



## Access all your proof of deliveries

### Why?

Schedule to receive your electronic proof of deliveries (ePODs) via email, in a format of your choice or view, download and print PDF copies of your ePODs online, without the hassle of searching through piles of paper.

#### Get all your ePODs sent directly to your email inbox

1

Click on 'My Account' and then 'Account preferences' and select your 'eDocument preferences'

Activate ePODs, then select the frequency and format you would like to receive your ePODs in

Then click 'Save changes'

2



You will now receive emails at your scheduled frequency containing a link to download your ePODs in the format of your choice

### Top tips

Only the Account Administrator, Approvers and Buyers (terms) user permission types can view the Account preference or My eDocuments pages

The frequency options are:

- Daily
- Weekly
- Monthly

The format options are:

- Individual PDF (separate documents in a Zip file)

- Consolidated PDF (all documents in one file)

You can add up to 10 email addresses. To enter more than 1, please separate with a comma. The download link within the email will expire after 31 days

#### Access all your ePODs via My eDocuments at any time from anywhere

1

Click on 'My Account' and then 'My eDocuments'

You can search for your ePODs using the filters:

- Date
- Customer reference
- Order reference
- Invoice number

2

Click to view, download or print a specific ePOD in PDF

Select the ePODs you would like to download

Choose the download format and click 'Download'

The download format options are:

- Individual PDF (separate documents in a Zip file)

- Consolidated PDF (all documents in one file)

You can also view your ePODs on the Order status and Invoice and credits page

3

When the download finishes, you'll see it at the bottom of your window. Alternatively you will be prompted to save the files to a location of your choice


For queries directly relating to your eDocuments, please email [accounts.receivable@walseley.co.uk](mailto:accounts.receivable@walseley.co.uk)

# WOLSELEY



If you have any questions, need any help, or have feedback, please call our Online Support team, or email us

 [onlinesupportteam@walseley.co.uk](mailto:onlinesupportteam@walseley.co.uk)

 0344 891 0196

 [walseley.co.uk/benefits/epods/](http://walseley.co.uk/benefits/epods/)

Work smarter, not harder at [walseley.co.uk](http://walseley.co.uk) and let us do the legwork for you