

Ace Centre Learning – Purchase Orders

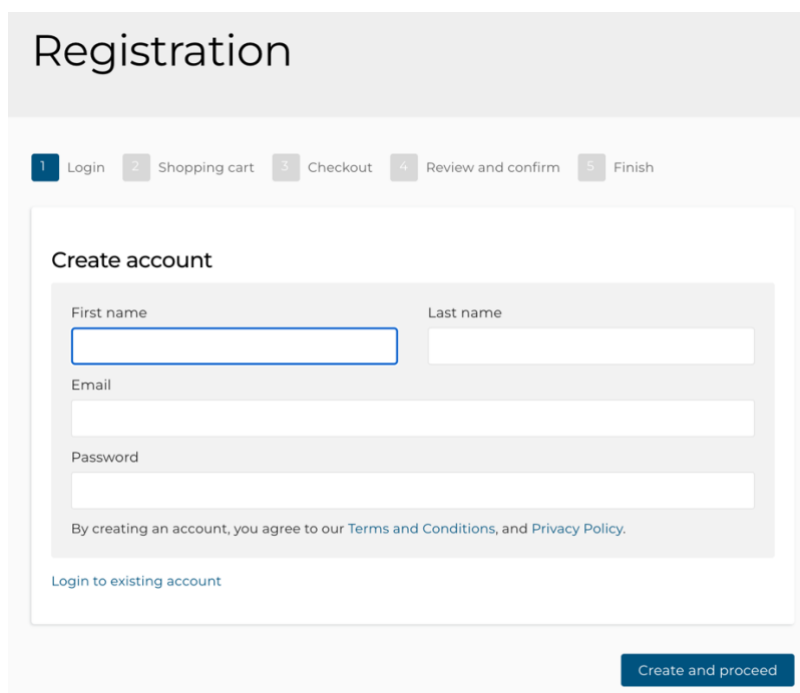
We accept purchase orders / invoice / bank transfers as a payment method for our Ace Centre Learning course. We ask that you complete the online form to submit your purchase order to us, this allows our e-learning platform to automatically send you the invoice and register the attendees. Follow the guide below that outlines how to complete the form with a purchase order.

Start off by finding the course that you want on our website and clicking the register button.



The screenshot shows a course card for 'PODD 2-Day Introductory Course'. The card includes the course title, a description: 'This 2 day course provides an overview of key considerations for the development and use of Pragmatic Organisation Dynamic Display (PODD) communication systems.', the price '£225.00', and the presenter 'Suzanne Martin'. Below this, it lists the date 'Tue 19 Nov' (19-20 November 2024), the location 'Abingdon', and the presenter 'Presented by Suzanne Martin' (GBP £225.00). At the bottom right, there are two buttons: 'Show Sessions' and 'Register'. A red arrow points to the 'Register' button.

You will then be asked to 'register'. At the point you are registering as the 'payment' account so make sure that you use the details of your accounts team as this is where the invoice goes.



The screenshot shows a 'Registration' page. At the top, there is a progress bar with five steps: 1. Login, 2. Shopping cart, 3. Checkout, 4. Review and confirm, and 5. Finish. The main section is titled 'Create account' and contains the following fields: 'First name', 'Last name', 'Email', and 'Password'. Below the fields, there is a checkbox for 'By creating an account, you agree to our Terms and Conditions, and Privacy Policy.' and a link for 'Login to existing account'. At the bottom right, there is a blue button labeled 'Create and proceed'.

At the next stage you are asked to enter in the 'attendees'. Enter the details of the people taking the course, these email addresses will be sent the details of the event and be given access to the e-learning platform. If you want to add multiple attendees then you can click 'add another attendee' and enter their details.

1 Login 2 Shopping cart 3 Checkout 4 Review and confirm 5 Finish

PODD 2-Day Introductory Course [Remove item](#)


Starting on Tuesday, 19 November 2024 9:00 AM (GMT)
Abingdon (PODD-001)

Test Test [Clear details](#)

Enter the details of the DELEGATE. The delegate is the person you want to be enrolled on the course.

| | |
|--|-----------------------------------|
| First name* | Last name* |
| <input type="text" value="Test"/> | <input type="text" value="Test"/> |
| Email* | Mobile phone |
| <input type="text" value="attendee@test.com"/> | <input type="text"/> |
| Position | Organisation name |
| <input type="text"/> | <input type="text"/> |

Email me about Ace Centre related news and events

[Add another attendee](#) 

[Add another course](#) [Cancel](#) [Proceed to checkout >](#)

At the next part of the checkout you will be prompted to complete the payment details for the course. You should select 'invoice' and then enter your purchase order number.

Payment details

| | | | |
|---------------------------------------|--|-------------------------|---------------|
| Promotional code | | Subtotal | 225.00 |
| <input type="text"/> | | | |
| Purchase order (optional) | | Amount due (GBP) | 225.00 |
| <input type="text" value="test-123"/> | | | |
| Payment method | | | |
| <input type="text" value="Invoice"/> | | | |

An invoice will be sent to you requiring payment within 30 days. Please follow the instructions on the invoice

After this you can just click through and double check your order. You will be issued an invoice to your email and all the payment details will be on the invoice, including your purchase order number.

Once you have completed the payment you will be sent a confirmation, and the attendees will be sent all the details about joining. Attendees will not be able to access the course until you have paid the invoice.