Placing an order via the website

Go to <u>www.seppeltsfield.com.au</u>



• On the top right of the page – click on LOGIN.

This will take you to the Account Login page:

- Enter your email address (remember that this needs to be email that your wine allowance gift card code was sent to so that you are recognised as an RWG staff member)
- Enter your password.

(NB: You can use the **Forgot your password** link to receive a link to your email to set up a new password or use the **Magic Link** option to send a once off link to your email address to login)

SEPPELTSFIELD BAROSSA		SHOP ¥	VISIT US 👻	PRIVATE FUNCTIONS	ABOUT V	LOGIN 🕁
		PRO	FILE			
		ACCOUN	T LOGIN			
	Returning Customer		Create ar	account		
	EMAIL		New to Sepp an account.	eltsfield? It only takes a moment to	create	
	Error: required		CREAT	ACCOUNT		
	Error: required					
	LOGIN					
	Or auto login using:					
	C					
<	Forgot your password? Or quickly login with a magic link.	>				

• Once you have logged into the website, click on the Shop to find the products that you want to order:

*		HELLO ELAINE, LOGOUT
SEPPELTSFIELD BAROSSA	SHOP - VIST US - PRIVATE FUNCTIONS -	ABOUT ~ CONTACT ~
	PROFILE	
	YOUR ACCOUNT	
Dashboard Your Information	Order History Club Memberships Address Book Credit Cards	Logout
	Dashboard	
	Welcome Elaine,	
We are continuing to ship our wine	direct to your door, Australia-wide. If we can assist you in any way, please do not hesi out to our team directly at (08) 8568 6200.	tate to reach
We love seeing you enjoy our win	s, and encourage you to share these moments with us on our Facebook and Instagram just tag us @seppeltsfield or us #seppeltsfield	n accounts,

• The Shop will automatically show your RWG staff discount. Find the wine that you want order and click **Add to Cart** to select the wines that you wish to purchase on your wine allowance



- Your Shopping Cart of purchases will automatically show on the right hand side of the screen
- You can close this cart by clicking the cross on the top right while you continue shopping. (When you click on another product to **Add to Cart** it will re-appear. (Or you can click on the shopping basket next to Login on the top right of the page, to see your shopping cart).
- You can remove any items by clicking **Remove** under the product name or increase the number of each product by changing the number next to the product and clicking **Update**.



When you have finished shopping, click **Proceed to Checkout** to take you to the page where you can select to **pick up your order** to ensure that you aren't charged shipping fees for any orders or less than 6 bottles.



Cart > Customer information > Shipping method > Payment information

Our logistics partners - Australia Post & FastWay couriers - are continuing to deliver Australia-wide during this time. To help with this service, please advise us within the shipping instructions, if it is ok for your order to be left at your front door or in a safe space.

Until further notice, we will continue offering complimentary freight Australia-wide on orders of 6 or more wine bottles (excludes promotional/discounted packs, unless otherwise stated)

Contact information	Elaine Ratcliffe - Wine Allowance elaine@seppeltsfield.com.au	Edit
Shipping address	Elaine Ratoliffe Seppeltsfield Wines 730 Seppeltsfield Road SEPPELTSFIELD, SA, 5355 Australia Phone: 0429 453 957	Edit
hipping method	South Australia \$15.00	Edit
ayment info	Card ending in 8592 Exp 5/2022	Edit

COMPLETE ORDER

• Check that your location of work is correct. If you have ordered less than 6 bottles of wine, the website will automatically apply a shipping charge - you MUST to go to **Edit** under **Shipping address** and select that you will be picking up your order:





Contact information

Elaine Ratcliffe - Wine Allowance elaine@seppeltsfield.com.au

Pickup By	I prefer to have my order shipped	
DATE OF BIRTH	VEAR 0	
FIRST NAME	LAST NAME	
Elaine COUNTRY Australia	Ratcliffe	The website will always show Seppeltsfie as the pick-up location. If you are located at another site, we will
PHONE 0429 453 957		location (without you being charged shipping costs). So, always select To Pick Up Your Order.
Pickup At 730 Seppeltsfield Road Seppeltsfield, SA, 5355 Australia Phone: (08) 8568 6200 < Return to cart	CONTINUE TO PAYMENT METHOD	Then click Proceed to Payment Method.

If you are using your wine allowance, return to your cart which is appearing on the right hand side of the screen. Copy and paste your wine allowance gift card code from your email, and click **Apply**

1 2020 Seppeltsfield Barossa Touriga Wine 750m/	\$25.00 \$15.00 \$15.00		1 2020 Seppeltsfield Barossa Touriga Wine 750ml	\$25.00 \$15.00 \$15.00
Enter your coupon code or gift card	APPLY	En	nter your coupon code or gift card	
 RWG Staff Price - 40% discount is in effect. Your savings: \$10.00 		-	 RWG Staff Price - 40% discount is in effect. Your savings: \$10.00 	
			Subtotal:	\$15.00
Subtotal:	\$15.00		Shipping:	-
Shipping:	-		Total:	AUD \$15.00
Total:	AUD \$15.00		GST Included In Price:	\$1.36
			Gift Card:	\$15.00
GST Included In Price:	\$1.36		Amount Due:	aud \$0.00

- The gift card payment will then be applied, the gift card number will disappear from the screen but it will show as Amount Due being \$0.
- If your order is for an amount larger that your wine allowance, you can then follow the steps to pay the balance via credit card
- If you are just purchasing wine using a credit card, follow the steps to enter your card details on the secure site.

We look forward to organising your wine delivery.

The final step is to finalise your order by clicking **Complete Order** at the bottom of the screen.

	ALO VES		1	2019 Seppeltsfield Barossa Shiraz 750ml	\$30.00 \$18.00
	1851 8AP		Enter your coupor	n code or gift card	APPLY
t > Customer information >	Shipping method + Payment information		- RWG Staff Your saving	Price - 40% discount is in effect. gs: \$12.00	
ur logistics partners - Aus	stralia Post & FastWay couriers - are continuing to o	deliver Australia-wide		Subtotal:	s
for your	order to be left at your front door or in a safe spac	e.		Shipping to SA:	s
				Total:	AUD \$33
I further notice, we will o more wine bottles (er	continue offering complimentary freight Australia-v xcludes promotional/discounted packs, unless oth	wide on orders of 6 or verwise stated)		GST Included In Price:	
I further notice, we will o more wine bottles (er	continue offering complimentary freight Australia- xcludes promotional/discounted packs, unless oth	wide on orders of 6 or erwise stated)		GST Included In Price: Gift Card:	s
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notice, we will o wine bottles (er	continue offering complimentary freight Australia- scludes promotional/discounted packs, unless oth Elaine Ratcliffe - Wine Allowance elaine@seppettsfield.com.au	wide on orders of 6 or envise stated) Edit		GST Included in Price: Gift Card: Amount Due:	s aud \$C
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We look forward to packing your wines for you and getting them to your work location.

NB: If you have placed a large order for pick up from Seppeltsfield, we will contact you about a convenient time to collect it from Store 11, instead of cellar door.