Register at T.H.Lee Co., Ltd website <u>Step 1:</u> Click on <u>School Ordering System</u>



Step 2: Click on Add New Order

Home School Ordering						.ogout
Account						
Please Select a Service						
Add New Order		>				
Edit Order	1		This fur	ction only	y for ti	he
			user wh email.	o nave re	gister	ed

<u>Step 2:</u> Please enter student number and password according to 7-11 payment notice or school circular.



Step 3: Please enter password according to 7-11 payment notice or school circular.

er Student ID
Student ID
Enter the password



<u>Step 4:</u> Please check to ensure the information of the student is correct. Choose the number of book you want to purchase. (circuled in blue)

Please fill in your contact number on the top left corner (circled in red). Click <u>Next</u> when you are done.

Please select books 嘉諾撒聖心學校私立部 2013 - 2014Year Last semester					: 98	87654	132
В	look(s)	,			Sele	ct All Se	elect None
No#	Book Name	Edition	Publisher	Price I	Net Price	Quantity	Amount
001	Primary Longman Express Student Book (School-based Ed. 4A	⁾ 2013 Ed.	Longman	\$107.00	\$99.50		\$99.5
002	Primary Longman Express Student Book (School-based Ed. 4B	⁾ 2013 Ed.	Longman	\$107.00	\$99.50	1 🗸	\$99.5
003	Primary Longman Express Workbook (Version II) 4A	2007 Ed.	Longman	\$88.00	\$81.80	1 🔽	\$81.8
004	Primary Longman Express Workbook (Version II) 4B	2007 Ed.	Longman	\$88.00	\$81.80	1 🔻	\$81.8
005	Primary English TSA Listening Skills 4A	2010 Ed.	Longman	\$70.00	\$65.10	1 💌	\$65.1
006	Primary English TSA Listening Skills 4B	2010 Ed.	Longman	\$70.00	\$65.10	1 -	\$65.1
007	Primary Longman Express Grammar Practice 4A	2005 Ed.	Longman	\$88.00	\$81.80	1 💌	\$81.8
800	Primary Longman Express Grammar Practice 4B	2005 Ed.	Longman	\$88.00	\$81.80	1 💌	\$81.8

<u>Step 5:</u> If you want to purchase books that should have been bought by old students or other items, please indicate on this page. Click <u>Next</u> when you are done.

Modify	Your Order N	ame: 李小文					
嘉諾撒聖心學校私立部 2013 - 2014Year Last semester					ontact:	98765432 * Please see our cues	
Name: 李小文	Name: 李小文 To 3 Year Class: 3Z Student no.:5						
Book(s)					S	elect All Select None	
	New Student C	nly (Old Stud	dent no r	need to	o buy)		
No#	Book Name	Edition	Publisher	Price	Net Price	Quantity Amount	
014 新一代數學((第二版) 3上A	2007年版	朗文	\$76.00	\$70.70	0 💌 \$0	
017 新一代數學習	習作 (第二版) 3上	2007年版	朗文	\$67.00	\$62.30	0 💌 \$0	
		Optional bo	ooks				
No#	Book Name	Edition	Publisher	Price	Net Price	Quantity Amount	
034 書套 (自由選	購) 三年級		29個	\$52.00	\$52.00	0 💌 \$0	
		Previous Page	Next				

Step 6: Please check and confirm your order list.

Ordered Books Name: 李小文

Please confirm the following books And check the order is correct

嘉諾撒聖心學校私立部 2013 - 2014Year Last semesterContact: 98765432Name: 李小文 To 3 Year Class: 3Z Student no.:5

E	Book(s)						
No#	Book Name	Edition	Publisher	Price	Net Price	Quantity /	Amount
001	Primary Longman Express Student Book (School-based Ed.) 4A	2013 Ed.	Longman	\$107.00	\$99.50	1	\$99.5
002	Primary Longman Express Student Book (School-based Ed.) 48	2013 Ed.	Longman	\$107.00	\$99.50	1	\$99.5
003	Primary Longman Express Workbook (Version II) 4A	2007 Ed.	Longman	\$88.00	\$81.80	1	\$81.8
004	Primary Longman Express Workbook (Version II) 4B	2007 Ed.	Longman	\$88.00	\$81.80	1	\$81.8
005	Primary English TSA Listening Skills 4A	2010 Ed.	Longman	\$70.00	\$65.10	1	\$65.1
006	Primary English TSA Listening Skills 4B	2010 Ed.	Longman	\$70.00	\$65.10	1	\$65.1
007	Primary Longman Express Grammar Practice 4A	2005 Ed.	Longman	\$88.00	\$81.80	1	\$81.8

<u>Step 7:</u> User can register the email address (Fill in at blue square) to open the modification function of the Order if you need. And then <u>Confirm</u>.
** If the user hav't open this function, they can't modify the oder between the ording period.

Please make sure that the books ordered and their quantities are correct							
Please fill	Please fill in email for modification function in the future.						
_	Then click Confirm						
	Email Address						
	Confirm Email						
	Address						
*Applier provided information only for ordering. Total: 38 item(s) Amount after discount HK\$1,925.0							
Previous Page	Confirm and accept the Terms of Service T.H.Lee						

When you have confirmed the order list, you will receive a copy of the order list(Only for the user who registered email). If 7-11 payment system is available for your school, please write down the total amount on the payment notice (circled in blue), and pay for the books in 7-11 convienent stores. Please confirm payment in your account before the payment deadline. The payment receipt is needed when you collect the books. You can also save a copy of the order list to the computer or print it out. (circled in red)

Home School O	rdering				Logout
Ord	er successfu	ully. A copy of the ema	e order has beer il.	n send	to your*
	Attention, t	ne mail may be d	elivered to the	Junk e	mail.
Order succes	sfully. Please c	omplete payment bef	ore 2013-06-26		
Total Amount	: HK\$1638 Orde	r Number: 1307020003	**Please mark down the C	Order Numb	er for book's pickup.
Pickup Date: 2 Payment Dead	2013-07-10 dline: 2013-06-26	6	If you enco	unter any pr	oblems, please contact us
			Print Your Order	Save a Cop	by to Your Computer
7-11 Payme	nt Notice				
Please staple the	receipt here				Payment slip to
(Customer	Сору)				7-ELEVEN.
		PAYMER			
	Sacr	ed Heart Canoss	ian School (Priv	√ate)	
:	STUDENT NAME	:	CLAS	S:1 N	0 :
	LEFHONE NO.	:(P	lease fill in for future refe	erence)	
					\frown
		ΤΟΤΑΙ	PAYMENT AMO	DUNT(:	(\$)
 Students will r Please bring a any 7-ELEVEN Please keep y 	eceive their textb long the T.H.Lee lon or before 28th our receipt carefi	ooks on 31th July, 2013 Book Co. Ltd. payment June, 2013 ully for book collection.	slip and pay the printe	ed amoun ed for pay	t (cash only) at ment validation.
in case of the	7-11	n, the computer record v	viii be useu as a piool.	., a	5
		046011301087100006			KCO. LTD

Modify Order & Confirm Payment (Only for the user who have registered email)

<u>Step 1:</u> Click on <u>Edit Order</u> and Use the email & phone number (provide when add new order) to login



And click **<u>Confirm Payment</u>** (Only for schools adopting 7-11 payment system)



Step 2: Choose your order list

Confirm Payment

Please select your book list

Current Year ◎ Yeung Shiri 嘉諾攔聖心學校私立部 Year5 Class: 4C Student No. #28 13至14Year Last semester HK\$574.6 Order No.13070200004 Previous Year Previous Page Step 3: Fill in the information according to the instructions

Confirm payment Please input your payment detail	Lost of	Receipt
Branch no. of 7-11		
Transcation no. of 7-11		
Total Amount	Sume アーELEVEの。 訳定光版7-ELeven (0269)	L1 anch no.
Confirm Pervious Page		total amount
	22/09/2008 11:10:47 交易編號:52155 収録様:002 収録机:376	
	品頓客在簿間前核對清楚快辦及接續。 報當常當樂實證準。請求著作在收錄。 Before leaving the conster, please check that receipt and change are correct. If payment record is required, please keep the receipt.	11 ansaction 5.

When the system has confirmed your payment, you can collect your books with the 7-11 payment receipt on the book collection day.

Home 🔪	School Ordering						Logout
	Login & Confirm	Order Books	Confirm or Reset	Login Again After You Pay and receive a receipt from	Select Order List	Confirm Payment	

Payment Complete

Thank you for using this service. Please bring 7-11 receipt, to pick up your book at school

Press here to Category

If you did not the exact amount, the payment would not be confirmed by the system. In this case, please bring along with your 7-11 payment receipt and contact our staff on the book collection day.

Home School Ordering Login & Confirm Order Books Confirm or Reset Login Again After You Pay and receive a receipt from File File File File File File File File	Logout
Payment Complete	
Thank you for using our service, as your Payment (HK\$500.0) did not match with our system (HK\$7.9), please mark down your order number (<u>13062600001</u>) and bring your 7-11 receipt when you pickup the book, our staff will try our best solve the problem.	

Press here to Category

Thank you for using our online book order service!