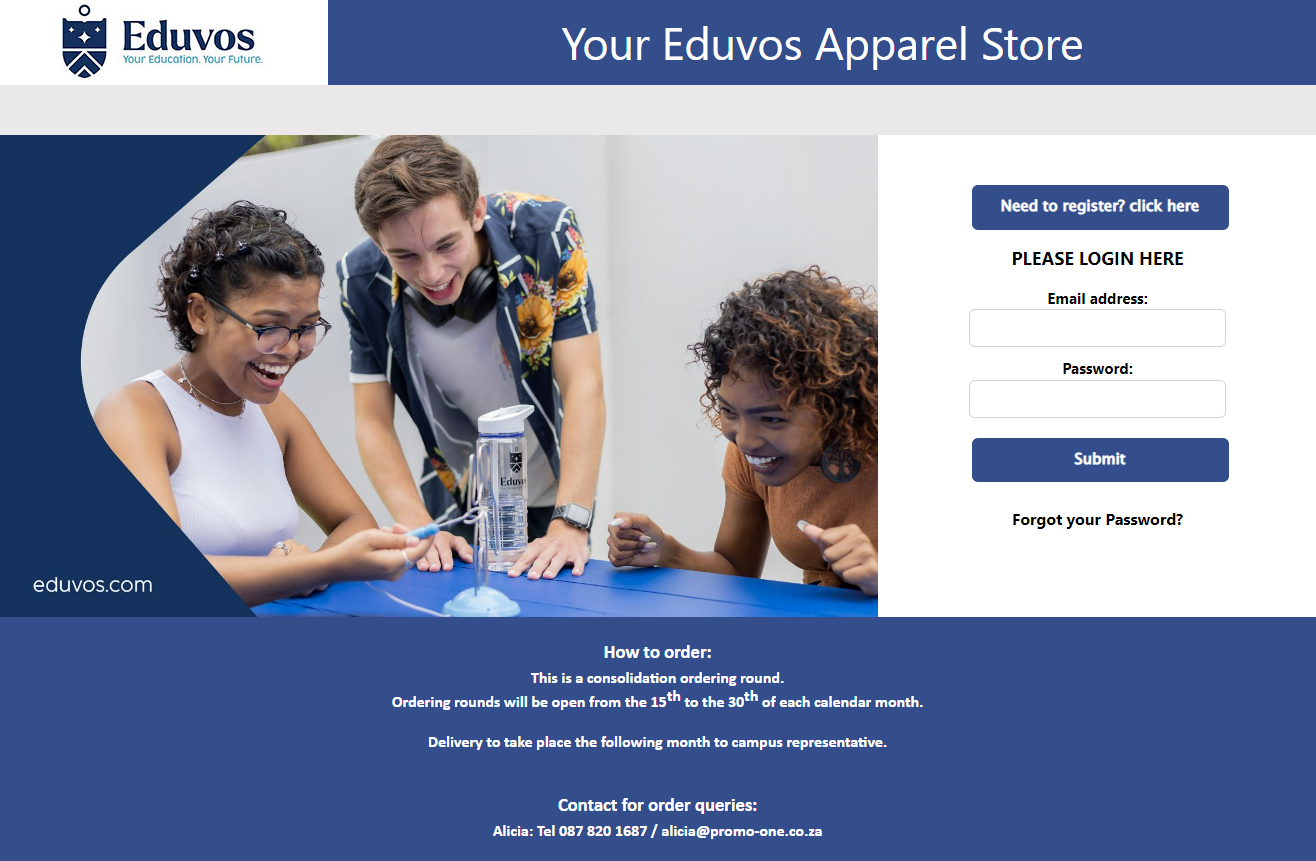
Welcome to the website online tutorial.

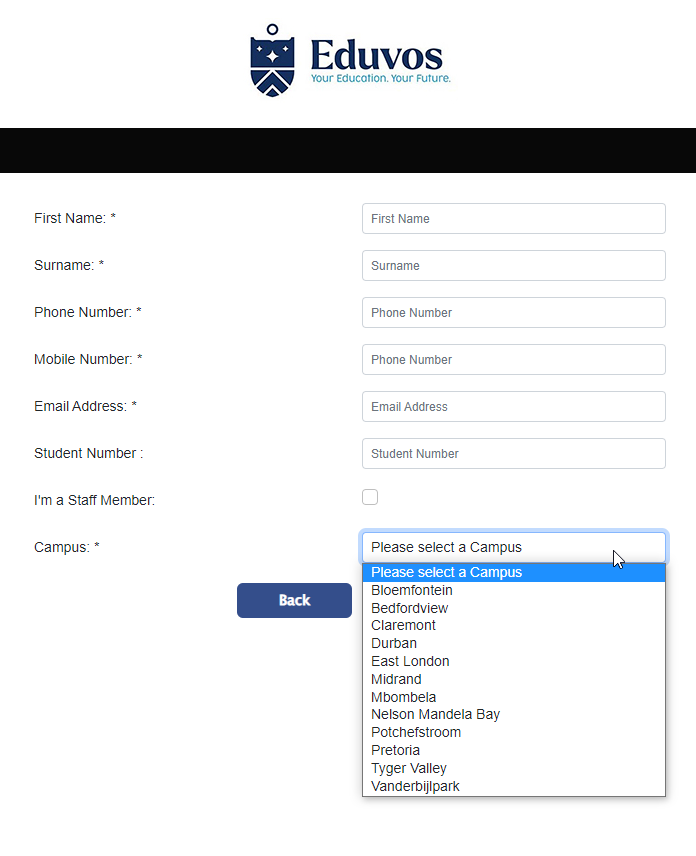
Link: <https://www.promo-one.co.za/eduvos>

Opening the website, you will be presented with the register or login page.

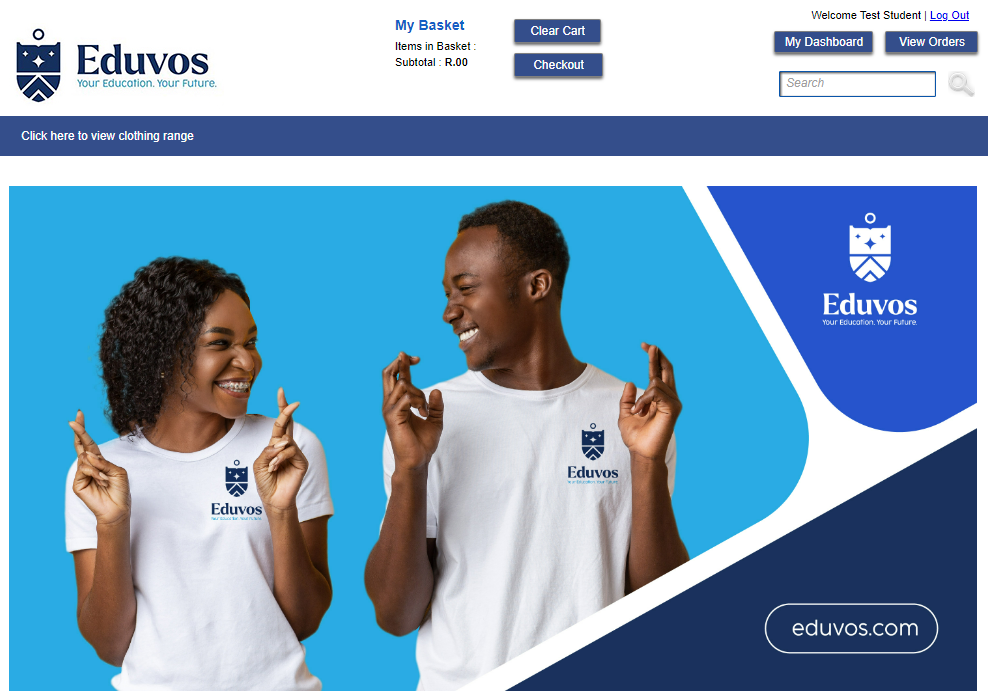


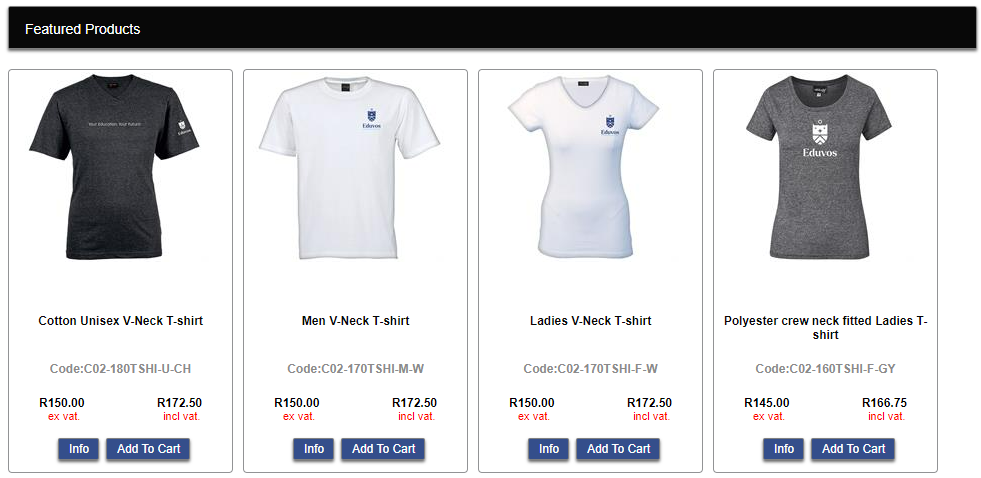
On the register page you can fill in you contact details to create a login profile, afterwards an activation email will be sent to you so please check your inbox aswell as your spam folder.

For Staff registering on the site please check the box “I’m a staff member” this will enable the function on the checkout screen to allow you to request a quote which will be emailed to you in a PDF file.

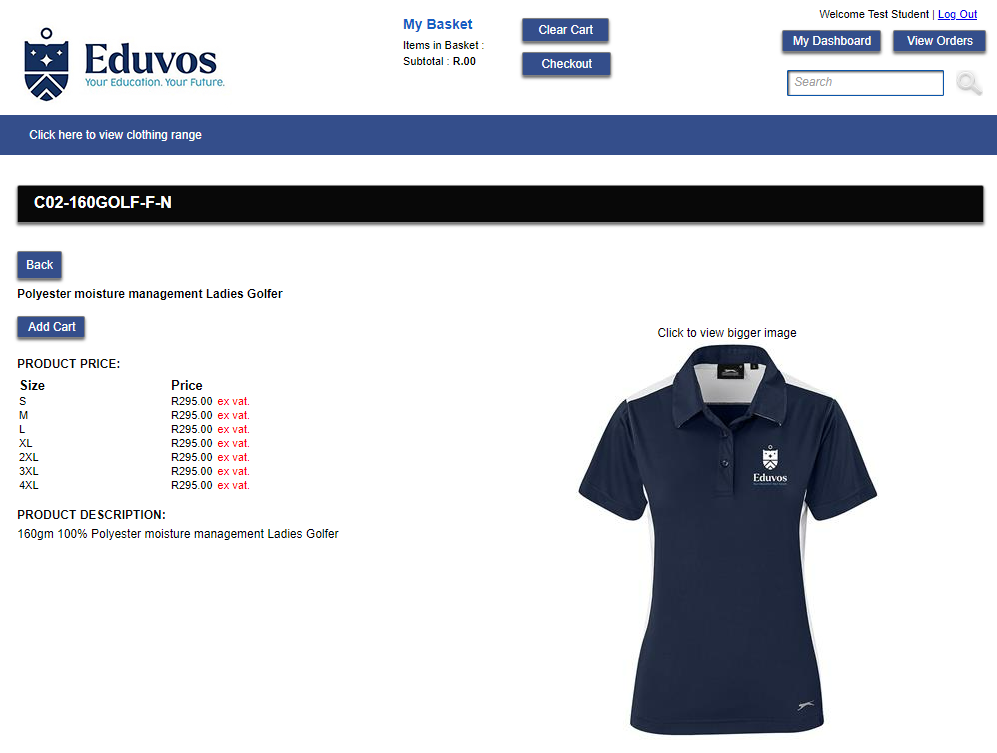


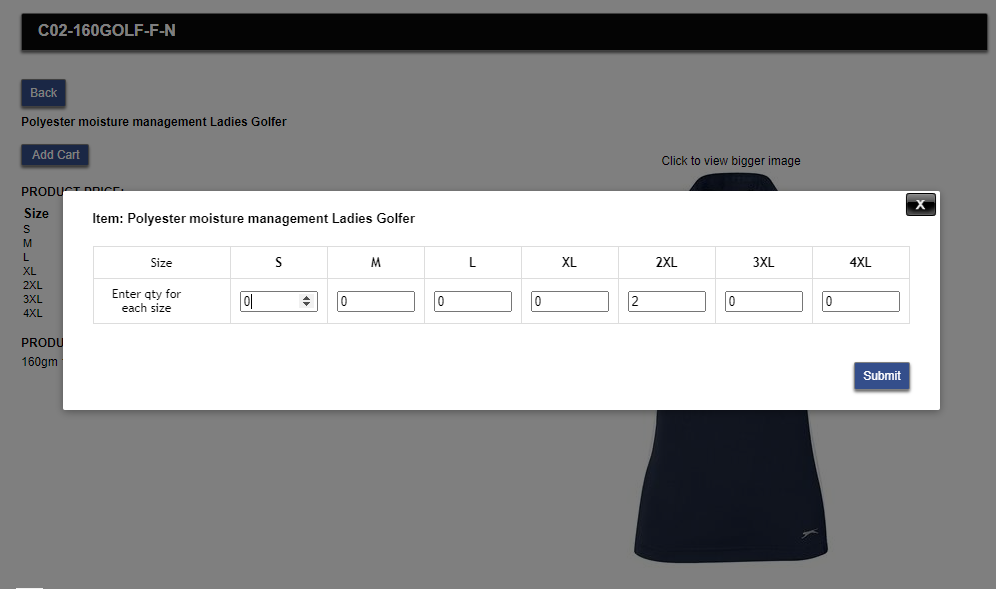
After you login you will see the landing page with featured products. You can now navigate throughout the website



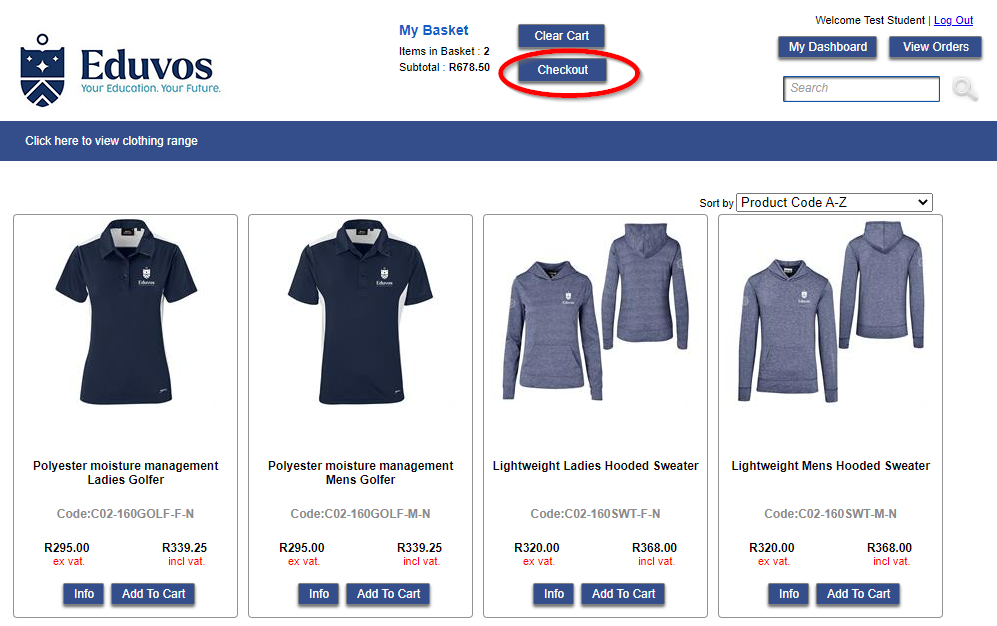


Once you have found that perfect item you can add it to the shopping cart





To proceed to checkout click on the shopping basket on the top of your screen



In your basket you welcome to add comments once you happy you can click on the continue checkout button.

Graphical user interface, text, application

Description automatically generated

**Delivery Options**

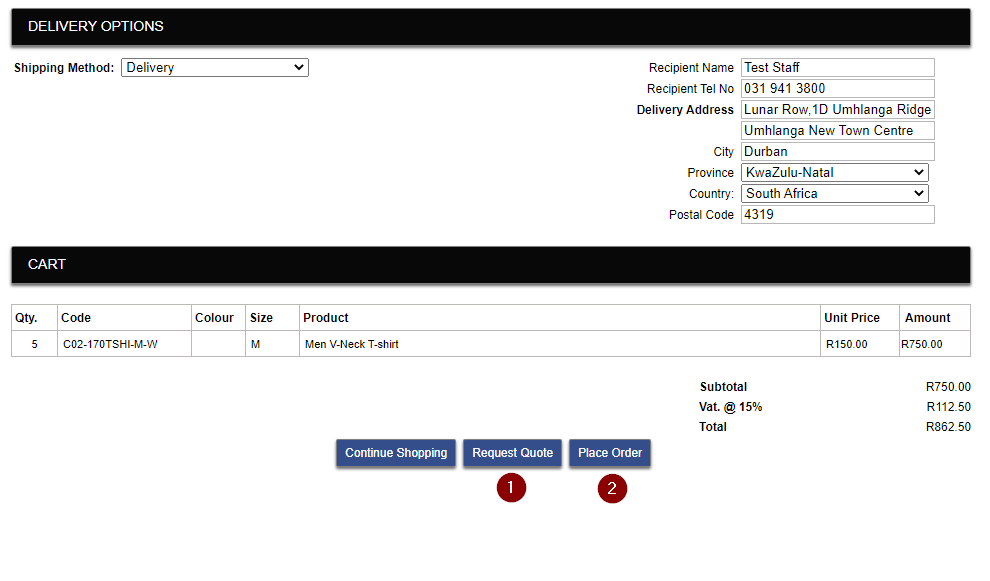
Choose delivery option and select a Campus to receive this order. Take note of the facilities Administrator who will receive your order on your behalf then you can arrange with them to collect your order.

Graphical user interface

Description automatically generated

**Payment page**

1. If you are ordering for the Company and first need to generate a purchase order, please   
   select the option 1 “Request Quote”, this will save your order and send you a PDF document so you can generate a purchase order from your financial system. You can then upload that document to your saved quote and convert it into an official order, *please see last page (converting quote to order)*



1. Personal order? Please select option 2. You will then have the option to pay with a credit card.

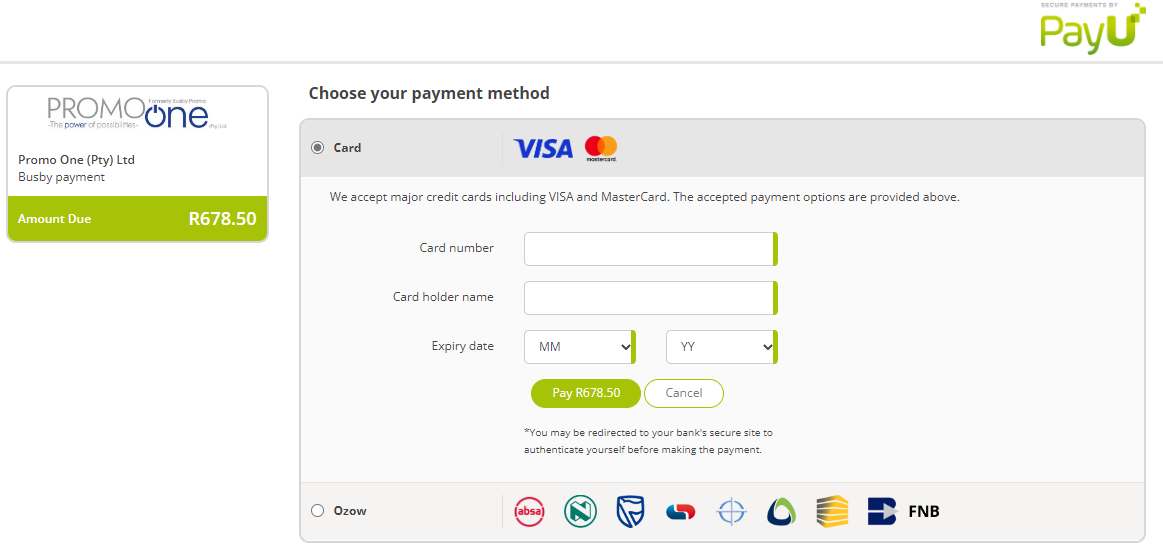
you will be re-directed to the payment gateway. Once completed you will be returned to the website.

Graphical user interface, application

Description automatically generated

**PayU portal**

You can now securely enter your details to complete the transaction.



You will now see the confirmation page.

Graphical user interface, text

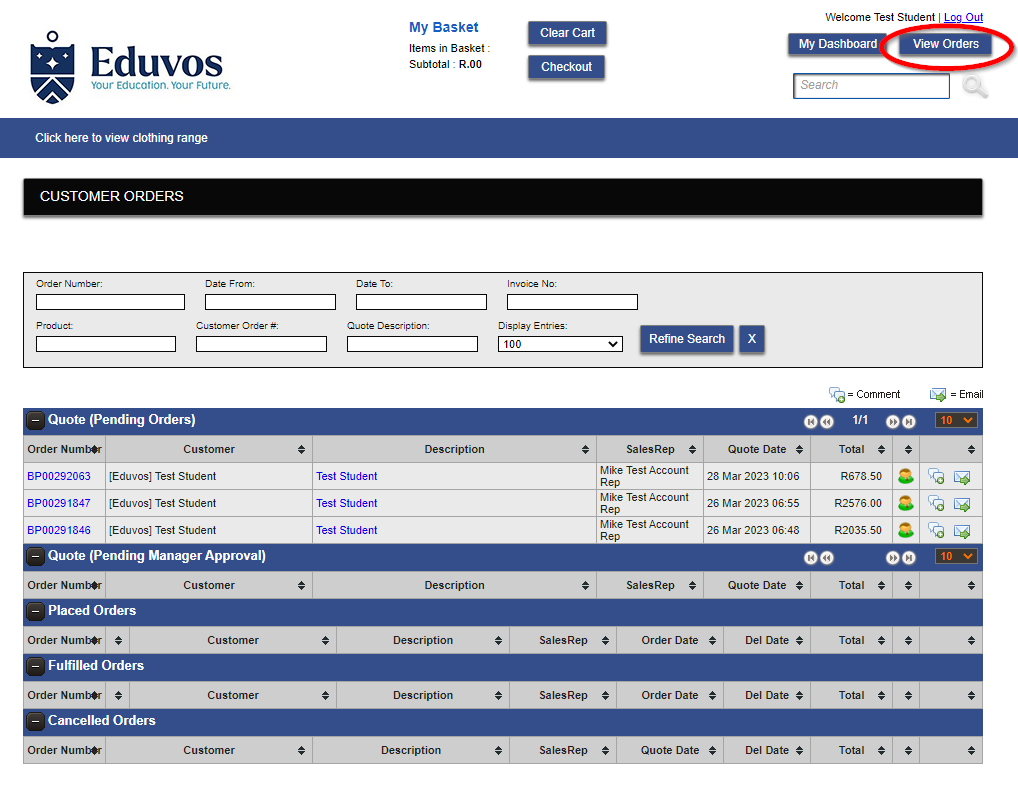
Description automatically generated

**Viewing your order history**

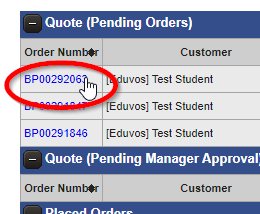
Clink on the button “View Order” on the top right of the page will display your order history.

It’s divided into sections for Quotes, Placed orders and Fulfilled Orders.

1. Quotes - Anything in Quotes is not an official order as we waiting for payment or a Purchase order before moving it to the placed order section.
2. Placed Order – These are your current order being packed and delivered.
3. Fulfilled – These are orders that have been delivered and invoiced.

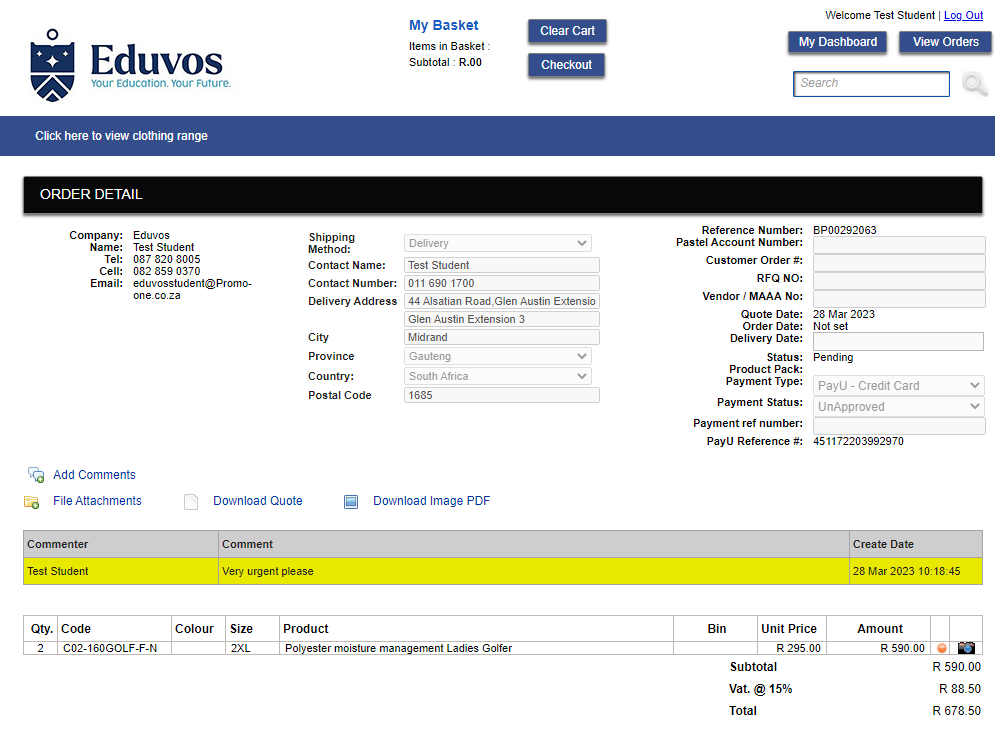


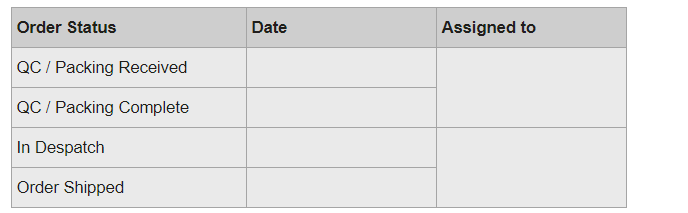
If you hover over the BP number you will notice you can click on the order to open and view.



**Example of an order**

Here you can view and see the progress of your order and when its being shipped etc.





**Converting your saved basket into an official order. Using PO**

1. Click on View Orders and find your saved quote.
2. Click on BP number to open the order.
3. You will see an option to upload your Purchase order and convert this quote into an official order.

