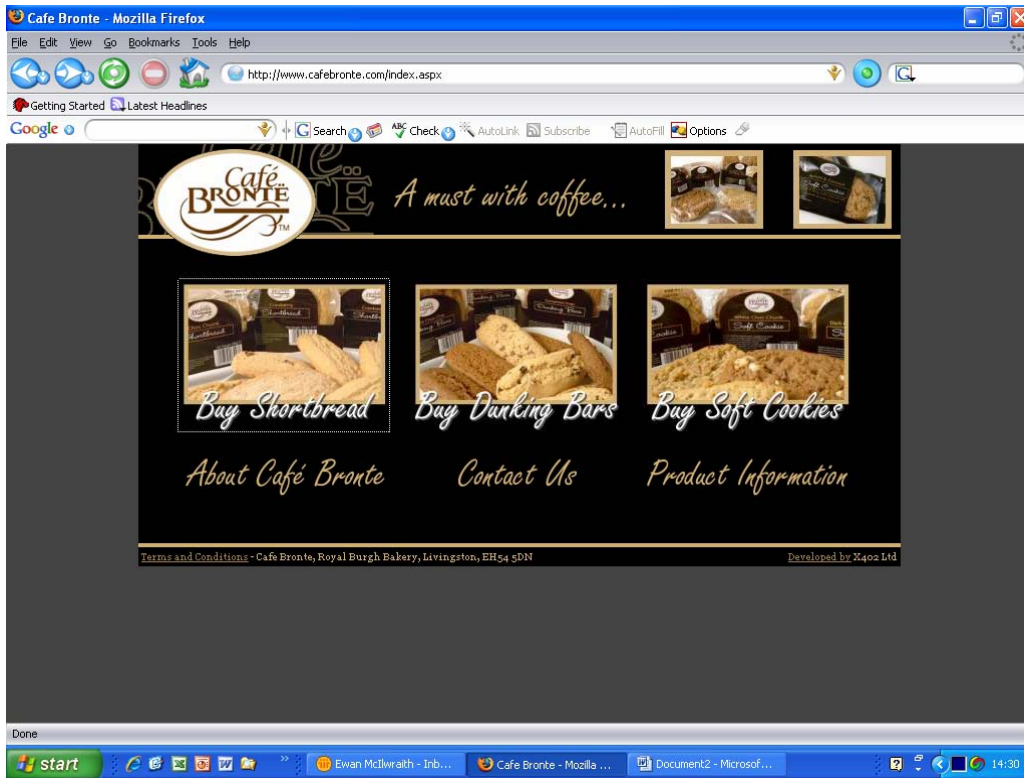
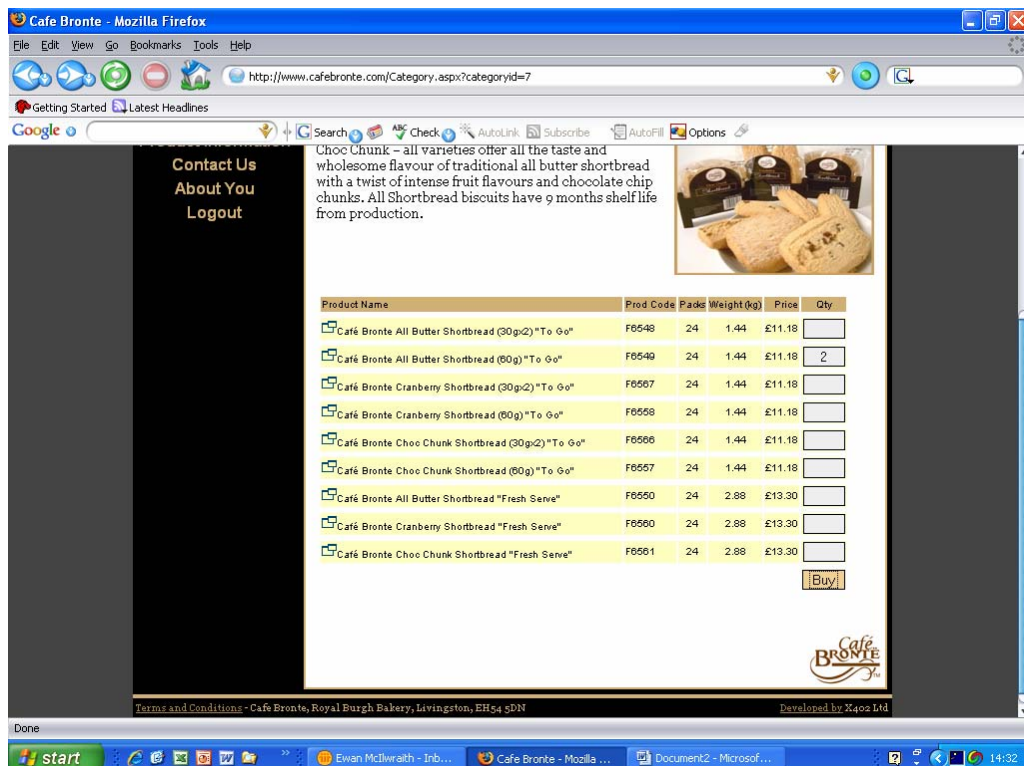


How to Place an Order

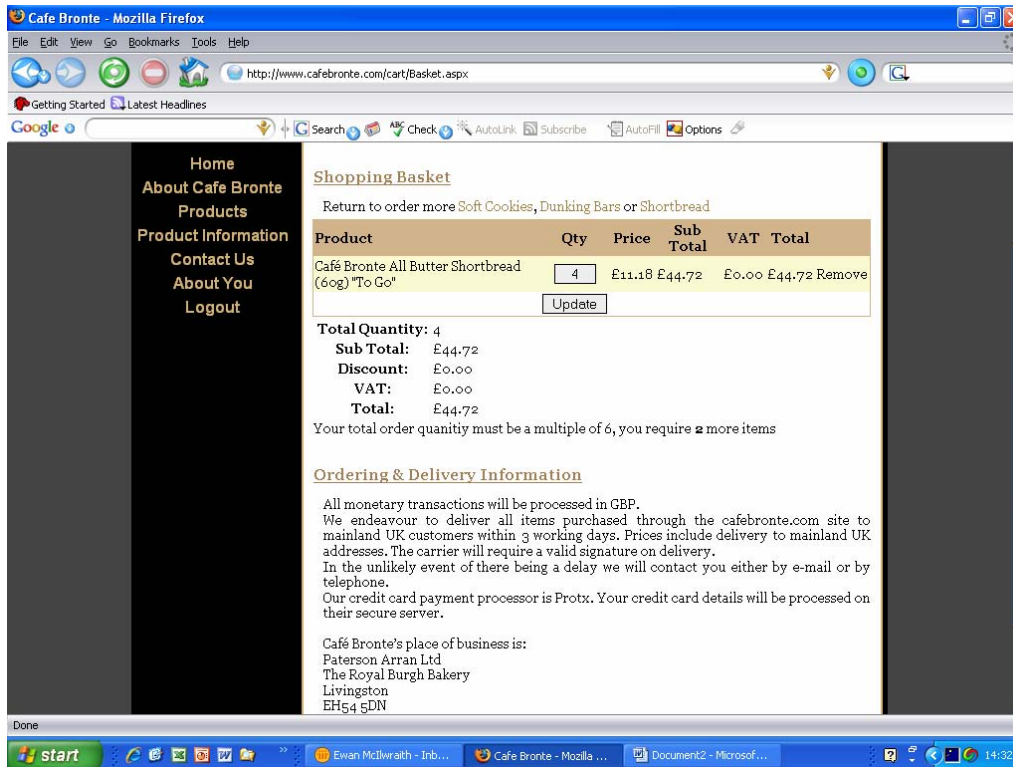
1. Click on any of the links shown below. For example 'About Café Bronte'.
2. Login to your account (if you don't have an account set up then see 'How to set up an account' in FAQ's).
3. Click 'Home' to get back to the page shown below.
4. Click on a product category for example 'Buy Shortbread'.



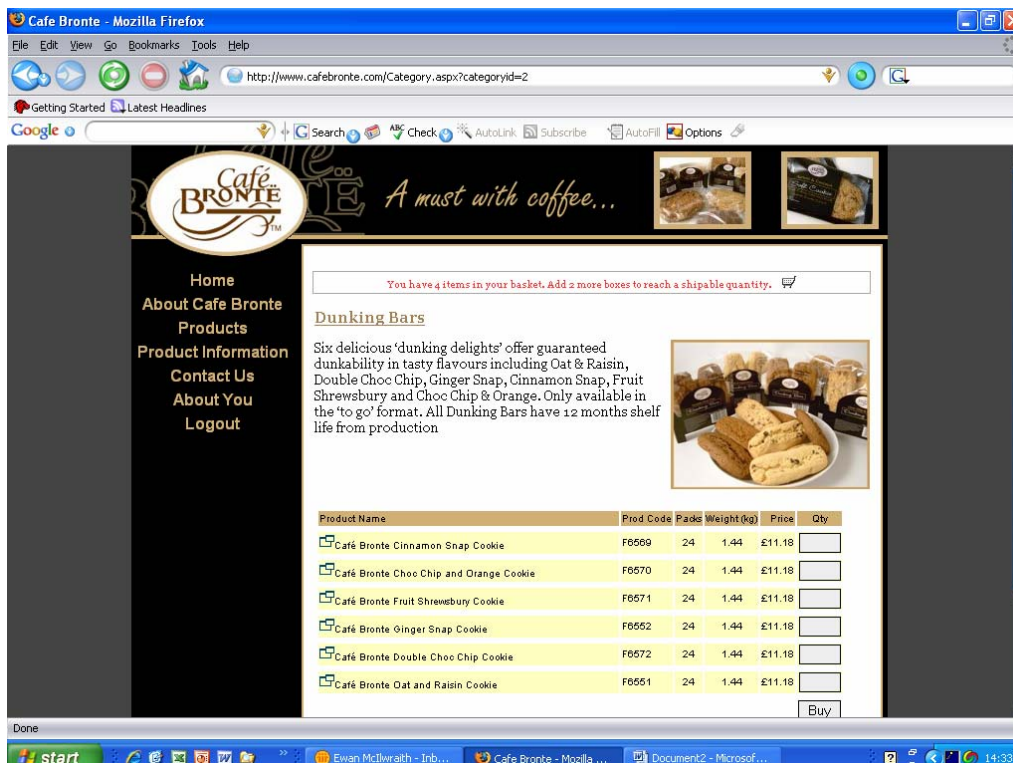
5. Add in number of cases required (minimum order is 6 cases and orders must be in multiples of 6 - which can be mixed across all the biscuits).



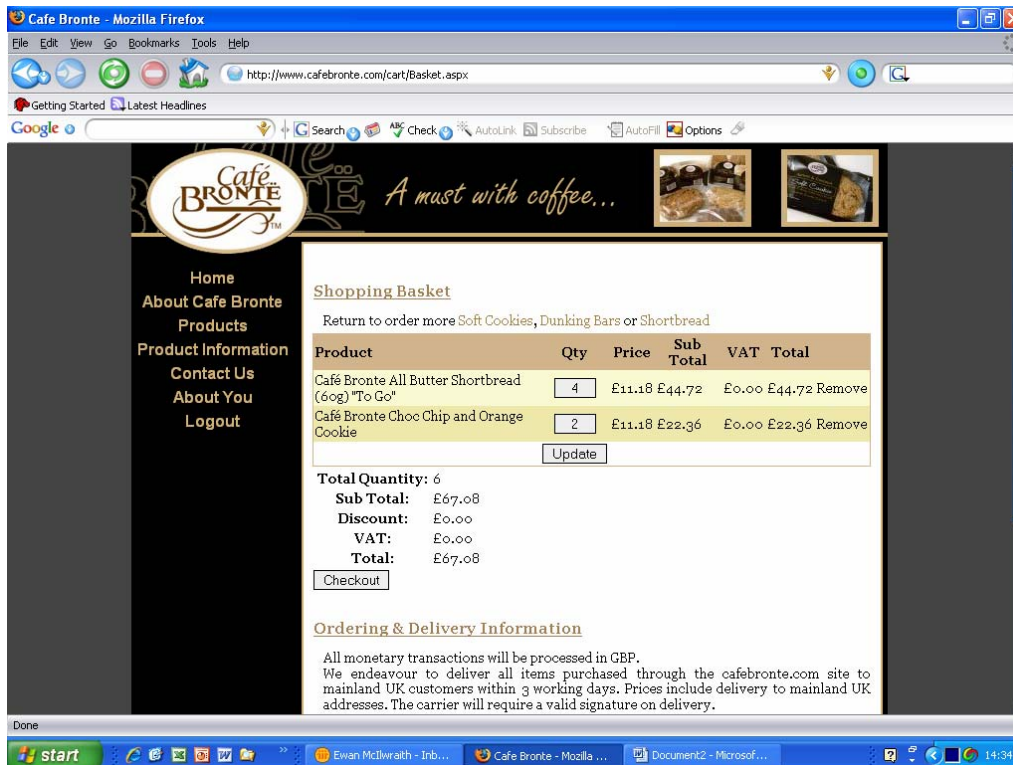
6. Click 'Buy'
7. To add more cases to your order click on the 'Return to order more' and your selected products i.e. Dunking Bars.



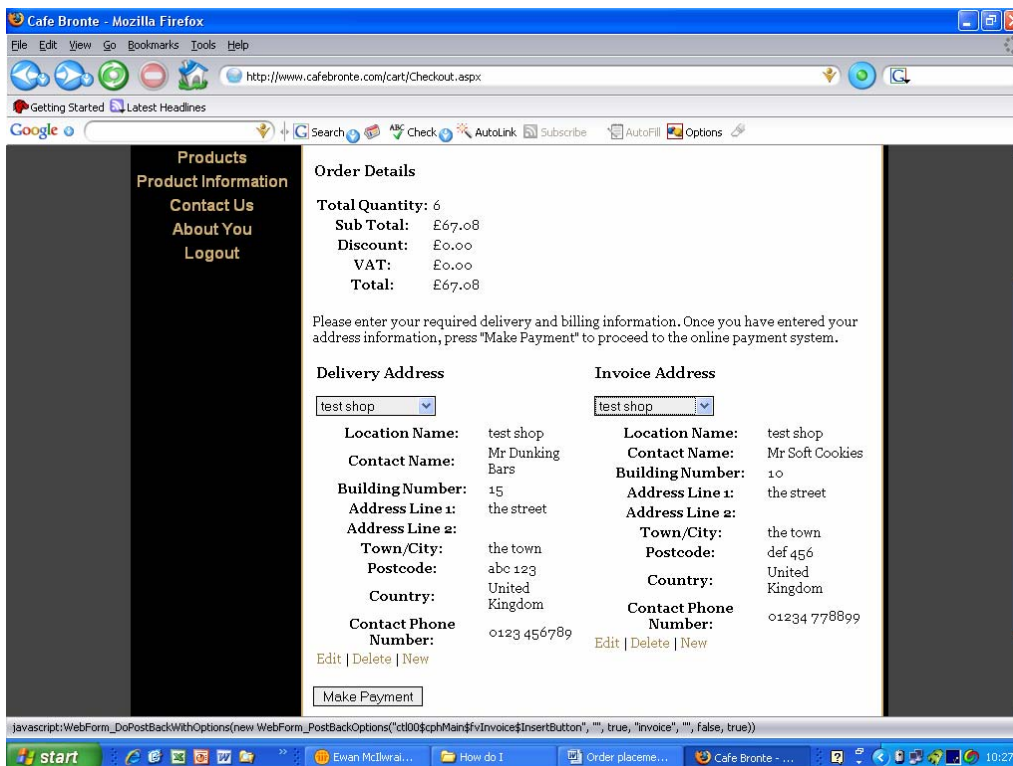
8. If you try to complete the order without the correct quantities a warning in red appears at the top of the screen.



9. Once you have entered the correct quantity you will be taken to the Shopping Basket summary screen.
10. To proceed click 'Checkout'



11. Check that the invoice and delivery addresses are correct. If not, then you can 'Edit/Delete/New' at the bottom of the page.



12. Click 'Make Payment'

13. You will then see this screen

Cafe Bronte Secure Server - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Close

Done

ukvps.protx.com

Payment Details

Payment For: Cafe Bronte Order
Total Amount: 67.08 GBP

Card Details

Please enter your card details below. Fields marked with * are mandatory.
If you need help please view the FAQs section.

Cardholder Name:* (name as it appears on the card)

Payment Method:*

Card Number:* (enter without spaces)

Valid From: Month: Year: (if not present, leave blank)

Expiry Date:* Month: Year: (switch/solo only, if not present leave blank)

Issue No:

Security Code:* [what do I enter here ?](#)

Card Holder Details

Please enter the address to which your card was issued.

Billing Address:* [what do I enter here ?](#)

Billing Post Code:* [what do I enter here ?](#)

Click Continue to proceed with this payment. Click Cancel if want to cancel your order.

14. Enter your details as requested. Please note that once you click 'Continue' you will be taken to another screen where you can cancel your order before it is placed.

Cafe Bronte Secure Server - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Done

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Cafe BRONTE

Secure payment

Payment Details

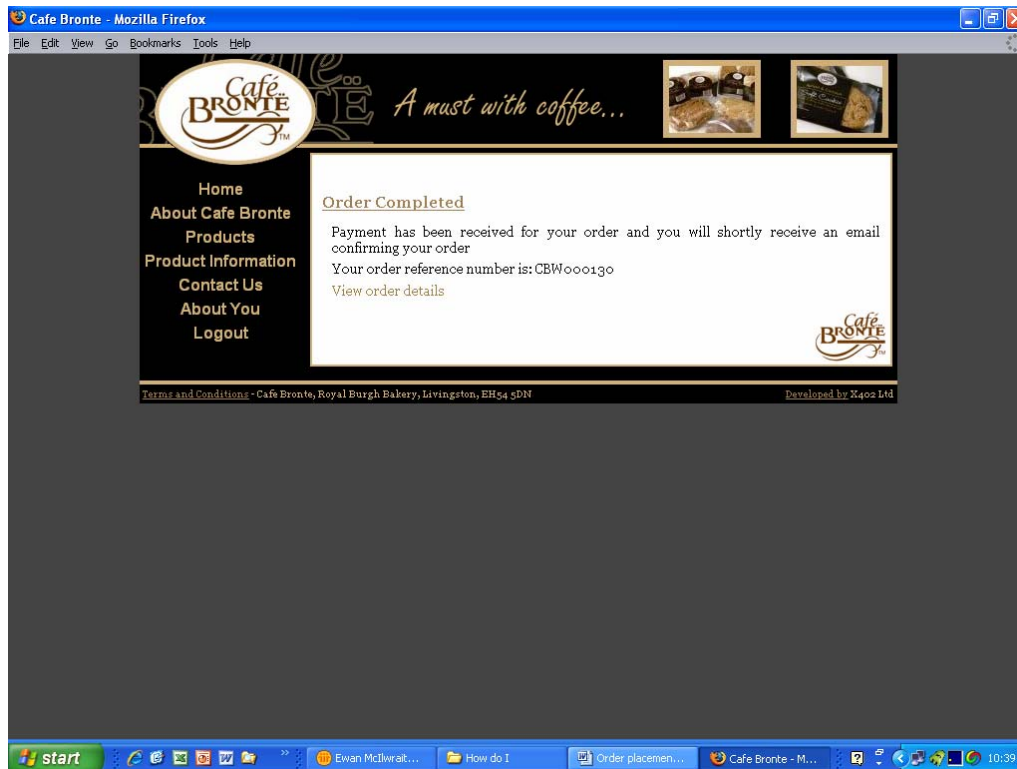
Payment For: Cafe Bronte Order
Total Amount: 67.08 GBP

Click Continue to finalise your transaction and initiate payment. Your transaction may take a few seconds to be authorised, please be patient.
If you want to change the payment details that you just entered then click Back.
If you want to cancel your order without payment click the Cancel.

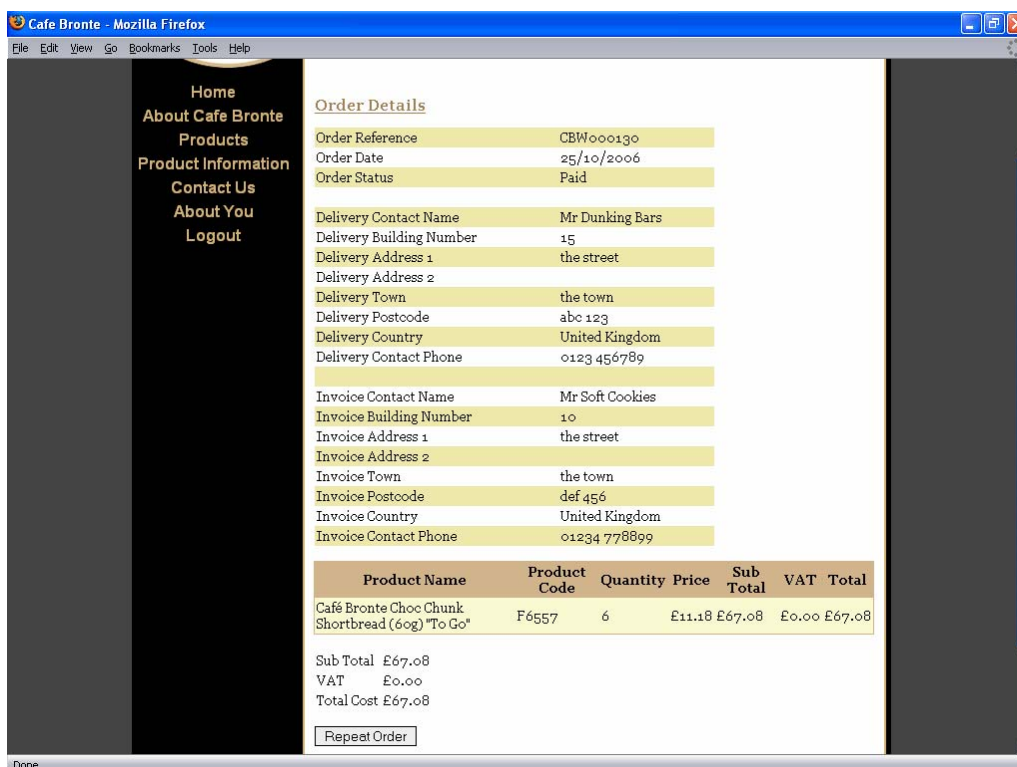
To increase the security of Internet transactions Visa and Mastercard have introduced 3D-Secure (like an online version of Chip and PIN). Depending on the card you've chosen to use when you click Proceed you may be asked by your card issuer for further authentication.

15. Click 'Continue' to place order or 'Cancel' to cancel it.

16. Once your payment method has been authorised you will see the following screen



17. If you click on 'View order details' you will see the following screen.



18. You will then receive an order confirmation email which you can print off and use as your invoice.