

# ORDERING THROUGH VETRES - STAFF

## GETTING STARTED

**A** Register a profile for yourself. VETRes is not linked to the TAFE NSW platform.

**IMPORTANT** Use your TAFE NSW email address when registering.

**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.

**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)



Product code: 5821  
Weight: 1,200.00 gm  
ISBN: 978-1-74236-527-5  
Media: Hard Copy  
Product Type: Textbook

TAFE NSW Students & Staff [sign in](#) to claim your discount.

AU **\$44.00** including GST [Add to wish list](#) [View cart](#)

Quantity	Price*
10+ Items	AUS\$39.60

Quantity  [Add to Cart](#)

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 returns for incorrectly placed orders.

Edit your cart as required.

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

Product code: 5821  
GST: AUS\$4.00

Destination: New South Wales, Australia,  
Shipping will be added to the total at the checkout. [Change](#)  
Shipping & Handling (Regular) - 2-10 days ( AU\$16.50)  
Shipping & Handling (Express) - 1-3 days ( AU\$33.00)

[Checkout ->](#)

## CHECKOUT - PERSONAL DETAILS

If this is your first order, enter your shipping and billing details as prompted - do not use a PO Box or Locked Bag address.

## CHECKOUT - SHIPPING & PAYMENT

If you have placed an order before, your details will have been saved and you will automatically be directed 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 [General Journal] for the payment option.

**J** Select [Continue] to proceed to the final page.

The screenshot shows the 'Shipping & Payment' page with a progress bar at the top: 'Your cart' (highlighted), 'Personal details', 'Shipping & Payment', and 'Place order'. The page is divided into four sections: 'Shipping address', 'Delivery method', 'Billing address', and 'Payment method'. 'Shipping address' and 'Billing address' both show the same address: '109 March Street, Orange, New South Wales, Australia, 2800'. Both have a 'Modify' link with a blue arrow 'G' pointing to it. 'Delivery method' has two options: 'Shipping & Handling (Regular) - 2-10 days (AU\$16.50)' and 'Shipping & Handling (Express) - 1-3 days (AU\$33.00)'. The second option is selected, with a blue arrow 'H' pointing to it. Below are two radio button options: 'Signature on delivery required' (selected) and 'No signature on delivery required\*'. A blue arrow 'H' points to the first option. A note below states: '\* In selecting this option, VETRes and the Courier can not guarantee safe delivery of your order and will not be held responsible for missing orders.' 'Payment method' has a link for 'Payment Options for TAFE NSW Employees' and four radio button options: 'Credit Card' (selected), 'Purchase Order', 'General Journal', and 'Gift Certificate'. A blue arrow 'I' points to the 'General Journal' option. At the bottom right is a blue 'Continue' button with a blue arrow 'J' pointing to it.

## CHECKOUT - PLACE ORDER

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

Scroll down the page to [Payment method: General Journal].

**K** Agree to and accept conditions of the general journal payment by ticking the two boxes.

**L** Enter cost centre details as prompted.

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

**HINT** In the notes section on this page, you can let VETRes and its suppliers know if you need an order by a certain date. You can also enter courier instructions if needed.

The screenshot shows the 'Place Order' page. At the top, it says 'Payment method: General Journal'. Below is a paragraph of text: 'In placing this order, the requestor hereby confirms that written approval from the appropriate delegated officer has been obtained, and that authorization has been provided for the total amount of this order (ex. GST) to be debited from the cost centre details provided. For auditing purposes, written confirmation from the delegated officer is to be stored & retained locally by the requestor.' Below this are two checkboxes: 'Yes, I have obtained written approval from the cost centre manager/delegated officer for this expenditure' and 'I agree to store and retain this written authorization for audit requirements'. A blue arrow 'K' points to the first checkbox. To the right is a link 'Change payment method'. Below is a section titled 'Payment details' with several input fields: 'Name of Requestor:', 'Name of Institute:' (with 'Hunter Institute' entered), 'Cost Centre Number:', 'Fund number:', 'Cost Centre Manager Name:', 'Internal Order:', and 'WBS Element:'. A blue arrow 'L' points to the 'Name of Requestor:' field. Below the input fields are two checkboxes: 'I accept the Terms & Conditions' and a blue 'Submit order' button. A blue arrow 'M' points to the first checkbox, and another blue arrow 'M' points to the 'Submit order' button.

## ORDER CONFIRMATION

Once you have successfully placed your order, you will receive an email notification from VETRes with your order details. Please keep this for your records.

VETRes will process the general journal towards the end of each month. Please contact VETRes if you require any support using the VETRes website and its services.



**TAFE**  
NSW

VETRes LEARNING RESOURCES

**FOR  
MORE  
HELP**

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