



Southern Cross

EDUCATIONAL ENTERPRISES

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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Webstore User Guide

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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

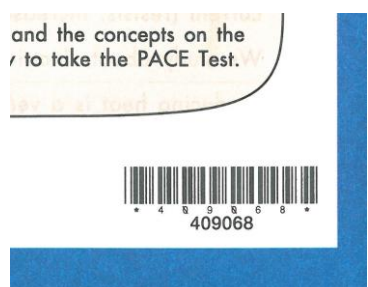


English 1001 PACE. The product code is found on the back cover in the bottom right corner, but as stated our codes are 6 digits so the correct product code for this PACE is 007001. If ordering this PACE in the Quick Order screen (explained later) you would need to enter 007001. Each of 5 key subjects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



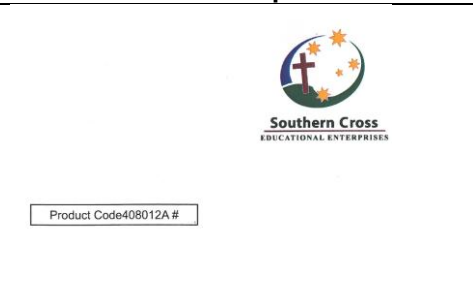
4th Edition Science PACE 1068. Notice that there are 6 digits and the code begins with a 4. This indicates that this is a fourth edition PACE. Whatever the subject, the product codes for fourth edition PACEs begins with a 4.

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.



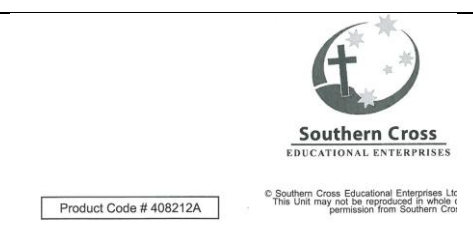
4th Edition Science KEY 1067-1069.

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



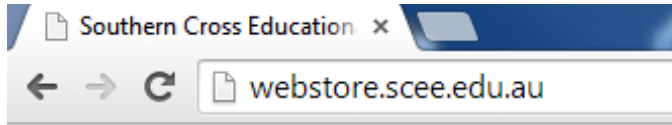
An example of the key for the PACE example above.

Step by Step

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>



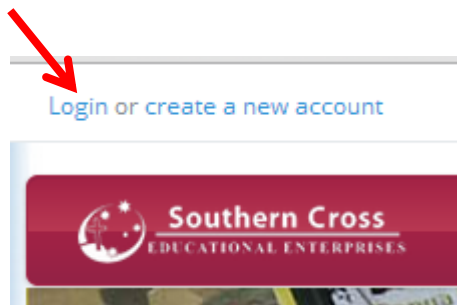
Webstore page

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.

Existing Accounts	Create a new account
<p>User Name:</p> <input type="text"/>	<p>Please note: If you already have an account with SCEE (you have a customer code, e.g. SMIT1001) we need to create a login linked to that account. DO NOT create an account.</p> <p>Visit http://www.scee.edu.au/webstore/ to request your login details. We apologise that this may cause a delay to your using this store, but it is essential to ensure you receive the correct pricing and have access to your previous order history.</p>
<p>Password:</p> <input type="password"/>	
<p><input type="checkbox"/> Remember me on this computer.</p> <p>Forgot your password?</p> <p><input type="button" value="Sign In"/></p>	
	<p>Creating your own E-account enables you to: save time on your next order, view order status, and take advantage of a host of other extranet features. To get started, click the Create Account button, below.</p> <p><input type="button" value="Create Account"/></p>

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

The screenshot shows the Southern Cross Educational Enterprises webstore interface. At the top, there is a navigation bar with the logo and links for Home, Web Only Specials, Quick Order, and Checkout. A search bar is located on the right. Below the navigation bar, the page is divided into two main sections. On the left, under 'Browse by categories', there is a vertical list of product categories: Products By Level (click here), Kindergarten, ABC's of A.C.E., Math, English, Creative Writing, Social Studies, Science, Word Building, Expanded Curriculum, Electives, Senior Electives, Computer Resources, Reading Programmes, Resource Books, DVD Curriculum, Diagnostics & Testing, Training Materials, Primary Level Resources, Catalogues & Order Forms, and Forms - Administration. On the right, there is a 'My Account' section for a 'Customer'. It includes links for User Information (My Profile, My Subscriptions, My Tickets, My Equipment, My Registered Items, My Sales Representative), Order Information (Saved Lists, Order History, Order Approvals, Account Transactions, Previously Purchased Items), and Account Information (Account Information, Account Addresses, User List). A 'Sign Out' button is located at the bottom of the My Account section. The top of the page shows a greeting 'Hello [Name]' and a 'Your Account | Log Off' link, along with a shopping cart icon and 'Cart Totals: \$0.00'.

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:

My Profile	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.
My Subscriptions	Not Currently used
My Tickets	Not Currently used
My Equipment	Not Currently used
My Registered Items	Not Currently used
My Sales Representative	Not Currently used

Order Information:

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

Account Information:

Account Information	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.
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: <ul style="list-style-type: none">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. http://auspost.com.au/apps/postcode.html 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

Browse by categories

A

Products By Level
click here

Kindergarten

ABC's of A.C.E.

B

Math

English

Creative Writing

Social Studies

Science

Word Building

Expanded Curriculum

Electives

C

Senior Electives

Computer Resources

Reading Programmes

Resource Books

DVD Curriculum

Diagnostics & Testing

Training Materials

Primary Level Resources

Catalogues & Order Forms

Forms - Administration

Accessories & Supplies


A.C.E. Math PACES


Please Note: The Products displayed here are sorted by product code. 4th Edition and most national products will be towards the end of the list.

Example:
Old Math code: 006nnn
4th Edition code: 406nnn
Australian Math code: 406nnnA


Math Paces

Math DVDs

USA  Math







NZ  Maths

Math Keys

PNG  Maths

BUY

1 2 3 4 5 6 7 8 9 10 ...

Image	Item No.	Item Name	Price incl. Tax	Qty
	006001	MATH 1001	AUD5.00	<input type="text" value="0"/>
	006002	MATH 1002	AUD5.00	<input type="text" value="0"/>
	006003	MATH 1003	AUD5.00	<input type="text" value="0"/>
	006004	MATH 1004	AUD5.00	<input type="text" value="0"/>
	006005	MATH 1005	AUD5.00	<input type="text" value="0"/>
	006006	MATH 1006	AUD5.00	<input type="text" value="0"/>

- 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.

Browse by categories

Products By Level
click here

Level K

Level ABC

Level 1

Level 2

Level 3

Level 4

Level 5

Level 6

Level 7

Level 8

Level 9

Level 10

Level 11

Level 12

The PACE numbers for the levels in the core subjects:

Level	PACE Numbers	Level	PACE Numbers
K (Kindergarten or Prep)	RR01 – RR12	6	1061 - 1072
ABC	Math 1001-1003 Word Building 1001-1012	7	1073 – 1084
1	1001 – 1012	8	1085 – 1096
2	1013 – 1024	9	1097 – 1108
3	1025 – 1036	10	1109 – 1120
4	1037 – 1048	11	1121 – 1132
5	1049 – 1060	12	1133 – 1144

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

					BUY
Image	Item No.	Item Name	Price incl. Tax	Qty	
	408061	4th ed SOC STUD 1061	AUD5.00	<input type="text" value="1"/>	
	408062	4th ed SOC STUD 1062	AUD5.00	<input type="text" value="2"/>	
	408063	4th ed SOC STUD 1063	AUD5.00	<input type="text" value="1"/>	
	408064	4th ed SOC STUD 1064	AUD5.00	<input type="text" value="0"/>	

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.

Web Only Specials Quick Order Checkout

Cart Total: \$20.00

	Image	Description	Extended
✕ 1 AUD5.00		408061 - 4th ed SOC STUD 1061	AUD5.00
✕ 2 AUD5.00		408062 - 4th ed SOC STUD 1062	AUD10.00
✕ 1 AUD5.00		408063 - 4th ed SOC STUD 1063	AUD5.00

0.434 Kilogram

Enter any promotions or coupons:

Item(s)	AUD20.00
Total	
Shipping	AUD0.00
Est. Order	AUD20.00
Total	

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

Edit the Quantity of an item	Click In the Qty. field. <input type="text" value="1"/> 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:

Pickup	Only select this option if you are going to pick up your order from our office at Narangba, Queensland.
Post	For Australian Customers we use Australia Post. Smaller orders are sent as letters and larger orders by the eParcel service.
Express Post	Also for Australian customers if your order falls within a certain weight range it can be shipped by Express Post.
TNT	For Customers in New Zealand we ship via TNT. This or Quote should be the only options displayed.
Quote	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.

Checkout

Shipping

Billing

Review

Delivery Address

Choose from your saved addresses

☒ New 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

☒ TNT

☐ POST


☐ PICKUP

☐

QUOTE We will quote the freight and add to your order.

Continue

Billing Screen

Billing Address

Checkout

Shipping

Billing

Review

Country

Australia

Name

Street 1

Street 2

City

State

QLD

ZIP

In Care Of

Address Label

Bill to

PO #

New Address

Show Delivery Addresses


Choose a Payment Method:

CCA

Credit Card Authority (CCA/CCLA) On File

Order Total:

AUD35.42

Continue

Review screen

Checkout

Shipping

Billing

Review

Shipping To




Billing To

Shipping Via
POST

AUSTRALIA

Requested Shipping Date

AUSTRALIA

	Image	Description	Extended
1 AUD5.00		408061 - 4th ed SOC STUD 1061	AUD5.00
2 AUD5.00		408062 - 4th ed SOC STUD 1062	AUD10.00
1 AUD5.00		408063 - 4th ed SOC STUD 1063	AUD5.00

Payments

CCA

AUD22.00

Item(s) Total

AUD20.00

Shipping

AUD0.00

Tax

AUD2.00

Est. Order Total

AUD22.00

→

Buy

Browse by categories

Products By Level
click here

Kindergarten

ABC's of A.C.E.

Math

English

Creative Writing

Social Studies

Science

Word Building

Expanded Curriculum

Electives

Senior Electives

Computer Resources

Reading Programmes

Resource Books

DVD Curriculum

Diagnostics & Testing

Training Materials

Primary Level Resources

Catalogues & Order Forms

Forms - Administration

Accessories & Supplies

Your order has been completed.

Your Order Number is # 42892

[▶ View Printable Order](#)

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 # 42892

[▶ View Printable Order](#)

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.

