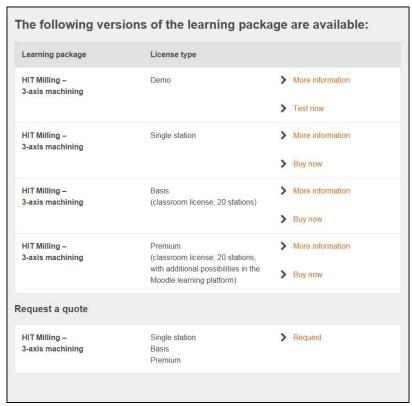


## **HIT Learning Package Purchasing Guide**

## Overview

In the Klartext Portal, you can find all of the necessary information on the **HIT learning method** and on how to purchase the HIT learning packages.



You can access information about the license variants as follows:

- Click More information next to the desired license type of the selected HIT learning package
- > The following information is contained therein:
  - Period of the license type
  - Cost of the license type
  - Contents of the HIT learning package

There are two possible procedures for purchasing a HIT learning package:

- Immediate purchase with various payment options
  Further information: "Immediate purchase", Page 2
- Immediate request for a quote with later order processing through the Operational Purchasing Department
   Further information: "Ordering process after quotation requ

**Further information:** "Ordering process after quotation request", Page 3

## Immediate purchase

The immediate purchase of a HIT learning package is performed as follows:

- ► Click **Buy now** next to the desired license type of the selected HIT learning package
- > This will take you to the shop area.
- ► As a business customer (invoice with company information), click **Click here if you are a business.**
- ▶ Enter or select all of the data marked by a \*.
- As a business customer, enter additional business information (name and address)
- Select a payment option (please note the provided information)



If you have a coupon code:

- Click Coupon code
- ► Enter the coupon code
- Click Apply
- Click Next
- > You will see a summary of your entries as well as links to the following:
  - General terms and conditions
  - Data protection statement
  - Rights of revocation
  - Terms of use of the software
- Check the summary
- Make any necessary changes
- Visit the links
- Accept the terms of use of the software
- ► Click **Buy now**
- > You will now see a summary of your purchase.
- > The purchasing process is complete.
- > After purchasing, you will receive a maximum of two e-mails:
  - From sender no-reply@cleverbridge.com, with the purchasing details and the Cleverbridge reference number
  - From sender **heidenhain@moodle-kurse.de**, with the access data for the HEIDENHAIN Learning Platform



Save the two e-mails so that you can provide this information to the Service Department employees should you have any questions or problems.



If you already possess access data from previous use of the HEIDENHAIN Learning Platform, the second e-mail will be omitted.

## Ordering process after quotation request

The purchasing process with a quotation request and later order processing is as follows:

- Click Request a quote
- > This will take you to the shop area.
- > The shopping cart contains all of the license variants of the selected HIT learning package.
- Removed unwanted license variants



If you position your mouse cursor over the payment amount, the shop will display the symbol for removal below the amount.

- ▶ Click Click here if you are a business.
- Enter or select all of the information (company name and address)
- Select a payment option (please note the provided information)



If you have a coupon code:

- Click Coupon code
- ► Enter the coupon code
- Click Apply
- ► Click **Next**
- > You will now see a summary of your entries.
- ▶ Check the summary
- Make any necessary changes
- ► Click Request Price Quote
- > You will now see a summary of your quotation request.
- > After submitting the quotation request, you will receive an e-mail with the summary of your quotation request.
- ► Forward the e-mail to the Purchasing Department
- To complete the order, click **Place order** in the e-mail
- > This will take you to the shop area.
- Select a payment option (please note the provided information)
- Click Next
  - General terms and conditions
  - Data protection statement
  - Rights of revocation
  - Terms of use of the software
- Check the summary
- Make any necessary changes
- Visit the links
- Accept the terms of use of the software
- ► Click **Buy now**
- > You will now see a summary of your purchase.
- > The purchasing process is complete.
- > After the purchase, you will receive a maximum of two e-mails (to the e-mail address for the quotation):

- From sender **no-reply@cleverbridge.com**, with the purchasing details and the Cleverbridge reference number
- From sender **heidenhain@moodle-kurse.de**, with the access data for the HEIDENHAIN Learning Platform



Save the two e-mails so that you can provide this information to the Service Department employees should you have any questions or problems.



If you already possess access data from previous use of the HEIDENHAIN Learning Platform, the second e-mail will be omitted.