

## Xtralis University Credit Card Payments for EU & UK - Quick Start Guide

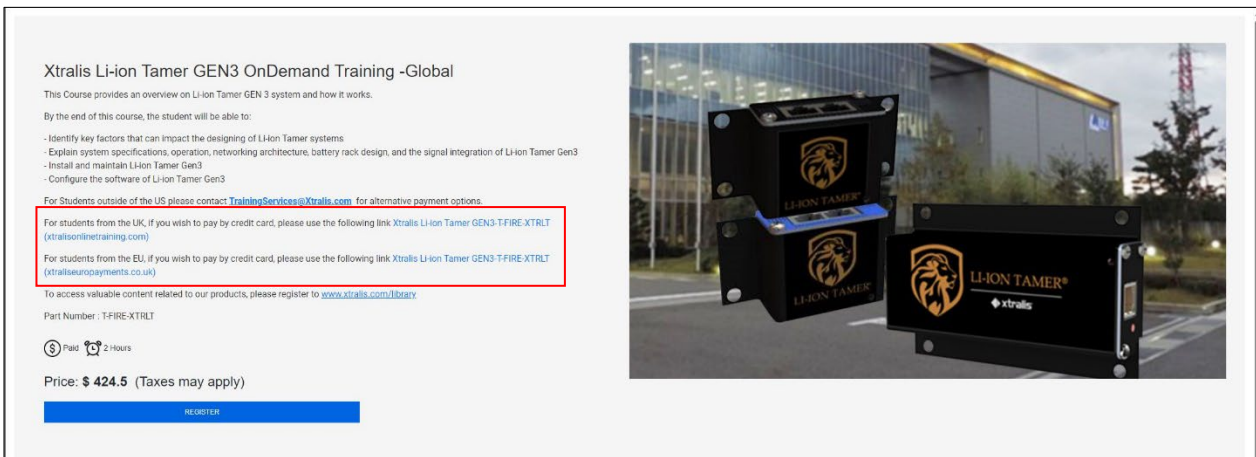
June 2024

Xtralis University is a curated library of content developed and delivered online on-demand by knowledgeable industry experts. You are able to access trainings that meet your needs to improve your product expertise, register for online on-demand, **virtual instructor led**, or **instructor led** sessions, and retrieve certifications at the click of a mouse or tap of the screen.

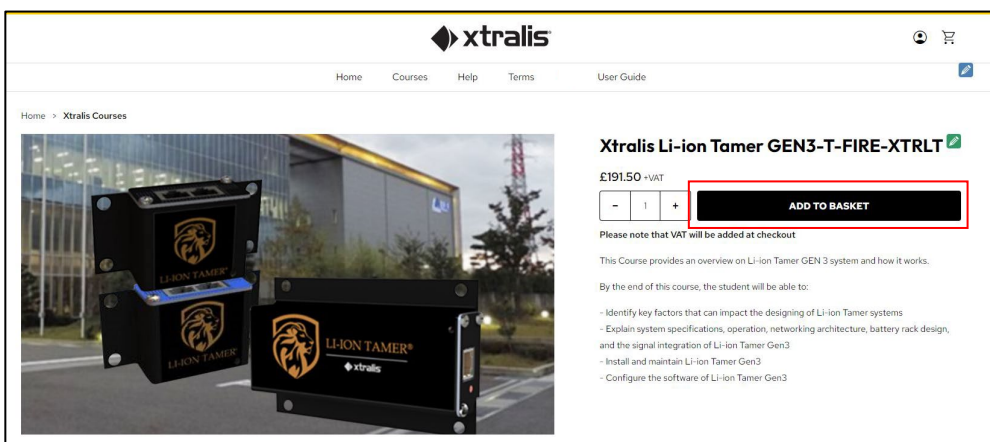
Credit card payment is now available for EU and UK customers, to learn how to use the credit card payment method on Xtralis University, follow the next steps:

**Note:** You need to have an account on Xtralis University first.

1. Go to [Xtralis University](#) to create an account or access your account.
2. Click the required training you want to register for. In the training description page, you will find the payment link.



3. Select the payment link according to your region. You will be directed to the following payment page.
4. Choose quantity and click **Add to basket**.



5. Click **Review & Checkout** to review your order.

The screenshot shows a shopping basket overlay on the left and a product page on the right. The basket overlay contains one item: 'Xtralis Li-ion Tamer GEN3-T-FIRE-XTRLT' with a price of £191.50. The product page displays the product name, price (£191.50 + VAT), and an 'ADD TO BASKET' button. Below the product name, there is a note about VAT and a list of learning objectives for the course. At the bottom of the page, there are buttons for 'CONTINUE SHOPPING' and 'REVIEW & CHECKOUT'.

6. Review your order, if the information is correct, click **Checkout**. If you want to make changes to your order, click **Update Basket**.

The screenshot shows the shopping basket summary on the Xtralis website. The basket contains one item: 'Xtralis Li-ion Tamer GEN3-T-FIRE-XTRLT' with a quantity of 1, a price of £191.50, and a subtotal of £191.50. The total price, including delivery (£0.00) and VAT (20%) (£36.30), is £229.80. At the bottom of the page, there are buttons for 'UPDATE BASKET' and 'CHECKOUT'.

7. Fill in your personal information, then click **Submit**.

The screenshot shows the 'Personal Information' form in the Xtralis system. The form is divided into two main sections: 'Account Details' and 'Billing Address'. The 'Account Details' section includes fields for 'Email Address' and 'Invoice email address if different (optional)'. The 'Billing Address' section includes fields for 'First Name', 'Last Name', 'Company Name', 'Address Line 1', 'Address Line 2', 'Town / City', 'County', 'Postcode', 'Country' (with a dropdown menu set to 'United Kingdom'), and 'Telephone'. On the right side of the form, there is a product preview for 'Xtralis Li-ion Tamer GEN3-T-FIRE-XTRLT' with a price of £191.50 and a quantity of 1. The product is marked as 'OnDemand'.

8. Choose your payment method. To pay using a credit card, choose **Credit/Debit Card**.
9. Click **Submit and Continue**.

The screenshot shows the 'Checkout' page in the Xtralis system. The page is divided into three main sections: 'Personal Information', 'Payment Information', and 'Order Summary'. The 'Personal Information' section includes fields for 'Address' (Sultan Nasri, Chum, Birnam Place, Blairgowrie, Blairgowrie, PH10 6EB, United Kingdom), 'Email Address' (sultan.nasri@gmail.com), and 'Telephone' (00962796115671). The 'Payment Information' section includes radio buttons for 'Credit / Debit Card' (selected) and 'Bank Transfer', with logos for VISA, Mastercard, and American Express. The 'Order Summary' section includes 'Delivery Method' (Online), 'VAT' (£38.30), and 'Total' (£229.80). The product preview for 'Xtralis Li-ion Tamer GEN3-T-FIRE-XTRLT' is also visible. At the bottom of the page, there is a 'Pro Forma' section with a link to 'View Invoice | PDF' and a prominent 'SUBMIT & CONTINUE' button highlighted with a red box.

10. Add your payment information and click **Complete Purchase**.

The screenshot shows the Xtralis checkout process. At the top, there's a navigation bar with 'Home', 'Courses', 'Help', 'Terms', and 'User Guide'. Below that, a progress bar indicates the steps: 'Personal' (checked), 'Payment' (active), and 'Completed'. The 'Payment Information' section includes fields for 'Card Number', 'Expiry Date' (mm / yy), and 'Security Code (?)'. A red box highlights the 'COMPLETE PURCHASE' button at the bottom. On the right, an 'Order Summary' shows the delivery method as 'Online', VAT at £38.30, and a total of £229.80. Below the summary, a product image of 'Xtralis LI-Ion Tamer GEN3-T-FIRE-XTRLT' is shown with a price of £191.50 and a quantity of 1, marked as 'OnDemand'.

Your payment is confirmed once it is processed. You will be registered for the training within a few hours from payment.

### Create an Account

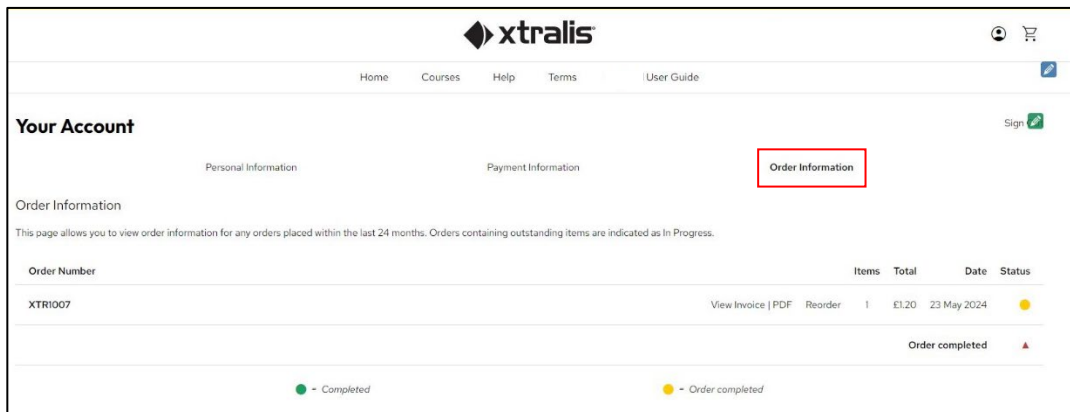
To monitor your order status, you need to create an account on the payment page at checkout step. To create an account:

1. Enter a password in the password field and confirm password field.
2. Click **Continue Shopping**.

The screenshot shows the Xtralis checkout process after successful payment. The progress bar now shows 'Personal' (checked), 'Payment' (checked), and 'Completed' (checked). The main content area displays 'Purchase Completed Successfully' with a thank you message and order details: 'Your purchase totalling £1.20 has been approved successfully.' and 'Your Order Number is XTR1007. You will receive an email confirming this transaction and detailing your purchase very shortly.' Below this, there's a prompt to create an account: 'We invite you to create an account which will allow you to monitor your order status. Simply supply a password below to have this created for you.' This is followed by 'Password' and 'Confirm Password' input fields. A red box highlights the 'CONTINUE SHOPPING' button at the bottom. On the right, the 'Order Summary' shows the delivery method as 'Online', VAT at £0.20, and a total of £1.20. Below the summary, a product image of 'Hiba Test Product' is shown with a price of £1.00 and a quantity of 1, marked as 'Virtual Instructor led'.

## View Invoice

To view your invoice, go to **Order Information**.



The screenshot shows the Xtralis user account interface. At the top, there is a navigation bar with the Xtralis logo and links for Home, Courses, Help, Terms, and User Guide. Below this is a 'Your Account' section with tabs for Personal Information, Payment Information, and Order Information. The 'Order Information' tab is highlighted with a red box. Below the tabs, there is a table of orders. The table has columns for Order Number, Items, Total, Date, and Status. One order is listed with Order Number XTRI007, 1 item, a total of £1.20, and a date of 23 May 2024. The status is 'Order completed' with a yellow dot icon. A legend at the bottom indicates that a green dot represents 'Completed' and a yellow dot represents 'Order completed'.

Order Number	Items	Total	Date	Status
XTRI007	View Invoice   PDF Reorder 1	£1.20	23 May 2024	Order completed

If you have any questions or need further assistance, please contact our Xtralis Training and Service Team at [TrainingServices@xtralis.com](mailto:TrainingServices@xtralis.com).