

How to Register

Please forward the following information to: dhui@opcpl.com.au

Your OPC Customer/ Account No:

Your Preferred E-Mail Address:

Your Username:

Your Password:

A Confirmation E-mail will then be sent to you to advise that the Login is activated and your details.

Some of the OPC Website features explained:

QUICK ORDER:

This screen allows you "fast entry" of items into the shopping cart. You can key in the product codes the Cart will ask for the quantity required. As you key each item, you will see it being added to the cart contents on the screen. Your pricing, including any Special Pricing that has been set up for you will also be displayed.

ACCOUNT INQUIRY:

This shows the current period end of the account, your customer details, and any outstanding amounts under your account. Note too, that the DRINV entries are highlighted and underlined, this indicates that you can "drill down" on these transactions and see which items were invoiced/credited on this transaction. You can also reorder from this drill down. If the line has a shopping cart attached, simply "click" and it will be added to your cart.

You can now pay for your accounts through this ACCOUNT INQUIRY area with a credit card through our secure system and have a receipt number issued immediately. There will be an icon shown on the transactions that are available for payment. Click on the payment icon, to select the transaction for payment, this will place the transaction at the top of the inquiry screen as shown below. Using the Select All Outstanding Transactions provides you with the option to pay your account off in full by loading all transactions with a balance into the pay transactions window at the top of the inquiry screen. Selecting the delete icon will remove the transaction from the selected transactions to be paid, for example, if you selected to pay the wrong transaction. Clicking the Pay Transaction button will bring up the Account Payment with Credit Card form.

PURCHASE HISTORY:

This shows your purchasing history with OPC with the most recent purchases shown first. If you use the scroll bar, you will see at the bottom of the frame, there is a total of the transactions shown. Note too, that the DRINV entries are highlighted and underlined, this indicates that you can "drill down" on these transactions and see which items were invoiced/credited on this transaction. You can also click on the print button on the screen to be able to reprint a copy of the invoice or transaction.

ORDER INQUIRY:

This option lists the orders placed and the status: ie

If the goods are "Allocated" (the goods are ready and getting packed in our warehouse

"Back Ordered" (the goods are not currently in stock)

"Shipped" (the goods have been sent to you from OPC)

You can also reorder from the order inquiry. If the line has a shopping cart attached, simply "click" and it will be added to your cart.

If the item does not have a cart, it means that the item is not available to be purchased via the website and may only be purchased via a phone or fax order.