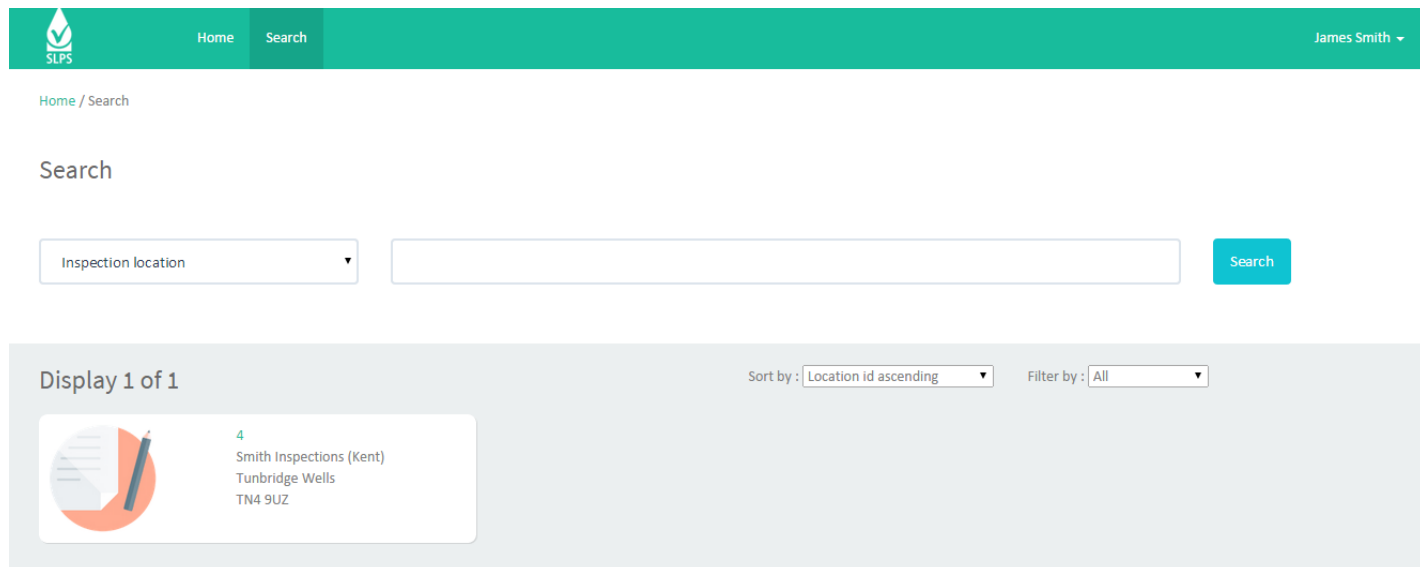


Ordering Safe Loading Pass Books

Safe Loading Passes are sold in books, each containing a fix number of Safe Loading Passes. Further information about the books and the associated costs can be found on the SLP website or by contacting the Scheme Administrator.

Ordering Additional SLP Books – The Inspection Provider

Login to the SLP Website and open the **Search** tab

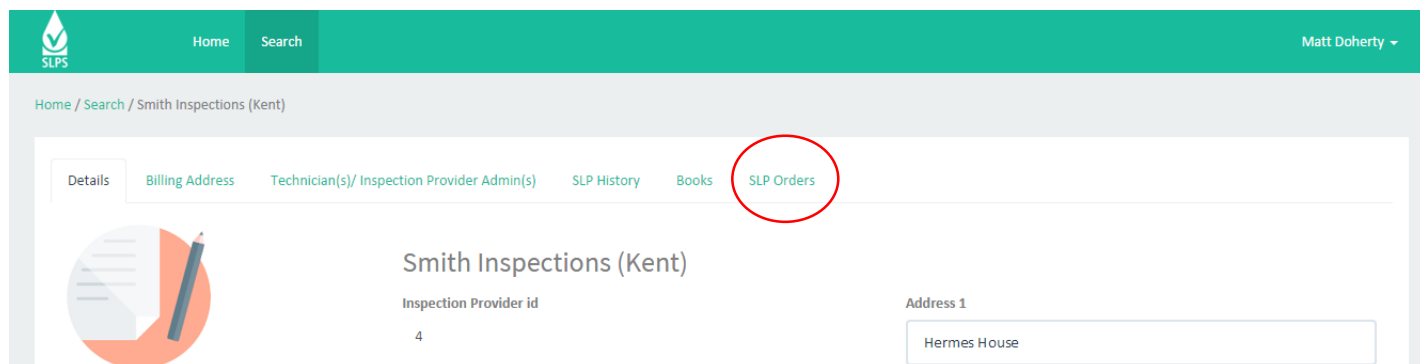


The screenshot shows the SLP website search interface. At the top, there is a green navigation bar with the SLP logo, 'Home', 'Search', and a user profile 'James Smith'. Below the navigation bar, the breadcrumb 'Home / Search' is visible. The main content area is titled 'Search' and contains a search form with a dropdown menu for 'Inspection location', a text input field, and a 'Search' button. Below the search form, there are sorting and filtering options: 'Display 1 of 1', 'Sort by: Location id ascending', and 'Filter by: All'. A search result card is displayed, showing a document icon, the number '4', and the text 'Smith Inspections (Kent), Tunbridge Wells, TN4 9UZ'.

Select **Inspection Provider** as your search type.

The search should display all the Inspection Bodies that your user is associated with.

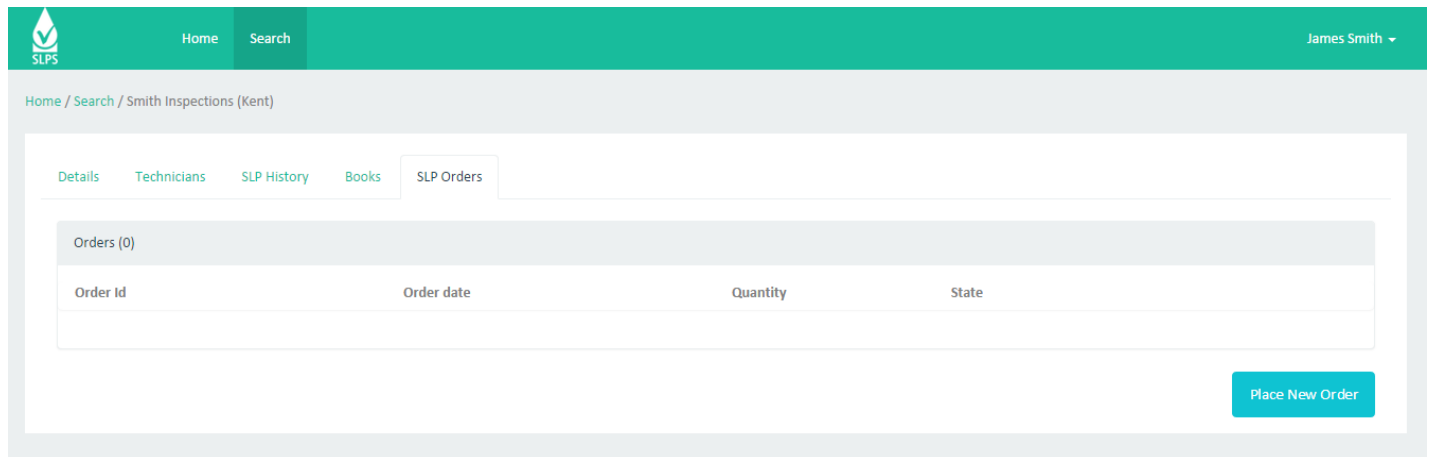
Click on the **Inspection Provider ID** of the Inspection Provider that you would like to buy SLP books for.



The screenshot shows the details page for 'Smith Inspections (Kent)'. At the top, there is a green navigation bar with the SLP logo, 'Home', 'Search', and a user profile 'Matt Doherty'. Below the navigation bar, the breadcrumb 'Home / Search / Smith Inspections (Kent)' is visible. The main content area has a tabbed interface with tabs for 'Details', 'Billing Address', 'Technician(s)/ Inspection Provider Admin(s)', 'SLP History', 'Books', and 'SLP Orders'. The 'SLP Orders' tab is highlighted with a red circle. Below the tabs, there is a document icon, the title 'Smith Inspections (Kent)', and the 'Inspection Provider id' '4'. To the right, there is a field for 'Address 1' with the value 'Hermes House'.

The details page for the select Inspection Provider will appear, click on the '**SLP Orders**' tab.

Note: Only Inspection Provider Administrators have access to the SLP Orders tab and can order SLP Books on behalf of an Inspection Provider



Home / Search / Smith Inspections (Kent)

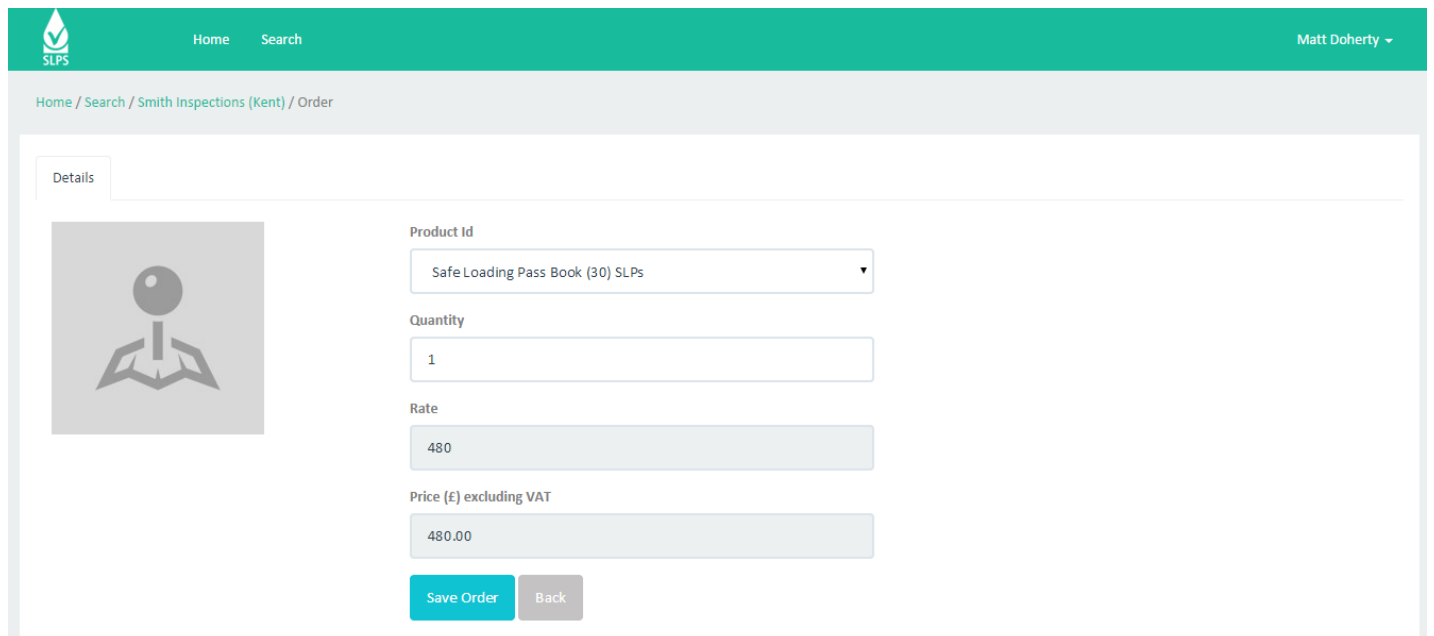
Details Technicians SLP History Books SLP Orders

Orders (0)

| Order Id | Order date | Quantity | State |
|----------|------------|----------|-------|
|----------|------------|----------|-------|


Place New Order

Any outstanding orders will be displayed in this list. To order a new Book(s) click on '**Place New Order**'.



Home / Search / Smith Inspections (Kent) / Order

Details



Product Id
Safe Loading Pass Book (30) SLPs

Quantity
1

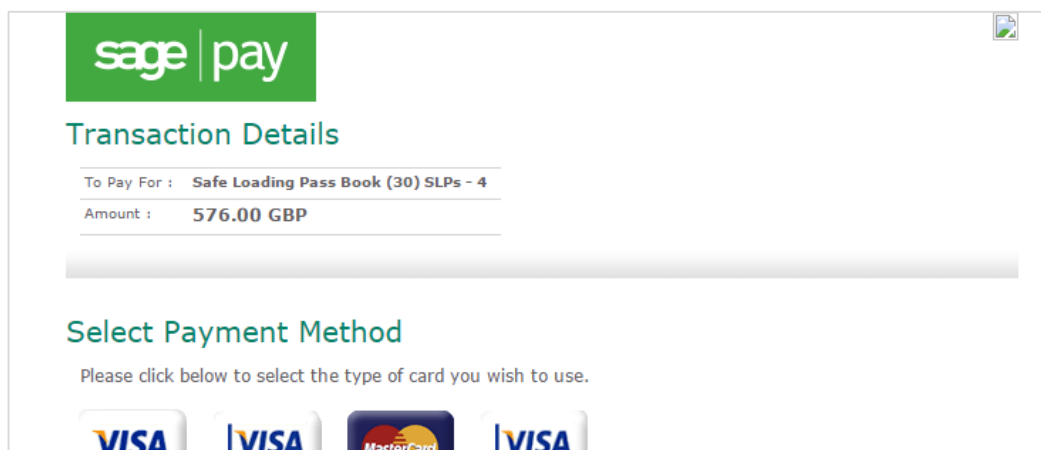
Rate
480

Price (£) excluding VAT
480.00

Save Order Back

Enter the quantity of books that you would like to purchase in the '**Quantity**' field. The page displays the rate and the final price (excluding VAT) to pay.

Click '**Save Order**' when you're ready and you'll be taken to the payment screen, follow the onscreen instructions for completing payment.



sage | pay

Transaction Details

To Pay For : Safe Loading Pass Book (30) SLPs - 4
Amount : 576.00 GBP

Select Payment Method

Please click below to select the type of card you wish to use.

VISA VISA MasterCard VISA

Home Search Matt Doherty ▾

Home / Search / Smith Inspections (Kent)

Details Billing Address Technician(s)/ Inspection Provider Admin(s) SLP History Books SLP Orders

Orders (4)

| Order Id | Order date | Quantity | State | |
|----------|------------|----------|----------------|------------------------------|
| 31 | 12/11/2014 | 1 | Active | 152436252365 |
| 33 | 13/11/2014 | 1 | Active | 56243 |
| 34 | 13/11/2014 | 3 | Active | 789 |
| 36 | 14/11/2014 | 1 | Payment failed | Make Payment |

When the order is complete, a new entry will be added to the ‘SLP Order’ screen and will be processed by the Scheme Administrator.

Note: If payment fails, the order will remain in your order history allowing you to reattempt payment. Simply click on ‘Make Payment’ to complete the order.

Receiving SLP Books

Once the SLP book has been dispatched to you by the Scheme Administrator, you will receive a notification explaining which Safe Loading Passes have been dispatched and the ‘Books’ will be available to receipt on the Safe Loading Pass database.

SLP serial number will only become available for the Inspection Provider to issue once they have been received.

To receipt a SLP Book(s) open the database and use the Inspection Provider search to find your Inspection Provider.

Open the Inspection Provider profile and click on the ‘Books’ tab.

Home Search Matt Doherty ▾

Home / Search / Smith Inspections (Kent)

Details Billing Address Technician(s)/ Inspection Provider Admin(s) SLP History Books SLP Orders

Books to be received All Receive [Receive](#)

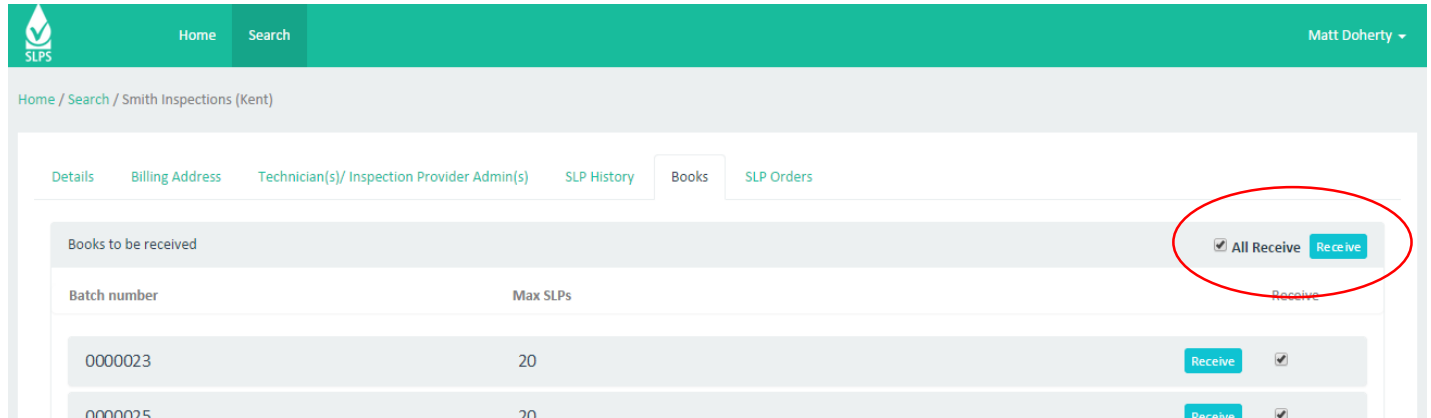
| Batch number | Max SLPs | Receive |
|--------------|----------|--|
| 0000023 | 20 | Receive <input type="checkbox"/> |
| 0000025 | 20 | Receive <input type="checkbox"/> |
| 0000028 | 20 | Receive <input type="checkbox"/> |
| 0000029 | 20 | Receive <input type="checkbox"/> |
| 0000031 | 20 | Receive <input type="checkbox"/> |

A list of SLP books waiting to be received by this Inspection Provider will be displayed.

Note: If you believe one or more of your SLP books to have been lost during delivery, please contact the Scheme Administrator immediately.

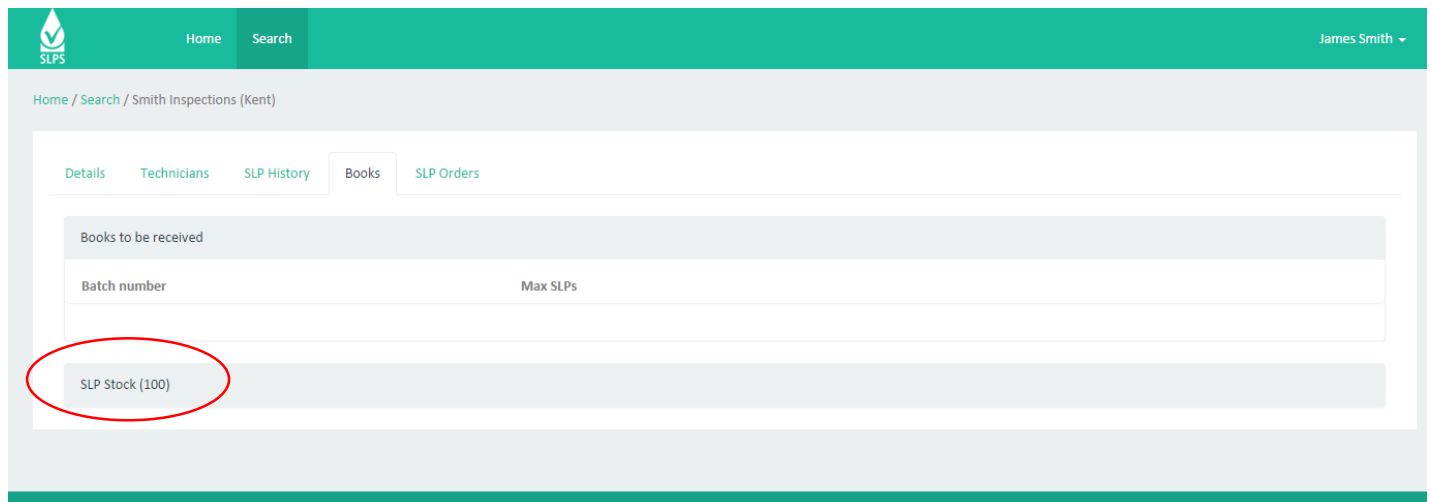
To receipt an SLP book and make it's associated SLP serial numbers available to issue, simply click on the **'Receive'** button (on the right hand side) against the appropriate book serial number.

If you have multiple books that you can receipt, use the **'All Receive'** tick box at the top of the list to receive all the books at the same time



Safe Loading Pass Stock

An Inspection Provider can view their current stock of unassigned Safe Loading Passes by searching for the Inspection Provider and from the profile, selecting the **'Books'** tab.



Scroll down to the **'SLP Stock'** section and click on the grey bar.

SLPS Home Search James Smith

















Home / Search / Smith Inspections (Kent)

Details Technicians SLP History **Books** SLP Orders

Books to be received

| Batch number | Max SLPs |
|--------------|----------|
| | |

SLP Stock (100)

| | | | |
|--|--|--|--|
|  Serial Number : 0000016-01 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-02 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-03 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-04 Location : Smith Inspections (Kent) Status : Received |
|  Serial Number : 0000016-05 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-06 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-07 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-08 Location : Smith Inspections (Kent) Status : Received |
|  Serial Number : 0000016-09 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-10 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-11 Location : Smith Inspections (Kent) Status : Received |  Serial Number : 0000016-12 Location : Smith Inspections (Kent) Status : Received |
|  Serial Number : 0000016-13 Location : Smith Inspections |  Serial Number : 0000016-14 Location : Smith Inspections |  Serial Number : 0000016-15 Location : Smith Inspections |  Serial Number : 0000016-16 Location : Smith Inspections |

A list of unassigned SLP serial numbers will be displayed. You can use this list to reconcile your SLP stock.