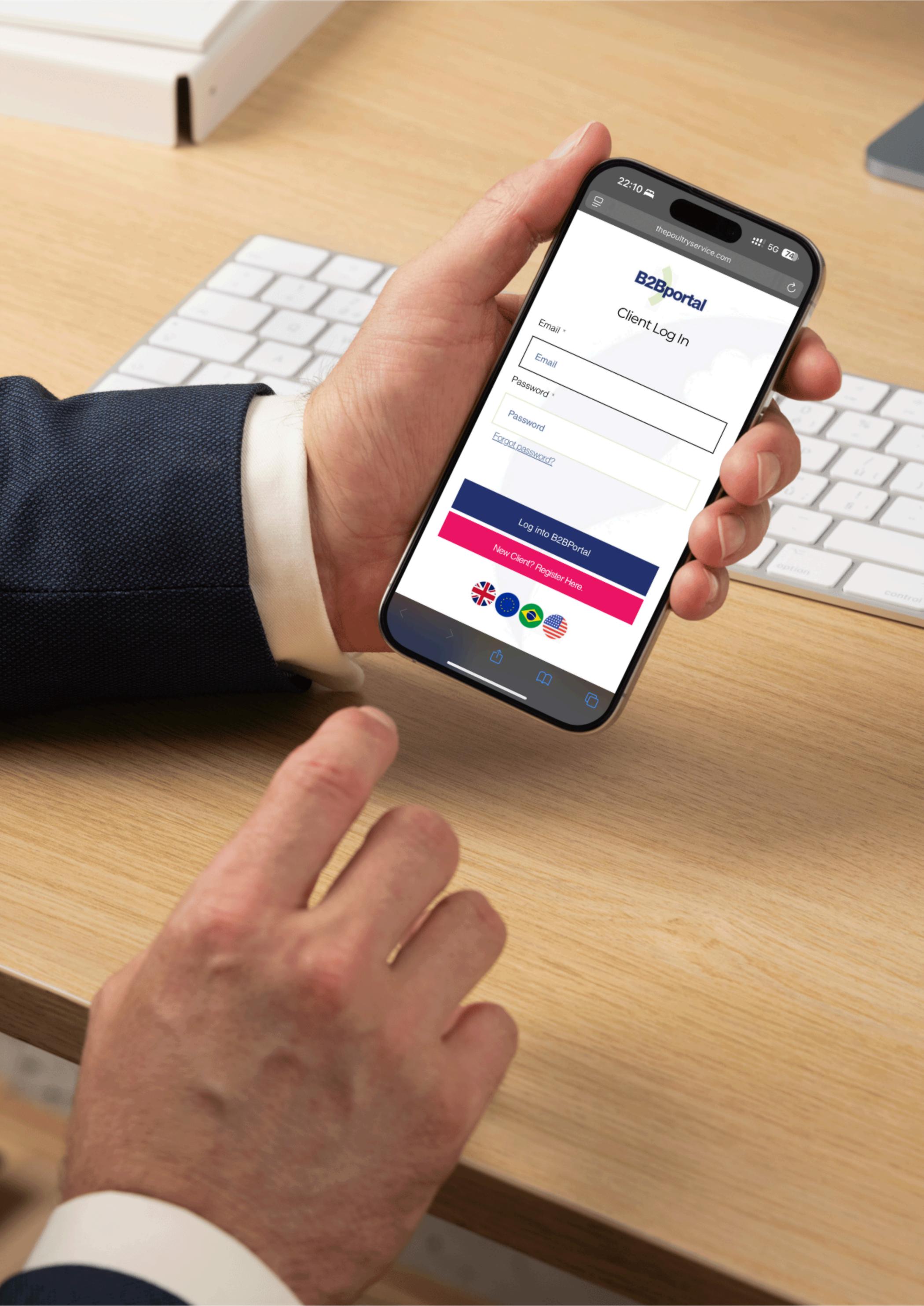


# B2Bportal

## User Guide



22:10

thepoultryservice.com

**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

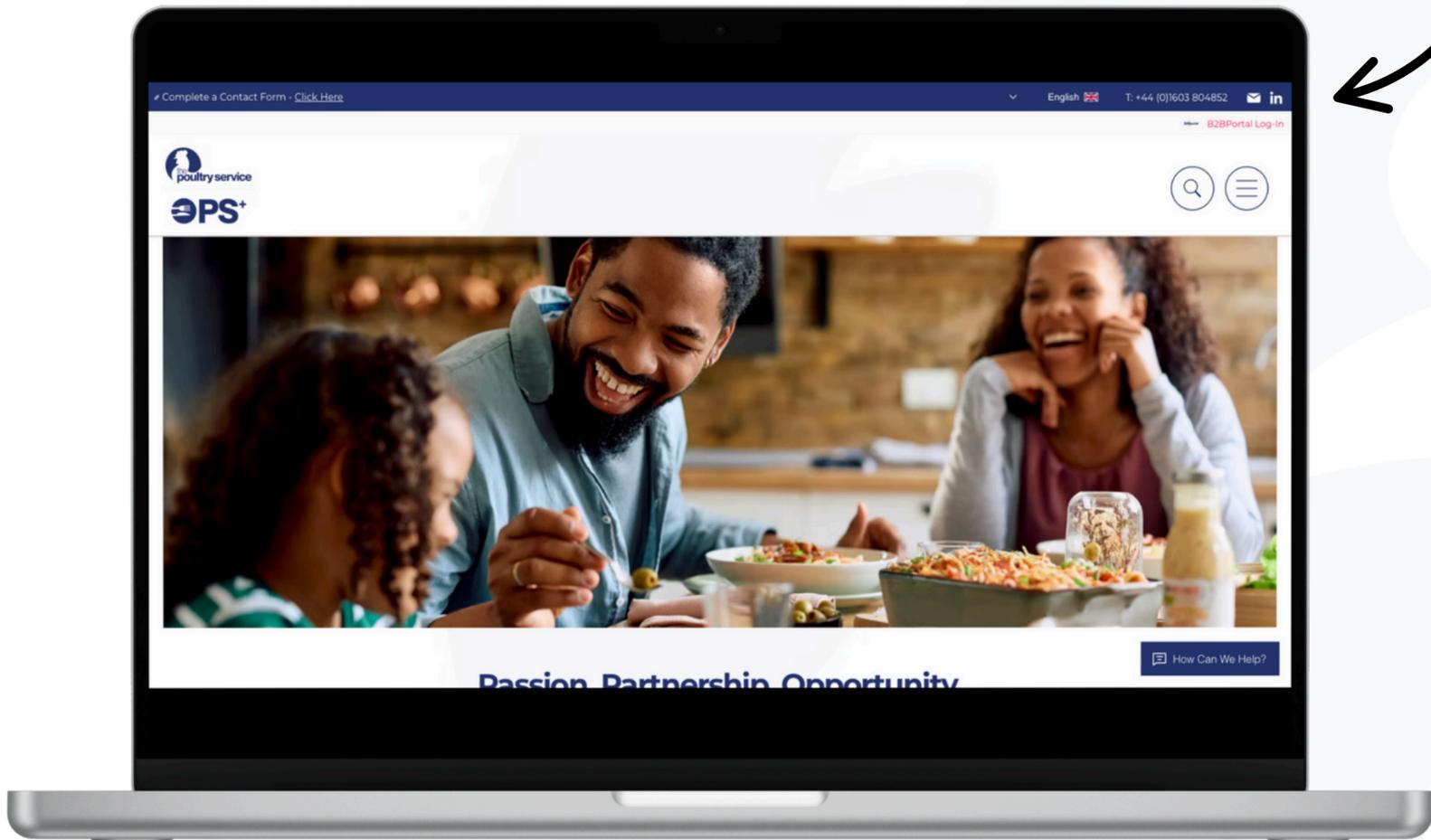


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**B2Bportal**

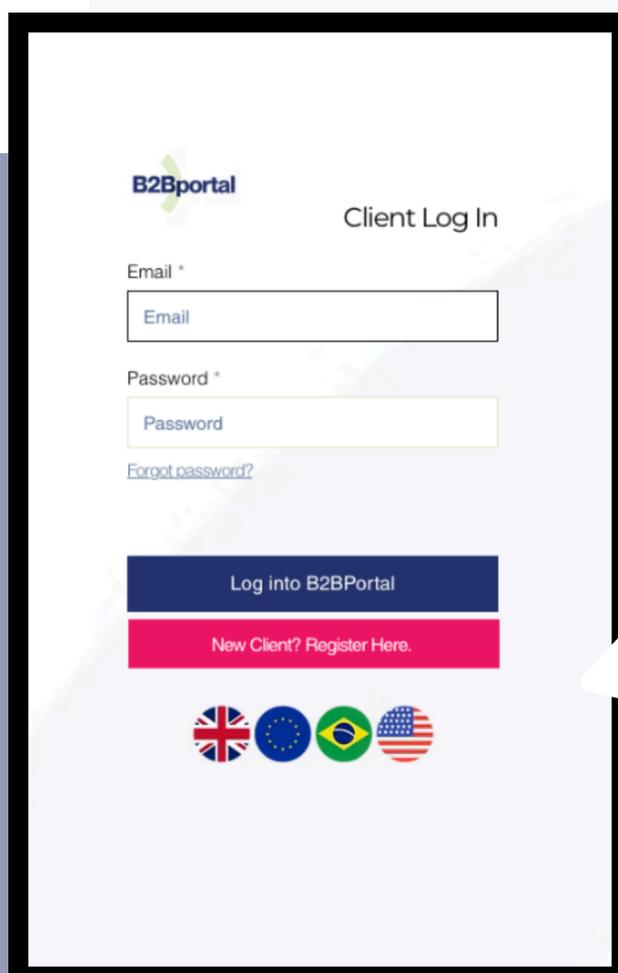
**Step 1: Log into our website - [thepoultryservice.com](http://thepoultryservice.com) or [psplus-group.com](http://psplus-group.com)**

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.



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**

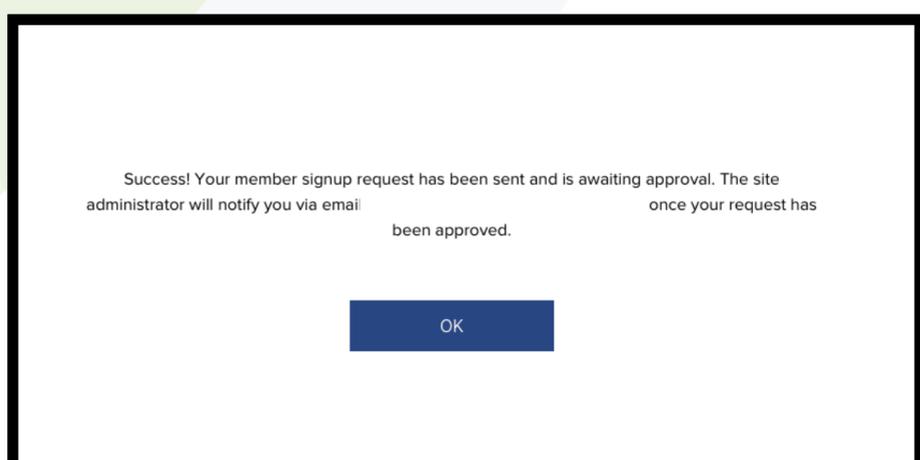
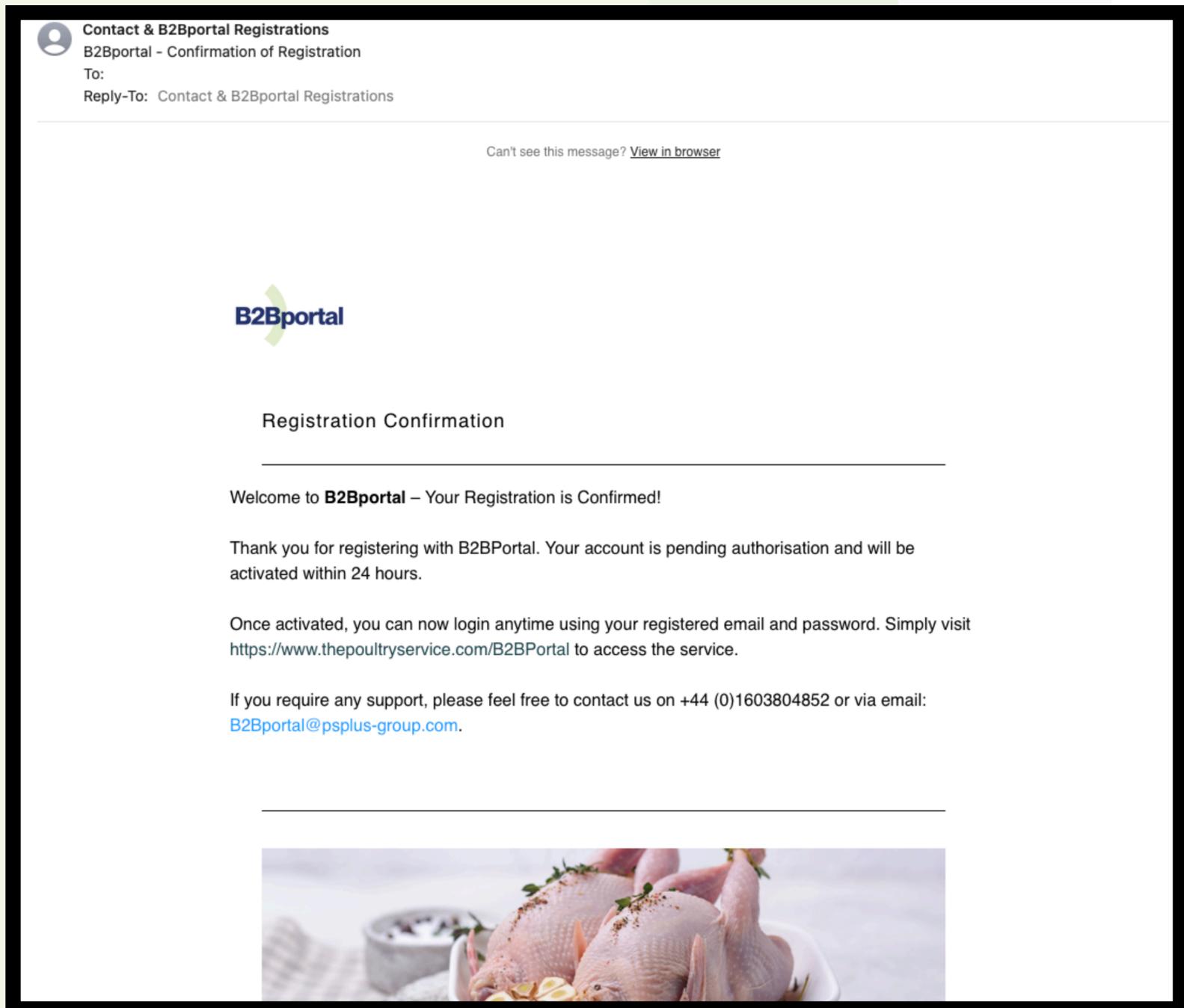
**Contact Telephone Number with Country Code Prefix**

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

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

## Step 5: Submit and Wait for Approval

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





## Step 6: Check Your Email

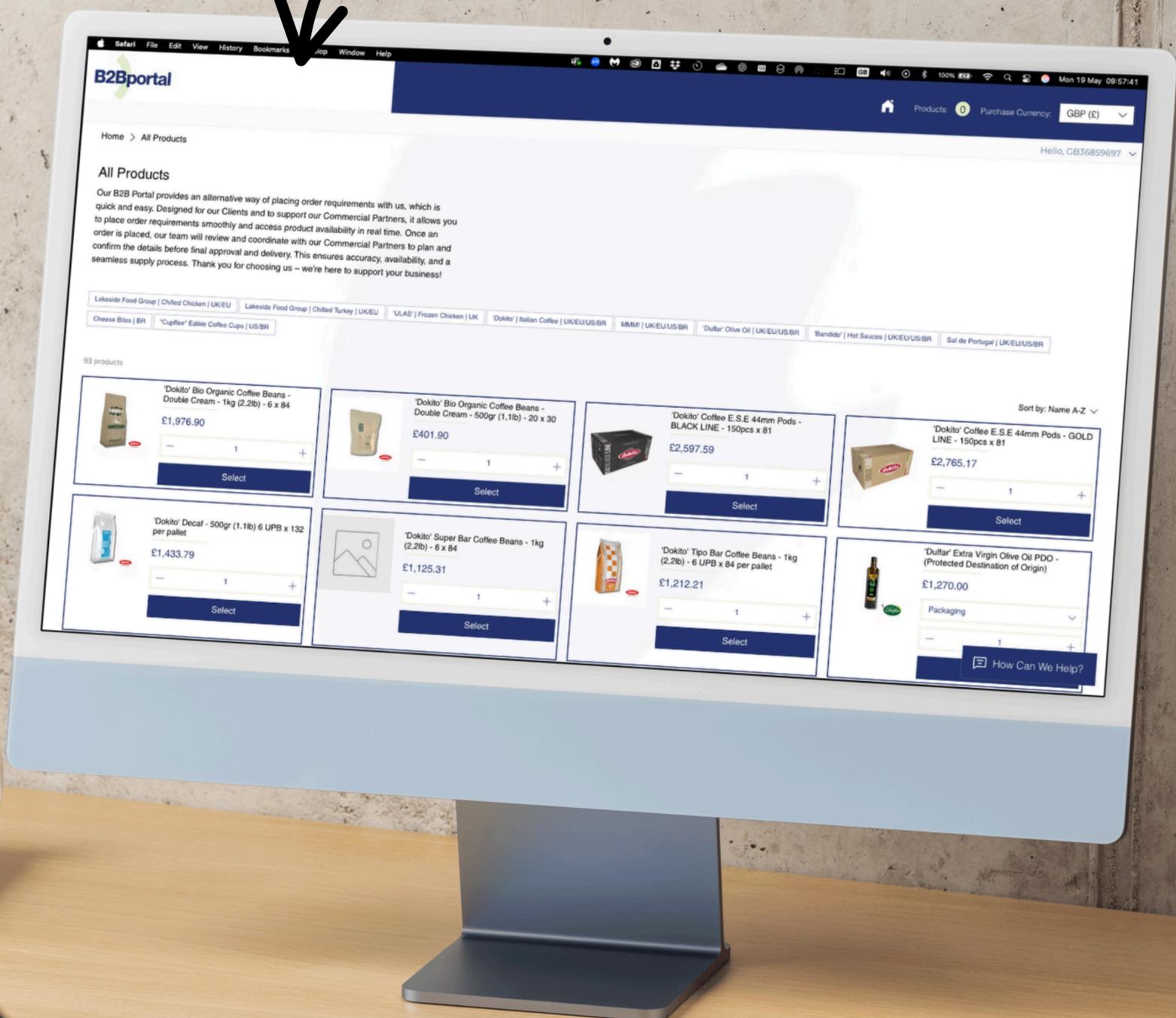
When approved, you'll receive a welcome email with::

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

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**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 "**Build Order Manifest for Quotation**".
- Complete the form with all of the requested information. In Stage 2, Indicate your preferred terms (either **EXW Collection** or **Delivery Required**) and destination, if applicable.

## Your Quotation

- **You will receive your quotation for approval prior to final order confirmation. We aim to distribute quotations within 30 minutes of manifest submission.**
- If delivery is required, our logistics team will also calculate the delivery charge based on destination, load size, and transport method.
- Once production and delivery costs (if required) 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.