

Online Uniform Ordering Process. (Employee Pack).

To make the ordering of new or replacement uniform easier, we have set up an on-line ordering system for you to order your workwear requirements.

Step 1: Log on to www.letsoptimise.com.

Step 2: Enter your Username and Password (which we provide for you).

Step 3: Click Employee Pack.

Step 4: Click in the search bar which should be in the middle of the screen. Search for the employee's name who you wish to order uniform for.

**New Employee names can be added under the Admin tab when you login, if you do not have this option, please contact Safpro.*

Step 5: A list of products available for this person will be shown. Click on an item you wish to order.

Step 6: Select the appropriate size on the drop down menu.

Step 7: Put the number required in the quantity box at the end of the row.

Step 8: Repeat this for the rest of the items you wish to order for this employee.

Step 9: Then click add to basket at the bottom of the page.

Step 10: If you are ordering for more than one employee, just repeat steps 6-10.

Step 11: Once you have completed your order, click view basket. You will then see a summary of what you have ordered and will have the option to amend or cancel if required.

Step 12: You will need to insert a PO Number.

Step 13: Check that the delivery address is correct, if not you can change this.

Step 14: Then press the Checkout button and you are done. The system will automatically send you an order confirmation email for your records.

Step 15: Finally, log out using the appropriate button which is in the top left hand side of the screen.

Order history can be viewed by clicking the order history tab on the webpage. (For more info on this, please contact Safpro.

Returns: Please email Safpro if you need to return any wrongly sent items or items that do not fit, and we will then arrange for a credit or a replacement to be sent.

**If you have any questions, please call Safpro on 01452 529050 or
send an email to: sales@safpro.co.uk**

