

SCHOOL ORDERING QUICK REFERENCE GUIDE

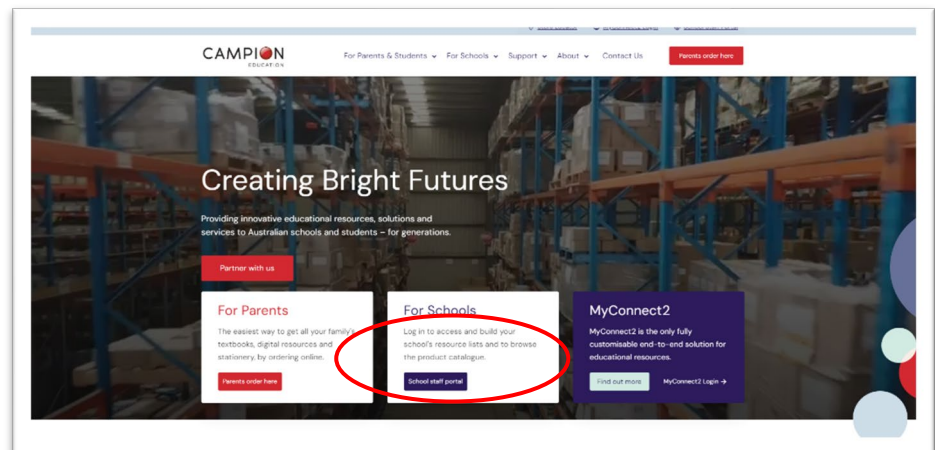
Looking for seamless supply for your school needs? We're the experts in sourcing and supplying textbooks, workbooks and study guides, class sets, stationery, library, digital resources, art supplies and more.

Jump online to browse the catalogue or place an order of resources for your school

1

To get started, head to
www.campion.com.au

In the **For Schools** box, tap
on **School staff portal**.

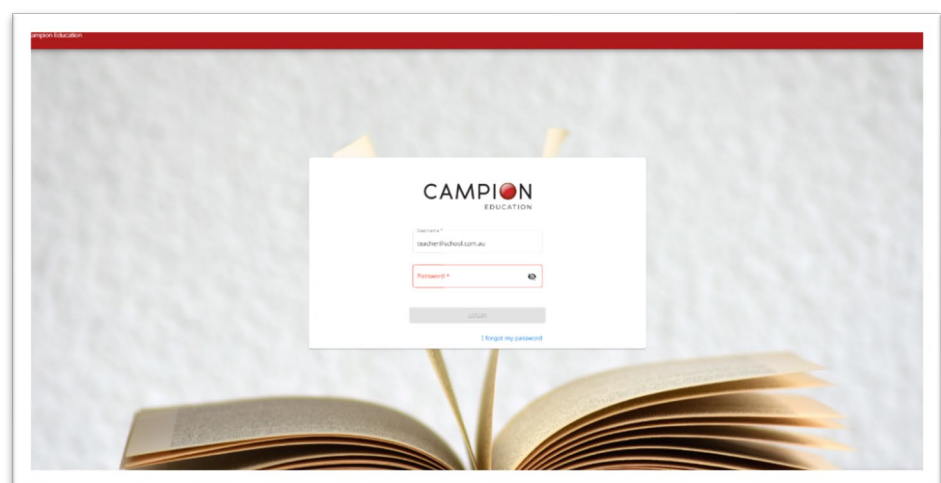


2

Use your usual username
and password to log in.

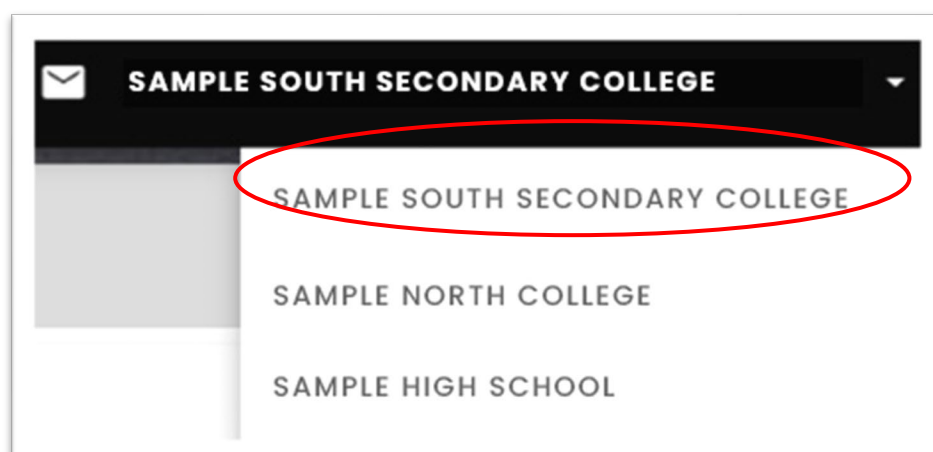
If you don't have an account or can't find your username, get in touch with your Campion support contact or email
vicsales@campion.com.au

If you can't find your password, tap **Forgot Password** and follow the prompts.



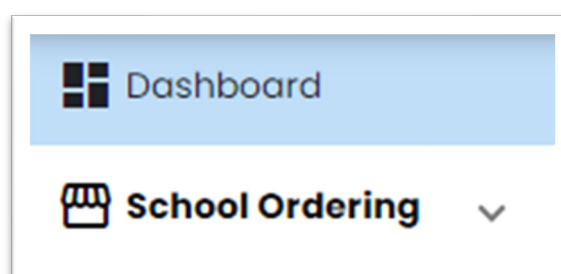
3

Your school may have two or more Campion accounts. **Tap on the account that has just your school name** (it doesn't have "I/B" or "B/S" next to it.)



4

You will see a dashboard with **School Ordering** in the left hand menu.

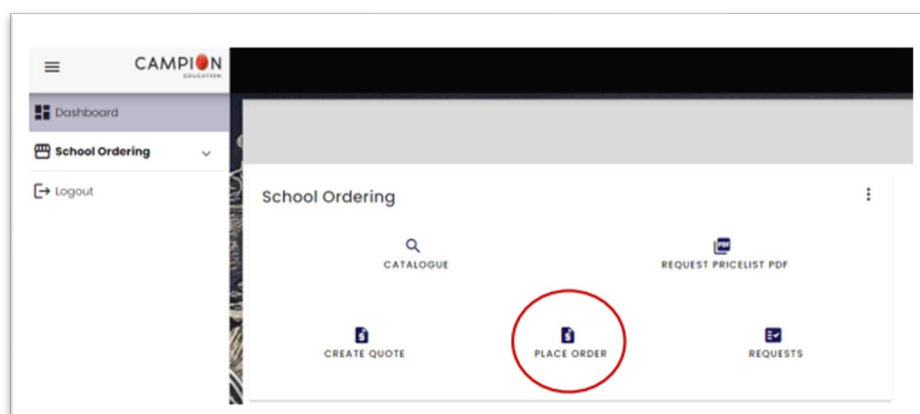


5

School Ordering options include:

- **Place Order** – follow from step 6 below to get an order going!
- **Catalogue** – browse and search for resources
- **Request Pricelist PDF** – find related products and check RRP
- **Requests** – you can see your request history (see 13 below)

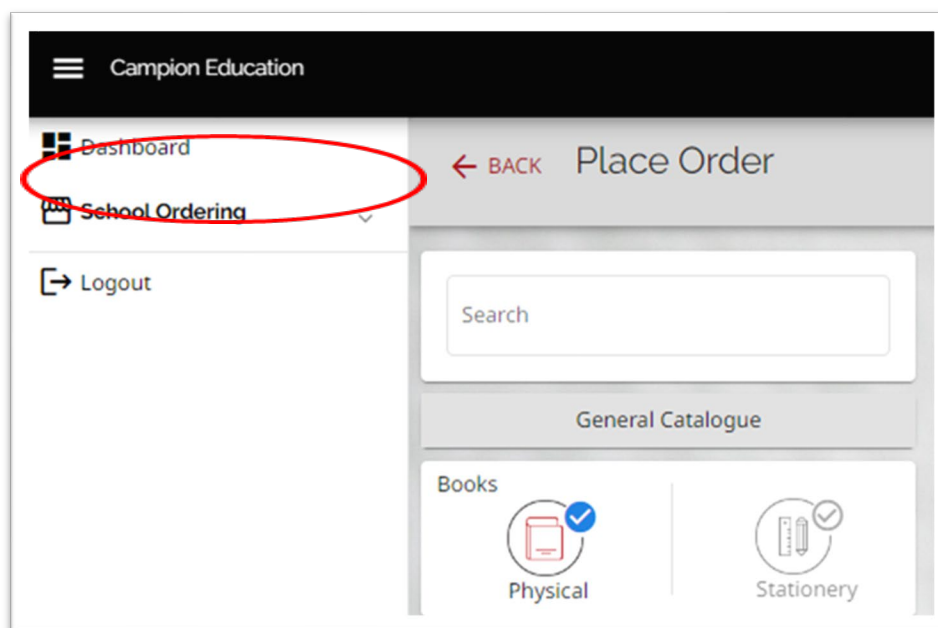
Pro Tip: If you can't see the **Place Order** option, your Campion support contact can set this up for you – please get in touch. Please do not use Create Quote.



6

Select the down arrow next to School Ordering and then select **Place Order**.

You can also get there from the dashboard by navigating to School Ordering then Place Order.



7

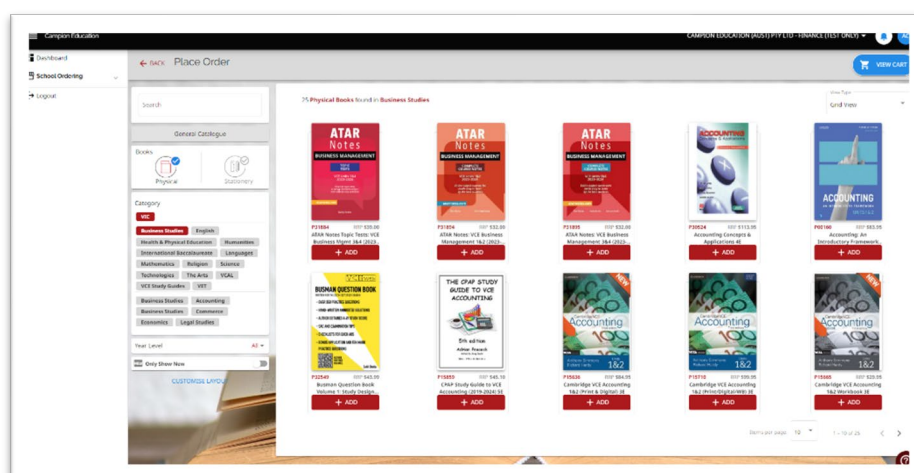
Now you can place an order!

Search by keyword to search for an item.

Browse or drill down using the categories listed – state, subject, publisher etc.

Filter by year level or find new products using the Only Show New toggle.

Pro Tip: the catalogue defaults to Books. Select Stationery to browse the Stationery catalogue.

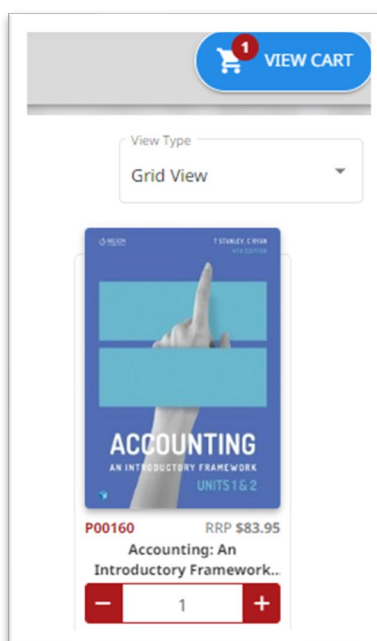


8

Found something you like?

Tap the **Add** button. Once it's in your cart you can continue shopping.

The Add button allows you to adjust the quantity of the item, by tapping on + and -, or you can type the quantity needed into the quantity field.

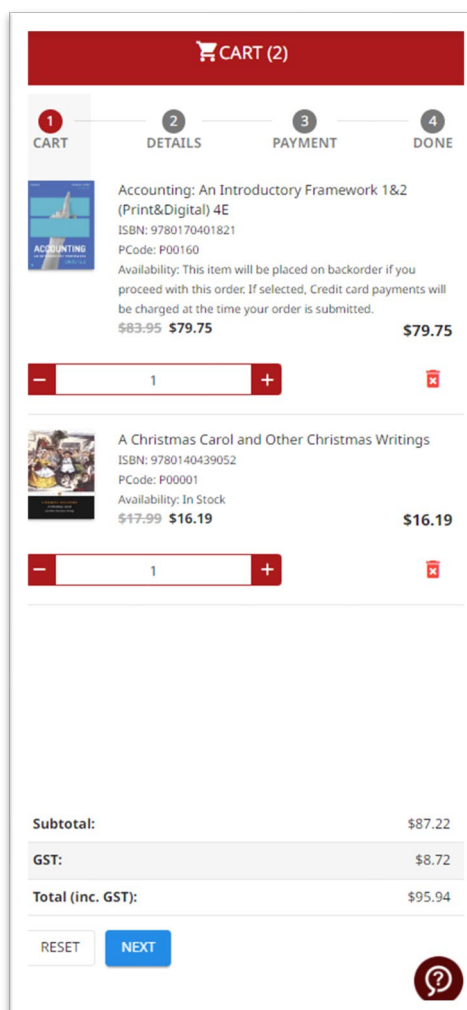


9

When you are ready, tap on **View Cart** to **view your order**.

Availability of products sometimes changes quickly. If an item is out of stock at the time of ordering, it will be backordered and delivered as soon as possible.

Make any edits to your order and **tap the Next button to proceed**.



10

Check the delivery details and update as required, then tap on **Proceed to Payment**.

Pro Tip: The Customer Reference Number field can be used for your Purchase Order or reference number.

This is a required field, so if you don't have a PO or reference number, you can add your name.

11

There are two options to pay for your order:

Invoice to School: if you prefer to order on your account, we will invoice the school when your ordered items are delivered.

Credit/Debit Card: if you prefer to pay by card, add details and the **Pay** button will show with the amount that will be charged to your card.

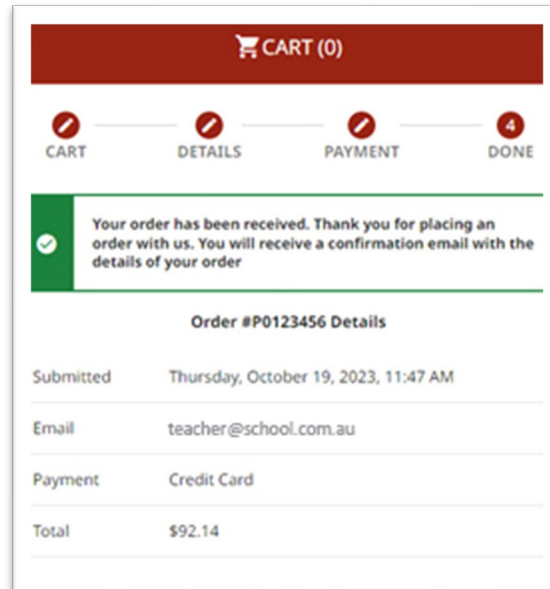
Pro Tip: card payment will include any items that are on backorder.

Subtotal:	\$87.22
GST:	\$8.72
Total (inc. GST):	\$95.94

Subtotal:	\$87.22
GST:	\$8.72
Total (inc. GST):	\$95.94

12

Once you have submitted your order, a confirmation will be sent to your email address.



CART (0)

CART DETAILS PAYMENT **DONE 4**

Your order has been received. Thank you for placing an order with us. You will receive a confirmation email with the details of your order

Order #P0123456 Details

Submitted Thursday, October 19, 2023, 11:47 AM

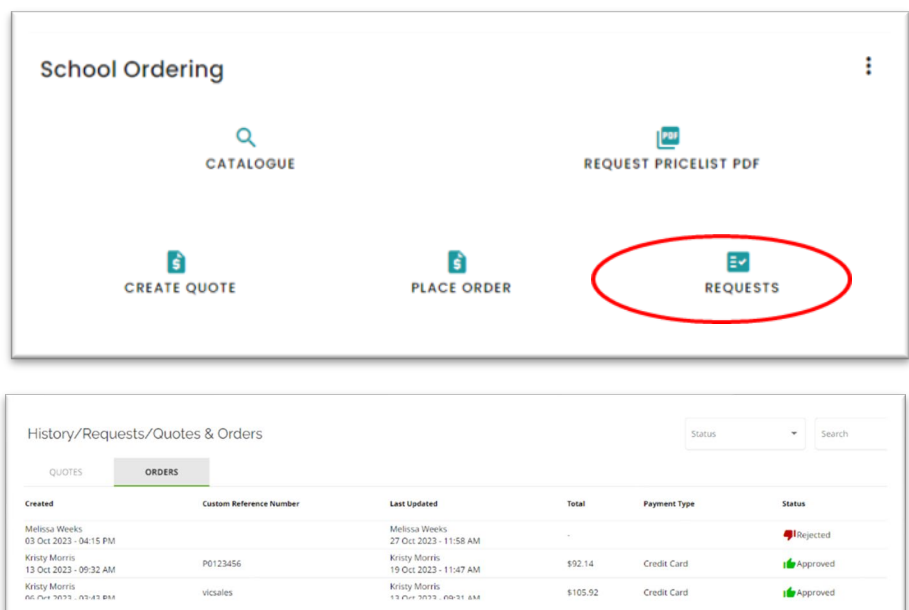
Email teacher@school.com.au

Payment Credit Card

Total \$92.14

13

Submitted orders can be viewed via the **Requests** button on your dashboard.



School Ordering

CATALOGUE REQUEST PRICELIST PDF

CREATE QUOTE PLACE ORDER **REQUESTS**

History/Requests/Quotes & Orders

QUOTES **ORDERS**

Created	Custom Reference Number	Last Updated	Total	Payment Type	Status
Melissa Weeks 03 Oct 2023 - 04:15 PM		Melissa Weeks 27 Oct 2023 - 11:58 AM	-		Rejected
Kristy Morris 13 Oct 2023 - 09:32 AM	P0123456	Kristy Morris 19 Oct 2023 - 11:47 AM	\$92.14	Credit Card	Approved
Kristy Morris 19 Oct 2023 - 11:47 AM	vicsales	Kristy Morris 19 Oct 2023 - 11:47 AM	\$105.92	Credit Card	Approved

School Approver Functionality

Some schools have an authorised person who can reject or approve orders submitted by other staff at the school.

If you wish to have this functionality added to your school's account, please contact your Campion contact or vicsales@campion.com.au.

1

When an order is logged, the Approver will be sent an email from Campion with the subject **Approval Request for Submitted Order**. The email details the pending order items and costs.



2


The Approver can log in to School Ordering to **review, reject or approve** an order (log in steps as above).

- **Review:** tap on the **Requests** button on the dashboard and then tap on **Orders**. Tap on the blue eye icon

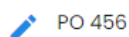


to bring up a summary of the order (item/quantities, costing and total).

Order Summary For: PO 456

Image	Product Title	ISBN	Product Code	Normal Price	Discount Price	Quantity	Total
	Sharpener Pencil Plastic Barrel Single Hole	SHAR0251	P51259	\$0.50	\$0.50	1	\$0.50
							Total (ex. GST): \$0.45
							Total GST: \$0.05
							Grand Total (inc. GST): \$0.50

- **Editing Customer Reference Number:** tap on the blue pencil



in the Customer Reference Number column, edit the Customer Reference number and tap on the green tick to save.

PO 456

123

- **Approving an Order:** tap on the green thumbs up



in the **Actions** column and then the **Approve** button.

The **Order payment** screen pops up, allowing the Approver to choose to invoice to school or pay on card.

Warning

Approve this Order?

CANCEL **APPROVE**

- **Rejecting an Order:** tap on the red thumbs down



in the **Actions** column, and then tap on the red **Reject** button.

Warning

Reject this Order?

CANCEL **REJECT**

Pro Tip: While in the review process, the Approver cannot edit, add or delete items. If adjustments need to be made, please either

- reject the order and submit a new order OR
- let us know - your Campion support contact can jump in and adjust the order for you.

3

To filter orders by status, scroll down the Status column and select the status you wish to use for filtering – **Approved, Rejected, Pending.**

