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# E-SHOP - Quick Start User Guide

## For LES M & P series AC units & Accessories

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### 1 Introduction

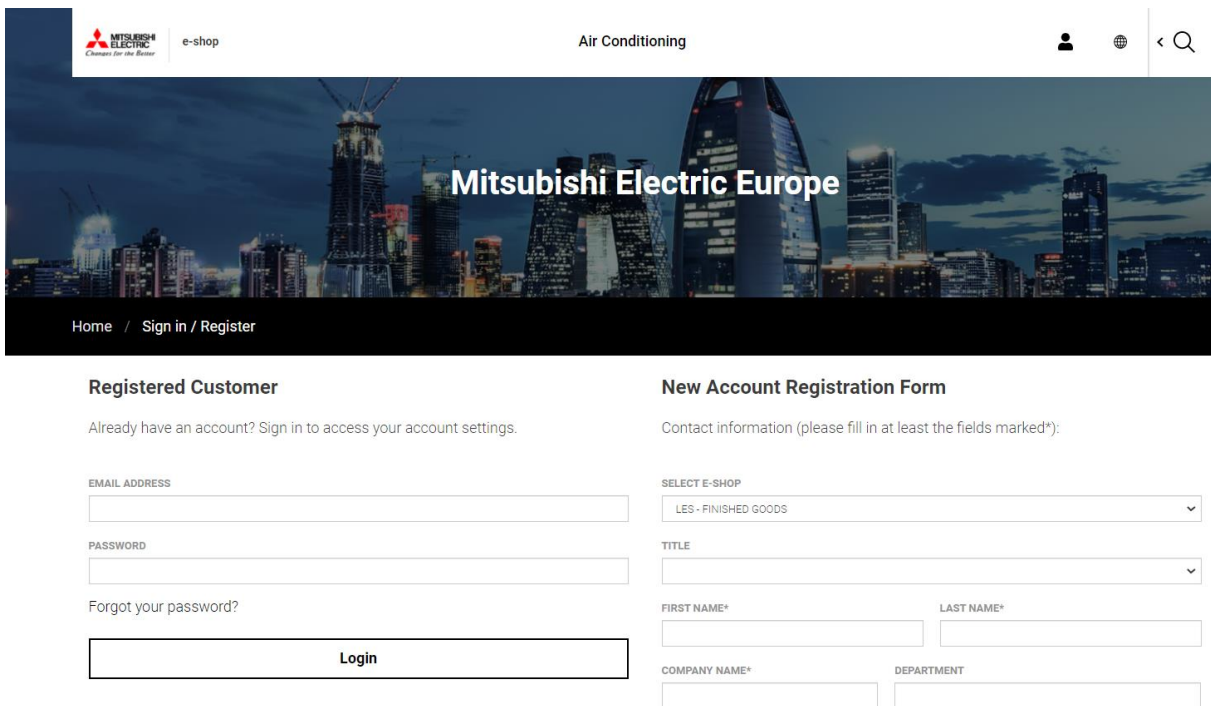
This Quick Start User Guide gives brief instructions on how to use the MEU-UK eShop ordering system once you have successfully registered and are ready to log in for the first time.

### 2 Use the link below to access the site

[https://mitsubishi-electric-eshop.mee.com/mee/AC\\_DX/en/GBP/](https://mitsubishi-electric-eshop.mee.com/mee/AC_DX/en/GBP/)

### 3 Logging in

- Enter your email address and password into the Registered Customer section.



The screenshot shows the Mitsubishi Electric Europe e-shop website. The header includes the Mitsubishi Electric logo, 'e-shop', and 'Air Conditioning'. A navigation bar at the bottom of the header contains 'Home / Sign in / Register'. The main content area is divided into two columns:



- Registered Customer:** Includes the text 'Already have an account? Sign in to access your account settings.' Below this are input fields for 'EMAIL ADDRESS' and 'PASSWORD'. A link 'Forgot your password?' is present. A 'Login' button is at the bottom.
- New Account Registration Form:** Includes the text 'Contact information (please fill in at least the fields marked\*)'. Below this are dropdown menus for 'SELECT E-SHOP' (with 'LES - FINISHED GOODS' selected) and 'TITLE'. There are input fields for 'FIRST NAME\*' and 'LAST NAME\*'. At the bottom are input fields for 'COMPANY NAME\*' and 'DEPARTMENT'.

If you experience any problems logging in or gaining access, please email [eshopreg@meuk.mee.com](mailto:eshopreg@meuk.mee.com).

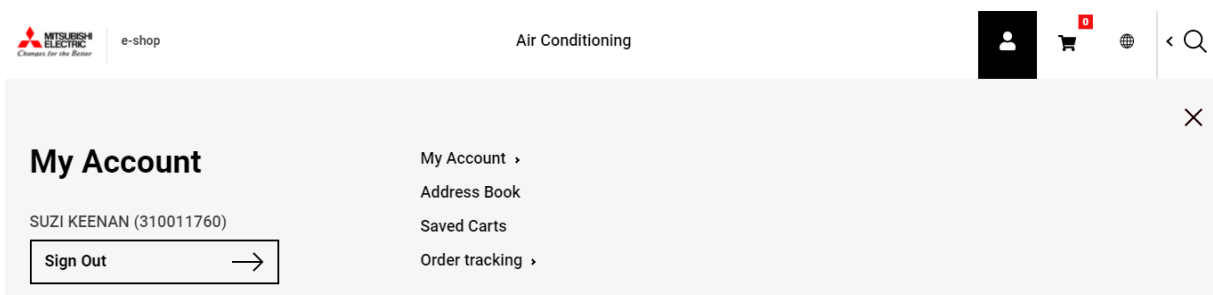
## 4 Opening screen

Once you have successfully logged in you will see the MEU wall mounted images on screen.



To check you have successfully logged into your eShop account, click on the 'head and shoulders' symbol in the top right hand corner  next to the Shopping Cart symbol . Here you will be able to view your User ID (your Username) and your company Account number.

If you can't see this information, you are not logged on correctly and will not be able to view Prices and Availability.




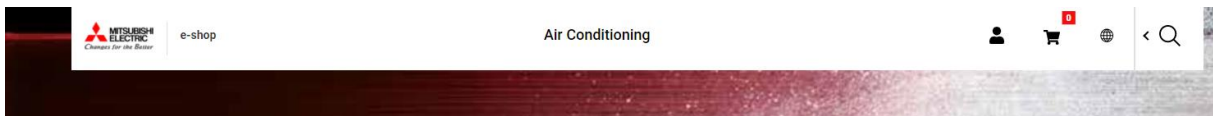
## 5 Searching for AC units and Accessories

There are a few different ways to search for M & P series units and Accessories so you can perform this function in a way that suits your personal preference. These are the different search methods:

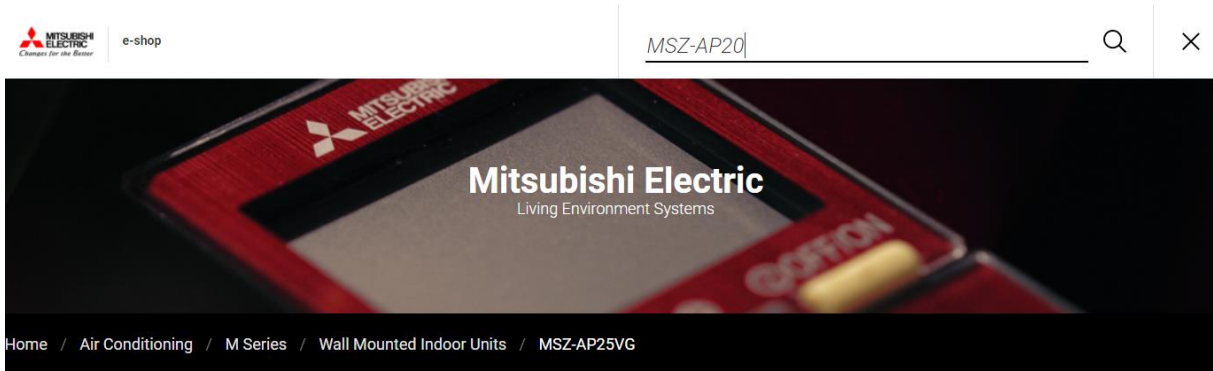
If you know exactly what you want to order, the quickest and easiest way of searching is to use the wildcard search.

### 5a. Using the **Wildcard** search

- Simply click on the eye-glass symbol in the top right hand side of the screen to access 



- Type in the AC unit or Accessory you are looking for e.g. the MSZ-AP20VG into the search and click enter. This page provides the full model description, MEU-UK material code and List Price.



IN STOCK

**MSZ-AP25VG**

**494949**

The MSZ-AP is a wall mounted unit that blends energy efficiency with a modern white design. Boasting outstanding benefits, this mid-range unit offers a quiet, yet powerful performance.

**£234.00**

list price



Add to cart



- You can scroll down to view the Technical Information about the product.

**TECHNICAL INFORMATION**

M SERIES: WALL MOUNTED	
Indoor type	Wall Mounted
Heating capacity: nominal (kW)	3.20
Cooling capacity: nominal (kW)	2.50
COP (nominal)	4.10
EER (nominal)	4.17
SCOP (BS EN14825)	4.80
SEER (BS EN14825)	8.60
Sound pressure level (dBA)	19-24-30-36-42
Fuse rating (BS88) - HRC (A)	6
Dimensions - WxDxH (mm)	798 x 219 x 299
Weight (kg)	10.5

- From here you can **Add to Cart** then either choose **Checkout** or **Continue shopping** (for instructions on proceeding to **Checkout** go to section 6.

Added to your Cart



MSZ-AP25VG  
Quantity Added 1

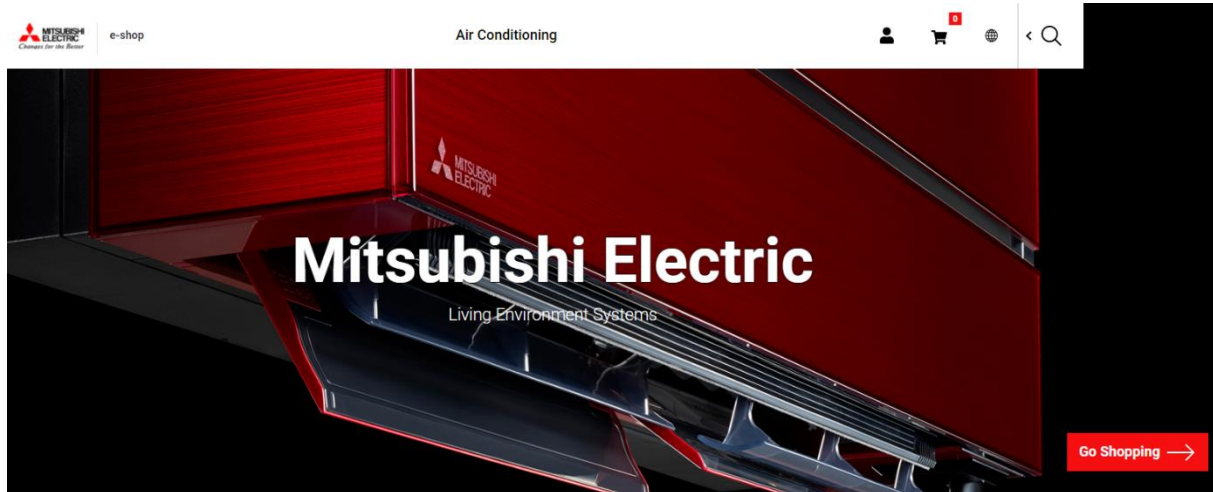
**£210.60**

Checkout

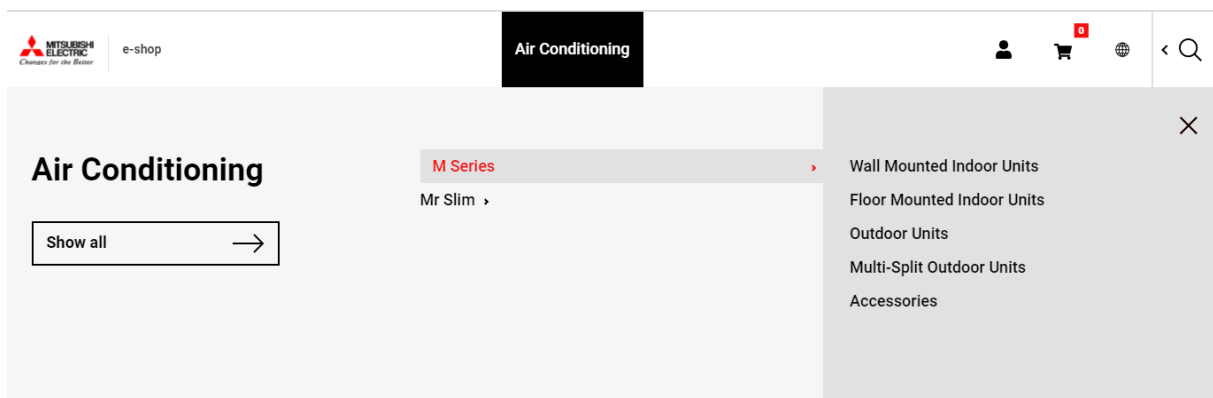
Continue shopping

**5b.** Using the **Product Category** search

- Click on either the **Air Conditioning** tab in the top-centre of your screen or **Go Shopping** tab in the bottom-right of your screen.






- From here you can simply click on the Product category you want e.g. **M Series** or **Mr Slim (P series)**.
- Use the sub-categories on the right-hand side to select the type of unit you are looking for e.g. **Wall Mounted Indoor Units**.



- This page will list all of the M Series wall mount units MEU-UK sell. Simply scroll down to view all the different colours and sizes.

SEER (BS EN14825)	+	SORT BY:		PRODUCTS PER PAGE:			
SCOP (BS EN14825)	+					<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/>	
Cooling capacity: nominal (kW)	+	Relevance	▼	20	▼		
Heating capacity: nominal (kW)	+						
Indoor type	+	49 Products found					
Type	+						
Model Sub-Range	+						

	<b>MSZ-LN18VGR - 317784</b>	<b>£354.00</b> <small>list price</small>
	The MSZ-LN is a wall mounted unit that blends energy efficiency with a sophisticated design. Ruby red in colour and with a premium quality feel, this unit includes Wi-Fi control as standard.	<input type="text" value="1"/> <input type="button" value="Add to cart"/>
	<b>MSZ-LN18VG2B - 488175</b>	<b>£354.00</b> <small>list price</small>
	The MSZ-LN is a wall mounted unit that blends energy efficiency with a sophisticated design. Onyx black in colour and with a premium quality feel, this unit includes Wi-Fi control as standard.	<input type="text" value="1"/> <input type="button" value="Add to cart"/>
	<b>MSZ-LN18VG2V - 487977</b>	<b>£354.00</b> <small>list price</small>
	The MSZ-LN is a wall mounted unit that blends energy efficiency with a sophisticated design. Pearl white in colour and with a premium quality feel, this unit includes Wi-Fi control as standard.	<input type="text" value="1"/> <input type="button" value="Add to cart"/>

- By clicking on one of the units, the page will display the full model description, MEU-UK material code and List Price as well as the Technical Information relevant to the selected product.



IN STOCK

## MSZ-LN18VGR

317784

The MSZ-LN is a wall mounted unit that blends energy efficiency with a sophisticated design. Ruby red in colour and with a premium quality feel, this unit includes Wi-Fi control as standard.

**£354.00**

list price

- 1 +

Add to cart



TECHNICAL INFORMATION

M SERIES: WALL MOUNTED	
Indoor type	Wall Mounted
Heating capacity: nominal (kW)	2.00
Cooling capacity: nominal (kW)	1.80
Sound pressure level (dBA)	19-23-29-36-42
Fuse rating (BS88) - HRC (A)	6
Dimensions - WxDxH (mm)	890 x 233 x 307
Weight (kg)	15.5

- From here you can **Add to Cart** then either choose **Checkout** or **Continue shopping** (for instructions on proceeding to **Checkout** go to section 6).

Added to your Cart



MSZ-LN18VGR

Quantity Added 1

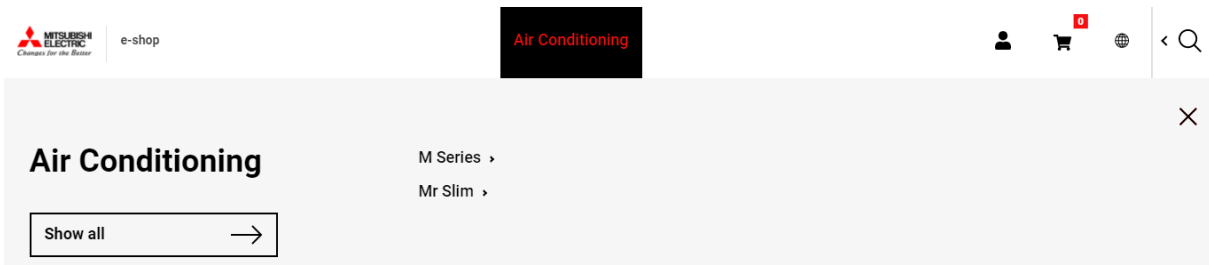
£318.60

Checkout

Continue shopping

5c. Using the **Category Path** search

- Click on the **Air Conditioning** tab in the top-centre of your screen you can click on **Show all**.



The screenshot shows the top navigation bar of the Mitsubishi Electric website. On the left is the logo and 'e-shop'. In the center is a black 'Air Conditioning' tab. On the right are icons for user profile, shopping cart, and search. Below the navigation bar, a dropdown menu is open for 'Air Conditioning'. It features the heading 'Air Conditioning' and a close button (X). Underneath, there are two sub-categories: 'M Series >' and 'Mr Slim >'. At the bottom of the dropdown is a 'Show all' button with a right-pointing arrow.

- This will list all of the M and P series units and Accessories under the **Category Path** heading. Simply click on the range you want to view (see below).

Home / Air Conditioning

MITSUBISHI ELECTRIC e-shop Air Conditioning

Category Path

- M Series - Wall Mounted Indoor Units (49)
- M Series - Floor Mounted Indoor Units (3)
- M Series - Outdoor Units (24)
- M Series - Multi-Split Outdoor Units (8)
- M Series - Accessories (16)
- Mr Slim - 4-Way Blow Ceiling Cassette Indoor Units (18)
- Mr Slim - 4-Way Blow Ceiling Cassette (600x600) Indoor Units (5)
- Mr Slim - Wall Mounted Indoor Units (5)
- Mr Slim - Ceiling Concealed Ducted Indoor Units (12)

217 Products found

HP1000 DX 2.0 - 573113 £2,286.00 list price

The HP DX 2.0 free standing air curtain range is the latest innovation from the collaboration between Mitsubishi Electric & Thermoscreens

HP1000R DX 2.0 - 573118 £2,663.00 list price

The HP DX 2.0 recessed air curtain range is the latest innovation from the collaboration between Mitsubishi Electric & Thermoscreens

- This will take you into the range you are interested in e.g. M Series - Floor Mounted Indoor Units (see below). Here you will be able to scroll down to view the different sized units in the range. This page provides the full model description, MEU-UK material code and List Price. You can also use the menu on the left-hand side to vary or narrow down your selection.

Home / Air Conditioning

Remove

M Series - Floor Mounted Indoor Units (x)

SEER (BS EN14825) +

SCOP (BS EN14825) +

Cooling capacity: nominal (kW) +

Heating capacity: nominal (kW) +

Indoor type +

Type +

Model Sub-Range +

3 Products found

MFZ-KT25VG - 404938 £541.00 list price

The MFZ-KT floor mounted unit is extremely versatile and is designed for wall attached installation at floor level. The auto swing vane provides a natural and comfortable airflow throughout the room.

MFZ-KT35VG - 404940 £598.00 list price

The MFZ-KT floor mounted unit is extremely versatile and is designed for wall attached installation at floor level. The auto swing vane provides a natural and comfortable airflow throughout the room.

MFZ-KT50VG - 404942 £724.00 list price

The MFZ-KT floor mounted unit is extremely versatile and is designed for wall attached installation at floor level. The auto swing vane provides a natural and comfortable airflow throughout the room.

- Once you have identified the unit you want, click on the image to display the full item description and Technical Information about the product (see below).





IN STOCK

## MFZ-KT35VG

404940

The MFZ-KT floor mounted unit is extremely versatile and is designed for wall attached installation at floor level. The auto swing vane provides a natural and comfortable airflow throughout the room.

**£598.00**

list price



Add to cart



### TECHNICAL INFORMATION

#### M SERIES: FLOOR MOUNTED

Indoor type	Floor Mounted
Heating capacity: nominal (kW)	4.30
Cooling capacity: nominal (kW)	3.50
COP (nominal)	3.41
EER (nominal)	3.30
SCOP (BS EN14825)	4.40
SEER (BS EN14825)	6.60
Sound pressure level (dBA)	19-24-31-37-41
Fuse rating (BS88) - HRC (A)	6
Dimensions - WxDxH (mm)	750 x 215 x 600
Weight (kg)	14.5

- From here you can **Add to Cart** then either choose **Checkout** or **Continue shopping** (for instructions on proceeding to **Checkout** go to section 6.

Added to your Cart ✕

MSZ-AP25VG  
Quantity Added 1

£210.60

Checkout

Continue shopping

## 6 Checkout

- Once you have ready to proceed to **Checkout** simply click on the Checkout prompt.
- When you reach the **Checkout** it's important you select the date you require delivery or the date you require the first delivery in the event of a split delivery requirement (shown below). This date transfers into the sales order and tells MEU when you need the kit.

Cart | ID:06583641

Continue shopping

Checkout

Total: (2 items) | £706.50

PLEASE SELECT THE REQUESTED DELIVERY DATE

13/04/2021

April 2021

WK	MO	TU	WE	TH	FR	SA	SU
13				1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
16	19	20	21	22	23	24	25
17	26	27	28	29	30		

CONTACT PHONE NUMBER  
please add value to mandatory field!

	REQUESTED DELIVERY DATE	ESTIMATED DELIVERY DATE	QUANTITY	LIST PRICE/PCS.	PRICE	TOTAL	<input type="checkbox"/>	<input type="checkbox"/>
MUZ-LN25VG2 - 488454	13/04/2021	1 PC on 13.04.2021	1	£421.00	£378.90	£378.90	<input type="checkbox"/>	<input type="checkbox"/>
MSZ-LN25VG2V - 488177	13/04/2021	1 PC on 13.04.2021	1	£364.00	£327.60	£327.60	<input type="checkbox"/>	<input type="checkbox"/>

- From here you will be taken to the **Cart** page where you'll be prompted to insert the following information:
  - Your **PO reference**
  - Your **Contact details and telephone number**

Cart | ID:06583641

Continue shopping

Checkout

Total: (2 items) | £706.50

PLEASE SELECT THE REQUESTED DELIVERY DATE

13/04/2021

YOUR PO NUMBER

please add value to mandatory field!

YOUR CONTACT DETAILS

please add value to mandatory field!

CONTACT PHONE NUMBER

please add value to mandatory field!

- You won't be able to proceed until this information has been entered.

PLEASE SELECT THE REQUESTED DELIVERY DATE

14/04/2021

YOUR PO NUMBER

PO12345/TEST/SK/90

YOUR CONTACT DETAILS

Suzi Keenan TEST

CONTACT PHONE NUMBER

07778 123987

- Below you will then be able to review the List Price, Discounted Price and stock availability of the units you have added to your order.

MATERIAL	REQUESTED DELIVERY DATE	ESTIMATED DELIVERY DATE	QUANTITY	LIST PRICE/PCS.	PRICE	TOTAL	<input type="checkbox"/>	<input type="checkbox"/>
MUZ-LN25VG2 - 488454	14/04/2021	1 PC on 14.04.2021	1	£421.00	£378.90	£378.90	<input type="checkbox"/>	<input type="checkbox"/>
MSZ-LN25VG2V - 488177	14/04/2021	1 PC on 14.04.2021	1	£364.00	£327.60	£327.60	<input type="checkbox"/>	<input type="checkbox"/>

- Should you want to change the delivery date of any of the items to request a split delivery then you can do this in the **REQUESTED DELIVERY DATE** field. NB If you change all of the delivery dates, then ensure you change the high-level header requested delivery date above the PO reference field to ensure MEU knows when you would like the first delivery.

PLEASE SELECT THE REQUESTED DELIVERY DATE

14/04/2021

YOUR PO NUMBER

PO12345/TEST/SK/90

YOUR CONTACT DETAILS

Suzi Keenan TEST

CONTACT PHONE NUMBER

07778 123987

MATERIAL	REQUESTED DELIVERY DATE	ESTIMATED DELIVERY DATE	QUANTITY	LIST PRICE/PCS.	PRICE	TOTAL	<input type="checkbox"/>	<input type="checkbox"/>
MUZ-LN25VG2 - 488454	14/04/2021	1 PC on 14.04.2021	1	£421.00	£378.90	£378.90	<input type="checkbox"/>	<input type="checkbox"/>
MSZ-LN25VG2V - 488177	19/04/2021	1 PC on 19.04.2021	1	£364.00	£327.60	£327.60	<input type="checkbox"/>	<input type="checkbox"/>

- Once you are ready, click on the **Checkout** 

- This will take you to the **Secure Checkout** where you will be prompted to select a delivery address or create a new delivery address.

**Secure Checkout**

**1. Shipping Address**

Address Details

This order will be shipped to the default delivery address, please use address book if you want to change.

Address Book

Create new address

< Back

Next >

2. Shipping Method

3. Final Review

**Order Summary**

Items to be delivered	
<b>MUZ-LN25VG2</b> Item Price: £378.90 QTY: 1	£378.90
<b>MSZ-LN25VG2V</b> Item Price: £327.60 QTY: 1	£327.60
<b>Subtotal:</b>	£706.50
<b>TOTAL:</b>	£706.50

- The **Address Book** tab will be pre-populated with your registered company address. This is to save you setting this up yourself.

### Address Book ✕

Customer ID: 310011760  
E Commerce ME LES

TRAVELLERS LANE  
HATFIELD, HERTS Hertfordshire  
United Kingdom AL10 8XB

Use this address

- Should you wish to set up new delivery addresses you can do so by clicking on the **Create new address** tab.

## 1. Shipping Address

### Address Details

This order will be shipped to the default delivery address, please use address book if you want to change.

**Address Book**

**Create new address**

COUNTRY

UNITED KINGDOM

NAME 1

STREET NAME

HOUSE NUMBER

CITY

POST CODE

SITE/DELIVERY CONTACT NAME

SITE/DELIVERY CONTACT PHONE NUMBER

Tick here if you want to use your name & contact phone number

SPECIAL DELIVERY INSTRUCTIONS/REQUIREMENTS (OPTIONAL)

Our standard delivery vehicles are 18 tonnes – if there are access issues at the delivery address please tell us about them. Please tell us about any special instructions the Driver will need to know before arriving at the delivery address.

- Once you have entered the delivery address you will be prompted to enter a **Site / Delivery Contact** name and telephone number. This helps MEU in the event of any queries on the date of delivery.
- You can use your name and contact number if there is no specific site contact or the delivery is going to one of your other offices or storage locations. Simply click the box (see below):

Tick here if you want to use your name & contact phone number

- You can also use the **SPECIAL DELIVERY INSTRUCTIONS/REQUIREMENTS** field if you need to tell us something important. For example, you would like to request a time specific delivery\* or you need to tell us something that the delivery driver needs to know e.g. 'Please deliver to Reception.'

**SPECIAL DELIVERY INSTRUCTIONS/REQUIREMENTS (OPTIONAL)**

Our standard delivery vehicles are 18 tonnes – if there are access issues at the delivery address please tell us about them. Please tell us about any special instructions the Driver will need to know before arriving at the delivery address.

- Once this is completed, simply click **Confirm** to proceed.

Back to address book

Confirm

- On the next screen you will be able to check the products on the order and click **Next** →

Home / Checkout / Shipping Method

**Secure Checkout**

1. Shipping Address
- 2. Shipping Method**
3. Final Review

Select Delivery Method

STANDARD DELIVERY (between 8am – 5.30pm) on the UK mainland (Free of charge)

Total gross weight: 53.500 KG

< Back
Next >

**Order Summary**

**Ship to**  
E Commerce ME  
TRAVELLERS LANE, HATFIELD, HERTS,  
AL10 8XB,

<b>MUZ-LN25VG2</b>	£378.90
<small>Item Price: £378.90 QTY: 1</small>	
<b>MSZ-LN25VG2V</b>	£327.60
<small>Item Price: £327.60 QTY: 1</small>	
Subtotal:	£706.50
<b>TOTAL:</b>	<b>£706.50</b>

- On the next screen you will need to click to agree to our Terms & Conditions before being able to click **Place Order**.

**3. Final Review**


**ORDER HEADER DATA**  
Your PO NUMBER: PO12345/TEST/SK/90  
Special delivery instructions/requirements: -


Subtotal:	£706.50
<b>TOTAL:</b>	<b>£706.50</b>

I CONFIRM THAT THIS PURCHASE COMPLIES WITH ALL MITSUBISHI ELECTRIC T&CS AND ALL APPLICABLE LEGISLATION RELATING TO TRADE SANCTIONS AND EXPORT CONTROL.

Place Order

**Secure Checkout**

1. Shipping Address 

2. Shipping Method 

**3. Final Review**

**ORDER HEADER DATA**

Your PO NUMBER: PO12345/TEST/SK/90  
Special delivery instructions/requirements: -

Subtotal: **£706.50**

**TOTAL: £706.50**

I CONFIRM THAT THIS PURCHASE COMPLIES WITH ALL MITSUBISHI ELECTRIC T&CS AND ALL APPLICABLE LEGISLATION RELATING TO TRADE SANCTIONS AND EXPORT CONTROL

**Place Order**

**Order Summary**

**ORDER HEADER DATA**

Your PO NUMBER: PO12345/TEST/SK/90  
Special delivery instructions/requirements: -

**Ship to**

E Commerce ME  
TRAVELLERS LANE, HATFIELD, HERTS,  
AL10 8XB,

**MUZ-LN25VG2 £378.90**

Item Price: £378.90  
QTY: 1

**MSZ-LN25VG2V £327.60**

Item Price: £327.60  
QTY: 1

Subtotal: **£706.50**

**TOTAL: £706.50**

- Once you have placed the order you will see an onscreen confirmation message (see example below):

Your order **PO12345/TEST/SK/90** was successful! Thank you for shopping with us.  
Our order number is **7264507 / 09/04/2021**

**ORDER HEADER DATA**

Your PO NUMBER: PO12345/TEST/SK/90  
Special delivery instructions/requirements: -

**Delivery address**

E Commerce ME  
TRAVELLERS LANE  
AL10 8XB HATFIELD, HERTS

**Shipping terms**

**Delivery options**

Normal delivery

**Your Delivery Items**

PRODUCT	ESTIMATED DEL. DATE	QUANTITY	LIST PRICE/PCS.	PRICE	TOTAL
MUZ-LN25VG2 488454 <small>Inverter outdoor unit optimised for high seasonal efficiencies.</small>	1 PC on 14.04.2021	1	£421.00	£378.90	£378.90
MSZ-LN25VG2V 488177 <small>The MSZ-LN is a wall mounted unit that blends energy efficiency with a sophisticated design. Pearl white in colour and with a premium quality feel, this unit includes Wi-Fi control as standard.</small>	1 PC on 19.04.2021	1	£364.00	£327.60	£327.60

Subtotal £706.50  
 VAT: £0.00  
**Order Total £706.50**

[Print page](#)

[Continue shopping →](#)

- NB we will only contact you if there is a problem with your order.