

HOW TO REGISTER

In this section you will be instructed on how to Register as a Customer, a Supplier or Both

- · Locating the Registration are on the Home Page
- Type of Registrations
- · Registering as a Customer
- Required information to be included
- Supplier Registration
- Company Information
- Company Contact Details
- Selecting Product Groups
- Selecting Service Groups
- Selecting Service Areas
- Completing the Registration
- Registering as Both

If you need any further assistance please contact us at,

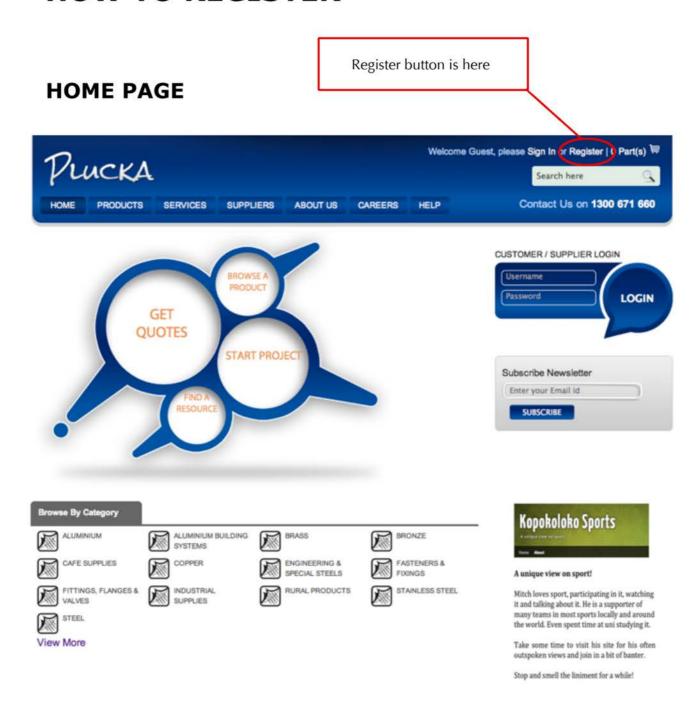
team@plucka.com.au

or

1300 671 660

PLUCKA USER MANUAL

HOW TO REGISTER



Click on REGISTER

REGISTRATION PAGE



CUSTOMER REGISTRATION

Allows you to create Quotations and submit them for suppliers to respond

SUPPLIER REGISTRATION

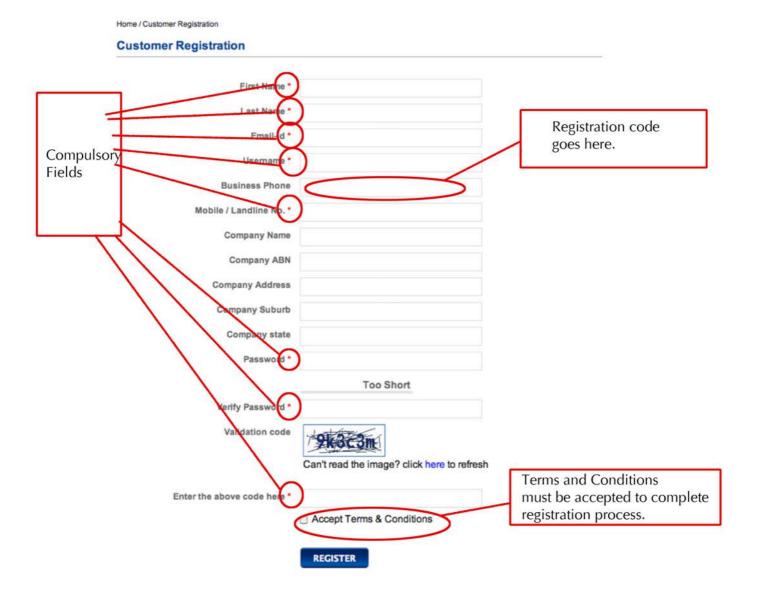
Allows you to receive and quote on customer submitted quotations

BOTH REGISTRATION

You are provided with a Customer and Supplier Dashboard which you can toggle between to do the above.

If you use a different email address for Selling and Buying then register separately as a Customer & Supplier. You will only pay the Both Registration fee.

CUSTOMER REGISTRATION



Fields that are marked * are compulsory.

Email-Id, this email address will be the one used to send notifications too your inbox. It also becomes your ID code and cannot be changed or edited.

We recommend that you input your company details, as suppliers will view these when offering quotes.

If you were issued with a Registration Code please type this in to the Business Phone area.

The Terms & Conditions must be accepted to complete the Registration.

SUPPLIER REGISTRATION



Fields that are marked * are compulsory.

It is recommended that you enter your company details, as this information can be viewed by the customers when they receive your quotations.

Company Contact Details



Fields that are marked * are compulsory.

The email address you enter should be that which you want use to receive emailed notifications and quotation requests. The email address cannot be edited as it becomes your user ID.

Create your own user name. If the one you choose has already been used it will ask you to choose another.

If you have been issued with a Registration Code please enter it in to the Registration Code box.

Company Product Groups



These are the product categories that currently appear in the PRODUCTS area of the site.

Select the products the your business supplies. Multiple selections can be made using either your command or control key.

It is not compulsory so if you are a service based business then do not select any.

If the products you supply do not appear in this area then contact us and we will include them.

Company Service Groups



These are the service categories that currently appear in the SERVICES area of the site.

If you have selected product categories, then also, select the Services categories that your business covers. Multiple selections can be made using either your command or control key.

It is advised that you make selections of the Services otherwise you will not receive quotes that are created as Custom Enquiries.

If your Service Category is not in the list, please contact us and we will include it.

Company Service Areas



Select which areas your business will supply too, compulsory. Multiple selections can be made using either your command or control key.

If you are supplying the whole of Australia click on the Select All Company Service Areas.



Create your own password, if it has already been used it will ask you to choose again.

Complete the validation, this is necessary to stop the scammers, accept the terms and conditions and REGISTER.

BOTH REGISTRATION

If you use a separate email address for selling and buying then register separately as a CUSTOMER and SUPPLIER. The cost remains the same.

If you use the same email address for selling and buying, then follow the instructions for "SUPPLIER REGISTRATION".