

1. **Login Page:** Access the **Thames Materials Online Portal Login page** via the following **URL:** <http://accounts.thamesmaterials.com/login.php>

The following screen will appear, please login with the Username and password provided by Thames Materials.

The screenshot shows the login interface for Thames Materials Ltd. At the top, there is a dark green banner with the company logo. Below this is a white box containing the login form. The form is titled "Please sign in" and includes the following elements: a text input field for "Username", a text input field for "Password", a checkbox labeled "Remember me" with a red arrow and the number "1" pointing to it, a blue "Log In" button, a blue link for "Forgot Password" with a red arrow and the number "2" pointing to it, and a blue link for "Terms & Condition" with a red arrow and the number "3" pointing to it.

The Login page has other additional options:

1. **Remember me:** When you login, if a user checks the “remember me” checkbox then their username and password will be saved so he/she will not need to type it when they login subsequently on that computer.
2. **Forgot Password:** If you forget your password, click on the “forgot password”. The system will send a password reminder to the default email address for your TML Customer account.
3. **Terms & Condition:** This link opens a page where you can find terms & conditions for use of this facility.

- Dashboard:** Upon login you default to the “Dashboard” screen. This will show your ten most recent invoices (see example below):

THAMES
MATERIALS
LTD
Customer Panel
Dashboard | Invoices List
Logged in as Customer

July 1, 2014
Tuesday 13:21

Download

No	Invoice No	Invoice Date	Customer Name	Job Site Address	TML Ref	Ticket List	Tickets	Select All
1	67140	24/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	220614A		2	<input type="checkbox"/>
2	67047	24/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	220614B		6	<input type="checkbox"/>
3	67072	24/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	220614		4	<input type="checkbox"/>
4	66997	24/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	220614		2	<input type="checkbox"/>
5	67026	24/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	220614		2	<input type="checkbox"/>
6	67013	24/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	220614		3	<input type="checkbox"/>
7	66779	19/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	150614		3	<input type="checkbox"/>
8	66799	19/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	150614A		4	<input type="checkbox"/>
9	66910	19/06/2014	Thames Materials Limited	4 Sarum Complex, Salisbury Road, Uxbridge, Middlesex, UB8 2RZ	150614		3	<input type="checkbox"/>

- Invoices:** If you wish to search for any specific documents Click on the “InvoiceList” link at the top of your screen. This page aims to display your company invoices in descending invoice number order, with the details like invoice no., invoice date, customer name, job site address, TML ref, ticket list, tickets etc. Also provides other options to view/download the invoices. By default 10 records will be displayed in one page.

See example page below.

No	Invoice No	Invoice Date	Customer Name	Job Site Address	TML Ref	Ticket List	Tickets	Select All
1	67140	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614A		2	<input type="checkbox"/>
2	67072	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		4	<input type="checkbox"/>
3	67047	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614B		6	<input type="checkbox"/>
4	67026	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		2	<input type="checkbox"/>
5	67013	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		3	<input type="checkbox"/>
6	66997	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		2	<input type="checkbox"/>
7	66920	19/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	150614A		3	<input type="checkbox"/>
8	66919	19/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	150614		2	<input type="checkbox"/>

3.1.1 Searching: By writing in the textbox above the list admin can search by invoice number, invoice date, customer name, job site address and TML reference. Just type in the search criteria and click on the search button.

3.1.2 Invoices per page: We can select how many invoices/per page we want to see by selecting option from drop down below the list. By default 10 records will be displayed.




3.1.3 Invoice Download: By clicking on the invoice no. displayed on the left of the screen, we can download and/or print the invoice in PDF format.

3.1.4 Ticket List: By clicking on Excel icon displayed on the right of the screen, we can view/download all ticket details for the invoice in question in XLS format.

Tickets


July 1, 2014
Tuesday 13:26


[Download](#)

No	Tickets	View	Select All
2		View	<input type="checkbox"/>
3		View	<input type="checkbox"/>
4		View	<input type="checkbox"/>









3.1.5 Tickets: The column to the right of the Excel icon shows the number of tickets associated with the invoice on that line. If you click on this number, we can view/download associated with the invoice. These can be viewed and printed individually on this screen.

3.1.6 Bulk Download: Multiple invoices can be downloaded by clicking on the download button displayed in the bottom right corner. To do this you have to select invoices to be downloaded by checking checkbox for each required invoice or you can select all the invoices by checking checkbox located on the top right corner near Tickets.

Invoice List


July 1, 2014
Tuesday 13:24

[Download](#)

No	Invoice No	Invoice Date	Customer Name	Job Site Address	TML Ref	Ticket List	Tickets	Select All
	<input type="text" value="Invoice No"/>	<input type="text" value="Invoice Date"/>	<input type="text" value="Customer Name"/>	<input type="text" value="Job Address"/>	<input type="text" value="TML Ref"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
1	67140	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614A		2	<input type="checkbox"/>
2	67072	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		4	<input type="checkbox"/>
3	67047	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614B		6	<input type="checkbox"/>
4	67026	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		2	<input type="checkbox"/>
5	67013	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		3	<input type="checkbox"/>
6	66997	24/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	220614		2	<input type="checkbox"/>
7	66920	19/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	150614A		3	<input type="checkbox"/>
8	66919	19/06/2014	Thames Materials Ltd	Thames House 4 Sarum Complex, Salisbury Road Uxbridge Middlesex UB8 2RZ	150614		2	<input type="checkbox"/>

- Logout:** click on your username in the top right hand side of the screen and from the drop down menu click on Log out.