



NeoLife - yourday2day Veronica's Guides

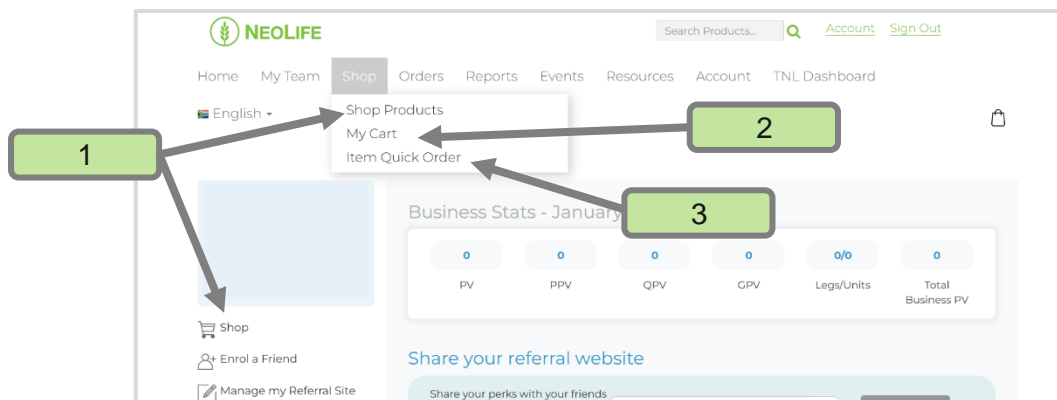
GUIDE FOR: Computer users on Google Chrome

GUIDE FOCUS: How to use the NeoLife shop

STEP 1 – Opening the shop

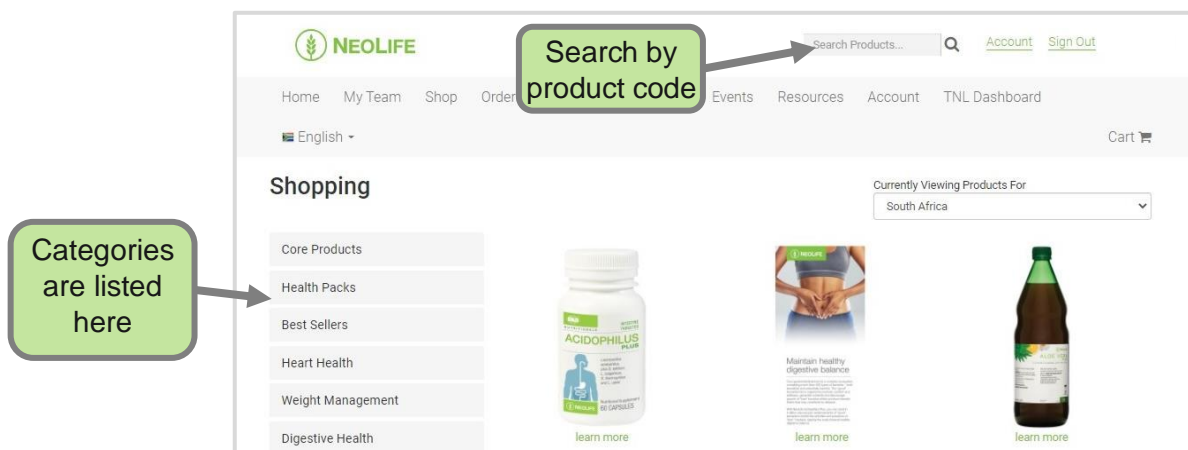
On the NeoLife website go to the menu bar at the top and choose the shop option. Here you can...

- 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.

The screenshot shows the NeoLife website interface. At the top, there is a search bar and navigation links for 'Account' and 'Sign Out'. Below the navigation, there are links for 'Home', 'My Team', 'Shop', 'Orders', 'Reports', 'Events', 'Resources', 'Account', and 'TNL Dashboard'. The main content area displays a product titled 'Acidophilus Plus' with a price of 'R5,00' and 'PV: 0', 'BV: 0'. A quantity selector is set to '1'. Three callout boxes with arrows point to the 'ADD TO CART' button, the 'Continue Shopping' button, and the 'Checkout' button. The 'ADD TO CART' button is highlighted in green.

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.

The screenshot shows the NeoLife website's shopping cart. The cart contains two items: 'Acidophilus Plus Brochure' (SKU: 547) for R5,00 and 'Aloe Vera Plus Brochure' (SKU: 256) for R6,00. The subtotal for 2 items is R11,00. Three callout boxes with arrows point to the 'Checkout' button, the 'CONTINUE SHOPPING' button, and the 'CLEAR YOUR CART' button. The 'Checkout' button is highlighted in green. A fourth callout box points to the items in the cart.

ITEMS	PRICE	PV	BV	QUANTITY
Acidophilus Plus Brochure SKU: 547	R5,00	0	0	1
Aloe Vera Plus Brochure SKU: 256	R6,00	0	0	1

Subtotal (2 items): R11,00



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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 interface. 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 buttons are visible: "I would like to ship my order" (which is selected) and "I would like to pick up my order". Below these is a section titled "Select a shipping address" with an email input field labeled "Email - For Order Confirmation" containing "Test@gmail.com". A blue box represents the shipping address, and a green button labeled "SHIP TO THIS ADDRESS" is at the bottom. Three callout boxes provide instructions: one points to the "ship my order" option with the text "Click here to have your items delivered to you"; another points to the "pick up my order" option with the text "Click here if you would like to collect your order in person"; and a third points to the address box with the text "The address from your NeoLife profile will be here".

Click 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 is similar to the previous one but with the "I would like to ship my order" radio button selected. The "Email - For Order Confirmation" field is empty. Three callout boxes provide instructions: one points to the "ship my order" option with the text "Click here to have your order delivered to you"; another points to the empty email field with the text "Type your email here"; and a third points to the address box with the text "The address from your NeoLife profile will be 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

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.

NEOLIFE Search Products... Account Sign Out (Yourday2day)

Home My Team Shop Orders Reports Events Resources Account TNL Dashboard

English

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

Pick Up Name

Email Address - For Order Confirmation

Filter Locations
 State/Province/Region/District/County
 Select...

NeoLife Locations

- CAPE TOWN
 (021) 551-3738
 ctorders@za.neolife.com
 Unit3, Line Shop Shops Topaz

1) Fill in these details

You can apply a filter to show only the relevant locations

2) Choose a 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.

Please note: this screen is identical for both payment options EXCEPT FOR THE 'PAYMENT METHOD' FIELD

Subtotal:	R9,57
Shipping	R0,00
PV:	0
BV:	0
Total before tax:	R9,57
VAT:	R1,43
Grand Total:	R11,00

ITEMS	PRICE	PV	BV	QUANTITY
Acidophilus Plus Brochure SKU: 547	R5,00	0	0	1 Remove
Aloe Vera Plus Brochure SKU: 256	R6,00	0	0	1 Remove