EDITING THE SUPPLIER DETAILS

In this section you will be able to edit the following content in your User Profile

- First Name

- Last Name

- Password

- Service/Location Areas

- Service Categories

- Country Location

- Address

- Post Code

- Company Image

- Change Product Categories

You will also be able to view any Company Reviews that have been submitted by customers.

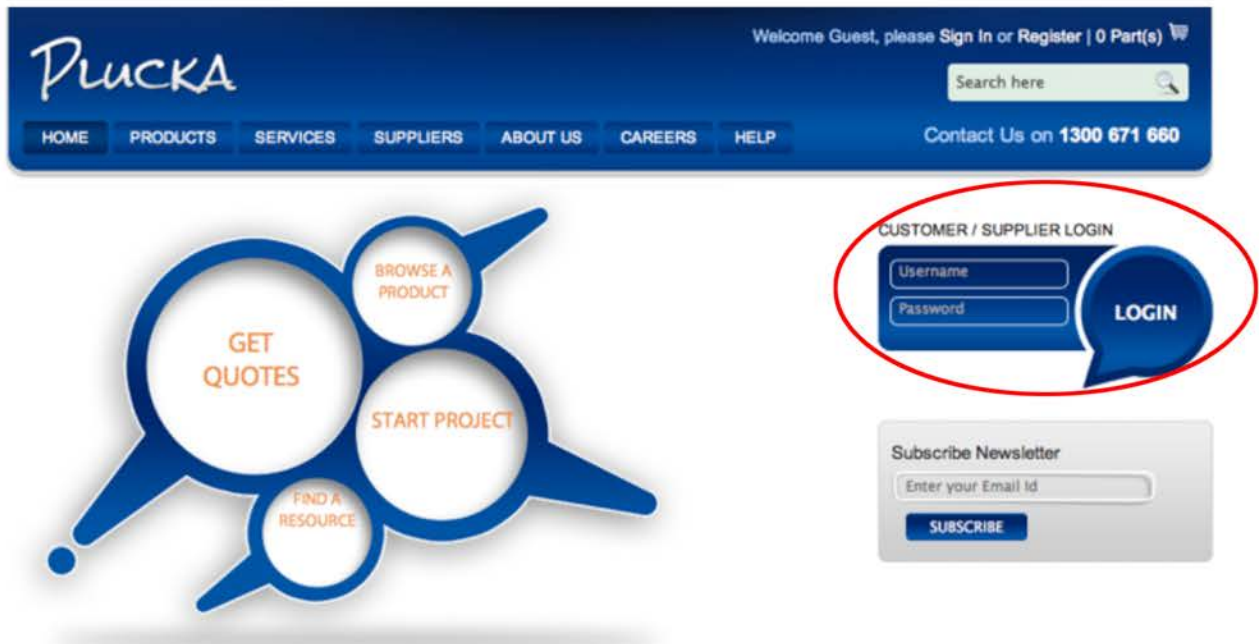If you need any further assistance please contact us at,

team@plucka.com.au

or

1300 671 660

EDITING SUPPLIER DETAILS

Enter your USERNAME and PASSWORD in the CUSTOMER / SUPPLIER LOGIN and click on the LOGIN button.

Alternatively, you can click on Sign In and the login page will appear
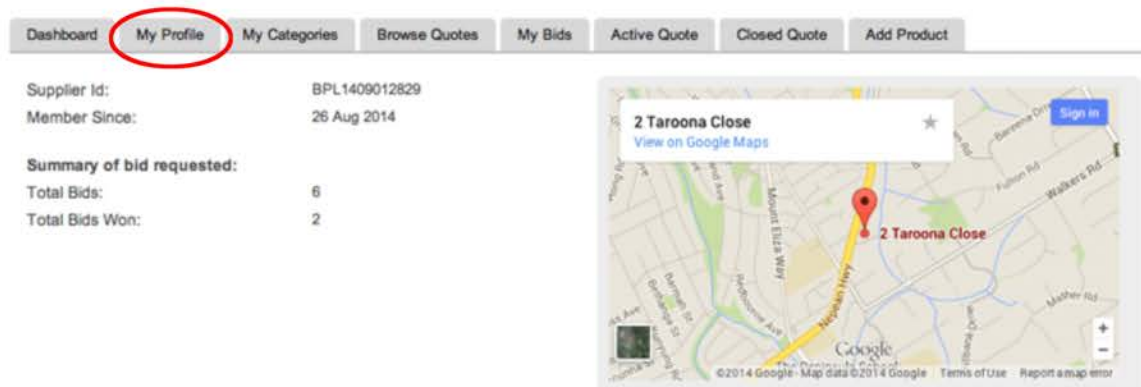

Enter your user name and password and click on Login

Your dashboard page will appear

Click the My Profile Tab

This is where you can edit your details.

First Name *	Greg
Last Name *	Dickin
Email ID *	greg@alprocure.com.au

You may edit the names but not the Email ID, as it is your user ID. If you wish to change your email please re-register. There is no charge for re-registering.

Password

Change Password - to change the current password.

You can change your password

Service Areas

Location *

```
ACT
ADELAIDE
BRIS BAYSIDE & EASTERN SUBURBS
BRIS CBD & INNER SUBURBS
BRIS NORTHERN SUBURBS
BRIS SOUTHERN SUBURBS & LOGAN
BRIS WESTERN SUBURBS & IPSWICH
BRISBANE
CANBERRA
DARWIN
HOBART
MELB BAYSIDE & SOUTH EASTERN SUBURBS
```

Select All | UnSelect All

Edit your service areas. You can click on either Select All or Unselect All, or Multiple selections can be made using either your command or control key.

Service Categories

Service Category *

```
BUILDING & CONSTRUCTION
    Acoustical Product Suppliers
Air Control Systems & Products
    Airconditiong Products & Systems Suppliers
    Airconditiong Service Providers
    HVAC Products Systems & Service Providers
Ashphalt
    Ashphalt Contractors
    Ashphalt Product Suppliers
Backhoe & Bobcat Services
Cabinet Making & Shopfitting
    Cabinet Making Contractors
```

Edit the Services Categories that your business supplies. 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.

Your Location

Country *   Australia (AU)   ⬍

Address *   2 Taroona Close

Mt Eliza Vic

Postal Code   3930

Edit your location details

Company Image

Edit Image   (CHOOSE FILE) no file selected

Alprocure

You can attach a photo or company logo to you profile.

UPDATE

Once you have finished editing click on the UPDATE button to save your changes.

Company Reviews

Reviews

Supplier Review
This customer was easy to deal with and paid promptly. Good to work with.
Great supplier did what he said he was going to do and delivered on time.
Delivered the wrong item and took ages to resupply the correct items

You can view any reviews that have been created by customers regarding your business.

HOW TO CHANGE YOUR PRODUCT CATEGORIES

Once logged in you will be at the Supplier Dashboard

Click on the MY CATEGORIES tab

In this area of the Dashboard you can edit your Product Categories

Choose your category from the available list, type it into the box and click ADD

Click here to deselect a category

A list of your selected Categories will appear, if you wish to deselect any, click the red cross. In the Add Category area there is a list of available categories, such as, CAFÉ SUPPLIES, as shown in the diagram. These can be added easily, by typing the category you wish to add into the box and clicking the ADD button.

If the Product Category you wish to add does not appear, please contact us and we will include it in the list.