



Ordering Method **Option:**

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OPTION A. Online Ordering

THE ALAN DUFF CHARITABLE FOUNDATION

Order online at www.wheelers.co.nz/books-in-homes - It's quick and easy!

Order online to choose from a greater selection and to secure the books you want.
As a thank you for placing your order online, Wheelers will gift your Centre a **FREE BOOK**.

Online Ordering Steps:

Step 1.

Visit www.wheelers.co.nz/books-in-homes

- If you have previously registered, **log in** using your email and password.
If you have forgotten your password, please contact Wheelers.
- If your first time ordering online, please **register** on the Wheelers website using your own name, email address and Wheelers **Customer Code** (usually your MOE number). If you do not know your code please contact Wheelers.

Step 2.

Make sure you are in the Duffy ordering section. Click on the School tab at the top of the screen and then click on the Duffy logo (found mid right).

- Browse the books on offer by clicking on the [Baby/Toddlers](#), [Preschool](#), or [Te Reo](#) tabs. The search box may be helpful. **NB:** When a title cannot be found, it usually means it has **sold out**.
- To order the books you want, enter the quantity and click on '**add to basket**'. Use the empty text box to add optional notes. e.g. *children's names*. These notes will appear on your delivery slip to help with distribution.
- Keep adding books until the total equals twice the number of children enrolled in your Centre, as you are entitled to **2** books per child.
- All books should be zero dollars. If not then you are in the wrong area of the website. Click back on the Duffy logo.
- If you get interrupted and log out, books added into the basket will be saved.

Step 3.

Once you have selected all the titles you need

- Proceed to checkout by clicking on '**Checkout**' and follow the prompts. Ensure you click on the final button '**Process Order**'.to complete your order.
- Check that you have received a **confirmation email** to confirm your order has been processed. If not, log back in and check if your basket is still full.
- Contact Wheelers to update your Centre's name or delivery details if needed or for any other issues..

*If you have any queries please contact Wheelers Books: Email: jacindap@wheelers.co.nz
Phone 09 479 7979 or outside Auckland Phone 0800 890 333*