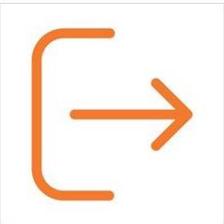
OUTSTANDING INVOICES ▶



MY UNIFORM ▶



STAFF MAINTENANCE ▶



MEMBER LOGGED OUT ▶

A list of your employees will appear – please select the first employee you want to order for (you can search by entering a name into the filter box) and then tick select and CONTINUE:

My Uniform

Please select a member of staff for which you like to place an order for

CONTINUE FILTER **FILTER**

Select	Name	Staff Number	Role
<input type="checkbox"/>	Gary Roberts	123474	Warehouse
<input type="checkbox"/>	Jim Robbins	123452	Driver
<input type="checkbox"/>	Richard Robbins	123458	Driver
<input type="checkbox"/>	Robert Fairbrothers	123463	Driver
<input type="checkbox"/>	Robert Pirch	123488	Office
<input checked="" type="checkbox"/>	Robin Shaw	123512	Manager

CONTINUE

You will then be presented with your staff order page.

For demonstration purposes, all groups are showing for this employee, however if you had selected only two groups for this member of staff, only the two relevant groups would appear.

My Uniform - Robin Shaw

PRODUCT CATEGORIES

- Warehouse & Drivers
- Office
- Cleaners
- Footwear
- Gloves
- PPE

ORDER DETAILS

Qty	Description	Price
Total		£0.00

ADD TO ORDER

CLEAR

BACK TO STAFF



Classic Bodywarmer BW8786
£17.50 ex. VAT £21.00 inc. VAT
ORDER OPTIONS



Classic Fleece FJ9031
£12.50 ex. VAT £15.00 inc. VAT
ORDER OPTIONS



Constructor Hi Viz Anorak HV1001
£15.95 ex. VAT £19.14 inc. VAT
ORDER OPTIONS



Traffic Hi Viz Bomber Jacket HV4016
£17.95 ex. VAT £21.54 inc. VAT
ORDER OPTIONS



Classic Hi Viz Waistcoat HV4550
£1.95 ex. VAT £2.34 inc. VAT
ORDER OPTIONS



Ski Hat HW2145
£2.50 ex. VAT £3.00 inc. VAT
ORDER OPTIONS

For each item, please click on ORDER OPTIONS and the box below will appear;

Please select the **colour required** (we have pre loaded the options you have ordered previously – this can be amended by Knights please contact us if required), the **size required** for your staff member, if you require a **logo** on this item or not and the **quantity**.

If you have budgets set against a staff member or number of products allowed, a text box will appear to let you know you cannot order that particular number of items and you will have to decrease the quantity until it lets you add the items to your order. However if no budgets are set these items will be added to your order.

Classic Bodywarmer BW8786/NVY/L

COLOUR: Navy

SIZE: L

LOGO: Knights Corporate Workwear Logo

£17.50 ex. VAT £21.00 inc. VAT

QUANTITY: 2

ADD TO BASKET

Product budget quantity of 1 item(s) exceeded (currently 2 item(s))

Once you have selected all your items for your employee, check your order details and if they are correct please click on ADD TO ORDER to send the items to the basket. If this add to order is not ticked for every staff member once you have chosen their items, no items will appear in the basket for any employees.

My Uniform - Robin Shaw

PRODUCT CATEGORIES

- Warehouse & Drivers
- Office
- Cleaners
- Footwear
- Gloves
- PPE

ORDER DETAILS

Qty	Description	Price
1	Classic Bodywarmer, Navy, Size L	£17.50
1	Ski Hat - Navy	£2.50
3	Classic Poloshirt, Navy, Size L	£18.75
Total		£38.75

ADD TO ORDER

CLEAR

BACK TO STAFF



Classic Bodywarmer BW8786
£17.50 ex. VAT £21.00 inc. VAT
ORDER OPTIONS



Classic Fleece FJ9031
£12.50 ex. VAT £15.00 inc. VAT
ORDER OPTIONS



Constructor HI Viz Anorak HV1001
£15.95 ex. VAT £19.14 inc. VAT
ORDER OPTIONS



Traffic HI Viz Bomber Jacket HV4016
£17.95 ex. VAT £21.54 inc. VAT
ORDER OPTIONS



Classic HI Viz Waistcoat HV4550
£1.95 ex. VAT £2.34 inc. VAT
ORDER OPTIONS



Ski Hat HW2145
£2.50 ex. VAT £3.00 inc. VAT
ORDER OPTIONS

When you click ADD TO ORDER, a message will come up on the system as below saying order details successfully added to the basket.

Once you have added your staff members items to the basket, you can either click on the basket icon which takes you to the check out, or click on BACK TO STAFF which enables you to order for the next staff member on the same order.

My Uniform - Arthur Murdoch

Order details successfully added to the basket

PRODUCT CATEGORIES

- Warehouse & Drivers
- Footwear
- Gloves
- PPE

ORDER DETAILS

Qty	Description	Price
Total		£0.00

ADD TO ORDER

CLEAR

BACK TO STAFF



Classic Bodywarmer BW8786
£17.50 ex. VAT £21.00 inc. VAT
ORDER OPTIONS



Classic Fleece FJ9031
£12.50 ex. VAT £15.00 inc. VAT
ORDER OPTIONS



Constructor HI Viz Anorak HV1001
£15.95 ex. VAT £19.14 inc. VAT
ORDER OPTIONS







Once you have completed all your staff uniform requirements, click on the BASKET icon, this will take you to the screen below – a list of all the items and information you are about to purchase.

Here you can remove items or continue shopping if necessary.

[Home](#) [About Us](#) [Products](#) [Our Service](#) [News](#) [Downloads](#) [Signs Catalogue](#) [Contact us](#) [TRADE ACCOUNT](#)  

[Basket](#) > [Contact Details](#) > [Confirmation](#) > [Your Order](#)

Basket

Product Code	Name		Price	Quantity	Total	
BW8786/NVY/L	Classic Bodywarmer Navy Size L	Kit for Robin Shaw, Manager, logo: Knights Corporate Workwear Logo	£17.50	1	£17.50	Remove
HW2145/NVY	Ski Hat - Navy	Kit for Robin Shaw, Manager, logo: Knights Corporate Workwear Logo	£2.50	1	£2.50	Remove
PS1013/NVY/L	Classic Poloshirt Navy Size L	Kit for Robin Shaw, Manager, logo: Knights Corporate Workwear Logo	£6.25	3	£18.75	Remove
BW8786/NVY/S	Classic Bodywarmer Navy Size S	Kit for Damian Trill, Order Picker, logo: Knights Corporate Workwear Logo	£17.50	1	£17.50	Remove
GLCHR	Cow Hide Rigger Gloves	Kit for Damian Trill, Order Picker, logo: No Logo	£3.70	2	£7.40	Remove
KW4575/NVY/S	James V Neck Jumper Navy Size S	Kit for Damian Trill, Order Picker, logo: Knights Corporate Workwear Logo	£15.95	1	£15.95	Remove
Sub Total					£79.60	
Delivery					£0.00	
VAT					£15.92	
Order Total					£95.52	

[CONTINUE SHOPPING](#) [CONTINUE](#)

Once you are happy with the order, click on the orange CONTINUE button shown above.

Please fill in your PO Number, and then scroll past your invoice address (this can only be changed by Knights) and then select your delivery address.

Once you have selected your delivery address from the dropdown, please click UPDATE to populate the delivery address fields.

Please add any Order Notes and click on CONTINUE.

The last section is one final check of your order and once you click CONTINUE, a message will appear to acknowledge you have placed your order.

Please print this page for your records if required.

Any problems please do not hesitate to contact us either by clicking on the Live Chat box shown below, or calling us on 0161 476 4555 or email us at sales@knightsuk.com and we will be happy to help.



Happy Online Shopping – Knights Corporate Workwear