

# Accessing VELUX Dealer Extranet 3



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# Welcome to Dealer Extranet 3

- ▶ VELUX are proud to present our new re-designed online system which customers can use to order VELUX products, view and track orders and deliveries, download invoices, view and create quotations, and now create client quotations customizable with your company logo and including client discounts and delivery charges.
- ▶ Products can now be selected from a configurator, or should you already know the code of the product you require, it can be typed into a search box for quick entry. It is also possible to upload orders from a .csv file which is a simple solution to speed up input of large stock orders.
- ▶ VELUX Dealer Extranet 3 (or DE3) is supported by, and optimised for use with, Windows Internet Explorer, Microsoft Edge, Google Chrome and Firefox, and we recommend these browsers for the best user experience. While not optimised for Safari or Bing our testing shows no issues with these browsers.

# Requesting Access to Dealer Extranet 3

To request access to D3 go to: <https://www.dealerextranet3.velux.ie/> and click on the **Request access** button.



## Welcome to VELUX Dealer Extranet

### Sign in

Please sign in to access the Dealer Extranet

E-mail:

Password:

 [Log in](#)

[Forgot password?](#)

### About the VELUX Dealer Extranet

If you are a registered VELUX Dealer you can sign in and enjoy the benefits of online ordering and other services from VELUX.

[Request access >](#)

VELUX eTrading  
VELUX Company Ltd  
Unit 1, Willsborough Cluster  
Willsborough Industrial Estate  
Clonshaugh  
Dublin 17  
Co Dublin  
Phone: +353 (0)1 848 8775  
Email: [etrading@velux.ie](mailto:etrading@velux.ie) (System queries)  
or [sales@velux.ie](mailto:sales@velux.ie) (All other enquiries)

# Requesting Access to Dealer Extranet 3

Simply complete the form and click **Request Access**.



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## Request access to VELUX Dealer Extranet

### Company information

Company name\*

Account No.

### Personal information

Full name\*

County

Email\*

Phone\*

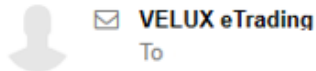
**Request access**

Cancel

# Requesting Access to Dealer Extranet 3

We will send you an email with a link to create your password and enter the site.

Welcome to VELUX Dealernet



Welcome

You have been created as a new user on the VELUX Dealer Extranet - please follow the link below to enter a new password:

<https://www.dealerextranet3.velux.ie/system/newpassword/>

Your username is

We recommend that you save the website <http://www.dealerextranet3.velux.ie> to your favourites for future reference.

Please click the links below to view your User Guides:

[Accessing VELUX Dealer Extranet 3](#)

[Account Information Guide](#)

[Orders User Guide](#)

[Quotation Guide](#)

[Tracking orders & V-Track](#)

With kind regards

**VELUX Company Ltd.**

# Requesting Access to Dealer Extranet 3

Choose a password that contains at least 8 characters, including both upper and lower case letters and at least one number.

Click **Save**.



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## Create new password

New password:

Re-type new password:

Your password must contain at least 8 characters containing both upper and lowercase letters and at least one number.

**Save**

# Requesting Access to Dealer Extranet 3


Once you have saved your password successfully you will see the screen below. Click **Go back to log in**.



## Create new password

Success [Go back to log in](#)

Enter your email address and password and click "Log in" to access the site.  
Welcome to the New VELUX Dealer Extranet



Sign in

Please sign in to access the extranet

E-mail:

Password:

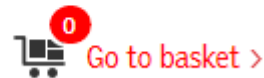
[Log in](#)

[Forgot password?](#)



# Changing your password

Should you wish to change your password, simply click on **Account Info** at the top right of the screen:



Click **Change Password**, then input the current and new passwords and click Change Password to save your change.

## Your Account

- Orders
- Invoices
- Quotes from VELUX
- Quotes for clients

### Your Information:

- Name:
- Phone:
- Company Name:
- E-mail:
- Customer number

[Change Password](#)

Current password

New Password

Retype New Password

Your password must contain at least 8 characters containing both upper and lowercase letters and at least a number.

[Change Password](#)

# Forgotten Password

If you forget your password, please click **Forgot password** on the log in page, then put your email address in the box and click **Create new password**.


We will send you an email with a link to allow you to select a new password.

Sign in

Please sign in to access the Dealer Extranet

E-mail:

Password:

 Log in

[Forgot password?](#)

## Forgot password?

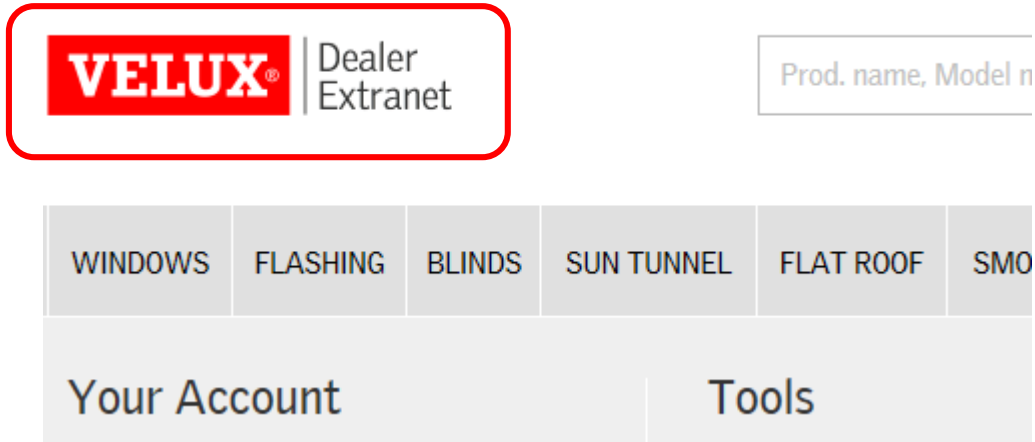
Username (Email Address):

**Create new password**

Back

# Home Page

You can quickly return to your home page at any time by clicking on the VELUX logo at the top left of your screen:



The screenshot shows the top navigation area of the VELUX Dealer Extranet. On the left, the VELUX logo is displayed in a red box, followed by the text "Dealer Extranet". To the right is a search input field with the placeholder text "Prod. name, Model n". Below these elements is a horizontal menu with six categories: "WINDOWS", "FLASHING", "BLINDS", "SUN TUNNEL", "FLAT ROOF", and "SMO". At the bottom of the navigation bar are two buttons: "Your Account" and "Tools".