

Introduction

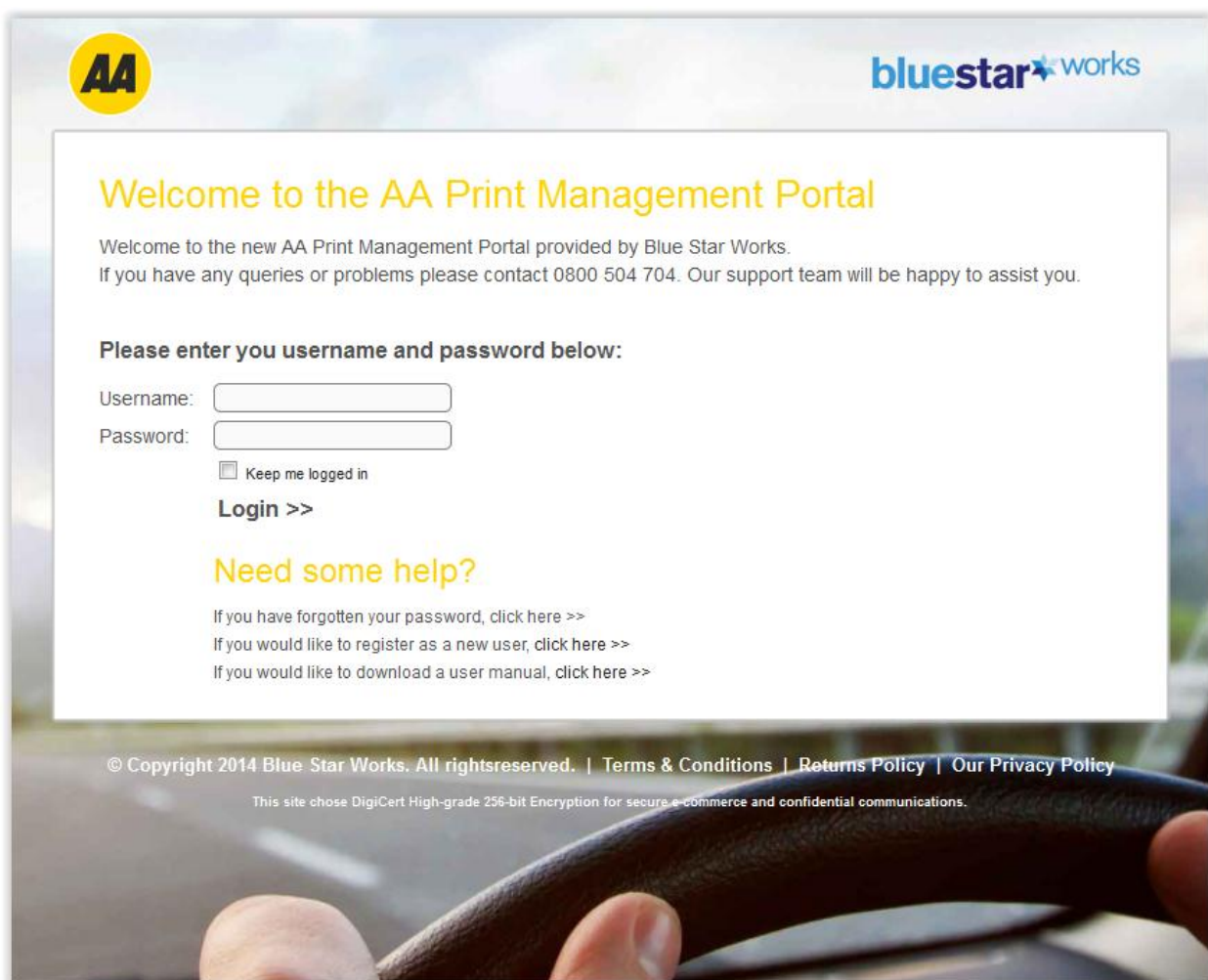
Welcome to AA On-line Ordering System. This site has been created with the intention to assist you with the following:

- Ordering AA product
- Reviewing previous order history
- Accessing product information such as stock levels and backorders

Logging In

To Access the site please go to the following URL using your Web Browser

<https://portal.bluestargroup.co.nz/login/aa>

The screenshot shows the login interface of the AA Print Management Portal. At the top left is the AA logo (a yellow circle with 'AA' in black). At the top right is the 'bluestar works' logo. The main heading is 'Welcome to the AA Print Management Portal' in yellow. Below it, a welcome message states: 'Welcome to the new AA Print Management Portal provided by Blue Star Works. If you have any queries or problems please contact 0800 504 704. Our support team will be happy to assist you.' The login section is titled 'Please enter you username and password below:'. It contains two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'Keep me logged in'. A 'Login >>' button is positioned below the checkbox. A yellow heading 'Need some help?' follows, with three links: 'If you have forgotten your password, click here >>', 'If you would like to register as a new user, click here >>', and 'If you would like to download a user manual, click here >>'. The footer contains copyright information: '© Copyright 2014 Blue Star Works. All rights reserved. | Terms & Conditions | Returns Policy | Our Privacy Policy' and a security note: 'This site chose DigiCert High-grade 256-bit Encryption for secure e-commerce and confidential communications.' The background of the page shows a close-up of hands on a steering wheel.

To log into the AA Website, please enter your Username and Password. These will have been provided to you separately to this document. Either press the enter key or use your mouse to click on the Login Button.

Once logged in, there are a number of menu options available.

Search the Catalogue and Browse the Catalogue – allows you to navigate the product catalogue and place an order.

Place a Quick Order – if you know the products codes, you can quickly enter these directly in to the order basket.

Find a Previous Order – allows you to view your order history.

The screenshot shows the NZAA Online Ordering Website interface. At the top, there is a header with the 'AA' logo on the left, the 'bluestar works' logo in the center, and a 'Logout' button on the right. Below the header is a navigation bar with 'Home', 'Catalogue', and 'Orders' links. The main content area is divided into two columns. The left column contains four sections: 'Contact Us' with contact information for customer support, 'Search the Catalogue' (highlighted with a red border), 'Browse the Catalogue', 'Place a Quick Order', and 'Find a Previous Order'. The right column contains a 'Welcome to the AA Print Management Portal' message, a section for 'NZ Destinations delivery time frames', a link to download a user manual, and a map showing the location of Blue Star Works in Gracefield, New Zealand.

AA bluestar works Logout

Home Catalogue Orders

Contact Us

If you need ordering or product assistance
Contact your customer support team:

Customer Support

Mobile: +0800 504 704
Email: aa.support@bluestargroup.co.nz

Search the Catalogue

To search for a product that you need, click here and enter either the code or the name you are looking for in the catalogue search field provided...

Browse the Catalogue

To browse the range of products that are available by category, view images and select any items that you would like to order click here...

Place a Quick Order

If you know the product code you are after, you can click here to go direct to the Quick Order cart, enter the product code and quantity an order them...

Find a Previous Order

To search for an order previously placed, click here to look in Order History. You can search by reference, date range and view the status of the order...

Welcome to the AA Print Management Portal

If you require assistance with any products, orders or other requests.
Please feel free to use your contacts shown:


Hours of Operation

Monday to Friday, 9am to 5pm, excluding Public Holidays.

NZ Destinations delivery time frames (for orders received before 2:00pm)

Orders for "Stocked" items will be despatched from our warehouse that same day.
Orders for "Made to Order" items will be despatched inline with the leadtime.
Other deliveries being made within 48 hours.

You can download a user manual by clicking the link below:

 Title: AA Online Ordering User Manual
Format: PDF
Size: 2.06 Mb
Version: July 2014

We are located at

Blue Star Works
1 Bell Road South
Gracefield
Lower Hutt
Wellington
NEW ZEALAND

9/1-9 Bell Rd S
Gracefield
[View on Google Maps](#)

Directions Save Sign in

Search or Browse the Catalogue

The Catalogue menu takes you to the online ordering module where you can order a range of printed and personalised products. You can select a category from the catalogue down the left to display products within this grouping. The products will be displayed within the middle frame as per the below image.

The screenshot displays the 'Catalogue' page of the NZAA Online Ordering Website. The page features a top navigation bar with 'Home', 'Catalogue', and 'Orders' links. Below this is a 'Catalogue Browse' section with a search bar and a 'Search' button. The main content area is titled 'Catalogue' and shows 'Category Results > AA Branded'. A table lists products with columns for Product ID, Description, Unit, Available status, Price, Quantity, and Action. The table includes items like 'AA Windscreen Sunshade', 'Black AA Vented Umbrella', 'GOKH Windscreen Sunshade', 'Mini Umbrella - AA Branded', 'Travel Activity Pack', and 'Yellow AA Vented Umbrella'. Each item has a quantity input box and an 'Add to Order' button. At the bottom of the table, there are 'Add all items' and 'Clear all items' buttons. A red arrow points to the 'Add to Order' button for the 'Travel Activity Pack' item, and another red arrow points to the 'Add all items' button at the bottom of the table.

Product	Description	Unit	Available	Price	Quantity	Action
NZAA502190	AA Windscreen Sunshade	PACK6	✓	\$0.00	2	Add to Order
NZAA502147	Black AA Vented Umbrella	EACH	✓	\$0.00	5	Add to Order
NZAA502191	GOKH Windscreen Sunshade	PACK6	✓	\$0.00		Add to Order
NZAA502145	Mini Umbrella - AA Branded	EACH	✓	\$0.00	5	Add to Order
NZAA502140	Travel Activity Pack	EACH	✓	\$0.00	5	Add to Order
NZAA502146	Yellow AA Vented Umbrella	EACH	✓	\$0.00		Add to Order

To place an order, insert the required number in the quantity box and click 'Add to Order' or 'Add all items'. You may continue to add additional items to your order by navigating the catalogue or searching.

You may also search for a product by typing a keyword or product code in to the Search field.

The screenshot shows the 'Catalogue' page of the NZAA Online Ordering Website. A red arrow points to the 'Search Catalogue' input field, which contains the text 'Umbrella'. The search results are displayed in a table with columns: Product, Description, Unit, Available, Price, Quantity, and Action. The results show three items: 'Mini Umbrella - AA Branded', 'Yellow AA Vented Umbrella', and 'Black AA Vented Umbrella'. Each item has a quantity input field and an 'Add to Order' button. The left sidebar shows a navigation menu with 'AA Branded' selected under the 'Retail' category. The top navigation bar includes 'Home', 'Catalogue', and 'Orders' tabs, along with a 'Logout' button.

Product	Description	Unit	Available	Price	Quantity	Action
NZAA502145	Mini Umbrella - AA Branded	EACH	✓	\$0.00	<input type="text"/>	Add to Order
NZAA502146	Yellow AA Vented Umbrella	EACH	✓	\$0.00	<input type="text"/>	Add to Order
NZAA502147	Black AA Vented Umbrella	EACH	✓	\$0.00	<input type="text"/>	Add to Order

Number of records: 3, showing all records

This site chose DigiCert High-grade 256-bit Encryption for secure e-commerce and confidential communications.

You can click on the product Description and view any additional information that is provided for each item.

If an image is available, clicking on it will open a larger view of the image for you to see.

The screenshot shows the 'Product Details' page for the 'Yellow AA Vented Umbrella'. The page has a 'General' tab selected. The product name is 'Yellow AA Vented Umbrella (EACH)'. The code is 'NZAA502146' and there is a restriction to no more than 10 per order. The 'Order Quantity' section has a quantity input field and an 'Add' button. The price is '\$0.00'. The 'Please Note' section states 'All prices are exclusive of GST'. The 'ETA' is '6/11/2014'. The left sidebar shows the navigation menu with 'AA Branded' selected under the 'Retail' category. The top navigation bar includes 'Home', 'Catalogue', and 'Orders' tabs, along with a 'Logout' button.

Yellow AA Vented Umbrella (EACH)

Code: NZAA502146
Restriction to no more than 10 per order.

Order Quantity

[Add](#)

Price: \$0.00

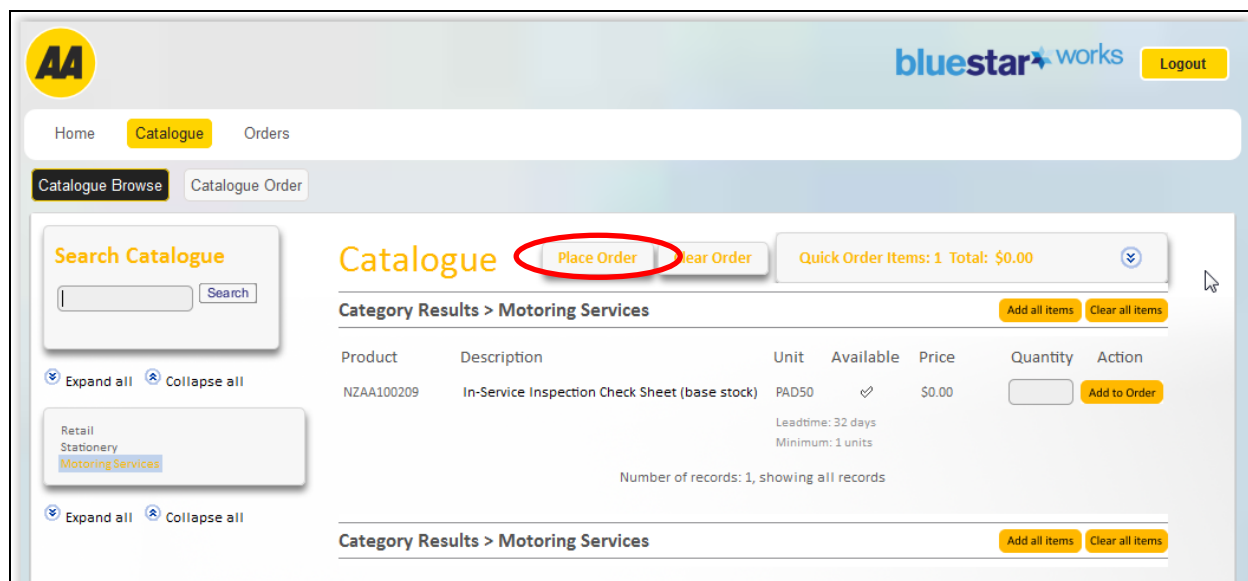
Please Note: All prices are exclusive of GST

ETA: 6/11/2014

To place an order, insert the required number in the quantity box and click 'Add'. You may continue to add additional items to your order by navigating the catalogue or searching.

Saving or completing your order

Once you have completed adding items to your order, click on 'Place Order'.



Now you will see the 'Quick Order Details' page where you can see a summary of your order.

From this page you can:

- Edit or delete any of the products currently in your order by selecting 'Edit' or 'Delete' located to the right of the product(s) currently in the order.
- If you wish to add more products and know the product code select 'Add all items'. This will create a box below the order for you to enter the product code. Alternatively you can click on the 'Browse items' button to navigate the catalogue again.

The screenshot shows the 'Quick Order Details' page. The 'Edit' and 'Delete' buttons in the 'Customer Order Lines' table are circled in red. The page displays order information, delivery details, and a summary of the order. The 'Add all items' button is also visible.

Code	Description	Qty	Unit	Price	Total	ETA	Status	Action
NZAA100209	In-Service Inspection Check...	1	PAD50	\$0.00	\$0.00	30-Oct-2014	No-Stock	Edit Delete
SubTotal					\$0.00 (excl GST)			
Tax (GST)					\$0.00			
Total Amount Payable					NZD \$0.00 (incl GST)			

Once a correct product is added, the action option will alter to 'edit/delete'. These can be used if you decide to alter the quantity or remove the item from the cart altogether. (See page 7 for more detail on Quick Order entry.)

Enter any additional information required to identify your order. GL Code(s) are pre-loaded against your profile. If you have multiple GL codes, please select from the list available by clicking on the down arrow. The reference field does not need to be completed. Ensure you enter a physical street address or select from preloaded addresses. All deliveries are sent via courier service, we are unable to deliver to PO Box addresses. The comments field allows you to provide special delivery instructions.

If you wish to place your order, click 'Complete'.

If you need to save your order to process later, click 'Save & Exit'

Quick Order Details

WARNING: Click complete to place your order
 [Complete](#)
[Save & Exit](#)

General

Order Info
W941792

Ordered By demo.aaas

Order Date 16-Sep-2014

Order Status Draft

Reference

Email Address tracey.joyce@bluestargroup.co.nz

GL Code 11802

Delivery Info
AA Auto Service & Repair - St Lukes, 65 St Lukes Road, St Lukes, Auckland Attention: Dave Harper,

Required 18-Sep-2014

Attention* Dave Harper

Business Name AA Auto Service & Repair - St Lukes

Deliver to 65 St Lukes Road

St Lukes

Auckland

Country New Zealand

Customer Order Lines
[Browse items](#)
[Add all items](#)
[Edit all items](#)

Code	Description	Qty	Unit	Price	Total	ETA	Status	Action
NZAA100209	In-Service Inspection Check...	1	PAD50	\$0.00	\$0.00	30-Oct-2014	No-Stock	Edit Delete
SubTotal					\$0.00 (excl GST)			
Tax (GST)					\$0.00			
Total Amount Payable					NZD \$0.00 (incl GST)			

Number of records: 1, showing all records

WARNING: Click complete to place your order
 [Complete](#)
[Save & Exit](#)

This will take you to a confirmation page advising that your order has been 'successfully placed', or 'saved but not placed'. Take note of the Sales Order number so that you may easily locate the order later for editing and/or order placement.

If you have elected to 'Save' your order, the order will be saved as a 'Draft' order. See page 9 for searching saved and completed orders.

Quick Order Saved

[New Order](#)
[Exit](#)

IMPORTANT: Your order has been saved but has not been placed.

To place your order you need to exit this screen, return to the order and click the complete button.

Order Number **W941792**

Order Total **\$0.00**

If you would like to print a copy of your order, [click here](#)

Place a Quick Order

A short-cut tip – if you already know the product codes of the items you wish to order then you can get straight to the quick order entry screen by selecting “Place a Quick Order” in the home screen (refer to page 2)

Enter the product codes for the items you wish to order, these can be entered directly in to the below Quick Order Details screen.

Click on ‘Add all items’ and a search box will appear. Enter the product code and quantity then click ‘Add’.

Quick Order Details

General

Order Info

Order ID: W941840
 Order Date: 16-Sep-2014
 Order Status: Draft
 Reference:
 Email Address: traceyjoyce@bluestargroup.co.nz
 GL Code:

Delivery Info

One-off Delivery Address:
 Required: 18-Sep-2014
 Attention*:
 Business Name:
 Deliver to:
 Country: New Zealand

Customer Order Lines

Code	Description	Qty	Unit	Price	Total	ETA	Status	Action
NZAA100209	In-Service Inspection Check Sheet (b...	1	PAD50	\$0.00	\$0.00		No-Stock	Edit Delete
<input type="text" value="nzaa600107"/>	<input type="text" value="Enter your code & quantity"/>	<input type="text" value="1"/>						Add

SubTotal: \$0.00 (excl GST)
 Tax (GST): \$0.00
Total Amount Payable: NZD \$0.00 (incl GST)

Number of records: 2, showing all records

WARNING: Click complete to place your order

If you enter a product code incorrectly, you will be taken to a search screen where you can change the product code or search by description. Enter the required quantity next to the correct product line and click 'Add' or 'Select'. The item will then be added to your order.

The screenshot shows the NZAA Online Ordering Website interface. At the top, there is a navigation bar with 'Home', 'Catalogue', and 'Orders' (highlighted). Below this, there are tabs for 'Catalogue Order', 'Order History', 'Order Templates', and 'Order Despatches'. The main content area is titled 'View Quick Order' and 'Select a Product for Customer:'. On the left, there is a 'Search Catalogue' section with a search bar containing 'smartfuel' and a 'Search' button. Below this, there are expand/collapse buttons for 'Retail', 'Stationery', and 'Motoring Services'. The main search results area is titled 'Filters & Sorting' and includes input fields for 'Code' and 'Description' (both containing 'smartfuel'). There are also dropdown menus for 'First Sort By' (Code), 'Then Sort By' (no sorting), and 'Ascending'. A 'Search' button is located below these filters. The 'Product Overview' section displays a table with the following data:

Code	Description	Price	Unit	Packsize	Quantity	Action
NZAA100107	AA Smartfuel Card Brochure DLE	\$0.00	PACK	50 0	1	Select

Below the table, it states 'Number of records: 1, showing all records'. The 'Add' button is circled in red, and a red arrow points to the 'Filters & Sorting' section. At the bottom, a security notice states: 'This site chose DigiCert High-grade 256-bit Encryption for secure e-commerce and confidential communications.'

Complete your order as usual – see page 6.

Find a Previous Order

Clicking on “Find a Previous Order” in the home page allows you to review any order placed or saved through the online ordering site.

You can filter your search in a number of ways:

- Order number (Wxxxxxx)
- Reference
- Created By (i.e. username)
- Order Status
- Date Range

Make sure you click ‘Search’ to run the search.

The screenshot displays the 'Order History' section of the NZAA Online Ordering Website. The top navigation bar includes 'Home', 'Catalogue', and 'Orders' (highlighted). Below this, there are tabs for 'Catalogue Order', 'Order History' (selected), 'Order Templates', and 'Order Despatches'. The main content area is titled 'View Order History' and features a search bar on the left with a 'Search' button. The search criteria include Order Number, Customer Name, Reference, Created By, Order Status (set to 'All'), Created From (set to '23-Aug-2014'), and Created To. Sorting options are available for 'First Sort By' (Order Number) and 'Then Sort By' (Descending/Ascending). The 'Order History Details' table lists five orders with columns for Order, Customer Name, Reference, Created By, Value, Created, Required, Status, and Action. The status of the orders is 'Draft' or 'New'. The bottom of the table indicates 'Number of records: 5, showing all records'.

Order	Customer Name	Reference	Created By	Value	Created	Required	Status	Action
W942807	NZ Automobile Association Agents	demo.aaagent	\$0.00	18-Sep-2014	22-Sep-2014	Draft	Show Cancel	
W940972	NZ Automobile Association Agents	demo.aaagent	\$0.00	12-Sep-2014	16-Sep-2014	Draft	Show Cancel	
W940920	NZ Automobile Association Agents	demo.aaagent	\$0.00	12-Sep-2014	16-Sep-2014	Draft	Show Cancel	
W940907	NZ Automobile Association Agents	demo.aaagent	\$0.00	12-Sep-2014	16-Sep-2014	New	Show	
W940787	NZ Automobile Association Agents	demo.aaagent	\$0.00	11-Sep-2014	15-Sep-2014	Draft	Show Cancel	

This area of the site is useful to:

- Retrieve saved order for further editing and completion (status will show as ‘Draft’).
- Checking the status of an order that you have placed
- Reviewing your order activity over a period

Once you have located the order that you are interested in looking at, click the Show tab and the order detail will appear. Any backordered items will be identified by their status.

Complete your order as usual – see page 6.

A summary of order status’.

Draft – your order has been saved but not placed. Follow instructions above and on page 6 to complete your order.

Pending – your order has been placed and is awaiting confirmation.

Confirmed – your order is confirmed and will be despatched upon completion.