Australian Government
Geoscience Australia

Geoscience Australia Online Store:
User Guide OM06

Pay for the Order

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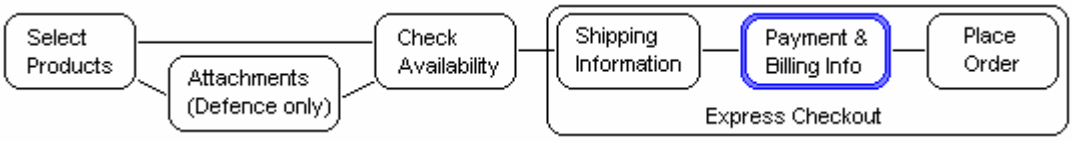
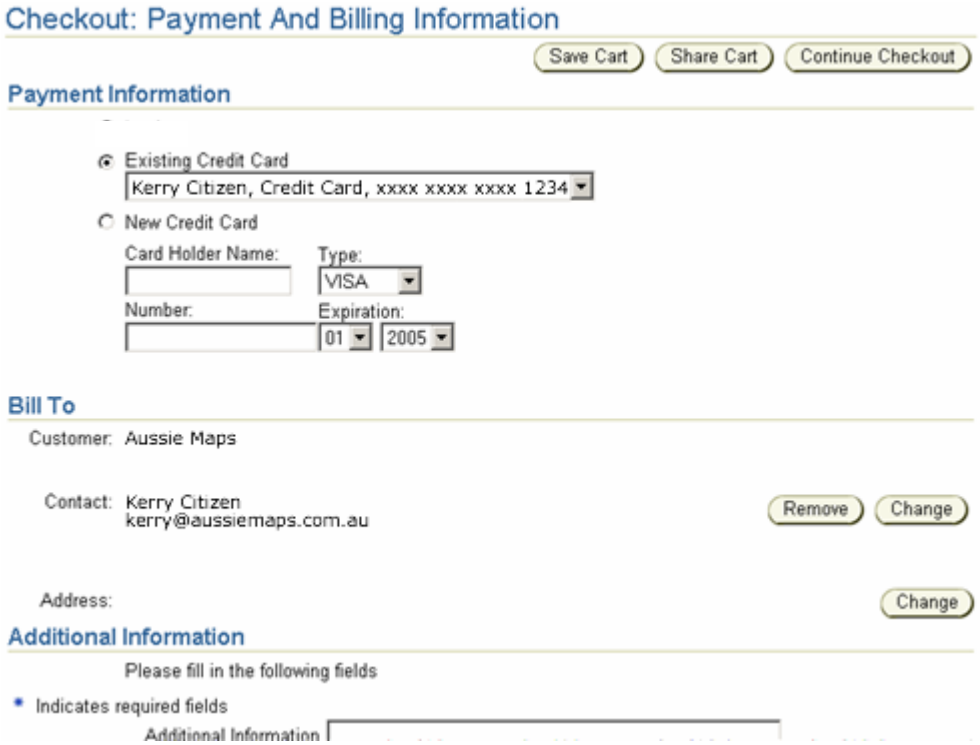
These notes provide instructions on how to complete the payment and billing information part of the checkout process using the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.

These notes assume you are logged onto GA Online Store. This is part of the 'Checkout' procedures. It is assumed that the preceding steps have been successfully completed.



Select a shopping cart, **click** on 'Checkout', and **complete** the shipping information.

Payment Information



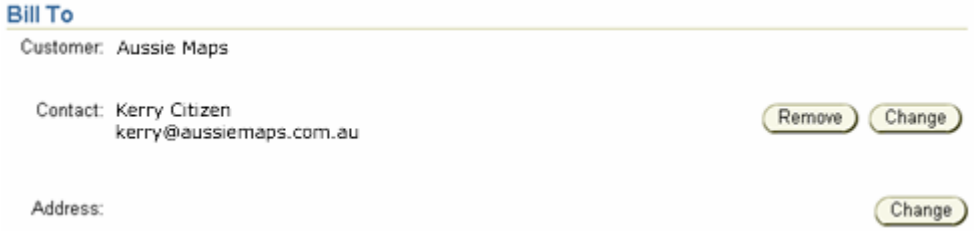
Click on the radio button next to the required Payment preference.

Optionally **select** an alternate Credit Card number from the dropdown list. Credit card information is only available to retail and wholesale customers. (ie. Not Defence)

To create a 'one-time' Credit Card payment method, **enter** the 'Card Holder Name', **select** the Card 'Type', **enter** the 'Number', and **select** the month and year 'Expiration. When you click 'Continue Checkout' validation is performed to make sure the credit card number is a valid card number for the type of card chosen.

For instructions on how to maintain the 'Existing Credit Card' dropdown list, see *'Online Store User Guide OM03 – 'Change your Profile Preferences'* titled *'Maintain Credit Card Information'*.

Bill To and Additional Information



To Remove a customer contact from the Bill To information, **click** on the 'Remove' button.
On the address label for the invoice there will be no 'Contact' details.
To change the default contact name, **click** on the 'Change' button.

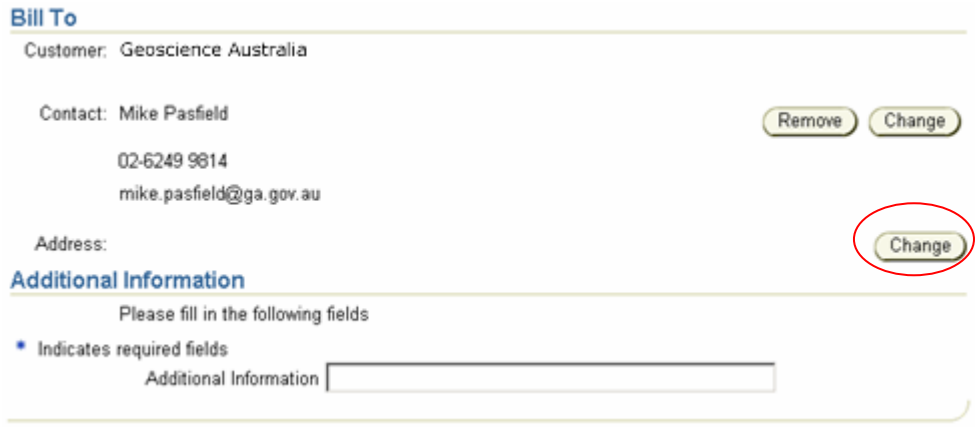
Enter a contact name, **or** part contact name, **or** enter a percent sign (%) to show all the contact names for the customer. Oracle wild cards (ie. '%' and '_') can be used.
Click the 'Go' button.

Enter different selection criteria, and **click** 'Go', to show more or less contact names.
Click the radio button next to the required contact and **click** 'Select'.

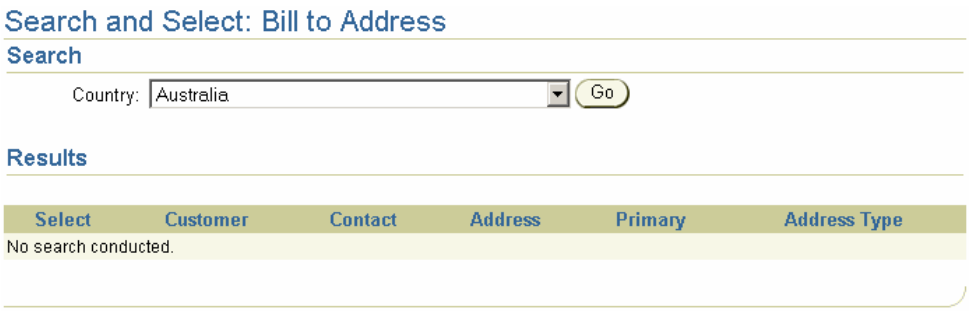
- A Contact name must be selected – there is no 'cancel' for this screen. If the name is not in the list you can select a Contact name and then click the remove button on the main screen.

To administer the contact list see the section at the end of this document titled *'Maintain Contact Names'*.

A billing address must be selected.

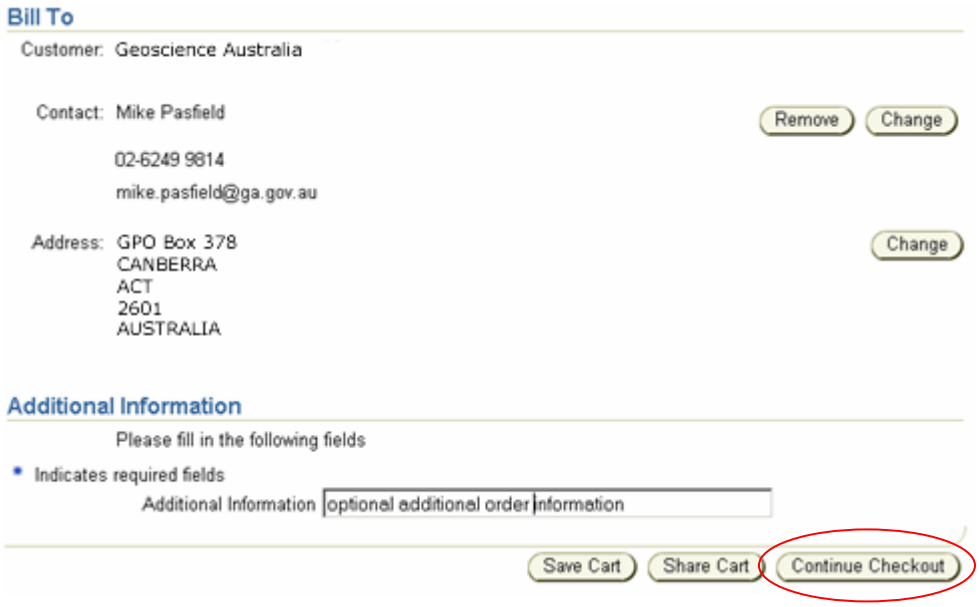


Click on the 'Change' button to show the list of shipping addresses.



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

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.



Enter optional 'Additional Information'. This information is for reference only and not printed on the order form.
The Payment and Bill To Information is complete. Choose one of the following:

- **Click** '*Save Cart*' – shopping cart can be saved for later.
- **Click** '*Share Cart*' – shopping cart is saved and can be shared with one or more another customer contacts.
- **Click** '*Continue Checkout*' – This progresses the pending order to the Review and Place Order screen.

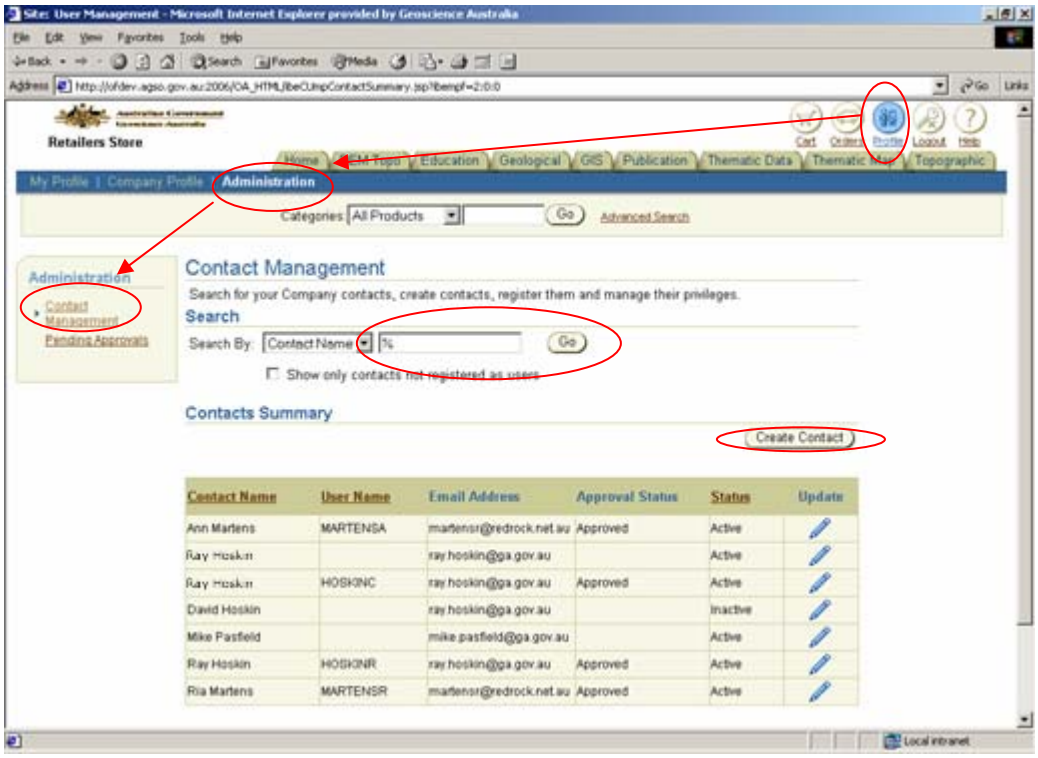
Minimum Spend Requirements

There are minimum spend agreements for Customers. For Retailers the minimum spend is $100AUD. For Wholesalers the minimum spend is $100. An error message (example below) will display on the 'Payment and Billing Information' screen if the minimum spend has not been reached.

Return to the shopping cart screen and increase the items ordered so the amount reaches the minimum spend requirement.

Maintain Contact Names

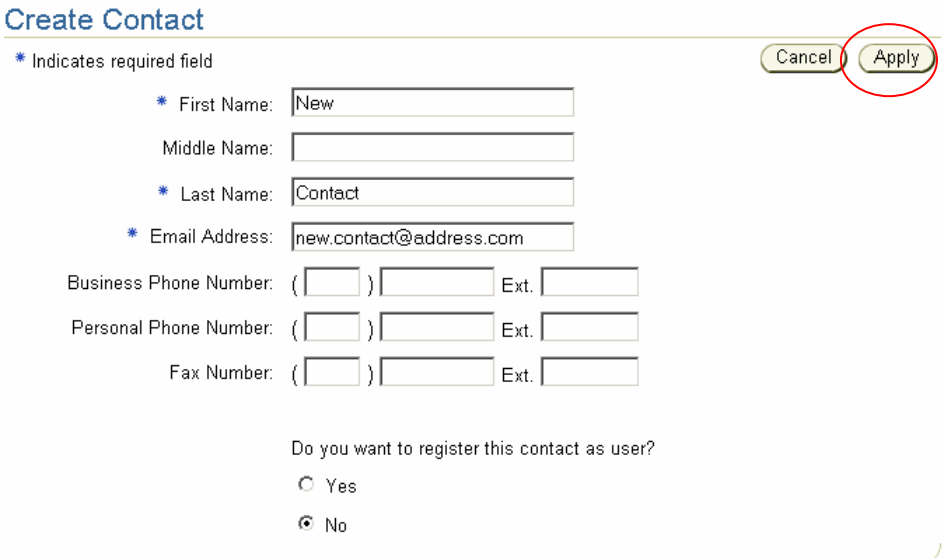
To maintain Contact Name lists for the customer, **click** on the 'Profile' icon in the top right hand corner, **click** on the 'Administration' link on the header bar, and **click** on the 'Contact Management' link on the left hand side.



Enter a contact name, **or** part contact name, **or** enter a percent sign (%) to show all the contact names for the customer. Oracle wild cards (ie. '%' and '_') can be used.
Click the 'Go' button.
The selection criteria can be modified to:

- Select by 'Contact Name' or 'User Name' – select from the dropdown list.
- Show only contacts that are not registered as users.

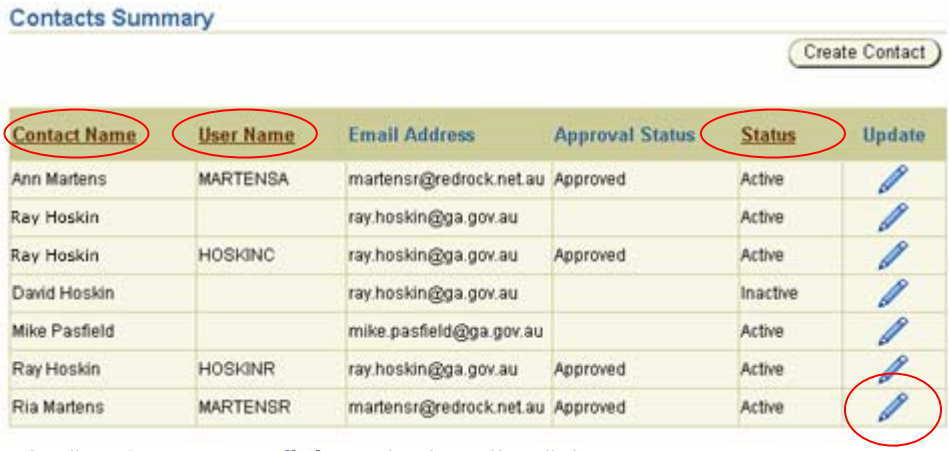
To add a new contact **click** on 'Create Contact'.



Enter the First Name, **enter** the last name, and **enter** the email address. **Click** on the Yes/No radio buttons to indicate if this contact is also a shopping cart entry user.
Other optional information is:

- Middle Name
- Business Phone Number
- Personal Phone Number
- Fax Number

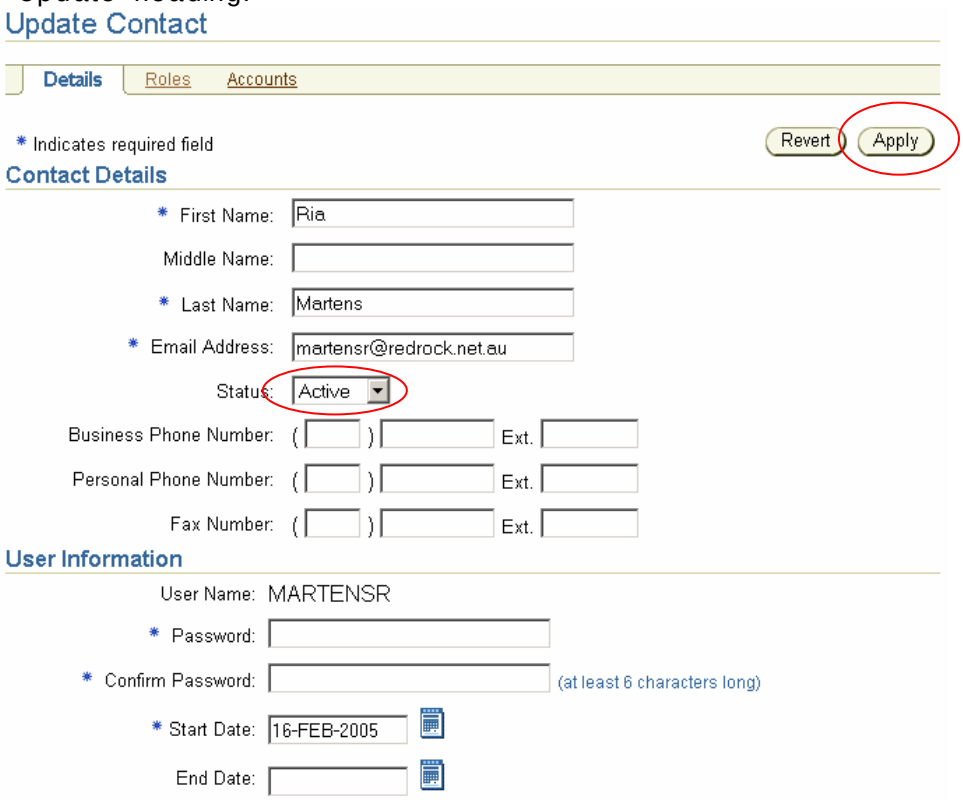
Click on 'Apply'.



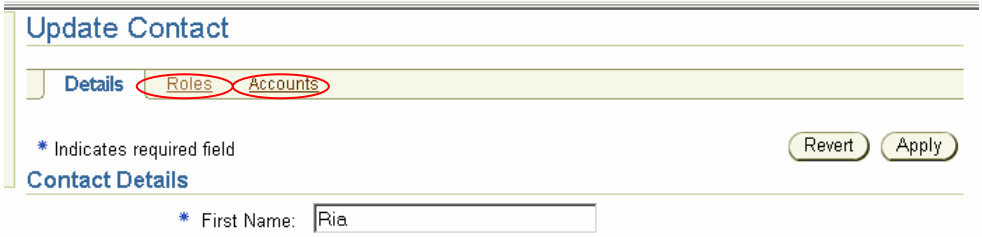
To reorder the list of Contacts **click** on the heading links:

- Contact Name
- User Name
- Status

To update the contact's information **click** on the 'pencil' icon, next to the contact name, under the 'Update' heading.



Make changes to the information and **click** 'Apply'.
To cancel any changes, **click** 'Revert'. This will take you back to the Contact list screen.
A Contact cannot be deleted. To remove the contact name from the list of active contacts **select** 'Inactive' from the 'Status' dropdown list.

If the Contact is also a shopping cart entry user then the 'User information' will be displayed for any changes required. Make the changes then **click** 'Apply'.

Other information regarding 'Roles' and 'Accounts' can be maintained on the other two tabs, for contacts who also use the Online Store system. See *'Online Store User Guide OM11 - Create New Users'* for these instructions.