Step by step on how to register a Grade R Pack per language
The diagram above provides a step by step process on how to register a Grade R Pack. Publishers are however requested to read and understand the User Manual posted on the LTSM website before attempting to register.

**Step Number 1: Pack Title**
Publishers must provide a name for their Pack Title. E.g. Nunuza Grade R Resource Pack.

**Step Number 2: Pack Blind Title**
Publishers must provide a name for their Pack Blind Title. E.g. Nunuza Publisher Grade R Resource Pack.

**Step Number 3: Language**
Publishers are requested to ensure that the correct language is selected. Failure to select the correct language will result in your Pack being registered with a wrong language and this is irreversible.

**Step Number 4: Component Type**
Publishers are requested to ensure that the correct component is selected. The following number of component types are required:
- 4 Big Books
- 40 Readers
- 20 Posters
- 1 Story Anthology
- 1 Teacher’s Guide
Please ensure that the correct number of components are inserted before clicking “Add component”.

**Step Number 5: Component Title**
Publishers are requested to ensure that the correct Component Title is inserted. This is the title of the component that will appear in the catalogue should your material be selected.

**Step Number 6: ISBN No**
Each component requires its own unique ISBN and cannot be repeated. E.g. 978-1-111-11111-1
- 4 Big Books – 4 ISBNs
• 40 Readers – 40 ISBNs
• 20 Posters – 20 ISBNs
• 1 Story Anthology – 1 ISBN
• 1 Teacher’s Guide – 1 ISBNs

Step Number 7: Price category 1
For this registration period, Publishers are requested to provide ONE (1) price for the component as the price will form part of the evaluation process. “Prices must be net including VAT but exclude distribution cost. These prices will be applicable for a period of three years, after which prices will be revised by publishers so that they in line with the Consumer Price Index (CPI).”

Step Number 8: Price category 2-5
Publishers are requested to type in “0” Zeros in these price categories as ONE price is required.

Step Number 9: Add Component
Publishers must click “Add Component” after all the details are captured for each component. This will add the component to the list in the “Box” below.

Step Number 10: Submit
After All Components are added, Publishers are requested to click “Submit” to ensure that the Pack is registered. Before clicking this button, Please Make sure that correct number of components are registered and correctly captured.

The Department will therefore not be held liable for information incorrectly inserted information by Publishers. Furthermore, the Department will not entertaining any requests to amend incorrectly inserted information.