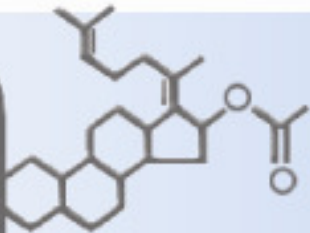




Science Supply
Australia Pty Ltd



Order online....and

- access up-to-date prices
- manage your account details
- view past orders
- extra product specifications
- over 20,000 products
- eliminate writing orders
- view product specials

Visit us at www.ssapl.com.au

How to order online?

1. Enter your username & password. **Click login.**

New user? Contact SSA for your login details.

My Account – change account password. Type in current password "science" then re-type new password.

Change Account Details

Title:	<input type="text" value="Mrs"/>		
First Name:	<input type="text" value="Daniela"/>	Last Name:	<input type="text" value="Migliorati"/>
Position:	<input type="text" value="Purchasing"/>	Organisation:	<input type="text" value="St Science"/>
<input type="button" value="Save Changes"/>			

Change Account Password

Current Password:	<input type="text" value="*****"/>
New Password:	<input type="text" value="****"/>
Re-type Password:	<input type="text" value="****"/>
<input type="button" value="Change Password"/>	

Change Account Email

Current Email:	<input type="text" value="Daniela@ssapl.com.au"/>
Current Password:	<input type="text"/>
New Email Address:	<input type="text"/>
<input type="button" value="Change Email"/>	

My Contact Details

Enter – email address

Address # 1 – complete delivery/shipping address details

Address # 2 – complete billing/invoice address details

Order History

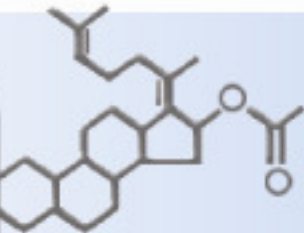
View all past orders

Education Catalogue

Access up to date pricelist online

'Chemistry with Clients'

www.ssapl.com.au
sales@ssapl.com.au
Ph: 1300 857 544
Fax: 1300 857 533



2. SEARCH: Find products via the search screen or via selecting **"PRODUCTS"** tab

3. Enter product code or description
eg/ 1802

[Beaker low form PP 50ml](#)

Part Number: 1802

Beaker
low
form
PP
50ml

\$2.70

Each

Click on Beaker low form PP 50ml for extra specifications.

Enter quantity and then **Add to cart**

4. Select **"continue shopping"**

5. Enter another product code or description

6. Once you have completed your order select shipping method

Eg/ **Mel Metro**

7. Select **"checkout"**

8. Select **shipping address #1**

if billing address is different enter the details and click on #1. If the shipping and billing data is the same click on "same as shipping address"

9. Select **"next"**

10. Review order and enter **"Purchase order reference #"**

11. You may enter **"order comments"** eg School closed 16 December, please deliver goods after 27 Jan 2011

12. Select **"Confirm order"**.

An email will be sent to you to advise order has been processed.

Additional Features coming soon

- Save orders function (begin an order and then retrieve at a later stage)
- Email sent when orders dispatched