



PORTAL PORTAL GUIDE

1. Select **"SIGN IN"**




Somerville

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 0
CART


2. Follow the prompts to enter **email and password provided by the school**

 Somerville
Sign in

Email

Next

Sign up

 Somerville
Enter password

korowa@somerville.com.au

password

Sign in

Back Forgot password

3. Once you have signed in successfully, the "SIGN IN" button will now display as "SIGN OUT"



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You will now be able to purchase the preferred device

Please note the links provided to important information.

- **Guide** – a link to this ordering guide
- **Models** – A side by side comparison of the 2 device options
- **Dates** – Important information about order cut off dates and collection

4. You can click on the product to find out more information about what is included in the package **OR** you can simply select “add to car” to proceed to the checkout process.

The image shows two product listings side-by-side. Above the listings are three navigation links: 'GUIDE', 'MODELS', and 'DATES', which are circled in red. The first listing is for the 'Korowa HP 1030 G8 Package' (KWA-1030G8-PACKAGE) and the second is for the 'Korowa HP 830 G8 Package' (KWA-830G8-PACKAGE). Both listings include an image of the laptop, the text 'Free Delivery', and a dark blue 'Add to cart' button. The 'Add to cart' button for the first package is circled in red.

5. To continue to checkout and purchase your device, please select “**CONTINUE TO CHECKOUT**”

My Cart

The 'My Cart' section shows one item: 'Korowa HP 1030 G8 Package' (KWA-1030G8-PACKAGE) with a quantity of 1 and a price of \$, marked as 'In Stock' with a 'Remove' link. A '< Continue Shopping' link is below. The 'Order Summary' section on the right lists: Subtotal \$, Shipping \$0.00, Tax \$, and Total \$. Below this is a dark blue 'CONTINUE TO CHECKOUT' button circled in red, followed by 'OR' and a grey 'SAVE AS QUOTE' button. At the bottom is a 'Coupon Code' field with a dropdown arrow.

5. At the “Your Details” screen you will need to complete the following info

- **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 the year level for **2023** from the drop-down list

6. Then select “CONTINUE”

The screenshot shows the '1. Your Details' form with the following fields and a 'CONTINUE' button highlighted with red circles:

- Student Full Name
- First Name
- Last Name
- Email
- Phone
- Student Year Level (dropdown menu showing 'Yr 5')
- CONTINUE button

Below the form are sections for '2. Delivery' and '3. Payment', each with a right-pointing arrow.

To the right of the form is an 'Order Summary' box with the following details:

Order Summary	
Subtotal	\$
Shipping	\$0.00
Tax	\$
Total	\$

Below the order summary is a 'Coupon Code' dropdown menu.

7. The delivery section will be prepopulated to Korowa. Please do not change this. Select “CONTINUE”

The screenshot shows the '2. Delivery' form with the following fields and a 'CONTINUE' button highlighted with a red circle:

- Alternate address (dropdown menu)
- Select a warehouse (dropdown menu)
- Address: Korowa Anglican Girls' School, Ranfurly Crescent
- City: Glen Iris
- Country: Australia (dropdown menu)
- State: Victoria (dropdown menu)
- Postal code: 3146
- Delivery Instructions (text area)
- CONTINUE button

8. Select your payment method (**CCARD or EFT**) to complete your order

- Please confirm your total costs on the right under order summary before proceeding
- **CCARD** - There is no credit card fee.
- **EFT** - you will need to wait until you receive your order number (after placing order) to make payment so you can use the provided order number as your payment reference. Account details are on the order confirmation email you will receive on completion.
- Orders will not be considered final until payment is received.

9. Select **“PLACE ORDER”** to finish your order

Somerville Secure checkout [Return to cart](#)

1. Your Details >

2. Delivery >

3. Payment ▾

Credit Card EFT payment option

Card number MM / YY CVC

By placing your order, you agree to the [Somerville Terms of Service](#)

PLACE ORDER

Subtotal	\$
Shipping	\$0.00
Tax	\$
Total	\$

Items In Your Cart

1 x Korowa HP 1030 G8 Package

Coupon Code ▾

9. 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.

10. You can now sign out or exit the site.

Thanks!

Your Order Number is **D10057**

If you have any further enquiries please contact the customer support team on 1300 209 233 or customerservice@somerville.com.au.

View Order