



Members Guide to finding stock and placing orders

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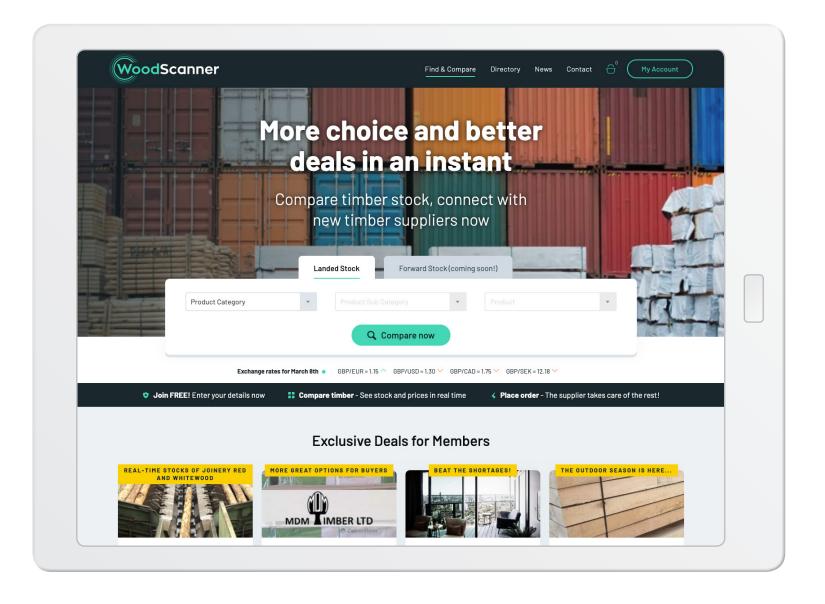
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Enjoy the benefits of viewing the widest range of timber products ever displayed on a digital platform.

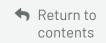
No more out of date PDF files. View the marketplace in **real time**, before making your purchasing decisions.





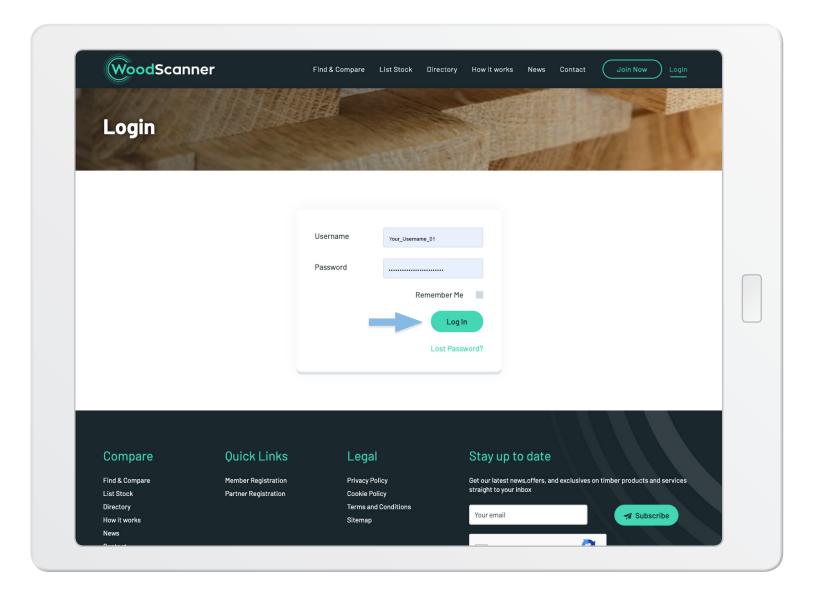




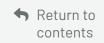


You have now received your login credentials and are ready to start finding and comparing products on the site.

First step, **login** to your secure dashboard.



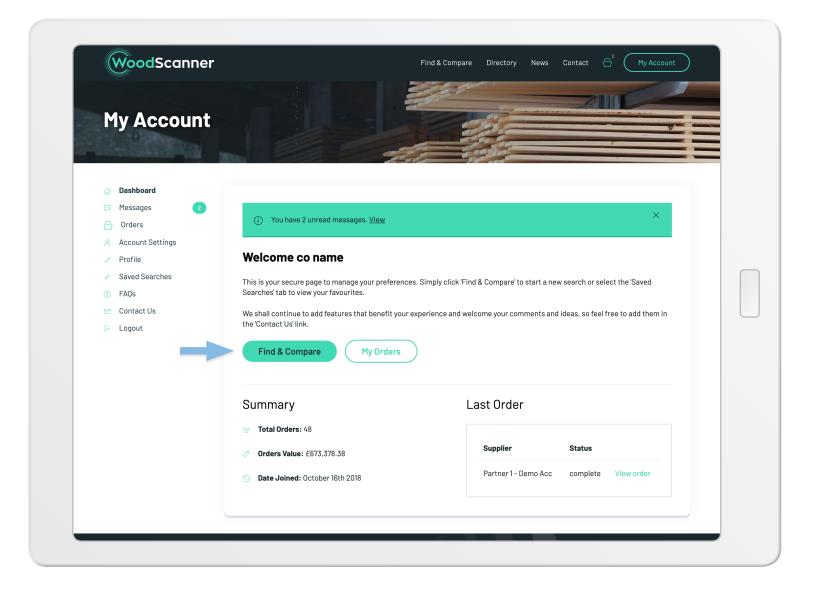




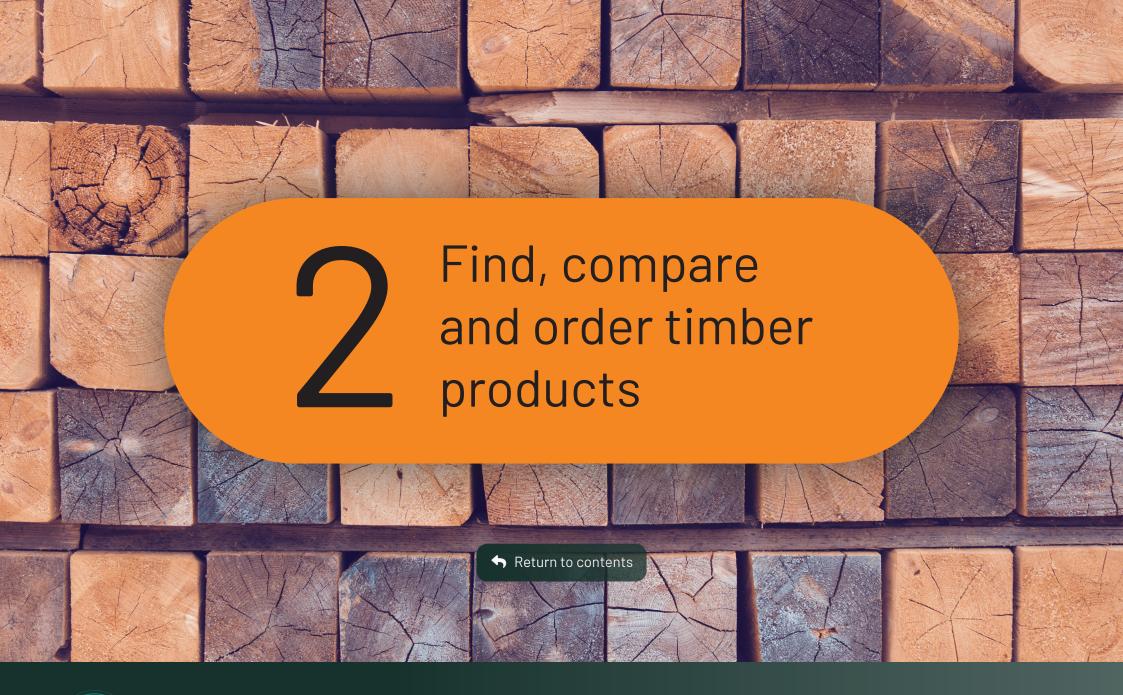
Here you can:

- Change your password to a more memorable one
- View your order history
- Read messages from suppliers
- Store favourite searches

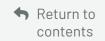
Click Find and Compare to begin your search for timber products live on the site











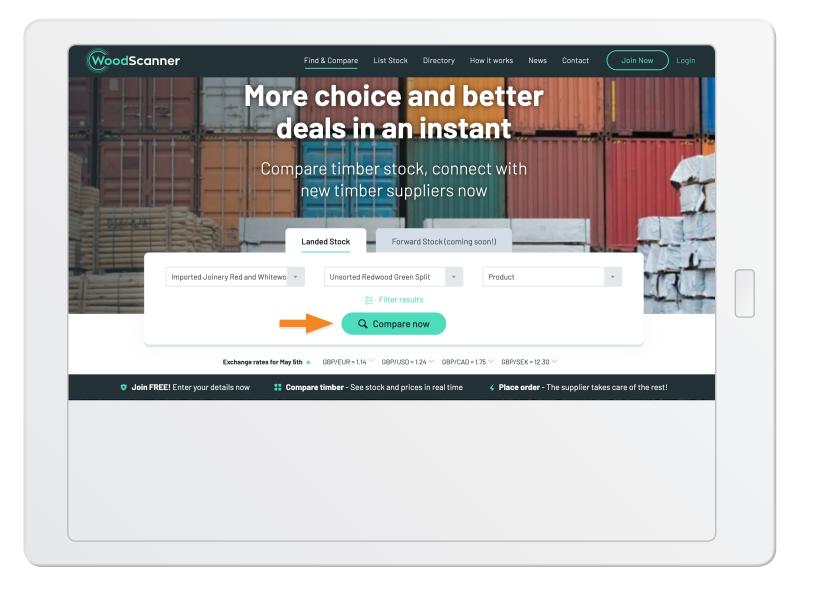
Use the drop down menus to define your search by:

- Product category
- Subcategory
- Product

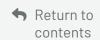
Selecting just a main product category, e.g. Imported Joinery Red and Whitewood, will display all products in that category

Adding a subcategory e.g. Unsorted Redwood Green Split will display only listings of this name.

Filter results or Compare now.





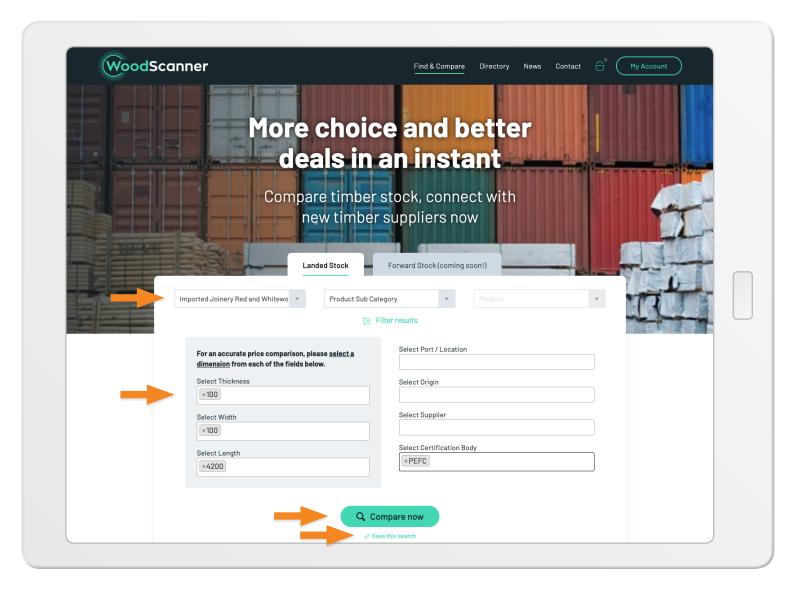


Refine results using **preset filters:**

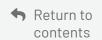
- Size
- Port/Location
- Origin
- Supplier
- Certification Body

The more refined your search, the more accurate the comparison.

Save search to your dashboard to save time in future.



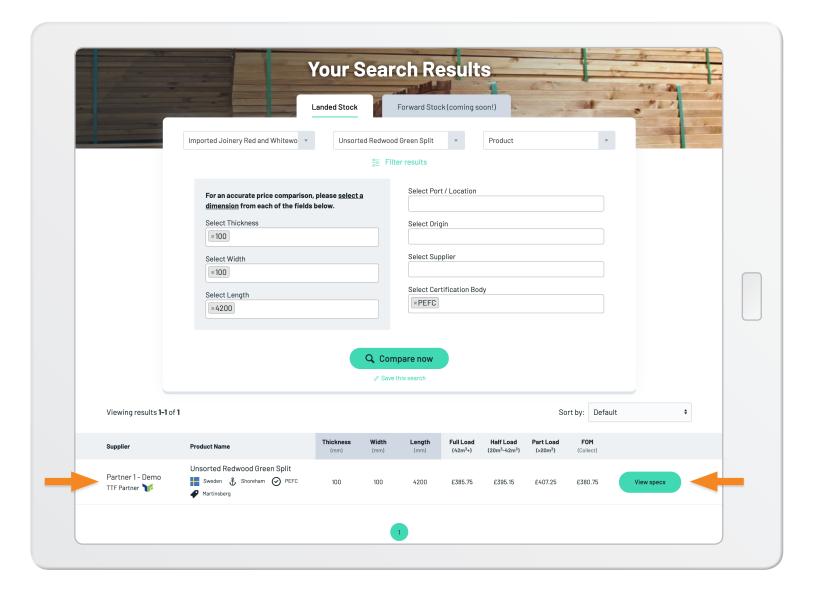




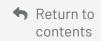
After clicking Compare Now your listing is revealed in pricing order.

You can also view the suppliers business profile and contact details by simply clicking on the Partners name in the listing.

Click **View specs** to reveal your chosen product or product range.



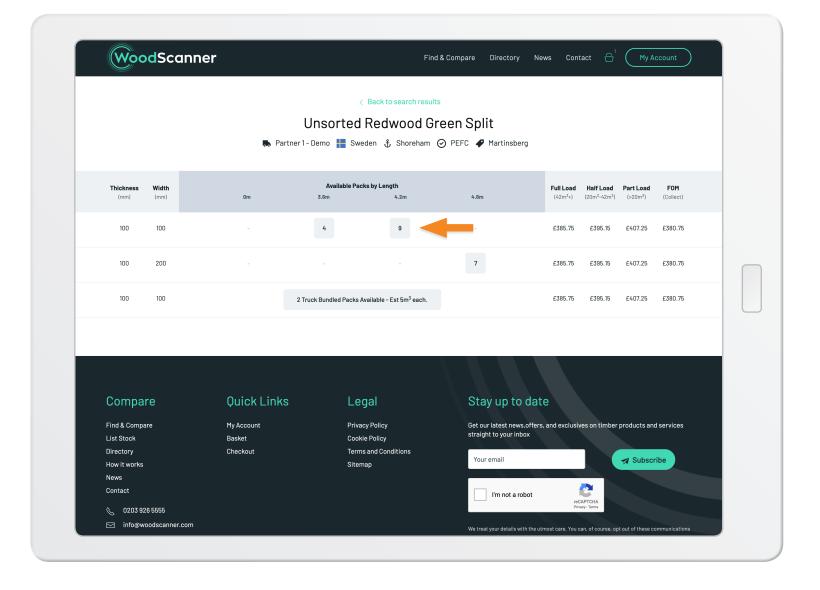




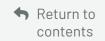
A less refined search may display other options.

Available specifications and valid price bands are displayed.

Click on a product to continue.





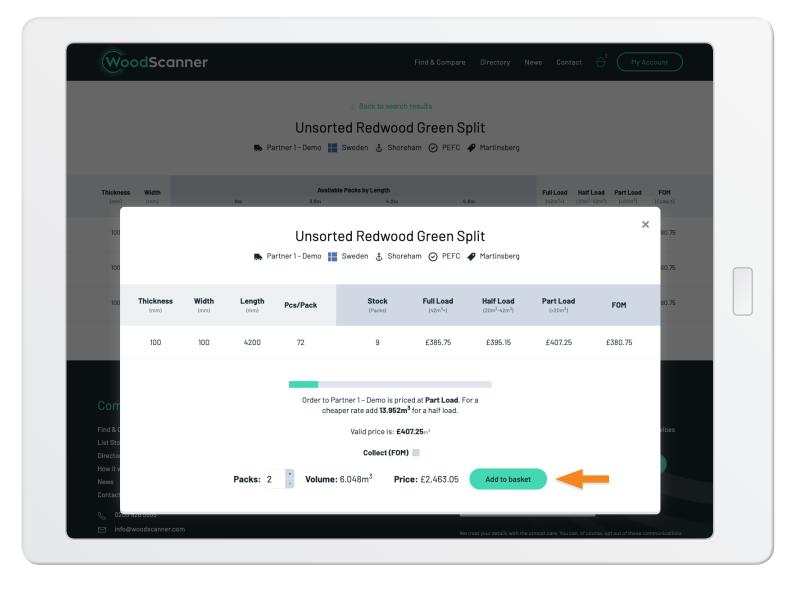


Easily add stock to your basket.

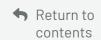
The display will autoadjust as you easily build your load.

The pricing tables will vary to reflect the different ways products are listed and sold.

Click **Add to Basket** to continue with your order or proceed to checkout.

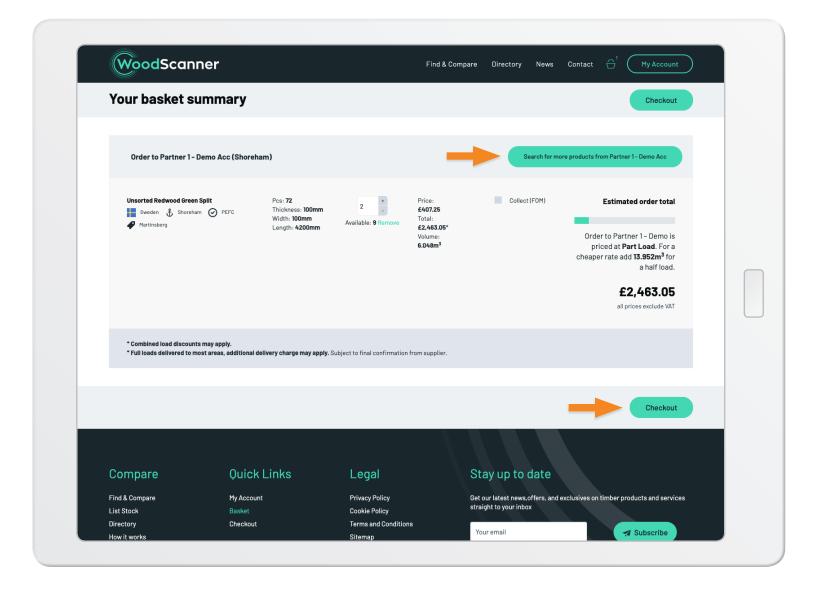




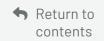


To save money you can build your order to take advantage of available quantity/volume discounts using our unique load building feature.

Simply select the option to view more products from the same supplier or proceed to checkout.



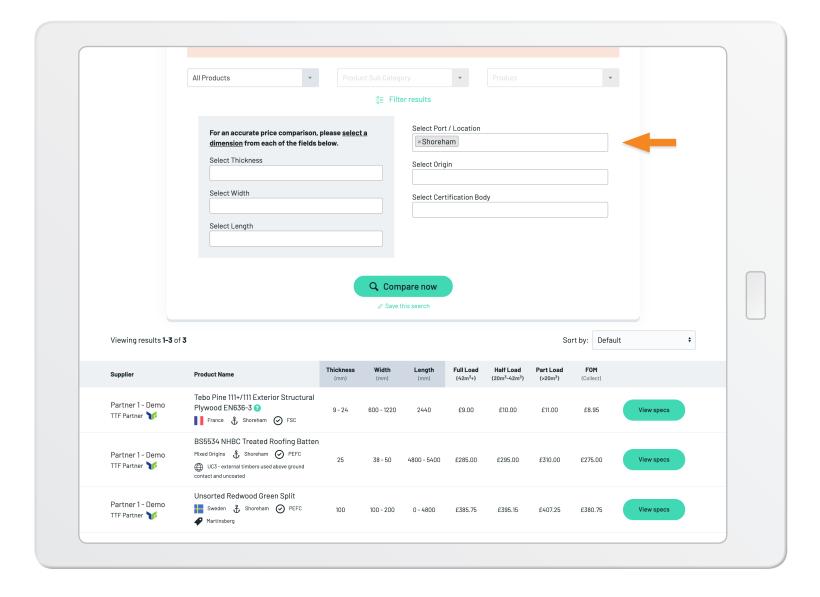




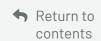
The supplier's full catalogue is revealed – easily add products from multiple categories in the same way.

To receive combined load discounts, ensure selections come from the same location. You can do this in the refine search function by selecting location.

Discounts will be applied, and your load and basket will be automatically updated.



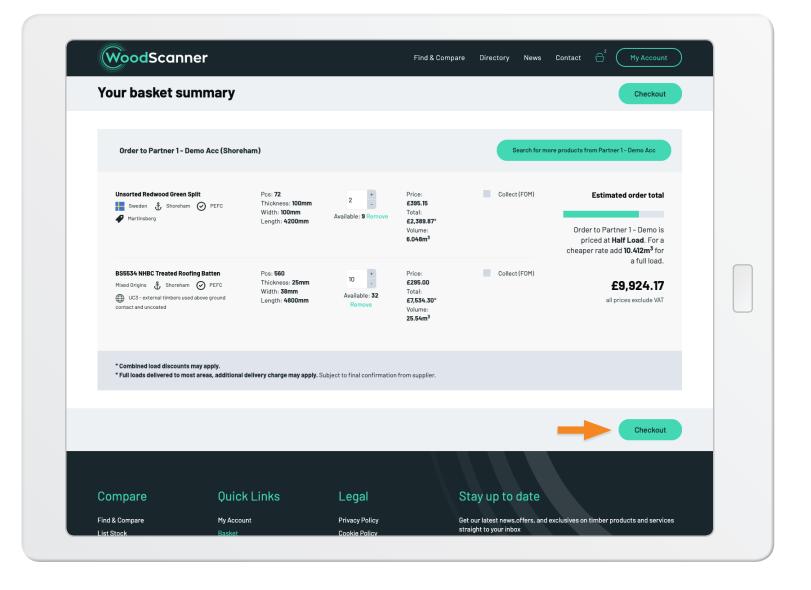




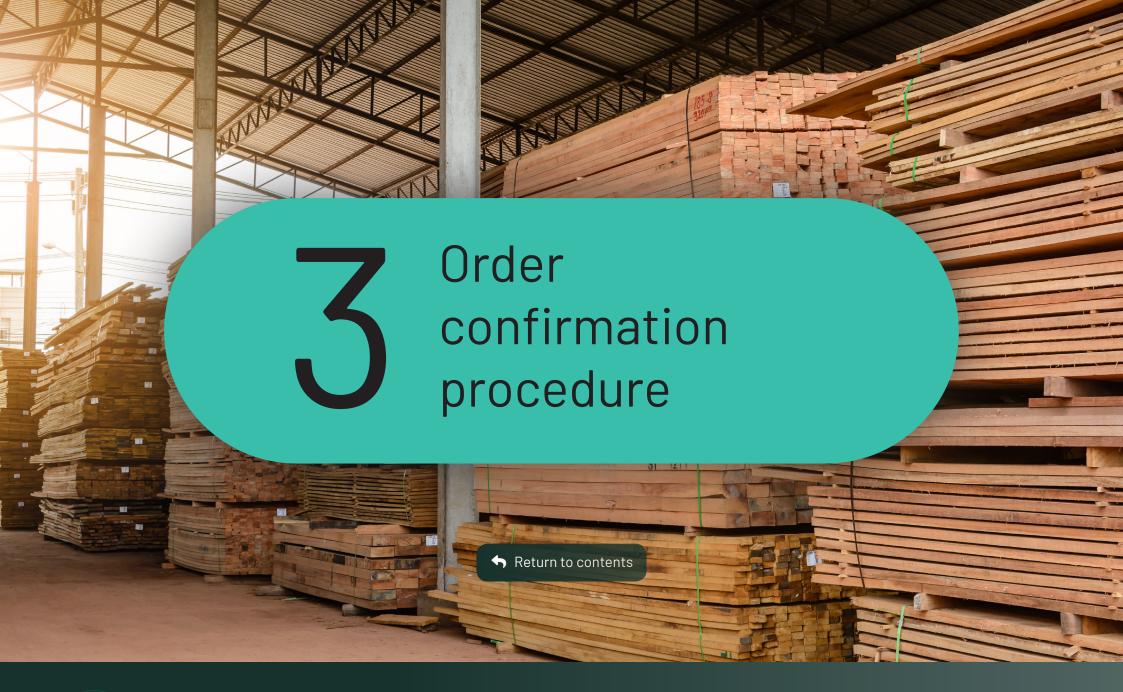
If you choose to add more products to your order the load volume and estimated order value will be recalculated.

All orders will be subject to the sellers final confirmation.

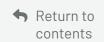
Check your summary and proceed to the **checkout** stage.









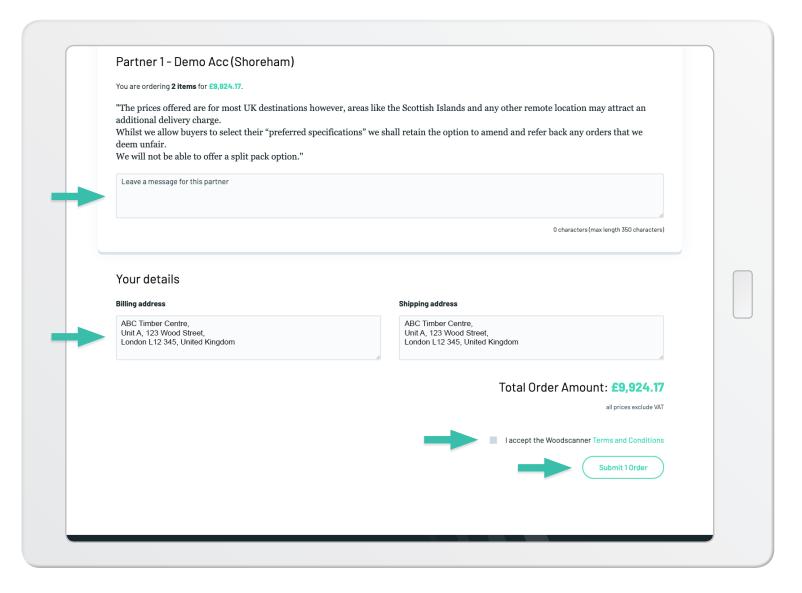


Now you are connected!

- Carefully read the suppliers checkout notes
- Leave a message for this partner
- Complete your delivery details
- Tick the confirmation box and submit your order.

The supplier will confirm receipt with a confirmation to your inbox.

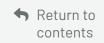
In the event of a query (e.g. no account set up, etc), you can exchange information using WoodScanner's direct messaging feature in your dashboard.











Tips and shortcuts

to help you navigate WoodScanner and use the functions easily.



Click on the **WoodScanner logo** or **Find and Compare** on the header bar from anywhere on the site to get back to the homepage and start a search.



Some products are listed in more than one category to help different search patterns - they will behave in the same way when you select them.



Unless you know exactly what you are looking for, it's always interesting to just insert the main product category in your search and explore the possibilities that await you.



If you only want to buy FSC or PEFC products set this when you filter your search.



Click on a supply Partners name in a listing to reveal their contact details and business profile.



