



ORDERING ONLINE FROM THE ROWE SCIENTIFIC PTY LTD WEB SITE.

Rowe Scientific Pty Ltd offers clients the ease and convenience of online ordering from our comprehensive E-commerce site. To use the site you can log on as a guest or with a Rowe Scientific login account which will allow you to purchase items online.

1. From our web site, www.rowe.com.au, choose ***ONLINE STORE*** from the navigation menu located to the left of the screen.
2. Select "CLICK HERE to enter the Rowe Scientific Pty Ltd Webstore". This will take you to the Rowe Scientific Pty Ltd Store Login window.
3. At the login window, you can choose to login if you already have a login account or login as a guest to search products. If you do not have a login account you can apply for one by following the prompts. NOTE: You must have a login account to place an order online.
4. Once logged in, you will come to the "catalogue list" window which features a search bar and a list of product categories you can browse
5. You can search by a key word e.g. "beaker" or Rowe product code in the search bar, this will display the product, Unit of measure, Price, national and local stock levels and lead time for delivery. A camera symbol will indicate if a picture is available for viewing, this will open in a separate window. You can also choose to search under any of the product categories listed on the "catalogue List" window.
6. To order simply enter the amount ordering in the Qty column and press enter. The summary details will appear on the "your trolley" panel at the top right hand corner of the window showing how many items are in your trolley and the total value of your trolley. You can continue ordering and this panel will update.
7. To see your trolley details click "view trolley" in the "your trolley" panel, this will display items sitting in your trolley ready for processing and payment. If you do not proceed to checkout, the trolley will be saved until it is deleted.
8. To place your order, click the "Proceed to checkout" button. An Confirmation order is displayed showing the items ordering and total price including GST. Check all details are correct. Note provision for purchase order reference/number and notes at foot of this window.
9. To pay for the order by credit card you must tick the "Please charge my credit card" box and complete the credit card details. Our office will process payment once your order is received.
10. To send the order press the "Confirm order" button at the bottom of the window. This will send the order and give you an online transaction number for you records and a copy of the order will be emailed to login account holder.