

SHOP FOR SCHOOL B2B MANUAL

INDEX

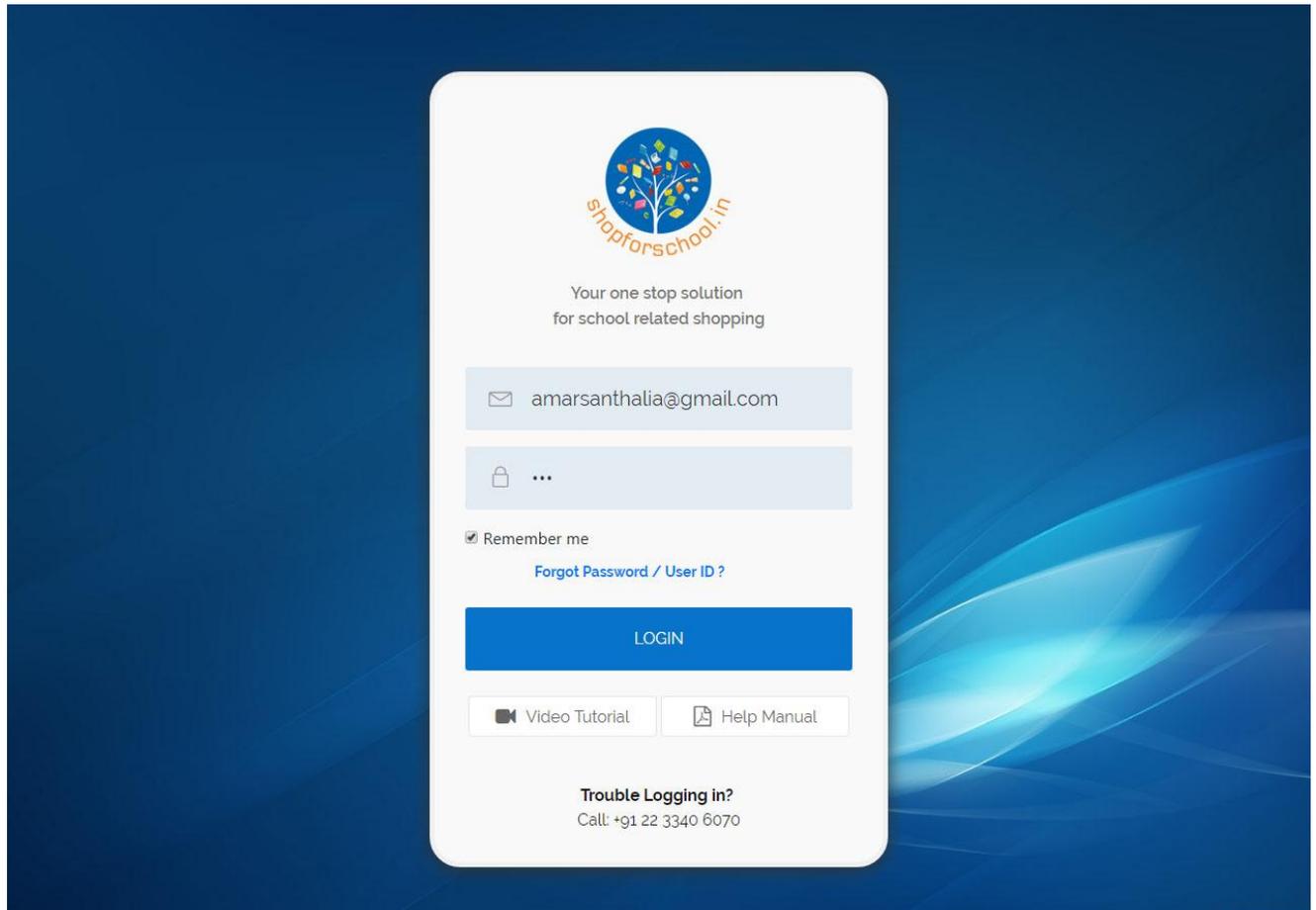
STEPS

Note: Click on each Topic.

1. [LOGIN PAGE](#)
2. [FORGOT USERNAME / PASSWORD](#)
3. [NAVIGATE PRODUCTS \(UNIFORM\)](#)
4. [NAVIGATE PRODUCTS \(BOOKS\)](#)
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6. [CREATING YOUR ORDER \(PAYU\)](#)
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10. [CUSTOMER CARE – COMPLAINT MANAGEMENT](#)

LOGIN

1. Logon on : <http://b2b.shopforschool.in>
2. Enter Username and Password




shopforschool.in

Your one stop solution
for school related shopping

✉ amarsanthalia@gmail.com

🔒 ...

Remember me

[Forgot Password / User ID ?](#)

LOGIN

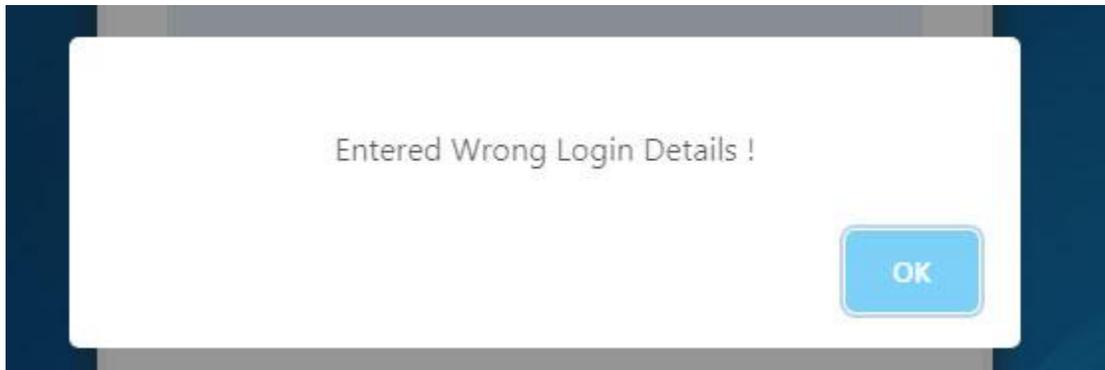
 Video Tutorial  Help Manual

Trouble Logging in?
Call: +91 22 3340 6070

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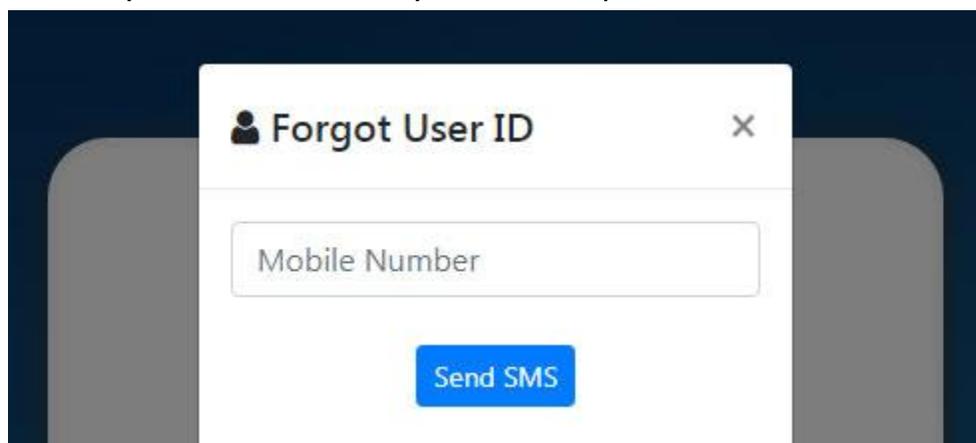
FORGOT USERNAME / PASSWORD

- If you get an error message after entering your username and password like below:

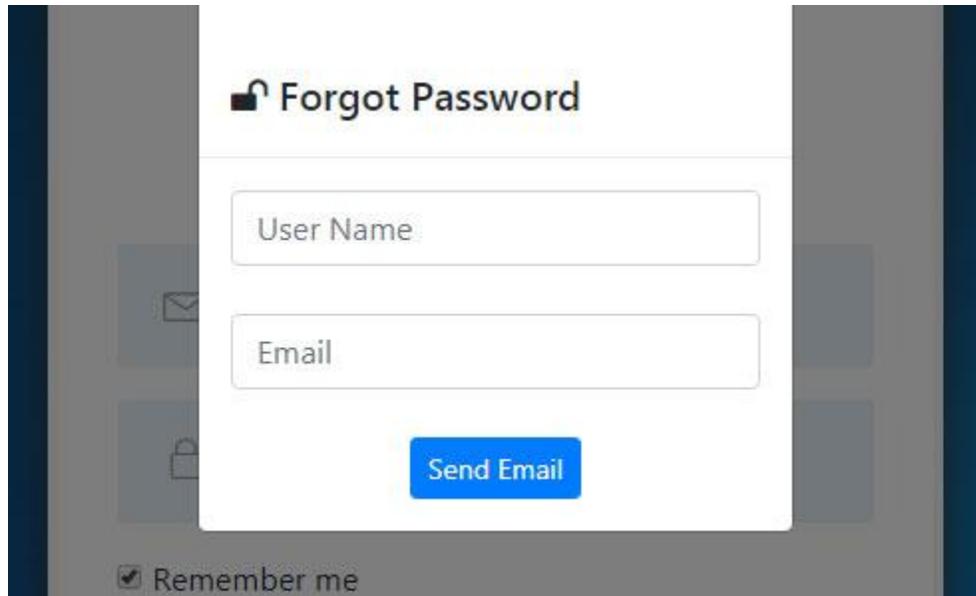


Follow the below steps:

- Check if the Username and password entered is correct.
- If you do not remember the Username or Password click on **Forgot Password/User ID** link :
- This will open a popup box with two options.
- **Option 1: Forgot User ID** – Here you can enter your Mobile number in the textbox and click on send SMS.
- You will receive your Username on your mobile phone.



- **Option 2: Forgot Password** - If you do not remember your password click on Forgot Password/User ID link again:



Forgot Password

User Name

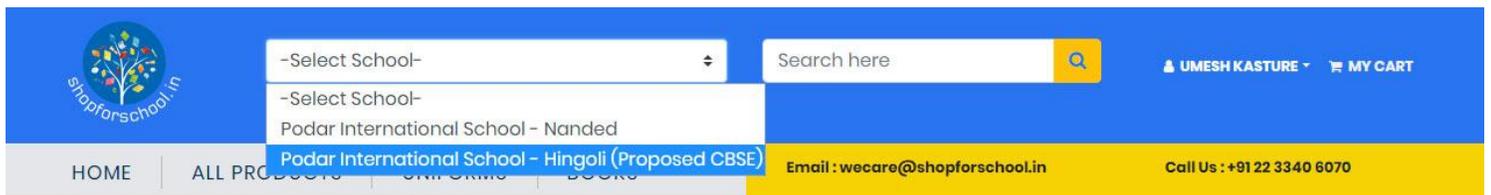
Email

Send Email

Remember me

- In the popup Enter your User Name and Email ID
- You will receive your password on your Email ID.

3. Once you get successfully logged in you need to select your school from the dropdown. After school selection you can navigate the products.



ShopforSchool.in

-Select School-

Search here

UMESH KASTURE MY CART

Podar International School - Nanded

Podar International School - Hingoli (Proposed CBSE)

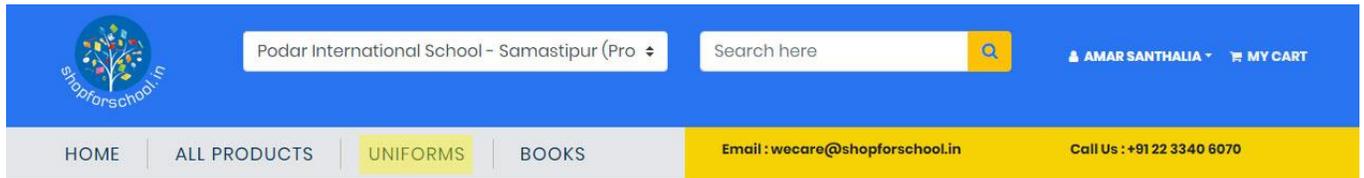
HOME ALL PRODUCTS ONLINE STORE BOOKS

Email : wecare@shopforschool.in Call Us : +91 22 3340 6070

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NAVIGATE PRODUCTS - UNIFORM

1. Click on Uniform tab: It will display all the uniforms available for sale.



Podar International School - Samastipur (Pro)

Search here

AMAR SANTHALIA MY CART

HOME ALL PRODUCTS UNIFORMS BOOKS

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B2B ShopforSchool



PLACE ORDER

MY ACCOUNT

TRACK ORDER

ENTER RTGS DETAILS

ShopforSchool.in is a dynamic online platform, making one-stop-shopping a satisfying experience by delivering a wide range of quality products at your doorstep. We house unique products, ranging from books to stationery & apparel to footwear. ShopforSchool.in is dedicated to meeting the needs of students, educators and parents at every level.

2. You can also filter products by clicking the filter button on the right side

PRODUCTS LIST

PJK Shorts (Boys-PJK)

Product Description
PJK Shorts (Boys -PJK)

[View Product Details](#) [Size Chart](#)

PRICE ₹	423.00	423.00	423.00	423.00	423.00	423.00
	470.00	470.00	470.00	470.00	470.00	470.00
SIZE	1.5	2.5	3.5	4.5	5.5	6.5
QTY	<input type="text"/>					
IN CART						

[ADD TO CART](#)

PJK Skirt (Girls-PJK)

Product Description
PJK Skirt (Girls-PJK)

[View Product Details](#) [Size Chart](#)

PRICE ₹	585.00	585.00	585.00	585.00	585.00	585.00
	650.00	650.00	650.00	650.00	650.00	650.00
SIZE	1.5	2.5	3.5	4.5	5.5	6.5
QTY	<input type="text"/>					
IN CART		1500				

[ADD TO CART](#)

- Following are the type of filters for Uniform: Grade 5 Onwards, PJK, and Grade 1 Onwards
- Select the filter you want and click on Apply Filters.

Uniforms

Grade 5 Onwards Grade 1 Onwards PJK

PJK,Grade 1 Onwards PJK,Grade 1 Onwards,Grade 5 Onwards

[APPLY FILTERS](#)

3. Click on [View Product Details](#) button to view additional product information and view additional images of the product.



Product Name	PJK Shorts (Boys -PJK)
Description	PJK Shorts (Boys -PJK)
Seller Name	IGPL
Category	Uniforms

4. Click on the  Size Chart button to view the uniform size available.

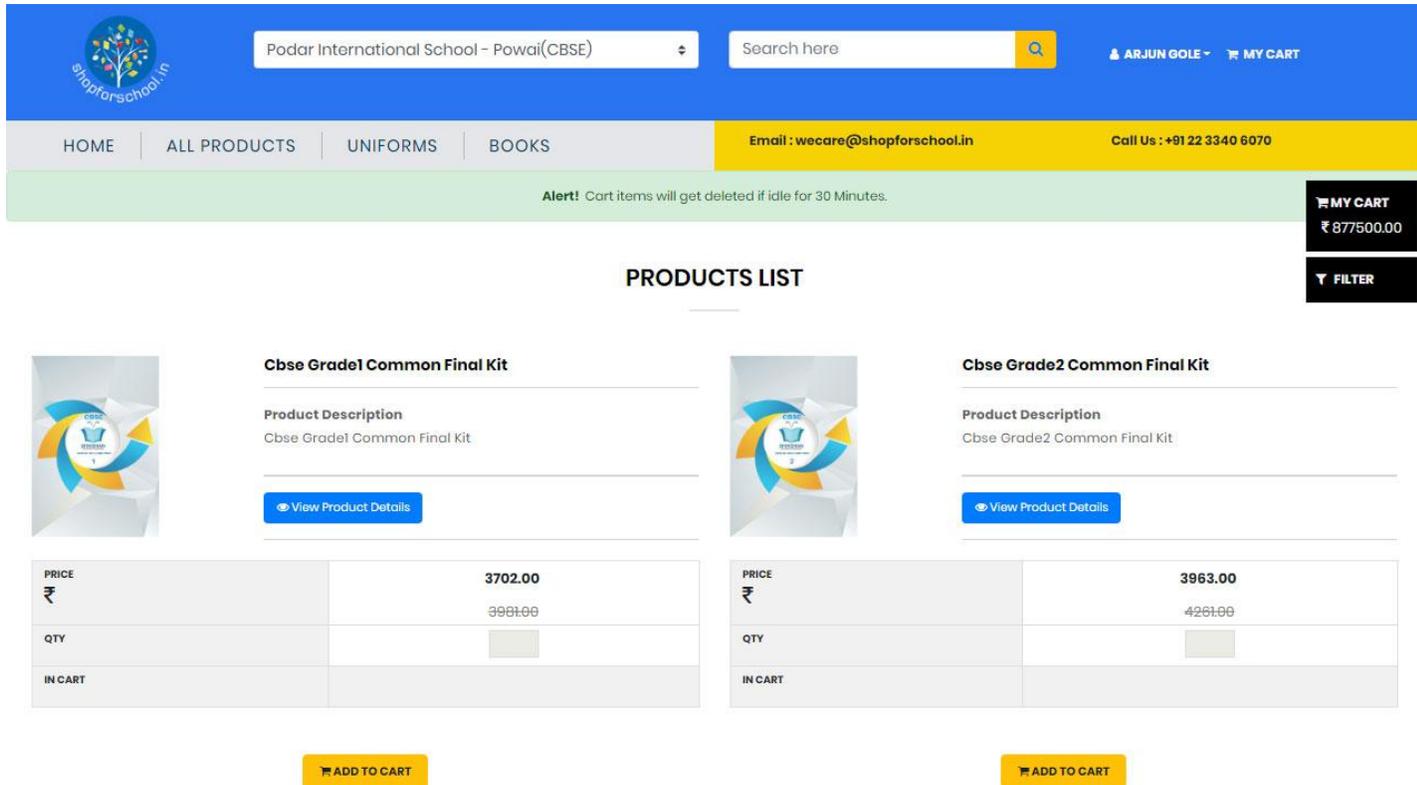
PJK Shorts (Boys -PJK) - Size Chart

STYLE NAME	SIZE	WAIST	LENGTH
PJK Boys Shorts	1 1/2	16	10.5
PJK Boys Shorts	2 1/2	17	11
PJK Boys Shorts	3 1/2	18	11.75
PJK Boys Shorts	4 1/2	19	12.5
PJK Boys Shorts	5 1/2	20	13.5
PJK Boys Shorts	6 1/2	21	14.5

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NAVIGATE PRODUCTS - BOOKS

- Click on Books tab: It will display all the Books available for sale.
- On clicking the Books tab you can view the products as per the below Image



Podar International School - Powai(CBSE) Search here ARJUN GOLE MY CART

HOME ALL PRODUCTS UNIFORMS BOOKS Email : wecare@shopforschool.in Call Us : +91 22 3340 6070

Alert! Cart items will get deleted if idle for 30 Minutes. MY CART ₹877500.00 FILTER

PRODUCTS LIST



Cbse Grade1 Common Final Kit

Product Description
Cbse Grade1 Common Final Kit

[View Product Details](#)

PRICE	3702.00
₹	3999.00
QTY	<input type="text"/>
IN CART	

[ADD TO CART](#)



Cbse Grade2 Common Final Kit

Product Description
Cbse Grade2 Common Final Kit

[View Product Details](#)

PRICE	3963.00
₹	4261.00
QTY	<input type="text"/>
IN CART	

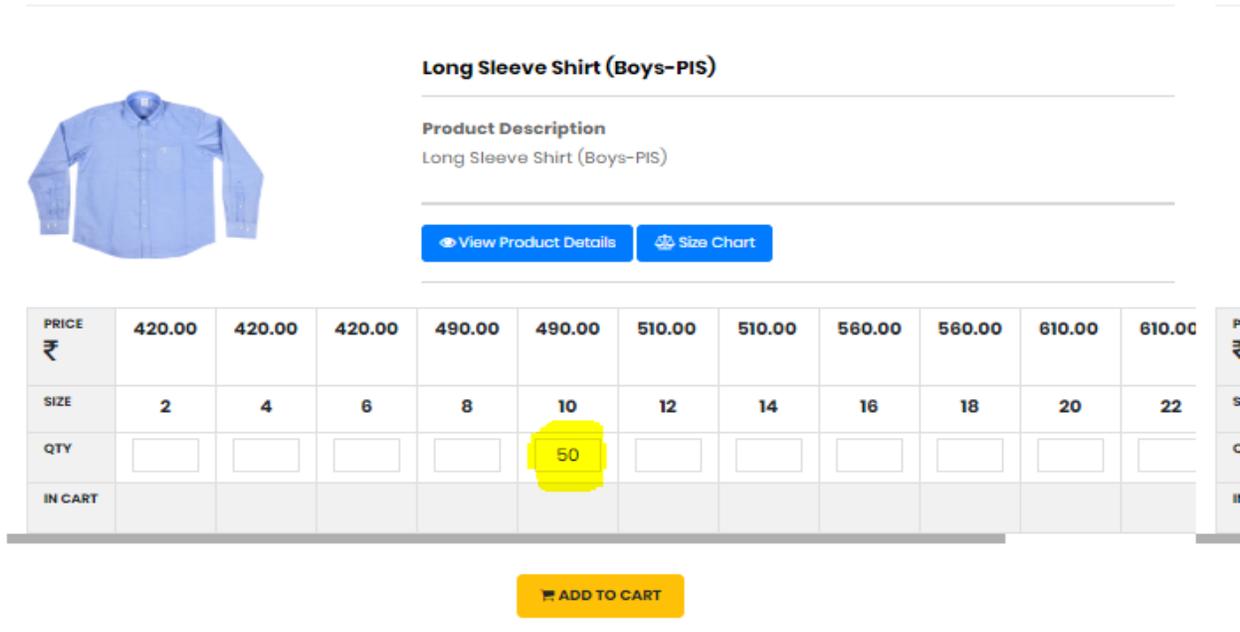
[ADD TO CART](#)

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ADDING PRODUCTS TO SHOPPING CART

1. Enter the desired quantity to be purchased below each product size.

For example If you want to purchase 50 pieces of Long Sleeve shirt of Size 10, enter 50 below size 10 as per the below image



Long Sleeve Shirt (Boys-PIS)

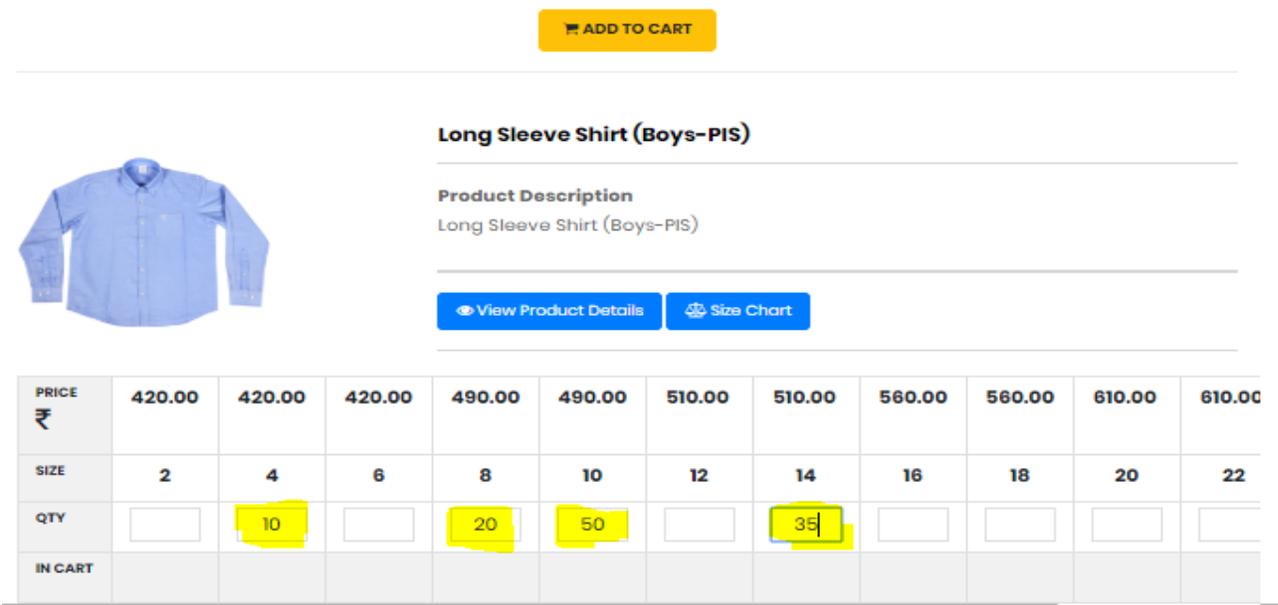
Product Description
Long Sleeve Shirt (Boys-PIS)

[View Product Details](#) [Size Chart](#)

PRICE ₹	420.00	420.00	420.00	490.00	490.00	510.00	510.00	560.00	560.00	610.00	610.00
SIZE	2	4	6	8	10	12	14	16	18	20	22
QTY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50	<input type="text"/>					
IN CART											

[ADD TO CART](#)

2. If you want multiple sizes of Long sleeve shirt, enter Quantity below all sizes please see the example image below:



Long Sleeve Shirt (Boys-PIS)

Product Description
Long Sleeve Shirt (Boys-PIS)

[View Product Details](#) [Size Chart](#)

PRICE ₹	420.00	420.00	420.00	490.00	490.00	510.00	510.00	560.00	560.00	610.00	610.00
SIZE	2	4	6	8	10	12	14	16	18	20	22
QTY	<input type="text"/>	10	<input type="text"/>	20	50	<input type="text"/>	35	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IN CART											

[ADD TO CART](#)

- Once you have entered the quantity, Click on **ADD TO CART** button. You can see **Products Successfully Added** message when products are added to cart.
- When products are added in cart successfully the quantity you have entered is displayed below the sizes in blue color.
- The total amount of the products in the cart is displayed on the right side in the **My Cart tab** (black button) above the Filter button.

PJK Skirt (Girls-PJK)

Product Description
PJK Skirt (Girls-PJK)

View Product Details | Size Chart

PRICE ₹	585.00	585.00	585.00	585.00	585.00	585.00
	650.00	650.00	650.00	650.00	650.00	650.00
SIZE	1.5	2.5	3.5	4.5	5.5	6.5
QTY	<input type="text"/>					
IN CART	5	5	11	25		

Navy Blazer (Boys & Girls-PIS)

Product Description
Navy Blazer (Boys & Girls-PIS)

View Product Details | Size Chart

PRICE ₹	1161.00	1161.00	1161.00	1161.00	1323.00	1323.00	1323.00
	1290.00	1290.00	1290.00	1290.00	1470.00	1470.00	1470.00
SIZE	2	4	6	8	10	12	14
QTY	<input type="text"/>						
IN CART							

MY CART
₹ 26910.00

FILTER

- To view shopping cart, click on the **My Cart** button shown in the image above.
- On clicking **My Cart**, shopping cart page is opened where you can view the details of products added in cart along with the total price of products to be paid.
- You can edit or delete the quantity of the products in the shopping cart page.
- You can also filter and view products based on Books and Uniforms dropdown in the shopping cart.
- The total amount is inclusive of taxes where tax amount is also displayed.



VIEW ORDERS

Alert! Cart items Will get deleted if idle for 30 Minutes.

ORDER SUMMARY

TAX DETAILS

SUB TOTAL ₹ 24219.00	+	TOTAL TAX ₹ 2691.00	=	GRAND TOTAL ₹ 26910.00	PLACE YOUR ORDER
--------------------------------	---	-------------------------------	---	----------------------------------	---

PRODUCTS PURCHASED

FILTER PRODUCTS

Uniforms

PRODUCTS	SIZE	PRICE ₹	QUANTITY	TOTAL ₹ (Inclusive all taxes)
	1.5	585.00	5 EDIT QTY	2925.00 DELETE QTY
	3.5	585.00	5 EDIT QTY	2925.00 DELETE QTY

Please Note: You need to complete your order purchase within 20 minutes else the session will be timed out. Your cart will be emptied and you will be redirected to the Login page.

In such scenario you'll have to login and add the products again in your shopping cart.

Cart items will get deleted if idle for 30 minutes.

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CREATING YOUR ORDER – Online Payment (PAYU)

1. Once you have added all the products to the shopping cart, click on place order button.

ORDER SUMMARY

SUB TOTAL ₹ 24219.00	+	TOTAL TAX ₹ 2691.00	=	GRAND TOTAL ₹ 26910.00	PLACE YOUR ORDER
--------------------------------	---	-------------------------------	---	----------------------------------	----------------------------------

PRODUCTS PURCHASED

						Uniforms ▾
PRODUCTS	SIZE	PRICE ₹	QUANTITY	TOTAL ₹ (inclusive all taxes)		
 PJK Skirt (Girls-PJK) PJKSKIRTOUT1.5	1.5	585.00	5 	2925.00		

2. On clicking place your Order button you will move to checkout page where the shipping details are displayed. Verify the same.

HOME | ALL PRODUCTS | UNIFORMS | BOOKS

Email : wecare@shopforschool.in Call Us : +91 22 3340 6070

CHECKOUT

DELIVERY ADDRESS

Name
Shishu

Shipping Address 1
Gola Road Near HDFC Bank
Samastipur
Bihar
848101

Telephone / Mobile Number
9304333300

Email Address
amarsanthalia@gmail.com

PAYMENT OPTIONS

[PAY ONLINE](#) | [RTGS DETAILS](#)

Pay using [PAYTM](#) / [PAYU](#) / [OTHER PAYMENT GATEWAY](#)

Total Amount to payable : ₹ 27712.00

[MAKE PAYMENT NOW](#)

Please note: This section will contain the terms and conditions provided for the online payment option for shopforschool.in B2B e-commerce portal.

- In order to complete your payment using **Pay Online** option. Click on Pay Online tab and click on **Make Payment Now** button. After clicking on **Make Payment Now** button you will get redirected to payment merchant website to complete the online transaction.

Amount Rs. 27712.00 Transaction ID: gH0UC3+sgUSEBdiNaioj6w

Choose a payment method

Get upto ₹150 cashback in your Amazon Pay account instantly!

Credit Card

Debit Card

Debit Card (ATM PIN)

Net Banking

Google Pay

UPI

Use LazyPay Credit (Min. Limit Rs. 27712.00)

Cardless EMI by LazyPay

PayPal

sodexo

Card Type VISA MasterCard AMERICAN EXPRESS Disney Club International

Card Number

Name on Card

CVV Number What is CVV number?

Expiry Date Month Year

Note: In the next step you will be redirected to your bank's website to verify yourself.

[Pay Now](#) or [Click here to go back](#)

- You can complete the transaction using Debit Card/Credit Card or Net Banking.
- When transaction is successfully captured you will see a successful message and the Order Number.
- You can view the Order details on clicking on the order number.

Please note for Uniforms and Books there will be 2 separate order numbers.

Podar International School - Samastipur (Proposed CBSE) Search here AMAR SANTHALIA MY CART

HOME ALL PRODUCTS UNIFORMS BOOKS Email: wecare@shopforschool.in Call Us: +91 22 3340 6070



Thank you, Your order has been placed successfully

YOUR ORDER NUMBER IS **B2B055 B2B056**

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CREATING YOUR ORDER – (RTGS)

1. Once you have added all the products to the shopping cart, click on place order. You will see the example image below:

ORDER SUMMARY

SUB TOTAL ₹ 24219.00	+	TOTAL TAX ₹ 2691.00	=	GRAND TOTAL ₹ 26910.00	PLACE YOUR ORDER
--------------------------------	---	-------------------------------	---	----------------------------------	----------------------------------

PRODUCTS PURCHASED

						Uniforms ▾
PRODUCTS	SIZE	PRICE ₹	QUANTITY	TOTAL ₹ (Inclusive all taxes)		
 PJK Skirt (Girls-PJK) PJKSKIRTOUTL5	1.5	585.00	5 	2925.00		

2. You can complete the payment using RTGS option. Click on the **RTGS Details tab** and click on **Place Order** button. RTGS payment will be done in the mentioned bank details under the RTGS details tab. Please see the Image below:

HOME | ALL PRODUCTS | UNIFORMS | BOOKS | Email : wecare@shopforschool.in | Call Us : +91 22 3340 6070

CHECKOUT

DELIVERY ADDRESS

Name
Shishu

Shipping Address 1
@ Gola Road,Near HDFC Bank
Samastipur
Bihar
848101

Telephone / Mobile Number
9904333306

Email Address
amarsanthalia@gmail.com

PAYMENT OPTIONS

[PAY ONLINE](#) | **RTGS DETAILS**

JIFFYBAG ECOM PRIVATE LIMITED

Beneficiary Name
JIFFYBAG ECOM PRIVATE LIMITED

Bank & Branch Name
HDFC BANK LTD- Parul

Bank Account Number
50200023135392

IFSC Code
HDFC0000357

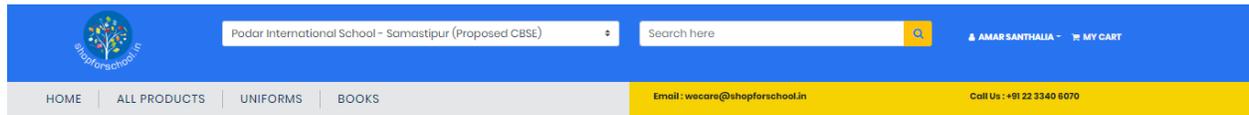
Total Amount to payable : ₹10096.00

[PLACE ORDER](#)

Please note: This section will contain the terms and conditions provided for the RTGS payment option for shopforschool.in B2B e-commerce portal.

3. Click on **Place Order** button and you will see a successful message and the Order Number is created.

Please note for Uniforms and Books there will be 2 separate order numbers.



Thank you, Your order has been placed successfully.

Please Note you have to submit RTGS details within 48 hours.
To Submit RTGS details [click here](#)
If RTGS details not submitted within 48 hours your order will be cancelled.

YOUR ORDER NUMBER IS **82B060 82B061**

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f t G+ P

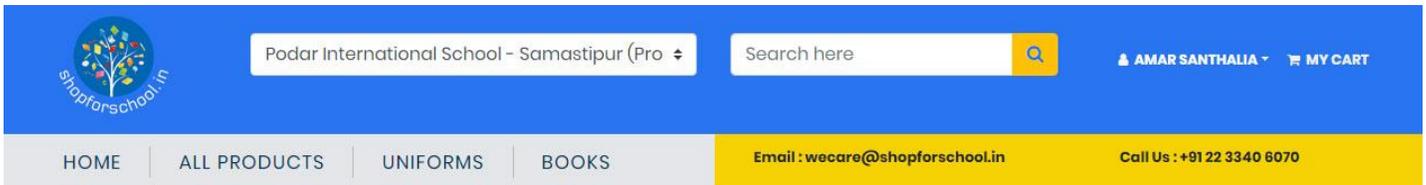
4. Please Note: You need to submit the details of RTGS transaction in the portal within 48 hours otherwise the order will get automatically cancelled.

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SUBMITTING RTGS DETAILS

Steps:

1. When you place a RTGS Order, you have to submit details of RTGS transaction against the Order Number within 48 hours otherwise the order will be cancelled.
2. To submit RTGS details you have to log into the website, and click on the **Enter RTGS details** tab as per the below image on home screen.



3. On clicking Enter **RTGS details** you will get redirected to the below page where you can view the Order Numbers.

ENTER RTGS UPDATE **BANK DETAILS**

Enter Order d  search by order number search by order value **SEARCH ORDER** **CLEAR SEARCH**

Order Number	Order Value	Order Date	Balance Amount	RTGS Amount	UTR Number	Bank Name	RTGS Date
B2BO62	16920.00	15/02/2019 20:17:00	16920.00	<input type="text" value="RTGS Amount"/>	<input type="text" value="UTR Number"/>	<input type="text" value="Bank Name"/>	<input type="text"/>
SUBMIT DETAILS							

Order Number	Order Value	Order Date	Balance Amount	RTGS Amount	UTR Number	Bank Name	RTGS Date
B2BO60	2692.00	15/02/2019 17:41:00	2692.00	<input type="text" value="RTGS Amount"/>	<input type="text" value="UTR Number"/>	<input type="text" value="Bank Name"/>	<input type="text"/>
SUBMIT DETAILS							

4. We can search Order Number by using the below filters:

- Order Number
- Order Date
- Order Amount

5. We need to enter the following RTGS details against order number:

- RTGS amount
- UTR Number
- Bank Name
- RTGS Date

6. After entering the details click on the **Submit Details** button.

ENTER RTGS UPDATE **BANK DETAILS**

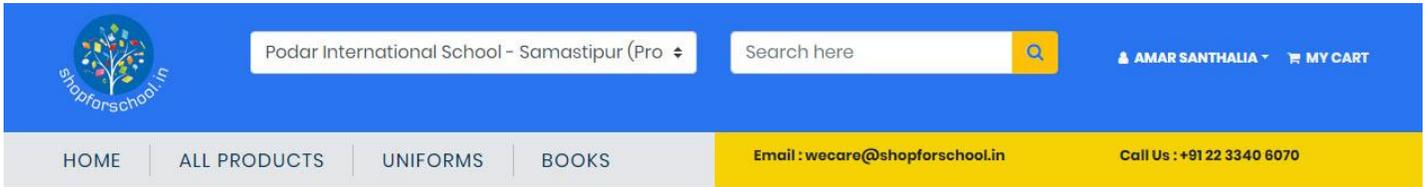
Enter Order dat  search by order number search by order value **SEARCH ORDER** **CLEAR SEARCH**

Order Number	Order Value	Order Date	Balance Amount	RTGS Amount	UTR Number	Bank Name	RTGS Date
B2BO62	16920.00	15/02/2019 20:17:00	16920.00	<input type="text" value="1254"/>	<input type="text" value="1232145"/>	<input type="text" value="DCB Bank"/>	<input type="text" value="15/02/2019"/> 
SUBMIT DETAILS							

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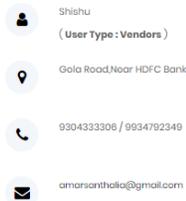
MY ACCOUNT

1. We can see the details of Order placed in My Account section.
2. To navigate My Account page click on the My Account tab on the home page.

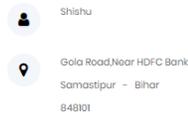


3. We can see the Order details in My Account.

PERSONAL DETAILS



SHIPPING DETAILS



RTGS DETAILS

Please Note : You have to submit RTGS details within 48 hours. To submit RTGS details click on below button. Order will be cancel if RTGS details not submit within 48 hours.

[ENTER RTGS DETAILS](#)

MY ORDERS

Show 10 entries

Search:

Sr.No.	Order Number	Order Date	Total ₹	Payment Mode	Track Order	Invoice
1	B2B061	15/02/2019 17:41:00 PM	7404.00	RTGS View RTGS History	TRACK YOUR ORDER	
2	B2B060	15/02/2019 17:41:00 PM	2692.00	RTGS View RTGS History	TRACK YOUR ORDER	
3	B2B058	15/02/2019 18:03:00 PM	7404.00	Payu Payment Gateway	TRACK YOUR ORDER	
4	B2B055	15/02/2019 18:03:00 PM	20308.00	Payu Payment Gateway	TRACK YOUR ORDER	

Showing 1 to 4 of 4 entries

Previous [1](#) Next

4. When we click on order number we can see the details of the Order in a popup.

MY ORDERS

Show 10 entries

Search:

Sr.No.	Order Number	Order Date	Total ₹	Payment Mode	Track Order
1	B2B062	15/02/2019 20:17:00 PM	16920.00	RTGS View RTGS History	TRACK YOUR ORDER

ORDER NUMBER - B2B060

Product Name	Purchase Date	Size	Price	Quantity	Total ₹	Payment Mode
 Bata Scout Shoes (Boys - Pis) BOYSSCOUTSHOES7	15/02/2019	7	314.00	2	628.00	RTGS
 Bata Scout Shoes (Boys - Pis) BOYSSCOUTSHOES8	15/02/2019	8	314.00	2	628.00	RTGS
 Bata Scout Shoes (Boys - Pis) BOYSSCOUTSHOES9	15/02/2019	9	359.00	2	718.00	RTGS
 Bata Scout Shoes (Boys - Pis) BOYSSCOUTSHOES10	15/02/2019	10	359.00	2	718.00	RTGS

Grand Total: 2692.00

B2B066 15/02/2019 16:03:00 PM 7404.00 Payu Payment Gateway **TRACK YOUR ORDER**

5. We can also track the status of the Order by clicking on the **Track Order** Button which will display the order transitions.

MY ORDERS

Show 10 entries

Search:

Sr.No.	Order Number	Order Date	Total ₹	Payment Mode	Track Order
1	B2BO62	15/02/2019 20:17:00 PM	16920.00	RTGS View RTGS History	TRACK YOUR ORDER

TRACKING ORDER - B2BO61

Awaiting RTGS details from User
15/02/2019 17:41:00 PM

RTGS details received
15/02/2019 19:17:00 PM

6. We can view the details of RTGS details submitted by clicking on **RTGS History** link.

MY ORDERS

Show 10 entries

Search:

Sr.No.	Order Number	Order Date	Total ₹	Payment Mode	Track Order
1	B2BO62	15/02/2019 20:17:00 PM	16920.00	RTGS View RTGS History	TRACK YOUR ORDER

7. The details of RTGS details submitted can be viewed below:

RTGS Payment History - B2BO61

RTGS Amount ₹	UTR Number	Bank Name	RTGS Date
7404.00	ABCD1234	ICICI BANK	15/02/2019

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Customer Support – Complaint Handling Process

1. Call on the following number for any issues encountered while using the website +91 22 3340 6070.
2. Wecare@shopforschool team will give you a ticket number within 24-48 hours which needs to be used in future communication while tracking the complaint.
3. Wecare@shopforschool will inform the complainant once the Ticket is closed.
4. Follow ups mail can be written to the following email id wecare@shopforschool.in

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