

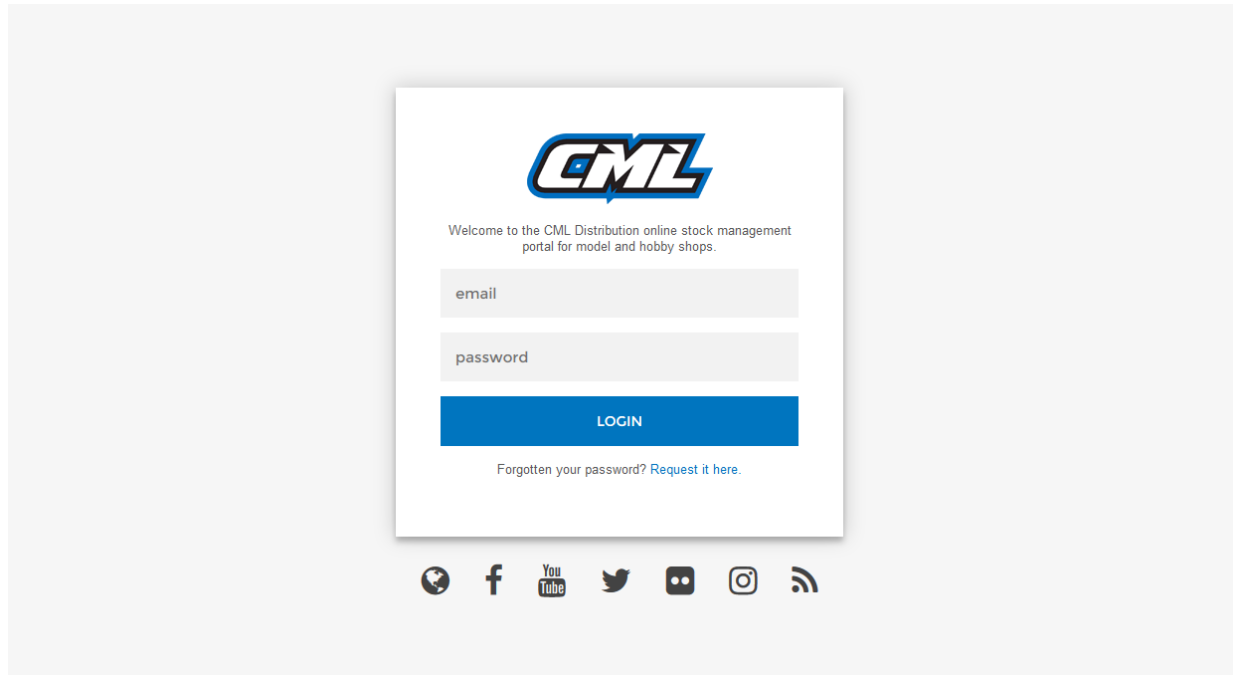


# B2B ORDERING PROCESS

[WWW.CMLTRADEDIRECT.CO.UK](http://WWW.CMLTRADEDIRECT.CO.UK)

## Accessing the B2B

The CML Distribution trade portal can be found by visiting [www.cmltradedirect.co.uk](http://www.cmltradedirect.co.uk)

The image shows a login page for the CML Distribution online stock management portal. At the top is the CML logo, which consists of the letters 'CML' in a stylized, italicized font with a blue outline and a white fill. Below the logo, the text reads: 'Welcome to the CML Distribution online stock management portal for model and hobby shops.' There are two input fields: one labeled 'email' and another labeled 'password'. Below these fields is a blue button with the text 'LOGIN' in white. Under the button, there is a link that says 'Forgotten your password? Request it here.' At the bottom of the page, there is a row of social media icons: a globe, Facebook, YouTube, Twitter, a speech bubble, Instagram, and a RSS feed icon.

To access the website please enter your **email address** and **password** in the fields provided. If you do not have login details please contact CML Distribution directly on 01527 575349.

If you have forgotten your password you can request it is sent to your registered email account by clicking the link below the LOGIN button.

Keep up to the date with latest radio control news and products by following CML via our social media accounts.



# Navigating the site

Once logged in, you have access to the full CML product catalogue which can be browsed using the menu on the left hand side of the screen and the blue drop down menu at the top of the screen. Please take advantage of the **search** functions found on the site. We've over 25,000 live products, so if you're trying to find a product in a hurry, the search is the quickest way to do so.

The screenshot displays the CML Trade Direct website. At the top, the CML logo is on the left, and a login status 'Logged in as wes@cmldistribution.co.uk / Logout' is on the right. Below the logo is a search bar with a '1' icon and a 'SEARCH' button. A horizontal menu bar contains categories: CARS, PLANES, BOATS, DRONES & HELICOPTERS, TANKS & CONSTRUCTION, NITRO, ELECTRICS, and TOOLS & ACCESSORIES. Below this is a secondary menu with 'Home', 'Catalog', 'About CML', 'FAQ', and 'Basket'. On the left, a 'Categories' sidebar lists the same categories. Below it is a 'Search' section with a search bar and a '2' icon. The main content area features a welcome message, a Facebook feed for 'CML Distribution' showing a post about 'In Stock - Reedy Zapper Batterie', and a Twitter feed for '@CMLDistribution' showing a post about a 1:10 scale 2WD electric formula car class. On the right, an 'Account Info' sidebar lists features like 'Import File', 'Download Stock Levels', 'Back Orders', 'Display Orders', 'Order History', 'Account Status', 'Favourites', and 'Change Password'. Below this is a 'Basket' section showing 'Your basket is empty'. At the bottom right, there is a 'Quick Lookup' section with a search bar and a '3' icon, and a 'sage pay' logo with 'Secured by thawte'.

The menu on the right hand side of the screen gives you access to special **Account** features including your order history, back ordered products, favourites and transactions.

You can log out at any time by clicking the LOGOUT link in the top right corner. The site will remember any items currently in your shopping basket, so you will not need to add them again once logged back in, allowing you to build an order over a period of time if you wish.

## Getting the most out of search

We have 3 search boxes on the website that function slightly differently.

- ① The main search bar in the header will search the entire website.
- ② The search box in the left hand menu will search for items inside of the category you are currently browsing,
- ③ The Quick Lookup box in the right hand menu will take you directly to any product if you enter a current part number.



## Placing an order

The B2B works much like any other ecommerce website found on the internet. Once you have located a product you wish to purchase, simply select the quantity and click the ADD TO BASKET button. You can quickly view your basket's contents at any time in the right hand menu.

**Categories**

- Cars
- Nitro Off-Road Cars
- Nitro On-Road Cars
- Electric Off-Road Cars
- Electric On-Road Cars
- Micro Car Kits
- Monster Trucks
- Short Course Trucks
- Drift Cars
- Rock Crawlers
- Option Parts
- Wheels & Tyres
- 1/5th Wheels & Tyres
- 1/8th Off-Road Wheels & Tyres
- 1/8th Off-Road Sets

**PROLINE 'BLOCKADE' X3 PREMOUNT ON V2 WHITE WHEELS (2)**

Stock Code: **PL9039-033**

RRP: £20.99 (Approx \$25.62 or €25.19)

Availability: **In Stock**

Price: £9.86 (exc VAT) per Pr (Includes 25% Discount)

QUANTITY: 1 **ADD TO BASKET**

**ADD TO FAVOURITES**

**Product Description**

This is a pair of Pre-mounted Blockade X3 Tyres. Pro-Line's extremely popular Blockade tyre in X3 compound is now available Pre-Mounted! Historic. Revolutionary. The Best. Just a few words that have been used to describe Pro-Line's new Blockade tyre. History was made the first time the Blockade touched the race track – Winning the 2011 ROAR Fuel Off-Road Nationals by 2 laps! Now available in the X Series Compounds and mounted to Velocity Lightweight wheels! The Revolutionary tread design features large lugs for class leading tread life, perfectly balanced tread spacing for maximum forward bite and uniquely blended side tread that reduces the edginess found in other race tyres. This tyre will give your buggy qualifying

**Account Info**

- Import File
- Download Stock Levels
- Back Orders
- Display Orders
- Order History
- Account Status
- Favourites
- Change Password

Select Language

**Basket**

Item	Qty.	
AS1450	1	✖
GT85-1	1	✖
SQE-28EWS	1	✖
Total (ex VAT)	£20.43	

**BASKET** **CHECKOUT**

Once your have selected all your items you can review your order by clicking on the BASKET button to go to the basket page.

## Stock indicator

All products on our site also have a stock level indicator giving an approximate stock level at that time. These values are calculated based on a product's price.

	OUT OF STOCK	VERY LOW STOCK	LOW STOCK	IN STOCK
Under £5	0	1-9	10-20	21+
£5 - £100	0	1-5	6-10	11+
Over £100	0	1-2	3-5	6+









## Reviewing your order

Before heading to the checkout stage please review the items in your basket. You can remove entire lines by clicking **X** or adjust order quantities by clicking on the quantity number next to each product.

Home View/Edit Basket

### Basket

Click on a quantity below to adjust the number of Items ordered.

Product Details	Qty	Price	Value	Stock Level
 <b>SWE-28EWS</b> SWEEP QTS PRO-COMPOUND 28DEG CARPET TYRES - EWS	1	£12.50	£12.50	 <b>X</b>
 <b>GT85-1</b> GT85 Lubricant Spray 400ML	1	£1.82	£1.82	 <b>X</b>
 <b>AS1450</b> Team Associated Factory Team Ride Height Gauge	1	£6.11	£6.11	 <b>X</b>

**Sub Total** £20.43  
**Delivery** £0.00  
**VAT** £4.09  
**Total** £24.52

Your Basket items will be saved until you checkout or remove them.

**EMPTY BASKET** **CHECKOUT**

Approved Partner

Once you are happy with your order you can proceed to the Checkout.

## Out of stock items

Any items not in stock at the time of order will be placed on **back order** for delivery at a later date. If you require a product that we do not have in stock please include this item in your order so we can request it from the manufacturer.

CML do not maintain a surplus of stock for every item on our site. Ordering out of stock products registers your interest in an item and greatly reduces the amount of time required to receive a product from the supplier.

- Completed orders paid for with a **credit card** will be charged for any out of stock items.
- Orders paid for on **account** will not be charged for out of stock items

Items listed as out of stock will have an expected delivery date (if we have one) on each product's page.



## Completing your order

The checkout process consists of **5** simple steps to placing your order. You can return to the product listings area at any point to add more items to your basket if you choose to do so.

## Step 1 - Delivery Address

Please check we have the correct details listed for your delivery location.

If you wish to register a new delivery address please select the second option and enter your new details.

If the details are correct, press NEXT.

[Home](#) > [Checkout](#)

[Delivery Address](#) > [Delivery Method](#) > [Other Details](#) > [Payment Method](#) > [Confirm](#)

Please choose a Delivery Address from the list

WES MYLES

☒

Register a new Delivery Address

Name

Address

Post Code

[BASKET](#)[NEXT](#)

## Step 2 - Delivery Method

Please select the correct shipping method from the options available.

Choose your option, press NEXT.

Home

Checkout

Delivery Address > **Delivery Method** > Other Details > Payment Method > Confirm

Choose Delivery Method

Delivery Option 1

☒ Standard Shipping

£3.00 (ex VAT)

☐ Standard Shipping Service

BACK

NEXT

## Step 3- Other Details

Please enter any other additional details  
relevent to your order.

**PLEASE NOTE:** The 'Contact Name' and 'Contact Telephone' are required fields.

Once satisfied, press NEXT.

Home

Checkout

Delivery Address > Delivery Method > **Other Details** > Payment Method > Confirm

Your Details

Contact Name

Contact Email

wes@cmldistribution.co.uk

Contact Telephone (Business)

Contact Telephone (Home)

Contact Telephone (Fax)

Contact Telephone (Mobile)

Your Order No/Reference

Special Instructions

\*Required



## Step 4 - Payment Method

Choose your payment method.

Payments on account will be charged to your credit card once the order is processed.

You can also pay directly with a credit card. Payments are processed securely via our Sagepay payment portal.

Select the correct option, press NEXT.

[Home](#) > [Checkout](#)

[Delivery Address](#) > [Delivery Method](#) > [Other Details](#) > [Payment Method](#) > [Confirm](#)

Select Payment Method

Payment Method 1

☒ Pay on account, subject to credit account terms and conditions.

Payment Method 2

☐ Pay by credit/debit card using Sagepay.

[BACK](#)[NEXT](#)

## Step 5 - Confirm Order

Please review ALL order details. If any part need correcting you can use the BACK button to return to the previous step.

**PLEASE NOTE:** Do not logout of the website at this stage as your order will be cancelled and all items removed from your basket!

Once you are happy the order details are correct, press CONFIRM ORDER.

[Home](#) > [Checkout](#)

[Delivery Address](#) > [Delivery Method](#) > [Other Details](#) > [Payment Method](#) > [Confirm](#)

Confirm Order Details

Contact

Contact NameWes Myles  
Contact Telephone (Work) 01527 575349  
Contact Emailwes@cmldistribution.co.uk  
  
Your Order No/Reference  
  
Special Instructions




Billing Address

WES MYLES  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Delivery Address

Same as Billing Address

Order Lines

	Stock Code	Description	Qty.	Price	Discount	Net Price	Value	VatCd
	AS1450	Team Associated Factory Team Ride Height Gauge	1	£6.11		£6.11	£6.11	1
	GT85-1	GT85 Lubricant Spray 400ML	1	£1.82		£1.82	£1.82	1
	SQE-28EWS	SWEEP QTS PRO-COMPOUND 28DEG CARPET TYRES - EWS	1	£12.50		£12.50	£12.50	1
		Delivery: Standard Shipping				£3.00	£3.00	1
Sub Total							£20.43	
Delivery							£3.00	
VAT							£4.69	
Total							£28.12	

VatCd	Goods & Services	VAT Rate	VAT Amount
1	£23.43	20.00%	£4.69

Payment Method

Pay on account, subject to credit account terms and conditions.

Consent given for further communications.

The risk in the goods shall pass from the seller to the buyer upon delivery of such goods to the buyer. However, notwithstanding delivery and the passing of risk in the goods, title and property in the goods, including full legal and beneficial ownership, shall not pass to the buyer until the seller has received in cash or cleared funds payment in full for all goods delivered to the buyer under this and all other contracts between the seller and the buyer for which payment of the full price of the goods thereunder has not been paid. Payment of the full price of the goods shall include the amount of any interest or other sum payable under the terms of this and all other contracts between the seller and the buyer under which the goods were delivered.

[BACK](#)[CONFIRM ORDER](#)

Congratulations. You have successfully completed an order and will receive confirmation via email.



## Account Info

You can access a number of additional features using the 'Account Info' menu on the right of the screen.

## Import file

For ease, you can upload a CSV file to the website. Simply BROWSE to the file on your computer and then click UPLOAD.

Once the file has uploaded please check the screen for discrepancies. These will show the part number in **RED**. This means the part number imported is not valid or has been discontinued. Please check that number and re-input as required.

**PLEASE NOTE:** You **must** include the words 'stockcode' and 'quantity', in lowercase, on the first line in order for the import to work.

[Home](#) > [Import File](#)

### Import File

Use this page to upload a **CSV** file of products you wish to order. Click the 'Browse' button to select a file to upload, then select 'Upload File' to process your order file.

BROWSE...

NO FILE SELECTED.

Upload File

The file **must** be a CSV file in the following format, [click here to download a sample file](#). Make sure you include the column headers 'stockcode' and 'quantity' on the first line.

stockcode	quantity
FAST760-5	10
FAST613	5
DYN8941-RTF	5
FS0214	4
ET0613	1
X250	5
FTX5501GN	1

## Download stock levels

You can download a CSV file containing up to date stock levels and prices, which can be used to import in to your own CMS.

The file is updated each time it is accessed so shows the best available stock levels at the time of download.

Paste  
Format Painter

Clipboard

B I U

Font

Align

V44

	A	B	C	D	E	F
1	Part Number	Stock Level	RRP			
2	3R-AX10-07/GR	Low stock	17.39			
3	3R-AX10-10	In stock	14.29			
4	3R-AX10-19/WO	Low stock	9.19			
5	3R-AX10-20/WO	Low stock	15.69			
6	3R-AX10-21/GR	Low stock	15.69			
7	3R-AX10-30/SI	Low stock	15.69			
8	3R-AX10/12RK	Low stock	7.89			

## Back orders

View items currently on back order with CML. Items on back order will be shipped to you when they arrive in stock.

Team driver back orders are not automatically processed and it will be shipped with the next order made. If you see something has arrived back in stock and you need it please e-mail us and we'll get it processed for you.

If you need to cancel any of the items on back order please contact CML directly on **01527 575349**

[Home](#) > [Back Orders](#)

### Back Orders

	Product Details	Qty Sent	Price	Value	Status
	AS91334 ASSOCIATED 12MM BIG BORE FRONT SPRING PURPLE 4.20LB	2 0	£2.92	£5.84	On Back Order
	AS91685 ASSOCIATED B6/B6D BUMPERS	1 0	£2.92	£2.92	On Back Order
	AS91702 ASSOCIATED B6/B6D BALL DIFFERENTIAL KIT	1 0	£29.44	£29.44	On Back Order
	AS91722 ASSOCIATED B6/B6D BALLCUPS	1 0	£4.16	£4.16	On Back Order
	AS9659 Team Associated RCb4/T4 Steering Rack	1 0	£4.16	£4.16	On Back Order
	AX04035 AXIAL JEEP WRANGLER UNLIMITED RUBICON SHELL COMPLETE (CLEAR)	1 0	£50.12	£50.12	On Back Order





## Display Orders

View all previous orders. Click the VIEW button next to each order to see all products in that order.

Home > Display Orders

Orders					
Order No.	Order Date	Delivery Address	Value	Status	
292795	13 Feb 2017	[REDACTED]	£1496.04	In Progress	<a href="#">VIEW</a>
292720	10 Feb 2017	As above.	£31.32	Complete	<a href="#">VIEW</a>
292710	10 Feb 2017	As above.	£937.25	In Progress	<a href="#">VIEW</a>
292658	09 Feb 2017	As above.	£1245.47	In Progress	<a href="#">VIEW</a>

You can add individual products from orders by clicking the '+' button or repeat the entire order by clicking REPEAT ORDER.

Home > Display Orders

### Order No 292240

Order Details

Order Date: 31 Jan 2017  
 Order No: 292240  
 Your Order No/Reference COLLECTION  
 Status: **Complete**

Special Instructions

Consignment No: 222760

Delivery Address

[REDACTED]

Order Lines

Description	Qty Sent	Price	Value	Status		
<b>SQE-28EWS</b> SWEEP QTS PRO-COMPOUND 28DEG CARPET TYRES - EWS	2	2	£12.50	£24.99	Complete	<a href="#">+</a>
<b>SD0010</b> SWEEP BODY REINFORCEMENT TAPE (50MM X 2M)	1	1	£1.64	£1.64	Complete	<a href="#">+</a>
			SubTotal	£26.63		
			VAT	£5.33		
			Total	£31.96		

VatCd	Goods Value	VAT Rate	VAT Amount
1	£26.63	20.00%	£5.33

[BACK TO ORDERS](#) [REPEAT ORDER](#)

## Order History

View all previously ordered items. Click the buttons to view by individual month or the previous 12 months.

Home > Order History

### Order History

12 Months

Feb 17 Jan 17 Dec 16 Nov 16 Oct 16 Sep 16  
 Aug 16 Jul 16 Jun 16 May 16 Apr 16 Mar 16

### Order History for February 2017

Product	No. of Orders	No. of Items	Value	Last Order Date	Add to Basket
<b>HW86030030</b> HOBBYWING CAPACITOR MODULE FOR CAR ESC	1	1	£1.88	07 Feb 2017	QTY 1 <a href="#">+</a> <a href="#">ADD +</a>
<b>FAST212FY</b> Fastrax Fluorescent Yellow Sm Clips	1	1	£0.85	07 Feb 2017	QTY 1 <a href="#">+</a> <a href="#">ADD +</a>
<b>HW30120201</b> HOBBYWING QUICRUN 1060 WATERPROOF BRUSHED SBEC ESC (60A)	1	2	£18.80	07 Feb 2017	QTY 1 <a href="#">+</a> <a href="#">ADD +</a>
<b>Totals</b>	3	4	£21.53		

Current	30 Days	60 Days	90 Days	120 Days	Total
£25.84	£84.67	£161.75	£29.00	£8.06	£309.32



## Account Status


View an overview of your account, listing all orders placed and their values.

















Account Status								
Trans Date	Type	Our Reference	Your Reference	Due Date	Debit	Credit	Amount Due	Balance
13 Oct 2016	INV	273511	SO:286852 CO:COLLECT	30 Nov 1999	£125.17	£0.00	£8.06	£8.06
09 Nov 2016	INV	274462	SO:288009 CO:COLLECT	30 Nov 1999	£16.16	£0.00	£16.16	£24.22
29 Nov 2016	INV	275257	SO:289005 CO:COLLECT	30 Nov 1999	£12.84	£0.00	£12.84	£37.06
14 Dec 2016	INV	276004	SO:289812 CO:COLLECT	30 Nov 1999	£50.09	£0.00	£50.09	£87.15
11 Jan 2017	INV	277220	SO:291179 CO:COLLECT	30 Nov 1999	£2.76	£0.00	£2.76	£201.57
31 Jan 2017	INV	278100	SO:292240 CO:COLLECT	30 Nov 1999	£31.96	£0.00	£31.96	£283.48
01 Feb 2017	CSH	CASH	001		£0.00	£-40.00	£0.00	£283.48
07 Feb 2017	INV	278346	SO:292555 CO:COLLECT	30 Nov 1999	£25.84	£0.00	£25.84	£309.32
Current		30 Days	60 Days	90 Days	120 Days	Total		
£25.84		£84.67	£161.75	£29.00	£8.06	£309.32		

## Favourites

This page is ideal for giving you access to product you repeatedly order.

You can add a product to your favourites by clicking the ADD TO FAVOURITES button on each product's page.

Remove products from your favourites by clicking the  next to each item.

Favourites			
Product Details		Stock Level	Add to Basket
	<b>DYN8924V2-RTF</b> DYNAM SCOUT TRAINER 980mm READY-TO-FLY w/2.4ghz Price: £79.88 (exc VAT) (Includes 25% Discount)		QTY 1  ADD + 
	<b>H107L</b> HUBSAN X4 MINI QUADCOPTER DRONE LED 4CH 2.4ghz LCD TX Price: £21.14 (exc VAT) (Includes 25% Discount)		QTY 1  ADD + 
	<b>HE0303</b> HOBBY ENGINE PREMIUM LABEL 2.4G SEA SWORD SPEED BOAT Price: £51.69 (exc VAT) (Includes 25% Discount)		QTY 1  ADD + 
	<b>HE0703</b> HOBBY ENGINE PREMIUM LABEL DIGITAL 2.4G EXCAVATOR Price: £70.49 (exc VAT) (Includes 25% Discount)		QTY 1  ADD + 

## Change Password

Change your password by completing the form and clicking CHANGE PASSWORD.

Home	Change Password
Change Password	
Please use the form below to change Your password.	
Old Password	<input type="password"/>
New Password	<input type="password"/>
New Password Again	<input type="password"/>
<input type="button" value="CHANGE PASSWORD"/>	

