

## Step 1 – Download Rapid Trade Software

Before getting started, should you not have passwords to log into Rapid Trade, please send an email to Saffer Plumbing and Hardware Customer Service, [customerservice@saffer.co.za](mailto:customerservice@saffer.co.za), so they can provide you with the passwords. Please indicate in the email what account numbers you are using and what division they belong to so correct passwords can be provided.

Should you already have Rapid Trade installed please skip to Step 2 for details about loading your profiles.

If you are using Rapid Trade for the first time, download the Rapid Trade program from <https://www.rapidtrade.com>. When you are on the website click on the **Downloads** menu and under **Desktop** click on **Download Latest**.



Once it has downloaded, install the program and then you are ready to add new profiles to Rapid Trade.

## Step 2 – Setting Up Rapid Trade Profiles

After opening Rapid Trade, you will need to perform the following steps to create a profile for your WHD, Saffer and Stability account or whichever combination of accounts you have with Saffer Plumbing and Hardware.

1. Click on the **“Add Supplier”** button to add each profile individually.
2. Enter the account number for the profile you want to create and then click on the **“Next”** button.
3. On the next screen you need to select the supplier that the account number belongs to by clicking on the dropdown arrow next to the **“Select supplier”** field. Scroll through the list till you find the appropriate supplier, Saffer, Stability or WHD depending on the account number you are using and select it.
4. **Do not run any test, simply click on the “Next” button to continue.**

5. You will now get a message saying that the profile has been added and you must restart Rapid Trade for the settings to take effect. Click on the “OK” to continue.
6. When you restart Rapid Trade the profile will appear in the main list however will show the supplier name as “New” until you have logged in for the first time. Click on the profile to highlight it and then click on the “OK” button or double click on the profile.
7. You will now get a message that says your settings have been saved and you need to perform a send/receive. Click on “OK” to proceed.
8. The next screen will show the functions that you can run a send/receive for. The most important one is the “Get Price List” function. Make sure this is ticked every time you run a send/receive. You can select other functions as and when you need them. Click on the “OK” button to continue.
9. You are now required to enter your password so that the send/receive can run. When you log in for the first time use the passwords provided to you by Saffer Plumbing and Hardware Customer Service. After you have entered your password you can click on the “OK” button to run the send/receive for the price list and any other function you may have selected. This screen also gives you the option to change your password.
10. At the bottom of the screen you will see the progress of the send/receive.
11. A message will populate as soon as the send/receive has completed and when you click on the “OK” button you will be logged into Rapid Trade.

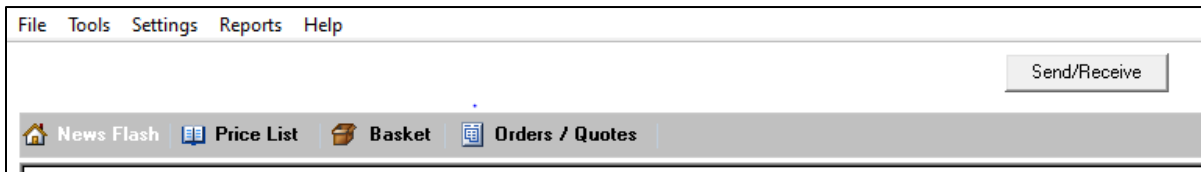
***This process then needs to be followed for all the Saffer Plumbing and Hardware company profiles that you need to load. Each time using the associated account number for that company.***

## Step 3 – Ordering Products in Rapid Trade

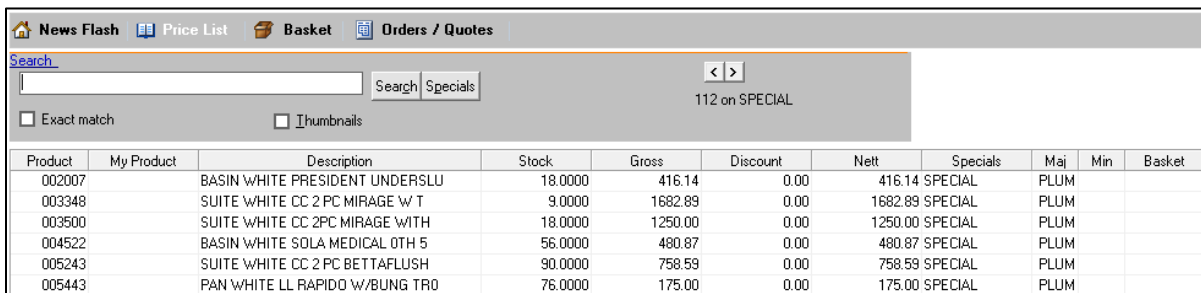
When Rapid Trade opens it defaults to the News Flash screen where you will find digital leaflets of the specials we are running. You can use the “NEXT” and “BACK” arrows to navigate through the leaflets.



To view the products, click on the “Price List” menu option.

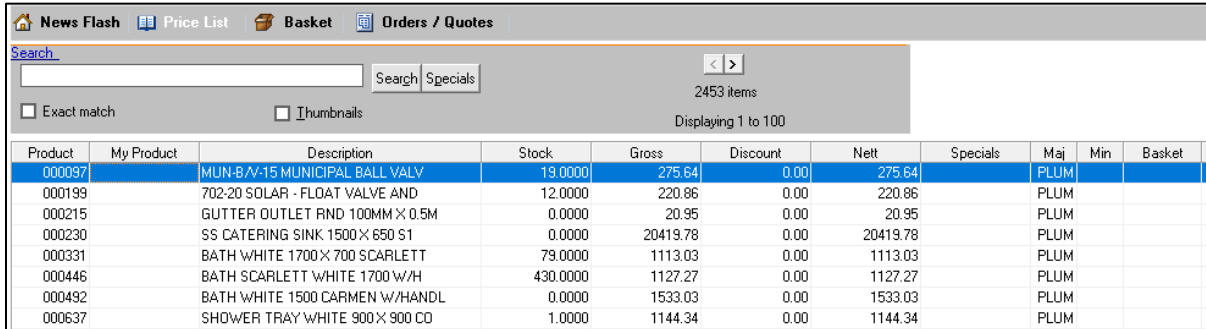


The next screen that populates will display the products that are on special.



Product	My Product	Description	Stock	Gross	Discount	Nett	Specials	Maj	Min	Basket
002007		BASIN WHITE PRESIDENT UNDERSLU	18.0000	416.14	0.00	416.14	SPECIAL	PLUM		
003348		SUITE WHITE CC 2 PC MIRAGE W T	9.0000	1682.89	0.00	1682.89	SPECIAL	PLUM		
003500		SUITE WHITE CC 2PC MIRAGE WITH	18.0000	1250.00	0.00	1250.00	SPECIAL	PLUM		
004522		BASIN WHITE SOLA MEDICAL OTH 5	56.0000	480.87	0.00	480.87	SPECIAL	PLUM		
005243		SUITE WHITE CC 2 PC BETTAFLUSH	90.0000	758.59	0.00	758.59	SPECIAL	PLUM		
005443		PAN WHITE LL RAPIDO W/BUNG TRO	76.0000	175.00	0.00	175.00	SPECIAL	PLUM		

Click on the “Search” button to view the full product listing.



News Flash Price List Basket Orders / Quotes

Search

Search Specials

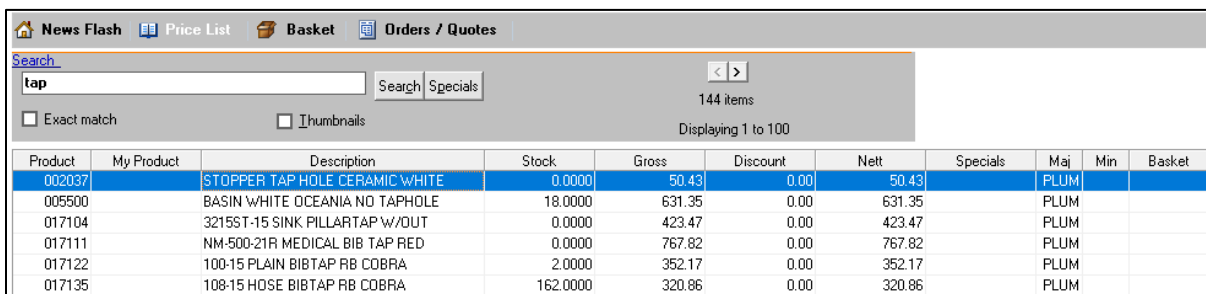
2453 items

Exact match Thumbnails

Displaying 1 to 100

Product	My Product	Description	Stock	Gross	Discount	Nett	Specials	Maj	Min	Basket
000097		MUN-B/W-15 MUNICIPAL BALL VALV	19.0000	275.64	0.00	275.64		PLUM		
000199		702-20 SOLAR - FLOAT VALVE AND	12.0000	220.86	0.00	220.86		PLUM		
000215		GUTTER OUTLET RND 100MM X 0.5M	0.0000	20.95	0.00	20.95		PLUM		
000230		SS CATERING SINK 1500 X 650 S1	0.0000	20419.78	0.00	20419.78		PLUM		
000331		BATH WHITE 1700 X 700 SCARLETT	79.0000	1113.03	0.00	1113.03		PLUM		
000446		BATH SCARLETT WHITE 1700 W/H	430.0000	1127.27	0.00	1127.27		PLUM		
000492		BATH WHITE 1500 CARMEN W/HANDL	0.0000	1533.03	0.00	1533.03		PLUM		
000637		SHOWER TRAY WHITE 900 X 900 CO	1.0000	1144.34	0.00	1144.34		PLUM		

If you need to search for a product you can do so by typing in part of the product description or the product code into the search box and then clicking on the “Search” button.



News Flash Price List Basket Orders / Quotes

Search

tap Search Specials

144 items

Exact match Thumbnails

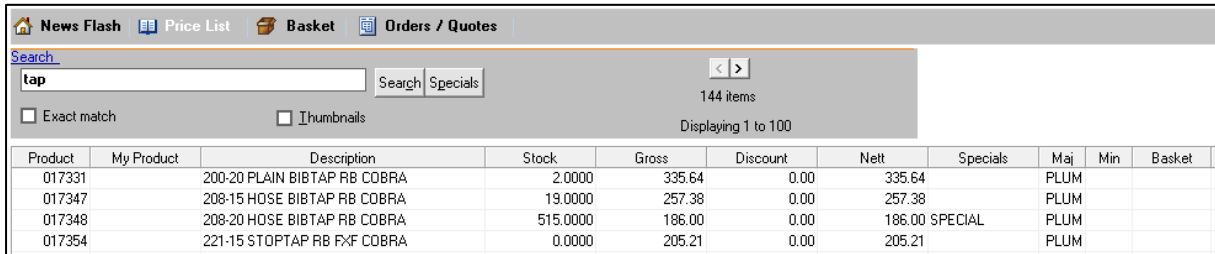
Displaying 1 to 100

Product	My Product	Description	Stock	Gross	Discount	Nett	Specials	Maj	Min	Basket
002037		STOPPER TAP HOLE CERAMIC WHITE	0.0000	50.43	0.00	50.43		PLUM		
005500		BASIN WHITE OCEANIA NO TAPHOLE	18.0000	631.35	0.00	631.35		PLUM		
017104		3215ST-15 SINK PILLARTAP W/OUT	0.0000	423.47	0.00	423.47		PLUM		
017111		NM-500-21R MEDICAL BIB TAP RED	0.0000	767.82	0.00	767.82		PLUM		
017122		100-15 PLAIN BIBTAP RB COBRA	2.0000	352.17	0.00	352.17		PLUM		
017135		108-15 HOSE BIBTAP RB COBRA	162.0000	320.86	0.00	320.86		PLUM		

Once you have found the product and want to order it, you double click on the product.

## Step 4 – Processing Your Basket and Sending the Order to Rapid Trade

To open the basket you need to click on the “Basket” menu option.



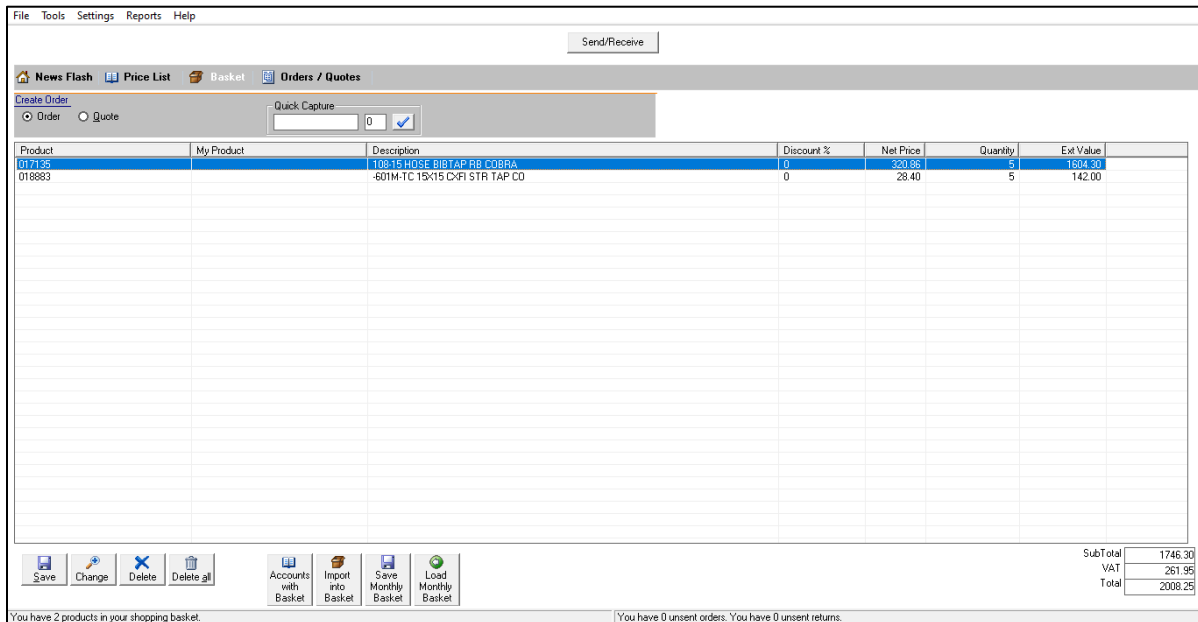
Product	My Product	Description	Stock	Gross	Discount	Nett	Specials	Maj	Min	Basket
017331		200-20 PLAIN BIBTAP RB COBRA	2.0000	335.64	0.00	335.64				
017347		208-15 HOSE BIBTAP RB COBRA	19.0000	257.38	0.00	257.38				
017348		208-20 HOSE BIBTAP RB COBRA	515.0000	186.00	0.00	186.00	SPECIAL			
017354		221-15 STOBTAP RB FxF COBRA	0.0000	205.21	0.00	205.21				

In the basket will be all the products that you added when placing the order.

Should you want to amend anything you need to click on the product that needs to be amended and then click on the “Change” button. The product screen will open and you can amend the quantity you are ordering.

Should you want to delete a product completely from the order you need click on the product and then click on the “Delete” button. Clicking on the “Delete All” button will remove all the products from the order and you will need to start over.

To save the order to your computer click on the “Save” button. **Remember that the order is only saved on your computer, it has not yet been sent to Rapid Trade.**

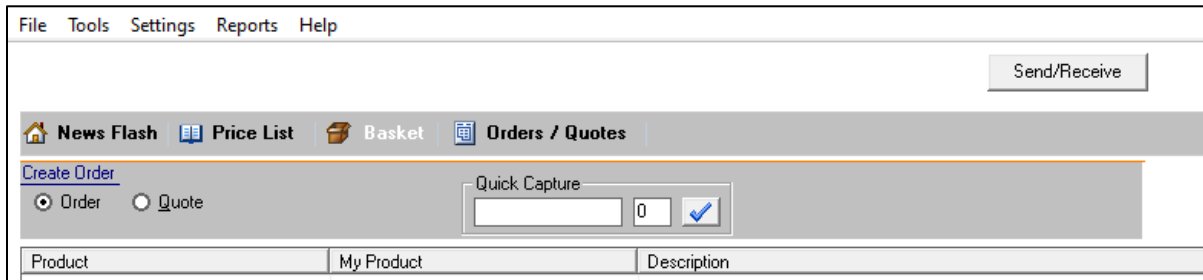


Product	My Product	Description	Discount %	Net Price	Quantity	Ext Value
017353		103541035 BIBTAP RB COBRA	0	280.63	5	1403.15
018883		601M1C 15X15 D-R STR TAP CO	0	28.40	5	142.00

SubTotal	1746.30
VAT	261.95
Total	2008.25

You have 2 products in your shopping basket. You have 0 unsend orders. You have 0 unsend returns.

To send the order through to Rapid Trade you need to click on the “**Send/Receive**” button at the top of the screen. ***It is extremely important that this step is followed otherwise the order cannot be sent through to Saffer Plumbing and Hardware to be fulfilled.***



## Step 5 – Need Assistance

Should you encounter any technical or other issues related to the Rapid Trade software please use the following contact details:

Rapid Trade Helpdesk – [help@rapidtrade.biz](mailto:help@rapidtrade.biz)

Should you any issues related to information displayed in Rapid Trade please use the following contact details:

Saffer Plumbing and Hardware Customer Service – [customerservice@saffer.co.za](mailto:customerservice@saffer.co.za)