

Europe (non-EU) Orders & Shipping

Part 1 - Check Pricing & Stock Update

Norway: Norway ONLY delivers to Norway

Classic \$499, Premium \$1497, Pro \$4990 - Order through Norway Stockist, includes taxes & postage within Norway.

Norway Stock Updates: <https://t.me/+xQULEQji4n82YmJk>

Switzerland: There is no stockist in Switzerland so orders must go through HQ

Classic \$320, Premium \$960, Pro \$3200 - Order through INT HQ, does not include taxes & postage. Get a quote from HQ International Shipping Chat for postage, also be sure to let your customer know that customs charges apply on arrival:

HQ International Shipping: <https://chat.whatsapp.com/HqGa0YfKfgwEuJVO9COwsA>

Part 2 - Take Payment

Use Top Up Link: <https://www.loom.com/share/1b1f369f49e94257a36a5d06f7acbe6a>

Part 3 - Register Customer & Place Order

Login to your Back Office: <https://prifevip.com/login>

Go to **NAVIGATE > REGISTER** (4th BLUE Link)

Payment Information

Region: Non European Union or International for HQ

Country Join: Choose the country the device is being delivered to

Package: Choose the product you wish to purchase

Basic Information

Member Username: Add THEIR username

Name: Add THEIR first & last name

Sponsor Name: Add YOUR username, then tab, click on the SHOW button to place the new member in your genealogy, if you don't know where to place them ask your sponsor for training on this as it's important you place them in the correct spot

Email: Add THEIR email address

Security Password: Add YOUR security password

Then Click on **Submit and Confirm** the information is correct

LOGIN TO THE NEW PERSONS Back office using THEIR Username and Temporary Password of 123456, then Change login password again to 12345 and security password to 111 and submit

Go to **NAVIGATE > PURCHASE REDEMPTION / BONUS REDEMPTION** (2nd Red Link)

Region: Non European Union or International for HQ

Country Join: Choose the country the device is being delivered to

Stockist ID: Choose the stockist you wish to order from

Click Next Step

Add Product to Cart - change Quantity if necessary

Wallet Used: change to Purchase Redemption Wallet

Delivery Info: add the recipient's name, phone, email and delivery address and THEIR security password - 1111

Part 4 - Check Order Report

While you are still in your customers back office:

Go to **NAVIGATE > PRODUCT ORDER REPORT (Red Links)**

Click on the green document button next to the DO Number to open up the report

Take a record of the DO number and take a screenshot for your records

Part 5 - Pay for Shipping Fee

If you are placing an order for Switzerland through HQ you will need to pay the shipping fee from your Register Wallet

Go to **NAVIGATE > TRANSFER REGISTER WALLET TO STOCKIST (Orange Links)**

Add Amount to Transfer

Add Stockist ID - INT HQ

Remark: add the DO number & Username

Send a screenshot of the successful shipping payment and DO Number to HQ

Video Tutorial: <https://www.loom.com/share/ac0dda08fd6c4186900bf129886ee28d>

Part 6 - Send Welcome Email

Be sure to send a welcome email to your new customer/member to give them important information along with the Instruction Manuals. You can use these email templates or create your own:

<https://drive.google.com/drive/folders/1pMliF3JIm2xjeCrBBne5qrFrty4GH1Gg>