



Quick Guide

Shopping- Order Management

Module Outline

1 Navigation

Explore Shopping Menu

2 Add to Cart

Shopping

3 Checkout

Payment Page

4 GCO

Group Combination Order

5 Wishlist

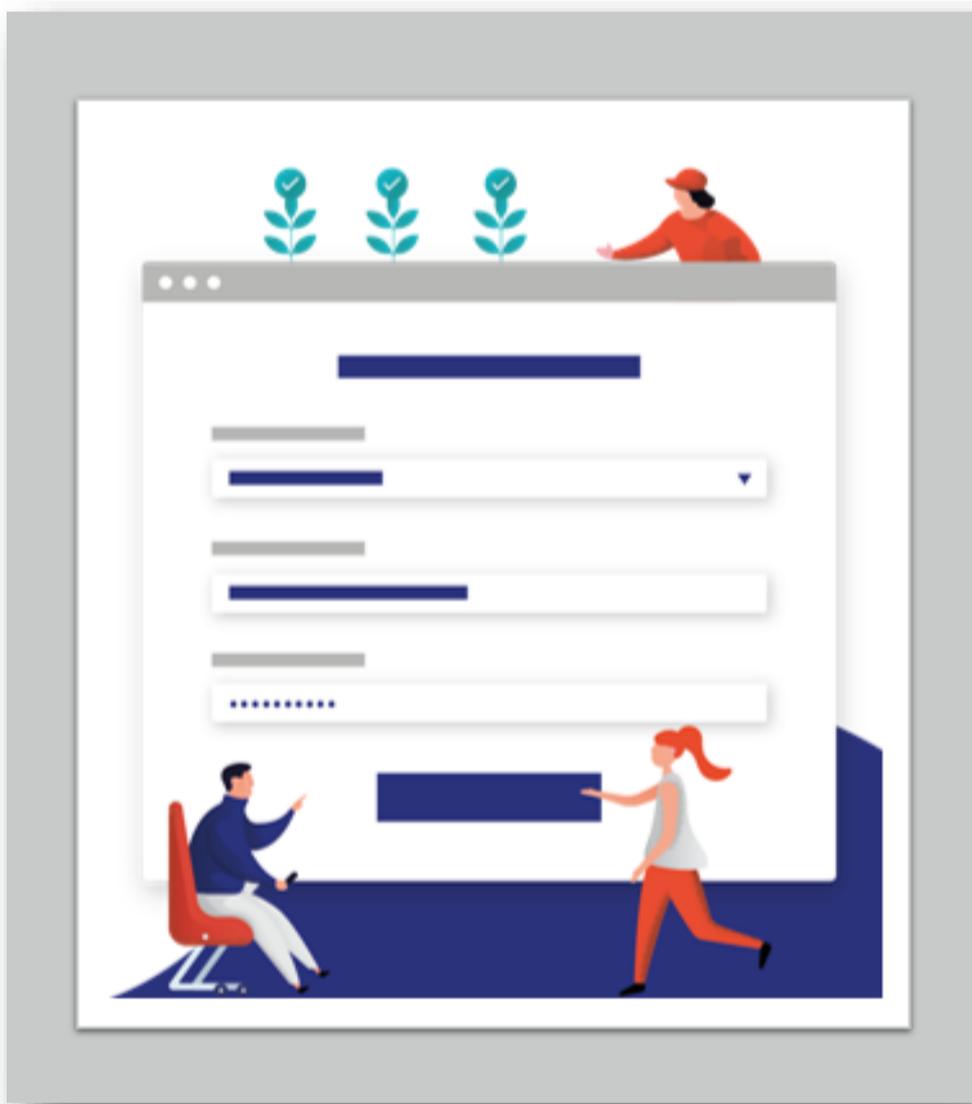
Create Wishlist Page

6 Order History

View Order History

7 SOP

Standing Order Program



NAVIGATION

DEFINITION OF TERMS

PLP	Product Listing Page
PDP	Product Details Page
MA	Marketing Advisor
GWP	Gifts with Purchase
PWP	Products with Purchase

Variant Product Item with multiple size/color/style options available

Bundle Product Combination of products in a set

Open Order Locked cart awaiting payment

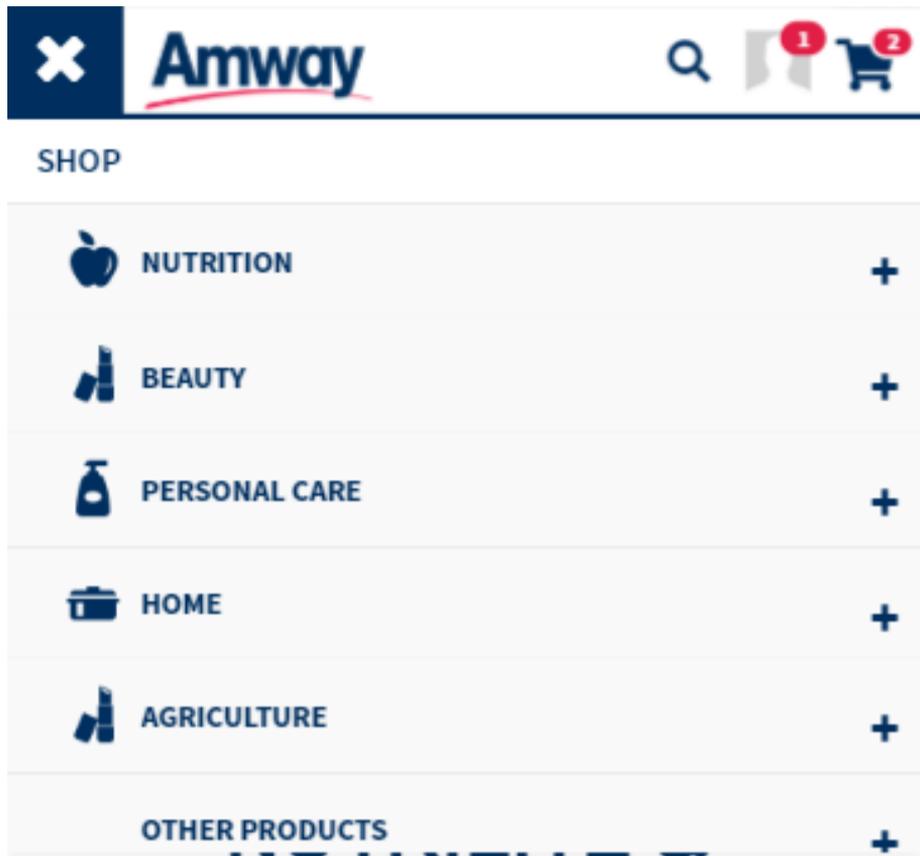
Pending Order Unpaid orders created due to either delay payment or no response from payment gateway

Backorder Advance order of a product to claim at a later date when the product becomes available

Donation product Promotional items as part of a fundraising campaign with zero PV/BV, and free delivery

Confirmed Order Paid order

NAVIGATION

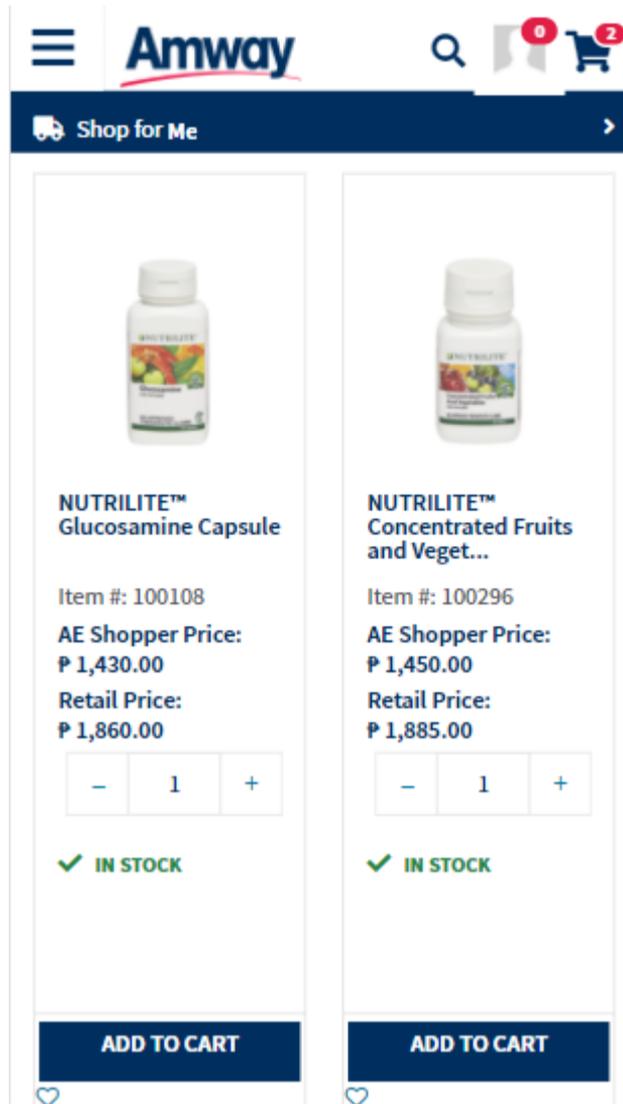


WELLNESS



- 1 Clicking SHOP in the mega menu will show all the category and sub-category products. Shopping button is available for both Logged-In and Non-logged In users. Non-logged in users cannot proceed to **Add to Cart**

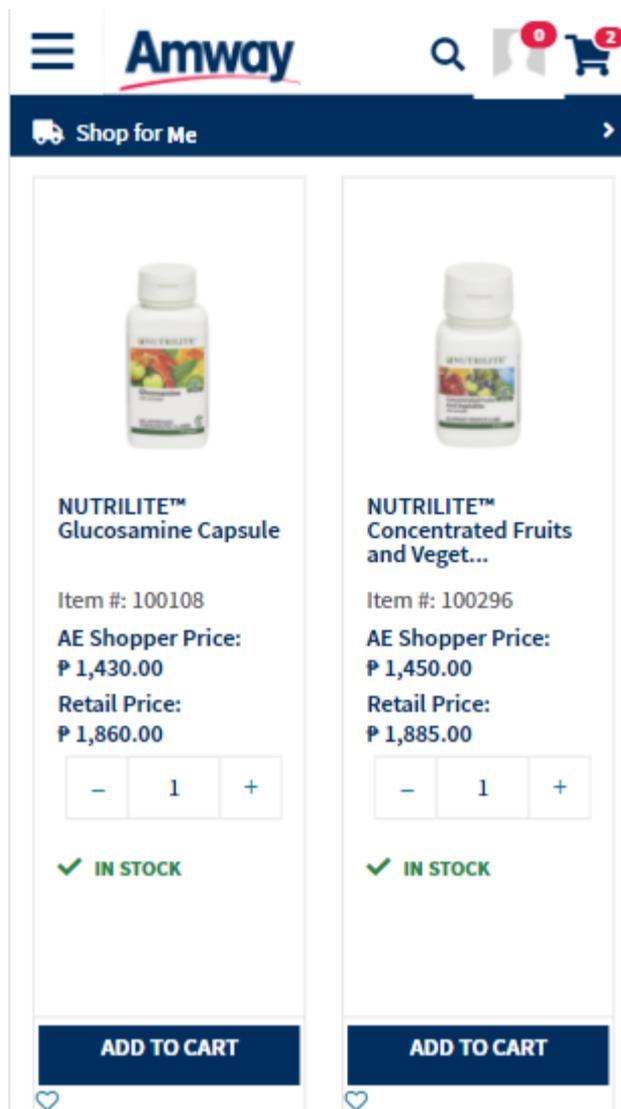
PLP



PLP or Product Listing Page displays information about a specific category with the following information:

- Product Image
- Product Name
- AES Price
- Retail Price
- Quantity
- Stock Status
- Select Options
- Add to Cart button
- Add to Wishlist

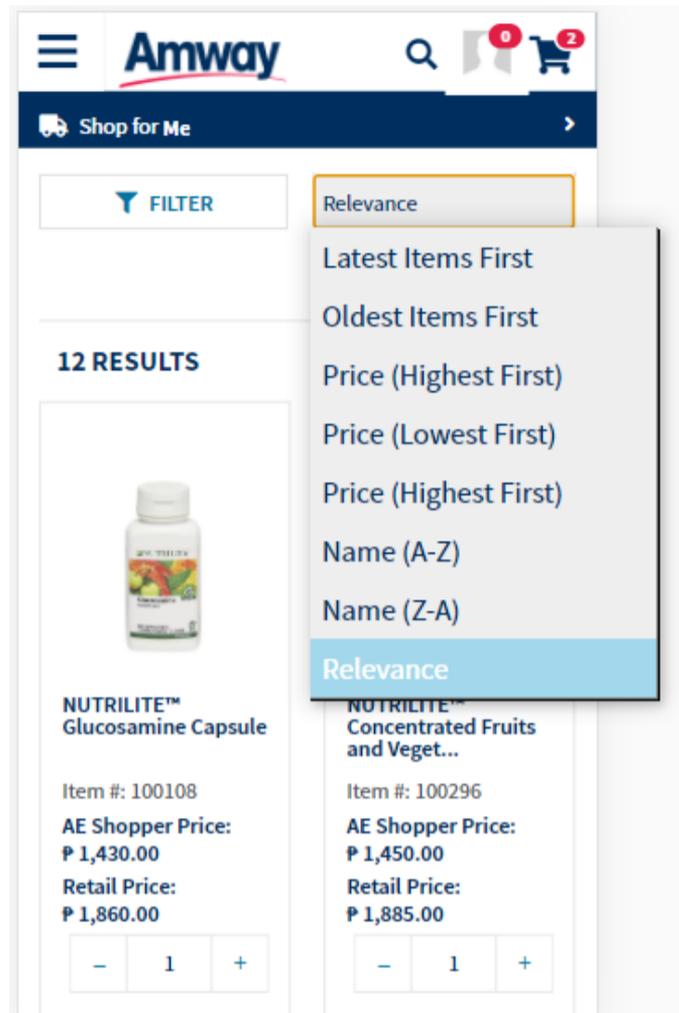
PLP ACCESS



PLP can be accessed through:
Autosuggestion Section
Search bar in the Header

View default is Grid view, List view is also available.

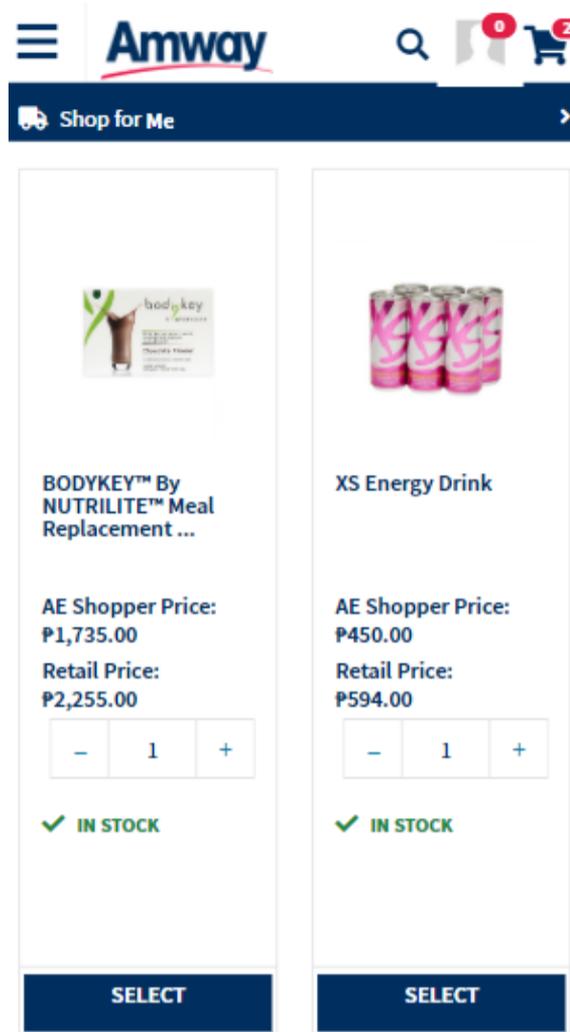
PLP SORTING



Sort the products in ascending or descending order and/or by any of these criteria:

- Latest Items First
- Oldest Items First
- Price (Highest First)
- Price (Lowest First)
- Name (A-Z)
- Name (Z-A)
- Relevance

PLP VARIANTS

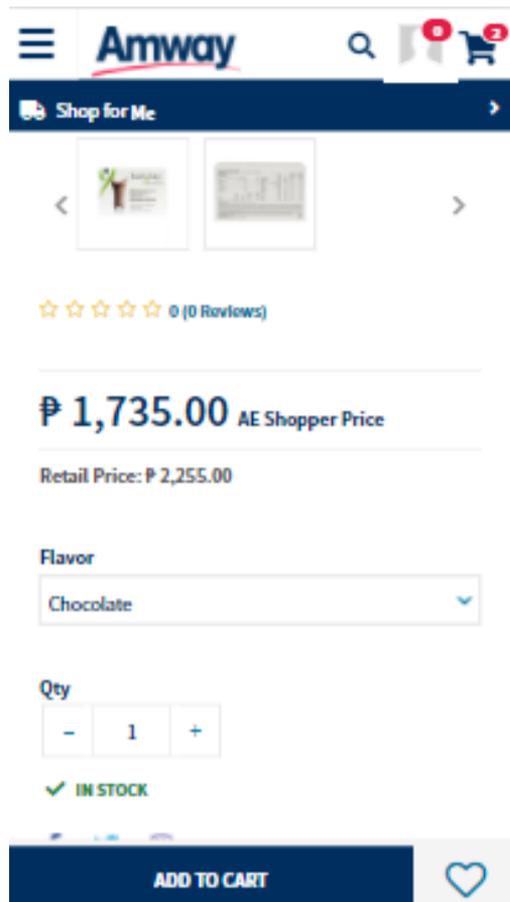


Products with variants will display the **SELECT OPTIONS** button instead of **ADD TO CART** prompting a pop-up to appear for you to select the variant that you want

A pop-up will appear for you to select the variant of your choice

ADD TO CART and **SELECT OPTION** button will be disabled if the product is not in stock

PDP

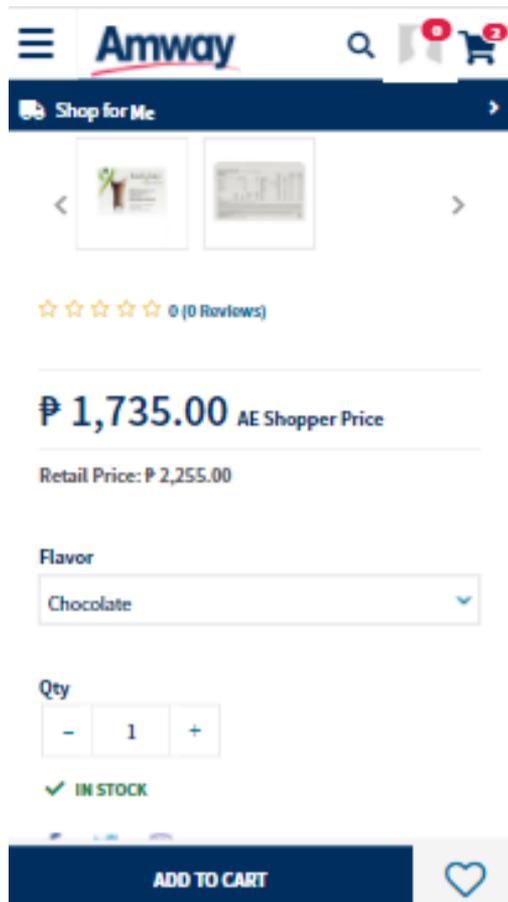


Product Detail Page (PDP)

is where you can find complete information (e.g. product details, FAQ, reviews) about a specific product.

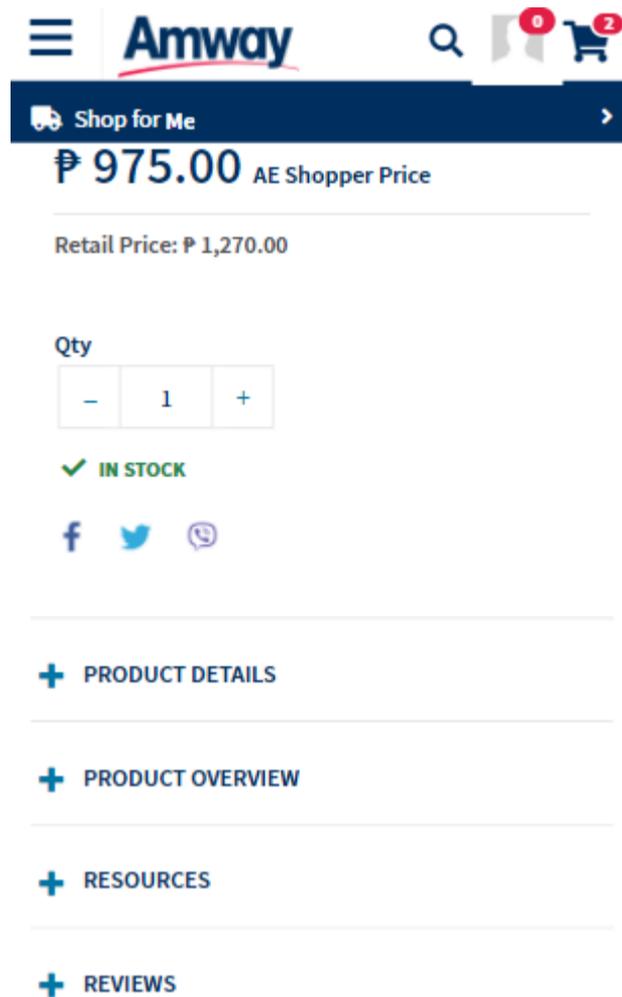
- Product Images
- Product Name
- Ratings
- AES Price
- Retail Price
- Quantity
- Stock Status
- Add to Cart
- Add to Wishlist
- Social Media Icons

PDP



You can access a product's PDP via PLP, product search, product recommendation and social network sharing post.

PDP



Scrolling down the PDP page, you will be able to view :

Events & Promotion section(if any)

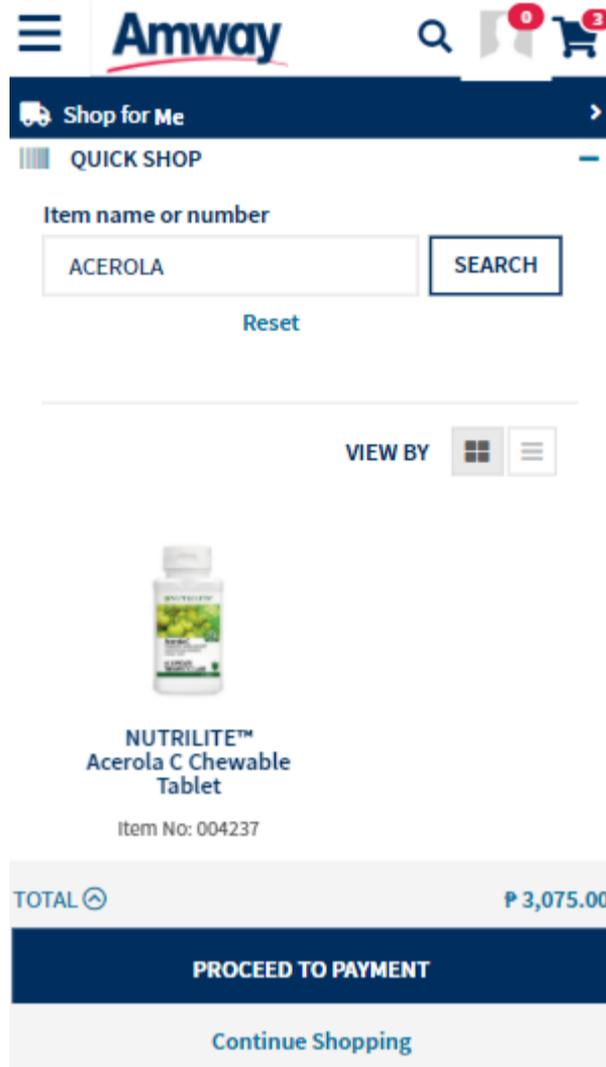
Product Details

Resources

Reviews

Your Recently Viewed Items

QUICKSHOP



Clicking **Quick Shop** enables the user to enter query for searching the products

Each product is displayed with

- Product Image

- Product Name

- Item No.

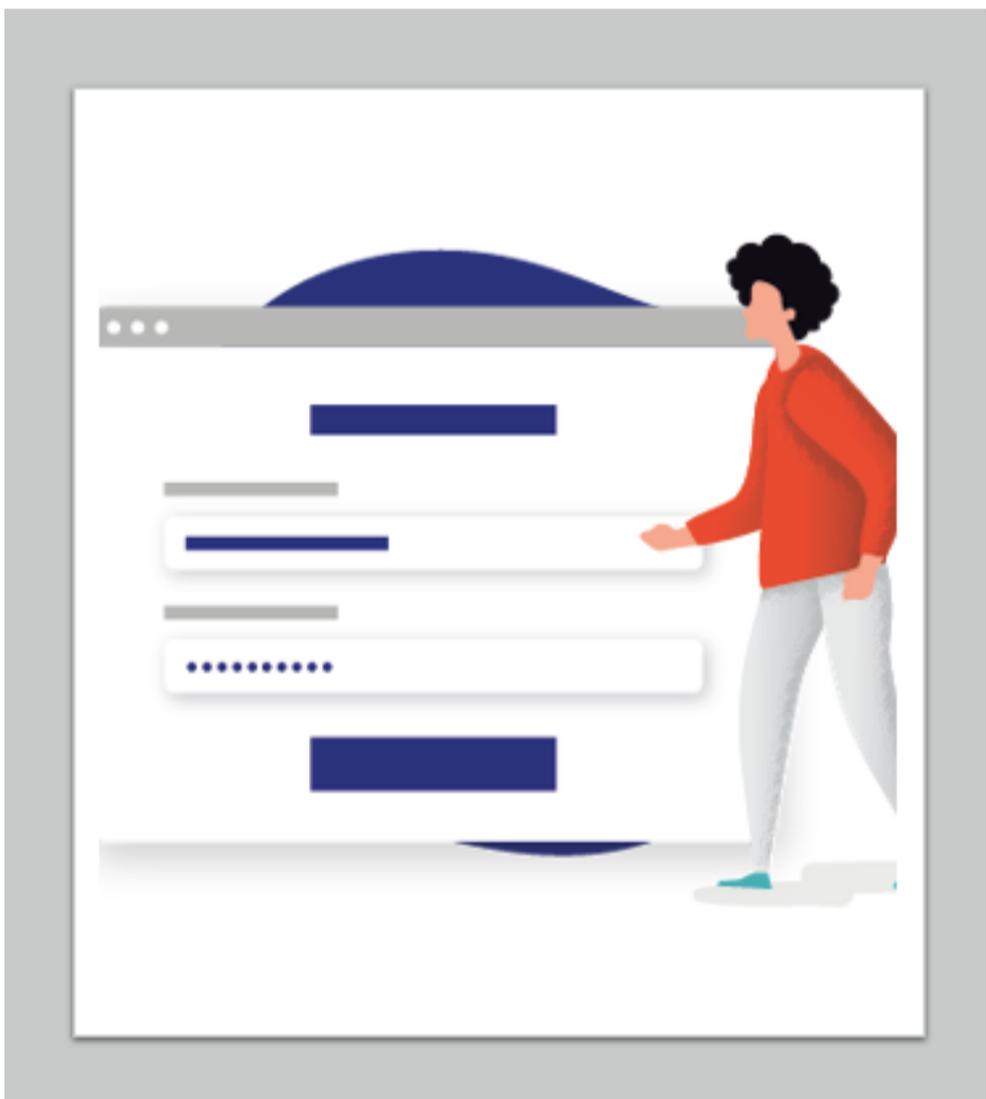
- AES Price

- Stock Availability

- Quantity

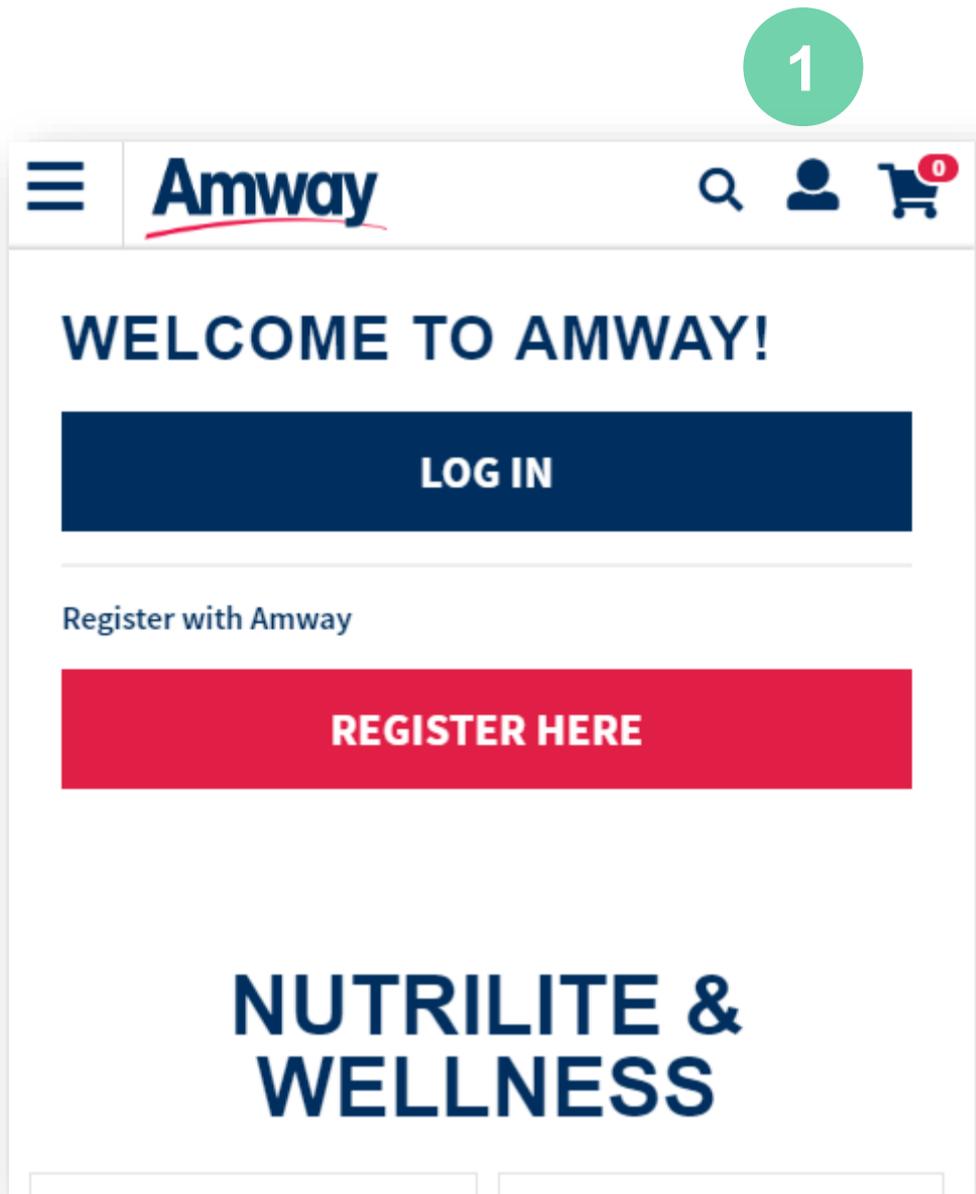
- Add to Cart

- Select Options for Variant or Bundle Products



SHOPPING CART

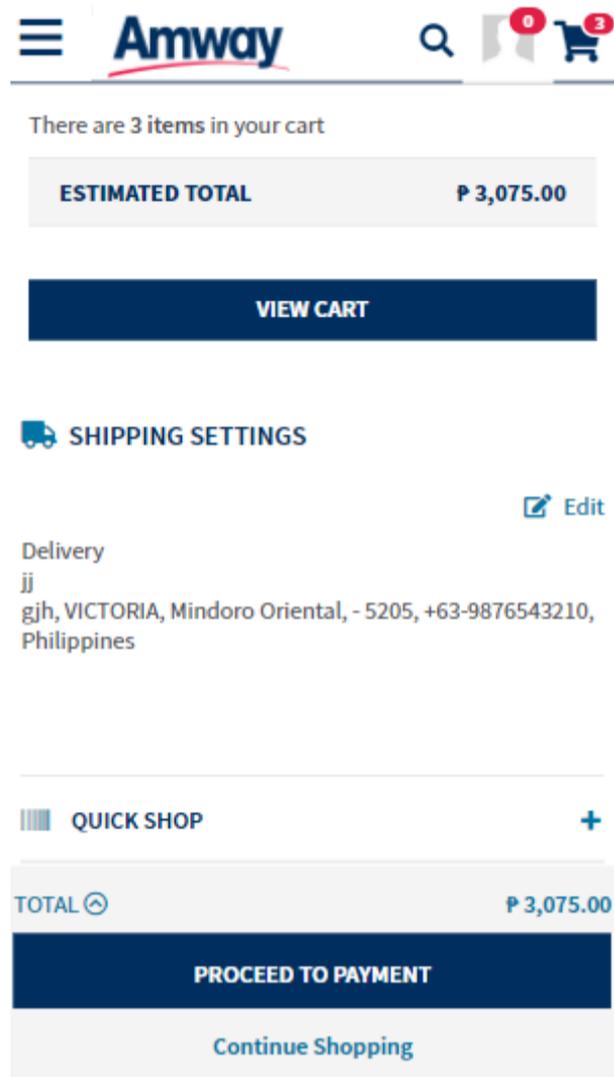
LOGIN



1 To log in, tap the **My Account** icon

2 Log in to your account with your username or AES ID. Enter your password, then tap **SUBMIT**

CART



3 Access **Cart** via:

Mini-cart icon (top right)

View Cart button under the mini cart

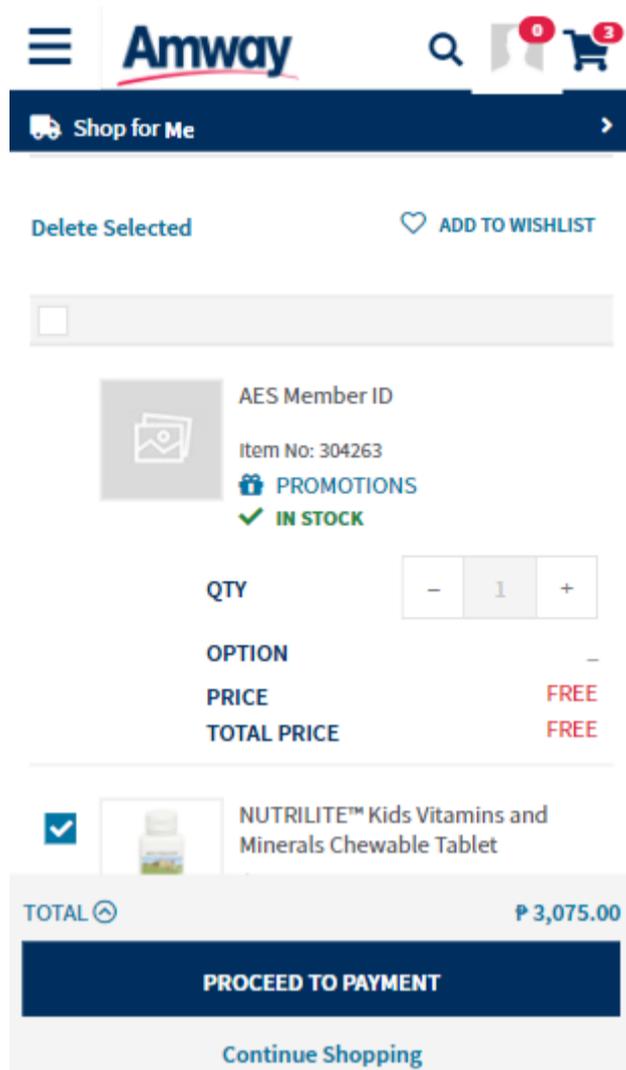
View Cart button in Product Listing Page (PLP)

View Cart button in Product Detail Page (PDP)

Quick Shop section

Best Sellers section

CART



4

Clicking on **Delete** link will delete selected products from your shopping cart

5

Adjust the quantity of each product order by clicking - or +

6

Change the product variation (if applicable) by clicking the **CHANGE** link

The screenshot shows the Amway website's cart page. At the top, there is a dark blue header with the Amway logo and navigation links: SHOP, BUSINESS, ABOUT AMWAY, and EDUCATION. Below the header, there is a section titled "ELIGIBLE PROMOTIONS" with a gift icon. A red message states: "Can't see your promotion? Either NO STOCKS or MAX LIMITED reached." Below this, there are two "PURCHASE WITH PURCHASE" sections. The first section is for "ALL DAY CONFIDENT PACK" with a quantity of 2, marked as "IN STOCK", and includes a "SELECT OPTIONS" button and an "ADD TO CART" button. The second section is for "NUTRILITE™ Concentrated Fruits and" with a quantity of 0, marked as "BACKORDER", and includes an "ADD TO CART" button.

7

Eligible Promotion

If there is an **Eligible Promotions**, this section will be expanded.

Any products that are qualified for a promotion will have the promotion tag on the top left corner of that product

There are 2 categories under eligible promotions:

- **Gift with Purchase (GWP)** – a gift is offered as a benefit when buy in requirement is met
- **Purchase with Purchase (PWP)** – given an option to buy another product at a discounted price when qualification is met

CART

APPLY COUPON ✕

Please select coupon value less than order amount, PV, BV. If you select coupon value higher than order, you will lose remaining coupon value.

3 ACTIVE COUPONS

COUPON CODE
<input type="checkbox"/> AES LAUNCH: P200 AES200 Coupon 01000042708 Use AES200 for min P1,000 Amway purchase. COUPON VALIDITY PERIOD 10/14/2020 - 10/16/2020 COUPON VALUE -----

8 **Coupon**
Click Total to show available Coupons.
Clicking on **APPLY COUPON** prompts you to select/apply coupons of your choice.
An **Apply Coupon** pop up will appear

Tick coupon code in the box to confirm

A prompt message will appear if coupon was successfully applied

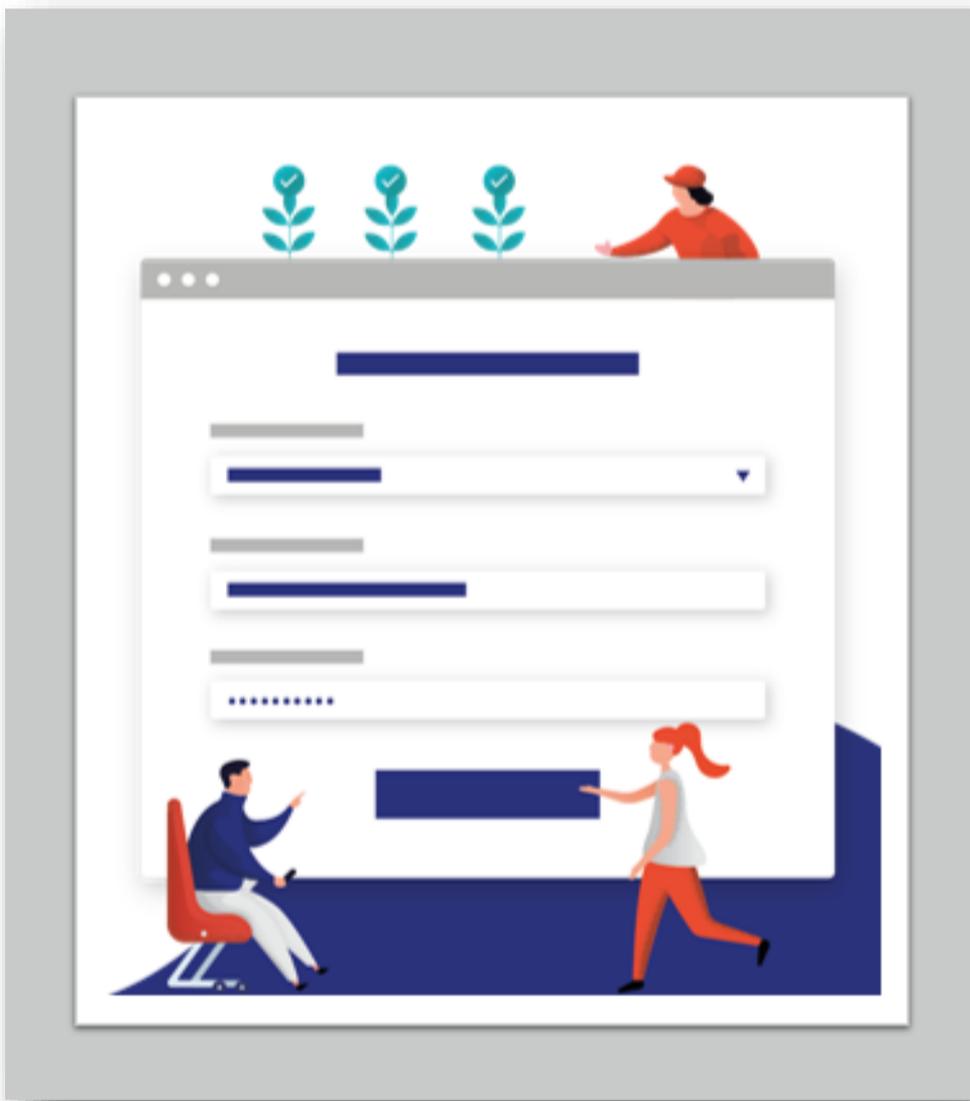
CART

ORDER SUMMARY ✕	
Total Items	3
Subtotal	P 2,775.00
Discounts	-P 200.00
Delivery Fees	P 300.00
<hr/>	
TOTAL ⓘ	P 2,875.00
<hr/>	
Coupon(s)	
AES LAUNCH: P200 AES200 COUPON ✕	

9

After application of Coupon, in the **Order Summary**, you will see the coupons applied in the total discounts section.

Click on the **PROCEED TO CHECKOUT** button and be redirected to the checkout page



CHECKOUT

DELIVERY METHOD



SHOPPING CART (3)

Welcome to your shopping cart! You can manage and complete your orders below.

SHIPPING SETTINGS

Close

DELIVERY OPTIONS

- Delivery
- Pickup



SHIPPING SETTINGS

Close

DELIVERY OPTIONS

- Delivery
- Pickup

THE ORDER WILL BE COLLECTED AT

ADC DAVAO

Ecoland Matina Unit A Lim Bldg, corner Quimpo
Boulevard & Tulip Drive,
DS 8000

[Change](#)

1 2 Types of Delivery Methods:

Delivery – Set as default method of delivery for online orders

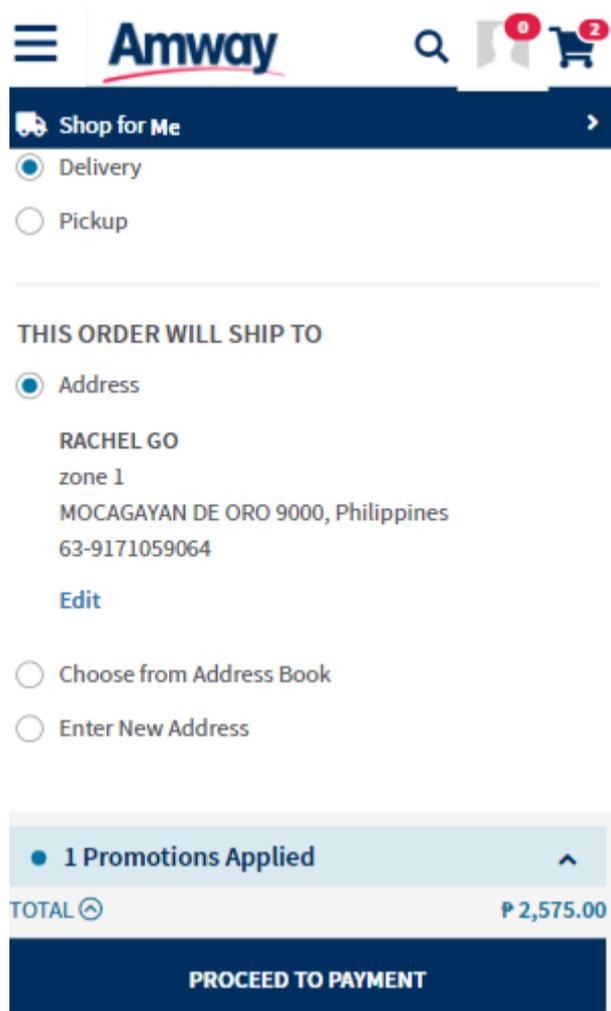
Pick Up- Pickup Centers
MAP Makati, Cebu, CDO & ADC Davao

2 With one product in cart and Delivery Mode set to Delivery, clicking on the Cart icon opens a popup with the following details:

- **Estimated Total Value**
- **Delivery Tracker:** It shows whether your order is eligible for free Delivery and also displays the balance amount for the delivery fee to be zero
- **View Cart** button which redirects to Shopping Cart Page

*Delivery tracker info is not available if **Pickup Mode** is selected

DELIVERY



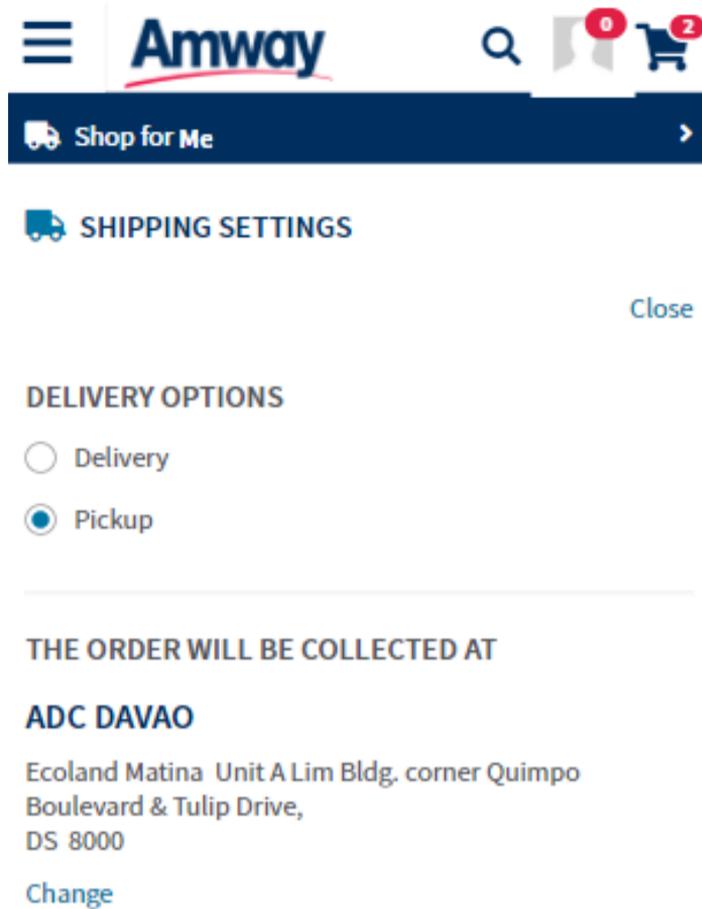
3

In the Delivery Options select **Delivery** to open

- Address
- Choose Another Address
- Enter New Address

Click on the **Edit Address** link to modify/edit the Address, choose other address from list of saved addresses or enter new address to save to address book

PICKUP



4

Selecting **Pickup** option will redirect user to different pickup locations- MAP Makati, Cdo, Cebu and ADC Davao

Click on **Select** button to choose a pickup point for the order

Address, Store hours schedule is shown in the options

PICKUP

The screenshot displays the Amway website interface. At the top, the Amway logo is on the left, and navigation links for 'SHOP', 'BUSINESS', 'ABOUT AMWAY', and 'EDUCATION' are in the center. On the right, there is a 'Shop for Me' button, a user profile for 'Pilar R. Vitto', and a shopping cart icon. Below the navigation is a search bar. The main content area is titled 'THE ORDER WILL BE COLLECTED AT' and contains four pickup location options, each with a 'SELECT' button:

- MAP MAKATI**
San Lorenzo Village G/F, 2/F & 5/F Kentek Building 828, Antonio Arnalz Ave., MN 1223
Timing:

Day	Opening time	Closing Time
Sun	10:00 AM	10:00 PM
Mon	10:00 AM	10:00 PM
Tue	10:00 AM	10:00 PM
Wed	10:00 AM	10:00 PM
Thu	10:00 AM	10:00 PM
Fri	10:00 AM	10:00 PM
Sat	10:00 AM	10:00 PM
- MAP CDO**
Gaerlan corner Tiano Bros. Street G/F CAP Building, MO 9000
Timing:

Day	Opening time	Closing Time
Sun	11:00 AM	8:00 PM
Mon	11:00 AM	8:00 PM
Tue	11:00 AM	8:00 PM
Wed	11:00 AM	8:00 PM
Thu	11:00 AM	8:00 PM
Fri	11:00 AM	8:00 PM
Sat	11:00 AM	8:00 PM
- MAP CEBU**
Mango Avenue G/F LUYM Building 2 Mango Square, CB 6000
Timing:

Day	Opening time	Closing Time
Sun	11:00 AM	8:00 PM
Mon	11:00 AM	8:00 PM
Tue	11:00 AM	8:00 PM
Wed	11:00 AM	8:00 PM
Thu	11:00 AM	8:00 PM
Fri	11:00 AM	8:00 PM
Sat	11:00 AM	8:00 PM
- ADC DAVAO**
Ecoland Matina Unit A Lim Building corner Quimpo Boulevard & Tulip Drive, DS 8000
Timing:

Day	Opening time	Closing Time
Mon	10:00 AM	7:00 PM
Tue	10:00 AM	7:00 PM
Wed	10:00 AM	7:00 PM
Thu	10:00 AM	7:00 PM
Fri	10:00 AM	7:00 PM
Sat	10:00 AM	7:00 PM

4

Selecting **Pickup** option will redirect user to different pickup locations- MAP Makati, Cdo, Cebu and ADC Davao

Click on **Select** button to choose a pickup point for the order

Address, Store hours schedule is shown in the options

PAYMENT OPTIONS

Amway < John Federico

PAYMENT

CREDIT/DEBIT CARDS
VISA MasterCard American Express

OTHERS
GCash BancNet PAY OVER THE COUNTER

CASH ON DELIVERY

PRODUCT DETAILS -

AES Member ID

TOTAL P 1,080.00

CONFIRM PAYMENT

5

Choose from the following **Payment Options**

Credit/Debit Cards

Others

Gcash

Bancnet

Over The Counter

Cash on Delivery

PAYMENT OPTIONS



Order Summary | Billing Details

Request ID: 7000320209_400145334_PHP_20201016-044708

AMWAY PRODUCT
1,800.00 PHP 1x 1,800.00 PHP

Total Amount **1,800.00 PHP**

PAYMENT OPTIONS

I have read and agree to the terms and conditions.

- GCASH ▼
- OVER-THE-COUNTER PAYMENTS ▼
- BANCNET ▼

Cancel Transaction

6

Others

Fill in Billing details and proceed with any of the options

Gcash
Bancnet
Over The Counter

PAYMENT OPTIONS

OVER-THE-COUNTER PAYMENTS 

-  **SM Bills Pay**
Pay in cash for your online purchase at SM Bills Payment Center.
-  **7-Eleven**
Pay in cash for your online purchase at any 7-Eleven store.
-  **CLiQQ**
Pay in cash for your online purchase at any (7-Eleven) CLiQQ touchscreen payment kiosk.
-  **Direct Agent 5**
Pay in cash for your online purchase at Direct Agent 5 accredited stores.
-  **Posible**
Pay in cash for your online purchase at Posible accredited stores.
-  **ExpressPay**
Pay in cash for your online purchase at ExpressPay accredited stores.
-  **UCPB**
To pay for your online purchase, go to the nearest UCPB branch.
-  **Cebuana Lhuillier**
Pay in cash at for your online purchase any Cebuana Lhuillier branch.
-  **ECPay**
Pay in cash for your online purchase at any ECPay accredited store.
-  **M Lhuillier**
Pay in cash for your online purchase at any MLhuillier branch.
-  **TrueMoney**
Pay in cash for your online purchase at TrueMoney accredited stores.
-  **eTap**
Pay in cash for your online purchase at eTap accredited stores.
-  **Philippine National Bank**
To pay for your online purchase, go to the nearest PNB branch.

CONTINUE

7

Over The Counter Options

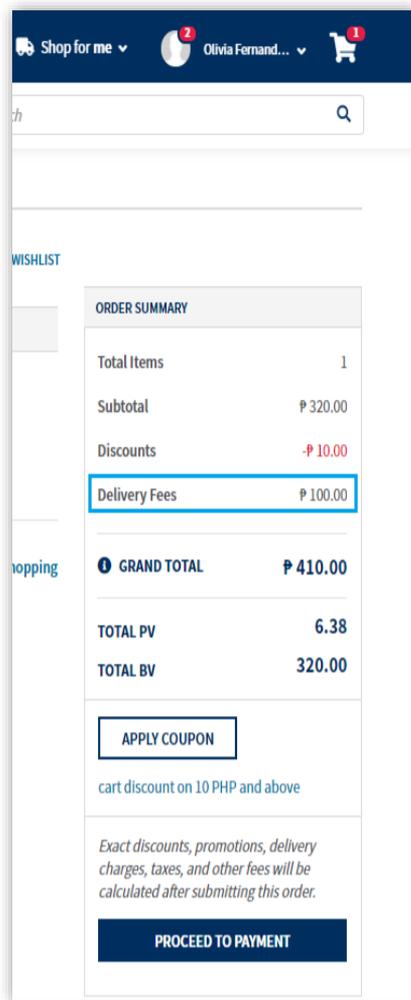
Proceed by choosing any over the counter option, then click Continue

PAYMENT OPTIONS

BANK NAME
Asia United Bank
BPI Direct Banko
CTBC Bank
Citystate Savings Bank
DBP
Enterprise Bank
Entrepreneur Bank
Luzon Development Bank
MASS SPECC
Malayan Bank
Overseas Filipino Bank
PBCom
Philippine Business Bank
Philippine Veterans Bank
Philtrust Bank
Sterling Bank of Asia
Sun Savings Bank
Wealth Bank

8 Choose from the following **list of BANCNET options**

DELIVERY FEES

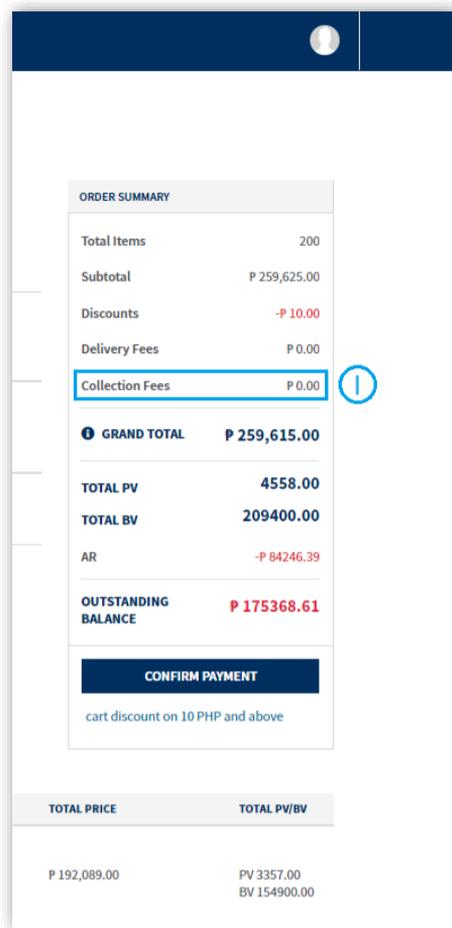


9

The Delivery Fees for each order is applied when the Delivery Mode is selected. This fee is calculated based on the following conditions:

- If within ZOOM area, then a Delivery Fee of **PHP-100** will be applied for orders having value less than **PHP-1000**. For order value above Php1000, no Delivery Fee will be applied.
- For outside ZOOM area, the threshold value is **PHP-5000**, i.e. for orders below this value, a Delivery Fee of **PHP-300** will be applied. For orders above this threshold, no Delivery Fee will be applied.

COLLECTION FEE



The screenshot shows an order summary with the following details:

ORDER SUMMARY	
Total Items	200
Subtotal	P 259,625.00
Discounts	-P 10.00
Delivery Fees	P 0.00
Collection Fees	P 0.00
GRAND TOTAL	P 259,615.00
TOTAL PV	4558.00
TOTAL BV	209400.00
AR	-P 84246.39
OUTSTANDING BALANCE	P 175368.61

Below the summary is a 'CONFIRM PAYMENT' button and a note: 'cart discount on 10 PHP and above'. At the bottom, there is a table with 'TOTAL PRICE' and 'TOTAL PV/BV' columns.

TOTAL PRICE	TOTAL PV/BV
P 192,089.00	PV 3357.00 BV 154900.00

10

Collection Fees

This info is displayed only when Cash on Delivery Method is selected for Order Payment.

PAYMENT VIA EXISTING CARD

Amway 4:38 mins
Time Left to Complete your Payment

HOW WOULD YOU LIKE TO MAKE PAYMENT? P 1,080.00 PHP
Net Payable Amount

Choose a card Choose a card +ADD NEW CARD

Choose a card FERNANDEZ, OLIVIA P.

Amway 4:23 mins
Time Left to Complete your Payment

HOW WOULD YOU LIKE TO MAKE PAYMENT? P 1,080.00 PHP
Net Payable Amount

Choose a card FERNANDEZ, OLIVIA P. +ADD NEW CARD

Card Number 5123456789010000

Expiration Date 05 2021 CVV 123 What is this?

Nickname FERNANDEZ, OLIVIA P.

MAKE PAYMENT CANCEL

8 Select the payment option of Credit/Debit cards.

Click on **Confirm Payment**, this will redirect the user to the payment gateway page.

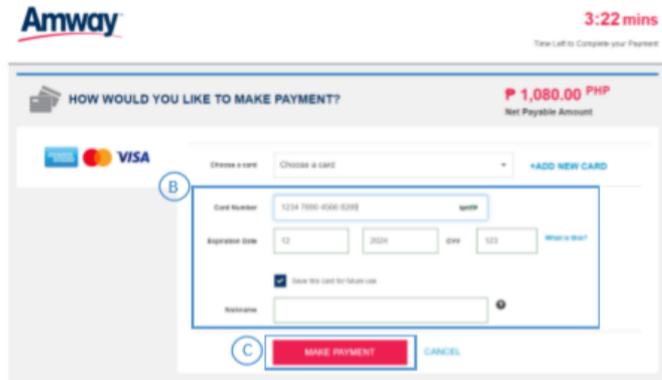
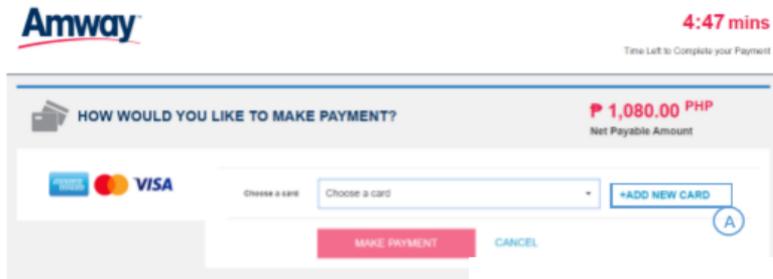
Click on **Choose a Card**

Choose any existing card from the list.

Enter the CVV of the Card

Click on **Make Payment**

PAYMENT VIA NEW CARD



9

Click on **Add New Card**

Enter card details

Click on **Make Payment** and proceed

PAYMENT VIA BANCNET

The screenshot displays a payment gateway interface with two main sections: 'Billing Details' and 'Payment Options'. The 'Billing Details' section on the left contains several input fields for personal information: First Name (olivia), Last Name (fernandez), Email Address (olivia.fernandez@gmail.com), Address 1 (1234), Address 2, City (Manila), State (Manila), Zip Code (1001), Country (PHILIPPINES), Phone No. (0999999999), and Mobile No. A 'Cancel Transaction' link is at the bottom. The 'Payment Options' section on the right features a checkbox for 'I have read and agree to the terms and conditions.' (B), a dropdown menu with 'BancNet' selected (A), and a checkbox for 'I have an BancNet Online account and my ATM card enrolled.' (C). A 'Continue' button (E) is located at the bottom right. A browser update notice and recommended browser list (Google Chrome 50 or higher, Mozilla Firefox 48 or higher, Internet Explorer 11 or higher) are also visible.

10

Select Others

Click on **Confirm Payment**. User will be redirected to the Payment gateway

Select **Bancnet** from the 3 options, tick the **Terms and conditions** and **I have Bancnet online account and atm card enrolled**

Fill the required details if not already filled to **Continue**

Choose the bank by clicking on the drop-down button.

Enter the **ATM Card Number**, then **Submit**

Enter the **email id**, Click on send **OTP**

Enter the **OTP**, Click on **Submit**, then **OK**

PAYMENT VIA GCASH

18.1.3.2 PAY BY GCASH

Billing Details Order Summary

Please complete your details.

First Name*
Olivia

Last Name*
fernandez

Email Address*
olivia.fernandez@gmail.com

Address 1*
1234

Address 2

City*
Manila

State*
Manila

Zip Code*
1001

Country*
PHILIPPINES

Phone No.
09151234567

Mobile No.

Cancel Transaction

Payment Options

I have read and agree to the [terms and conditions](#).

GCash

Enter your 11-digit Globe mobile number.

09151234567

GCash

Pay Now

Over-the-Counter Payments

Banquet

11

Select Others

Click on **Confirm Payment**. User will be redirected to the Payment gateway

Tick **I have read and agree to the terms and conditions**

Enter the Mobile Number

Enter the required details if not already filled.

Click on **Pay Now**, and **Continue**.

A transaction successful message will be received

PAYMENT VIA OVER THE COUNTER

BPI ONLINE
7-ELEVEN
ECPAY
PNB OTC
M LHUILLIER
DIRECT AGENT 5
SM BILLS PAYMENT
CEBUANA LHUILLIER
CLIQQ
BDO OTC
UCPB OTC

7-CONNECT: 2021-0290-2329 [Inbox x](#) [Paymatics Notification x](#)

7-CONNECT <postmaster@notification.paymatics.net>
to me



Payment Instructions

1. Please write down or print the following 7-CONNECT Reference number. You can pay in cash at any 7-Eleven store.
2. Take note of the following:
 - Reference number: **2021-0290-2329**
 - Amount: **5.00**
3. Present the generated 7-CONNECT Reference number to the 7-Eleven cashier.
4. For Biller name, use Pay Express

You have until **7/30/2020 3:29:47 PM** to make the payment. This 7-CONNECT Reference will no longer be valid after that.

Merchant: Pay Express
Reference: SE5943146973
Transaction:
Description:

12

Click on **Others**

Click on **Over-the-Counter Payments**.

Choose any option to pay on the counter.

Mark **I have read and agree to the terms and conditions**

Click on **Continue**

Upon creating this order, a mail will be sent with payment instructions via OTC channels

Upon payment, please make sure to pay the **exact amount** only.

Refer to payment instructions for the expiry of pending payment

PAYMENT VIA CASH ON DELIVERY



13 Select **Cash on Delivery** payment method

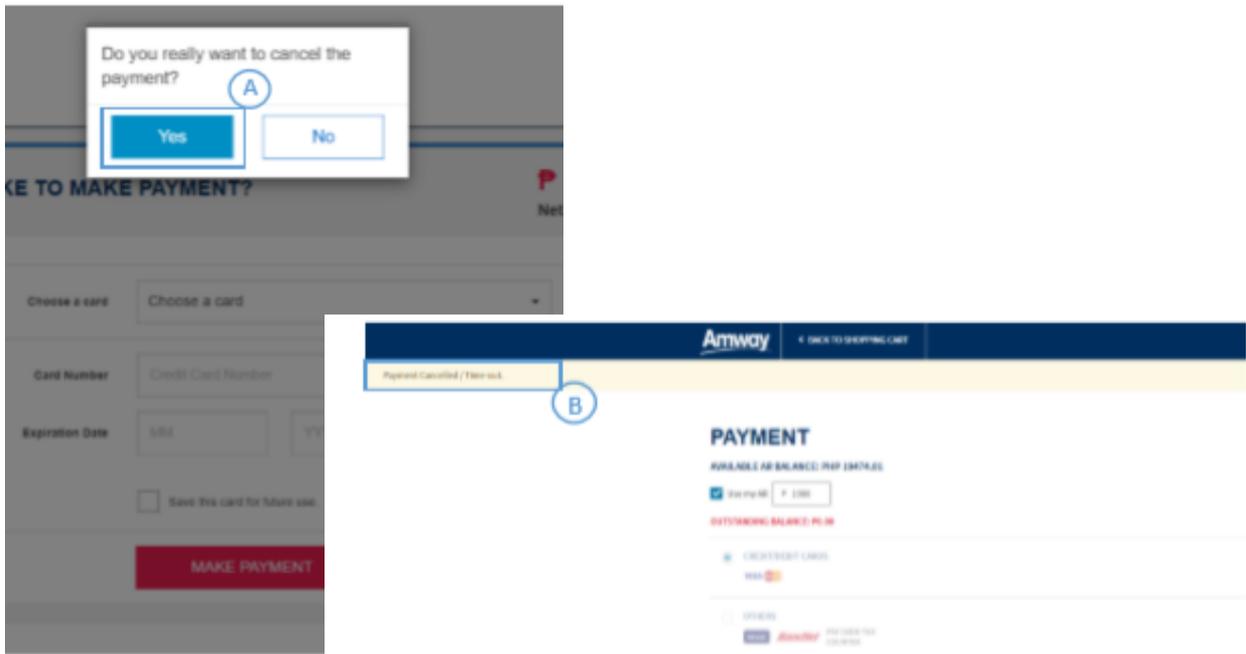
Click on **Confirm Payment**

After the order is placed, a confirmation message is displayed **Thank you for your order**

User's Order number

Payment Method with the amount paid through that payment method

PAYMENT CANCELLATION

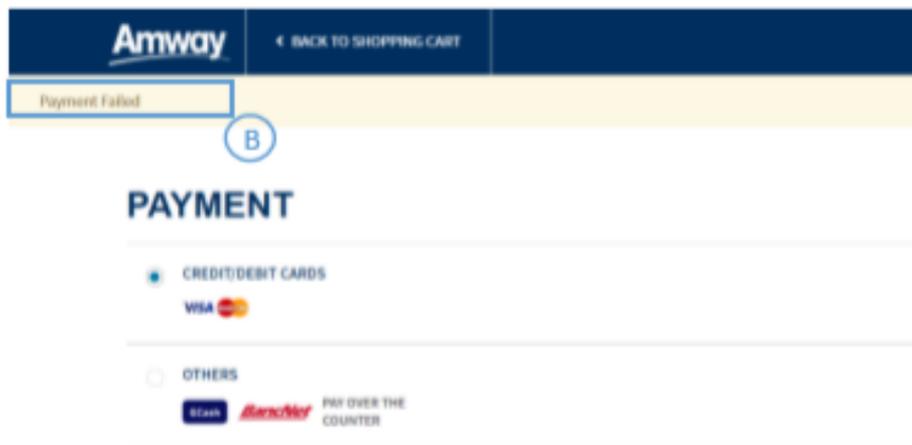


13

If user does not want to proceed with payment, click on cancel and then a Pop-up will display, click yes on same to confirm cancel

Clicking on yes, will redirect the user to payment page and will give an error message

PAYMENT FAILURE



13

If for any reasons, user fails to proceed with the transaction, fills the wrong details, no response, browser closed accidentally or internet connectivity failure, then the transaction may be cancelled, and user will be redirected to the Payment Page. Re attempting payment can be made.

Payment Failed message will appear upon redirection

PAYMENT FAILURE

ORDER HISTORY

CONFIRMED ORDERS **OPEN ORDERS** PENDING ORDERS

Order is in process and can not be completed

ORDER NUMBER	ORDER DATE	PNBV	ORDER TOTAL	ORDER STATUS
710001896	28/05/2020 13:05	PV: 6.84/ BV: 335.00	P 303.04	LOCKED

ORDER HISTORY

CONFIRMED ORDERS OPEN ORDERS **PENDING ORDERS**

ORDER NUMBER	ORDER DATE	PNBV	ORDER TOTAL	ORDER STATUS	ACTIONS
710001898	28/05/2020 15:05	PV: 1.80/ BV: 380.00	P 770.58	Created	Pay Now
710001895	28/05/2020 15:05	PV: 6.84/ BV: 335.00	P 303.04	Created	Pay Now
710001896	28/05/2020 15:05	PV: 6.84/ BV: 335.00	P 303.04	Created	Pay Now
710001896	28/05/2020 16:05	PV: 6.84/ BV: 335.00	P 303.04	Created	Verify Payment

13

- Order can be viewed in **open orders** under Order history for 15 minutes.
 - Order status will set to **Locked** as no response received. The Open orders are converted to Pending orders if there is no response from Payment Gateway.
- In **Order History** section, click **Pending Orders**
 - User can click on verify payment, this will check for a response from payment gateway. On success from Payment gateway, it will be visible under **Confirmed orders**. On Failure from Payment gateway, user can re-initiate the payment by clicking the **Pay Now** button

PAYMENT CONFIRMATION



SHOP ▾ BUSINESS ABOUT AMWAY EDUCATION

CONFIRMATION

✓ THANK YOU FOR YOUR ORDER PILAR R. VITTO!

Your order confirmation number is 7100041808 . We sent an SMS to 9164097118 with your order confirmation and receipt.

[Continue Shopping](#)

SHOPPING OPTION

ORDER WILL BE COLLECTED AT	MAP CEBU 6000 Cebu City G/F LUYM Building 2 Mango Square 26929
DELIVERY OPTIONS	Pick Up

PAYMENT

PAYMENT METHOD	Amway Credit - P 4,607.5
VOLUME MONTH	July
PV/BV RECIPIENT	1082124 - VITTO, PILAR R. & VITTO, MABINI A.
APPLIED PROMOTIONS	Purchase 1000 nutrillite products, get 20% off coupon for protein Buy x amount of Nutrillite, get PHP 500 off add account to account group purchase 1000 above, get 100 discount

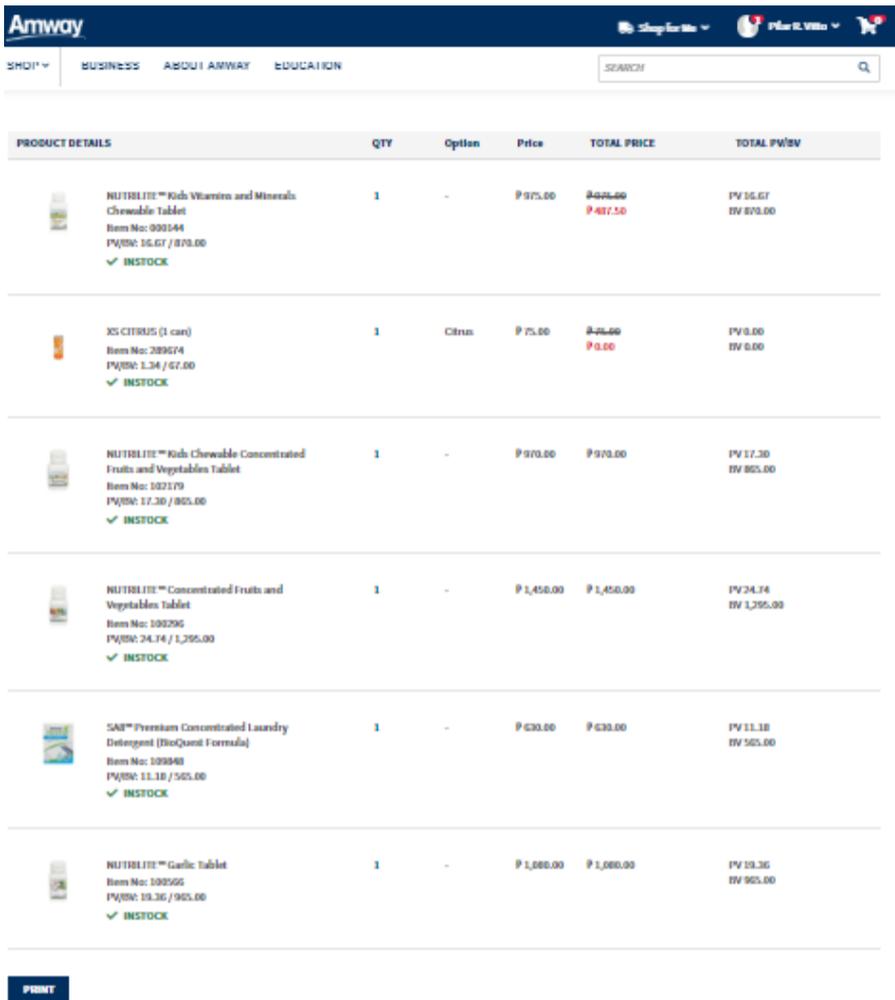
14

THANK YOU FOR YOUR ORDER!

Upon successful payment, the **Order Confirmation** page will appear with the Order Details

Click on **Continue Shopping** to return to continue shopping

PAYMENT CONFIRMATION



The screenshot shows the Amway website's payment confirmation page. At the top, there is a navigation bar with the Amway logo, a search bar, and links for 'Shop for Me', 'Place R. With', and a shopping cart icon. Below the navigation bar, there are menu items: 'HOME', 'BUSINESS', 'ABOUT AMWAY', and 'EDUCATION'. The main content area features a table with the following columns: 'PRODUCT DETAILS', 'QTY', 'Option', 'Price', 'TOTAL PRICE', and 'TOTAL PW/SV'. The table lists six items, each with a small product image, a description, item number, price per unit, and a 'PRINT' button. The items are: 1. NUTRILITE™ Kids Vitamin and Minerals Chewable Tablet (Item No: 000144, Price: P 975.00, Total Price: P 407.50, Total PW/SV: P 16.67). 2. XS CITRUS (1 car) (Item No: 209674, Price: P 75.00, Total Price: P 0.00, Total PW/SV: P 0.00). 3. NUTRILITE™ Kids Chewable Concentrated Fruits and Vegetables Tablet (Item No: 102179, Price: P 970.00, Total Price: P 970.00, Total PW/SV: P 17.30). 4. NUTRILITE™ Concentrated Fruits and Vegetables Tablet (Item No: 100796, Price: P 1,450.00, Total Price: P 1,450.00, Total PW/SV: P 24.74). 5. SAI™ Freshen Concentrated Laundry Detergent (BioQuant Formula) (Item No: 100848, Price: P 630.00, Total Price: P 630.00, Total PW/SV: P 11.18). 6. NUTRILITE™ Garlic Tablet (Item No: 100566, Price: P 1,000.00, Total Price: P 1,000.00, Total PW/SV: P 19.36). A 'PRINT' button is located at the bottom left of the table area.

PRODUCT DETAILS	QTY	Option	Price	TOTAL PRICE	TOTAL PW/SV
 NUTRILITE™ Kids Vitamin and Minerals Chewable Tablet Item No: 000144 PW/SV: 16.67 / 870.00 ✓ IN STOCK	1	-	P 975.00	P 407.50 P 407.50	P 16.67 P 870.00
 XS CITRUS (1 car) Item No: 209674 PW/SV: 1.34 / 67.00 ✓ IN STOCK	1	Citrus	P 75.00	P 75.00 P 0.00	P 0.00 P 0.00
 NUTRILITE™ Kids Chewable Concentrated Fruits and Vegetables Tablet Item No: 102179 PW/SV: 17.30 / 805.00 ✓ IN STOCK	1	-	P 970.00	P 970.00	P 17.30 P 805.00
 NUTRILITE™ Concentrated Fruits and Vegetables Tablet Item No: 100796 PW/SV: 24.74 / 1,795.00 ✓ IN STOCK	1	-	P 1,450.00	P 1,450.00	P 24.74 P 1,795.00
 SAI™ Freshen Concentrated Laundry Detergent (BioQuant Formula) Item No: 100848 PW/SV: 11.18 / 505.00 ✓ IN STOCK	1	-	P 630.00	P 630.00	P 11.18 P 505.00
 NUTRILITE™ Garlic Tablet Item No: 100566 PW/SV: 19.36 / 905.00 ✓ IN STOCK	1	-	P 1,000.00	P 1,000.00	P 19.36 P 905.00

[PRINT](#)

15

At the bottom of the **Order Confirmation** page, a table with all Order Details will be displayed

Click on **PRINT** to print the order confirmation

ORDER VIA CALL CENTER

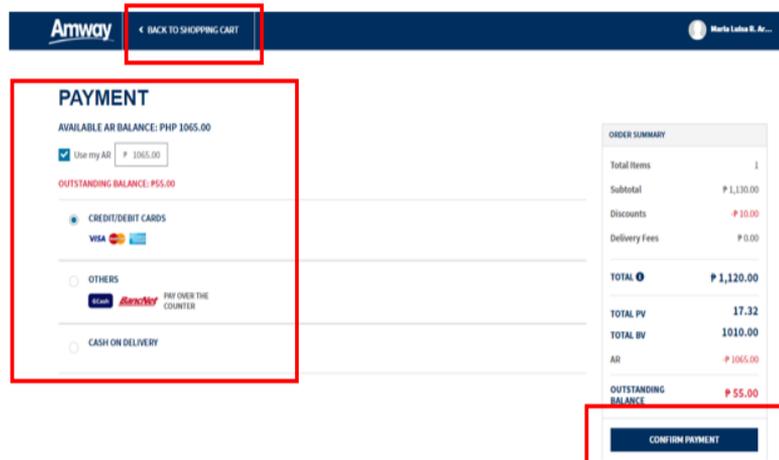
Payment Link



Good day! Thank you for shopping with Amway. We have created and processed your order. To complete your transaction, please click

this link to select your payment options and instructions to fulfill your payment [payment link](#)

Thank you
Amway Philippines

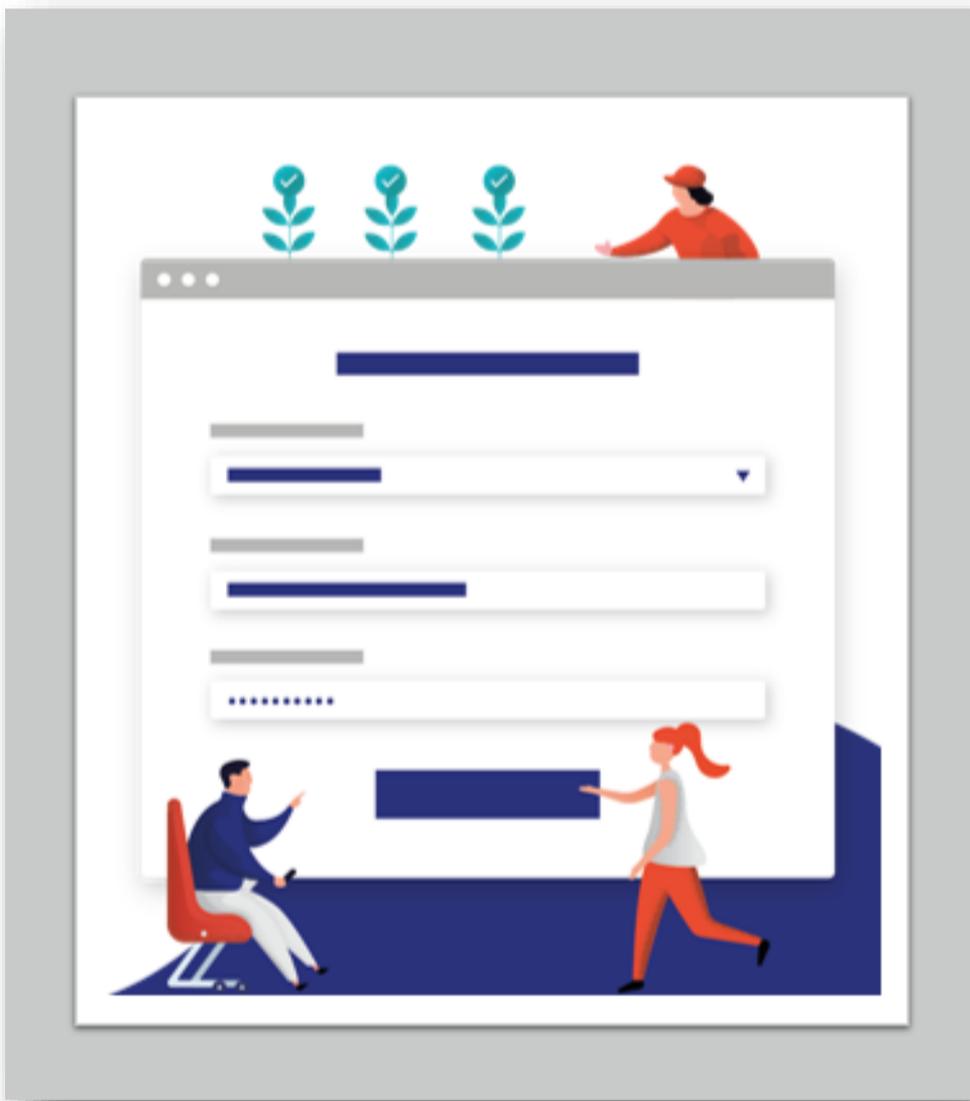


16

If order was made via callcenter, payment link via will be sent via registered email address

Click on payment link and follow instructions to proceed to payment

Internet connection is required



WISHLIST

WISHLIST

A rectangular button with a white background and a thin grey border. On the left side, there is a blue outline of a heart icon. To the right of the icon, the text "Add to Wishlist" is written in a blue, sans-serif font.

1

Add to Wishlist is accessed in:

- Product Listing Page (PLP)
- Product Details Page (PDP)
- SRP Access
- Quick Shop
- Shopping Cart

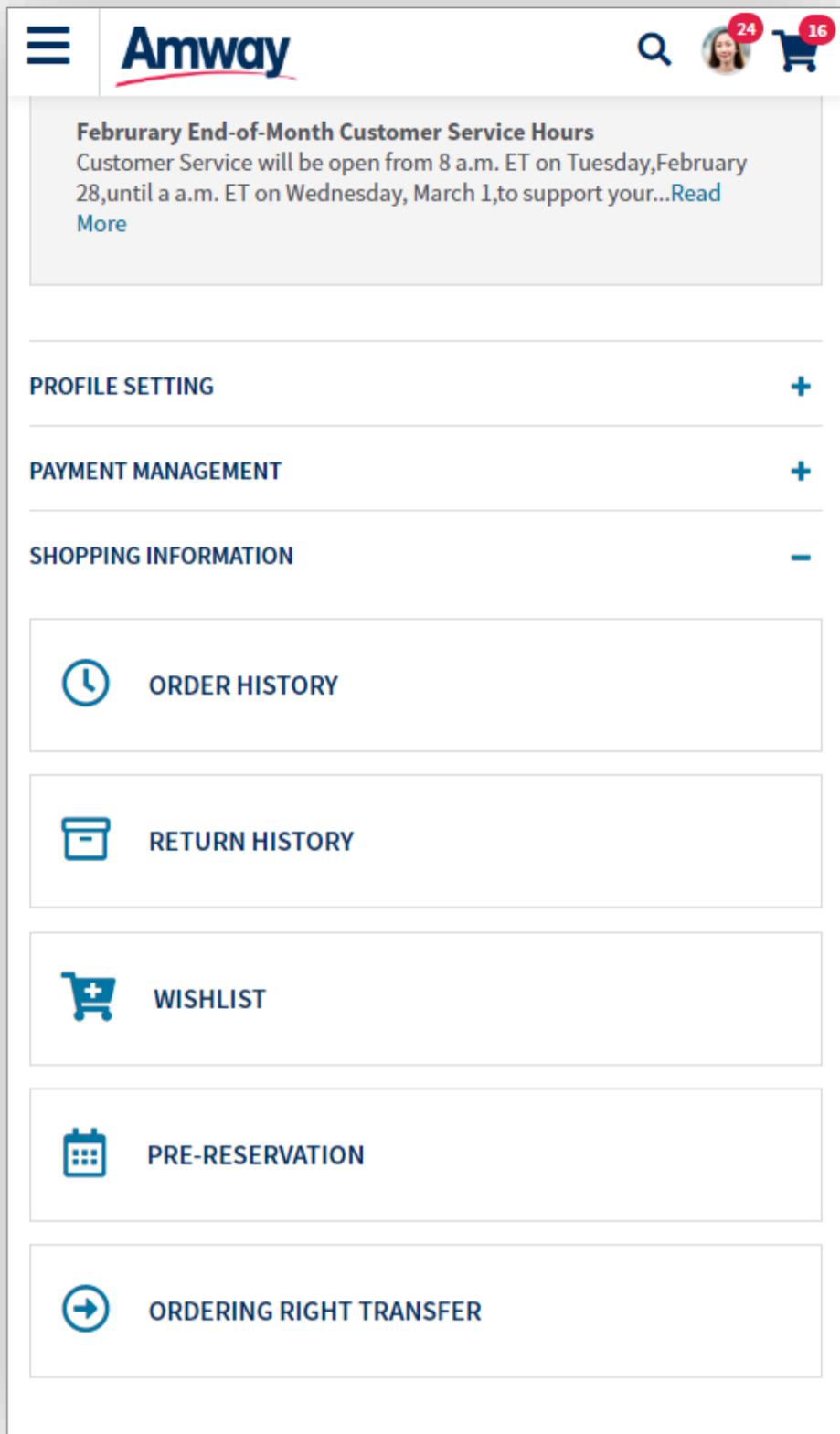
Here you will be able to do the following:

- View **Saved Wishlist**
- Create New** wishlist folder
- Add to List** of wishlist
- Sort** wishlist
- Delete** wishlist
- Share** wishlist via email



ORDER HISTORY

ORDER HISTORY



1

Access **Order History** in **My Account** dropdown menu or in the **Shopping Information** section

ORDER HISTORY

Amway Shop for Me Test Rachel Go

SHOP ▾ ABOUT AMWAY EDUCATION

Home / MyAccount / Order History

 **Test Rachel Go**
AE Shopper # 7004775485

JUMP TO **GO**

ORDER HISTORY

CONFIRMED ORDERS	OPEN ORDERS	PENDING ORDERS			
<input type="text" value="Search by order / item / ABO #"/> SEARCH					
FILTERS (6) Clear All	ORDER NUMBER ⬆	ORDER DATE ⬆	PAYMENT METHOD ⬆	ORDER TOTAL ⬆	ORDER STATUS ⬆
Order Date - <input type="text" value="Show All"/> ▾	7000317980	14/10/2020 12:15	Cash Credit Card	P 360.00	Pickup Completed
Order Type +	7000317983	14/10/2020 12:11	COD	P 150720.00	Order Shipped
Channel +	7000317976	14/10/2020 12:05	COD	P 565.00	Order Shipped
Order Mode +	7000317975	14/10/2020 11:58	Cash	P 135.00	Pickup Completed
Order Status +	7000317940	14/10/2020 11:34	Cash	P 135.00	Pickup Completed
Other +	7000317895	14/10/2020 10:53	GCash	P 300.00	Order Shipped

< **1** >

2 All confirmed orders placed is shown in the **Confirmed History** tab, **Open Orders** tab shows cancelled orders, **Pending Orders** tab shows all pending orders with status as **Created**, open by clicking order number. User can retry payment by clicking **Pay Now**

Search for a particular order in the **Search** bar

ORDER HISTORY

The screenshot displays the Amway website's Order History page. At the top, there is a navigation bar with the Amway logo and links for 'SHOP', 'BUSINESS', 'ABOUT AMWAY', and 'EDUCATION'. Below the navigation bar, there are several sections: 'ORDER SUMMARY', 'PAYMENT DETAILS', 'REFUND DETAILS', and 'ORDER DETAILS'. The 'REFUND DETAILS' section is highlighted with a blue box and a circled 'F'. Below this section, there are three columns: 'REFUND METHOD', 'REFUND AMOUNT', and 'REFUND STATUS'. The 'REFUND METHOD' column has a circled 'a', the 'REFUND AMOUNT' column has a circled 'b', and the 'REFUND STATUS' column has a circled 'c'. The 'ORDER DETAILS' section shows a table of order items and a summary of the order total. The 'ORDER TOTAL' is circled with a 'G'.

PRODUCT NAME	QTY	UNIT PRICE	PRICE	TOTAL
SMARTPROTECT™ 2-in-1 Soap	1	10.00	10.00	10.00
TOILET TISSUE	1	10.00	10.00	10.00
PAPER DISKETTES	1	10.00	10.00	10.00
NEW SOAP DISPENSER	1	10.00	10.00	10.00

ORDER SUMMARY	AMOUNT
Subtotal	40.00
Discount	-10.00
Order Total	30.00
Shipping Handling	10.00
Tax	0.00
Total Due	40.00
ORDER TOTAL	40.00

3 For the orders cancelled with complete payment, user will see a **Refund Details** section.

- Refund Method
- Refund amount
- Refund status

Grand Total is the amount calculated after discounts and delivery charges.

ORDER SUMMARY

The screenshot shows the Amway website interface. At the top, there is a navigation bar with the Amway logo and links for 'Shop for Me', 'my account', and 'my cart'. Below this is a search bar and a breadcrumb trail: 'Home / My Account / order history'. The main header area features a user profile for 'Test Rachel Go' with the email 'AC Shopper # 7004775485' and a 'JUMP TO' dropdown menu set to 'Order History'. The 'ORDER DETAILS' section is expanded to show 'ORDER SUMMARY'. This section contains a grid of key information: ORDER NUMBER (7000317976), ORDER STATUS (ORDER SHIPPED), ORDER TYPE (Regular Order), ORDER DATE & TIME (October 14, 2020 12:05), ORDERED BY (Test Rachel Go 7004775485), ORDER CHANNEL (Commerce Web), VOLUME TO (TERO, MARIO P. & TERO, EVELYN L. 110304), and FULFILLING WAREHOUSE (NAP CDO). Below this are expandable sections for 'PAYMENT DETAILS', 'DELIVERY DETAILS', and 'SHIPMENT DETAILS'. The 'ORDER ITEMS' section contains a table with two items and a summary box.

PRODUCT DETAILS	QTY	OPTIONS	PRICE	TOTAL
 Glistier™ Multi-Action Fluoride Toothpaste Item No. 000000 Item Status: SHIPPED	1	Size: 45g	P 135.00	P 135.00
 Nutrilact AC Item No. 210002 Item Status: SHIPPED	1	Size: 250 ml	P 330.00	P 330.00

ORDER SUMMARY	
Total Items	2
Subtotal	P 465.00
Discounts	-P 0.00
Delivery Fees	P 100.00
GRAND TOTAL	P 565.00

4

Upon clicking order number, you will be shown the following details:

An Order Number associated with the order is shown

Ordering AES – AES who placed the order

Volume to – AES for whom the order was placed

- Order Status – example : Pickup Completed
- Order details is shown at the bottom of the page

ORDER SUMMARY

PAYMENT DETAILS PIF

PAYMENT METHOD	PAYMENT AMOUNT	PAYMENT DATE	PAYMENT STATUS
GCash	P 1750.00	31/07/2020	ACCEPTED

ORDER ITEMS

PRODUCT DETAILS	QTY	OPTIONS	PRICE	TOTAL	ORDER SUMMARY
 PURSUE™ Disinfectant Cleaner One Step Disinfectant Item No: 003878 PV/BV: 8.07/400.00 Item Status : SHIPPED	2	–	P 450.00	P 900.00 PV 16.14 BV 800.00	Total Items 4 Subtotal P 1750.00 Discounts -P 0.00 Delivery Fees P 0.00 GRAND TOTAL P 1750.00 TOTAL PV 31.86 TOTAL BV 1560.00
 G&H™ NOURISH+ Complexion Bar Item No: 118112 PV/BV: 7.86/380.00 Item Status : SHIPPED	2	–	P 425.00	P 850.00 PV 15.72 BV 760.00	

SHIPMENT DETAILS

INVOICE NUMBER: 16200000320 [📄](#)
INVOICE NOT FOUND. FOR ORDER PLACED BEFORE 19/08/2020,
PLEASE CONTACT OUR CUSTOMER CARE SUPPORT TO REQUEST
FOR THE REPRINT COPY.

STATUS : SHIPPED
TRACKING # : 123456789

PRODUCT	QUANTITY	OPTION	PRICE	TOTAL
 PURSUE™ Disinfectant Cleaner One Step Disinfectant Item # 003878 PV/BV: 8.07/400.00	2	–	P 450.00	P 900.00 PV 16.14 BV 800.00
 G&H™ NOURISH+ Complexion Bar Item # 118112 PV/BV: 7.86/380.00	2	–	P 425.00	P 850.00 PV 15.72 BV 760.00

4

Clicking Payment details displays:
Payment Method
Payment Amount
Payment Date
Payment Status

Clicking Delivery Details displays:
Order Mode
Delivery/Pickup Address

Order items displays:
Product Details
Quantity
Options
Price
Total
Order Summary

Shipment details displays:
Invoice Number
Status
Tracking #1

INVOICE DOWNLOAD

The screenshot shows the Amway website interface. At the top, there is a navigation bar with the Amway logo, a search icon, and a shopping cart icon with a notification badge. Below the navigation bar is a dark blue bar with the text "Shop for Me" and a right-pointing arrow. Underneath, there is a section titled "SHIPMENT DETAILS" with a minus sign to its right. The main content area displays the following information:

DELIVERY RECEIPT NUMBER: 39300000001 [Download](#) STATUS: SHIPPED

	GLISTER™ Multi-Action Fluoride Toothpaste Item # 001959
QUANTITY	1
OPTION	Size : 65 g
PRICE	P 135.00
TOTAL	P 135.00

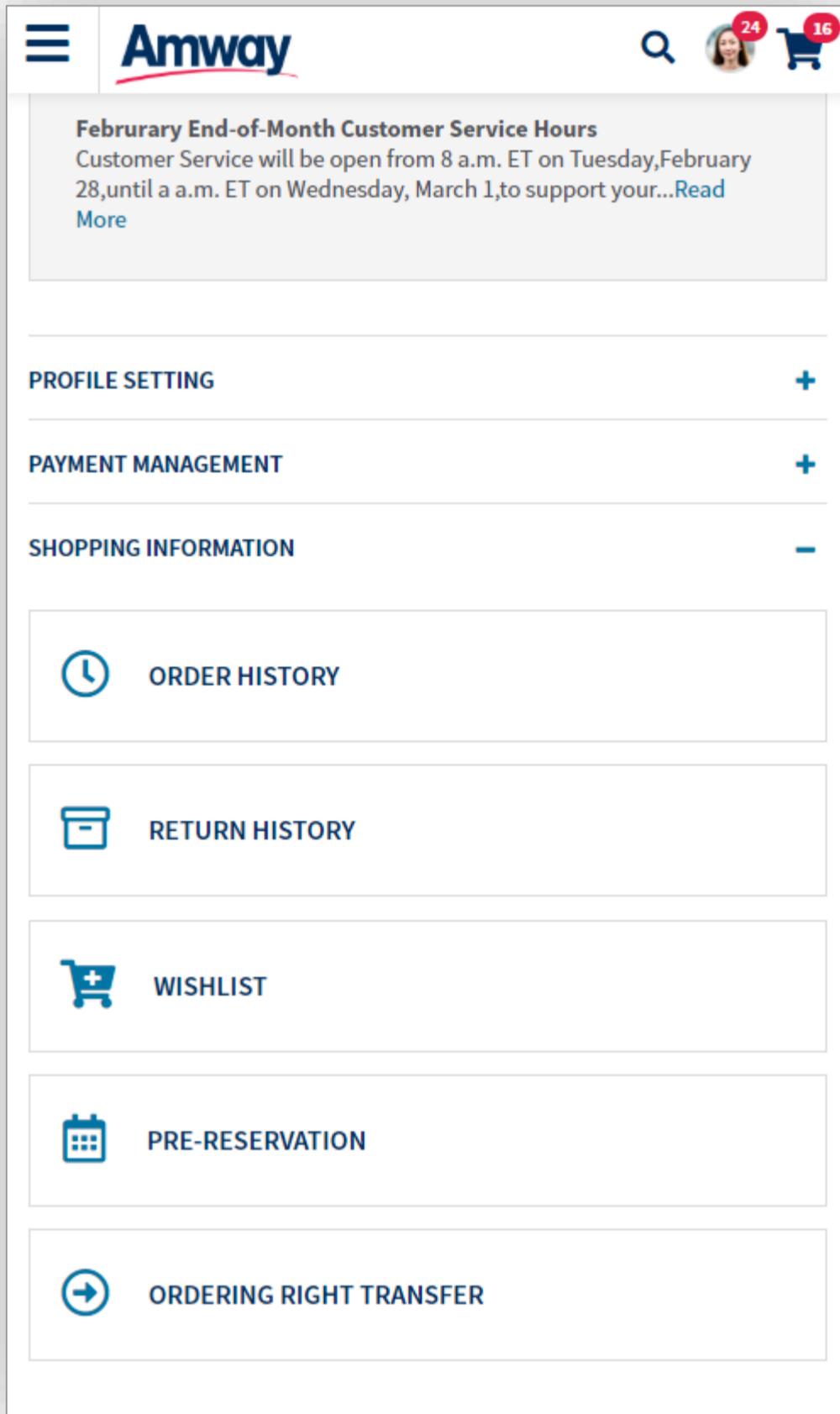
	Nutriplant AG Item # 232052
QUANTITY	1
OPTION	Size : 250 ml
PRICE	P 330.00
TOTAL	P 330.00

6

You may download Delivery Receipt from **Shipment Details** section

Click on the **Download** bottom

RETURN HISTORY



1 Access **Return History** in **My Account** **Shipping Information**

RETURN HISTORY

Home / My Account / Return History

JUMP TO Return History GO

RETURN HISTORY (29 Returns)

Search by order / item / ABO#

Sort by: Latest

RETURN NUMBER	RETURN DATE
123123 \$335 Cash	21/10/2018 20.0/80.0 Pending Details
123123 \$335 Voucher	21/10/2018 20.0/80.0 Completed Details
123123 \$335 Cash	21/10/2018 20.0/80.0 Pending Details
123123 \$335 Voucher	21/10/2018 20.0/80.0 Completed Details

2

You can view your return history here

Search for a particular returned item in the **Search Bar**

Tap on a **Return Number** to view product details

RETURN HISTORY

The screenshot shows the Amway website's Return History page. At the top, there is a navigation bar with the Amway logo, a search icon, and a shopping cart icon with a '16' badge. Below the navigation bar is a breadcrumb trail: Home / My Account / Return History / Return Details. A teal banner contains a 'JUMP TO' dropdown menu set to 'Return Details' and a 'GO' button. The main content area is titled 'RETURN DETAILS' with a 'BACK' link. Underneath is a 'RETURN SUMMARY' section with a minus sign icon. This section contains a table of return information:

RETURN NUMBER 1236 789	ORDER NUMBER 918 246 1937
RETURN STATUS COMPLETED	ORDERING ABO Fjord Doe 582192
RETURN DATE AND TIME 13 March 2018 14:28(UTC +8)	VOLUME TO John Doe 582192
RETURNED CHANNEL Amway Plaza	BONUS PERIOD May 2018
RETURNED BY Fjord Doe 582192	RETURN REQUEST NO. 918 246 1937

Below the summary are two expandable sections: 'REFUND CALCULATIONS' with a plus sign and 'RETURN DETAILS' with a plus sign. The 'RETURNED ITEMS' section shows a product image of 'NUTRILITE® Power Pack' and the text: 'Nutralite Cal Mag D' and 'SKU: 105480'.

3

You can view your item return details in this page



SOP(STANDING ORDER PROGRAM)

Subscribe to your favorite products and don't miss out on your monthly supply fast, flexible and convenient

TYPES OF SOP PROFILE

- ✓ Self-Managed SOP: User can buy the products at any time of the month
- ✓ Company managed SOP: System will automatically create an order for the subscribed products on the selected date & month

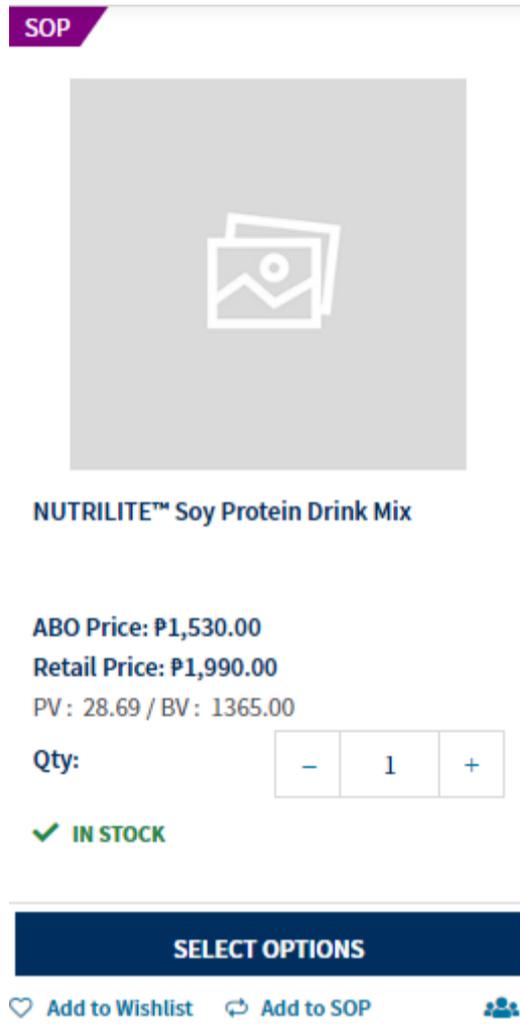
Registered User can choose to opt for Self-Managed or company managed SOP by creating multiple profiles.

TYPES OF SOP PLANS

- ✓ SOP benefit plan: Product subscription with any benefit as either fixed discount / percentage discount or a gift.
- ✓ SOP ditto plan: Product subscription without any benefit

The plan setup can be done either on normal product, Variant product or Bundle Product (Category based SOP).

SOP ACCESS



- ✓ SOP PLP - User can click on **Add to SOP**
- ✓ SOP PDP – clicking on the Product Image or Product Name on the SOP PLP
- ✓ Regular PLP - User can click on **Add to SOP** button below Add To Cart
- ✓ Regular PDP - Clicking on the Product Image or Product Name on the Regular PLP
- ✓ My Account Bar– Clicking on MY SOP link on mini My Account Bar
- ✓ SOP profile details page – User can access Profile List Page by clicking on MY SOP tile on My Account page.

ADD TO SOP

Amway

SHOP BUSINESS ABOUT AMWAY EDUCATION OUR COMPANY

Home / My Account / SOP / MIYU™ 3in1 Whitening Toner

MIYU™ 3in1 Whitening Toner
Item #: 274129

• Chaga glycoprotein controls excess sebum and has pore-tightening properties. • Buckwheat extract has been proven to naturally whiten and give a fairer complexion. • Removes dead skin cells. Recommended Usage: After cleansing, apply on cotton pad and gently pat over the entire face and neck. Follow with moisturizer.

P 549.00 ABO Price
PV / BV: 9.82 / 490.00

Qty: 1
Cycle: Monthly, 3 Month
Start: May, 2020
 Auto Continue
Benefits(6)
OGPlanBenefit: OGPlanBenefit Description
OGPlanBenefit1: OGPlanBenefit1 Description
 Self-Managed
Profile: New or Existing Profile

Create SOP terms and conditions Link

NEXT

1

Product Details Page

- **Qty:** Select quantity of product in a plan
- **Cycle:** Select the duration of cycle
- **Start:** Select the month from which the cycle starts
- **Auto Continue:** Select if the cycle should automatically restart once completed
- **Self-Managed:** Check this if the subscription is to be added in Self-Managed profile. Profile selection will be disabled if this is ticked
- **Profile:** Select a Profile from the pre-existing profiles from the list or select Create New Profile if you want to create a new profile

ADD TO SOP

Amway

SHOP BUSINESS ABOUT AMWAY EDUCATION OUR COMPANY

Home / My Account / SOP / MIYU™ 3in1 Whitening Toner

MIYU™ 3in1 Whitening Toner
Item #: 274129

• Chaga glycoprotein controls excess sebum and has poretightening properties. • Buckwheat extract has been proven to naturally whiten and give a fairer complexion. • Removes dead skin cells. Recommended Usage: After cleansing, apply on cotton pad and gently pat over the entire face and neck. Follow with moisturizer.

P 549.00 ABO Price
PV / BV: 9.82 / 490.00

Qty: 1
Cycle: Monthly, 3 Month
Start: May, 2020
 Auto Continue
Benefits(6)
OGPlanBenefit: OGPlanBenefit Description
OGPlanBenefit1: OGPlanBenefit1 Description
 Self Managed
Profile: New or Existing Profile

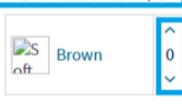
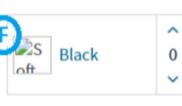
Create SOP terms and conditions Link
NEXT

2

SOP T&C Conditions Link:
Click to display T&C.

Next: Check the SOP T&C checkbox and click on Next to go to Profile Preview Section

ADD TO SOP

PRODUCTS IN THIS BUNDLE	PRICE	QTY	
item 2	P 975.00	1	
	P 970.00	1	
Artistry Mascara Base colour	P250.00-P290.00	2	
 ITEMS SELECTED: 0 / 2		Clear Selection	
			
item1	P 200.00	1	

3

Variant or Bundled Products:

Arrow Key: Click to expand dropdown for variant products.

Item Selected: Shows no. of variants that can be selected. (No. Of Selected variants / Total No. variant to be selected)

Quantity Selector: This is used to increase or decrease the no. of variants in a bundle.

ADD TO SOP FOR SOP BENEFIT PRODUCTS

GIFT/S

PRODUCT	OPTION	QTY
Artistry Mascara Base colour Selection applicable for Delivery 6 of Cycle 1 & onwards.	 Brown	FREE 1

4 Gift Details:

- Name of product is displayed.
- Details about when the gift will be given.

Variant Dropdown: In case the gift associated with the plan is a variant, a dropdown is displayed for the user to select among the available options.

Qty: The quantity of the gift is displayed.

CREATE NEW SOP PROFILE

Amway Shop for Me Sarah Pareno ...

SHOP BUSINESS ABOUT AMWAY EDUCATION SEARCH

Home / My Account / SOP / Create New Profile

Please verify your payment method before proceeding to subscribe your SOP Subscription.

Your Subscription will start from next month.

CREATE NEW PROFILE
All fields are required unless specified otherwise.

PROFILE NAME (optional)

PROCESS DAY 1st of each calendar month

PAYMENT Select Card

DELIVERY ADDRESS Nothing selected Add New Address

CREATE BACK

5 From SOP PDP, select **Create new profile** from the Profile dropdown & click on **Next** to redirect to **Create new Profile** page

Profile Details: (These fields are already filled if user selects a pre-existing profile)

- ✓ **Profile Name:** Enter any profile name
- ✓ **Process Day:** Select the day of the month on which the order will be processed. Your first order will be processed on current date.
- ✓ **Delivery Address:** Select an address from the list of addresses associated with the account

CREATE NEW SOP PROFILE

Amway

Shop for Me Sarah Pareno

SHOP BUSINESS ABOUT AMWAY EDUCATION

SEARCH

Home / My Account / SOP / Create New Profile

Please verify your payment method before proceeding to subscribe your SOP Subscription.

Your Subscription will start from next month.

CREATE NEW PROFILE

All fields are required unless specified otherwise.

PROFILE NAME (optional)

PROCESS DAY 1st of each calendar month

PAYMENT Select Card

DELIVERY ADDRESS Nothing selected Add New Address

CREATE BACK

5 From SOP PDP, select **Create new profile** from the Profile dropdown & click on **Next** to redirect to **Create new Profile** page

Profile Details: (These fields are already filled if user selects a pre-existing profile)

- ✓ **Profile Name:** Enter any profile name
- ✓ **Process Day:** Select the day of the month on which the order will be processed. Your first order will be processed on current date.
- ✓ **Delivery Address:** Select an address from the list of addresses associated with the account

Choose Payment Method: A popup appears through which user is redirected to Payment Gateway.

SELECT EXISTING SOP PROFILE

Amway

SHOP ▾ BUSINESS ABOUT AMWAY EDUCATION OUR COMPANY

Home / My Account / SOP / Review New Profile

Please verify your payment method before proceeding to subscribe your SOP Subscription.

REVIEW SOP PROFILE
Click confirm to continue.

PROFILE NAME	Test Profile
PROCESS DAY	4th of each calendar month
PAYMENT	512345*****0008
DELIVERY ADDRESS	TEST, ZS, -, 7000, ZAMBOANGA CITY, PH

Verify Payment Method

CONFIRM BACK

6 User can select any existing profile to add SOP product subscription

Profile Details: These details are already filled once preexisting profile is selected

Confirm: Click on confirm to add the Subscription to the profile

Back: Leads back to SOP PDP page

Verify Payment Method: A popup appears through which user is redirected to Payment Gateway

Subscription is active once the Payment Method is verified

SOP PREVIEW

Amway

SHOP ▾ BUSINESS ABOUT AMWAY EDUCATION OUR COMPANY

Home / My Account / SOP / DISH DROPS™ Concentrated Dishwashing Liquid (BioQuest Formula)

Congratulations, the payment has been successfully verified. Click on Create, to proceed further for completing your SOP subscription.

CREATE NEW PROFILE
All fields are required unless specified otherwise.

PROFILE NAME

PROCESS DAY of each calendar month

PAYMENT Choose Payment Method **A**

DELIVERY ADDRESS [Add New Address](#)

CREATE [BACK](#)

7

After successful verification from Payment Gateway, User is redirected to the following screen.

Change Payment Method:

Even after successful verification user can change the payment method by clicking on this button.

On successful Payment method verification, user gets success message and **Create** button is activated

SOP CONFIRMATION PAGE



8

Upon successful creation of **SOP profile**, user may now view all details of subscription in the **MY SOP Profiles Section** with all the details like plan overview, benefit, duration and etc.

SOP PROFILE LIST PAGE

Amway

Shop for Me Test Rachel Go

SHOP ABOUT AMWAY EDUCATION

Home / My Account / My SOP Profiles

Test Rachel Go
AE Shopper # 7004775485

JUMP TO My SOP GO

MY SOP PROFILES

Standing order programs are a great way to guarantee that you'll automatically receive your chosen products at regular intervals. Each SOP profile corresponds to a product subscription. Check out your profiles below to manage your SOP.

SOP PROFILES	PROCESS DAY	PAYMENT METHOD	DELIVERY METHOD
SELF-MANAGED	-	-	Self Managed

< 1 >

9

MY SOP link can be accessed on mini My Account Bar s

SOP Profiles: Shows the name of Profiles existing in the account.

- ✓ There can only be 1 Self-Managed profile associated with an account.
- ✓ User can have as many Company-Managed profiles as per the requirement.

Process Day: The day of the month on which the SOP is processed

Payment Method: shows payment method used

Delivery Method: delivery address is displayed

Profile Name: name of the profile user

TNA PRODUCT IN SOP PROFILE

✓ In case the product subscribed by the customer become TNA for a month, then the SOP line is shifted by a month for that profile. (Irrespective of the product type, i.e., bundle, variant etc.) and doesn't require manual intervention

SELF MANAGED PROFILE



1

Registered User can create self-managed profile by accessing SOP subscription which is meant for Self-Managed or both (company & self managed)

Select **Self-managed profile** from profile drop down

User can never edit the Profile Details for Self-managed profile

For Self-managed, no processing day needs to be selected, order can be placed at any day of the month as per SOP subscription frequency

Thank You!