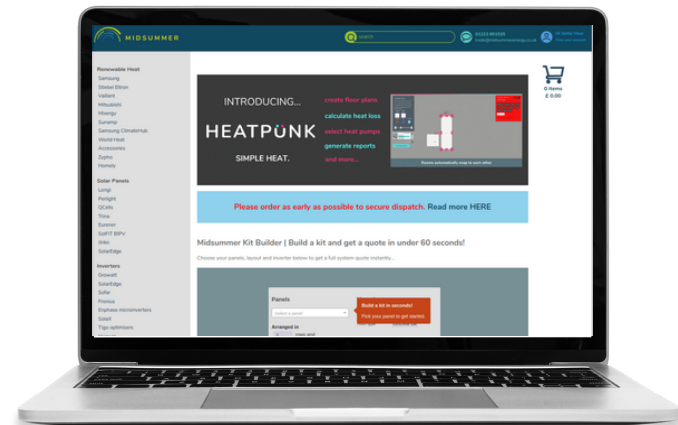# MIDSUMMER

GUIDE TO ORDERING

A step by step guide to designing systems, checking stock levels and prices, retrieving quotes and invoices, making payments, and more - all via our platform.

CONTENTS

- What you need for a quote

- Easy PV

- The Portal

- Place an order

- Stock visibility

- Prices and pricelists

- Find your quotes, orders & invoices

- Self service discount

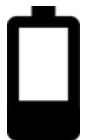- Enterprise versions

Cambridge warehouse

WHAT YOU NEED FOR A QUOTE

What type of roof?
(Including tile type)

What layout? (if known) Or
what target kW installation size

Do they want battery storage?
How much?

Projected date of installation

Delivery address (for cost)

Any particular needs? E.g all
black panels, specific brands?

Book training with Cammie using
the calendar on Easy PV


Easy PV
Solar design made simple

easy-pv.co.uk

Our design software is the easiest way to get a full kit quote for exactly what you need for a system, and we'll train you how to use it by video call.
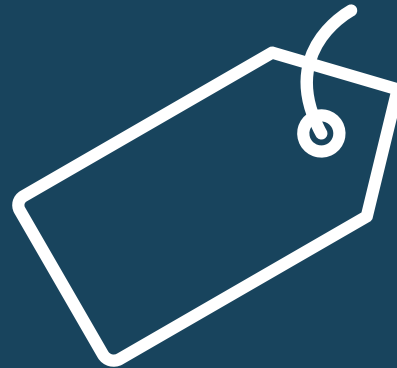
You can **start from a roof** (and see what fits) or you can **start from a layout** your customer has asked for. Either way takes minutes to click a quote through to the portal.

THE PORTAL

midsummerwholesale.co.uk
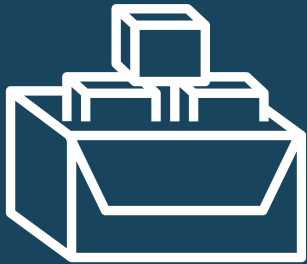
SEE LIVE STOCK LEVELS AND INBOUND DATES

SEE YOUR PRICING AND PRODUCT SPECS

PLACE ORDERS, ACCESS INVOICES, MAKE PAYMENTS

NAVIGATING

Use our super fast search bar

The left-hand nav menu is divided into product categories, and then by manufacturer. Use this for an overview of the products - and you can click through to products this way too.

But to quickly see options side by side, try typing 'inverter' into the search bar for an instant drop down with all inverters, prices and availability.

5043 ZKR	GivEnergy **GEN3** 3.6kW Hybrid PV Ba Inverter	✓ 1144 available >>
529 JDD	SolarEdge 7000W Three Phase Inverter	✓ 2 available >>
531 LFF	SolarEdge 9000W Three Phase Inverter	✗ 3 available from 31st Jul >>
535 PJJ	SolarEdge 16,000W Three Phase Inverter	✗ 10 available from 31st Jul >>

ORDERING

there are a few ways….

You can **click a design through from easy PV** to fill a basket, and then just add a reference, delivery info, and dispatch date.

You can **fill a basket from the portal** if you prefer, either by adding them **directly from search** (you can type in quantities) or from the product pages.

You can also use **'quick add'** to add items when viewing the basket. Just type what you're after.

Order Confirmation

Order ID: 161352

MIDSUMMER
Delivering tomorrow's energy

Pay now

Billing address   **Delivery address**

Reference:
Despatch date: Thursday, August 18th
Delivery: Economy

	2	Enphase IQ7 A Microinverter	ea £ 117.60	£ 235.20

Subtotal	£ 235.20
Delivery	£ 8.00
VAT	£ 48.64
Total	**£ 291.84**

ORDERING

If your company needs to raise **Purchase Orders** (no problem) but please make sure to reference the PO number when you place the order, and ensure your PO and our order confirmation match on all the prices, including delivery. This saves a lot of admin and accounting difficulties.

Make sure you enter any special delivery needs (e.g. restricted access) in the 'delivery instructions' box when ordering.

ORDERING

Order cut-off

We currently offer same-day dispatch for next-day delivery. Orders must be placed and paid for (or with sufficient credit) before 10:30am on the day of dispatch.

Remember that you must arrange a timed slot to pick up any collections.

Ordering early also qualifies you for our Early Bird discount, for those who place orders by midday the day before dispatch. These orders save 20% on the cost of delivery!

ORDERING

Editing your order

Head to your current orders list (found in 'My Account') and click on 'edit' next to the order you want to change. This will take you to your basket, where you can change quantities, remove or add items, and update delivery info and despatch date.

If an order has already been marked as 'processing', 'packed', or 'despatched' you won't be able to amend it. Orders with non-stock line items, orders with an 'other' delivery method, and orders for collection cannot be amended.

If you need to edit an order but the system won't allow it, just let us know and we'll sort it for you!
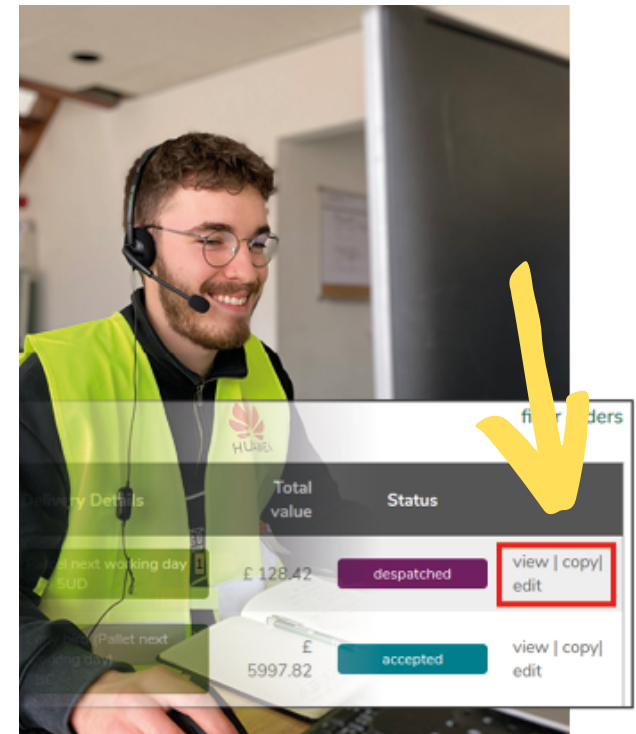
STOCK INFO

With product lead times of up to 16 weeks, forward orders from manufacturers are on the system well in advance, and customer reservations are too.

Our live stock levels take into account stock in our warehouses, customer orders on our system, and inbound goods dates.

This means that you need to select a dispatch date, to see the stock availability at that date.

STOCK INFO

01223 851535
trade@midsummerenergy.co

So, if you pick a date that you know your customer needs it, you'll see something like the below **when using the search bar*:**

Showing stock levels for: 7th Jul

£221.00 — 1 +

£130.00 — +

£214.50 — +

5043 ZKR	GivEnergy **GEN3** 3.6kW Hybrid PV Battery Inverter	✓ 1144 available >>
529 JDD	SolarEdge 7000W Three Phase Inverter	✓ 2 available >>
531 LFF	SolarEdge 9000W Three Phase Inverter	✗ 3 available from 31st Jul >>
535 PJJ	SolarEdge 16,000W Three Phase Inverter	✗ 10 available from 31st Jul >>

NB Stock info is currently only visible through the search filter view

It will always try and show you the next available date for any unallocated stock

STOCK INFO

You can find out more detail on inbound dates by

clicking >> to expand the view

4023:
Trina Vertex S 390W All Black Mono
✓ 403 available >>
[−] 6 [+]

4023:
Trina Vertex S 390W All Black Mono
✓ 403 available << 5096 in stock, 4693 reserved. 413 expected 8th Jul. 58 expected 8th Jul.
[−] 6 [+]

Say you needed 500 of these panels, you would know your customer could take enough to make a start, and have the balance later, for instance.

STOCK INFO

If you try and buy something that's **not in stock,** there will be a big red warning in the cart, stating the next availability date

Some things we sell are **bundled together** (eg battery systems) and availability may differ across the components. Show the components to see the full stock information for bundle parts

STOCK INFO

And if you want to see what inbound dates your order items are allocated against, you can view the order from your account page to see these.

Supply chain challenges aside, we do our best to keep good stock levels across the range. Customer forecasts really help with that.

PRICES (3 WAYS)

Your prices will show in easy PV if you have linked your account with your portal account (ask Cammie how). Prices will show against the products on the product pages in the portal, and when you use the search function.

You can access a full pricelist from your account page. Go to 'my account' and 'view full pricelist is a link at the top. You can then also download as a csv or pdf.

You can save money with our online ordering discount
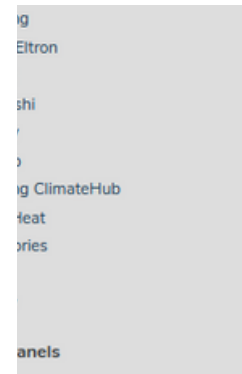
Your account

Your account manager is Joe Bloggs

Your account statement is below.

You can view your invoices by clicking on the PDF icons. To make a card payment against your balance, or to notify us of a bank payment, please use the links on the right.

Please note that payments may take a few hours to show on your account.

View your price-list

YOUR ACCOUNT

Any orders you have pending will show under 'current orders', along with their status e.g. received, accepted, processing, awaiting payment, awaiting confirmation, despatched. You can view what's on it, or click 'copy' to load a duplicate copy into the basket. Click 'filter orders' to type in search terms such as reference, product or postcode

Current orders   filter orders

Order no.	PO	Date placed	Despatch Date	Reference	Delivery Details	Total value	Status	
160848	PO	2022-08-15	2022-10-26	3CH 8635501	Economy (Pallet next working day) BS2 0JZ	£ 3706.82	received	view | copy
160925	PO	2022-08-16	2022-11-11	3DV 8352907	Economy (Pallet next working day) S80 3AF	£ 21261.36	received	view | copy
161007	PO	2022-08-16	2022-10-17	3DS8636401	Economy (Pallet next working day) CB7 5TU	£ 5629.39	received	view | copy
134638	PO	2022-04-27	2022-09-12	3DV 8344073	Economy (Pallet next working day) S10 3HT	£ 2407.20	accepted	view | copy
134794	PO	2022-04-27	2022-09-12	3DX 6960072	Economy (Pallet next working day) HU88BT	£ 3140.52	accepted	view | copy
139080	PO	2022-05-17	2022-08-22	2JQ 6972191	Pallet next working day OX28 4FH	£ 4250.08	accepted	view | copy
141422	PO	2022-05-25	2022-09-19	3DX 6979508	Economy (Pallet next working day) HU88BT	£ 1609.86	accepted	view | copy

YOUR ACCOUNT

As with orders, you can see all your **saved quotes** as well as searching and filtering them. You can also load it back into the basket if you want to turn it into an order, or amend it and save as a new quote. Quotes are valid for 14 days.

YOUR ACCOUNT

Statement

Date	Transaction	Reference	Invoiced	Paid	Balance	Notes
2022-07-08	Invoice	📄 MID2207-02254	21.07		21.07	Order 151262 Real order!

📄 Download as CSV

Your statement will let you view and download all of your invoices, see your payment history, and the panel at the top of your account will show your pending orders value, credit limit, and current balance.

You can filter and search the statement, and download to csv.

Your account balance is **£21084.78**

You have pending orders for **£527246.76**

Your credit limit is **£180000.00**

Make a payment

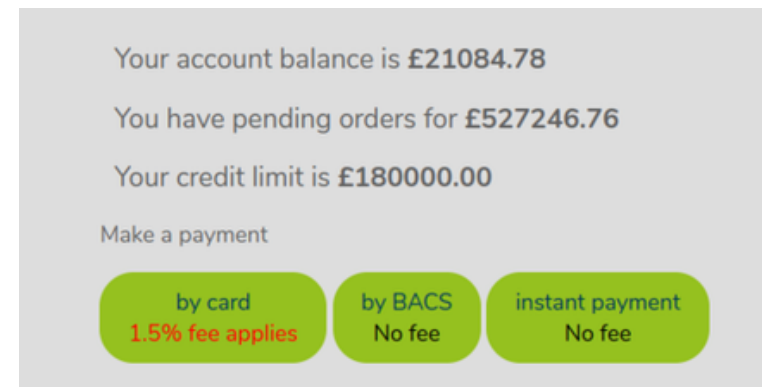| by card 1.5% fee applies | by BACS No fee | instant payment No fee |

You can make a payment from a link in your order confirmation email, or by going to your account page. Clicking pay by card will let you enter the amount you want to pay - the field is pre-populated but ==you can edit it if you want==. It will transfer you to sagepay. This method incurs a 1.5% fee.

If you click BACS, it will show our bank details, and let you notify us of an amount paid by transfer. Again, that field is editable.

You can also use our instant payment method. Best for urgent orders, we get notified that you have paid and it's come through immediately. This links to your bank, with payment details conveniently pre-filled.

Your account balance is **£21084.78**

You have pending orders for **£527246.76**

Your credit limit is **£180000.00**

Make a payment

by card	by BACS	instant payment
1.5% fee applies	No fee	No fee

n.b. our bank checks happen four times a day, the last happening at 4:45. Payment made after this time can't be confirmed until the morning.

SAVE MONEY!

Online Ordering Discount

Apart from being a quick way of getting quotes and placing orders, ordering via our portal attracts a further discount too.

If you pay for your order before 12 noon you will qualify for our early bird offer. This is the same service as our standard delivery, but we apply an online discount to your basket value, saving you 20% off the cost of delivery.

NEED SOMETHING BESPOKE?
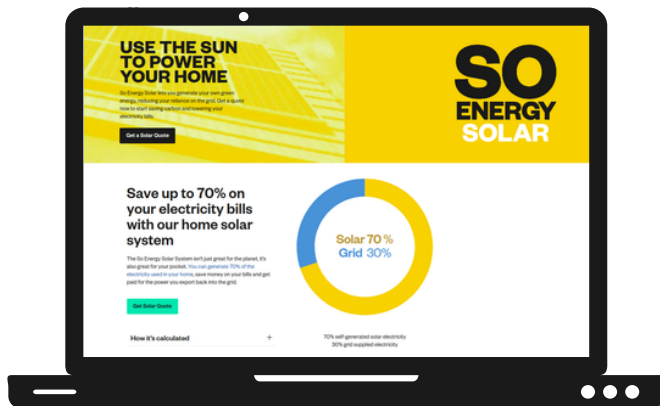
ENTERPRISE?

If you want to explore a version of our software for your own staff or your customers, do get in touch.

Become a partner of Midsummer and Easy PV

EMAIL ADDRESS

cammie@easy-pv.co.uk

PHONE NUMBER

01223 851535

WE'RE STILL HERE TO HELP

We have 24 people on the sales team and 2 on technical support, so we are still here to speak to. In times of high demand, there is pressure on the phones - do please leave a message or email us though.

GENERAL CONTACT

01223 851535 (Main Solar sales number)
01223 851045 (Department directory)
01223 660640 (Accounts team)
01223 858414 (Off Grid systems)
trade@midsummerenergy.co.uk

YOUR ACCOUNT HANDLER

You can find out your account handler on the 'my account' page (email formats are firstname.surname@midsummerenergy.co.uk)