


AA Portal User Guide



Created by Blue Star

Created July 2021



Introduction

Welcome to the AA Portal.

Here you can:

- Order collateral from our Catalogues
- Track orders

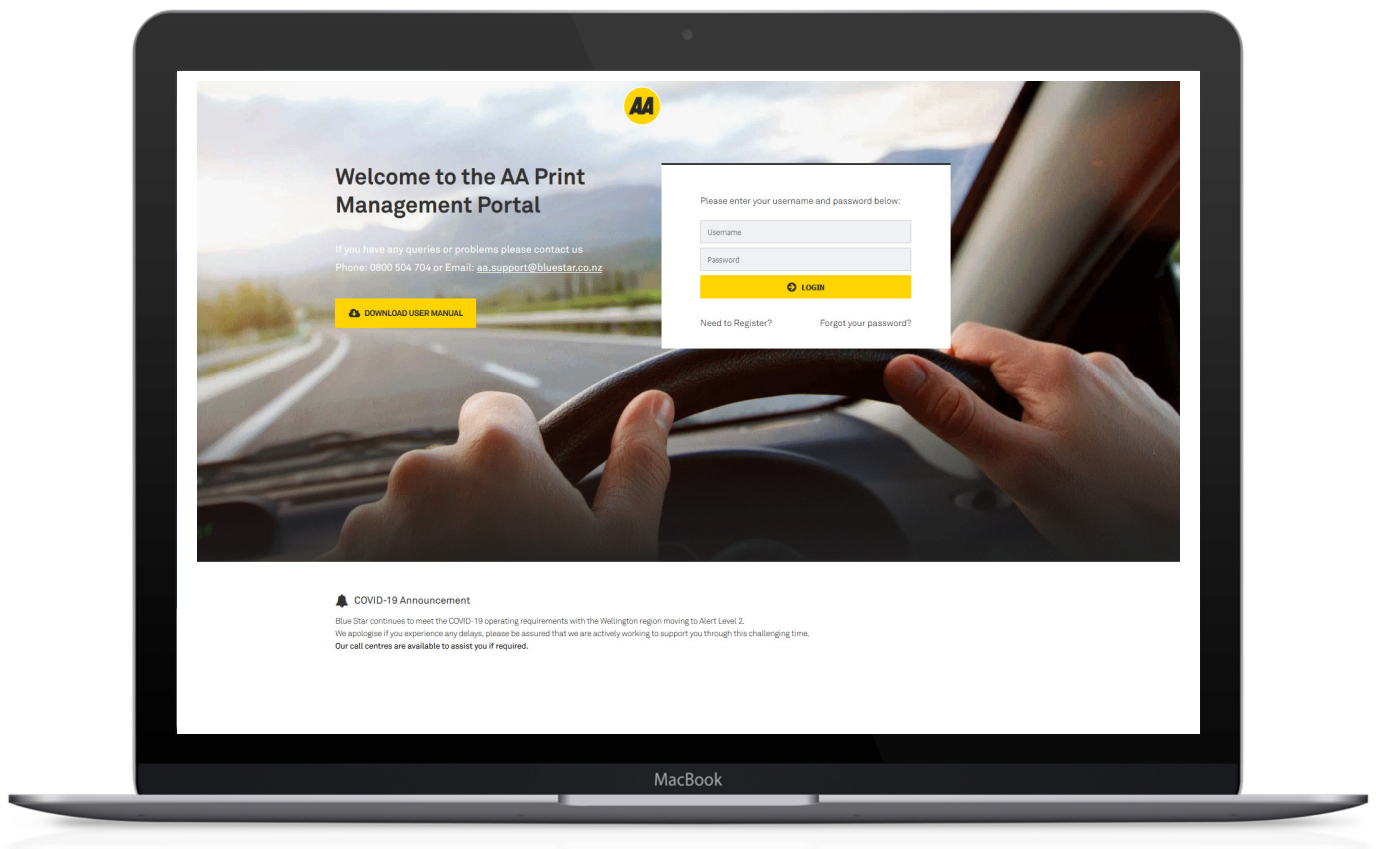
Login

For best results the AA Portal has been designed for use on a computer rather than a mobile device.

To access the site please go to the following URL using your web browser:

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

To login, enter your username and password.

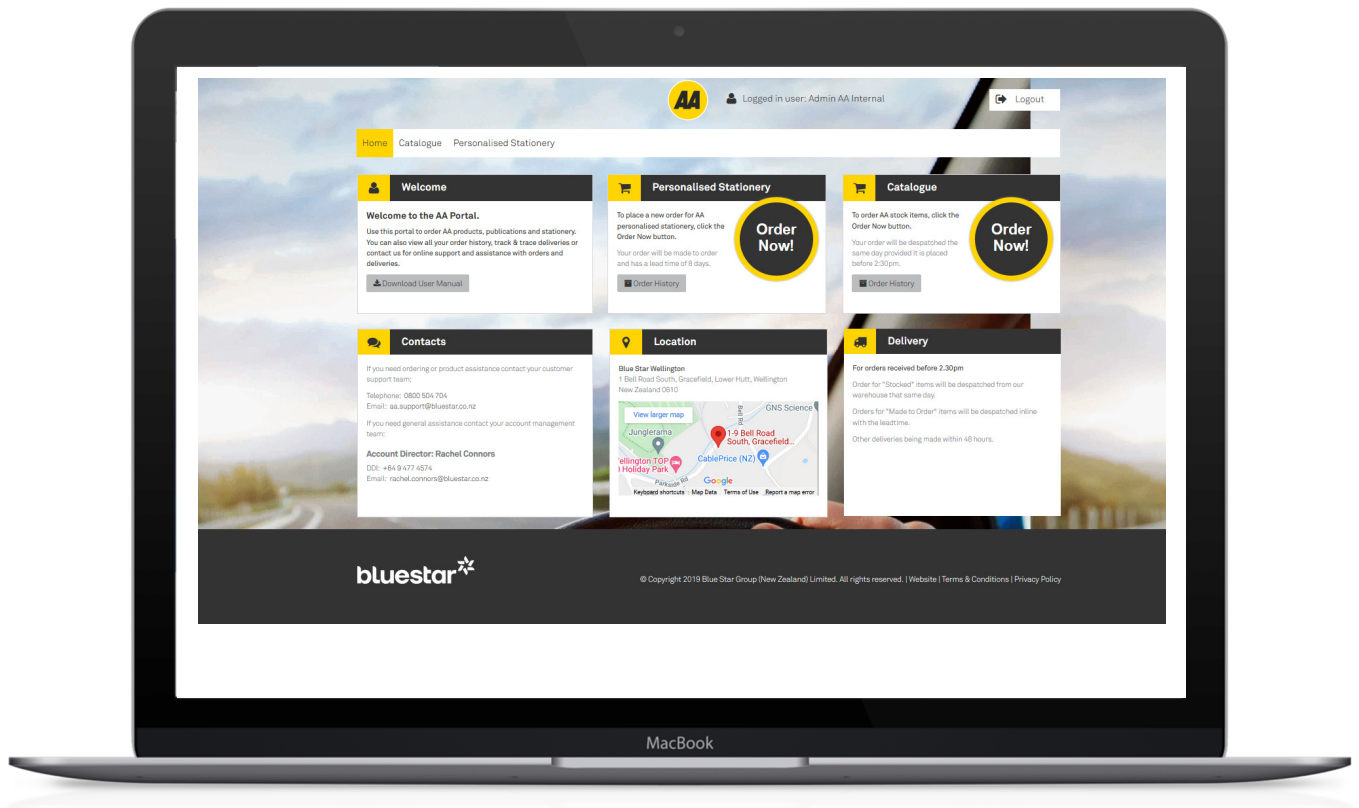




Home

The Home Screen displays the Welcome section and links to the below:

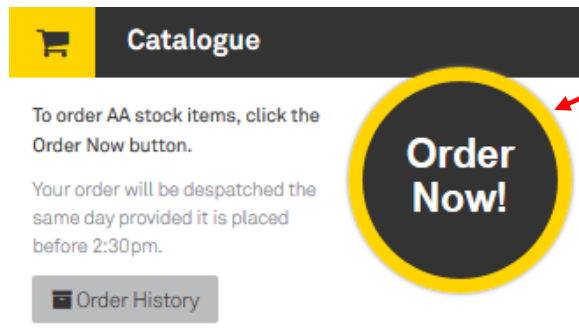
- Welcome (with download link to this document)
- Internal Catalogue (with quick **Order Now** and **Order History** buttons)
- Personalised Stationery (with quick **Order Now** and **Order History** buttons)
- Contacts
- Location
- Delivery



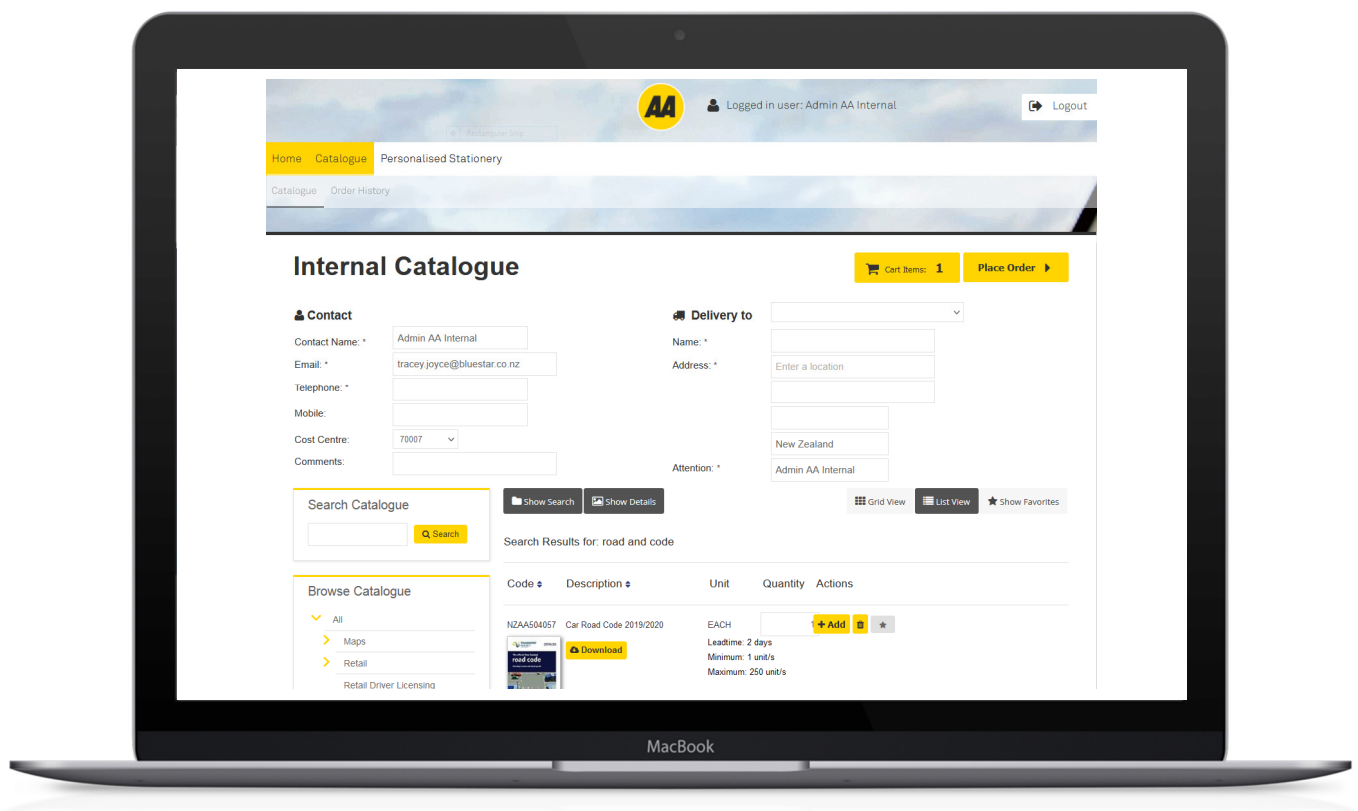


Internal Catalogue

Click on the **Order Now** button from the Catalogue section of the Home screen.



This will open an Internal Catalogue tab.

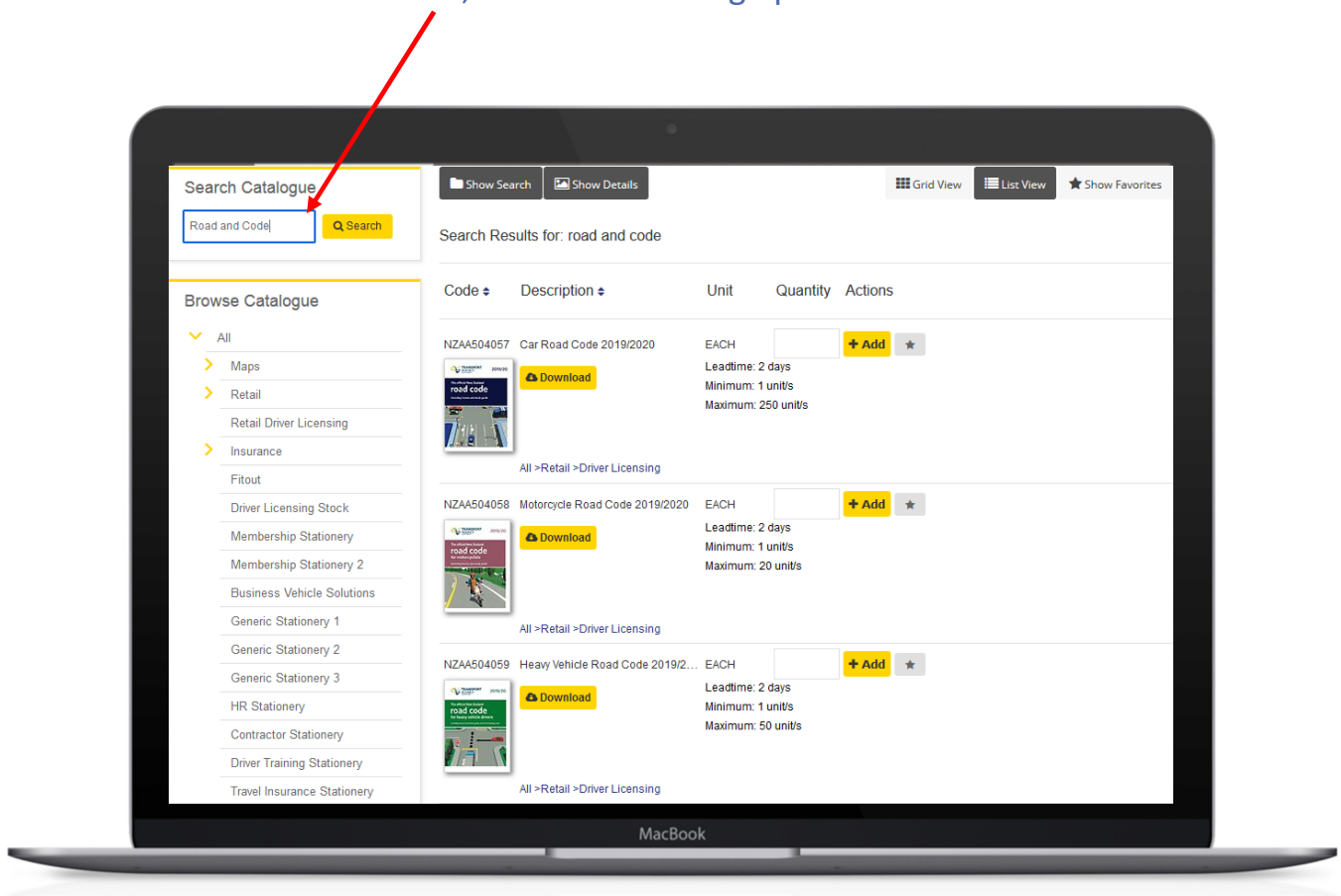




Select the products you require by searching or browsing the categories on the left-hand side of the screen, enter the quantity required and then click **Add to Cart**.

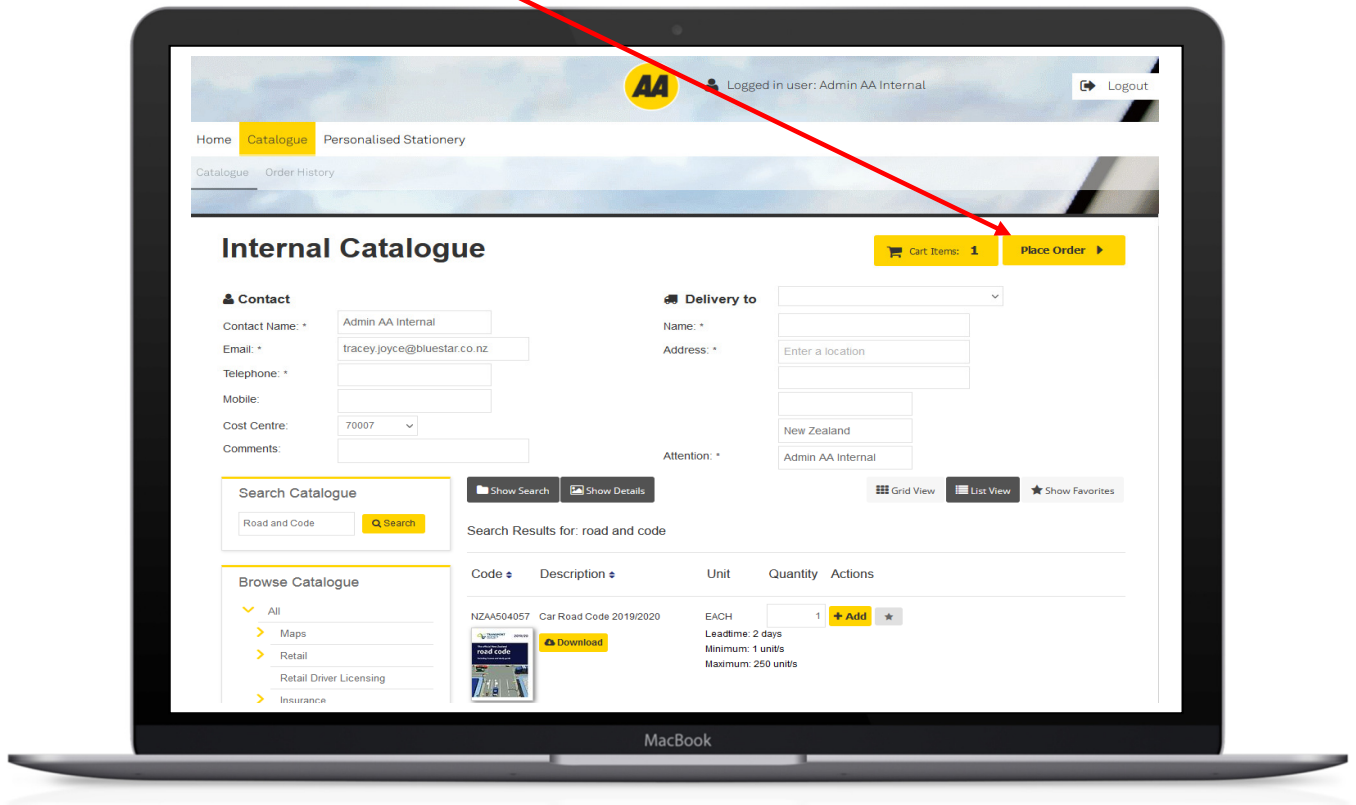
Each time you add an item, it is added to the cart, until you are ready to place the order.

If you do not know the exact sequence of words for the item, use “&” inbetween words to help you locate the item **eg:** If locating all “Road Codes” enter “Road & Code” into the Search field, and this will bring up all instances of these words.





Once you've added all the products required for the order, populate your address details and the Cost Centre field. Then click the 'Place Order' button at the top of the screen.



Once you've clicked **Place Order**, you have one final confirmation screen to review and confirm your order.

- If you wish to edit the order, click **Edit Order** to return to the catalogue.
- If you wish to confirm the order, click the **Confirm Order** button.

Thanks, please check & confirm your order

Contact
Contact Name: * Admin AA Internal
Email: * tracey.joyce@bluestar.co.nz
Telephone: *
Mobile:
Cost Centre: 70007
Comments:

Delivery to
Name: *
Address: *
New Zealand
Admin AA Internal
Attention: *

Code	Description	Unit	Quantity	Comments
NZAA504057	Car Road Code 2019/2020	EACH	1	

Edit Order **Confirm Order**

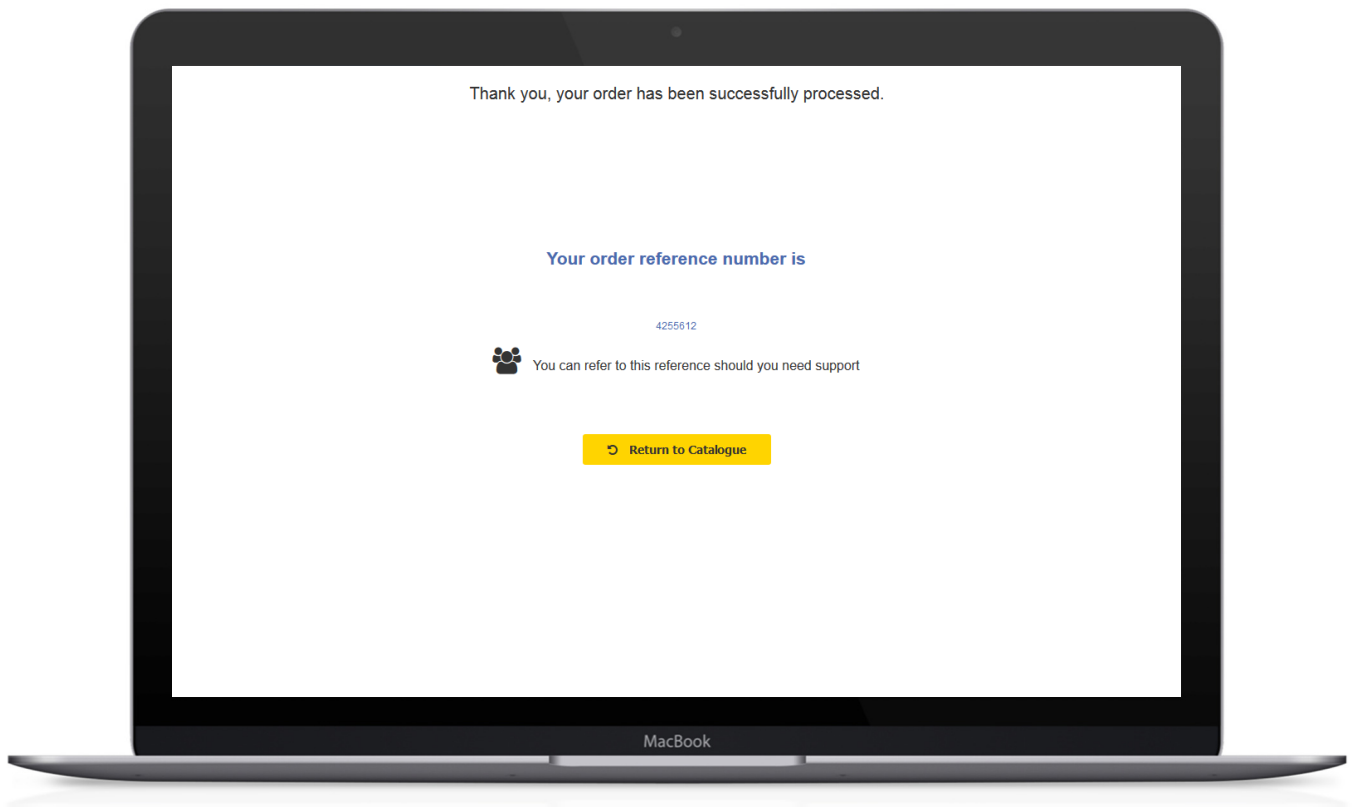


Order Confirmation

The order will be processed and the screen below will display.

This confirms your order has been placed and displays the order reference, take note of this number, should you need to contact us regarding your order.

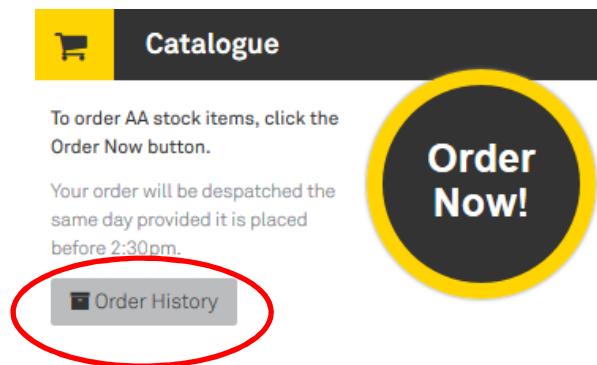
You'll also receive a confirmation email, confirming your order details.





Order History

To check on previously placed orders, click the **Order History** button from the home page.



This will take you to the Order History menu where you can view and search for previous orders, as below. To show all orders regardless of their status, ensure you select the blank link in the Status field before clicking **Search**.

Home

Catalogue

Personalised Stationery

Catalogue

Order History

Sales Orders

Search for

Status

Cancelled

Search

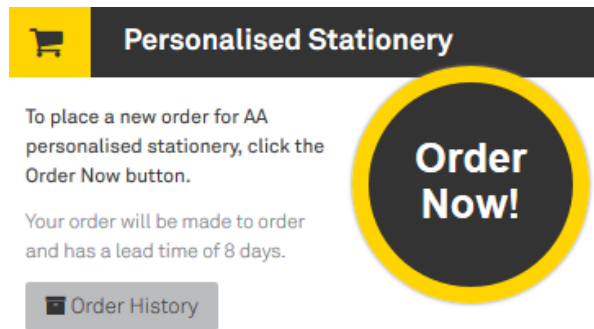
Order	Customer	Date	Required	Reference	Address	Contact	Website	Action
4255612	NZAAINT	07-Jul-2021	08-Jul-2021	N/A	Test,Test,,,New Zealand	Admin AA Internal	WEBFORM	<div><div></div>Review</div>

To view the order details, click the **Review** button. To run a track & trace on an order that has been despatched you can click the **Track and Trace** button from the list or from the detail screen under despatches.



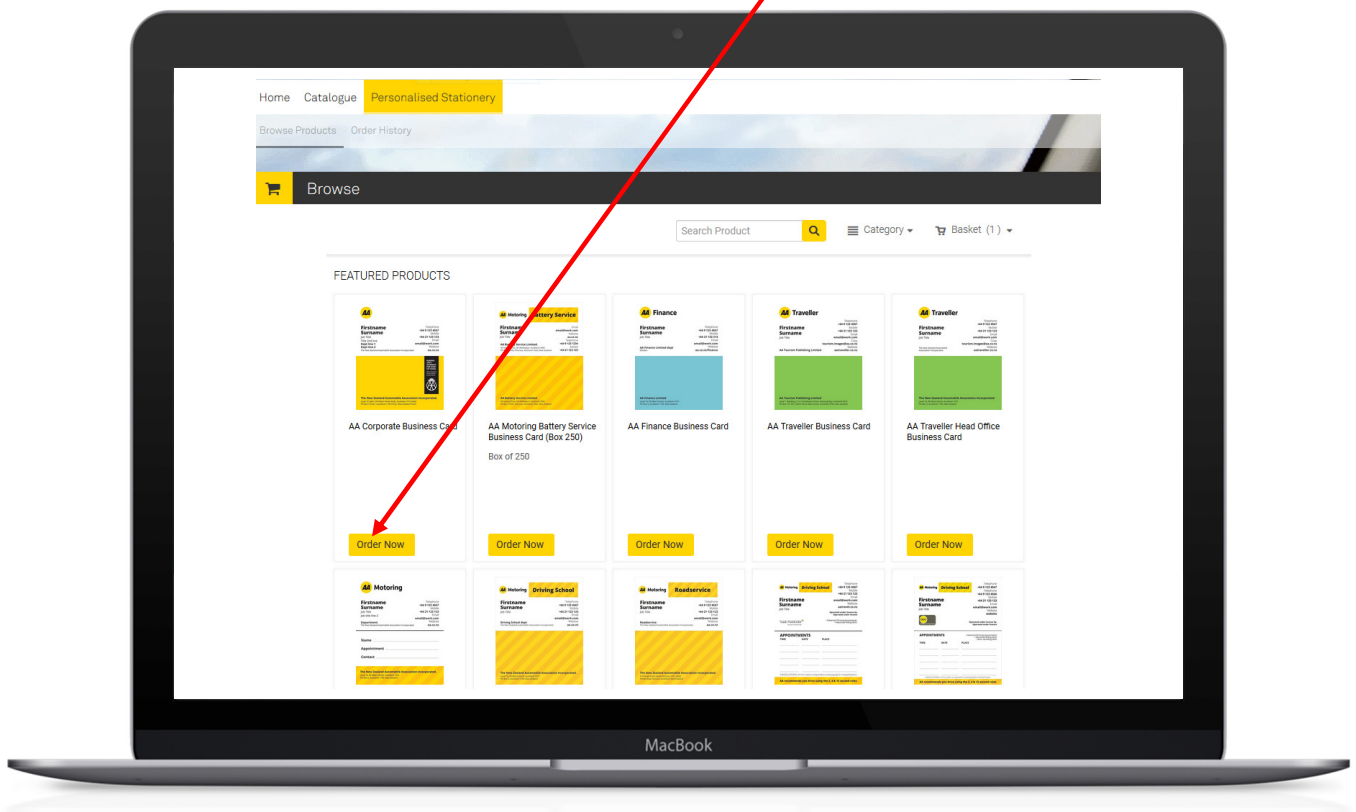
Personalised Products Catalogue

Click on the **Order Now** button from the Personalised Products section of the Home screen.



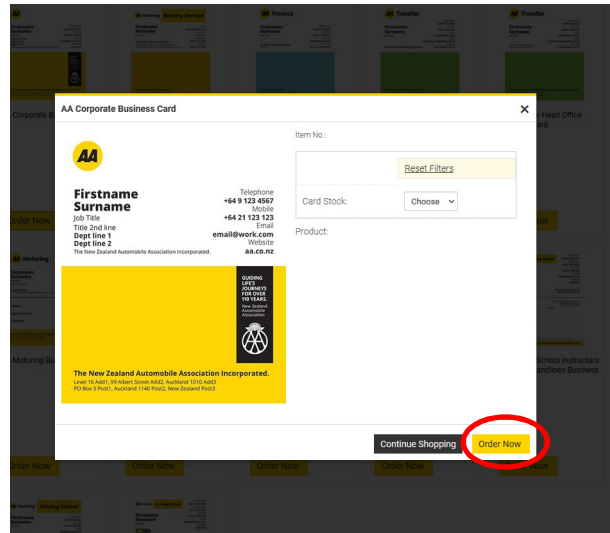
This will open the Personalised Stationery Catalogue.

Select the product you would like to order, then click 'Order Now'.





This will bring up a preview of the product you have chosen, to proceed with this product, choose your Card Stock- **either Card or Plastic**, then click **'Order Now'**.



Enter the name the card is for in the **Job Name** field (located under the product name on the left). Enter in the quantity required and the details for your cards.

This will auto populate in the image to the right hand side of the job details panel.

AA Corporate Business Card (Box 250)

Job Name: test order

Quantity: 1, Pages: 2

Personalisation:

- Firstname: Test
- Surname: User
- User: User
- Job Title: Test Title
- Test Title: Test Title
- Title 2nd line: Test Title
- Department - line 1: ABC Department
- Department - line 2: ABC Department
- Division: The New Zealand Automobile Association Inc

Telephone (enter in format +64 x xxx xxxxx): +64 09 123456

Mobile (enter in format +64 2x xxx xxx): +64 021123456

Email: testuser@test.co.nz

Website: aa.co.nz

Company Name: The New Zealand Automobile Association Inc

Street Address: Level 16, 99 Albert Street, Auckland 1010

Postal Address: test address

Preview:

AA

Test User

Test Title

Telephone: +64 09 123456

Mobile: +64 021123456

Email: testuser@test.co.nz

Website: aa.co.nz

ABC Department

The New Zealand Automobile Association Incorporated.

GUIDING LIFE'S JOURNEYS FOR OVER 110 YEARS. New Zealand Automobile Association

The New Zealand Automobile Association Incorporated.

Level 16, 99 Albert Street, Auckland 1010

test address

Unit Price \$40.00 Total Price \$40.00 Add to Basket



Once you have added the details, please click on 'Add to Basket'.

AA Corporate Business Card (Box 250)

Job Details

Job Name: test order

Quantity: 1 Pages: 2

Personalisation

Firstname: Test

Surname: User

Job Title: Test Title

Title 2nd line: Test Title

Department - line 1: ABC Department

Department - line 2: The New Zealand Automobile Association Incorporated.

Division: The New Zealand Automobile Association Inc

Telephone (enter in format +64 x xxx xxx): +64 09 123456

Mobile (enter in format +64 2x xxx xxx): +64 021123456

Email: testuser@test.co.nz

Website: aa.co.nz

Company Name: The New Zealand Automobile Association Inc

Street Address: Level 16, 99 Albert Street, Auckland 1010

Postal Address: test address

Unit Price \$40.00 Total Price \$40.00

Add to Basket

You will then be asked to update a final Preview of the Card, click 'OK'.

Test User

Test Title

Telephone: 09 123 1233

Mobile: +6402123456

Email: test@test.co.nz

Website: aa.co.nz

Automobile Association Inc

Format +64 x xxx xxx

Format +64 2x xxx xxx

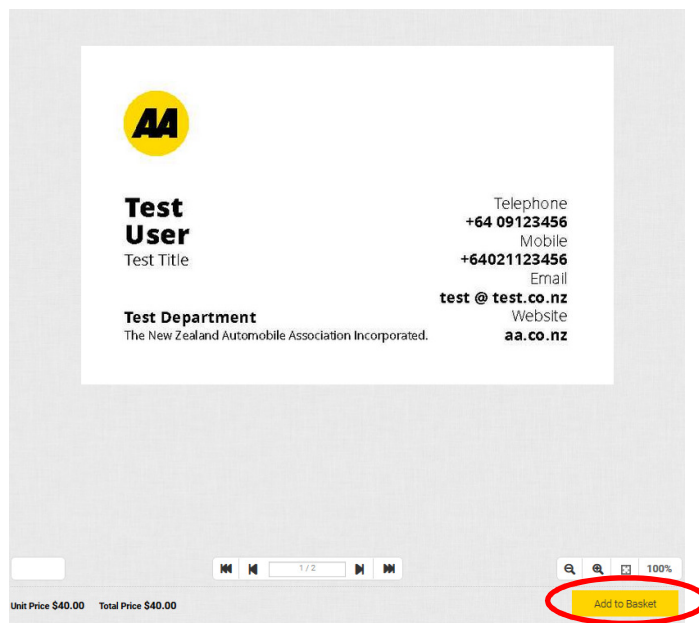
GUIDING LIFE'S JOURNEYS FOR OVER 110 YEARS. New Zealand Automobile Association

Update preview before adding to Basket(click to update)

OK

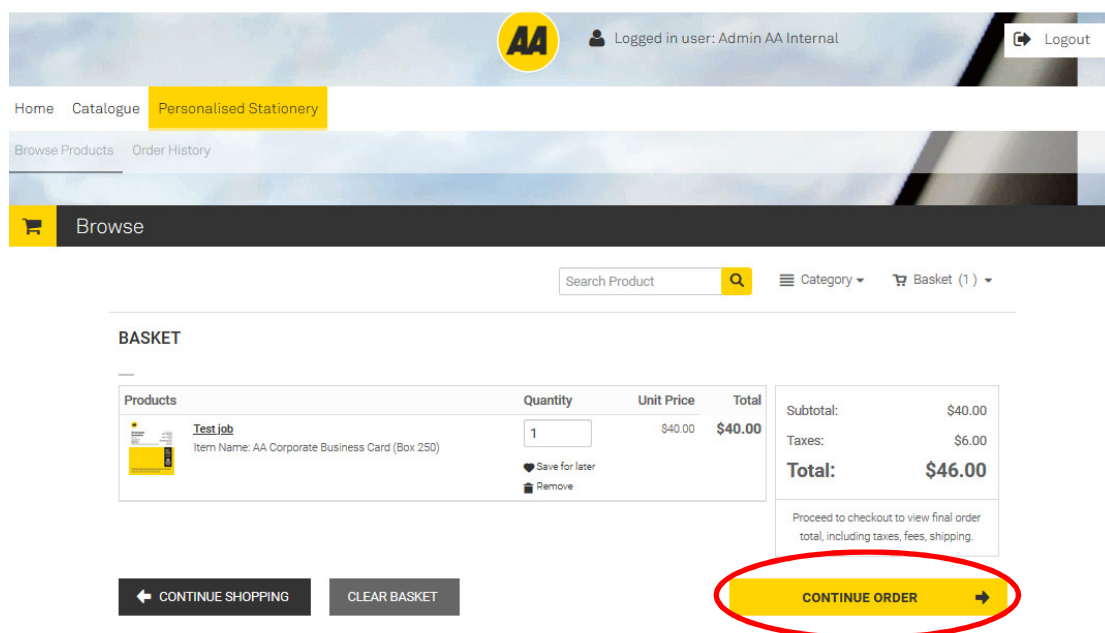


If you're happy with the details, click **'Add to Basket'**.



You will then be taken to your basket. If you wish to order more products, click **'Continue Shopping'**.

Once you have added all of the Products you require, click **'Continue Order'**, to progress through to the checkout screens.





Fill in your delivery address and any comments regarding your delivery. If you have made any changes, ensure you click **Save** before clicking 'Proceed to Purchase'.

1

Shipping

2

Payment

3

Finish

Select a delivery address & shipping options

Address

[Add from Address Book](#)

First Name:

Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

Country:

Zip/Postal Code:

Phone Number 1:

Email:

Delivery Instructions:

☐ Save to My Address Book

Save **Cancel**

You must click save to proceed with checkout.

Products

Test job

Item Name: AA Corporate Business Card (Box 250)

Qty	Unit Price	Total
1	\$40.00	\$40.00

Subtotal: \$40.00

Shipping: \$0.00

Taxes: \$6.00

Total: \$46.00

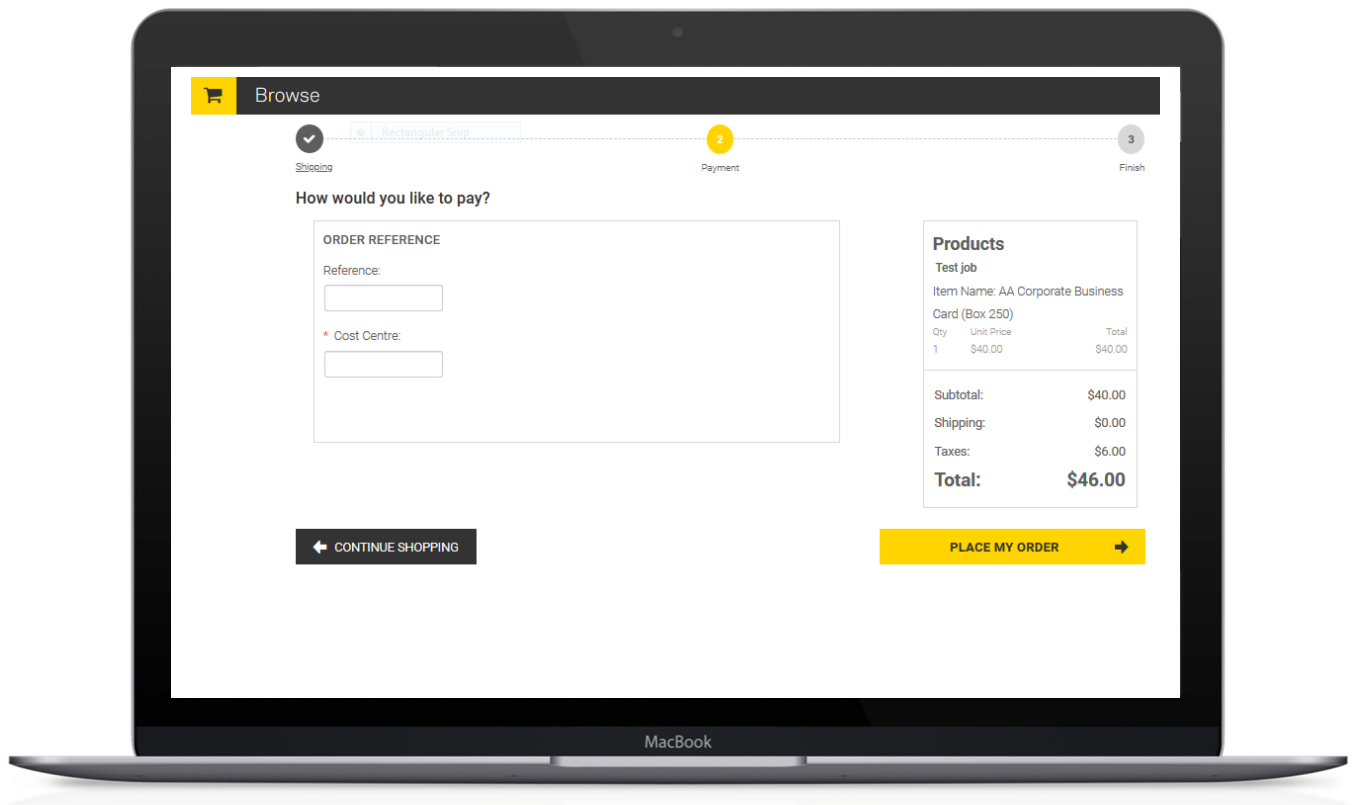
← CONTINUE SHOPPING

PROCEED TO PURCHASE →



Enter your Order Reference number and Cost Centre, and then click **Place my Order** to complete your order.

An order confirmation screen will display your order number and summarise your order details.



Order Confirmation Email

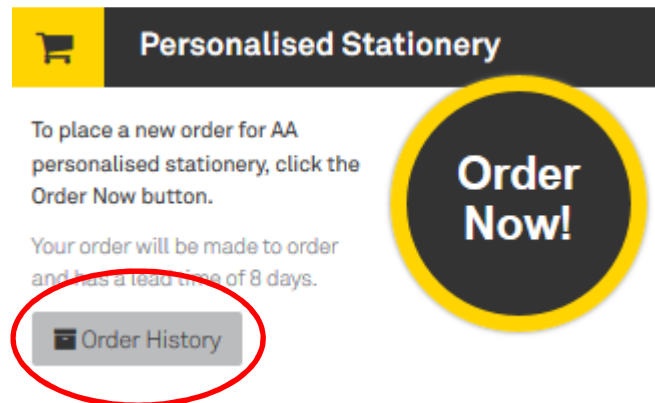
You'll also receive a confirmation email.

This will confirm your order number, delivery details and the items ordered.

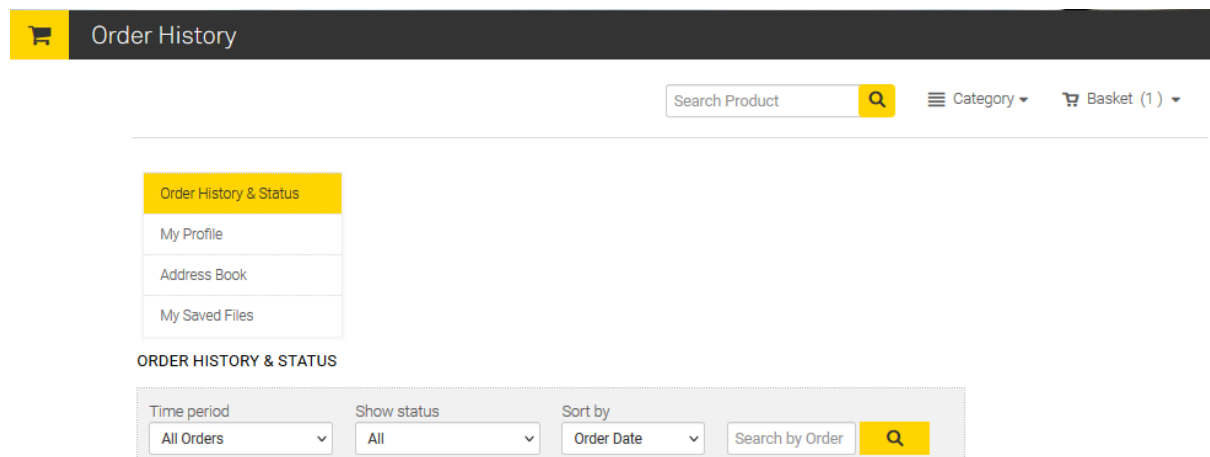


Order History

To check on previously placed orders, click the **Order History** button from the home page



This will take you to the Order History menu where you can view and search for previous orders, as below.



To view the order delivery details, click the **Order #xxxxx** link. To Re-Order the card, click the **Re-Order** link. This will add the order in to your basket for you to either edit or place again quickly.

Hint: Entering the name on the card in the **Job Name** field as mentioned above, will assist you with locating historic orders quickly and efficiently as this value shows under the **User approved** text above.