



# stotthoare **FOR SCHOOLS**

Applying IT knowledge to improve educational outcomes

## Online Order

What information do I need when submitting an Online order?

Link to the Online Order Portal:

<http://www.stotthoare.com.au/ocean-reef-shs>

to access the Ocean Reef Senior High School  
Online Order Portal

Password: ocean

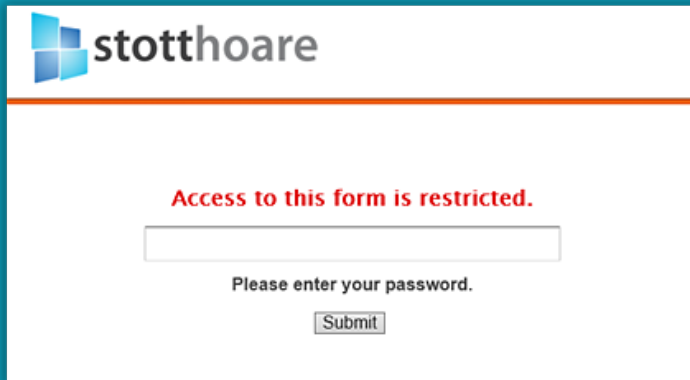


[oceanreefshs@stotthoare.com.au](mailto:oceanreefshs@stotthoare.com.au)  
+61 8 9244 0000 | [www.stotthoare.com.au](http://www.stotthoare.com.au)

**STEP 1 - Access the online order portal**

<http://www.stotthoare.com.au/src>

to access the Southern River College Online Order Portal

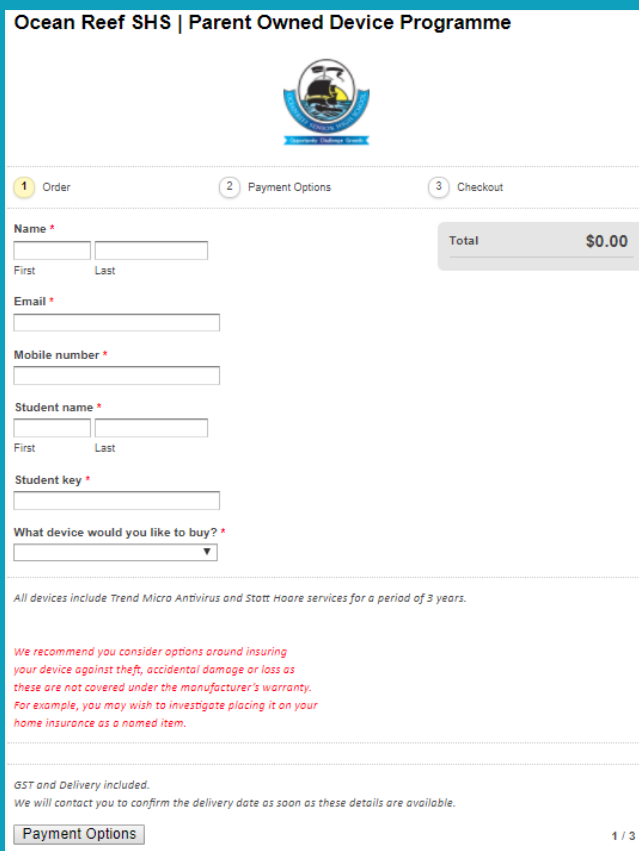


stotthoare


**Access to this form is restricted.**

Please enter your password.

- Insert password: src
- Click on Submit button

**STEP 2 - Filling in the online order form**

Ocean Reef SHS | Parent Owned Device Programme



1 Order    2 Payment Options    3 Checkout

Name \*  
First Last    Total \$0.00

Email \*  
[input field]

Mobile number \*  
[input field]

Student name \*  
First Last

Student key \*  
[input field]

What device would you like to buy? \*  
[dropdown menu]

All devices include Trend Micro Antivirus and Stott Hoare services for a period of 3 years.

We recommend you consider options around insuring your device against theft, accidental damage or loss as these are not covered under the manufacturer's warranty. For example, you may wish to investigate placing it on your home insurance as a named item.

GST and Delivery included.  
We will contact you to confirm the delivery date as soon as these details are available.

 1 / 3**- Fill in your details**

- . Name (Parent / buyer's name)
- . Email (Parent / buyer's e-mail)

Please make sure you enter the correct e-mail address. Order confirmation, payment receipt and any other communications will be sent to the e-mail address provided in this field.

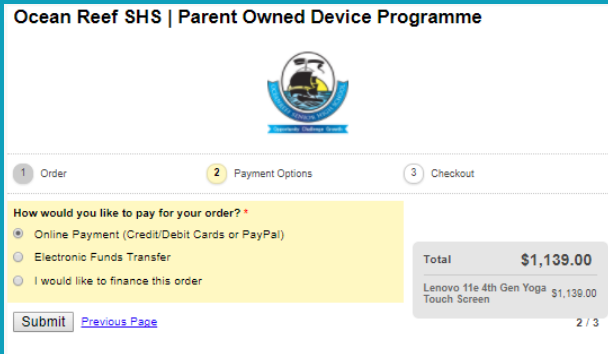
- . Mobile number (Parent / buyer's phone number)
- . Student name and key

**- Choose the device bundle**

Once you choose the device bundle from the drop down menu, the relevant optional items will appear on the screen - please tick all accessories you would like to purchase.

**- Click on Payment Option button**

**STEP 3 - Paying for your order**

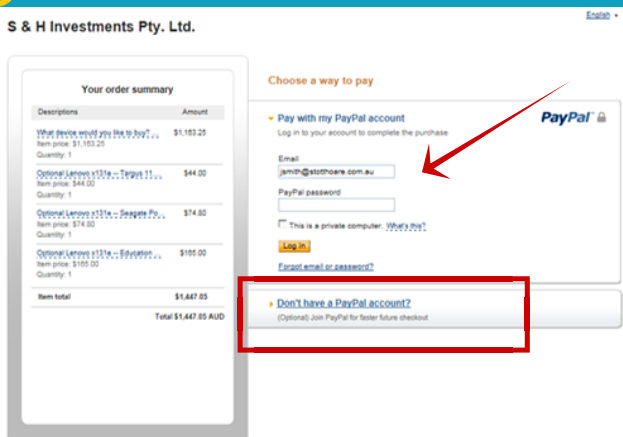


**- Choose your payment method**

The total amount of your order will be showing on the right hand side. The description and the price for each item will also be available.

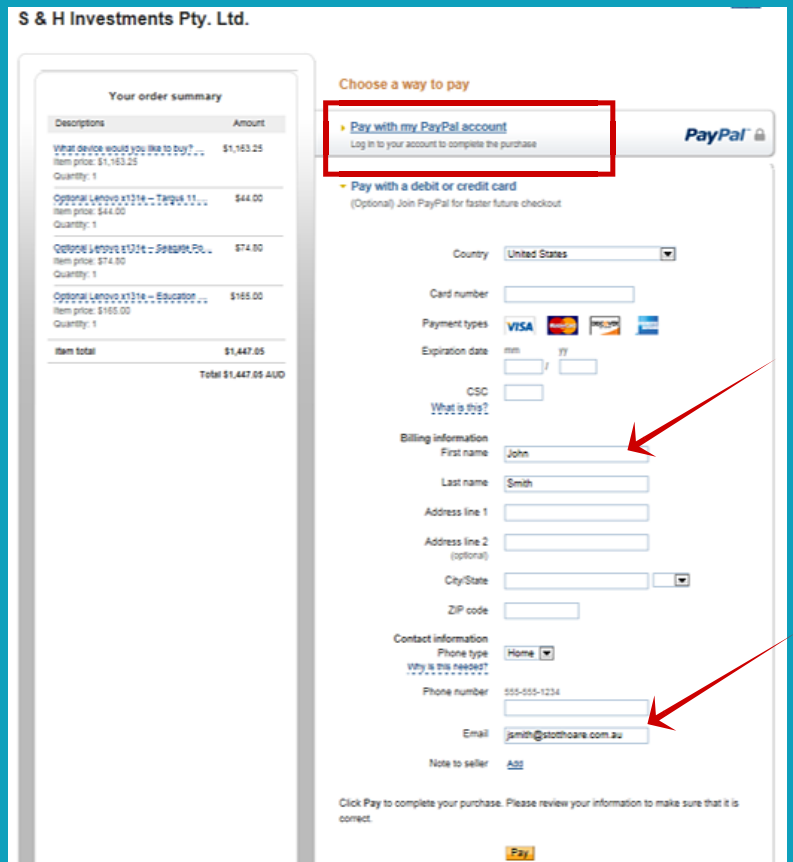
If you need to make any adjustments to your order click on "Previous Page".

**Online Payment :** We accept Credit Cards, Debit Cards and PayPal. If you choose to proceed with online payment, you will be redirected to the PayPal safe zone.



- Fields such as "First name", "Last name" and "E-mail" are automatically filled according to the information you entered in the order form. You may still alter this data on the payment page if needed.

- If you don't have a PayPal account and would like to pay with your Debit / Credit card, simply click on "Don't have a PayPal account?" link and fill in your Debit / Credit card details.

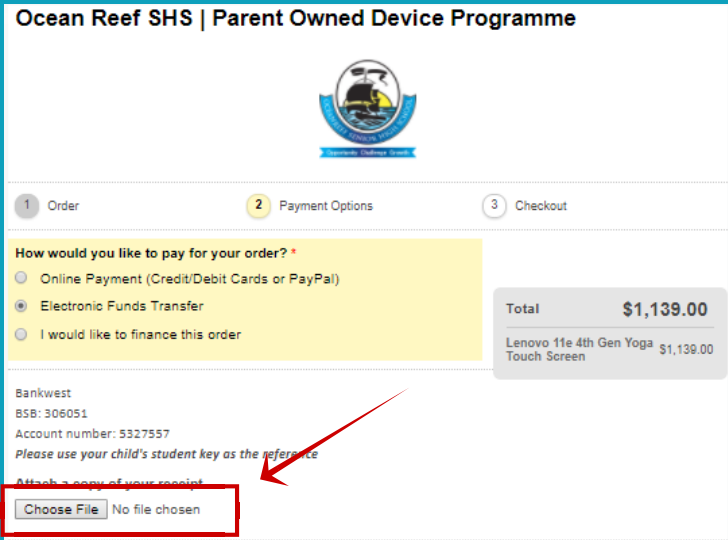


\* You will not need to create a PayPal



# \$ STEP 3 - Paying for your order

**Electronic Funds Transfer :** If you choose to pay by EFT, you will be required to use your "Student key" as a reference and send us a copy of your EFT receipt.

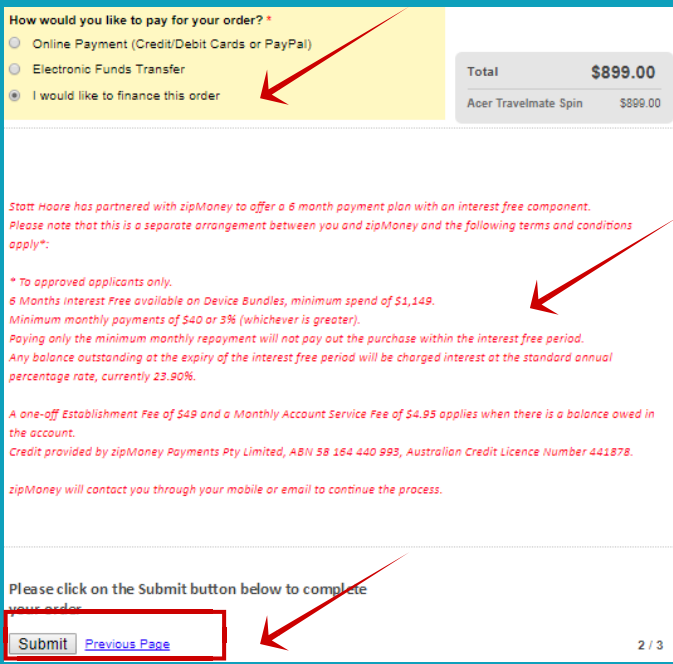


- Upload a copy of your receipt or send it via email: StottHoarePayment@stotthoare.com.au

- Click on Submit button

We require each order to be paid separately using the respective "Student key" as a reference for each transfer.

**Finance:** If you require finance arrangements, please choose " I would like to finance this order".



- Carefully read all instructions

- Click on Submit button

- Wait for zipMoney contact





## STEP 4 - Order confirmation

### - You will receive an e-mail confirming we have received your order

The confirmation e-mail will come from Stott Hoare and will contain the main information for your order ( Order number, student's name/key and the summary of your order).

 Please note: This is NOT a payment receipt.



## STEP 5 - Payment confirmation

### - Payment by Debit / Credit Card or PayPal

You will receive a payment confirmation e-mail from PayPal stating the amount you have paid to S & H Investments Pty Ltd.



## STEP 6 - Delivery

Location: The equipment will be delivered to Ocean Reef Senior High School.

Date: You will be notified by email when to expect delivery

(We will do our best to deliver as quickly as possible but please allow 4 to 6 weeks).



# stotthoare **FOR SCHOOLS**

Applying IT knowledge to improve educational outcomes

For the latest version of this document please visit:

[www.stotthoare.com.au/ocean-reef-shs](http://www.stotthoare.com.au/ocean-reef-shs)



[oceanreefshs@stotthoare.com.au](mailto:oceanreefshs@stotthoare.com.au)  
+61 8 9244 0000 | [www.stotthoare.com.au](http://www.stotthoare.com.au)