

Introduction

Welcome to the Dulux portal. Here you can:

- Order catalogue items
- Check Order History

Login

To access the site please go to the following URL using your web browser

https://portal.bluestar.co.nz/login/dulux

To login, enter your username and password.



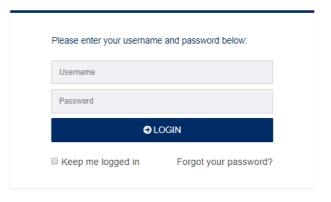
Welcome to the Dulux CAN Portal

If you have Dulux CAN as a bookmark on your browser, please update the address to the new URL at the top of this page.

To place an order, login first with your username and password. Select your customer, then search or browse the catalogue to add items to cart and proceed to checkout.

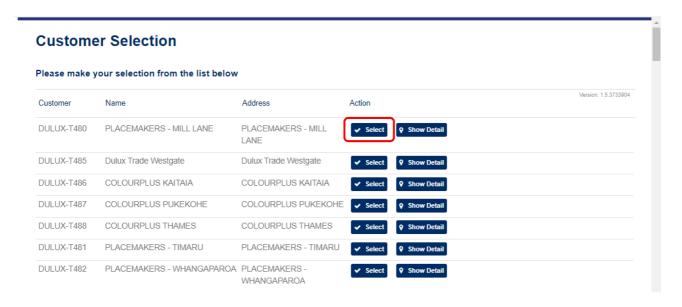
If you have any queries or problems please contact 0800 504 704. dulux.support@bluestar.co.nz

DOWNLOAD USER MANUAL



Customer Selection

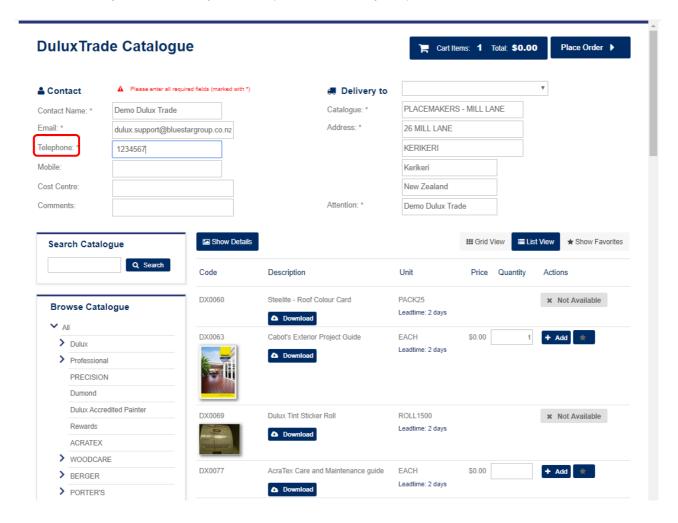
Select the Customer from the list that you are placing the order for.



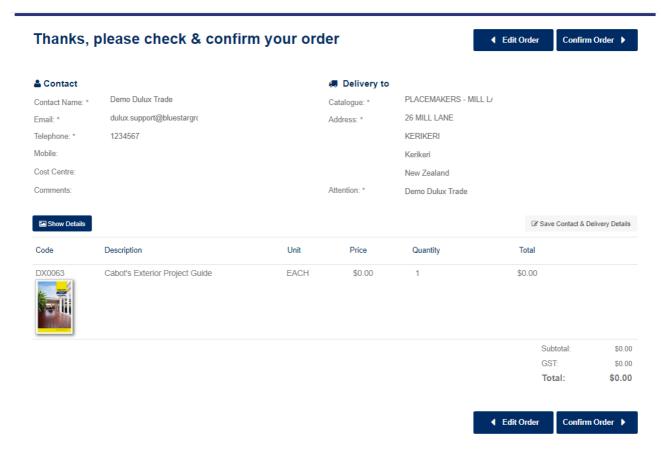
Select the products you require by searching or browsing the categories on the left-hand side of the screen, and then enter the quantity required in the quantity box. You can switch between catalogues adding products as required.

Once you have added all the products required for the order, click the **Place Order** button at the top right of the screen.

Note: Make sure you fill in the Telephone field (this is a mandatory field)



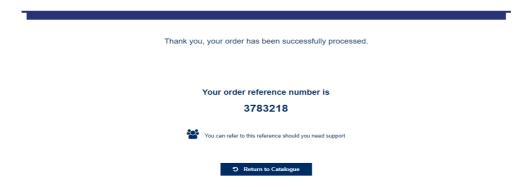
You can now see all of the items you are about to order along with the quantity. At this stage you can go back and edit your order by clicking "Edit Order". This will allow you to add, delete or changing the order quantity.



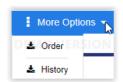
If you require assistance with ordering, please contact us at 0800 504 704

If you are happy with your order click "Confirm Order".

A order confirmation screen will display next. This confirms your order has been placed, and displays the order reference you can quote should you want to contact us.



The Return to Catalogue takes you back to the Customer Selection screen to place another order if required. You can also get back to the catalogue by clicking on the More Options button from the top right of the screen and selecting Order.



Order History

To check on previously placed orders, click the **More Options** button from the top right of the screen screen and select History – put your order number in the Search for field and click search.

