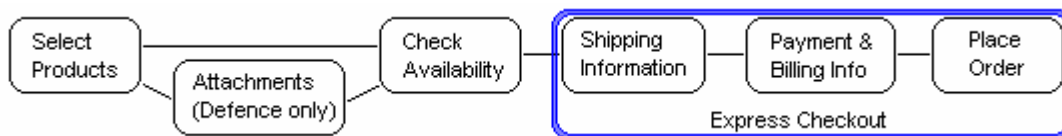


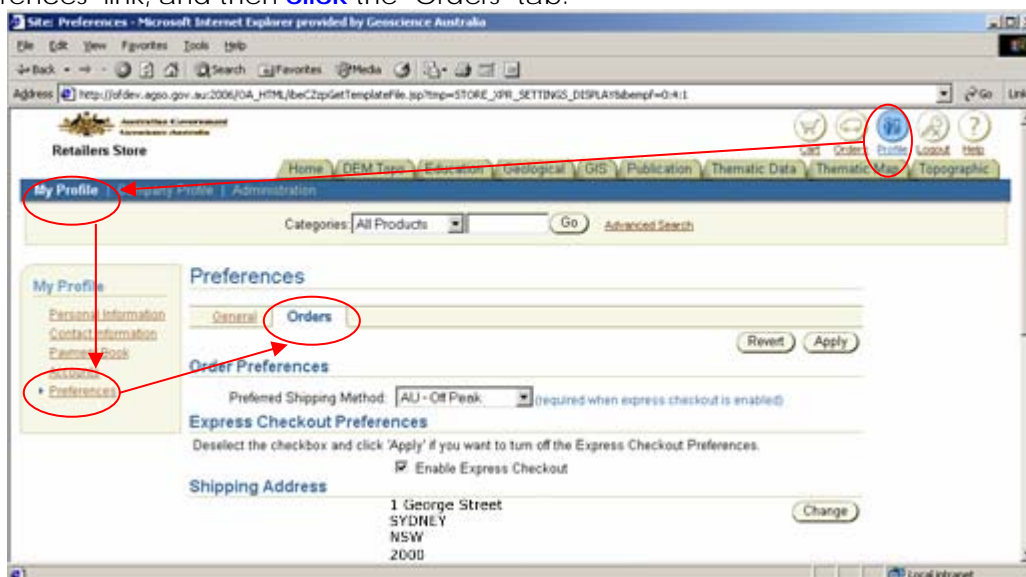
## Enable Express Checkout

These notes provide instructions on how to set up Express Checkout for placing orders using the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. It is not available to Defence customers.

Express Checkout is a feature of the 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.



To enable 'Express Ordering' [click](#) the 'Profile' icon, [click](#) the 'My Profile' heading, [click](#) the 'Preferences' link, and then [click](#) the 'Orders' tab.



Once Express Checkout is enabled a quick link to change the Preferences is visible in the Welcome box on the right hand side of the Home page screen.



**General** **Orders** Revert Apply

**Order Preferences**

Preferred Shipping Method: **AU - Off Peak** (required when express checkout is enabled)

**Express Checkout Preferences**

Deselect the checkbox and click 'Apply' if you want to turn off the Express Checkout Preferences.

☒ Enable Express Checkout

**Shipping Address**

1 George Street  
SYDNEY  
NSW  
2000  
AUSTRALIA Change

**Billing Address**

1 George Street  
SYDNEY  
NSW  
2000  
AUSTRALIA Change

**Payment Option**

☒ Existing Credit Card  
Kerry Citizen, Credit Card, xxxx xxxx 1234, 01/10

☐ New Credit Card

Card Holder Name:  Type: **VISA**

Number:  Expiration: **01** **2005**

Select the 'Preferred Shipping Method' from the dropdown list.

**Order Preferences**

Preferred Shipping Method: **AU - Off Peak** (required when express checkout is enabled)

**Express Checkout Preferences**

Deselect the checkbox and click 'Apply' if you want to turn off the Express Checkout Preferences.

☒ Enable Express Checkout

**Shipping Address**

1 George Street  
SYDNEY  
NSW  
2000  
AUSTRALIA Change

**Billing Address**

1 George Street  
SYDNEY  
NSW  
2000  
AUSTRALIA Change

**Payment Option**

☒ Existing Credit Card  
Kerry Citizen, Credit Card, xxxx xxxx 1234, 01/10

☐ New Credit Card

Card Holder Name:  Type: **VISA**

Number:  Expiration: **01** **2005**

To enable or disable 'Express Checkout' click the tick box next to 'Enable Express Checkout'.

**Express Checkout Preferences**

Deselect the checkbox and click 'Apply' if you want to turn off the Express Checkout Preferences.

☐ Enable Express Checkout

To change the express Shipping or Billing addresses click on the 'Change' button. For detailed information about changing addresses see 'Online Store User Guide OM06 – Pay for the Order', the section titled 'Bill To and Additional Information'.

**Shipping Address**

1 George Street  
SYDNEY  
NSW  
2000  
AUSTRALIA Change

**Billing Address**

1 George Street  
SYDNEY  
NSW  
2000  
AUSTRALIA Change

Select a country from the dropdown list. Click the 'Go' button.

## Search and Select: Ship to Address

### Search

Country: Australia

Go

### Results

Select	Customer	Contact	Address	Primary	Address Type
No search conducted.					

Click on the radio button next to the correct address.

Scroll to the top or the bottom of the list and click the 'Select' button.

Results

View All Contacts

Select	Customer	Contact	Address	Primary	Address Type
<input checked="" type="radio"/>	Aussie Maps		1 George Street SYDNEY NSW 2000 AUSTRALIA	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Bill To Ship To
<input type="radio"/>	Aussie Maps		1 Sydney Road MELBOURNE VIC 3000 AUSTRALIA		Bill To Ship To

Select

Repeat for Billing Address.

\* Express Checkout requires a credit card payment. The invoice option is not available.

Select an existing credit Card from the dropdown list, or  
Payment Option

☒ Existing Credit Card

ria martens, VISA, xxxxxxxxxxxx1111, Expires 01/2009

☐ ria martens, VISA, xxxxxxxxxxxx1111, Expires 01/2009

new mastercard, MCARD, xxxxxxxxxxxx7625, Expires 05/2005

Number: Expiration:

01 2005

Click on the radio button next to 'New Credit Card', and enter the card details.  
Payment Option

☐ Existing Credit Card

ria martens, VISA, xxxxxxxxxxxx1111, Expires 01/2009

☒ New Credit Card

Card Holder Name: Type:

new credit card BCARD

Number: Expiration:

1234123412341234 01 2005

When the changes are applied validation is performed to make sure the credit card number is a valid card number for the type of card chosen.

To apply the changes, click on the 'Apply' button.

To cancel the changes, click on the 'Revert' button.