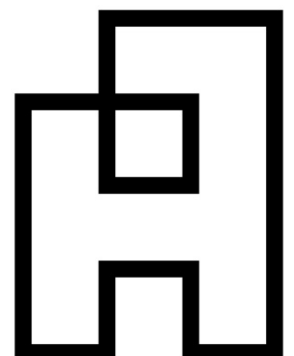




Introduction to Online Ordering

Overview and instruction of Abzorb's On-Line Ordering Platform



Contents

	Page No
1. Logging In	3
2. Main Page	3
3. Selecting a product	
3.1 Ordering a new handset with an airtime contract	4
3.2 Ordering a new handset with no airtime contract	5
3.3 Ordering an airtime contract with no handset	6
4. Checking out your order	7
5. Order Confirmation	8
6. Authorising Orders	9

1. Logging In

To log in use your web browsers address bar and enter ucl.abzorbshop.co.uk enter your username and password at the main login page then click “Log In” (Your username and password can be obtained by calling Abzorb Customer Care on 01484405300)



This online shop is available exclusively to our customers.

If you would like to register or have forgotten your log in details contact us

Email

Password

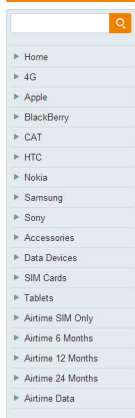
Remember Me?

[Forgot password](#)

Copyright © 2013. All Rights reserved

All Prices Shown Are Excluding VAT

2. Main Page



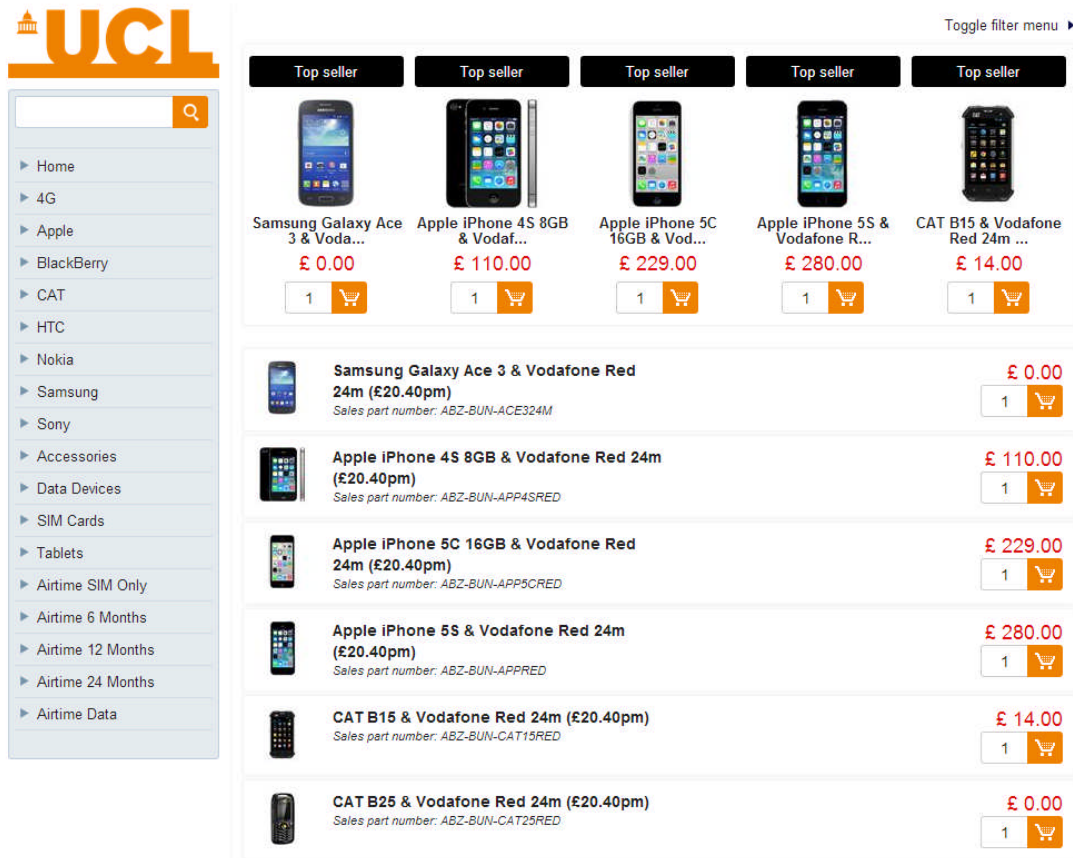
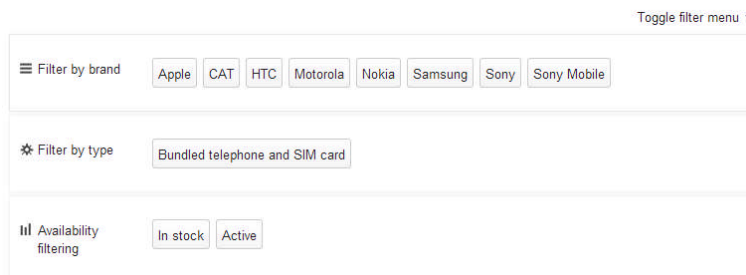
The menu allows you to navigate the online shop.

- If you would like to view/purchase a handset without an airtime contract, simply click on one of the manufacturers or search for a handset using the search box.
- If you would like to view/purchase a handset with an airtime contract, click on one of the Airtime options (the number of months refers to the contract length of the new
- If you would like to view/purchase an airtime contract with no handset packaged with it, please select the “Airtime SIM Only” option
- If you would like to view/purchase a data tariff for use in a mobile broadband dongle or tablet, please select the “Airtime Data” option.

3. Selecting a product

3.1 Ordering a new handset with an airtime contract:

After selecting one of the Airtime options, all contract options for that contract length are displayed.

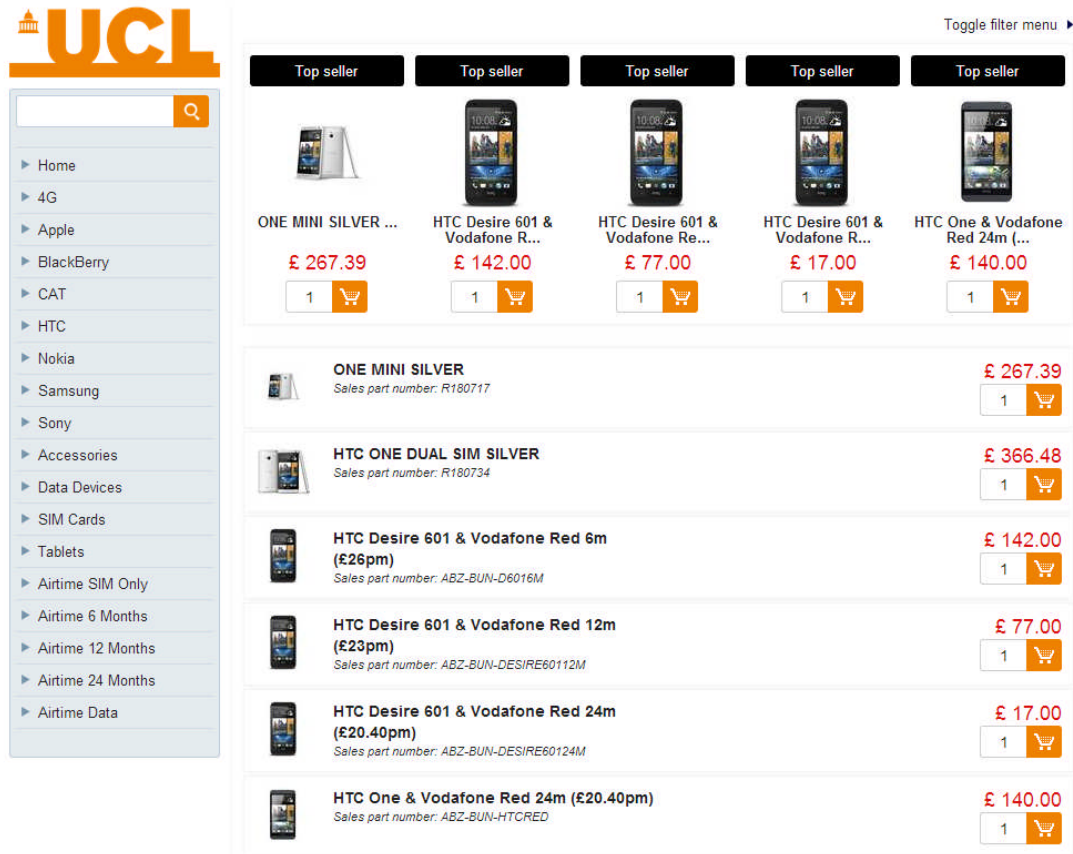



You are able to filter by brand by selecting / deselecting one of the filter buttons at the top of the screen.

Please adjust the quantity and click the shopping cart button to add to the cart.

3.2 Ordering a new handset with no airtime contract:

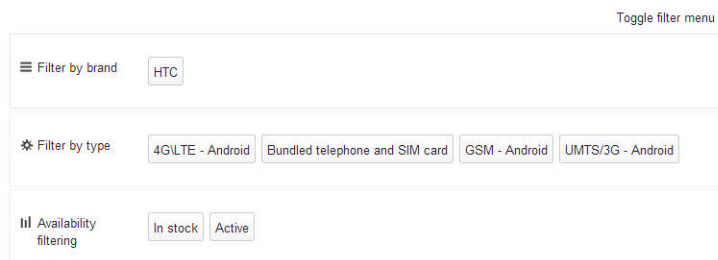
After selecting one of the Manufacturer options, all handset options for manufacturer are displayed.



The screenshot shows the UCL mobile phone store interface. On the left is a navigation menu with categories like Home, 4G, Apple, BlackBerry, CAT, HTC, Nokia, Samsung, Sony, Accessories, Data Devices, SIM Cards, Tablets, Airtime SIM Only, Airtime 6 Months, Airtime 12 Months, Airtime 24 Months, and Airtime Data. The main area displays a list of handsets under the heading 'Top seller'. The handsets shown are:

- ONE MINI SILVER ... £ 267.39
- HTC Desire 601 & Vodafone R... £ 142.00
- HTC Desire 601 & Vodafone Re... £ 77.00
- HTC Desire 601 & Vodafone R... £ 17.00
- HTC One & Vodafone Red 24m (... £ 140.00

Below this list, a detailed view of the 'ONE MINI SILVER' is shown with its sales part number (R180717) and price (£ 267.39). Other handsets listed include the HTC ONE DUAL SIM SILVER (£ 366.48), HTC Desire 601 & Vodafone Red 6m (£26pm) (£ 142.00), HTC Desire 601 & Vodafone Red 12m (£23pm) (£ 77.00), HTC Desire 601 & Vodafone Red 24m (£20.40pm) (£ 17.00), and HTC One & Vodafone Red 24m (£20.40pm) (£ 140.00). Each item has a quantity selector (set to 1) and a shopping cart icon.



The screenshot shows the filter menu in the UCL mobile phone store. It includes a 'Toggle filter menu' button at the top right. The filter options are:

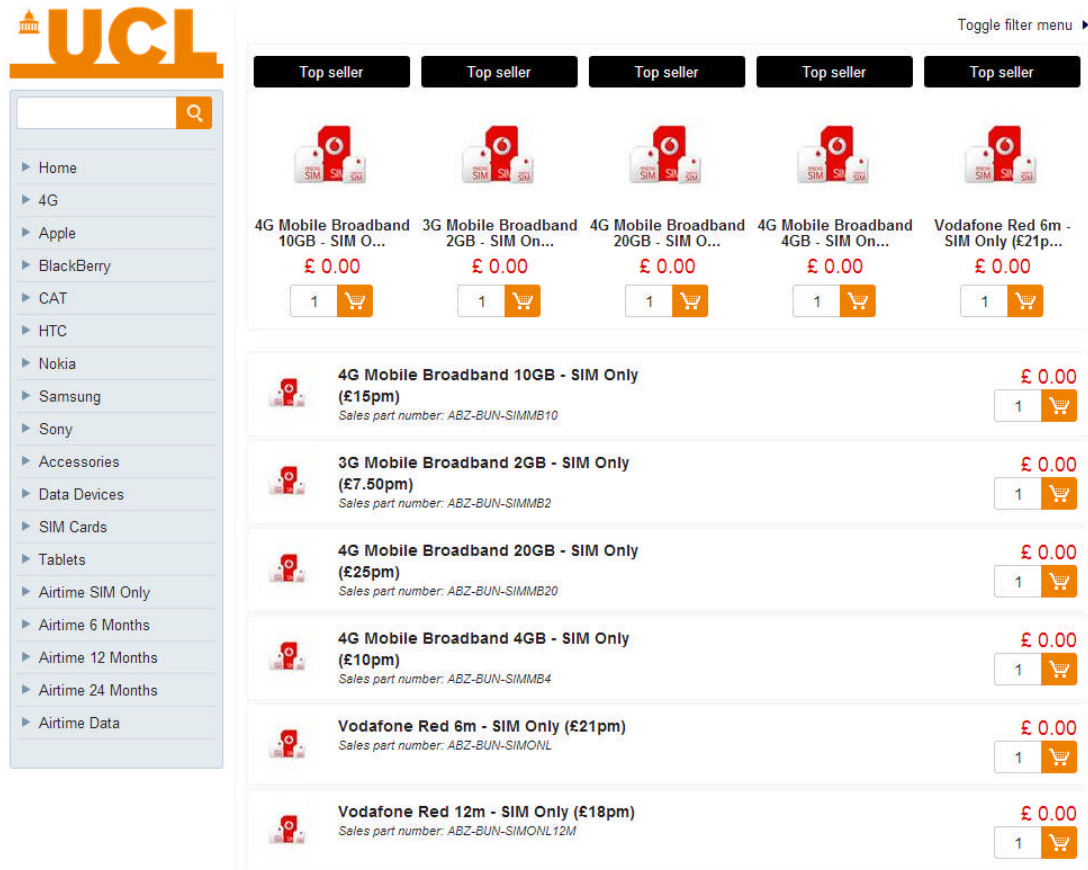
- Filter by brand:** HTC (selected)
- Filter by type:** 4G/LTE - Android, Bundled telephone and SIM card, GSM - Android, UMTS/3G - Android
- Availability filtering:** In stock, Active

You are able to filter by brand by selecting / deselecting one of the filter buttons at the top of the screen.

Please adjust the quantity and click the shopping cart button to add to the cart.

3.3 Ordering an airtime contract with no handset

After selecting the Airtime SIM Only option, all contract length options are displayed.



The screenshot shows the UCL online store interface. On the left is a navigation menu with categories like Home, 4G, Apple, BlackBerry, CAT, HTC, Nokia, Samsung, Sony, Accessories, Data Devices, SIM Cards, Tablets, and Airtime SIM Only. The main content area displays a grid of SIM only options, each labeled 'Top seller' and priced at £ 0.00. Below this, a list of contract options is shown, including 4G Mobile Broadband 10GB, 3G Mobile Broadband 2GB, 4G Mobile Broadband 20GB, 4G Mobile Broadband 4GB, Vodafone Red 6m, and Vodafone Red 12m. Each option includes a quantity selector (set to 1) and a shopping cart icon.

Product Name	Price	Quantity	Action
4G Mobile Broadband 10GB - SIM Only (£15pm)	£ 0.00	1	Shopping Cart
3G Mobile Broadband 2GB - SIM Only (£7.50pm)	£ 0.00	1	Shopping Cart
4G Mobile Broadband 20GB - SIM Only (£25pm)	£ 0.00	1	Shopping Cart
4G Mobile Broadband 4GB - SIM Only (£10pm)	£ 0.00	1	Shopping Cart
Vodafone Red 6m - SIM Only (£21pm)	£ 0.00	1	Shopping Cart
Vodafone Red 12m - SIM Only (£18pm)	£ 0.00	1	Shopping Cart

Please adjust the quantity and click the shopping cart button to add to the cart.


4 Checking Out your Order

Product	Quantity	Price
Apple iPhone 4S 8GB & Vodafone Red 24m (£20.40pm)	1	£ 110.00
HTC One & Vodafone Red 24m (£20.40pm)	1	£ 140.00
SUB TOTAL EX. VAT		£ 250.00
VAT		£ 50.00
TOTAL INC. VAT		£ 300.00
GRAND TOTAL		£ 300.00


[Checkout](#)

Once the shopping cart button has been selected and you are ready to check out, please select the green checkout button.

You will then be taken to enter details in your basket prior to confirming the order.



Basket

	Apple iPhone 4S 8GB & Vodafone Red 24m (£20.40pm) <small>Unit price: £ 110.00 Sales part number: ABZ-BUN-APP4SRED + [OrderRowMessage]</small>	- 1 +	£ 110.00 <small>Remove item from basket</small>
---	---	-------	--

SUB TOTAL EX. VAT	£ 110.00
VAT	£ 22.00
TOTAL INC. VAT	£ 132.00
GRAND TOTAL	£ 132.00

Customer Details

First Name

Last Name

Phone

E-mail

Delivery Address

Company

Attention

Street

Postcode

Town

County

Order Details

Invoice Address

Company

Address1

Address2

Postcode

Town

County

Extra information

Project No

Task No

Award No

User UCL Dept

User Surname

Port existing telephone number(s)

Mobile Number

PAC Code

For multiple numbers, tick and return template

I have understood the UCL Mobile Policy Document

Payment

On Account (£ 0.00)

Delivery

Standard Delivery (£ 8.00)


Delivery	£ 8.00
Payment	£ 0.00
Basket value	£ 110.00
<hr/>	
SUB TOTAL EX. VAT	£ 118.00
VAT	£ 23.60
TOTAL INC. VAT	£ 141.60
GRAND TOTAL	£ 141.60

[Continue Shopping](#)
[Order](#)

Please select / fill in the delivery address as appropriate and ensure the Account Code is entered correctly (otherwise the order won't progress). The invoice address will be filed in automatically. Please click on order when you are ready to send the order for approval.

5 Order Confirmation

Please view the order confirmation and alert Abzorb ASAP if any of the details are not correct. An email will also be sent to your email address.



- ▶ Home
- ▶ 4G
- ▶ Apple
- ▶ BlackBerry
- ▶ CAT
- ▶ HTC
- ▶ Nokia
- ▶ Samsung
- ▶ Sony
- ▶ Accessories
- ▶ Data Devices
- ▶ SIM Cards
- ▶ Tablets
- ▶ Airtime SIM Only
- ▶ Airtime 6 Months
- ▶ Airtime 12 Months
- ▶ Airtime 24 Months
- ▶ Airtime Data

Order Confirmation

Thank you for placing your order which has been successfully submitted for approval. You will shortly receive an email confirming the order details and approval. Please quote the Order Number in all correspondence with us.

Order Number: ABZ455
Date created: Wednesday 16 July, 2014. 10:59:00
Status: Submitted for approval

Order Details

Sales part number	Product	Qty bought	Qty shipped	Price
ABZ-BUN-APP4SRED	Apple iPhone 4S 8GB & Vodafone Red 24m (£20.40pm)	1	0	£ 110.00
FRX	Standard Delivery	1	0	£ 8.00
FRX	On Account	1	0	£ 0.00
SUB TOTAL EX. VAT				£ 118.00
VAT				£ 23.60
TOTAL INC. VAT				£ 141.60
GRAND TOTAL				£ 141.60

Customer Details

Company Name	N/A
First Name	Your Name
Last Name	Your Name
Phone	01484405300
E-mail	g.sawyer@ucl.ac.uk

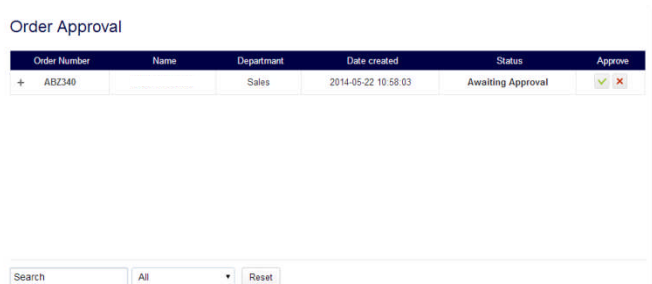
Order Details

6 Authorising Orders

Please select the box highlighted in red to view orders awaiting approval:



You can then view any outstanding orders awaiting approval:



Please select the tick button to approve or cross to decline.

You can view more detail by clicking the + symbol:

