

# Unicity | Internet Ordering Procedures

- Step 1** Go to [www.unicity.net/india](http://www.unicity.net/india)
- Step 2** Click on the **login** link and log into Web Office with your Distributor ID and password. Unicity sent you your Distributor ID by email after signing up. You created your password when completing your online Distributor Application form. If you have a problem, please send an email to [UnicityIndia@Unicity.net](mailto:UnicityIndia@Unicity.net).
- Step 3** After logging in, click **Shop Online** button.
- Step 4** You will be redirected to a shopping country selection page. The default selection will be India. Click **Begin Shopping** button.
- Step 5** Select the item(s) you want to order and quantity, then click the **Check Out** button.
- Step 6** Confirm your order and the shipping address, and then select payment method. You may pay by credit card (Visa and MasterCard only) debit cards (Must have Visa or MasterCard logo on card) and bank wires.

## **Paying By Bank Wire:**

- Step 7** Select **Bank Wire** button and then click the **Check Out** button.
- Step 8** Review the final order confirmation page and check the **Bank Wire** box agreeing to provide payment within 7 days. (After 7 days the order is canceled.) Click the **Continue** button to submit your order.
- Step 9** You will see an invoice with an order number. Write down this number.
- Step 10** Take the order number and the bank wire information listed below to your personal bank or a HDFC bank. Wire the money to the account below.

Reference Number:	[Order Number]
Account Name:	Unicity Health Private Limited
Account Number:	02392560001958
IFSC Number:	HDF0000239
Swift Code:	HDFCINBBXXX
Bank Name:	HDFC Bank
Branch Address:	239-Powai - Hiranandani, Prudential Building Ground Floor, Hiranandi Business Park, Powai, Mumbai - 400076, Maharashtra

Note: Your order will not be credited to your Personal Volume (PV) until Unicity receives your wire transfer and processes your order. All credit and debit card orders will be credited to your PV instantly.