www.schoolstuff.com.au

How to order online.

1. Open your Browser and logon to our supplier at www.schoolstuff.com.au

2. Click on the large box ‘Order Your Booklist Here’ or on the ‘Booklist Orders’ tab at the top of the page.

3. In the drop down menu select your school and then the year level you require.

4. Fill in the required boxes then click ‘Order’.

5. The year level list appears. It is automatically filled with the required number of each item. Go through the list and adjust the numbers as you wish. Once you have gone through the entire list, click ‘Add to Cart’.

6. A ‘Notice’ screen appears giving you the option to either
   - Purchase another year level booklist (if you have more than one child at our school)
   - Add another item from the store
   - Proceed to checkout

7. Select your option. Once you have completed your ordering, click on ‘Proceed to Checkout’.

8. Your order will appear on the screen. It gives you the option to make changes or start again. After you have checked your order you once again have the options as in step 6. Once you are finished click on ‘Proceed to Checkout’ again.

9. The Customer Information page appears – fill this out. Click on ‘Proceed to Next Step’.

10. Check over your information. Click ‘Next’.

11. The delivery options now appear. Make your selection by clicking against the one you want. Click ‘Next’.

12. Select your payment option and complete. Click ‘Next’.

13. You have one (1) more chance to make some changes. Check your details. Click ‘Confirm Order’ when ready.

14. A confirmation of order screen will appear with a large green tick, with a message stating that you will receive an email confirming your order. You can follow the link to view your order and retrieve your order ID number from the tax invoice for reference.