

schweigen

simply *silent*

USER GUIDE

SCHWEIGEN PRO FORMA PORTAL

Version 6.5 (HN Only)

Latest version always available for download [here](#)

Date	Version	Document Changes
17/12/2019	1.0	Added Account Management
18/12/2019	2.0	Added Product Search, Order Management & Tracking
10/01/2020	3.0	Added Admin Modules
12/02/2020	3.1	Added Salesperson Management
26/05/2020	3.2	Added Quote Creation
01/06/2020	4.0	Version for Distribution (June 2020)
25/05/2021	4.1	Updated Freight & Delivery Charges
27/05/2021	5.0	Updated Customer Details & Sales Documentation
01/06/2021	5.1	Version for Distribution (July 2021)
08/11/2021	6.0	Added Brand Toggle & Mixed Cart Flow
11/12/2022	6.1	Version for Distribution (Schweigen X)
15/05/2023	6.2	Added Filter Option Menu (Schweigen X)
17/11/2023	6.3	Added Payment in Store Option
03/01/2024	6.4	Updated Quote & Checkout Functionalities
06/06/2024	6.5	Updated the Making of Balance Payments

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1 Introduction

Welcome to [Schweigen Pro Forma Portal](https://proforma.schweigen.com.au) (https://proforma.schweigen.com.au)

This ecommerce portal is designed for the exclusive use of our valued retailer partners and their staff, to purchase pro forma products from our catalogue, simply and securely.

Upon login, you will have access to all inventory, promo, pricing and payment terms available to your business.

All orders are completed in real-time and captured on our ERP system.

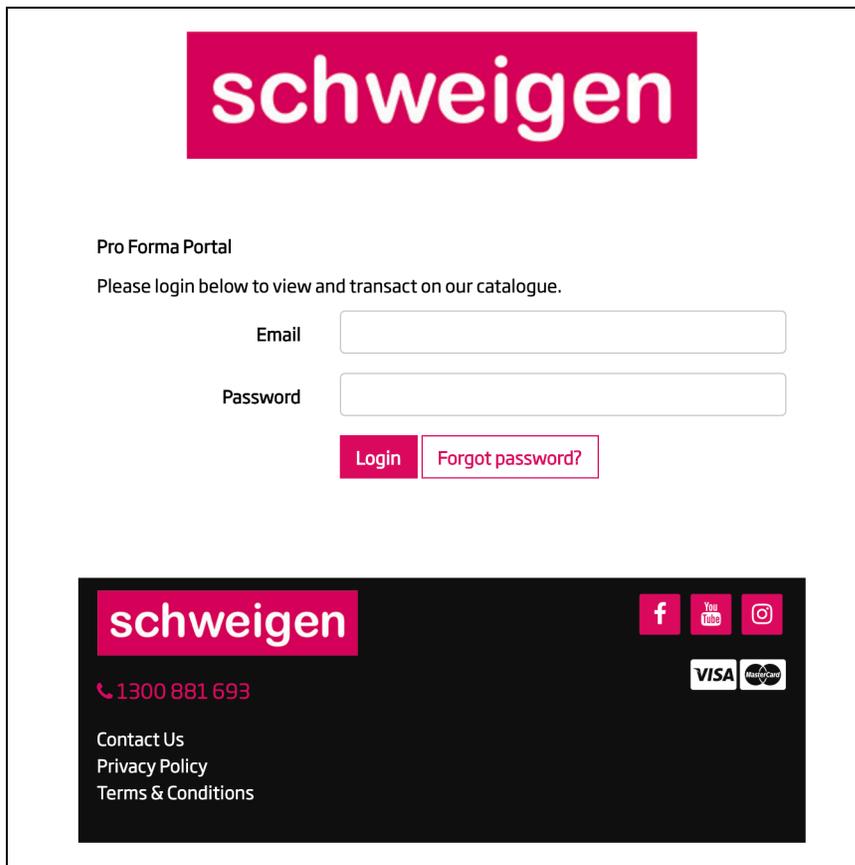
It is designed to be user-friendly, and only basic computer literacy is required for its use. However, please do not hesitate to write us at proforma@schweigen.com.au should you require any assistance.

2 Logging In

Please use your email address and the assigned password to [Login](#).

Click [Forgot Password](#) to get a new one emailed to you from proforma@schweigen.com.au.

Do check your spam or junk filter if this does not appear in your mailbox.

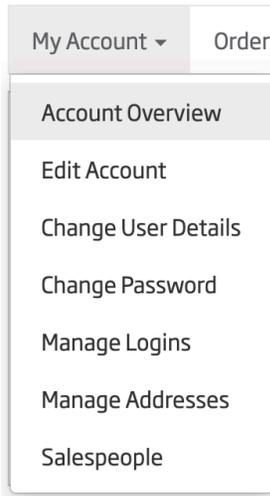


The screenshot shows the Schweigen Pro Forma Portal login interface. At the top, the Schweigen logo is displayed in white text on a red rectangular background. Below the logo, the text "Pro Forma Portal" is followed by the instruction "Please login below to view and transact on our catalogue." There are two input fields: "Email" and "Password". Below these fields are two buttons: a red "Login" button and a white "Forgot password?" button with a red border. At the bottom of the page, there is a dark footer area containing the Schweigen logo, a phone number "1300 881 693", and links for "Contact Us", "Privacy Policy", and "Terms & Conditions". Social media icons for Facebook, YouTube, and Instagram are also present, along with logos for VISA and Mastercard.

Contact proforma@schweigen.com.au should you still not be able to retrieve your account credentials.

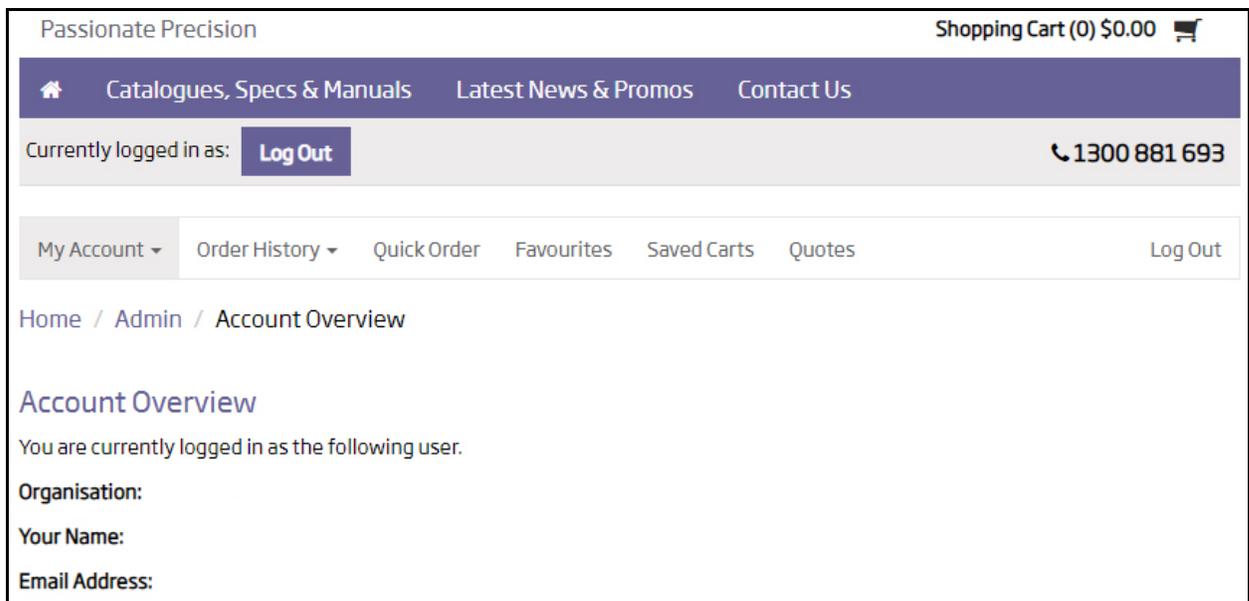
3 Account Management

This section deals with the administration of user accounts and company details on file and in use by the portal.



3.1 Account Overview

The [Account Overview](#) page identifies the Organisation, Name and Email Address you are logging in to, and transacting as.



3.2 Edit Account

[Edit Account](#) lets you amend the Company Details on file.

The screenshot shows a web application interface for editing account details. At the top, there is a navigation bar with links: My Account (dropdown), Order History (dropdown), Quick Order, Favourites, Saved Carts, and Quotes. Below the navigation bar, the breadcrumb trail reads 'Home / Admin / Edit Account'. The main heading is 'Edit Account'. The form contains the following fields:

- Company Name * (text input)
- Contact Name * (text input)
- Email * (text input)
- Phone (text input)
- Address * (text input)
- City / Suburb * (text input)
- State * (dropdown menu)
- Postcode * (text input)
- Country * (dropdown menu)

An 'Update' button is located at the bottom right of the form.

3.3 Change User Details

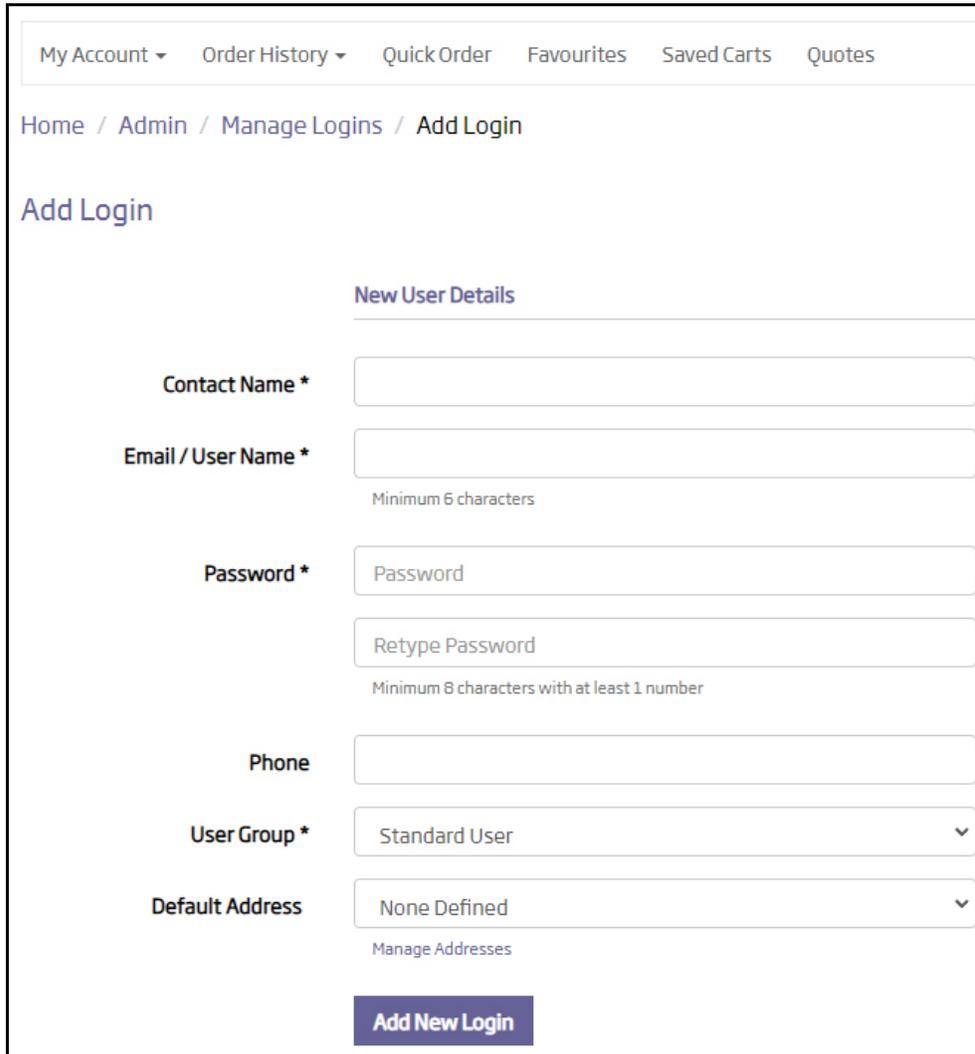
[Change User Details](#) lets you amend details for the account you are logging in with.

3.4 Change Password

[Change Password](#) lets you amend the Password for the account you are logging in with.

3.5 Manage Logins

[ADMIN FUNCTION] Admins can add/edit/delete accounts for all users that need access to transact on the portal on the store's behalf. To start, click [Manage Logins](#) and [Add New User](#). Supply user details as instructed on screen.



The screenshot shows the 'Add Login' form within an admin interface. At the top, there is a navigation bar with links: 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', and 'Quotes'. Below this is a breadcrumb trail: 'Home / Admin / Manage Logins / Add Login'. The main heading is 'Add Login'. The form is titled 'New User Details' and contains the following fields:

- Contact Name ***: A text input field.
- Email / User Name ***: A text input field with a note below it: 'Minimum 6 characters'.
- Password ***: A text input field with the placeholder text 'Password'.
- Retype Password**: A text input field with the placeholder text 'Retype Password' and a note below it: 'Minimum 8 characters with at least 1 number'.
- Phone**: A text input field.
- User Group ***: A dropdown menu currently showing 'Standard User'.
- Default Address**: A dropdown menu currently showing 'None Defined' with a link 'Manage Addresses' below it.

At the bottom of the form is a blue button labeled 'Add New Login'.

In the User Group above, Admins can define if a new user is an Admin or Standard User. Only Admin Users have the authority to manage Logins and the [Salesperson](#) dropdown menu that appears during checkout.

When done, simply click [Add New Login](#) at the bottom of the form, and the new user may login immediately with his/her email address and password assigned by the Admin.

3.6 Manage Addresses

This lets you amend Addresses that have been saved for easy retrieval and use in the checkout process. This would typically include your store and/or warehouse's delivery address.

To add a commonly used Delivery Address for easy selection during the Checkout process, users may click [Add Delivery Address](#) and populate the necessary details. Click [Create Address](#) when done.

3.7 Salespeople

[ADMIN FUNCTION] Admins can create and manage Salespeople that appear on a dropdown menu for selection during the Checkout process.

At least ONE Salesperson needs to be created, before you can start ordering.

To add a Salesperson name for display and selection during the Checkout process, click [Salespeople](#) and populate the necessary details. Click [Add](#) when done.

Salespeople

Current Salespeople

Name	
Angela Witford	Delete
Ben Mckinnon	Delete
Bill Good	Delete

New Salesperson

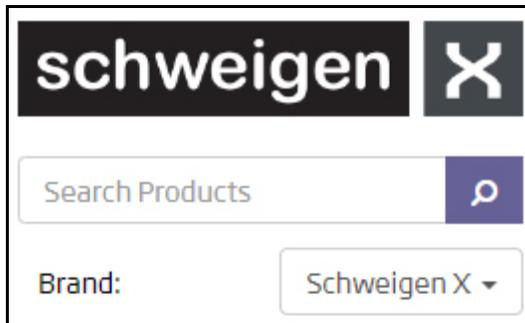
Salesperson Name *

[Add](#)

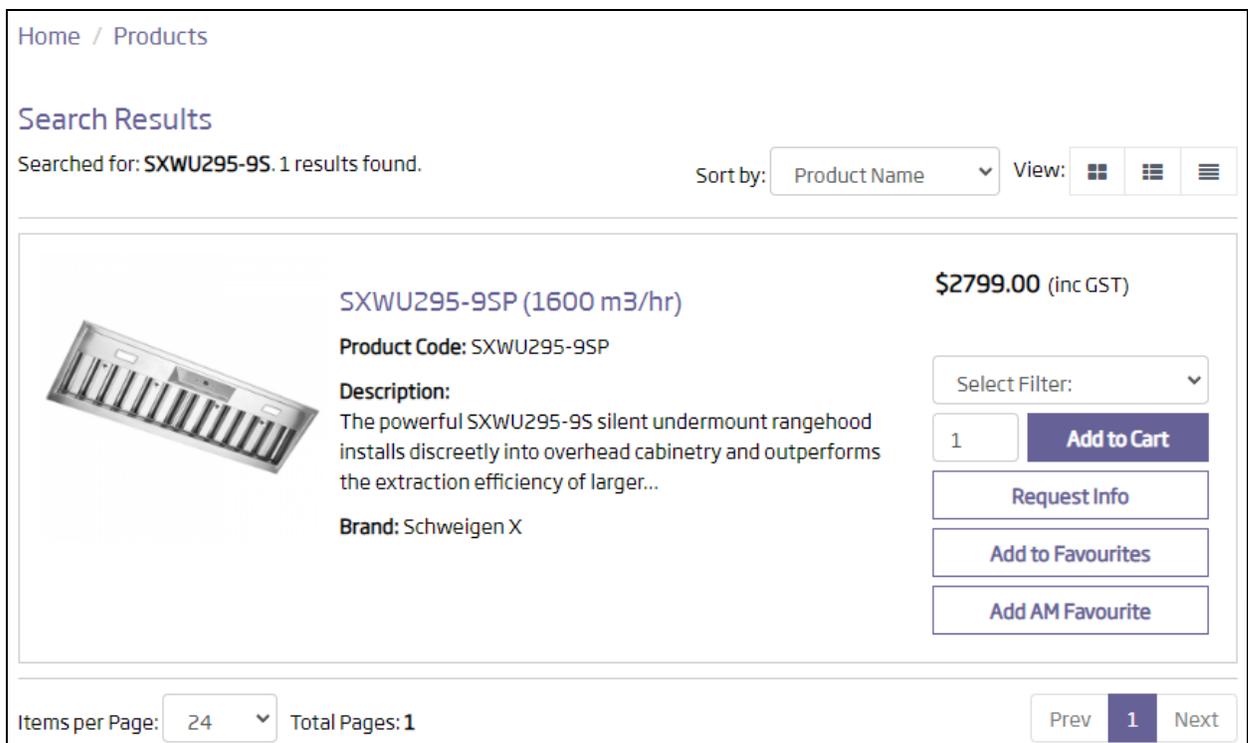
4 Product Search

4.1 Search Bar

The [Search Bar](#) is located below the brand logo on the top left. Simply type in the model you seek and click the magnifying glass to search and display the results.



The screenshot shows the Schweigen logo on the left. To its right is a search bar with the placeholder text "Search Products" and a magnifying glass icon. Below the search bar is a "Brand:" label followed by a dropdown menu currently set to "Schweigen X".

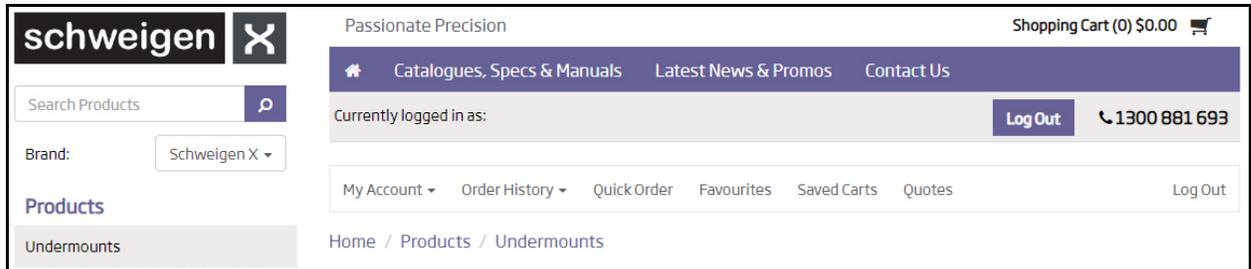


The screenshot displays the search results for "SXWU295-9S". The page header shows "Home / Products" and "Search Results". The search criteria are "Searched for: SXWU295-9S. 1 results found." The results are sorted by "Product Name" and displayed in a grid view. The product details for the SXWU295-9SP (1600 m3/hr) are shown, including a product image, price of \$2799.00 (inc GST), product code, description, and brand. The description states: "The powerful SXWU295-9S silent undermount rangehood installs discreetly into overhead cabinetry and outperforms the extraction efficiency of larger...". The brand is Schweigen X. On the right side of the product card, there is a "Select Filter:" dropdown, a quantity selector set to "1", and buttons for "Add to Cart", "Request Info", "Add to Favourites", and "Add AM Favourite". At the bottom of the page, there is a pagination control showing "Items per Page: 24" and "Total Pages: 1", with "Prev", "1", and "Next" buttons.

4.2 Side Nav

[Product Categories](#) are easily accessible from the same menu on top left. Click one to view all products within your category of choice, sortable by [Product Name/Code](#) and displayed in your view of choice.

Currently, Schweigen X has just Undermount Rangehoods available.



The screenshot displays the top navigation area of the Schweigen X website. On the left, the Schweigen X logo is prominent, followed by a search bar labeled 'Search Products' and a brand selector set to 'Schweigen X'. Below this is a 'Products' section with 'Undermounts' highlighted. The main navigation bar includes 'Passionate Precision' and 'Shopping Cart (0) \$0.00'. A secondary menu offers 'Catalogues, Specs & Manuals', 'Latest News & Promos', and 'Contact Us'. A 'Log Out' button and the phone number '1300 881 693' are also visible. A third navigation bar contains 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', 'Quotes', and another 'Log Out' button. The breadcrumb trail at the bottom reads 'Home / Products / Undermounts'.

4.3 Request Info

Got a question about a particular model? Click [Request for Info](#) on the product listing and send your queries through the form provided. Schweigen will get back to you as soon as they can.



SXQU330-9SP (1600 m3/hr)

Product Code: SXQU330-9SP

Description:
Protect your kitchen from airborne grease, smoke, steam, noise and odours without compromising its design with a sleek silent undermount rangehood....

Brand: Schweigen X

\$3699.00 (inc GST)

1 [Add to Cart](#)

[Request Info](#)

[Add to Favourites](#)

4.4 Add to Favourites

To add commonly searched or popular items to your Favourites folder, click [Add to Favourites](#).



SXQU330-9SP (1600 m3/hr)
Product Code: SXQU330-9SP
Description:
Protect your kitchen from airborne grease, smoke, steam, noise and odours without compromising its design with a sleek silent undermount rangehood....
Brand: Schweigen X

\$3699.00 (inc GST)

1 **Add to Cart**

Request Info

Add to Favourites

And they will always be accessible from the [Favourites](#) folder on your [Account Menu](#).

My Account ▾ Order History ▾ Quick Order **Favourites** Saved Carts Quotes Log Out

Home / Admin / Favourites

Favourites

Search Favourites Sort by: Product Name ▾

	Code	Product Name	Price (inc GST)	Qty	<input type="button" value="Add to Cart"/>
<input type="button" value="Delete"/>	 SXQU330-9SP	SXQU330-9SP (1600 m3/hr)	\$3699.00	<input type="text" value="0"/>	
<input type="button" value="Delete"/>	 SXWU295-9SP	SXWU295-9SP (1600 m3/hr)	\$3599.00	<input type="text" value="0"/>	

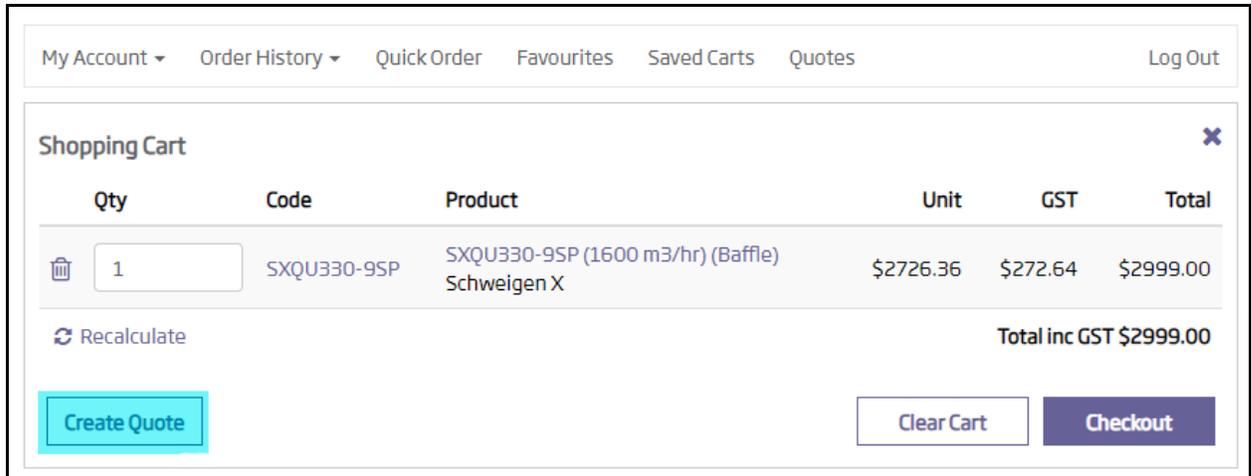
Items per Page: ▾ Total Pages: 1 Prev **1** Next

5 Creating a Quote

5.1 Create Quote

When you're ready to create a quote with the items you've added to your shopping cart:

- Click [Shopping Cart](#) at top right
- Click [Create Quote](#)

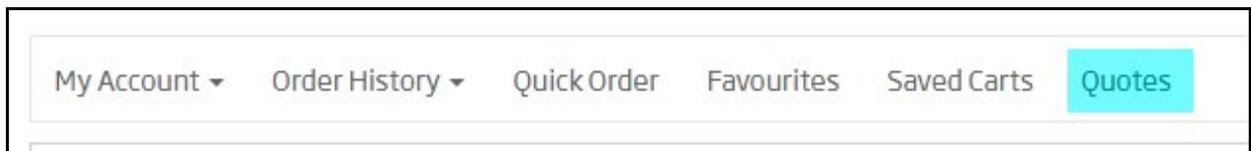


The screenshot shows the 'Shopping Cart' section of a website. At the top, there is a navigation bar with links for 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', 'Quotes', and 'Log Out'. Below this, the 'Shopping Cart' header is visible with a close icon. The cart contains one item:

Qty	Code	Product	Unit	GST	Total
1	SXQU330-9SP	SXQU330-9SP (1600 m3/hr) (Baffle) Schweigen X	\$2726.36	\$272.64	\$2999.00

Below the table, there is a 'Recalculate' button and a 'Total inc GST \$2999.00' label. At the bottom of the cart, there are three buttons: 'Create Quote' (highlighted in blue), 'Clear Cart', and 'Checkout'.

A pop-up box will appear to inform you that this Quote will always be available from [Quotes](#) in your Account Menu besides [Saved Carts](#).



The screenshot shows the 'My Account' navigation bar. The 'Quotes' link is highlighted in blue, indicating it is the active selection.

Quotes are only valid for 14 days from the date of its creation and subject to stock availability. Promotional terms and conditions apply for time-limited sale/discounted items.

- Enter Customer Details as prompted in the form fields overleaf
- Click [Save Changes](#) when done

Create Quote ✕

This Quote will be saved. You can access it via the Quotes option in your Account Menu. Quotes are only valid for 14 days from the date of its creation and subject to stock availability. Promotional terms and conditions apply for time-limited sale/discounted items.

Quote Name *

Salesperson *

Customer Name *

Customer Email *

Customer Mobile *

Address *

City / Suburb *

State *

Postcode *

Country *

Close Save changes

Click [Close](#) to stop or [Save Changes](#) to complete.

5.2 View Quote

The new created quote is accessible anytime by clicking [Quotes](#) on your account bar.

From the [Search Quotes](#) tool bar, quotes are searchable by Customer Name, Quote ID or Salesperson.

My Account ▾ Order History ▾ Quick Order Favourites Saved Carts **Quotes** Log Out

Home / Admin

Quotes

Quotes are only valid for 14 days from the date of its creation and subject to stock availability. Promotional terms and conditions apply for time-limited sale/discounted items.

Search Quotes

Customer Name	Quote ID	Sales Person	Saved On	
Bono Jericho	1564626	Norman	January 17, 2024	<input type="button" value="View"/> <input type="button" value="Remove"/>
Franz Ferdinand	1564291	Norman	January 15, 2024	<input type="button" value="View"/> <input type="button" value="Remove"/>

Items per Page: 10 ▾ Total Pages: 1

Click to View or Remove (delete) your selected Quote

5.3 Print/Email Quote

Click [Quotes](#) on your account bar. Find your Quote of choice and click [View](#).

Click [Print](#) to send to your printer for a hardcopy or [Restore to Cart](#) to make it the active cart to complete your checkout.

View Quote

Print
Restore to Cart

Quote Details

Name:	Q080124
Date:	January 17, 2024
Contact Name:	Oliver Fraatz
Company Name:	SCHWEIGEN IN - TESTING
Address:	Unit 8, 3-4 Anzed Court Mulgrave, VIC AUSTRALIA , 3170
Quote ID:	1564626

Code	Product Name	Qty	Unit	GST	Total
SXQU330-9SP	SXQU330-9SP (1600 m3/hr) (Baffle)	1	\$2726.36	\$272.64	\$2999.00

Customer Details

Salesperson:	Norman
Customer Name:	Bono Jericho
Customer Mobile:	0432857548
Customer Email:	bonojericho@gmail.com
Customer Address:	1 Tree Hill Monash, VIC AUSTRALIA , 3150

Account Details

Bank:	Westpac
Account Name:	Schweigen Pty Ltd
BSB Number:	033181
Account Number:	390407

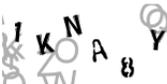
Quotes are only valid for 14 days from the date of its creation and subject to stock availability. Promotional terms and conditions apply for time-limited sale/discounted items.

Free home deliveries are available to metro areas of Melbourne, Sydney, Canberra, Adelaide, Brisbane, and Perth. Standard Charge of \$80 per rangehood applies for all other postcodes, except for the following which we don't currently deliver to: 803, 822-827, 852, 854-859, 862-869, 872, 880-905 and 6798-6799.

Email Quote

Email Copy (optional)

A copy will always be sent to you, if you need another copy to go to another address, enter it here



Verification Code *

Can't read the image? Try Another

Send

To email the quote to your customer, enter his/her email address in the cell beside **Email Copy** and complete the **Verification Code**. The designated admin of your account will always receive a copy of the quote you send your customer.

6 Making a Purchase

6.1 Add to Cart

When you're ready to make a purchase, first select a Filter from the dropdown menu for your rangehood of choice.



SXWU295-9SP (1600 m3/hr) **\$2799.00** (inc GST)

Product Code: SXWU295-9SP

Description:
The powerful SXWU295-9S silent undermount rangehood installs discreetly into overhead cabinetry and outperforms the extraction efficiency of larger...

Brand: Schweigen X

Select Filter: ▾

1 **Add to Cart**

Request Info

Add to Favourites

Add AM Favourite



SXWU295-9SP (1600 m3/hr) **\$2799.00** (inc GST)

Product Code: SXWU295-9SP

Description:
The powerful SXWU295-9S silent undermount rangehood installs discreetly into overhead cabinetry and outperforms the extraction efficiency of larger...

Brand: Schweigen X

Select Filter: ▾

Select Filter:

Baffle

Mesh Filters

Add to Favourites

Add AM Favourite

Click [Add to Cart](#) after.

The filter choice will be captured in the name of the item purchased. It will also reflect in the Order Confirmation emails and related documents.

Shopping Cart ✕

Qty	Code	Product	Unit	GST	Total
 <input type="text" value="1"/>	SXWU295-9SP	SXWU295-9SP (1600 m3/hr) (Baffle) Schweigen X	\$2544.55	\$254.45	\$2799.00

 Recalculate Total inc GST \$2799.00

6.2 Quick Order

If you have the exact product code on hand, you may click [Quick Order](#), input the model number and specify the quantity to quickly add to your [Shopping Cart](#).

My Account ▾ Order History ▾ **Quick Order** Favourites Saved Carts Quotes Log Out

Home / Admin / Quick Order

Quick Order



SXWU295-9SP (1600 m3/hr) **\$2799.00** (inc GST)

Product Code: SXWU295-9SP
Brand: Schweigen X

Please Select Filter: ▾

1 **Add to Cart**

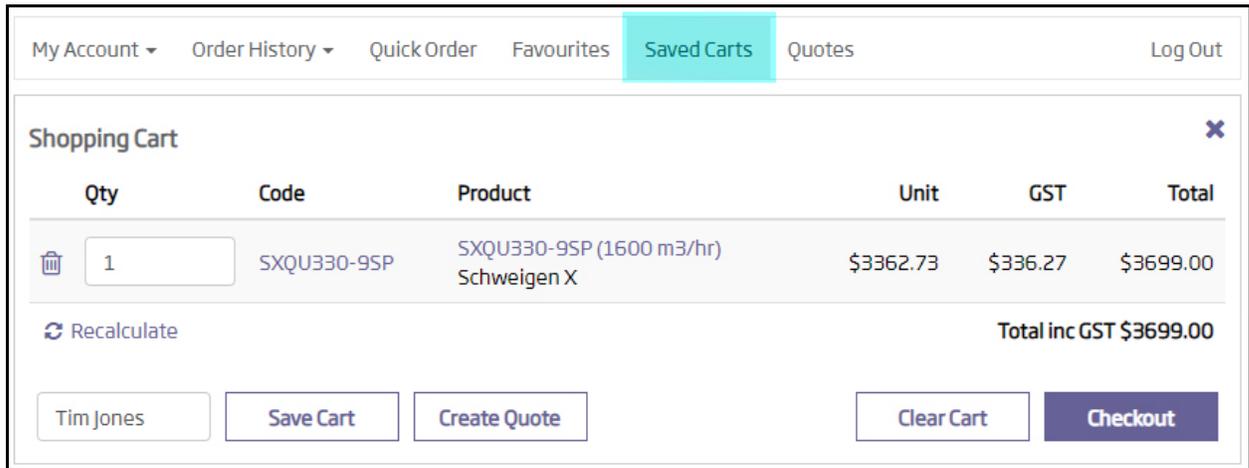
Area Name: **Content** [Edit Text](#)

Use the form above to quickly add products to the Shopping Cart.

Type the Product Code of the product you would like to add in the "Product Code" field. Matching codes will dynamically display as you type. When the desired code is displayed in the list, click on it using the mouse, or use the cursor keys to scroll up and down through the list, then press ENTER to select the code and display that product's information. Type a value for the quantity of products you'd like to add and click the "Add to Cart" button.

6.3 Save Cart

If you need to, you can save an open cart for closing at a future date. Simply input your Customer's Name for reference and click [Save Cart](#).

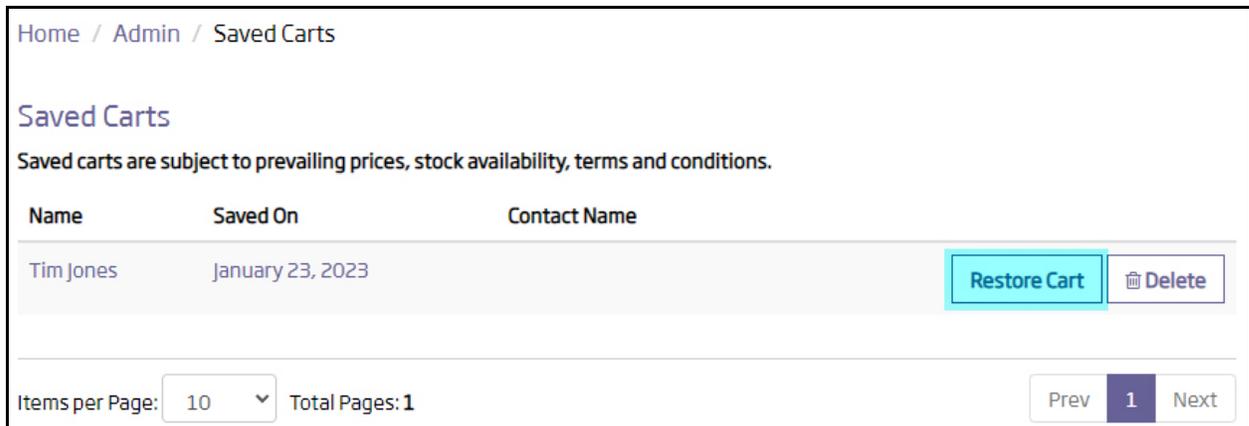


The screenshot shows a user interface for a shopping cart. At the top, there is a navigation menu with options: My Account, Order History, Quick Order, Favourites, Saved Carts (highlighted in cyan), and Quotes. A Log Out link is on the far right. Below the menu is a 'Shopping Cart' section with a close button (X). The cart contains one item:

Qty	Code	Product	Unit	GST	Total
<input type="text" value="1"/>	SXQU330-9SP	SXQU330-9SP (1600 m3/hr) Schweigen X	\$3362.73	\$336.27	\$3699.00

Below the table, there is a 'Recalculate' button and a 'Total inc GST \$3699.00' label. At the bottom, there are several buttons: 'Tim Jones' (input field), 'Save Cart' (highlighted in cyan), 'Create Quote', 'Clear Cart', and 'Checkout' (dark blue).

You can retrieve it anytime via the [Saved Carts](#) option in your [Account Menu](#). Select the same customer's name and click [Restore Cart](#).



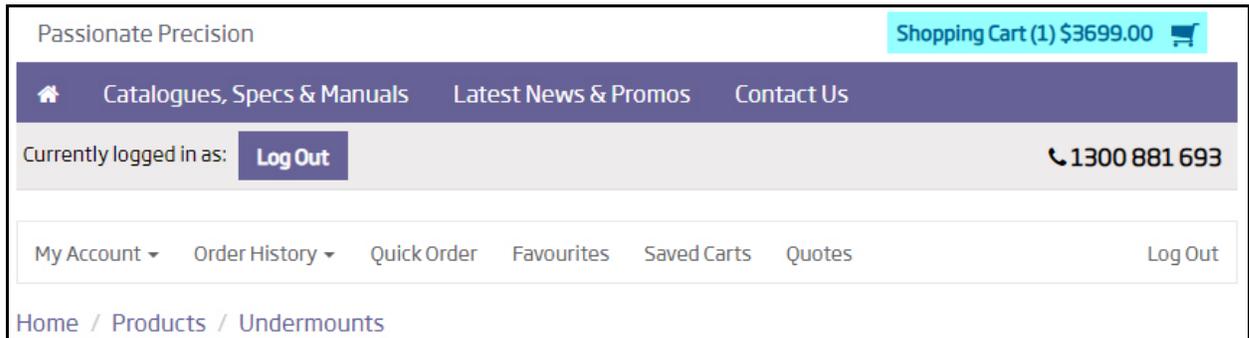
The screenshot shows the 'Saved Carts' page. The breadcrumb trail is 'Home / Admin / Saved Carts'. The page title is 'Saved Carts'. A note states: 'Saved carts are subject to prevailing prices, stock availability, terms and conditions.' Below this is a table with columns: Name, Saved On, and Contact Name.

Name	Saved On	Contact Name
Tim Jones	January 23, 2023	

For the 'Tim Jones' entry, there are two buttons: 'Restore Cart' (highlighted in cyan) and 'Delete' (with a trash icon). At the bottom, there is a pagination control showing 'Items per Page: 10' (dropdown), 'Total Pages: 1', and 'Prev 1 Next' (with '1' highlighted).

6.4 Check Out

When you're ready to make payment on the selections in your cart, click [Shopping Cart](#) on the top right of your screen.



Passionate Precision Shopping Cart (1) \$3699.00

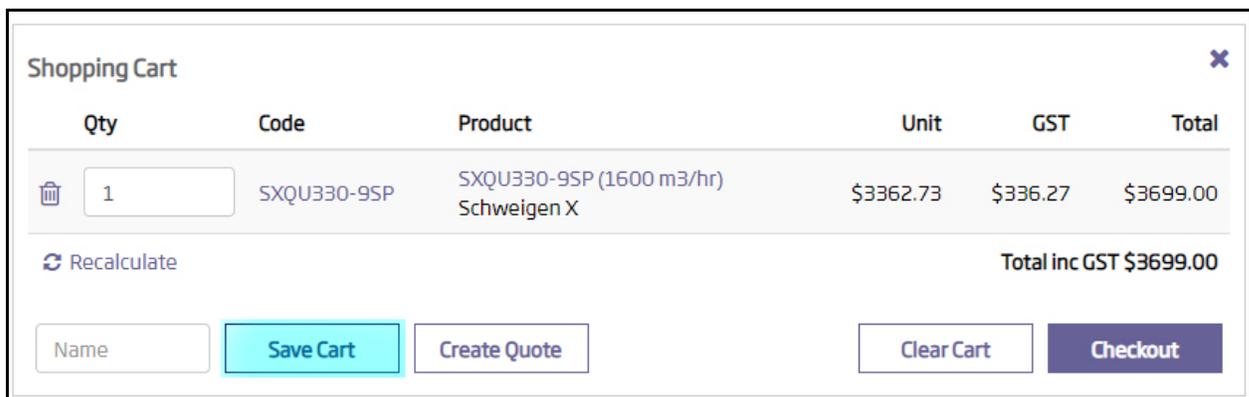
[Catalogues, Specs & Manuals](#) [Latest News & Promos](#) [Contact Us](#)

Currently logged in as: [Log Out](#) 1300 881 693

[My Account](#) [Order History](#) [Quick Order](#) [Favourites](#) [Saved Carts](#) [Quotes](#) [Log Out](#)

[Home](#) / [Products](#) / [Undermounts](#)

Check that the Quantity and Product Code of the item/s in your cart are correct. Modify as necessary before clicking [Checkout](#).



Qty	Code	Product	Unit	GST	Total
<input type="text" value="1"/>	SXQU330-9SP	SXQU330-9SP (1600 m3/hr) Schweigen X	\$3362.73	\$336.27	\$3699.00

[Recalculate](#) Total inc GST \$3699.00

[Save Cart](#) [Create Quote](#) [Clear Cart](#) [Checkout](#)

Step 1) Address

- Select the name of the Salesperson to whom this sale should be attributed to. Please speak with your admin if one has not been created for selection.
- Enter Purchase Order number. If none is provided, the system will auto-generate one.
- Store Details should be auto-populated with details on hand. Enter anew if not.
- Select saved Delivery Address from the dropdown menu (if available) or enter anew.
- Click [Save Address](#) if this is a new one that will be commonly used in future.
- **Enter preferred delivery date and notes in the [Delivery Date & Instructions](#) box.**
- Customer Details should be auto-populated if shopping cart has been restored from a saved quote
- Click [Continue](#) when you're ready to move on to Freight.

Store Information

Salesperson *

Purchase Order #

Store Name *

Store Email *

Store Phone *

Shipping Information

Select Address:

Recipient *

Address *

City / Suburb *

State *

Postcode *

Country *

Delivery Date & Instructions

125 Characters Remaining

Save Address

Customer Information

Customer Name *

Customer Email

Customer Mobile

Address *

City / Suburb *

State *

Postcode *

Country *

Continue

Step 2) Freight

- Check Shipping Address
- Review [Home Delivery Policy](#)
- Select desired *Freight Option*
 - Charges for Home Deliveries are auto-appended based on postcode of delivery address supplied (FOC if in Metro areas, \$80 otherwise – excluding areas we don't currently deliver to)
- Select from the *Payment Methods* available to your business:
 - *Credit Card* refers to either the store's or the customer's credit card. This payment method gives stores the ability to accept partial payment (minimum 20%) of the total due. The portal auto-calculates the minimum sum. This may be manually edited to a higher sum as required.
 - *Direct Deposit* refers to funds transfer from either the store's or customer's bank accounts
 - *Payment in Store* refers to payments paid to and collected by the store - inclusive of payment via cash, credit card, gift cards and financing arrangements.
 - *On Account* refers to existing bank arrangement between Schweigen and store.

Address Freight Payment Complete

✓ 2 3 4

Home delivery freight options are only available to metro areas of **Melbourne, Sydney, Canberra, Adelaide, Brisbane, and Perth**.
Please review our [Home Delivery Policy](#) for more information.

Unless otherwise advised, delivery will typically take 7-10 business days upon receipt of payment in full and is subject to possible delays due to the ongoing Covid-19 pandemic.

Shipping to: HN OSBORNE PARK
469 Scarborough Beach Rd
OSBORNE PARK
WA 6017
AUSTRALIA

Freight

Delivery to store: (\$0.00 inc GST)
 Home Delivery: (\$0.00 inc GST)

Payment Method

Credit Card
 Full amount
 Partial payment (minimum 20%)

Amount to pay

599.8

Payment in-store
 Direct Deposit

Continue

Step 3a) Payment by Credit Card

- Review order details
- If you need to go back a step to make edits, click [Address](#) or [Freight](#)
- If not, enter card details and click [Pay Now](#)

Address Freight Payment Complete

You are making a partial payment of **\$739.80** against the order total of **\$3699.00**.

Please fill out your card details to complete your order. See below for details on your order.

Order ID	3313108
Total	\$739.80

Card Holder Name

Card Number

Expiry Date

Security Code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Step 3b) Payment by On Account or Direct Deposit

- Review order details
- When ready, click [Place Order](#)

Please review the order details displayed below and click the "Place Order" button at the bottom of the page.

Your Details

Purchase Order Number	SXR - Q123123
Name	HN - Testing
Email	oliver.fraatz@straightsell.com.au
Phone	12341234

Delivery Details

Recipient	Warehouse Supervisor
Address	Warehouse 1 Warehouse 1 ACT 1234 AUSTRALIA
Notes	
Salesperson	Norman

Bill To

Customer Name	Bono Jericho
Customer Email	bonojericho@gmail.com
Customer Mobile	0432857548
Address	1 Tree Hill Monash VIC 3150 AUSTRALIA

Payment Method

Payment in-store

Order Details

Qty	Code	Product Name	Unit	GST	Total
1	SXQU330-9SP	SXQU330-9SP (1600 m3/hr) (Baffle)	\$2726.36	\$272.64	\$2999.00
1	Freight	Delivery to store	\$0.00	\$0.00	\$0.00
				Total inc GST	\$2999.00

[Place Order](#)

6.5 Making Balance Payments

Under [Order History](#), select [Previous Orders](#).

My Account ▾
Order History ▾
Quick Order
Favourites
Saved Carts
Quotes
Log Out

Home / Admin / Previous Orders

Previous Orders

Filter: All Orders ▾

Order ID	Date	Sales Person	Amount	Recipient	Delivery Address
3101558	May 20, 2022 Placed by Account Manager	Kaylie Hyde	\$3699.00	Jason O'Malley	123 Hyde Road, Wheelers Hill, VIC 3150 AUSTRALIA
3101223 1234	May 20, 2022 Placed by Account Manager	Marion Child	\$2799.00	Jerry Testing	123, 123, WA 123 AUSTRALIA
2911035 TEST ORDER	Nov 12, 2021 Placed by Account Manager	Marion Child	\$1899.00	Jason O'Malley	Shop 124 Adelaide Arcade, Adelaide, SA 5000 AUSTRALIA

Click [Order ID](#) to see payment details under [Notes](#). Call [1300 881 693](tel:1300881693) (select option 2 or 4) with customer's credit card details when you are ready to pay the balance amount.

Order Details

Note: A partial payment of \$1199.00 was made against the order total of \$3199.00. The outstanding balance for this order is \$2000.00.

Qty	Code	Product Name	Unit	GST	Total
1	GA-600SP	GA-600SP (1600 m3/hr)	\$2908.18	\$290.82	\$3199.00
1	Freight	Delivery to store	\$0.00	\$0.00	\$0.00
Total inc GST \$ 3199.00					

Alternatively, you may also wire the money to our bank account ([BSB: 0331181 | Account number: 390407](#)) - referencing the [Order ID](#) for tracking.

When the item is shipped, the corresponding tax invoice will appear, paid in full, under [Order History/Invoices](#).

7 Tracking Orders

To retrieve past orders, click [Order History](#) on your [Account Menu](#). Select [Previous Orders](#) and click the [Order ID](#) of choice to view full transaction details.

Passionate Precision Shopping Cart (1) \$3699.00

[Home](#) [Catalogues, Specs & Manuals](#) [Latest News & Promos](#) [Contact Us](#)

☎ 1300 881 693

My Account ▾ **Order History ▾** Quick Order Favourites Saved Carts Quotes Log Out

Home / Admin **Previous Orders**
Invoices

Previous Orders

Search Orders Filter: All Orders ▾

Order ID	Date	Sales Person	Amount	Recipient	Delivery Address
3101558	May 20, 2022 Placed by Account Manager	Kaylie Hyde	\$3699.00	Jason O'Malley	123 Hyde Road, Wheelers Hill, VIC 3150 AUSTRALIA

Alternatively, click [Invoices](#) and select the [Invoice#](#) of choice to view and print as required. From here, you can filter to view just [Invoices](#), [Credits](#) or [Invoices & Credits](#).

Invoices

Please find below a summary of your invoices. Please note that a Invoice status may not be updated until 24-48 hours after the payment of an invoice

Search Invoices View: Invoices & Credits ▾

Open Closed

Invoice #	Invoice Date	Due Date	Total Amount	Amount Due	Status*
IN055355	20 Dec 2022	20 Dec 2022	\$0.00	\$0.00	CLOSED

8 Logging Out

For security reasons, please remember to and keep your login credentials safe, and log out from the portal each time you're done.

If you encounter issues that are not addressed by this user guide, or have any questions, please contact your Schweigen Sales Rep for additional support, or write us at proforma@schweigen.com.au.

APPENDIX

<p>06/03/2024, 15:29</p> <div style="background-color: #e91e63; color: white; padding: 10px; text-align: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">schweigen</div> <p>Schweigen Pty Ltd Unit 4/1-5 Lake Drive Dingley Village, VIC 3172 AUSTRALIA</p> <p>Tel: 1300 881 693 Email: proforma@schweigen.com.au Web: https://2449edit.straightst.com.au/</p> <hr/> <p>Delivery Method:</p>	<p>View and Print Invoice</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.2em; color: red;">PAID</div> <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">Tax Invoice</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="border-top: 1px solid black;">Date:</td><td style="border-top: 1px solid black;">05 Mar 2024</td></tr> <tr><td style="border-top: 1px solid black;">Invoice No:</td><td style="border-top: 1px solid black;">IN070707</td></tr> <tr><td style="border-top: 1px solid black;">Purchase Order No:</td><td style="border-top: 1px solid black;">Portal-3698209-1569792</td></tr> <tr><td style="border-top: 1px solid black;">Account No:</td><td style="border-top: 1px solid black;">SCHINTEST</td></tr> <tr><td style="border-top: 1px solid black;">Status:</td><td style="border-top: 1px solid black;">CLOSED</td></tr> <tr><td style="border-top: 1px solid black;">Terms:</td><td style="border-top: 1px solid black;">PP</td></tr> <tr><td colspan="2" style="border-top: 1px solid black;"> </td></tr> <tr><td style="border-top: 1px solid black;">Due Date:</td><td style="border-top: 1px solid black;">05 Mar 2024</td></tr> <tr><td style="border-top: 1px solid black;">Amount Due:</td><td style="border-top: 1px solid black;">\$ 0.00</td></tr> <tr><td style="border-top: 1px solid black;">Invoice Amount:</td><td style="border-top: 1px solid black;">\$ 2999.00</td></tr> </table>	Date:	05 Mar 2024	Invoice No:	IN070707	Purchase Order No:	Portal-3698209-1569792	Account No:	SCHINTEST	Status:	CLOSED	Terms:	PP			Due Date:	05 Mar 2024	Amount Due:	\$ 0.00	Invoice Amount:	\$ 2999.00																						
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<p>Deliver To:</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <p>HomeDeliveryCustomer2Name HomeDeliveryCustomer2 Address Norman, VIC, 3150 AU</p> <p>Unless otherwise advised, delivery will typically take 7-10 business days upon receipt of payment in full and is subject to possible delays due to the ongoing Covid-19 pandemic.</p> </div>	<p>Bill To:</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <p>Salesperson: Norman HomeDeliveryCustomer2Name proforma@schweigen.com.au 045112345678 HomeDeliveryCustomer2 Address HomeDeliveryCustomer2 City, VIC, 3150</p> </div>																																										
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