

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.

Contents	Page
1. Accessing the ABN Group Storehouse	2
2. Navigating the online portal	3
3. Placing an order for Marketing Collateral <ul style="list-style-type: none">• brochures, booklets, flyers	4
4. Placing an order for Sales Collateral <ul style="list-style-type: none">• business cards, stickers	6
5. Placing an order for As Displayed Flyers	8
6. Completing Your Order	9
7. Delivery Options	10
8. Order & Despatch Confirmation	13
9. Order History & Tracking Managing Your Account Help & Support Logging Out	14

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.

A=N GROUP

AUTHENTICATION

LOGIN

Email address
tstone@abngroup.com.au

Password
.....

Forgot your password?

Sign in

Please change your password clicking “My Personal Information” upon your first login.

A=N GROUP

Search here

Logout Tracy Stone 0 Items

BRANDS BUSINESS CARDS & STICKERS AS DISPLAYED FLYERS ORDER HISTORY HELP

Order history and details

My addresses

My personal information

PRODUCT CATEGORIES

- ABN Group
- Boutique Homes
- Homebuyers Centre

Have you ordered your business cards?

ORDER TODAY

Brochure Orders for May.

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 | 26th October

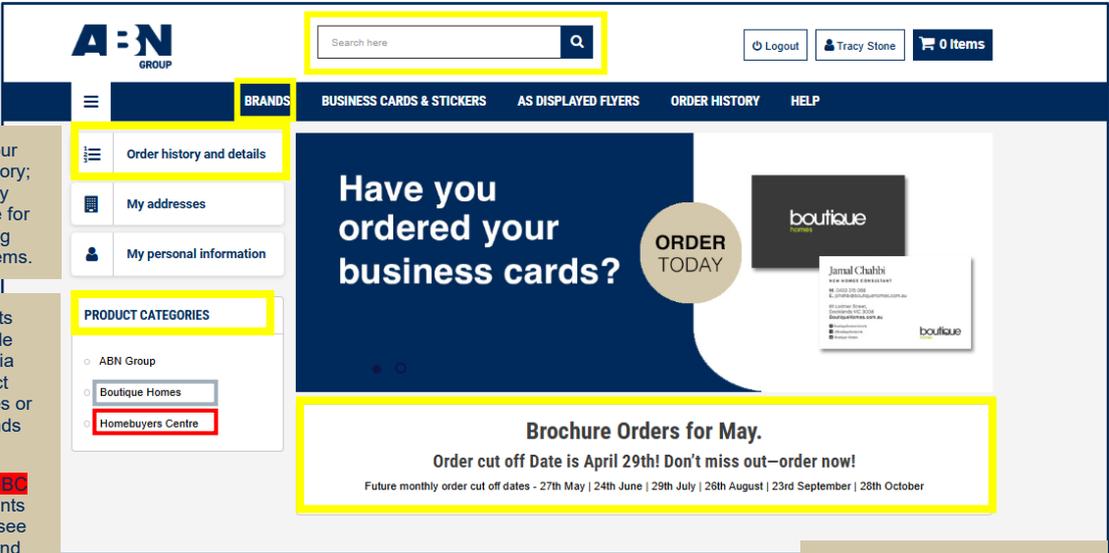
2. Navigating the Online Portal

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.



The screenshot shows the A=N Group online portal home page. At the top, there is a search bar with the text "Search here" and a magnifying glass icon. To the right of the search bar are links for "Logout", "Tracy Stone", and "0 Items". Below the search bar is a navigation menu with the following items: "BRANDS", "BUSINESS CARDS & STICKERS", "AS DISPLAYED FLYERS", "ORDER HISTORY", and "HELP".

On the left side, there is a sidebar with the following sections:

- Order history and details**: Includes links for "Order history and details", "My addresses", and "My personal information".
- PRODUCT CATEGORIES**: Includes a list of categories: "ABN Group", "Boutique Homes", and "Homebuyers Centre".

Below the sidebar, there is a main content area with a large banner that says "Have you ordered your business cards? ORDER TODAY" and a smaller image of a business card for "Jurnal Chahhi". Below the banner is a section titled "Brochure Orders for May" with the text "Order cut off Date is April 29th! Don't miss out—order now!" and "Future monthly order cut off dates - 27th May | 24th June | 29th July | 26th August | 23rd September | 28th October".

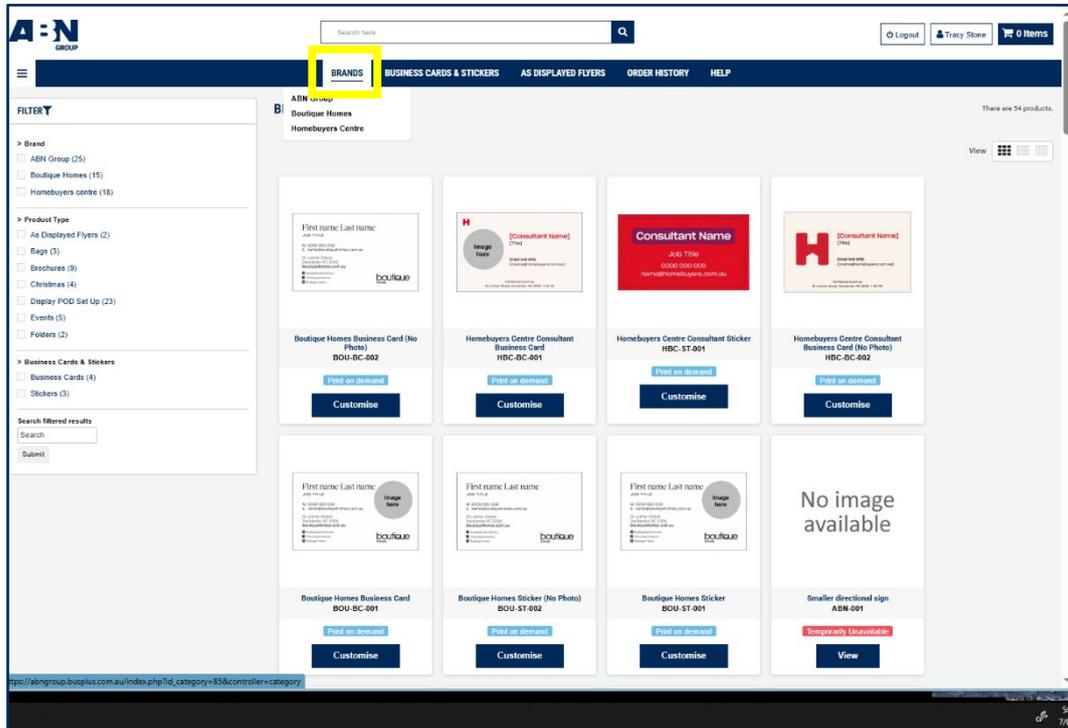
Annotations on the page include:

- A callout box on the left stating: "View your order history; an easy reference for ordering regular items." pointing to the "Order history and details" section.
- A callout box on the left stating: "Products available found via Product Categories or the Brands tab." pointing to the "PRODUCT CATEGORIES" section.
- A callout box on the left stating: "BOU & HBC Consultants will only see their brand" pointing to the "Homebuyers Centre" category.
- A callout box on the right stating: "Monthly Sales Collateral Order Deadlines & Information" pointing to the "Brochure Orders for May" section.

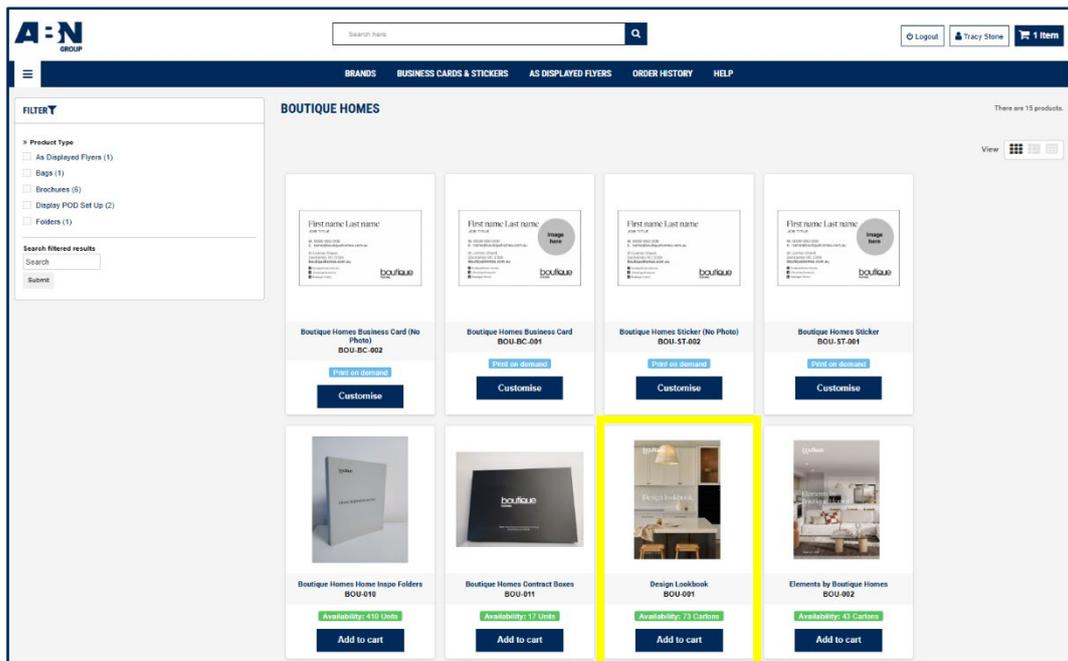
3. Placing an Order for Marketing Materials

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

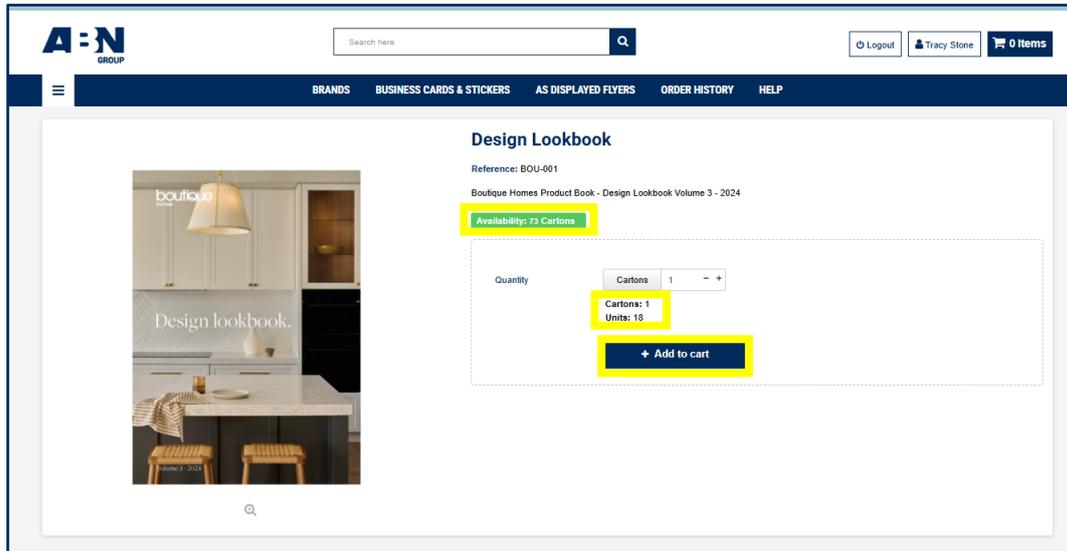
- Click on the Brand you wish to order.



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



- 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.



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.



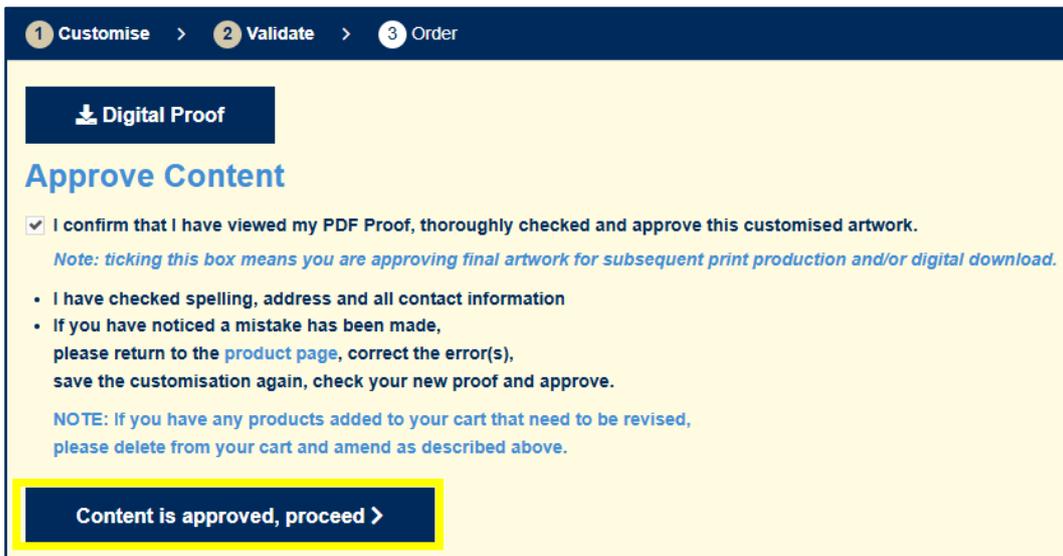
Select the Card/Sticker Type

- 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

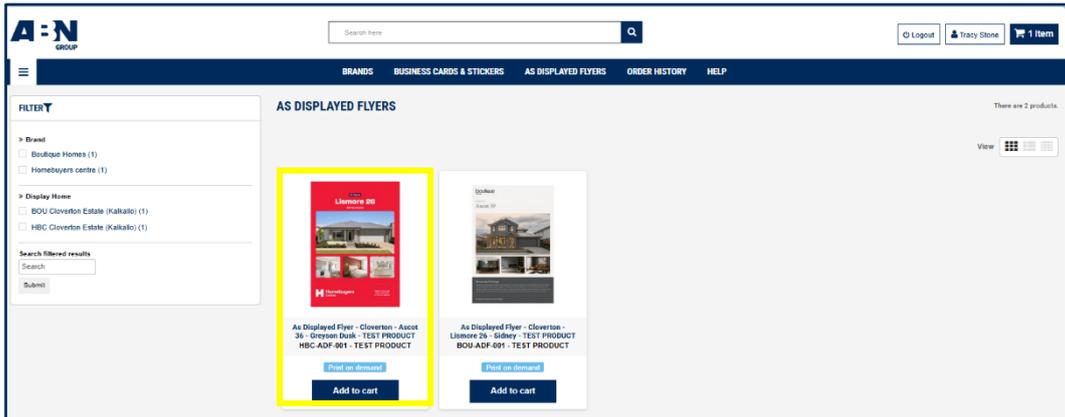
- Order your cards and stickers on each product and follow the above process.

5. Placing an Order for As Displayed Flyers

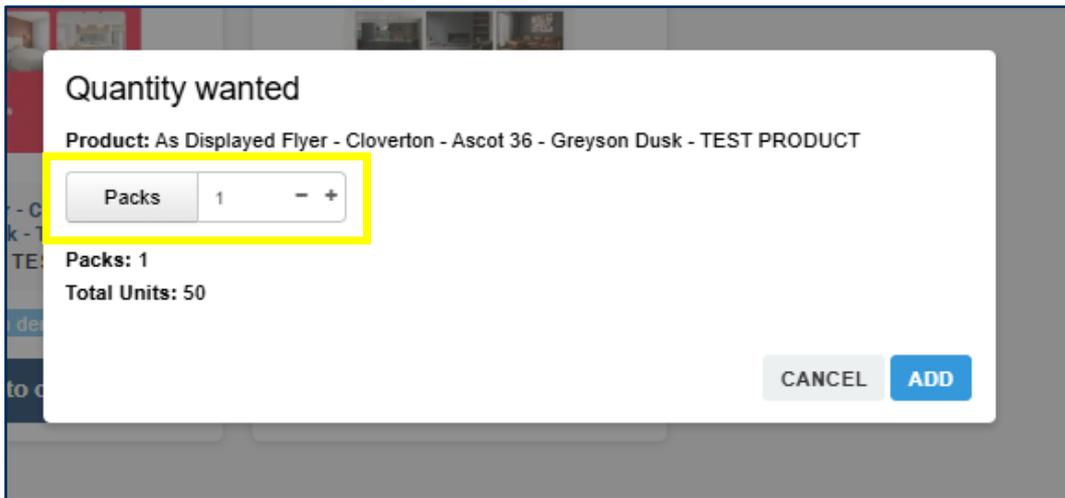
- Select **As Displayed Flyers** from the menu bar.



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

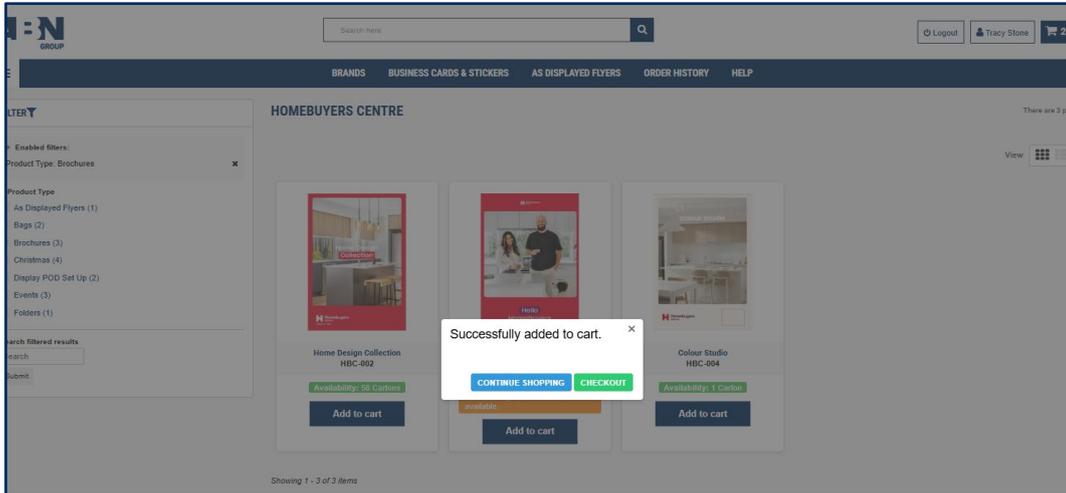


- Select the number of packs you require and add to cart. Please note: **MAXIMUM ORDER QUANTITY of As Displayed Flyers is 2 x packs** (total 100 flyers) per month.
- Select **Add to Cart** and continue to check out or continue shopping

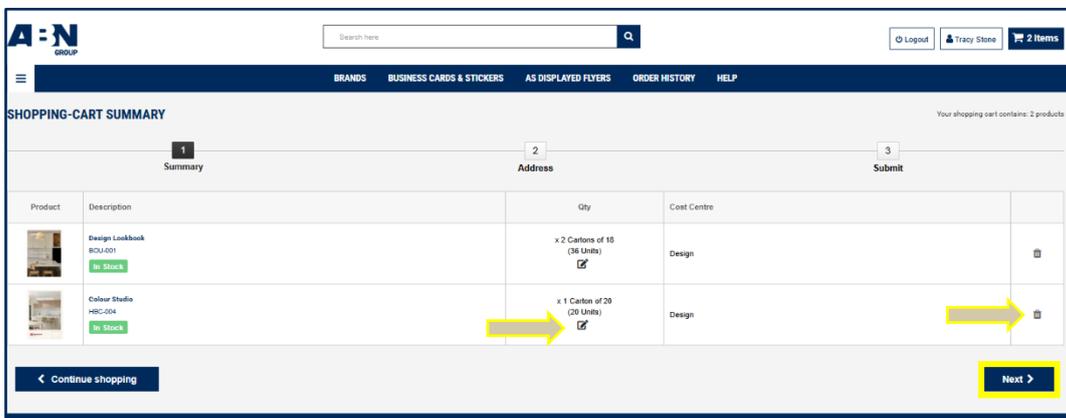


6. Completing your order

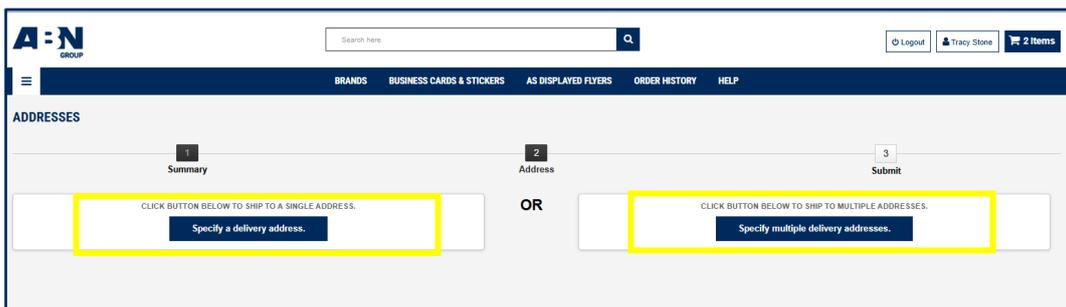
- Once you have added items to the cart you have the option to Continue Shopping (if you need to order additional items) or Checkout (Next).



- 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.



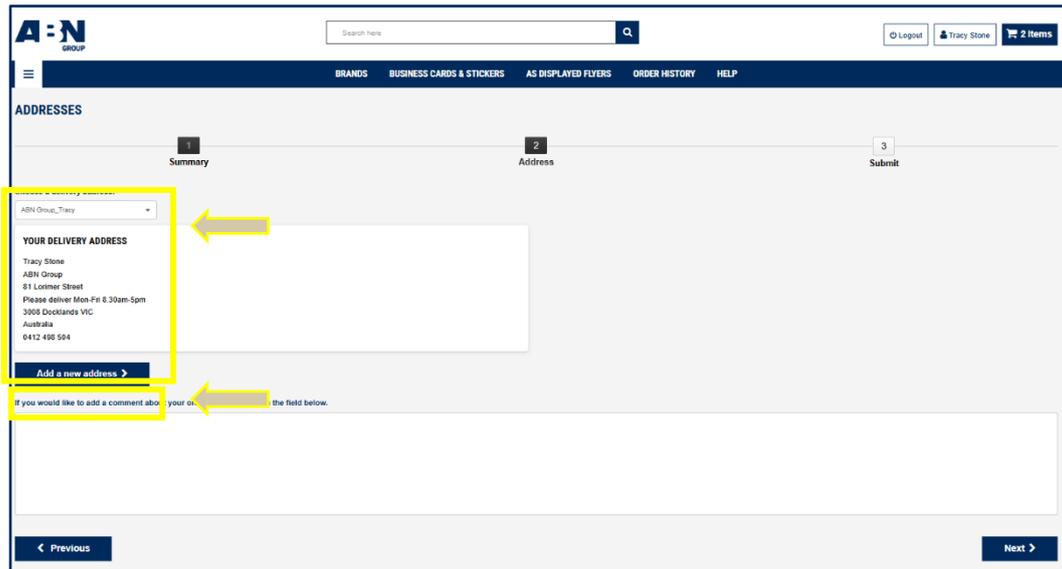
- You will now specify to deliver to one or multiple address/es



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.



The screenshot displays the 'ADDRESSES' section of the A=N website. At the top, there is a search bar and navigation links for 'Log out', 'Tracy Stone', and '2 Items'. Below the navigation, the 'ADDRESSES' section is divided into three steps: 1. Summary, 2. Address, and 3. Submit. A dropdown menu is open, showing 'YOUR DELIVERY ADDRESS' with the following details: Tracy Stone, ABN Group, 81 Lorimer Street, Please deliver Mon-Fri 8:30am-5pm, 3008 Docklands VIC, Australia, 0412 486 594. A yellow box highlights the 'Add a new address >' button. Another yellow box highlights the text 'if you would like to add a comment about your order, please use the field below.' with an arrow pointing to a text input field. At the bottom, there are 'Previous' and 'Next' navigation buttons.

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**.

The screenshot shows the 'ADDRESSES' page with a table containing one item:

Product	Description	Qty	Shipping address	Cost Centre
	Boutique Homes Contact Boxes BOU-011	x 2 Units	ABN Group_Tracy Ship to multiple addresses	Design

Below the table is a button 'Add a new address >' and a text area for comments.

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

The screenshot shows the 'ADDRESSES' page with a table containing two items:

Product	Description	Qty	Shipping address	Cost Centre
	Presentation Folders HBC-005	x 2 Cartons of 25	ABN Group_Tracy Ship to multiple addresses	Design
	Home Design Collection HBC-002	x 1 Carton of 25	ABN Group_Tracy Ship to multiple addresses	Design

Below the table is a button 'Add a new address >'.

- 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**.

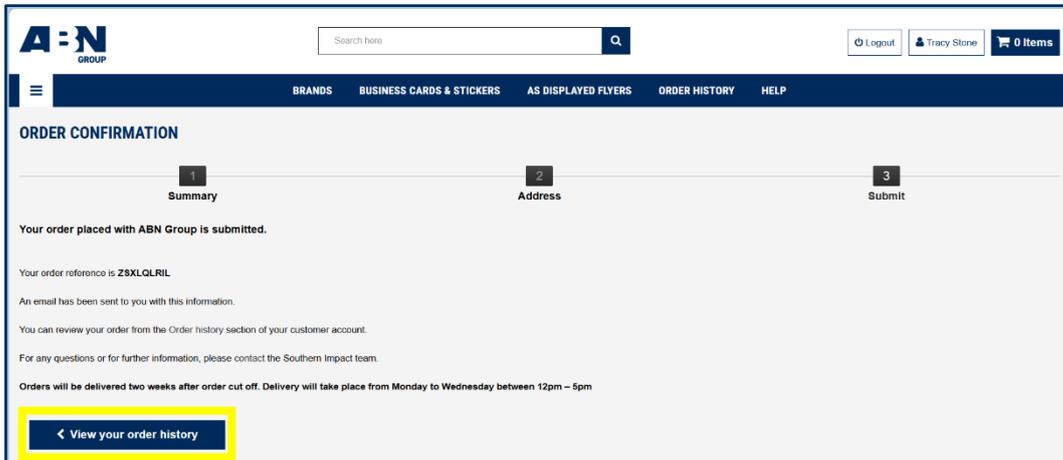
The screenshot shows the 'ADDRESSES' page with a table containing two items:

Product	Description	Qty	Address	Cost Centre
	Presentation Folders HBC-005 In Stock	x 2 Cartons of 25 (50 Units)	ABN Group_Tracy	Design
	Home Design Collection HBC-002 In Stock	x 1 Carton of 25 (25 Units)	BOU Cloverton Estate (Kalkallo)	Design

At the bottom, there is a 'Previous' button on the left and a 'SUBMIT ORDER REQUEST' button on the right.

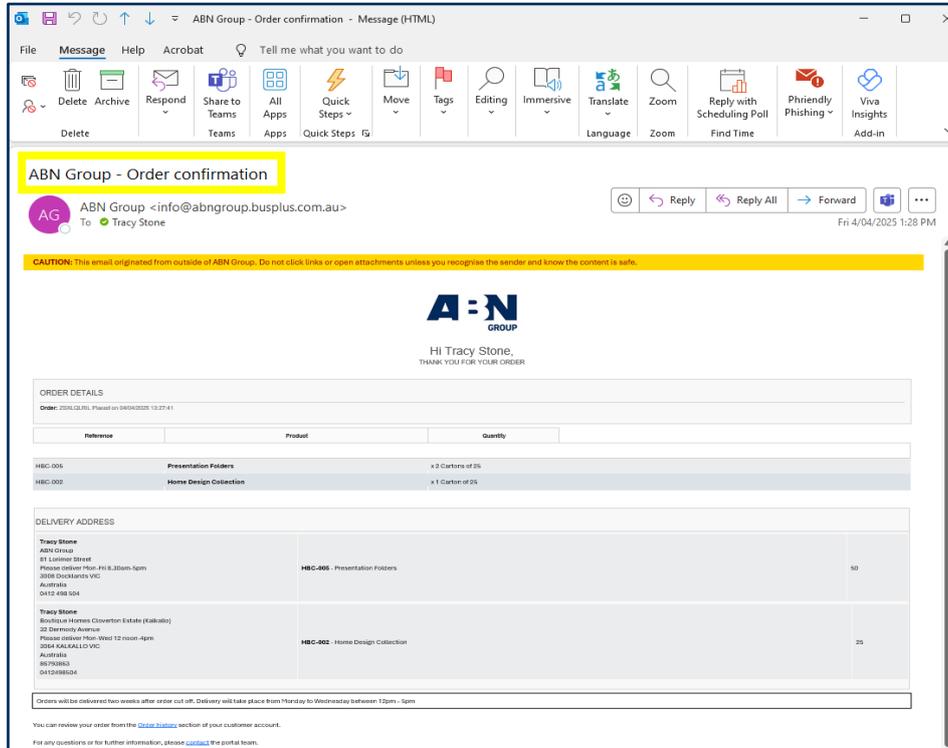
- Your order will proceed through to the ABN Group approval process. If you need to make changes, click on the black **PREVIOUS** button and you can edit your order as necessary.

- 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.



8. Order & Despatch Confirmation

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



ABN Group - Order confirmation

ABN Group <info@abngroup.busplus.com.au>
To: Tracy Stone

CAUTION: This email originated from outside of ABN Group. Do not click links or open attachments unless you recognise the sender and know the content is safe.

ABN GROUP

Hi Tracy Stone,
THANK YOU FOR YOUR ORDER

ORDER DETAILS

Order: ZMVDNYQI, Placed on 04/04/2025 13:27:41

Reference	Product	Quantity
HBC-005	Presentation Folders	x 2 Cartons of 25
HBC-002	Home Design Collection	x 1 Carton of 25

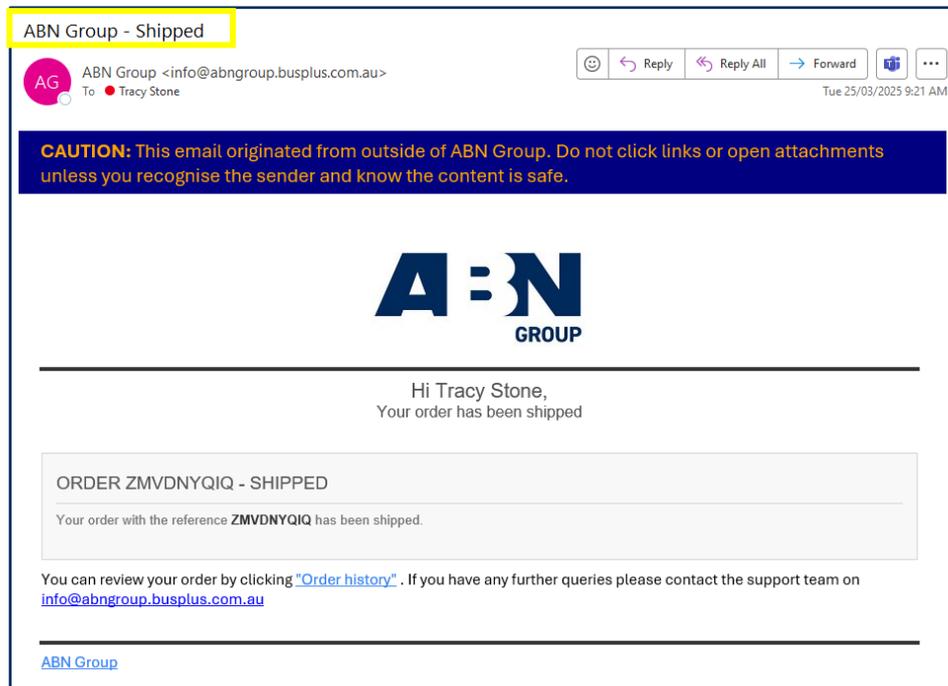
DELIVERY ADDRESS

<p>Tracy Stone ABN Group 31 Linnell Street Pleasanton Place, PH 8.20am-5pm 2008 DICKSON VIC Australia 0412 498 604</p>	HBC-005 - Presentation Folders	50
<p>Tracy Stone Bonique Homes Cloverton Estate (Kallaroo) 32 Dermody Avenue Pleasanton Place, West 12 noon-4pm 2064 KAKULLIO VIC Australia 0479 9862 0412 498 604</p>	HBC-002 - Home Design Collection	25

Orders will be delivered two weeks after order cut off. Delivery will take place from Monday to Wednesday between 10am - 5pm

You can review your order from the [Order history](#) section of your customer account.
For any questions or for further information, please [contact](#) the portal team.

- When your order is despatched you will receive a **shipping confirmation** via email



ABN Group - Shipped

ABN Group <info@abngroup.busplus.com.au>
To: Tracy Stone

CAUTION: This email originated from outside of ABN Group. Do not click links or open attachments unless you recognise the sender and know the content is safe.

ABN GROUP

Hi Tracy Stone,
Your order has been shipped

ORDER ZMVDNYQIQ - SHIPPED

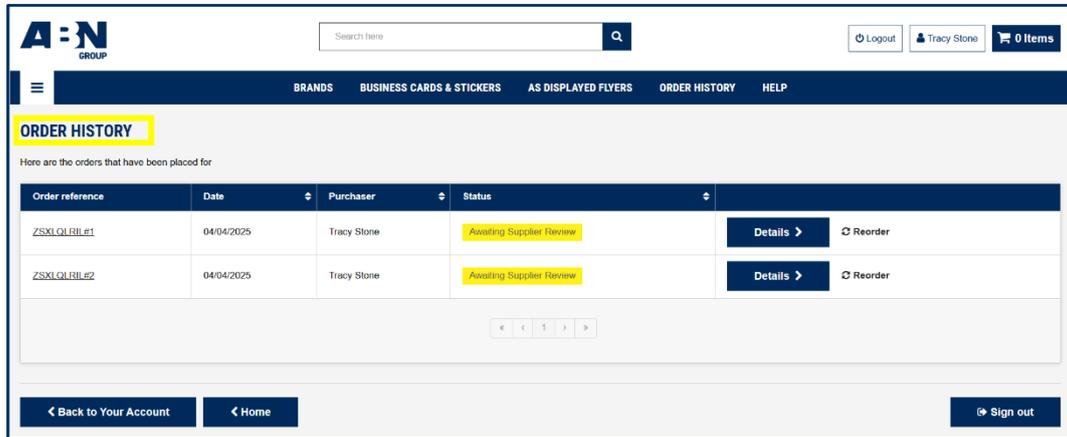
Your order with the reference **ZMVDNYQIQ** has been shipped.

You can review your order by clicking "[Order history](#)". If you have any further queries please contact the support team on info@abngroup.busplus.com.au

[ABN Group](#)

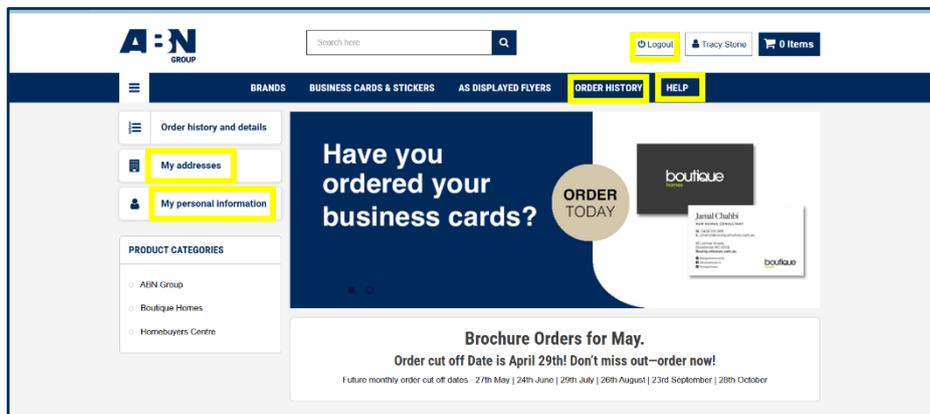
9. Order History and Tracking

- 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.



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**



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.