COST CENTRE PROCESSES

As a corporate customer, you can add members to the cost center by following these steps

Office National

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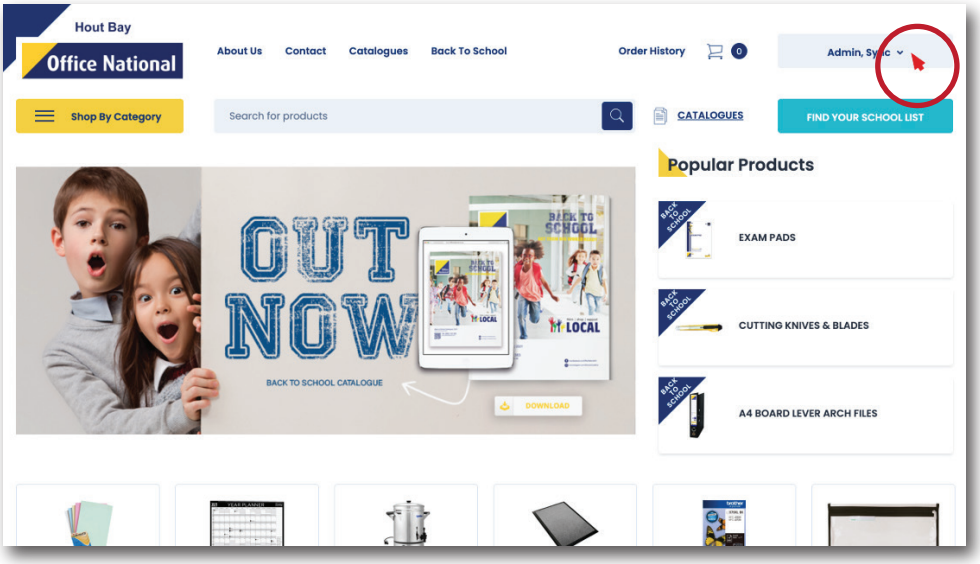
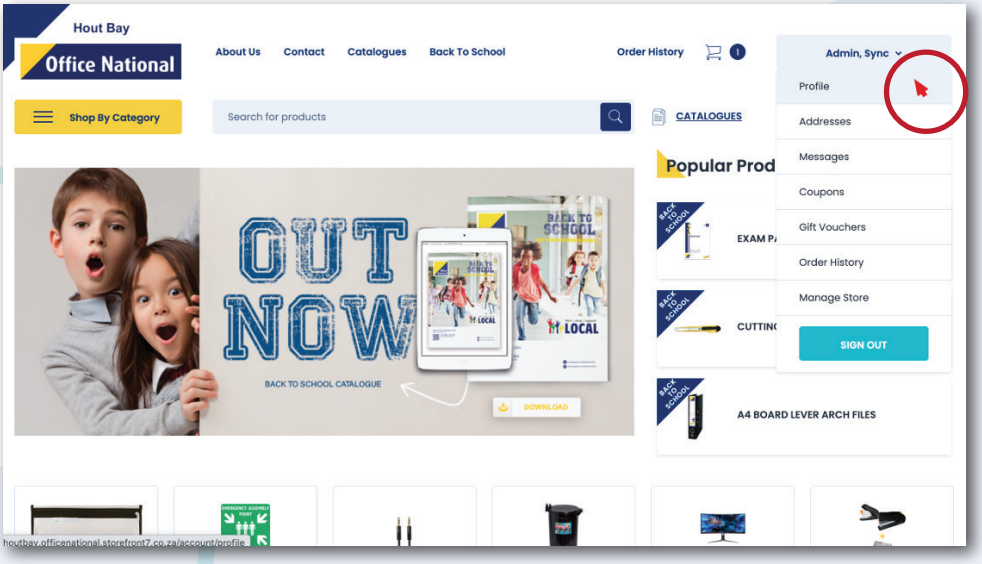
Step-by-step guide to viewing and inviting members, and accepting or declining member invitations

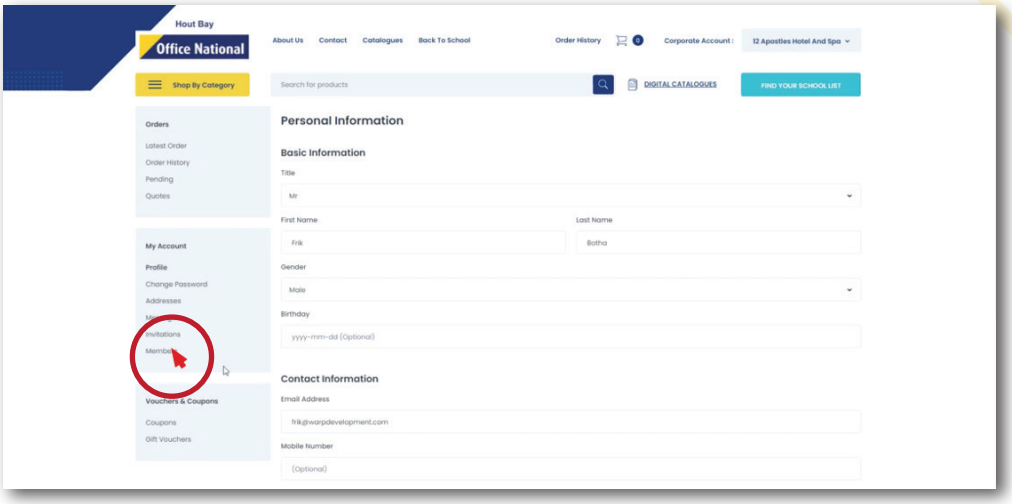
Step 1: To start the process, scroll to your user profile button in the top-right hand corner of the homepage.



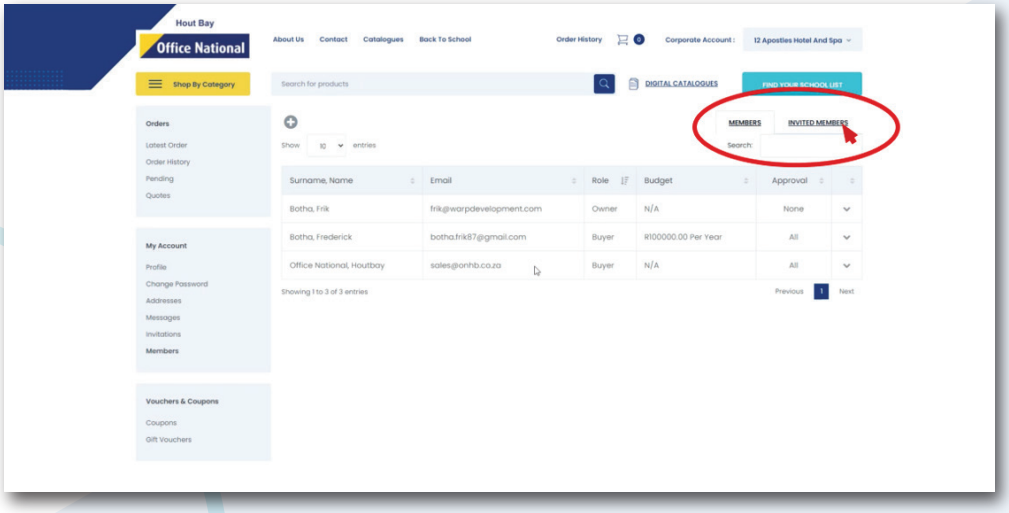
Step 2: Once the drop-down menu opens, click on the "***Profile***" button.



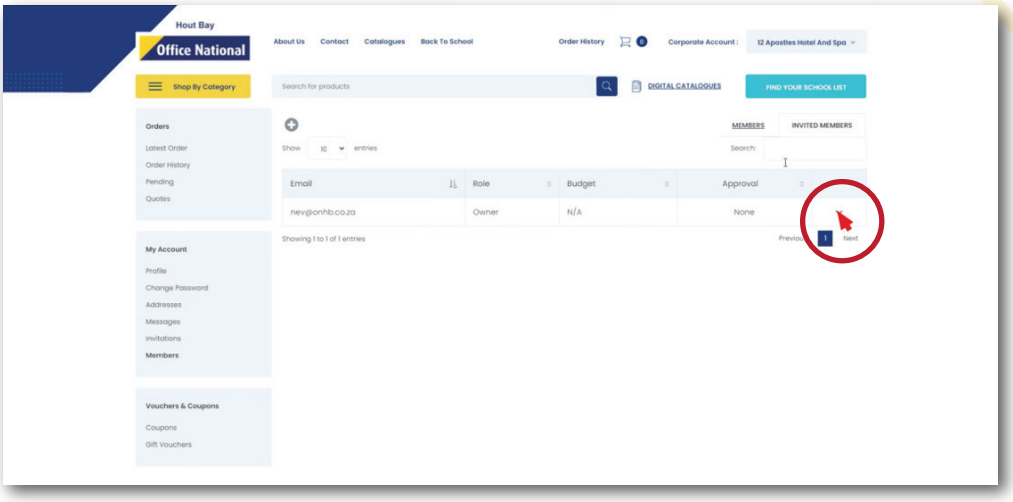
Step 3: Once the page loads, move your mouse to the "***My account*** " column on the left-hand side of the page, scroll down and click on the "***Members***" button.



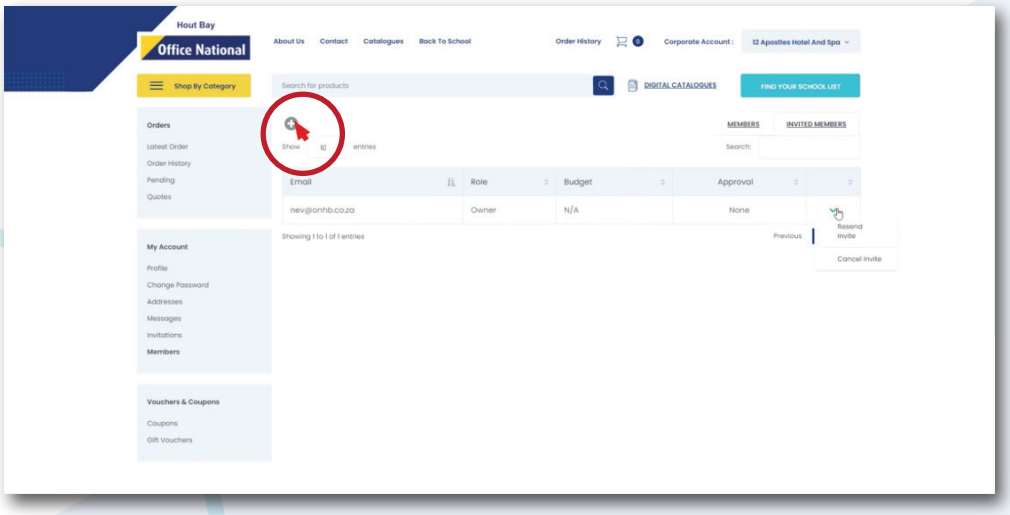
Step 4: As seen in the red circle below, the user is then given the option to view the member list, as well as the invited members list. Click on the "***invited members***" text to open up the list.



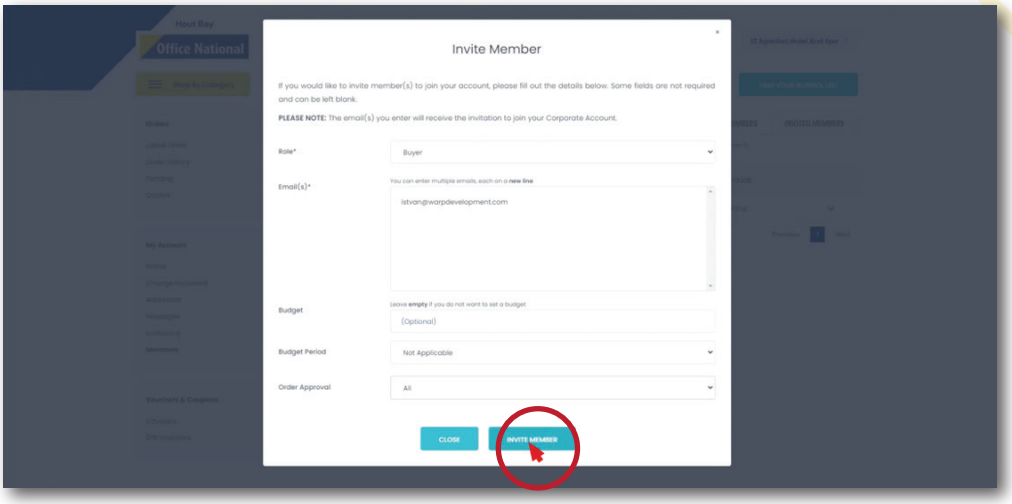
Step 5: Should you wish to view the actionable options for the invited members, click on the drop-down arrow on the right-hand side of the row table.



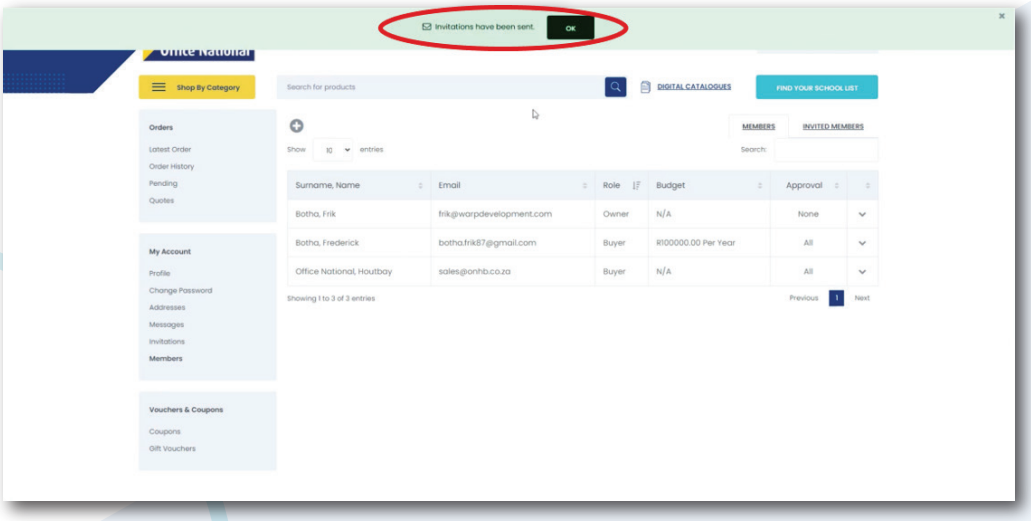
Step 6: The actionable options will display in a drop-down format. One has the option to resend or cancel the invite. To invite a new member to the corporate account, click on the plus button as indicated below.



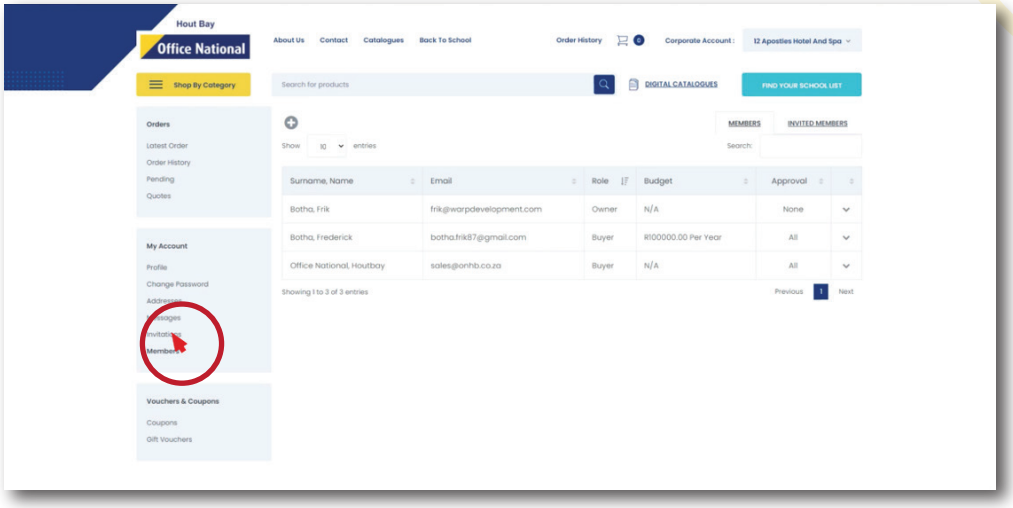
Step 7: A pop-up box titled "***Invite Member*** " will open. Populate all the fields and proceed by clicking on the blue "***Invite member*** " button.



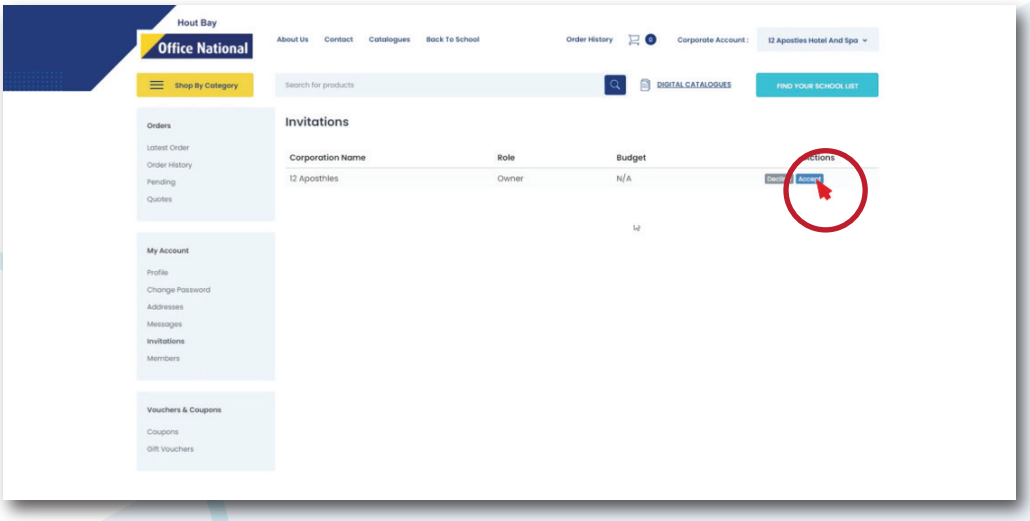
Step 8: The successful completion of the action will be confirmed with a green header bar, as pictured below.



Step 9: The user also has the option of viewing all pending invitations for them, by clicking on the "***Invitations***" button in the "***My Account*** " section on the left-hand side of the page.

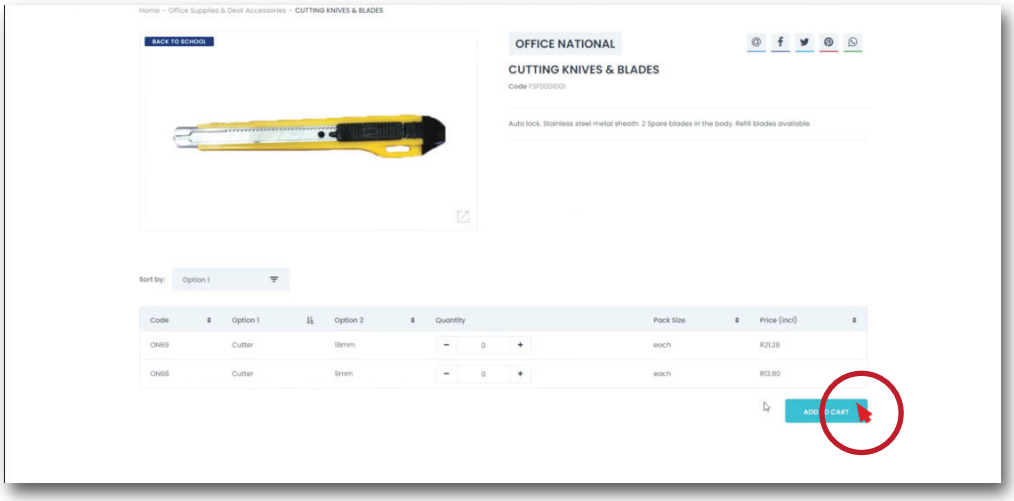


Step 10: Once the page loads, the user can "***Decline***" or "***Accept*** " the invitation by clicking on their preferred action.

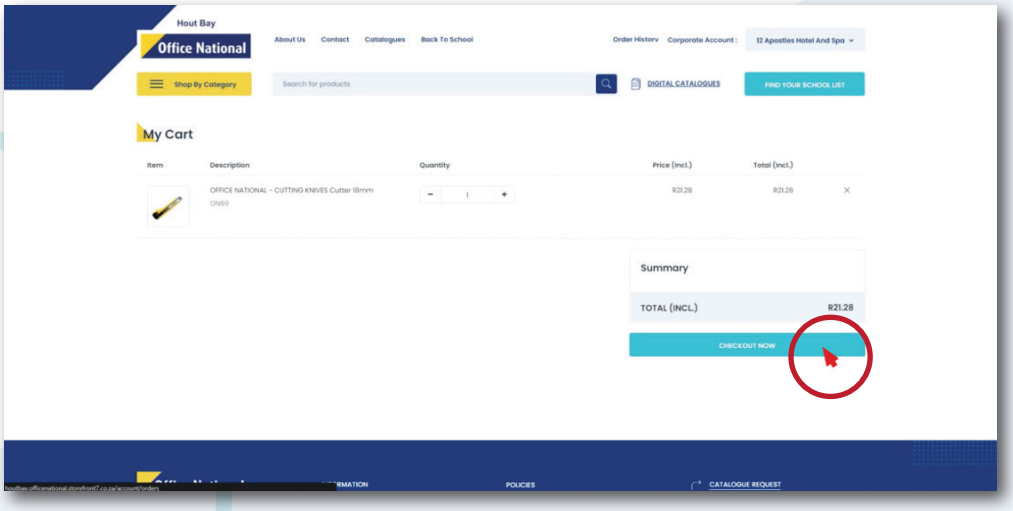


Step-by-step guide to placing orders for delivery on a corporate account

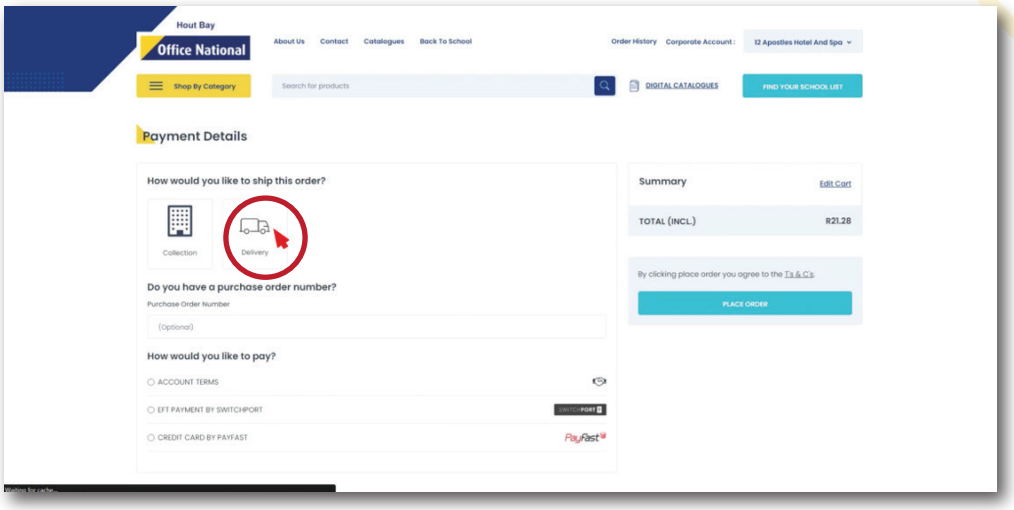
Step 1: Once you have identified the product that you want to purchase and specified the quantity that you want, proceed by clicking on the blue "***Add to cart*** " button.



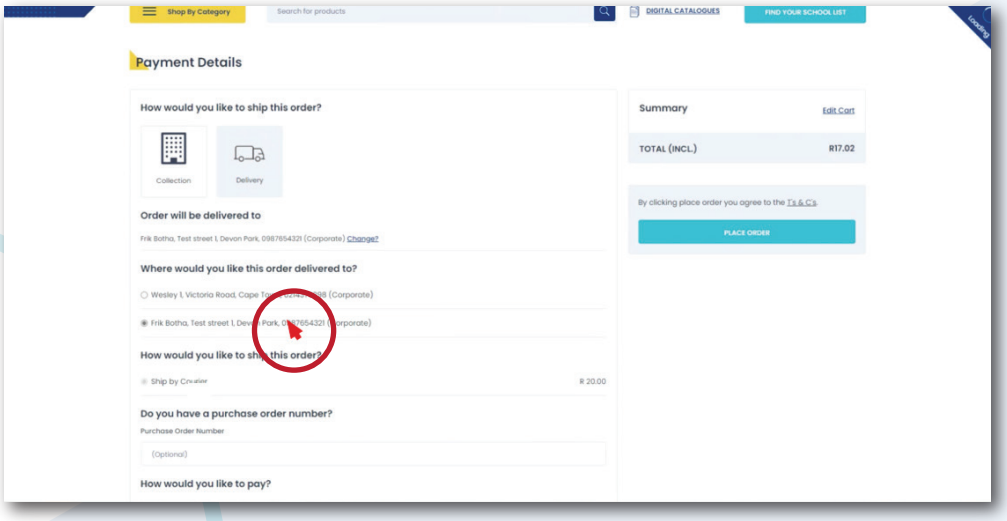
Step 2: Once you are ready to complete your purchase, go to your cart, where you click on the "***Checkout Now*** " button.



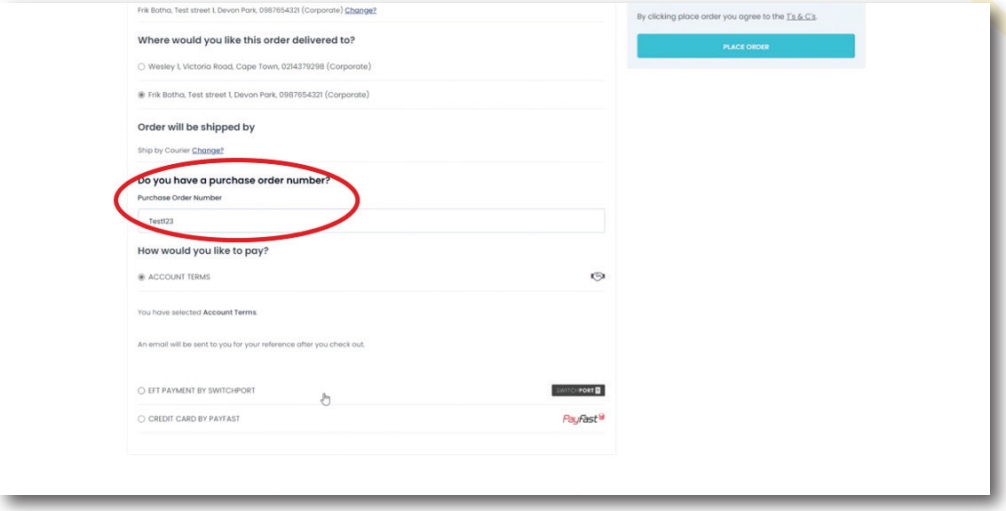
Step 3: The "***Payment Details***" page will load, where you will be prompted to specify the manner in which you want to receive and pay for the products. Should you wish to have them delivered, click on the "***Delivery*** " rectangle.



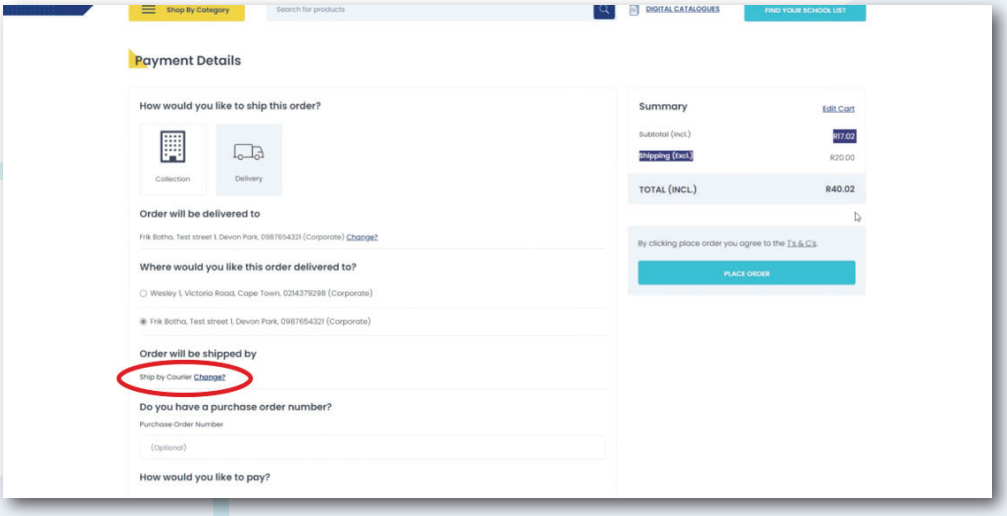
Step 4: Click on the address where you want the products to be delivered.



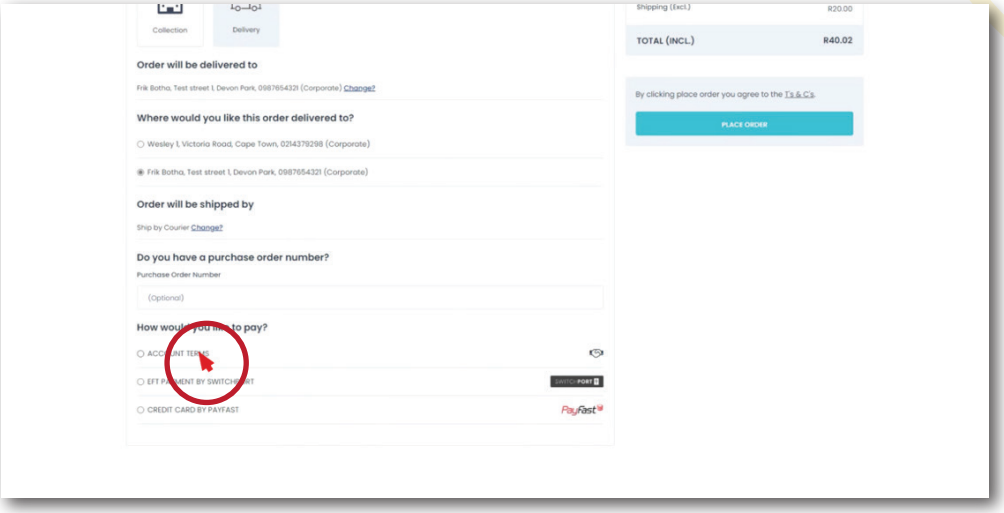
Step 5: You are then given the optional step of entering a purchase order number, as seen in the red circle below.



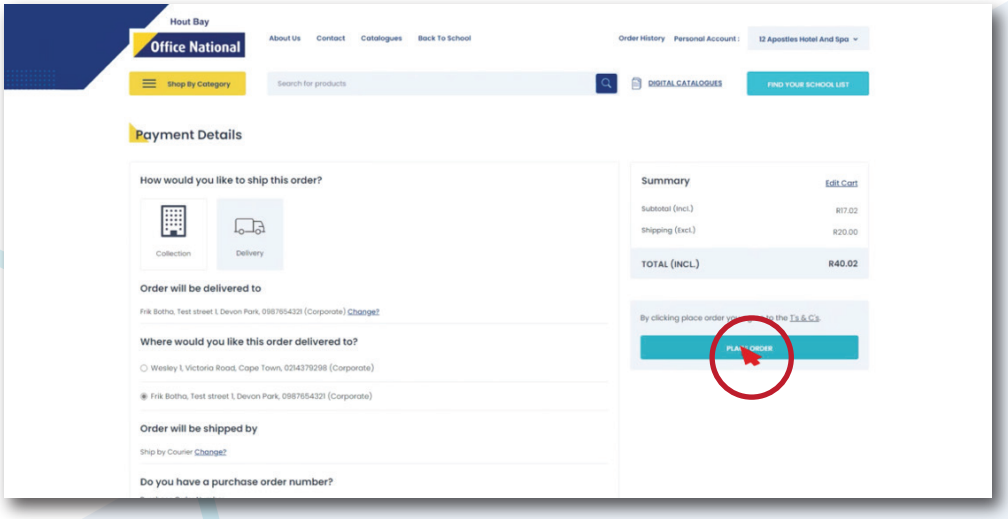
Step 6: You are also given the option to change the means of getting the products. Should you wish to update the delivery or collection specifications, click on the "***Change***" button as seen in the circle below.



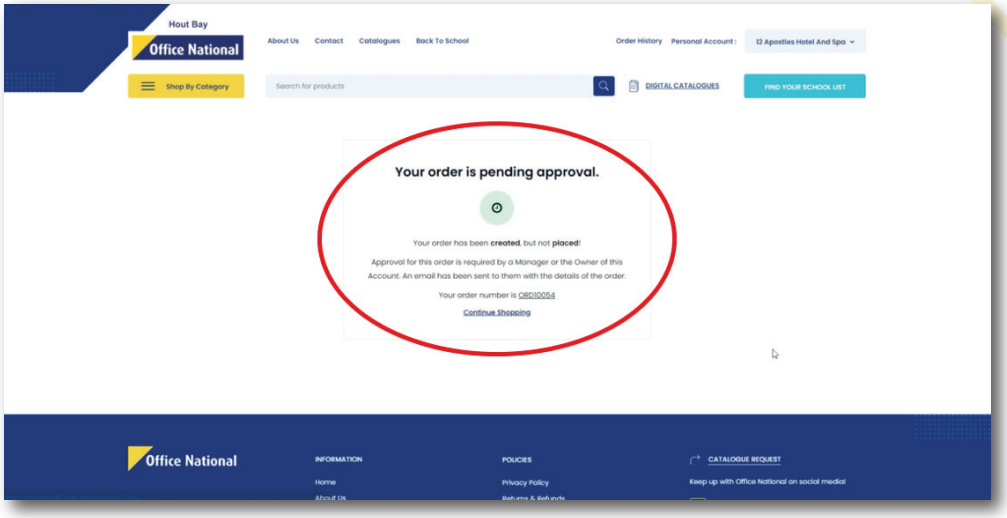
Step 7: The next step is selecting the payment method. If you are shopping on behalf of a corporate account, the "***account terms***" option will be made available to you.



Step 8: Once you have selected your payment method, scroll back up and click on the blue "***Place Order*** " button.

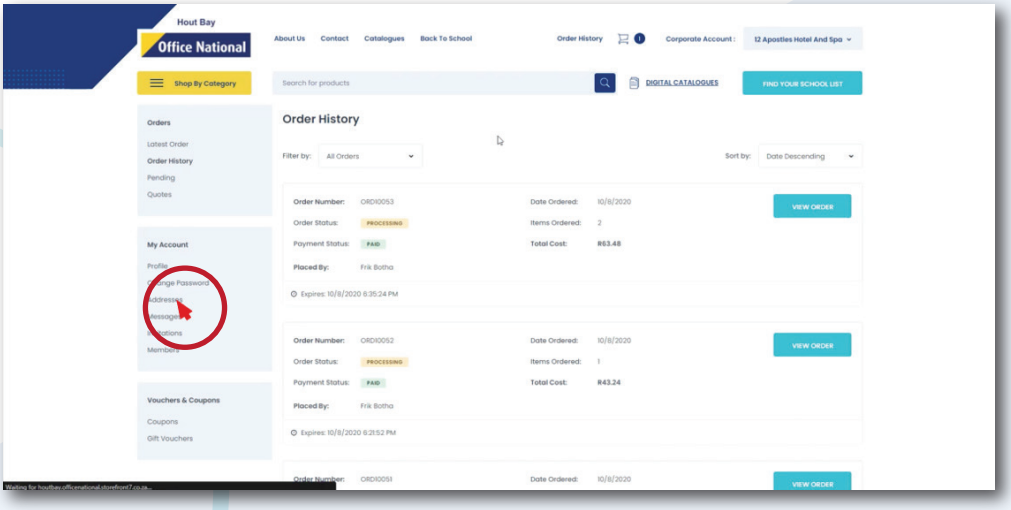


Step 9: Buyers and certain managers do not have the permission to place orders without permission, which is why this process is completed with a confirmation screen, stating that the order is pending approval. Please see below.

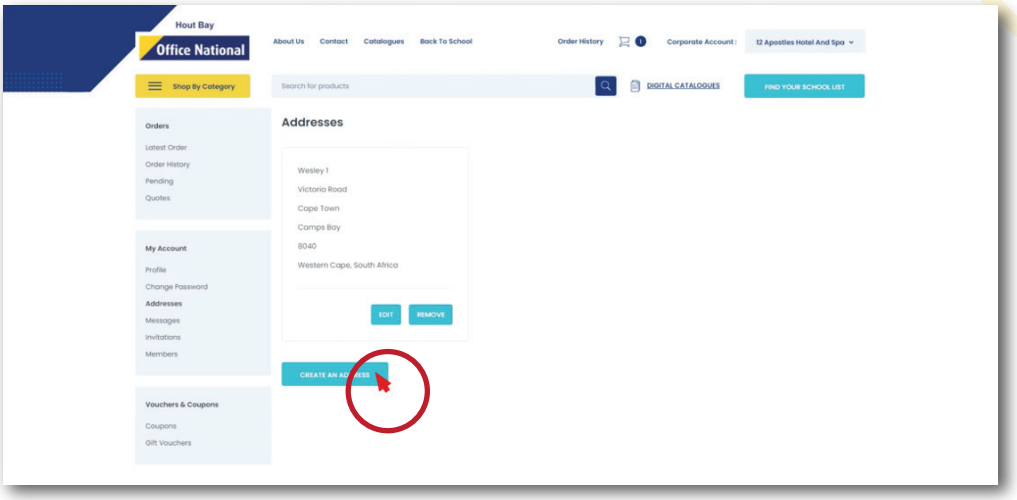


Step-by-step guide to creating a new delivery address for a corporate account

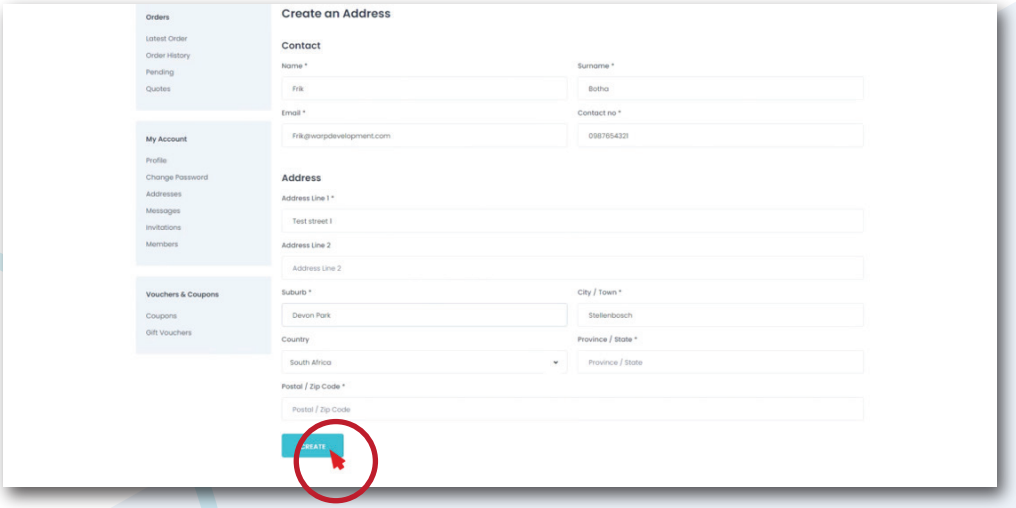
Step 1: On the left-hand side of the page, in the "***My Account*** " tab, click on "***Addresses***".



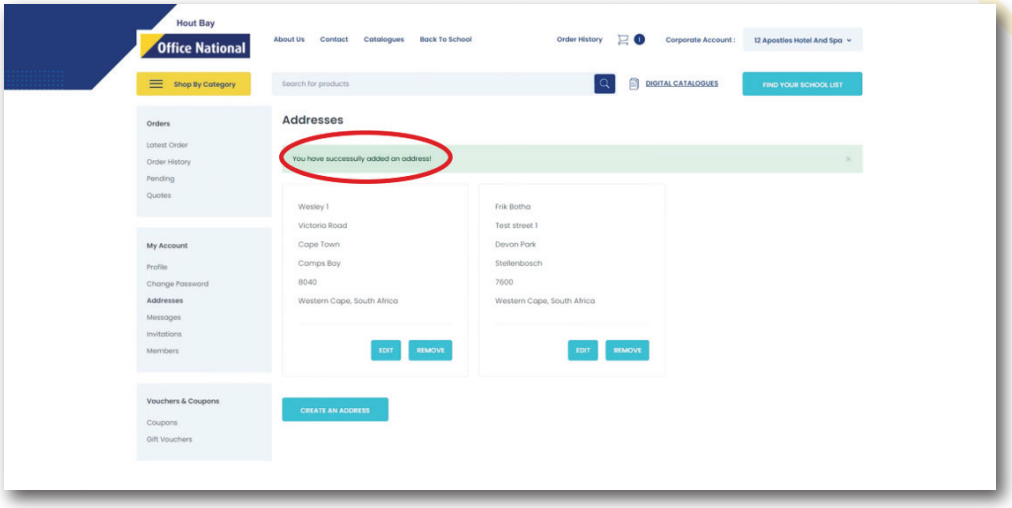
Step 2: Once the "***Addresses***" page loads, scroll down and click on the blue "***Create an Address***" button.



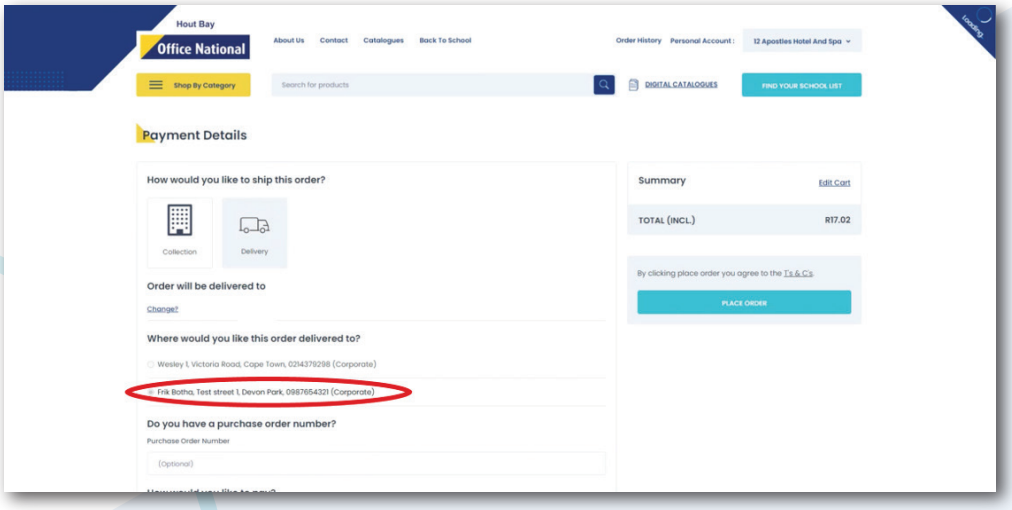
Step 3: Populate all the necessary fields and proceed by clicking on the blue "***Create***" button.



Step 4: Once the address has been added, the process will be completed with a green confirmation message as seen in the red circle below.



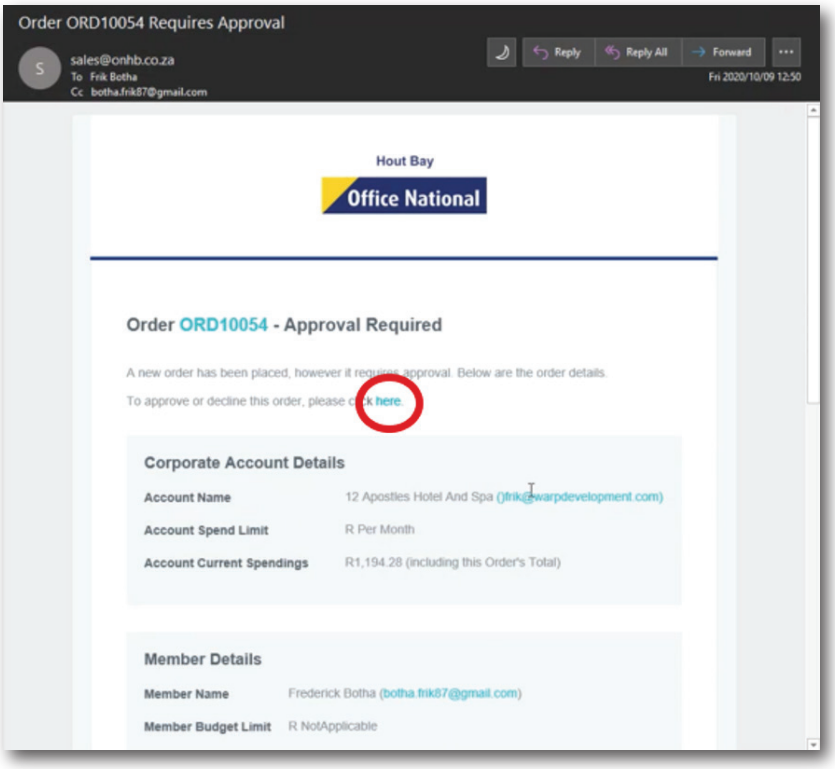
Step 5: The new address will now be loaded on the "***Payment Details***" page, thereby providing you with the option to have it delivered at the specified location.



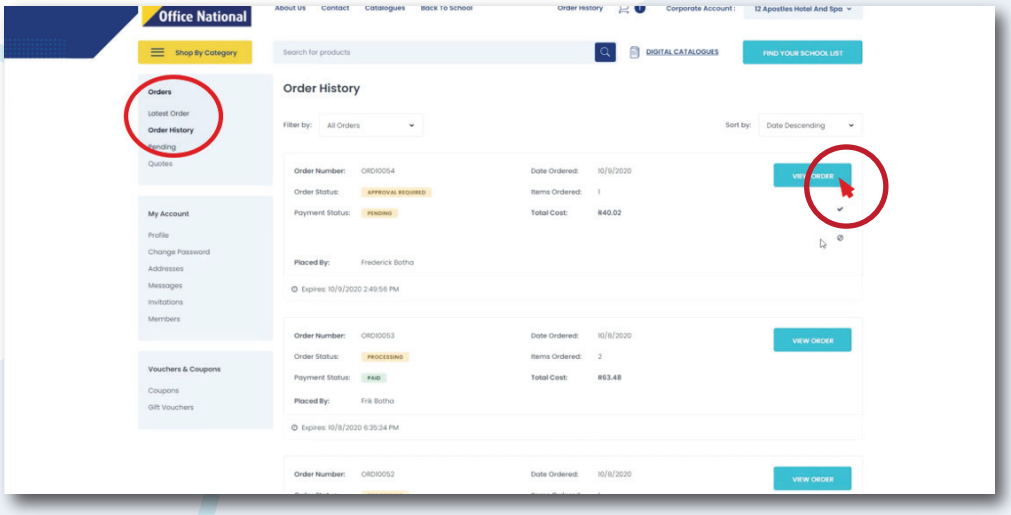
Step-by-step guide to approving orders.

Below is a simple guide for eligible individuals to approve orders

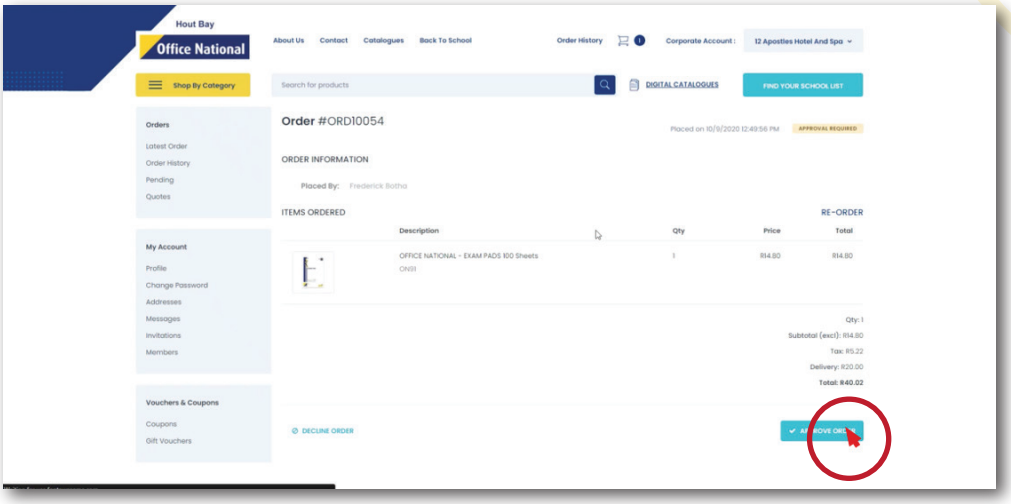
Step 1.1: The process can commence in one of two ways. When orders are placed, managers or owners will receive an automated email, where the order can be viewed. Click on the blue "***here***" button to start the approval process.



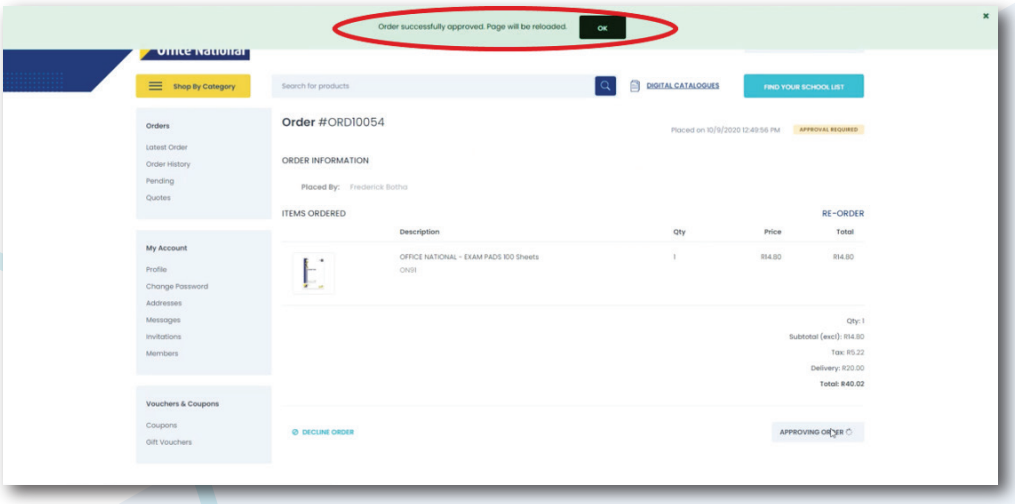
Step 1.2: Alternatively, the user can go to the "***Orders***" tab on the left-hand side of the page, and click on the "***Order History*** " option. After clicking on the "***order history*** " button, locate the order and click on the blue "***View order*** " button.



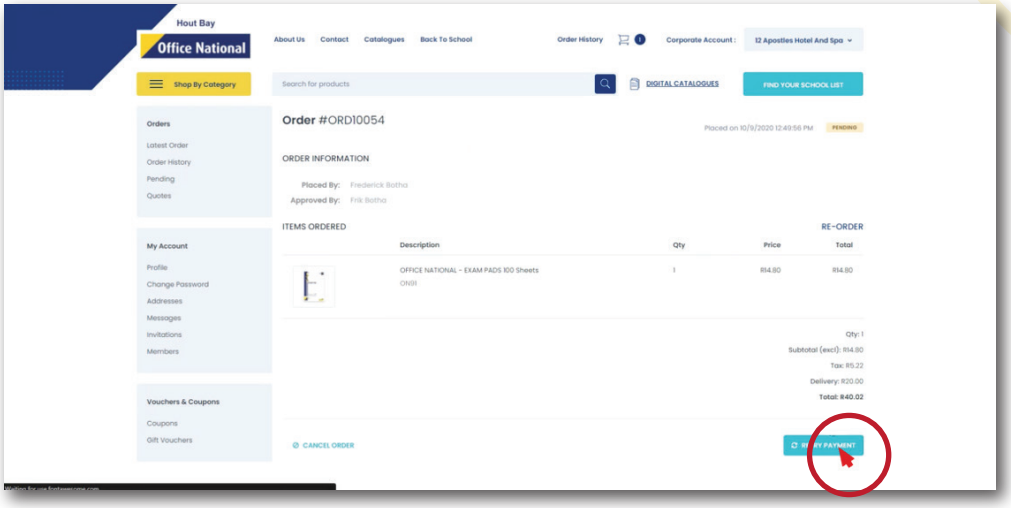
Step 2: Both of these starting points will direct the user to the order's page, where they proceed by clicking on the blue "***Approve Order***" button at the bottom of the page.



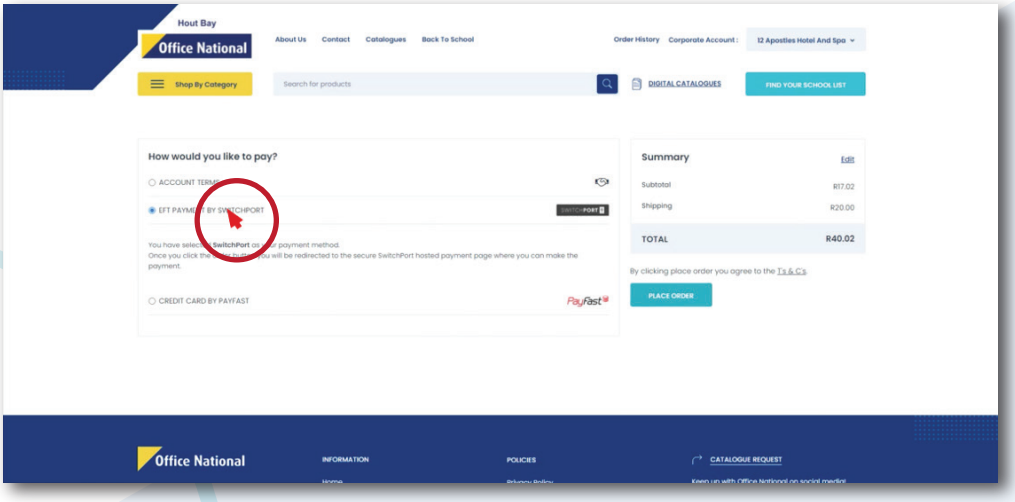
Step 3: Once clicked, an order approval message will pop-up at the top of the screen in the form of a green banner.



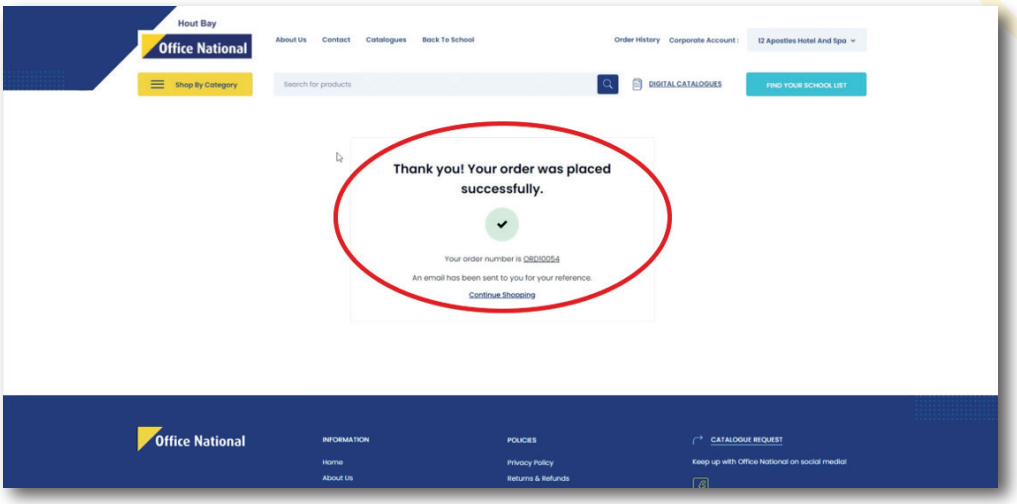
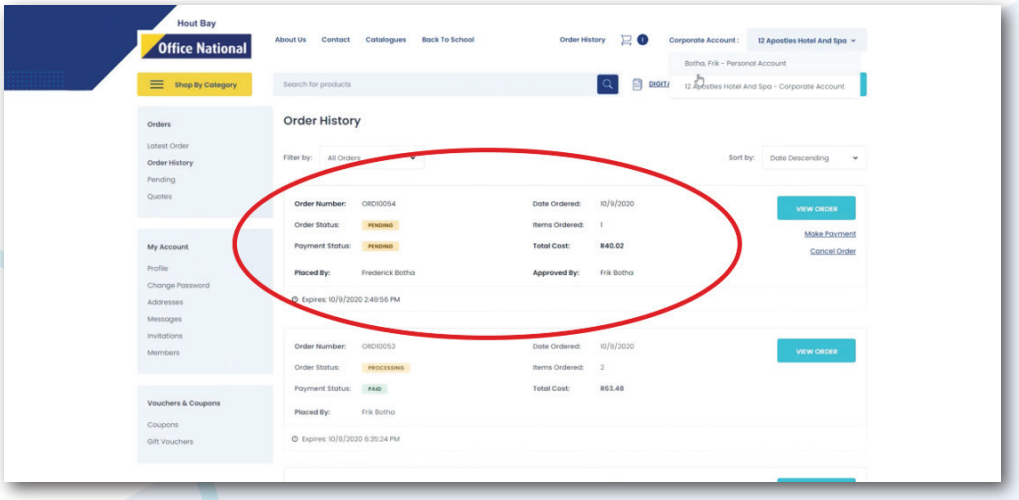
Step 4: The green banner will automatically disappear, directing the user to a crucial next step. The order payment then needs to be retried, thereby acting as a two-factor authentication method for payments. To do so, click on the blue "***Retry Payment*** " button.



Step 5: Once clicked, the user is directed to the payment options page, where they are prompted to select their payment method. Once you have selected their payment method, proceed by clicking on the blue "***Place order*** " button.



Step 6: Once the order is completed, a pop-up message providing you with confirmation will appear.



Step 7: For the sake of ensuring that the order was successfully approved, return to the "***Order History*** " page, and check whether the status has changed to "***Approved by*** ".