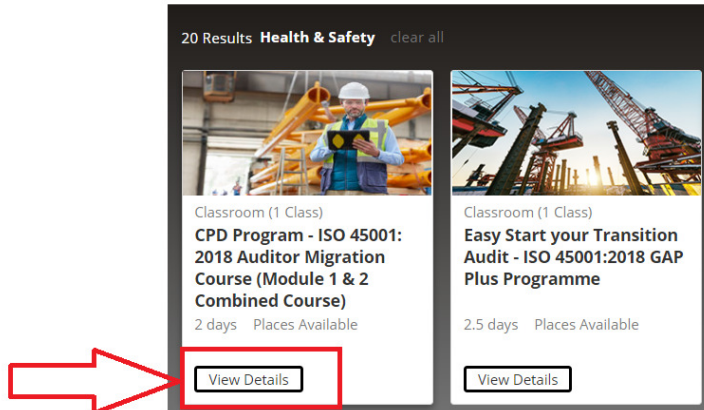**Course Purchase**

STEP 1

When a course has been selected: In order to proceed to the shopping cart, buttons for each delivery type is seen on the course tiles.

For this sample, classroom courses have the **view details** button that when clicked will show different scheduled offerings.

From there the purchaser can then proceed with his purchase.

Click on Add To Cart

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STEP 2 You can go back to book another course by clicking on **Continue Shopping** or proceed to **Checkout**.	

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STEP 3	
After Checkout, it would ask the purchaser to log-in.	

STEP 4	
Select the **quantity** of attendees you like to add to this booking. You also have the option to **enrol yourself** or not by ticking/unticking on the tick box.	

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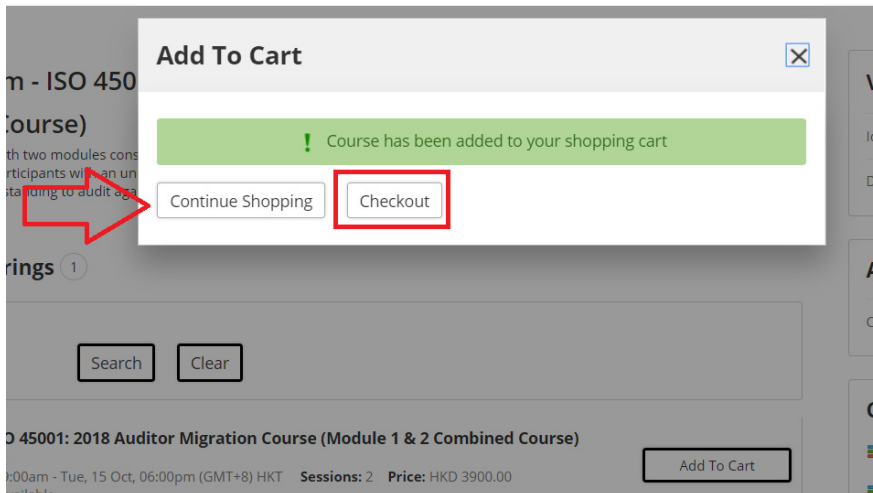loc 208, 638, 643, 849

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STEP 5

Select your **Billing Address**. You can edit your personal Billing Address or add a new one.

Shopping Cart	Address	Payment Method	Place Order	Confirmation

! Record successfully created

- Please click on a contact address below or click Add Contact to create a new one.

Personal Billing Address

Gen Chua
abc
Mandaluyong City, NCR
Philippines
1550
123445
no-autoreplies@seertechsolutio...

Gen Chua
abc
Mandaluyong City
Mandaluyong City, NCR
Philippines
1550
123450000
genchua@sgs.com

Add Contact

< Previous   Next >

STEP 6

Select the **Payment Method** Credit Card

Type in the **VAT Number**, if available. Otherwise, select No.

Click on Next.

Home   Courses   My Learning   Reporting   **My Account**

Search Catalogue

Shopping Cart	Address	Payment Method	Place Order	Confirmation

Cart Items

This page shows you a list of items selected for purchase. Click on the Next button to proceed.

	Quantity	Unit Price	Amount
Introduction to Hazard Analysis & Critical Control Points (HACCP)	1	6700.00	6700.00

* Payment Method

Pay Later
Purchase Order
Credit Card

VAT Registered
⦿ Yes   ◯ No

* VAT Number

1 Item	PHP	6700.00
SUBTOTAL	PHP	6700.00
Tax	PHP	804.00
TOTAL	**PHP**	**7504.00**

Billing Address

Gen Chua
abc
Mandaluyong City, NCR 1550
Philippines
123445
no-autoreplies@seertechsolutio...

Change billing address

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STEP 7

Tick on the **Terms and Conditions**.

Click on **GO TO PAYMENT**.

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Verified by **VISA** MasterCard. SecureCode. *learn more* **JCB J/Secure**

ONLINE PAYMENT

1 PREVIEW 2 PAYMENT

CUSTOMER NAME:	Arnel Macunat
AMOUNT:	Php7,504.00
PAYMENT METHOD:	● By Credit Card

☑ I understand that by selecting the Go to Payment button, I accept the Terms and Conditions , Terms of Access and I am satisfied with the Privacy Policy. *

CANCEL PAYMENT   GO TO PAYMENT

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WHEN YOU NEED TO BE SURE

STEP 8

Fill out the **Billing Information** page.

Fill out the **Credit Card** details below.

Billing Information

* Required field

First Name *	Gen
Last Name *	Chua
Address *	abc
City *	Mandaluyong City
Country/Region *	Philippines ▼
State/Province	Metro Manila
Zip/Postal Code	1550
Email *	no-autoreplies@seertechsolutions.com

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Payment Details 🔒

Card Type *

- ⦿ VISA Visa
- ○ JCB JCB
- ○ Mastercard Mastercard

Card Number * 4000000000000002

Expiration Date * 01 | 2023

CVN * This code is a three or four digit number printed on the back or front of credit cards.

123

Pay

STEP 9

You will receive a **confirmation** that you have successfully placed your order. This can also be viewed under 'My Orders' tab.

Home | Courses ⌄ | My Learning ⌄ | Reporting ⌄ | My Account ⌄

✓ Shopping Cart — ✓ Address — ✓ Payment Method — ✓ Place Order — ⑤ Confirmation

! Thank you! Course booking(s) received successfully! An email booking confirmation will be sent to you shortly.

[‹ Continue Shopping] [My Current Learning] [My Orders ›]

Connect With Us

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