



# Your walseley.co.uk how to guide

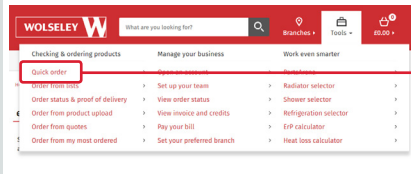


## Using Quick order

**Why?** Already know the product codes for the items you want, or have a list in an email or spreadsheet? Then our Quick order tool can speed up ordering.

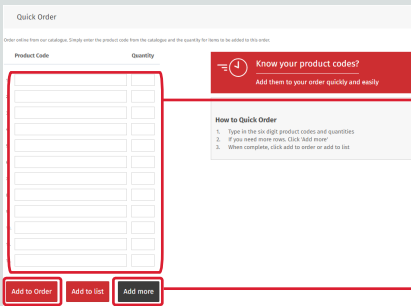


1



Select 'Quick order' from the 'Tools' drop down menu

2



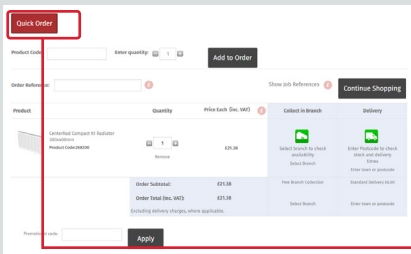
Simply type in our 6 digit product codes and quantities that you want to order

You can add more rows to the order by selecting 'Add more'

Click 'Add to order'

The products will be added to the basket straight away

3



Then proceed to the basket to order for collection, delivery or add to a list to save for future reference

Quick order can also be used in the basket

You can also save the product codes to a list for easy re-ordering

Quick order allows you to order products that cannot be found in search or navigation. If you need products adding to the website, please email [onlinesupportteam@walseley.co.uk](mailto:onlinesupportteam@walseley.co.uk)



If you have any questions, need any help, or have feedback, please call our Online Support team, or email us

[onlinesupportteam@walseley.co.uk](mailto:onlinesupportteam@walseley.co.uk)

0344 891 0196

[walseley.co.uk/benefits/quick-order](http://walseley.co.uk/benefits/quick-order)

Work smarter, not harder at **walseley.co.uk** and let us do the legwork for you