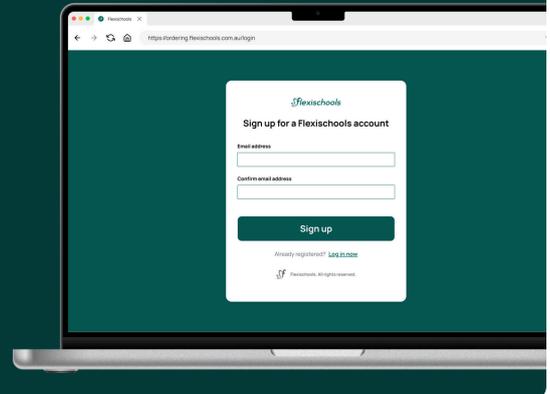


Quick reference guide

Login to the supplier portal

- 1 Make sure you're connected to the internet.
- 2 Go to the Flexischools website flexischools.com.au
- 3 Sign in with your username & password.

You should land directly in the supplier portal, however, if you don't, click on "Supplier Portal" on the left hand side menu.



Print a label or report

- Open the **Orders > Food** page to access the label printing screen.
- Click **Print Labels** only, when ready to print. Select the TSC label printer on the print preview screen. Note: Once on this screen, orders are marked as printed, and locked to prevent parent cancellations.
- If you wish to print your Item, Class, and Sales Reports, go to the blue **Reports** tab. Ensure your printer is set to A4 for reports.

Search for a new lunch order

- Go to the **Order Management** page and search by name, surname, or Order ID.
- View order details, status, and history (time order is placed or time printed) by expanding with the **+** sign or clicking the **State** column.
- Reprint or cancel orders using the **3-dot menu**, or reprint multiple labels by selecting the checkboxes and clicking the **Print** icon.

Easily view parent contact details if you have an order query.

Cancel an order

- Go to **Order Management** under the relevant service category (Food, Shop, Events). Search for the order by Order ID or student name.
- Select the checkbox next to the order and click the **Cancel** icon. Confirm by selecting **Cancel Order** in the pop-up.
- Once processed, the order status will update to **Cancelled**, and the parent's funds will be refunded to their Flexischools wallet.

Need more help?



Online

Website

Use our supplier contact form on the Flexischools FAQ page. flexischools.com.au



Phone

Suppliers

Call our dedicated supplier line on **1300 590 044** (7am - 5pm AEST/AEDT) weekdays.

Parents

Call our dedicated parent line on **1300 361 769** (7am - 5pm AEST/AEDT) weekdays.