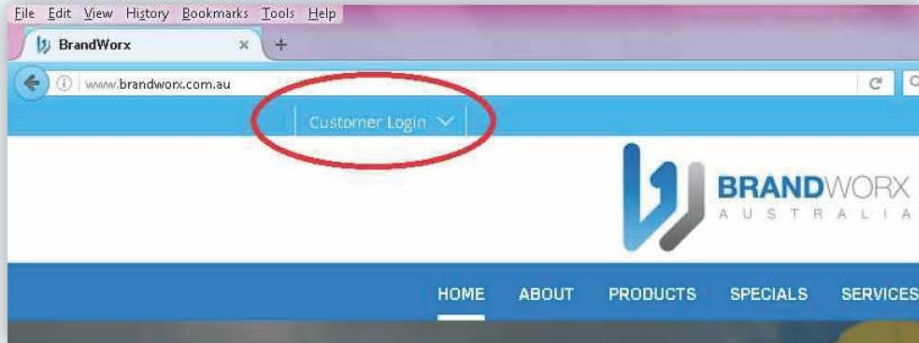




BRANDWORX

HOW TO: ORDERING UNIFORMS ONLINE

1. VISIT OUR WEBSITE AT [HTTP://WWW.BRANDWORX.COM.AU](http://www.brandworx.com.au)
2. CLICK ON CUSTOMER LOGIN



3. CLICK ON YOUR SCHOOL LOGO

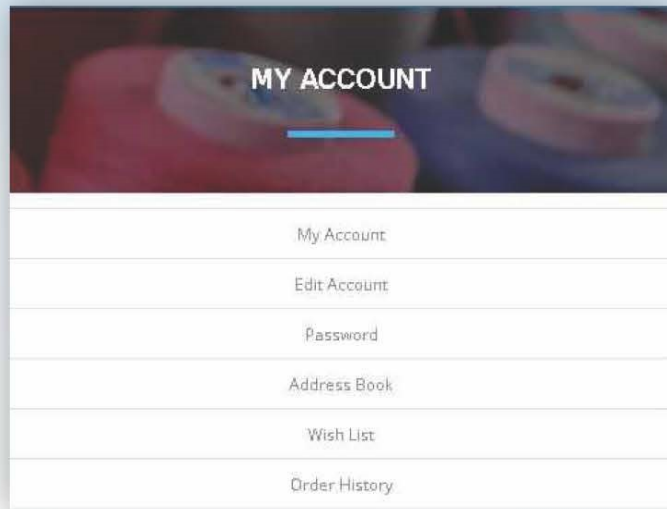


4. IF YOU ARE A NEW CUSTOMER CLICK CONTINUE TO REGISTER. IF YOU ARE A RETURNING CUSTOMER ENTER YOUR EMAIL ADDRESS AND PASSWORD TO LOG IN.

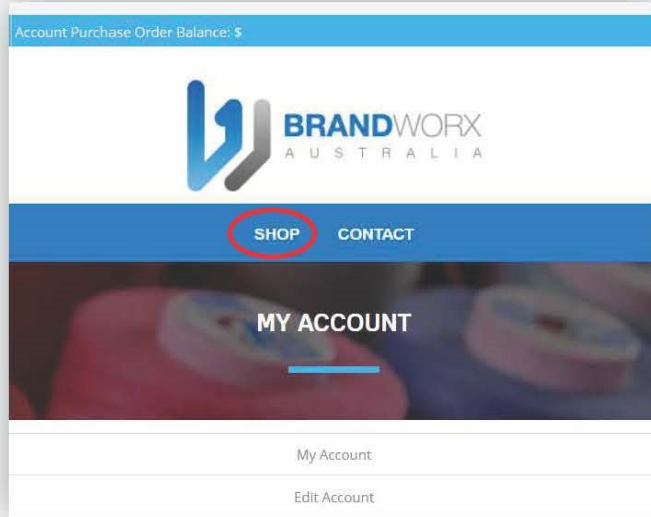
<p>NEW CUSTOMER Register Account</p> <p>By creating an account you will be able to shop faster, be up to date on an order's status, and keep track of the orders you have previously made.</p> <p>CONTINUE</p>	<p>RETURNING CUSTOMER I am a returning customer</p> <p>E-Mail Address <input type="text" value="E-Mail Address"/></p> <p>Password <input type="password" value="Password"/></p> <p>Forgotten Password</p> <p>LOGIN</p>
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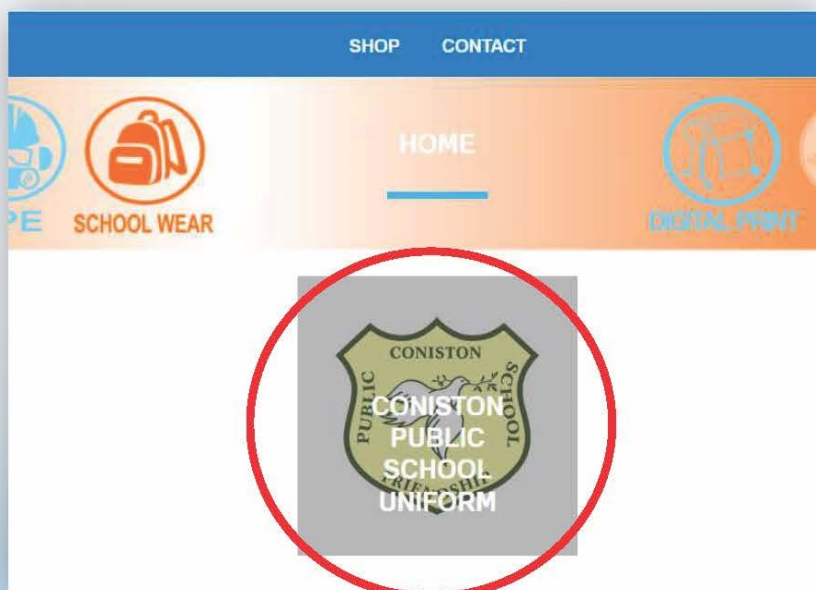
5. ONCE YOU HAVE REGISTERED OR LOGGED IN YOU WILL BE TAKEN TO THE BELOW SCREEN. HERE YOU CAN KEEP AN EYE ON ANY CURRENT OR PREVIOUS ORDERS, RE-ORDER AND ALTER ORDERS.



6. NOW YOU CAN CLICK ON THE "SHOP" LINK WHICH WILL TAKE YOU TO THE UNIFORM RANGE.



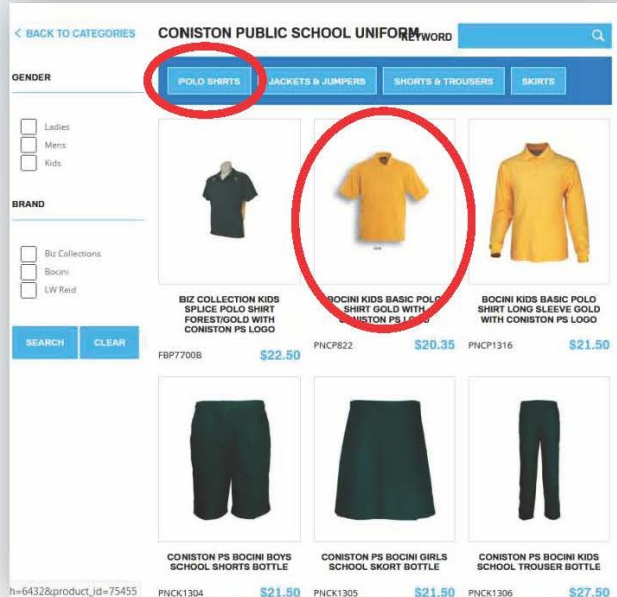
7. NOW YOU CAN CLICK ON YOUR UNIFORM RANGE.



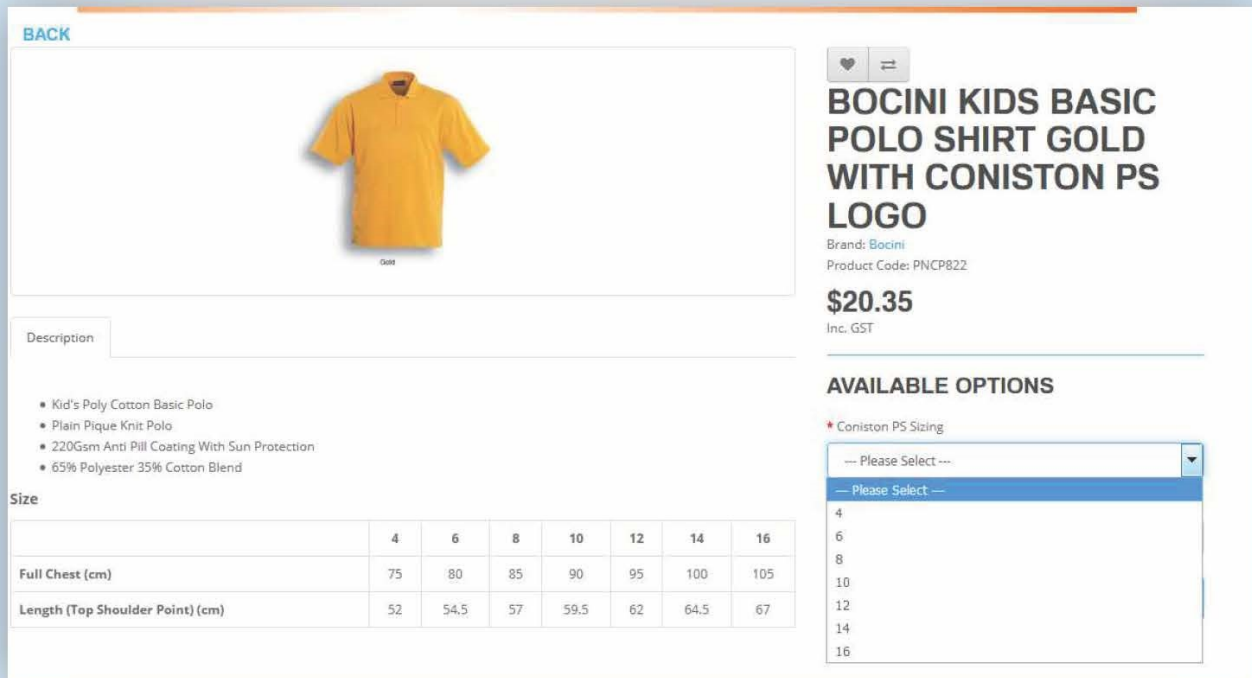


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8. FROM HERE YOU CAN BROWSE YOUR SPECIFIC AVAILABLE GARMENTS BY CLICKING ON EITHER THE IMAGE OR DESCRIPTION. YOU CAN ALSO NARROW DOWN YOUR OPTIONS BY SELECTING A SUB CATEGORY.



9. ONCE YOU HAVE SELECTED YOUR GARMENT YOU CAN THEN SELECT YOUR DESIRED SIZE USING THE DROP DOWN MENU OPTION, FINALISING YOUR SELECTION BY SELECTING "ADD TO CART".



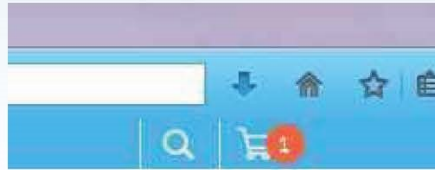
YOU WILL THEN SEE THE FOLLOWING CONFIRMATION. YOU CAN NOW SELECT "BACK" TO CONTINUE SHOPPING OR MOVE ON TO THE NEXT STEP.

Success: You have added **Bocini Kids Basic Polo Shirt Gold with Coniston PS Logo** to your shopping cart!



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10. YOU WILL THEN NOTICE YOUR CART HAS THE NUMBER OF ITEMS LISTED. TO CHECKOUT YOU CAN CLICK ON THE TROLLEY IMAGE.



11. YOU WILL THEN BE TAKEN TO THE SHOPPING CART. HERE YOU CAN CONFIRM YOUR CHOSEN OPTIONS OR MAKE ALTERATIONS TO YOUR CHOICES.

WORK WEAR PPE SCHOOL WEAR DIGITAL PRINT PROMO CORPORATE WEAR

Image	Product Name	Model	Quantity	Unit Price	Total
	Bocini Kids Basic Polo Shirt Gold with Coniston PS Logo Coniston PS Sizing: 6	PNCP822	<input type="text" value="1"/> <input type="button" value="↺"/> <input type="button" value="↻"/>	\$20.35	\$20.35

WHAT WOULD YOU LIKE TO DO NEXT?
Choose if you have a purchase order code or reward points you want to use or would like to estimate your delivery cost.
NOTE: Purchase order codes will be manually reviewed before processing.

12. YOU CAN THEN CONFIRM YOUR TOTAL AMOUNT AND CLICK ON "CHECKOUT"

Sub-Total:	\$20.35
Total:	\$20.35

Prices include GST

13. NOW YOU CAN SELECT YOUR BILLING ADDRESS FROM THE DROP DOWN LIST, THEN CLICK "CONTINUE"

STEP 2: BILLING DETAILS

I want to use an existing address

--- Select a billing address ---

I want to use a new address



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14. SELECT YOUR DELIVERY METHOD FROM THE PREDEFINED DELIVERY ADDRESS OPTIONS, OR SELECT PICKUP TO COLLECT FROM OUR PORT KEMBLA STORE. CLICK "CONTINUE"

STEP 3: DELIVERY METHOD ▾

Please select the preferred shipping method to use on this order.

Use a predefined shipping address

--- Select a predefined shipping address ---

--- Select a predefined shipping address ---

Coniston Public School (New South Wales, 123 Auburn Street, Coniston, 2500) - \$0.00

Home Or Work Address (New South Wales, Please enter Address in "Add Comments" Section) - \$15.00

Pickup - \$0.00

15. IF YOU SELECTED HOME OR WORK ADDRESS AS THE SHIPPING ADDRESS PLEASE ENTER YOUR DELIVERY ADDRESS IN THE "ADD COMMENTS ABOUT YOUR ORDER" WINDOW.

Please select the preferred shipping method to use on this order.

Use a predefined shipping address

Home Or Work Address (New South Wales, Please enter Address in "Add Comments" Section) - \$15.00

- OR -

Pickup - \$0.00

Add Comments About Your Order

CONTINUE

16. SELECT YOUR PAYMENT METHOD. IF YOU HAVE ANY FURTHER COMMENTS OR REQUESTS PLEASE ENTER THEM HERE. CLICK CONTINUE.

STEP 4: PAYMENT METHOD ▾

Please select the preferred payment method to use on this order.

Credit Card / Debit Card (Secure Pay)

Add Comments About Your Order

CONTINUE

17. You can then continue through to CONFIRM YOUR ORDER. THIS WILL SHOW YOU ALL THE FINAL DETAILS OF YOUR ORDER. IF YOU ARE HAPPY EVERYTHING IS CORRECT YOU CAN SELECT "CONFIRM ORDER"

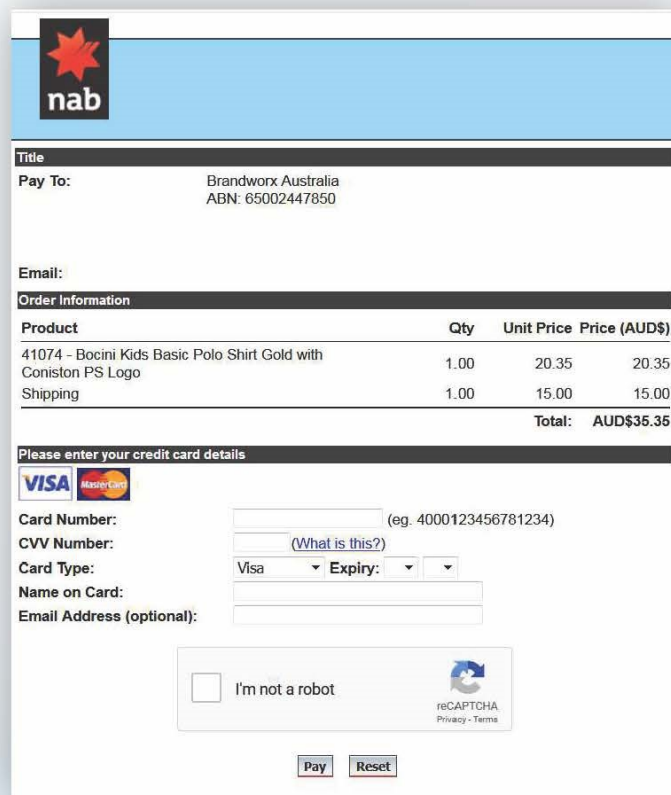
STEP 5: CONFIRM ORDER

Product Name	Model	Quantity	Unit Price	Total
Bocini Kids Basic Polo Shirt Gold with Coniston PS Logo - Coniston PS Sizing: 6	PNCP822	1	\$20.35	\$20.35
Sub-Total:				\$20.35
Home Or Work Address (New South Wales, Please enter Address in "Add Comments" Section):				\$15.00
Total:				\$35.35

Prices include GST

CONFIRM ORDER

18. You will then be taken to the NAB payment screen. Here you can enter your credit card details for secure payment. When you have entered in all required information, please click on "PAY".



nab

Title
Pay To: Brandworx Australia
ABN: 65002447850

Email:

Order Information

Product	Qty	Unit Price	Price (AUD\$)
41074 - Bocini Kids Basic Polo Shirt Gold with Coniston PS Logo	1.00	20.35	20.35
Shipping	1.00	15.00	15.00
Total:			AUD\$36.35

Please enter your credit card details

VISA **MasterCard**


Card Number: (eg. 4000123456781234)
(What is this?)

CVV Number:

Card Type: **Expiry:**

Name on Card:

Email Address (optional):

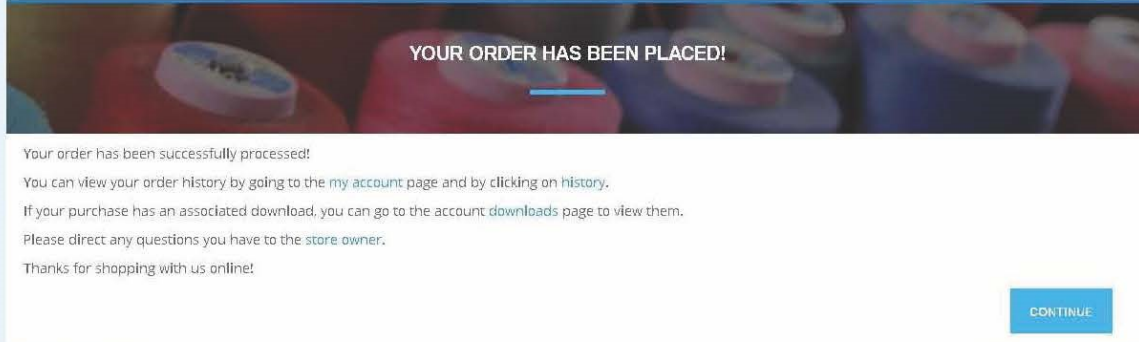
I'm not a robot 
reCAPTCHA
Privacy - Terms

Pay **Reset**



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19. YOU WILL THEN BE TAKEN TO THE CONFIRMATION PAGE. THIS CONFIRMS YOUR ORDER HAS BEEN PLACED. YOUR ORDER WILL THEN BE SENT TO BRANDWORX FOR PROCESSING. THANK YOU FOR YOUR ORDER.



20. YOUR ORDER WILL NOW BE PROCESSED BY BRANDWORX. YOU ARE ABLE TO VIEW THE STATUS OF YOUR ORDER AT ANY TIME BY VIEWING THE "ORDER HISTORY" LINK UNDER THE "MY ACCOUNT" LINK AT THE TOP LEFT OF THE PAGE.



21. YOUR PREVIOUS ORDERS WILL BE SHOWN IN THE BELOW TABLE. THE STATUS OF YOUR ORDER WILL UPDATE AS IT PROCESSES THROUGH THE BRANDWORX SYSTEM. ONCE YOUR ORDER STATUS CHANGES TO "PROCESSED" YOU KNOW THAT WE HAVE KEYED THE ORDER AND ANY STOCK HAS BEEN ORDERED.

Order ID	Customer	Comment	Status	Total	Date Added	
#8306	Jen Fishburn	Purchase order code: test	Processing	\$28.80	03/10/2018	

22. ONCE YOUR ORDER HAS BEEN SHIPPED YOU WILL NOTICE YOUR ORDER STATUS HAS CHANGED TO "COMPLETE". YOU CAN ALSO VIEW ANY TRACKING DETAILS BY CLICKING ON THE "EYE ICON"

Order ID	Customer	Comment	Status	Total	Date Added	
#8306	Jen Fishburn	Purchase order code: test	Complete	\$28.80	03/10/2018	



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23. THIS WILL THEN SHOW YOUR COMPLETE ORDER INFORMATION INCLUDING TRACKING NUMBERS FOR YOUR REFERENCE.

Order Details					
Order ID: #8750 Date Added: 15/11/2018		Payment Method Shipping Method		116-118 Wentworth Street, Port Kembla, 2505)	
Payment Address:					
Jen Fishburn Brandworx 61 Five Islands Road Port Kembla 2505 New South Wales Australia					
Product Name	Model	Quantity	Price	Total	
			\$37.29	\$37.29	
				Sub-Total	\$37.29
				116-118 Wentworth Street, Port Kembla, 2505)	\$0.00
				Total	\$37.29
Order Comments:					
Purchase order code: test					
ORDER HISTORY					
Date Added	Status	Comment			
15/11/2018	Processing				
15/11/2018	Processed				
15/11/2018	Shipped	Delivered 15.11.2018			
15/11/2018	Complete				
CONTINUE					

THANKYOU FOR PLACING YOUR ORDER WITH BRANDWORX. PLEASE REMEMBER THAT OUR FRIENDLY STAFF ARE AVAILABLE TO ASSIST YOU WITH ANY ENQUIRIES. CONTACT US ON (02) 4276 1181