



THEODIST LTD
BUSINESS SUPERSTORE

THEODIST ONLINE

B2B

www.theodist.com





Theodist Online

Our website was developed with our account customers in mind, creating an online environment that gives you your business account access to account information, pricing, order history, order approvals and much more at any time and anywhere.

The **Theodist** Website is feature-rich, and we are adding more to help create a streamlined Business to the Business shopping experience. Depending on your role and the limits set, these are just some of the features you can access.



Advantages of Your Online Account

Account Information at your fingertips

- ✓ View past Orders, Invoices, Quotations
- ✓ See Statements and Account Information
- ✓ Order status updates
- ✓ Multiple account access

Personalised

- ✓ View your special pricing
- ✓ Create Favourites and Order Templates for yourself and your team
- ✓ Preference controls for website viewing

Flexibility

- ✓ Online access anytime and anywhere
- ✓ Pay by Credit Card, Direct Deposit or Charge to your account

Greater Control

- ✓ Role Management
- ✓ User Order and Approval Limits

Online Business Account User Roles

Online Business Accounts can be accessed using three types of Roles.

Business to Business User

Provides the greatest access to the website features. Ideal for Managers, Company Owners, or Directors.

- ✓ Ordering
- ✓ My favourites
- ✓ Order history/track & trace
- ✓ Order templates
- ✓ Order imports
- ✓ Order approvals
- ✓ Use of cost centres
- ✓ Use of multiple accounts
- ✓ Pay outstanding invoices ('Pay Account')
- ✓ Invoice reprints
- ✓ Account enquiry

Online Business Account User Roles

Purchasing Officer

This Role caters for procurement activities, this user will gain access to most of the features available aside from account enquiries, pay accounts and invoice reprints.

- ✓ Ordering
- ✓ My favourites
- ✓ Order history/track & trace
- ✓ Order templates
- ✓ Order imports
- ✓ Order approvals
- ✓ Use of cost centres
- ✓ Use of multiple accounts (if applied)

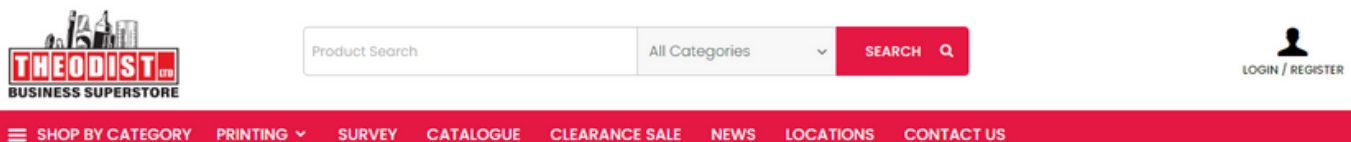
Accounts Team

This Role is intended for your Accounts Team

- ✓ Pay outstanding invoices ('Pay Account')
- ✓ Invoice reprints
- ✓ Account enquiry
- ✓ Order history/track & trace
- ✓ Product browse
- ✓ My favourites

User Approvals

Each user can be assigned Order and Approval Limits to add an approval process for your users' orders before payment is made. When a limit has been reached on an order, a user will need to select an Approver who will then be notified of the order and can take the necessary steps to approve, edit or deny an order.



The Business Super Store

PNG's largest office products and equipment retailer

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[SHOP SALE](#)



TECHNOLOGY

Here at Theodist, we offer an extensive range of up-to-date and affordable technology products for Papua New Guineans.



OFFICE PRODUCTS

Shop for quality home or business products including pens, pencils, stationery, folders, binders, calculators, label makers, envelopes, sticky notes and much more.



OFFICE FURNITURE

When buying commercial furniture, functionality and quality are equally as important as appearance. Our products not only look great, but will also hold up to years of use in busy workplaces.



PRINTING

Theodist Printing Solutions delivers top level customer service, premium quality products, fast and reliable turnaround. Services cover business cards, flyers, stickers, invoice books, signs and more!

Get Started

It's quick and easy!

1

Click the "[Apply Now](#)" button and send your message of intent. A Sales staff will assist you.

2

Download and fill in the [Authorisation Form](#) and send it back once done. This is to make sure anyone wanting access to your account online has the right approval from the company.

3

A Sales staff will send the registration link after confirmation.

4

Fill in the Online Registration Form with the necessary information.

5

Theodist will notify you once your online account is activated.

APPLY NOW