



Browns Bay School

STATIONERY ORDERS - 2019

Instructions for Back To School Website ordering

ALL Online School orders are delivered DIRECT TO THE SCHOOL for distribution to your child when school starts

PLEASE DO NOT REGISTER FOR AN ACCOUNT – SHOP AS A GUEST AS BELOW

ONE TRANSACTION PER STUDENT PLEASE IF MULTIPLE STUDENTS AT THE SCHOOL

(If you do multiple Packs on one transaction you must state clearly which pack is for which student or your packs WILL be delayed in processing)

- 1) Go to educationalesentials.co.nz website
- 2) Click on the Schools tab (towards top right of screen)
- 3) Enter in 'Your School Name'
- 4) Click on 'School Name'
- 5) Products available to order will now be shown
- 6) Add the Product/Products required to your cart (to add more than 1 product simply click the back arrow to go back to product page, items already ordered will stay in shopping cart). The EEL website also works on a breadcrumb trail so you can click back to any page visited.
- 7) Click Checkout Tab (Top Right of Screen)
- 8) Click 'Guest Checkout' - **DO NOT REGISTER FOR AN ACCOUNT**
- 9) Click Continue and then - Fill in all details required
- 10) Ensure you fill in e-mail address, phone number so we can contact you in case of a query
- 11) DPS Payment express will ask for your credit card details for payment
- 12) In Comments- enter the name of your **Child (Enter the name they are known as at School and on the School Roll please (Student) and Room Number (If known) – Whilst we would prefer One transaction per student – if multiple packs are ordered you must state clearly which pack is for which student or your order will be delayed in processing**
- 13) **Credit Card payments only are accepted** on this site (If you do not wish to pay by credit card – we can accept direct banking – email us for a manual order form)
- 14) Any queries about your school pack ordered – either e-mail or call EEL but you must have your Confirmation number for EEL to be able to help you.

A confirmation of order will be sent to you and your child's stationery will be delivered to the School for the start of the school term

After the recommended delivery date to your child's school the online pricing will increase, so order on time to ensure best price and delivery.

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