

# Compare and Contrast: Purchasing Bulk Orders for GED Test and GED Ready

	Direct	Marketplace
Where to buy?	Users with GED Manager access (adult ed programs, other institutions)	Users without GED Manager access (individuals)
What can I purchase?	GED Tests and GED Ready Tests. Receive credits toward tests to be assigned; do not receive vouchers with numbers.	GED Tests and GED Ready tests, Retakes. Receive numbered vouchers.
Retake vouchers	Not currently available	Yes
Features	Manage and track use of learner tests in GED Manager	Purchase only (no tracking or managing feature)
Purchase options	Credit Card, Credit terms with Pearson, PO and check	Credit Card, Credit terms with Pearson, Purchase Order and check
Expiration	No expiration until student accesses test	12-18 months. (note: Unused vouchers can be renewed by contacting storehelp@ged.com)
For assistance to make a purchase	Operations@ged.com	Storehelp@ged.com



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<u>PURPOSE</u>: To provide instructions on how to place bulk orders for the GED Official test and GED Ready using the different payment types available in <u>GED Marketplace</u> and <u>GED Direct</u>.

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<u>PURPOSE</u>: To provide instructions on how to place bulk orders for the GED Official test and GED Ready using the different payment types available in <u>GED Marketplace</u> and <u>GED Direct</u>.

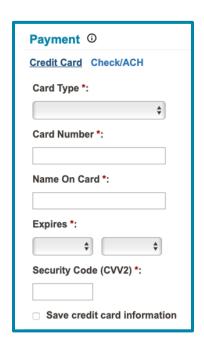
Order from GED Marketplace if you want Voucher codes, order from GED Direct if you want GED Ready or GED exam(s) to assign to students and/or share with your teachers.

### 1. The first option is to use our GED Marketplace if you don't have GED Manager access.

**Benefit of using Marketplace:** anyone can use GED Marketplace! Your order will be received via email.

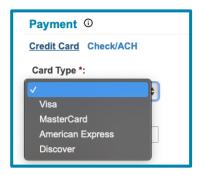
### **Credit Card**

Credit Card is automatically selected in the payment section, but you can click the Credit Card link to bring up the payment by credit card steps.

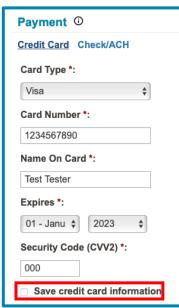




1. Select your card type in the drop-down menu.

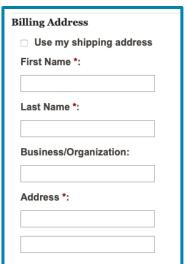


2. Enter the card number, name on card, expiration date and security code.



**NOTE:** If you will use this card again for future purchases, you may select the "Save credit card information" check box.

3. Enter the billing information associated with your credit card and click *Next* to complete your order.

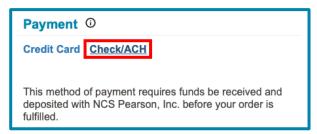






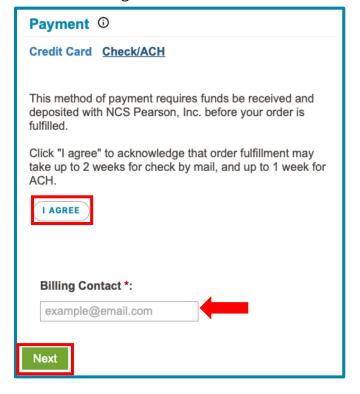
### Check

Click *Check/ACH* at the top of the Payment section.



Click *I agree* and enter the Billing Contact

information.



Click *Next* and enter the Billing Contact information.

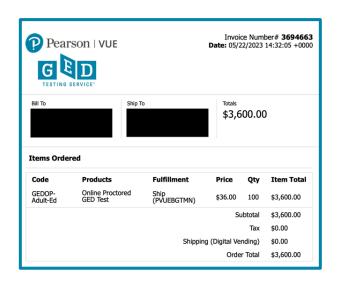
**NOTE:** A **minimum** order of \$500 is required in order to pay by check.



### **Check CONT.**

The address to which your check must be sent is viewable in your invoice from the MyAccount History. Check/ACH method of payment requires funds be received and deposited before your order is fulfilled. Make sure to include your order number on the check to avoid lengthy delays.

NOTE: Order fulfillment may take up to 2 weeks for check by mail, and up to 1 week for ACH.



<sup>\*</sup>Please note the address for check submission is different than what you may have used for past orders.

### **Credit Terms**

If you are paying for your tests through Check/ACH or Line of Credit you have the option to check a box for PO# at time of purchase. PO is only for your internal payment processing. Once you successfully submit the order in GED Direct or GED Marketplace, email the PO# to StoreHelp@ged.com while referencing the GED order number.

If you think you have the line of credit, but it is not showing as a payment option when you are purchasing, send an email to <a href="mailto:StoreHelp@ged.com">StoreHelp@ged.com</a> to attach VUE Credit terms to your GED Marketplace account and GED Manager account.

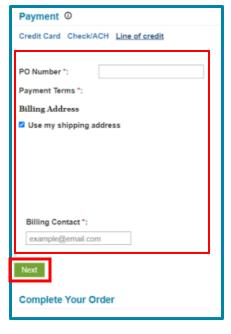


Once your credit terms are set up, you can place your order in marketplace.com by selecting "Line of Credit" at the top of the Payment section.



Click *I AGREE* and then enter the billing contact information. After you have entered the billing contact click *Next*.

Enter the Purchase Order (PO) number and Billing Address, and billing contact email address associated with the account and then click *Next* to complete your order.

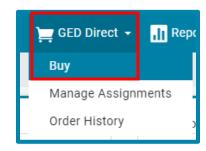




### 2. The second option to pay is using GED Direct.

**Benefit of using GED Direct:** you can assign the test from your GED Manager dashboard and monitor their use. However, only users that have access to GED Manager can use GED Direct. If you need Manager access, you will have to request access through your GED Administrator.

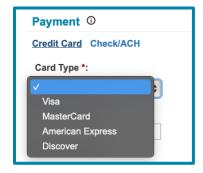
To purchase GED Direct log into your GED Manager and click on the *GED Direct* tab and select the *Buy* tab.



### **Credit Card**

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Select your card type in the drop-down menu.



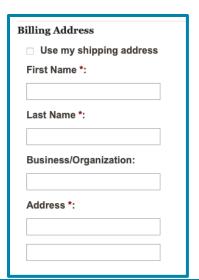


Enter the card number, name on card, expiration date and security code.



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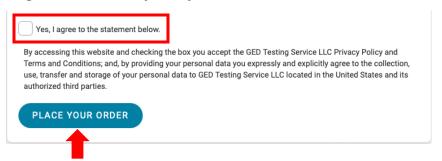
Enter the billing information associated with your credit card and click *Next* to complete your order.







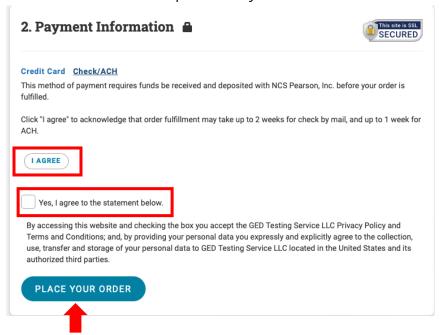
Agree to the Privacy Policy and Terms and Conditions.



Click PLACE YOUR ORDER

### Check

Click Check/ACH at the top of the Payment section.



Click *I AGREE* and check mark *Yes* to the Privacy Policy and Terms and Conditions and click *PLACE YOUR ORDER* to complete your order.

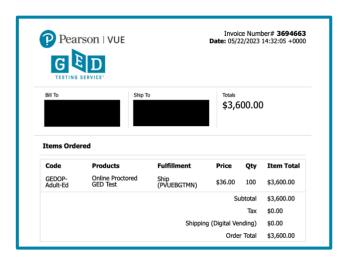
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**NOTE:** If you don't have either a CC or Checks, then you can use a PO.

### **Credit Terms**

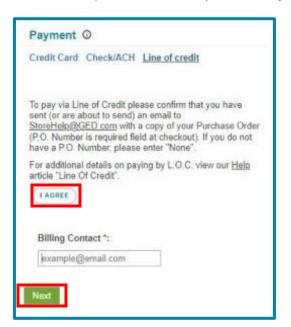
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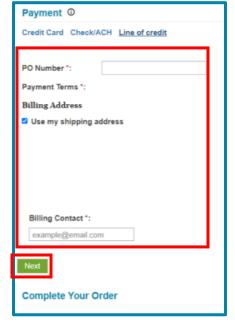
### **POs (Purchase Orders)**

Select *Line of Credit* at the top of the Payment section.



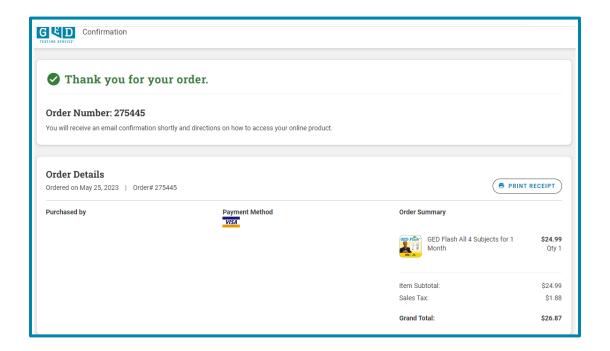
Click *I AGREE* and then enter the billing contact information. After you have entered the billing contact click *Next*.

Enter the Purchase Order (PO) number and Billing Address, and billing contact email address associated with the account and then click *Next* to complete your order.





Once you place an order you will see the Order Confirmation screen.



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