

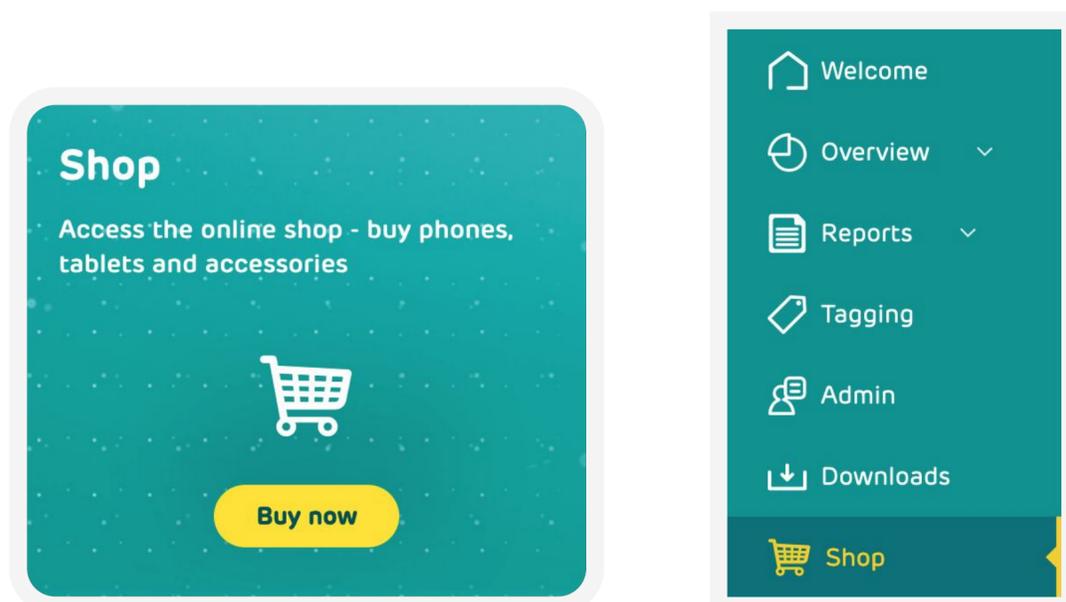
ONLINE ORDERING

Introduction to the Shop

In the Shop you can buy a range of devices and accessories to suit your needs.

Please note: the Shop is available if your contract allows for ordering. If you're a top-level administrator and haven't been set up with online ordering, please contact the Mobile Manager support team at mobile.manager@ee.co.uk. If you are not a top-level administrator and require access to the Shop, please contact your company's admin.

Once set up with online ordering, you'll have a new tile on your homepage to select – Shop. You can also use the left-hand menu.

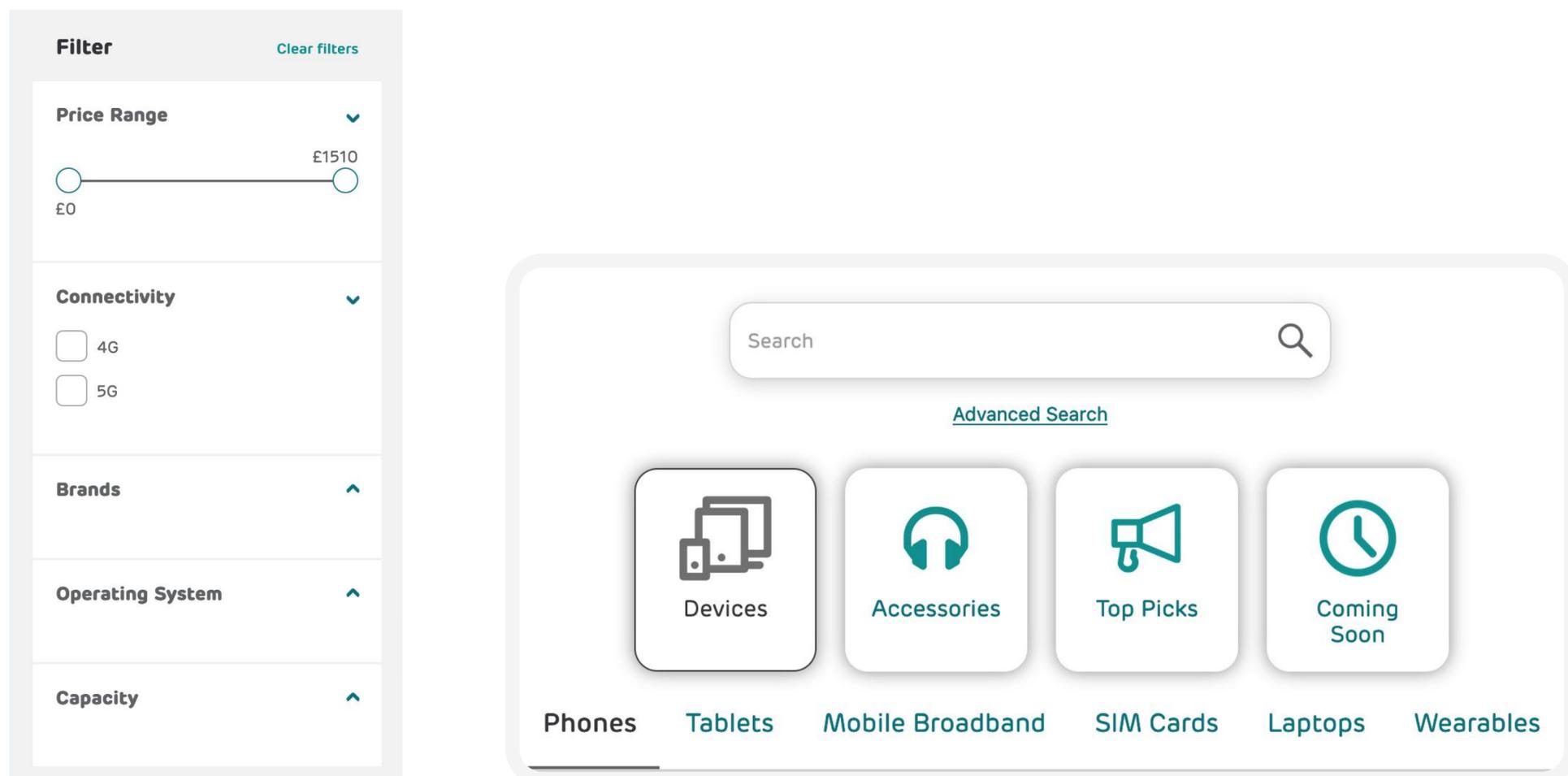


Select this link to access the online shop. When you first enter the 'Shop' section, you'll have a number of options to view.

Shop

You can browse products by selecting either 'Devices', 'Accessories', 'Top Picks' or 'Coming Soon'. Below you can refine what you're looking for in that product category by selecting from the list of products. The left-hand menu in 'Shop' will also help you to refine your search by allowing you to select brands, a price range, and more.

The search box above this allows you to make a direct search for a product.

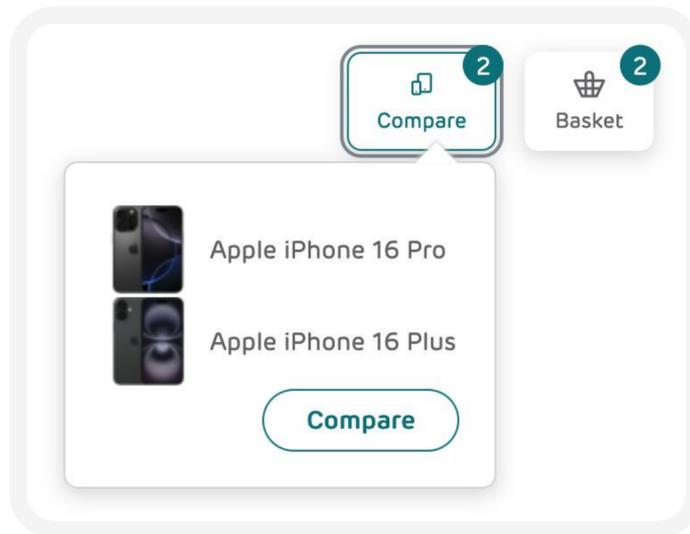
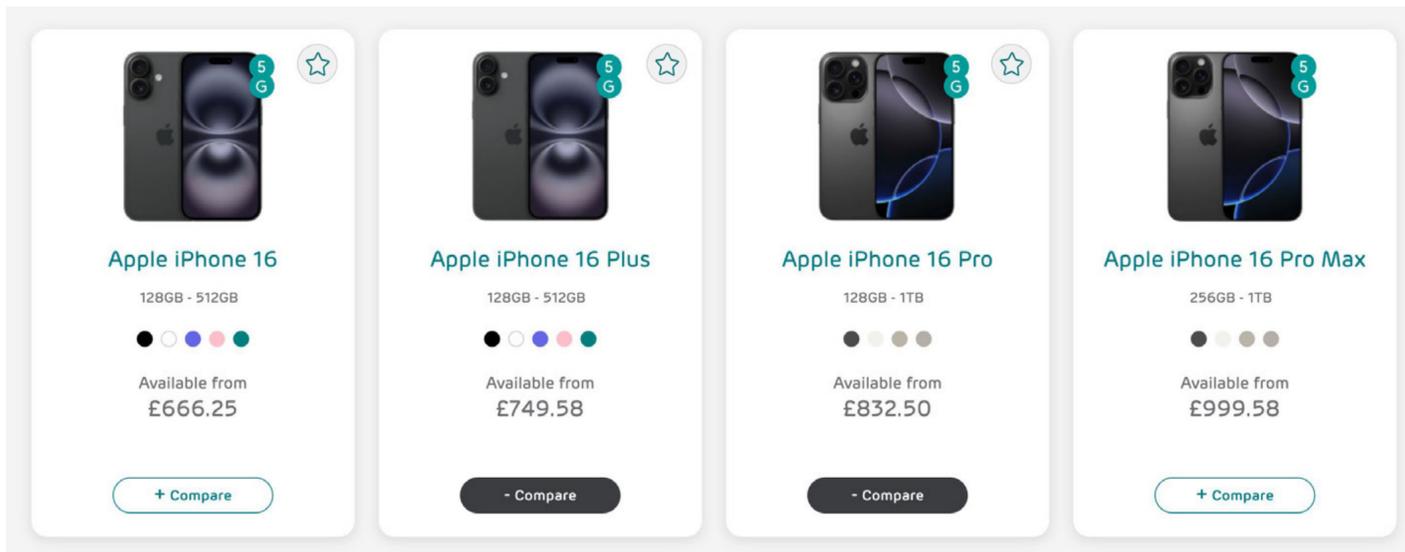


You can utilise the 'Coming Soon' option to register your interest in new products. If you register, you'll receive an email when the product is available to purchase from Mobile Manager.

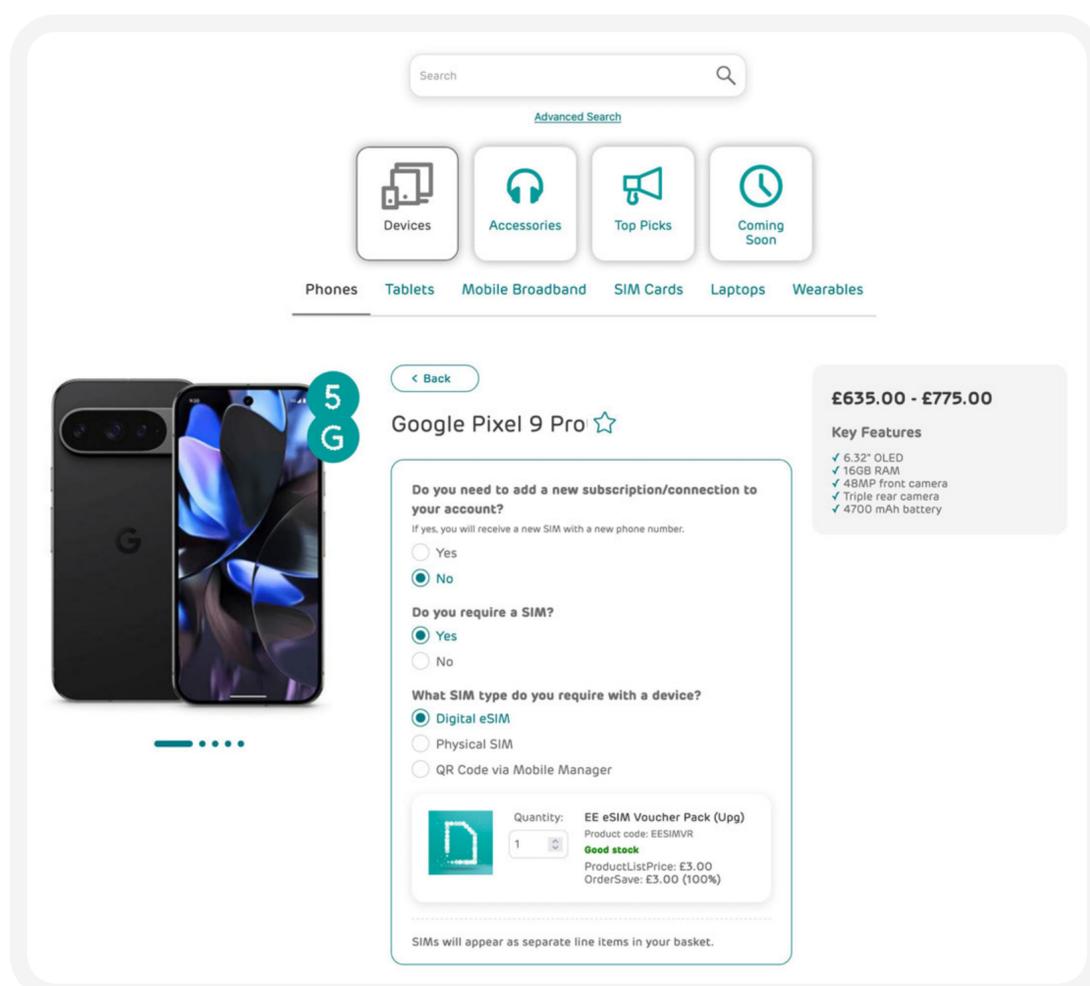
Choosing a product

Once you've selected a product, you'll be taken to a product page where you can decide your SIM options. Once you've picked between the options for your product, select 'Add to basket'.

If you're unsure on which products you'd like to purchase, you can use the 'Compare' tool to help make your decision. Before you select a product, underneath it will be a 'Compare' button. Select this to add it to your compare list. Once ready, in the top right-hand corner of the Shop you'll find a 'Compare' button, next to your 'Basket'. Here you will find all the products you've selected, and you can see a side-by-side view of the details of each product to help your decision.

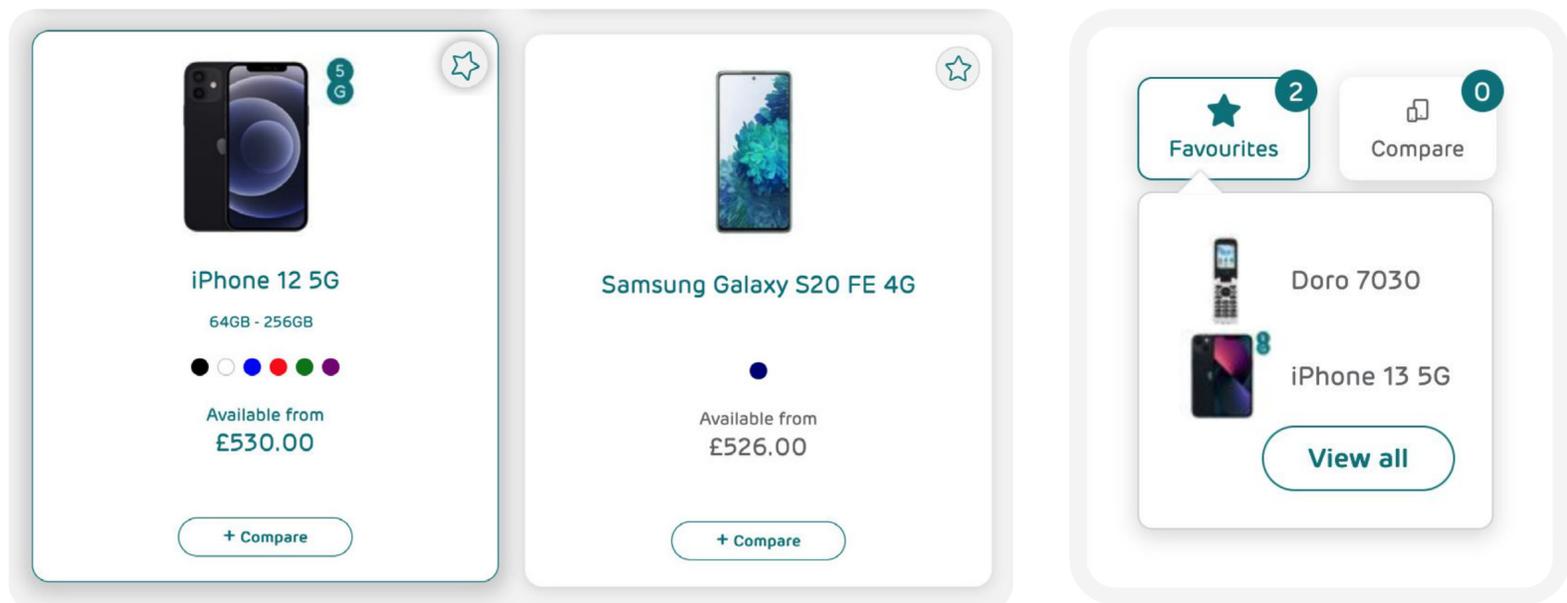


Please note: if you are wanting to use the QR code via Mobile Manager, visit the [Digital eSim user guide](#) for more information.

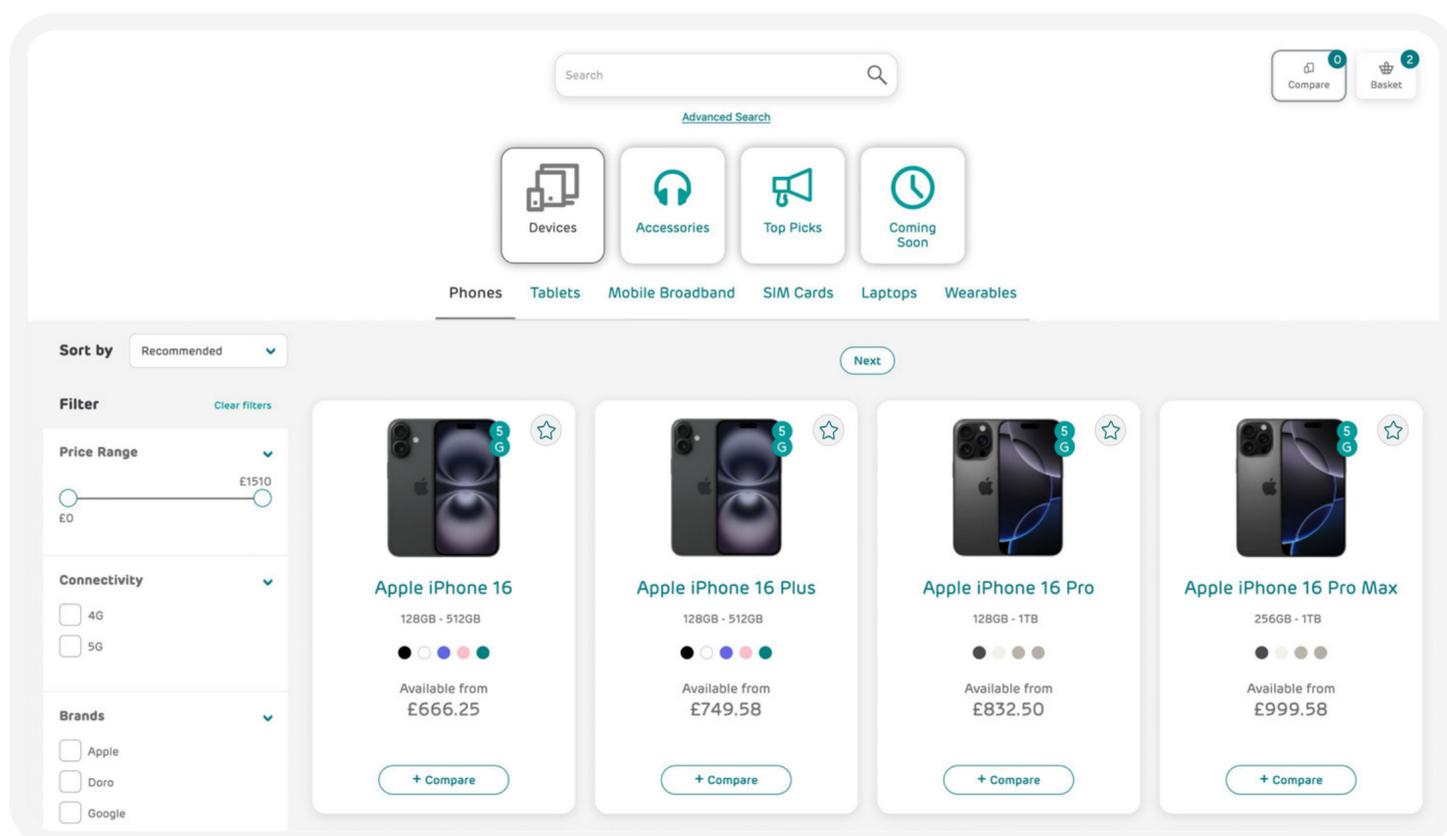


Favourites

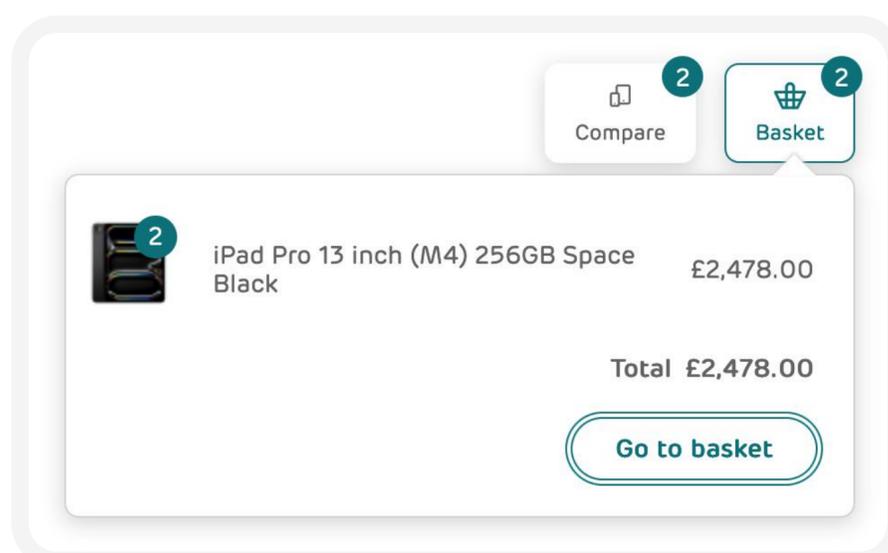
You can favourite items in the Shop by selecting the star in the right-hand corner of a product. You can view the items you have favoured by selecting the 'Favourites' button on the left-hand side of the Shop.



Purchasing your product



Once you've added your product to your basket, you can continue shopping until you're ready to purchase. Your basket is in the top right-hand corner of the Shop. It will update with a number to show how many products are being ordered. You can view the contents of your basket at any time by selecting the 'Basket' icon or by selecting 'View basket' from the drop-down menu that appears. This is where you can purchase your items.



Within the 'View basket' page, you can change quantities and remove items if required. The total cost of your order is also displayed.

For new connections, you will need to enter a username. For upgrades and device-only orders you can add an existing username or phone number if you wish, however this isn't mandatory.

Products	Item Price	Total Cost
 Quantity: 2 Remove Item iPad Pro 13 inch (M4) 256GB Space Black Connection: Device only Product code: SAPS0368116	£1,239.00	£2,478.00
2 Phone / Phone Labels left to add Add multiple entries <input type="text" value="Enter name/number (optional)"/> <input type="text" value="Enter name/number (optional)"/>		
Total Items: 2		Total: £2,478.00
Empty Basket Continue Shopping		Order Now

To confirm your purchase, click the 'Order now' button. On the next screen, you will be asked to select a relevant dispatch address. Click 'Review Order' to continue.

Please note: If you are ordering a new connection you will need to tell us which tariff plans and bundles to associate each connection with in the additional instructions box.

Additional Information	
Forename* <input type="text" value="User"/>	Delivery instructions ⓘ <input type="text"/>
Surname* <input type="text" value="Name"/>	
Order Contact Number* ⓘ <input type="text" value="Enter phone number starting 0"/>	Please enter any additional instructions here, including specific tariffs or services required <input type="text"/>
Delivery Contact Number* ⓘ <input type="text" value="Enter a mobile number starting 07"/>	
Contact Email Address* <input type="text" value="user_name1@bt.com"/>	
Cost Centre <input type="text"/>	
Airtime Account Number* ⓘ <input type="text"/>	
Equipment/Sales Account* ⓘ <input type="text" value="Search"/>	
PO Number* <input type="text"/>	

Address Information
Delivery Address Add New Address
<input checked="" type="radio"/> Attention Name: Test User Address 1 City E1 8EE
Update Remove

Total: £2,478.00 [Back to basket](#) [Review Order](#)

On the next screen, complete all fields marked with a red *: You'll need to select or enter an EE airtime account number and EE equipment account number you wish to order against. These will appear in a drop-down menu for you to select.

Select 'Purchase' to continue. You'll now need to confirm you have read and agreed to the terms and conditions before you confirm your purchase.

Make sure you review the information on the screen. Once you are ready to submit your order, click 'Purchase: Your order isn't submitted for processing until you click on 'Purchase' on the 'Final Order Review' page.

Track your order

On the next screen ('Order Confirmation'), you will be able to download a PDF of your order. You can also view your order history via the 'Admin' section 'Reports' menu.

If you want to check order status, track orders, or look at your device information, [visit our Admin-Reports user guide for more information](#). Please check the admin-reports user guide for more information.

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