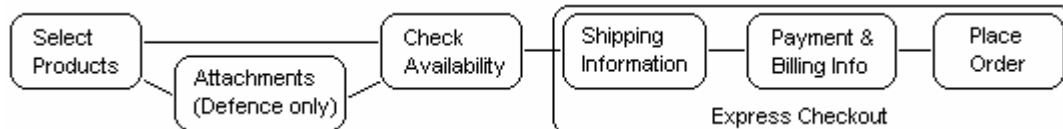


Quick Links:

Select Products	1
Add Attachments (Defence).....	Error! Bookmark not defined.
Check Availability	3
Checkout – Express Checkout	4
Checkout – Shipping Information	6
Checkout – Payment & Billing Information.....	8
Review and Place Order.....	10

These notes provide instructions on basic steps for ordering a product using the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.

The shopping cart order process follows the following steps:



Separate documents cover more detail for each step.

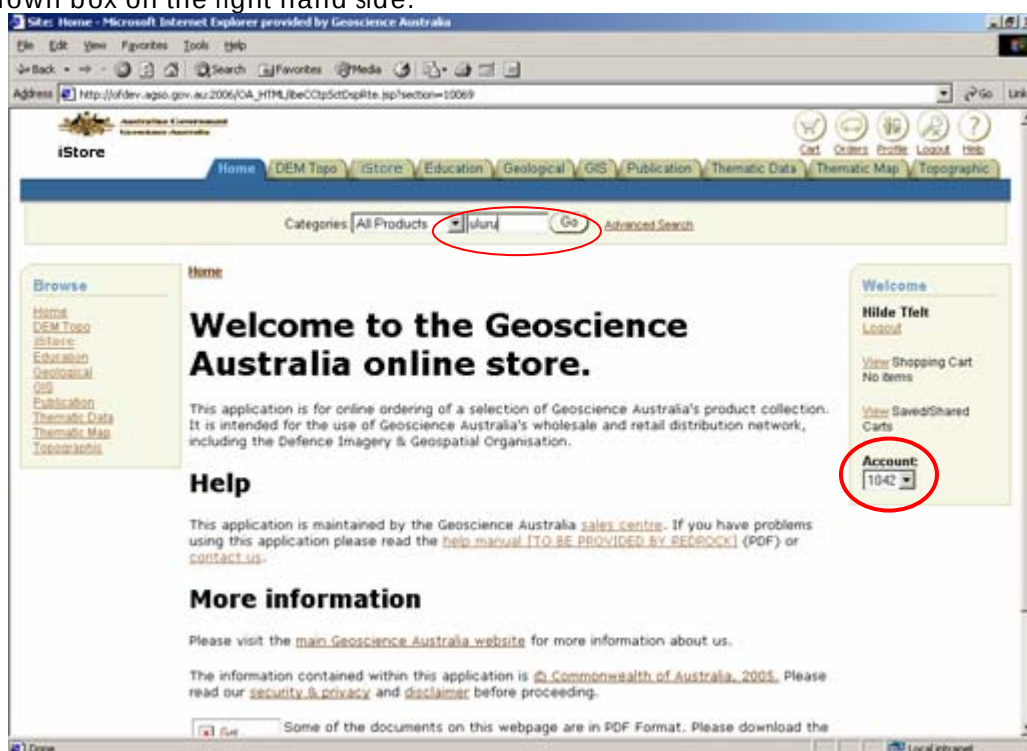
- Online Store User Guide OM02 - Find a Product
- Online Store User Guide OM04 - Check Product Availability
- Online Store User Guide OM05 - Attach a Document (Defence)
- Online Store User Guide OM06 - Pay for the Order

Other documents cover setting up extended features.

- Online Store User Guide OM07 - Create a Shopping List
- Online Store User Guide OM08 - Share a Cart (Defence Approval)
- Online Store User Guide OM09 - Enable Express Checkout

Select Products

For customers with multiple accounts, **select** the correct account number from the dropdown box on the right hand side.



For a simple search **enter** a key word in the search field and **click** 'Go'. For more details on alternative searches see 'Online Store User Guide OM02 – Find a Product'.

Results

Item
Uluru & Kata Tjuta - a geological history booklet
Uluru - Kata Tjuta National Park Cainozoic geology and hydrogeology
Uluru Kata-Tjuta National Park Thematic Map Tourist
Uluru Kata-Tjuta National Park Thematic Map Tourist- folded
SG52-08 Uluru - Ayers Rock Topographic Map 250K scale

Click on an item from the results list. If 'Express Checkout' is enabled then the 'Express Checkout' button is visible

[Home](#)
[Uluru Kata-Tjuta National Park Thematic Map Tourist](#)

Year	1996
Format	PRINT
Scale	100K
Version	0
Author	NATMAP
Comments	Available as flat and folded copies
Agency	NATMAP
Reliability	1985
Part Number (GEOCAT)	42277

Easy way to shop

Retail Price: \$5.05 Each
Your Price: \$5.05 Each

Quantity:

[Add to Cart](#)

Or

[Express Checkout](#)

Ship-to: Ground Floor
187 George Street
Bill-to: Ground Floor 187
George Street
[Change Preferences](#)

To immediately complete an order, **enter** the quantity and **click** on the 'Express Checkout' button. **Click** OK on the 'Please confirm to place your order' popup box.

[Home](#)
[Uluru Kata-Tjuta National Park Thematic Map Tourist](#)

Year	1996
Format	PRINT
Scale	100K
Version	0
Author	NATMAP
Comments	Available as flat and folded copies
Agency	NATMAP
Reliability	1985
Part Number (GEOCAT)	42277

Easy way to shop

Retail Price: ~~\$8.41~~ Each
Your Price: ~~\$8.41~~ Each

Quantity:

[Add to Cart](#)

Or

[Please click here](#) to enter settings and enable Express Checkout!

Otherwise, **enter** the quantity, and **click** on 'Add to Cart'.

Your Shopping Cart

[Continue Shopping](#)
[Checkout](#)

[Items](#)
[Attachments](#)
[Check Availability](#)

[Save Cart](#)
[Share Cart](#)
[Save To List](#)

✓ Your Store cart expires on 14-APR-2005. Please save this cart if you intend to use it beyond this date

Delete	Part Number	Item	UOM	Quantity	Unit Price	Total Price
	42276	Kakadu National Park Thematic Map Tourist	Each	100	List: \$8.41 : \$0.00 Net: \$8.41	List: \$841.00 : \$0.00 Net: \$841.00
Delete Cart						Sub-Total: \$841.00
						: \$0.00
						GST 10%(Rate: 10%): \$84.10
Recalculate						Total: \$925.10

Repeat these steps for each additional item.

Click on the link 'Attachments'.
Your Shopping Cart

Continue Shopping Checkout

Items Attachments Check Availability

Save Cart Share Cart Save To List

✓ Your Store cart expires on 14-APR-2005. Please save this cart if you intend to use it beyond this date

Delete	Part Number	Item	UOM	Quantity	Unit Price	Total Price
	42276	Kakadu National Park Thematic Map Tourist	Each	100	List: \$8.41 : \$0.00 Net: \$8.41	List: \$841.00 : \$0.00 Net: \$841.00

Delete Cart

Sub-Total: \$841.00
: \$0.00
GST 10%(Rate: 10%): \$84.10

Recalculate Total: \$925.10

Click on 'Browse ...' and select the document to add, and enter a description.
Your Shopping Cart

Items Attachments Check Availability

Add Attachments

File	Description	Added Date	Remove
No attachments have been added.			

Items Attachments Check Availability

* Indicates required field

* File: Browse...

* Description:

Cancel Apply

Click 'Apply'.

Your Shopping Cart

Items Attachments Check Availability

Add Attachments

File	Description	Added Date	Remove
PO1234_kakadu.txt	PO1234_kakadu.txt	15-MAR-2005	

Repeat these steps for each additional document to be attached.

Check Availability

For more details on Checking Availability, including the actions required for various availability messages, see 'Online Store User Guide OM04 - Check Product Availability'.

Click on the link 'Check Availability'.

Your Shopping Cart

Continue Shopping Checkout

Items Attachments Check Availability

Save Cart Share Cart Save To List

✓ Your Store cart expires on 14-APR-2005. Please save this cart if you intend to use it beyond this date

Delete	Part Number	Item	UOM	Quantity	Unit Price	Total Price
	42276	Kakadu National Park Thematic Map Tourist	Each	100	List: \$8.41 : \$0.00 Net: \$8.41	List: \$841.00 : \$0.00 Net: \$841.00

Delete Cart

Sub-Total: \$841.00
: \$0.00
GST 10%(Rate: 10%): \$84.10

Recalculate Total: \$925.10

If the items in the shopping cart are available it is OK to proceed to Checkout.

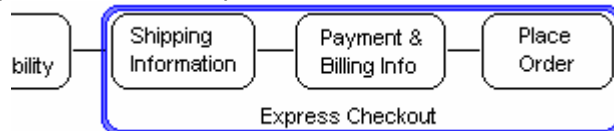
Your Shopping Cart

Part Number	Item	UOM	Quantity	Needed Date	Availability Information
42276	Kakadu National Park Thematic Map Tourist	Each	100	15-MAR-2005	Available

[Check Availability](#)

Checkout – Express Checkout

Either the Express Checkout option is used or the Standard Checkout option is used. This section details the Express Checkout option.



If Express Checkout is enabled then the 'Express Checkout' button will be visible with the shopping cart.

Express Checkout is a feature of shopping cart entry, which streamlines the Checkout process. The usual process goes through the Checkout stages of Shipping Information, Payment & Billing Information, and then Review Confirm. The Express process takes the express setup information for shipping, payment and billing and applies it to the pending order and Confirms the order.

For more details on Shipping Information see 'Online Store User Guide OM09 - Enable Express Checkout'.

Your Shopping Cart

[Continue Shopping](#) [Express Checkout](#) [Checkout](#)

[Items](#) [Check Availability](#)

[Save Cart](#) [Share Cart](#) [Save To List](#)

✓ Your Store cart expires on 14-APR-2005. Please save this cart if you intend to use it beyond this date

Delete	Part Number	Item	UOM	Quantity	Unit Price	Total Price
	35211	Kakadu and Nitmiluk National Parks, Northern Territory: A guide to the rocks, landforms, plants, animals, Aboriginal culture, and human impact	Each	25	List: \$13.50 : \$0.00 Net: \$13.50	List: \$337.50 : \$0.00 Net: \$337.50

[Delete Cart](#)

Sub-Total: \$337.50
: \$0.00
GST 10%(Rate: 10%): \$33.75

[Recalculate](#) **Total: \$371.25**

Click on the 'Items' tab of the shopping cart. **Click** on the 'Express Checkout' button.

Pending Express Checkout Orders

[Cancel Order](#)

Reference Number 331

Part Number	Item	UOM	Quantity	Unit Price	Total Price
48426	Canberra, a view from space satellite image map Topographic Map Poster/Image	Each	111	List \$5.05 : \$0.00 Net \$5.05	List \$560.55 : \$0.00 Net \$560.55
				Sub-Total:	\$560.55
				GST 10%(Rate: 10%):	\$56.06
				Total:	\$616.61

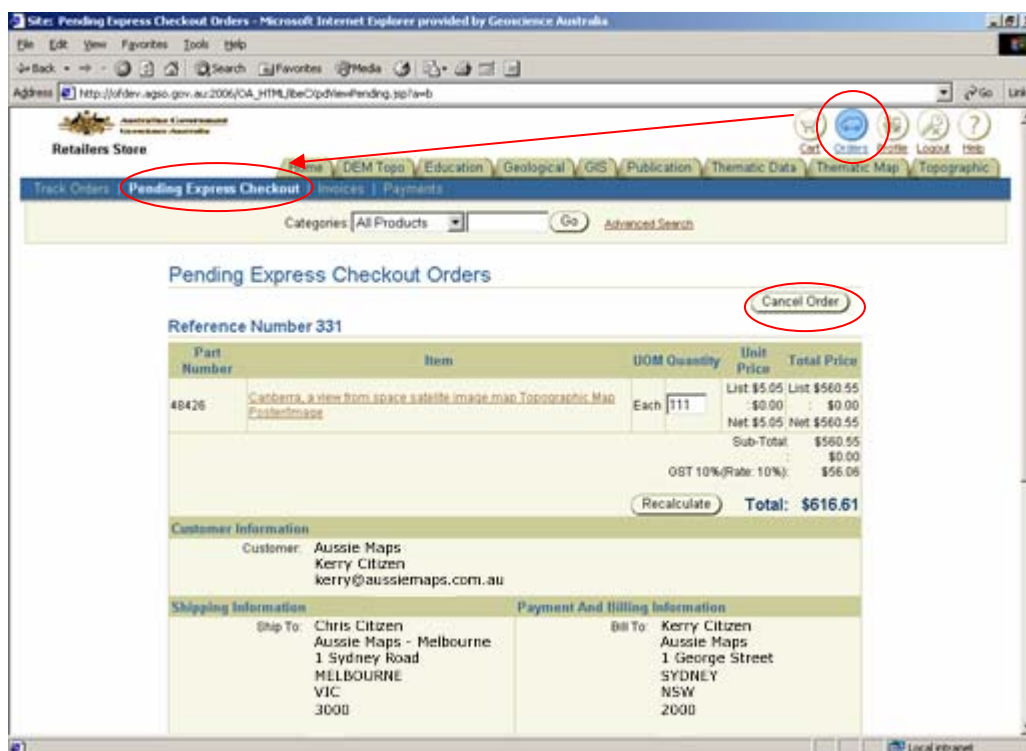
[Recalculate](#)

Customer Information
 Customer: Aussie Maps
 Kerry Citizen
 kerry@aussiemaps.com.au

Shipping Information
 Ship To: Chris Citizen
 Aussie Maps - Melbourne
 1 Sydney Road
 MELBOURNE
 VIC
 3000
 AUSTRALIA
 Shipping Method: AU - Off Peak
 Request Date:
 Shipping Instructions:
 Packing Instructions:

Payment And Billing Information
 Bill To: Kerry Citizen
 Aussie Maps
 1 George Street
 SYDNEY
 NSW
 2000
 AUSTRALIA
 Payment Type: Kerry Citizen, Credit Card
 xxxx xxxx xxxx 1234, 01/10
 Purchase Order No:

The shopping cart, now a pending order, is ready to be created as an order in the GA Financials ordering system. A process is run regularly to collect the completed shopping carts and process them further. Until this point the pending order can be cancelled. Until an order is automatically processed any selection using the 'Express Checkout' button will add items to this order.



To cancel the pending order, [click](#) on the 'Cancel Order' button. You will receive a confirmation message.



Confirmation

Your Express Checkout order 329 has been cancelled.

[Continue Shopping](#)

Some Possible Errors

Express Checkout Error

Sorry, your Express Checkout order could not be processed
A database error has occurred. Please try again later.
The Bill-To address for this customer is inactive. Please choose a different Bill-To address.
The Ship-To address for this customer is inactive. Please choose a different Ship-To address.

[Click here](#) to view your Express Checkout Settings

These errors are related to set up information being disabled or inactivated. [Click](#) on the 'Click here' link to change the preferences according to the instructions.

If 'Express Checkout' is chosen from the product search screen the displayed errors are in the box down the right hand side. Also with a 'Click here' link to change the preferences.

[Home](#)

SI55-16 Canberra Topographic Map 250K scale- folded

Year	2001
Format	PRINT
Scale	250K
Version	3
Author	NATMAP
Comments	This map can be purchased in either flat or folded
Map Sheet Number	SI55-16
Agency	NATMAP
Reliability	1998
Part Number (GEOCAT)	45529FO

Easy way to shop

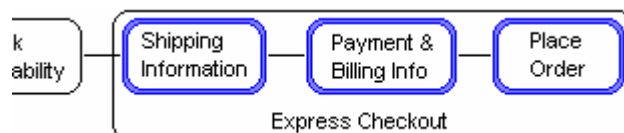
Retail Price: \$5.05 Each
Your Price: \$5.05 Each
Quantity:

[Add to Cart](#)

Or

Sorry, your order could not be processed: The Bill-To address for this customer is inactive. Please choose a different Bill-To address.
The Ship-To address for this customer is inactive. Please choose a different Ship-To address.
[Click here](#) to view your Express Checkout Settings

If the Express Checkout option is not chosen the following steps detail the Standard Checkout process.



Checkout – Shipping Information

[Click](#) on the 'Items' tab of the shopping cart. [Click](#) on the 'Checkout' button.

Your Shopping Cart

[Continue Shopping](#) [Checkout](#)

[Items](#) [Attachments](#) [Check Availability](#)

[Save Cart](#) [Share Cart](#) [Save To List](#)

✓ Your Store cart expires on 14-APR-2005. Please save this cart if you intend to use it beyond this date

Delete	Part Number	Item	UOM	Quantity	Unit Price	Total Price
	42276	Kakadu National Park Thematic Map Tourist	Each	100	List: \$8.41 : \$0.00 Net: \$8.41	List: \$841.00 : \$0.00 Net: \$841.00

[Delete Cart](#)

Sub-Total: \$841.00
: \$0.00
GST 10%(Rate: 10%): \$84.10

[Recalculate](#) **Total: \$925.10**

For more details on Shipping Information see 'Online Store User Guide OM06 – Pay for the Order', the section titled 'Bill To and Additional Information'. The instructions relate to billing contact names and billing addresses but the process is the same for shipping contact names and shipping addresses.

Checkout: Shipping Information

[Save Cart](#)[Share Cart](#)[Continue Checkout](#)

Shipping Method

Fees are applied according to the service selected and delivery location.
Conditions apply. See [Delivery Details](#) for more information.

AU - Road Freight

Ship To

Customer: Aussie Maps

Contact: Kerry Cizzen
kerry@aussiemaps.com.au

[Remove](#)[Change](#)

Address:

[Change](#)

Shipping Instructions

Request Date:

Shipping Instructions:

Packing Instructions:

[Save Cart](#)[Share Cart](#)[Continue Checkout](#)

A shipping address must be selected. [Click](#) on the 'Change' button to show the list of shipping addresses.

Search and Select: Ship to Address

Search

Country:

[Go](#)

Results

Select	Customer	Contact	Address	Primary	Address Type
No search conducted.					

[Select](#) a country from the dropdown list. [Click](#) the 'Go' button.

☐	Aussie Maps	1 George Street SYDNEY NSW 2000 AUSTRALIA	Ship To
☒	Aussie Maps - Melbourne	1 Sydney Road MELBOURNE VIC 3000 AUSTRALIA	Ship To

[Previous](#) 1 - 20 [Next 20](#)

[Select](#)

[Click](#) on the radio button next to the correct address. Scroll to the bottom of the list and [click](#) the 'Select' button.

Checkout: Shipping Information

[Save Cart](#)[Share Cart](#)[Continue Checkout](#)

Shipping Method

Fees are applied according to the service selected and delivery location.
Conditions apply. See [Delivery Details](#) for more information.

AU - Off Peak

Ship To

Customer: Aussie Maps

Contact: Kerry Citzzen
kerry@aussiemaps.com.au

[Remove](#)[Change](#)

Address: 1 George Street
SYDNEY
NSW
2000
AUSTRALIA

[Change](#)

Shipping Instructions

Request Date: 17-MAR-2005

Shipping Instructions: please deliver to delivery dock

Packing Instructions: pack in 3 boxes

Any of the following are optional:

- **Select** a different 'Ship To' method in the dropdown list.
- **Remove** or **change** the contact details for the Customer.
- **Enter** a request date.
- **Enter** 'Shipping Instructions'.
- **Enter** 'Packing Instructions'.

Click on the 'Continue Checkout' button.

Checkout – Payment and Billing Information

For more details on Payment and Billing Information see 'Online Store User Guide OM06 – Pay for the Order'.

Checkout: Payment And Billing Information

[Save Cart](#)[Share Cart](#)[Continue Checkout](#)

Payment Information

☒ Existing Credit Card

Kerry Citzzen, Credit Card, xxxx xxxx xxxx 1234, 01/10

☐ New Credit Card

Card Holder Name:

Type:

VISA

Number:

Expiration:

01 2005

Bill To

Customer: Aussie Maps

Contact: Kerry Citzzen
kerry@aussiemaps.com.au

[Remove](#)[Change](#)

Address:

[Change](#)

Additional Information

Please fill in the following fields

* Indicates required fields

Additional Information

If there are multiple methods of 'Payment Information', **click** on the radio button next to the required method of payment.

* Currently the only choice is credit card.

A billing address must be selected. **Click** on the 'Change' button to show the list of Bill To addresses.

Search and Select: Bill to Address

Search

Country: Australia

Go

Results

Select	Customer	Contact	Address	Primary	Address Type
No search conducted.					

Select the country and **click** 'Go'.

Results

View All Contacts

Previous 1 - 20 Next 20

Select	Customer	Contact	Address	Primary	Address Type
☒	Aussie Maps		1 George Street SYDNEY NSW 2000 AUSTRALIA	☒	Bill To
				☒	Ship To
☐	Aussie Maps - Melbourne		1 Sydney Road MELBOURNE VIC 3000 AUSTRALIA		Bill To
					Ship To

Click the radio button next to the required billing address and **scroll** to the top or the bottom of the page and **click** the 'Select' button.

Checkout: Payment And Billing Information

Save Cart

Share Cart

Continue Checkout

Payment Information

Country: Australia

Bill To

Customer: Aussie Maps

Contact: Kerry Citizen
kerry@aussiemaps.com.au

Remove

Change

Address: 1 George Street
SYDNEY
NSW
2000
AUSTRALIA

Change

Additional Information

Please fill in the following fields

* Indicates required fields

Additional Information

Any of the following are optional:

- **Remove** or **Change** the contact details for the Customer.
- **Enter** Additional Information.

Click on the 'Continue Checkout' button.

Review and Place Order

Checkout: Review and Place Order

Part Number	Item	UOM	Quantity	Unit Price	Total Price
60920FO	Asia Pacific Thematic Map Tourist- folded	Each	145	List \$5.05 : \$0.00 Net \$5.05	List \$732.25 : \$0.00 Net \$732.25
Sub-Total:					\$732.25
GST 10%(Rate: 10%):					\$73.23
Total:					\$805.48

[Recalculate](#)

Customer Information

Customer: Aussie Maps
Kerry Citizen
kerry@aussiemaps.com.au

Shipping Information

[Change](#)

Ship To: Kerry Citizen
Aussie Maps
1 George Street
SYDNEY
NSW
2000
AUSTRALIA

Shipping Method: AU - Off Peak
Request Date:
Shipping Instructions:
Packing Instructions:

Payment And Billing Information

[Change](#)

Bill To: Kerry Citizen
Aussie Maps
1 George Street
SYDNEY
NSW
2000
AUSTRALIA

Payment Type: Kerry Citizen, Credit Card
xxxx xxxx xxxx 1234, 01/10

Purchase Order No:

View the pending order that has been created. If any of the information needs to be changed [click](#) on the appropriate buttons.

- [Enter](#) a new quantity, and [click](#) the 'Recalculate' button.
- *Shipping Information 'Change' button* – Takes you back to the 'Shipping Information screen' to make the changes.
- *Payment and Billing Information 'Change' button* – Takes you back to the 'Payment and Billing Information' screen to make the changes.

To place the order, [click](#) on the 'Place Order' button.

Checkout: Review and Place Order

Part Number	Item	UOM	Quantity	Unit Price	Total Price
60920FO	Asia Pacific Thematic Map Tourist- folded	Each	145	List \$5.05 : \$0.00 Net \$5.05	List \$732.25 : \$0.00 Net \$732.25

[Place Order](#)

*** If the 'Place Order' button is not visible** it means the user doesn't have permissions to place an order and must 'share the cart' with an authorised user, so the pending order can be placed. See '*Online Store User Guide OM08 – Share Cart for Approval*'.

This may take some time ... please be patient. An order confirmation message is displayed.

 **Confirmation**

Your order number is: 11013
Please print this page and keep it for your records.

Continue Shopping

Part Number	Item	UOM	Quantity	Unit Price	Total Price
42276	Kakadu National Park Thematic Map Tourist	Each	145	List: \$5.05 : \$0.00 Net: \$5.05	List: \$732.25 : \$0.00 Net: \$732.25
				Sub-Total:	\$732.25
				:	\$0.00
				GST 10%(Rate: 10%):	\$73.23
				Total:	\$805.48

Customer Information
Customer: Aussie Maps
Kerry Citizen
kerry@aussiemaps.com.au

Shipping Information
Ship To: Kerry Citizen
Aussie Maps
1 George Street
SYDNEY
NSW
2000
AUSTRALIA

Shipping Method: AU - Off Peak
Request Date: 17-MAR-2005
Shipping Instructions: please deliver to delivery dock
Packing Instructions: pack in 3 boxes

Payment And Billing Information
Bill To: Kerry Citizen
Aussie Maps
1 George Street
SYDNEY
NSW
2000
AUSTRALIA

Payment Type: Kerry Citizen, Credit Card
xxxx xxxx xxxx 1234, 01/10

Purchase Order No:

To view the progress of your order see '*Online Store User Guide OM10 - Track Orders*'.