



# How to place an Online Order

---

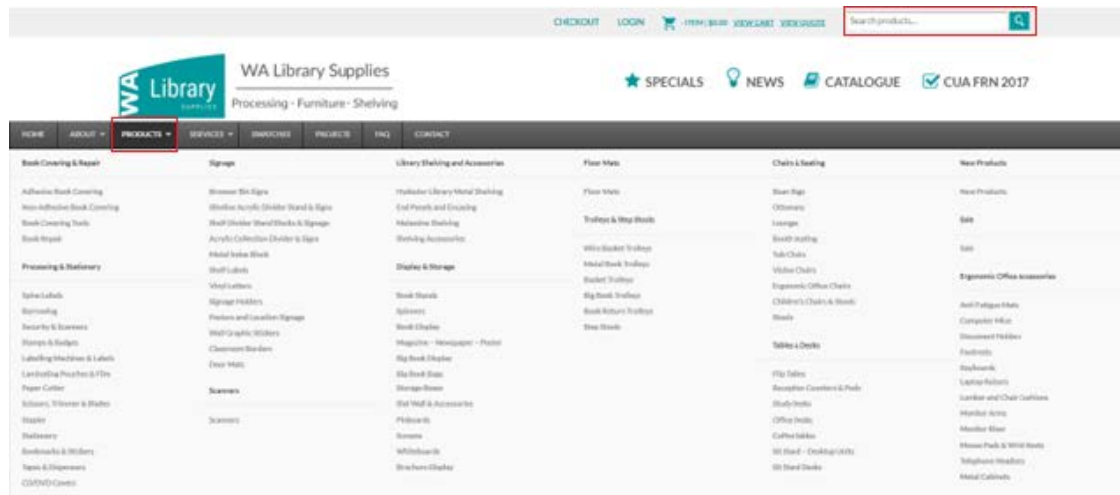
(08) 9497 3197 | [sales@walib.com.au](mailto:sales@walib.com.au) | [www.walib.com.au](http://www.walib.com.au)

## SEARCHING FOR A PRODUCT:

When placing an order online, first you must select the product/s you are after. There are a few ways you can search for products.

A. Using the products sections on the menu tab across the top & searching through each category.

B. Using the SEARCH section located top right of your screen—You can search using Keywords (i.e. Book Covering) or by product code (i.e. 1651)

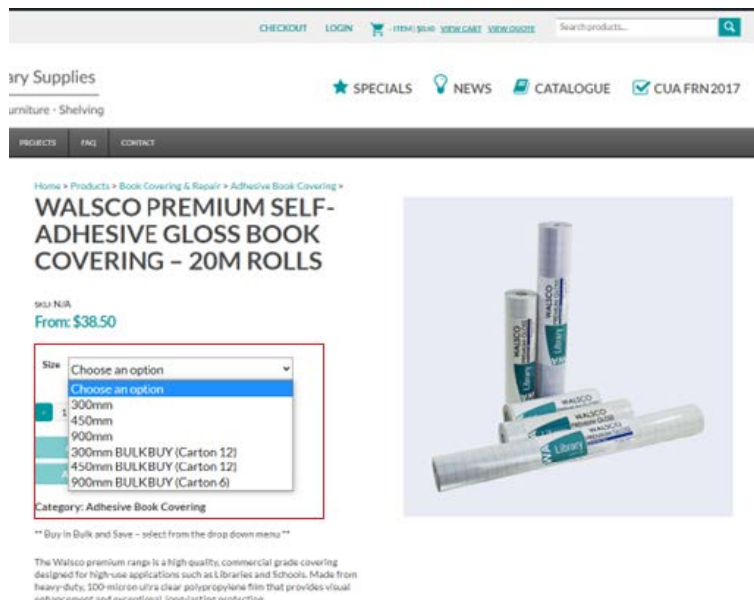


## ADDING A PRODUCT TO YOUR CART:

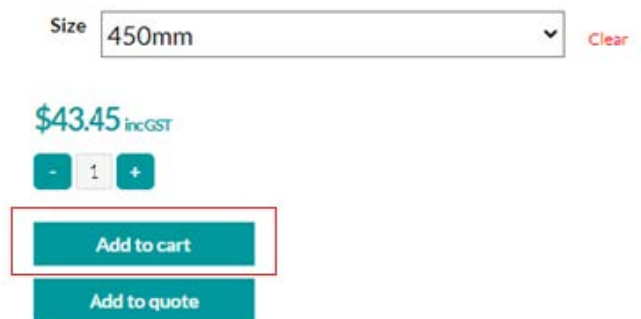
Once you have found the product you are looking for, you will need to adjust QTY and add to cart.

**Products with Variations.** When the product has numerous sizes, colours, finish types, assembled/ flat packed options—these will appear like the example. You will need to click on the drop down & select the variation you are after.

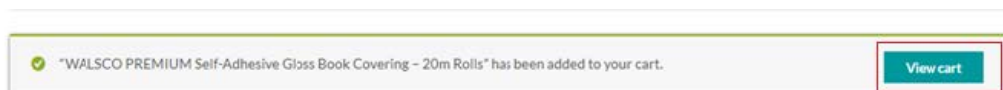
Once you have made a selection from all variations the price for that product will appear above the 'add to cart' button.



Adjust the Qty to the amount you wish to purchase and Press Add to Cart

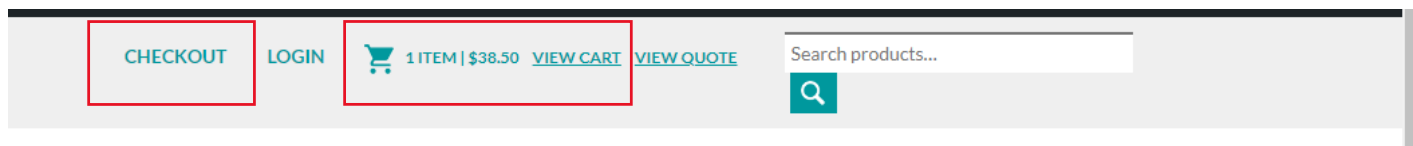


The below box will appear at the top of the product page to show you what you have added to your cart. From there you can either press view to review your shopping cart or continue shopping.



## VIEWING YOUR CART

When you have finished adding all items to the cart you can press either CHECKOUT or press the shopping cart icon on the top right hand side of the screen.



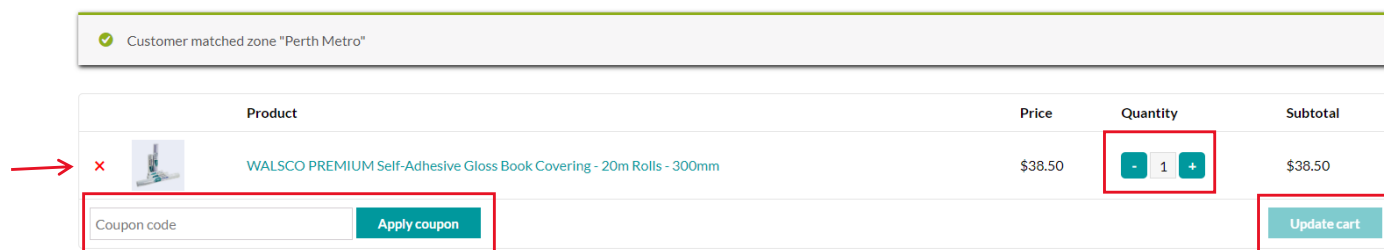
## MAKING CHANGES TO YOUR CART:

You will need to check what you've ordered is correct, before proceeding to the next step. **Check sizes, QTY, Colour Choice are all correct.**

If any changes need to be made, you can either delete a product by pressing the red cross next to the image or update the quantity required. Once you have finished your changes press 'Update Cart'.

If you had a coupon code, this is the screen to enter that as well.

## BASKET



## CART TOTALS

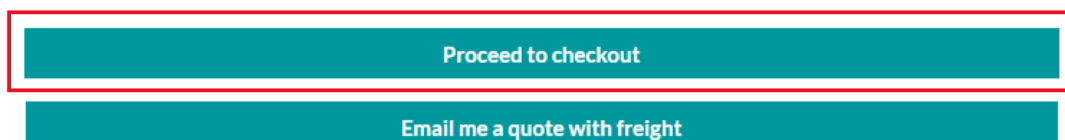
You will then need to select your shipping option and Press Proceed to checkout.

***Note that with some items or locations the website is unable to calculate shipping. You will be asked to add your order to 'Email me a quote with freight.'***

***We will then email you a quote for all your items in the shopping cart and the shipping. You can then either accept or reject that quote.***

## CART TOTALS

Subtotal	\$38.50
Shipping	<input checked="" type="radio"/> Flat rate: \$15.00 <input type="radio"/> Charge & book to my own freight courier <input type="radio"/> Local Pickup from 39b Alex Wood Dr, Forrestdale (Mon-Fri 8:00am-4:30pm) Shipping to 1 Shipping street, Shipping Suburb Western Australia 6155.
Total	\$53.50 (includes \$4.86 GST)



## BILLING AND DELIVERY ADDRESS:

If you are logged into this account your billing and delivery address details will already be completed.

If you are not logged in you will need to enter your billing details and if your delivery address is different tick the check box next to Delivery address and enter the your details.

If you need a different delivery address from your normal account, for example you work at two schools, change the billing and delivery address details at this point. We will then apply these details manually to your school's account in our financial management system.

**You can also add:**

**PURCHASE ORDER number.** Enter this in the text box provided and this will be recorded on your invoice.

**COURIER preference:** In select locations there will be an option to choose to book your order onto your own school or companies courier company, i.e. Toll Ipec. You can enter the name of your courier company in the text box provided.

**ORDER NOTES:** you can enter a note here about your order, this can be used for leaving comments regarding delivery or urgency of order or anything else you wish us to know when processing your order.

BILLING DETAILS	<input checked="" type="checkbox"/> DELIVER TO A DIFFERENT ADDRESS?
<div><div>First name *</div><div>Fiona</div></div> <div><div>Last name *</div><div>Witherington</div></div> <div><div>Company name (optional)</div><div>WA Library Supplies</div></div> <div><div>Street address *</div><div>39b Alex Wood Drive</div></div> <div><div>Apartment, suite, unit etc. (optional)</div><div></div></div> <div><div>Suburb *</div><div>Forrestdale</div></div> <div><div>State *</div><div>Western Australia</div></div> <div><div>Country *</div><div>Australia</div></div> <div><div>Phone *</div><div>08 9497 3197</div></div> <div><div>Postcode *</div><div>6112</div></div> <div><div>Email address *</div><div>fiona@walib.com.au</div></div> <div><div>Purchase Order Number (optional)</div><div>Enter a PO Number if applicable</div></div> <div><div>Courier Preferences (if applicable) (optional)</div><div>Enter your courier company and # number</div></div>	<div><div>First name *</div><div>Fiona</div></div> <div><div>Last name *</div><div>Witherington</div></div> <div><div>Company name (optional)</div><div>shipping address name</div></div> <div><div>Country *</div><div>Australia</div></div> <div><div>State *</div><div>Western Australia</div></div> <div><div>Street address *</div><div>1 Shipping street</div></div> <div><div>Apartment, suite, unit etc. (optional)</div><div></div></div> <div><div>Suburb *</div><div>Shipping Suburb</div></div> <div><div>Postcode *</div><div>6112</div></div> <div><div>Order notes (optional)</div><div>Notes about your order, e.g. special notes for delivery.</div></div>

## YOUR ORDER:

Is a summary of your order and shipping.

### YOUR ORDER

Product	Subtotal
WALSCO PREMIUM Self-Adhesive Gloss Book Covering - 20m Rolls - 300mm × 1	\$38.50 AUD
Subtotal	\$38.50 AUD
Shipping	<input checked="" type="radio"/> Flat rate: \$15.00 AUD <input type="radio"/> Charge & book to my own freight courier <input type="radio"/> Local Pickup from 39b Alex Wood Dr, Forrestdale (Mon-Fri 8:00am-4:30pm)
Total	\$53.50 AUD (includes \$4.86 AUD GST)

## PAYMENT:


You can select from two payment options - ANZ eGate or Charge My Account.

- **ANZ eGate** is secure payment gateway that connects you to ANZ bank. We do not store or have any access to your credit card. Select this method if using a credit card and enter your card details.

- **Charge My Account:** is for schools, libraries and businesses that have a pre-approved account with us. You will be emailed an invoice and payment will be due within agreed terms.

**TERMS & CONDITIONS.** you will need to agree to our terms and conditions by ticking the check box.

Press 'Place Order'.

→ ☒ ANZ eGate 

Pay with your credit card via ANZ eGate.

Card number \*

Expiry (MM/YY) \*

Card code \*

CVC

We will only take payment from your credit card when your order is ready to be shipped.

→ ☐ Charge My Account

→ ☐ I have read and agree to the website [terms and conditions](#) \*

## ORDER RECEIVED:

This screen is a confirmation that we have received your order and will show you a summary of your order and your order number.

## Back orders:

If your order contains any backorders you will be notified within 1 business day of the items expected due date of arrival.

**ORDER RECEIVED**

Thank you. Your order has been received.

ORDER NUMBER: <b>31360</b>	DATE: <b>26/08/2022</b>	EMAIL: <b>admin@walib.com.au</b>	TOTAL: <b>\$58.45</b>	PAYMENT METHOD: <b>Charge My Account</b>
-------------------------------	----------------------------	-------------------------------------	--------------------------	---

**ORDER DETAILS**

Product	Total
WALSCO PREMIUM Self-Adhesive Gloss Book Covering - 20m Rolls - 450mm x 1 Size: 450mm	\$43.45
Subtotal:	\$43.45
Shipping:	\$15.00 via Flat rate
Payment method:	Charge My Account
Total:	\$58.45 (includes \$5.31 GST)

**BILLING ADDRESS**

Bec Buckley  
WA Library Supplies  
PO Box 5640  
Canning Vale South Western Australia 6155  
☎ (08) 9497 3197  
✉ admin@walib.com.au

**SHIPPING ADDRESS**

Bec Buckley  
WA Library Supplies  
PO Box 5640  
Canning Vale South Western Australia 6155

Any queries, please feel free to contact our Customer Service team on (08) 9497 3197 or email [sales@walib.com.au](mailto:sales@walib.com.au)