

# LOGIN

VISIT <https://www.nexonscmgroup.co.uk/account/login>

ENTER YOUR USERNAME (EMAIL ADDRESS) & PASSWORD

CONTACT US: 0800 999 5006 EMAIL: [info@nexongroup.co.uk](mailto:info@nexongroup.co.uk)

**nexon**  
GROUP

## Login to your U-Connect account

Enter your email address (username) and password below:



Username\*

Password\*

I agree to the Privacy Policy/Cookies Policy and the Terms of use

Remember Me | Password Reminder

Clear Login

Need Help? Call our friendly support team on  
080 999 5006

# MY ACCOUNT

This page gives you all the links you need to get to different sections of your account. It shows you a snapshot of the activity on your account as well as budget information if you have set a budget by head office.

The screenshot shows the U-CONNECT My Account dashboard. On the left is a navigation menu with 'My Shopping' selected. The main content area includes a welcome message, a 'My Dashboard' section with account manager and customer service details, and a 'My Recent Orders' table. A 'Spend Snapshot' box on the right shows budget and spend data. Callouts point to the 'Quick Links' menu, the 'Recent Orders' table, and the 'Spend Snapshot' box.

**Quick Links**

- My Shopping
- Browse Products
- My Favourites
- Your Approved Range
- My Saved Orders
- Order History
- Standing Orders
- My Products
- Full Order History
- Quote History
- Express Order
- Special Offers

**Recent Orders**

Date	Order Number	Delivery Address	Amount	Status
22/02/2019	2104900	Agnes Court	£50.00	Completed
15/02/2019	2104390	Agnes Court	£50.00	Completed
08/02/2019	2103880	Agnes Court	£50.00	Completed

**Spend Snapshot**

**Key Account Manager:** [Name]  
[Email]

**Customer Services:**  
0800 999 5006  
sales@nexongroup.co.uk

**Budget:** £0.00  
**Budget Spent:** £0.00  
**Budget Available:** £0.00


**Weekly Spend:** £0.00  
**monthly Spend:** £0.00  
**Yearly Spend:** £0.00

To get back to your account page at any point click the link to My Account showing at the top of your screen.

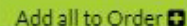
0800 999 5006 info@nexongroup.co.uk [My Account](#) Favourites Log Out Checkout Order details

# FAVOURITES

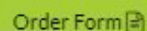
Use favourites as your online order form

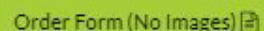
Add anything to your favourites by clicking this icon  as you browse the website.

Go down the list and enter the quantity of each item you require, leaving blank any items you do not need on this order.

Once complete scroll back to the top and click on the 'Add all to Order' button. 

Use the 'Order Form' buttons to create a pdf copy of your favourites list that you can print.





## Favourites List



Here you can view all your favourite products, place orders and create an order form.

You can use your favourites as an order form by entering in the quantity you require of each product and using the 'Add All to Order'™ button found at the top of the page.

To create an order form click on the Order Form button and we will produce you an order form for printing.

To add items to your favourites simply click on the  icon shown next to all products as you browse the site.
















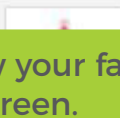
To remove item from your favourites click on the  icon found next to each product on the list below.

Sort By:  







	<p>Cleneco Ecodos EASY Kitchen Washing-up-Liquid No. 0 (2 x 1.5ltr)</p> <p>Code: CEC0006</p> <p> In Stock</p>	<p>£10.99 + VAT Per 1.5ltr</p>	<p>Add Quantity</p> <p>  </p>
	<p>Cleneco Ecodos EASY Kitchen Degreaser No.2 (2 x 1.5ltr)</p> <p>Code: CEC0008</p> <p> In Stock</p>	<p>£10.99 + VAT Per 1.5ltr</p>	<p>Add Quantity</p> <p>  </p>
	<p>Cleneco Ecodos DOSAGE BOTTLE All Purpose Cleaner No.1 (6 x 1ltr)</p> <p>Code: CEC0011</p> <p> In Stock</p>	<p>£10.99 + VAT Per 1ltr</p>	<p>Add Quantity</p> <p>  </p>
	<p>Cleneco Ecodos DOSAGE BOTTLE Washroom Cleaner</p>	<p>£10.99 + VAT Per 1ltr</p>	<p>Add Quantity</p>

To view your favourites section click the link to Favourites showing at the top of your screen.

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My Account   Log Out  Order details



# YOUR APPROVED RANGE

Your Approved Range works just like your favourites section. Instead of it being your quick list it gives you a list of everything your head office have approved for you to buy.

You can use this to add new products to your favourites using the love heart icon. Or you can use this list to order.

Go down the list and enter the quantity of each item you require, leaving blank any items you do not need on this order.


Once complete scroll back to the top and click on the 'Add all to Order' button.
















## Your Approved Range

Home > Your Approved Range

### Your Approved Range

Below is a list of all items approved by your Head Office. You can order from here or add to your favourites for easy ordering ongoing.


Add all to Order 


	<p>Saturo Laundry Detergent (10lt)</p> <p>Code: LAD0048</p> <p> In Stock</p>	<p>£25.00 - <del>£30.00</del></p>	<p>Add Quantity</p> <p>  </p>
	<p>Saturo Fabric Softener (10lt)</p> <p>Code: LAD0049</p> <p> In Stock</p>	<p>£25.00 - <del>£30.00</del></p>	<p>Add Quantity</p> <p>  </p>
	<p>Saturo Stainbuddy Plus (10 Itr)</p> <p>Code: LAD0052</p> <p> In Stock</p>	<p>£25.00 - <del>£30.00</del></p>	<p>Add Quantity</p> <p>  </p>

To view your approved range section select the link to My Account at the top of your screen. Your Approved range is the list of links down the left side of the page.

# ORDER DETAILS

On the order details page you can check your order.

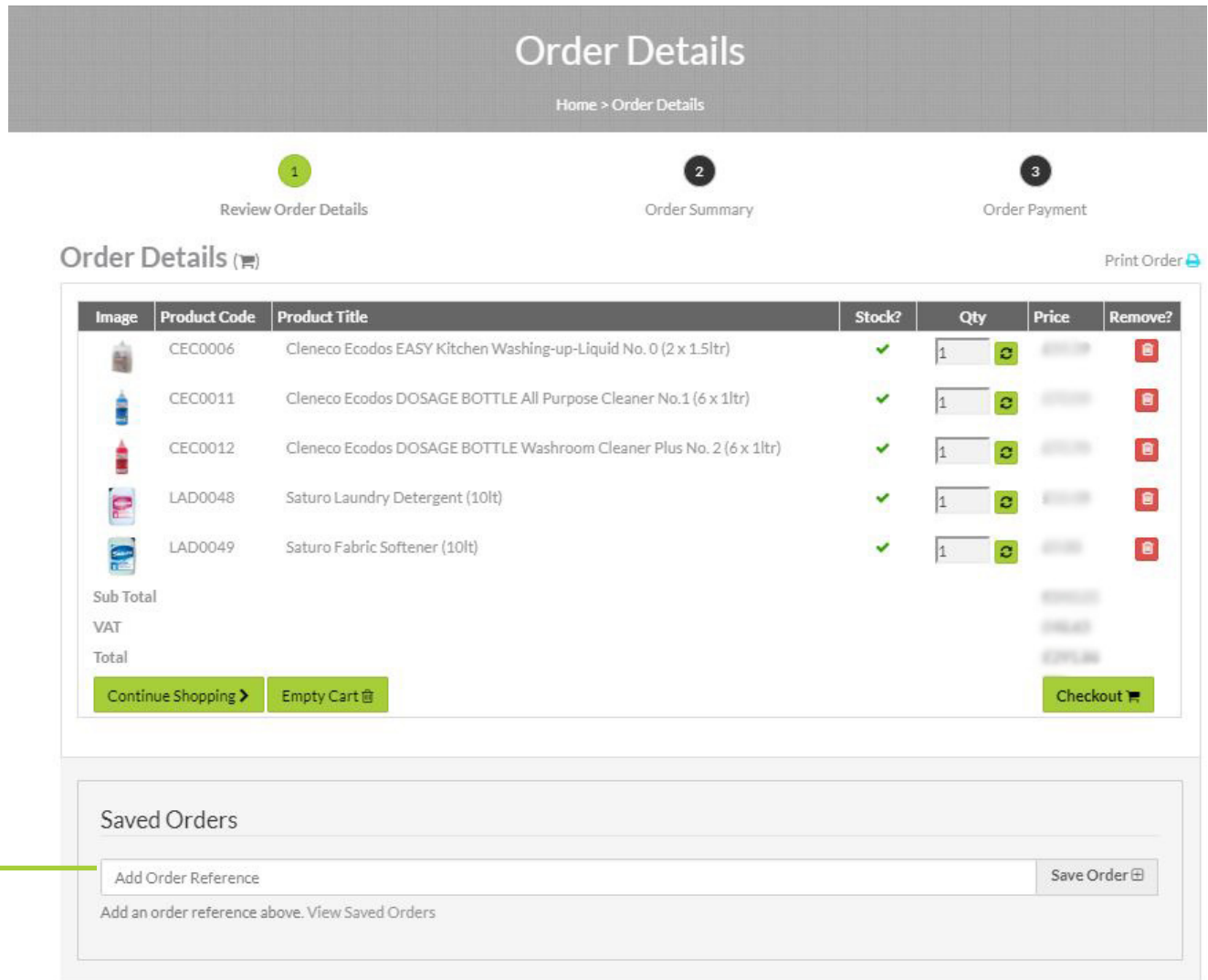
If you wish to remove any items from your order use the red bin icon  next to item you wish to remove.

To change the quantity adjust it in the qty box and click the save icon  next to the quantity to save your change.











If you are ready to finish your order and submit it click the Checkout button.

Checkout 

If you wish to save the order and come back to it later you can do so here by entering a reference and click Saved Order.





The screenshot shows the 'Order Details' page with a navigation bar at the top containing 'Home > Order Details'. Below the navigation bar are three steps: 1. Review Order Details (highlighted with a green circle), 2. Order Summary, and 3. Order Payment. The main content area is titled 'Order Details (🛒)' and includes a 'Print Order' link. A table lists the items in the order:

Image	Product Code	Product Title	Stock?	Qty	Price	Remove?
	CEC0006	Cleneco Ecodos EASY Kitchen Washing-up-Liquid No. 0 (2 x 1.5ltr)	✓	1 	£1.99	
	CEC0011	Cleneco Ecodos DOSAGE BOTTLE All Purpose Cleaner No.1 (6 x 1ltr)	✓	1 	£1.99	
	CEC0012	Cleneco Ecodos DOSAGE BOTTLE Washroom Cleaner Plus No. 2 (6 x 1ltr)	✓	1 	£1.99	
	LAD0048	Saturo Laundry Detergent (10lt)	✓	1 	£1.99	
	LAD0049	Saturo Fabric Softener (10lt)	✓	1 	£1.99	

Below the table, there are summary rows for Sub Total, VAT, and Total. At the bottom of the table are buttons for 'Continue Shopping >', 'Empty Cart 🛒', and 'Checkout 🛒'. Below the table is a 'Saved Orders' section with an input field for 'Add Order Reference' and a 'Save Order' button. A note below the input field says 'Add an order reference above. View Saved Orders'.

To view your order details at any point click the link to Order Details showing at the top of your screen.

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My Account ▾ Favourites Log Out Checkout  Order details

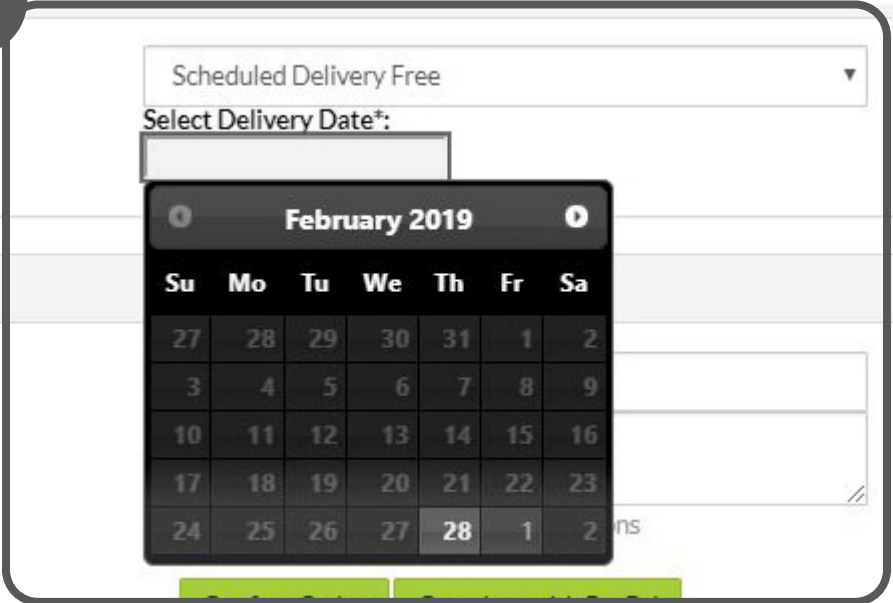


# CHECKOUT

Once you get to check there are two final steps you need to take.

1. Select your requested delivery from the delivery calendar
2. Enter your reference (if you dont have a purchase order reference just enter anything such as the date)
3. Click Confirm order

1



Scheduled Delivery Free

Select Delivery Date\*:

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

ns

2

Your Order Reference Here

Special Requirements

3

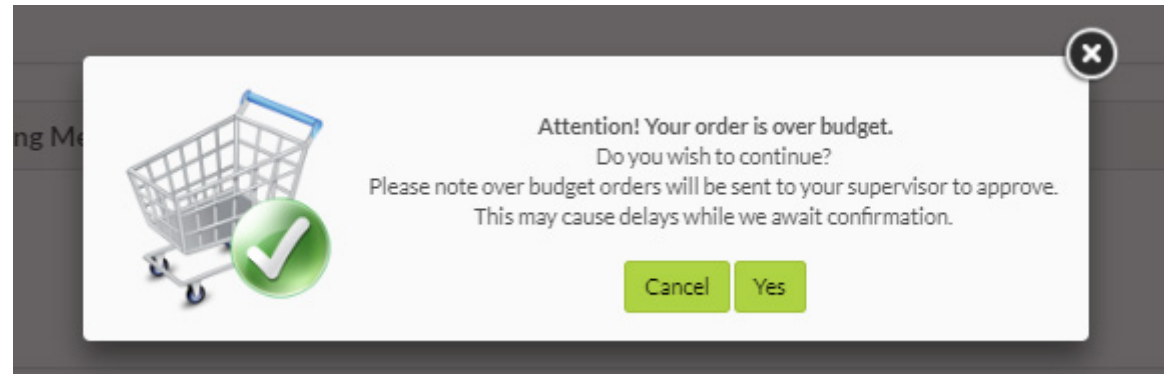
Click here to view our Terms & Conditions

Confirm Order Complete with PayPal

# PLACING ORDERS THAT EXCEED THE BUDGET

If a site places an order over budget they will see a message clearly warning them that this is the case prior to submitting the order.

On submission the user will receive an email stating that the order has been sent for approval.



## nexon GROUP

Dear Rachel

### Your Order Acknowledgement

Thank you for placing your order with Nexon Group, we trust you had a pleasant shopping experience!

Your order has been saved to your account awaiting approval by your supervisor. **PLEASE NOTE THERE COULD BE DELAYS ON THIS ORDER WHILE WE AWAIT CONFIRMATION FROM YOUR SUPERVISORS.** As soon as this is granted you will receive a confirmation email to let you know the order has been released for delivery.

Your order reference is: **2106358**. Please check your order details on the acknowledgement below.

If you have any queries relating to your order please don't hesitate to [contact us](#).

### WEB ORDER ACKNOWLEDGEMENT

Order Number: 2106358

#### Customer Name and Address

Customer Name  
Company Name  
Address  
City  
Country  
Postcode  
Phone

#### Delivery Address

Address  
City  
Country  
Postcode

#### Order Content

Code	Description	Unit	Net Price	Qty Required	Line Total
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