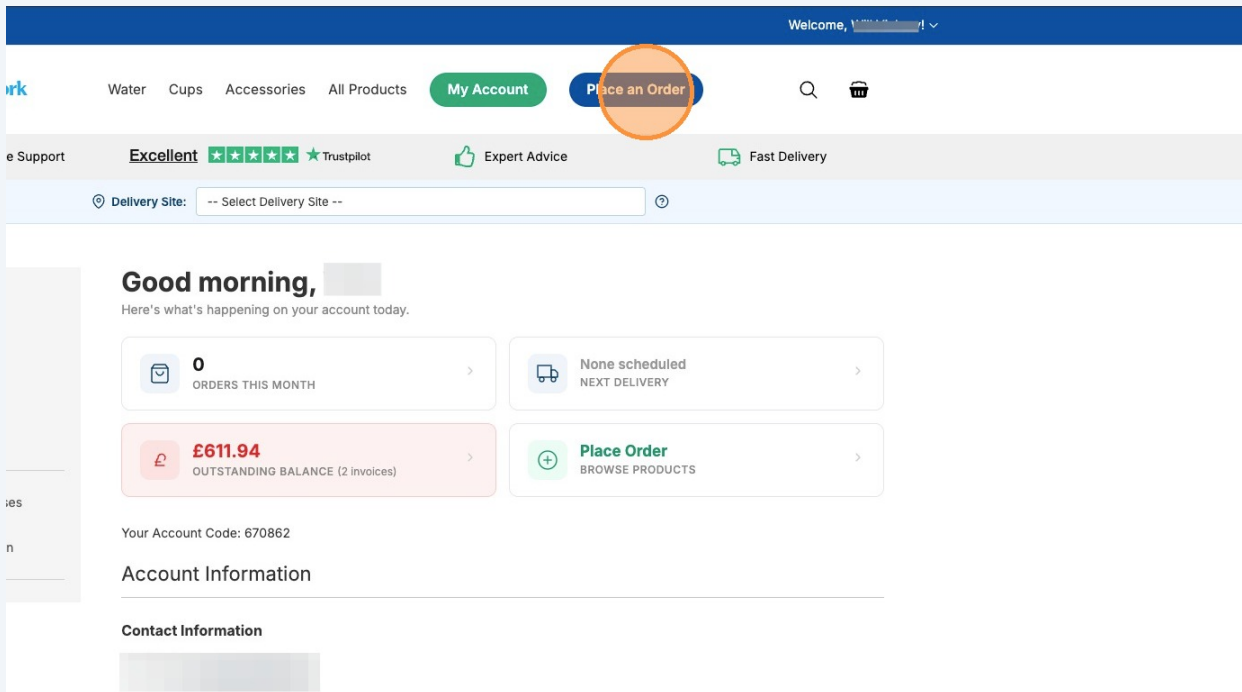


# How to place an order on the Customer Portal

This guide walks you through ordering on the Customer Portal—from accessing your account and choosing products to setting delivery sites. It highlights where to adjust quantities, review your cart, and add delivery instructions so your order is accurate and complete before finalising.

## Account Access

1 Navigate to 'My Account'.



2 Click "Delivery Site" to find the appropriate delivery destination.

The screenshot shows the Thirstywork website interface. At the top, there is a navigation bar with the Thirstywork logo, menu items (Water, Cups, Accessories, All Products), and buttons for 'My Account' and 'Place an Order'. Below this is a secondary bar with 'Nationwide Support', an 'Excellent' Trustpilot rating, 'Expert Advice', and 'Fast Delivery'. A 'Delivery Site' dropdown menu is open, showing a search bar and two address options. A yellow warning banner below the dropdown states: 'Please select a delivery site before browsing products or placing an order.' The main content area is titled 'My Products' and includes a sidebar menu with options like 'My Account', 'My Invoices', 'My Orders', 'My Products', 'My Sites & Addresses', and 'Account Information'. The 'My Products' section displays 'Your Most Ordered Products' with three items: '18.9 Litres of Bottled Water' (£7.50), '7oz Paper Cups Sleeve of 50' (£2.95), and '7oz Recyclable Paper Cups Box 1000' (£49.95). Each item has a quantity selector and an 'Add to Basket' button.

## Product Catalog Selection

3 Select 'My Products' from the sidebar menu, and find the product(s) you want to order.

This screenshot shows the 'My Products' section of the Thirstywork website. The sidebar menu on the left has 'My Products' selected. The main content area is titled 'My Products' and displays 'Your Most Ordered Products'. Three product cards are highlighted with orange borders: '18.9 Litres of Bottled Water' (£7.50), '7oz Paper Cups Sleeve of 50' (£2.95), and '7oz Recyclable Paper Cups Box 1000' (£49.95). Each card includes a quantity selector, an 'Add to Basket' button, and a 'View Details' button.

## 4 Adjust the quantities accordingly, and click "Add to Basket"

Please select a delivery site before browsing products or placing an order.


- Account
- Invoices
- Orders
- Products**
- Sites & Addresses
- Account Information

### My Products

Your Account Code: 670862

#### Your Most Ordered Products

Quickly reorder your frequently purchased items.



18.9 Litres of Bottled Water


Ordered: 170 times

£7.50

- 1 +

Add to Basket

View Details



7oz Paper Cups Sleeve of 50


Ordered: 14 times

£2.95

- 2 +

Add to Basket

View Details



7oz Recyclable Paper Cups Box 1000

Ordered: 5 times

£49.95


- 1 +

Add to Basket

View Details

Chat now

## 5 Do the same for any other products.

Nationwide Support    Excellent  Trustpilot    Expert Advice    Fast Delivery


Delivery Site: 670862 - Thirsty Work Ltd, Office 1, 26 Apple Lane, Exeter, Exeter, EX2 5GL

### My Products

Your Account Code: 670862

#### Your Most Ordered Products

Quickly reorder your frequently purchased items.



18.9 Litres of Bottled Water


Ordered: 170 times

£7.50

- 3 +

Add to Basket

View Details



7oz Paper Cups Sleeve of 50


Ordered: 14 times

£2.95

- 2 +

Add to Basket

View Details



7oz Recyclable Paper Cups Box 1000

Ordered: 5 times

£49.95

- 1 +

Add to Basket

View Details

Chat now

# Delivery Site Setup

6 You will now see your basket updated, click here to view your cart.

The screenshot shows a web application interface. At the top, there is a navigation bar with the 'ark' logo, menu items 'Water', 'Cups', 'Accessories', and 'All Products', and buttons for 'My Account' and 'Place an Order'. A shopping cart icon with the number '5' is circled in orange. Below the navigation bar, there is a section for 'e Support' with an 'Excellent' rating (5 stars), 'Trustpilot' logo, 'Expert Advice' button, and 'Fast Delivery' icon. A 'Delivery Site' dropdown menu is set to '670862 - Thirsty Work Ltd, Office 1, 26 Apple Lane, Exeter, Exeter, EX2 5GL'. A green notification bar states 'Paper Cups Sleeve of 50 to your shopping cart.' The main content area is titled 'My Products' with the account code '670862'. Underneath, it says 'Your Most Ordered Products' and 'Quickly reorder your frequently purchased items.' Three product cards are displayed: '18.9 Litres of Bottled Water' (Ordered: 170 times, £7.50), '7oz Paper Cups Sleeve of 50' (Ordered: 14 times, £2.95), and '7oz Recyclable Paper Cups Box 1000' (Ordered: 5 times, £49.95). Each card has a quantity selector with minus, number, and plus buttons.

# Order Review and Submission

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Review your order summary and shipping address, add any Purchase Order numbers or delivery instructions here.

### Shipping Address

Your default shipping address has been automatically selected. Please contact us if this needs to change.

Thirsty Work Ltd  
Office 1 , 26 Apple Lane, Exeter  
Exeter, EX2 5GL  
United Kingdom  
01392 877172

Purchase Order Number (optional)

e.g. PO-12345

Delivery Instructions (optional)



e.g. Leave at reception, call on arrival, access code..

Place Order

### Order Summary

Basket Subtotal	£28.40
Shipping Delivery - Standard Delivery	£7.50
Tax	£5.68
Order Total Incl. Tax	£41.58
<b>Order Total Excl. Tax</b>	<b>£35.90</b>

5 Items in Cart

	18.9 Litres of Bottled Water
Qty: 3	£22.50
	7oz Paper Cups Sleeve of 50
Qty: 2	£5.90

Ship To:

8

Once you are happy with the order quantities, click "Place Order"

### Shipping Address

Your default shipping address has been automatically selected. Please contact us if this needs to change.

Thirsty Work Ltd  
Office 1 , 26 Apple Lane, Exeter  
Exeter, EX2 5GL  
United Kingdom  
01392 877172

Purchase Order Number (optional)

e.g. PO-12345

Delivery Instructions (optional)



Leave under stairs

Place Order

### Order Summary

Basket Subtotal	£28.40
Shipping Delivery - Standard Delivery	£7.50
Tax	£5.68
Order Total Incl. Tax	£41.58
<b>Order Total Excl. Tax</b>	<b>£35.90</b>

5 Items in Cart

	18.9 Litres of Bottled Water
Qty: 3	£22.50
	7oz Paper Cups Sleeve of 50
Qty: 2	£5.90

Ship To:



You have placed an order on the Customer Portal!