



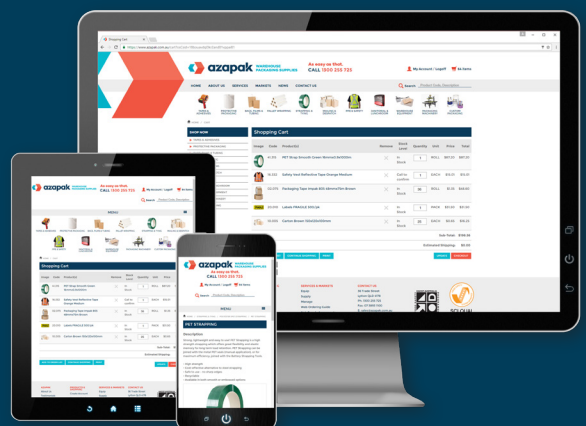
**azapak**

**COMPLETE  
PACKAGING SOLUTIONS**

**As easy as that.**

# Azapak Website USER GUIDE

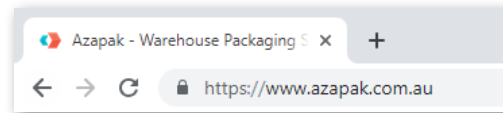
Version 1.01 February 2019



# How do I login?

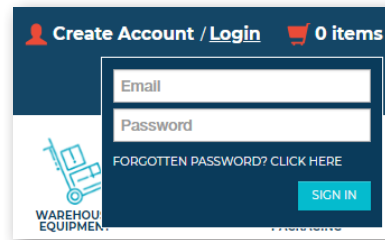
## 1. Visit the Azapak website

Go to [www.azapak.com.au](http://www.azapak.com.au)



## 2. Enter your login details

Hover over the Login link and a dropdown will appear allowing you to enter your email address and password.



## 3. Press Sign In

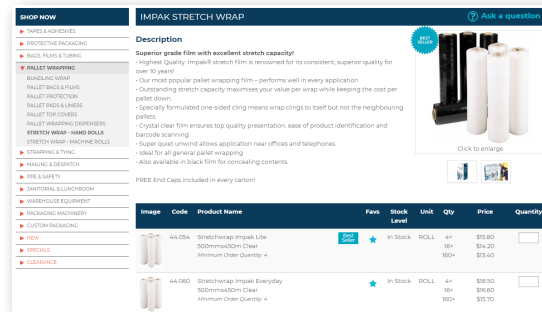
Click the blue 'SIGN IN' button. You will be taken to the 'My Account' page.



# How do I setup my Favourite products?

## 1. Navigate to a product you wish to Favourite

You can search the product code or description, or navigate through the product categories.



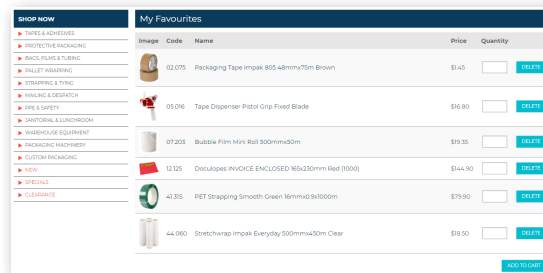
## 2. Click the blue star

Clicking the blue star beside the product you wish to Favourite will add this product to your favourites list.



## 3. View your Favourites List

The product is now added to your Favourites List.



# Simplify your ordering by shopping online!

You will find that using the site is a quick and easy way to:

- ▶ Search and order products
- ▶ Create order templates
- ▶ Track your order history
- ▶ Maintain your online account information

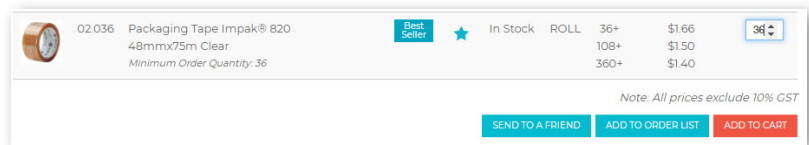
Shop online at [azapak.com.au](http://azapak.com.au)



# How to place an order.

## 1. Add products to your cart

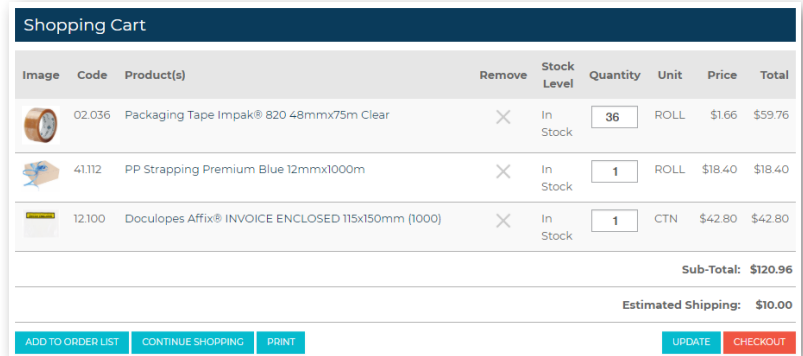
Enter the quantity your wish to purchase and press 'ADD TO CART'.



## 2. View your cart

Click the shopping cart icon at the top right of the screen to view your cart.

If all the items look good, click 'CHECKOUT'.



## 3. Checkout

At the Checkout, you can confirm your Shipping and billing address:

Enter a promotional coupon:

Check your Shipping Method:

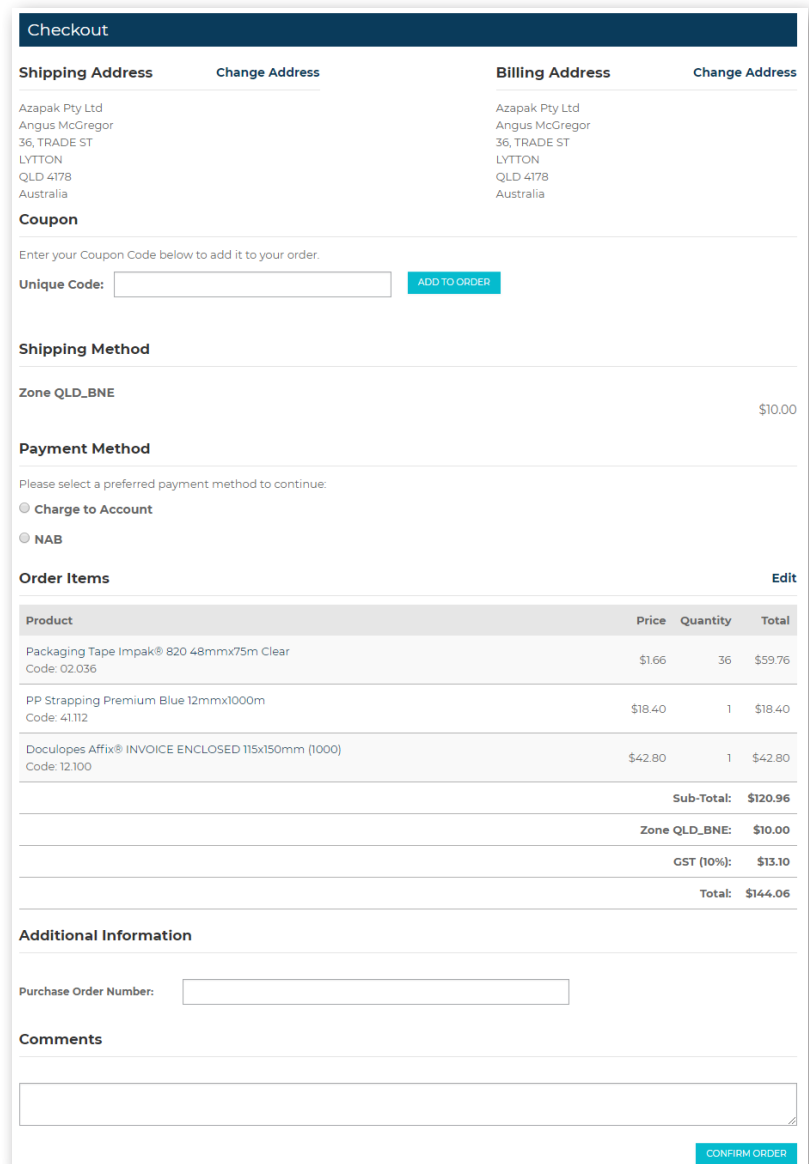
Specify which Payment Method you wish to use:

Check the Order Items once more:

Enter a Purchase Order Number and Comments:

## 4. Confirm Order

If everything looks good, press 'CONFIRM ORDER'.



# Azapak Website FAQ's

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## What are my login details?

If you are not sure of your login details, please phone our Customer Service Team on 1300 255 725 and we can advise you.

## I have contract pricing. Will this show online?

Yes! Any special pricing that has been negotiated and agreed between your company and Azapak will appear online and be reflected in your purchases.

## What are my delivery options?

Our website will calculate the delivery cost to your area for the product in your shopping cart. If your company has pre-determined delivery rates, these will apply automatically during the checkout process.

## How do I pay for my order?

If you have a 30-Day Credit Account with Azapak, you will be able to simply press 'Charge to Account' to have your order added to your 30-Day Account.

Should you wish to pay for your order with Credit Card we also have this ability using a secure payment system from NAB.

Find your A to Z packaging solutions  
by calling us on **1300 255 725** or by  
visiting our website **azapak.com.au**

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WEB [azapak.com.au](http://azapak.com.au)



**azapak**

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PACKAGING SOLUTIONS**

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**equip / supply / manage**