

How to Place an Order for Uniforms Online - Parents' Guide to Ordering

Overview

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Introduction

This comprehensive document will walk you through the process of accessing the **eStore**, placing an order along with some examples and screenshots of the process, and optional post-payment action.

How To Place An Order

1. Enter the **SchoolShopOnline** website: (<https://schoolshoponline.net.au/default.aspx>), type in the **School** name that your child attends and click on it.



2. Click on the **'Go to Uniforms Books'** icon.



3. Alternatively, each school has its own website. **SchoolShopOnline's eStore** can also be accessed via the **URL** provided on the school's website.
4. Login to the site.
 - Type in **Email** and **Password** details and click **'Login'**.

- If you haven't accessed the school **eStore** Site before, you will need to register an account, see our guideline on *'How to Register an Account with **SchoolShopOnline**'* [here](#) if you need assistance.
- After logging in, you will be directed to the **Dashboard** (homepage).

- Click 'Enter' under the eStore box to select the Uniform store.

Welcome Azam!
View Cart (0)

GO TO TUCKSHOP

Track Your Order

eWallet No. **REG089244**: Balance **\$17.14**

Events Find out about upcoming events <input type="button" value="Enter"/>	e-Store Uniforms, contributions <input type="button" value="Enter"/>	Raffles Find out about upcoming raffles <input type="button" value="Enter"/>
Bookings Book facilities or appointments <input type="button" value="Enter"/>	Interviews Parent/Teacher interviews <input type="button" value="Enter"/>	My Account Check your account details <input type="button" value="Enter"/>
My eWallet Check your eWallet details <input type="button" value="Enter"/>		

Spring Carnival Spectacular!

LUCKY STIFF

- Select the desired category of the product that you want to purchase, e.g. **School Uniforms**.

eStore

eWallet No. **REG089244**: Balance **\$17.14**

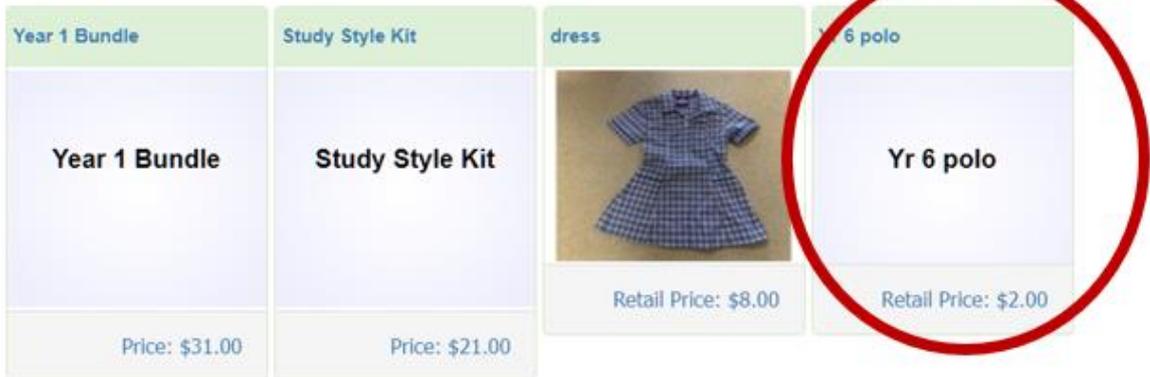
Dashboard >> eStore

Categories

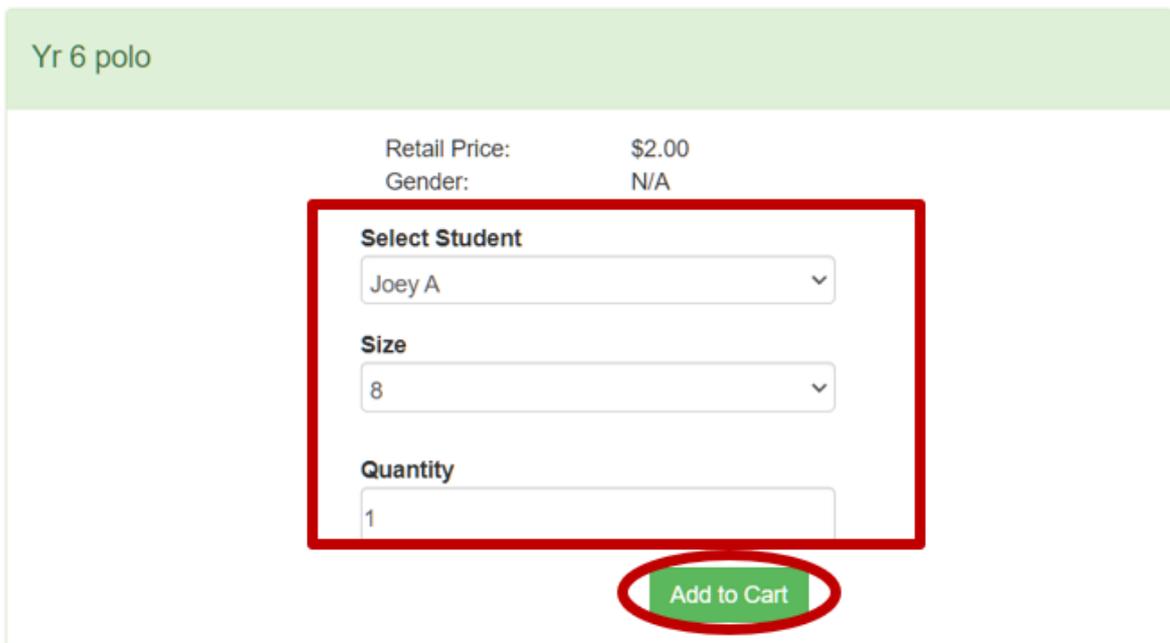
<p>SCHOOL UNIFORMS</p>	<p>ACCESSORIES</p>	<p>Fundraising Items</p> <p>Fundraising Items</p>	<p>Demonstration School Uniform</p> <p>SWIM CAPS</p>
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- Click on a product to add the item to your cart, e.g. **Yr 6 Polo**.

Dashboard >> eStore >> SCHOOL UNIFORMS



- Complete the required selection details, which are the **student's name**, **attributes** (e.g., **size**), and the **quantity** to purchase.



The screenshot shows the 'Yr 6 polo' product page. At the top, it says 'Yr 6 polo'. Below that, it lists 'Retail Price: \$2.00' and 'Gender: N/A'. There are three dropdown menus: 'Select Student' with 'Joey A' selected, 'Size' with '8' selected, and 'Quantity' with '1' entered. A green 'Add to Cart' button is at the bottom right, circled in red.

- Click '**Add to Cart**' once all the selections have been made.

- To add more items, click '**Continue Shopping**' otherwise click '**Checkout**'.

eStore Shopping Cart

eWallet No. **REG089244**: Balance **\$17.14**

Dashboard >> eStore >> Shopping Cart

Student Name	Items	Quantity	Item Price	Total
✖ Joey A	Yr 6 polo (8)	- 1 +	\$2.00	\$2.00

Sub Total: \$2.00
 Surcharge: \$0.30
 Total (GST incl.): \$2.30

[Continue Shopping](#) [Checkout](#)

- Upon clicking the '**Checkout**' button, you will be directed to the '**Purchase Order**' page, which includes other relevant options such as **Delivery Options** (if available), **Comments** (for any additional notes), and **Payment Details**.
- Please review the item(s) you intend to purchase to ensure accuracy and correctness.

View Purchase Order

School: Demonstration School
School Address: 38 Bramston Tce, Herston
 Brisbane, QLD
School Email: dm@schoolshoponline.org

Order Date: 7/11/2023
Customer Name: Azam Bakti
Customer Email: azam.bakti@outlook.com
Customer Address: George Street
 Sydney, NSW, 2000,
Customer Phone: 0498610105

Shopping Cart

Student Name	Item	Quantity	Price	GST	Total Price
Joey A	Yr 6 polo	1	\$1.82	\$0.18	\$2.00

Items Total: \$2.00
 Surcharge: \$0.30
 e-Merchant fee: \$0.33
 Total Amount: \$2.63

- If **Delivery Options** and **Comments** are applicable, you can add them at this stage.

Delivery Options

Comments

Comments

Please send an email for notification once the product is ready. Thank you.

- To select a payment method for the order, use the drop-down menu.

Payment Details

Select payment method:

Credit Card (30 cents + 1.5%)

Select Payment Mode

Credit Card (30 cents + 1.5%)

e-Wallet

Name on card:

Card Number:*

Expiry Date:*

CVV:*

Fields marked with a text * are required.

Confirm Payment

- To finalise the order, click '**Confirm Payment.**'

Payment Details

Select payment method:

e-Wallet

Your eWallet balance is: **\$17.14**

Confirm Payment

Order Confirmation

1. After making the payment, you will receive a confirmation email.

Dear Azam Bakti,

Thank you for your purchase. Your order id is demoschool_275889 and a purchase confirmation has been sent to your email. You can track the status of your order through view orders in "[My Account](#)".

Tax Invoice

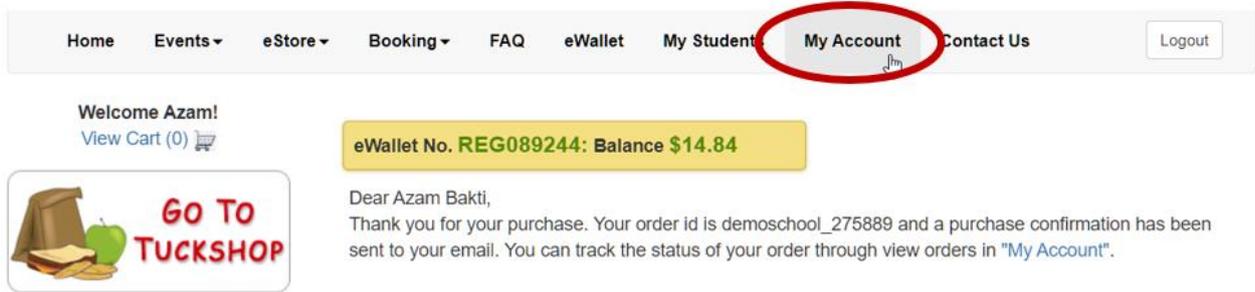
School:	Demonstration School	Order Date:	7/11/2023
School Address:	38 Bramston Tce, Herston Brisbane QLD	Customer Name:	Azam Bakti
School Email:	dm@schoolshoponline.org	Customer Email:	azam.bakti@outlook.com
ABN:		Customer Address:	George Street, Sydney, 2000, NSW,
Delivery Option:	N/A	Customer Phone:	0498610105

Order Details

Student	Items	Quantity	Price	GST	Total Price
Joey A (2B)	Yr 6 polo (8 8)	1	\$1.82	\$0.18	\$2.00
Items Total:					\$2.00
Surcharge (incl. GST):					\$0.30
e-Merchant fees (incl. GST):					\$0.00
Total:					\$2.30
GST (incl. in total):					\$0.18

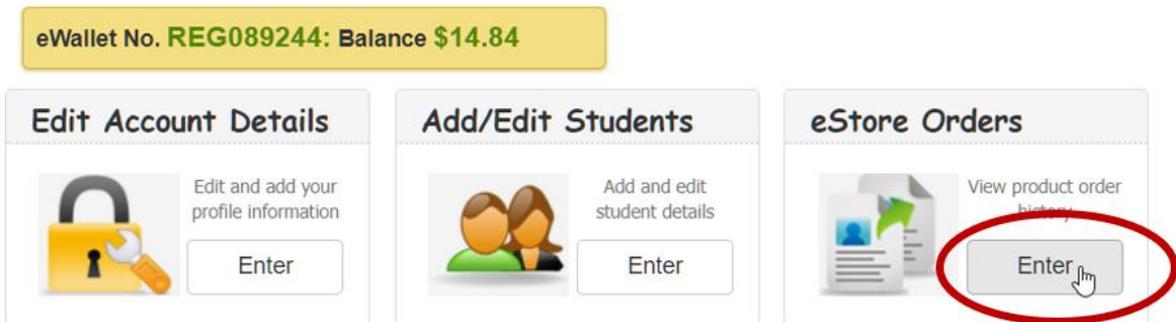
Track your orders

1. You can track your orders by navigating to **'My Account'** (from top menu bar).



2. Then select **'eStore Orders'**.

My Account



3. This is where you can view all the **orders' history and details**. You can click on the **Order ID number** to view the **Tax Invoice** (same as point [No. 1](#)) for each purchase.

Order History

eWallet No. **REG089244**: Balance **\$14.84**

Search

Start Date  End Date 

Show entries

Order ID	Date	Total	Payment Status	Payment Type	Comments
demoschool_275889	07/11/2023	\$2.30	Successful	e-Wallet	
demoschool_275867	07/11/2023	-\$2.30	Successful	e-Wallet	
demoschool_275822	06/11/2023	\$1.30	Successful	e-Wallet	
demoschool_275821	06/11/2023	\$2.30	Successful	e-Wallet	
demoschool_275429	30/10/2023	\$5.30	Successful	e-Wallet	
demoschool_274262	25/10/2023	\$5.30	Successful	e-Wallet	
demoschool_274261	25/10/2023	\$1.30	Successful	e-Wallet	
demoschool_273696	13/10/2023	\$10.00	Successful	On Account	
demoschool_273574	11/10/2023	\$2.00	Successful	On Account	
demoschool_273573	11/10/2023	\$2.00	Successful	On Account	