

ORDERING THROUGH VETRES

GETTING STARTED

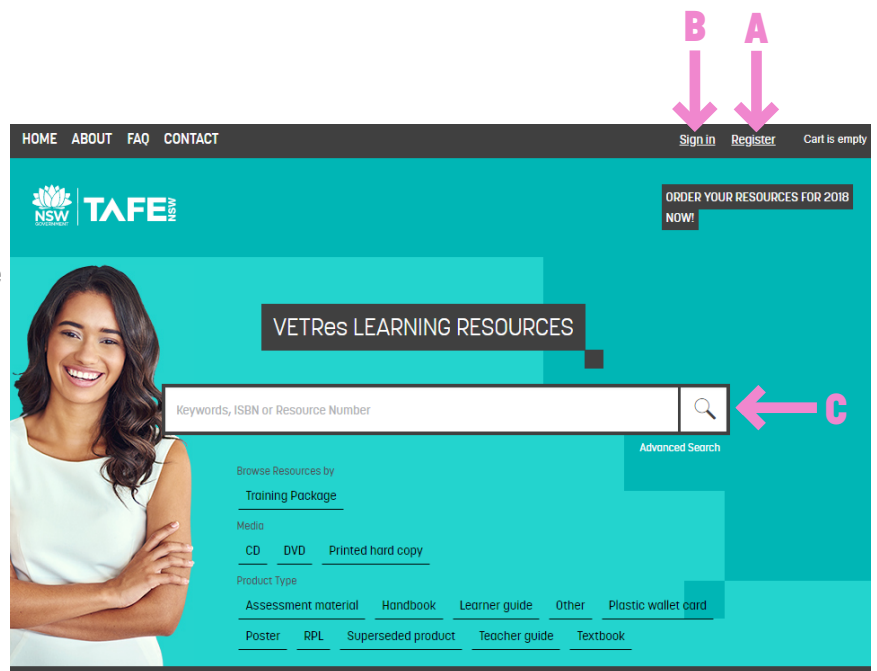
A If you don't have one, register a profile for yourself. For students, enter **[Student]** into the company field.

HINT If the characters in the antispam field are not clear, regenerate the picture by clicking on **[Get a different code]**.

Once submitted, click on the verification link sent to your email address.

B Sign into VETRes. If you have forgotten your log in details, please contact VETRes for assistance.

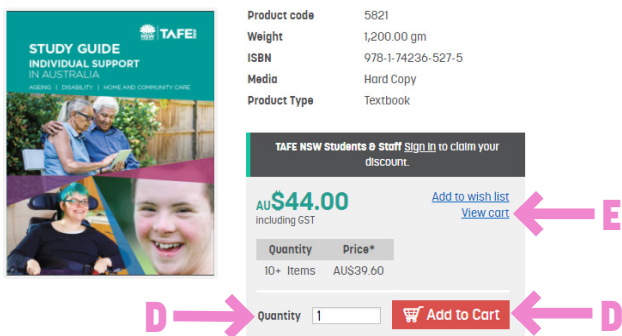
C Search for products by entering key words.



ADDING TO YOUR CART

D Once you have found your product, edit the quantity for the number you want to order, then select **[Add to Cart]**.

Individual Support in Australia: Ageing, Disability, Home and Community Care (STUDY GUIDE)



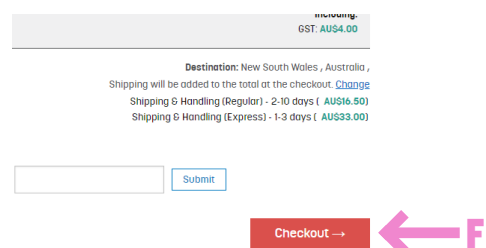
Continue shopping by searching for more products and repeating the process.

E Once ready, click on **[View Cart]** or **[your cart]** found at the top of the page.

CHECK YOUR SHOPPING CART

Carefully review your shopping cart, as VETRes is unable to provide refunds for incorrectly placed orders. Edit your cart as required.

F When you are satisfied your order is correct, proceed to **[Checkout]**.



CHECKOUT - PERSONAL DETAILS

If this is your first order, enter your shipping and billing details.

CHECKOUT - SHIPPING & PAYMENT

If you have placed an order before, your details will have been saved and you will automatically be redirected to the **[Shipping and Payment]** page.

G **[Modify]** your shipping and billing details if required.

H Select your **[Delivery Method]**, and preference for signature on delivery.

I Select your **[Payment method]** based on the following guide.

Approved Trade Accounts or Business Partners of TAFE NSW, use **[Purchase Order]** option.

TAFE NSW employees, use **[General Journal]** option.

All other Customers, use **[Credit Card]** option.

J Select **[Continue]** to proceed.

The screenshot shows the 'Shipping & Payment' step of a checkout process. At the top, a progress bar includes 'Your cart', 'Personal details', 'Shipping & Payment' (highlighted), and 'Place order'. The page is divided into two columns: 'Shipping address' and 'Billing address' on the left, and 'Delivery method' and 'Payment method' on the right. The shipping address is 109 March Street, Orange, New South Wales, Australia, 2800. The delivery method options are 'Shipping & Handling (Regular) - 2-10 days (AU\$16.50)' and 'Shipping & Handling (Express) - 1-3 days (AU\$33.00)'. The 'Signature on delivery required' options are 'Signature on delivery required' and 'No signature on delivery required*'. The payment method options are 'Credit Card' (with sub-options 'Visa or Mastercard'), 'Purchase Order' (with sub-option 'Trade Accounts or Business Partners only'), 'General Journal' (with sub-option 'TAFE NSW employees only'), and 'Gift Certificate'. A 'Continue' button is at the bottom right. Annotations G through J point to various elements: G points to 'Modify' links; H points to the delivery method and signature options; I points to the 'Payment method' section; and J points to the 'Continue' button.

CHECKOUT - PLACE ORDER

For Purchase Order or General Journal payments, enter appropriate details as prompted on the final page.

REVIEW ORDER DETAILS CAREFULLY on the final page and modify as necessary.

K Check the **[I accept the terms and conditions]** box, and click on **[Submit Order]**.

If paying by credit card, you will be redirected to the Westpac Payway Gateway where your credit card payment will be securely processed.

The screenshot shows the final step of the checkout process. It features a checkbox labeled 'I accept the "Terms & Conditions"' and a blue 'Submit order' button. Annotation K points to both the checkbox and the button.

ORDER CONFIRMATION

Once you have successfully placed your order, you will receive an email notification from VETRes with your order details.

If paying by credit card, a tax invoice will be automatically generated once your credit card details are confirmed, and then sent to your email address.

If paying as a Trade Account or Business Partner, your invoice will come from GovConnect in 1-2 weeks after your order has been dispatched.



TAFE
NSW

VETRes LEARNING RESOURCES

**FOR
MORE
HELP**

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