

SJ DISPLAY GROUP

# WEBSITE USER GUIDE

(Credit Card Payment & Freight enabled)

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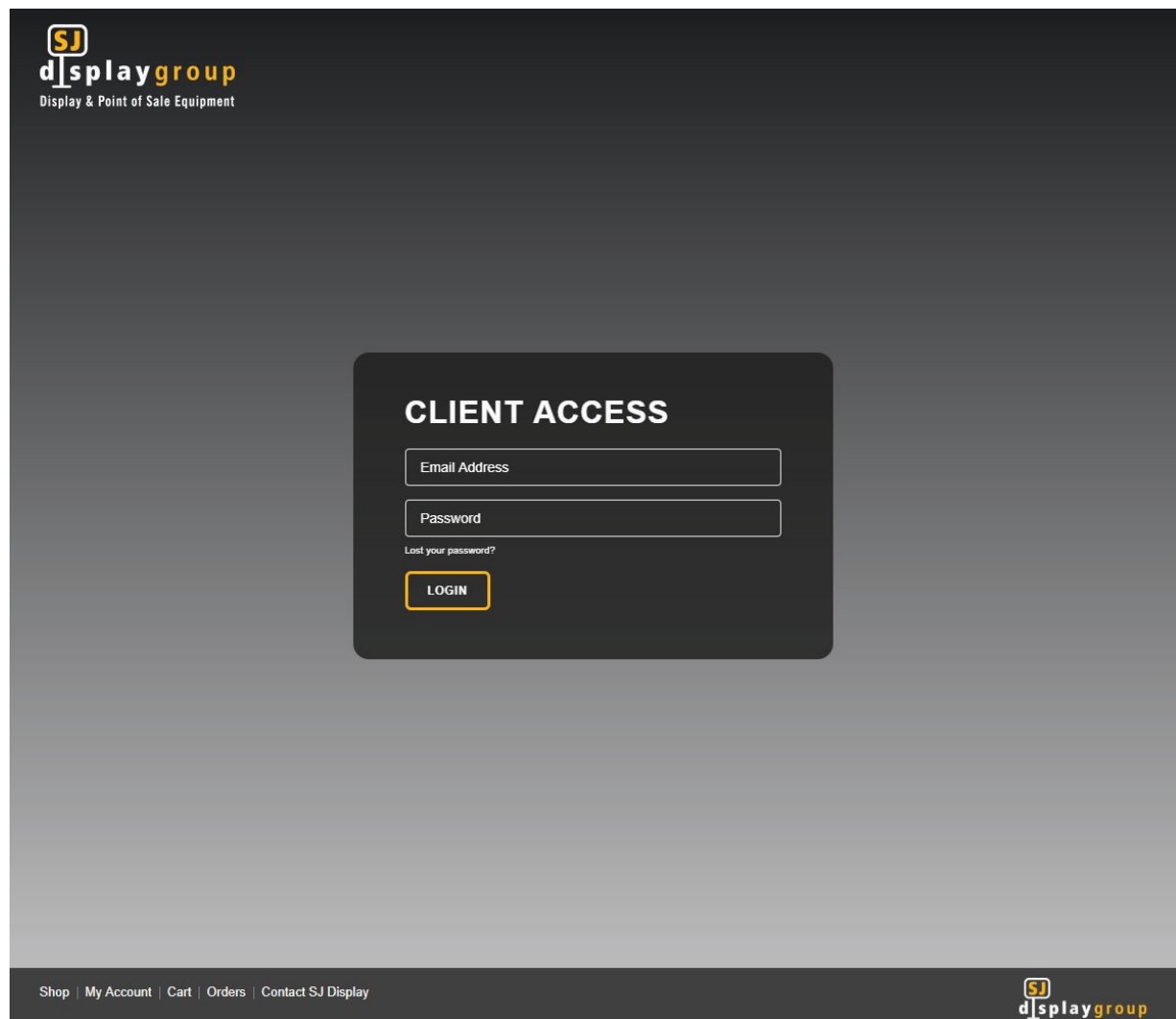
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## LOGGING INTO YOUR WEBSITE

To access the Farm Source website, enter the URL below.

Login URL: <https://nz-farmsource.sjdg.global/farmsource/>

The following screen will appear for you to login.



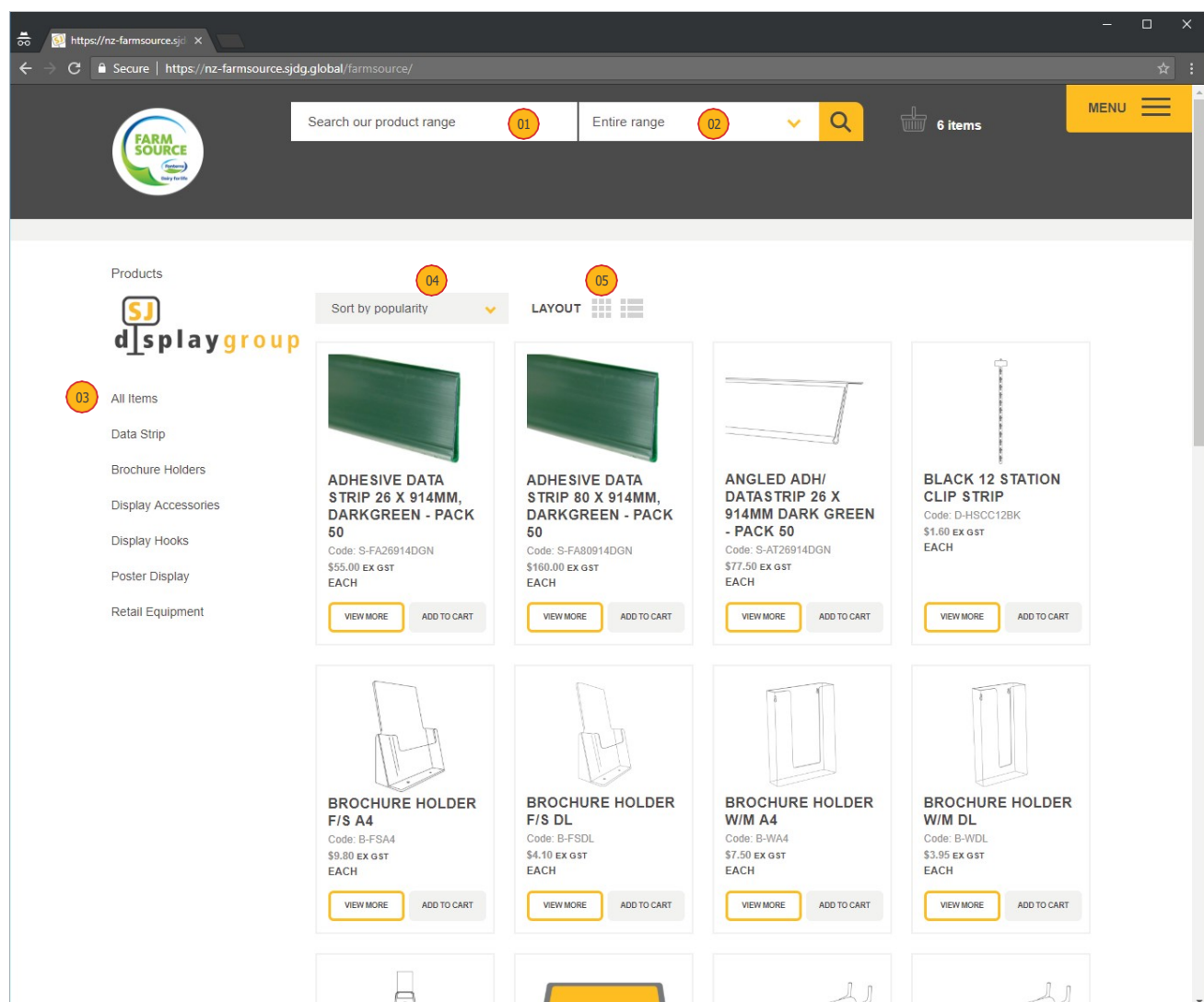
The screenshot shows the login interface for the SJ Display Group website. In the top left corner, the logo for 'SJ displaygroup' is displayed, with the tagline 'Display & Point of Sale Equipment' underneath. The main content area features a dark grey rounded rectangle titled 'CLIENT ACCESS'. Inside this rectangle, there are two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Lost your password?'. At the bottom of the rectangle is a yellow 'LOGIN' button. The footer of the page is dark grey and contains navigation links on the left: 'Shop | My Account | Cart | Orders | Contact SJ Display', and the 'SJ displaygroup' logo on the right.

Enter your Username and Password as supplied by SJ Display Group or Headoffice.  
If you have any queries on this please contact [sales@sjdg.com.au](mailto:sales@sjdg.com.au)

# SHOP FOR PRODUCTS

Once you have logged in you will be directed to the Shop page where you can browse for products and add them to your Cart. Below demonstrates the different ways you can search or browse for products.

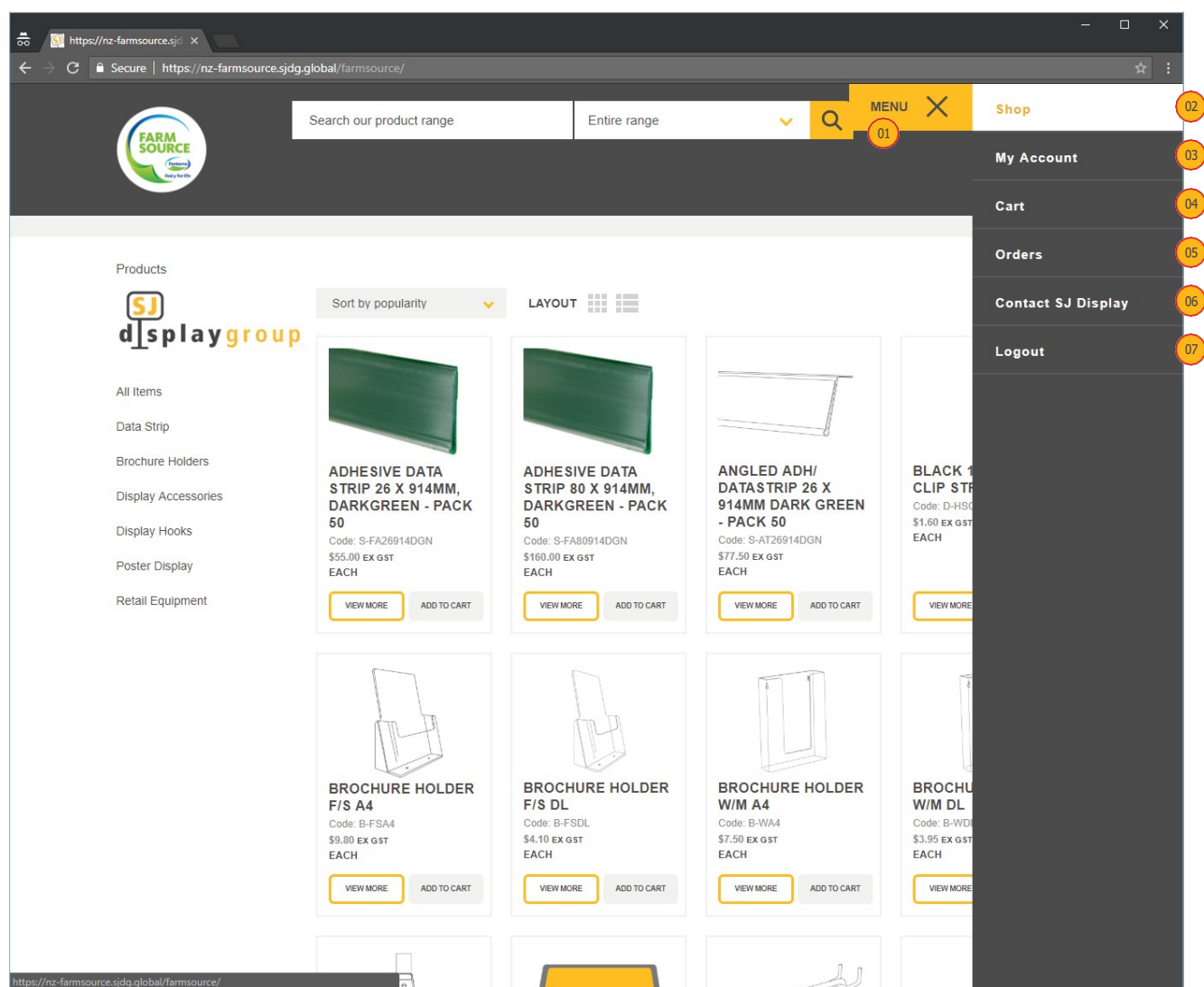
- 01 Search products by name.
- 02 Search products by name and refined product category.
- 03 Refine product category.
- 04 Sort by popularity, average rating, date added and price.
- 05 View products in a grid or list view.



# MENU

The menu allows you to view My Account, Shop and Contact SJ Display.

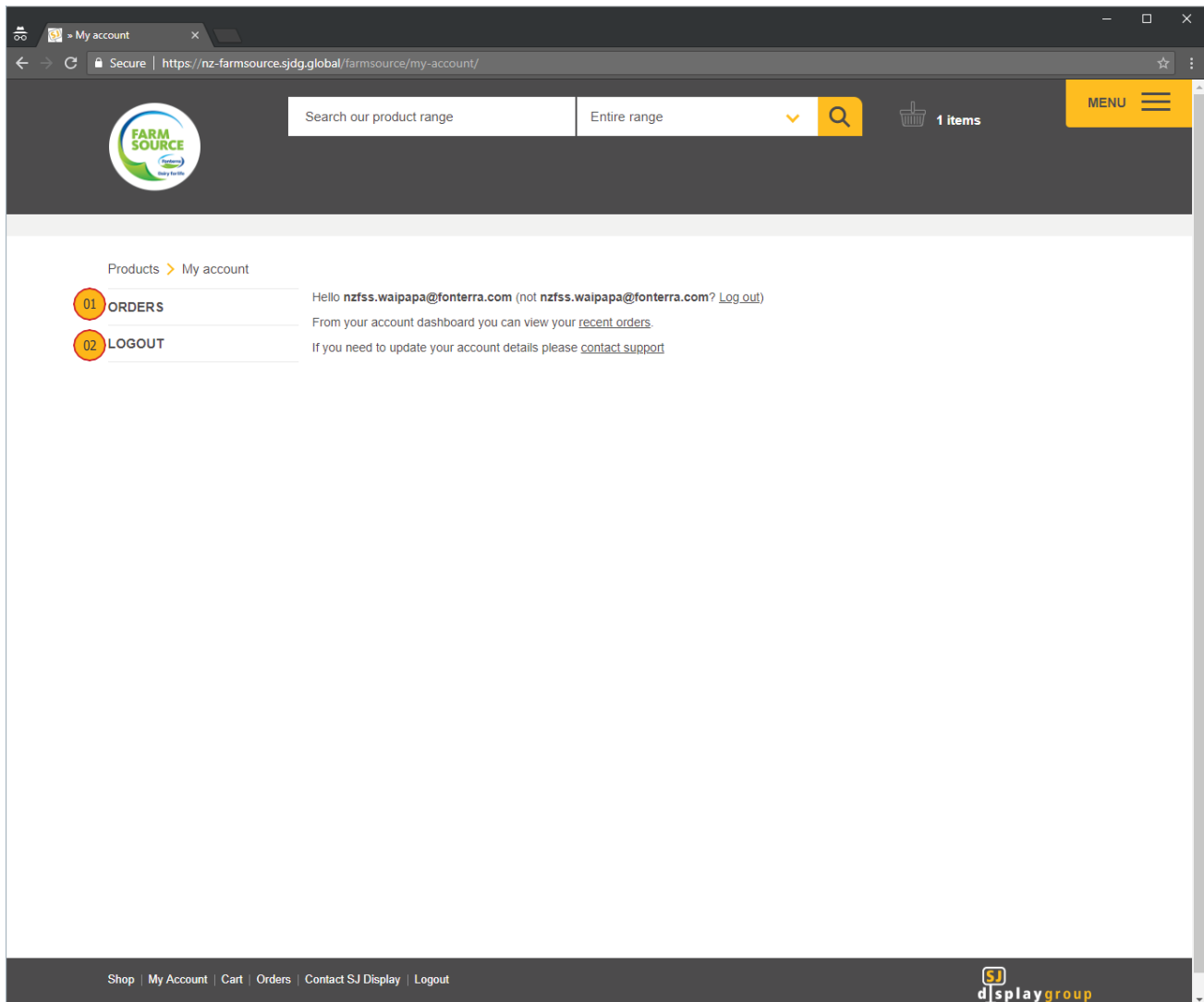
- 01 Once clicked the menu will expand out.
- 02 Shop products and add them to your Cart.
- 03 My Account allows you to view recent orders and account details.
- 04 Cart takes you to items in your cart.
- 05 Orders takes you to view your previous orders
- 06 If you have an enquiry you can contact SJ Display.
- 07 Logout from SJ Display Group Web Store



# MY ACCOUNT

My Account can be viewed by clicking through from the Menu in the top right

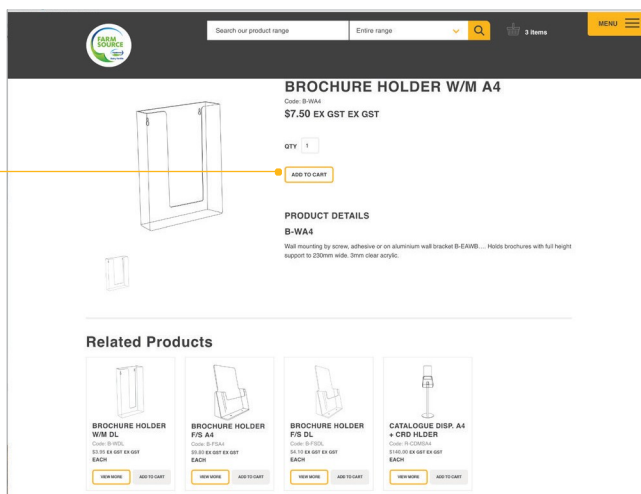
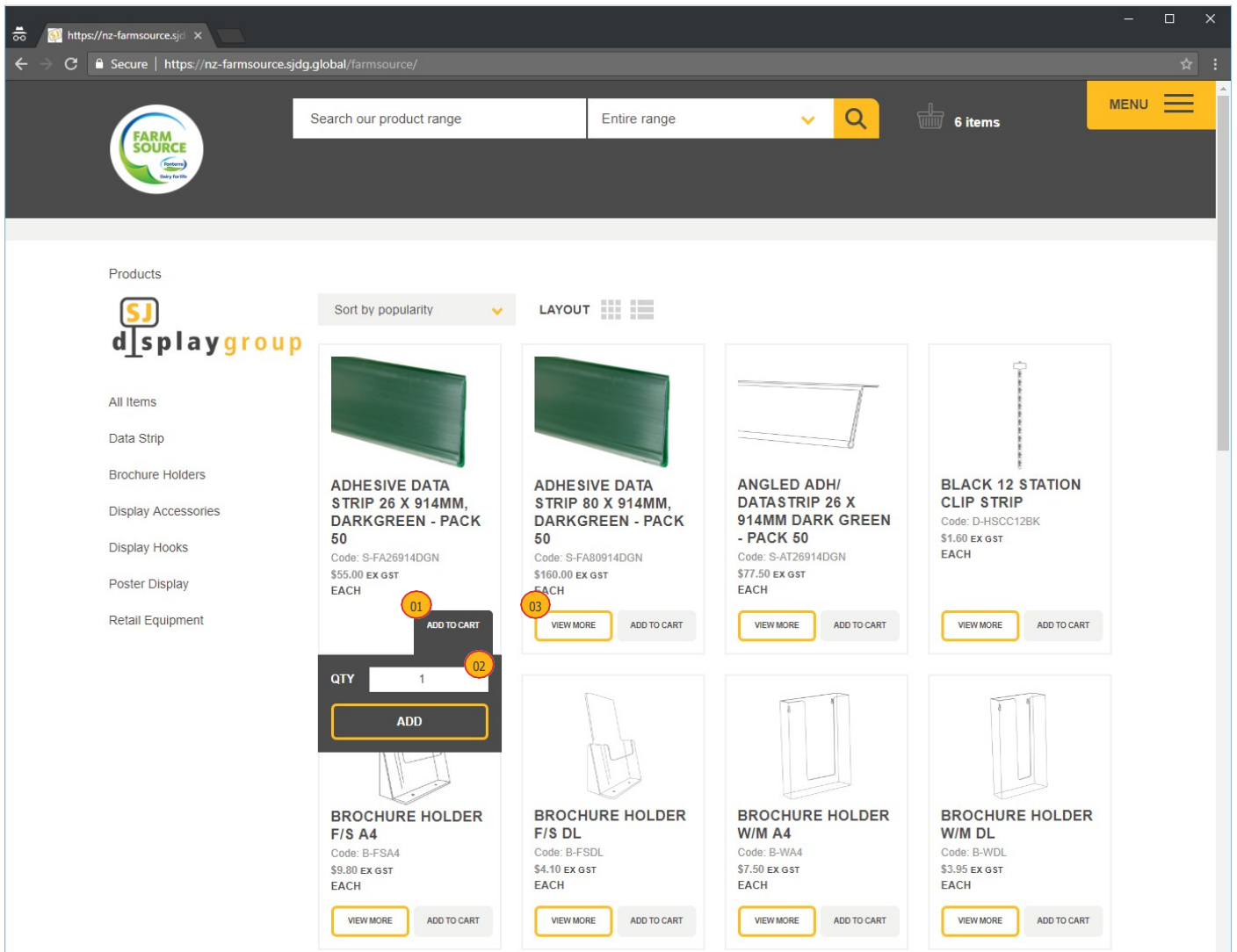
- 01 Orders allows you to view your orders history.
- 02 Logout of your account.



# ADDING PRODUCTS TO YOUR CART

Below outlines how to add a product to your Cart.

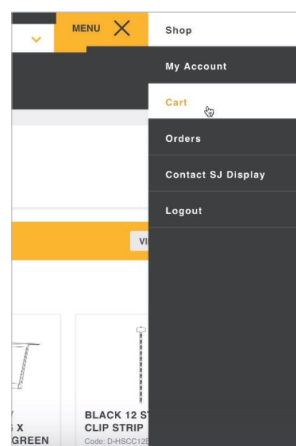
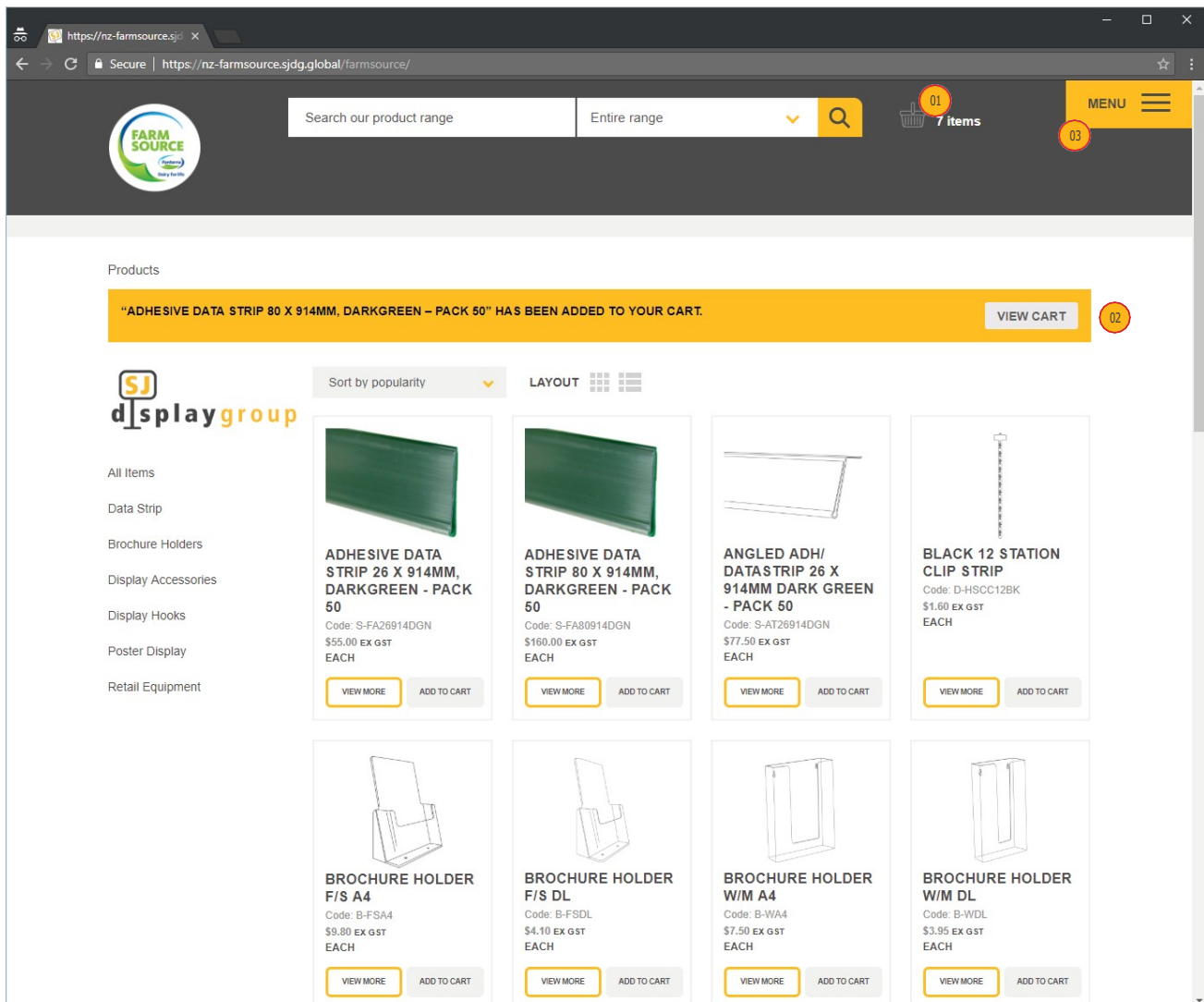
- 01 Add to Cart button.
- 02 Change the quantity of products you'd like to add to your Cart.
- 03 View More button allows you to view more details about the product before adding it to your Cart.



## VIEW CART

Below demonstrates the ways you can view your Cart.

- 01 You can view your Cart by clicking the icon in the top navigation.
- 02 Once a product is added to your Cart this bar with View Cart button will appear.
- 03 You can also view your Cart by navigating to it in the menu bar (as shown below).

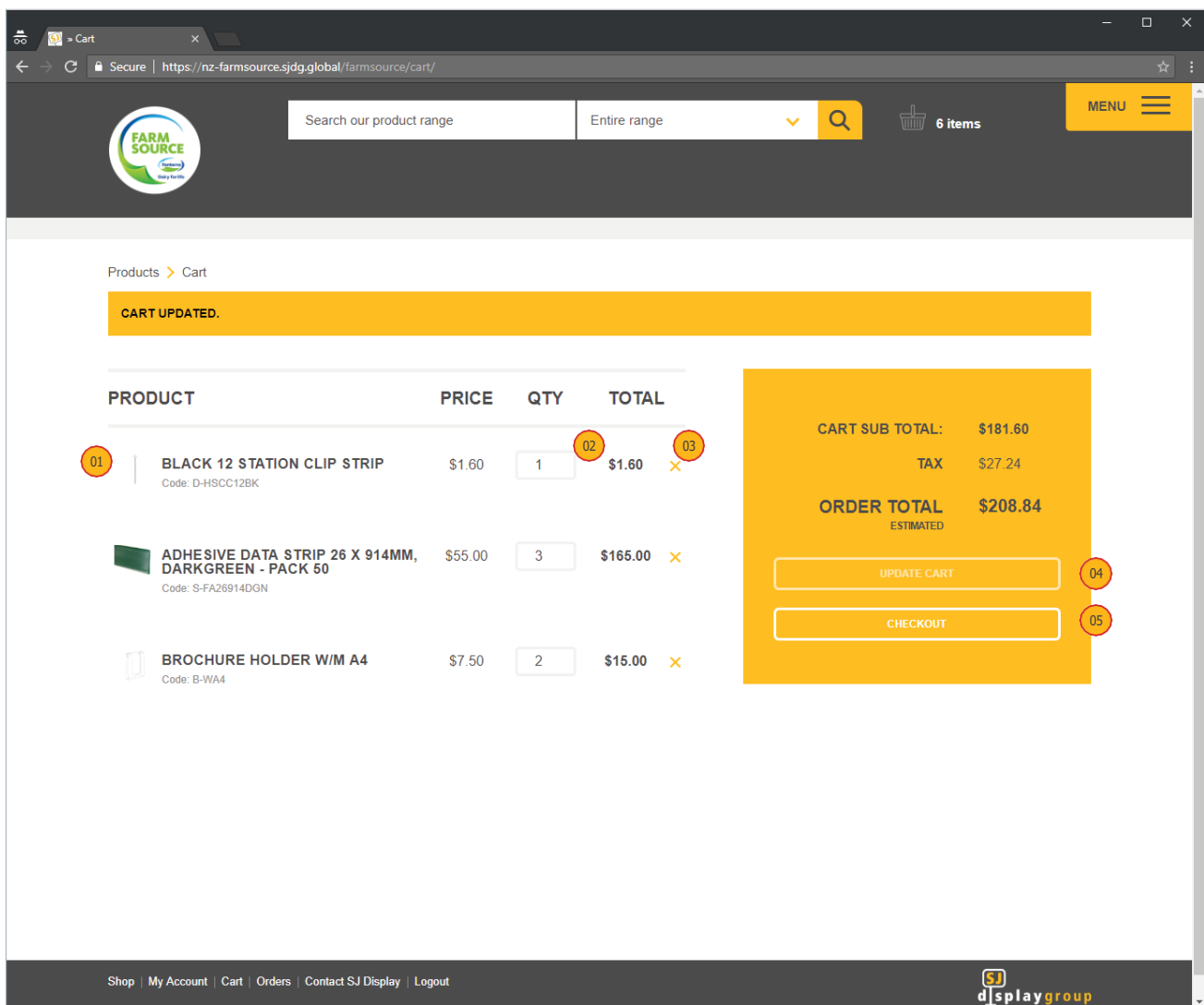




# CART

Below is a snapshot of items appearing in your cart

- 01 A list of the products in your Cart.
- 02 Update the quantity of each product.
- 03 Remove product from Cart by clicking on the x.
- 04 If you change the quantity of any items in the cart - click Update Cart button.
- 05 Once you have reviewed your Cart you can proceed to Checkout.



# CHECKOUT

You can review your order and add your details to Place Order.

- 01 Enter a Purchase Order number.
- 02 Review your details.
- 03 Review shipping details.
- 04 If you have any special instructions or notes you can add them here.
- 05 Once you have reviewed and filled out your details you can click Place Order.

The screenshot shows the Farm Source checkout page. The browser address bar displays 'https://nz-farmsource.sjdg.global/farmsource/checkout/'. The page has a dark header with the Farm Source logo, a search bar, and a shopping cart icon showing '6 items'. The main content area is divided into two columns. The left column contains the 'PURCHASE ORDER' section with a text input for the purchase order number (callout 01), a note about updating details, and a 'COMPANY NAME (OPTIONAL)' field. Below this is the shipping address section with fields for 'COUNTRY \*' (NZ), 'STREET ADDRESS \*' (State Highway 10, RD 2, Kenikeri), 'TOWN / CITY \*' (Waipapa), 'REGION (OPTIONAL)', 'POSTCODE \*' (295), 'PHONE \*' (09 407 1375), and 'EMAIL ADDRESS \*' (nzfss.waipapa@fonterra.com). The right column contains the 'ORDER DETAILS' section with a table of items: 'BLACK 12 STATION CLIP STRIP' (1 unit, \$1.60), 'ADHESIVE DATA STRIP 28 X 914MM, DARKGREEN - PACK 50' (3 units, \$165.00), and 'BROCHURE HOLDER W/M A4' (2 units, \$15.00). Below the table are the totals: 'CART SUBTOTAL: \$181.60', 'TAX: \$27.24', and 'ORDER TOTAL: \$208.84'. A note states 'FREIGHT COSTS WILL BE CALCULATED AND APPLIED IF REQUIRED.' At the bottom of the right column is a yellow 'PLACE ORDER' button (callout 05). The bottom of the left column has a 'SPECIAL INSTRUCTIONS' section with a text area for notes (callout 04). The footer contains links for 'Shop', 'My Account', 'Cart', 'Orders', 'Contact SJ Display', and 'Logout', along with the 'SJ displaygroup' logo and tagline 'Display & Print at Scale Equipment'.

Products > Checkout

### PURCHASE ORDER

ENTER THE PURCHASE ORDER NUMBER FOR THIS ORDER

If you need to update these details please [contact support](#)

COMPANY NAME (OPTIONAL)

COUNTRY \*

STREET ADDRESS \*

TOWN / CITY \*

REGION (OPTIONAL)

POSTCODE \*

PHONE \*

EMAIL ADDRESS \*

### SPECIAL INSTRUCTIONS

### ORDER DETAILS

PRODUCT	QTY	TOTAL
BLACK 12 STATION CLIP STRIP Code: D-HSCC12BK	1	\$1.60
ADHESIVE DATA STRIP 28 X 914MM, DARKGREEN - PACK 50 Code: S-FA26914DGN	3	\$165.00
BROCHURE HOLDER W/M A4 Code: B-WA4	2	\$15.00
CART SUBTOTAL:		\$181.60
TAX:		\$27.24
ORDER TOTAL:		\$208.84

FREIGHT COSTS WILL BE CALCULATED AND APPLIED IF REQUIRED.

PLACE ORDER

# ORDER RECEIVED

Once you have Checked Out a confirmation screen will appear with the final details of your order.

- 01 Order number and summary details.
- 02 Order details.
- 03 Shipping address.

The screenshot shows a web browser window with the URL [https://nz-farmsource.sjdg.global/farmsource/checkout/order-received/374/?key=wc\\_order\\_5b5c3bec7f397](https://nz-farmsource.sjdg.global/farmsource/checkout/order-received/374/?key=wc_order_5b5c3bec7f397). The page features the Farm Source logo and a search bar. The main content area displays the order confirmation details, including a summary table, order details, and shipping address.

Products > Checkout > Order received

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:	PURCHASE ORDER NUMBER:
374	July 28, 2018	nzfss.waipapa@fonterra.com	\$208.84	On Account	12345678

02 **Order details**

Product	Total
Black 12 Station Clip Strip * 1	\$1.60
Adhesive data strip 26 X 914mm_DarkGreen - PACK 50 * 3	\$165.00
Brochure Holder WIM A4 * 2	\$15.00
<b>Subtotal:</b>	<b>\$181.60</b>
<b>Tax:</b>	<b>\$27.24</b>
<b>Payment method:</b>	<b>On Account</b>
<b>Total:</b>	<b>\$208.84</b>
<b>Note:</b>	Special Delivery Notes

03 **Shipping address**

Farm Source Waipapa  
State Highway 10, RD 2, Kerikeri  
Waipapa 295  
☎ 09 407 1375  
✉ nzfss.waipapa@fonterra.com

Shop My Account Cart Orders Contact SJ Display Logout

**displaygroup**

# ORDERS

To view your order history click on Orders in My Account.

- 01 Orders - your order history will be shown.
- 02 Orders are displayed with number, date and status.
- 03 View all Products from the order.
- 04 View more details of the order on a separate page.

The screenshot shows the 'My account' page on the Farm Source website. The 'ORDERS' link in the left sidebar is highlighted with a red circle labeled '01'. The 'RECENT ORDERS' table shows a single order with a red circle labeled '02' next to the order number. The 'VIEW ITEMS' link for this order is highlighted with a red circle labeled '03'. The 'View' link at the end of the order row is highlighted with a red circle labeled '04'. Below the table, the 'YOUR ORDER CONTAINS' section lists the items in the order.

Products > My account > Orders

**ORDERS**

LOGOUT

### RECENT ORDERS

ORDER #	DATE	STATUS	TOTAL	ITEMS
#374	July 28, 2018	Being processed	\$208.84 ex GST	6

**YOUR ORDER CONTAINS**

PRODUCT	ITEM PRICE	QTY	TOTAL
Black 12 Station Clip Strip Code: D-HSCC12BK	\$1.60 ex GST	1	\$1.60 ex GST
Adhesive data strip 26 X 914mm, DarkGreen - PACK 50 Code: S-FA26914DGN	\$55.00 ex GST	3	\$165.00 ex GST
Brochure Holder W/M A4 Code: B-WA4	\$7.50 ex GST	2	\$15.00 ex GST