1. Overview
See Purpose.

2. Purpose
The purpose of this document is to outline the process of placing uniform orders

3. Scope
This document if to assist users with placing uniform order online. Should you experience any difficulties please contact Our Online Canteen directly.

1. Login to your account at www.ouronlinecanteen.com.au

2. Select UNIFORMS along the top toolbar

3. Select the Student you are ordering for and then select Uniform Category.

4. Select items by ticking the appropriate boxes and amend the quantities as required.
5. Complete the **Shipping Details** form located at the bottom of the page. Select **Next**.

6. Complete **Payment** form by selecting your preferred method of payment.

7. Select **Place Order**.