

# GasPortal

Your one-stop account management platform.

- Account statement and invoice access
- Accurate stock holding reports
- Recent delivery and return reports
- Make payments online
- Track your placed orders

Register today

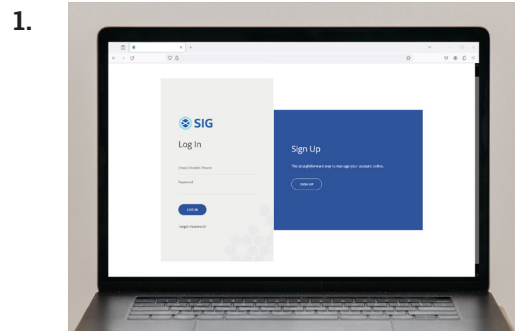
[gasdirect.co.uk/sigportal](https://gasdirect.co.uk/sigportal)



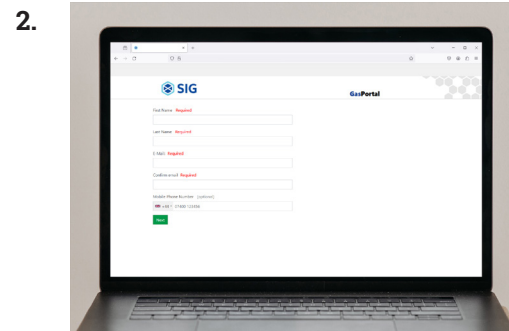
# GasPortal - how to register

Registering for access to the **GasPortal** is straightforward, and grants access to a number of helpful tools to manage your account online. Before you begin, we recommend gathering a few details to make it easier.

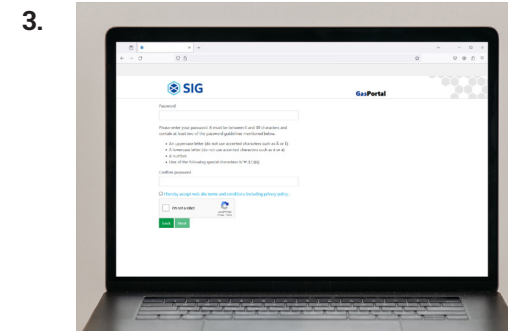
1. Your unique 'ship-to' number, located on your invoice and delivery notes - see page 5.
2. One of the following pieces of information
  - Recent order number
  - Recent delivery note number
  - Recent invoice number
  - Your company tax registration



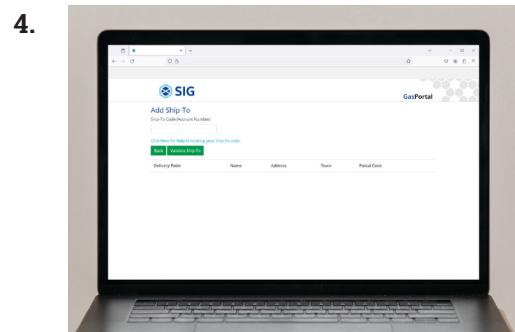
Open your browser and type in the address below  
[gasdirect.co.uk/sigportal](https://gasdirect.co.uk/sigportal)  
Click sign up to register



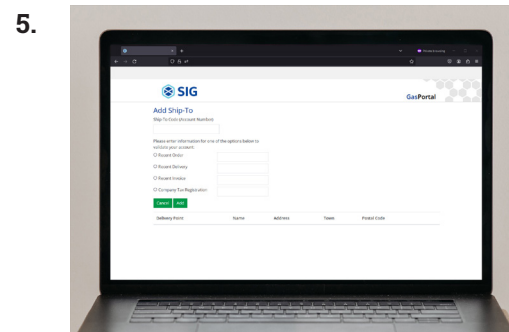
Enter your name, email address and your telephone number (optional). If you have entered a telephone number, you will be prompted to verify this number.



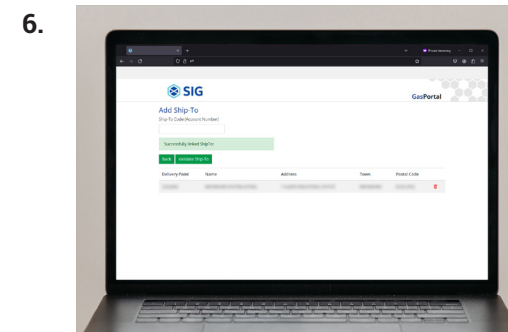
After clicking next, you will be asked to create a secure password between 6 and 30 characters. Your password must contain also meet some complexity requirements.



The next page will prompt you to enter your ship-to number, this is found on your invoices and delivery notes. Press the green **validate ship-to** button to proceed.



For security reasons, you will be asked to validate your details, the easiest way to pass the security check is to enter a recent order, invoice or delivery note number.



Once you have validated your ship-to, you will see your details listed. Now you're done! Click **back** to take you to the **GasPortal**

# GasPortal - how to use/options

Now you're on the homepage, there's a host of tools at your disposal.

The screenshot shows the GasPortal homepage. At the top left, it says 'Welcome John' followed by 'GasPortal' and 'Customer Support'. The top right corner displays the URL 'sigindustrial.co.uk'. The main header features the SIG logo on the left and 'GasPortal' on the right. A left-hand navigation menu includes 'My Account', 'My Containers', 'My Documents', 'My Reports', 'My Profile', and 'Log Out', each with a downward arrow. The main content area contains a welcome message: 'Welcome to the GasPortal. Your online account management system.' To the right of this message is a 'Pay Online' button with a credit card icon. Below the welcome message are three large buttons: 'Container Holdings' (with a cylinder icon), 'Invoices' (with a clipboard icon), and 'Delivery Notes' (with a factory icon). At the bottom left of the page, there are links for 'Legal Notice' and 'Privacy Policy'.



## Container Holdings

From this menu you're able to view your current cylinder holdings and identify slow moving containers. This is a perfect auditing tool to assist with inventory checking and rotation of cylinder stock.



## Delivery Notes

Simply specify a range of dates for direct access to your recent delivery notes. Selecting this option will provide you with proof of delivery information and the ability to download copies for your records.



## Invoices

This option takes you straight to your invoices, a helpful tool for accounting teams requiring copy invoices. Your statement is also available from here, a quick way to find out what may be owed on your account.



## Pay Online

Here you can make a payment on your account, simply select which invoices you'd like to pay, confirm the amount and click 'pay now', this opens a secure payment portal - the fastest way to pay overdue invoices.

# GasPortal - tracking your order

We have the option available for you to track orders. To locate this option, first click on the Invoices menu on the home page. You will then need to select the 'Orders' option from the left hand side of the screen. Once you have entered a ship-to and date range, press the green search button. You should now see a selection of orders placed during your chosen dates, similar to the example below.

Display  entries Search

Order Number	Ship To Number	Ship To Name	Created On	Purchase Order Number	Material Code	Material Description	Quantity	Delivery Date	Status	Delivery Note
1234567890	0000001	Example Business Name	01/01/2023	Example1	523072	Sureshield 15	1 EA	4 January 2023	Completed	<a href="#">0123456788</a>
1234567891	0000001	Example Business Name	05/01/2023	Example2	523072	Sureshield 15	1 EA	10 January 2023	In Transit	0123456789

Showing 1 to 2 of 2 entries Previous [1](#) Next

## Order Status

There are 5 variants which will indicate the current status of your order:

### In Production

We have received your order and it is currently being processed. This typically means we are either waiting for stock, or some of the products you have ordered need to be filled for us to fulfill your order.

### Awaiting Delivery/Collection

Your order has been assigned to one of our delivery vehicles, this usually means it will be delivered on the date specified.

### In Progress

Your order is ready and awaiting an available delivery slot.

### In Transit

The order is out for delivery, or the order has already been delivered and we are awaiting confirmation.

### Completed

We have made the delivery, you are now able to view any delivery paperwork associated with this order, including a proof of delivery.