

TSW Electrical Services – Tool Ordering Process

This process outlines how employees can order tools using TSW Electrical Services' supplier accounts or via online ordering through the office.

All staff must follow these steps to ensure accurate logging, correct deductions, and clear financial control.

Ordering Tools Using TSW Wholesaler Accounts

1.1 Spending Limit Without Approval

Employees may spend **up to £100 per transaction** on tools using any of our approved wholesaler accounts **without prior approval**.

1.2 Purchases Over £100

Any tool order **over £100** must be **pre-approved** by the admin team.

Approval can be obtained by:

- **Calling the office:** 01253 486868
- **Emailing:** sueporter@tswgroup.uk

Approval must be received **before** placing the order.

1.3 Required Reference Format

When ordering tools through wholesalers, staff must use the following format as the order reference:

Employee Number / Name / Tools

Example: **A12 / Jamie / Tools**

This ensures correct logging and prevents delays.

Ordering Tools Online (e.g., Screwfix, Amazon, Toolstation)

If you wish to order tools online, **do not order directly**.

2.1 Requesting Online Orders

Email the admin team at sueporter@tswgroup.uk with:

- A **direct link** to each item required
- Item descriptions (optional but helpful)
- Confirmation that the items are for *tool purchasing*

Providing exact links avoids mistakes and ensures fast processing.

2.2 Ordering & Collection

The admin team will:

1. Add the items to your employee account balance
2. Place the order from the office
3. Notify you when items are ready for collection or delivery

Employee Tool Account & Wage Deductions

3.1 Balance Logging

All tool purchases—whether in-store, online, or through wholesalers—are logged against your personal employee account in the office.

3.2 Wage Deduction Rules

- **Weekly-paid employees:** £50 per week will be deducted
- **Monthly-paid employees:** £200 per month will be deducted

Deductions continue until the balance is cleared.

Maximum Account Balance

All employees have a **maximum tool balance limit of £500**.

No further tool orders can be made if your balance has reached £500 until some or all of the balance has been repaid.

Reminders to All Staff

- Always follow this process to avoid delays or declined orders.
- Use the correct reference every time.
- Provide accurate links for online purchases.
- Keep track of your own tool balance to ensure you stay under the £500 limit. This can be found in your payslip notes