



immijonline toolkit

Ordering
User Manual

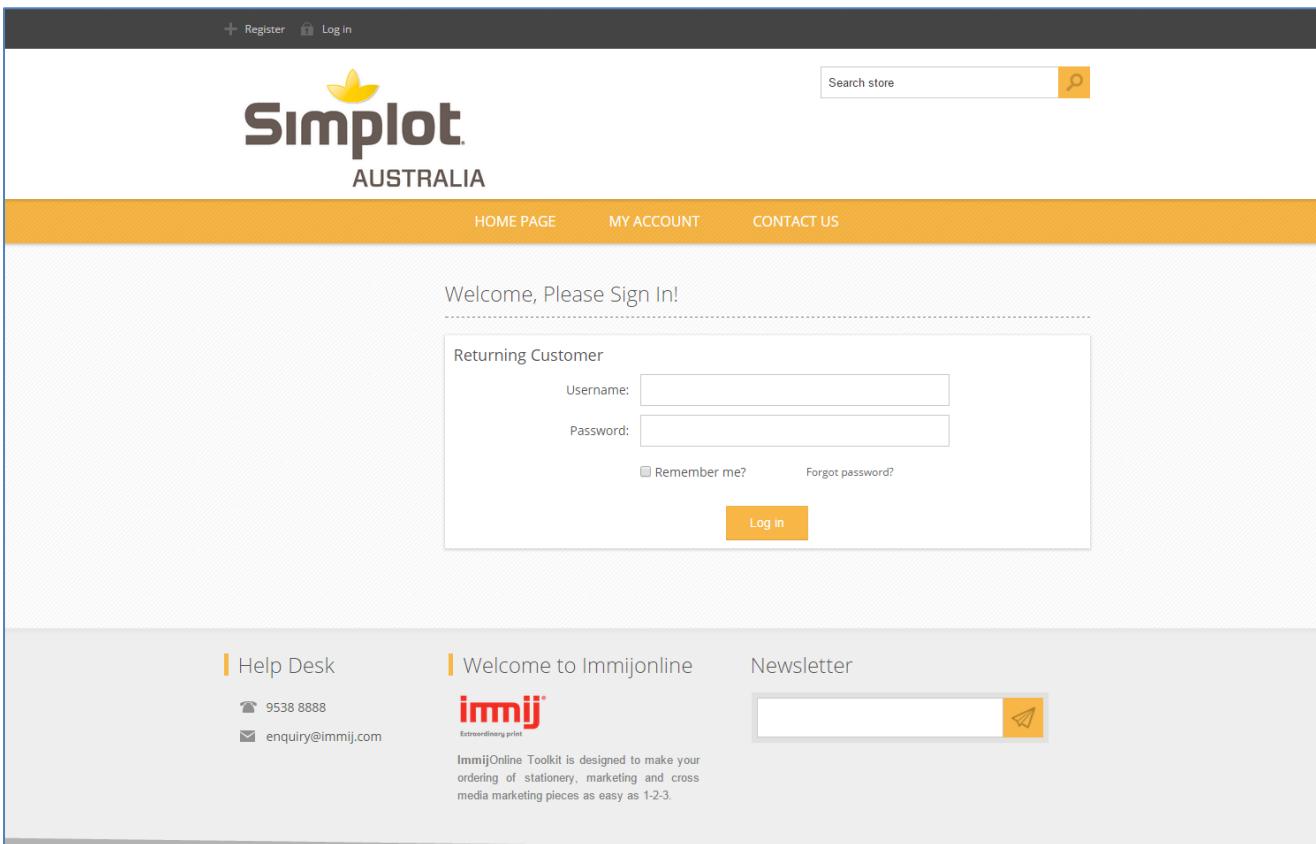
Contents

Welcome & Overview	P3
Search function	P6
Order process	P7
My online account	P10
Help Desk	P11
On Demand Stationery	P12

Welcome

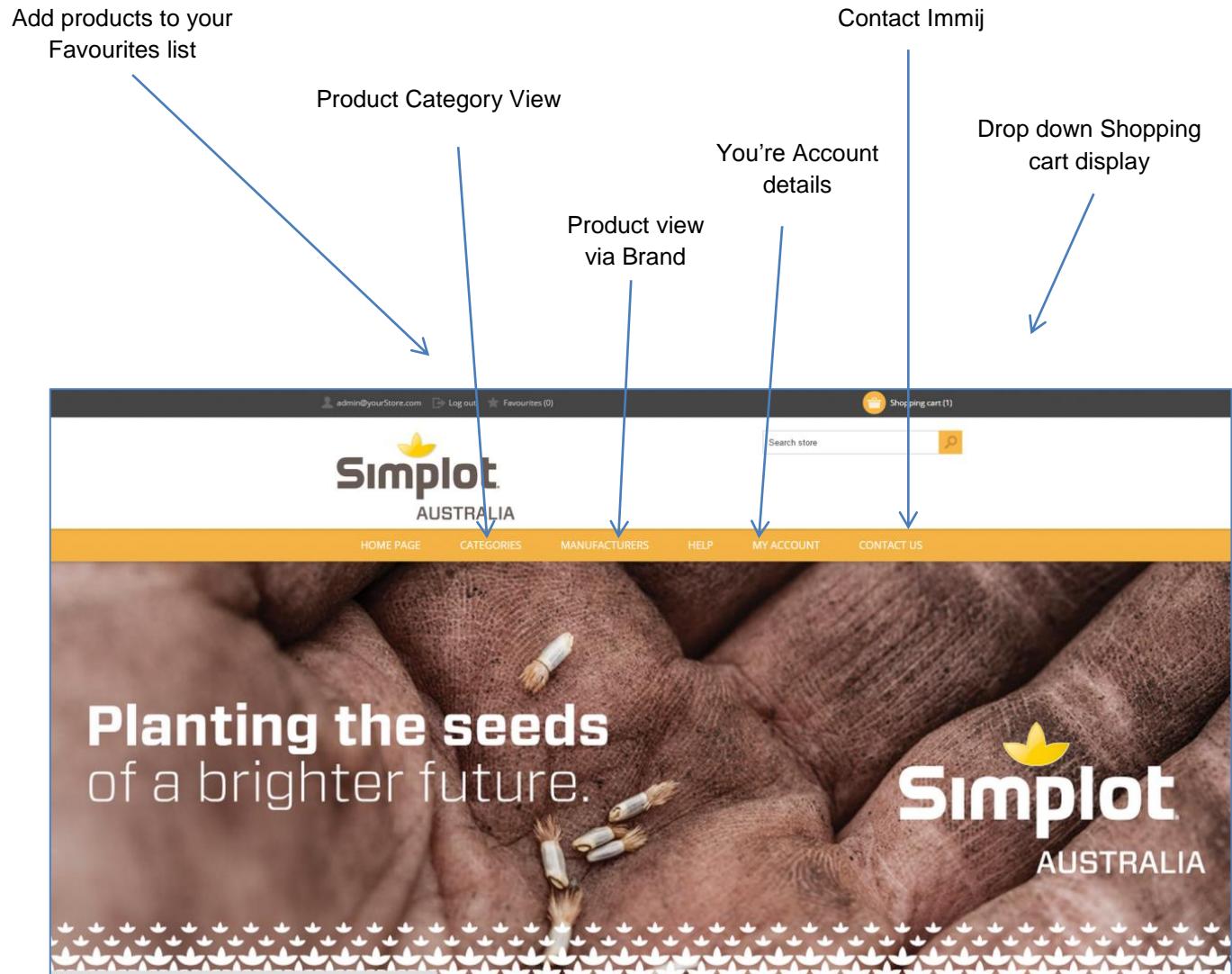
IMMIJ are pleased to offer you your customised online portal, please read through this manual for a full overview to this site including a detailed order process.

To access immijonline enter your username and password in the main welcome screen



The screenshot shows the Simplot Australia website. At the top, there are 'Register' and 'Log in' buttons. The Simplot logo is prominently displayed with the word 'AUSTRALIA' underneath. A search bar with a magnifying glass icon is located on the right. Below the header, there is a navigation bar with 'HOME PAGE', 'MY ACCOUNT', and 'CONTACT US' links. The main content area features a 'Welcome, Please Sign In!' message. A 'Returning Customer' form contains fields for 'Username' and 'Password', with 'Remember me?' and 'Forgot password?' checkboxes. A 'Log in' button is at the bottom of the form. At the bottom of the page, there are three sections: 'Help Desk' with contact info (9538 8888, enquiry@immij.com), 'Welcome to Immijonline' with the Immij logo and a brief description of the service, and a 'Newsletter' sign-up form with an envelope icon.

Overview



Stock item Overview

Current category
within Catalogue

Page display options

Simplot AUSTRALIA

HOME PAGE CATEGORIES BRANDS MY ACCOUNT CONTACT US

CATEGORIES

Retail (178)

Bags (3)

Brochure (15)

Calendar (2)

Cards (3)

Clothing (29)

Packaging (10)

Envelope (2)

Flyer (3)

Kitchen (9)

Merchandise (28)

Posters (25)

Racking (3)

Other (46)

Stationery (23)

On Demand Stationery (3)

Brands

CHIKO

Home / Retail / Clothing

Clothing

View as List Display 24 per page

Chiko Chucky Chip Polo Ladies 10

Unit EACH

1 Buy

Chiko Chucky Chip Polo Ladies 12

Unit EACH

1 Buy

Select the thumbnail to access the second view area

Qty to place in cart

Add your order quantity

Pack unit

Second View

Add a product to your favourites list

Home / Retail / Clothing / Chiko Chucky Chip Polo Ladies 10

Chiko Chucky Chip Polo Ladies 10

Chiko Chucky Chip Polo Ladies 10

Add to Favourites

Brand part number: SIMF000462

Availability: 31 in stock

Brand: Chiko

Unit EACH

1 Buy

Stock on hand

Hover over thumbnail to view thumbnail larger

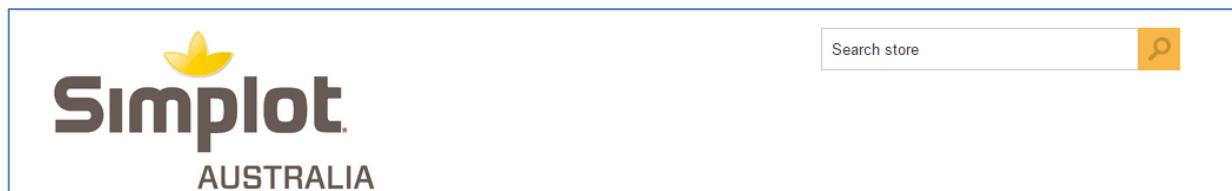
Latest Orders

View your last 5 orders of this product

Search function

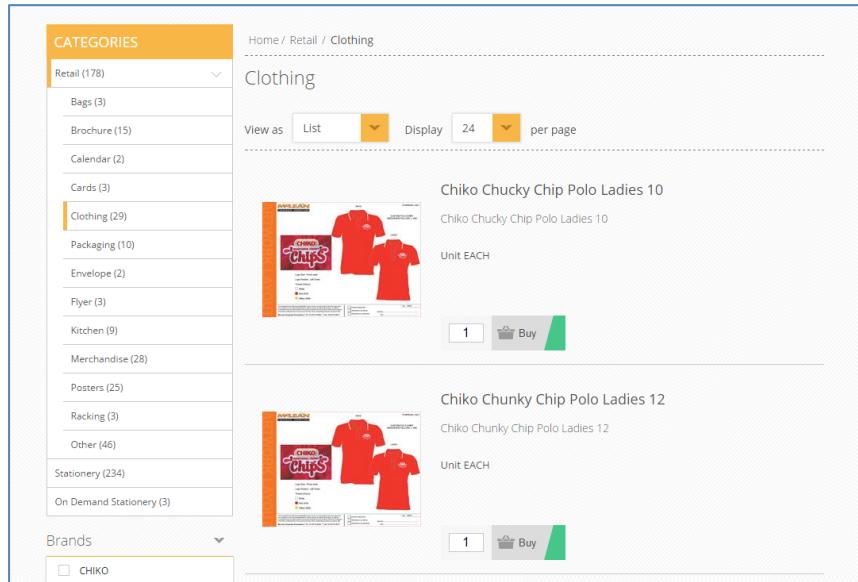
Product Search

Please enter a product name or product code and select the search icon



Order Process

1. Find your product and apply your quantity, then select 'Order', Continue Shopping to repeat this process until you are ready to check out



Home / Retail / Clothing

Clothing

View as List Display 24 per page

Chiko Chucky Chip Polo Ladies 10

Chiko Chucky Chip Polo Ladies 10

Unit EACH

1 Buy

Chiko Chunky Chip Polo Ladies 12

Chiko Chunky Chip Polo Ladies 12

Unit EACH

1 Buy

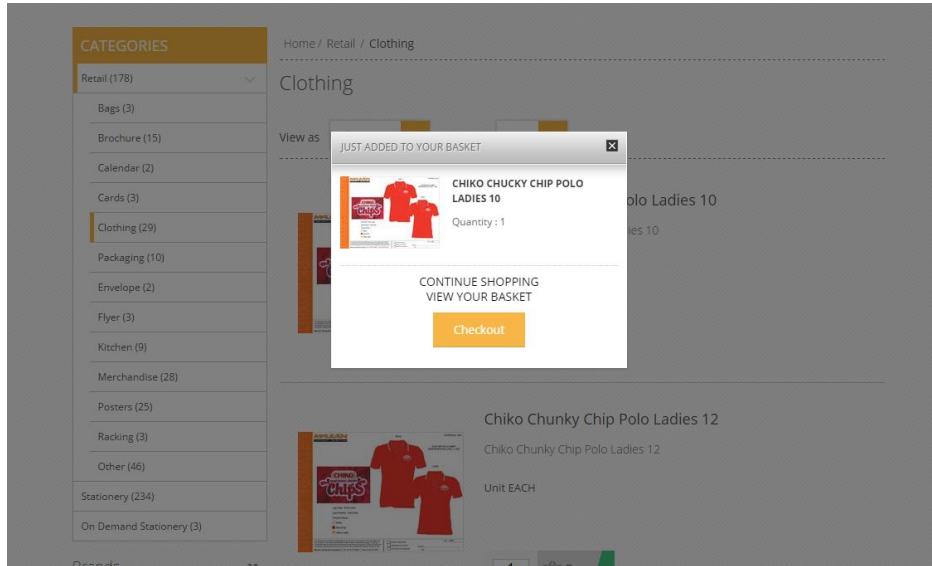
CATEGORIES

- Retail (178)
- Bags (3)
- Brochure (15)
- Calendar (2)
- Cards (3)
- Clothing (29)
- Packaging (10)
- Envelope (2)
- Flyer (3)
- Kitchen (9)
- Merchandise (28)
- Posters (25)
- Racking (3)
- Other (46)
- Stationery (234)
- On Demand Stationery (3)

Brands

CHIKO

2. When ready to complete your order simply select 'Checkout' when you have ordered a product or simply select the mini shopping cart from the top right hand side of toolkit menu bar



Home / Retail / Clothing

Clothing

View as

JUST ADDED TO YOUR BASKET

CHIKO CHUCKY CHIP POLO LADIES 10

Quantity : 1

CONTINUE SHOPPING VIEW YOUR BASKET

Checkout

Chiko Chunky Chip Polo Ladies 12

Chiko Chunky Chip Polo Ladies 12

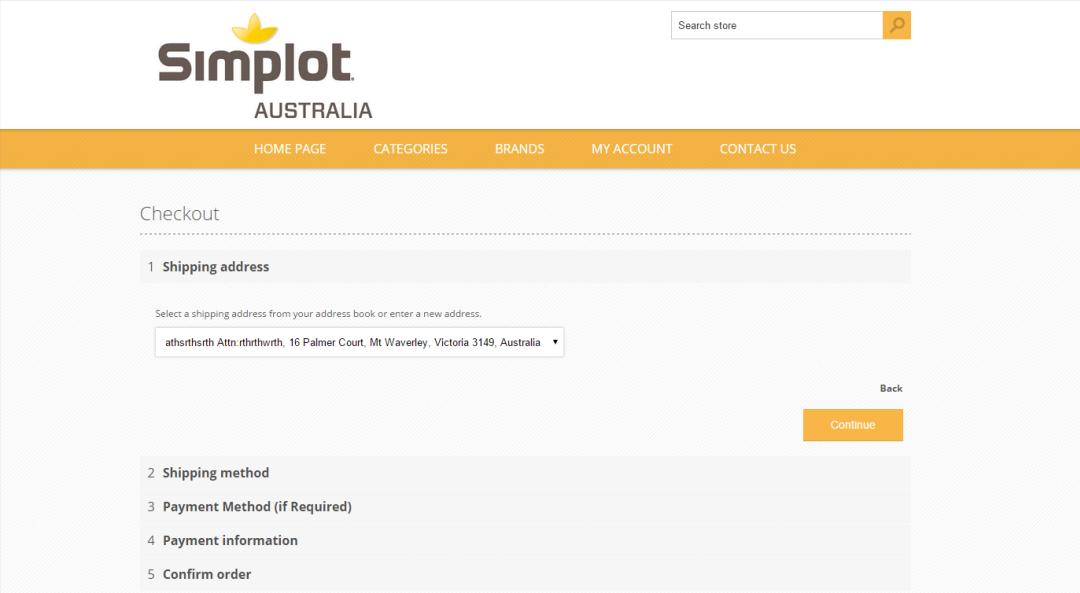
Unit EACH

CATEGORIES

- Retail (178)
- Bags (3)
- Brochure (15)
- Calendar (2)
- Cards (3)
- Clothing (29)
- Packaging (10)
- Envelope (2)
- Flyer (3)
- Kitchen (9)
- Merchandise (28)
- Posters (25)
- Racking (3)
- Other (46)
- Stationery (234)
- On Demand Stationery (3)

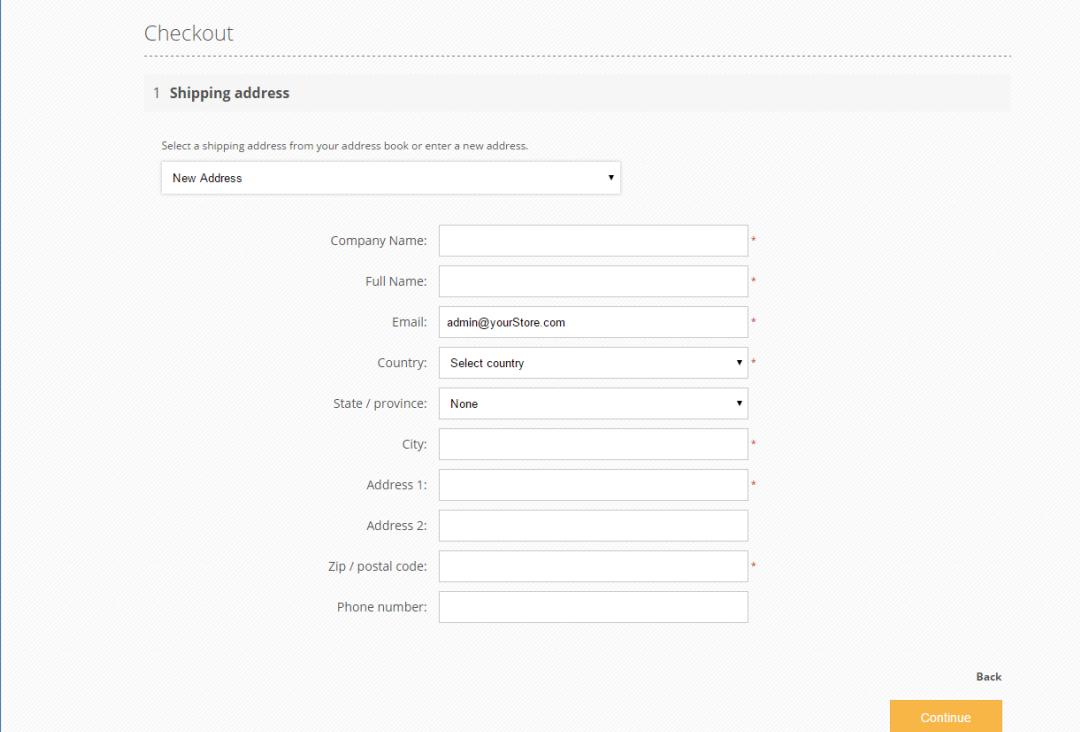
Order Process

3. Select your Shipping Address from your drop down address panel or you can add an alternative address in the drop down, select 'Continue'



The screenshot shows the Simplot Australia website's checkout process. The top navigation bar includes the Simplot logo, a search bar, and links for Home Page, Categories, Brands, My Account, and Contact Us. The main content area is titled 'Checkout' and displays the first step: '1 Shipping address'. A dropdown menu is open, showing a single address: 'athsrthsrth Attn rththwrth, 16 Palmer Court, Mt Waverley, Victoria 3149, Australia'. Below the dropdown are five numbered steps: 2 Shipping method, 3 Payment Method (if Required), 4 Payment information, and 5 Confirm order. A 'Back' button is at the top right of the step area, and a 'Continue' button is at the bottom right.

- Or you can add your own shipping/Delivery address, select Continue



The screenshot shows the Simplot Australia website's checkout process. The top navigation bar includes the Simplot logo, a search bar, and links for Home Page, Categories, Brands, My Account, and Contact Us. The main content area is titled 'Checkout' and displays the first step: '1 Shipping address'. A dropdown menu is open, showing the option 'New Address'. Below the dropdown are nine input fields for address details, each with a red asterisk indicating it is required: Company Name, Full Name, Email (with the value 'admin@yourStore.com'), Country (with the value 'Select country'), State / province (with the value 'None'), City, Address 1, Address 2, and Zip / postal code. A 'Back' button is at the bottom right of the step area, and a 'Continue' button is at the bottom right of the entire page.

Order Process

4. View your order and 'Confirm', an order number will be displayed and an email confirmation will be sent to you

Checkout

1 Shipping address

2 Shipping method

3 Payment Method (if Required)

4 Payment information

5 Confirm order

Shipping Address

athsrhstrh
Attn: rthrhwrh
Email: mrawlins@immij.com
Phone: 61395388888
16 Palmer Court
Mt Waverley, Victoria 3149
Australia

Shipping Method

Standard

#	Product(s)	Price	Qty.	Total
1	 Chiko Chucky Chip Polo Ladies 10		2	

Sub-Total: Calculated during checkout

Shipping: (Standard) Calculated during checkout

Tax: Calculated during checkout

Total: Calculated during checkout

[Back](#)

[Confirm](#)

My Online Account

- Check your account details by selecting 'My Account', you can then make changes to your account.

HOME PAGE CATEGORIES BRANDS MY ACCOUNT CONTACT US

MY ACCOUNT

Customer info

Addresses

Orders

Change password

My account - Customer info

Your Personal Details

Company Name:

Full Name:

Email:

Username: admin@yourStore.com

Company Details

Company name:

Options

Newsletter:

Save

- Your account panel will display as outlined below

Customer info: Change your personal information

Addresses: Add additional shipping address

Orders: Check all your previous orders and 'Reorder' if needed

Change password: Change your password at anytime

Help Desk

For all enquiries please contact

Technical and Web Site Enquiries

If you have any questions regarding the ordering web site please contact Immij Technical Support on 03 9538 8888, or use the contact us link on the website.

On Demand Stationery

1. For **Business Cards** please select the business cards button to create your product. (you will add your quantity in this process)



2. Populate all required fields and select 'next'

Customize

Customize Finalize

Name

Title1

Title2

Title3 <None>

Telephone

Fax

Mobile

Email

Address Simplot Flemington

[Refresh Preview](#)

[Back](#) [Next](#)

Simplot AUSTRALIA

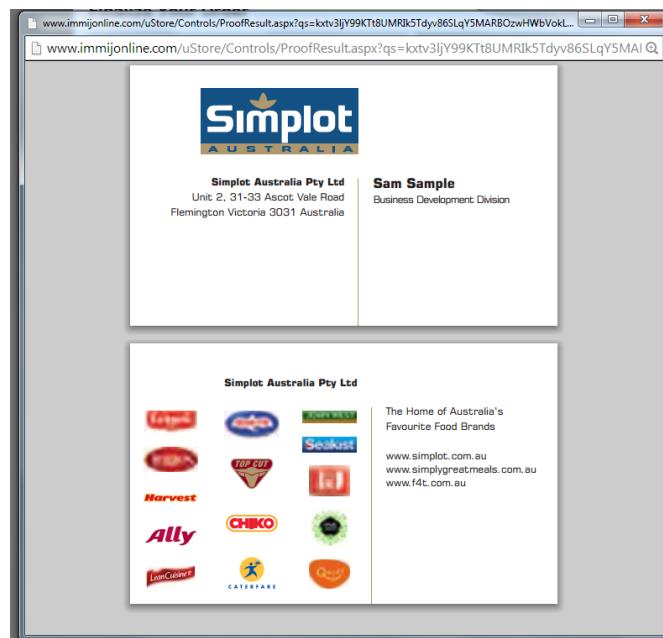
Simplot Australia Pty Ltd
Mason Street Ulverstone
Tasmania 7315
PO Box 138 Ulverstone
Tasmania 7315 Australia
Telephone +61 03 9478 0014
Facsimile +61 07 6245 2525
Mobile +61 0405 505 555

Anthony Bourdain
OrieFourth Estate
Fourth Estate
Information Technology Division

Page 1

On Demand Stationery

3. You can view the completed art by selecting 'PROOF', if changes are required please select 'back' and repeat the process again. When OK select your quantity and 'Add to Cart'

A screenshot of a 'Finalize Your Order' page. At the top, there is a navigation bar with 'Customize' and 'Finalize' buttons. The 'Finalize' button is highlighted in green. Below this, there is a 'Quantity' input field set to '250 Items'. A note says 'Total quantity is limited to: Minimum 250'. Under 'Total Quantity', it shows '250 Items'. Under 'Total Price', it shows '\$0.00 AUS'. There is a 'Recalculate' link. Below these, there is a link 'Show pricing table'. A green button with a checkmark and the word 'PROOF' is visible. At the bottom, there are 'Back' and 'Add to Cart' buttons.

