Potential Questions from Buyers (Teachers)

- Q. When I click on link on <u>www.strahanschoos.ie</u> it brings me to Turis not Pepperi The ecatalogue?
- A. We are using new ecatalogue software, Turis is correct. When the ecatalogue opens, follow the instructions. You should have received an "Invite" by email to reset your password.

If you have not received an "Invite" click on "Forgot Password" and we will send a new one to you by email.

If there is an issue with the email, we will have to set it up in the Turis school account.

- Q. How do I use the eCatalogue?
- A. Follow the "Step by Step button Instructions on the home page" Click on the "HERE" button
- Q. What is the menu on the left-hand side?
- A. These are the main categories when you click on one it will show you the sub-menus

You can select "All Products" or select a sub-menu for your item. There is also the "Search entire store" function at the top right-hand corner of the page. (Beside the Basket symbol)

- Q. Are prices plus or including Vat?
- A. RRP. = Prices Including Vat

Larger Price shown $\pounds 2.75$ = Prices excluding Vat.

- Q. Can I type in the amount I want to order into the basket?
- A. No, you click the basket until you reach the quantity you want to order/quote
- Q. What do I do when I have selected all my items for order/quote?
- A. Click on the basket at the top right-hand corner of the page
- Q. What if I do not use order numbers?
- A. Put a "0" in the field.
- Q. Why can I not finish my quote in "Review order/quote"?
- A. For quotes you must put "0" in the "Purchase Order No / Quote can enter)" field.
- Q. When I click "Submit" nothing happens.
- A. You must accept the "Terms & Conditions" Put a tick the box.
- A. Where can I get a copy of my order/quote?
- Q. a. You can go to your account and print off a PDF version.
 - c. We will email an Intact copy of the quote/order with a vat breakdown shown.