



THE
BUILDING SITE

USERS GUIDE
2011

Users Guide

The Building Site.net has been designed with a user friendly approach in mind. The following is a comprehensive manual to assist new users, or to use as a handy guide for future reference.

Please select an option from the following list ...

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Register for Free

Although it isn't necessary to register, in order to view or purchase products, by doing so it will save having to give us your details each time you checkout. After registering we will also be able to determine any discounts that members may be eligible for. To register with us simply create a user profile and password. The registration link can be found just under the 'login' link at the top left of the home page. When creating a password, please use letters, numbers and underscores only (no spaces). Once your profile has been created, you will be logged in automatically. To log in next time you return, enter your user name and password, and then select 'Log in.'



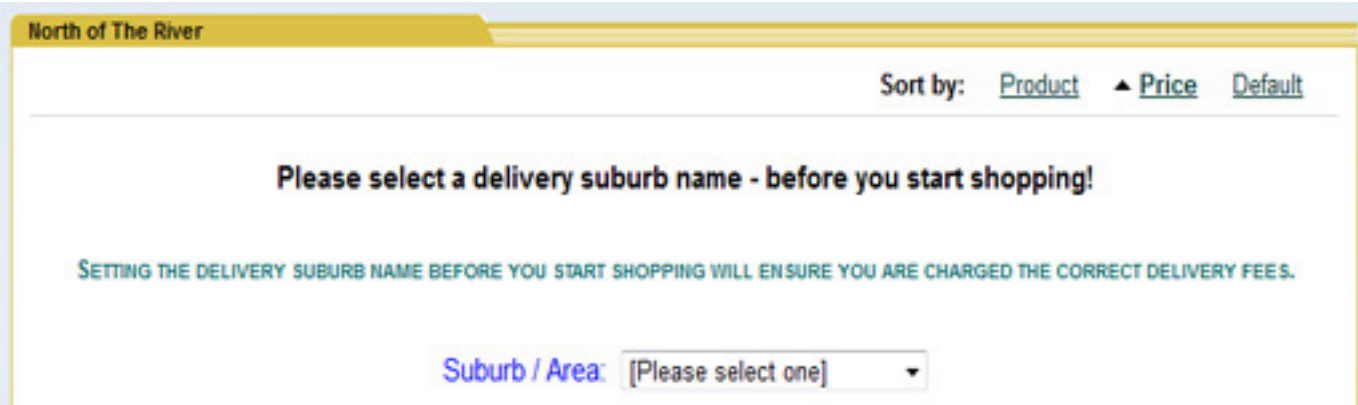
Searching for a product

Here at TBS, we believe finding the required products should be effortless, so items that are related to more than one trade are listed under all relevant categories.

There are various ways to find the items required. Entering keywords in the search box (on the top right hand side of page, under the banner) should bring you directly to the item you are looking for. Otherwise you can search categorically, by ‘mousing over’ the Main Categories list for further sub- categories to appear.

Selecting a Product

Before selecting a product, please specify the suburb for delivery. This allows us to provide an indication of any delivery charges, which may vary depending on location.



North of The River

Sort by: [Product](#) ▲ [Price](#) [Default](#)

Please select a delivery suburb name - before you start shopping!

SETTING THE DELIVERY SUBURB NAME BEFORE YOU START SHOPPING WILL ENSURE YOU ARE CHARGED THE CORRECT DELIVERY FEES.

Suburb / Area:

Entering Product Details

Some products may require more information to be given than just the quantity of items required. For example, materials that are ordered by length (like gutters, or timber), or items that have variable options (such as a left, or right handed door frame). Below are examples of how such details will need to be entered.

1: Ordering by length.

Please note that there is a necessary method of entering quantities required for our system to successfully process your request...

...All quantities and measurements will need to be given as follows; number of lengths/millimetres long with each item being separated by a space. For example if you require six lengths at three meters long, four lengths at three point six meters, and two lengths at four point two meters long, then enter; 6/3000(space)4/3600(space)2/4200, etc.

Once all required lengths have been entered, press tab or click outside the box to calculate the total linear meters, and price.

2: Product Options.

Products that require certain variables to be specified will appear with a list of detail options. Simply select the 'drop down box' for each detail and click on the suitable option.

Some items may require manual entry of information (such as size (in millimetres), for example).

Galvanised






Sort by: [Product](#) ▲ [Price](#) [Default](#)

Please select a delivery suburb name - before you start shopping!

SETTING THE DELIVERY SUBURB NAME BEFORE YOU START SHOPPING WILL ENSURE YOU ARE CHARGED THE CORRECT DELIVERY FEES.

Suburb / Area:

Please order your products by Qty/Length(mm).
 E.g 5 lengths at 2.5mtrs is entered 5/2500. All lengths are ordered in the one box, separated by spaces e.g.
 5/2500 (space) 6/7850 (space) 7/4555 etc. Please click outside the text field to calculate total length.

Product	Qty/Length	Total Mtrs	Price	Subtotal
 a) 200 x 75 x 8 Galvanised T-Bar	<input type="text"/>		\$57.05	
 b) 200 x 150 x 8 Galvanised T-Bar	<input type="text"/>		\$74.19	
 c) 200 x 200 x 8 Galvanised T-Bar	<input type="text"/>		\$85.20	
 d) 200(8) x 200 x 10 Galvanised T-Bar	<input type="text"/>		\$94.43	
 e) 200(10) x 200 x 10 Galvanised T-Bar	<input type="text"/>		\$103.73	

Placing an Order

After selecting qty and entering any required product details, click 'add to cart.' This will add the item to your order. Once you have added all required items to the cart, proceed to the checkout page, by selecting 'Check the Truck'. Here you can confirm the order, advise us of your delivery details and make payment. (You can navigate to and from the checkout page to view the order, at any time, whilst you shop).

Payment options

There are three payment methods, as outlined below.

1: Pay by cheque. Goods will be despatched upon clearance.

2: Pay by credit card. We accept payments from Visa and Mastercard holders, via 'Paypal' (our secured payment gateway). Please refer to our privacy statement for further information.

3: Charge to your account. For approved account holders only. Conditions apply.

Payment method	
<input checked="" type="radio"/>	Account 7 Day Account
<input type="radio"/>	Cheque Order will not be processed till cheque is cleared
<input type="radio"/>	Credit Card



Account Applications

You may decide it is beneficial for you to open an account with us. A printable Trade Account application form can be downloaded. [Click here](#) or select the tab at the top of the home page. Alternatively you can contact us for a form to be sent to you, or to assist you with any queries. Conditions apply.

Contact us

Should you have any further queries, please don't hesitate to contact us. [Click here](#) or select the 'contact us' tab at the top of the home page, to leave a message. If preferred, call or fax us on the numbers listed below.

Phone: (08) 9371 2255

Fax: (08) 9371 2122.