

User Guide

ABN Group Storehouse Online Portal

This guide provides step-by-step instructions on how to access and use the online portal to order marketing materials including customised business cards and stickers and display flyers. Users will receive a unique username and password via email, which is required to log into the portal.

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1. Accessing the ABN Group Storehouse

Open the link to ABN Group Storehouse

- Open your web browser (e.g., Google Chrome, Firefox, etc.).
- Enter https://abngroup.busplus.com.au into the address bar and press Enter.

Log into the portal

- Open your email inbox and find the message containing your unique username and password.
- On the portal login page:
- Enter your username.
- Enter your password.
- Click the Login button.

Note: If you forget your password, click the **Forgot Password?** Link on the login page and follow the instructions to reset it.

UTHENTICATION		
LOGIN		
Email address		
tstone@abngroup.com.au		
Password		
	R	





2. Navigating the Online Portal

Home Page Overview

After logging in, you will be directed to the **Home Page**. The main navigation menu will help you access different features of the portal, including:

- Ordering Marketing Materials
- Ordering Business Cards, Display Flyers
- Your Order History
- Support

			Search bar; find items available to order using key words.
	A		Search here Q Dogout Tracy Stone 🗮 0 Items
	≡	BRANDS	BUSINESS CARDS & STICKERS AS DISPLAYED FLYERS ORDER HISTORY HELP
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Categories or the Brands tab.	es or nds Homebuyers Centre	Brochure Orders for May.	
BOU & HBC			Order cut off Date is April 29th! Don't miss out—order now! Future monthly order cut off dates - 27th May 24th June 29th July 26th August 23rd September 28th October
will only see their brand			Monthly Salas Collatoral Order
	I		Deadlines & Information



3. Placing an Order for Marketing Materials

All products available to order can be found via the Product Categories groups or under the Brands tab on the main menu bar.

• Click on the Brand you wish to order.

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Irand ABN Group (25) Boutique Homes (15)	Homebuyers Centre				View
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	Print on demand	Customise	Print on demaind Customise	Temporarily Unavailable View	

• Browse through the available materials (e.g., brochures, flyers, posters, etc.).

	Search hare		٩	ø	Logout Tracy Stone 📜 1 Item
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	Boutique Homes Home Inspo Folders BOU-010	Boutique Homes Contract Boxes BOU-011	Design Lookbook BOU-001	Elements by Boutique Homes BOU-002	
	Availability: 410 Units Add to cart	Availability: 17 Units Add to cart	Availability: 73 Carlons Add to cart	Availability: 43 Carlons Add to cart	



- To select an item, click on the image icon of the product to get more info, or simply add to cart.
- Select the number of cartons you require and add to cart. Please note the MAXIMUM ORDER QUANTITY of Marketing brochures is 2 cartons per month.
- Note that the specific product page will indicate how many cartons are available and how many units per carton.
- Once you have completed your order, click Add to Cart.

GROUP See	rch here Q	O Logout Tracy Stone To Items
BRANDS	BUSINESS CARDS & STICKERS AS DISPLAYED FLYERS ORDER HISTORY	HELP
Design lookbook.	Design Lookbook Reference: BOU-001 Reference: BOU-001 Availability: 23 Cartons: 1 Cartons: 1 Herein: 10 Herein: 10 Here	



4. Placing an Order for Sales Collateral Business Cards, Stickers & As Displayed Flyers

When you login to the portal with your username and password, your profile will populate with your personal details including your display location and staff photo. When you order business cards or stickers and As Displayed Flyers this information will pre-populate for on-demand ordering and printing.

Select Business Cards & Stickers

• Select Business Cards & Stickers from the menu bar.

BRANDS BUSINESS CARDS & STICKERS AS DISPLAYED FLYERS ORDER HISTORY HELP

Select the Card/Sticker Type

- Select business card/sticker and the portal will automatically prepopulate all your key details (including staff photo).
- Review your key contact details: Full Name spelling, Job Title, Mobile number and Email address.
- Then select Validate and Order.
- If any details are incorrect, you can change these in the customised fields, select SAVE



Review and Approve Content

- Review your order by selecting Digital Proof.
- If you are happy with the content, check the tick box.
- Select, content is approved, proceed.





Order Quantity

- Select the quantity you wish to order. Please note: MAXIMUM ORDER QUANTITY of Business Cards is 1 x pack (total 500 cards) MAXIMUM ORDER QUANTITY of Stickers is 1 x pack (total 1,000 stickers).
- Select Add to Cart and continue to check out or continue shopping

Quantity	Packs 1 - +
	Packs: 1 Units: 500
	+ Add to cart

• Order your cards and stickers on each product and follow the above process.



5. Placing an Order for As Displayed Flyers

• Select As Displayed Flyers from the menu bar.



- Select the As Displayed Flyer for your display home location
- Select As Displayed Flyer for your display home using the Display Home Filter

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- Select the number of packs you require and add to cart. Please note: MAXIMUM ORDER QUANTITY of As Displayed Flyers is 2 x packs (total 100 flyers) per month.
- Select Add to Cart and continue to check out or continue shopping

-



6. Completing your order

• Once you have added items to the cart you have the option to Continue Shopping (if you need to order additional items) or Checkout (Next).



- You will now see a summary screen showing the items you have ordered.
- You can edit the pack quantity here by clicking on the **PENCIL** (see image below).
- Or you can delete this card completely by clicking on the GARBAGE BIN (see image below).
- If you wish to add another item to your order, select CONTINUE SHOPPING.
- Once you are ready to checkout, click on the Next to select your delivery options.

		Search here	٩		C Logout	🏋 2 Items		
≡		BRANDS BUSINESS CARDS & STICKERS	AS DISPLAYED FLYERS ORDER	HISTORY HELP				
SHOPPING-C	ART SUMMARY				Your shopping cart con	tains: 2 products		
	1 Summary		2 Address		3 Submit			
Product	Description		Qty	Cost Centre				
	Design Lookbook BCU-001 In Stock		x 2 Cartons of 18 (36 Unita)	Design		۵		
	Colsur Studio HBC-004 In Stock		x 1 Carton of 20 (20 Units)	Design		•		
< Contin	< Continue shopping Next >							

• You will now specify to deliver to one or multiple address/es





7. Delivery Options

Delivery to one address

- Your delivery address is prepopulated with your personal details (single address delivery will default to this) > choose 'specify a delivery address' if you want the items delivered to your usual location.
- Or add a new address if delivery requires an alternative address by selecting **ADD A NEW ADDRESS**. **'My Addresses**" will show a list of all the locations you have saved.

	Search here	٩	🗢 Logout 🕹 Tracy Stone 🗮 2 Items
	BRANDS BUSINESS CARDS & STICKERS	AS DISPLAYED FLYERS ORDER HISTORY HELP	
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ABN Group_Tracy			
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Previous			Next >



Delivery to multiple addresses

- Use this when you need to get cards to two locations e.g. 250 brochures to different display home locations.
- Select SHIP TO MULTIPLE ADDRESSES.

		Beardh here			۹		O Logout	🏋 1 item
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Product	Description			Qty	Shipping address	\checkmark	Cost Centre	
-	Boutique Mones Contract Boxes BOU-011			× 2 Units	ABN Group_Tracy Ship to multi	ple addresses	Design	÷
Add a new a	ddiress >							

• You will see a drop-down **SHIPPING ADDRESS** option for each item in your cart. Select the address you want each item delivered to.

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ADDRESSES						
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	Home Design Collection HBC-002		x 1 Carton of 25	ABN Group_Tracy Ship to multiple addres	- Dosign sses	ŵ
Add a new a	idress >					

- You can also **ADD A NEW ADDRESS** on this page. If this is required, complete all mandatory fields, and save this address with a memorable name (eg. building/display home & location).
- Now review your order check all details. When all is correct, click on SUBMIT ORDER REQUEST.

		Search here		٩	🗢 Logout 💄 Tracy Stone	2 Items
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	Home Design Collection HBC-002 In Stock		x 1 Carton of 25 (25 Units)	BOU Cloverton Estato (Kalkallo) 0	Dosign	Û
< Previou	15				SUBMIT ORDER REQUE	ST

• Your order will proceed through to the ABN Group approval process. If you need to make changes, click on the black **PREVIOUS** button and you can edit your order as necessary.



• On the portal you will see an **order confirmation** (as below). Note you can see an order reference number and a button to **VIEW YOUR ORDER HISTORY**. In this area you will see all your current and previous orders and their statuses. You can view previously ordered items, where you will see a **reorder** option alongside these previous orders.

	Search here	Q	🙂 Logout 🔓 Tracy Stone 🛛 🏹 0 Items
в	RANDS BUSINESS CARDS & STICKERS	AS DISPLAYED FLYERS ORDER HISTORY	HELP
ORDER CONFIRMATION			
1 Summary		2 Address	3 Submit
Your order placed with ABN Group is submitted.			
Your order reference is Z\$XLQLRIL			
An email has been sent to you with this information.			
You can review your order from the Order history section of your cu	ustomer account.		
For any questions or for further information, please contact the Sou	uthern Impact team.		
Orders will be delivered two weeks after order cut off. Delivery	will take place from Monday to Wednesday bet	ween 12pm – 5pm	
View your order history			



8. Order & Despatch Confirmation

• After your **REQUEST APPROVAL** you will receive an order confirmation via email.

🛯 🖯 🎌 🧎 🔻 ABN Group - Orde	r confirmation - Message (HTN	1L)						-		×
ile <mark>Message</mark> Help Acrobat Q Tell	me what you want to do									
™ □ Respond Share to Teams Ap Delete Ap Teams Ap	Quick Steps 5	Tags Editin	g Immersive	Translate Language	Q Zoom Zoom	Reply with Scheduling Poll Find Time	Phriendly Phishing ~	Viva Insights Add-in		~
ABN Group - Order confirmation										
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	т	HANK YOU FOR YOUR	RDER							I
ORDER DETAILS										I
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HBC-005 Presentation Folders HBC-002 Home Desirn Collection		x 2 Cartons of 25								I
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Orders will be delivered two weeks after order cut off. Delivery will take place from	Monday to Wednesday between 12pm – 5pm									
You can review your order from the <u>Order Eistory</u> section of your customer account										I

• When you order is despatched you will receive a shipping confirmation via email

ABN Group - Shipped									
ABN Group <info@abngroup.busplus.com.au> To • Tracy Stone Tue 25/03/2025 9:2 Tue 25/03/</info@abngroup.busplus.com.au>									
CAUTION: This email originated from outside of ABN Group. unless you recognise the sender and know the content is safe	Do not click links or open attachments a.								
	UP								
Hi Tracy Stone, Your order has been ship	ped								
ORDER ZMVDNYQIQ - SHIPPED									
Your order with the reference $\ensuremath{\textbf{ZMVDNYQIQ}}$ has been shipped.									
You can review your order by clicking <u>"Order history"</u> . If you have any further info@abngroup.busplus.com.au	queries please contact the support team on								
ABN Group									



9. Order History and Tracking

- To check the status of an existing order, go to the **Order History** tab in the main menu.
- Click on any past order to view details and track shipping.

		Search here		Q			C Logout	Stone 👌 O Items
=	BR	ANDS BUSINESS	CARDS &	STICKERS AS DISPLAYED FLYERS	ORDER HISTORY	HELP		
ORDER HISTORY Here are the orders that have been p	vlaced for							
Order reference	Date	Purchaser	÷	Status	÷			
ZSXLQLRIL#1	04/04/2025	Tracy Stone		Awaiting Supplier Review		Details 🕽	C Reorder	
ZSXLQLRIL#2	04/04/2025	Tracy Stone		Awaiting Supplier Review		Details 🕻	₿ Reorder	
				6 (<u>1</u>) »				
Back to Your Account	≮ Home							🕒 Sign out

Managing your Account

- To check the status of an existing order, click on the Order History button
- To view your saved addresses, click My Addresses
- To update your personal info, click My personal information

4		Search hore Q OLogov Tracy Blood
≡	BRANDS	BUSINESS CARDS & STICKERS AS DISPLAYED FLYERS ORDER HISTORY HELP
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	My addresses	Have you
4	My personal information	business cards?
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⊖ He	omebuyers Centre	Brochure Orders for May.
		Order cut off Date is April 29th! Don't miss out—order now! Future monthly order cut oft dates - 27th Mary [24th June] 21th June] 21th August 23th September 28th October

Help and Support

- If you encounter any issues or have questions, click the HELP tab.
- You can find the ABN Group Storehouse User Guide, FAQs or contact Customer Support.

Logging Out

• When you're finished using the ABN Group Storehouse, click the **Logout** button located at the top of the page to securely end your session.