

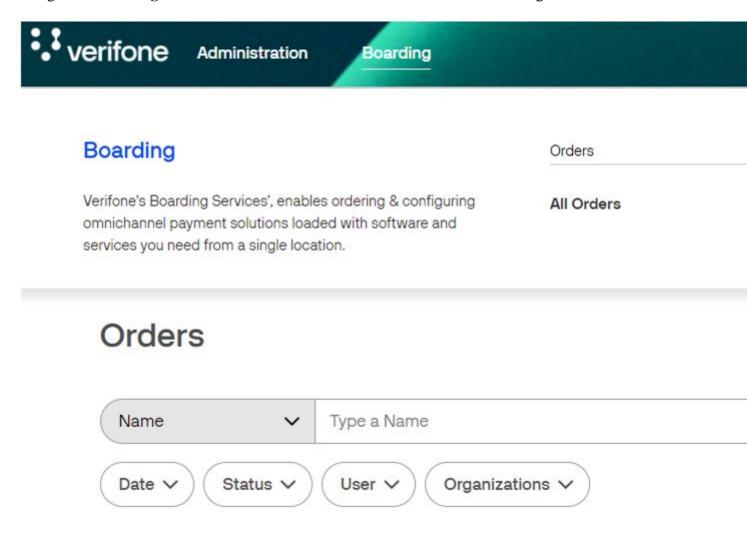
https://verifone.cloud/docs/verifone-central/verifone-central/boarding-services/boarding/creating-order

Updated: 19-Jul-2024

# Creating an order

Depending on country and business profile, you will see only the relevant products, services and pages meant for your own region and organization.

1. Navigate to **Boarding** > **All Orders** and click on **Create order** to start submitting a new order.



- 2. Complete the **Basic Information** form by filling in the company and contact details. Once all records are added, click on **Continue**.
  - Follow the **Tool Tip**

information guidance instructions or text to fill in the data accurately.

• The shown pages and required information might be different depending on the country your operating in.

The *Contact details* should be of the person required to sign the agreement / order. Add the email address where the order will be sent to.



# Tell us about your company...

Order Summary

Company Details	
Great! Now let's cover the basics- Please provide company and whom to contact.	details
Company name 0	
FULL LEGAL BUSINESS NAME	
Business registration number (optional)	
123456789	
Business legal form 0	
- Select business legal form -	
Business industry (1)	
NGC DANGERS WINDOWS TO TRANSPORT	
- Search an industry - Contact Details	×
	×
- Search an industry - Contact Details	×
- Search an industry -  Contact Details  First name	×
- Search an industry -  Contact Details  First name	×
- Search an industry -  Contact Details  First name  Last name	×
- Search an industry -  Contact Details  First name  Last name  Email address	
- Search an industry -  Contact Details  First name  Last name  Email address  firstname.lastname@email.com	
- Search an industry -  Contact Details  First name  Last name  Email address  firstname.lastname@email.com	

3. Identify the device you wish to order and select the needed quantity, from the **Payment devices** form.

Learn More

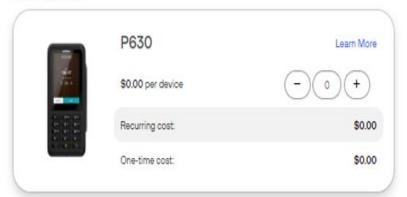
• Press **Learn More** to read about the product and what is included in the device box.

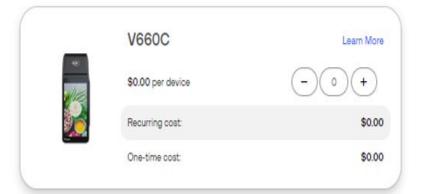


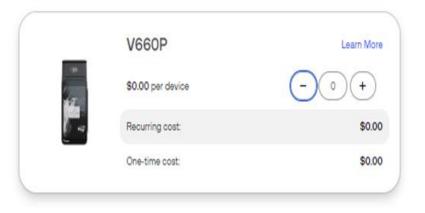
# Payment Terminals

Find the right device for the business needs. Add any needed accessories and pre-configure device functionalities.









Save and Exit



Continue

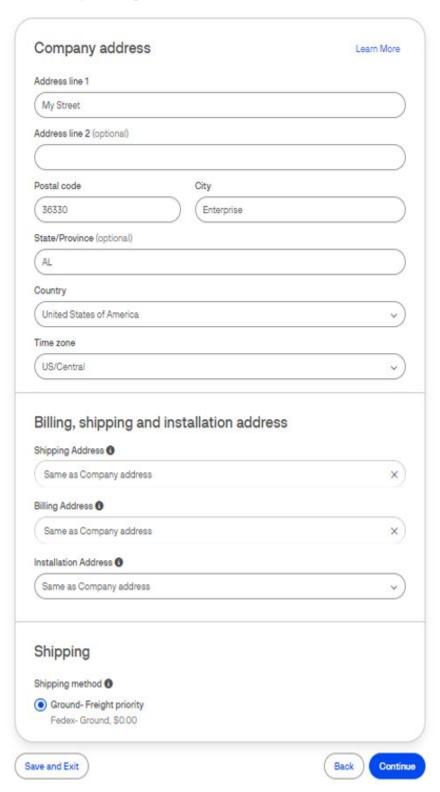
- 4. Provide information about the company address, where and when to ship and possible device receipt text headings, in the **Addresses** form.
  - Enter the **Company address** (Legal entity address) of the business, for example main office address, head quarter etc. Use *Google look up* and select the correct address.
  - Complete the Billing, shipping and installation address. If the billing, shipping and installment
    address matches the main company address, leave the preselected Same as company address. If it's
    different, select from the drop list Add a new address.
    - **Billing address**: Address to where any billing will be sent /referenced and/or specific contact details for invoice purpose.
    - **Shipping address**: Address to where any ordered equipment will be sent and/or specific contact details for ship to purpose.
    - **Installation address**: Address to where the ordered equipment will be installed, normally the store / site location.



## Addresses

Kindly provide information about the company address, where and when to ship and device receipt text headings.

Order Summary



5.	View all order details by expanding any order details section. Submit order by pressing <b>Confirm &amp; generate contract</b> .



# Order summary

#### Expand All Details



# Cost summary

# Recurring montlhy costs

Item	Price	Qty	Amount
Service	\$0.00 p/m	î	\$0.00 p/m
Total per month			\$0.00 p/m

#### One-time costs

ltem	Price	Qty	Amount
Ground- Freight priority	\$0.00	1	\$0.00
P630 (buy)	\$0.00	1	\$0.00
V660C (buy)	\$0.00	1	\$0.00
V660P (buy)	\$0.00	1	\$0.00
Total one-time cost			\$0.00

A confirmation message including the unique order ID is displayed on the screen to confirm that the order was successful. The order status will display as Submitted and later updated as the order progress.

### Sign the order

An submitted order could require a signature of a contract or order form. This will be sent via email to the contact person(s) email alias for signature. The email is sent via *No reply from Verifone* and the signature method is using Adobe sign. If Electronic ID (EID) method is in use in the given country the email sent will be from service provider.

Review the order form and agreement, sign it digitally to confirm the order. A confirmation email is sent along with a copy of the signed order.