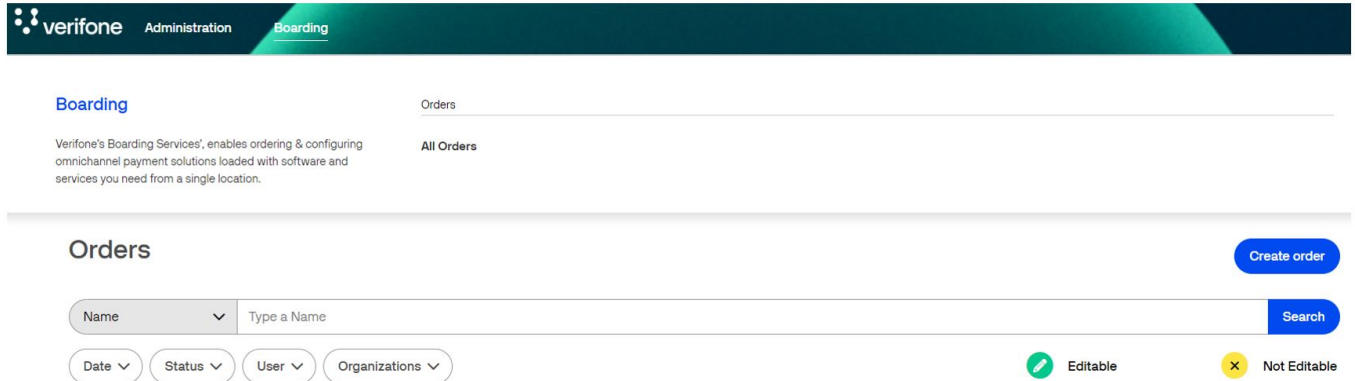



Creating an order

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

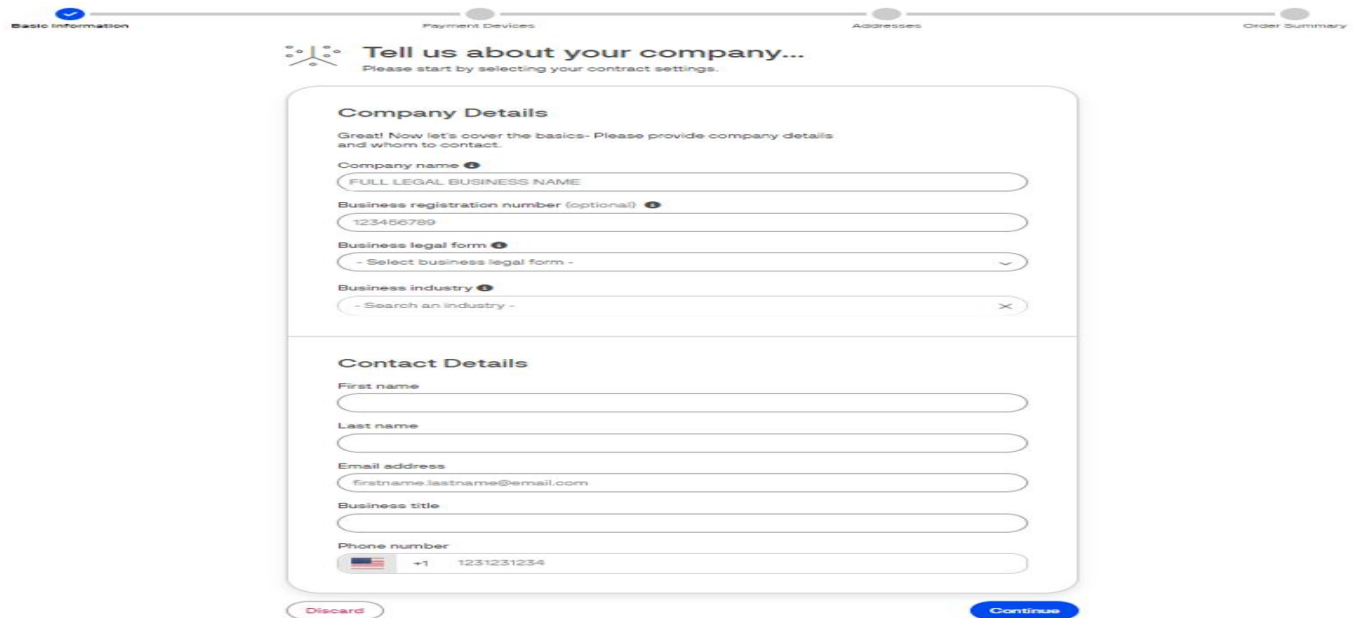
1. Navigate to **Boarding > All Orders** and click on **Create order** to start submitting a new order.



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

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.



The screenshot shows the 'Tell us about your company...' form. At the top, there's a progress bar with four steps: 'Basic Information' (active), 'Payment Devices', 'Addresses', and 'Order Summary'. The form is titled 'Tell us about your company...' and has a subtitle 'Please start by selecting your contract settings.' The form is divided into two sections: 'Company Details' and 'Contact Details'. The 'Company Details' section includes fields for 'Company name' (with a tooltip icon), 'FULL LEGAL BUSINESS NAME', 'Business registration number (optional)' (with a tooltip icon), 'Business legal form' (a dropdown menu), and 'Business industry' (a search bar). The 'Contact Details' section includes fields for 'First name', 'Last name', 'Email address' (with a tooltip icon), 'Business title', and 'Phone number' (with a dropdown menu for the country code and a text input for the number). 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.

- 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

\$0.00 per device

−

0

+


Learn More

Recurring cost:

\$0.00

One-time cost:

\$0.00



V660C

\$0.00 per device

−

0

+


Learn More

Recurring cost:

\$0.00

One-time cost:

\$0.00



V660P

\$0.00 per device

−

0

+

Learn More

Recurring cost:

\$0.00

One-time cost:

\$0.00

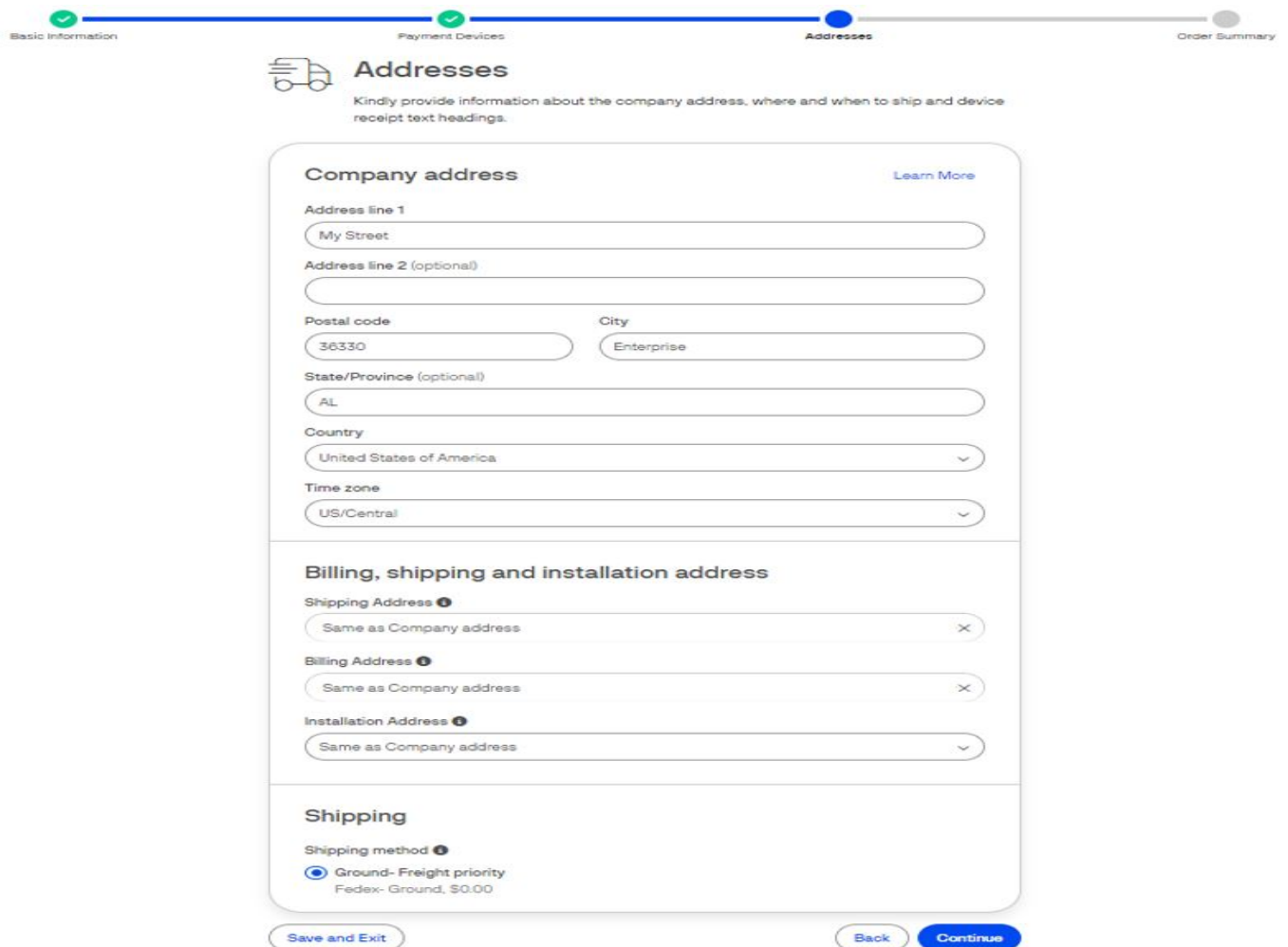
Save and Exit

Back

Continue

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

- 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.

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

[Save and Exit](#) [Back](#) [Continue](#)

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

✓

Basic Information

✓


Payment Devices

✓

Addresses

✓

Order Summary



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
Total per month			\$0.00 p/m

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
Total one-time cost			\$0.00

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.