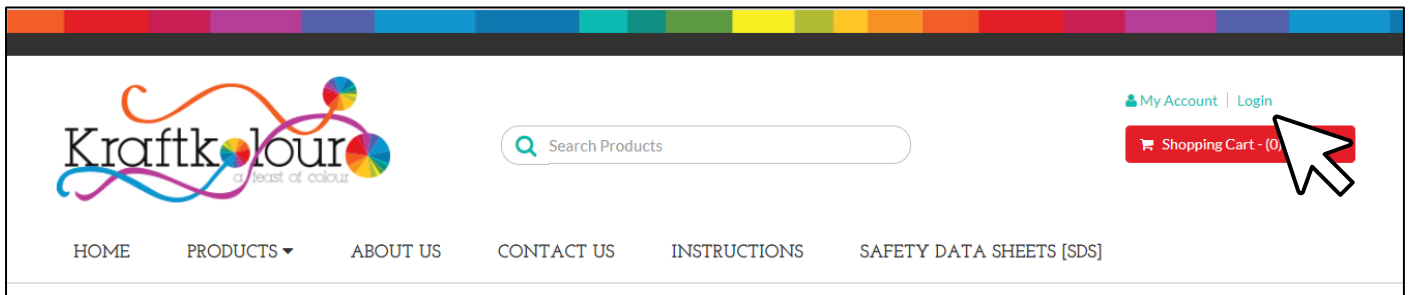
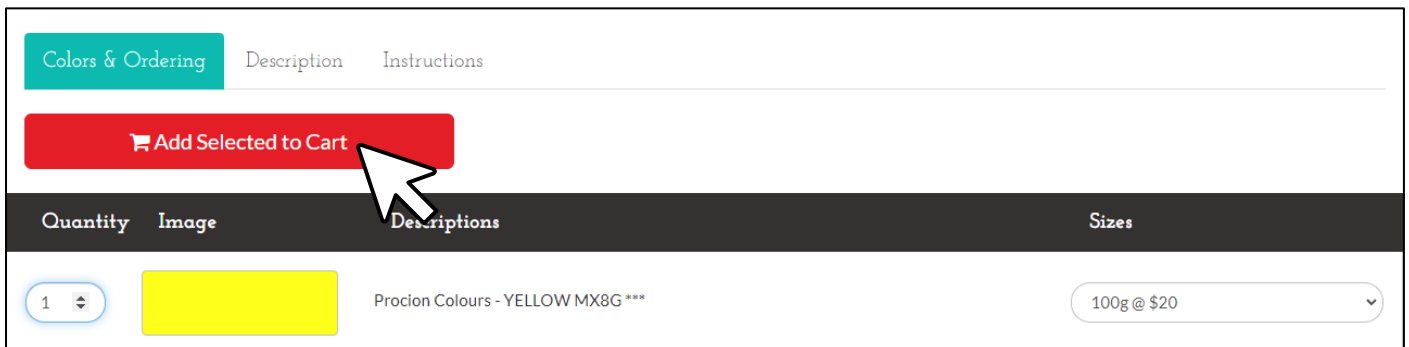


School Purchasing: Ordering with a Purchase Order (PO) Number

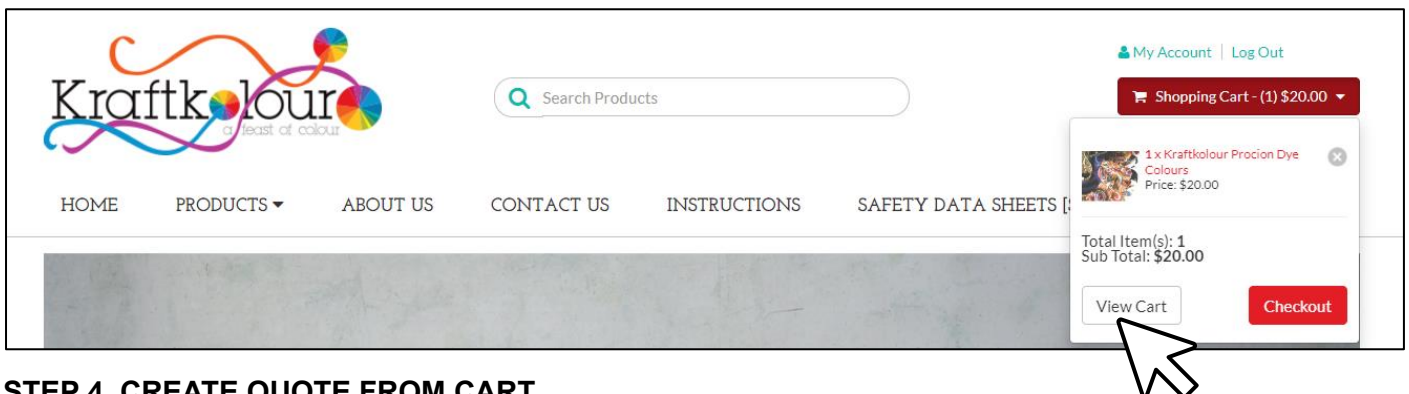
STEP 1. LOGIN OR CREATE AN ACCOUNT



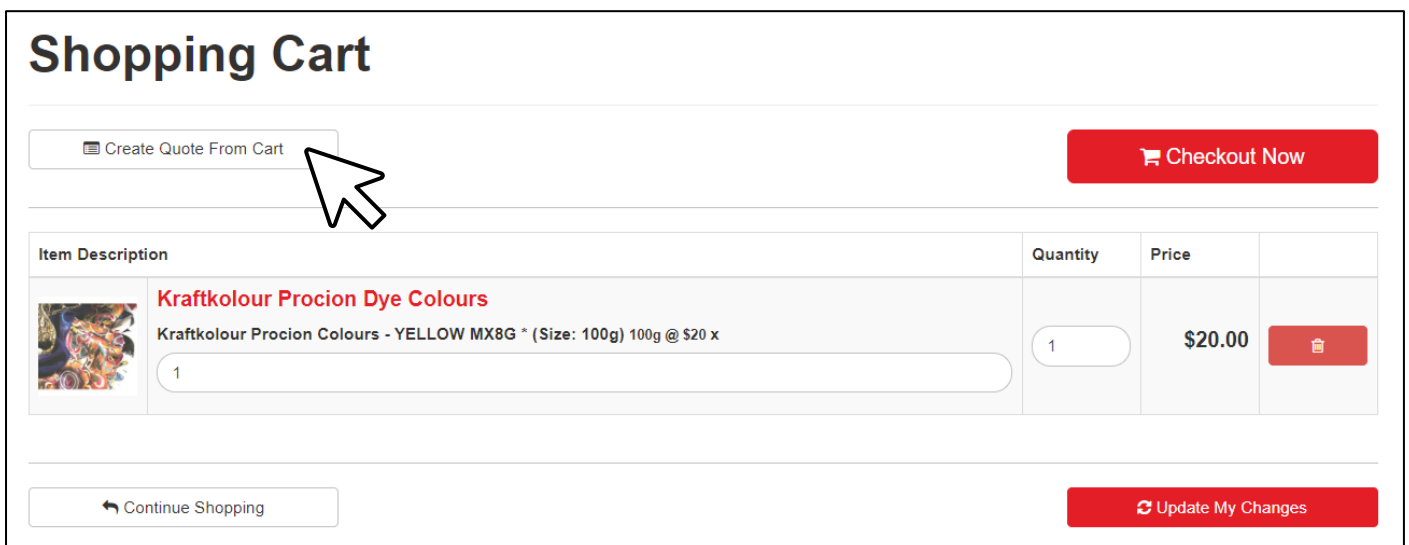
STEP 2. ADD ITEMS TO YOUR CART





STEP 3. SELECT VIEW CART



STEP 4. CREATE QUOTE FROM CART



STEP 5. ENTER BILLING AND SHIPPING ADDRESS DETAILS

 Checkout

Thank you for shopping at Kraftkolour. Please check instruction sheets in case you need any auxiliaries with your dye orders.

1. Billing information

First name


Last name

Company name optional

Country

Address

Order summary Ella Francis 3074 [Edit cart](#)

 1 Kraftkolour Procion Dye Colours \$20.00
1 x Kraftkolour Procion Colours - YELLOW MX8G * (Size: 100g)

Subtotal	\$20.00
Shipping	\$9.00
GST inc.	\$2.64
Order total	\$29.00

STEP 6. CONFIRM AND PROCESS QUOTE

OPTIONAL: If you have a PO number enter it into **Purchase Order Number**

[+ Add delivery instructions](#)
Order Notes optional

Purchase Order Number optional

☐ I have read and agree to [Terms](#) Conditions and [Privacy Policy](#).

Confirm & Process Quote


STEP 7. VIEW QUOTE in My Account


Home / MY ACCOUNT


Account Summary


Welcome Ella Francis - School Name ([log out](#))


Available Credit: \$12.60


 Edit My Contact Details
Change your name, phone number and more

 Edit My Address Book
Change or add your shipping address

 Change My Password
Set something you'll remember!

 Pay Invoices Online
Pay your outstanding balance

 My Orders
View, print and track orders you have placed.

 My Quotes
View or print any outstanding quotes.

STEP 8. APPROVE QUOTE

If you have school approval to go ahead with the order, select **My Quotes** and select **Approve Quote** for the order you wish to process. Select **Confirm & Approve Quote**.

My Quotes					
Quote ID	Date Quoted	Sales Person	Grand Total	Approve	Print
N45152	24 Feb 2023		\$29.00	✓ Approve Quote	Print

Approve Quotes				
Quote ID	Date Quoted	Email Of Quote Recipient	Approve	Dismiss
N45152	24 Feb 2023	info@kraftkolour.com.au	Approve Quote	Dismiss Quote

Approve Quote

Confirm & Approve Quote

Cancel



ABN 18 657 252 072 ACN 657 252 072

SHIP TO:
Ella Francis
School Name
THOMASTOWN, 3074

Tel: 0400000000

SOLD TO:
Ella Francis
School Name
School Address
THOMASTOWN, 3074

Quote

QUOTE #: N45152
Date Quoted: 24/02/2023 15:00

Print Quote

This will tell us that the order has been confirmed by the relevant school personnel. We will then convert the **Quote** into a **Tax Invoice** and email it through with banking details for payment which is to be forwarded to your accounts department for payment via bank transfer which are visible on the tax invoice.

OPTIONAL: PAYMENT BY CREDIT CARD

To pay by credit card, log into your Kraftkolour Account, go into **My Orders** and select **Pay** for the order you wish to process payment for.

My Orders

N45152

New

Date Placed 24 Feb 2023

Date Due Waiting To Invoice

Amount Owed \$29.00

Track

✓ Pay

Print