

# Placing an order via the website

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

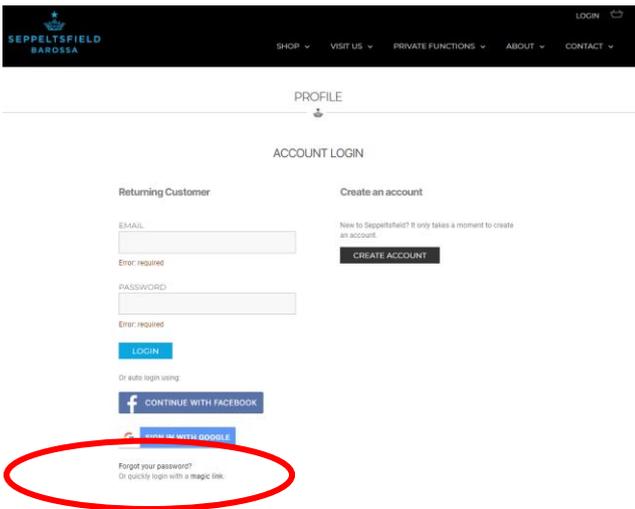


- On the top right of the page – click on LOGIN.

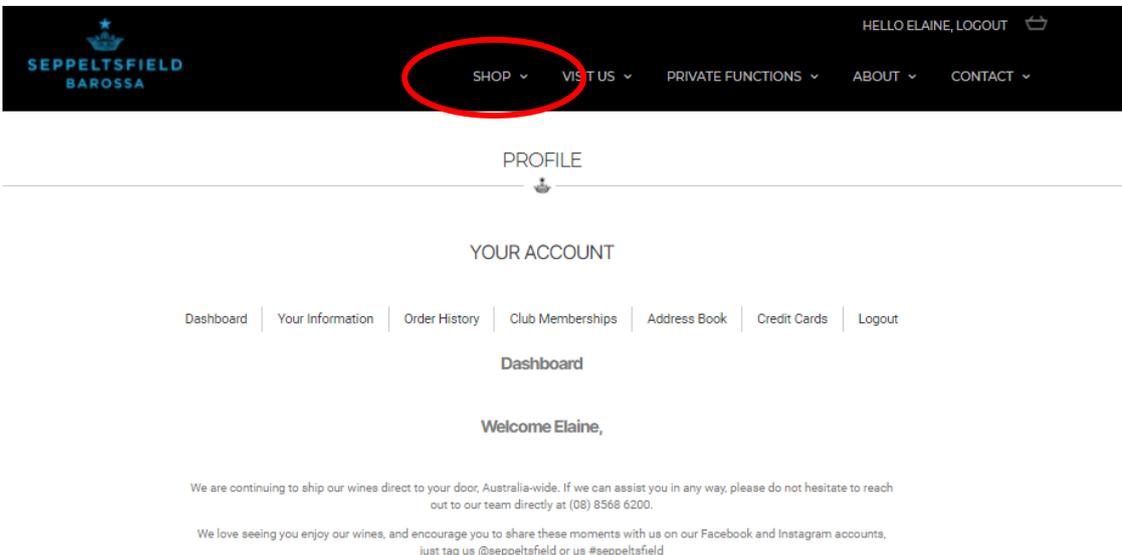
This will take you to the Account Login page:

- 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.

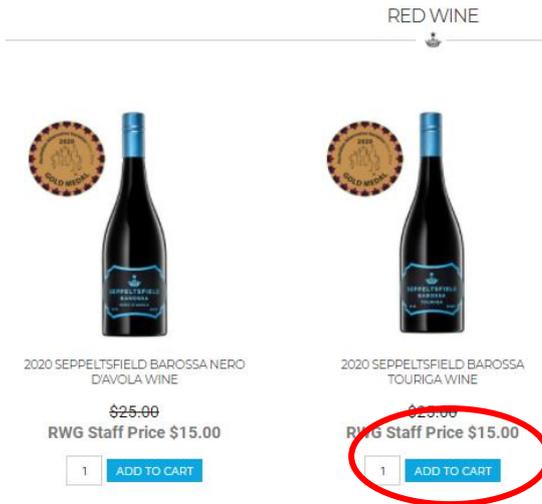
(NB: You can use the **Forgot your password** link to receive a link to your email to set up a new password or use the **Magic Link** option to send a once off link to your email address to login)



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



- 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.

Our logistics partners - Australia Post & FastWay Couriers - are continuing to deliver Australia-wide during this time. When placing an order, 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).

SHOPPING CART			
1	2020 Seppeltsfield Barossa Vermentino Wine	\$25.00 \$15.00	\$15.00
<input type="button" value="UPDATE"/>	<input type="button" value="Remove"/>		
1	2020 Seppeltsfield Barossa Touriga Wine 750ml	\$25.00 \$15.00	\$15.00
<input type="button" value="UPDATE"/>	<input type="button" value="Remove"/>		
1	2019 Seppeltsfield Barossa Shiraz 750ml	\$20.00 \$18.00	\$18.00
<input type="button" value="UPDATE"/>	<input type="button" value="Remove"/>		
Subtotal:		\$48.00	
Shipping to SA:		\$15.00	
Total:		AUD \$63.00	
GST Included In Price:		\$5.72	

- RWG Staff Price - 40% discount is in effect.  
Your savings: \$32.00



Cart > Customer information > Shipping method > Payment information

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<b>Contact information</b>	Elaine Ratcliffe - Wine Allowance elaine@seppeltsfield.com.au	Edit
<b>Shipping address</b>	Elaine Ratcliffe Seppeltsfield Wines 730 Seppeltsfield Road SEPPELTSFIELD, SA, 5355 Australia Phone: 0429 453 957	Edit
<b>Shipping method</b>	South Australia \$15.00	Edit
<b>Payment info</b>	 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:



Cart > Customer information > Shipping method > Payment information

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### Contact information

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

### Shipping address

I prefer to pick up my order

ADDRESS

730 Seppeltsfield Road, SEPPELTSFIELD, SA, 5355, AU

### Contact information

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

### Pickup By

I prefer to have my order shipped

#### DATE OF BIRTH

DAY	MONTH	YEAR
0	0	0

#### FIRST NAME

#### LAST NAME

#### COUNTRY

#### PHONE

### Pickup At

730 Seppeltsfield Road  
Seppeltsfield, SA, 5355  
Australia  
Phone: (08) 8568 6200

[Return to cart](#)

[CONTINUE TO PAYMENT METHOD](#)

We look forward to organising your wine delivery.

The website will always show Seppeltsfield as the pick-up location.

If you are located at another site, we will organise to send your order to that location (without you being charged shipping costs). So, always select **To Pick Up Your Order**.

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 750ml	<del>\$25.00</del> \$15.00	\$15.00
Enter your coupon code or gift card <a href="#">APPLY</a>				
- RWG Staff Price - 40% discount is in effect. Your savings: \$10.00				
Subtotal:			\$15.00	
Shipping:			--	
Total:			AUD \$15.00	
GST Included In Price:			\$1.36	

1		2020 Seppeltsfield Barossa Touriga Wine 750ml	<del>\$25.00</del> \$15.00	\$15.00
Enter your coupon code or gift card <a href="#">APPLY</a>				
- RWG Staff Price - 40% discount is in effect. Your savings: \$10.00				
Subtotal:			\$15.00	
Shipping:			--	
Total:			AUD \$15.00	
GST Included In Price:			\$1.36	
Gift Card:			\$15.00	
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 than 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.

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



Cart > Customer information > Shipping method > Payment information

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<b>Shipping address</b>	Elaine Ratcliffe Seppeltsfield Wines 730 Seppeltsfield Road SEPPELTSFIELD, SA, 5355 Australia Phone: 0429 453 957	Edit
<b>Shipping method</b>	South Australia <b>\$15.00</b>	Edit
<b>Payment info</b>	Gift Card: *****WR1G Amount: \$33.00	Edit

**COMPLETE ORDER**

1	 2019 Seppeltsfield Barossa Shiraz 750ml	<del>\$48.00</del> \$18.00	\$18.00
Enter your coupon code or gift card <a href="#">APPLY</a>			
- <b>RWG Staff Price - 40% discount</b> is in effect. <b>Your savings: \$12.00</b>			
Subtotal:			\$18.00
Shipping to SA:			\$15.00
Total:			<b>AUD \$33.00</b>
GST Included In Price:			\$3.00
Gift Card:			\$33.00
Amount Due:			<b>AUD \$0.00</b>

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.*