



NeoLife - yourday2day Veronica's Guides

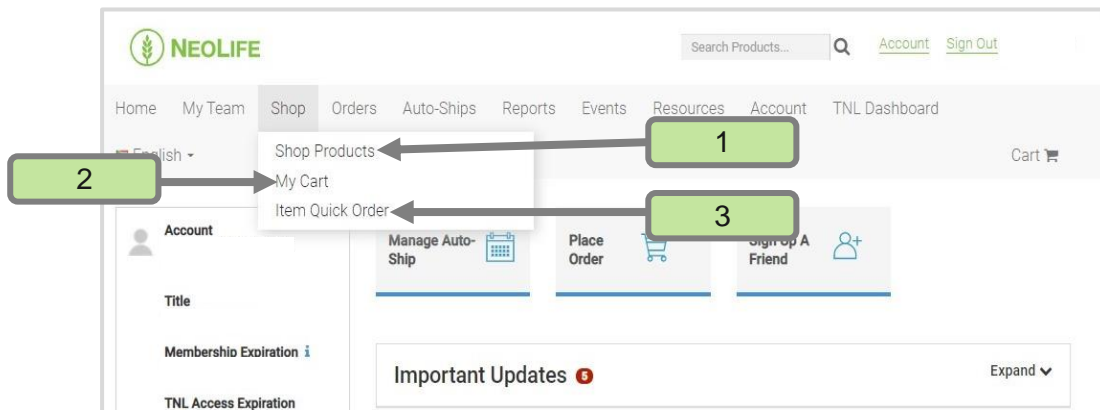
GUIDE FOR: Computer users on Google Chrome

GUIDE FOCUS: How to use the NeoLife shop

STEP 1 – Opening the shop

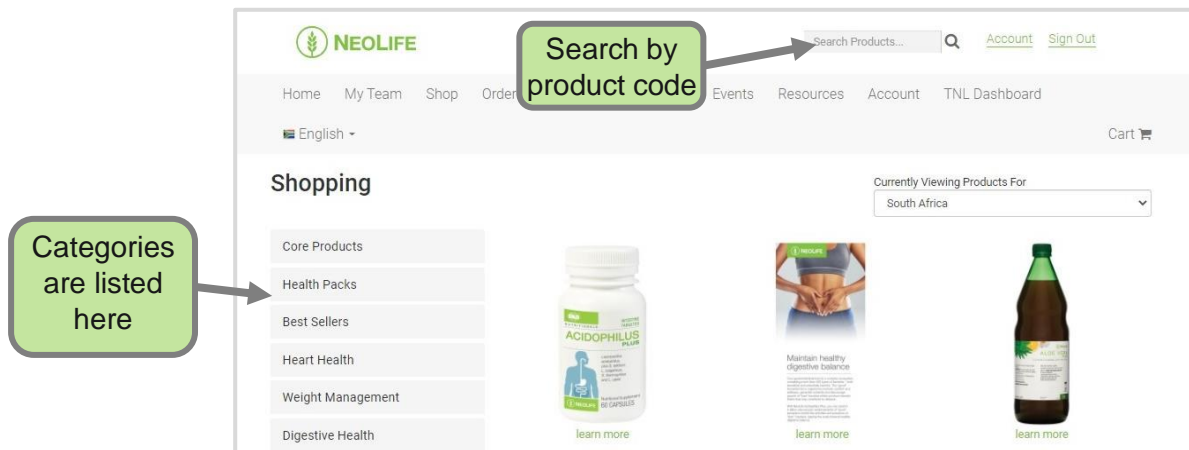
On the NeoLife website go to the menu bar at the top and choose the shop option. Here you can...

- 1) Navigate to the shop
- 2) Check what's in your virtual cart
- 3) Make use of the quick order function which allows you to save a shopping list



STEP 2 – The NeoLife shop

To find a product enter the order code into the search-bar. Product codes can be found in the NeoLife manual you received when signing up. On the bar to the left products are organised into categories such as weight loss and digestive health. To purchase a product, click on its picture.





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STEP 3 – Buying products

Click the add to cart button on the left to add the product to your list of purchases. To check the list, click the cart icon. You may either continue shopping or, if you're finished, proceed to checkout.

Click here to add the item to your cart

Click here to carry on shopping for more items

Click here if you are ready to pay for your items

STEP 4 – The cart

The cart shows what products you've decided to buy and is a good way of keeping track of how much your purchases will cost. You may continue shopping or click the checkout button to begin the payment process.



Click this button at any stage while you are shopping to view your cart

These are the products you have decided to buy

Click here if you are ready to pay for your items

Click here to carry on shopping for more items

Click here if you would like to remove ALL the products from your cart

ITEMS	PRICE	PV	BV	QUANTITY
 Acidophilus Plus Brochure SKU: 547	R3,00	0	0	1 Remove
 Aloe Vera Plus Brochure SKU: 256	R4,00	0	0	1 Remove
Subtotal (2 items): R7,00				



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STEP 5 – Checkout

First choose whether you would like to collect your order in person or for it to be delivered to your door. You can either collect your order from a NeoLife warehouse or one of the pickup points listed.

The screenshot shows the NeoLife checkout page. At the top, there is a navigation bar with links for Home, My Team, Shop, Orders, Auto-Ships, Reports, and Events. Below this is a language selector set to English. Two radio button options are presented: "I would like to ship my order" (which is selected) and "I would like to pick up my order". Below these options is a section titled "Select a shipping address" with an email input field containing "Test@gmail.com" and a green button labeled "SHIP TO THIS ADDRESS". A callout box points to the "I would like to ship my order" option with the text "Tap here to have your items delivered to you". Another callout box points to the "I would like to pick up my order" option with the text "Tap here if you would like to collect your order in person".

Tap the address where you would like to collect your order. If you would prefer to have your order delivered, enter an email address and click “ship to this address”. This will use the address you have saved as part of your NeoLife profile.

This screenshot shows the same checkout page as the previous one, but with the "I would like to ship my order" option selected. A callout box points to the "SHIP TO THIS ADDRESS" button with the text "Click here to have your order delivered to you". Another callout box points to the empty email input field with the text "Type your email here".



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You may also add a new address by scrolling down and filling in the relevant boxes. This is especially useful if you are shopping for a client or family member.

If you would like your order to be delivered to a new address, scroll down to see this screen

Add a new address

Name
First Name Last Name

Country
South Africa

*** Street Address**
Street Address
Apartment, suite, unit, building, floor, etc.

State/Province, City, Postal Code
Kwazulu-Natal 45TH CUTTING Zipcode

Email - For Order Confirmation
Email

Phone Number
Phone Number

SHIP TO THIS ADDRESS

Click here once you have filled in all the details above

If you choose to collect your order you must choose one of the NeoLife depots in your region. If you are having trouble with this check that you have selected the correct country. The example picture shows the collection points for the Republic of South Africa. Enter a name for your order so you can identify it and an email address.

I would like to ship my order
 I would like to pick up my order

Pick Up Name
[Text Field]

Email Address - For Order Confirmation
[Text Field]

NeoLife Locations

- LONGMEADOW**
(011) 409-3000
jhborders@za.neolife.com
2 Ayrshire Avenue
Longmeadow Business Estate
EDENVALE, Longmeadow, GT 1609, ZA
- DURBAN**
(031) 266-4723
[Text Field]

USE THIS LOCATION

3) Click here



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STEP 6 – Payment

The Payment screen has two options, credit card and EFT. In order to ensure your banking details stay private, payment is done through a different, more secure site.

Home My Team Shop Orders Auto-Ships Reports Events R

English ▾

Payment

Credit Card

EFT

secure EFT

CONTINUE

Choose your payment method

Please note: this screen is identical for EFT and credit card payments EXCEPT FOR THE 'PAYMENT METHOD' FIELD

NEOLIFE Search Products... Account Sign Out

Shipping Address

Payment Method
EFT

*Note: you will complete payment for your order on a separate site.

Edit

Choose a shipping speed:
Home Delivery R52,17

NeoLife Office Instructions

SUBMIT INSTRUCTIONS

Today's Order

Subtotal:	R6,09
Shipping	R52,17
PV:	0
BV:	0
Total before tax:	R58,26
VAT:	R8,74
Grand Total:	R67,00

PLACE ORDER

You are purchasing: Edit Items

ITEMS	PRICE	PV	BV	QUANTITY
Acidophilus Plus Brochure SKU: 547	R3,00	0	0	1
Aloe Vera Plus Brochure SKU: 256	R4,00	0	0	1

Subtotal (2 items): **R7,00**

ADD MORE ITEMS **PRINT SAMPLE INVOICE**

Click here to complete your payment