



## **ADDITIONAL INFORMATION ON INTERNET ORDERING:**

1. Before you can place orders you need to register as a customer.  
To **register or log-in** to your existing account go to the “*My Account*” link at the top right hand corner of the screen. New customers will receive an email confirming that registration was successful. If you are a returning customer please go to “*My Account*” and update your account information to include your child’s name, school and grade.
2. To place an order, go the “**Schools**” button on the left hand side of the screen.  
Click on your **School of choice** then click the appropriate grade.  
All prescribed textbooks will be listed alphabetically.
3. Select books by clicking “**Add Item to Cart**” You will go to the “**What’s In My Cart?**” page where you can check contents and adjust quantities if required.  
Click on “**Continue Shopping**” to return to the School’s booklist.
4. When you have finalised your selection click on “**Checkout**” If you have not registered as a customer you will be prompted to do so now. If you are a returning customer you will be prompted to log-in now if you have not already done so.
5. You will go to the “**Delivery Information**” page where you need to check your delivery address. Returning customers are given the opportunity to change their delivery address now. Please provide an address where somebody is present during office hours to accept delivery Monday - Friday. Click on “**Continue**”.
6. You will go to the “**Payment Information**” page where you need to select one of **two options**:  
**A Credit Cards - Visa or Mastercard** ~ *If you choose to pay by credit card you will need to register with 3D secure in order to ensure the security of paying with your credit card online.*  
**B Internet Transfer or Direct Bank Deposit** ~ *As a reference for your payment use your order number.*  
Click on “**Continue**” to proceed
7. You will go to the “**Check Your Order**” page. This is your last opportunity to check and make changes to the contents of your basket, delivery address, and method of payment.
8. To proceed click on “**Confirm Order**” The website will confirm that  
“**Your Order Has Been Processed!**” *Within 48 hours you will receive a confirmation email that your order is being processed.*



# BASICALLY BOOKS

## Please note ~

- Use your child's name and your order number as your payment reference.
- **Check your order carefully on receipt** and contact Basically Books within **5 working days** in the event of queries or packing errors.  
**No discrepancies will be considered after 5 working days.**
- **Queries:** 011 704 6644 / 011 704 2982 or [orders@basicallybooks.co.za](mailto:orders@basicallybooks.co.za)