

## **CREDENCE HIGH SCHOOL LLC**

# Online Payment Guidelines 29.2.2024

## Step 1 — Orison Portal Login

## **Orison School portal Login**

Click on the icon on the school website:



#### OR

#### Click on the link below:

CLICK HERE TO THE PORTAL

## Step 2 — Enter your Login Credentials

Enter your existing Orison login credentials\*:

Orison Software Specialists	
CALL FOR SUBMISSION CALL FOR SUBMISSION STOGO FEST (For Students) MABARAKA ANMAN MARAN	
Luser Name	
Password	
S English	
Remember me Forgot password?	
Log In	
G Sign in	

\*Please write to <u>accounts2@credencehighschool.com</u>, if you do not have the Orison login credentials.

## Step 3 — Navigate to Finance Tab

## Click on the icon:

= 0				_						4
Notice Board	View Weekly Plan	Academic Resources		"TEAM O DIGITAL :	RISON IS DI SAFETY INIT	ELIGHTED T "IATIVES"	O BE A PAR	T OF	Click to ac eSafety newsle	cess etter
NOTIFICATIONS			OREAD OUNREAD CIENT AD		DAR					
Marin Ionnia				SUN	MON	TUE	WED	тни	10	SAT
								01	02	03
				04	05	05	07	08	09	10
				11	12	13	14	15	16	17
				18	19	20	21	22	23	24
				25	26	27	28	•		
					8		8			

## Now click on the Finance tab:



#### CREDENCE HIGH SCHOOL



## Step 4 — Books and Uniform Online Shop

Click on books and uniform online shop. New window will be as below:

credence				Welcome .	Cart 0 My Orders Logout						
		Books. United	orms Un-Ckeck All								
	Please uncheck books / resources that you do not wish to purchase from school										
GR3 BOOKET WITH HIRO 2022 AS AED 380.33	GR.3 BOOKET WITH FRENCH 2024-35 AED 418-33 1	GR 3 BOOK LET WITH MALANALAN 2004-26 AED 373.33 1	AED 95.00	GR-3 MOG BOOK IET 2024 25 AED 200.00	IRLAMC CEUCATION SET 2024.25 AED 56.00						
		Powered By	O Drison								

#### **Books Purchase**

To purchase books, please select the Books tab from the above interface and follow below steps:

- Book set must be chosen by the second language which includes all the textbooks and stationery except the Ministry and Islamic books.
- Notebook set and MOE book set (Ministry books MSC, UAE SST, Arabic) must be purchased separately.

- Please select the Islamic education set if applicable (Note: Islamic Education is mandatory for all Muslims from Grade 1 to Grade 12)
- For any book set selected:



Click on this icon to see the list of the books which is included in the selected set.

## Step 5 — Cart Summary

## **Cart Summary**

Once you have made all the selections, you will be able to see the items in the cart summary of the purchase on the right side of your window.



Click on the checkout if you wish to place the order only for the books or select the uniform tab to add the uniforms to the cart.

The Order will not be complete unless the payment is made.

Click the below link to go to payment Instructions



## Step 6 — Uniform Purchase

## **Uniform Purchase**

#### On selecting Uniform tab the below window will appear:

				Welcome	Cart 0 My Orders Logout				
	Books Uniform Un-Ckeck All Please check the appropriate uniforms that you require. Please be advised that children wearing counterfail uniforms will not be admitted into school.								
GR 3 BOYS UNFORM SET WITH BLUE HOUSE 204-35 AED 374.00	GR 3 GRI, 5 UNFORM BT WYTH BLUE HOUSE 201425 AED 374:00 1	06 3 8075 IMPORM KT WITH HED HOULE 2024 35 AED 37400 1 P	GR-3 GRL 1 UNFORM BET WITH BED HOUSE 2024-25 AED 374:00 1 P	GR-3 BOYS UNFORM RET WITH GREEN HOURE 2024-35 AED 374-00 1	GR3 GRL3 UNFORM SET WITH GREEN HOUNE 204-35 AED 374:00 1				
GR3 BDY3 LINFORM SET WITH LENCH YELLOW HOUSE 2004-26 AED 374-00 1	S LINFORM FT WITH LEXCON YELLOW INCUSE 202425 AED 374.00 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		SHAR OREY ALD 4725 1 Size V	RUET WHIT AED 42200 1 Stor V	RUIT TACK PANT ALD 47.25 1 Size V				
000000 T HART AED 42.00 1 522 V	GREEN TRACK HANT AED 47.25 1 Stre ~	LENCH VELLOW 7 SHIRT AED 42.00 1 522 V	LENCH VELLOW TRACK PART AED 4725 1 Sze ~	AED T INHET AED 42:00 1 Stre	HED TRACK PART AED 4725 1 Sze ~				

- The uniform set is arranged by gender and house color, please choose the set by your child's gender and house color.
- You can select the uniform full set with the house color, or you can choose selective items whichever you want.
- If you are not sure about the size you may select any approximate size to place the order.
- On your visit to the school, after a trial of uniform, the correct size can be taken. Price may vary depending on the actual size taken, and this can be paid/adjusted over the counter.



- The uniform set does not include the jacket/hoodie and lab coat (mandatory for G9, G10 & Science students of G11 and G12). This has to be selected separately.
- All the uniform items are Inclusive of 5% VAT.
- Once you have made the selection, you will be able to see the cart summary on the right side of your window.
- Click on the checkout after you have completed your selection for both books and uniforms.
- The Order will not be complete unless the payment is made.

Go to Payment Instructions

## Step 7 - Payment Instructions

## **Payment Instructions**

Once your cart is ready with the items you want to purchase, please proceed to the payment to place the order.





You have opted to pay 47.25 AED

Disclaimer: You are getting redirected to Payment Gateway. Click 'Proceed' to continue or 'Cancel' to abort. Please don't click 'Back' or refresh the page

Proceed	Cancel

#### • Click 'Proceed'

🔒 VISA:	You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your put	ırchase.
Card Number ::: Expiry Date ::: Security Code :::	/ month/year	
	Image: Statistical and the card member on the signature parter of your card.       Note the control of the card member on the signature parter of your card.       Value of the signature of the card member of the signature parter of your card.       Value of the signature of the card member of the signature of the	
Purchase Amount ::::	AED 47.25	
	Cancel	pay
Verified by VISA		
	I hereby authorise the debit to my VISA Account in favour of CREDENCE HIGH SCHOOL LLC	

- Enter Your Card Details Carefully
- Then Click 'Pay' (pay)
- OTP Verification Please enter the One time Password which is received on your registered mobile Number.
- Click Submit

## ONCE YOU HAVE DONE THE PAYMENT SUCCESSFULLY, YOUR ORDER WILL BE RECEIVED.

## Step 8 - Order Summary and Payment Details

## Order Summary and Payment Details

Once you have completed the payment, you can see your order summary and payment details on the same window under 'My Orders'.

		Welcome (	Cart 0 My Orders Logout
Books	forms Un-Ckeck All		
ate uniforms that you require. Please be advised	that children wearing counterfeit uniforms will not be ad	mitted into school.	
-3 BOYS UNIFORM SET WITH RED HOUSE 2024-25 AED 374.00	GR-3 GIRLS UNIFORM SET WITH RED HOUSE 2024-25 AED 374.00	GR-3 BOYS UNIFORM SET WITH GREEN HOU SE 2024-25 AED 374.00	GR-3 GIRLS UNIFORM SET WITH GREEN HOUSE 2024-25 AED 374.00
WHITE SHIRT AED 47.25 1 Size V	SKIRT GREY AED 47.25 1 Size ~	BLUE T SHIRT AED 42.00 1 Size V	BLUE TRACK PANT AED 47.25

## My Order

						X
			My Orders			
Order No	Order Date	Amount	VAT	Total	Payment Status	
001010	27/02/2024	53.00	0.00	53.00	Pending	Pay
001009	26/02/2024	546.19	27.31	573.50	Paid	Paid 👃
$\ll$ $<$ 1 $>$ »						1 of 1 pages (2 items)

You can download the order summary once you have made the payment.

Please click on the Paid  $\stackrel{\text{Paid}}{\stackrel{1}{\stackrel{1}{2}}$  icon to **download your sales order** after 30 minutes of making the payment.

#### Sample Sales Order

CREDENCE HIGH SCHOOL LLC PO.BOX : 391021,BEHIND ALKHAIL MALL,AL QUOZ 4,DUBAI Email:info@credencehighschool.com Web:www.credencehighschool.com Tel:04 3212144 TRNo:100073014100003										
		SALES C	ORDE	R						
Stude Stude Grade Mobil	Student Name     : microarset cooper rooper     Invoice No     : 001009       Student Id     : 16202503     Invoice Date     : 26-Feb-2024       Grade & Section : C1     Currency     : UAE Dirham       Mobile     AcademicYear     : 2023-2024									
SI.No	ItemCode	Description	Qty	Rate	VAT%	VAT Amt	Amount	Tax Amount		
1	GR-1 BUR 24-25	GR-1 BOYS UNIFORM SET WITH RED HOUSE 2024-25	1	356.19	5	17.81	374.00	374.00		
2	10029	PANT GREY- SIZE 32	2	50.00	5	5.00	105.00	105.00		
3	10047	WHITE SHIRT- SIZE 32	2	45.00	5	4.50	94.50	94.50		
		•					Amt Excl.VAT	546.19		
							Total VAT	27.31		
Amtin	words : LIAE				c		Net Total	573.50		
	WORDS . OAE									

- 1. The school uniform and bookstore will now receive the above sales order.
- 2. You may visit the school on the uniform and books issuance dates shared with you to collect the same.
- 3. On your visit to the school, your items will be ready for handover, however the uniform may need to be taken after a trial in the school itself, if required.
- 4. The items will be handed over to you with the printed invoice.
- 5. Any item not delivered to you, will be handed over to your ward in their respective classroom.

## IMPORTANT Update regarding tuition and transport fee

- The software development and integration work is in progress to incorporate the tuition and transport fee payment in the same window as uniform and book purchase, so as to make all the payments seamless and convenient.
- Once this fee payment window is ready, the school will be communicating with you on the same.
- Currently the tuition and transport fee can be paid under the following tabs as shown below. Please refer page 5 of this document.





# Thank you