## Acromat Online Shop for Account Holders

To our Account Holders,

The Acromat Online Shop now allows Account Holders to order on account through the Acromat Shop.

The system allows an Account Holder to,

Quickly quote prices

Calculate Door to Door shipping prices

Calculate GST

Place orders on Account

The shipping is Australia wide and once orders are placed you will receive an email confirmation.

This document is a guide for Account Holders. It shows how to apply to become an account holder and how to place an order on account.

Kind regards,

Mitchell Otto

## Becoming an Account Holder on the Acromat Online Shop

- 1. Go to <u>www.shop.acromat.com.au</u>
- 2. Click My Account.



3. If you do not already have account press register an account

Sign In	
Returning Customer	New Customer?
E-Mail Address Password	REGISTER AN ACCOUNT
SIGN IN Forgot your Password?	CHECKOUT AS A GUEST

4. Fill in your details and press continue. Take note of your account Personal Details
New Account

Personal Details		🕑 Require	ed Fields
First Name			ø
Last Name			0
E-Mail Address			C
Company Details			
Company Name			
Address			
Street Address			ø
Post Code			0
City			0
State/Province	Please Select	•	0
Country	Australia	T	0
Contact Information			
Primary Telephone Number			0
Other Telephone Number			
Fax Number			
Subscriptions			
Newsletter			
Password			
Password			C
Password Confirmation			0
		CONT	TINUE

5. When you have an account email your First Name, Last Name and Email of the account to Acromat. Acromat will change your account from public to account holder.

## How to use Acromat Online Shop for Account Holders



8. Choose a product or products and click Add to Cart.



## ACROMAT. SHOP



SEARCH

9. Click Shopping Cart

🛱 Acromat 🛛 🕁 Acromat Shop	You You Tube	3800 808 451	Contact	
				My Account Quote List Shopping Cart (1)
ACROMAT.S	HOP			SEAKCH Advanced Search
ome > Beatboards > Airboard				

10. Your items and Shipping Cost are displayed.

Manage your Shopping	Cart	
ltem	Price	Total
Airboard [A3-1 Quantity 1	4] \$1,019.00	\$1,019.00 😮
	ltem(s) Total (excl GST)	\$1,019.00
Shipping Price		СНЕСКОИТ
	Shipping Cost	\$58.30
The final shipping options & pr GST is not included.	ice will be provided during the checkout process.	

11. Click checkout. A summary of your order is displayed

Delivery Address	New Edit Address Book	Shopping Cart	
mitchell otto		ltem	Tota
5 st Andrews ave mt osmond, 5064 South Australia, Austr	ralia	Quantity: 1	\$1,019.00
		Sub-Total:	\$1,019.00
Shipping Method	Shipping v	Shipping (Shipping):	\$58.30
		Australian GST:	\$107.73
3IIIIng Address Ne	ew   Edit   Address Book	TOTAL:	\$1,185.03
mt osmond, 5064	ralia		
5 st Andrews ave mt osmond, 5064 South Australia, Austr Payment Method	Credit / Debit Card		
nt osmond, 5064 South Australia, Austr			
nt osmond, 5064 South Australia, Austr Payment Method Delivery Notes Comments or Info fo	Credit / Debit Card 🔹		
nt osmond, 5064 South Australia, Austr Payment Method	Credit / Debit Card 🔹		

- 12. You can now choose payment method. As an Account holder you can pay by Credit Card or on Account.
- 13. When account is chosen a summary email will be sent to your email address. You can also review the order on the Account information page.

Primary Address			Personal I
mitchell otto			Change Ema
5 st Andrews ave			Change passw
mt osmond, 5064 South Australia, Australia			Manage accou
Joann Australia, Nastralia			Manage addres
nitchell_otto@hotmail.com			Notifications
			Newsletter subs
Last Orders View All			Manage product
#2140 31/03/2020 Total: \$438.01 Pending	٢	C 🚛	
ltem	Quantity	Tota	al
Netball Post - Adjustable Height, for Sockets (Qty 1)	1	\$390.0	0
#2134 21/03/2020 Total: \$3,670.34 Pendin	g 🕐	C 🦪	l.
ltem	Quantity	Tota	al
Basketball B/board-1 Upright, Side Swing Max Cantilever - 2400mm	1	\$3,191.0	0
#2133 21/03/2020 Total: \$5,590.62 Pendin	5 🕐	C a	Ē
ltem	Quantity	Tota	al
Basketball B/board-1 Upright, Side Swing Max Cantilever - 2400mm	1	\$3,191.0	0
Balance Beam - Olympic/F.I.G. Specifications	1	\$2,592.0	0

- 14. If you choose to via card you will be taken to a transaction page.
- 15. Once you place an order Acromat will make and ship the item to the designated customer shipping address.