

## USER GUIDE : Ordering of Qualifications.

Centres can order BCS qualifications directly through the Approved Centre Forum.

Follow the step-by-step guide below on how to place an order.

Log in to the Approved Centre Forum and, from the homepage, click the '**Ordering & Administration**' tab.

Select the '**Place Your Order**' link from the left-hand side of the page.

### **Step 1**

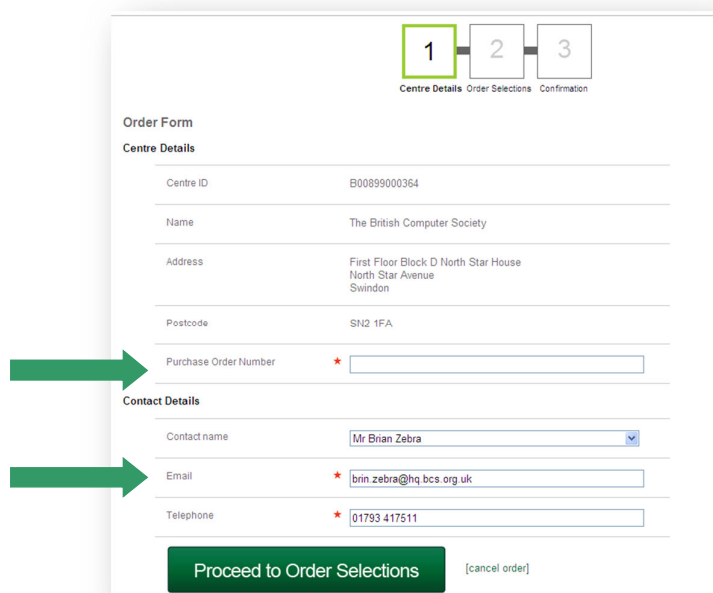
The boxes marked with a red star are mandatory fields to be completed.

In the first box, please enter your purchase order number (This is supplied by your Centre).

Check the email address is correct in the next field as this is where the order confirmation email will be sent to.

In the 3<sup>rd</sup> field check the contact telephone number is correct.

At this point you can click '**Cancel Order**' to cancel or click '**Proceed to Order Selection**' to continue with your order.



The screenshot shows the 'Order Form' with three steps: 1. Centre Details, 2. Order Selections, and 3. Confirmation. Step 1 is highlighted with a green box and a green arrow. The form contains the following fields:

Centre Details	
Centre ID	B00899000364
Name	The British Computer Society
Address	First Floor Block D North Star House North Star Avenue Swindon
Postcode	SN2 1FA
Purchase Order Number	<input type="text"/>

Below the Centre Details section is the 'Contact Details' section:

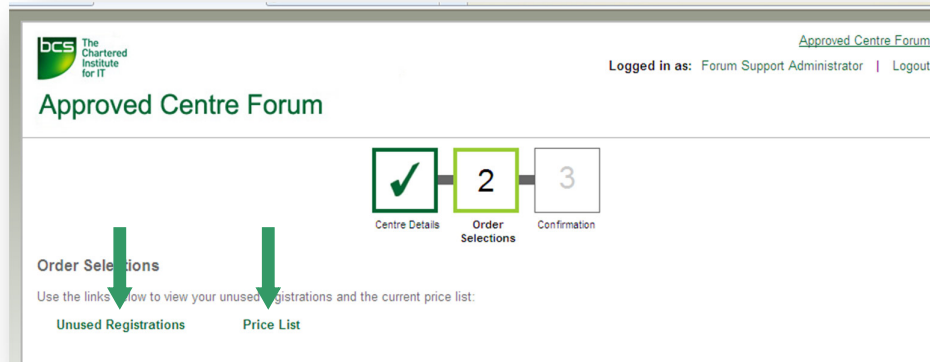
Contact Details	
Contact name	<input type="text" value="Mr Brian Zebra"/>
Email	<input type="text" value="brin.zebra@hq.bcs.org.uk"/>
Telephone	<input type="text" value="01793 417511"/>

At the bottom of the form are two buttons: 'Proceed to Order Selections' and '[cancel order]'.

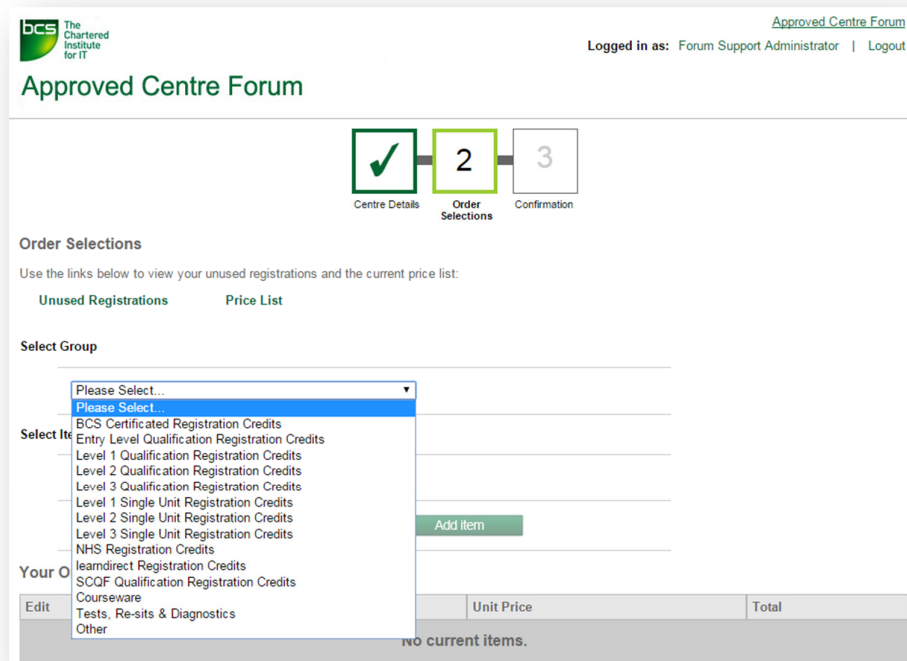
## Step 2

At this point you may check how many unused registrations that your Centre has by clicking on '**Unused Registrations**' at the top of the page.


You may also check the current prices for the qualifications by clicking on the '**Price List**' link.




Select the group of the qualification that you wish to order from the 1<sup>st</sup> drop down box i.e. Level 1, Level 2, ITQ.





Select the item from the 2<sup>nd</sup> dropdown box i.e. ECDL Essentials, Flexiqua.

 [Approved Centre Forum](#)  
Logged in as: Forum Support Administrator | Logout

## Approved Centre Forum







Centre Details

Order Selections

Confirmation

### Order Selections

Use the links below to view your unused registrations and the current price list:

[Unused Registrations](#) [Price List](#)

**Select Group**

Level 2 Qualifications [change group selection]

**Select Item**

Please Select...


Please Select...  
ECDL Extra  
Level 2 Award Flexiqua  
Level 2 Award Flexiqua  
Level 2 Certificate Flexiqua  
Level 2 Certificate Flexiqua  
Level 2 Certificate - Certificate Only  
Level 2 Certificate - Certificate Only  
Level 2 Diploma - Certificate Only  
Level 2 Diploma Apprenticeship Component - Flexiqua  
Level 2 Diploma Apprenticeship Component - Certificate Only  
Digital Creator Level 2 Certificate  
Digital Creator Level 2 Flexiqua  
Welsh Language Digital Creator Level 2 Certificate  
e-type level 2 test only [Sold in multiples of 10]  
E-Type Professional Courseware only (Online) [Sold in multiples of 10]  
E-Type for Students Courseware only (Online) [Sold in multiples of 10]


[cancel]


Unit Price	Total
items.	

Any physical goods will be despatched to your main centre address.

Enter the quantity required and click on the green button marked 'Add Item'.







Centre Details

Order Selections

Confirmation

### Order Selections

Use the links below to view your unused registrations and the current price list:


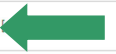
[Unused Registrations](#) [Price List](#)

**Select Group**

Level 2 Qualifications [change group selection]

**Select Item**

ECDL Extra

Quantity    [Add Item](#)

**Your Order**

Edit	Item	Quantity	Unit Price	Total
No current items.				

**Terms and Conditions**  
Please note, the submission of this form constitutes an official order, to prevent delay please ensure the details you enter are correct and submitted only once.  
Any physical goods will be despatched to your main centre address.

[Confirm Order](#) [\[cancel order\]](#)

You may order more than one type of qualification from this page. You can do this after you have clicked '**Add Item**' - return to '**Select Group**' to add to the current order.

Once you have finished, click the green '**Confirm Order**' button.

The next page will confirm and list your order that you have placed. You may print this page to keep for your records.

Once your order has been completed and dispatched, you will receive a confirmation email containing your order details.

**If you experience any problems, please contact BCS Client Services on 01793 417530 or email: [centresupport@bcs.uk](mailto:centresupport@bcs.uk).**

**Please allow two working days for processing.**