

Website Navigation & Quote Creation Guide

Notes and Guidance on the Process for using the website:

1. CBRE requesters can use the Request for Quote (RFQ) on the MTS Online Procurement Portal (OPP) referencing their Site ID.
2. MTS will consolidate RFQs by Site ID and send the consolidated RFQs (by email) to the respective Site Leader for approval (or, in the case site leader is not available, to Frank Mekking).
3. The respective CBRE Site Leader will then approve (by email) the order.
4. MTS will then ship the items to CBRE requester, allocate the cost to a central PO and advise the estimated delivery date to requester if possible.

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Introduction

Who this guide is for:

This guide is for any Customer of More Than Safety within the CBRE GWS business looking:

- to request a Quote on this website.
- to find information on how to navigate the website.

Topics that will be covered:

- How to Navigate the Website
- How to Add Products to your Quote
- How to Place Your Quote

What this guide is not for:

- How to Place an Order
- How to Create an Account

Currently disabled website features:

- Creating an Account
- Placing an Order
- Viewing Previous Quotation Information
- Viewing Pricing

Overview

This is the home-page of the CBRE GWS Procurement Website by More Than Safety LTD.

The website is open to use for anyone in the GWS segment of CBRE. If you are not a part of GWS, we currently have an alternative website for you to use. Please contact sales@morethansafety.co.uk for more information.

YOUR CURRENCY: BRITISH POUND - GBP

WELCOME TO THE MTS | CBRE ONLINE PROCUREMENT PORTAL

ACCOUNT QUOTE

CBRE MTS

UNIFORM PPE

Search entire store here. 🔍

Welcome to the MTS online Procurement Portal for CBRE

Welcome to the CBRE GWS EMEA Uniform & PPE Guide

RISE; Respect and integrity, along with Service and Excellence, are our foundation values. Every one of us, and our teams, are critical in delivering our client first focus.

Making sure our tools, equipment and PPE meet the necessary standards, as well as enabling us to be well presented, demonstrates our commitment Exceptional Service and world class performance.

Our own teams work collaboratively with our supplier 'More Than Safety' (MTS) to evaluate and select a broad range of products to meet legal requirements and our RISE values. You can see the current range here.

Keeping our needs under review by monitoring the effectiveness of products, and user feedback, continues all year round. Quite correctly it is our teams that evaluate and choose the range of products available.

Risk management is our shared responsibility, I trust that these products will support you in delivering exceptional service.

Steve Booker
Director; Health, Safety and Environment (HSE)
CBRE Global Corporate Services, EMEA

Selecting a Currency

The GWS website is a multi-language, multi-currency setup.

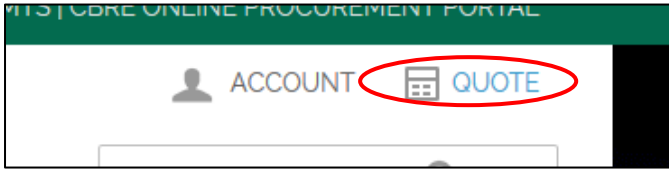


This drop-down box is for selecting the currency you wish to view products and your quote in. Pricing is currently disabled for non-logged in users but will be available for anyone with a registered account. Registered accounts are currently disabled until further notice.

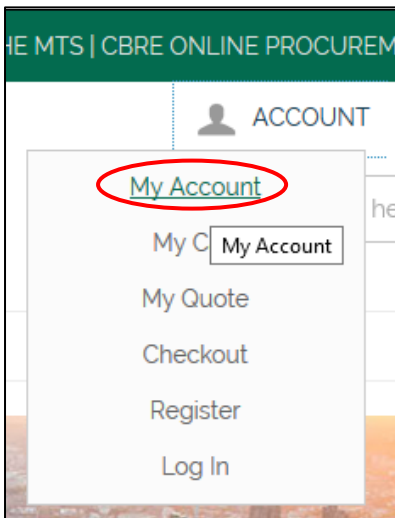
Once clicking **Your Currency** drop down shown in picture 1a, you can select a currency as shown in picture 1b. This will change the currency setting across your products, quote and basket. This will not affect previous orders or quotes in your order or quote history.

Top-Right Menu

This top-right menu allows you to see your Account options and **Quote**.



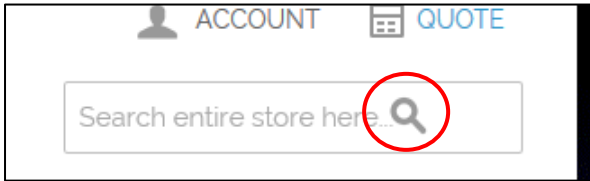
This **Quote** button will take you to your current **Quote**. We will address this later in the document.



The **My Account** drop-down gives you many account-related options. These are not covered in this particular document.

Search Bar

Visible on every page of the website will be the global search bar.



This bar will allow you to enter any text and it will find related items on the website.

Simply write in the **Search entire store here..** and search using the Magnifying Glass.

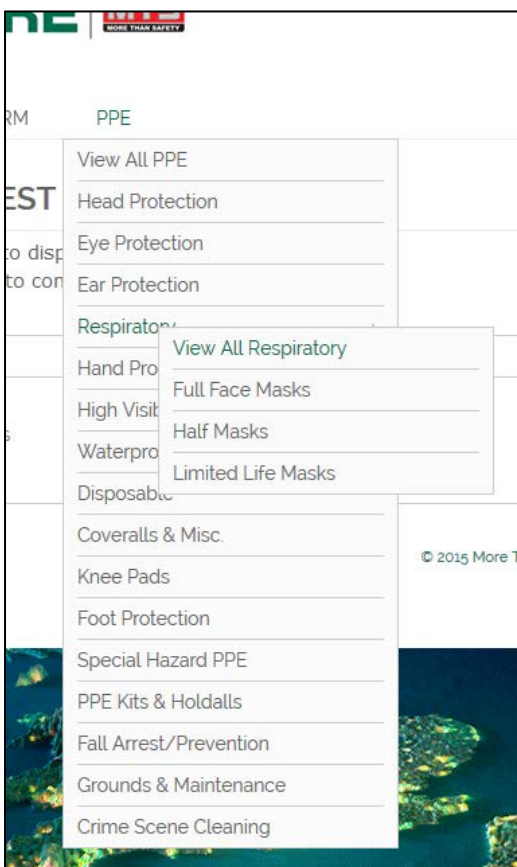
A screenshot of the CBRE MTS website search results page. The page has a green header with "YOUR CURRENCY: BRITISH POUND - GBP" and "WELCOME TO THE MTS | CBRE ONLINE PROCUREMENT PORTAL". The CBRE and MTS logos are on the left, and "ACCOUNT" and "QUOTE" links are on the right. A search bar contains the text "T-Shirt" and has a magnifying glass icon. Below the search bar, there are navigation links for "UNIFORM" and "PPE". The main content area shows "SEARCH RESULTS FOR 'T-SHIRT'" with a "SHOP BY" sidebar on the left. The sidebar has a "CATEGORY" dropdown with "Uniform (1)" selected. The main results area shows a single item: "BLACK CLASSIC RINGSPUN T-SHIRT" with a "VIEW DETAILS" button circled in red. To the right, there is a "RECENTLY VIEWED PRODUCTS" section with "MENS BLACK POLY / COTTON PIQUE POLO SHIRT" and a "MY QUOTE" section stating "You have no items in your quote." The footer contains "COMPANY", "QUICK LINKS", "ACCOUNT", and "NEWSLETTER" sections.

Top-Left Menu

The top left menu is where the Categories such as **Uniform** and **PPE** and Information Pages will be readily accessible.



Both of these are clickable and will take you to a page where you can narrow down your search.



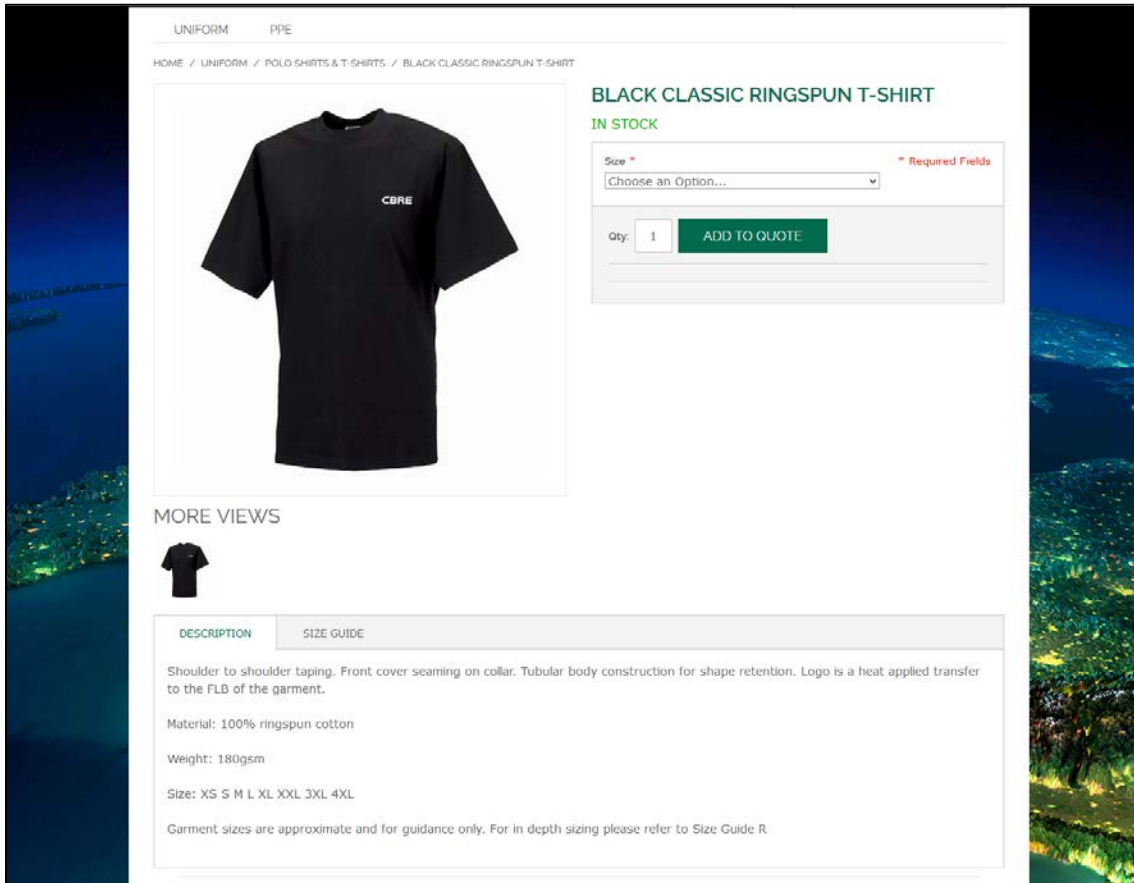
Alternatively you can hover over them to see all the sub-categories. This is a live example of a category tree.

In this dropdown you could select either **View all PPE** , **View All Respiratory** or any of the 3 narrower choices.

The Website Process

Viewing a Product

Products on the website can either be standalone items with no configuration, such as a Hard Hat, or an item that needs to be configured before it can be added to a quote, such as T-Shirt with varying sizes.



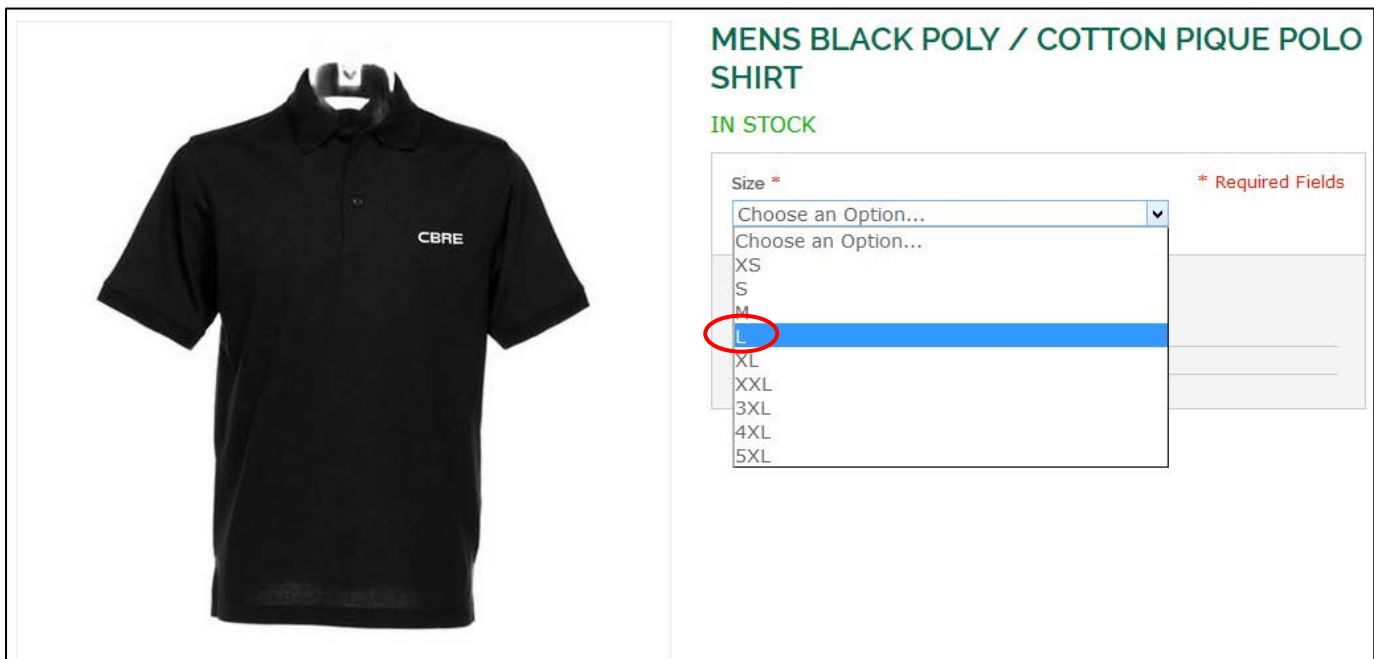
Products have a Description, a SKU and Additional Information.

DESCRIPTION	SIZE GUIDE																	
To Fit	XXS	XS	-	S	-	M	-	L	-	XL	-	2XL	-	3XL	4XL	5XL	6XL	7XL
Collar Inches	-	-	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	21	22	23
Collar CM	-	-	36	37	38	39-40	41	42	43	44	45-46	47	48	49-50	51	53-54	56	58-59
Chest Inches	28-30	32-34	35	36-38	39	40	41	42	43	44	45	46-48	49	50-52	54-56	58-60	62-64	66-68
Chest CM	71-76	81-86	89	92-97	99	102	104	107	109	112	114	117-122	124	127-132	137-142	147-152	157-162	168-173
Mens Chest European	38-40	42-44	-	46-48	49	50	51	52	53	54	55	56-58	59	60-62	64-66	68-70	72-74	76-78
Waist Inches	23-25	26-28	-	29-31	-	32-34	-	35-36	-	37-38	-	39-40	-	-	-	-	-	-
Waist CM	58-63	66-71	-	74-79	-	81-86	-	89-91	-	94-96	-	99-101	-	-	-	-	-	-

The Additional Information provided on most Uniform will have a sizing guide while other products may have safety specifications or additional information. The details provided will be relevant to the type of product.

Adding to Quote

Most products have options to be selected before they can be submitted for an accurate quote.



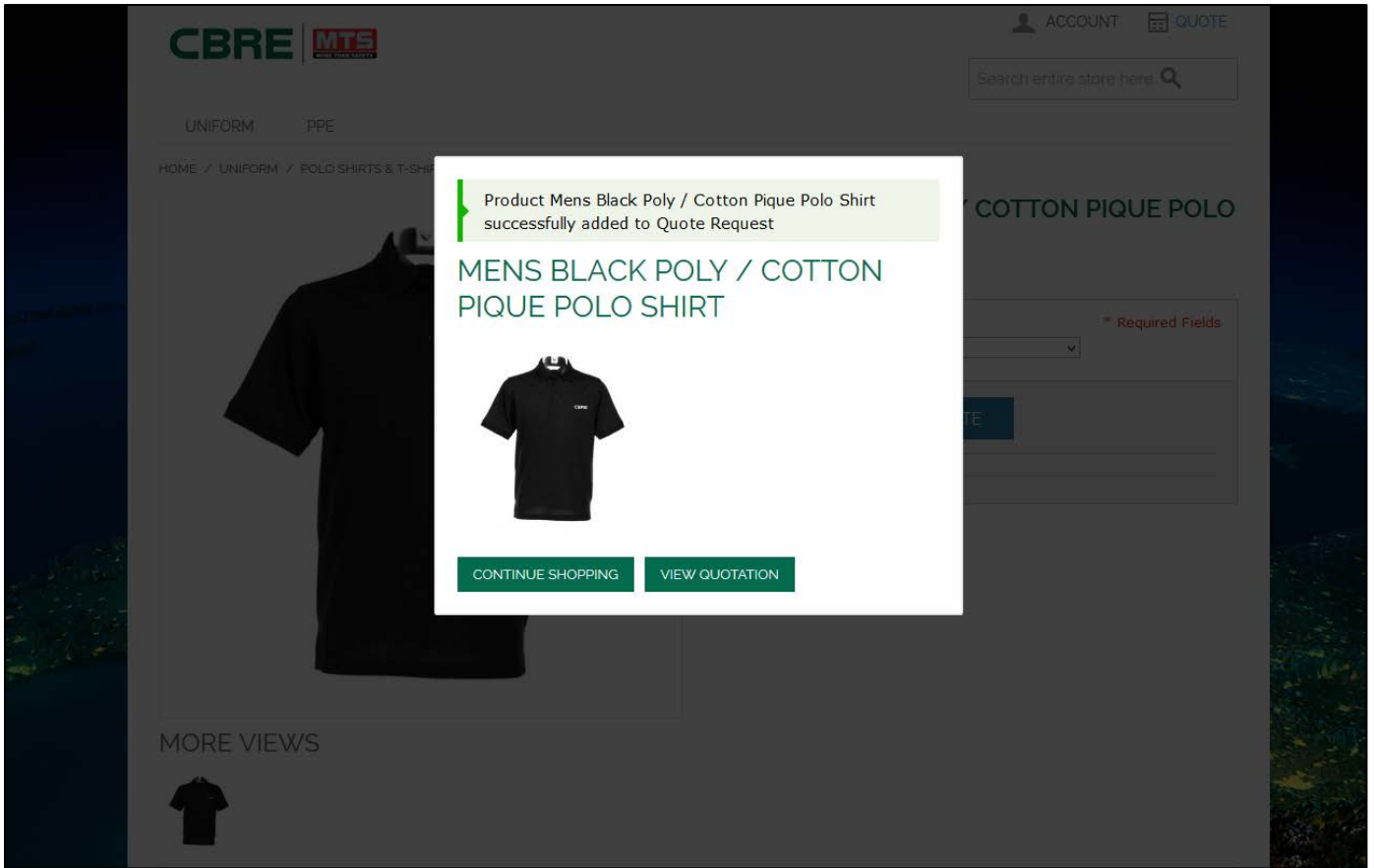
Please click the **Size** drop-down area and select your Size from the list of available choices.

Other configurable fields could include colour, length or even ask for the name of the wearer.

When only one size or colour is available, generally no field will appear asking you to choose a size or a colour, however there are exceptions to this rule which will appear on certain items.



Once you have selected your size, enter your **Quantity** and add the product to your Quote using the **Add to Quote** button.

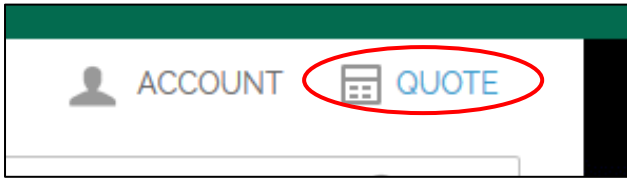


Every time you add a product to the quote you will see this confirmation screen allowing you a choice between going to your current **Quotation** or **Continue Shopping** adding the item that you are currently on in different sizes Continue Shopping which in this case is our T Shirt.

Submitting a Quote

Once you have added all of your required items to our Quote, or you just need to check what you have added so far, there are two common ways to view your quote.

Either:



Click the **Quote** button in the top-right menu.



Or click the **View Quotation** button.

The Quote Page

This is the general guide to navigating the Quotation page.

YOUR CURRENCY: BRITISH POUND - GBP WELCOME TO THE MTS | CBRE ONLINE PROCUREMENT PORTAL



ACCOUNT QUOTE (5)

Search entire store here.

UNIFORM PPE

REQUEST FOR QUOTE

PRODUCT **QTY ***

 Edit	MENS BLACK POLY / COTTON PIQUE POLO SHIRT SKU: 2212296	5	
---	--	---	---

a. Size L b. c. h.

j. [CONTINUE SHOPPING](#)

REMARKS
Do you any additional information for this quotation?
d.

EMAIL ADDRESS *

FIRST NAME * LAST NAME *
TELEPHONE * COMPANY

QUOTE CURRENCY (GBP, EUR, SGD) *
* Required Fields

SHIPPING DETAILS
Enter your destination to receive a shipping quotation.

Address *
Zip/Postal Code * City *
Country *
United Kingdom

g. BILLING ADDRESS IS SAME AS SHIPPING ADDRESS

i. **SUBMIT QUOTE REQUEST**

Quote Page Breakdown

There is a lot of information requested here:

- a. SKU
- b. Size
- c. Quantity
- d. Remarks
- e. Contact Details
- f. Shipping Details
- g. Billing Details
- h. Remove from Basket
- i. Submit Quote Request
- j. Continue Shopping
- k. Quote Currency

- a. SKU

This displays the SKU of an item. If this item has multiple choices then it will still only display the SKU of the original – size less and colourless item.

For example, this T-Shirt with a SKU of 2212296 would usually have an extension of “BLK” for the colour black and “M” for size medium, and would look like “2212296BLKM”.

- b. Size

The size of the item. This can be a letter that signifies small, large, etc. A collar size, a ladies dress size, or a custom size for certain types of items such as spanners, nuts or bolts.

- c. Quantity

The quantity of the item that is currently in the basket. This can be changed at any point by highlighting the number and replacing it.

QTY *	
MENS BLACK POLY /	<input type="text" value="5"/>

Previous Value

QTY *	
MENS BLACK POLY /	<input type="text" value="8"/>

New Value

d. Remarks.

This is the place to write any customisation or special requests that you require. As all quotes will be looked through by a member of our sales staff, we can happily apply any changes at this point. If required we will contact you to find out more information. You could also request that we contact you.

e. Contact Details

Please enter these standard web contact details. They will also be used to create an account for you. While accounts are not currently being activated – these details will allow you to login at a later point if your registration is approved. We hope to save you some administration time with this move so you can continue to use our service more effectively.

f. Shipping Details

These details will be critical in how we quote for your shipping.

Any Quote we supply is only valid for the specified shipping address. Any changes to the address will require a re-quote which, if in a foreign currency, may change price according to the exchange rate.

g. Billing Details

SHIPPING DETAILS
Enter your destination to receive a shipping quotation.

Address *

Zip/Postal Code * City *

Country *
United Kingdom ▼

BILLING ADDRESS IS SAME AS SHIPPING ADDRESS

BILLING DETAILS
Enter your billing address details.

Address *

Zip/Postal Code * City *

Country *
United Kingdom ▼

You can keep this box ticked to match your billing details and shipping details.

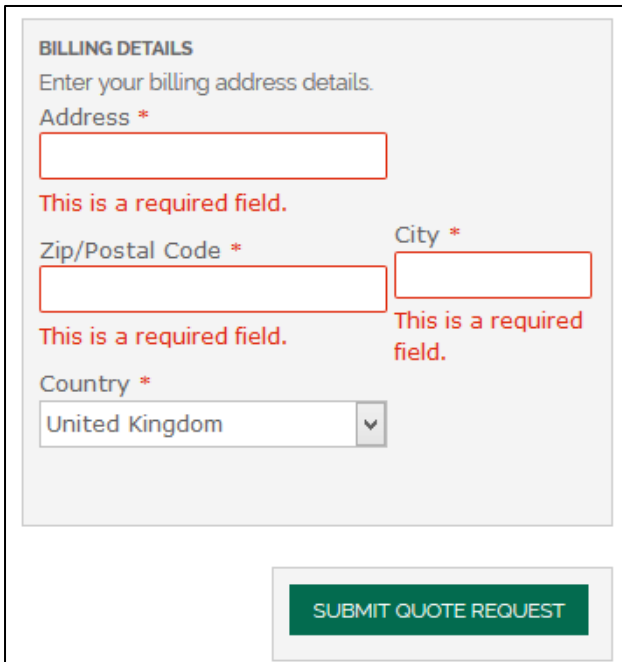
If you require the use of separate fields, please un-tick this box.

h. Remove from Basket

This will remove a product from your Basket. If you would simply like to adjust the quantity by removing a number of this item from your basket, please use the c. Qty field.

i. Submit Quote Request

This will submit your quote. There are no more steps or views after this button has been pressed. You will receive an email through detailing your order and a copy of your quote request will be submitted to your Sales Staff to price for you.



The screenshot shows a form titled "BILLING DETAILS" with the instruction "Enter your billing address details." It contains three input fields: "Address *", "Zip/Postal Code *", and "City *". Each of these three fields has a red border and a red error message below it that reads "This is a required field." The "Country *" field is a dropdown menu with "United Kingdom" selected. At the bottom of the form is a green button labeled "SUBMIT QUOTE REQUEST".

The Submit Quote Request will fail if anything has been filled out incorrectly.

The incorrect fields will be highlighted and you will not lose any of the data that you have entered.

j. Continue Shopping

This simply takes you back to the previous page you were on, or if you do not have a previous page, it will take you to the home page.

k. Quote Currency

This field is to let us know which currency you would like the quote in. This works independently from the Currency down-down box on the top-left of the page. This is a mandatory field even if that currency has been selected previously.

Additional Information

When to expect a response

Currently this Quote function exports from our Website into our Internal Database.

Currently we do not make use of the advanced Quote functions possible with our website because they require the use of an active account.

As such, after placing an initial quote, you will not receive any notification or updates from or through the website. The next step is that you will be contacted by our Customer Service/Sales staff.

Contact Us

If you would like any assistance in using this website, please contact us via one of the following methods:

Phone No.: +44 1489 780255

Email.: sales@morethansafety.co.uk

Leave feedback

Once your quote has been turned into an order, you will receive a feedback form from us via email that can be filled out over the web. Again, after your item has been delivered, you will receive another feedback form from us.