

# How to request a **Standard** or **Recorded Mail Collection** on eStore (for HCC schools)

- 1** Enter catalogue number **123456** into the search bar and add the mail collection to your cart. You can request this code on its own or as part of a mixed County Supplies order.
- 2** Review and complete your cart as normal.
- 3** Once your cart has been authorised it will create a 900 order number and submit to County Supplies.
- 4** County Supplies will then arrange a mail collection on your next scheduled delivery day.
- 5** Upon collecting your mail the driver will ask you to confirm whether you're requesting a standard or recorded mail collection.

A dedicated online request system for recorded mail delivery will roll out in Autumn 2020. Further details about this will follow later in the year.

## Please note:

Mail collections and deliveries will be made on your County Supplies scheduled goods delivery day.

Your order deadline will remain the same. For a list of deadlines please see:

[hants.gov.uk/business/countysupplies/orderingdelivery/scheduledweeklydeliveries](https://hants.gov.uk/business/countysupplies/orderingdelivery/scheduledweeklydeliveries)

The screenshot displays the 'Enterprise Shopping' website interface. At the top, there is a navigation bar with 'Search', 'Catalogs', 'Can't Find?', 'My Favorites', 'Templates', and 'My Carts'. Below this is a search bar containing '123456'. To the right, a 'SHOPPING CART' section shows a total net value of 'GBP 0.00'. On the left, a 'FILTER' sidebar includes options for 'Price Range (GBP)', 'Category', 'Catalog', 'Supplier', and 'Brand'. The main content area shows 'Search Results' for '123456', with one result: 'Mail Collection' from 'County Supplies'. The product details include 'Manufacturer Part Number: 123456', 'Supplier: County Supplies', and an 'Add to Cart' button. A large blue circular callout with a dotted border is overlaid on the right side of the page, containing the text: 'Enter the catalogue number 123456 to request a mail collection'. A dotted line connects the callout to the search bar and the search results.