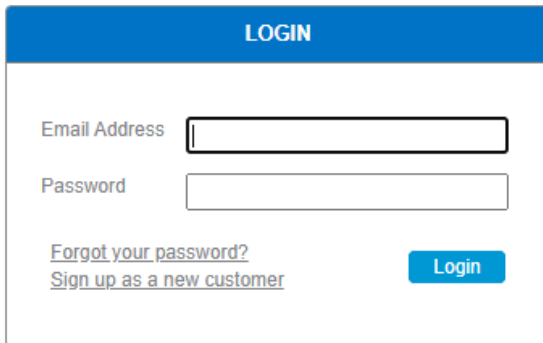




Anspec Customer Web Portal

QUICK ACCESS USER GUIDE

Access your account



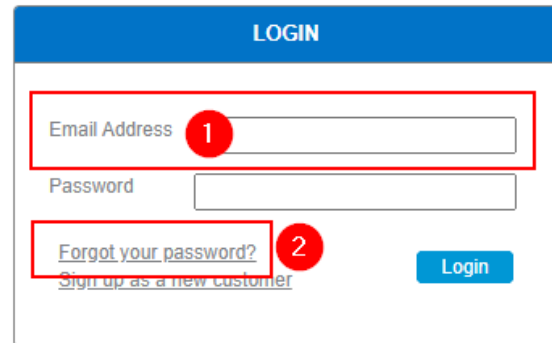
The screenshot shows a blue header with the word "LOGIN" in white. Below the header, there are two input fields: "Email Address" and "Password". To the left of the "Email Address" field is the label "Email Address", and to the left of the "Password" field is the label "Password". Below the "Email Address" field, there are two links: "Forgot your password?" and "Sign up as a new customer". To the right of these links is a blue button with the word "Login" in white.

Login

Visit shop.anspec.com.au in your browser.

Enter your registered **Email Address** and **Password** to log in to your account.

Reset your account



The screenshot is identical to the one above, but with two red boxes and numbers. A red box with a red circle containing the number "1" highlights the "Email Address" input field. Another red box with a red circle containing the number "2" highlights the "Forgot your password?" link.

1. Try resetting your password

Visit shop.anspec.com.au in your browser.

Enter your registered **Email Address** and then click on **Forgot your password?**

Check your email and follow the instructions to reset your password.

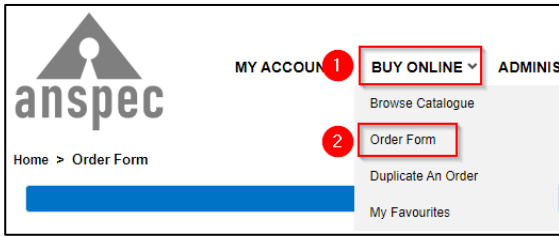
2. Contact our Customer Service Team

Our Customer Service Team can confirm your email address and send a password reset email to you, if needed.

If all else fails, try clearing your browser's cache before trying again.

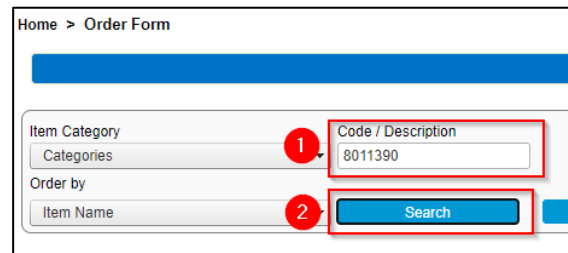
Each browser is a little bit different, we recommend visiting refreshyourcache.com for relevant instructions.

Buying Online / Ordering



Step 1: Click on the menu

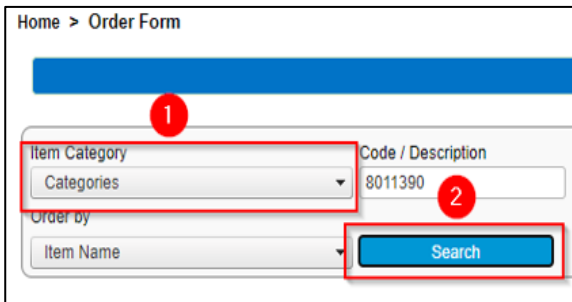
1. Click on **BUY ONLINE** menu
2. Click on **Order Form**



Step 2: Search up products

If you know the product code.

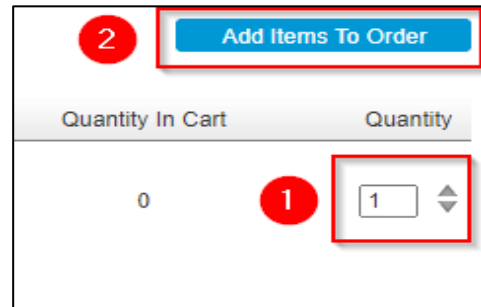
1. Key in the product code
2. Click **Search** button



Step 2a: browse by category

If you do not have the product.

1. Select the **Item Category**
2. Click **Search** button



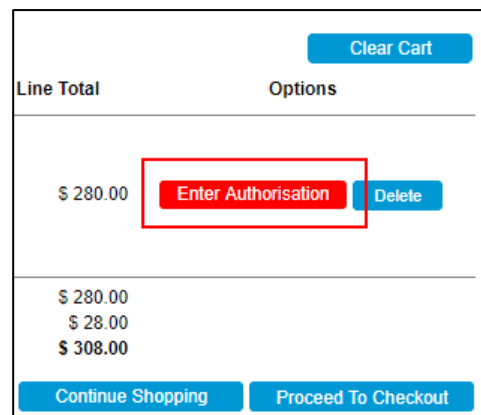
Step 3: add quantity

1. Enter the **quantity** you wish to purchase for each product.
2. Click **Add Items To Order** to add the product into your shopping cart.



Step 4: view you shopping cart

When complete click **View Cart** to go to proceed to checkout.



Step 5: enter authorisation form

Some products require authorisation, if required click **Enter Authorisation**.

Order Authorisation
 Cannabis Oil 50ml

Patient Total Quantity: 0 / 1

Patient Details

SAS/AP Authorisation No. Required

D.O.B Required

Quantity per Patient Quantity is greater than 0

Patient Initials Required

Gender Required

Medical Prescriber Required

Indication Required

SAS/AP Expiry Required

Upload File No file chosen
Required

Fill-in the authorisation, please refer to TGA approval letter for relevant details.

The SAS/AP authorisation number should begin with either MB or MAP.

Upload a copy of the authorisation letter in PDF format.

| Discounted Price | Line Total | Options |
|------------------|------------------|---|
| \$ 280.00 | \$ 280.00 | <input type="button" value="Update Authorisation"/> <input type="button" value="Delete"/> |
| Lines Total | \$ 280.00 | |
| Tax | \$ 28.00 | |
| Total | \$ 308.00 | |

Special Pricing will be applied at time of invoicing

Step 6: proceed to checkout

When the authorisation is validated, the button will turn to green colour.

1. When Update Authorisation is **green**, the authorisation form is valid.
2. Click **Proceed To Checkout**.

Home > Checkout

Order Details

Account : Anspec

PO Number : PO19062020

Requested Date : 19/06/2020

Step 7: optional, enter your order reference number in the **PO Number** field.


Payment Method

 **On Account -**
complete check

 **Credit Card -**
will be processed immediately if payment is made in full. **amount.**

Step 8: select a payment method

Existing customer with a credit term account will be able to select payment **On Account**, otherwise pay by credit card payment.

 **Credit Card -** If you select Credit Card will be processed immediately if payment is made in full. **amount.**

Credit Card

Credit Card Type : *

Credit Card Name : *

Credit Card Number : *

Expiry Date : / (Please enter MM/YY) *

CVV Number : *

When paying by credit card, enter your credit card details in the form (**surcharge fee applies when paying by credit card**).

I agree that these details are correct **1**

2

Step 9: review your order

Review your order and ensure all the details are correct before place the order.

1. Check the box next to **“I agree these details are correct”**.
2. Click **Place Order**.

Thank You

Your order has been received

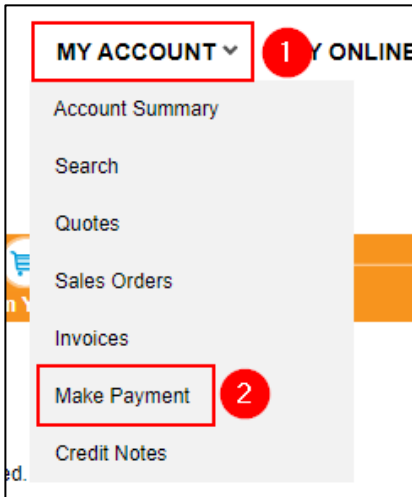
Credit Card payment available upon receipt of invoice.

Step 10: your order is now complete.

Please note: any special pricing will be adjusted before final invoicing and despatch.

Make Payment

To make a payment to an outstanding payment, login to the customer portal at <https://shop.anspec.com.au>



Step 1:

On the main menu:

1. Click on MY ACCOUNT
2. Click on Make Payment

Home > Make Payment

Please select the invoices you wish to pay using the checkbox(es) below and then update the amount you wish to pay for each invoice.

| | Doc No | Date | Due Date | Total | Balance Due | Amount |
|---------------------------------------|---------|------------|------------|--------|-------------|-------------------------------------|
| <input type="checkbox"/> | 3172574 | 25-05-2020 | 24-06-2020 | 157.08 | 57.08 | <input type="text"/> |
| <input type="checkbox"/> | 3172577 | 01-06-2020 | 01-07-2020 | 308.00 | 308.00 | <input type="text"/> |
| <input type="checkbox"/> | 3172584 | 17-06-2020 | 17-07-2020 | 157.08 | 157.08 | <input type="text"/> |
| <input checked="" type="checkbox"/> 1 | 2585 | 17-06-2020 | 17-07-2020 | 308.00 | 308.00 | <input type="text" value="308.00"/> |
| | | | | | Total: | <input type="text" value="308.00"/> |

Page size: 20 4 items in 1 pages

2

Step 2:




On the Make Payment page:

1. Check the invoice you wish to make a payment.
2. Click "Make Payment" button to proceed.

Home > Make Payment

| Inv No | Inv Date | Total | Payment |
|---------|------------|---------------|-----------|
| 3172585 | 17-06-2020 | 308.00 | 308.00 |
| | | Sub Total: | \$ 308.00 |
| | | CC Surcharge: | \$ 5.39 |
| | | Total: | \$ 313.39 |

Payment Method

   **Credit Card** - If you select Credit Card as your payment method, please fill in the following field, the order will be processed immediately if payment is successful. **A surcharge may be applied to the final amount.**

Credit Card

Credit Card Type : 1

Credit Card Name : *

Credit Card Number : *

Expiry Date : / (Please enter MM/YY) *

CVV Number : *

I agree that these details are correct 3

4

Step 3:

On the Payment Method page:

1. Select your credit card type and enter your credit card details.
2. Check your total payment amount (a credit card surcharge fee applies).
3. Check the agreement box.
4. Click on the button "Process Payment" to process the payment.

Thank You

Your payment has been received

Step 4:

Your payment is now complete.