



Important Note: Please register using your student email and make sure to use Chrome Browser.

Step 1: Please click on the link to request Login details. [User Creation form - Western Sydney university](#)

Step 2:

You will receive a welcome email. Please use your login details received in welcome email.

Check out our NEW Enviro Range Catalogue Click [HERE](#)

SYDNEY, NSW, 2000 1300 88 22 44

Login with [f](#) [in](#) [G](#)

workfromhome@student. [Forgot?](#) [Sign in](#)

COS All Search Products Toner Finder Register

Shop by Category Offers About Us Why COS? Social Responsibility Help

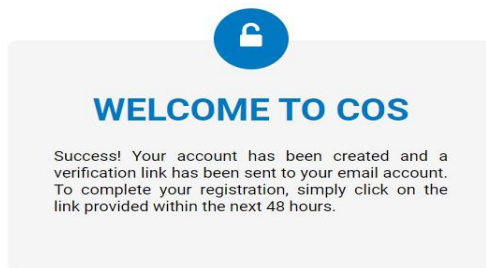
School Packs	Stationery	Technology	Janitorial	Kitchen	Furniture	WHS & PPE	Packaging	Equipment	Toner & Ink	Paper	All
	Education	Writing	Masks	Whiteboard	Printers	Stamps	Headsets	Bargains	Fit-Outs	Hygiene	

Australian Owned Free next day delivery > \$50 Free 14 Day Returns*

After successful login, you will see the following screen

Technology	Janitorial	Kitchen	Furniture	WHS & PPE	Packaging	Equipment	Toner & Ink
Writing	Masks	Whiteboard	Printers	Stamps	Headsets	Bargains	Fit-Outs

Australian Owned Free next day delivery > \$50 Free 14 Day Returns*



No email received?

To follow up, please contact COS customer service team:

Phone: 1300 88 22 44

Email: info@cos.net.au

Or Live Chat

Step 3:

To complete the registration, simply click on the verification link sent to your email account. Once the verification is complete, your account is ready to be used.

Step 4:

How to order the Name Badge and check out

Go to the website <https://www.cos.net.au/>

4.1 Type the word **Name Badge** into the product search and then select the product – WSU Name Badge.



4.2 Click on plus sign to indicate how many Name Badges required

4.3 Click Design

4.4 Wait for next screen (may take a few seconds to load)

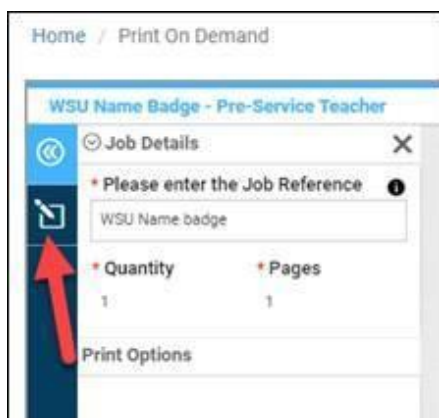
4.5 Click on Order Now blue button (you will have a chance to personalize your badge in the next screen)

4.6 Type in a Job Reference (this is for you to identify the order – for example: use your name)

4.7 Delete 'John Citizen' and type your name for the Name Badge in the Personalization-Full Name text box. Your name now appears in the proof to the right. Please note: it is a University requirement that your full name be included on the name badge.

4.8 Click 'Add to Basket' blue button

4.9 Check proof of badge for spelling errors and click 'I agree' if correct. If not correct, click on 'Switch to Edit' to take you back to edit your badge and then repeat steps 4.6 - 4.9



4.10 Check your shopping basket

4.11 Click on tick box to confirm items for checkout

Products Shipping Soon						
	Description	Notes	Qty	Unit Price	Confirm	Actions
	WSU Name Badge - Pre-Service Teacher 19133	Test	1	\$11.85 +10% GST / Each	☒	  

4.12 If you would like to receive the print details in email for further proofing, click on Actions and enter your email address. An email will be sent to you to view the file.

Email print document for futher proofing

Please provide your Email Address

Send

Successfully emailed the print document to jumanas@cos.net.au

Ms Customer . (test@westernsydney.edu.au) has emailed you a copy of a print document created on COSNET that requires your inspection and approval before being printed. Can you please ensure all details on this document are correct and reply to this email.

Regards,
The COS Team

PRINT DETAILS

Proof #:	
Document Details:	Test
Shell:	WSU Name Badge - Pre-Service Teacher
Order Qty:	1
Document File:	Click here to view

4.12 Once you have proofread the file, click 'Check out'

4.13 Confirm order is correct 'OK'

4.14 Enter your delivery details along with any specific delivery instructions

4.15 Click on Pay Securely now

4.16 Enter your debit/credit card details to complete the order.

1 Delivery address

2 Delivery options

Thousands of Orders Daily

Largest Australian Owned

Additional Details

☒ Email notifications for order tracking, proof of delivery, and soft copy of the delivery docket/invoice should be sent to the following email(s):

Add another email

Customer Reference/Order Notes

Customer Reference/Order Notes

Bill to Cost Centre

WFH

WESTERN SYDNEY - STUDENT WORK FROM HOME

Pay Using Credit Card

Card number

Full name

MM/YY

CVC

Charge Credit Card

For any issues, please contact the COS customer service team:

Phone: 1300 88 22 44

Email: info@cos.net.au

Or use Live Chat.