



immijonline toolkit

Ordering
User Manual

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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 is a dark header with 'Register' and 'Log in' links. Below this is a white banner with the Simplot Australia logo on the left and a search bar on the right. A yellow navigation bar contains links for 'HOME PAGE', 'MY ACCOUNT', and 'CONTACT US'. The main content area has a light gray background with the text 'Welcome, Please Sign In!'. Below this is a white box for 'Returning Customer' login, featuring fields for 'Username' and 'Password', a 'Remember me?' checkbox, a 'Forgot password?' link, and a yellow 'Log in' button. The footer is divided into three sections: 'Help Desk' with contact information, 'Welcome to Immijonline' with the Immij logo and a description of the toolkit, and a 'Newsletter' sign-up form.

Register Log in

Search store

Simplot
AUSTRALIA

HOME PAGE MY ACCOUNT CONTACT US

Welcome, Please Sign In!

Returning Customer

Username:

Password:

☐ Remember me? [Forgot password?](#)

Log in

Help Desk
9538 8888
enquiry@immij.com

Welcome to Immijonline

immij
Extraordinary print

ImmijOnline Toolkit is designed to make your ordering of stationery, marketing and cross media marketing pieces as easy as 1-2-3.

Newsletter

Overview

Add products to your
Favourites list

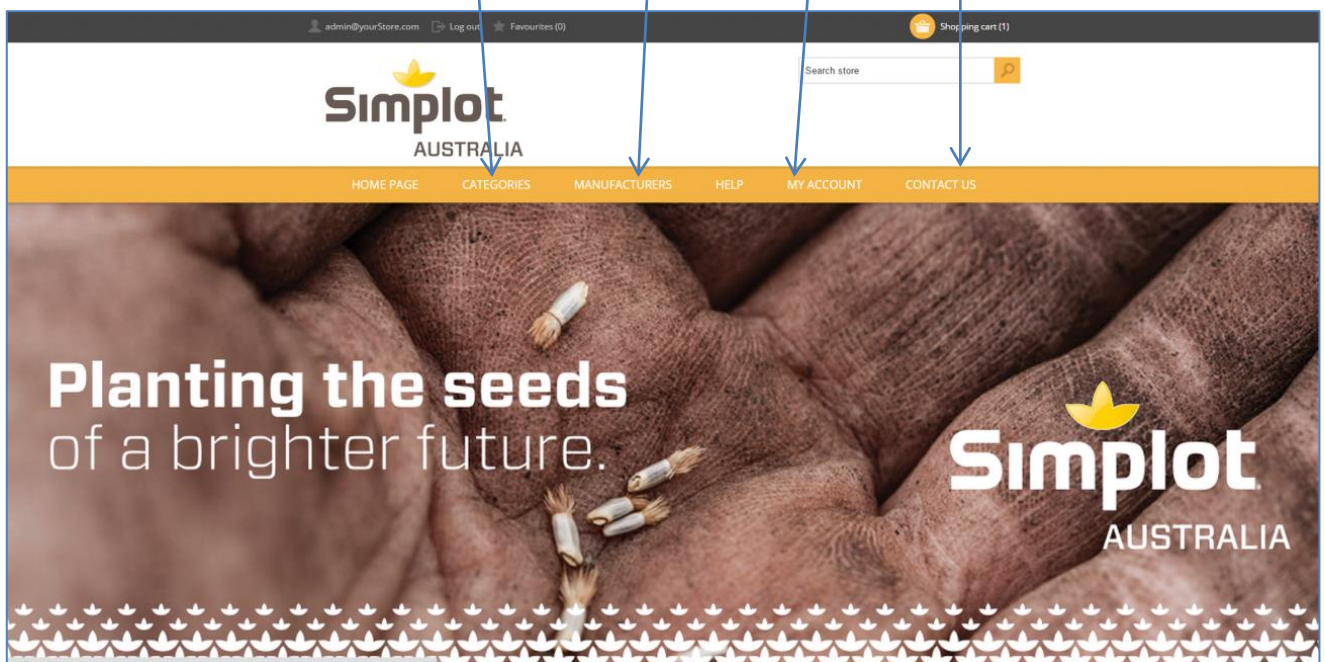
Product Category View

Contact Immij

You're Account
details

Drop down Shopping
cart display

Product view
via Brand



Stock item Overview

Current category within Catalogue

Page display options



Pack unit

Select the thumbnail to access the second view area

Qty to place in cart

Add your order quantity

Second View

Add a product to your favourites list



Stock on hand



Hover over thumbnail to view thumbnail larger

View your last 5 orders of this product

Search function

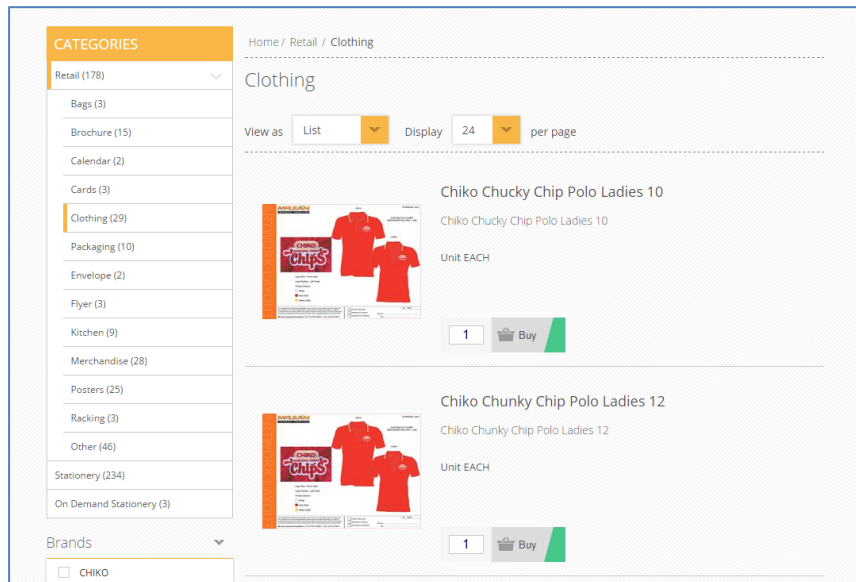
Product Search

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

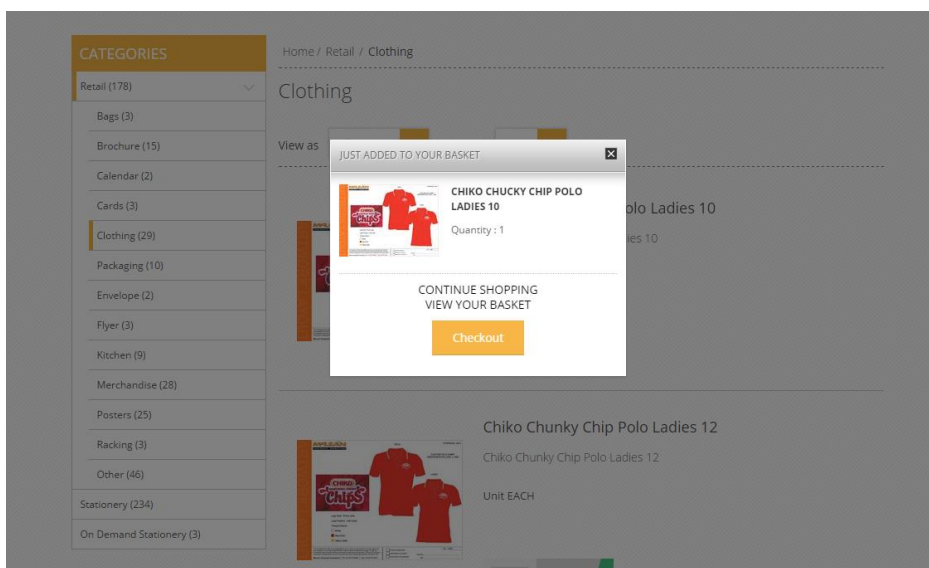


Order Process

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

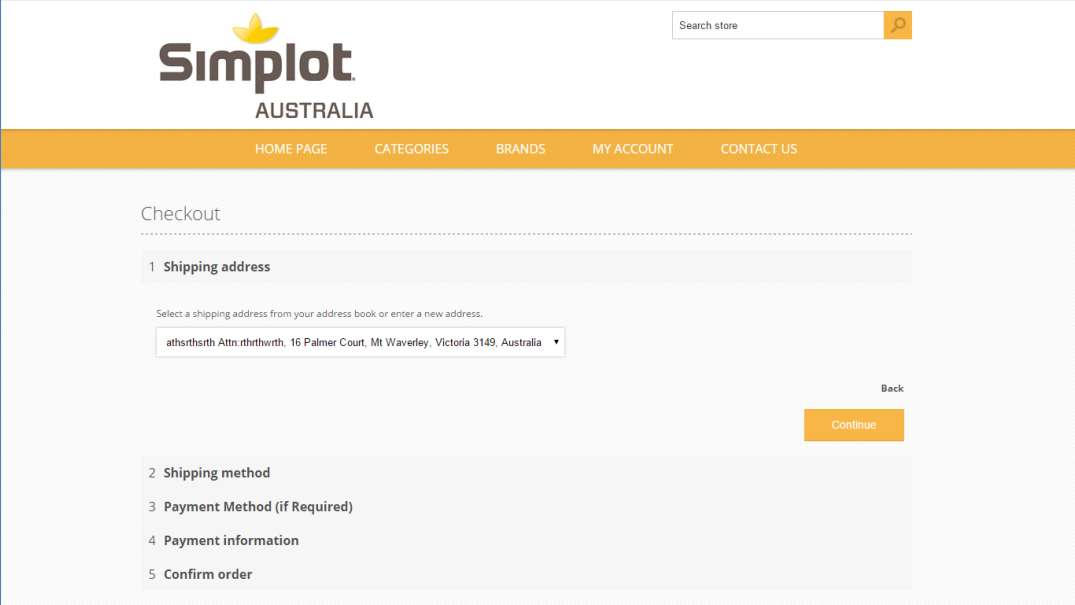


2. When ready to complete your order simply select 'Checkout' when you have ordered a product or simply select the mini shopping cart from the top right hand side of toolkit menu bar



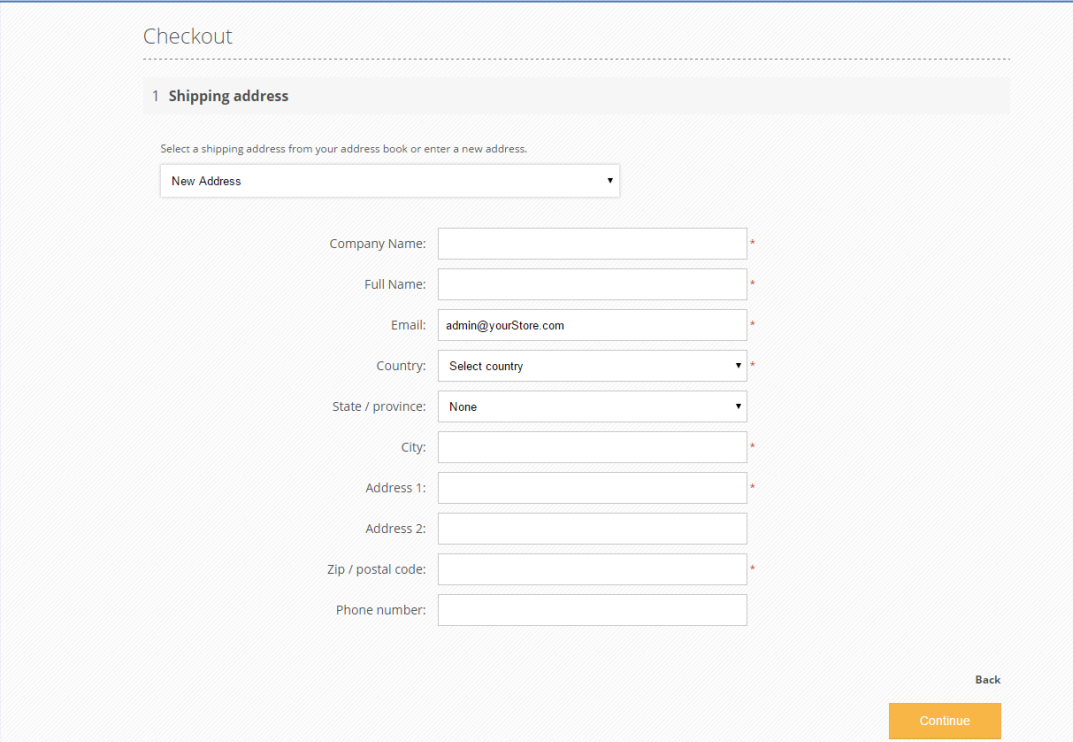
Order Process

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 checkout page. At the top, there is a search bar and navigation links: HOME PAGE, CATEGORIES, BRANDS, MY ACCOUNT, and CONTACT US. The main heading is "Checkout". Below it, the first step is "1 Shipping address". A message says "Select a shipping address from your address book or enter a new address." A dropdown menu shows a selected address: "athsrthsrth Attn: rthrthwrth, 16 Palmer Court, Mt Waverley, Victoria 3149, Australia". To the right of the dropdown are "Back" and "Continue" buttons. Below the shipping address section, there are four more steps listed: "2 Shipping method", "3 Payment Method (if Required)", "4 Payment information", and "5 Confirm order".

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



The screenshot shows the "New Address" form in the checkout process. The heading is "Checkout" and the step is "1 Shipping address". A message says "Select a shipping address from your address book or enter a new address." Below this is a dropdown menu labeled "New Address". The form contains several input fields, each with a red asterisk indicating it is required: "Company Name:", "Full Name:", "Email:" (with the value "admin@yourStore.com"), "Country:" (with a dropdown menu labeled "Select country"), "State / province:" (with a dropdown menu labeled "None"), "City:", "Address 1:", "Address 2:", "Zip / postal code:", and "Phone number:". To the right of the form are "Back" and "Continue" buttons.

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

athsrthsrth
Attn: rthrthwrth
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:

Shipping: (Standard) Calculated during checkout

Tax:

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.

The screenshot displays a web interface for a 'My Online Account'. At the top, there is a navigation bar with links: HOME PAGE, CATEGORIES, BRANDS, MY ACCOUNT, and CONTACT US. On the left side, there is a sidebar menu under the heading 'MY ACCOUNT' with options: Customer info, Addresses, Orders, and Change password. The main content area is titled 'My account - Customer info'. It contains three sections: 'Your Personal Details' with input fields for Company Name, Full Name, Email, and a pre-filled Username (admin@yourStore.com); 'Company Details' with a Company name input field; and 'Options' with a Newsletter checkbox. A 'Save' button is located at the bottom right of the form.

- 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 enquires 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)

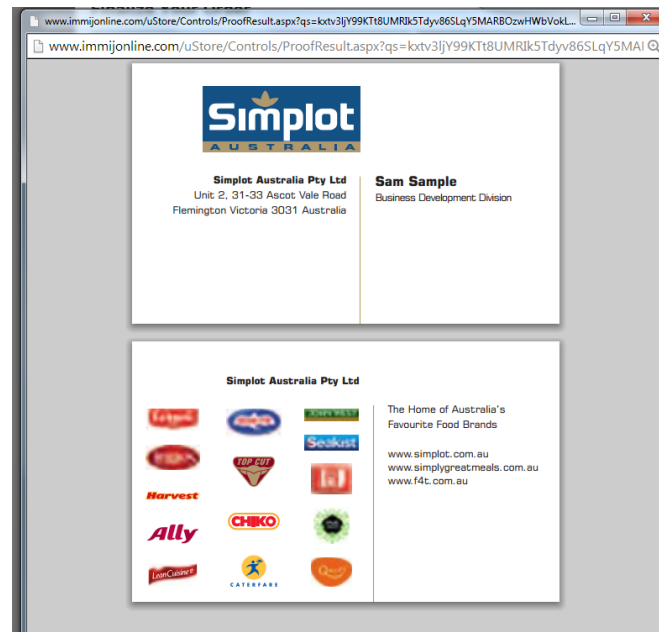


2. Populate all required fields and select 'next'

A screenshot of the 'Customize' form for creating a business card. The form is divided into two main sections: 'Customize' and 'Finalize'. The 'Customize' section contains input fields for 'Name', 'Title1', 'Title2', 'Title3' (with a dropdown menu set to '<None>'), 'Telephone', 'Fax', 'Mobile', 'Email', and 'Address' (with a dropdown menu set to 'Simplot Flemington'). A 'Refresh Preview' link is located below the form fields. The 'Finalize' section shows a preview of the business card. The preview includes the Simplot Australia logo, contact information for 'Simplot Australia Pty Ltd' (Mason Street Ulverstone, Tasmania 7315, PO Box 138 Ulverstone, Tasmania 7315 Australia), and contact details for 'Anthony Bourdain' (OrbicFourth Estate, Fourth Estate, Information Technology Division). The preview also shows 'Page 1' and navigation arrows. At the bottom of the form, there are 'Back' and 'Next' buttons.

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'



Finalize Your Order

Customize

Finalize

Quantity:

250

Items

Total quantity is limited to: Minimum 250

Total Quantity:

250 Items

Total Price:

\$0.00

AUS

[Recalculate](#)

[Show pricing table](#)

✓

PROOF

[Back](#)

[Add to Cart](#)

