



Instructions for Back to School Stationery 2017 - Website Ordering

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

- 1) Go to educationalesentials.co.nz website
- 2) Click on the **Schools** tab (towards top right of screen)
- 3) Enter in "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 (Student) and Room Number (If known)**
- 13) **Credit Card payments only are accepted** on this site (If you do not wish to pay by credit card there is a downloadable form under the Promotions Page where you can pay by direct banking)
- 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. Please note each stationery pack includes a \$20 paper fee for photocopying and ICT printing.

If you have any problems ordering on the website an order form is also available under the "Promotions" section that may be e-mailed or faxed to EEL

This system is active all year long – any orders placed after back to school are still delivered direct to the School with your Child's name on the pack

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



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