



**waratah**

BRAND SERVICES

# WAIVENET USER GUIDE



# 1.0 ORDERING PRODUCTS FROM SVMAPS.COM.AU

To begin placing an order, click on the **Shop** button in the top menu.

## 1.1 FINDING PRODUCTS

Finding products to add to your cart can be done by using the search field [1.1a] or by navigating through the category lists [1.1b].

### 1.1.1 FINDING PRODUCTS VIA THE SEARCH FIELD [1.1a]

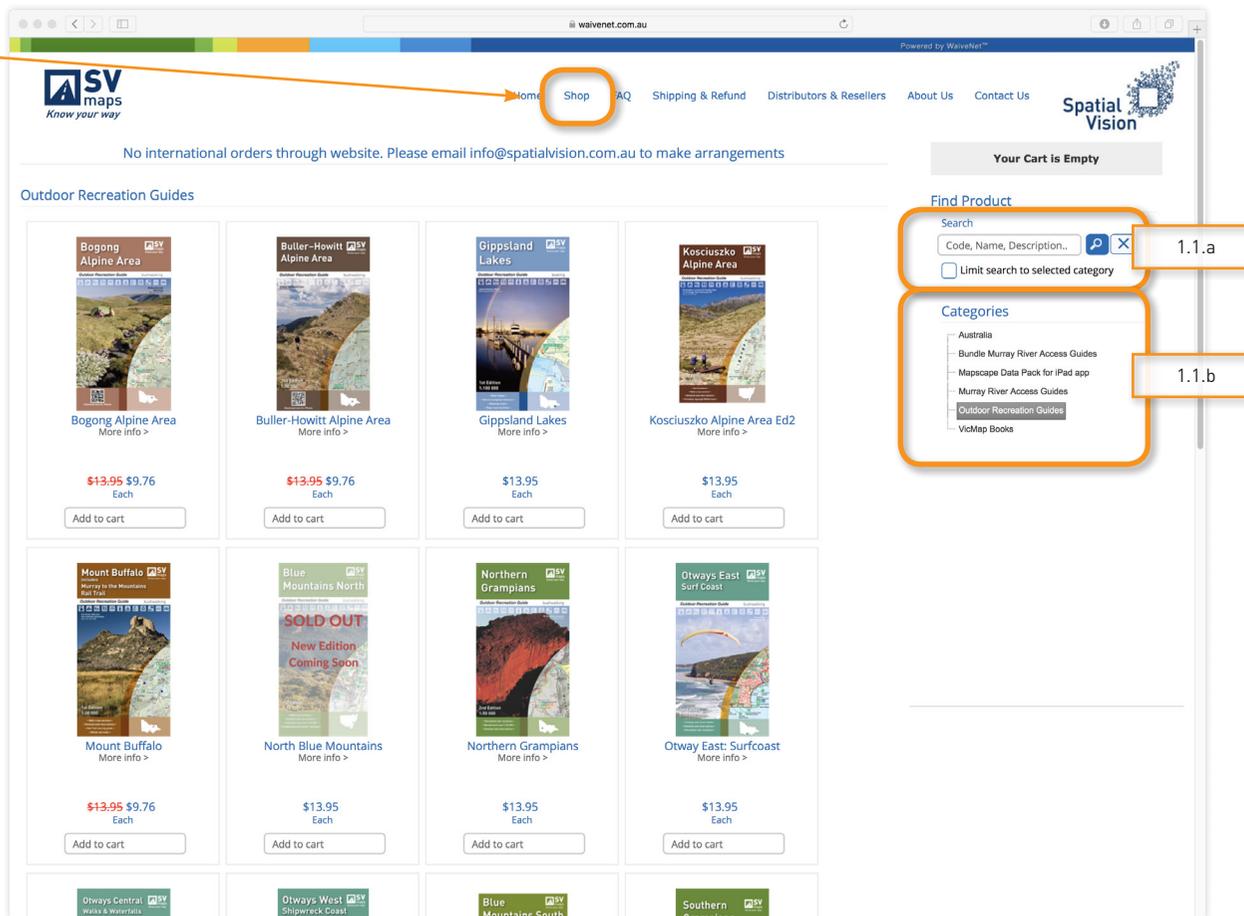
This field searches the **Product Name** and the **Product Description**.

You can search by entering whole or part of the Product Code, Product Name or Product Description into the Search field and clicking the search icon.

 **The search field is not case-sensitive.**

### 1.1.2 FINDING PRODUCTS VIA CATEGORY NAVIGATION [1.1b]

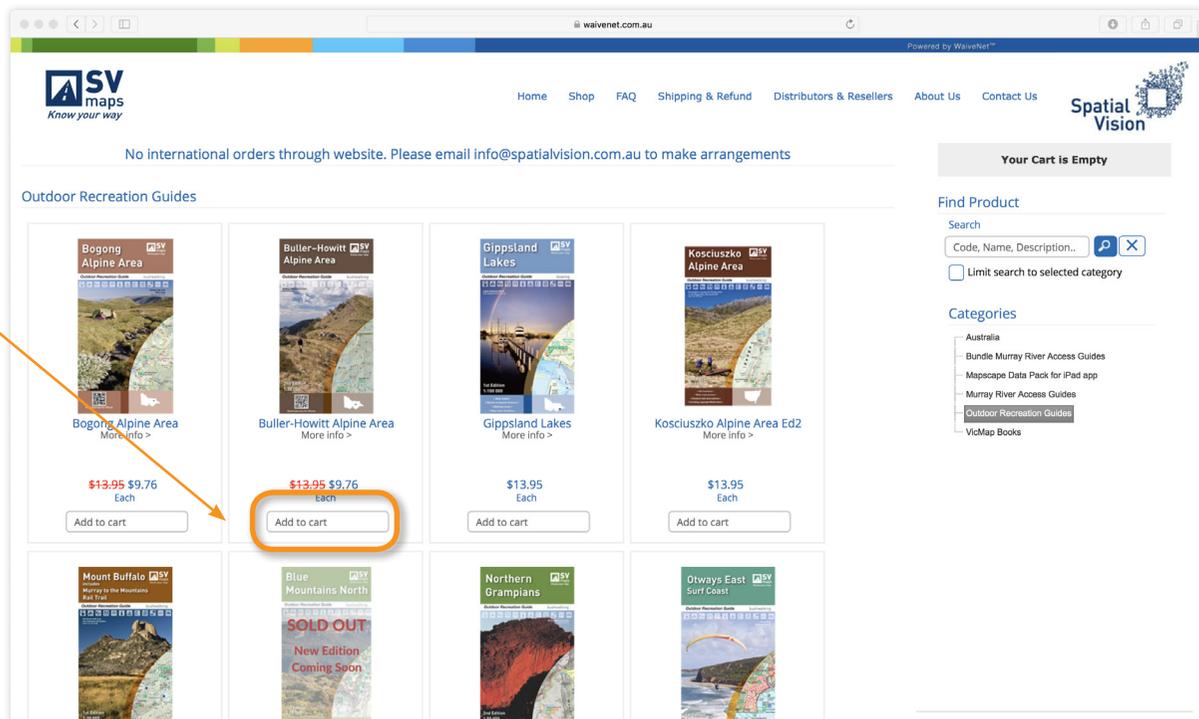
You can browse products by clicking on the **Categories** under the search field.



## 1.2 ADDING PRODUCTS TO YOUR CART

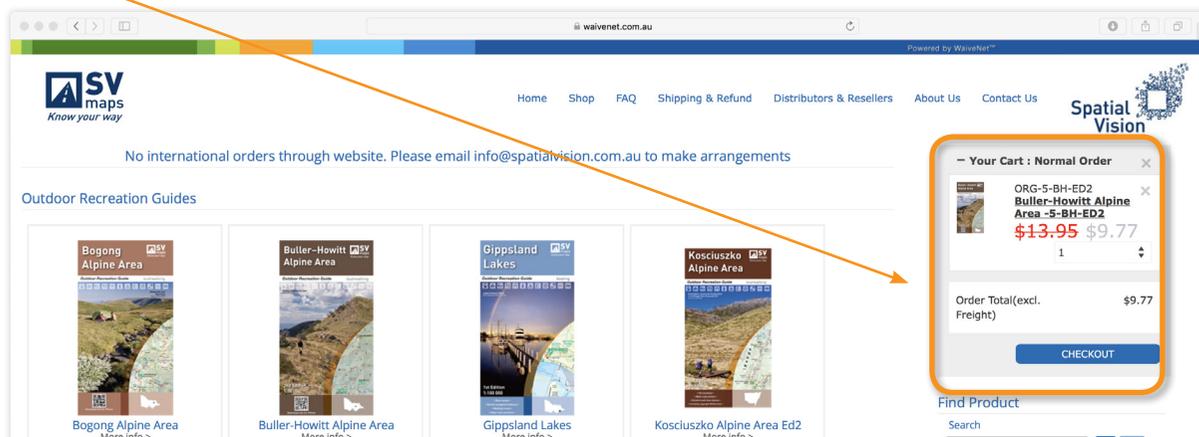
### 1.1.1 ENTERING QUANTITIES

Simply enter the quantity required into the **QTY** field of the desired product and press the 'enter' button on your keyboard.



The **Cart** window in the top right corner automatically updates to reflect the products ordered.

Once you have ordered all you require, click the **Checkout** button to place your order.



### 1.3 DELIVERY DETAILS

Once you click **Checkout** the **Order Details** screen will appear.

#### 1.1.1 DELIVERY DETAILS SCREEN

Complete your **Delivery Address** and select your **Shipping** requirement.

Once you have entered your details click on the **Continue** button.

At any time you can go back a step but clicking the step in the progress bar at the top of the page.



The screenshot shows the 'waivenet.com.au' website. At the top, there is a navigation menu with links for Home, Shop, FAQ, Shipping & Refund, Distributors & Resellers, About Us, and Contact Us. A progress bar at the top indicates the current step is '2 Delivery Details'. Below the progress bar, the text reads 'You are ordering the following products' followed by a table:

Product	Name	Qty	UOM
ORG-5-BH-ED2	Buller-Howitt Alpine Area -5-BH-ED2	1	Each

Below the table, there is a 'Delivery Details' section with the following information:

- Order Number: 560846
- Delivery Status: Placing
- Order Shipping #: 577395
- Order Date: 21/08/2018
- Despatch Date: 21/08/2018
- Delivery Type: Normal Order

The 'Delivery Address' section contains a note: 'Note: All delivery addresses with a P.O. Box incur a surcharge for delivery. Please use a street address where possible.' Below this are input fields for First Name, Last Name, Company, Phone, Mobile, Email, Address, Suburb, State, Postcode, and Country (pre-filled with 'Australia').

The 'Shipping' section includes a dropdown menu for 'Freight 1 Express Post', a 'Calculate Freight Fees' button, and a 'Please indicate special delivery instructions' text area. At the bottom, there are 'Cancel Order' and 'Continue' buttons. The 'Continue' button is highlighted with an orange circle, and a callout box next to it says: 'If you have any specific delivery requirements you can type them in here'.



### 1.1.3 ORDER CONFIRMATION

You will be provided with an Order Number to assist with any tracking enquiries and you will receive a confirmation email to the email address which was entered in the **Delivery Details Screen**.

