

HOW TO ORDER USING THE PORTAL

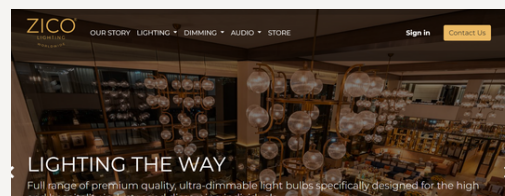
The Portal is an online store created especially for our trade customers.

At Zico Lighting we understand that your time is precious. Working against tight deadlines and having accurate information at your fingertips is vital for success. So, we created Zico Lighting Trade Portal – a quick and secure system that puts you in control!

1

Go to STORE

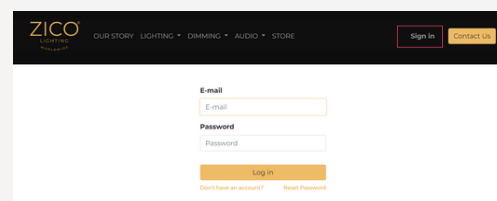
<https://www.zico.lighting/shop>



2

SIGN IN

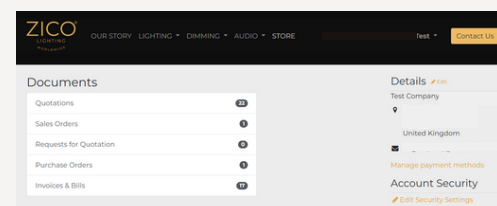
Sign in using your E-mail and Password.
Don't have an account?
Go to <https://www.zico.lighting/request-portal-access> to set one up.



3

In MY ACCOUNT

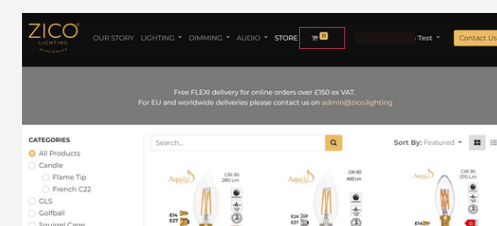
You will see any previous quotes, orders and invoices. You can confirm quotes, pay invoices and track deliveries from here. Scroll down to see previous correspondence and message us with any questions.



4

Create New QUOTE

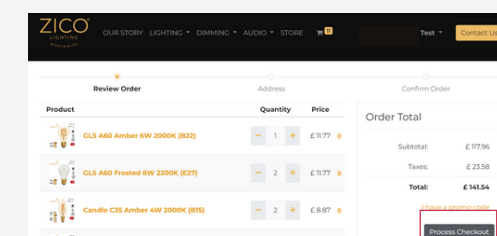
By adding products to your basket - pricing will be correct based on your account settings. For out-of-stock products, simply add the item to your wishlist to receive an email when the product is back in stock.



5

PROCESS CHECKOUT

The system will automatically add the last delivery address used for your company. Follow prompts to check and change the DELIVERY ADDRESS as needed, then choose your shipping option.



6

PAYMENT

Please don't refresh or leave the page until you are redirected back from the secure payment site. You will receive an email confirming your order shortly after.

