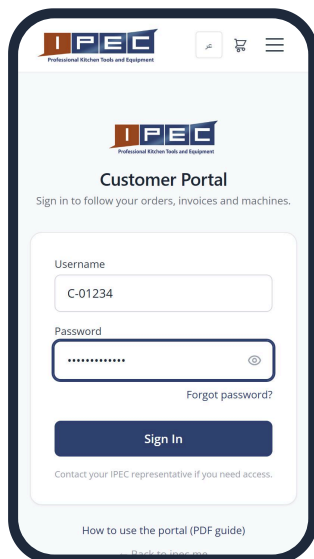


Your orders and invoices

Order in a few taps, follow every order and download your invoices and statement, any time, from your phone or computer.

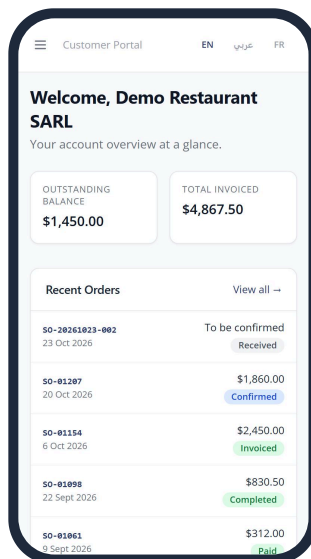
- 1 Sign in
- 2 Place an order
- 3 Follow your orders
- 4 Invoices and statement
- 5 Order again
- 6 Your account

1 Sign in



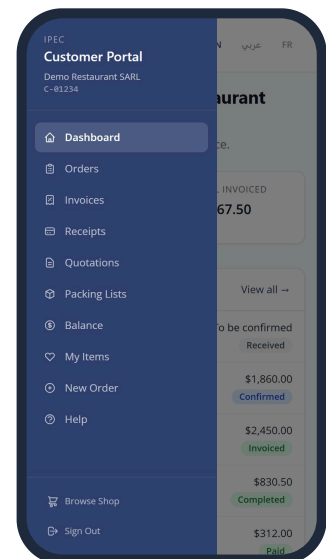
1 Sign in

Open ipec.me/portal/login or scan the QR code on your welcome PDF. Enter the **Username** and **Password** IPEC gave you.



2 Your dashboard

What you owe, your latest orders and invoices at a glance.

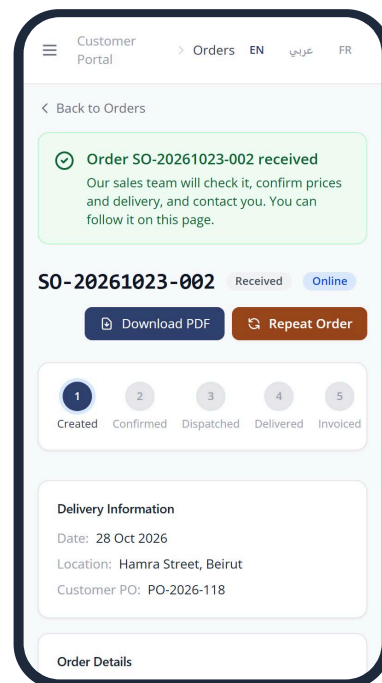
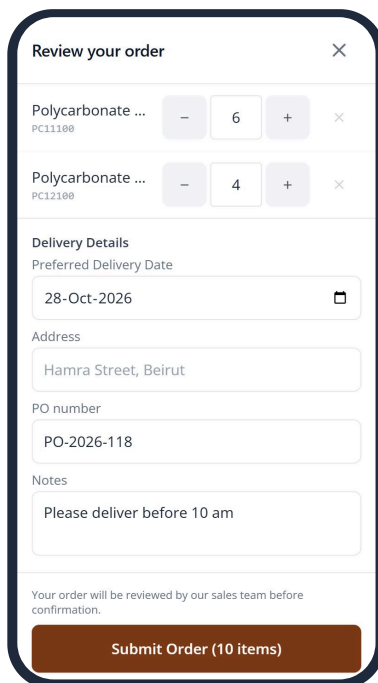
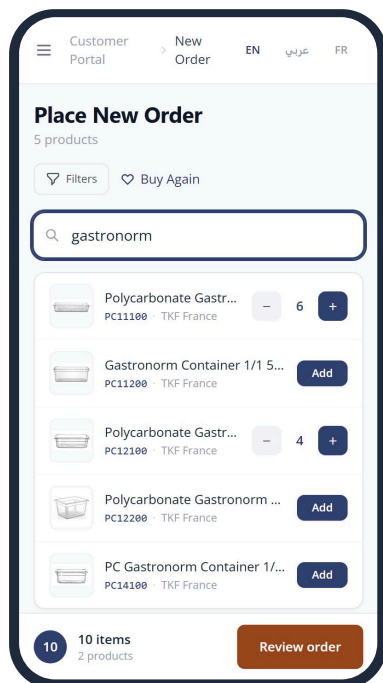


3 The menu

The menu  opens everything else: **New Order**, **Orders**, **Invoices**, **Balance** and more.

Lost your password? Tap **Forgot password?** on the sign-in page, or message us on WhatsApp: IPEC sends you a new one. Your password is set by IPEC and stays the same.

2 Place an order



1 Find your products

Tap **New Order**, then search by name or code, filter by category and brand, or open **Buy Again** for what you order often.

2 Review and send

Tap **Add** and set the quantities, then **Review order**. Add your delivery date, address, PO number and notes, and tap **Submit Order**.

3 We confirm

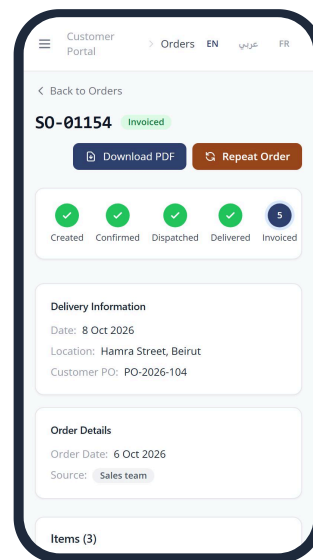
Our sales team checks your order, confirms prices and delivery, and contacts you. Follow it under **Orders**.

Why no prices? Our sales team confirms the prices of each order, so they always match what you agreed with us. Your basket stays saved on your device until you send it.

Can't send? If your order cannot go through online, the portal offers **Send this order on WhatsApp**: one tap and it reaches us, and your basket stays saved.

3 Follow your orders

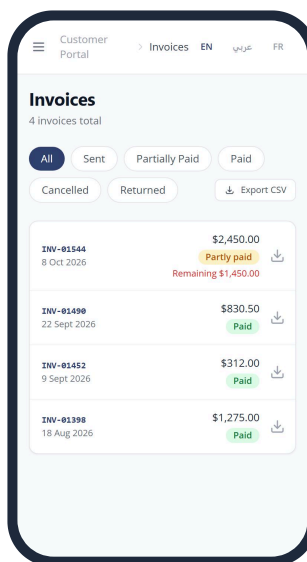
Orders lists all your orders: placed online, with our sales team, at the showroom or from the cash van. Open one to see where it stands, and to download its PDF and delivery notes.



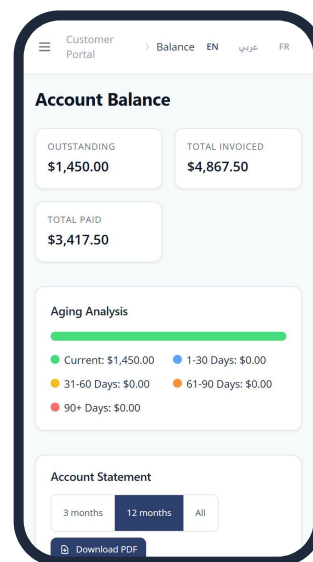
Orders

4 Invoices and statement

Invoices lists every invoice with its PDF.
Balance shows what you owe, your payments and your account statement for 3 months, 12 months or all, to download as a PDF.



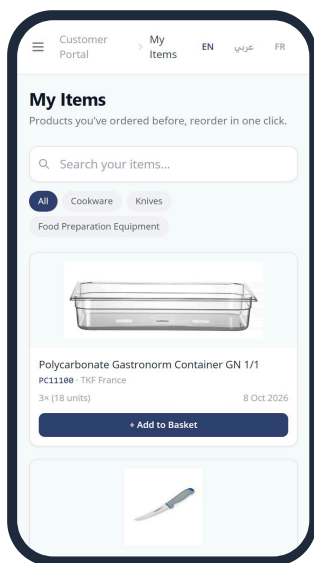
Invoices



Balance

5 Order again

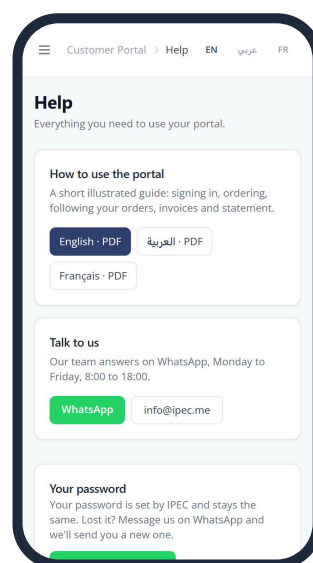
My Items lists the products you ordered before: add them to your basket in one tap. Or open a past order and tap **Repeat Order**.



My Items

6 Your account

- One login per person: ask IPEC for a login for your accountant or your kitchen team.
- Switch the language at the top of the page: EN, عربي or FR.
- On a shared computer, tap **Sign Out** when you are done.



Help

Need help?

Our team answers on WhatsApp, Monday to Friday, 8:00 to 18:00.

WhatsApp +961 70 830 000

info@ipec.me · ipec.me/portal/login



Scan to chat with us on
WhatsApp