

Andi-Co Online Shopping How to complete a sale

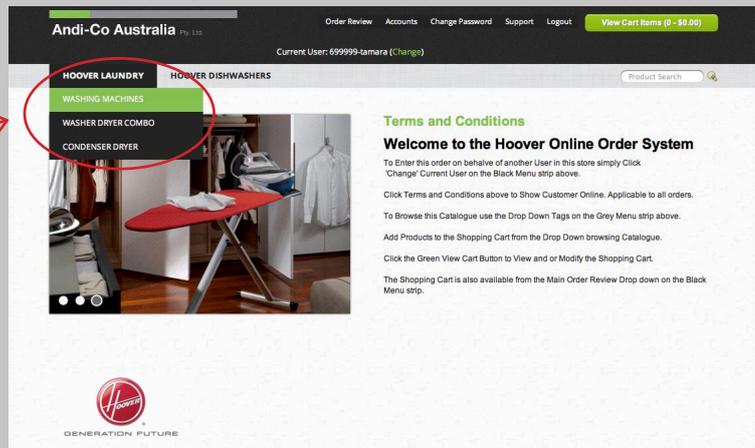
Andi-Co Australia Pty. Ltd.

When moving through the fields use the TAB key, do not press ENTER. Once all information is entered proceed as indicated

To complete a customer sale, please follow steps as shown below:

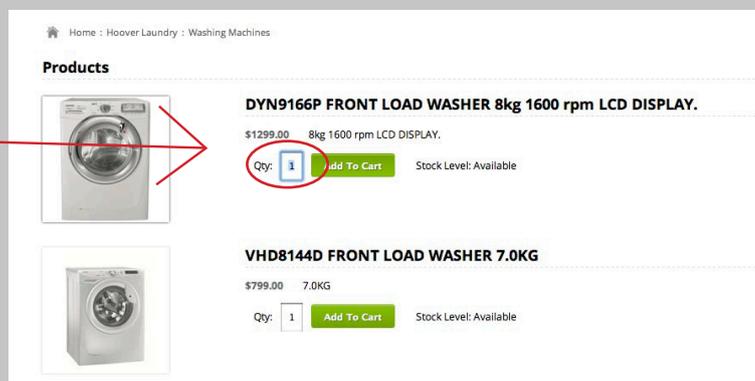
(1)

- Use the category drop down tabs to select which appliance you would like to complete an order for.



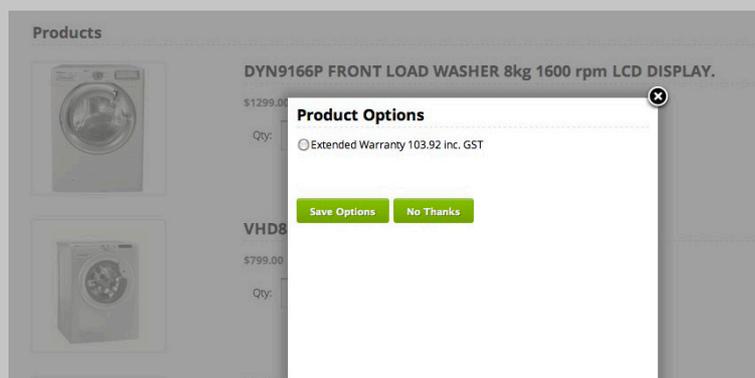
(2)

- Enter in the quantity of the product before clicking the 'Add To Cart' button.



(3)

- The pop up box to the right will appear on the screen, this is where the option to select 'Extended Warranty' is added to the sale.
- Additional options may appear, these options can be removed within the shopping cart window that appears after the 'Save Options' button has been pressed.

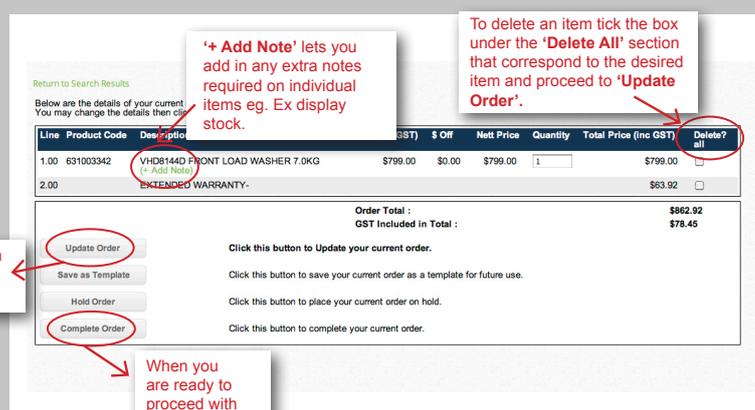


(4)

- Once you have selected either 'Save Options' or 'No Thanks' The window to the right will appear in your Internet browser.

- This is the shopping cart window. The example to the right explains options available within this window including deleting order lines, adding notes and changing quantity.

Press this button to refresh the order window.



(5)

- Once 'Complete Order' has been pressed the Internet browser will load to **example (A)**. Selected fields are mandatory and ***Required** error message will appear if left blank a upon clicking 'Proceed to Payment'.
- All customers details including name, address, phone number and delivery details should be filled in at this point.
- Once all information is provided as seen in **example (B)** 'Proceed to Payment' can be pressed.

example (A)

Customer Details:

Customer Name: *Required

Address:

Suburb: ..

State: Please Select ...

Post Code:

Phone: *Required

Mobile:

Email Address:

Delivery Address:

Delivery Address: Please Select ...

Delivery Name: *Required

Delivery Address:

Suburb: ..

State: Please Select ... *Required

Delivery PostCode:

Delivery Phone:

Estimated Delivery Date: .. *Required

I acknowledge the Terms and Conditions of Purchase:

Delivery Instructions:

Proceed to Payment

example (B)

Customer Details:

Customer Name: Sally Smith

Address: 1 Stamford Road

Suburb: Oakleigh ..

State: VIC

Post Code: 3166

Phone: 1800 685 8

Mobile:

Email Address:

Delivery Address:

Delivery Address: Customer Address

Delivery Name: Sally Smith

Delivery Address: 1 Stamford Road

Suburb: Oakleigh ..

State: VIC

Delivery PostCode: 3166

Delivery Phone:

Estimated Delivery Date: 08-Mar-2013 .. *Required

I acknowledge the Terms and Conditions of Purchase:

Delivery Instructions:

Proceed to Payment

(4)

- Your Internet browser will then refresh to show a final summary of purchase with the option to complete payment as seen in **example(A)**.
- There are two payment methods available **Card** or **Instore Manual Payment**, as seen on the drop down window in **example(B)**. Please refer to Andi-Co Online Shopping Help File - 'Payment Methods' for assistance in using these methods.

example (A)

Order Confirmation - Tamara Farmer
029998-Tamara

Order Number : 3000157

Order Value	\$882.92
ORDER TOTAL	\$882.92
GST included in this order	\$78.45

Deposit Required : 172.58

Please enter deposit amount you wish to pay. Minimum of 20% required.

Payment Method : Please Select ...

< BACK

example (B)

Order Confirmation - Tamara Farmer
029998-Tamara

Order Number : 3000157

Order Value	\$882.92
ORDER TOTAL	\$882.92
GST included in this order	\$78.45

Deposit Required : 172.58

Please enter deposit amount you wish to pay. Minimum of 20% required.

Payment Method : Please Select ...

- Visa
- MasterCard
- Diners Club
- American Express
- Instore Manual Payment