

**schweigen**

**simply** *silent*

# USER GUIDE

## SCHWEIGEN PRO FORMA PORTAL

*Version 7.0*

*Latest version is 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.

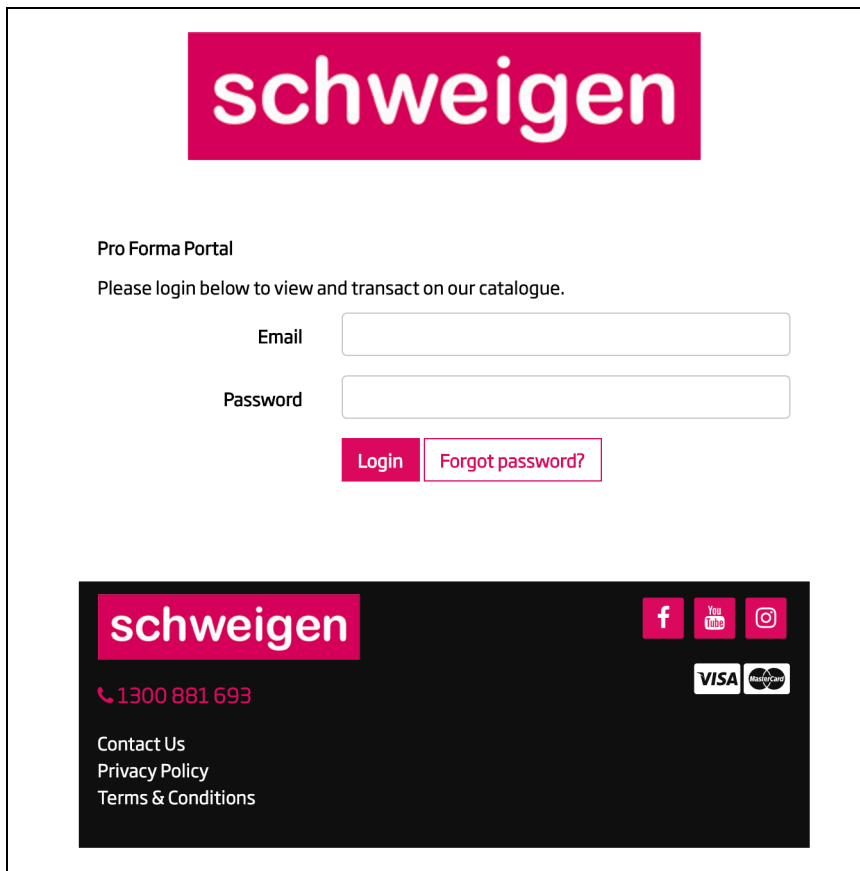
It is designed to be user-friendly, and only basic computer literacy is required for its use. However, please do not hesitate to write us at [proforma@schweigen.com.au](mailto:proforma@schweigen.com.au) should you require any assistance.

## 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.

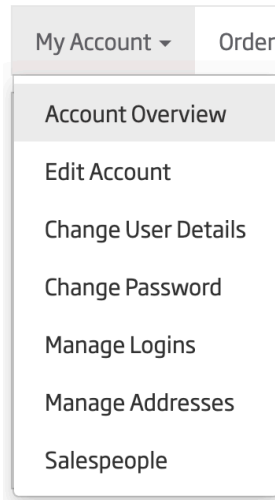


The screenshot shows the Schweigen Pro Forma Portal login interface. At the top, the Schweigen logo is displayed in white text on a red rectangular background. Below the logo, the text "Pro Forma Portal" is followed by the instruction "Please login below to view and transact on our catalogue." There are two input fields: "Email" and "Password". Below the "Password" field 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](mailto:proforma@schweigen.com.au) should you still not be able to retrieve your account credentials.

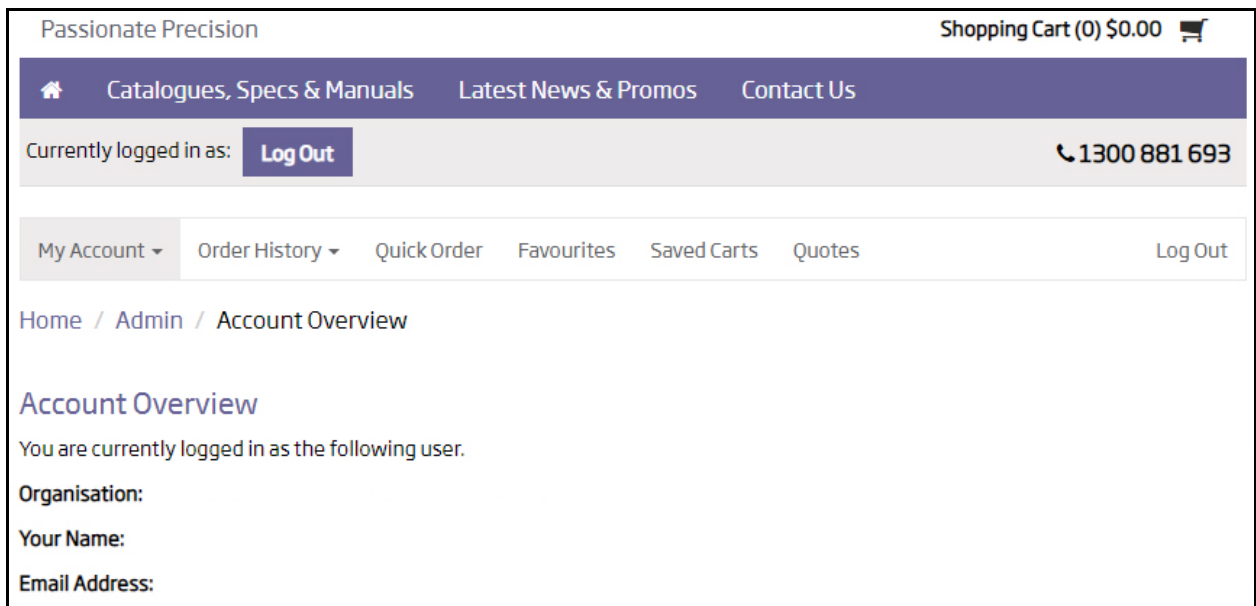
### 3 Account Management

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.



### 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 the following items: 'My Account' (with a dropdown arrow), 'Order History' (with a dropdown arrow), 'Quick Order', 'Favourites', 'Saved Carts', and 'Quotes'. Below the navigation bar, the breadcrumb path is '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, containing 'my@domain.com')
- Phone (text input)
- Address \* (text input)
- City / Suburb \* (text input)
- State \* (dropdown menu)
- Postcode \* (text input)
- Country \* (dropdown menu)

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

### 3.3 Change User Details

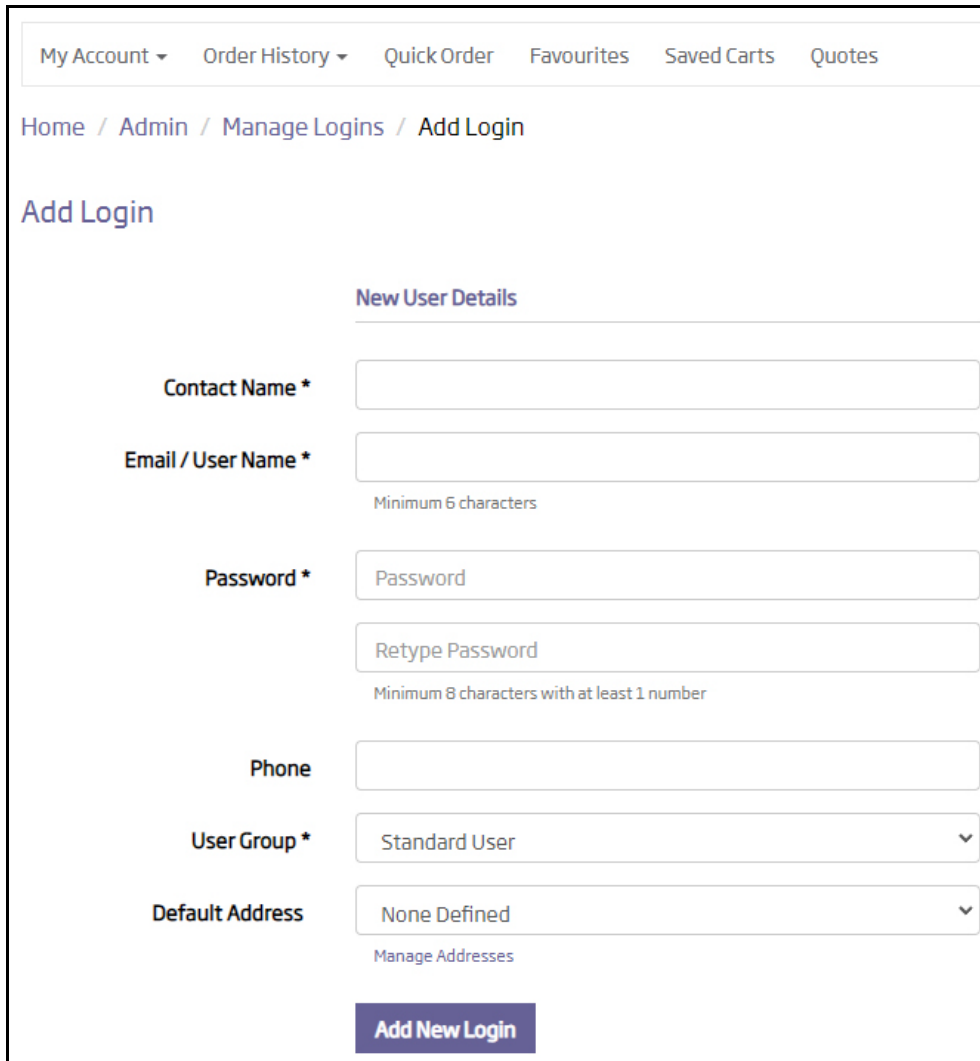
[Change User Details](#) lets you amend details for the account you are logging in with.

### 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 a web interface for adding a new user. 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'. Underneath, there is a section titled 'New User Details' with a horizontal line separator. The form contains several fields: 'Contact Name \*' (text input), 'Email / User Name \*' (text input with a note 'Minimum 6 characters'), 'Password \*' (text input with 'Password' placeholder), 'Retype Password' (text input with 'Retype Password' placeholder and a note 'Minimum 8 characters with at least 1 number'), 'Phone' (text input), 'User Group \*' (dropdown menu with 'Standard User' selected), and 'Default Address' (dropdown menu with 'None Defined' selected and a link 'Manage Addresses'). 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	<a href="#">Delete</a>
Ben Mckinnon	<a href="#">Delete</a>
Bill Good	<a href="#">Delete</a>

New Salesperson

Salesperson Name \*

[Add](#)

### 3.8 Schweigen Referral Sale

A *Schweigen Referral Sale* has been added to the Salesperson dropdown list during checkout. This option is meant to be used by *Schweigen Account Managers* when putting in a pro forma referral sale on behalf of the store. Sales Correspondence for such orders will display “Schweigen Referral Sale” where the name of a Salesperson will typically appear

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 #	Jay Liddle
Store Name *	Kaylie Hyde
	Marion Child
	Schweigen Referral Sale
Store Email *	<input type="text" value="jackson.bourke@straightsell.com.au"/>
Store Phone *	<input type="text" value="1300136456"/>

Schweigen will facilitate customer payment for such orders through the portal via credit card or bank transfer. You will receive related Sales Correspondence via email. and any applicable rebates/commissions will be credited to your store at the end of each month.

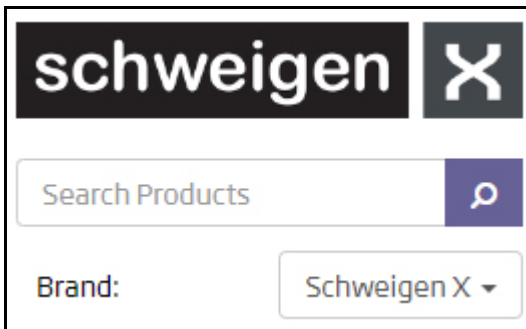
Account Managers putting in a Referral Sale order may also credit the name of any Salesperson from the store who put the customers through to them. The name of the Salesperson may be entered into the box titled <Delivery Date & Instructions> during Checkout, along with any other details or instructions.

<b>Delivery Date &amp; Instructions</b>	Delivery typically takes 7-10 business days from the time full payment is received. Please add preferred dates or instructions here.
	125 Characters Remaining

## 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 X search interface. At the top left is the 'schweigen X' logo. Below it is a search bar with the placeholder text 'Search Products' and a magnifying glass icon on the right. Below the search bar is a 'Brand:' label followed by a dropdown menu currently displaying 'Schweigen X' with a downward arrow.

## 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: 

1

**Add to Cart**

Request Info

Add to Favourites

Add AM Favourite

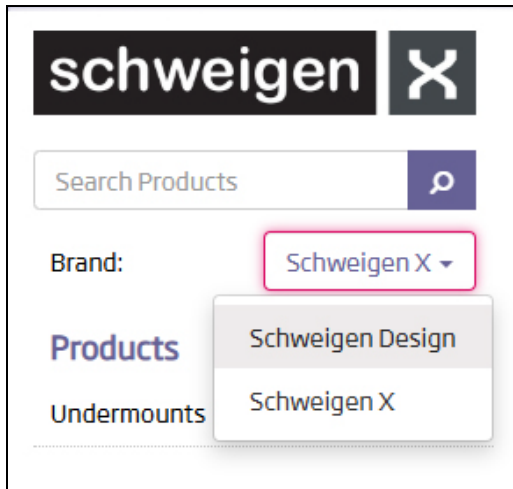
Items per Page: 24

Total Pages: 1

Prev **1** Next

## 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 the Schweigen X logo, the tagline "Passionate Precision", and a shopping cart icon showing "(0) \$0.00". Below the logo is a search bar labeled "Search Products" and a brand dropdown menu set to "Schweigen X". The main navigation menu contains links for "Catalogues, Specs & Manuals", "Latest News & Promos", and "Contact Us". A secondary navigation bar shows "Currently logged in as:" with a "Log Out" button and a phone number "1300 881 693". Below this is another navigation bar with links for "My Account", "Order History", "Quick Order", "Favourites", "Saved Carts", "Quotes", and another "Log Out" button. The breadcrumb trail reads "Home / Products / Undermounts". The left sidebar under "Products" lists "Undermounts" as the selected category.

The screenshot shows the Schweigen Design website interface. The top navigation bar includes the Schweigen Design logo, the tagline "Ventilation Design Re-Imagined", and a shopping cart icon showing "(0) \$0.00". Below the logo is a search bar labeled "Search Products" and a brand dropdown menu set to "Schweigen Design". The main navigation menu contains links for "Catalogues, Specs & Manuals", "Latest News & Promos", and "Contact Us". A secondary navigation bar shows a phone number "1300 881 693". Below this is another navigation bar with links for "My Account", "Order History", "Quick Order", "Favourites", "Quotes", and a "Log Out" button. The breadcrumb trail reads "Home / Products". The left sidebar under "Products" lists "Islands" and "Wallmounts" as available categories. The main content area displays "Please choose from the categories below:" followed by two buttons: "Islands" and "Wallmounts".

## 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 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](#)

## 4.5 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"/>	

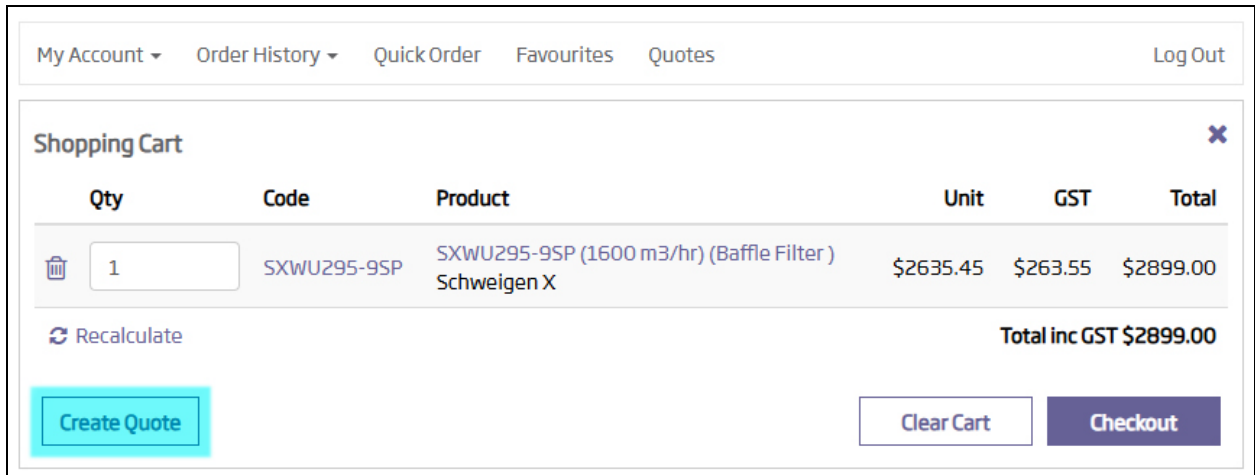
Items per Page: 10 ▾ Total Pages: 1 Prev **1** Next

## 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', 'Quotes', and 'Log Out'. Below this, the 'Shopping Cart' is displayed with a table of items. The table has columns for 'Qty', 'Code', 'Product', 'Unit', 'GST', and 'Total'. One item is listed: 'SXWU295-9SP (1600 m3/hr) (Baffle Filter) Schweigen X' with a quantity of 1, a unit price of \$2635.45, a GST of \$263.55, and a total of \$2899.00. Below the table, there is a 'Recalculate' button and a 'Total inc GST \$2899.00' label. At the bottom of the cart, there are three buttons: 'Create Quote' (highlighted in cyan), 'Clear Cart', and 'Checkout'.

Qty	Code	Product	Unit	GST	Total
1	SXWU295-9SP	SXWU295-9SP (1600 m3/hr) (Baffle Filter) Schweigen X	\$2635.45	\$263.55	\$2899.00

Recalculate Total inc GST \$2899.00

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

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



The screenshot shows the 'Account Menu' navigation bar. It contains links for 'My Account', 'Order History', 'Quick Order', 'Favourites', 'Quotes', and 'Log Out'. The 'Quotes' link is highlighted in cyan.

*Quotes are only valid for 14 days from the date of their 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

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

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

### Account Details

<b>Bank:</b>	Westpac
<b>Account Name:</b>	Schweigen Pty Ltd
<b>BSB Number:</b>	033181
<b>Account Number:</b>	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 or Colour Option, and specify number of units when prompted, before clicking [Add to Cart](#).



**SXWU295-9SP (1600 m3/hr)**

**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

**\$2799.00 (inc GST)**

Select Filter: ▾


Select Filter:

Baffle

Mesh Filters

Add to Favourites

Add AM Favourite




**Halo Island Rangehood 380mm (Non-Silent)**

\*(inc GST)

Black	\$6299.00	<input type="text" value="0"/>
White	\$6299.00	<input type="text" value="0"/>
Stainless Steel	\$6299.00	<input type="text" value="0"/>
Gold	\$6299.00	<input type="text" value="0"/>
Copper	\$6299.00	<input type="text" value="0"/>

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="text" value="1"/>	SXWU295-9SP	<b>SXWU295-9SP (1600 m3/hr) (Baffle)</b> Schweigen X	\$2544.55	\$254.45	\$2799.00

 Recalculate Total inc GST \$2799.00

### Shopping Cart ✕

Qty	Code	Product	Unit	GST	Total
 <input type="text" value="1"/>	SDHALO-BLK	Halo Black Island Rangehood 380mm (Non-Silent): <b>Black</b> Schweigen Design	\$5726.36	\$572.64	\$6299.00

 Recalculate Total inc GST \$6299.00


## 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**

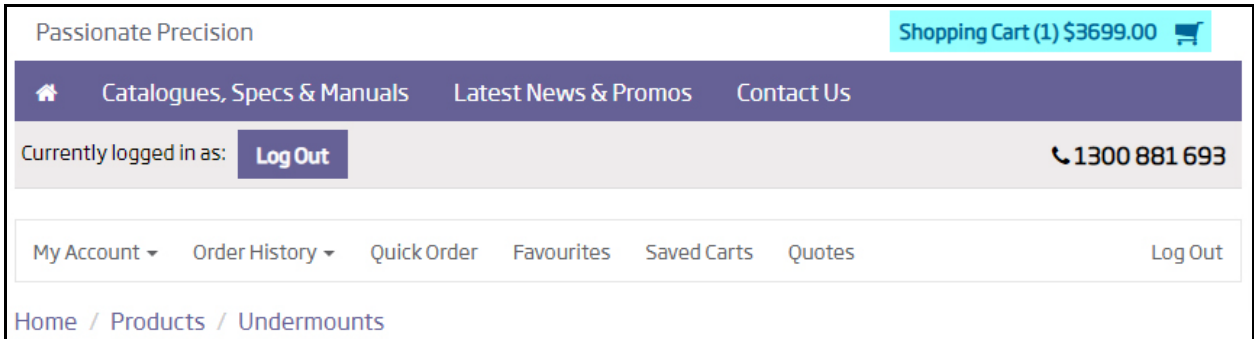
Area Name: **Content** [Edit Text](#)


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 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 

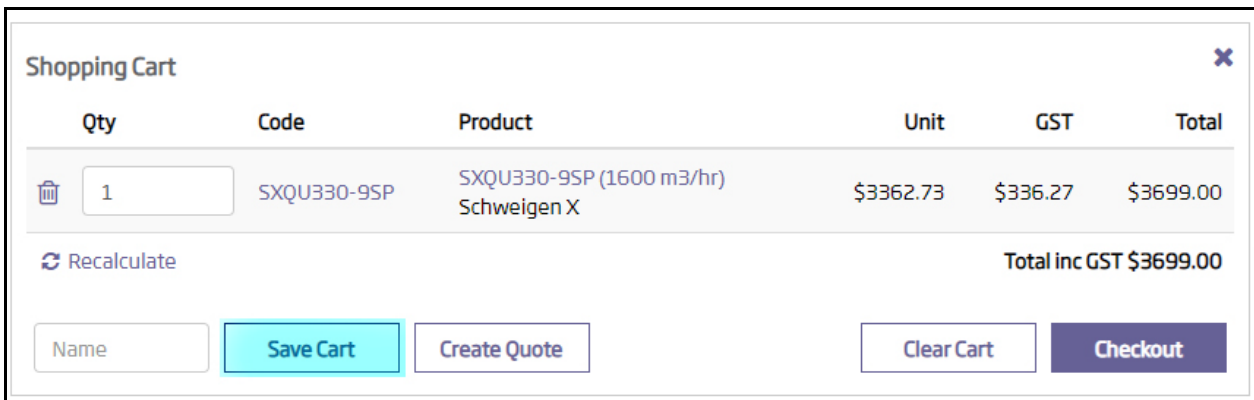
[Home](#) [Catalogues, Specs & Manuals](#) [Latest News & Promos](#) [Contact Us](#)

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 is correct. Modify as necessary before clicking [Checkout](#).



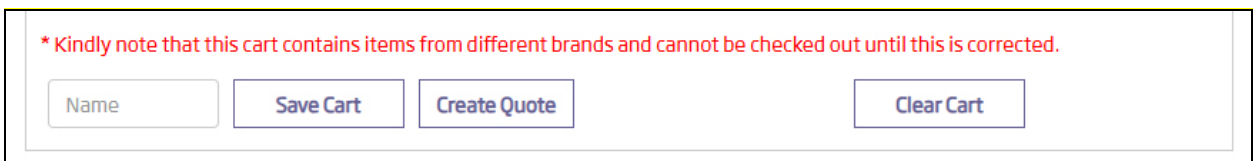
**Shopping Cart** ✕

Qty	Code	Product	Unit	GST	Total
 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](#)

**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.**



**\* Kindly note that this cart contains items from different brands and cannot be checked out until this is corrected.**

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

## 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 a Purchase Order number or sales reference.
- 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.

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 \*

Purchase Order #\*

Store Name \*

Store Email \*

Store Phone \*

**Shipping Information**

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\*

State\*

Postcode\*

Country\*

## 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.

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

Card Holder Name

Card Number

Expiry Date <input style="width: 100%; height: 25px;" type="text" value="MM/YYYY"/>	Security Code <input style="width: 100%; height: 25px;" type="text"/>
--	--

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</b>	<b>\$2999.00</b>

[Place Order](#)

## 6.4 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 [Note](#). 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.

**Note:** At the time of your order, You made a partial payment of **\$483.80** against the order total of **\$2419.00**. The outstanding balance for this order is **\$1935.20**

Qty	Code	Product Name	Unit	GST	Total
1	MSQX90	MSQX90 (1110 m3/hr) (Baffle Filter)	\$2199.09	\$219.91	\$2419.00
1	Freight	Home Delivery	\$0.00	\$0.00	\$0.00
				<b>Total inc GST</b>	<b>\$2419.00</b>

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 the 'Passionate Precision' website interface. At the top right, it displays 'Shopping Cart (1) \$3699.00'. A navigation bar includes 'Catalogues, Specs & Manuals', 'Latest News & Promos', and 'Contact Us'. A contact number '1300 881 693' is visible. The 'My Account' dropdown menu is open, showing 'Order History' selected, with a sub-menu containing 'Previous Orders' and 'Invoices'. The 'Previous Orders' page features a search bar, a filter set to 'All Orders', and a 'Print' button. Below is a table of order details:

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 the 'Invoices' page with a summary of invoice information. It includes a search bar, a 'View' dropdown set to 'Invoices & Credits', and checkboxes for 'Open' and 'Closed' (both checked). Below is a table of invoice details:

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

<p>06/03/2024, 15:29</p> <div style="background-color: #e91e63; color: white; padding: 10px; font-size: 24px; font-weight: bold; text-align: center;">schweigen</div> <p><b>Schweigen Pty Ltd</b> Unit 4/1-5 Lake Drive Dingley Village, VIC 3172 AUSTRALIA</p> <p><b>Tel:</b> 1300 881 693 <b>Email:</b> <a href="mailto:proforma@schweigen.com.au">proforma@schweigen.com.au</a> <b>Web:</b> <a href="https://2449edit.straightst.com.au/">https://2449edit.straightst.com.au/</a></p>	<p>View and Print Invoice</p> <div style="border: 2px solid red; padding: 5px; font-weight: bold; font-size: 18px; color: red; text-align: center;">PAID</div> <p style="font-size: 20px; font-weight: bold;">Tax Invoice</p>																																										
<p><b>Delivery Method:</b></p>	<table border="0" style="width: 100%;"> <tr><td><b>Date:</b></td><td>05 Mar 2024</td></tr> <tr><td><b>Invoice No:</b></td><td>IN070707</td></tr> <tr><td><b>Purchase Order No:</b></td><td>Portal-3698209-1569792</td></tr> <tr><td><b>Account No:</b></td><td>SCHINTEST</td></tr> <tr><td><b>Status:</b></td><td>CLOSED</td></tr> <tr><td><b>Terms:</b></td><td>PP</td></tr> <tr><td><b>Due Date:</b></td><td>05 Mar 2024</td></tr> <tr><td><b>Amount Due:</b></td><td>\$ 0.00</td></tr> <tr><td><b>Invoice Amount:</b></td><td>\$ 2999.00</td></tr> </table>	<b>Date:</b>	05 Mar 2024	<b>Invoice No:</b>	IN070707	<b>Purchase Order No:</b>	Portal-3698209-1569792	<b>Account No:</b>	SCHINTEST	<b>Status:</b>	CLOSED	<b>Terms:</b>	PP	<b>Due Date:</b>	05 Mar 2024	<b>Amount Due:</b>	\$ 0.00	<b>Invoice Amount:</b>	\$ 2999.00																								
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<p><b>Deliver To:</b></p> <div style="border: 1px solid #ccc; padding: 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><b>Bill To:</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Salesperson: Norman HomeDeliveryCustomer2Name <a href="mailto:proforma@schweigen.com.au">proforma@schweigen.com.au</a> 0451 12345678 HomeDeliveryCustomer2 Address HomeDeliveryCustomer2 City, VIC, 3150</p> </div>																																										
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Qty</th> <th style="text-align: left;">BkOrd</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">Product Name</th> <th style="text-align: right;">Unit</th> <th style="text-align: right;">GST</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>HOMEDELIVERY</td> <td>Home Delivery</td> <td style="text-align: right;">\$ 0.00</td> <td style="text-align: right;">\$ 0.00</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>1</td> <td>0</td> <td>SXQU330-9SP</td> <td>SXQU330-9SP</td> <td style="text-align: right;">\$ 2999.00</td> <td style="text-align: right;">\$ 0.00</td> <td style="text-align: right;">\$ 2999.00</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>SubTotal Ex GST</b></td> <td style="text-align: right;">\$ 2726.36</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Total GST</b></td> <td style="text-align: right;">\$ 272.64</td> </tr> <tr> <td colspan="6" 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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<p>PRINTED VIA WEBSITE</p>																																											