

## 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 the 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 a web form titled 'Order Form' with a progress indicator at the top showing three steps: '1' (highlighted in a green box), '2', and '3'. Below the progress indicator are three tabs: 'Centre Details', 'Order Selections', and 'Confirmation'. The 'Centre Details' section contains the following information:

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"/> *

The 'Contact Details' section contains the following information:

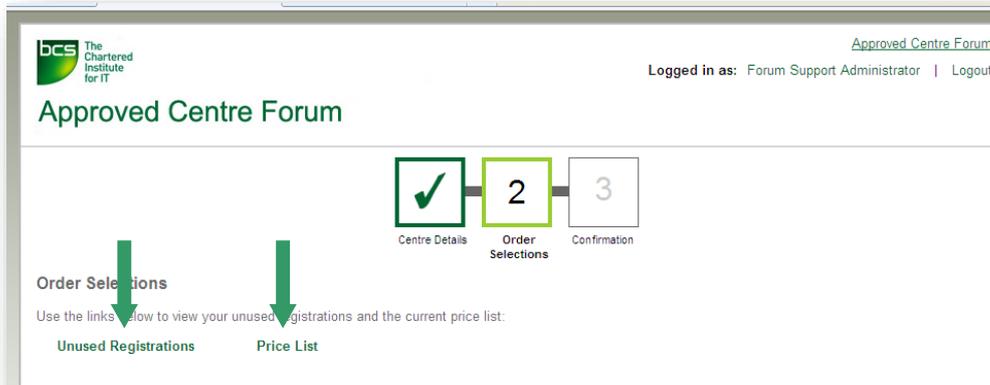
Contact name	Mr Brian Zebra
Email	<input type="text"/> *
Telephone	<input type="text"/> *

At the bottom of the form, there is a green button labeled 'Proceed to Order Selections' and a link labeled '[cancel order]'.

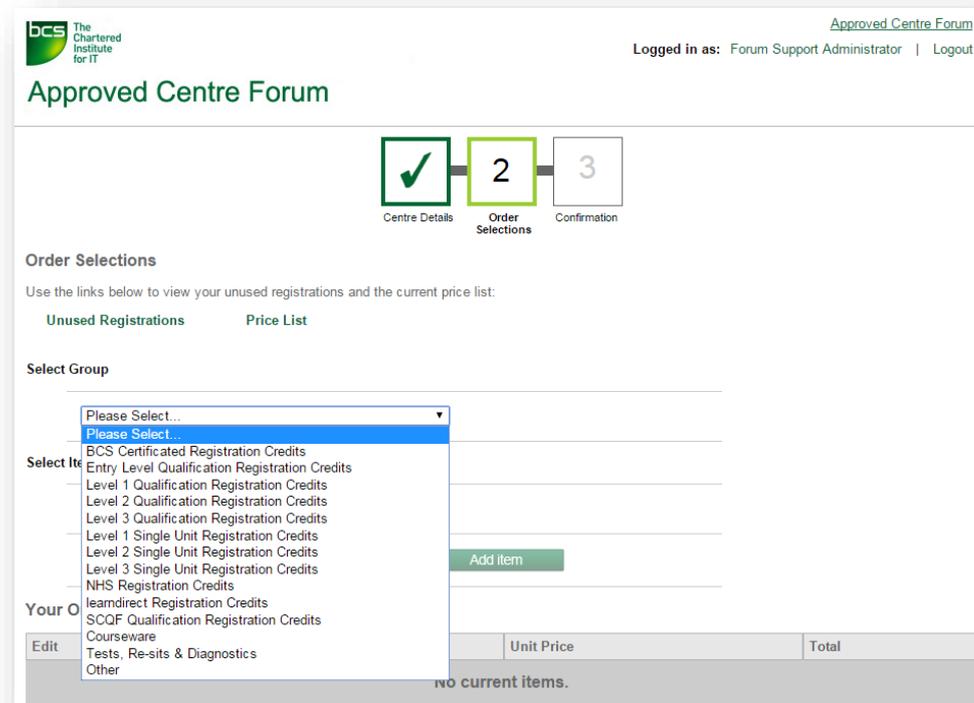
## Step 2

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

Centre Details 2 Order Selections 3 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]

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.

[cancel]

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

Approved Centre Forum

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Centre Details 2 Order Selections 3 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: [qualifications@bcs.uk](mailto:qualifications@bcs.uk).**