PORTAL ORDERING GUIDE

1. Select "SIGN IN"









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



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









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.

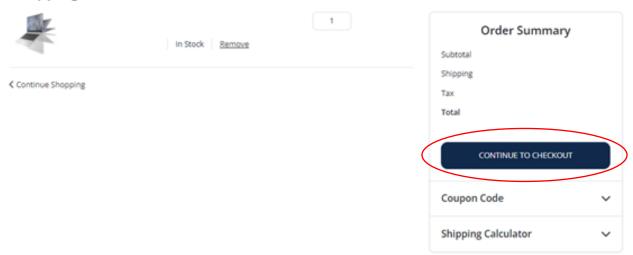
There may also be additional links providing specific information your school would like made available to you.

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



3. Checkout

Student Full Name – First name & Surname of your child

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

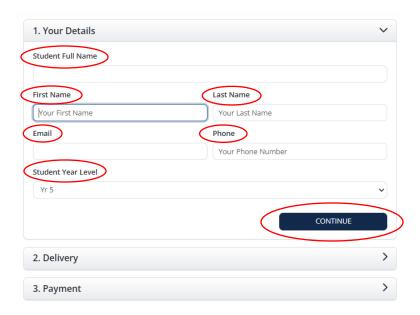
Last Name - Your Surname (of person placing order)

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

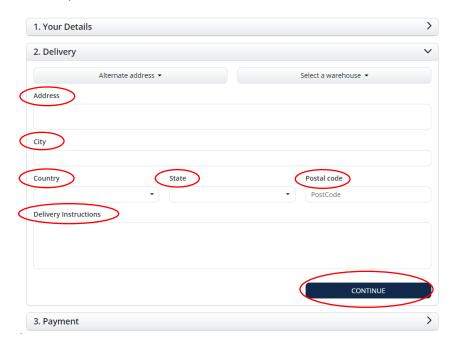
Then select "CONTINUE"



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"



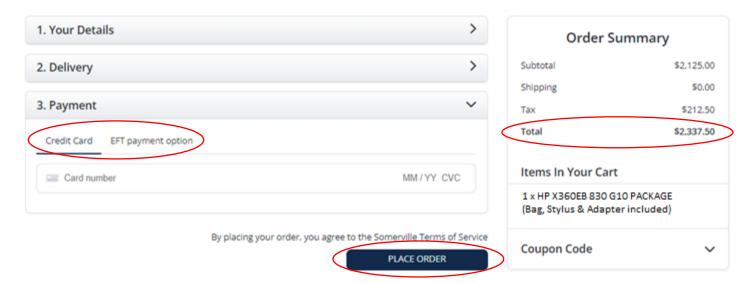
You can now select your payment method (*CCARD or EFT) and complete your order.

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



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.



You can now sign out or exit the site.

