



greenrhino.co.nz

GREEN RHINO
CLEANING SOLUTIONS

Website User Guide



TABLE OF CONTENTS

Homepage	4
My Account	6
Edit My Account Info	7
Address Book.....	8
Change Password	9
Order Templates	10
<i>Creating a New Order Template</i>	10
<i>Editing an Existing Order Template</i>	11
<i>Shop from Order Template</i>	11
My Quotes	12
My Orders	14
Order Upload	16
Shopping Cart.....	18
Checkout	19

Green Rhino e-Connect

At Green Rhino, we make everything simpler and easier for you... that includes shopping for your favourite cleaning chemicals and equipment!

1 Shopping Made Easy

Easy and fast shopping experience at your fingertips! Shop anytime, anywhere.

2 Account Accessibility

Check your order status, order history, invoices and change your account details anytime.

3 Order templates

Allows you to create multiple order forms with a list of your favourite products to make your shopping faster.

4 Multiple Payment Options

Pay on account, via credit card or have an option to pick up from the store.

5 CSV Order Upload & Direct Text Entry

Allows you to order via a CSV template or directly typing the stock code and quantity without the need to search for the product.

6 Exclusive Online Deals

Get exclusive access to discounts and be the first to know about product launches and upcoming events.

7 Responsive Design

Accommodates multiple devices (smartphones, tablets & desktops) and operating systems.


8 Membership Exclusive

Have exclusive access to free items to downloads. Only available when you have an account with us!


9 Learning Modules

Gain some insights on some cleaning topics available on our blog!

Homepage




greenrhino.co.nz
GREEN RHINO
CLEANING SOLUTIONS

1 LOGIN REGISTER |  0 ITEMS \$0.00 NZD (inc GST)

3

HOME ABOUT US SPECIALS RESOURCES CONTACT US MEMBERS AREA BLOG

2




Biodegradable • Plant-based

Powerful & Effective


Low toxicity • New Zealand Made

NZFSA Approved


ECNZ Licenced




Spray & Wipe Cleaner




Bathroom & Toilet Cleaner



Glass & Mirror Cleaner



Neutral Floor Cleaner




Degreaser Cleaner

4 SHOP NOW


- > CHEMICALS BY AREA
- > CHEMICALS BY INDUSTRY
- > ACCESSORIES & EQUIPMENT
- > PAPER
- > MACHINES
- > ENVIRO RANGE
- > MPI APPROVED
- > CLEANTASTIC

WELCOME TO GREEN RHINO'S WEBSITE!


Do you need help in creating an effective hygiene system for your business? Do you need some advice on how to tackle cleaning your toilets, kitchen or floors? Do you need to save and buy effective cleaning chemicals and equipment? Let one of the Green Rhino Hygiene experts help you! We are a specialist manufacturer and distributor of cleaning chemicals, consumables and equipment products to businesses across New Zealand.



Shop Online!
Anytime, anywhere.




Need advice? We provide **FREE, no obligation site visit!**



Get our newsletter for exclusive tips, promotions and news!

5 SHOP NOW

- Specials
- Featured Products
- New Products



6 CUSTOMER SERVICE

- Green Rhino Credit Application
- Shipping & Returns
- Terms & Conditions
- Privacy Policy
- My Account

7 NEWSLETTER SIGN UP




Name

Email

SEND

8 CONTACT US

Green Rhino | Car Clean Products NZ Ltd
33 Ha Crescent
Wiri
Auckland 2104
Email: sales@greenrhino.co.nz
Phone: 09 25000 91

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From the same makers of **PACER.** and **RA JOHNSTONE**

- 1 - Login / Register and Shopping Cart** - Click if you want to access your account or register an account. If you're shopping, you would see here how much (\$) is in your cart.
- 2 - Search Field** - Looking for something? You can type it in the Search Field.
- 3 - Top Menu** - Go through the different pages about the company and various resources about our products and cleaning.
- 4 - Product Menu** - Shop through different product and industry categories.
- 5 - Featured Products** - Know which products are on sale and products that are new!
- 6 - Customer Service** - Know the company's terms and conditions, shipping & return policy and privacy policy.
- 7 - Newsletter Sign Up** - Type in your email address to get exclusive online deals and cleaning tips right through your inbox!
- 8 - Connect with Us!** - connect through one of our contact details and social media accounts



ONLINE TIP

Already have an account with Green Rhino but no online account?

Email us and request for an online account now!
sales@greenrhino.co.nz



ONLINE TIP

Connect with us!

If you want to get cleaning tips, join contests or receive exclusive promotions, follow one of our social media accounts!



@GreenRhinoNZ



@greenrhinonz

My Account

MY ACCOUNT

MY ACCOUNT

[View or change my account information](#)

[View or change entries in my address book](#)

[Change my account password](#)

[View my Order Templates](#)

MY QUOTES

[View my current quote request](#)

[View my quotes](#)

MY ORDERS

[View my orders](#)

ORDER UPLOAD

[CSV Order Upload / Direct Text Entry](#)

SUBSCRIPTIONS

[Subscribe to Newsletter](#)

You can access My Account page by logging in. In My Account Page, you have access to:

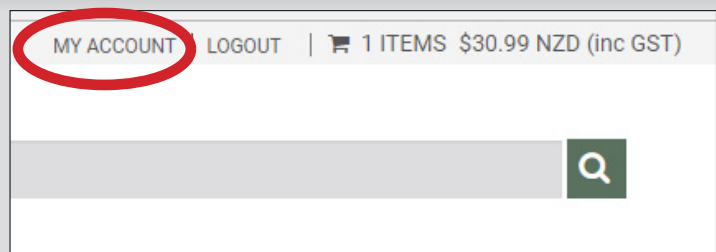
- Editing your account information
- Add / Edit your Delivery and Billing Address
- Changing your Passwords
- View your order templates, quotes, and order history
- Ordering via CSV Upload or Direct Text Entry



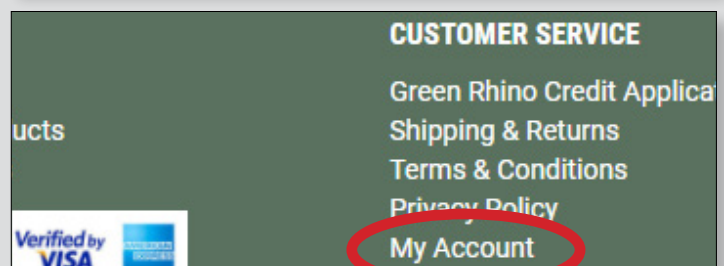
ONLINE TIP

If you are logged in, you can access My Account page through:

- the top right corner of the page
- the bottom of the page under "Customer Service"



MY ACCOUNT | LOGOUT | 1 ITEMS \$30.99 NZD (inc GST)



CUSTOMER SERVICE

- Green Rhino Credit Application
- Shipping & Returns
- Terms & Conditions
- Privacy Policy
- My Account**

Edit My Account Info

EDIT MY DETAILS

My Details

First Name	<input type="text" value="John"/>	*
Last Name	<input type="text" value="Smith"/>	*
Email Address	<input type="text" value="john.smith@email.com"/>	*
Telephone	<input type="text" value="0220123456"/>	*
Fax	<input type="text" value="091234567"/>	

BACK

SAVE

If you need to change your name, email address and phone numbers:

1. Log-in through your account.
2. Click “view or change my account information”.
3. Click “Save” after you make any changes.

Address Book

ADDRESS BOOK

John Smith
123 Abc Street
Epsom 1023
Auckland
New Zealand

EDIT

BACK **ADD ADDRESS**

ADDRESS BOOK

New Address

First Name

Last Name

Company

Street Address

Suburb

State

Postcode

Country

BACK **SAVE**

If you need to change your delivery address, or add more delivery addresses:

1. Log in through your Account
2. Click “View or change entries in my address book”.
3. Click “Edit” to change the current address or
4. Click “Add Address” to add another address.



ONLINE TIP

You can have more than one address saved into your account by click “Add Address”.

Change Password

CHANGE MY PASSWORD

Enter New Details

Current Password

New Password

Confirm New Password

BACK
SAVE

If you need to change your password:

1. Log in through your Account.
2. Click “Change my account password.”
3. Type in your current password,
4. Type again and confirm your new password.
5. Click “Save” once you are done.



ONLINE TIP

Forgot your password?

1. Go to the Log In page.
2. Click “Forgot Password” button.
3. Enter your Email Address.
4. Click “Send me a new password”.
5. You will be given a new password. Use this password to log-in. You have to option to maintain this password or create a new one.

LOGIN

Email Address

Password

FORGOT PASSWORD
LOGIN

FORGOTTEN YOUR PASSWORD?

Enter your email address below and we'll send you a new password

Enter Details

Email Address

BACK
SEND ME A NEW PASSWORD

Order Templates

Order Templates allow you to create an online ordering form with a list of your favourite products, the quantity you required and with the ability to label according to where you want to use them. It makes your shopping easier and faster. If you want a template that is not editable by your employees, please let us know so we can create one for you.







Creating a New Order Template

Add a New Order Template

Title

Blurb

Add Product Quantity **ADD TO TEMPLATE**

Photo	Stock Code	Product	Price	Quantity	
	GRG2-5	ENVIRO BATHROOM/TOILET CLEANER 5LT	\$26.95	<input type="text" value="7"/>	REMOVE
	GRG5-5	ENVIRO DEGREASER CLEANER 5LT	\$24.95	<input type="text" value="3"/>	REMOVE
	GRG4-5	<u>ENVIRO NEUTRAL FLOOR CLEANER 5LT</u>	\$19.95	<input type="text" value="3"/>	REMOVE
	GRG1-5	ENVIRO SPRAY & WIPE 5LT	\$24.95	<input type="text" value="3"/>	REMOVE
	GRK2-5	LEMON DISHWASH DETERGENT GR 5LT	\$13.00	<input type="text" value="1"/>	REMOVE
	GRS5-5	KITCHEN FOAM SOAP GREEN RHINO 5LT	\$27.00	<input type="text" value="1"/>	REMOVE

SAVE ORDER TEMPLATE

1. Search and add your products and the required quantity to your cart.
2. Once you are finished, go to your shopping cart and click the “Create an Order Template” button.
3. It will redirect you through the “Add a New Order Template” page where you need to put a title and a short description.
4. Check if all products and quantity are correct.
5. Once done, click “Save Order Template”.

Editing an Existing Order Template

MY ORDER TEMPLATES			
Template	Number of Products	Date Created	
John - Restaurant	5 Products	10-Oct-2017	<div style="display: flex; gap: 10px;"> VIEW / EDIT ADD TO CART DELETE </div>

1. Under My Account page, click “View My Order Templates”.
2. Check which Order Template you want to edit (if you have more than one Order Templates set up), click the “View/Edit” button.
3. Change what you need (update quantity, add/delete products, edit title/description).
4. Click “Save Order Template” once done.

MY ORDER TEMPLATES			
Template	Number of Products	Date Created	
John - Restaurant	5 Products	10-Oct-2017	<div style="display: flex; gap: 10px;"> VIEW / EDIT ADD TO CART DELETE </div>

Shop from Order Template

1. To shop from an existing Order Template, select the Order Template you want to shop from.
2. Click “Add to Cart” button.



ONLINE TIP

You can have more than one order template.

Do you want an order template that is locked and not editable? Ask us to create one for you!

Email us at sales@greenrhino.co.nz

My Quotes



Green Rhino has the option for its web users to request for a quote on its product. You can do it in two ways:

Image 1

NZFSA C32 Approval

DIRECTIONS: Dilute 1 part FLOOR CLEANER with up to 25 parts of water. Use mop according to requirements. Apply with a mop. Scrub with a soft broom if necessary. Detergents have an effect on the environment. Always use the correct dose for maximum efficiency and minimal environmental impact.

DOWNLOADS

 Download Technical Data Sheet  Download Safety Data Sheet

UNIT:

QUANTITY:

Image 2

QUOTE

Product(s)	Quantity	Remove
ENVIRO NEUTRAL FLOOR CLEANER 5LT	<input type="text" value="2"/>	<input type="button" value="X"/>

Through the Product Page:

1. Go to the product page you want to get a quote on by browsing through the product menu.
2. Once in the product page and you have selected the unit size and quantity, click "Add to Quote" (please see image 1).
3. It will take you straight to your Quote page.
4. You can adjust the quantity or click "X" if you want to remove the product. If you have adjusted the quantity, please do not forget to click "Update". (please see Image 2)
5. Once you are finished, you can click "Send".
6. This will be sent to us for approval.

SHOPPING CART

Product(s)	Price	Quantity	Total	Remove
ENVIRO NEUTRAL FLOOR CLEANER 5LT	\$19.95	<input type="text" value="1"/>	\$19.95	X
ENVIRO GLASS & MIRROR CLEANER 5LT	\$22.95	<input type="text" value="1"/>	\$22.95	X
NEUTRAL DISHWASH DEETEGENT GR 5L	\$12.95	<input type="text" value="1"/>	\$12.95	X
BOTTLE ONLY 500ML FOR TRIGGERS	\$2.25	<input type="text" value="1"/>	\$2.25	X
Sub-Total:			\$66.82 NZD (inc GST)	

[CREATE AN ORDER TEMPLATE](#)
[REQUEST QUOTE](#)
[CHECKOUT](#)
[UPDATE](#)

Through the Shopping Cart:

1. Go the product page you want to get a quote on by browsing through the product menu.
2. Add the product to your shopping cart like when you normally go shopping.
3. Once you are finished adding products, go and click your shopping cart.
4. Adjust if necessary (like add/remove any unwanted products or adjust the quantity).
5. Once done, click "Request Quote".
6. It will take you straight to your Quote page.
7. Once you are finished selecting products, you can click "Send".
8. This will be sent to us for approval.

Once your quote is approved, you can view under My Accounts > View my quotes

Online Quote #	Products	Status	Date Created	
Quote #7	4 Products	Approved	4 Nov 2017	ORDER REMOVE

My Orders

MY ORDERS					
Order Id	Status	Date	Items	Total	Re-order
Order #71012	Pending	28-Sep-2017 10:50am	6 Products	\$236.56	RE-ORDER

My Orders page shows you all the orders that you have placed over the website. It includes the following details:

- Order ID number
- Status of the order (Processing, Shipped)
- Date when the order has been placed
- Number of items in the order
- Total amount (\$) of the order

You can:

- Click the order ID number to see full details of your order. (as shown on the next page)
- Click “Re-order” button to order the same set of products.

When you click an order number, it will open up and show the full details of that order. Please see image on the next page.

- 1 - Order Number
- 2 - Shipping Address
- 3 - Billing Address
- 4 - Payment Details
- 5 - Products that you have ordered (stock code, name, unit price (excl GST), quantity and line quantity).
- 6 - Status of your Order (Pending or Shipped)

ORDER #71012 1

SHIPPING DETAILS

John Smith
123 Abc Street
Epsom 1023
Auckland
New Zealand

2

3 BILLING ADDRESS

John Smith
123 Abc Street
Epsom 1023
Auckland
New Zealand

PAYMENT DETAILS 4

Cash on Delivery

PRODUCTS

5

Code	Name	Unit Price	Quantity	Subtotal
GRG2-5	ENVIRO BATHROOM/TOILET CLEANER 5LT	\$26.95	3	\$80.85
GRG5-5	ENVIRO DEGREASER CLEANER 5LT	\$24.95	1	\$24.95
GRG4-5	ENVIRO NEUTRAL FLOOR CLEANER 5LT	\$19.95	1	\$19.95
GRG1-5	ENVIRO SPRAY & WIPE 5LT	\$24.95	1	\$24.95
GRK2-5	LEMON DISHWASH DETERGENT GR 5LT	\$13.00	1	\$13.00
GRS5-5	KITCHEN FOAM SOAP GREEN RHINO 5LT	\$27.00	1	\$27.00
Sub-Total:				\$190.70
Freight - Local Auckland (Thank you for your order. If extra freight charges are applicable such as Rural Delivery fees we will notify you to have these added to your payment. Expect Delivery within 3-4 working days.):				\$15.00
DR:				\$30.86
Total:				\$236.56

STATUS 6

Shipped

ORDER HISTORY

Date Added	Status	Comments
2017-09-28 10:50:33	Pending	Test Order only
2017-10-01 16:16:19	Processing	your order is being packed.
2017-10-01 16:21:15	Shipped	TEST ONLY. Your order has been shipped.

Order Upload

Order Upload allows you to order without having the need to search or browse for each particular product. This is very useful especially if you already have a list of products codes handy. You can do it in two ways:

Image 1



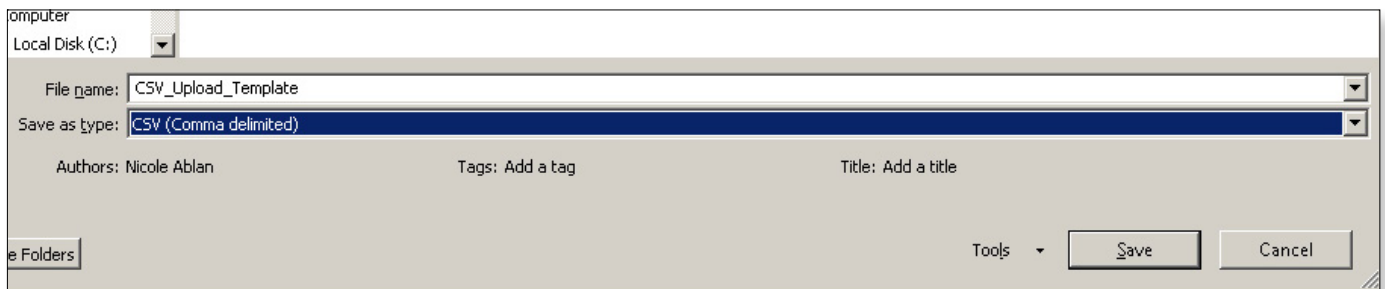
Method CSV File
 Direct Text Entry

Upload CSV No file chosen

Image 2

	A	B
1	GRG5-5	1
2	GRG4-5	1
3	GRG3-5	1
4	GRG2-5	1
5	GRG1-5	1

Image 3



OPTION 1: UPLOAD ORDER THROUGH CSV FILE

1. First, prepare the csv file you want to upload.
2. Using the program Excel, type in a new sheet the product code in one column and the quantity of that product on the next column beside it. Type one product only and quantity per row. (For a sample, please see Image 2)
3. Once you have finished, save the file, making sure that under the “Save as type”, you select “CSV (Comma delimited)”. (Please see Image 3)
4. Under Method (See Image 3), select “CSV File”.
5. Under Upload CSV, click “Choose File” to select the CSV File you want to upload.
6. Click “Upload” to upload the file you have selected.

Method	<input type="radio"/> CSV File <input checked="" type="radio"/> Direct Text Entry
Enter Text	GRG1-5,1 GRG2-5,1 GRG3-5,1 GRG4-5,1
<input type="button" value="UPLOAD"/>	

OPTION 2: UPLOAD ORDER THROUGH DIRECT TEXT ENTRY

1. Under Method, select “Direct Text Entry”.
2. In the text box provided that says “Enter Text”, type in the product code and the corresponding quantity separated by a comma. Please see the template illustrated above.
3. If you are ordering more than one product, make sure that you type the next product into the next line by pressing Enter (Windows) or Return (iOS).

Shopping Cart

Shopping Cart is where your items you have ordered are placed. It shows the:

- 1 - The name of the products
- 2 - The unit price (including GST)
- 3 - The quantity of the product you have ordered
- 4 - The line total (including GST)

You can:

- Create an Order Template - click "Create an Order Template". ([click here on how to create Order Templates](#))
- Request for a Quote - click "Request Quote" ([click here on how to request for a Quote](#))
- Delete a product - Click the "x" on the same line of the product. Then click "Update".
- Checkout to place your order - Click "Checkout".

SHOPPING CART				
Product(s) 1	Price 2	Quantity 3	Total 4	Remove
ENVIRO NEUTRAL FLOOR CLEANER 5LT	\$19.95	<input type="text" value="2"/>	\$39.90	X
ENVIRO GLASS & MIRROR CLEANER 5LT	\$22.95	<input type="text" value="2"/>	\$45.90	X
NEUTRAL DISHWASH DEETEGENT GR 5L	\$12.95	<input type="text" value="1"/>	\$12.95	X
BOTTLE ONLY 500ML FOR TRIGGERS	\$2.25	<input type="text" value="1"/>	\$2.25	X
ENVIRO SPRAY & WIPE 5LT	\$24.95	<input type="text" value="1"/>	\$24.95	X
ENVIRO BATHROOM/TOILET CLEANER 5LT	\$26.95	<input type="text" value="1"/>	\$26.95	X
Sub-Total:			\$175.84 NZD (inc GST)	

CREATE AN ORDER TEMPLATE
REQUEST QUOTE

CHECKOUT
UPDATE

Checkout

Once you are finished shopping, you can go and checkout. In the Checkout page, you need to select and confirm the following details below. Once done, click “Confirm Order”.

1. **Shipping Address** - Address where the goods you ordered will be delivered. If you need to change it, click “Change Address”. It will take you to your list of addresses in your address book.
2. **Billing Address** - Address where the invoice will be mailed to. If you need to change it, click “Change Address”. It will take you to your list of addresses in your address book.
3. **Coupon** - If you have a coupon code from us, type it in the “Unique Code” box. Click “Add to Order” so the discount will be applied to your final order.
4. **Shipping Method** - Select the way you want your goods to be delivered.
5. **Payment Method** - Select how you want to pay for your goods. If you have a Purchase Order Number, don't forget to type it in.
 - **Payment Method 1 - New Zealand Bank Deposit.** This is only available if you have an credit account with Green Rhino.
 - **Payment Method 2 - Charge to Account.** This is only available if you have credit account with Green Rhino.
 - **Payment Method 3 - ANZ eGate.** If you want to pay using VISA or MASTERCARD. This is available on both cash customers and credit account customers.
6. **Order Items** - Review the items you have ordered. If you need to change it, click “Edit”. This will take you back to the Shopping Cart page.
7. **Comments** - If you have any additional information or instructions (for example: Please leave order at the lobby), you can type it in the Comments box.



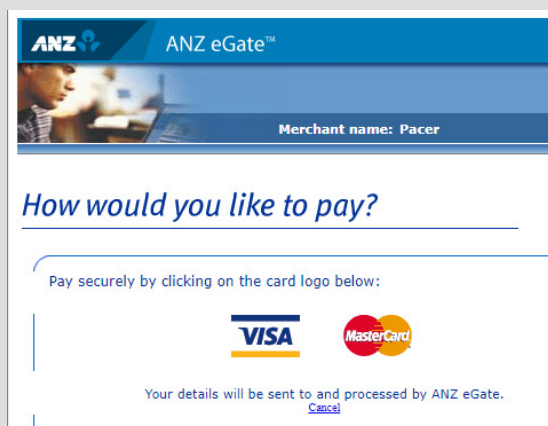
ONLINE TIP

Do you already have a credit account with us?

Let us know so we can create or connect your web account to your credit account..

Do you want to pay using Visa or Mastercard?

Select “ANZ eGate” and click “Confirm Order”. This will take you to a new window, outside Green Rhino website.



CHECKOUT

1

Shipping Address

[Change Address](#)

ABC Company
John Smith
123 Abc Street
Epsom 1023
Auckland
New Zealand

2

Billing Address

[Change Address](#)

ABC Company
John Smith
123 Abc Street
Epsom 1023
Auckland
New Zealand

Coupon

Enter your Coupon Code below to add it to your order.

3

Unique Code:

ADD TO ORDER

Shipping Method

4

Please select a shipping method to continue:

Pick Up

Pick Up From Store \$0.00

Freight - Local Auckland

Thank you for your order. If extra freight charges are applicable such as Rural Delivery fees we will notify you to have these added to your payment. Expect Delivery within 3-4 working days. \$7.50

For customers with credit account, Freight price will have to be confirmed.

Please select a shipping method to continue:

Pick Up

Pick Up From Store \$0.00 NZD (inc GST)

TRADING ACCOUNT CUSTOMERS

FREIGHT PRICE TO BE CONFIRMED \$0.00 NZD (inc GST)

Payment Method 5

Please select a preferred payment method to continue:

- New Zealand Bank Deposit
- Charge to Account

Purchase Order No

- ANZ eGate



ANZ eGate™
Merchant name: Pacer

How would you like to pay?

Pay securely by clicking on the card logo below:

Your details will be sent to and processed by ANZ eGate. [Cancel](#)

Do you want to pay using Visa or Mastercard?

Select "ANZ eGate" and click "Confirm Order". This will take you to a new window, outside Green Rhino website.

Order Items [Edit](#) 6

Product	Price	Quantity	Total
ENVIRO NEUTRAL FLOOR CLEANER 5LT Code: GRG4-5 Unit: 5 LTR	\$19.95 NZD	2	\$39.90 NZD
ENVIRO GLASS & MIRROR CLEANER 5LT Code: GRG3-5 Unit: 5 LTR	\$22.95 NZD	2	\$45.90 NZD
NEUTRAL DISHWASH DETERGENT GR 5L Code: GRK1-5 Unit: 5 LTR	\$12.95 NZD	1	\$12.95 NZD
BOTTLE ONLY 500ML FOR TRIGGERS Code: GRCT500 Unit: 500 ML	\$2.25 NZD	1	\$2.25 NZD
ENVIRO SPRAY & WIPE 5LT Code: GRG1-5 Unit: 5 LTR	\$24.95 NZD	1	\$24.95 NZD
ENVIRO BATHROOM/TOILET CLEANER 5LT Code: GRG2-5 Unit: 5 LTR	\$26.95 NZD	1	\$26.95 NZD
Sub-Total:			\$152.90 NZD
Freight - Local Auckland (Thank you for your order. If extra freight charges are applicable such as Rural Delivery fees we will notify you to have these added to your payment. Expect Delivery within 3-4 working days.)			\$15.00 NZD
GST (15%):			\$25.19 NZD
Total:			\$193.09 NZD

Comments 7

CONFIRM ORDER