



CREDOBOOKS

Schools Order Process

Manual

This Manual serves as a guide to help you through the School 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 then 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



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

STEP 2

STEP 3



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

Click on **SUBMIT** to continue.

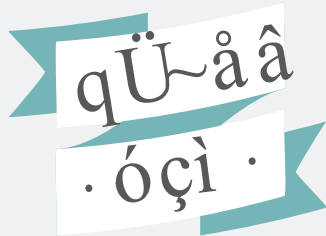
SUBMIT

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.

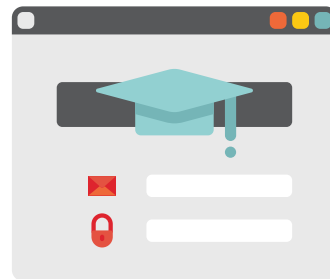
SHOP NOW



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 add your child/children to a school. Select **ADD CHILD** to continue.



Select the relevant school and enter your child's **Name** and **Surname**.

STEP 12

STEP 13



The **Cell Number** is optional and will only be used if you want your child to receive a **delivery sms**. Select the **Grade** that your child is in and want to purchase books for. Select **SUBMIT** to continue.

Click on **SUBMIT** to continue.

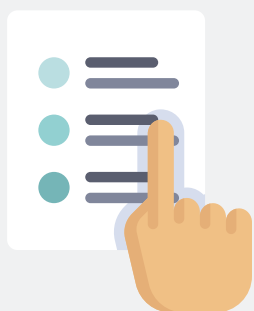
SUBMIT

STEP 14

STEP 15



The details of the child you have added will be displayed, select **CONTINUE** to continue.



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

STEP 16

STEP 17



Select your child's subjects and click on **PROCEED**.



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

STEP 18

STEP 19

You will be redirected to a shopping cart that lists all your selected books. You can also edit quantities and remove books from here. Select **CHECKOUT** to proceed with your order.

CHECKOUT



Select the School Address and your child's books will be delivered to the school, free of charge. You also have the option to add your own delivery address from here, but then delivery charges will be added.

STEP 20

STEP 21



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 22

STEP 23

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.

