



TATTENHALL PARK

PRIMARY SCHOOL

School Uniform Online Registration

******Please ensure you Email The Supplier First to receive your login details******

In order to facilitate the ordering of school uniform, we have established a link with an online uniform provider, meaning that school items can be purchased, as and when required. Please register with the company by e-mailing info@sitesupplyco.com stating your name, e-mail address and school name. You will then receive your **personal login details** and a set of easy step instructions – see below – on how to place an order. All orders will be sent to school from our supplier, individually packed and labelled and distributed via your child at the end of the school day. Parents of new Reception Class children will be contacted by school, when uniform orders are ready to be collected from the office. Please allow at least 15 working days for orders to be completed and be aware that deliveries cannot be made to school during the holidays. It is advisable that you look at the samples in school before ordering, as once embroidered, the items cannot be returned.

How to order your school uniform online

Step 1: Logging In

Go to www.hivis.net/b2b . Click on your school logo or squirrels logo (for nursery) located at the bottom of the page. Log into your account using your **personal login details** obtained directly from the supplier via email.

Step 2: Select your products

The page for your school only displays items approved for you to purchase. Enter the quantity, select the size and add to your basket each item you require. Click 'view basket' when finished.

Step 3: Proceed to Checkout

Please review your basket and click 'proceed to checkout' if you are happy the order is correct. Please click the 'continue shopping' button if you wish to add more items.

Step 4: Checkout – Deliver Address

The billing address on the left hand side of the page is already populated so **please do not change it**. Change the box at the top of the shipping address column which says 'ship to my billing address', both sides of the page should now have the schools address visible.

Please enter the first name and surname of your child into the appropriate sections marked 'name of student'.

Now you may click the green 'continue to order confirmation' button at the bottom left of the page.



Step 5: Checkout – Order Confirmation

This is your last chance to review all the details of your order. Continue by clicking the green 'pay by credit/debit card' button in the bottom left of the screen and enter your card details, as requested.

Step 6: Order Confirmation

That's it – you're done. This page confirms your order has been placed and advises of your unique order identification number. Your order will also be confirmed by e-mail.

Step 7:

Your order will be delivered to your school in approx. 15 working days (exclusive of school holidays) and available for collection. Your child will bring the order home with them at the end of the day.

Order Progress / History

You can view the status of your order at any time by logging into your account and clicking the 'Order History' button located just below your logo on the right-hand side of the page.

If you have any queries regarding your order, please phone The Site Supply Co. on 0845 0096750

