Ordering Milk for Under 5's

Each month, you must complete the Under 5's orders to ensure deliveries continue the following month. The deadline is usually around a week before the end of the month as we arrange deliveries a week before they are due.

To order your milk each month, follow the below instructions:

- 1. Log into your account at www.schoolmilkservices.co.uk/login
- 2. Go to 'Delivery Order Calendar'

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	Home Change Password Log out							
Welcome info	@oasisbankleaze.org							
Account Ref:								
Invoices: <u>30/Apr/22</u> <u>31/Ma</u>	r/22 28/Feb/22 31/Jan/22 31/Dec/21 30/Nov/21 31/Oct/21 30/Sep/21 31	<u>/Jul/21 30/Jun/21 31/May/21</u>						
Please lo	og in at <u>www.nurserymilk.co.uk</u> to complete nursery milk delivery verifications.	NMRU REF: Registration Certificate ID:						
	Download NMRU Delivery Guide for Invoice Date : 30/Apr/2022	Download PDF						
	Download/view NMRU instructions how to submit a claim before the holidays							
	Delivery Order Calendar Orders for Under Five's 200ml Milk.	View Orders						

- 3. Firstly, check you are on the correct month.
 - a. If you have the same amount each day for the month, use the option on the right to 'Change all delivery quantities in this month to:' input the figure and click Change
 - b. If you have deliveries on bank holidays or through school holidays, click the green + to add in deliveries you can see that these deliveries are automatically taken out (see the 1st 3rd June)
 - c. To change a single day, click on the green **0** and change the number, select 'OK' and repeat this for every day of the month.
 - d. If you have an inset day, select the pink i for the relevant days
 - e. Ensure you have completed the full month, tick next to 'Tick and confirm to create an order' and then select 'confirm'

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