

Welcome to Finsbury Green

We're pleased to welcome you to *SourceIt* — your dedicated platform for ordering **Visitor Guides** and **Maps**, which can be distributed to Visitor Information Centres and businesses across South Australia.

To help you get familiar with the materials, examples of both the guide and map are shown below:



To get started, please email SATC@finsbury.com.au to request a login and password.

We've created a as in step-by-step guide below to help you navigate the product ordering process with ease. The walk-through will make the experience simple and straightforward.

If you need any assistance at any point, please don't hesitate to contact us.

We're here to ensure your experience is as smooth as possible.

Please note that there is **no cost** to the person ordering; all costs go to SATC.

The system will go live on **Wednesday, 23rd of July.**

We look forward to supporting you every step of the way!

Please email SATC@finsbury.com.au to request your login and password.

To set up your account, please include the following details in your email.

Name

Business Name

Mobile/phone

Address

Industries (Business Units) – select from below

Business units

Accommodation

Councils & Government Departments

Visitor Information Outlet

Attractions and Events

RAA Only

Community Association

Car Hire

Retail

Education and Training

Tour Operators

Travel Agents

Wineries

SATC (staff only)

Please refer to the next page for the order guide.

Site details <https://finsbury.sourceithq.com/>

Step 1: Login

- Each user will receive a unique link and login credentials via email
- On your first login, you will be prompted to change your password for security purposes.

Step 2: Accessing the Catalogue

- Once logged in, your homepage dashboard will display as below.
- Click on **"Catalogue"** from the dashboard menu.
 - o You will see three options:
 - o Browse
 - o Orders
 - o Search

Step 3: Browsing Products

- Click **"Browse"** to view all available items.
- Each product will display:
 - o Image
 - o Product Title
 - o Product Code
- At the bottom of each product tile, you will see:
 - o Quantity Available
 - o Carton Quantity (number of items per carton)

Note: All orders must be placed in cartons only — no individual units (*Single copies*)

Step 4: Adding Items to Cart

- Enter the number of cartons you wish to order.
- Click the cart icon to add the item to your cart.
- A cart icon will appear at the top right-hand corner of the screen.

To add more items: Repeat the process by browsing and adding items.

Step 5: Review & Checkout

- When ready, click on the cart icon and select "Check Out Now".
- A summary of your order will appear.
 - o You can change quantities or remove items from the cart.
- If everything is correct, click "Proceed to Checkout".

Catalogue :: Review Your Cart

Please review your cart. Once you are happy you can continue on to address and payment selection.

**SOUTH
AUSTRALIA**



Government of South Australia
South Australia's Tourism Commission

	[Folders] Clare Valley Visitor Guide 2025	AUD \$0.00 199 available 1 x 50 per Carton (AUD \$0.00 stock value) Remove
	[Folders] Adelaide Visitor Guide 2025	AUD \$0.00 58 available 1 x 50 per Carton (AUD \$0.00 stock value) Remove
		Freight: AUD \$0.00 Order Fee: AUD \$0.00 Pick Fee: AUD \$0.00 Freight Fee: AUD \$0.00 Subtotal: AUD \$0.00 GST: AUD \$0.00 TOTAL: AUD \$0.00 Recalculate

Step 6: Enter Delivery Details

- Fill in the following required information:
 - o Delivery Address
 - o Delivery Contact Name
 - o Special Delivery Instructions (optional)
- Scroll down to select and confirm your Cost Centre.
- Click "Process Order" to complete the order.

Please note that there is **no cost** to the person ordering all costs go to SATC

Catalogue :: Address and Payment Details

Please provide your address and payment details then click on the 'Process Order' button.

Delivery Address

Below are a list of addresses associated with your company. Select an existing one, or add new one.

Delivery Contact: [Add Delivery Contact](#)

Existing Address: [Delete](#) [Add Address](#)

Additional Shipping Details:

Payment Details

Please provide details required for payment.

Total Amount Due: AUD \$0.00 (inc GST)

Payment Method:

[Back](#)

[Process Order](#)

Step 7: Confirmation

Once submitted, you will receive a confirmation email with your order details.