

How to Drop Ship with Wellness Wholesale

Order **Wellness Wholesale products** and have them delivered directly to your clients without holding inventory. Our drop shipping program is simple, fast, professional and convenient.

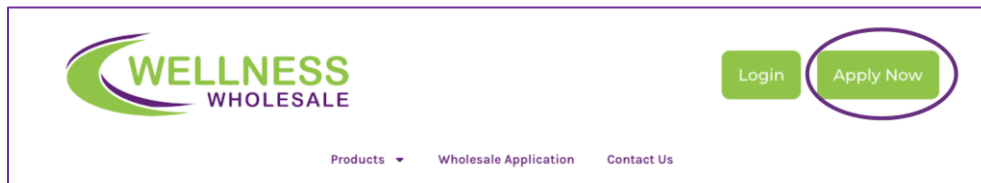
Benefits of Drop Shipping an Order Through Wellness Wholesale

- ✓ No inventory required
- ✓ Professional, direct-to-client delivery (without having to stand in line at the post office)
- ✓ Easy way to expand your product offering
- ✓ Even ship to clients internationally

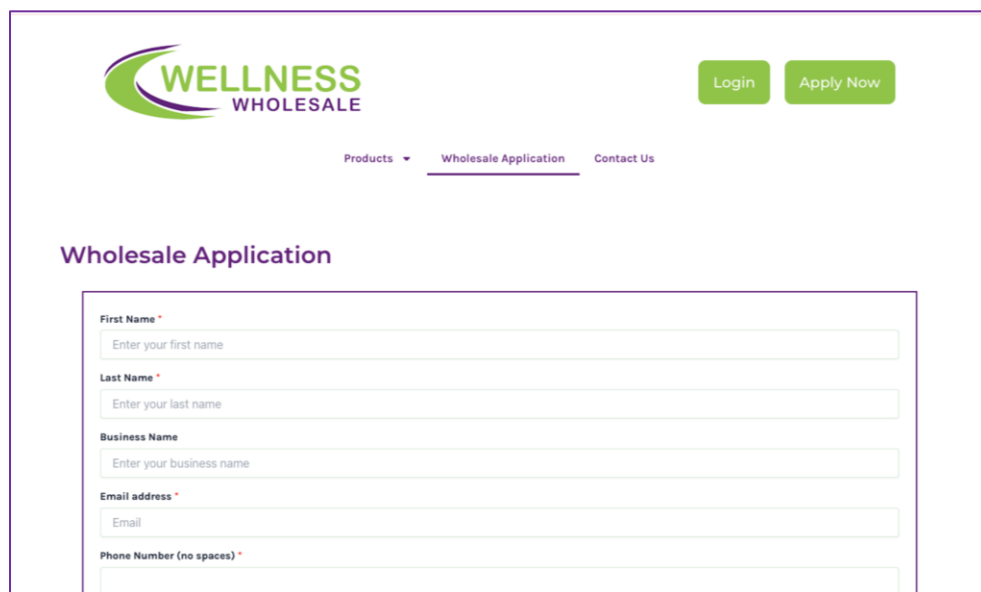
Step 1: Apply For a Wholesale Account

Go to: <https://wellnesswholesale.com.au/>

Click the **Apply Now** button



Complete the [Wholesale Application Form](#) to get approved.

A screenshot of the 'Wholesale Application' form on the Wellness Wholesale website. The form is titled 'Wholesale Application' and contains several input fields: 'First Name *', 'Last Name *', 'Business Name', 'Email address *', and 'Phone Number (no spaces) *'. Each field has a placeholder text indicating what to enter. The 'Wholesale Application' link in the navigation bar is underlined.

Once approved, you will gain access to **wholesale pricing and drop shipping options**.

Step 2: Login

Login to your Wellness Wholesale account using your email address and password.

WELLNESS
WHOLESALE

Products Wholesale Application Contact Us

My account

Login

Username or email address *

Password *

Remember me

Log in

Lost your password?

New Wholesale Customer

Don't have an account yet? Apply for an account with us and you'll be able to:

- Check out faster
- Save multiple shipping addresses
- Access your order history
- Track new orders

Apply Now

You can always use the Lost Password option if you have forgotten or misplaced your password.

Lost password

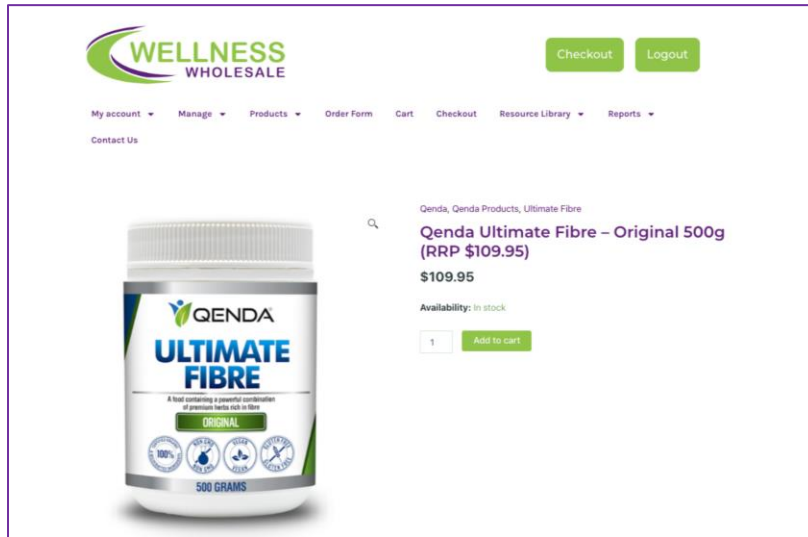
Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email *

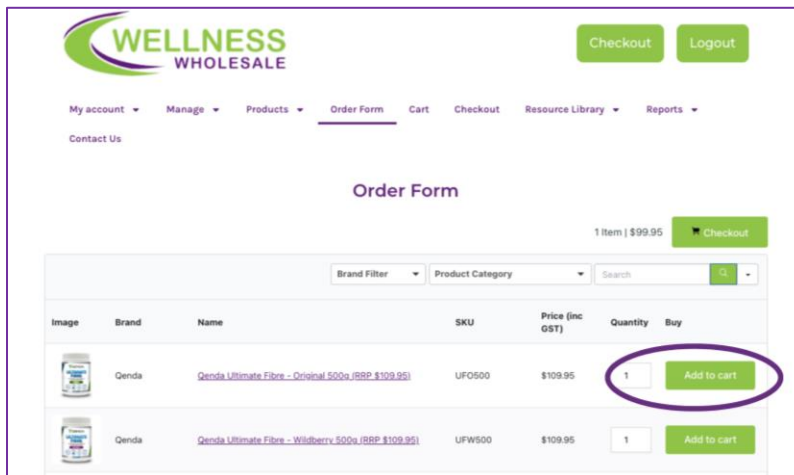
Reset password

Step 3: Product Selection

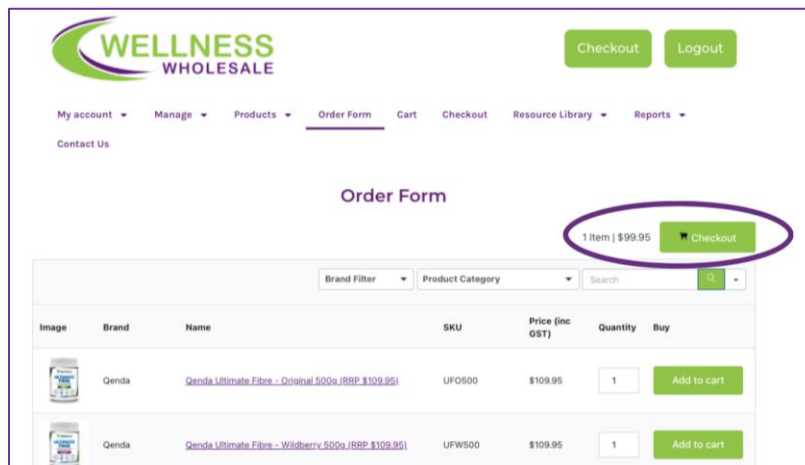
Browse products individually and **add them to your cart**. You can select one or multiple items per order.



Alternatively, you may also place your order using the order form if preferred.



Once you have placed all relevant items into your cart ready, click **Checkout**.



Step 3: Select Drop Shipping in the Checkout Process

At checkout, select the “**Drop Shipping**” tick box option.

Note: Selecting the “**Drop Shipping**” option adds a \$7.50 Drop Shipping Fee to the order and **removes** the \$350 minimum order amount requirement. This fee is itemised in the “Your order” section of the Checkout screen.

The screenshot shows the checkout process. On the left, under 'Shipping Address Details', the option 'Drop Ship this Order? - You can now ship products directly to your customer' is selected and circled in purple. Below it, there is a 'Select an address' dropdown menu with 'Main Delivery Address (Default)' selected and an 'Add new address' button. On the right, the 'Your order' summary shows a subtotal of \$109.95 and a Drop Shipping Fee of \$7.50.

Product	Subtotal
Qenda Ultimate Fibre - Original 500g (RRP \$109.95) x 1	\$109.95 (inc. GST)
Subtotal	\$109.95 (inc. GST)
Drop Shipping Fee	\$7.50

Step 4: Add Client's Address Details

Click **Add New Address** button to enter your client's delivery details into your address book. The order will be shipped directly to your client.

Note: You can save and manage **multiple client addresses** in your address book to assist in faster processing of future orders.

This close-up screenshot shows the 'Shipping Address Details' section. The 'Drop Ship this Order?' option is unchecked. Below it, the 'Select an address' dropdown menu is set to 'Main Delivery Address (Default)'. The 'Add new address' button is circled in purple. Below the button, there is a note: 'Click "Add new address" to save a new address to your shipping address book'.

Identifier / Name (Examples: "Office address," "Mary Jones," "MJ 2145," etc.) * x

Make this address the default shipping address (optional)

Shipping First name * Shipping Last name *

Shipping Company name (optional)

Select a country *
 v

Shipping address *

Shipping Apartment, suite, unit, etc. (optional)

Shipping Town / City *

Shipping Postcode / ZIP *

Shipping Phone *

Shipping Email (optional)

Save

Ensure all required client information is entered correctly, including:

- Full delivery address
- **Phone number (required for shipping purposes)**
- **Email address (if included the client will be updated from the freight carrier via email)**

Once complete click **Save**.

Note: We respect your client relationships - **client data will not be used for marketing purposes.**

Step 5: Add Delivery Instructions, Notes & Upload Files (Optional)

Before completing your payment, you can provide additional order details and upload any required documents.

Enter any **Special Delivery Instructions** if needed. If no instructions are given, the delivery company will not deliver if a “safe place” cannot be found to leave the parcel. The client will then need to make their own arrangements with the delivery company for either pickup or redelivery.

Special Delivery Instructions For Orders

Special Delivery Instructions (optional)

Enter instructions here

Select if you would like the client to receive **Product Brochures** or **Protocol Sheets** if they are available.

Product Brochures and Protocol Sheets

Please send Protocol Sheets? (optional)

Please send Product Brochures? (optional)

Add **Order Notes** for any specific requests (these notes are to inform our staff of any special requests for the order you may have).

Include a **Purchase Order Number** (if applicable).

Order Notes and File Uploads

Need to let us know something special about the order or provide us files to actions (eg. for drop shipping)?


Order Notes (optional)

Notes about your order, e.g. special notes for delivery.

Purchase Order Number (optional)

Enter purchase order number

Need To Send Us Files?

 Drag & Drop Here... or [Browse Files](#) 0 of 10

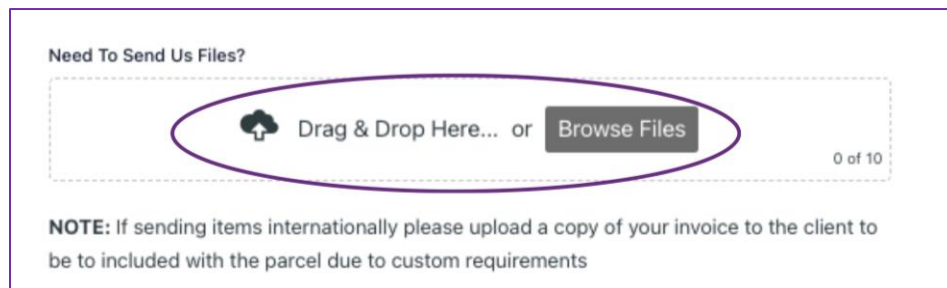
NOTE: If sending items internationally please upload a copy of your invoice to the client to be included with the parcel due to custom requirements

You may also upload files by dragging and dropping or selecting **Browse Files**.

You can include your own branded packing slip or 1-2 pages of information which we will print off to be included in the order.

Note:

- For international orders you **must** include an **invoice upload itemising the goods and the amounts charged to your client** (for customs requirements).
- Due to the current tariff issues in the USA we are unable to ship to this destination.
- If other international destinations are not listed in the system, please **contact us** for them to be added.

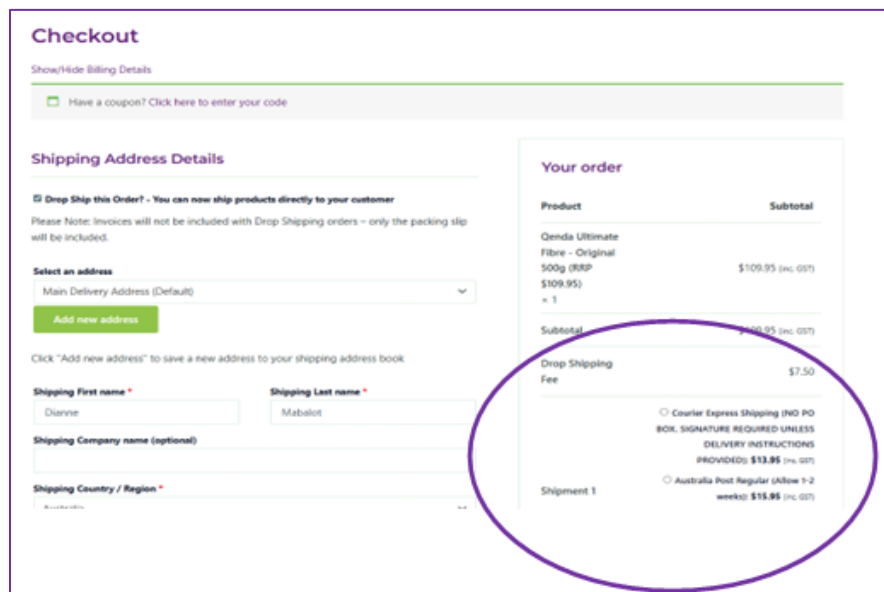


Step 6: Select Your Shipping Option

The relevant Shipping Options will be displayed based upon the address that the order is being sent to. **Select the relevant shipping option.**

Note:

- Estimated delivery times are generally the worst-case scenario for delivery timeframe.
- If the address is a Post Office Box or Parcel Locker, Australia Post is the **only** delivery option. Courier deliveries **cannot** be made to a post office box or parcel locker address.



Step 7: Enter Payment Details

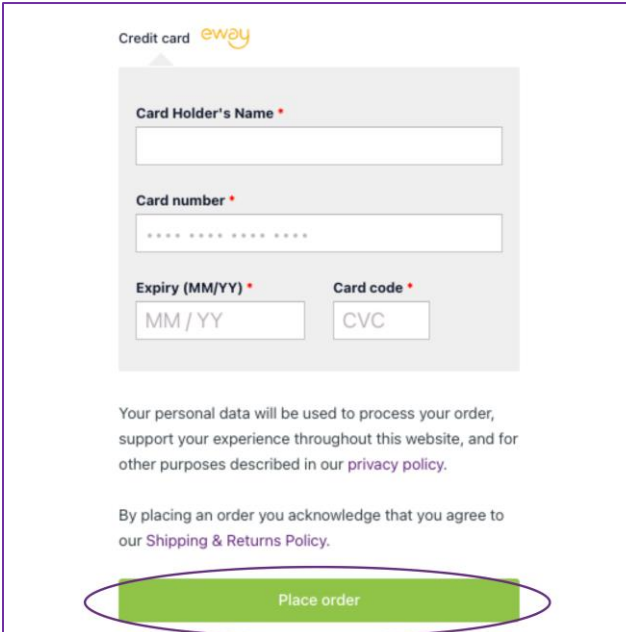
Enter your payment information securely at checkout using your credit card.

You will be required to provide:

- Cardholder's Name
- Card Number
- Expiry Date (MM/YY)
- Card Code (CVC)

Review your details carefully before proceeding, then click **Place Order** to complete the transaction.

Note: Your personal data will only be used to process your order and support your experience, in line with the website's [privacy policy](#).



The screenshot shows a credit card payment form on the eway website. The form is titled "Credit card eway" and contains the following fields:

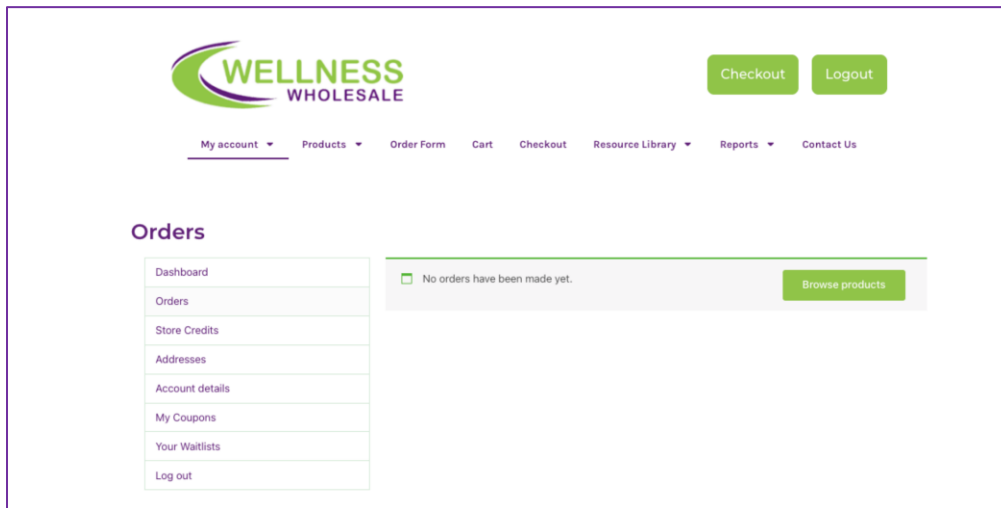
- Card Holder's Name ***: A text input field.
- Card number ***: A text input field with a dotted pattern for the card number.
- Expiry (MM/YY) ***: A text input field with a pre-filled "MM / YY" format.
- Card code ***: A text input field with a pre-filled "CVC" label.

Below the form, there is a disclaimer: "Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#)." Below that, it states: "By placing an order you acknowledge that you agree to our [Shipping & Returns Policy](#)." At the bottom of the form, there is a green "Place order" button, which is circled in red.

Step 8: Order Invoices

Once you have placed your order, our system will email your invoice for the order to the email address on file.

You can also access your past invoices in the **Orders** section under **My Account** in your Wellness Wholesale administration console.



Step 9: Tracking Information

Once our staff have processed your order, you will receive an email detailing the tracking number and link so that you can track the progress of the shipment. This information can also be forwarded by you to your client so that they are also able to track the shipment.