

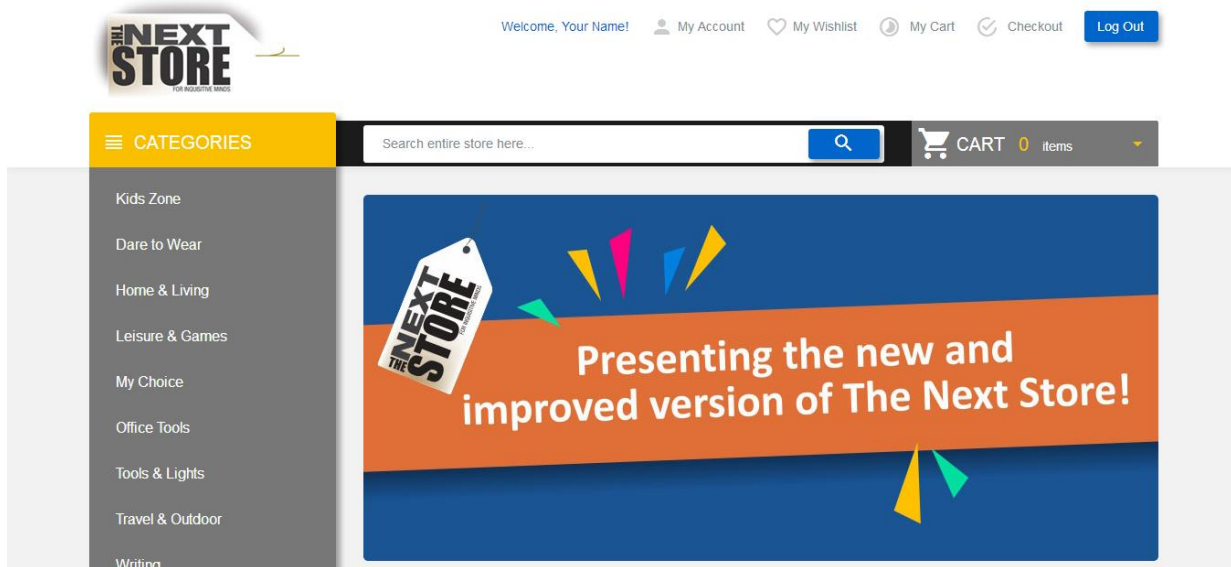
Login, Purchase and Order tracking

To login in to The Next Store

Step 1: Log onto The Next Store via [AppAccess](#).

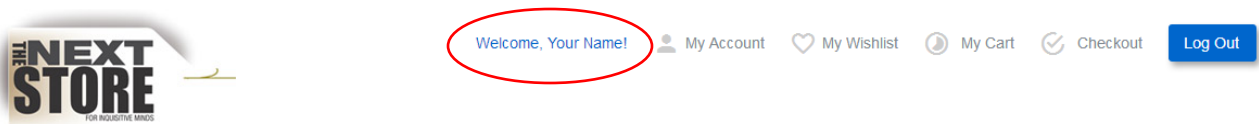
Once you click on the Next Store tab on App Access, you would be directed to the The Next Store home page.

You will see the below welcome page.



Please note: If you were not registered earlier on the Old Next Store site then you will be redirected to the profile page, where you will need to enter your personal details and save it.

On successful login, you will see your name beside the top menu, as shown below.



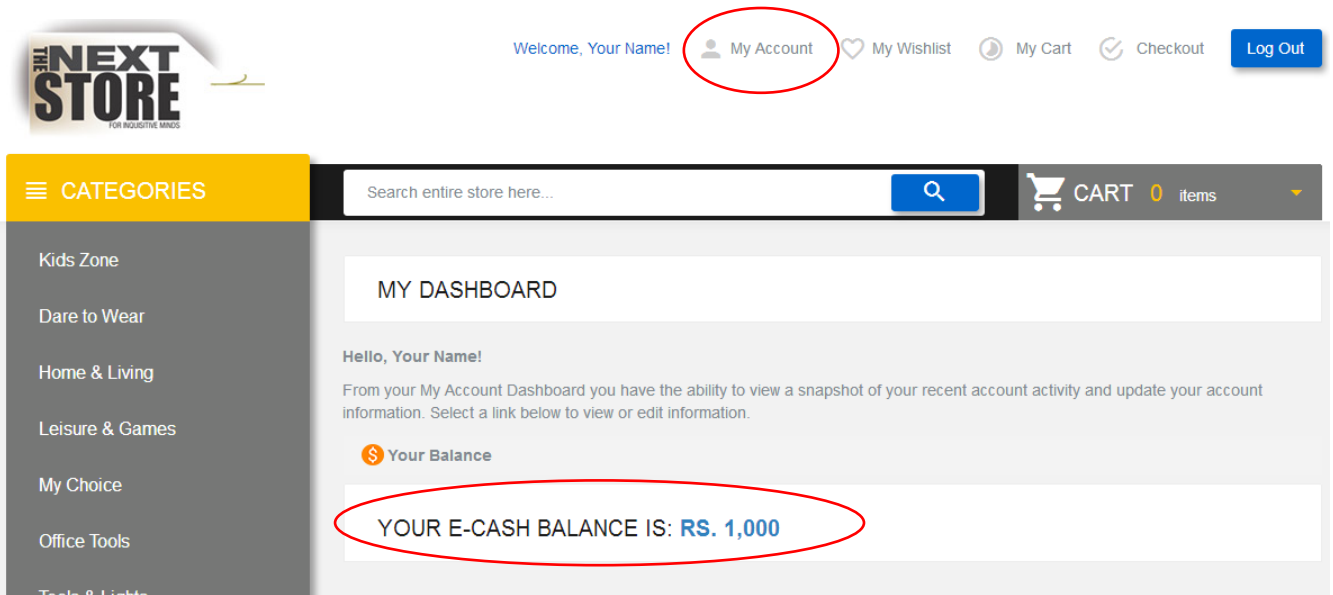
You are now ready to shop on the Store

E-cash:

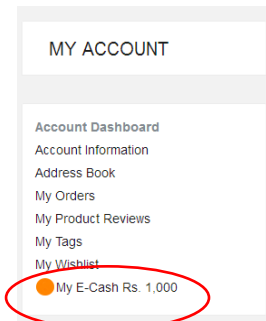
E-cash is in the form of virtual money. The Reward amount for the Monthly Summit award winners [INR 5000], would be split into 2 parts. INR 4000 would be paid in the employee's salary and INR 1000 would be credited as INR 1000 E-cash so that employees can redeem it online at The Next store portal while making any purchase. INR 1000 = 1000 E-cash.

Employees have to redeem these INR 1000 E-cash within 6 months else it would expire.

Click on “My Account” link provided in top-right navigation area of the site as shown below to access your ecash balance.



You will see your recent activities and points details in “My Dashboard”.



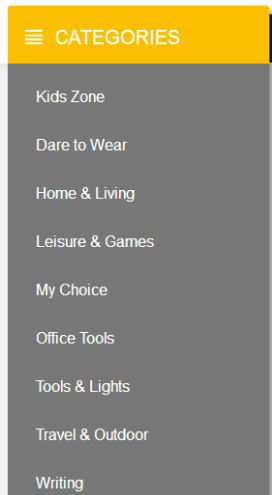
You can check your E-cash transactions detail in link provided at left hand side of my account page.

Sample screen shot of “Transaction History” is shown below.

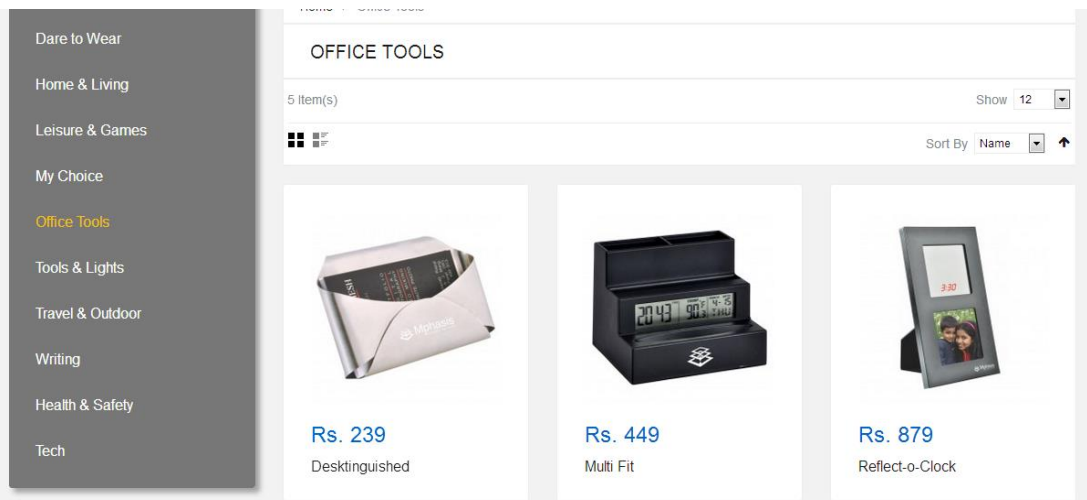
Date	Expiry Date	Transaction Details	Added/Deducted	E-Cash Balance
Apr 21, 2017 12:00 AM		E-cash lapsed	-Rs. 1,000	Rs. 21,719
Apr 6, 2017 2:35 PM	Apr 6, 2037 12:00 AM	E-cash credited for PAT ON THE BACK - JFM FY17	Rs. 1,000	Rs. 22,719
Mar 21, 2017 12:00 AM		E-cash lapsed	-Rs. 1,000	Rs. 21,719
Mar 20, 2017 4:40 PM	Sep 21, 2017 12:00 AM	E-cash credited for February 2017 Monthly Summit award winner	Rs. 1,000	Rs. 22,719
Mar 18, 2017 5:58 PM	Mar 18, 2037 12:00 AM	E-cash credited for PAT ON THE BACK - JFM FY17	Rs. 1,000	Rs. 21,719
Mar 14, 2017 2:02 PM	Mar 6, 2037 12:00 AM	E-cash credited for PAT ON THE BACK - JFM FY17	Rs. 1,000	Rs. 20,719

To make a purchase

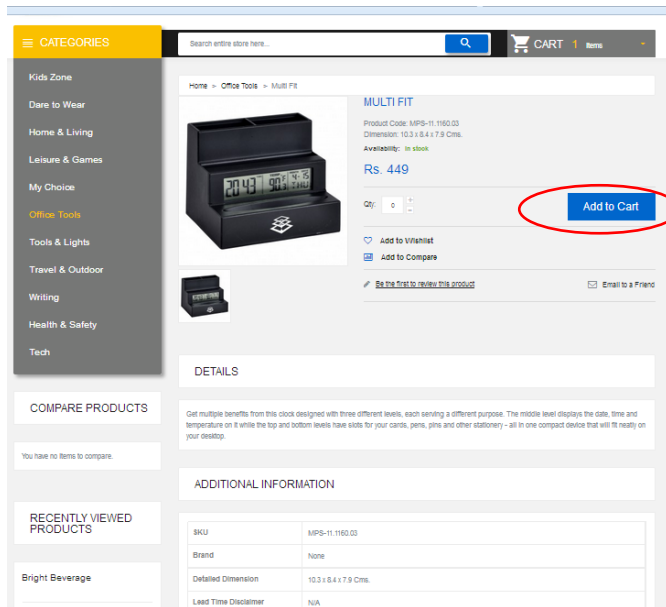
Visit the home page by clicking on the Next Store logo of the site. Select any category of your choice to browse through the product list.



You will see products in that category. E.g. Office Tools.



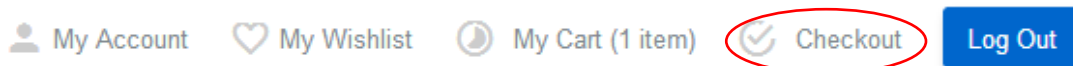
On selecting a product you will get all the required information about that product.



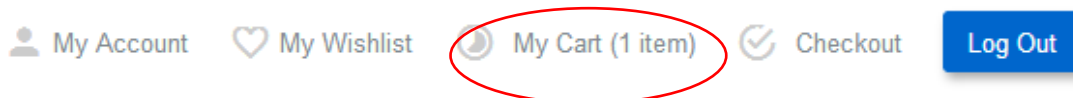
Enter quantity and click on Add to Cart.

You can repeat the above steps to add more products into the cart.

If you want to proceed for checkout then you can press “Checkout” menu of the top navigation menu bar.



If you want to make any changes in your cart you can use “My Cart” menu provided in top navigation menu bar.



You will be redirected to “Check Out” page.

Press enter your billing details and shipping details in step 1 & 2 respectively. Also click “Continue” for Shipping Method step 3.



Based on the shipping address and total weight of your cart, system will show you shipping charges.

To proceed for payment, please provide relevant information in “Payment Information” i.e. Step 4.

You can make payment with below two payment methods. Details steps of these methods are below this checkout process.

- 1) E-cash (Only if it is available for you).
- 2) Online Payment through your Debit/Credit Card or Net-Banking.

4 Payment Information

Use E-Cash to check out (Rs. 1,000 available)
You're using: Rs. 0.00

Pay Online

* Required Fields

« Back Continue

Click on “Continue” button to make payment with your desired payment mode.

Detailed flow of redeeming your e-cash is given later in this manual.

Review your order in “Order Review” section i.e. Step -5. Sample “Order Review” section is shown below.

5 Order Review

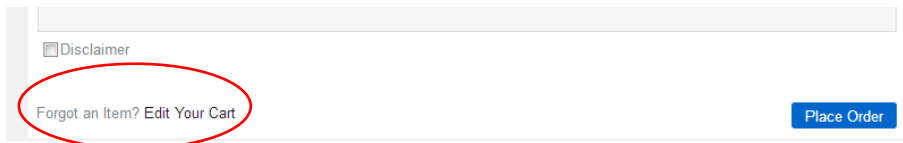
Product Name	Price	Qty	Subtotal
MULTIFIT	Rs. 449.00	1	Rs. 449.00
Subtotal			Rs. 449.00
Shipping & Handling (Free Shipping - Free)			Rs. 0.00
Grand Total			Rs. 449.00

THE MPHASIS EMPLOYEE / USER COMPLETELY UNDERSTANDS, AGREES AND ACKNOWLEDGES THAT ANY TRANSACTION OR ACTIVITY PERFORMED ON THE GIFTING IDEAS WEBSITE/SITE SHALL BE AT THE SOLE DECISION, RISK AND CONSEQUENCES OF THE CONCERNED MPHASIS EMPLOYEE / USER AND THEREBY MPHASIS SHALL NOT AND CANNOT IN ANY CASE BE HELD OR MADE RESPONSIBLE FOR ANY FORM OF DIRECT OR INDIRECT CONSEQUENCES THAT MAY RESULT FROM THE ACTIVITY / TRANSACTION PERFORMED ON THE GIFTING IDEAS SITE

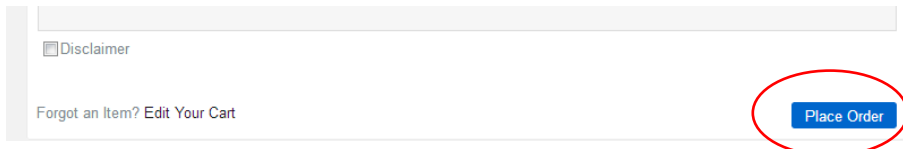
Disclaimer

Forgot an Item? [Edit Your Cart](#) Place Order

In case you want to edit your cart, you can do so by clicking on “Edit Your Cart” link given at the bottom of “Order Review” Section. Please note, if you edit your cart then you will again go through checkout process as mentioned above.



If you have confirmed to place your order then press “Place Order” button.



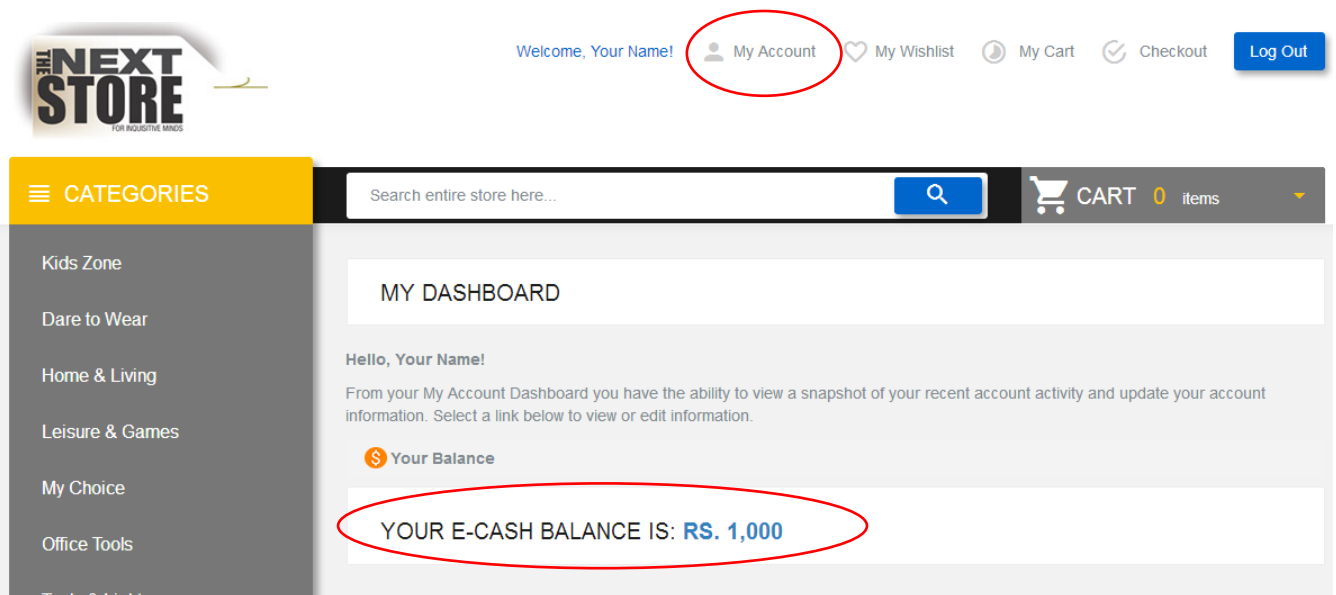
Depending on the payment methods chosen, the page will redirect to respective page.

Payment Methods available in The Next Store.

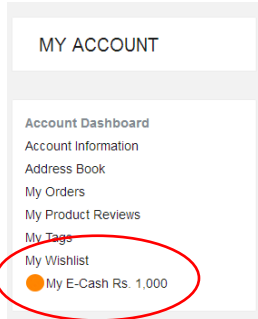
E-cash:

E-cash is in the form of virtual money. The Reward amount for the Monthly Summit award winners [INR 5000], would now be split into 2 parts. INR 4000 would be paid in the employee's salary and INR 1000 would be credited as INR 1000 E-cash so that employees can redeem it online at The Next store portal while making any purchase. INR 1000 = 1000 E-cash. Employees have to redeem these INR 1000 E-cash within 6 months or else it would expire.

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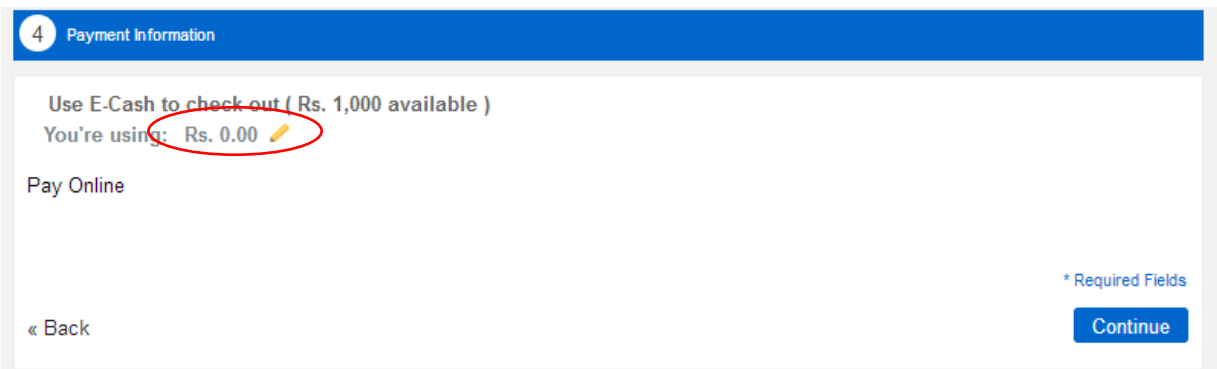
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How to redeem E-cash against your order in checkout page?

On the “Checkout” Page : In the “Payment Information” page Step 4, you will see your available points to redeem. Click on the pencil icon (✎) to enter the amount of E-cash.



Click on “Apply” button to redeem your E-cash. If your order amount is greater than points you redeem then you can make the balance payment through any online payment method.

4 Payment Information

Use E-Cash to check out (Rs. 1,000 available)
You're using:

Pay Online

« Back * Required Fields


Online Payment Method (CCAvenue):

CCAvenue is a secured payment gateway to make an online payment. It accepts all kinds of Debit/Credit Cards, Net-Banking, Cash Cards, Mobile Payment and Wallet.

Press “Continue” in “Payment Information” Step 4 of checkout page.

After reviewing your order and pressing “Place Order” button of “Order Review” Step 5, you will be redirected to CCAvenue Payment Gateway Page. Follow instructions of payment gateway page to complete your payment transaction.

Sample screen shot of payment gateway page is given below.



Order No: 300000033 Order Amount: INR 940.00

Billing Information

Your Name

Goregaon (W)

Mumbai Maharashtra

400013 India

022-12341234 yourname@ugamsolutions.com

Notes (optional)

My Billing and Shipping address are different

CCAvenue
CHECKOUT

Checkout Registered Users Only

CCAvenue Email ID

CCAvenue Password

[Forgot Password?](#)

Shipping Address

Your Name

Goregaon (W)

Mumbai Maharashtra

Track order

You can track your order in “My Dashboard” of “My Account” section.

Your recent orders with its current status are displayed in “My Dashboard”.

Recent Orders					View All
Order #	Date	Ship To	Order Total	Status	
400000007	4/24/2017	Santosh Pawaskar	Rs. 324	<i>Canceled</i>	View Order Reorder
400000005	11/17/2016	Santosh Pawaskar	Rs. 639	<i>Canceled</i>	View Order
400000003	12/5/2015	Santosh Pawaskar	\$14	<i>Canceled</i>	View Order
400000002	12/5/2015	Santosh Pawaskar	\$14	<i>Canceled</i>	View Order
400000001	8/12/2015	Santosh Pawaskar	Rs. 639	<i>Canceled</i>	View Order

Click on “View Order” link of order number you want to check details.

For any further queries in regards to site navigation, please write to us on support@giftingideas.com

For any order related queries, please write to us on order@giftingideas.com

Thank You!