

# TSW Electrical Services Ltd – Wholesaler Usage Guide

## 1. Ordering Materials for Jobs

- Every employee has a unique **Employee Number**, found on your payslip within **Xero Me**.
- When ordering materials from any wholesaler, you must provide:
  1. **Your Employee Number**
  2. **The Job Number** (from Commusoft)

These two parts together form the official **Order Reference**.

**Example:**

Employee A2 ordering for Job 1876 → **Order Ref: A2-1876**

This reference must be given on *every* order placed with wholesalers.

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## 2. Approved Wholesalers

You are permitted to order day-to-day, standard materials from the following wholesalers:

- **Yesss Electrical**
- **CEF**
- **Edmundson Electrical**
- **PES**
- **Screwfix**
- **Toolstation**

Standard items may be ordered freely as required for jobs.

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### 3. Non-Standard, Specialist or High-Value Items

If an item is:

- Non-standard
- Specialist
- Long lead-time
- Particularly expensive

**You MUST check with the office before ordering.**

Office contact:

Phone – **01253 486868**

Email – **accounts@tswgroup.uk**

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### 4. Ordering Tools or Personal Items (Tool Account Rules)

If you are ordering anything for yourself, including:

- Tools
- Workwear / clothing

The following rules apply:

**You may spend up to £100 per transaction *without approval***

...as long as you are **within your personal tool account limit.**

- Maximum tool account balance: **£500**
- If your balance is close to the limit, you must check with the office before ordering.

**Any order over £100 requires office approval**

This must be authorised by the admin team before placing the order.

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## 5. Summary – What You MUST Do

- ✓ Always provide **Employee Number + Job Number** on every order
- ✓ Use approved wholesalers for standard everyday materials
- ✓ Get approval for specialist or high-value items
- ✓ You may spend **up to £100** on tools/personal items without approval (if within £500 limit)
- ✓ Anything personal over £100 must be approved by the office