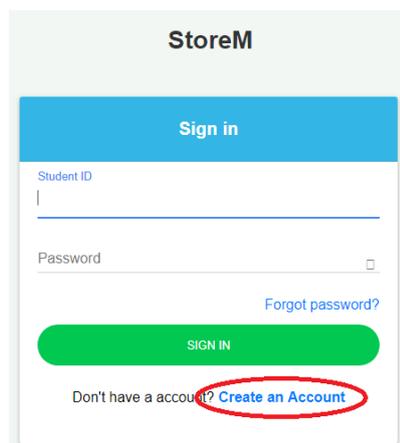


*This help file is given for web interface of the StoreM application. There is a mobile (android) application available in the Play Store. Search for 'StoreM' and install the application. Though there is minute difference between web application and mobile application, you will be able to follow it in mobile application too. Those who are using apple or windows phone, please open the application in the browser by typing the url 'www.storem.co.in'.*

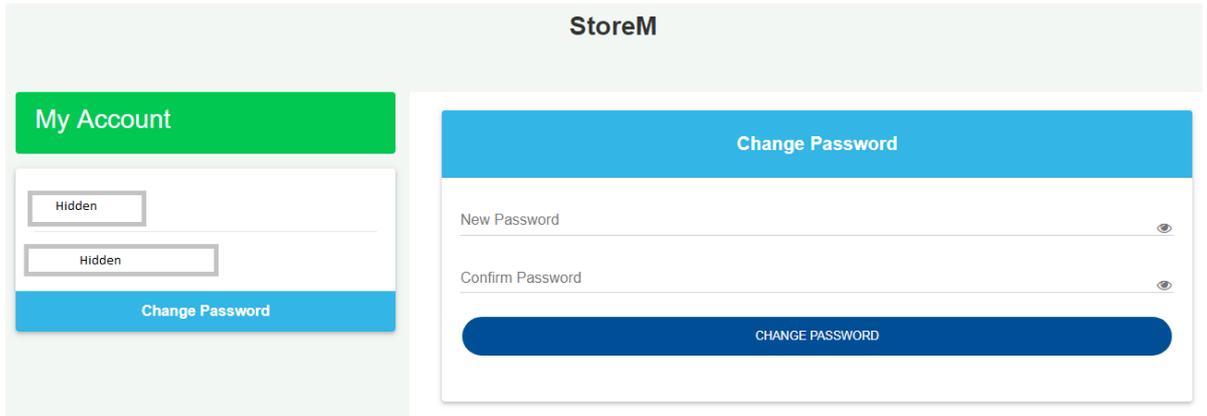
Every parent must register in the www.storem.co.in for the easy ordering of the uniform materials. School is only facilitating the procedure of ordering the uniform materials for the convenience of the parents and students. Parents have to pay the required amount to the providing agency and get the bill with applicable taxes. Parents are free to go anywhere else of your choice. Please see to the uniform fabric design and uniform pattern.

Follow the steps to register and order the materials:

1. Go to www.storem.co.in
2. If you are using it for the first time, you need to register in the www.storem.co.in

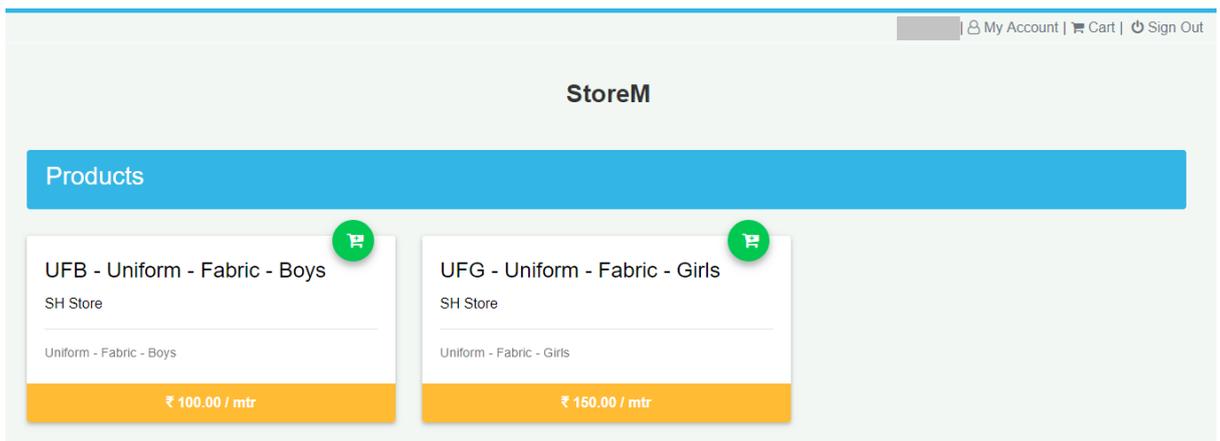


3. Click on 'Create an Account'.
4. Enter the School Code, Student ID and DOB. School Code is shps. Student ID is the Admission Number. DOB is the Date of Birth of the student. Then click on 'Sign Up'. You will get a success message by way of pop up screen. Click on 'OK' to proceed. By this action, you will receive your username and password in your mail.
5. Use the username and password to sign in and you may change the password.



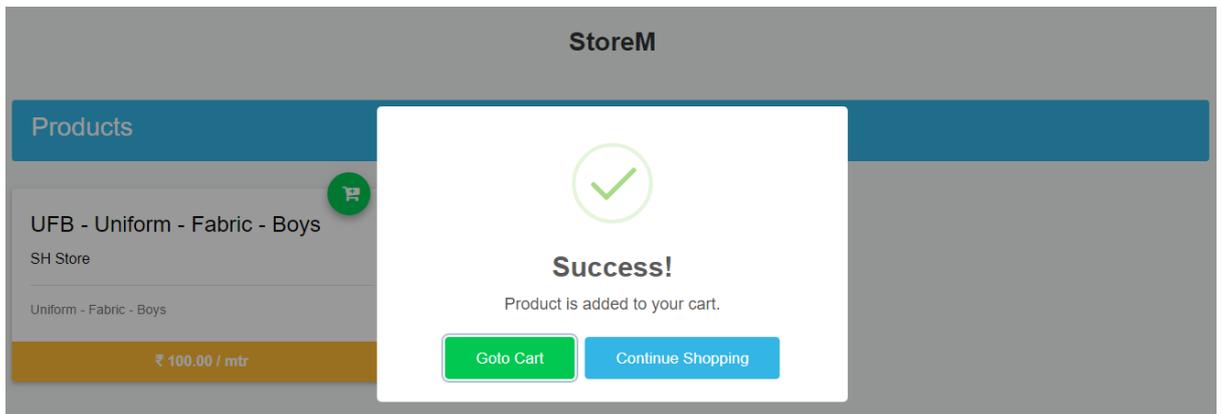
To change the password, give your new password in 'New Password' and 'Confirm Password' cells of the above screen. You can change the password at any time.

6. Once you change the password, you will be taken to the next step in which all the items allocated to the class (standard) of your ward will be displayed with its unit and unit price. Screen is given below:



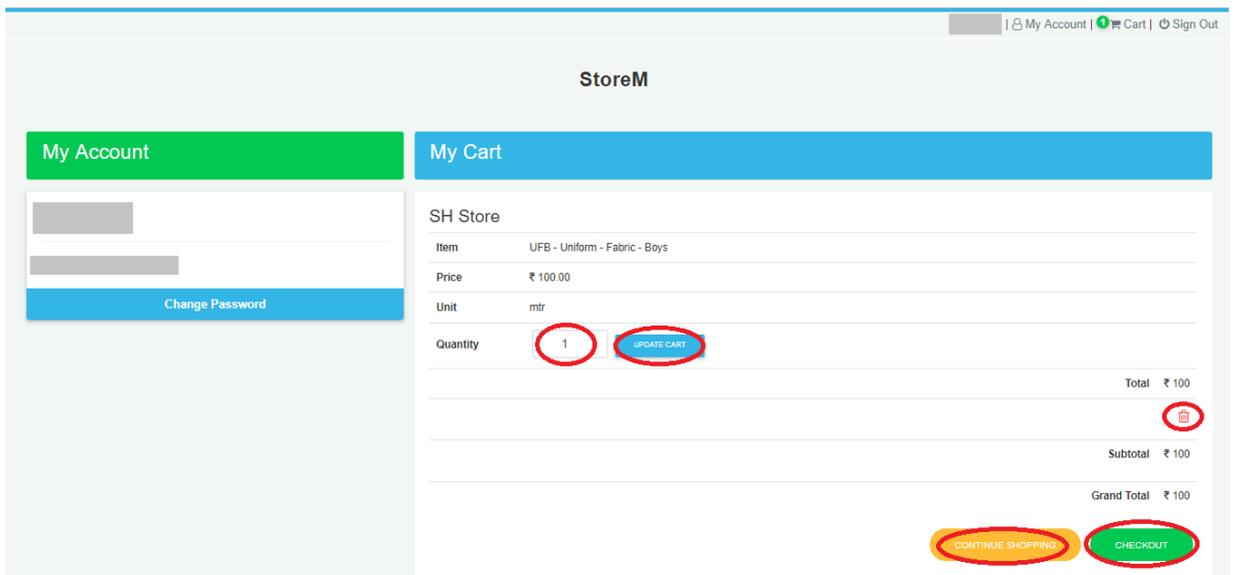
In the above screen, since it is a screen for example, only two items are assigned to the logged in student.

7. You can click on the cart symbol of each item to order the item. If you click once on the cart, one unit will be booked. If you click twice, then two units of the item will be booked. After each click on any item, you will get a screen like the following:

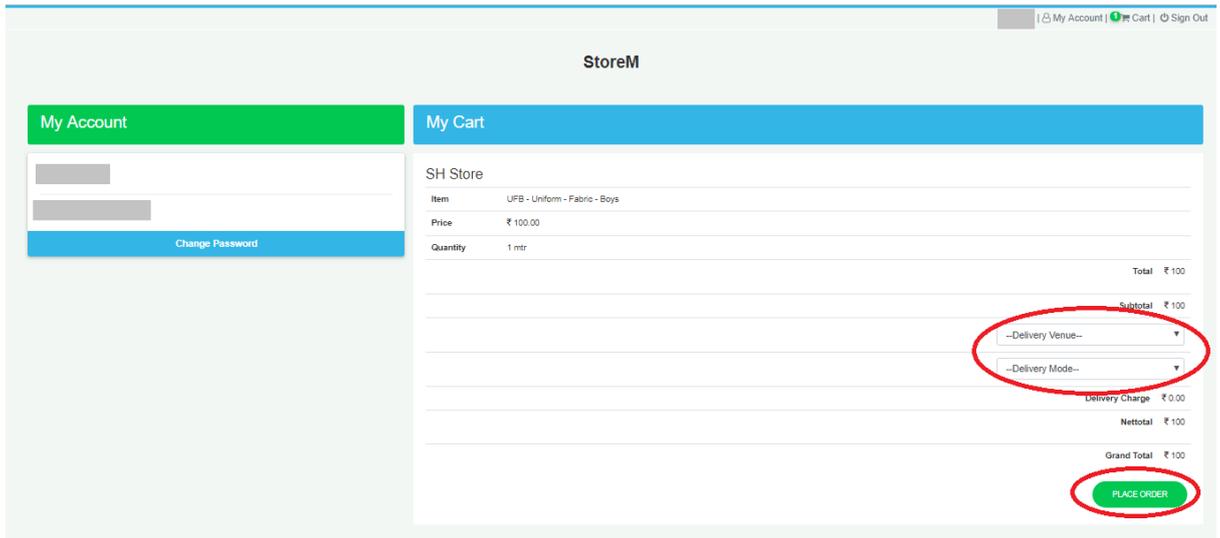


If you want to order any more item, then click on 'Continue Shopping'. Otherwise, you may click on 'Go to Cart' to move to the next step.

8. In the next screen, you can modify the quantity of your order, delete the booking, continue shopping or check out for payment. The individual item total and grand total are displayed here. If you modify the quantity of any item, then you need to click on 'Update Cart' to update the item total and grand total.

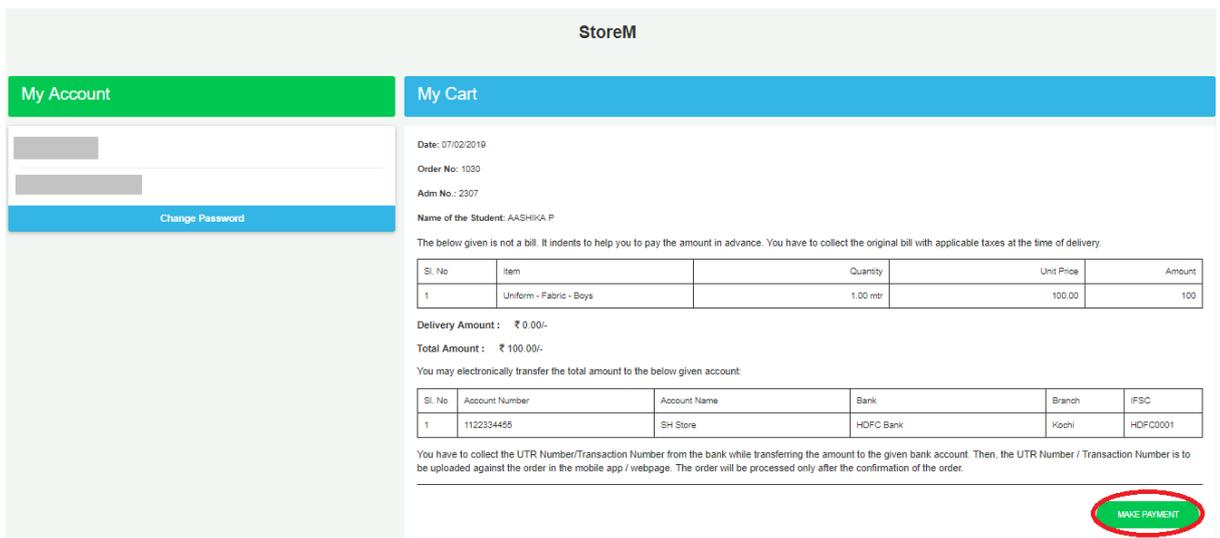


9. Once you 'Check Out' after completing the booking of items, you will be taken to next screen for the placing the order.



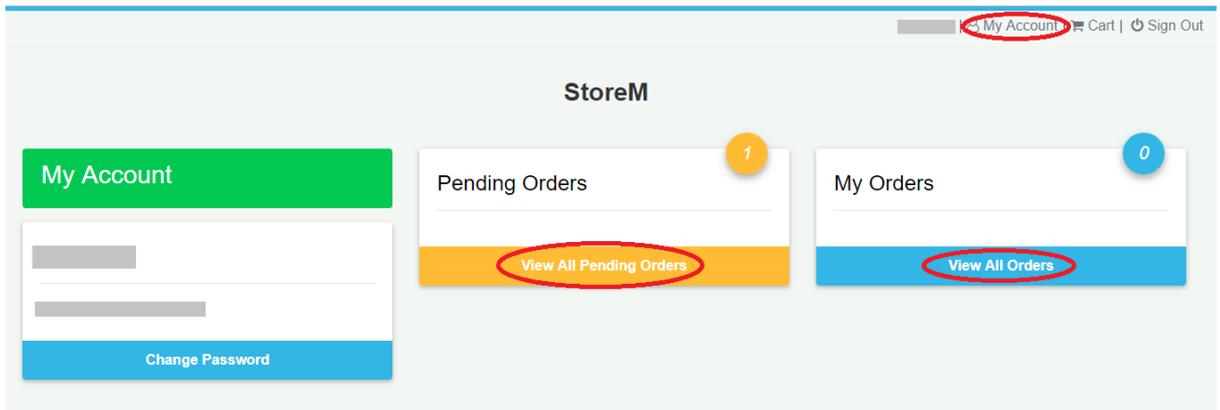
Here, you will have to select the 'Delivery Venue' and 'Delivery Mode'. If the Delivery Venue and Delivery Mode combination you selected is payable, the amount will be displayed there and it will be added to the total. Now, click on 'Place Order'.

10. Once you click on 'Place Order', you will be given the payment information.



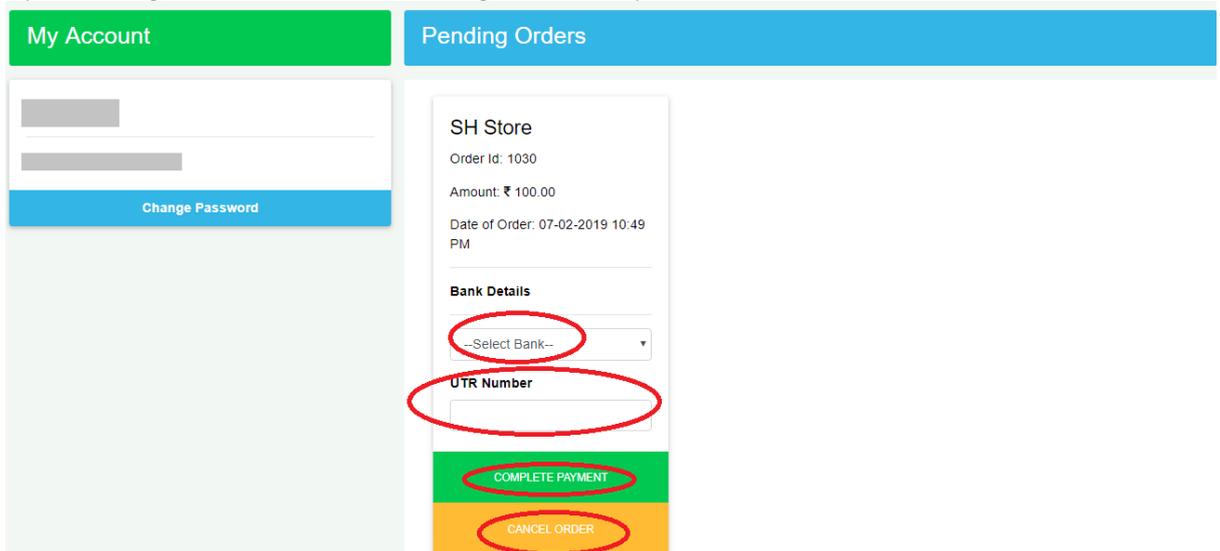
The information will be sent to the mail too. Click on 'Make Payment'. You can log out or close the screen for the payment. You can also minimize the screen for making the payment. If you click on 'Make Payment', you will be asked to select the bank and enter the UTR number of your payment.

11. If you log out before 'Make Payment', then you need to click on 'My Account' at the right top corner to get your payment screen again.



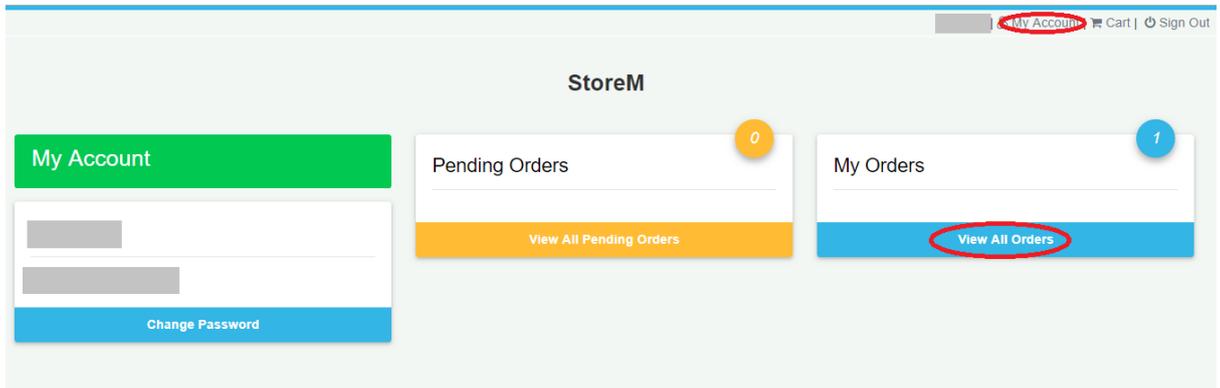
You may click on the 'View All Pending Orders' to go to the UTR entering screen. At this stage, if you have any existing orders, then those orders can be seen by clicking on 'View All Orders'.

12. By clicking on 'View All Pending Orders', you will be taken to next screen.



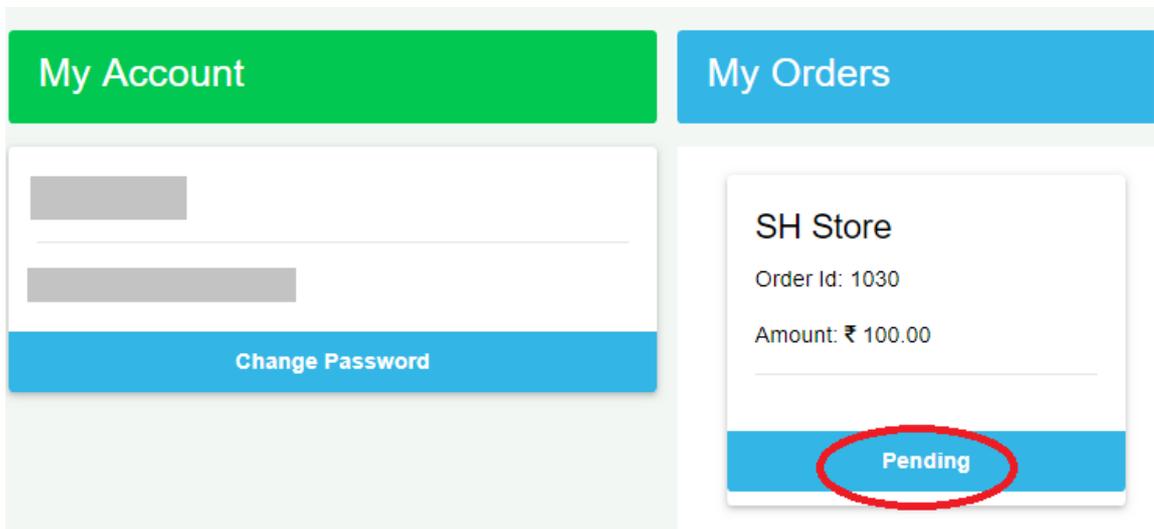
Here, you have to select the bank to which you have transferred the total amount and enter the UTR Number/Transaction Number. Then click on 'Complete Payment'. At this stage, you can cancel the order by clicking on 'Cancel Order'. Here, you complete the process of ordering the items.

13. You may click again on 'My Account' on the right top corner of the screen.



You may click on 'View All Orders' to see your existing orders and its status.

14. Now you will be taken to the next screen where the status of your order is displayed.



Status of your order will be changed to 'Approved' when the shop owner confirms that your payment is received in his account as given in the applicable screen looking into the URT Number / Transaction Number. Once delivered, the status will be changed to 'Delivered'.

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