

# CUSTOMER PORTAL

#### Quick Start Guide on How To:

1.	Connect & Register to the portal	2
2.	Navigate the Home page	3
2.1	View different categories within a brand	4
2.2	View alphabetical list of items within a brand	5
2.3	Enlarge an image	6
2.4	Add items to your basket	6
2.5	View more information regarding specific items	6
2.6	View technical data sheets	7
2.7	View explosion diagrams	8
2.8	View alternative products	9
2.9	Browsing history (Open Windows)	9
2.1(	) Account details	.10
2	.10.1 Price List	.10
2	.10.2 Change Password:	.10
2.1	L My Info	.11
2.12	2 Notifications	.11
2.13	3 Basket	.12
3.	Creating a quotation	.13
4.	Generating an order	.15
5.	Set Basket as Favorite	.16

### 1. Connect & Login to the portal

1. Open your internet browser.

Please note that 'Google Chrome' has proven to work much faster than 'Internet Explorer' , but both of these browsers will work.

- 2. Enter the following link: <u>www.gondolier.co.za</u> into your browser search bar next to the search icon  $\bigcirc$  to access the Gondolier website.
- 3. Click on "PRODUCTS" in order for the following screen to appear:

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Catalog Groups	User Portal							
BLACK STEEL	HOME							
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SOLUTION-FINISH	BLACK TRIM RESTORER	SOUDAL	ВАУ	Burn Care Atrained	SPOT WELDING EQUIPMENT		Professional Savely Saver Printing Experiment	
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Open Windows								
USER POILBY								

- 4. Click "Register" and complete the required information.
- 5. Proceed by clicking on "Register".
- 6. You will now be directed to the "Home" page:

# 2. Navigate the Home page

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Home enter search text							Notifications Account	t 🕶 My Info Basket Print	Logout
Catalog Groups	User Portal - GONDOLIE	R AUTOMOTIVE TECHN	OLOGIES						
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On the left side of	t your scre	en you h	ave the "	catalogue	e groups"	list. This	s is an		
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On the remainder of the page you have the different brand icons.

### 2.1 View different categories within a brand

When you click on your selected brand on the "catalogue group list", you will be directed to the different categories within the brand (e.g. accessories / consumables, etc.) When choosing the category you wish to view you will be taken to an alphabetical list of all the items in that specific category.



### 2.2 View alphabetical list of items within a brand

Should you wish to view a complete alphabetical list of all the items in a specific brand, regardless of which category they fall under, you may do so by simply clicking on the brand logo icon, viewed on the home page.

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Home enter search text							Notifications Account	t * My Info Basket Pri	int Logout
Catalog Groups	User Portal - GONDOLIE	R AUTOMOTIVE TECHN	OLOGIES						
ALEXANDER BINZEL	HOME								
BLACK STEEL									
BODYSHOP SOLUTION									
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HEALTH AND SAFETY									
JONNESWAY									
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PROMOTIONS & NEW ITEMS									
Open Windows									
User Portal - GONDOLIER AUTOMOTIVE TECHNOLOGIE	E								
	1								

Items will be listed alphabetically according to the item code:

	0 <b>.</b>							
GONDOLIER	PORTAL							
WORLD CLASS BRANDS	elcome to Gondolier's us	er account and management	portol.					
Home enter search text				Notifications	Account -	My Info	Basket Print	Logout
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P MIWA	0	101004				170.00	550.05 (m)	
P MWM		JUAU04	AG010030A4 TOE DOLLY		17	479.00	550.85	0
PROMOTIONS & NEW ITEMS							•	
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SOLUTION-FINISH	1.54						0	
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Open Windows		JOA006	AG010024 SPEED FILE		35	526.00	604.90	
User Portal - GONDOLIER AUTOMOTIVE TECHNOLO								<u> </u>
Document List: Sales Order	6-18							
Sales Order: SO169648								
Sales Order: S0167460		JOA006a	AG0100241 FILE BLADE 9TPI		84	529.00	608.35	0
Shopping Basket		2 4 5 5						1.25 of 2502
4			<u>n</u>					1120101 0090

### 2.3 Enlarge an image

Click once, directly on any image to enlarge it.

#### 2.4 Add items to your basket

Click on the item to your basket.

#### 2.5 View more information regarding specific items

- Double click on the item bar or alternatively click on the <sup>1</sup> icon, to access more information regarding the specific item.
- Once you have opened the information page on an item, you will view the following page:



- All the information on the selected item is provided on this page. Kindly note that you can also add your item to the basket by entering the quantity and clicking on "Add to Basket".
- In the above tab you have options to access "Technical Data", "Explosion Diagram" or "Alternative Product" on an item.

## 2.6 View product documents sheets

After selecting your specific item, click on the Product Documents tab



It will open in PDF format which allows you to download or print the document. If the PDF does not open, please make sure that your computer does not block the attachments / pop-ups on the Multicat site. Look for the following pop up and click on the indicated icon to open the link:



## 2.7 View explosion diagrams

Click on the explosion diagram tab

LEXANDER INCEL LACK STEEL LOCK STEEL CONSIGN SOLUTION ARBON EBORA COMINON ARBELA NEDRA INTEK INO	General Information Product Documenta View High Quality Image (iii) Zoom (ii)	Deposed Days	
Using your	pointer, "hover"	over the number of the part that you wish to view.	

- If you wish to add the part to your basket directly from the explosion diagram, double click on the number of the part and the hotspot will highlight red and a green tick will appear as demonstrated with part number 2 on the image above.
- You can zoom in and out of the image using the "Zoom" function above the image.

## 2.8 View alternative products

This option will provide you with alternative products. Should you not be satisfied with the item you are viewing or you are searching for an alternative. Double click on the product you wish to view and you will be directed to the Product Info page of the new selected item.



## 2.9 Browsing history (Open Windows)

In the above image there is a bottom left hand column labeled "Open Windows". This is a page history of your activity on the portal.

You will be able to view a list of previous pages you have visited on the Gondolier Distributor Portal and should you wish to revisit any page, simply click on the relevant line.

## 2.10 Account details

GONDOLIER WORLD CLASS BRANDS	Customer PORTAL	and management portal.				6		
Home enter search text					Notif	ications Account -	My Info Basket Print	Logout
Catalog Groups	User Portal					Price List		
ALEXANDER BINZEL	HOME					Forms	•	
BLACK STEEL						Change Pas	reword	
BODYSHOP SOLUTION						Change rad		
► CARBON	BLACK	Cachan	CEBORA	Plastic Repair Metal Bonding		Filtok	FINIXA	
▶ CEBORA	STEEL Indexant's Could's			Sealants	Farecla	PAINT STRAINERS	Inter processing proceeds	
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▶ FINIXA	Fivon	- 6 <sup>2</sup>	Crincort	EININA	•	((MECUDO		
► FIXON	ALFYRIDAUNG SOLUTIONS		Competers	FINIAAC	JONNESWAY PROFESSIONAL TOOL RANGE	INTEGORO malegitam	AUTOMOTIVE	
▶ G3 PRO					CONTRACTOR CONTRACTOR			
▶ GRIPPAZ					$\square$			
HEALTH AND SAFETY								
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KTM & HUSQVARNA		BLACK TRIM RESTORER	SOUDAL	BAY	Sun Ingin	SPOT WELDING EQUIPMENT	NUMBER OF STREET	
* MEGLIDO	RUPES							
Open Windows						L		
User Portal								_
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## 2.10.1 Price List

This is the tab that you click on to view the complete price list in PDF or Excel format.

### 2.10.2 Change Password:

This is the tab that you go to in order to change your password

#### 2.11 My Info

Gondolier	Customer PORTAL	and management partal.							
Home enter search text							Notifications Account	t - My Info Basket Print	Logout
Catalog Groups  ALEXANDER BINZEL  BLACK STEEL	User Portal - GONDOLI HOME	R AUTOMOTIVE TECHN	IOLOGIES						
BODYSHOP SOLUTION     CARBON     CEBORA     DOMINION	BLACK	Carbon	CEBORA	Hose Asper Hard Roading Section	Farécia	Filtek	FINIXA	Fixon	
FARECLA     FILTEK     FINIXA     FOXON     GRIPPAZ		Grippozy	FINIXA		((MEGURO	AUTOMOTIVE	RUPES		
HEALTH AND SAFETY JONNESWAY KTM & HUSQUARNA MIGURO MIWA MIWA	SOUDAL	SPACE BAY	Sunmight	TECNA BPOT NELDING EQUIPHENT		Walcom			
PROMOTIONS & NEW ITEMS Open Windows User Pantal - CONDOLIER AUTOMOTIVE TECHNOLO	DGIE								

This is the tab that you click on in order to edit your company contact details and add or change the company logo. This information will appear on the quotations that you generate in the "basket".

#### 2.12 Notifications

When you click on "Notifications" it will open in the left hand column.

You will have an icon indicating if there are any new or unread notifications.

## Notifications

The different categories in notifications you will receive are as follows:

- News
- Promotions
- Price Adjustments
- Rebates
- Back Order Release
- Processed Orders

#### 2.13 Basket

Once you have clicked on "basket" the following page will appear:

G	R tour						
GONDOLIER WORLD CLASS BRANDS	PORTAL Welcome to Gondoller's user account	and management portal.					
Home enter search text				Notifi	cations Account - My l	nfo Basket tim Lo	gout
Notifications	Shopping Basket						×
<ul> <li>Group: (unspecified) (1)</li> </ul>	Basket 🖂 🔲 ¥ 📾	🔒 🐴 Items 🔿 🏷 🔿 (	Qustomer 📮 📮 💽				
Group: News (1)			Customer 🚳 🚳 🗠		Delivery Address	-Web to estant	
<ul> <li>Group: Promotions (1)</li> </ul>	- Company Name:		Contact Person:		Delivery Address:	CIICA LO SEIECL	
	Telephone Number	Fac Number	Email Address				
	Telephone Number.	Fax Number.	Email Address.				
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	Notes.				Reference Humber.		
	Item/Part	Description		Quantity Retail Price	e Cost Price Discount	Markup Total Excl. Tota	al Incl.
Open Windows							
User Portal - GUNDULER AUTOMOTIVE TECHNOLO(							
Sales Order: S0169648							
Sales Order: S0167460					0.00	0.00	0.00
	Y 4						

The basket allows you to create quotations, which you will then be able to email to your client/s. It also allows you to generate, and submit your orders directly to Gondolier.

- is to access all the saved baskets that were created on the specific entity.
- is to clear the entire basket.
- 🖻 is to
  - is to export your basket into Excel.

allows you to search any specific item code and add it to the basket.

is to remove a specific item code in the basket.

is to update prices when there is a situation where you have done a quote for a client and they come back 3 months later and you need to quote them again on the updated prices. You can then just access the previous quotation in saved baskets and click on the item to update the prices instead of redoing the quote.

is to clear your customer in the basket.

- If you have not added any items to your basket from the catalogue and you know the item codes you would like to add to your basket, you can manually enter the item code under "Item/Part" and the quantity under "quantity".
- Alternatively you can import item codes and quantity from an excel spreadsheet into your basket.

Click the icon in order to open the tab where you can paste your item codes from excel and click import as demonstrated in the image below:

GONDOLIER	PORTAL kome to Gondolier's user account												
WURLD LLASS BRANDS		_	Data Import			×							
Home enter search text		_	Please enter a comma seperated	d value list (item code, item	quantity) below:		Notifications Account - My Info Basket Print Logo						
Notifications	Shopping Basket		J0T614,1										
<ul> <li>Group: (unspecified) (1)</li> </ul>	Basket 🔚 🗊 ¥ 🛞	R Items	J0T443.2										
New Notification			JOT614,1 JOA005.3										
Group: News (1)	Company Name:		J0A501,2				-		Delivery Address	: <u>click to</u>	select		
New Notification			1										
Group: Promotions (1)	Telephone Number:	Fai	×										
New Notification													
	Notes:								Reference Numb	er:			
			1										
							-						
	Item/Part	Description					Quantity	Retail Price	Cost Price	Discount	Markup	Total Excl.	Total Incl.
Open Windowa					Validate Import	Cancel							
User Portal - GONDOLIER AUTOMOTIVE TECHNOLOGIE													
Document List: Sales Order													
Sales Order: SU109048													
Character Backet													
onopping basket									0.00			0.00	0.00
<u>الا</u>									0.00			0.00	0.00

• Once you have successfully imported your item codes you can either create a quotation or generate an order.

## 3. Creating a quotation

- Click on the icon, then click on "Add" to create a customer. You need to either create a profile for each of your customers, or alternatively you can create a cash customer account that can be used for all your clients.
- Once you have created your customer click on "Select" to add the information on your basket.
- Optional: Type anything below "Notes:" for example, "This quote is valid for 7 days.
- Click on the image below:

										<b>—</b> ·
🔛 Apps 🧜 Seller Portal 🕥 Multi	cat BMS - Login 🛛 🧕 E	mail - Chanel - O www.multicat.net say	/5							
(G		Basket 043701 saved.								
		t and management part.		ок						
Home enter search text					Notif	ications Acco	unt - M	y Info B	asket Print	Logout
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New Notification	Basket 🔚 🕔 🗙 🗷	E 2 Items 0 0 0 0 Customer								
Group: News (1)	Company Name:		Contact Person:			Delivery Addres	s: <u>click to</u>	select		
New Notification			Chanel Duvenage	Chanel Duvenage						
Group: Promotions (1)	Telephone Number:	Fax Number:	Email Address:							
Notes:				Order Number:		Reference Num	ber:			
	Item/Part	Description		Qu	antity Retail Price	Cost Price	Discount	Markup	Total Excl.	Total Incl.
	JOT614	C-6DA6196V 196PCS TOP CHEST TOOL SET			2.00 24,990.00	14,994.00		0.00	49,980.00	57,477.00
	JOA005	AG010030A AUTO REPAIR TOOL SET 6PC			3.00 2,498.00	1,498.80	0.00	0.00	7,494.00	8,618.10
	JOT500	D71PP08S NON SLIP GRIP SCREWDRIVER SET 8 PCS			2.00 598.00	358.80	0.00	0.00	1,196.00	1,375.40
	J0A501	AE300095 RADIATOR PRESSURE TEST KIT	Please wait		2.00 4,998.00	2,998.80			9,996.00	11,495.40
	301443	SU4H21255 SUCKET SET 1/4 DR. 25PC			2.00 998.00	598.80			1,996.00	2,295.40
Ones Western										
User Portal, GONDOLLER AUTOMOTIVE TECHNOLOGIE										
Document List: Sales Order										
Sales Order: SO169648										
Sales Order: SO167460										
Shopping Basket										
4						42,397.20			70,662.00	81,261.30

• Click "ok".

• Click on the <sup>L</sup>icon to create the quotation. It will ask you "Show Illustrations" and you can choose either "Yes", if you want the images of the items to show on the quotation, or "No" if you want to exclude them, as shown in the image below:

GONDOLIER P WORLD CLASS BRANDS	ustomer ORTAL come to Gondover's user account	and management portal.	-	_	-			1			
Home enter search text						Notific	cations Acco	unt 👻 Mj	Info Ba	sket Print	Logout
Notifications	Shopping Basket										×
Group: (unspecified) (1)	Basket 🔚 🗊 🖌 🗐	R a tems 0 0 0	Customer								
New Notification											
Group: News (1)	Company Name:			Contact Person:			Delivery Address: <u>click to select</u>				
New Notification				Charlei Duvenage							
New Notification	Telephone Number:	phone Number: Email Address:									
	Notes:				Order Number:		Reference Numb	er:			
			Report Parameters	×							
	Item/Part	Description	Show Illustrations:		Quantity	Retail Price	Cost Price	Discount	Markup	Total Excl.	Total Incl.
	JOT614	C-6DA6196V 196PCS TOP CHEST	Yes		2.00	24,990.00	14,994.00	0.00	0.00	49,980.00	57,477,00
	JOA005	AG010030A AUTO REPAIR TOOL S			3.00	2,498.00	1,498.80	0.00	0.00	7,494.00	8,618.10
	JOT500	D71PP08S NON SLIP GRIP SCREW	v	Ok Cancel	2.00	598.00	358.80	0.00	0.00	1,196.00	1,375.40
	JOA501	AE300095 RADIATOR PRESSURE	TEST KIT		2.00	4,998.00	2,998.80	0.00	0.00	9,996.00	11,495.40
	JOT443	S04H2125S SOCKET SET 1/4 DR.	25PC		2.00	998.00	598.80	0.00	0.00	1,996.00	2,295.40
Open Windows User Brani - SONDOLLER AUTOMOTIVE TECHNOLODIE Doument Lite: Schee Order Sales Order: SO167460 Slooging Bunder											
۰							42,397.20			70,662.00	81,261.30

- Click "Ok".
- The following page will appear as your quote has been created ready to be printed or downloaded:

C 🛈 www.multicat.net/gondolier/ajax.aspx?type=report&action=download&id=65828efd9f314bc890b6118b1222e2d9										
65828efd9f314bc890b6118b12	22e2d9	1 / 2					¢	Ŧ	ē Î	
	Cuotation Quote No: C Date: C Customer Conpany: SHEREZE Name: CUSTOMER ADDREE Tei: 011 704 44444 Email: SHEREZE@C	03171 0016-11-03 12:53:29 \$8 ONDOLIER CO ZA	c	SONDOLIER_	AUTOMOTIVE AVAILABLE PARK EXTENSION AUTOMOTIVE Tet 011704444					
	Item Code JOA005	Description AG010030A AUTO REPAIR TOOL SET 6PC	Price (R) 2 638.00	Quantity 3	Total 7 914.00					
	<b>KJ</b>									
		D71PP08S NON SLIP GRIP SCREWDRIVER SET 8	549.00	2	1 098.00					
	JOA501	AE300095 RADIATOR PRESSURE TEST KIT -	4 980.00	2	9 960.00					
	JOT443	S04H2125S SOCKET SET 1/4 DR. 25PC	849.00	1	849.00				+	
	JOT614	C-6DA6196V 196PCS TOP CHEST TOOL SET (BLACK)	23 990.00	2	47 980.00				•	

• If the PDF does not open, please make sure that your computer does not block the attachments / pop-ups on the Multicat site. Look for the following pop up and click on the indicated icon to open the link:



#### 4. Generating an order

- Once the item codes that you would like to order are entered into the basket, type in either "Delivery / Collection" under "Notes:".
- Type in you order number under "Order Number:".
- Click on the image below:

← → C <sup>③</sup> www.multicat.net/gondolier/default.aspx?_timestamp=636137587843226150									☆ :	
GONDOLIER imponers of Wohld class brands	B F We	www.multicat.ne Basket 003180 save Prevent this pag	et says: d. Je from creating additional dialogs.	OK	×					
Home jot607				OR	My Info	Notifications	Basket		Logout	
Notifications	Shopping Basket									
	Basket 🔚 🔣 🗙	a 🔒 a Ite	ems 👩 🥥 🔘 Customer							
	Telephone Number: Fax Number: Email Address:									
	Notes:						Order N	lumber:		
	Delivery			TEST01						
	(Base (Past	Description		Quantity	Patail Price	Coat Price	Discount	Drive	Taul	
	100005	AG010030A		Guanaty	2.638.00	1 582 80	0.00	2 638 00	7.914.00	
	JOT614	C-6DA6196V			23,990.00	14,394.00	0.00	23,990.00	47,980.00	
No data to display	JOT500	D71PP08S N		8 2	549.00	329.40	0.00	549.00	1,098.00	
			Please wait							
Open Windows										
User Portal - GONDOLIER AUTOMOTIVE TECHNOLO										
Shopping Basket										
Transaction List										
Portal Order: OP000286										
<[									56,992.00	

- Click "Ok".
- Once your basket has been saved, click on the icon to submit your basket to Gondolier.

• Your order has now been successfully submitted to Gondolier and you will receive a confirmation email once Gondolier has viewed your order.

#### 5. Set Basket as Favourite

Once your basket has been saved, go to the following icon: to access the saved basket that you would like to add as a favourite. Select the basket and click "Set Favourite"

	nst	nm.es											
GONDOLIER P	Ome I	Browse Dialog			_					×			
WORLD CLASS BRANDS		enter search criteria	and press ente	er									
Home enter search text										ount 👻	My Info	Basket Print	Logout
Notifications	Sho	Non Ordered	Urde	red 🛄 i	Pavourites								×
Group: (unspecified) (1)		Date	Number	Order #	Refr. #	Company	Contact	Order #	Customer #	<b>^</b>			
▶ New Notification Ø	Bas	2020/04/03	043701						GON01				
<ul> <li>Group: News (1)</li> </ul>	Con	2020/03/24	043697			Gondolier			GON01	ery Add	ress: <u>click</u>	to select	
▶ New Notification Ø		2020/03/23	043681			Gondolier			GON01				
<ul> <li>Group: Promotions (1)</li> </ul>	Tele	2020/03/23	043667			Croco motors	Dave		GON01				
▶ New Notification		2020/03/22	043654			Caelex	Obed		GON01				
	Not	2020/03/22	043652			SS wheels	Doyle		GON01	rance N	umber		
	NOU	2020/03/20	043643			Yosuf	082 717 4566		GON01	Tence N	aniber.		
		2020/03/20	043637			Mohammed			GON01				
	Iter	2020/03/19	043623			Cash	Unknown		GON01	e Disc	bunt Mark	up Total Excl.	Total Incl.
		2020/03/19	043612			Porsche JHB	Wayne		GON01				
		2020/03/19	043608			Yosuf	082 717 4566		GON01				
		2020/03/19	043599				Christie Brill		GON01				
		2020/03/18	043588				Johnny Fourie		GON01				
		2020/03/18	043580				Christie Brill		GON01				
		2020/03/18	043566			Poische JHB	James		GON01				
		2020/03/18	043564			Gondolier			GON01				
		2020/03/17	043548			unniumidas	dirk		GON01				
		2020/03/17	043547			Powerdek	Gary		GON01				
Open Windows		2020/03/16	043525			BEARINGS INTE	WYNAND BASS		GON01	Ŧ			
User Portal - GONDOLIER AUTOMOTIVE TECHNOLOGIE						Set Favourite	Open as New	Delete	Select Close				
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