Webstore Guide
Southern Cross Educational Enterprises

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Southern Cross Educational Enterprises Ltd. offers this guide as a resource to assist DE, home school families, schools and education providers using our Web Store for ordering.

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OVERVIEW OF THIS GUIDE

INTRODUCTION
Southern Cross Educational Enterprises Ltd. is pleased to invite you to use our new webstore. We have tried to design the store to make it as usable as we can for both Schools and Home School / Home Education families.

Please take a moment to read through this guide, we believe it will help you get the most out of our store.

PRODUCT CODES
One major change for users of this webstore will be the use of product codes. Generally when using our order forms or ordering by email, you indicate the subject and the PACE no. When our data entry staff enters your order they convert that information into the product codes. The product codes have always been there. The PACEs have a product code printed on the back. Knowing a little about the product codes will assist you in using the webstore.

The product code for PACEs is generally a six digit code; sometimes with letters or it could be all letters. To help understand our product codes, consider the following examples:

We also recommend that you download the latest product catalogue from:
http://www.scee.edu.au/distribution/forms/

This catalogue has been revised to display the product codes in the format they are used in the webstore.
### PACE and Key example

English 1001 PACE. The product code is found on the back cover in the bottom right corner, but as stated our codes are 6 digits so the correct product code for this PACE is 007001. If ordering this PACE in the Quick Order screen (explained later) you would need to enter 007001. Each of 5 key subjects has its own number range. English PACEs start at 007001 and continue through to 007144.

English 1001 Key. The product code is found on the back cover on the bottom right corner. Once again it does not include the leading zeroes and the correct code is 007201. Just as the PACEs have a number range, so do the keys. English Keys start at 007201 and continue through to 007342.

### 4th Edition Example

4th Edition Science PACE 1068. Notice that there are 6 digits and the code begins with a 4. This indicates that this is a fourth edition PACE. Whatever the subject, the product codes for fourth edition PACEs begins with a 4.

3rd Edition Science PACE codes run from 009001 to 009144. Currently 4th Edition Science PACE codes run from 409001 to 409068. This will change as more 4th Edition PACEs become available.


### National PACE example

Most National PACEs are direct replacements for their US versions. Usually the product codes for national PACEs can be found at the bottom left of the back cover. They consist of a 6 digit number followed by a letter or letters. Examples:

- 408012A – Australian Social Studies 1012
- 408012NG – Papua New Guinea Social Studies 1012
- 408012Z – New Zealand Social Studies 1012

An example of the key for the PACE example above.
Accessing the SCEE Webstore

Access the Webstore with your favourite Web Browser (Firefox, Google Chrome, Safari, Internet Explorer, etc.) by entering webstore.scee.edu.au in the address bar.

Link: [https://webstore.scee.edu.au](https://webstore.scee.edu.au)

Webstore page

The Southern Cross Educational Enterprises' Webstore page
Login

At the top left hand side is the Login option. Click on it.

Your User Name and Password will be provided by Southern Cross Educational Enterprises Ltd.
In most cases your email will be your username, except for schools or cases where more than one login is required.

It will take you to the area where your User Name and Password will be required.

Frequently Asked Questions:

Q. I have a customer code, how do I get my login details?
A. Email orders@scee.edu.au, include your customer code and ask for access to the webstore. Alternatively visit www.scee.edu.au/webstore/ fill in and submit the form there.

Q. I have entered the details that you provided, but they do not work?
A. In most cases this will be a password problem. At the login screen click the link, “Forgot your password?” A screen will display requesting your username, enter your username and press “Submit” within 10 minutes you will receive an email with a new password. Attempt to login again with that password. If you continue to have trouble email web@scee.edu.au
Web order page

Menu Bar

- SCEE Logo
  Click here to return to the home or opening page of the webstore

- Home
  Web store page

- Web only Specials
  Promotional information and items on special

- Quick Order
  If you know the Product Code, you can do your order from this window

- Check out
  The total of the order, how much it weighs and also the Total Cost

YOUR ACCOUNT

Clicking on the Your Account link at the top of the page will display the My Account screen. Please avoid using commas if changing or adding information in these screens.
User Information:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td>Allows you to update the details of the logged in user. Note: This does not change the main account details. That is done under account information. Note: Make sure that you have a working email address in the E-Mail field. Order confirmations and password reset requests will be emailed to this E-Mail.</td>
</tr>
<tr>
<td>My Subscriptions</td>
<td>Not Currently used</td>
</tr>
<tr>
<td>My Tickets</td>
<td>Not Currently used</td>
</tr>
<tr>
<td>My Equipment</td>
<td>Not Currently used</td>
</tr>
<tr>
<td>My Registered Items</td>
<td>Not Currently used</td>
</tr>
<tr>
<td>My Sales Representative</td>
<td>Not Currently used</td>
</tr>
</tbody>
</table>

Order Information:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved Lists</td>
<td></td>
</tr>
<tr>
<td>Order History</td>
<td>Allows you to search a history of your previous orders.</td>
</tr>
<tr>
<td>Order Approvals</td>
<td></td>
</tr>
<tr>
<td>Account Transactions</td>
<td>A listing of your transactions with SCEE: Invoices, Credit Notes and Payments can be viewed from here.</td>
</tr>
<tr>
<td>Previously Purchased Items</td>
<td>A listing of all the items you have previously purchased.</td>
</tr>
</tbody>
</table>

Account Information:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Information</td>
<td>This screen allows you to modify information stored regarding this account such as contact details and delivery information. Note: Please keep a current email address in the email field, as this is used by our in-house system to email documents to you.</td>
</tr>
</tbody>
</table>
| Account Addresses     | This screen allows you to edit and add both your billing addresses and delivery addresses used by our systems. Note: If you are adding or modifying an address please take note of the following:  
  - **DO NOT use commas** (,) in any address fields. This will cause delays in our dispatch processes.  
  - For delivery addresses within Australia, please **check your post code/suburb/state** with the Australia Post. Find a postcode tool.  
    Enter your address in the format they recognise.  
    Example: When you enter Mt Gravatt, it displays Mount Gravatt. If Mt Gravatt was entered, Australia Post will reject the address when we send it to their system. This causes delays in our dispatch process.  
  - **DO NOT** try to enter instructions like, “please leave at back door if not home”. All our shipments are sent requiring a signature. They will not be left without a signature.  
| User List             | Manage users that can access your account. This will mostly be of benefit to Schools who may need more than one person to place orders. **Important:** Do not add a user here who is not authorised to place orders on your behalf. You will be liable for all orders placed through this webstore. |
How to Order

Click on Product By Level or Subjects - The Order Screen

- Order by Year Levels – A
- Order by Subjects – B
- Order by Electives & Snr Electives – C
Products By Levels

This section is intended for Home School and Distance Education families, the products being grouped by their level and then by subject.

The PACE numbers for the levels in the core subjects:

<table>
<thead>
<tr>
<th>Level</th>
<th>PACE Numbers</th>
<th>Level</th>
<th>PACE Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>K (Kindergarten or Prep)</td>
<td>RR01 – RR12</td>
<td>6</td>
<td>1061 - 1072</td>
</tr>
<tr>
<td>ABC</td>
<td>Math 1001-1003</td>
<td>7</td>
<td>1073 – 1084</td>
</tr>
<tr>
<td></td>
<td>Word Building 1001-1012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1001 – 1012</td>
<td>8</td>
<td>1085 – 1096</td>
</tr>
<tr>
<td>2</td>
<td>1013 – 1024</td>
<td>9</td>
<td>1097 – 1108</td>
</tr>
<tr>
<td>3</td>
<td>1025 – 1036</td>
<td>10</td>
<td>1109 – 1120</td>
</tr>
<tr>
<td>4</td>
<td>1037 – 1048</td>
<td>11</td>
<td>1121 – 1132</td>
</tr>
<tr>
<td>5</td>
<td>1049 – 1060</td>
<td>12</td>
<td>1133 – 1144</td>
</tr>
</tbody>
</table>
Levels are broken into subjects.

- Each Level has six Subjects, Resources and National Product tabs.
- The products displayed within the subject are relevant to Australian users. This mostly applies to Math and Social Studies. The National PACEs listed here are the Australian versions. If there is a button displayed for your country, please click it to view and order the National PACEs. Where they are available, these are used in place of the Australian units.
- The ABCs with Ace and Christi Reading Readiness Test is administered to students who have never been in school and to children who are considered kindergarten or first grade level. Students must score a minimum of 80 percent on the test. Children who score below 80 percent are not ready to read and should be enrolled in the Kindergarten with Ace and Christi program. Students who score well on the Reading Readiness Test may begin the ABCs with Ace and Christi program whether they are five, six or seven years of age.
- PACEs are displayed in PACE order. There will be some products that do not follow this because of limitations within the software that runs the webstore.

Click on a button to open that subject, and view just the PACEs for that level and subject.
## Start Ordering

Click on the BUY button after PACEs have been selected

<table>
<thead>
<tr>
<th>Image</th>
<th>Item No.</th>
<th>Item Name</th>
<th>Price incl. Tax</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image]</td>
<td>408061</td>
<td>4th ed SOC STUD 1051</td>
<td>AUD5.00</td>
<td>1</td>
</tr>
<tr>
<td>![Image]</td>
<td>408062</td>
<td>4th ed SOC STUD 1052</td>
<td>AUD6.00</td>
<td>2</td>
</tr>
<tr>
<td>![Image]</td>
<td>408063</td>
<td>4th ed SOC STUD 1063</td>
<td>AUD6.00</td>
<td>1</td>
</tr>
<tr>
<td>![Image]</td>
<td>408064</td>
<td>4th ed SOC STUD 1064</td>
<td>AUD5.00</td>
<td>0</td>
</tr>
</tbody>
</table>
**View Cart**

After selecting and inserting the number of PACEs required from either Products By Level or from the Subject menu, the BUY button can be clicked on.

This will add the products to the Cart Total.

For checking the products in the cart, the **Cart Total** indicates a running total and product list.

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>408061 - 4th ed SOC STUD 1051</td>
<td>AUD6.00</td>
</tr>
<tr>
<td></td>
<td>408062 - 4th ed SOC STUD 1062</td>
<td>AUD10.00</td>
</tr>
<tr>
<td></td>
<td>408063 - 4th ed SOC STUD 1063</td>
<td>AUD6.00</td>
</tr>
</tbody>
</table>

**Edit the Quantity of an item**

Click In the Qty. field, and edit the value, click the refresh icon to the right to update the row and totals.

**Delete a line**

Click the red x to the left of the Item that you wish to remove.

From this screen you can return to shopping by clicking on one of the **Category** Items down the left side of the screen or the **Quick Order** link on the top of the screen. If you are finished ordering click the **Go To Checkout** button.

Please note: The shipping or freight cost is not calculated at this point as it needs to have a freight type selected.
The Shipping Screen

Fill in all the required fields for the address that the products need to be shipped to and a phone number. Note: you can choose from the saved addresses on the right hand side of the screen.

Select a postage preference:

The system will only display the freight options that are applicable to your order.

The freight types are:

<table>
<thead>
<tr>
<th>Pickup</th>
<th>Only select this option if you are going to pick up your order from our office at Narangba, Queensland.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>For Australian Customers we use Australia Post. Smaller orders are sent as letters and larger orders by the eParcel service.</td>
</tr>
<tr>
<td>Express Post</td>
<td>Also for Australian customers if your order falls within a certain weight range it can be shipped by Express Post.</td>
</tr>
<tr>
<td>TNT</td>
<td>For Customers in New Zealand we ship via TNT. This or Quote should be the only options displayed.</td>
</tr>
<tr>
<td>Quote</td>
<td>For other regions we do not yet have freight tables in the system for your region (these are different for each country and quite complicated). This means that we will calculate the freight and send you back a quote for your order that includes the freight.</td>
</tr>
</tbody>
</table>

Choose from your saved addresses

New Address

Delivery Address
Country: Australia
Name: i.e. John Doe
Street 1
Street 2
City
State: QLD
ZIP
In Care Of: i.e. Company Name
Address Label: i.e. Work, Home

Telephone Numbers
Day
Evening

Delivery Provider
Requested Shipping Date

©EXPRESS POST
©POST
©TNT
©PICKUP
©QUOTE We will quote the freight and add to your order.

Continue

15
### Review screen

**Shipping To**

**Billing To**

**Shipping Via**

**Requested Shipping Date**

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUD5.00 408061 - 4th ed SOC STUD 1061</td>
<td>AUD5.00</td>
</tr>
<tr>
<td>2</td>
<td>AUD5.00 408062 - 4th ed SOC STUD 1062</td>
<td>AUD10.00</td>
</tr>
<tr>
<td>1</td>
<td>AUD5.00 408063 - 4th ed SOC STUD 1063</td>
<td>AUD5.00</td>
</tr>
</tbody>
</table>

**Payments**

<table>
<thead>
<tr>
<th>Item(s) Total</th>
<th>AUD20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td>AUD0.00</td>
</tr>
<tr>
<td>Tax</td>
<td>AUD2.00</td>
</tr>
<tr>
<td>Est. Order Total</td>
<td>AUD22.00</td>
</tr>
</tbody>
</table>

**CCA**

AUD22.00

[Buy button]
Please take note of the Order Number, it will assist our staff should you have any enquiries about your order.

Your order has been completed.
Your Order Number is # 42692

After placing your order, the system will generate and send you an email. This normally takes about 10 minutes. If you do not receive an email confirming your order, please check your email address is correct by clicking the “Your Account” link and then the “My Profile” link.