

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 sign in form consists of two parts. The first part is titled "Sign in" and features an empty text input field. Below it is a dark blue button with the word "Next" in white, which is circled in red. The second part is titled "Enter password" and features a text input field with "Password" written inside. Below it is a dark blue button with the words "Sign in" in white, also circled in red. The Somerville logo and a "Sign up" link are visible at the bottom left of the form area.

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 Shopping Cart screen displays a single item in the cart. The item is shown with a laptop icon, a quantity of 1, and the status "In Stock" with a "Remove" link. Below the item is a link to "Continue Shopping". On the right side, there is an "Order Summary" box containing a table with the following items: Subtotal, Shipping, Tax, and Total. Below the summary 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, the information will be prepopulated with your schools' details.

Please **DO NOT** edit the details. Select **“CONTINUE”**

1. Your Details

2. Delivery

Alternate address Select a warehouse

Address

Your Schools' Name

City

Your Schools' City

Country State Postal code

Australia Victoria

Delivery Instructions

CONTINUE

3. Payment

You can 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.

The screenshot shows a checkout interface with three main sections: '1. Your Details', '2. Delivery', and '3. Payment'. The '3. Payment' section is expanded, showing two payment 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 'Card number' and 'MM / YY CVC'. To the right of the payment section is an 'Order Summary' box. It lists 'Subtotal' as \$2,125.00, 'Shipping' as \$0.00, and 'Tax' as \$212.50. The 'Total' is circled in red and listed as \$2,337.50. Below the summary is a section for 'Items In Your Cart' showing '1 x HP X360EB 830 G10 PACKAGE (Bag, Stylus & Adapter included)'. At the bottom of the payment section, there is a 'PLACE ORDER' button, also circled in red, and a 'Coupon Code' field with a dropdown arrow. A small text line above the button reads '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', with 'D10057' circled in red. At the bottom, there is a 'View Order' button. A line of text at the bottom of the screen reads: 'If you have any further enquiries please contact the customer support team on 1300 209 233 or customerservice@somerville.com.au.'

You can now sign out or exit the site.

Thank you -  **Somerville**