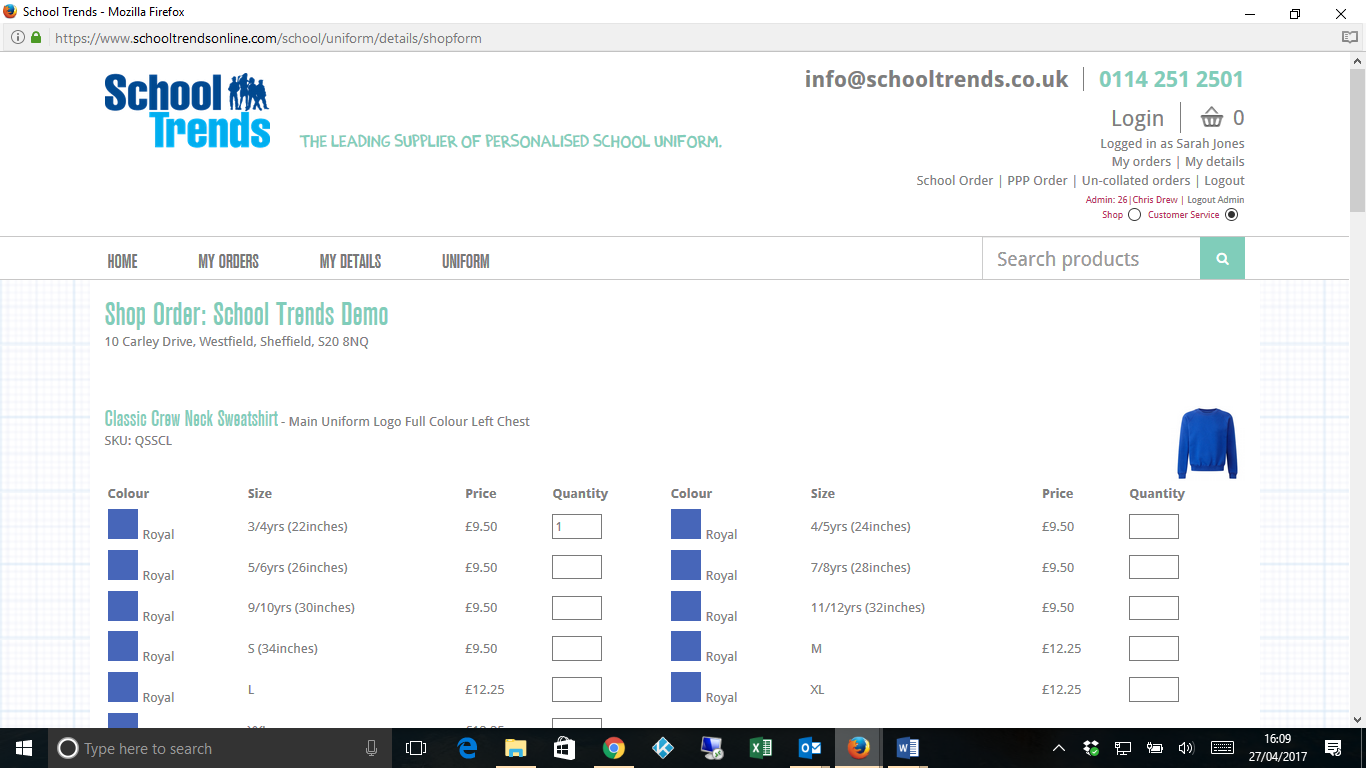
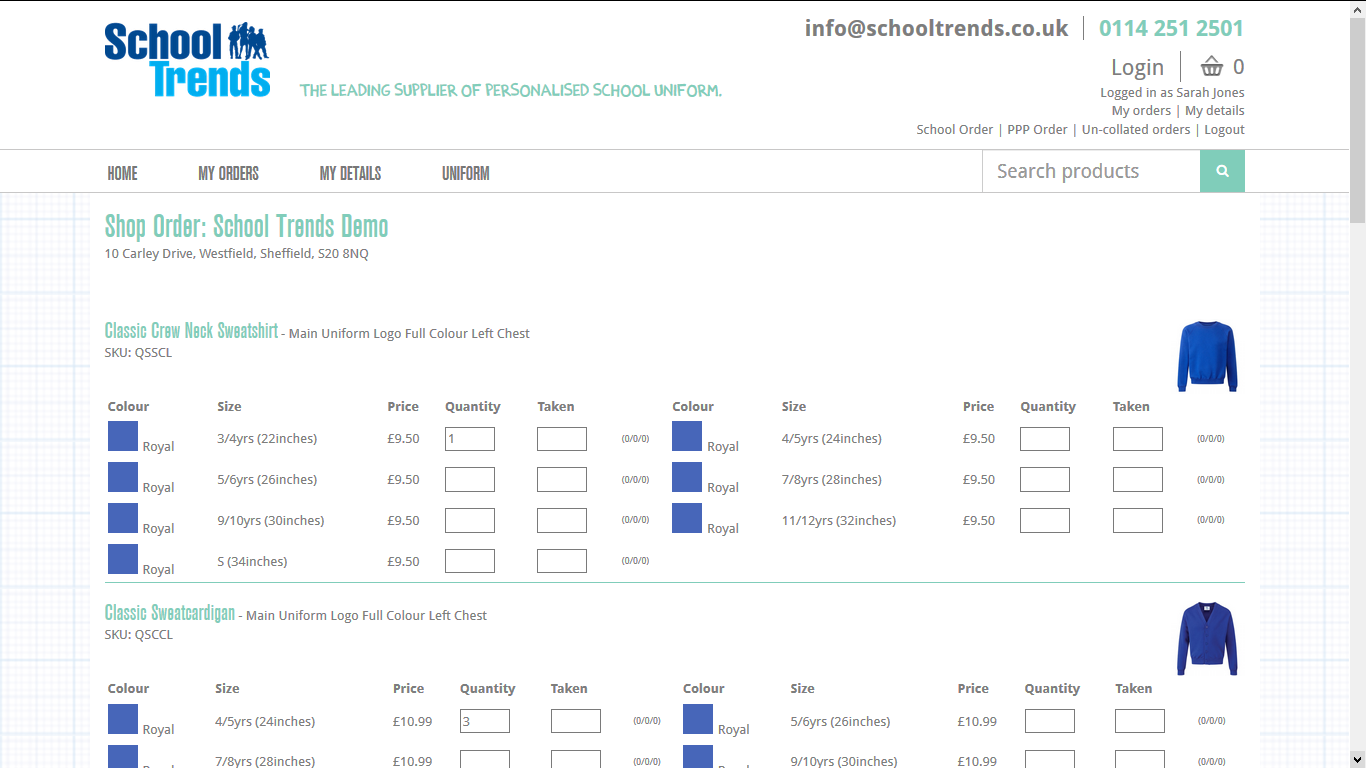
**Packed Per Pupil (PPP)**

**Ordering Guide**

1. **Login –** go to [www.schooltrends.co.uk](http://www.schooltrends.co.uk) and login
2. **Navigation options**



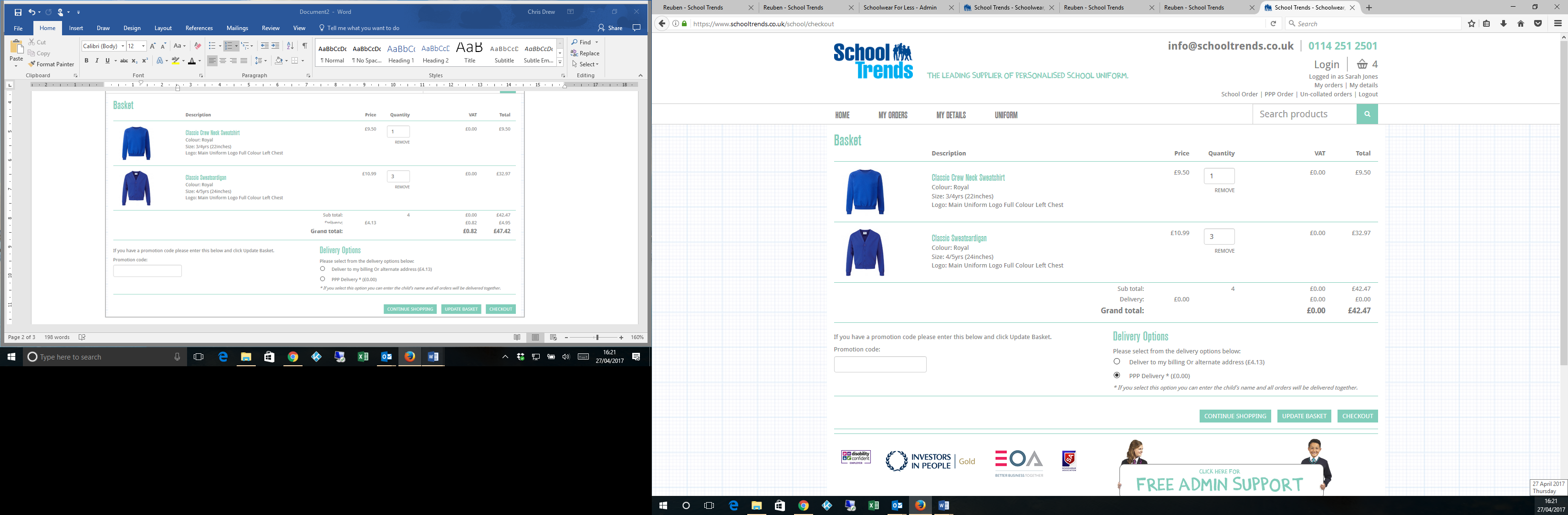
1. **My orders –** shows all previous orders
2. **My details –** manage schools contact details
3. **School Order –** place a bulk school order
4. **PPP Order –** place a Packed Per Pupil (PPP) order
5. **Un-collated orders –** stored uncollated PPP orders waiting to be collated and sent to School Trends
6. **Placing a School order –** click on ‘*School Order*’, add products to your basket and follow the checkout procedure
7. **Placing a PPP order –** click on ‘*PPP Order*’
8. Input product quantities per pupil order
9. Click ‘*ADD TO BASKET*’ or if you would like to add a PE Kit to your order, select ‘*ADD TO BASKET & SELECT PE KIT BUNDLE’*



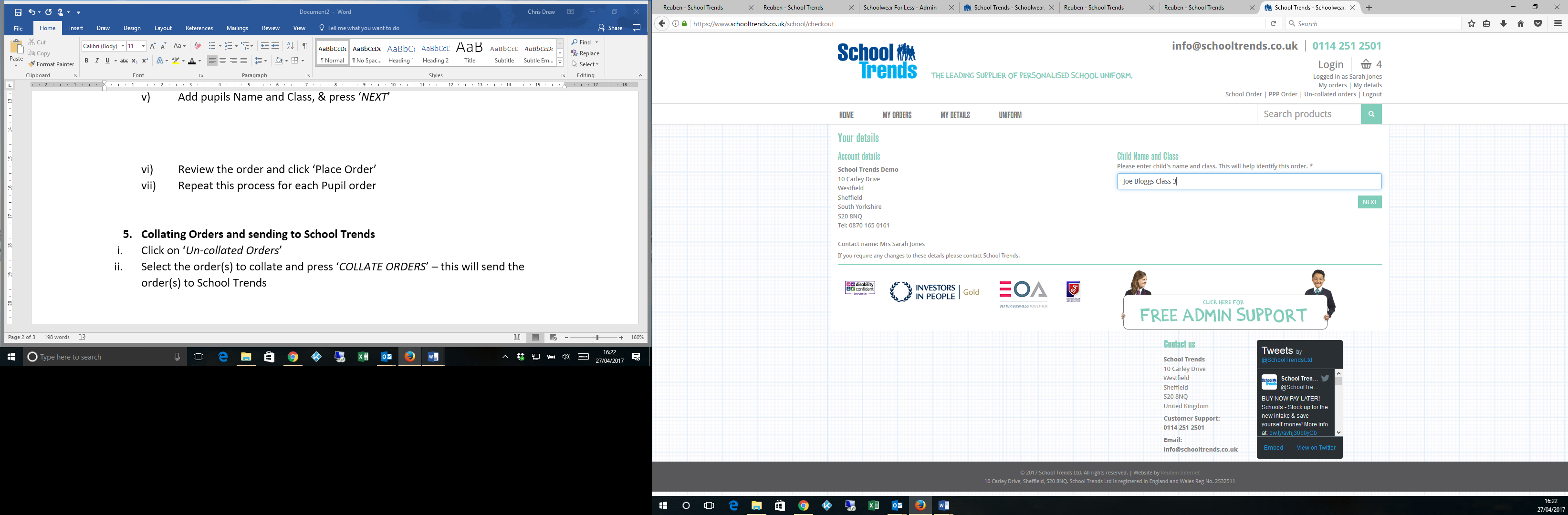


1. Select ‘*PPP Delivery*’
2. Press ‘*CHECKOUT*’

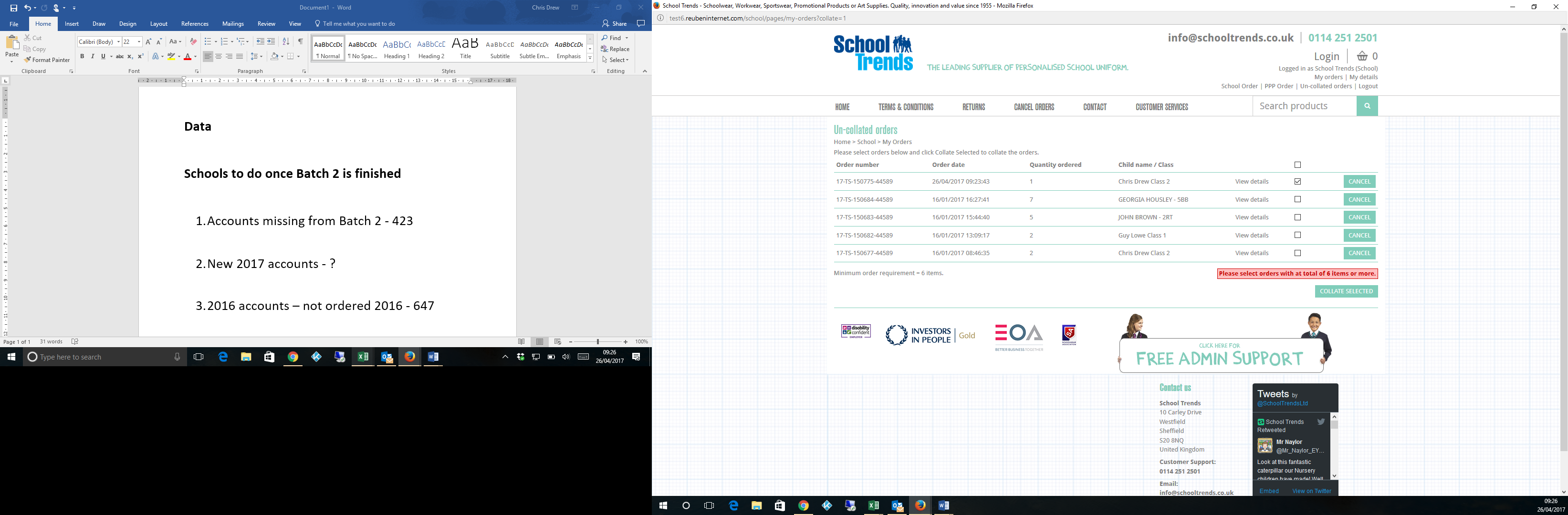




1. Enter pupils Name and Class, & press ‘*NEXT*’



1. Review the order and click ‘*PLACE ORDER*’
2. Repeat this process for each Pupil order
3. **Collating Orders and sending to School Trends**
4. Click on ‘*Un-collated Orders*’
5. Select the order(s) to collate and press ‘*COLLATE ORDERS*’ – this will send the order(s) to School Trends





***Note:*** *You also have the option to cancel orders*

***Note:*** *You must collate your orders after you have placed them*