# Majestic Commercial Ordering & Payments Portal

#### Introduction

The Majestic Commercial Ordering & Payments portal introduces the ability for you to place online orders, quickly and simply, and have them fulfilled by your local store team. Using the portal, it's now easier than ever to manage your account, with invoices, statements and the option to make payments at your fingertips.

When logged into the portal, you can:

- Place online orders for delivery or collection, fulfilled by your local store
- Shop your bespoke list, or purchase from the extended range available in your local store
- View your account information, including your available credit, oldest invoice and credit limit
- Download/print copies of your statement, invoices and credit notes
- Make payment to your account, via either Card or Instant Bank Transfer

#### Login screen

To login to the portal, head to <u>https://commercialonlineorders.majestic.co.uk/</u> You'll need your customer code and password to login. Do not attempt to login via the Majestic retail website, as this is only for retail customers. (To access the portal via the retail website, please select "COMMERCIAL" from the menu options along the top of the hompeage, then click on "Commercial Portal" to take you to the login page.)

← → C ▲ commercialinineorders.majertic.co.uk	🖻 \star 🖬 🌍 :
Majestic Commercial 🌑	
Commercial ordering & payments portal	
We are the UK's only retail and commercial drinks specialist. Our Commercial range of wines, been and spirits is stronger than ever. Find them all right here.	
Log in to start ordering           "We classee Cole           ®	
Constant Con	
Engel Proceed?	
SERVICES         ABOUT US           Drink Responsibly         About Us           Privacy & Cookies         Contact Us	

To log in for the first time, click the 'Forgot Password' link on this page (underneath the grey login button), and reset your password. The reset password will be sent to the email address held against your customer code. BOOKMARK the above page.

\*Note this may be different to your email address.

# My Products List

Once you've logged in, the homepage is My Product List, where you'll find all the wines, beers, spirits and soft drinks on your bespoke list displayed. For ease of ordering, they're split into categories and organised by price order. Simply add to your basket by inputting the quantity, whether you want to order cases of 6 or just a couple of bottles



Once you've added all the products you want to order, hit the basket icon at the top right hand side of the screen to move to the checkout. You can pay using your credit account or pay with a card, and the order will be sent to your local store

# Full Range

Alongside your bespoke list, you'll have access to the full range of products stocked by your local Majestic store. Whether you're adding a weekend special to the wine list, stocking up on fizz for party bookings or catering for a special occasion, our extensive range is stronger than ever and we've got options for every taste.

Majestic O		My Account Logout 💓 £0.00	Majestic O Overecial
Wine Spankling Wine	Spirits Beer/Cider Soft My Products List		Wine Spankling Wine Spirits Beer/Cider Soft My Products List
	You are ordering from our Stevenage	location.	You are ordering from our Stevenage location.
		Sort By: Alphabetically (A - 2)	Product List / Sparkling Wine / Champagne / Non-Vintage
In stock items only	10 year old Malmsey Henriques and Henriques Medica Sol Cardier & Sor Uma Chelle Gene War + Mere Details There Oy Add Came	1000 Stories Bourbon Barrel Carlsrade 2018/20, California Carlsrade 3018/20 1240 sed. VXT + More Details Team Carl Add Leave Team Carl Add Leave Team Carl Add Leave	In stock forms only Constraints (Marcon Constraints) (Marcon Constraints
			Write (vol)     Inter Oly Add Cases
White (666)           Red (626)           Fink (6)           Rose (118)           Brown (79)           Other (15)           Tawny (2)	19 Crimes Cabernet Savrignon 2202/1, Australia         Image: Crimes Cabernet Savrignon 2202/1, Australia           Cars the 5 000 1000 + More Dutals         Image: Crimes Cabernet Australia           Item Ory         Add Caser	19 Crimes Red Blend 2020/21, Australia     Image: Constant of the property Criptical of the property Criptical of the property Add tends     Image: Constant of the property Add tends       Image: Constant of the property Add Cases     Image: Constant of the property Add tends     Image: Constant of the property Add tends	COUNTRY OF ORIGIN France (40) GRAFE VABIETY Chardsonray (55) France (4) Grade Meurice (2) France (4) Grade Meurice (2) France (4) Grade Meurice (2) France (4) France (4) Grade Meurice (2) France (4) France (4) France (4) Mathematice France (4) France (4)
White Fortified (1)			BRAND NAME
Orange (1)  COUNTRY OF ORIGIN  Portugal (34)  USA (53)	3 ringer Aact Annandel 2002 - 2000 - 2000 Carliere 5 900 1997 C1 Ale Aect, VAT + More Details - Anti-org evolution to	V Serry Visit Lighers Vot Generative Visit Displays Gill 33 auch. VAT + More Details Kat eng medice the	Lucars (h) Bolinger (2) Cartier (h) Lucars Perrier (h) Lucars Reserver (h) Lucars Reserver (h) Lucars Reserver (h) Cartier (h) Lucars Reserver (h) Cartier (h) Carti
United Kingdom	Enter Oty Add Cases Enter Oty Add Bottles	Enter Oty Add Eases Enter Oty Add Bottles	PRICE 0 From 5 F

To view more information about a product, click on the name to access the product details page.

Maje	stic 🍥				0	My Account	Logout	0.00
Wine	Sparkling Wine	Spirits	Beer/Cider	Soft	My Products List			
		`	You are orde	ring fro	m our <b>Stevenage location.</b>			

#### Product List

Fernlands Sa	uvignon Blanc 2021	Enter Qty	Add Bottles
Marlborough		Enter Oty	Add Cases
Case Size: 6			
7.96 excl. VAT			

From a vineyard owned by John Marris, the esteemed viticulturalist of Wither Hills fame, this is excellent value, textbook New Zealand Sauvignon Blanc with plenty of zesty fruit and grassy aromas. Very zesty on the palate with lots of lime and a nettly herbaceousness, this is an aromatic and classic New Zealand Sauvignon Blanc with a refreshing dry finish. Cracking as a wine with salads, seafood or chicken, this Sauvignon represents astonishing balance and finesse.

CLOSURE TYPE	Screwcap	COLOUR	White
COUNTRY OF ORIGIN	New Zealand	PROMINENT GRAPE VARIETY	Sauvignon Blanc
VINTAGE	2021	ORGANIC	No

# My Account

This page shows a summary of your account information, including contact details, addresses, and credit information, and also change your password.

Account statements are available on demand. This is available to download and print by pressing the green 'Account Statement' button

Majes	mmercial					O My Account Logout 0.00
Wine	Sparkling Wine	Spirits	Beer/Cider S	Soft	My Products List	
				Му	Account	
MY ACCOU	NT		CUSTOMER I	DETAILS	5	
	ES		Customer N	ir: 20812	22350	Company Name: The Majestic Arms
			Customer Ty	<b>/pe:</b> Cor	mmercial	Title: @Co.
MY CREDIT NOTES		Created Date	Created Date: 2018-11-26		First Name: The Majestic Arms	
			Credit Limit:	: 10,000	0.00	Last Name: The Majestic Arms
Account Sta	itement		Credit Availa	able: 9,0	058.41	Email Address: neil.owens@majestic.co.uk
			Oldest Outst	tanding	Invoice:	Landline: 000006760479
			00/01/2023	500.10	,	Mobile: 100006760479
			Biling Addre	ess:	Colonial Way Watford United Ki	Sinadom
					WD244 4WH	
			Delivery Add	dress:	Colonial Way Watford United Ki wd24 4wh	lingdom

## My Invoices

You can view a summary of your outstanding invoices, or toggle to view paid invoices. Select the icon on the right side of the screen to download a PDF copy of your invoice

Make Payment

Majestic 🚳					9	My Account	Logout	0.00
Wine Sparkling Wine	Spirits	Beer/Cider	Soft	My Products List				
MY ACCOUNT		MY INV	OICES					Q
							ç	See Paid Invoices >
		Invoice	Date	Invoice No.	Reference	Amount	Paid	Balance
MY CREDIT NOTES		06/0	01/2023	INVB2000000181	Neil sub price	308.10	0.00	308.10 💿
		06/0	01/2023	INVB2000000182	Subs test	51.35	0.00	51.35 💿
Account Statement		09/0	01/2023	INVB2000000183	invoice test	6.36	0.00	6.36 💿
		12/0	01/2023	INVB2000000189	Neil 1201	13.20	0.00	13.20 💿
otal £359.45		12/0	01/2023	INVB2000000191	Neil Test PO	50.10	0.00	50.10 💿
		12/0	01/2023	INVB2000000195	PO54321	124.38	0.00	124.38 💿
		17/0	01/2023	INVB2000000235	PO1234567	115.20	0.00	115.20 💿
		19/0	01/2023	INVB2000000247	PO ref 1901	247.20	0.00	247.20 💿
		20/0	01/2023	INVB2000000253	097 not 460 t	38.16	0.00	38.16 💿

To make a payment, select one or more of the outstanding invoices using the tick box on the left. You can part pay one invoice, pay the whole amount, or select multiple invoices for payment. The oldest invoices must be paid off first. Once you have selected the invoice(s) to pay, select 'Make Payment'. A summary is shown and you are offered the option to use any credit notes towards the payment. From there, choose card or bank transfer and make the payment. Your account balance will update with 30 minutes once completed

Maj	estic 🎯 <sub>Commercial</sub>						Q	My Account	Logout	).00
Wine	Sparkling Wine	Spirits Be	er/Cider	Soft	My Products List					
0	Selected invoice									
2	Choose your pay Credit note	ment method	Card payme	ent	Insta	nt bank trans	fer			
	AVAILABLE CREDIT	NOTES	- V		De la const	Dalara				
	16/12/2022	0812009000003	3043 -12	2.46	0.00	-12.46				
	Amount to pay Pay Balance			£359.45						

### My Credit Notes

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You can view any unused credit notes on your account in this screen. Select the <sup>(1)</sup> icon on the right side of the screen to download a PDF copy of your credit note.

Majestic					٩	My Account Logout	0.00
Wine Sparkling Wine	Spirits	Beer/Cider	Soft	My Products List			
			I	My Account			
MY ACCOUNT		MY CREDI	IT NOT	ES			Q)
MY INVOICES		Date issue	d	Credit Note No.	Value	Redeemed	Balance
MY CREDIT NOTES		16/12/202	2	0812009000003043	-12.46	0.00	-12.46 💿