## SIGBI Online Shop User Guide

Link to the shop - https://www.sigbishop.com/


All items can be found listed under the Shop All heading. They can be separated into categories to help find what you're looking for. These are found on the left side of the page.


Click on the item that you want, select the quantity and Add to Cart. If you are ordering more than one different product, do not click Buy Now as this will take you straight to the checkout.


Once you've added everything you want to the cart, go to View Cart by clicking on cart icon in the top right corner of the page.


There two options for payment. The first is by cheque or BACs. Cheques need to be made payable to SIGBI Ltd and sent to:

SIGBI Ltd
$2^{\text {nd }}$ Floor, Beckwith House
1-3 Wellington Road North
Stockport
SK4 1AF
If you are paying by BACs, you can send the payment using the details below. Quote your order reference number with the payment.

Account Name: SIGBI Ltd
Account Number: 55780083
Sort Code: 01-08-38
Please note that when paying by cheque or BACs your order will not be shipped until payment has been received.

Once you've selected this, it will take you to the checkout where you need to fill in your details - email, address, phone number. When you get to section 3 Payment, select Offline Payment.



If you would like to by debit or credit card, select the PayPal Checkout option. You DO NOT need a PayPal account to use this.


A new window will open asking you to sign into PayPal. If you have a PayPal account you go ahead and sign in. If you don't have an account, select Pay by Debit and Credit Card. You can then enter your card details, address and email address.


