



NumberSense
Mathematics Programme

NumberSense

Reseller User Guide

Version 1

November 2022

Table of Contents

1. INTRODUCTION.....	3
2. WEBSITE DETAILS	4
2.1. NumberSense Website	4
3. RESELLER REGISTRATION	5
3.1. Accessing the Reseller Registration Form.....	5
3.2. Reseller Registration Form	6
3.2.1. Successful Registration.....	7
3.2.2. Failed Registration.....	8
4. RESELLER REGISTRATION APPROVAL.....	9
4.1. Approval Email.....	9
5. RESELLER PROFILE.....	10
5.1. Create Order	11
5.2. Manage Users.....	11
5.3. Quotes Page.....	13
5.3.1. Quote Summary	14
5.3.2. Quote Actions.....	15
5.4. Invoices Page	16
5.4.1. Invoice Summary	17
5.4.2. Invoice Actions	18
6. ORDER CATALOGUE	19
7. PLACING AN ORDER	21

1. Introduction

The online shop on the existing NumberSense website has recently been updated to accommodate reseller purchases via our online channels. The aim of this user manual is to explain the new functionality developed into the existing NumberSense website to provide resellers with a dedicated purchase process, designed to enable you, as a reseller, to place and manage your orders online.

2. Website Details

2.1. NumberSense Website

This is the current NumberSense website where you can access all the available resources as well as make purchases from the online store.

URL: <https://www.numbersense.co.za/>

You will see that some additional information about the Reseller functionality has also been added to the website [here](#) should you wish to read more.

3. Reseller Registration

3.1. Accessing the Reseller Registration Form

To register as a reseller you will be required to navigate to the regular [registration page](#) (as per normal) and then click on the **Become a Reseller** link in bottom right corner of the form.

Alternatively, the registration page can be reached directly using this [link](#)

The screenshot shows the NumberSense Mathematics Programme website. The top navigation bar includes a search bar, a 'Login / Register' link (callout 1), and a 'My Basket' icon. Below the navigation bar is a menu with links for Home, About, Resources, Videos, Shop, App, Events, and Webinars. The main content area features a 'Login' and 'Register' tab (callout 2). The 'Register' tab is active, showing a 'New Customer' registration form. The form includes fields for First Name, Surname, Select Institution, Institution Name, Email, Password, and Confirm Password. There is a 'Forgot password' link, a CAPTCHA, and checkboxes for 'I want news from NumberSense Mathematics Programme' and 'I have read and accepted Terms & Conditions and the NumberSense Mathematics Programme Privacy Statement'. At the bottom of the form is a 'REGISTER' button (callout 3) and a 'Become a Reseller' link.

NOTE: If you have already registered as a user on the NumberSense website then you will need to use a different email address for the reseller registration (or drop us a mail at info@NumberSense.co.za to request that the current registered user be deleted from our system). You cannot use the same email of an existing user to register as a reseller.

3.2. Reseller Registration Form

In order to register as a NumberSense Reseller you will first be required to complete the registration form as seen below. You will be required to successfully complete the form, including all the required fields, and then hit the **register** button.

The screenshot shows a web browser displaying the NumberSense Mathematics Programme website. The page title is "Register as a reseller". The form contains the following sections and fields:

- Register as a reseller**
 - Please complete the details below to register. On completing your registration you will be granted access to all the materials on the website as well as be able to purchase from the store.
 - Registered name of reseller * Mathematics 1234567890
 - Registered number * 1234567890
 - VAT registration number * 2345678901
 - Trading name of reseller * Mathematics 1234
 - Placeholder
 - Placeholder
- Postal Address**
 - Postal address line 1 * 80 Newellon Drive
 - Postal address line 2 * MrcadourStg
 - Postal address line 3 * Cape Town
 - Postal code * 7856
- Physical address**
 - Physical address line 1 * 80 Newellon Drive
 - Physical address line 2 * MrcadourStg
 - Physical address line 3 * Cape Town
 - Physical address is the same as the postal address.
- Account manager**
 - Name * Mark
 - Surname * Hlaubirwa
 - Telephone * 0726762945
 - Email * markh@manager@gmail.com
- Supplier for reference 1**
 - Name of business * Reference 1
 - Contact person * Real Person
 - Contact details * +27718765456
- Supplier for reference 2**
 - Name of business * Reference 2
 - Contact person * Real Person
 - Contact details * +27718765457
- Business director/member/owner**
 - Name * Mark
 - Surname * Hlaubirwa
 - Telephone * +27723456789
 - Email * mathstheory@hlaubirwa@gmail.com
 - I agree to read from NumberSense Mathematics Programme
 - I have read and accepted Terms & Conditions and the NumberSense Mathematics Programme Privacy Statement

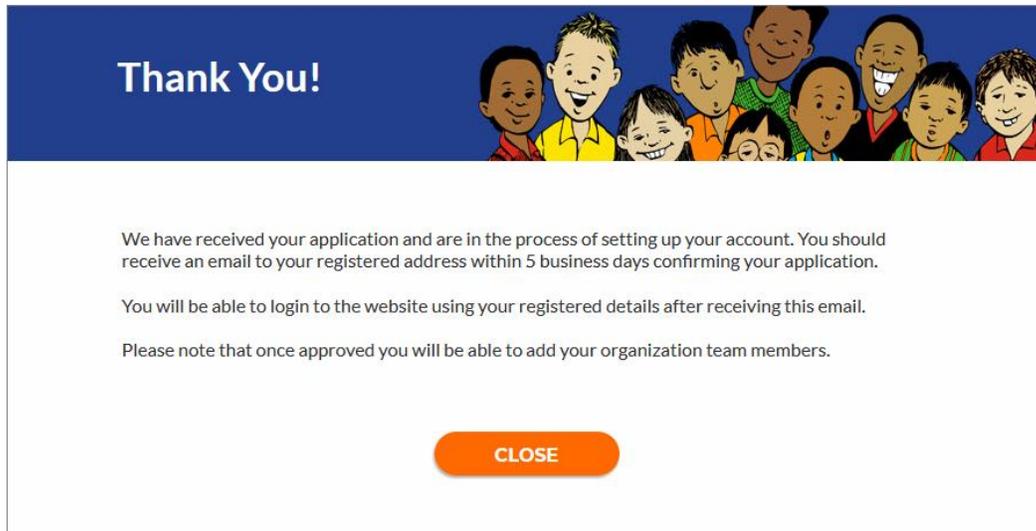
At the bottom of the form is an orange **REGISTER** button.

The footer of the page includes the NumberSense logo, social media icons, contact information, a subscribe button, and logos for Brambacher & Associates, FlyOut, and VISA.

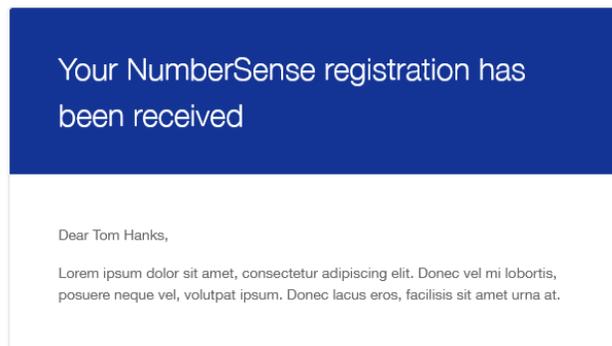
3.2.1. Successful Registration

If you have successfully completed the form and submitted it, then you will be presented with a success message informing you that your registration has been noted and received by NumberSense.

A member of the NumberSense team will review your application within 5 business days and will either approve your application or send you an email informing you of the reason for your application being unable to be approved.



At the same time as you are seeing this message you will also receive an email to the address you registered with confirming your registration.



NumberSense Mathematics Programme

3.2.2. Failed Registration

Your registration may fail either during the validation stage when you attempt to submit the form, or your registration may simply prove unsuccessful after review by the NumberSense team.

If your submission fails during the validation stage because you have not completed all the required fields for the form or if you attempt to register with an email address which is already present in the system – then simply make the relevant amendments and resubmit your application.

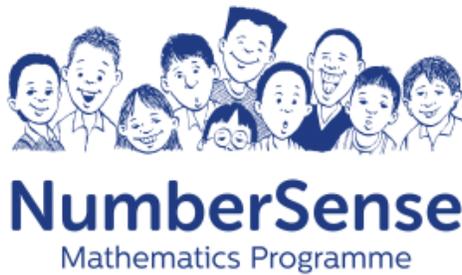
If you have successfully submitted your application but it is denied during review by the NumberSense team, then they will be in touch with you to explain the reasoning or what additional information they require from you.

4. Reseller Registration Approval

4.1. Approval Email

When you are approved as a reseller by NumberSense then you will receive an email informing you of your successful application.

This email will include a link in it to create a password for your account. Please follow the link and create a secure password and then use it to login to the website using the normal login page.



Your NumberSense account has been approved

Dear Matt Edwards,

To log in to your account for the first time, you'll need to click the link below to set a new password.

[Click here](#) to reset your password.

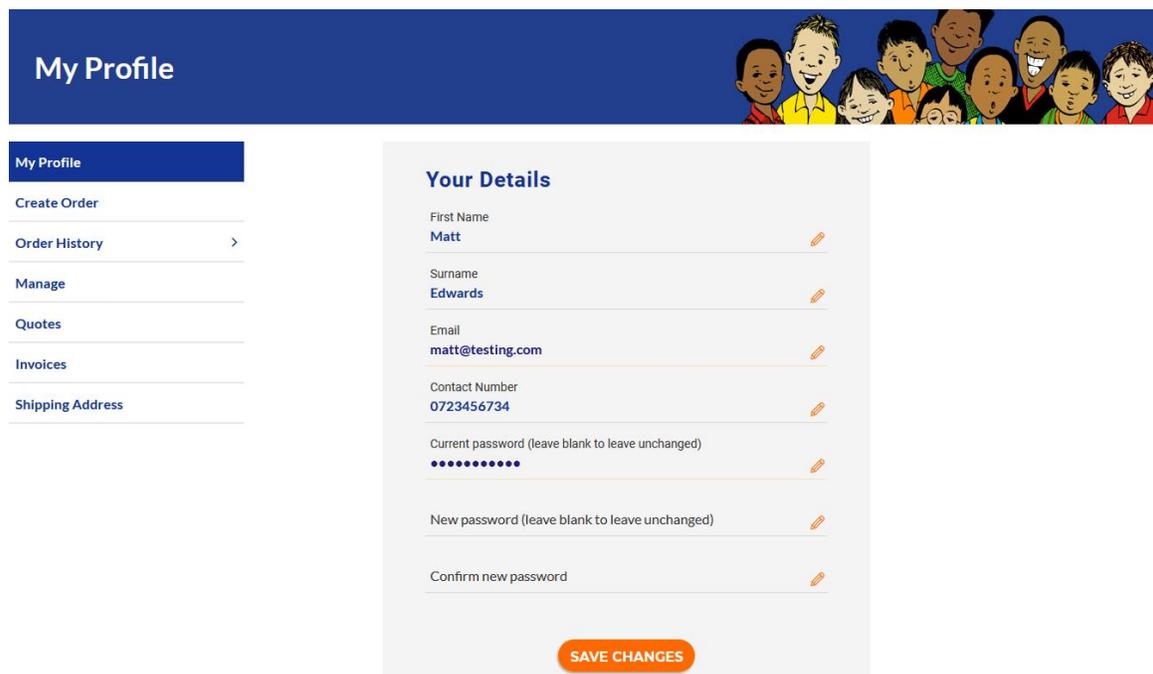
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel mi lobortis, posuere neque vel, volutpat ipsum. Donec lacus eros, facilisis sit amet urna at.

5. Reseller Profile

When you log into the NumberSense website and visit your profile you will see a number of available items on the left hand navigation menu. The main menu items here which are specific to a reseller type user are as follows:

- **Create Order** – Clicking on this item will direct you to the reseller order form which will assist you in placing an order. This form is more convenient for ordering than by browsing product by product in the usual shop.
- **Manage** – Here you can view the discount (if you qualify for this), and have the ability to invite additional members of your team to join you as resellers against your company. There is a maximum limit of **3** additional users.
- **Quotes** – This is a table which includes all of your in progress quotes which you are busy with.
- **Invoices** – This is a table which includes all of your in progress and completed invoices together with the status of each of them.

We will unpack each of these screens in more detail below.



My Profile

My Profile

- Create Order
- Order History >
- Manage
- Quotes
- Invoices
- Shipping Address

Your Details

First Name
Matt

Surname
Edwards

Email
matt@testing.com

Contact Number
0723456734

Current password (leave blank to leave unchanged)
●●●●●●●●

New password (leave blank to leave unchanged)

Confirm new password

SAVE CHANGES

5.1. Create Order

As a reseller you are presented with a catalogue of products to which your reseller discount is automatically applied.

You can browse the shop pages as normal but are also provided with a convenient order form in addition to this for easy bulk orders. You can access this order form via the **Create Order** menu link on the left-hand side of your profile screen or via the profile dropdown menu in the top right of the screen.

The screenshot displays the NumberSense Mathematics Programme user interface. At the top, there is a navigation bar with the logo, a search bar, a 'Logout' button, and a 'My Basket' icon with a '0' count. Below this is a main navigation menu with links for Home, About, Resources, Videos, Shop, App, and Events. A dropdown menu is open from the 'Events' link, showing options for 'My Profile', 'Create Order', 'Order History', and 'Shipping Address'. A red circle with the number '2' is placed next to the 'Create Order' option in the dropdown. Below the navigation bar, the breadcrumb 'Home > Account details' is visible. The main content area is titled 'My Profile' and features a header image of diverse children. On the left, a sidebar menu lists 'My Profile', 'Create Order', 'Order History', 'Manage', 'Quotes', 'Invoices', and 'Shipping Address'. A red circle with the number '1' is placed next to the 'Create Order' option in the sidebar, with a red arrow pointing to it. On the right, the 'Your Details' section shows user information: First Name (Matt), Surname (Edwards), Email (matt@testing.com), and Contact Number (0723456734). Each detail has a red pen icon for editing.

5.2. Manage

As a reseller you can invite (up to a maximum of 3) additional users to your company by clicking on the **ADD USER** button seen in the screenshot below.

You are also able to **edit** your own profile (or any of the others against your account) by clicking on the pen icon alongside your user.

You can further **delete** a user from your account by clicking on the dustbin icon.

My Profile



- My Profile
- Create Order
- Order History >
- Manage
- Quotes
- Invoices
- Shipping Address

Reseller Discount: 25%

ADD USER

First Name	Last Name	Email	Join Date	Role	Actions
Matt	Edwards	matt@testing.com	20 July 2021	Owner	
Added	User	adduser@test.com	02 August 2021	User	
Notification	Test	notification@test.com	02 August 2021	User	

Here you can view your discount (should you qualify for this). Reseller Discount: 25% 

Clicking on the **Add User** button will open a modal where you can specify the name and email of the user you would like to invite to your company. Adding a user here will email this user with a link to generate a password for themselves and will create them as a user against your account. This user will inherit the same benefits and discounts as you have as the owner of the account. You will be able to see any quotes or invoices which they have generated against those respective pages together with their name appearing against these line items.

Add New User



First Name *(Required)*
Stefani

Last Name *(Required)*
Killerman

Email *(Required)*
stefani@bluegrassdigital.com

SUBMIT

5.3. Quotes Page

The quotes page shows all current draft quotes which are being worked on by either yourself or a member of your team.

Quotes



- My Profile
- Create Order
- Order History >
- Manage
 - Quotes**
 - Invoices
 - Shipping Address

Order Number

Ordered By

Date	Order Number	Expiry Date	Amount	Ordered By	Status	Actions
02 Aug 2021	#NSB7358	01 Sep 2021	R701.05	Matt Edwards	Quoted	...
02 Aug 2021	#NSB7357	01 Sep 2021	R506.05	Matt Edwards	Quoted	...
20 Jul 2021	#NSB7339	19 Aug 2021	R707.05	Matt Edwards	Quoted	...

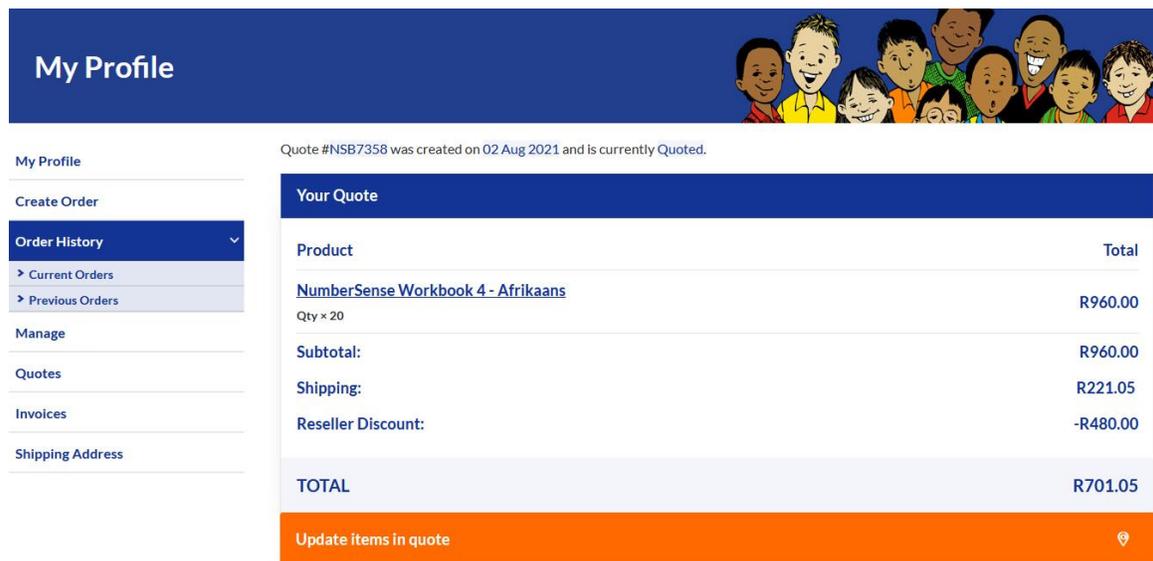
Against each row you are able to see the following information:

- **Date** – This is the date the quote was originally created.
- **Order Number** – This is the NumberSense order number for your quote. You are able to click on this order number in order to view a summary of the quote and it's contents.
- **Expiry Date** – This is the date the quote is typically valid for.
- **Amount** – This is the amount for the quote including all taxes and charges.
- **Ordered By** – This is the name of the user who created the quote.
- **Status** – The status for quotes will always be 'Quoted'.
- **Actions** – This is a list of actions which a user is able to take against a quote.

5.3.1. Quote Summary

Clicking on the **Order Number** against a quote (or Invoice) will take you into the Order History section of your profile with the quote in question being shown to you. You are able to see a more detailed view of the quote from this screen including its contents and the breakdown of charges.

You can click on the **Update items in quote** button in order to make edits to the original quote and generate a new quote.



The screenshot shows a user profile page with a navigation menu on the left and a quote summary on the right. The quote summary includes a table with columns for 'Product' and 'Total'. The quote is for 'NumberSense Workbook 4 - Afrikaans' with a quantity of 20, a subtotal of R960.00, shipping of R221.05, and a reseller discount of -R480.00, resulting in a total of R701.05. An orange button at the bottom of the quote summary reads 'Update items in quote'.

My Profile

Quote #NSB7358 was created on 02 Aug 2021 and is currently Quoted.

Product	Total
NumberSense Workbook 4 - Afrikaans Qty x 20	R960.00
Subtotal:	R960.00
Shipping:	R221.05
Reseller Discount:	-R480.00
TOTAL	R701.05

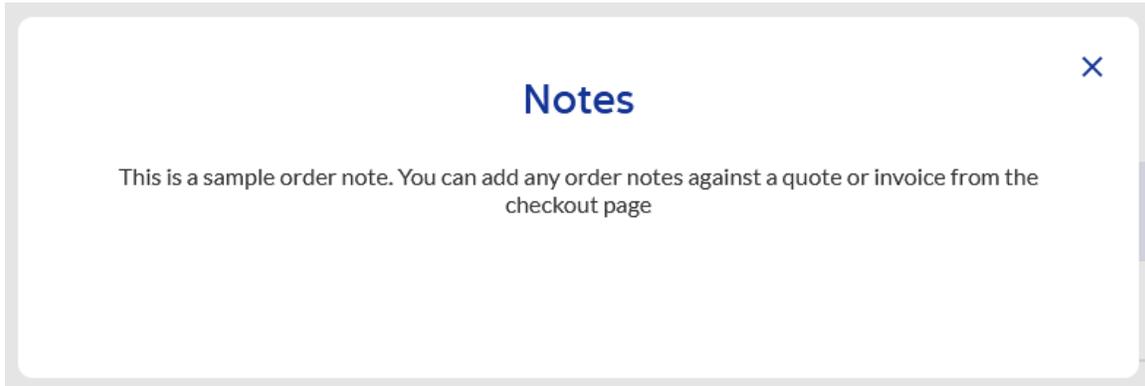
Update items in quote

This same screen is also shared by invoices and orders across various stages of the order process from those which are still in quoting to those which are out for delivery or have already been completed.

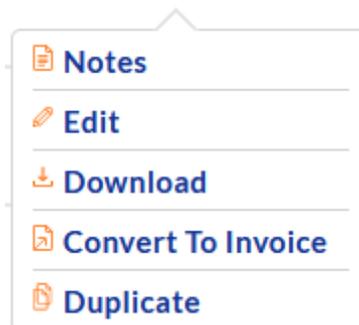
5.3.2. Quote Actions

There are several actions available to you against each quote you have generated. These actions are as follows:

- **Notes** – This feature will display any order notes which have been added against the notes section of the checkout flow.

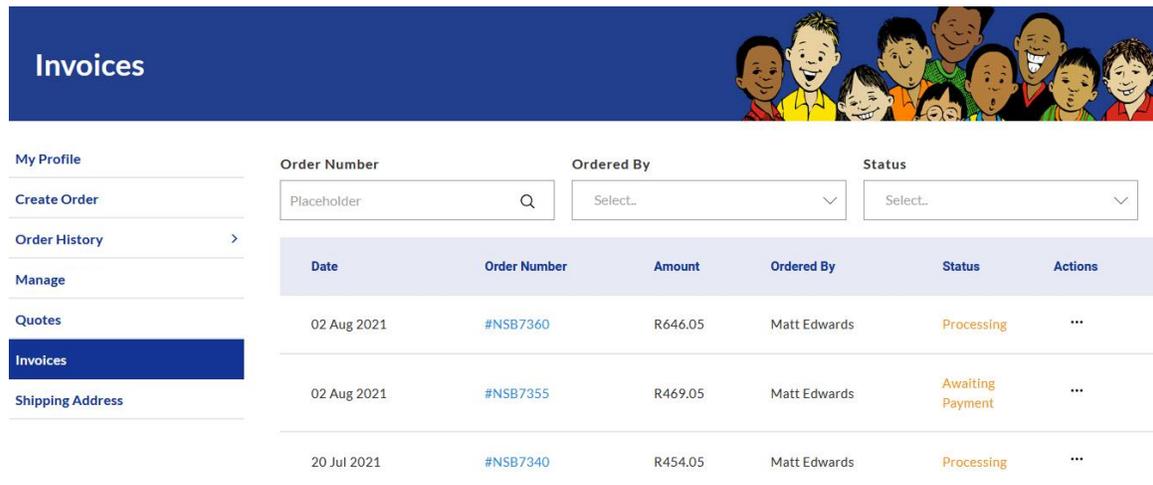


- **Edit** – This will direct you to the order detail screen which will show the summary of the order. From here you can click on the **Update items in quote** button which will return you to the order catalogue with the current contents of the quote already added to the form.
- **Download** – This will download a draft quote from Xero which is the accounting system in use by NumberSense. You can use this draft quote to get approval for your order before converting it to an invoice and completing the order.
- **Convert to Invoice** – This will take the previously generated quote and will convert it to an invoice directing you to the checkout screen to make payment. You can opt to either pay immediately via PayFast or can opt to make a manual payment and upload the proof of payment.
- **Duplicate** – This will take the current quote and generate a copy of it with all the same items in the order (but a new order number).



5.4. Invoices Page

The invoices page is much the same as the quotes page in its structure. This screen shows all the currently pending, processing or completed invoices which are being worked on by either yourself or a member of your team.



Date	Order Number	Amount	Ordered By	Status	Actions
02 Aug 2021	#NSB7360	R646.05	Matt Edwards	Processing	...
02 Aug 2021	#NSB7355	R469.05	Matt Edwards	Awaiting Payment	...
20 Jul 2021	#NSB7340	R454.05	Matt Edwards	Processing	...

Against each row you are able to see the following information:

- **Date** – This is the date the invoice was originally created.
- **Order Number** – This is the NumberSense order number for your invoice. You are able to click on this order number in order to view a summary of the invoice and it's contents.
- **Amount** – This is the amount for the invoice including all taxes and charges.
- **Ordered By** – This is the name of the user who created the invoice.
- **Status** – The status for invoices will be one of the following:
 - **Processing** – The order has been placed and paid for and is being assembled and shipped.
 - **Awaiting Payment** – The order has been placed but is awaiting payment clearance.
 - **Completed** – The order has been shipped.
- **Actions** – This is a list of actions which a user is able to take against an invoice.

5.4.1. Invoice Summary

Invoices and quotes share the same summary page with the main differences being that you are unable to make updates to an invoice in the way you can update a quote.

You will see the status of your order on this screen together with any relevant delivery information as well.

My Profile



Order #NSB7373 was placed on 06 Aug 2021 and is currently Processing.

- My Profile
- Create Order
- Order History** ▼
 - > Current Orders
 - > Previous Orders
- Manage
- Quotes
- Invoices
- Shipping Address

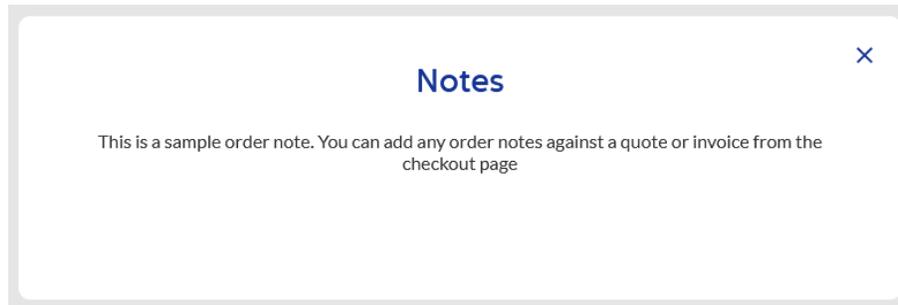
Your Order

Product	Total
NumberSense Workbook 00 - English Qty x 5	R240.00
Subtotal:	R240.00
Shipping:	R231.62
Reseller Discount:	-R120.00
Payment Method:	<i>PayFast</i>
TOTAL	R351.62

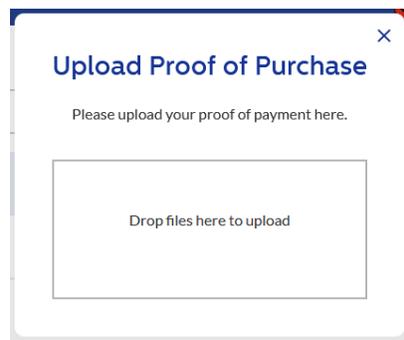
5.4.2. Invoice Actions

There are several actions available against each invoice you have generated. These actions are as follows:

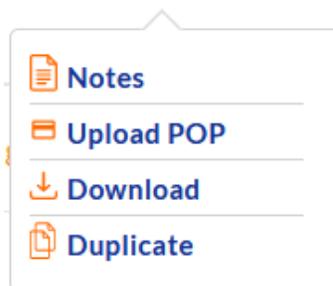
- **Notes** – This feature will display any order notes which have been added against the notes section of the checkout flow.



- **Upload Proof of Purchase** – This action is available for invoices which have the status of "Awaiting Payment". If you have opted to make an offline payment for your order, then please upload your proof of payment here against the invoice in question for verification. Your status will be updated to "Processing" once your payment has cleared and been approved.



- **Download** – This will download a draft quote from Xero which is the accounting system in use by NumberSense. You can use this draft quote to get approval for your order before converting it to an invoice and completing the order.
- **Duplicate** – This will take the current quote and generate a copy of it with all the same items in the order (but a new order number).



6. Order Catalogue

The order catalogue is an alternate means of ordering products from the NumberSense website in a way which better facilitates larger scale orders.

The order catalogue presents you with a full list of available products together with an easy mechanism for search or filtering on certain products or categories and adding these to an order. You can then opt to either place this order or generate a quote for the selected items which can be downloaded.

NumberSense
Mathematics Programme

Search here... Logout My Basket

Home About Resources Videos Shop App Events News

Home > Order Catalogue

Order Catalogue

Use the keyword search and product filters in order to narrow your select or refine your results. Add your desired products to your order form and generate a quote for your order.

Product Name/SKU Product Category Language

1 Search... 2 Select... 3 Select...

SKU	Product Name	Category	Language	Price	Actions
#MSG08	MathsSense Grade 8 2	MathsSense Mathematics Programme (Grade 8-12)	N/A	R1950	Add 3
#MSG09	MathsSense Grade 9	MathsSense Mathematics Programme (Grade 8-12)	N/A	R1950	Add
#NSBE00	NumberSense Workbook 00	NumberSense Workbooks	German 4	R48	Add
#NSBE_0	NumberSense Workbook 0	NumberSense Workbooks	English	R48	Add
#NSBE01	NumberSense Workbook 1	NumberSense Workbooks	English	R48	Add
#NSBE02	NumberSense Workbook 2	NumberSense Workbooks	German	R48	Add
#NSBE03	NumberSense Workbook 3	NumberSense Workbooks	German	R48	Add
#NSBE04	NumberSense Workbook 4	NumberSense Workbooks	Siswati	R48	Add

1 2 3 ... 9 > 5

Order Items

SKU	Product Name	Language	Quantity	Price	Total	Remove
#NSBG03	NumberSense Workbook 3	German	10 6	R48.00	R480.00	
#NSBE01	NumberSense Workbook 1	English	25	R48.00	R1,200.00	

Reseller Discount -R840.00 8
TOTAL R840.00
Proceed 9

1. **Search and Filter** – You can filter the list of products shown to you on either the language or the product category as well as search for a specific product based on its name or SKU. As you interact with the search or filter the available products will be updated to match this selection you have name.
2. **Product Name** – You are able to click on the product name in order to go to the product details page for the product in question should you wish to see more information about it.
3. **Add** – In order to add items to your order you first need to find them in the table above using the search and filters and then once you have your desired product you click on the “Add” button. This then adds the product to your order items from which you can specify the quantity you are interested in ordering. You will see a message saying “Product added to summary below” when you click on this button.
4. **Language Selector** – Certain products are available in a variety of languages which is present to you via this dropdown selection. You would need to choose the language you are interested in and then click on the “Add” button to add this item to your order. Should you wish to then order the same product again in another language you would simply update this selector to the new language you require and click the “Add” button a second time.
5. **Pagination** – This represents the different pages of available products and can be used to navigate through them should you not wish to make use of the search or filter functions.
6. **Quantity** – Once a product has been added to your order it will initially default to a quantity of 1. You can type into this input to update the number of items you wish to order of the specific product and the form will update for you.
7. **Delete** – You may click on the delete item to remove a product from your order should it no longer be required.
8. **Discount** – The discount is a reflection of the value which you are saving on the regular retail price due to your reseller discount. The value expressed here is the total discount on your entire order based on the discount percentage you have been allocated by NumberSense for your account.
9. **Proceed** – When you are happy with all of the items which you have added to your order then you may click on the “Proceed” button to advance to the next step where you can either generate a quote or make payment for your order.

NOTE: If you leave an order in progress on this screen and close your browser or leave it for several hours and come back later to complete it – your order will have been saved and will be persisted for you when you return.

7.Placing an Order

Once you have completed your order from the order catalogue and opted to proceed then you will be taken to the “Checkout” screen where you will be presented with some information about your order together with 3 methods for either saving or placing your order.

NumberSense
Mathematics Programme

Search here... Logout My Basket

Home About Resources Videos Shop App Events News

Home > Checkout & Payment

Checkout & Payment

1 Cart 2 Checkout Details & Payment 3 Order Confirmation

Have a coupon? [Click here to enter your code.](#)

Billing details

1

First Name *	Last Name *
Matt	Edwards
Company Name	Country *
Matt's Books	South Africa
Address Line 1 *	Address Line 2
90 Newton Drive	Meadowridge
Town/City *	Province *
Cape Town	Western Cape
Postcode/ZIP *	Phone *
7806	0723456734
Email address *	
matt@testng.com	

Deliver to a different address?

Order notes

Notes about your order, e.g. special notes for delivery.

4

Shipping details

Economy (24 to 48 Hours)

Local Pickup (Unit E23 Prime Park, Mocke Road, Diepriver, Cape Town)

5 GENERATE QUOTE 6 MAKE OFFLINE PAYMENT 7 ORDER & PAY NOW

Your Order

Product	Total
NumberSense Workbook 1 - Tsonga Qty x 14	R672.00
NumberSense Workbook 4 - Siswati Qty x 8	R384.00
Reseller Discount	-R528.00
Subtotal	R1,056.00
Shipping	R220.62
TOTAL	R747.62 (includes R68.87 VAT)

NOTE: Depending on the size of your order it may require some additional time to package and deliver your order. Larger orders may take a little longer to fulfil and the NumberSense team will be in touch in this regard should this be the case.

1. **Billing Details** – These details will be pulled from your original registration and can be updated with any missing or incorrect information. You can also opt to have your order delivered to a different address to that of your billing address should you wish.
2. **Order Items** – You will see a summary of your order items here.
3. **Reseller Discount** – You will be presented with your reseller discount once against on this screen much the same as you were shown on the order form.
4. **Order Notes** – You can add any additional order notes you wish here. These notes can either be delivery notes or they can be internal notes placed against a quote or an order which your team members will be able to see against the order / quote / invoice.
5. **Generate Quote** – This will generate a quote for you based on your order which will then appear in your **Quotes** table against your profile. You are then able to download this quote from this table. No order is placed with NumberSense at this time.
6. **Make Offline Payment** – This will show you a modal which will detail how the offline order works and prompt you to make an EFT payment and share this proof of payment with the NumberSense team. After clicking OK on this prompt, you will be taken to a confirmation screen for your order. An invoice will be added to your Invoices table and your order will be processed once proof of payment has been received by the NumberSense team.

Manual EFT Payments



Please note that with manual EFT payment you are required to email your proof of payment to NumberSense at orders@brombacher.co.za

Alternatively you can upload proof of payment against your order from the **Order History** section of your profile screen.

Clicking OK will generate an invoice and your order will be completed as soon as payment is received or proof of payment is uploaded.

CANCEL

OK

7. **Order & Pay Now** – This will direct you to the PayFast website in order to make a secure payment for your order. Once this payment has successfully been processed you will be redirected back to the NumberSense website and be shown a confirmation screen. An invoice will be added to your Invoices table and your order will be processed.