



**BERGVLIE HIGH SCHOOL
STATIONERY REQUIREMENTS 2020
GRADE 12**

IMPORTANT
CLOSING DATE FOR ORDERS
21ST DECEMBER 2019

Orders to be placed online - Visit www.mason-cos.co.za					
PAYMENT TO BE MADE DIRECTLY TO MASON COMPLETE OFFICE SOLUTIONS - NOT TO THE SCHOOL					
PRO TIP: Once logged in Select all subjects required, click on "set minimum quantities" and adjust if need be.					
SUBJECT	PRODUCT CODE	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
ACCOUNTING	RIN728800	Unifile Display Book A4 30 Pocket	1	R 16,00	R 16,00
	YYY083100	Trunkboard A4 Ringbinder 2Ring 25mm	1	R 15,00	R 15,00
AFRIKAANS	BOO116000	Croxley JD160 A4 Counter Book 1 Quire Ruled Feint Margin 96pg	1	R 11,00	R 11,00
BUSINESS STUDIES	BOO116200	Croxley JD161 A4 Counter Book 2 Quire Ruled Feint Margin 192pg	1	R 16,00	R 16,00
CONSUMER STUDIES	BOO116600	Croxley JD162 A4 Counter Book 3 Quire Ruled Feint Margin 288pg	1	R 21,50	R 21,50
	RIN728800	Unifile Display Book A4 30 Pocket	1	R 16,00	R 16,00
	PAD162200	Croxley JD581 A4 Examination Pad 100 sheets	1	R 12,00	R 12,00
ENGLISH	BOO116200	Croxley JD161 A4 Counter Book 2 Quire Ruled Feint Margin 192pg	1	R 16,00	R 16,00
	RIN728800	Unifile Display Book A4 30 Pocket	1	R 16,00	R 16,00
GEOGRAPHY	BOO116200	Croxley JD161 A4 Counter Book 2 Quire Ruled Feint Margin 192pg	1	R 16,00	R 16,00
HISTORY	BOO116600	Croxley JD162 A4 Counter Book 3 Quire Ruled Feint Margin 288pg	1	R 21,50	R 21,50
LIFE ORIENTATION	BOO116000	Croxley JD160 A4 Counter Book 1 Quire Ruled Feint Margin 96pg	1	R 11,00	R 11,00
	RIN728800	Unifile Display Book A4 30 Pocket	1	R 16,00	R 16,00
LIFE SCIENCE	RIN728800	Unifile Display Book A4 30 Pocket OR	1	R 16,00	R 16,00
	PAD162200	Croxley JD581 A4 Examination Pad 100 sheets AND	2	R 12,00	R 24,00
	YYY083100	Trunkboard A4 Ringbinder 2Ring 25mm	1	R 15,00	R 15,00
MATHEMATICS	BOO116200	Croxley JD161 A4 Counter Book 2 Quire Ruled Feint Margin 192pg	2	R 16,00	R 32,00
	RIN728800	Unifile Display Book A4 30 Pocket	1	R 16,00	R 16,00
	CAL116100	Casio FX82ZA Plus Scientific Calculator	1	R 278,00	R 278,00
MATHEMATICAL LITERACY	BOO116200	Croxley JD161 A4 Counter Book 2 Quire Ruled Feint Margin 192pg	1	R 16,00	R 16,00
	RIN728800	Unifile Display Book A4 30 Pocket	1	R 16,00	R 16,00
MUSIC	BOO128400	Croxley Music Book JD182 12 Stave 32page A4	1	R 26,50	R 26,50
TOURISM	BOO116200	Croxley JD161 A4 Counter Book 2 Quire Ruled Feint Margin 192pg	1	R 16,00	R 16,00
VISUAL ART	ZBER20101	Visual Art Materials Compulsory Pack	1	R 1 118,50	R 1 118,50

Stationery requirements will be available for online purchasing from the 14th NOVEMBER 2019	
Visit www.mason-cos.co.za - Click on the back to school 2020 logo	
Refer to the Step By Step User Guide to get started	
LOGIN VS REGISTER	All Users/Parents for Bergvliet High will need to register if you have not used the Mason Online ordering system previously.
CUT-OFF DATES	All orders to be placed by cut-off date to ensure stock availability.
PAYMENTS	Payments can be made up until the 1st JANUARY 2020 , via Credit Card, EFT, or Cash Deposit.
	Banking details and order reference number will be displayed on screen. Email confirmation will be sent thereafter (Check Junkmail/clutter)
Should you have any queries please email backtoschool@mason-cos.co.za . Alternatively you can contact us on 021 530 4100	
COLLECTION / HANDOUT INFORMATION	
STATIONERY PACKS WILL BE DELIVERED TO SCHOOL AND DISTRIBUTED TO LEARNERS BY TEACHERS. (IN 2020)	
NB! PLEASE ENSURE PAYMENT IS MADE BY CUTOFF DATE TO ENSURE YOUR PACK IS DELIVERED FOR HANDOUT	
NO STATIONERY PACK WILL BE HANDED OUT WITHOUT RECEIPT OF PAYMENT.	



Online Buying User Guide 2020

Visit www.mason-cos.co.za – Click on the Back to School banner.

Step 1: Login VS Registration

PREVIOUS USERS:

If you have previously placed an online back to school order, then your profile will still be loaded. Please fill in your email address and password to continue.

Forgotten Your Password? Just fill in your email address and click on the forgot password link. An email will be sent to you which will allow you to reset your password. (check spam/ junk / clutter folders if not received within 5 minutes)

Please note: Due to the Consumer Protection Act we do not have access to a password database – therefore passwords can only be reset by the user

NEW USERS: How to register

- Click on the register button located at the top of the page
- Fill in a username (Your email address)
- Create a password
- Click on “register”

Step 2: Select the school/Add learner

- Click on the school logo you would like to place an order for
- Fill in learner name
- Fill in learner surname
- Select the grade your child will be **attending in 2020** to view the requirements.
- Click on “Add Learner”

Step 3: Placing an order

- Filter by subject – tick all subjects that are applicable to view a condensed list.
- Click on the “set minimum quantities” button - this will automatically fill in the quantities per item required by the school.
- You can adjust each item by using the “+” and “-” buttons.
- Once you are happy with the quantities selected, click on “add selections to cart” - at the top of the page is your shopping cart which will display the number of items and rand value.
- Click on the cart to view drop down menu and select either option:
 - View cart – will allow you to adjust your quantities once more.
 - Check out – this will take you to the summary page to view your order.
- Update your profile – please fill in your name, your surname and a contact number then click “save”. Click on your cart once more to “checkout”
- Click “next” to view delivery information.
- Click “next” to view your Payment options. (EFT/Credit Card)
 - If you select “Payfast” you will be redirected to the Payfast portal to make payment.
 - New Payfast users will need to register
 - If you select “EFT” you will be able to complete the order process and proceed to do an EFT or Cash deposit using the order information that will be displayed.
- **The following will appear on screen if your ORDER WAS PLACED SUCCESSFULLY:**
 - Your order reference number (e.g #2909- _____)
 - Banking Details
 - Email address for proof of payment

This will also be sent to you via email along with a summary of your order. (check junk mail)

For further assistance please contact us on (t) 021 530 4100 or (e) backtoschool@mason-cos.co.za