

# PORTAL ORDERING GUIDE

## 1. Select "SIGN IN"



CONTACT



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CART

Follow the prompts to enter email and password **provided by the school**

Sign in

Enter password

The image shows two side-by-side forms. The left form is titled "Sign in" and has an empty text input field. Below it is a dark blue button with the word "Next" in white, which is circled in red. Below the button is the Somerville logo and the text "Sign up". The right form is titled "Enter password" and has a text input field with "Password" written inside. Below it is a dark blue button with the words "Sign in" in white, which is circled in red.

Once you have signed in successfully, the "SIGN IN" button will now display as "SIGN OUT"



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## 2. Select items to purchase

Please read through any information displayed at the top of the product selection screen.

This information can contain important dates or reminders for ordering cut off times, delivery times & delivery locations.

There may also be additional links providing specific information your school would like made available to you.

**Click on the product for more details about any item OR select "add to cart" to proceed to the checkout process.**

When you are ready to complete your order, select "**CONTINUE TO CHECKOUT**" from the Shopping Cart Screen.

\*Please note – all device packages include the bag, stylus pen & power adapter (charger) automatically

### Shopping Cart

The image shows a screenshot of a shopping cart interface. On the left, there is a product image of a laptop with a quantity of 1 in a box. Below the image are the links "In Stock" and "Remove". At the bottom left, there is a link that says "< Continue Shopping". On the right, there is an "Order Summary" box. It lists "Subtotal", "Shipping", "Tax", and "Total". Below these items is a dark blue button with the text "CONTINUE TO CHECKOUT" in white, which is circled in red. At the bottom of the summary box, there are two expandable sections: "Coupon Code" and "Shipping Calculator", each with a downward arrow.

### 3. Checkout

**Student Full Name** – First name & Surname of your **child**

**First Name** – Your first name (of person placing order)

**Last Name** - Your Surname (of person placing order)

**Email** – Your email (so we can contact you if required)

**Phone** – Your best contact number (so we can contact you if required)

**Student Year Level** – Please select student year level (**for year 2024**) from the **drop-down list**

Then select **“CONTINUE”**

1. Your Details

Student Full Name

First Name Last Name

Your First Name Your Last Name

Email Phone

Your Phone Number

Student Year Level

Yr 5

CONTINUE

2. Delivery

3. Payment

In the delivery section, you will need to enter your address for shipping.

Your laptop will be shipped to your home using the details you enter here, so please ensure that they are correct.

Once you have double checked the details entered, Select **“CONTINUE”**

1. Your Details

2. Delivery

Alternate address Select a warehouse

Address

City

Country State Postal code

PostCode

Delivery Instructions

CONTINUE

3. Payment

You can now select your payment method (**\*CCARD or EFT**) and complete your order.

You can check the total cost of your order under order summary before proceeding.

***\*There is no credit card fee***

If **EFT** is selected, please wait until you receive your order confirmation (after placing order) to make payment. **Your order confirmation will provide the banking details required.** Please also make sure you **use your order number as your payment reference.** Orders will not be considered final until payment is received.

*\*Please note that pricing below is for example purposes only*

The screenshot displays the checkout interface. On the left, a vertical navigation menu shows three steps: '1. Your Details', '2. Delivery', and '3. Payment'. The '3. Payment' step is expanded, showing two options: 'Credit Card' and 'EFT payment option', both of which are circled in red. Below these options is a form for entering card details, including a 'Card number' field and a 'MM / YY CVC' field. At the bottom of this section is a 'PLACE ORDER' button, also circled in red. On the right side, an 'Order Summary' box lists the following items and prices: Subtotal (\$2,125.00), Shipping (\$0.00), Tax (\$212.50), and Total (\$2,337.50). The 'Total' amount is circled in red. Below the order summary, it lists 'Items In Your Cart' as '1 x HP X360EB 830 G10 PACKAGE (Bag, Stylus & Adapter included)'. At the bottom right, there is a 'Coupon Code' field with a dropdown arrow.

By placing your order, you agree to the Somerville Terms of Service

When the order has been placed you will see the below screen.

Please note your order number in the top left – this can be used for EFT payment or any follow up with your school or Somerville.

You will also receive an order confirmation to the email address you provided and if paying via credit card, an automatic payment confirmation email.

The screenshot shows a confirmation screen with a large checkmark icon and the text 'Thanks!'. Below this, it says 'Your Order Number is D10057', where the order number is circled in red. At the bottom, there is a 'View Order' button. The background is a light gray color.

You can now sign out or exit the site.

Thank you -  **Somerville**