



**CREDO**BOOKS

College Order Process

Manual

This Manual serves as a guide to help you through the College Ordering Process. Each process is different which is why we have a manual for each process.

We hope you find the functionality of our new website much easier to understand and navigate through than in the old website.

Welcome to our **NEW** website!



- ABOUT CREDOBOOKS
- HOW TO ORDER
- INDIVIDUAL SHOPPING
- SHOPPING BY INSTITUTION
- SPECIAL OFFERS
- NEW PRODUCTS
- ALL PRODUCTS
- EBOOKS

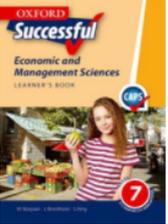
**Testimonials**

[Pinky November](#)

Thank you so, so much for your assistance. If there was a way of rating the service, I would have rate you 100%

Your service is extremely excellent.

NEW PRODUCTS



Successful EMS Gr7 LB  
R123.00

 ADD



Spot On Mathematics Gr7 LB  
R135.00

 ADD



English for Success HL Gr 7 LB  
R127.00

 ADD

20% OFF



Kollig Op Afrikaans EAT Gr7...  
~~R111.00~~  
R88.80

 ADD

25% OFF



Kollig Op Afrikaans EAT Gra...  
~~R144.00~~  
R108.00

 ADD

No image available

Via Afrika Sosiale Wetenska...  
R125.00

 ADD



Go to [www.credobooks.co.za](http://www.credobooks.co.za)



## STEP 2

Click on **Register**. If you have already registered on the site, click on **Login**.

## STEP 3



On the Account Registration screen, enter all your details and select **College Parent**.

Click on **SUBMIT** to continue.

**SUBMIT**

## STEP 4

# STEP 5



You will receive an email to verify your email address. Open the email and click on **VERIFY** to continue. If you do not find the email in your Inbox please check your Spam folder.



After successfully verifying your email address, you will be redirected to the following screen.

# STEP 6

# STEP 7

Select **SHOP NOW** to continue.

**SHOP NOW**



You will be redirected to the Home Page, select **Login** to login into your account.

## STEP 8

## STEP 9



Enter your Email address and Password.

Click on **LOGIN** to continue.

**LOGIN**

## STEP 10

# STEP 11



When logging into your account for the first time you will be prompted to select your college and to select your course.

Once selections have been made select **SUBMIT** to continue.

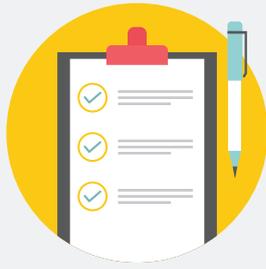
**SUBMIT**

# STEP 12



# STEP 13

You will be redirected to your **dashboard**. From here you can view your orders and edit your account. To place an order select the **COLLEGE** tab and click on **ORDER BOOKS**.



Select your subjects and click on **PROCEED**.

# STEP 14

# STEP 15



Select the books you wish to order and click on **PROCEED**.



You will be redirected to a shopping cart that lists all your selected books. You can also edit quantities and remove books from here.

# STEP 16

# STEP 17

Select **CHECKOUT** to proceed with your order.

**CHECKOUT**



Add your delivery address and please ensure the address is correct as this is where your books will be couriered to.

# STEP 18

# STEP 19



After selecting your delivery address you have the option to add company details to the order should you wish to claim back VAT. You also have the option to redeem a voucher. Select **PROCEED** to place your order.

After selecting **PROCEED** you have to select your payment method:



- **Credit Card** – Select this option to pay with your credit card, this is the easiest and quickest method. Your order is processed immediately.
- **SID Instant EFT** – Select this option if you want to do an automatic transfer to our account via PayGate. Your order is processed immediately.
- **EFT/Direct Deposit** – Select this option if you would prefer to do a direct transfer to our bank account or would prefer to go to the bank and complete a deposit slip. Your order is only processed once we receive proof of payment.

# STEP 20

# STEP 21

You will receive email confirmation once your order has been completed and payment received. Please note that no order is complete until payment has been received.

