



Number Plate Online Ordering System

User Guide



Order Number Plate Products in Quick and Easy Steps



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Introduction

At Bestplate we understand the importance of order accuracy and speed of getting number plates and number plate components to your dealer business.

You can rest easy knowing when you come to us, we'll make ordering as easy as possible for you. With this in mind we have devised a simple, effective, and expedient ordering process for ordering your number plates.

All you have to do is follow a few steps and the quality numberplate products you're expecting will be delivered in the shortest of turnaround times!

Step 1: Access the Bestplate Website

Access the Bestplate website at: www.bestplate.com To enable quick and easy access, each and every time you need number plate products, we recommend that you:

- Save a link to the website onto your PC Desktop and/or;
- Bookmark the website within your web browser (e.g. Internet Explorer, Google Chrome, Firefox, Safari).



Step 2: Enter Username & Password

Welcome to Bestplate.Com

Bestplate Limited is one of the largest Number Plate Companies in the United Kingdom with an ever growing home and world wide export market. Founded in 1967, Bestplate Limited is a founder member of the British Number Plate Manufacturers Association (BNMA) and a market leader in the manufacture and supply of high quality number plate and self-assembly kits.

Account Login

Username:

Password:

Remember Login

[Forgot Password?](#)

On-Line Ordering

Existing Customers can order their products easily on-line. Simply login using your Account number and allocated password, and you will be presented with your regular products that you order. If you have an account with us but do not have a login password, please complete and submit the new registration form by following the [register](#) link in the left hand column. Please do not hesitate to contact us if you need any help/advice on using the ordering system, either by phone or email chris.shelstone@bestplate.com.

Enquiries

Number Plate:
Bestplate Ltd
210 Watson Road
Blackpool
Lancashire
FY4 3EF
Tel: 01253 348634
Fax: 01253 345747

General enquiries:
info@bestplate.com
sales@bestplate.com

National & Group Business:
peter.lewis@bestplate.com

On Line Ordering Help:
chris.shelstone@bestplate.com

Enter the User Name and Password provided by the Bestplate Sales Office.

Step 3: Your Fixed List

Bestplate Ltd Number Plate Centre

Your Fixed Product List

Product Code	Description	Category	UOM	Qty	Order Qty
P6799108	ACRYLIC B TYPE STD OBL	DIY ACRYLIC	EA	<input type="text"/>	<input type="button" value="add"/>
P6799026	REFL B TYPE STD OBL WHITE	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
P6799027	REFL B TYPE STD OBL YELLOW	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
P6799126	REFL B TYPE STD OBL WH GS PC	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
P6799128	REFL B TYPE STD OBL YELLOW GS	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
3363	PLATEBOND PADS (ROLL 500)	FIXERS	EA	<input type="text"/>	<input type="button" value="add"/>
P6799947	SELF TAPPERS WHITE (100)	FIXERS	BX	<input type="text"/>	<input type="button" value="add"/>
P6799948	SELF TAPPERS BLACK (100)	FIXERS	BX	<input type="text"/>	<input type="button" value="add"/>
P6799949	SELF TAPPERS YELLOW (100)	FIXERS	BX	<input type="text"/>	<input type="button" value="add"/>
P6799028	CD BLACK RIBBON (14/34)	IT CONSUMABLES	EA	<input type="text"/>	<input type="button" value="add"/>

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Quick Find
 Other Miscellaneous Items

If you require a product that is not listed please contact our sales office on 01253 348634 or your Area Sales Manager

You will be presented with a list of products you normally order. This is known as: "Your Fixed List".

Step 4: Ordering Your Products

Bestplate Ltd Number Plate Centre

Your Fixed Product List

Product Code	Description	Category	UOM	Qty	Order Qty
P6799108	ACRYLIC B TYPE STD OBL	DIY ACRYLIC	EA	<input type="text" value="200"/>	<input type="button" value="add"/>
P6799026	REFL B TYPE STD OBL WHITE	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
P6799027	REFL B TYPE STD OBL YELLOW	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
P6799126	REFL B TYPE STD OBL WH GS PC	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
P6799128	REFL B TYPE STD OBL YELLOW GS	DIY REFLECTIVE	EA	<input type="text"/>	<input type="button" value="add"/>
3363	PLATEBOND PADS (ROLL 500)	FIXERS	EA	<input type="text"/>	<input type="button" value="add"/>
P6799947	SELF TAPPERS WHITE (100)	FIXERS	BX	<input type="text"/>	<input type="button" value="add"/>
P6799948	SELF TAPPERS BLACK (100)	FIXERS	BX	<input type="text"/>	<input type="button" value="add"/>
P6799949	SELF TAPPERS YELLOW (100)	FIXERS	BX	<input type="text"/>	<input type="button" value="add"/>
P6799028	CD BLACK RIBBON (14/34)	IT CONSUMABLES	EA	<input type="text"/>	<input type="button" value="add"/>

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If you require a product that is not listed please contact our sales office on 01253 348634 or your Area Sales Manager

Enter your desired quantity against the product(s) you require and then select the "add" button.

Step 5: Ordering Your Products

Bestplate Ltd Number Plate Centre

Home Product Categories Order Selection Contact Us View/Submit Order

Your Selection

Selected Category: Not selected

Reset Selection

Your Fixed Product List

Product Code	Description	Category	UOM	Qty	Order Qty
P6799108	ACRYLIC B TYPE STD OBL	DIY ACRYLIC	EA	<input type="text" value=""/>	200
P6799026	REFL B TYPE STD OBL WHITE	DIY REFLECTIVE	EA	<input type="text" value="100"/>	100
P6799027	REFL B TYPE STD OBL YELLOW	DIY REFLECTIVE	EA	<input type="text" value=""/>	100
P6799126	REFL B TYPE STD OBL WH GB PC	DIY REFLECTIVE	EA	<input type="text" value=""/>	
P6799128	REFL B TYPE STD OBL YELLOW GB	DIY REFLECTIVE	EA	<input type="text" value=""/>	
3363	PLATEBOND PADS (ROLL 500)	FIXERS	EA	<input type="text" value=""/>	
P6799947	SELF TAPPERS WHITE (100)	FIXERS	EA	<input type="text" value=""/>	
P6799948	SELF TAPPERS BLACK (100)	FIXERS	EA	<input type="text" value=""/>	
P6799949	SELF TAPPERS YELLOW (100)	FIXERS	EA	<input type="text" value=""/>	
P6799028	CD BLACK RIBBON (14/34)	IT CONSUMABLES	EA	<input type="text" value=""/>	

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Other Miscellaneous Items

If you require a product that is not listed please contact our sales office on 01253 348634 or your Area Sales Manager

Step 6: View & Submit Your Order

Bestplate Ltd Number Plate Centre

Home Product Categories Order Selection Contact Us View/Submit Order

Your Selection

Selected Category: Not selected

Reset Selection

Your Fixed Product List

Product Code	Description	Category	UOM	Qty	Order Qty
P6799108	ACRYLIC B TYPE STD OBL	DIY ACRYLIC	EA	<input type="text" value=""/>	200
P6799026	REFL B TYPE STD OBL WHITE	DIY REFLECTIVE	EA	<input type="text" value=""/>	100
P6799027	REFL B TYPE STD OBL YELLOW	DIY REFLECTIVE	EA	<input type="text" value=""/>	100
P6799126	REFL B TYPE STD OBL WH GB PC	DIY REFLECTIVE	EA	<input type="text" value=""/>	
P6799128	REFL B TYPE STD OBL YELLOW GB	DIY REFLECTIVE	EA	<input type="text" value=""/>	
3363	PLATEBOND PADS (ROLL 500)	FIXERS	EA	<input type="text" value=""/>	
P6799947	SELF TAPPERS WHITE (100)	FIXERS	EA	<input type="text" value=""/>	1
P6799948	SELF TAPPERS BLACK (100)	FIXERS	EA	<input type="text" value=""/>	1
P6799949	SELF TAPPERS YELLOW (100)	FIXERS	EA	<input type="text" value=""/>	1
P6799028	CD BLACK RIBBON (14/34)	IT CONSUMABLES	EA	<input type="text" value=""/>	1

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Other Miscellaneous Items

If you require a product that is not listed please contact our sales office on 01253 348634 or your Area Sales Manager

Step 7: Your Order Summary

Bestplate Ltd Number Plate Centre

Home Product Categories Order Selection Contact Us View/Submit Order

My Order

NOTE: Normal Orders Submitted After Cut Off Should be Despatched Tomorrow

Self Assembly and Special Products

Product	Product Description	Plates Text	Special Instructions	Qty
P6799108	ACRYLIC B TYPE STD OBL			200
P6799026	REFL B TYPE STD OBL WHITE			100
P6799027	REFL B TYPE STD OBL YELLOW			100
P6799947	SELF TAPPERS WHITE (100)			1
P6799948	SELF TAPPERS BLACK (100)			1
P6799949	SELF TAPPERS YELLOW (100)			1
P6799028	CD BLACK RIBBON (14/34)			1

Delivery Details

Change Address

W H COOPER LIMITED (31056)
18-20 CATHERINE STREET
ST. ALBANS
HERTS
AL3 5BY

Comments

Your Order Reference:

Place Order

Note: You are a test user. Order will not be placed.

If you receive an error message after clicking 'Place Order', it is most likely you do not receive a confirmation email of your order, please contact Sales to confirm your order status. Re-submitting your order may result in your order being duplicated.

Step 8: Placing Your Order

The screenshot shows the 'My Order' page with the following elements and annotations:

- Top Bar:** 'Bestplate Ltd Number Plate Centre' and 'WELCOME Manager from W H COOPER LIMITED (31854) Home Logoff'.
- Navigation:** Home, Product Categories, Order Selection, Contact Us, View/Submit Order.
- My Order Section:**
 - NOTE:** Normal Orders Submitted After Cut Off Should Be Despatched Tomorrow.
 - Self Assembly and Special Products:** A table with columns for Product, Product Description, Plates Text, Special Instructions, and Qty. The table lists various plate types like 'ACRYLIC B TYPE STD OSL' and 'REFL B TYPE STD OSL WHITE'.
 - Delivery Details:** A box containing 'Change Address', 'W H COOPER LIMITED (31056)', '18-20 CATHERINE STREET', 'ST. ALBANS', 'HEATS', 'AL3 5BY'. An annotation 'b. Check the delivery address (it can be changed if required).' points to this box.
 - Comments:** A text input field. An annotation 'c. If required, enter any additional comment or special instructions.' points to this field.
 - Order Reference:** A text input field containing '12345'. An annotation 'a. Enter an order reference.' points to this field.
 - Place Order Button:** A button labeled 'Place Order'. An annotation 'd. Once you are satisfied with all your order details and component requirements, select the 'Place Order Button.' points to this button.
 - Note:** 'Note: You are a test user. Order will not be placed.'

5. An order acknowledgement will be emailed to you for checking.

Step 9: Logging Off

The screenshot shows the 'My Order' page with the following elements and annotations:

- Top Bar:** 'Bestplate Ltd Number Plate Centre' and 'WELCOME Manager from W H COOPER LIMITED (31854) Home Logoff'. The 'Logoff' link is highlighted with a red box and an annotation 'Log off using the button top right of the screen.'
- Navigation:** Home, Product Categories, Order Selection, Contact Us, View/Submit Order.
- My Order Section:**
 - NOTE:** Normal Orders Submitted After Cut Off Should Be Despatched Tomorrow.
 - Self Assembly and Special Products:** A table with columns for Product, Product Description, Plates Text, and Qty. The table lists various plate types like 'ACRYLIC B TYPE STD OSL' and 'REFL B TYPE STD OSL WHITE'.
 - Delivery Details:** A box containing 'Change Address', 'W H COOPER LIMITED (31056)', '18-20 CATHERINE STREET', 'ST. ALBANS', 'HEATS', 'AL3 5BY'.
 - Comments:** A text input field.
 - Order Reference:** A text input field containing '12345'.
 - Place Order Button:** A button labeled 'Place Order'.
 - Note:** 'Note: You are a test user. Order will not be placed.'

Get in Touch

If you experience any difficulties or have any questions relating to the Online Number Plate Ordering System, please call Bestplate on **01253 348634**.



Bestplate is part of the Zell-Em Group

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www.zell-em.com

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