

CARBON ONLINE ORDERING STEP-BY-STEP GUIDE



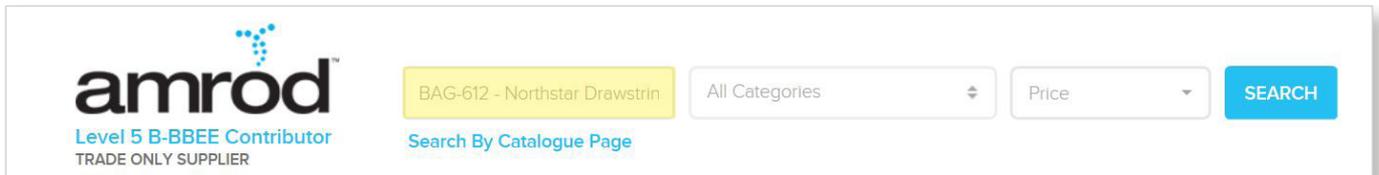

amrodTM

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PROMOTIONAL PRODUCTS PROVIDER

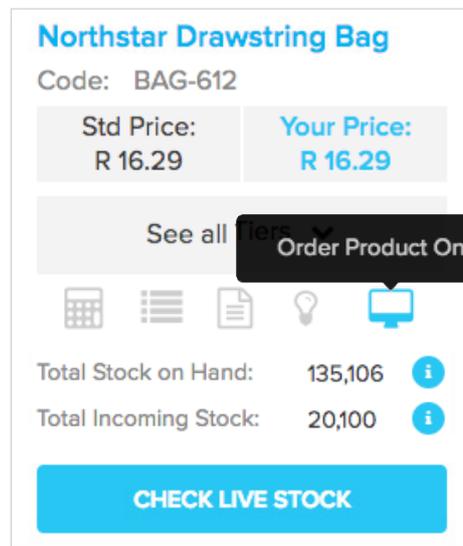
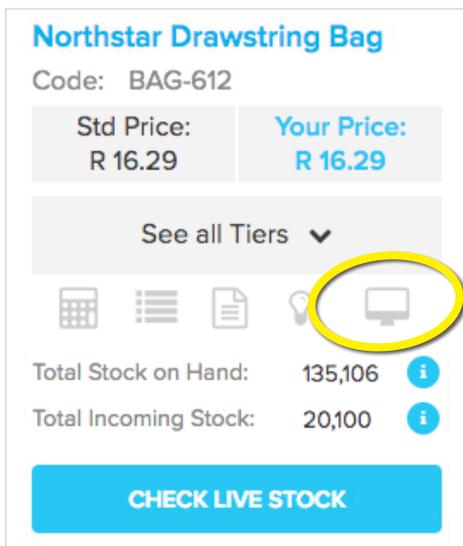


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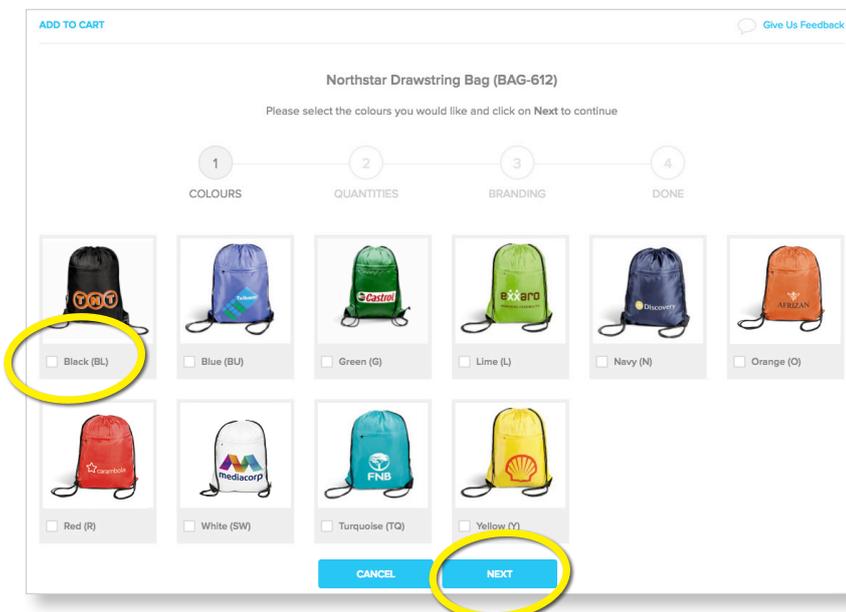
STEP 1 Select items you would like to order by entering the code in the search block.



STEP 2 Click on the 'Order Product Online' icon.



STEP 3 Select the item colour you would like to order and click 'NEXT'.



STEP

4

Enter the quantity of each product/colour you would like to order and click **'NEXT'**.

Northstar Drawstring Bag (BAG-612)

Please enter the quantities you would like and click on **Next** to continue

1 — 2 — 3 — 4
COLOURS — QUANTITIES — BRANDING — DONE

Product	Size	Stock Required	Incoming 1	Incoming 2
 Black (BL)		<input type="text" value="0"/> of 17,529	-	-

CANCEL **BACK** **NEXT**

STEP

5

Click on **'CONTINUE SHOPPING'** to add more items to your order or click on **'VIEW CART'** to place the order.

ADD TO CART x

Northstar Drawstring Bag (BAG-612)

The product has been added to your cart.

1 — 2 — 3 — 4
COLOURS — QUANTITIES — BRANDING — DONE

Search for the next product to add:

CONTINUE SHOPPING **VIEW CART**

STEP 6

If you clicked on **'VIEW CART'**, you will be directed to your shopping cart to confirm your order.

1. Enter your purchase order number
2. Type your email address
3. Confirm your email address
4. Acknowledge T's & C's
5. Click on **'PLACE ORDER'**

The screenshot shows a shopping cart for 'BAG-612 Northstar Drawstring Bag'. The cart table is as follows:

Colour	Size	Quantity	Product Price	Total Product Price
Black (BL)	N/A	1	R 16.29	R 16.29

Below the table is a search bar with the text 'Product Code/Name' and 'Enter product code or name and press enter to find and add another product to the cart', and an 'ADD PRODUCT' button.

On the right side, the order summary is:

- Product Total Excluding VAT: R 16.29
- Branding Excluding VAT: R 0.00
- VAT: R 2.28
- Total Including VAT: R 18.57

The main form area contains the following elements:

- 1**: 'Your order number:' field with 'PO#1234' entered.
- 2**: 'Email:' field with 'info@amrodgroup.co.za' entered.
- 3**: 'Confirm Email:' field with 'infor@amrodgroup.co.za' entered.
- 4**: A checked checkbox for 'I acknowledge that by placing this order, I am aware of the following relating to cancellations and charges:'. Below this are several bullet points regarding cancellation charges, return policies, and a link to terms and conditions.
- 5**: The 'PLACE ORDER' button at the bottom right.

STEP

7

An order confirmation will pop up with your reference number/s. You now have 30 minutes to make an online payment after clicking on **'MAKE PAYMENT'**.

X

We would like to thank you for your order.

Your reference number(s) for this is SO01775233.

The next step is to pay for your order using the PayU payment portal. Click on the button below to be redirected and make a secure payment.

Please note you have 30 minutes to pay this order. When placing an order on the website you need to use the PayU portal to make the payment. Please do not use your own internet banking otherwise the order will be cancelled.

You will receive a sales order via email.

MAKE PAYMENT

STEP

8

Choose your payment method: **Card or EFT Pro**.

STEP

8.1

If you choose to pay by Credit card: select **'Card'**.

SECURE PAYMENTS BY
PayU

Amrod

Amrod
Amrod payment

Amount Due R18.57

Choose your payment method

Card

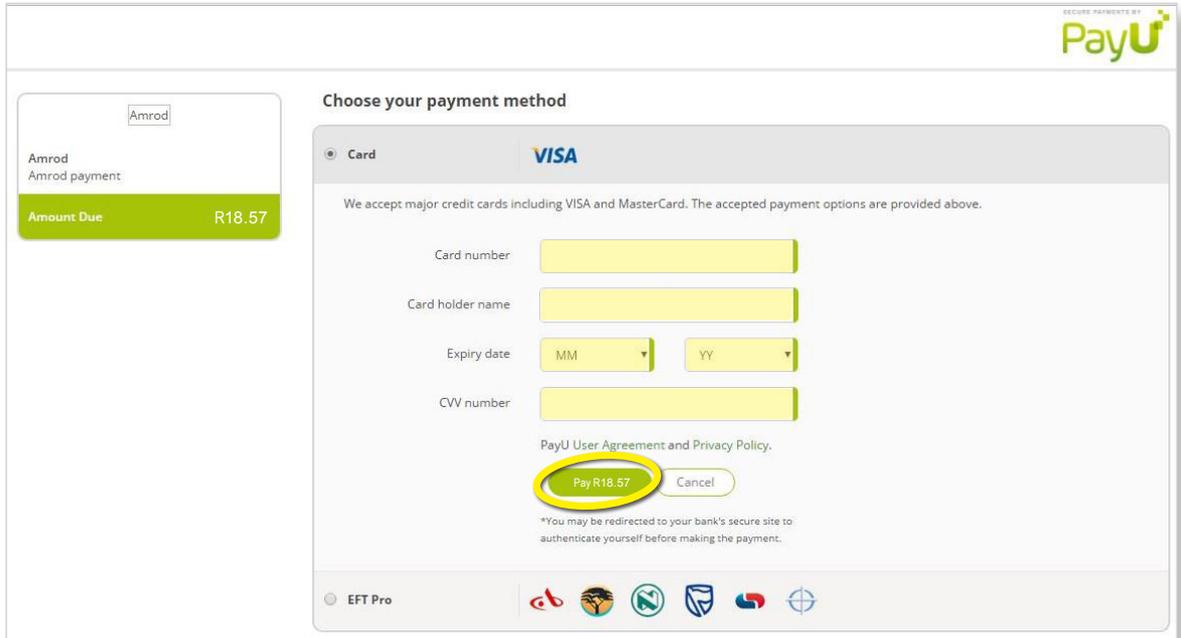
EFT Pro

VISA MasterCard

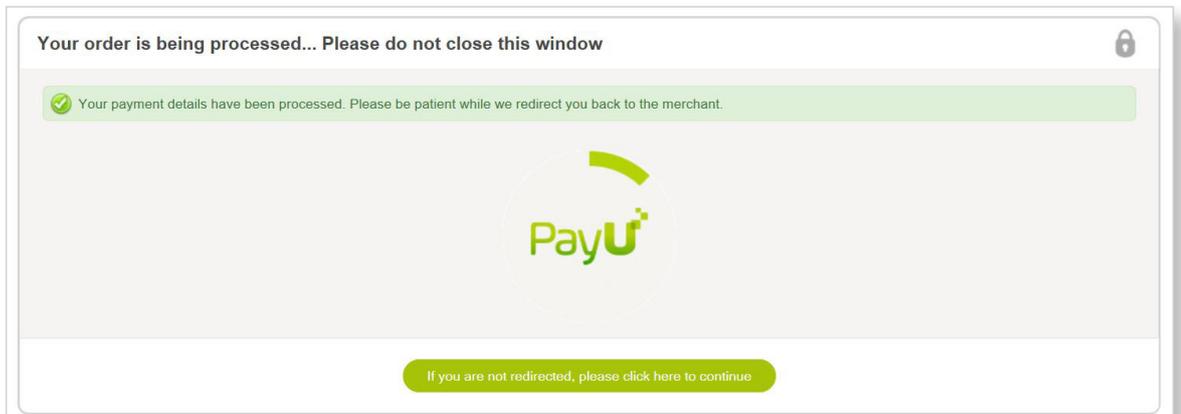
ab 2 3 4 5 6

sysnet global solutions PCI

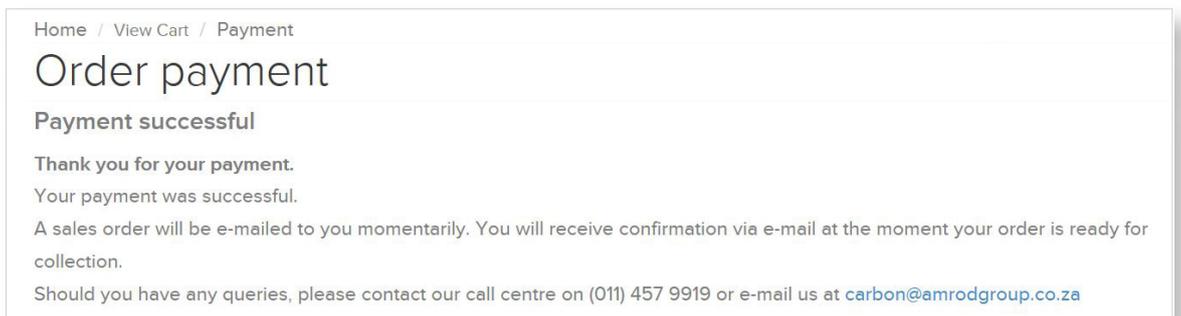
- Enter your Card number, Card holder name, Expiry date and CVV number from the back of your card. Then click on **‘Pay’**.



- PayU (our payment portal) will load your payment.

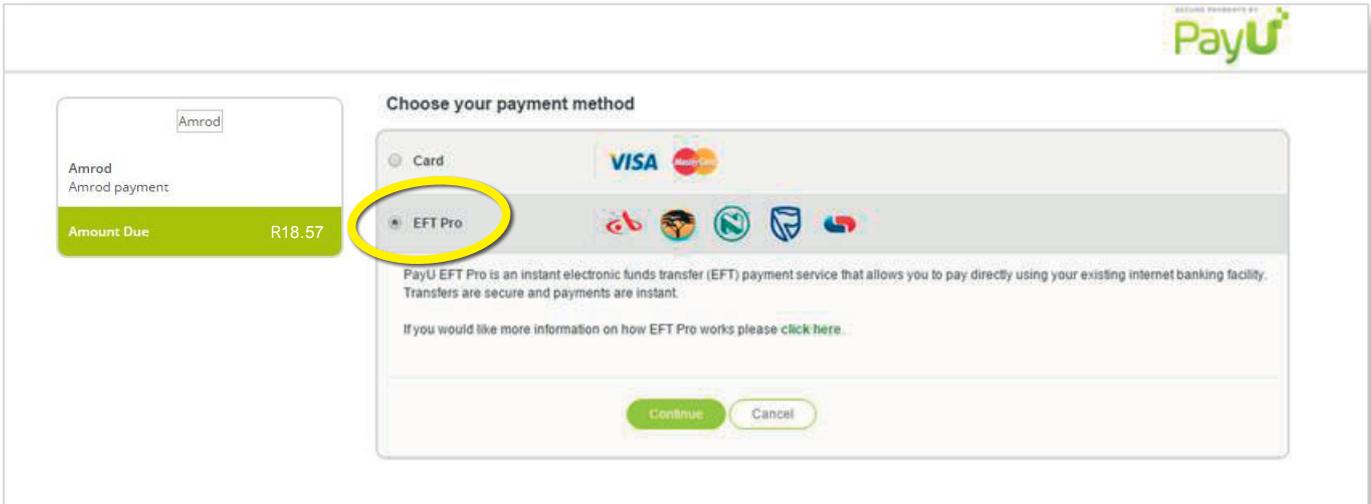


- Once the payment has been successful, you will receive a **‘Payment successful’** message.

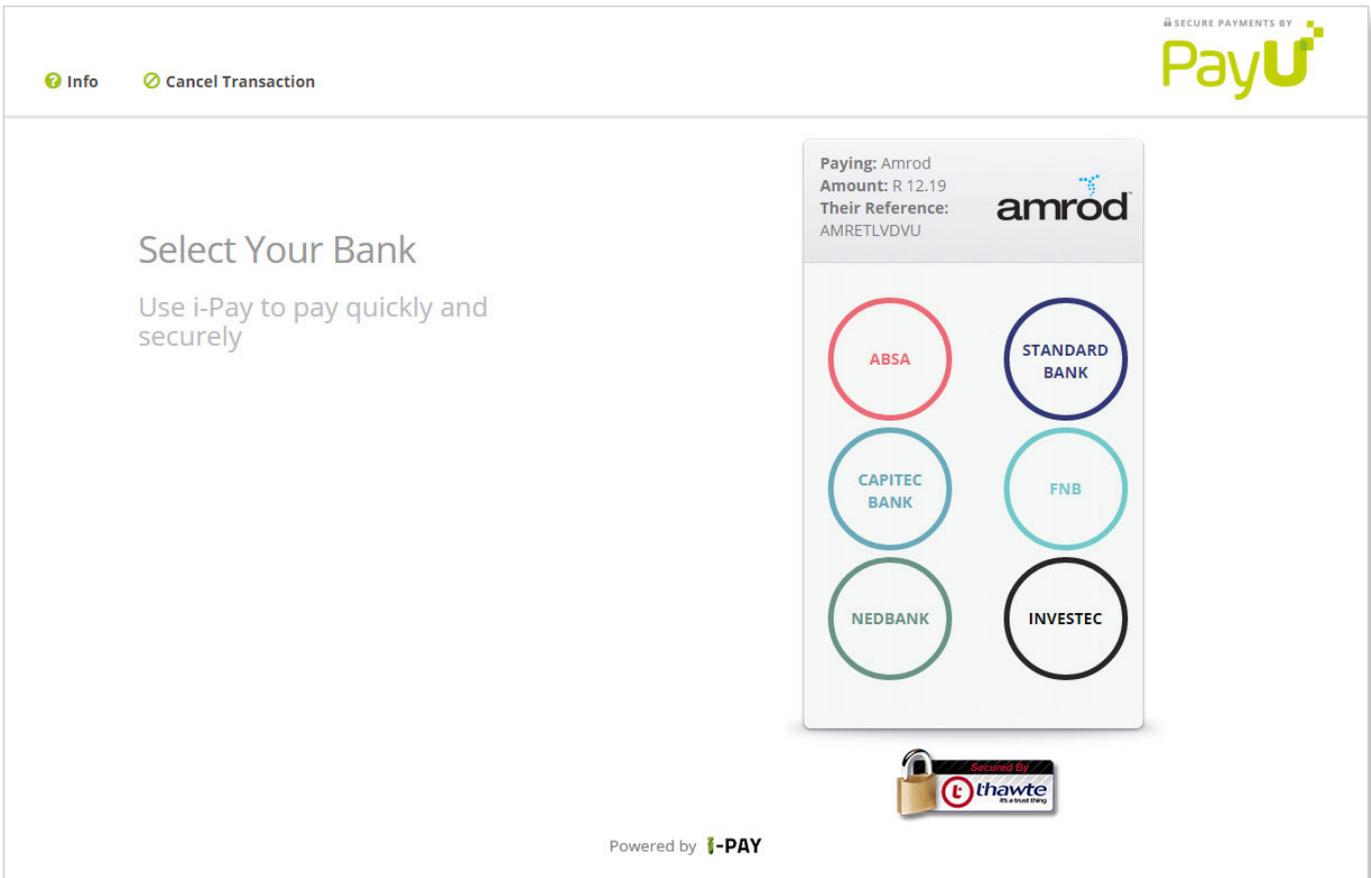


STEP 8.2

- If you have chosen to pay via EFT Pro:**
 Select the bank you are paying from and click **‘Continue’**.
 Please make payment into the matching bank.
 Payments made into a bank not matching your bank will not allow for goods to be released until the payment reflects in Amrod’s bank accounts.



- Select your bank from the menu.



- Login to your bank account and make the payment.
The password is the same which you use when logging in to your internet banking.

Info Cancel Transaction

Secure Payments by **PayU**

Paying: Amrod
Amount: R 12,19
Their Reference: AMRETLVDVU

amrod

Account Number
PIN
1

Login

[Change Bank]

Powered by **I-PAY**

Info Cancel Transaction

Secure Payments by **PayU**

Paying: Amrod
Amount: R 12,19
Their Reference: AMRETLVDVU

amrod

Enter Your Partial Password

2 4
6 7 8 9

Login

Powered by **I-PAY**

Info Cancel Transaction

Secure Payments by **PayU**

Paying: Amrod
Amount: R 12,19
Their Reference: AMRETLVDVU

amrod

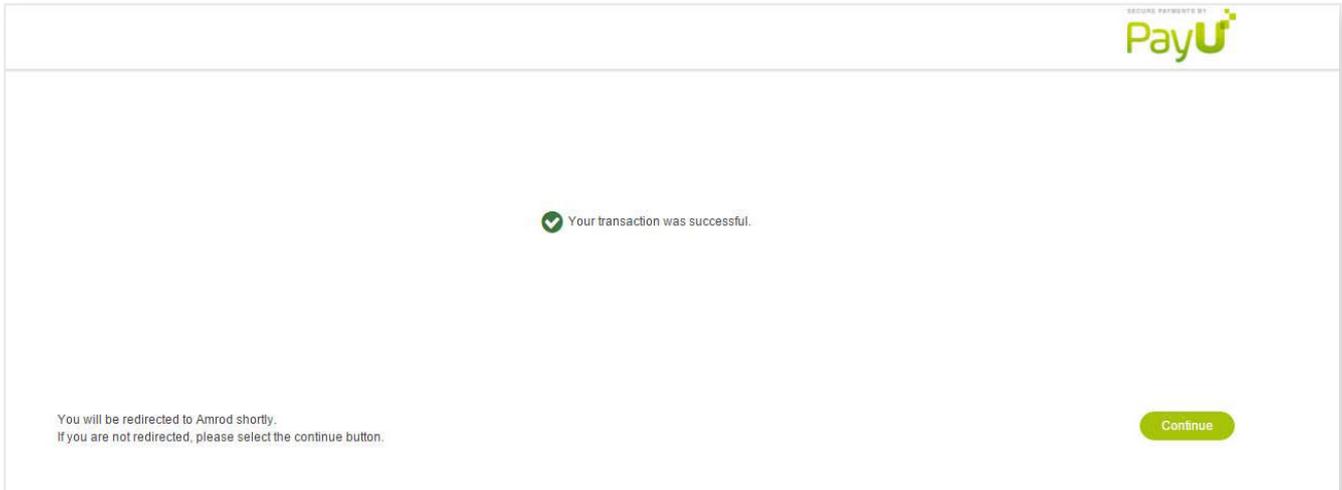
-- Select Account --

PAY R 12,19

Powered by **I-PAY**

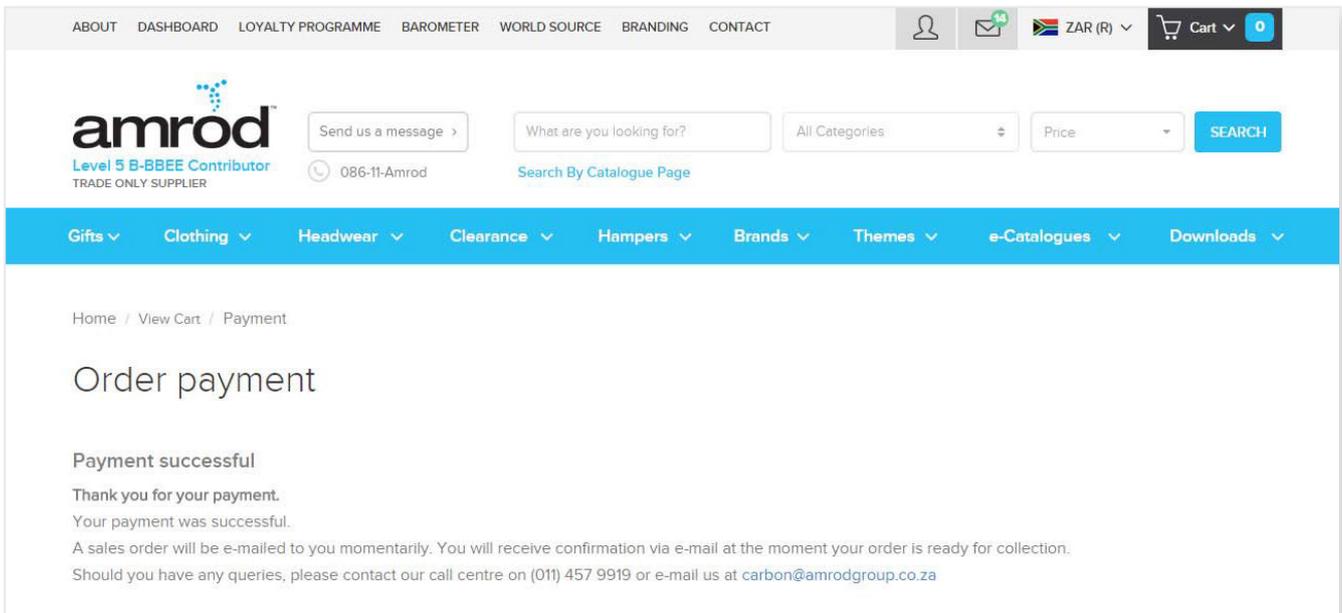
STEP 8.3

- Once payment has been made you will receive a message stating: **‘Your transaction was successful’**. Click **‘Continue’** to proceed.



STEP 8.4

- The below message will pop up. Once the payment is confirmed from PayU, it will be linked to our internal system and the invoice will be cleared.



Please take the below into consideration with regards to EFT and credit card payments:

1. When you process orders online, after checking stock and making payment:

- a. An invoice automatically generates, which means your order will not need to wait in a manual queue which could take up to two hours.
- b. The warehouse will get the notification to pull stock if the order is paid in full on the secured payment portal.
- c. A notification will be sent to you as soon as the order is ready for collection.

2. PayU sends us expired confirmation:

- a. An expired notification is sent when the time allowed for EFT payments (30 minutes) is exceeded.
- b. The order is marked for override and is deleted off the system.



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