

# How to place a SCHOOL LIST ORDER

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## REGISTER | SIGN UP

- Go to [www.pmb.officenational.co.za/school-lists](http://www.pmb.officenational.co.za/school-lists) to find if Office National has your School's stationery list.
- If we do not have your list yet, please email it to [hpelzer@officenational.co.za](mailto:hpelzer@officenational.co.za).
- Please register your details and password on the site.
- Once registered, you can click on the **FIND YOUR SCHOOL LIST** button.

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## FIND YOUR SCHOOL LIST

- Select your Province, School and Grade

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## ADD TO CART

- Add the student's full name on the top left.
- **JUNIOR GRADES** - You will need to buy the general stationery as well as all additional subjects/stationery as per your school's requirements. Make sure to tick all the necessary boxes (see image below).
- **SENIOR GRADES** - You will see that there is a general stationery drop down which will be visible when you get to this page. Scroll down to find the other subjects you need to buy. To select for a specific subject, tick the relevant subject box and click on the drop down so that you can start adding items for that subject to your cart. **Please be careful not to duplicate items like calculators and maths sets etc.**

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## PAYMENT

- Once you have selected all the items you need, scroll to the bottom of the page to add any special instructions. You can print this page if you were just looking for a **QUOTATION**.
- Click on **CLICK TO PAY / SIGN IN TO PAY**.
- You will be taken to the checkout page to finalize your order.
- After payment you will receive a confirmation email. If you do not receive this email, contact us on 033 342 3771, as this means that we have not received your order.
- Thank you - by ordering from PMB Office National, you have just supported a local and privately owned business. Think Shop Support Local