

Using the Gordon Harris Webstore

www.gordonharris.co.nz

A Guide for Teachers

22/09/2017



Regarding Prices, please note:

16,000+ ART PRODUCTS ONLINE

1. Prices displayed on the webstore and in your web order are retail prices but you will be invoiced your special school prices.
 2. All prices **INCLUDE GST**. Some of our competitors don't include GST in their prices.
 3. Free Freight on orders over \$75.00 (exclusions apply for bulky deliveries and dangerous goods).
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1. If a first time user click on **CREATE ACCOUNT** near the top right corner of the screen.
 2. Under NEW CUSTOMER click **REGISTER**. (Ignore APPLY FOR A CREDIT ACCOUNT as all Registered New Zealand Schools are automatically extended a credit account by Gordon Harris. That means you can place your order and simply add a Purchase Order Number or Reference and the invoice will go on your School's account to be paid 20th of the following month.)
 3. Enter your details, enter your School's name under Company Details and complete the simple online form and click **REGISTER**. Once you have successfully registered your screen will change to **SUCCESS – YOUR ACCOUNT HAS BEEN CREATED**.
 4. Now you can begin selecting products for your order. There are three ways to find products:
 - a. Product Category. These will be listed down the left side of your screen or go to **PRODUCTS** on the main menu bar. Drill down through the Category levels until you reach the product or product range you wish to order. This is the best method to view paint ranges and similar lists of products as this view presents the range in an easy pick list.
 - b. Shop By Brand. Go to **SHOP BY BRAND** on the main menu bar and select the brand name by which you wish to order products. Then **FILTER BY CATEGORY OR SUB CATEGORY** to narrow the number of products displayed.
 - c. Search. Go to the **SEARCH BAR** at the top of the screen and enter in the product name, press enter or click on the search icon. Be as specific as possible as this will narrow the search results. **FILTER BY CATEGORY OR SUB CATEGORY** to narrow the number of products displayed. Use **SORT BY** to change the order of the results displayed. Note that sometimes product names and especially colour names have been shortened to fit within the software limits.
 5. To select a product change the quantity to that required and click on the shopping cart icon. You can then choose to continue shopping or go to Checkout.
 6. In **CHECKOUT**
 - a. Select your **Shipping Method**. If your **SUB TOTAL is over \$75.00 we won't invoice you the courier charge even though it will show on your web order**. (Exclusions:

We will on-charge Dangerous Goods charges where applicable and reserve the right to quote you for freight where orders are particularly bulky.)

- b. Select **SIGNATURE REQUIRED** so that there is proof that the parcel was delivered to your school.
 - c. **Payment Method.** Select **CHARGE TO ACCOUNT** and **enter your Purchase Order Number or Reference.**
 - d. **Comments.** Add any comments or special requests in the Comments Box.
 - e. Click on **CONFIRM ORDER.** Thank you for your order. You will receive an email confirming your order and another email to confirm when your order has shipped and the courier ticket number.
7. When returning to the website simply click on LOG IN at the top of the page and enter your email address and password.
 8. **SHOPPING LIST feature.** If you are ordering the same items often it is helpful to create a shopping list. While logged in click on **MY ACCOUNT** near the top right of the page. Under MY ORDERS click **VIEW MY ORDERS.** Select an order that you would like to turn in to a Shopping List and click **RE-ORDER.** Then click **CREATE A SHOPPING LIST.** Add a Title for your shopping list. You can add products to, or remove from, your shopping list. Click **SAVE SHOPPING LIST.** When you wish to place your next order using your Shopping List go to **MY ACCOUNT,** click **VIEW MY SHOPPING LISTS** and click **ADD TO CART.** Once your Shopping List is in your cart you can continue shopping to add or remove items.

OUR TEAM

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