

**schweigen**

**simply silent**

# USER GUIDE

## SCHWEIGEN PRO FORMA PORTAL

*Version 7.0*  
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
08/09/2025	7.0	Added Brand Toggle, Mixed Cart Flow & Schweigen Referral Sale

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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/s, 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](mailto: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](mailto:proforma@schweigen.com.au).

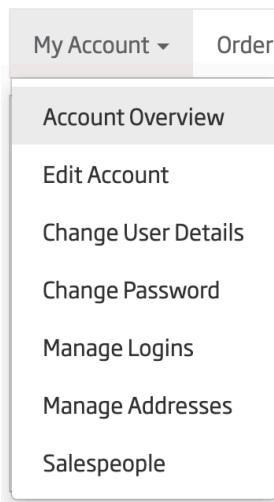
Do check your spam or junk filter if this does not appear in your mailbox.



Contact [proforma@schweigen.com.au](mailto: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.



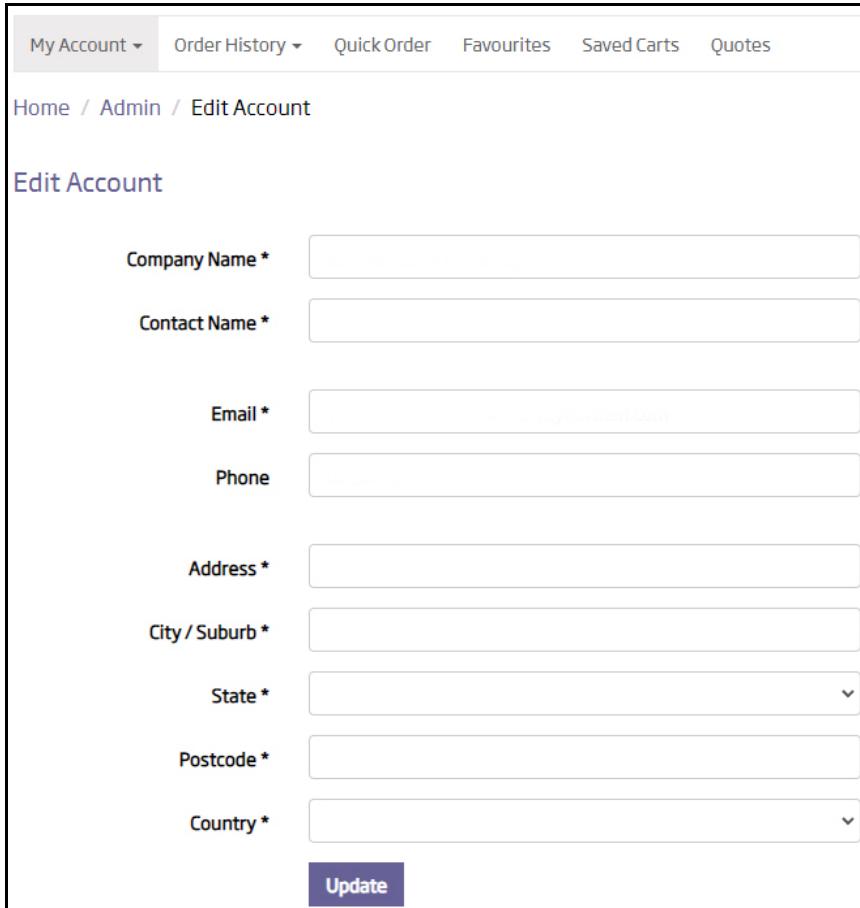
### 3.1 Account Overview

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

A screenshot of the 'Account Overview' page for 'Passionate Precision'. The page includes a header with a shopping cart icon and the text 'Shopping Cart (0) \$0.00'. Below the header are links for Catalogues, Specs &amp; Manuals, Latest News &amp; Promos, and Contact Us. A phone number '1300 881 693' is also present. The main content area shows the user is currently logged in as '[redacted]'. It includes links for My Account, Order History, Quick Order, Favourites, Saved Carts, and Quotes. The page also shows the user's account details: Organisation, Your Name, and Email Address.

## 3.2 Edit Account

*Edit Account* lets you amend the Company Details on file.



The screenshot shows a web-based 'Edit Account' form. At the top, there is a navigation bar with links: 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', and 'Quotes'. Below the navigation bar, the URL 'Home / Admin / Edit Account' is displayed. The main section is titled 'Edit Account'. It contains the following fields:

- Company Name \*
- Contact Name \*
- Email \*
- Phone
- Address \*
- City / Suburb \*
- State \*
- Postcode \*
- Country \*

At the bottom of the form is a blue 'Update' button.

## 3.3 Change User Details

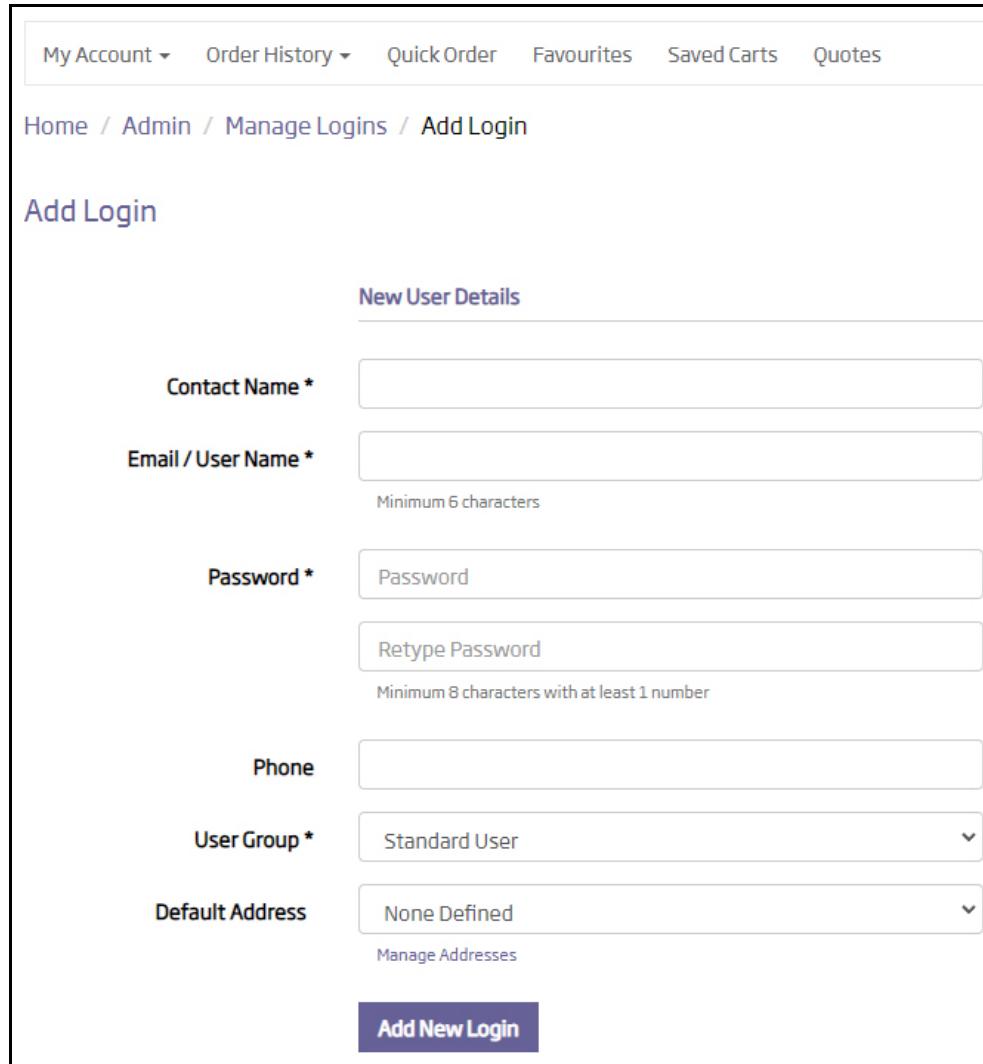
*Change User Details* lets you amend details for the account you are logging in with.

## 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 a web-based administration interface. The top navigation bar includes links for 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', and 'Quotes'. The breadcrumb navigation below the bar indicates the current path: 'Home / Admin / Manage Logins / Add Login'. The main title 'Add Login' is displayed above the form. The form itself is titled 'New User Details' and contains the following fields:

- Contact Name \***: An input field for the user's name.
- Email / User Name \***: An input field for the user's email address. A note below the field specifies: "Minimum 6 characters".
- Password \***: An input field for the user's password.
- Retype Password**: An input field for the user to retype their password. A note below the field specifies: "Minimum 8 characters with at least 1 number".
- Phone**: An input field for the user's phone number.
- User Group \***: A dropdown menu currently set to "Standard User".
- Default Address**: A dropdown menu currently set to "None Defined". A link "Manage Addresses" is provided below this field.

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

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	<a href="#">Delete</a>
Ben Mckinnon	<a href="#">Delete</a>
Bill Good	<a href="#">Delete</a>
New Salesperson	
Salesperson Name *	<input type="text"/>
<a href="#">Add</a>	

### 3.8 Schweigen Referral Sale

A *Schweigen Referral Sale* has been added to the Salesperson dropdown list during checkout. This option is only meant to be used by *Schweigen Account Managers* when putting in a pro forma referral sale on behalf of the store.

Please ensure the delivery address below is correct before proceeding with your order.

The contents of your cart should either contain items for store delivery OR home delivery.

Store Information

Salesperson *	<input type="text" value="Please Select"/>
Purchase Order #	
Store Name *	<input type="text" value="Jay Liddle"/>
	<input type="text" value="Kaylie Hyde"/>
	<input type="text" value="Marion Child"/>
	<input type="text" value="Schweigen Referral Sale"/>
Store Email *	<input type="text" value="jackson.bourke@straitssell.com.au"/>
Store Phone *	<input type="text" value="13000136456"/>

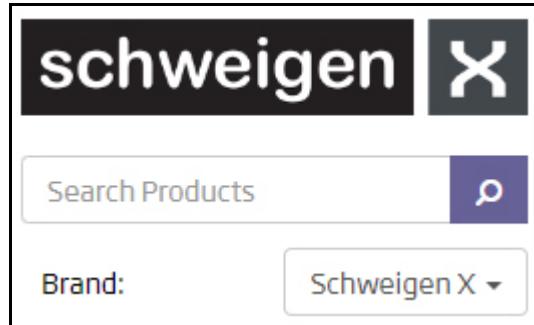
Payment for this purchase is collected by Schweigen, and any applicable rebates/commissions will be credited to your store at the end of each month.

Related Sales Correspondence for such orders will display “Schweigen Referral Sale” where the name of a Salesperson will typically appear.

## 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.



Home / Products

### Search Results

Searched for: SXWU295-9S. 1 results found.

Sort by:	Product Name	View:



**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...

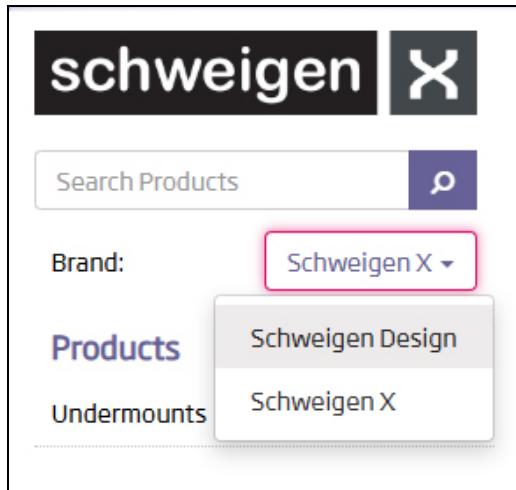
**Brand:** Schweigen X

Select Filter:

Items per Page:   Total Pages: 1

## 4.2 Brand Toggle

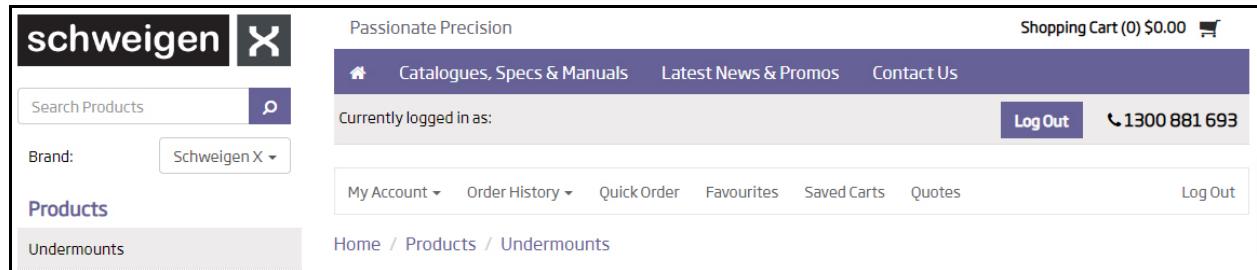
*Brands* are easily accessible from the same menu on top left. Click to view all Brands available to you, and select one to view all product categories within.



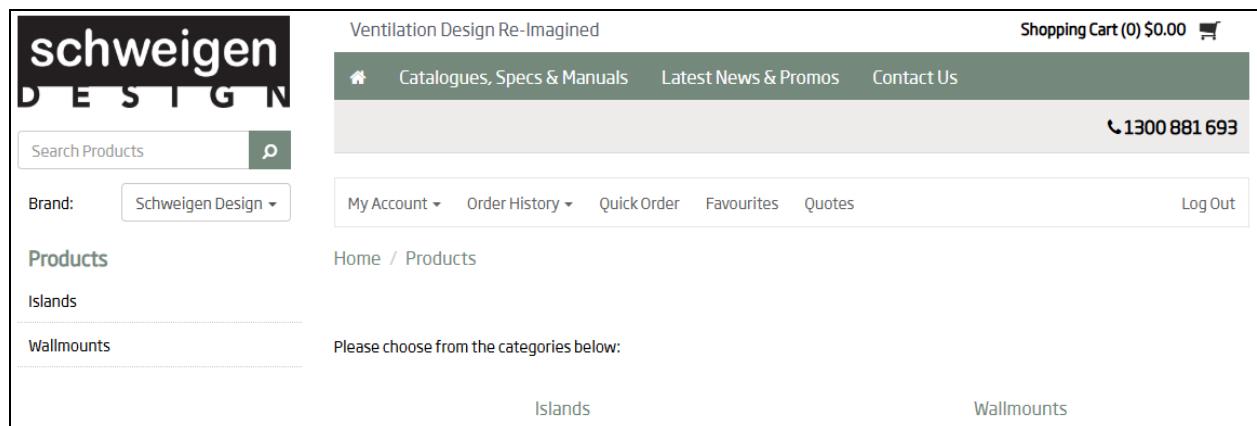
### 4.3 Side Nav

*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. Schweigen Design has both Islands and Wallmount Rangehoods available.



The screenshot shows the Schweigen X website interface. The top navigation bar includes 'Passionate Precision', a shopping cart icon with 'Shopping Cart (0) \$0.00', and a search bar. Below the navigation is a purple header bar with links for 'Catalogues, Specs & Manuals', 'Latest News & Promos', and 'Contact Us'. The main content area shows a message 'Currently logged in as:' followed by a 'Log Out' button and a phone number '1300 881 693'. A secondary navigation bar below the purple bar includes 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', 'Quotes', and another 'Log Out' button. The left sidebar has a 'Products' section with a 'Brand' dropdown set to 'Schweigen X'. The 'Undermounts' category is selected, highlighted in grey. The breadcrumb navigation at the bottom of the page shows 'Home / Products / Undermounts'.



The screenshot shows the Schweigen Design website interface. The top navigation bar includes 'Ventilation Design Re-Imagined', a shopping cart icon with 'Shopping Cart (0) \$0.00', and a search bar. Below the navigation is a green header bar with links for 'Catalogues, Specs & Manuals', 'Latest News & Promos', and 'Contact Us'. The main content area shows a message 'Please choose from the categories below:' followed by two buttons: 'Islands' and 'Wallmounts'. The left sidebar has a 'Products' section with a 'Brand' dropdown set to 'Schweigen Design'. The 'Islands' and 'Wallmounts' categories are listed below. The breadcrumb navigation at the bottom of the page shows 'Home / Products'.

## 4.4 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 m<sup>3</sup>/hr)** **\$3699.00 (inc GST)**

**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

1 **Add to Cart**

**Request Info**

**Add to Favourites**

## 4.5 Add to Favourites

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



**SXQU330-9SP (1600 m³/hr)** **\$3699.00 (inc GST)**

**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

**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 ▾

**Add to Cart**

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

**Delete All** **Add to Cart**

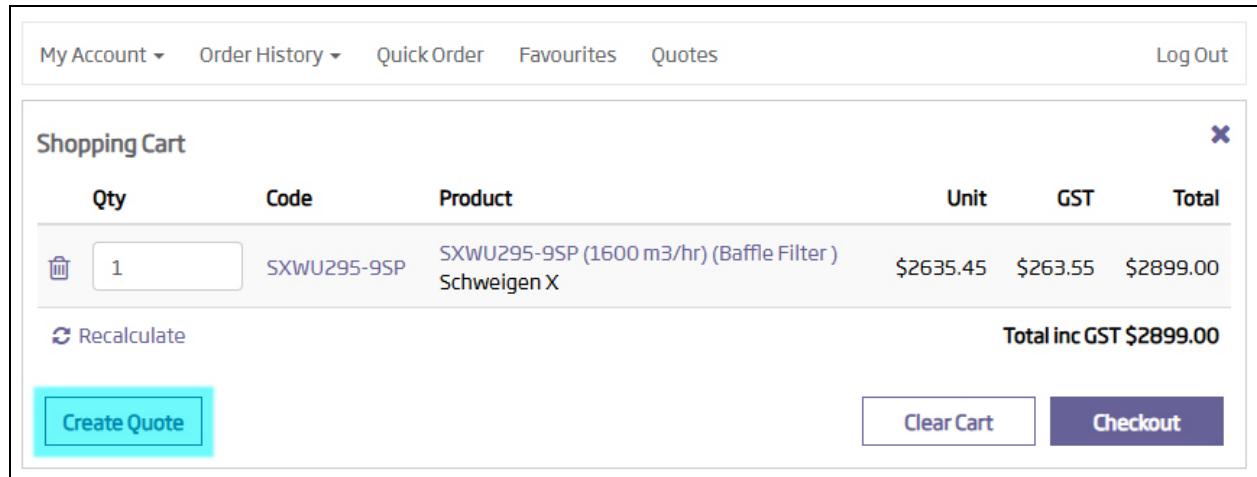
Items per Page:  Total Pages: 1 **Prev** **1** **Next**

## 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](#)



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

**Shopping Cart** ✖

Qty	Code	Product	Unit	GST	Total
<input type="button" value="Delete"/> 1	SXWU295-9SP	SXWU295-9SP (1600 m <sup>3</sup> /hr) (Baffle Filter) Schweigen X	\$2635.45	\$263.55	\$2899.00

Total inc GST \$2899.00

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



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

*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 X

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](#)

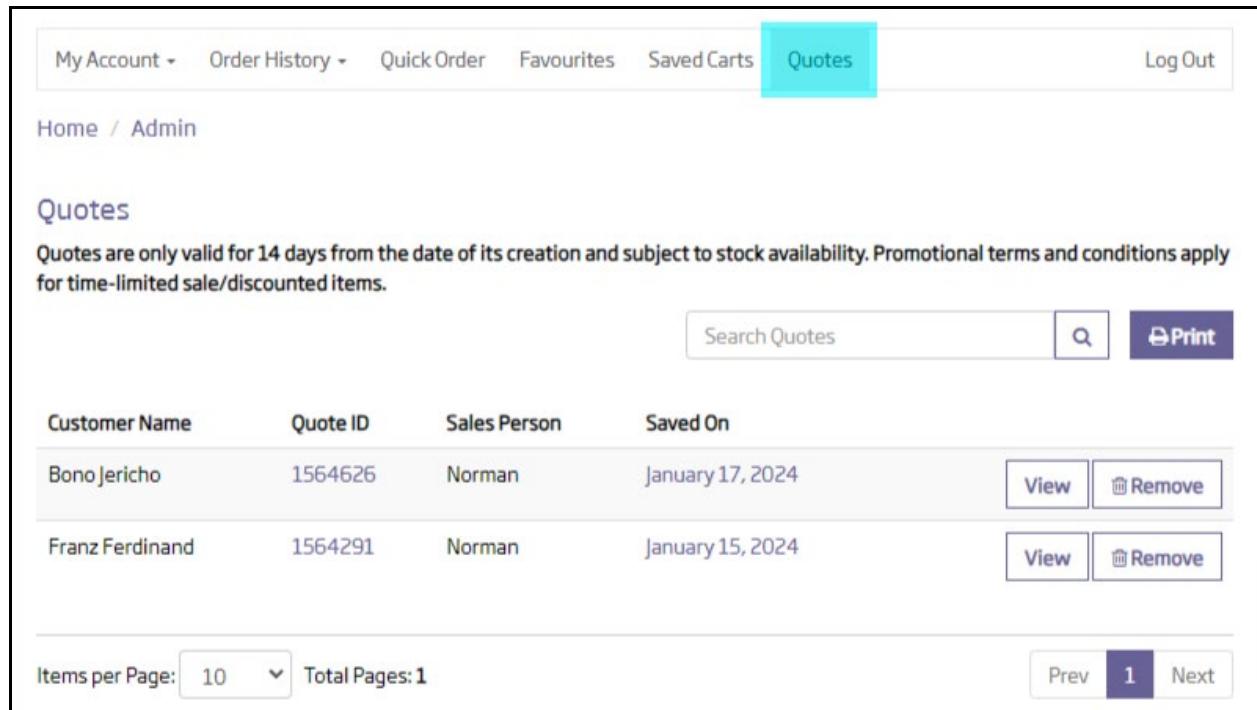
[Save changes](#)

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.



Customer Name	Quote ID	Sales Person	Saved On	
Bono Jericho	1564626	Norman	January 17, 2024	<a href="#">View</a> <a href="#">Remove</a>
Franz Ferdinand	1564291	Norman	January 15, 2024	<a href="#">View</a> <a href="#">Remove</a>

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:	0080124
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)

Enter customer's email address

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



Verification Code \*

ENTER THE ALPHANUMERIC CHARACTERS YOU SEE ABOVE

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 or Colour Option, and specify number of units when prompted, before clicking [Add to Cart](#).



**SXWU295-9SP (1600 m<sup>3</sup>/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:**

[Add to Favourites](#) [Add AM Favourite](#)



**Halo Island Rangehood 380mm (Non-Silent)** **\*(inc GST)**

Black	<b>\$6299.00</b>
White	<b>\$6299.00</b>
Stainless Steel	<b>\$6299.00</b>
Gold	<b>\$6299.00</b>
Copper	<b>\$6299.00</b>

[Add to Cart](#)

**The Halo** suspends from the ceiling like a celestial pillar its sleek, seamless form free from visible buttons, and perfect for modern spaces. Its tri-coat hand-painted finish adds elegant durability, while the brushless motor ensures near-silent operation. Comes with Touchless Gesture Control and adjustable lighting temperature, to make operation a pleasure.



The filter or colour option 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="button" value="Delete"/> 1	SXWU295-9SP	SXWU295-9SP (1600 m3/hr) (Baffle) Schweigen X		\$2544.55	\$254.45	\$2799.00
<input type="button" value="Recalculate"/>					Total inc GST \$2799.00	
<input type="text" value="Name"/>		<input type="button" value="Save Cart"/>	<input type="button" value="Create Quote"/>	<input type="button" value="Clear Cart"/>		<input type="button" value="Checkout"/>

Shopping Cart						
Qty	Code	Product	Unit	GST	Total	
<input type="button" value="Delete"/> 1	SDHALO-BLK	Halo Black Island Rangehood 380mm (Non-Silent): Black Schweigen Design		\$5726.36	\$572.64	\$6299.00
<input type="button" value="Recalculate"/>					Total inc GST \$6299.00	
<input type="button" value="Create Quote"/>			<input type="button" value="Clear Cart"/>		<input type="button" value="Checkout"/>	

## 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

Product Code



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

**Product Code:** SXWU295-9SP  
**Brand:** Schweigen X

Please Select Filter:

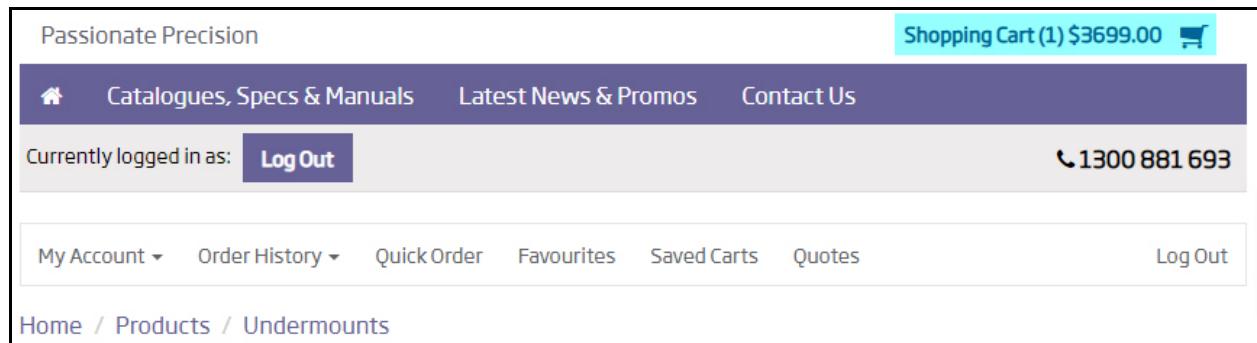
Area Name: Content [Edit Text](#)

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.

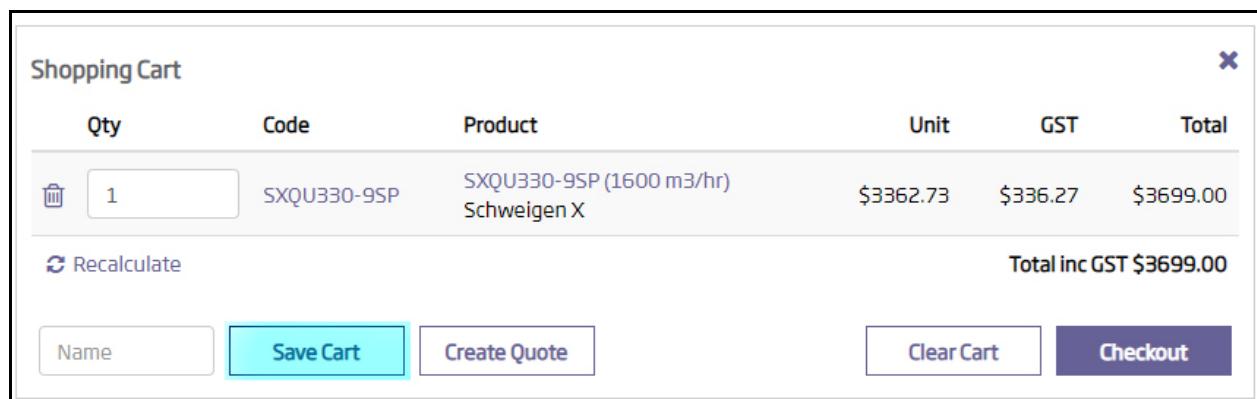
## 6.3 Check Out

When you're ready to make payment on the selections in your cart, click *Shopping Cart* on the top right of your screen.



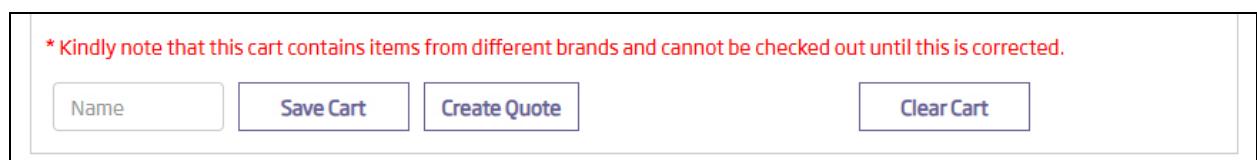
The screenshot shows the homepage of the Passionate Precision website. At the top, there is a navigation bar with links for 'Catalogues, Specs & Manuals', 'Latest News & Promos', and 'Contact Us'. A shopping cart icon in the top right corner indicates 'Shopping Cart (1) \$3699.00'. Below the navigation bar, a user is logged in as 'Currently logged in as: [redacted]' with a 'Log Out' button. To the right, a phone icon and the number '1300 881 693' are displayed. The main content area includes links for 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Saved Carts', and 'Quotes', along with a 'Log Out' button. A breadcrumb menu at the bottom shows the path '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*.



The screenshot shows the 'Shopping Cart' page. It displays a single item: 'SXQU330-9SP (1600 m3/hr) Schweigen X' with a quantity of 1. The unit price is '\$3362.73', GST is '\$336.27', and the total is '\$3699.00'. Below the cart table, there is a 'Recalculate' link and a 'Total inc GST \$3699.00' label. At the bottom, there are buttons for 'Name' (input field), 'Save Cart' (blue button), 'Create Quote' (blue button), 'Clear Cart' (button), and 'Checkout' (purple button).

**In the event that you can and need to purchase items from different brands, please complete the transaction for all items in one brand first, before switching to the other to complete purchase of the rest. You will get a reminder in red when attempting to check out items from different brands in the same cart.**



The screenshot shows the 'Shopping Cart' page with a red note at the top: '\* Kindly note that this cart contains items from different brands and cannot be checked out until this is corrected.' Below the note, there are buttons for 'Name' (input field), 'Save Cart' (blue button), 'Create Quote' (blue button), and 'Clear Cart' (button).

## 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.
- Under Shipping Information, select from list of stored addresses 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 appear if the 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

Delivery typically takes 7-10 business days from the time full payment is received. Please add preferred dates or instructions here.

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

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**

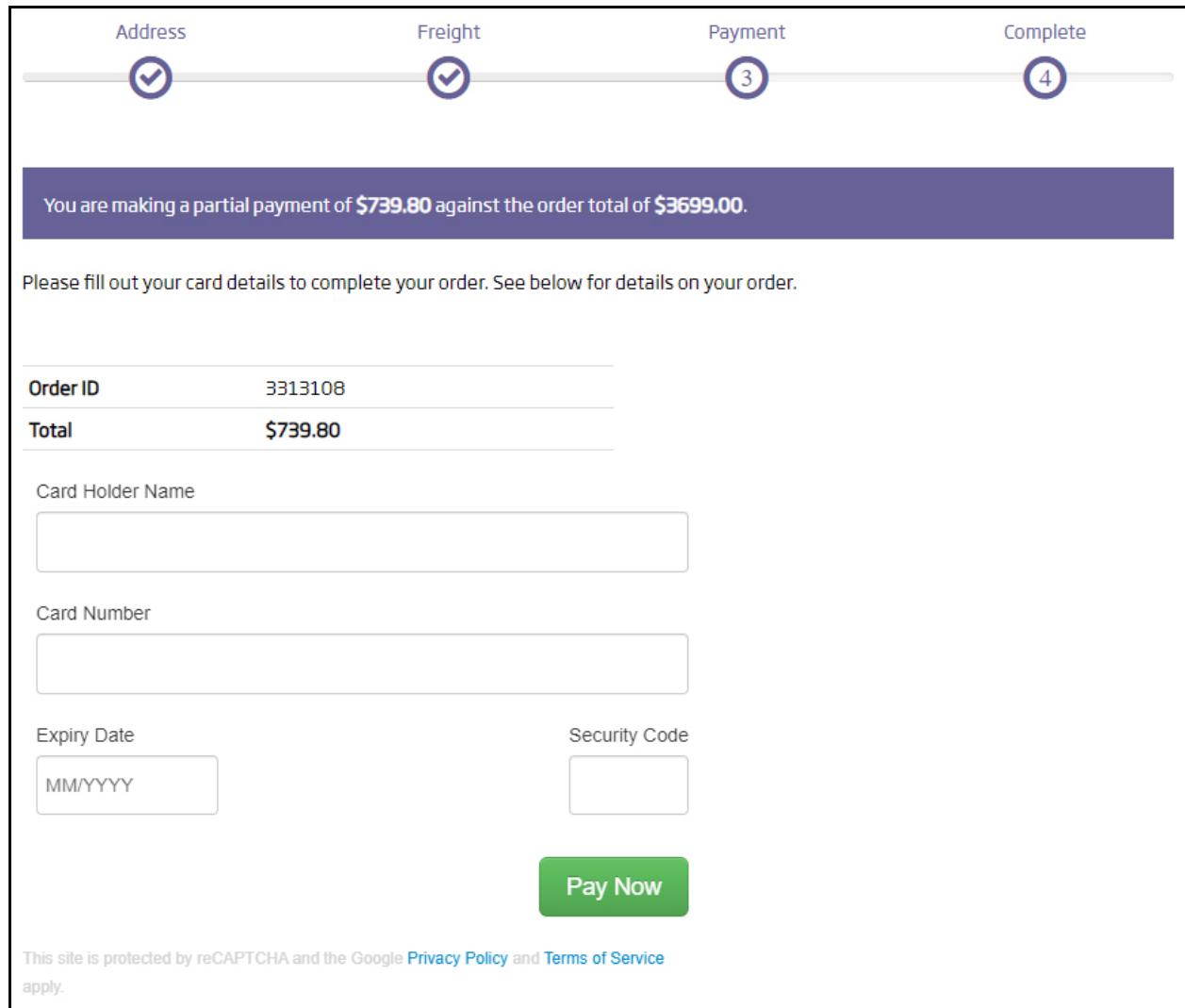
599.8

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*



The screenshot shows a payment interface with a progress bar at the top. The bar has four steps: 'Address' (checked), 'Freight' (checked), 'Payment' (step 3), and 'Complete' (step 4). Below the bar, a purple box displays the message: 'You are making a partial payment of **\$739.80** against the order total of **\$3699.00**'. The main form area contains the following information:

Order ID	3313108
Total	<b>\$739.80</b>

Fields for card details are present: 'Card Holder Name' (empty), 'Card Number' (empty), 'Expiry Date' (MM/YYYY: empty), 'Security Code' (empty), and a large green 'Pay Now' button.

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
<b>Total inc GST \$2999.00</b>					

**Place Order**

## 6.4 Making Balance Payments

Under *Order History*, select *Previous Orders*.

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

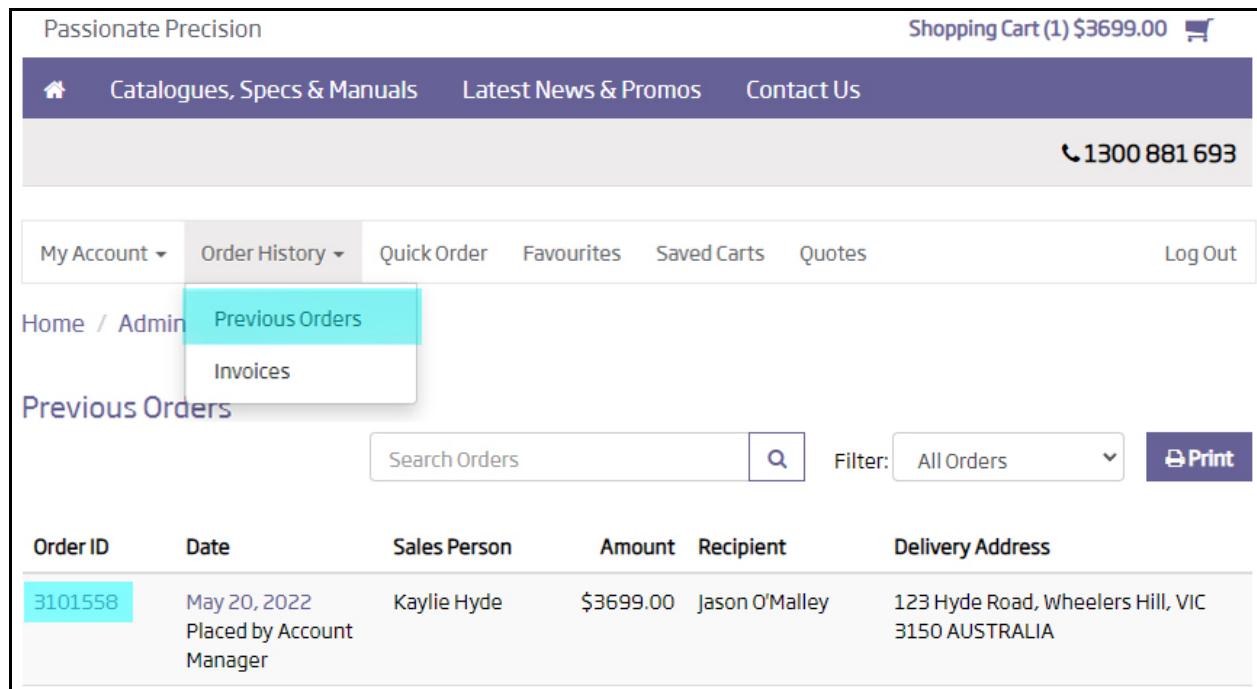
Qty	Code	Product Name	Unit	GST	Total
1	GA-600SP	GA-600SP (1600 m3/hr)		\$2908.18	\$290.82
1	Freight	Delivery to store		\$0.00	\$0.00
Total inc GST \$ 3199.00					

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

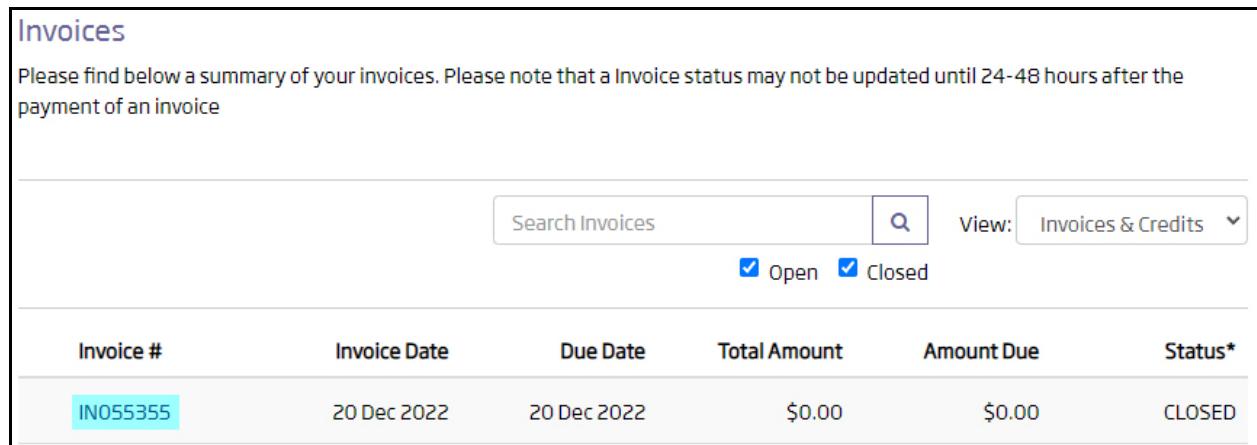
To retrieve past orders, click *Order History* on your *Account Menu*. Select *Previous Orders* and click the *Order ID* of choice to view full transaction details.



The screenshot shows a web-based administration interface for 'Passionate Precision'. At the top, there is a header with the company name, a shopping cart icon showing 1 item for \$3699.00, and a phone number (1300 881 693). Below the header is a navigation bar with links for 'My Account', 'Order History' (which is currently selected and highlighted in blue), 'Catalogues, Specs & Manuals', 'Latest News & Promos', and 'Contact Us'. The 'Order History' menu also includes 'Previous Orders' and 'Invoices'. The main content area is titled 'Previous Orders' and displays a table of past orders. The table has columns for Order ID, Date, Sales Person, Amount, Recipient, and Delivery Address. One order is listed: Order ID 3101558, placed on May 20, 2022, by Kaylie Hyde, for Jason O'Malley, with a delivery address in Wheelers Hill, VIC, Australia. There are search and filter options at the top of the table, and a 'Print' button on the right.

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*.



The screenshot shows a 'Invoices' page. A message at the top says: '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'. Below this is a search bar for 'Search Invoices' and a 'View' dropdown set to 'Invoices & Credits'. There are also checkboxes for 'Open' and 'Closed' status. A table of invoices is displayed with columns for 'Invoice #', 'Invoice Date', 'Due Date', 'Total Amount', 'Amount Due', and 'Status\*'. One invoice is listed: IN055355, dated 20 Dec 2022, due 20 Dec 2022, with a total amount of \$0.00 and an amount due of \$0.00, marked as '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](mailto:proforma@schweigen.com.au).**

## APPENDIX

06/03/2024, 15:29		View and Print Invoice		PAID																																														
																																																		
Tax Invoice																																																		
<b>Schweigen Pty Ltd</b> Unit 4/1-5 Lake Drive Dingley Village, VIC 3172 <b>AUSTRALIA</b>  Tel: 1300 881 693 Email: proforma@schweigen.com.au Web: <a href="https://2449edit.straightsell.com.au/">https://2449edit.straightsell.com.au/</a>			Date: 05 Mar 2024 Invoice No: IN070707 Purchase Order No: Portal-3698209-1569792 Account No: SCHINTEST Status: CLOSED Terms: PP																																															
<b>Delivery Method:</b>			Due Date: 05 Mar 2024 Amount Due: \$ 0.00 Invoice Amount: \$ 2999.00																																															
<b>Deliver To:</b>  HomeDeliveryCustomer2Name HomeDeliveryCustomer2 Address Norman, VIC, 3150 AU		<b>Bill To:</b>  Salesperson: Norman HomeDeliveryCustomer2Name proforma@schweigen.com.au 045112345678 HomeDeliveryCustomer2 Address HomeDeliveryCustomer2 City, VIC, 3150																																																
<table border="1"> <thead> <tr> <th>Qty</th> <th>BkOrd</th> <th>Code</th> <th>Product Name</th> <th>Unit</th> <th>GST</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>HOMEDELIVERY</td> <td>Home Delivery</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>1</td> <td>0</td> <td>SXQU330-9SP</td> <td>SXQU330-9SP</td> <td>\$ 2999.00</td> <td>\$ 0.00</td> <td>\$ 2999.00</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;"><b>SubTotal Ex GST</b></td> <td style="text-align: right;">\$ 2726.36</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;"><b>Total GST</b></td> <td style="text-align: right;">\$ 272.64</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;"><b>Total Inc GST</b></td> <td style="text-align: right;">\$ 2999.00</td> </tr> </tbody> </table>						Qty	BkOrd	Code	Product Name	Unit	GST	Total	1	0	HOMEDELIVERY	Home Delivery	\$ 0.00	\$ 0.00	\$ 0.00	1	0	SXQU330-9SP	SXQU330-9SP	\$ 2999.00	\$ 0.00	\$ 2999.00							<b>SubTotal Ex GST</b>	\$ 2726.36							<b>Total GST</b>	\$ 272.64							<b>Total Inc GST</b>	\$ 2999.00
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<b>Payment Details:</b> Westpac BSB: 033 181   Account: 390 407 Note: A payment processing fee of 2.2% applies to Amex																																																		
PRINTED VIA WEBSITE																																																		