ORDERING THROUGH VETRES - STAFF

GETTING STARTED

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

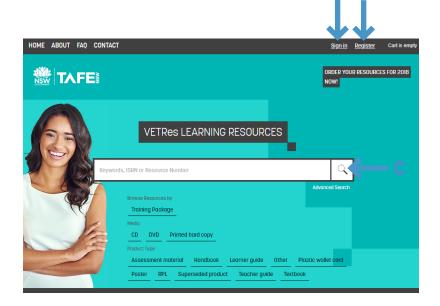
IMPORTANT Use your TAFE NSW email address when registering.

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.

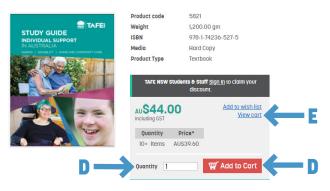
C Search for products by entering key words.



ADDING TO YOUR CART

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 returns 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 as prompted - do not use a PO Box or Locked Bag address.





CHECKOUT - SHIPPING & PAYMENT

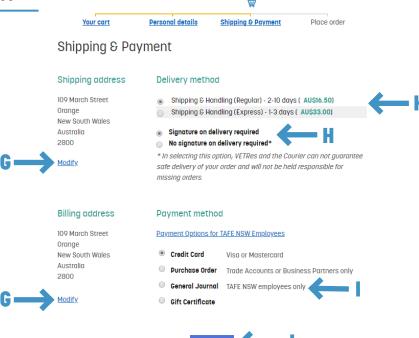
If you have placed an order before, your details will have been saved and you will automatically be directed to the [Shipping and Payment] page.

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

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

Select [General Journal] for the payment

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



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.

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 it's suppliers know if you need an order by a certain date. You can also enter courier instructions if needed.

Payment method: General Journal 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 requ Yes, I have obtained written approval from the cost centre manager/delegated officer for this expenditure I agree to store and retain this written authorization for audit requirements Change payment method Name of Requestor Name of Institute Hunter Institute Cost Centre Number Fund number Cost Centre Manager Name Internal Order WBS Element Laccept the "Terms & Conditions"



ORDER CONFIRMATION

Once you have successfully placed your order, you will recieve 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 it's services.



