

Online Ordering System

Guide for Use

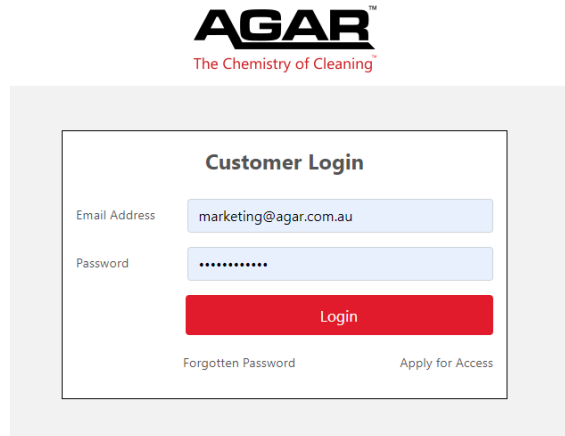
- ✓ Order any time of day or night
- ✓ Information on our whole range
- ✓ More accurate than manual ordering - Less scope for error
- ✓ Use Lists or Rapid Order for faster entry of repeat orders using previous purchase history
- ✓ Delivery addresses listed for repeat use
- ✓ Displays prices

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HOW TO LOGIN

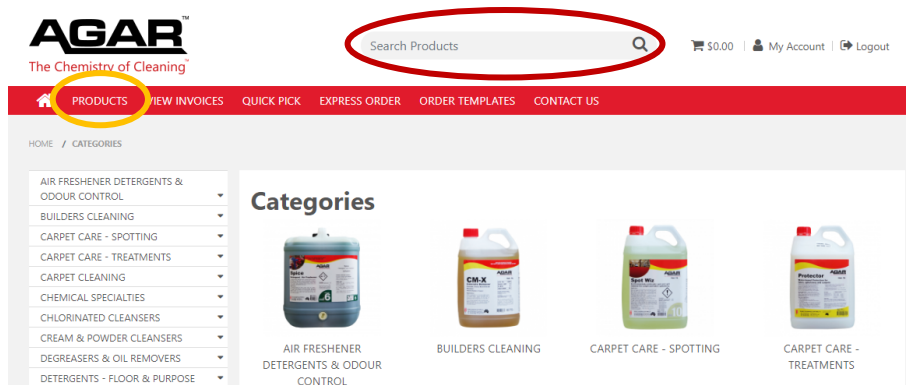
1. To login to Agar's online ordering, visit <http://onlineorders.agar.com.au/login>.
2. Put in your login details and click login.



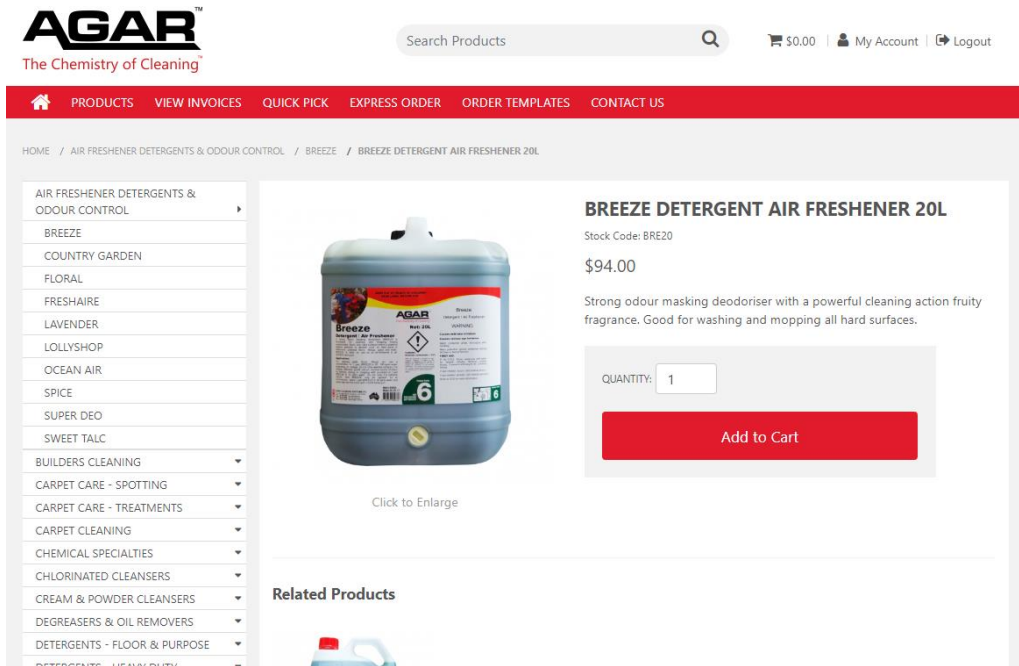
If you lose your login details simply click the 'Forgotten Password' option below the 'Login' button.

SELECTING PRODUCTS

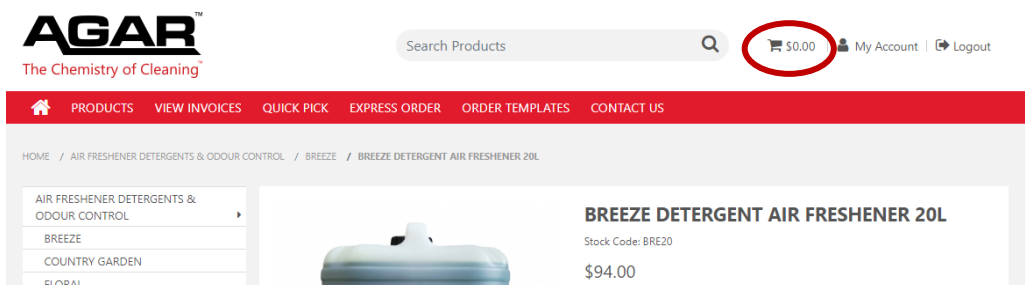
1. After logging in navigate to the red bar menu at the top of the page. Select 'Products'.
Or search for an item manually by using the 'Product Search' bar at the top of the page.



2. Down the left hand side of the page is a product menu. If this is hidden you will need to click on the arrow on the left hand side of the page under the grey menu bar to open it.
3. Once this is open click on the product category you wish to order from.
4. Further subcategories will open up such as Air Fresheners or Glass Cleaners. Click on the category you require. This will open up a menu page of all the products in that category.
5. Products may be spread on multiple pages. If you can't find what you are looking for, click the arrow to the next page at the bottom right.
6. When you have found the product that you are wanting to order you can either click 'add to cart' or click the product image to open the product page.



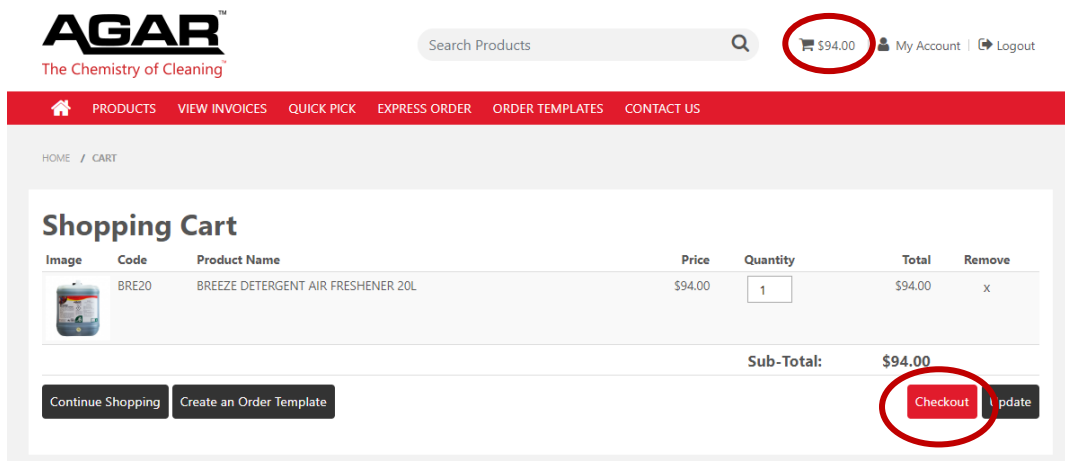
- On the product page is the description of the product. From the product page you can also select 'add to cart'.
- The system will only add one of the products to the cart. To increase the quantity of each item you want to order either click 'add to cart' for the amount of products you want or alter the number of each item in the shopping cart.
- You can navigate to your shopping cart drops down from the top right hand corner of the page.



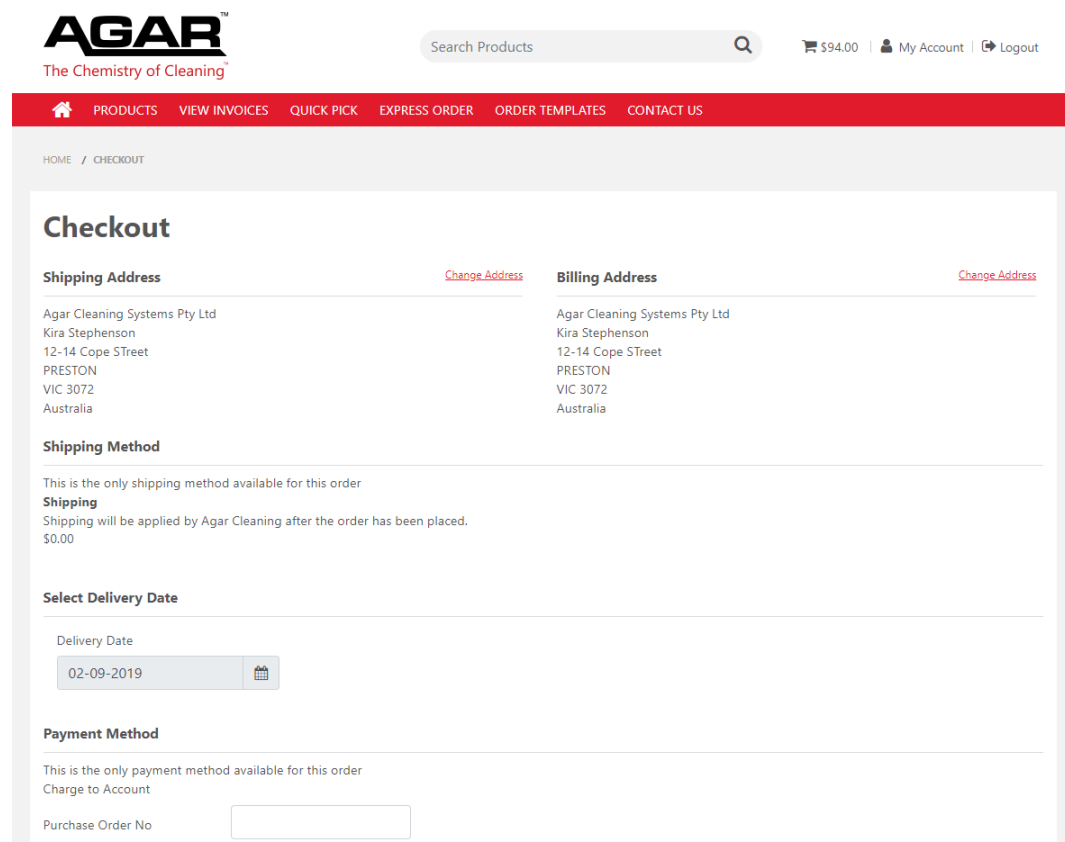
- In the shopping cart you will be able to see the items that you have selected. Under each product name is a box where you can alter the quantity of each item you want to order. Just click in the box and type in the number that you are wanting to order.

PLACING THE ORDER

- Once you have selected the items you want to purchase and adjusted their quantities click on 'checkout' down the bottom of the shopping cart.



2. This will bring up a new page Order Review.
3. **Please read this information carefully.** Ensure you check you order and details are all correct.
4. If the items are not correct click continue shopping. This will put them back in the shopping cart where you can edit them.
5. If the order is correct and you are happy to proceed enter in your order reference number. This would be a purchase order number if you use them.



6. Confirm that your delivery address is correct. If it is not, click on the address that is correct. If the address is not listed, you will need to contact Agar customer service to have them add the new delivery address to your account.

7. Add if any instructions in the 'comments' box such as a phone number to call or entrance way to deliver the goods.
8. Once everything is correct and you are ready to place the order tick the box to agree with the terms and conditions then click the button 'place order'.
9. Once your order has been placed a new page will open up that says 'Order Complete'.

RAPID ORDER ENTRY

There are two methods of rapid order: Quick Picks & Express Order.

Quick Pick

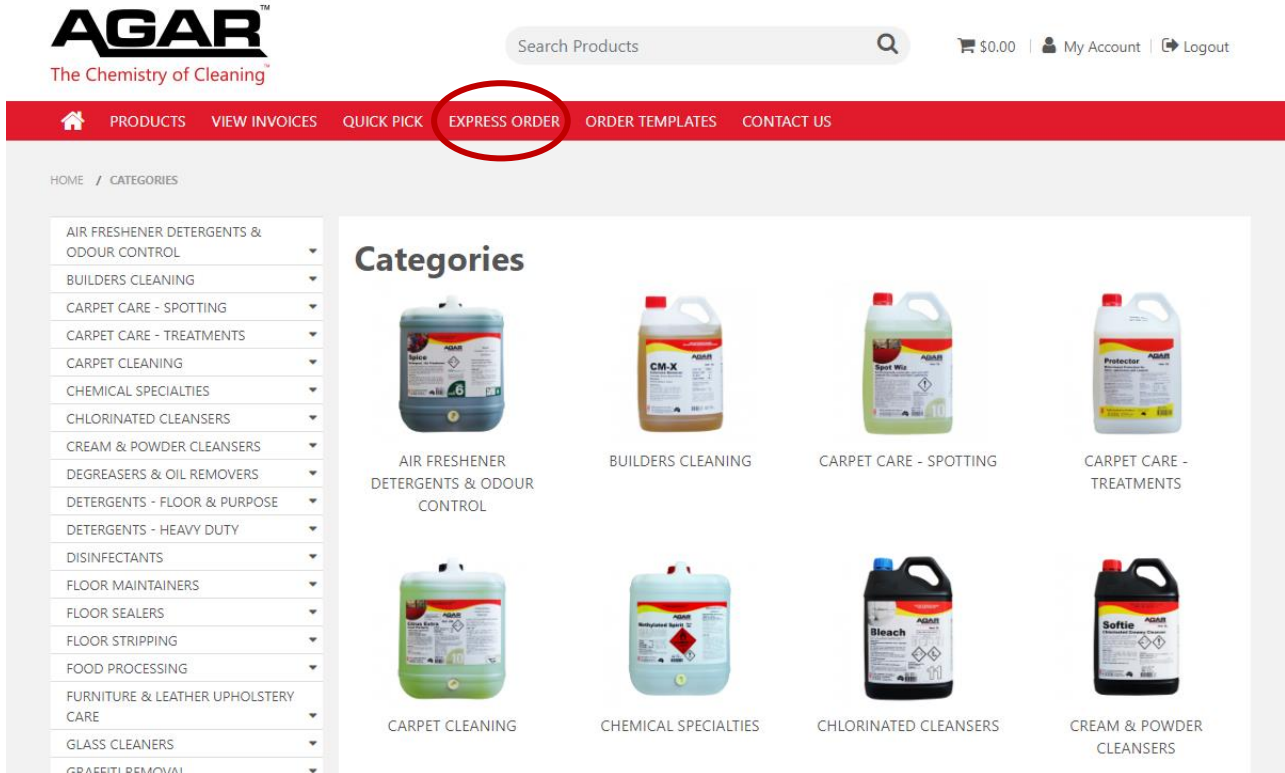
Quick pick is a list of products that you have previously ordered. This feature is designed to save you time by minimising the amount of product searches you need to do to place an order. The feature can be found by simply clicking on 'Quick Pick' in the menu at the top.

To place an order, simply add the products you require to the cart by pressing 'Add to Cart'. Once in the cart you can alter the quantities of each item and place the order following the instructions previously listed.

The screenshot shows the AGAR website interface. At the top left is the AGAR logo with the tagline 'The Chemistry of Cleaning'. To the right is a search bar labeled 'Search Products' and a shopping cart icon showing '\$0.00'. Further right are links for 'My Account' and 'Logout'. Below this is a red navigation bar with several menu items: 'HOME', 'PRODUCTS', 'VIEW INVOICES', 'QUICK PICK' (circled in red), 'EXPRESS ORDER', 'ORDER TEMPLATES', and 'CONTACT US'. Below the navigation bar is a breadcrumb trail 'HOME / CATEGORIES'. On the left is a vertical list of product categories with dropdown arrows. The main content area is titled 'Categories' and displays eight product images in a 2x4 grid, each with a caption below it: 'AIR FRESHENER DETERGENTS & ODOUR CONTROL', 'BUILDERS CLEANING', 'CARPET CARE - SPOTTING', 'CARPET CARE - TREATMENTS', 'CARPET CLEANING', 'CHEMICAL SPECIALTIES', 'CHLORINATED CLEANSERS', and 'CREAM & POWDER CLEANSERS'.

Express Order

This function allows you to order by typing the product code directly into a search bar.

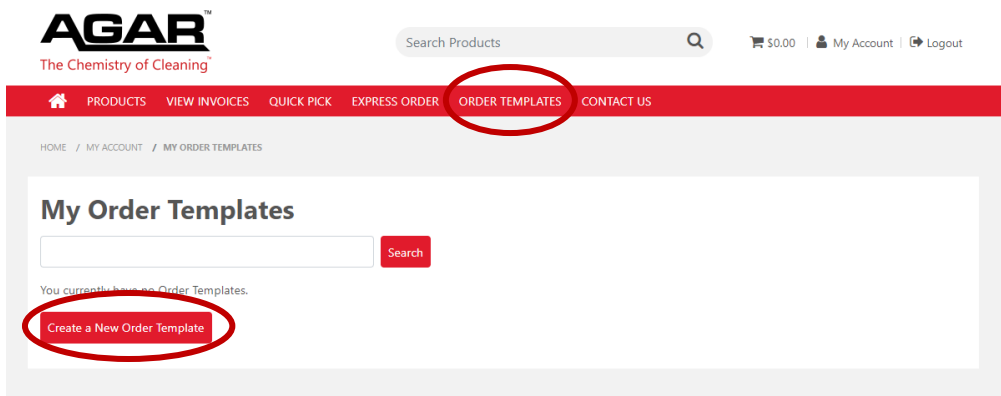


This method works best if you are already aware what products you are after and are familiar with Agar's product codes.

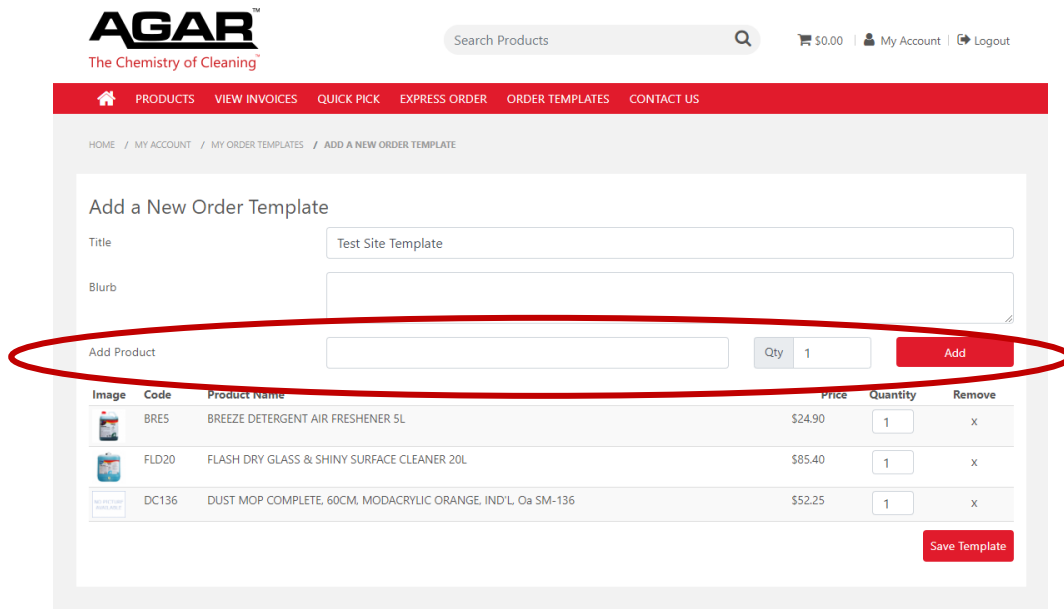
Once you have your desired products selected simply 'add to cart' then follow the usual order process prompts to complete your order.

ORDER TEMPLATE

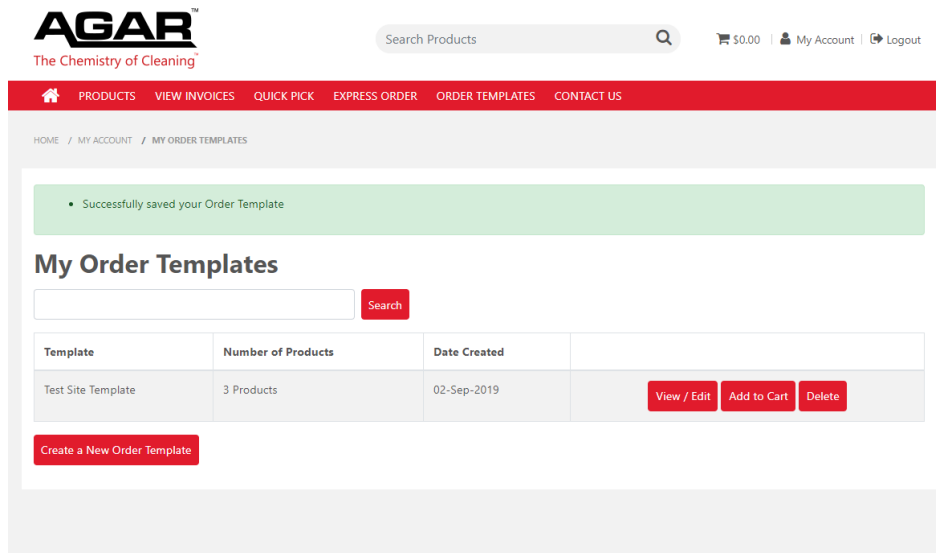
Order templates are another feature that helps you to increase the speed of ordering. Lists are created by you. They are especially helpful for companies that need to place orders for multiple job sites. Lists enables you to create a list for each site only including the products that they order.



1. To create a new list, have the list of items ready that you want to add to it. Using the direct product code is the fastest method.
2. Click 'Create New Order Template'.
3. Give the List a name and Blurb then begin adding products.



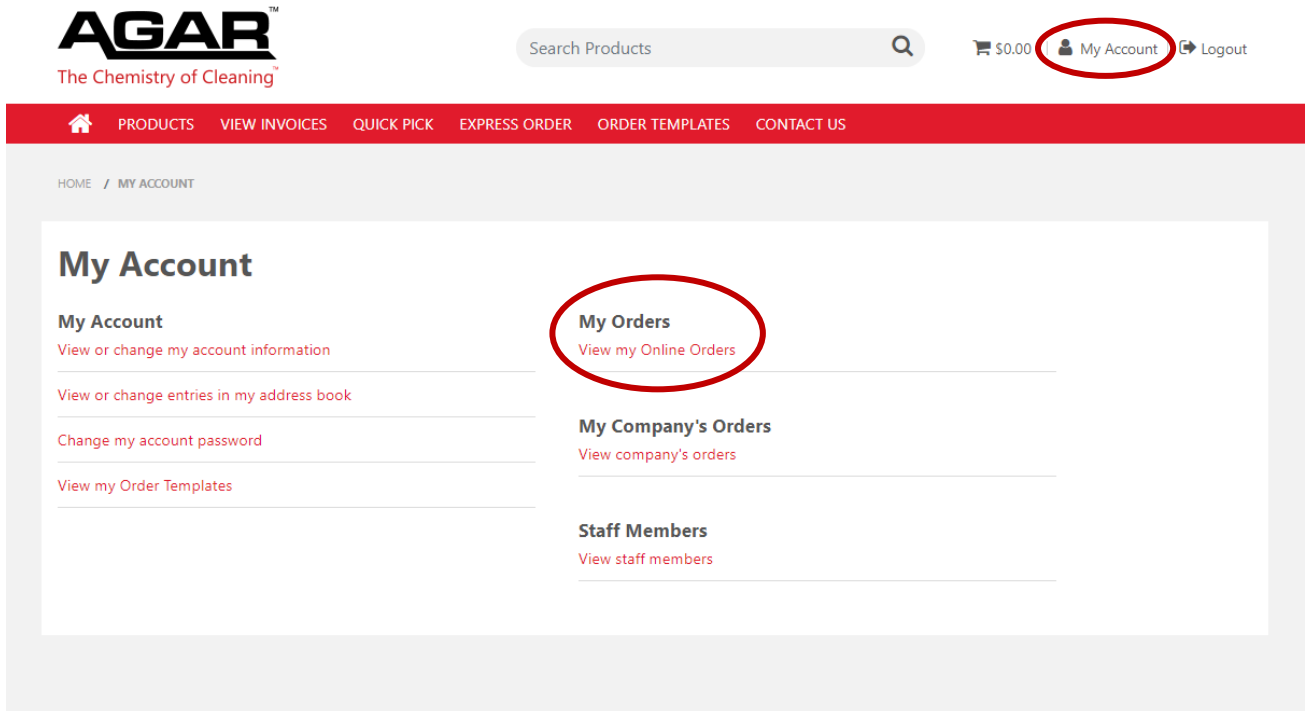
4. Type each item you wish to include in the 'Add Product' bar then click 'Add'.
5. Once complete click 'Save Template'.



6. Once the template is saved you can now order use that template to place an order or edit the lists items by clicking either 'Add to Cart' or 'Edit'.

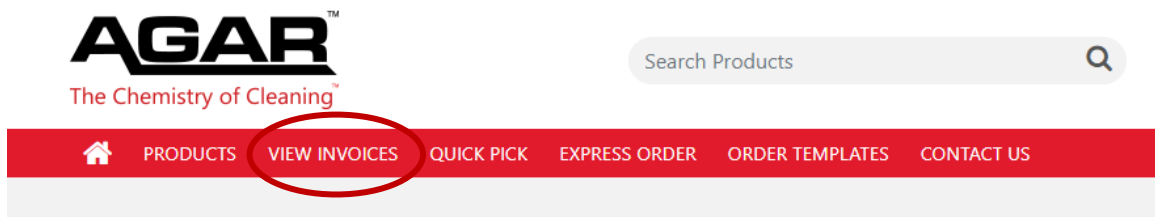
ORDER HISTORY

This feature will allow you to look at invoices, payments, and credits. To access Order History click 'Account' and click on 'View my Online Orders'.



From this menu you will be able to view all previous and current orders.

To view the orders that have been invoice simply click 'View Invoices'.



From this menu you will be able to view all orders that have been invoiced.

CONTACT

If you have any further questions or issues not covered in this guide please contact marketing@agar.com.au or contact your local sales representative.