



NeoLife - yourday2day Veronica's Guides

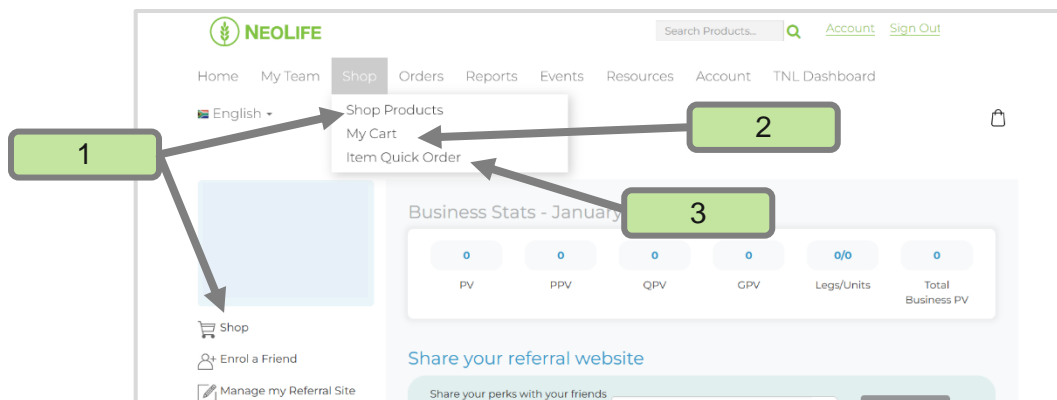
GUIDE FOR: Computer users on Google Chrome

GUIDE FOCUS: How to use the NeoLife shop

STEP 1 – Opening the shop

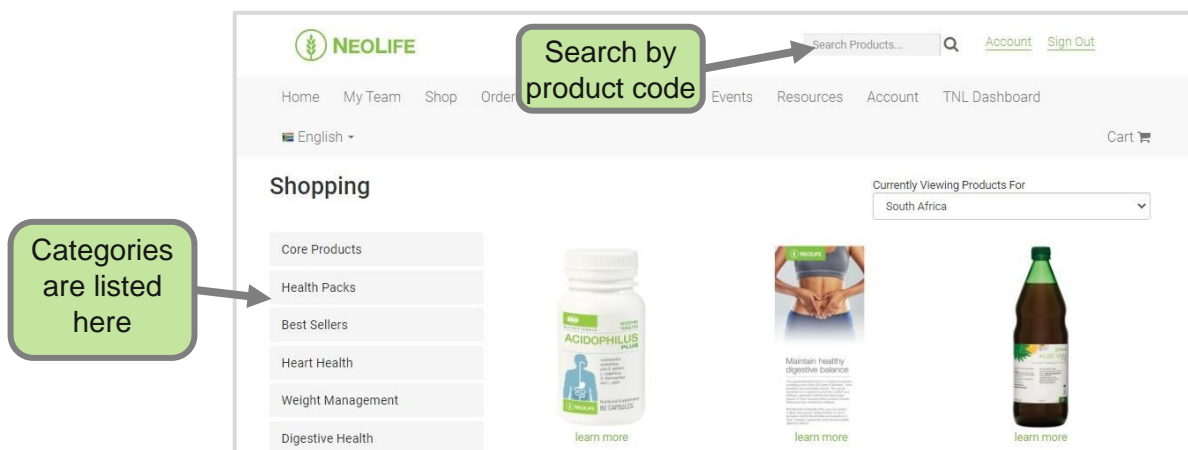
On the NeoLife website go to the menu bar at the top and choose the shop option. Here you can...

- 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 product name or 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 product page for 'Acidophilus Plus'. The product image is on the left, and the product details are on the right. The price is R5,00. There are three callout boxes with arrows pointing to the 'ADD TO CART', 'Continue Shopping', and 'Checkout' buttons.

Callout 1: Click here to add the item to your cart (points to 'ADD TO CART')

Callout 2: Click here to carry on shopping for more items (points to 'Continue Shopping')

Callout 3: Click here if you are ready to pay for your items (points to 'Checkout')

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 shopping cart page. The cart contains two items: 'Acidophilus Plus Brochure' (SKU: 547) and 'Aloe Vera Plus Brochure' (SKU: 256). The subtotal is R11,00. There are three callout boxes with arrows pointing to the 'Checkout', 'Continue Shopping', and 'Clear Your Cart' buttons.

Callout 1: These are the products you have decided to buy (points to the item list)

Callout 2: Click here if you would like to remove ALL the products from your cart (points to 'CLEAR YOUR CART')

Callout 3: Click here if you are ready to pay for your items (points to 'Checkout')

Callout 4: Click here to carry on shopping for more items (points to 'CONTINUE SHOPPING')



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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 collect your order from a NeoLife warehouse or one of the pickup points listed, or you can collect your order from a Pep Cell, a Pep Store or a Pep Home.

The screenshot shows the 'Select a shipping address' section. It contains three radio button options:

- I would like to pick up my order
- I would like to pickup my order in a PEP Cell/Store/Home
- I would like to ship my order

 Below these is a text input field for 'Email Address - For Order Confirmation' and a green button labeled 'SHIP TO THIS ADDRESS'.

Callouts with arrows point to specific elements:

- A callout points to the first radio button: "Click here if you would like to collect your order in person"
- A callout points to the second radio button: "Click here If you would like to collect your order from a Pep store"
- A callout points to the third radio button: "Click here to have your items delivered to you"
- A callout points to the email address field: "The address from your NeoLife profile will be here"

a. Collect your order from a NeoLife Depot

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.

The screenshot shows the 'Pick Up Name' and 'Filter Locations' sections of the checkout page.

- 1) Fill in these details:** Callouts point to the 'Pick Up Name' text field and the 'Email Address - For Order Confirmation' text field.
- 2) Choose a location:** A callout points to the 'Filter Locations' dropdown menu, which is currently set to 'Select...'. Below it is a green button labeled 'APPLY FILTERS'.
- 3) Click here:** A callout points to a green button labeled 'USE THIS LOCATION' located below the 'NeoLife Locations' list.

 The 'NeoLife Locations' section shows a list of locations, with 'CAPE TOWN' and its phone number '(021) 551-3738' visible.



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b. Collect your order from a Pep Store

If you choose to pick up your order from a Pep Store, you will need to enter a name, email address and phone number so that you can identify your order. Once your order is ready to collect, NeoLife will send you a SMS with a PIN number to the phone number you have entered, which you will need to collect your package. You will need to choose which Pep store you would like to collect your order from. You can filter the stores that are visible by province and city or town.

1) Fill in these details

You can apply a filter to show only the relevant stores

2) Choose a Pep store

Once you have selected a Pep store, scroll down to the bottom of the page and click 'Use this location'.

Click here once you have chosen a store



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c. Ship your order

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.

The screenshot shows a form with three radio button options: "I would like to pick up my order", "I would like to pickup my order in a PEP Cell/Store/Home", and "I would like to ship my order". The third option is selected. Below the options is the heading "Select a shipping address". Underneath, there is a section titled "Email Address - For Order Confirmation" with a text input field containing "Veronicatooke@gmail.com". A callout box points to this field with the text "Type your email here". Below the email field, there are two "SHIP TO THIS ADDRESS" buttons. A callout box points to the left button with the text "Click here to have your order delivered to you". Another callout box points to the right button with the text "The address from your NeoLife profile will be here".

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.

The screenshot shows the "Add a new address" form. It includes fields for "Name" (First Name and Last Name), "Country" (South Africa), "* Street Address" (Street Address and Apartment, suite, unit, building, floor, etc.), "State/Province, City, Postal Code" (Kwazulu-Natal, 45TH CUTTING, Zipcode), "Email - For Order Confirmation" (Email), and "Phone Number" (Phone Number). A "SHIP TO THIS ADDRESS" button is at the bottom. A callout box on the left says "If you would like your order to be delivered to a new address, scroll down to see this screen". A callout box on the right says "Click here once you have filled in all the details above" pointing to the "SHIP TO THIS ADDRESS" button.



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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

The screenshot shows the NeoLife website's payment review page. It includes a navigation bar with links like Home, My Team, Shop, Orders, Reports, Events, Resources, Account, and TNL Dashboard. The main content area is titled 'Review' and contains several sections:

- Pick Up Name** and **Pick Up Location** fields with 'Edit' links.
- NeoLife Office Instructions** field with a 'SUBMIT INSTRUCTIONS' button.
- Payment Method** section showing 'PayGate (Credit, Debit Card & EFT)' with a note and an 'Edit' link.
- Today's Order** summary table.
- PLACE ORDER** button.
- You are purchasing:** table listing items like 'Acidophilus Plus Brochure' and 'Aloe Vera Plus Brochure' with their prices and quantities.
- ADD MORE ITEMS** and **PRINT SAMPLE INVOICE** buttons.

Annotations on the screenshot include:

- A green box with the text 'Check this information is correct' and arrows pointing to the 'Pick Up Name', 'Pick Up Location', 'NeoLife Office Instructions', and 'Payment Method' sections.
- A green box with the text 'Click here to complete your payment' and an arrow pointing to the 'PLACE ORDER' button.

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
Aloe Vera Plus Brochure SKU: 256	R6,00	0	0	1