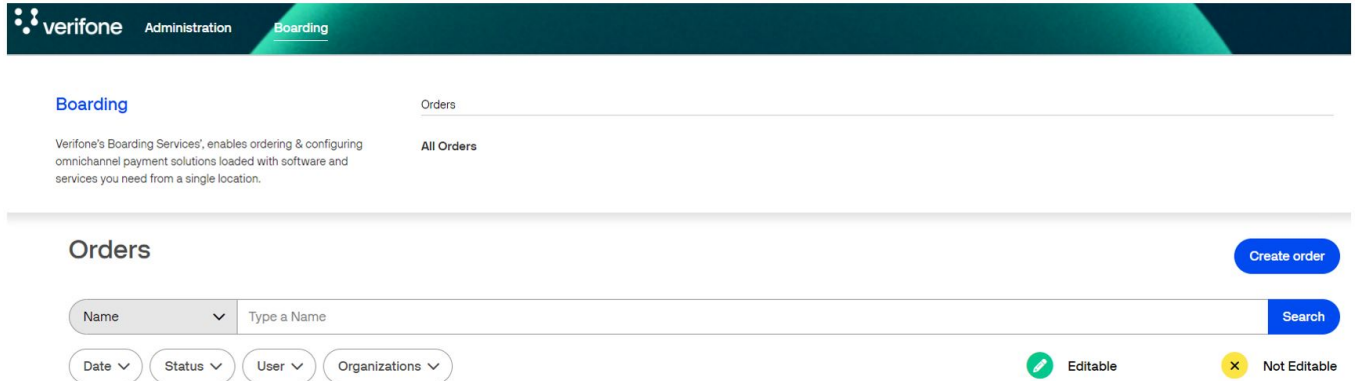



## Creating an order

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

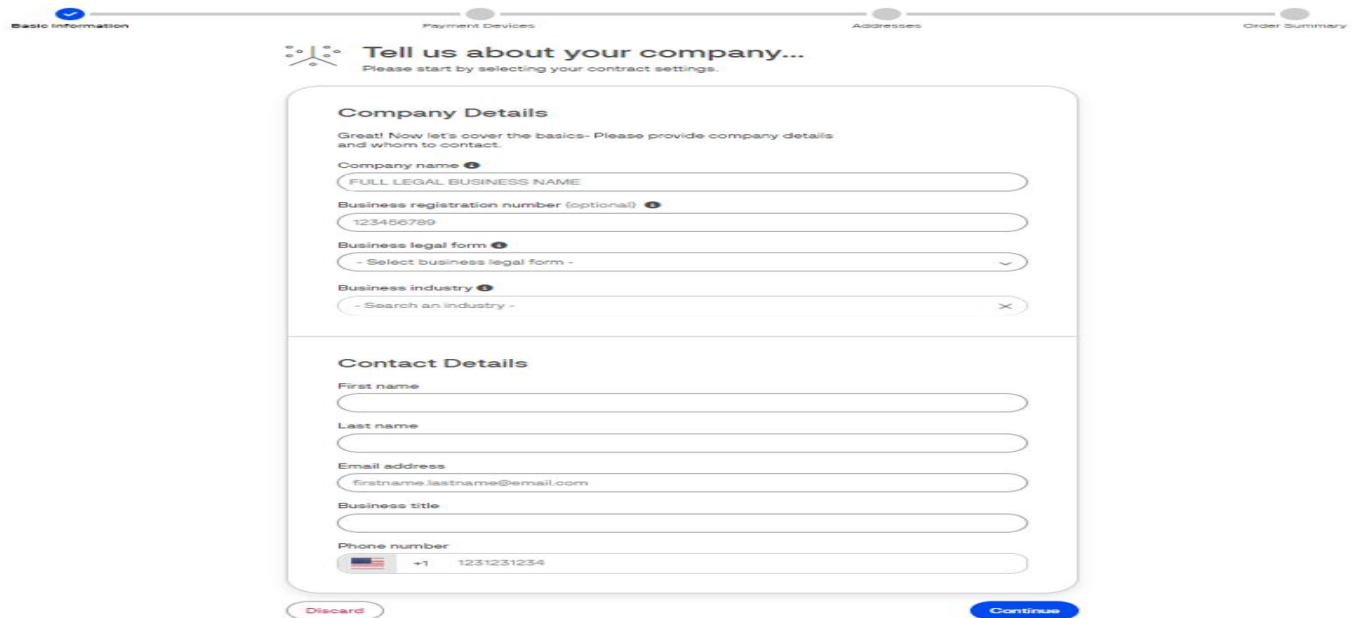
1. Navigate to **Boarding** > **All Orders** and click on **Create order** to start submitting a new order.



The screenshot shows the Verifone Boarding interface. At the top, there is a navigation bar with 'verifone', 'Administration', and 'Boarding'. Below this, there are two tabs: 'Boarding' and 'Orders'. The 'Boarding' tab is active, showing a description: 'Verifone's Boarding Services, enables ordering & configuring omnichannel payment solutions loaded with software and services you need from a single location.' The 'Orders' tab is also visible, showing 'All Orders'. Below the tabs, there is a 'Create order' button. A search bar is present with a dropdown menu for 'Name' and a 'Search' button. Below the search bar, there are several filter buttons: 'Date', 'Status', 'User', and 'Organizations'. To the right of these filters, there are two status indicators: a green checkmark for 'Editable' and a yellow 'X' for 'Not Editable'.

2. Complete the **Basic Information** form by filling in the company and contact details. Once all records are added, click on **Continue**.
  - o Follow the **Tool Tip**  information guidance instructions or text to fill in the data accurately.
  - o The shown pages and required information might be different depending on the country your operating in.

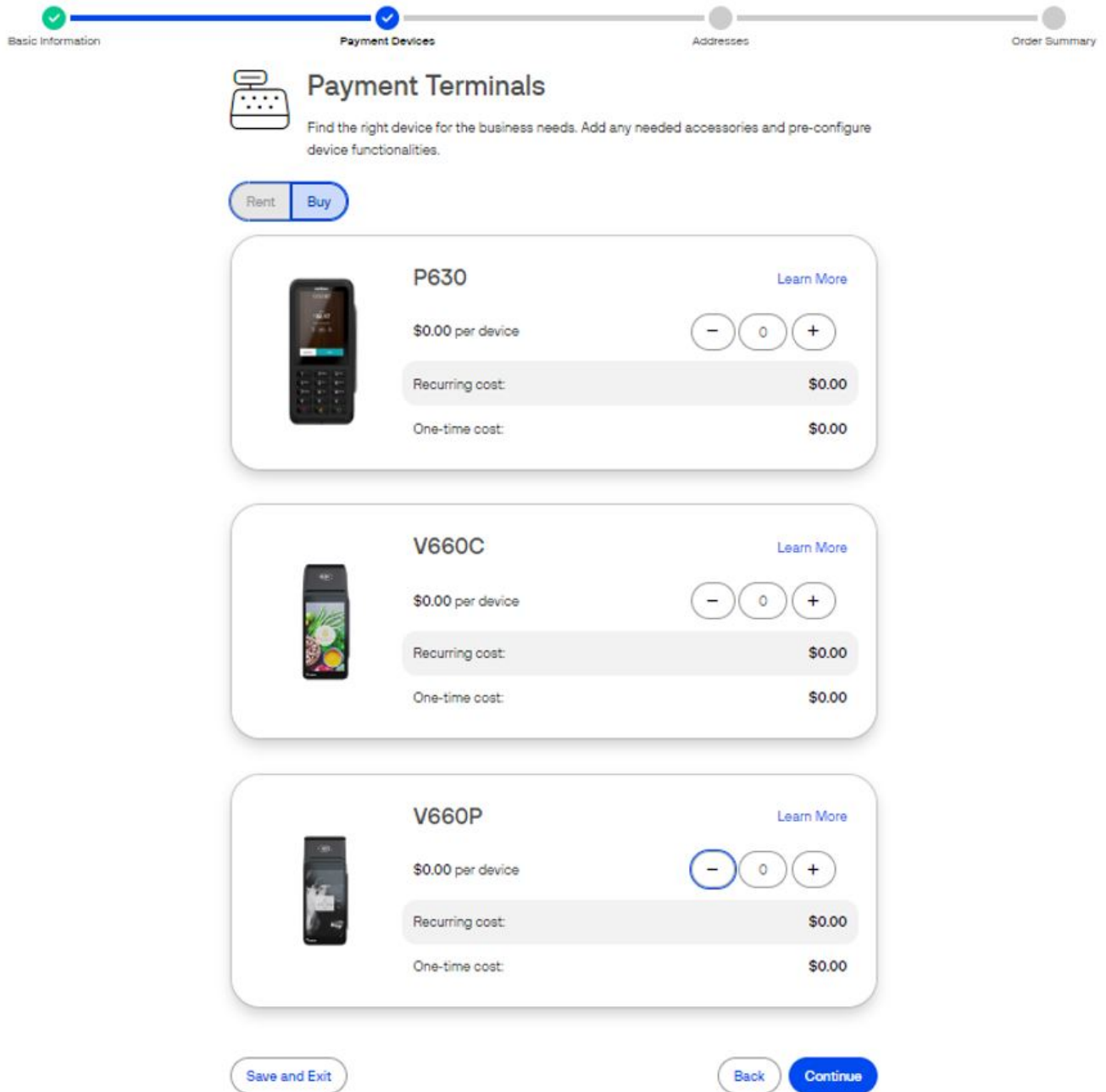
The *Contact details* should be of the person required to sign the agreement / order. Add the email address where the order will be sent to.



The screenshot shows the 'Tell us about your company...' form. At the top, there is a progress bar with four steps: 'Basic Information', 'Payment Devices', 'Addresses', and 'Order Summary'. The 'Basic Information' step is active. The form is titled 'Tell us about your company...' and includes the instruction 'Please start by selecting your contract settings.' The form is divided into two main sections: 'Company Details' and 'Contact Details'. The 'Company Details' section includes fields for 'Company name' (with a tool tip icon), 'FULL LEGAL BUSINESS NAME', 'Business registration number (optional)' (with a tool tip icon), 'Business legal form' (a dropdown menu), and 'Business industry' (a search field). The 'Contact Details' section includes fields for 'First name', 'Last name', 'Email address' (with a placeholder 'firstname.lastname@email.com'), 'Business title', and 'Phone number' (with a country code dropdown and a placeholder '+1 1231231234'). At the bottom of the form, there are 'Discard' and 'Continue' buttons.

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

- o Press **Learn More** [Learn More](#) to read about the product and what is included in the device box.




Basic Information  Payment Devices  Addresses  Order Summary

### Payment Terminals

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

Rent Buy




**P630** [Learn More](#)

\$0.00 per device − 0 +

Recurring cost: **\$0.00**

One-time cost: **\$0.00**




**V660C** [Learn More](#)

\$0.00 per device − 0 +

Recurring cost: **\$0.00**

One-time cost: **\$0.00**



**V660P** [Learn More](#)

\$0.00 per device − 0 +

Recurring cost: **\$0.00**

One-time cost: **\$0.00**

Save and Exit Back Continue

4. Provide information about the company address, where and when to ship and possible device receipt text headings, in the **Addresses** form.

- o 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.
- o 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.

**Company address** [Learn More](#)

Address line 1  
My Street

Address line 2 (optional)

Postal code: 36330      City: Enterprise

State/Province (optional): AL

Country: United States of America

Time zone: US/Central

**Billing, shipping and installation address**

Shipping Address: Same as Company address

Billing Address: Same as Company address

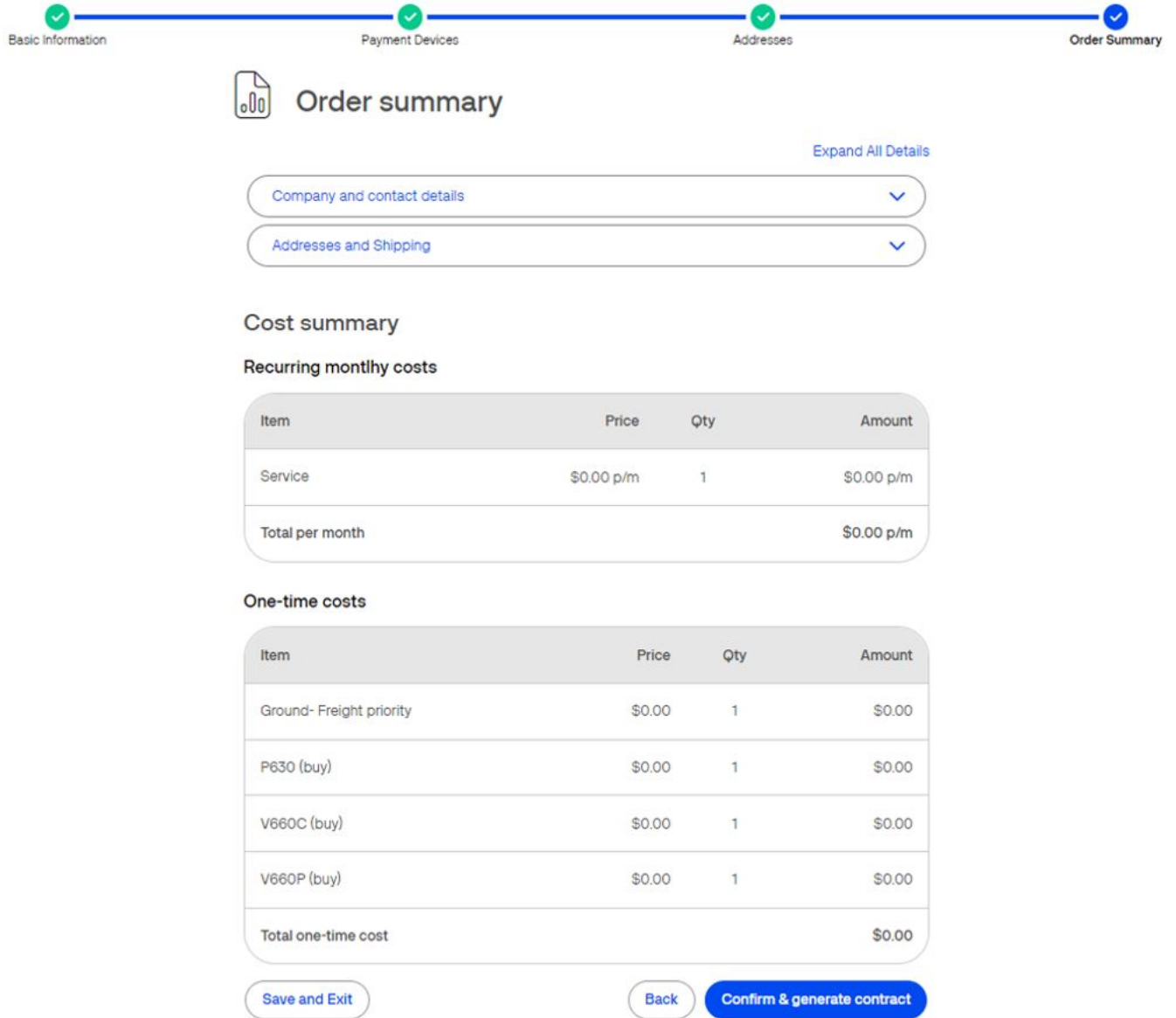
Installation Address: Same as Company address

**Shipping**

Shipping method: Ground- Freight priority  
Fedex- Ground, \$0.00

Buttons: Save and Exit, Back, Continue

5. View all order details by expanding any order details section. Submit order by pressing **Confirm & generate contract**.



**Order summary** [Expand All Details](#)

Company and contact details

Addresses and Shipping

**Cost summary**

**Recurring monthly costs**

Item	Price	Qty	Amount
Service	\$0.00 p/m	1	\$0.00 p/m
<b>Total per month</b>			<b>\$0.00 p/m</b>

**One-time costs**

Item	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
<b>Total one-time cost</b>			<b>\$0.00</b>

Save and Exit    Back    **Confirm & generate contract**

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.