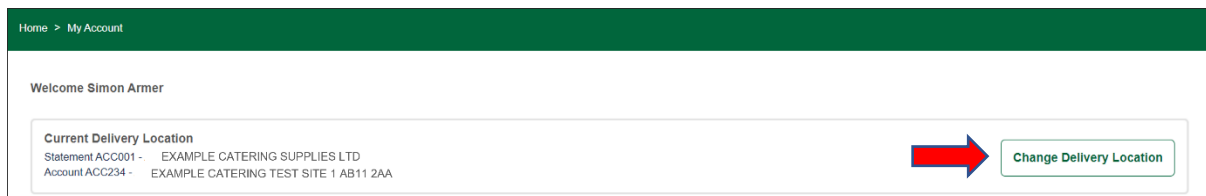


Switching Between Accounts

If you order on behalf of multiple sites/accounts the 'My Account' page is where you can select the account number you require.

See the screenshot below. The account number currently selected will display at the top of the page. If you need to select an alternative account number click on the 'Change Delivery Location' highlighted with a red arrow below.



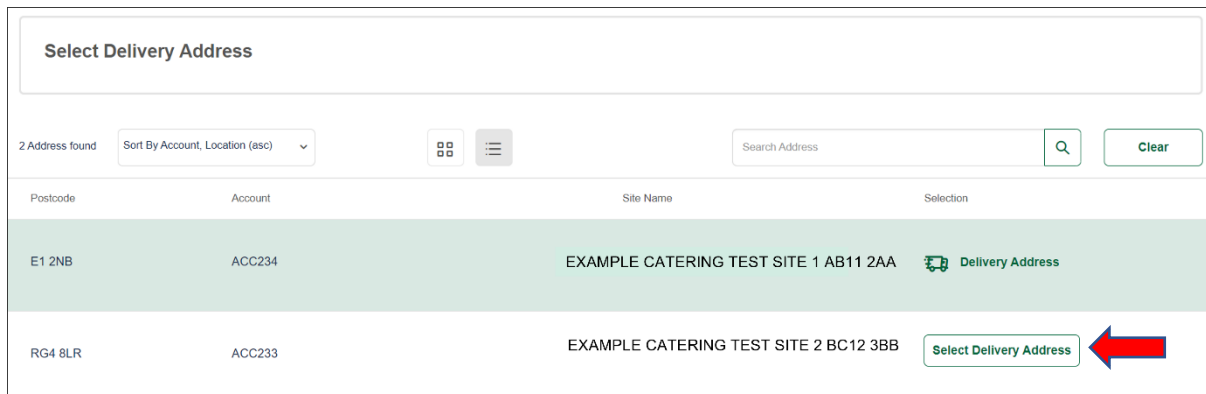
Home > My Account

Welcome Simon Armer

Current Delivery Location
Statement ACC001 - EXAMPLE CATERING SUPPLIES LTD
Account ACC234 - EXAMPLE CATERING TEST SITE 1 AB11 2AA

[Change Delivery Location](#)

This will then take you to the 'Select Delivery Address' page. This will confirm how many accounts are linked to your User ID and give you the ability to select the one you require by selecting from the dropdown box highlighted below with a red arrow.



Select Delivery Address

2 Address found | Sort By Account, Location (asc) | Search Address | Clear

Postcode	Account	Site Name	Selection
E1 2NB	ACC234	EXAMPLE CATERING TEST SITE 1 AB11 2AA	Delivery Address
RG4 8LR	ACC233	EXAMPLE CATERING TEST SITE 2 BC12 3BB	Select Delivery Address

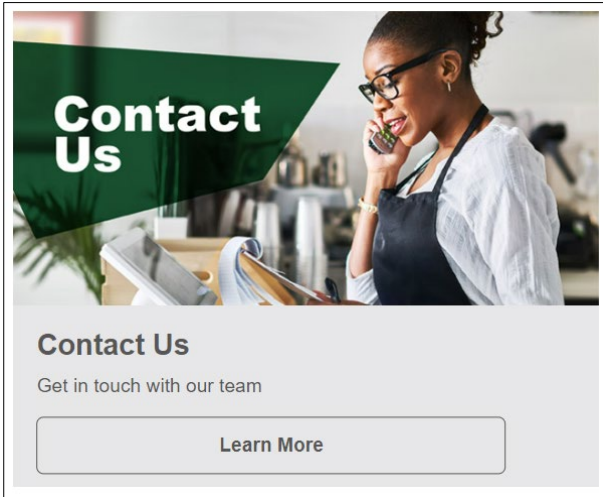
If you have a large number of accounts linked to your Username you can use the 'Sort By Account' filter or the 'Search Address' box to help you find the one you require.



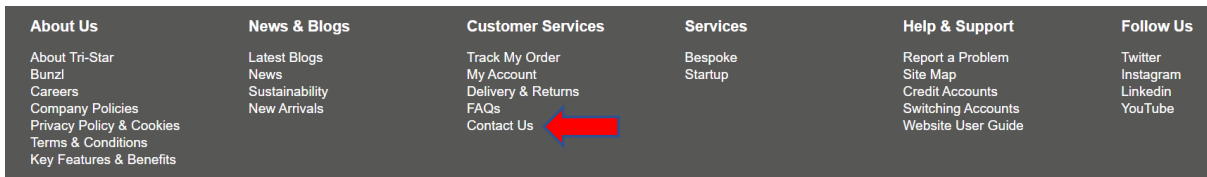
Select Delivery Address

2 Address found | Sort By Account, Location (asc) | Search Address | Clear

If you need further information or are experiencing any difficulties using the site, please use the 'Contact Us' link shown on the homepage (see screenshot on next page)



Or in the footer that appears at the bottom of the website (see screenshot below)



The Contact Us page provides telephone numbers for all our Customer Sales Team as well as an 'Enquiry Form' if you prefer to submit your request in writing.