B2Bportal
User Guide

psgroup

B2Bportal

Client Log In

Email *

Email

Password *
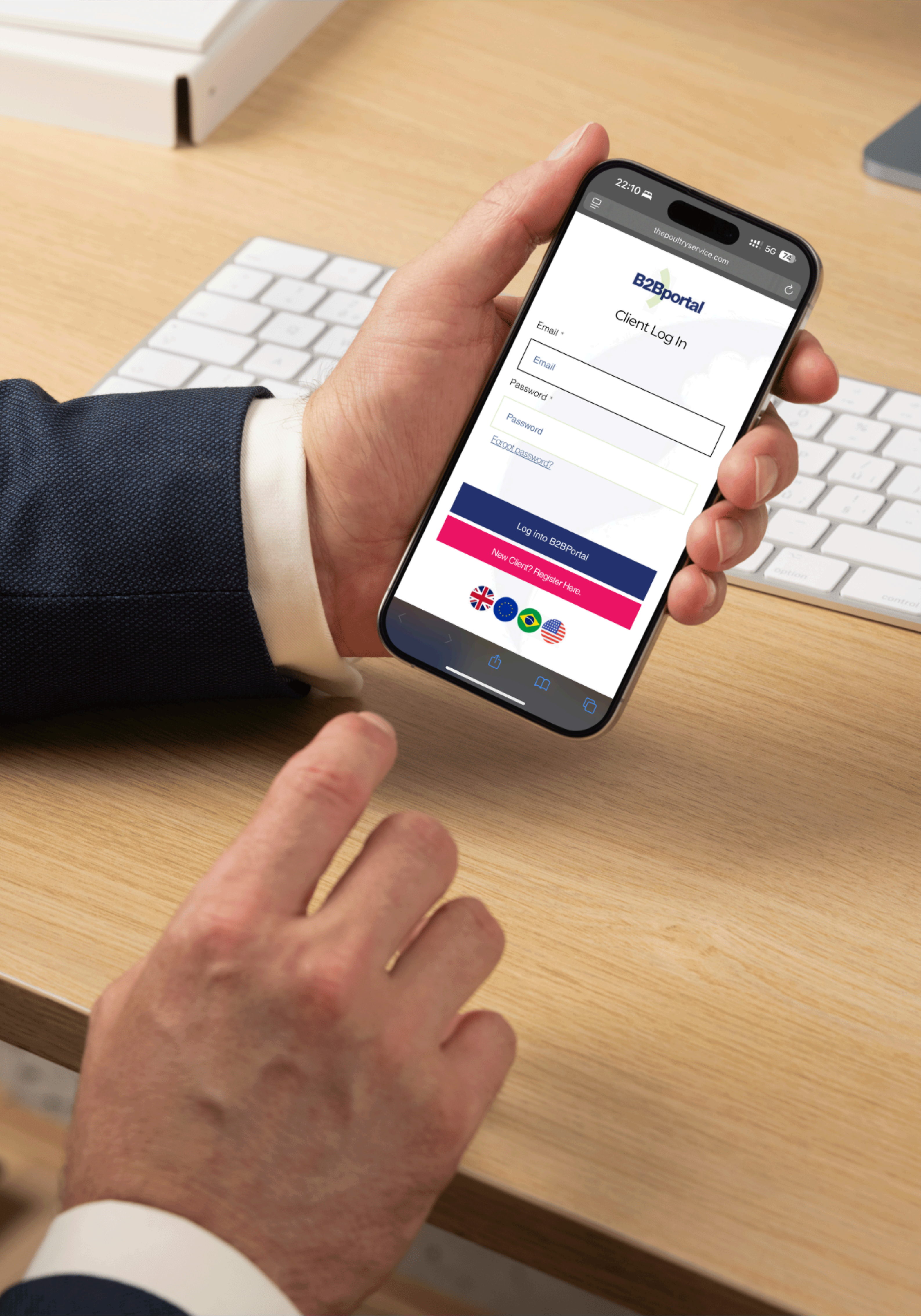
Password

Forgot password?

Log into B2BPortal

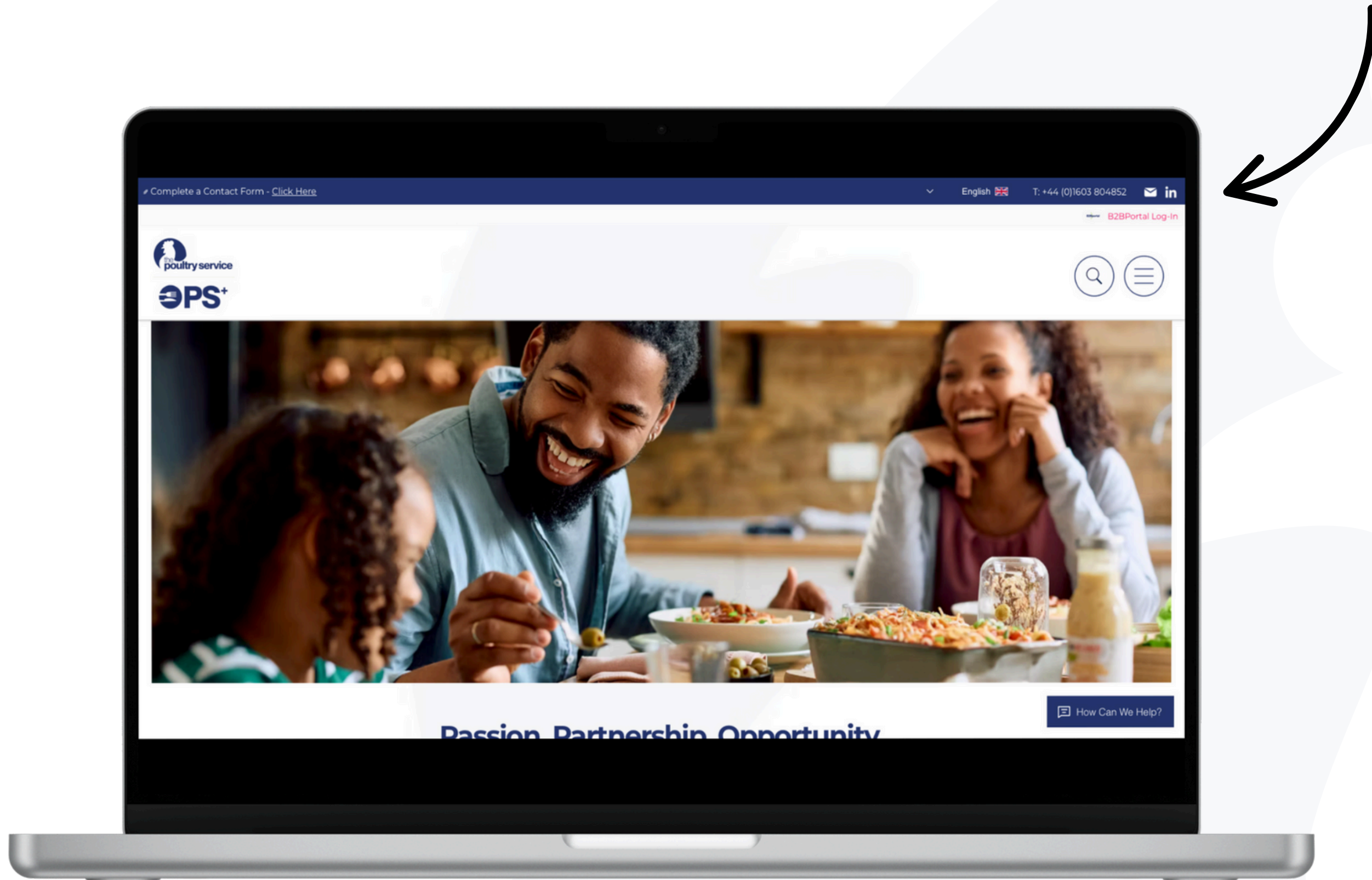New Client? Register Here.

Welcome to B2Bportal

Welcome! We're excited to have you join our B2B Portal — your gateway to seamless trade, tailored support, and exclusive access to our product range. Follow these simple steps to get started:

B2BPortal Registration

Step 1: Log into our website - **thepoultryservice.com** or **psplus-group.com**

Go to **B2BPortal Log In**. You'll land on the login screen.

Step 2: Click "Create an Account"

Look for the "**New Client? Register Here**" button beneath the login form. Click to begin your registration.

B2Bportal

Client Registration Form

Company Name: *

Company Number: *

Country: *

Create a Password *

Contact Name: *

Email: *

GB +44 ⌄   Phone

☐ I have read and accept the B2BPortal Terms of Use - Click Here

Submit Application

Already Registered? Log In Here.   Contact Us

Step 3: Complete the Sign-Up Form

Fill in your company and contact details:

Company Name
Company Number
Country
Password
Contact Name
Contact Email
Contact Telephone Number with Country Code Prefix

✅ Read and accept the **B2BPortal Terms of Use**

ℹ️ Tip: Make sure the email you provide is monitored regularly, as this will be your main contact point.

Once submitted, our team will review your application.
Approval typically takes 1–2 working days.

Contact & B2Bportal Registrations
B2Bportal - Confirmation of Registration
To:
Reply-To: Contact & B2Bportal Registrations

Can't see this message? View in browser

B2Bportal

Registration Confirmation

Welcome to **B2Bportal** – Your Registration is Confirmed!

Thank you for registering with B2BPortal. Your account is pending authorisation and will be activated within 24 hours.

Once activated, you can now login anytime using your registered email and password. Simply visit https://www.thepoultryservice.com/B2BPortal to access the service.

If you require any support, please feel free to contact us on +44 (0)1603804852 or via email: B2Bportal@psplus-group.com.

Success! Your member signup request has been sent and is awaiting approval. The site administrator will notify you via email once your request has been approved.
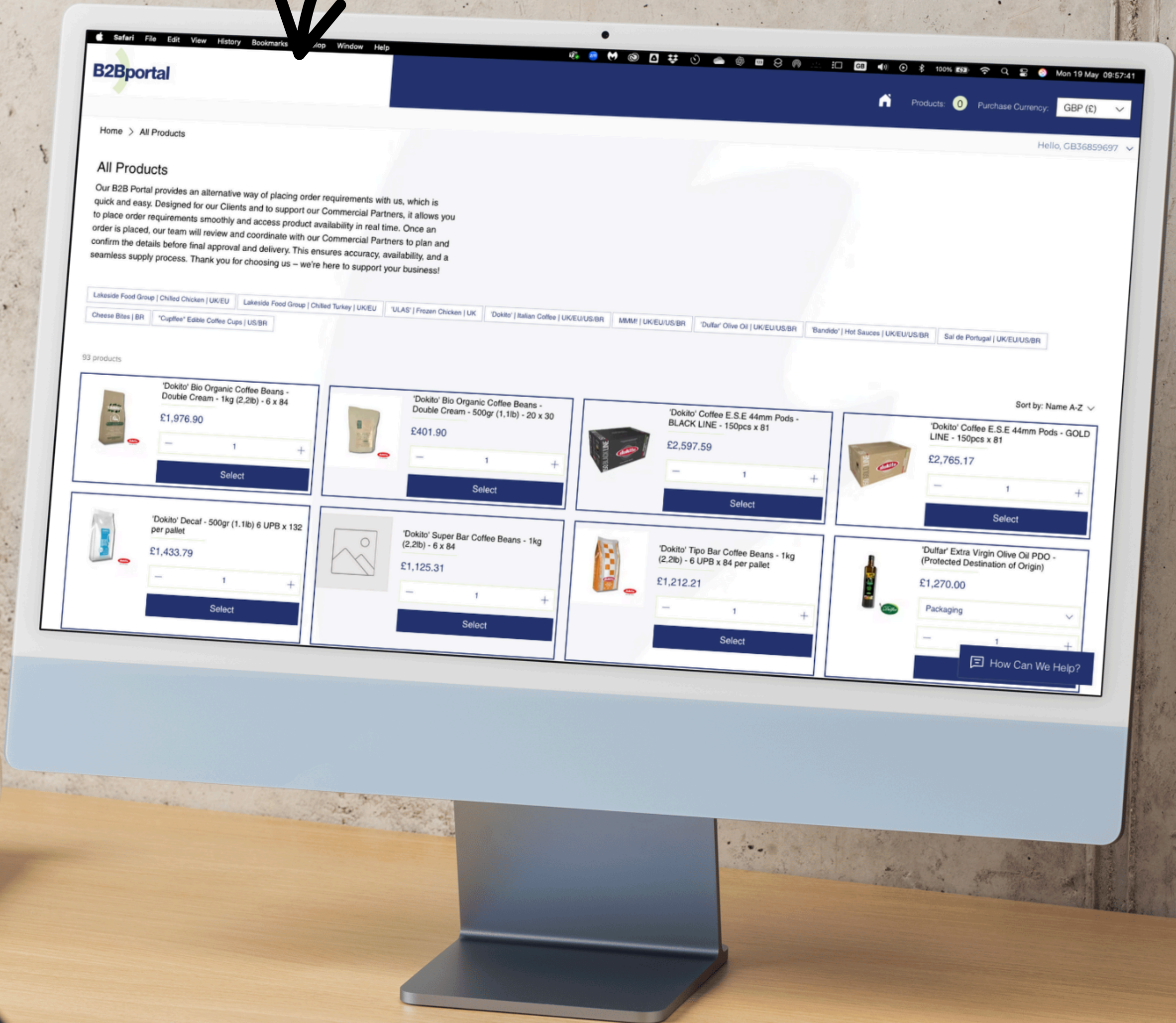
OK

Step 6: Check Your Email

When approved, you'll receive a welcome email with::

Confirmation of your account
Your login credentials

Step 7: Log In and Explore

Use your credentials to **log in via the main menu** and begin browsing products, submitting enquiries, or managing your order requests.

How to Submit
Order Requests

B2Bportal

Browsing & Selecting Products

- Use the product categories or search bar to find what you need (e.g. chicken breast, whole birds, offal).
- Click on a product to view full details, including specifications, pack sizes, origin, and availability.
- Select your required quantity. MOQ's are pre-determined based on each of our Commercial Partners.

Creating Order Requests

- Once you've selected your products, click "**Select**".
- Review your Order Request summary — you can adjust quantities, add notes, or remove items as needed.
- Once ready, select **'Proceed With Order Request**"
- Complete the form with all of the requested information. In Stage 2, Indicate your preferred delivery terms (either **EXW Collection** or **Delivery Required**) and destination, if applicable.

Delivery & Logistics Costs

- If delivery is required, our logistics team will calculate the delivery charge based on destination, load size, and transport method.
- **You will receive a separate delivery quotation for approval prior to final order confirmation**.
- Once delivery costs are approved, they will be included on your pro forma invoice or order summary.

Submitting Your Order Request

- When you're ready, click "Place Order & Pay" (Please note that you will receive your invoice separately after an order request has been submitted, unless you have a credit facility in place).
- You'll receive a confirmation, and your request will be reviewed by a member of our team.
- **We may contact you to confirm product availability, pricing, or delivery arrangements if not already agreed.**

Tracking & Managing Orders

- Go to "My Orders" to track progress.
- You'll find updates on order status, shipment tracking (where available).
- 'Confirmed' orders are order requests that have successfully been received and are being processed with our partners. 'Shipped' are order requests which have been confirmed and either have been shipped or are being prepared for collection.
- You can export order request summaries directly from your dashboard.

Communications & Support

- Use the "**Messages**" or "**Contact Support**" section, or email **b2bportal@psplus-group** to send queries or follow up on an order.