

ANGLEPOISE®
Abandon Darkness.

Trade Order Portal

USER GUIDE



Introduction

Welcome to the **Anglepoise Trade Order Portal** – a new way to place orders, check stock availability, and quickly access any downloadable content you may need.

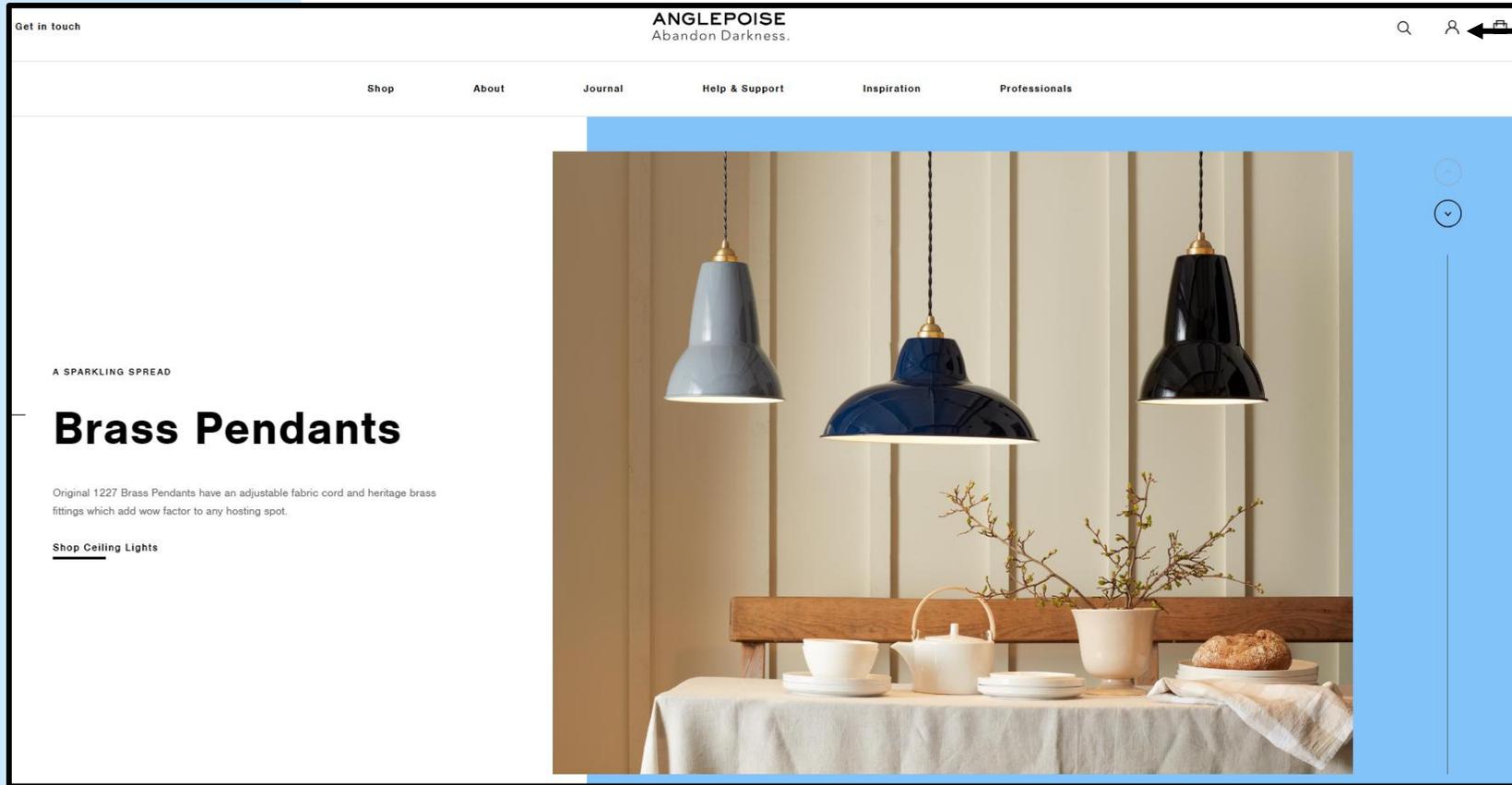
This User Guide will show you how to navigate around the portal including how to place order requests via two methods:

- **Shop Products** – shop the collection much like an E-Com site, but it will show ex VAT/Tax prices as well as your Trade Discount at the checkout. You'll also be able to see if any items are out of stock.
- **Order Upload** – input your order into our simple CSV template and upload it with a few clicks of a button

ABANDON DARKNESS.

Logging In

To enter the portal, first head to www.anglepoise.com



Click the profile icon and enter the associated email and password we provided

Once you have logged in, please change your password by clicking 'Manage Account'

My Account Homepage

As a EU Trade 40 business user an automatic 40% discount has been applied to all product orders. | [Shop now](#) Hide

- Dashboard
- Order Submissions
- Order Upload
- Shop
- Stock Checker
- Downloads
- FAQS
- Notifications
- Manage Account

Order Submissions
View & manage previous and current orders.

Order Upload
Upload your order quickly here using the CSV template provided

Shop Products
Shop with your automatic applied discount.

Stock Checker
Use our stock checker to check product availability.

Downloads
Access our available files.

FAQs
Visit our ZenDesk FAQ portal.

Manage Account
Change account details, email and password.

Your Trade Discount will appear here – the discount will be applied at checkout

The Portal dashboard allows you to place orders, check stock and access FAQ's including product specifications and images

Stock Checker

Ensure you have the correct Anglepoise SKU for the item and region you require, this can be found in our latest price list

TOP TIP – When searching multiple SKU's, separate with a comma to show all products in one list

My Account Welcome back APUK Test (Log out)

Dashboard

Order History

Order Upload

Shop

Stock Checker

Downloads

Stock Checker

Check the availability of the SKUs you require here.

Enter SKU number

Original 1227 Floor Lamp - National Trust Edition
Sage Green
Code #33114

£274.17 ● Available [View](#)

- Available – 10 or more in stock
- Low Stock – Below 10 in stock
- Out of Stock

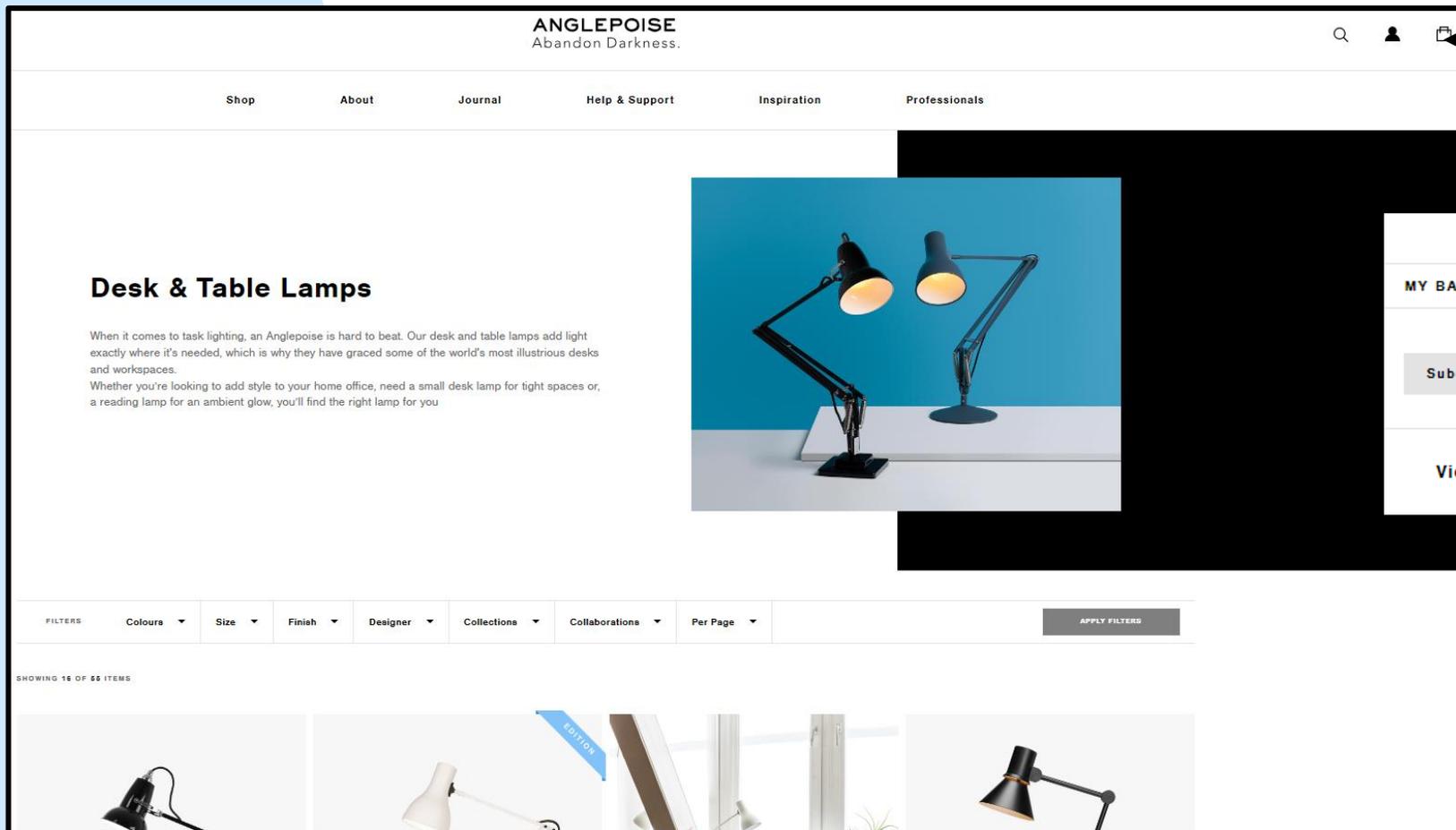
Click here to view the product page for more images and details

The price shown here is the RRP excluding VAT.
Your trade discount will be added at checkout

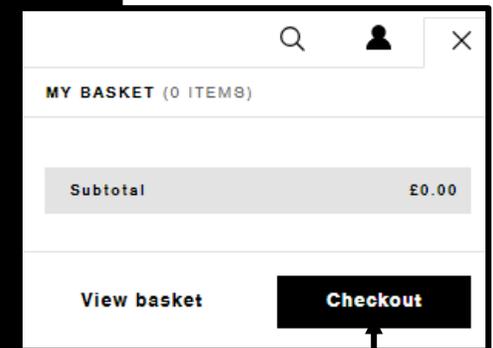
Please note: If an item is showing as not in stock, please use the 'Order Upload' method as we can put this on back order

Placing an Order - Shop Products Method

You can purchase through the website, all you need to do is access the shop, browse the products you require and add them to your basket – much like an E-Com site.



View your basket here at any time



When you're ready, head to the Checkout

Placing an Order - Shop Products Method

Product	Price	Qty	Total
 Original 1227 Brass Desk Lamp Elephant Grey Code #31299	£259.00	- 1 +	£259.00
 Type 75 Mini Table Lamp Turmeric Gold Code #33032	£129.00	- 3 +	£387.00

[Update Basket](#)

Basket total
Subtotal: £646.00
Trade 35: -£226.10
Shipping Fee For B2B Orders Under £500: £15.00
Shipping to Worthing, BN12 4PQ.
[Change address](#) ▶
Total: **£434.90** (includes £72.49 Tax)
Checkout
[Continue Shopping](#)

Shipping fees are added after your trade discount has been applied at checkout.

Orders over £500 Net qualify for free shipping

If you need to amend your delivery address, please contact us

Anglepoise do not offer Drop Shipments

First name * Last name *

Company name (optional)

Country/Region *

Postcode

Select an Address

Street address *

Apartment, suite, unit, etc. (optional)

Town / City *

Please note: Your order must contain a minimum of 3 items (excluding Giants). These can be different SKU's

If you wish to make a large order please follow the 'Order Upload' method

Placing an Order – Order Upload Method

First, download CSV and complete it as shown below.
Please ensure SKUs are correct using our latest pricelist.

	A	B	C	D
1	Title	SKU	Quantity	
2	EXAMPLE	33114	1	
3	EXAMPLE	32345	2	
4	EXAMPLE	36577	3	
5	EXAMPLE	36794	4	
6				
7				
8				

Next, upload the CSV file by clicking ‘Choose File’
Please note: The upload area only supports CSV file types

You can add notes if needed, for example, any specific warehouse opening times or delivery requests

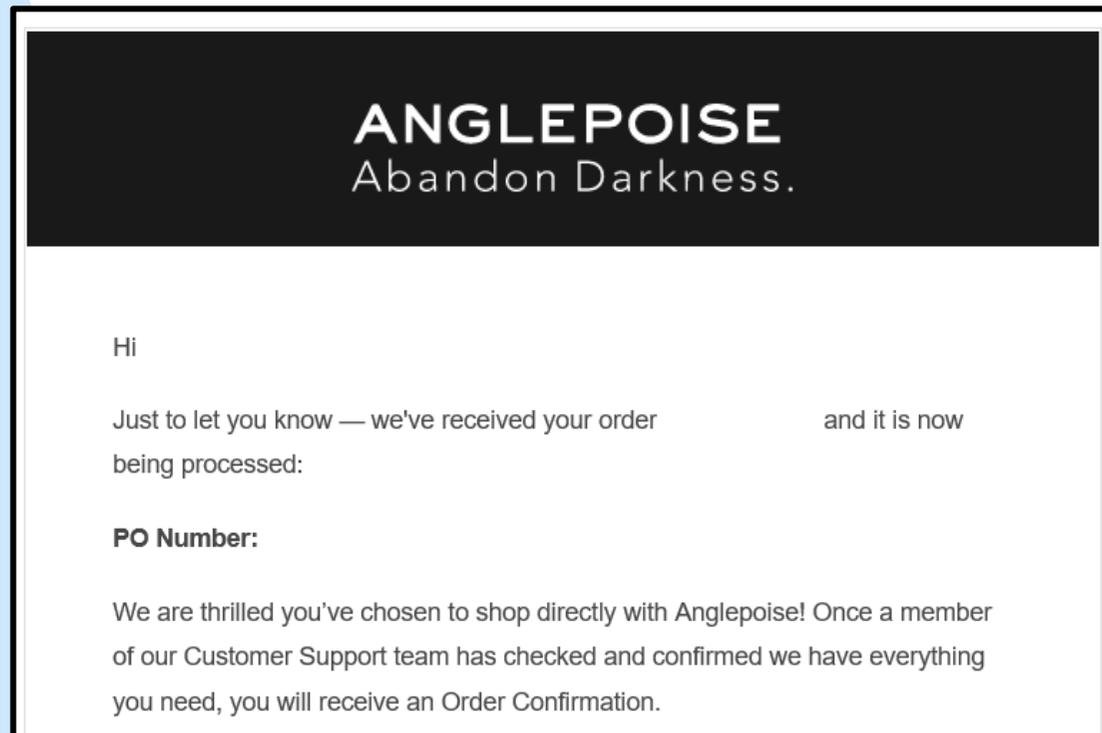
The screenshot shows the 'My Account' page for 'ANGLEPOISE Abandon Darkness'. The 'Order Upload' section is highlighted. It includes a sidebar with navigation links, a main content area with instructions, and a form for uploading a CSV file. The form has fields for 'Choose File', 'Notes', and 'Shipping Address' (Street Address, Address Line 2, City, Country / State / Region, ZIP / Postal Code, Country). A 'Upload Order' button is at the bottom right.

Placing an Order

At the checkout on both the Shop Products and Order Upload methods, you can add your own Purchase Order Number.

Once you have placed your order request, you will receive an email confirmation that includes your Order Reference and PO Number. A member of our Customer Support Team will shortly be in touch to confirm your order and any queries or questions can continue via this email thread.

We will also let you know once we have finished processing your order and it is ready to be despatched from our warehouse.



Thank you for choosing Anglepoise

If you need any help, please contact our Customer Support Team on +44 (0) 1227 538 038 or via our Contact Us page - <https://www.anglepoise.com/contact-us/>

We are open 9am – 5pm GMT Monday to Friday

