



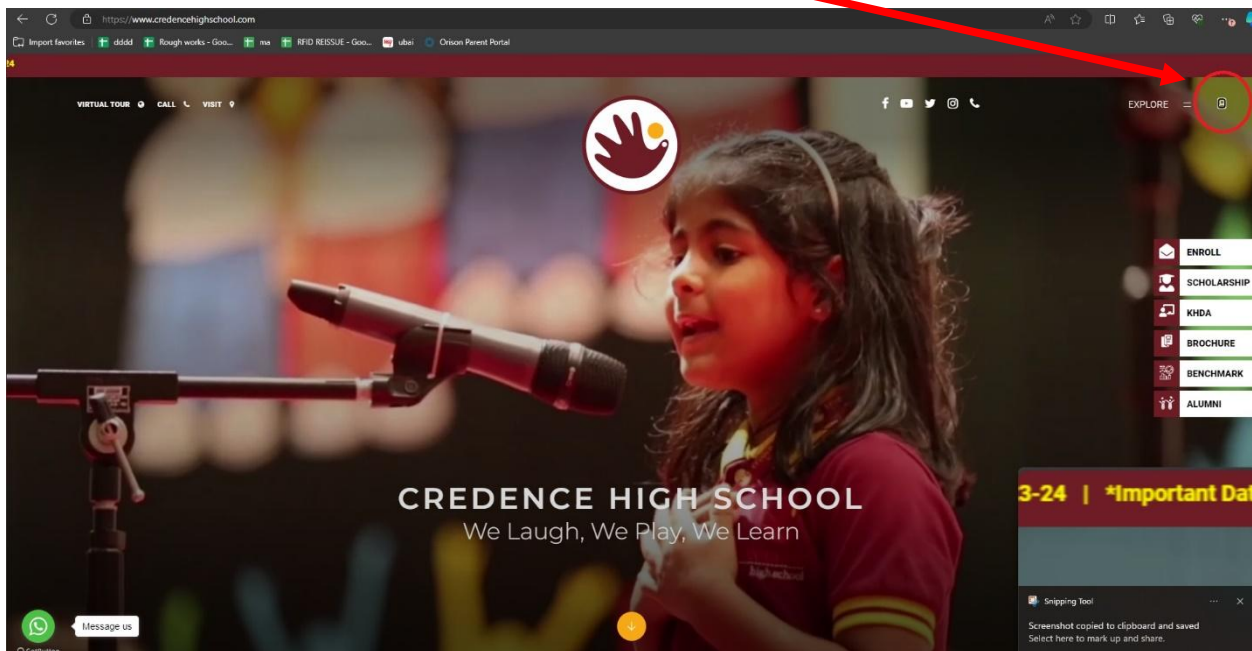
# **CREDENCE HIGH SCHOOL LLC**

## **Online Books and Uniform Purchase Guidelines**

## Step 1 — Orison Portal Login

### Orison School portal Login

Click on the icon on the school website:



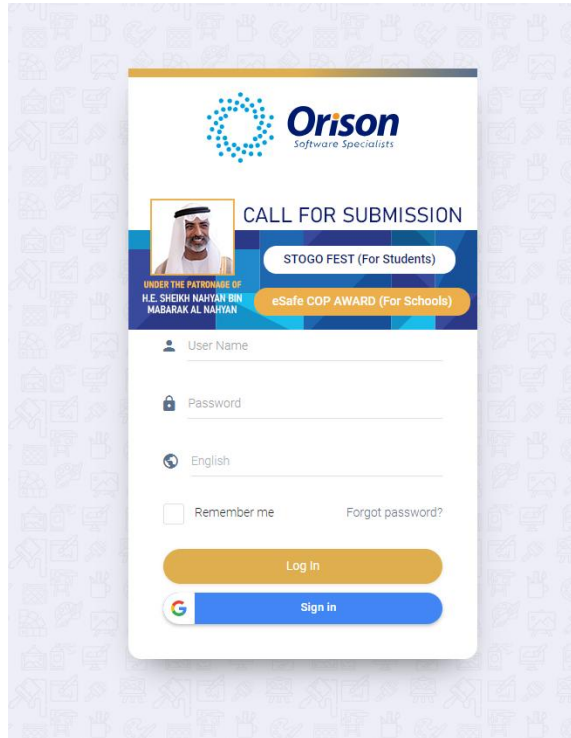
OR

Click on the link below:

[CLICK HERE TO THE PORTAL](#)

## Step 2 — Enter your Login Credentials

Enter your existing Orison login credentials\* :

A screenshot of the Orison login page. The page features the Orison logo at the top, followed by a 'CALL FOR SUBMISSION' banner for 'STOGO FEST (For Students)' and 'eSafe COP AWARD (For Schools)'. Below the banner are input fields for 'User Name', 'Password', and 'English'. There are also checkboxes for 'Remember me' and a link for 'Forgot password?'. At the bottom, there are two buttons: a yellow 'Log in' button and a blue 'Sign in' button with a Google logo.

**User Name: CHSP(6 Digit Student Code)**

For Example if your child's code is 16202002; the username is 'CHSP16202002'

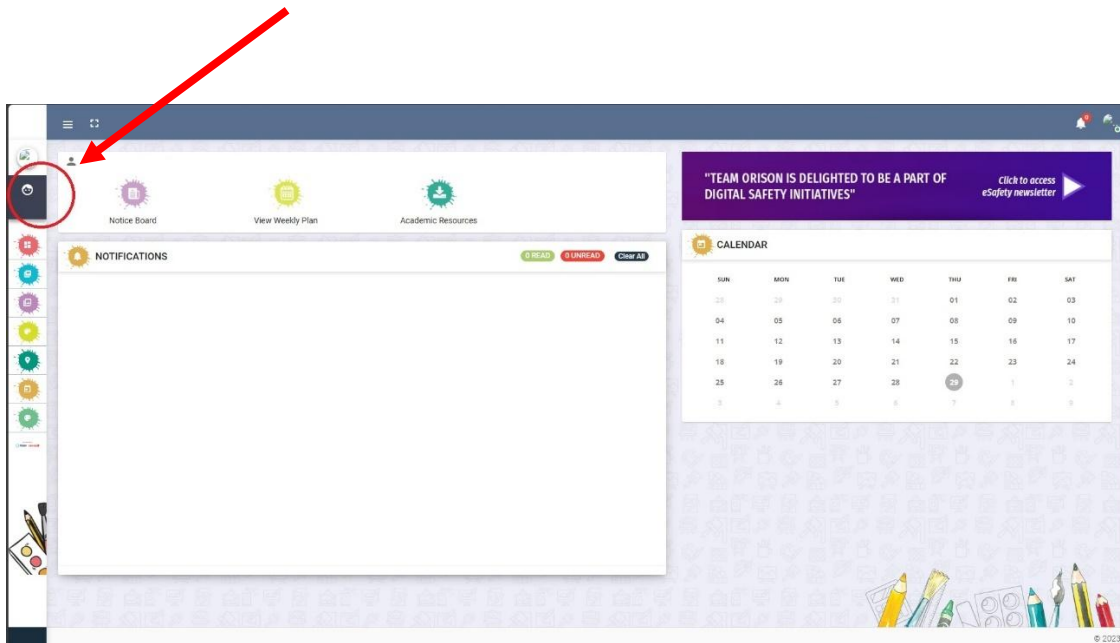
Please refer to your child's ID card for Student Code

**Password: 123456**

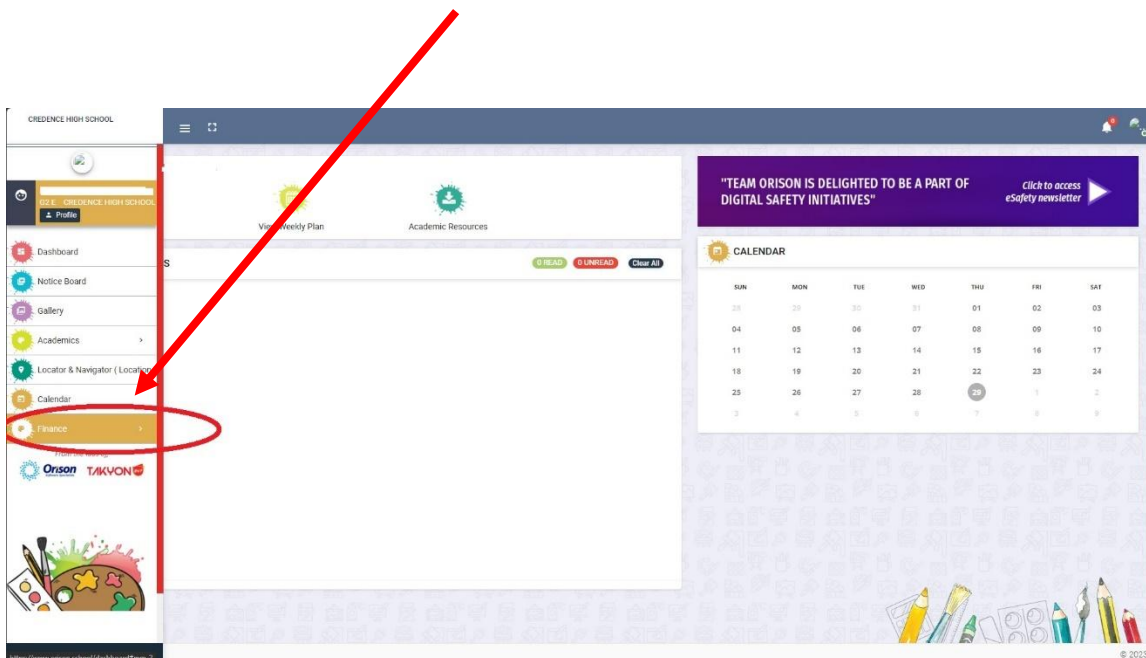
\* Please write to **accounts2@credencehighschool.com** if you encounter any difficulties logging in.

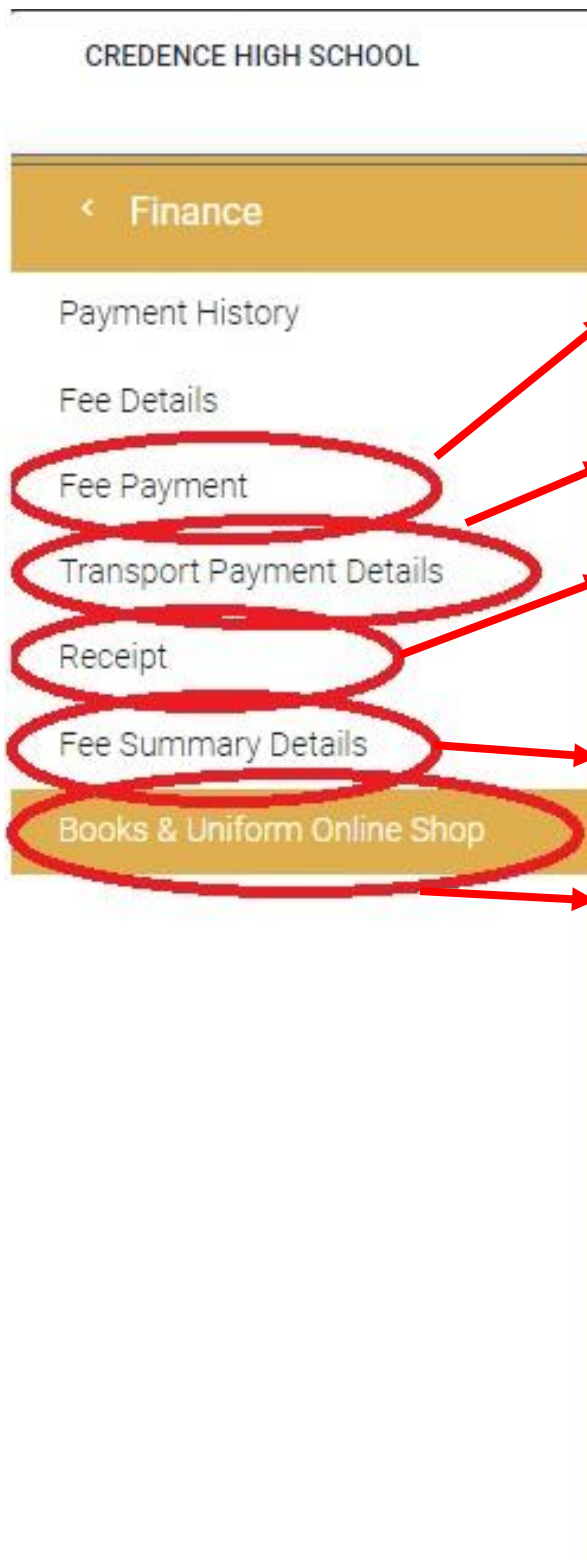
## Step 3 — Navigate to Finance Tab

Click on the icon:



Now click on the Finance tab:





For tuition fee payment.

For transport fee payment.

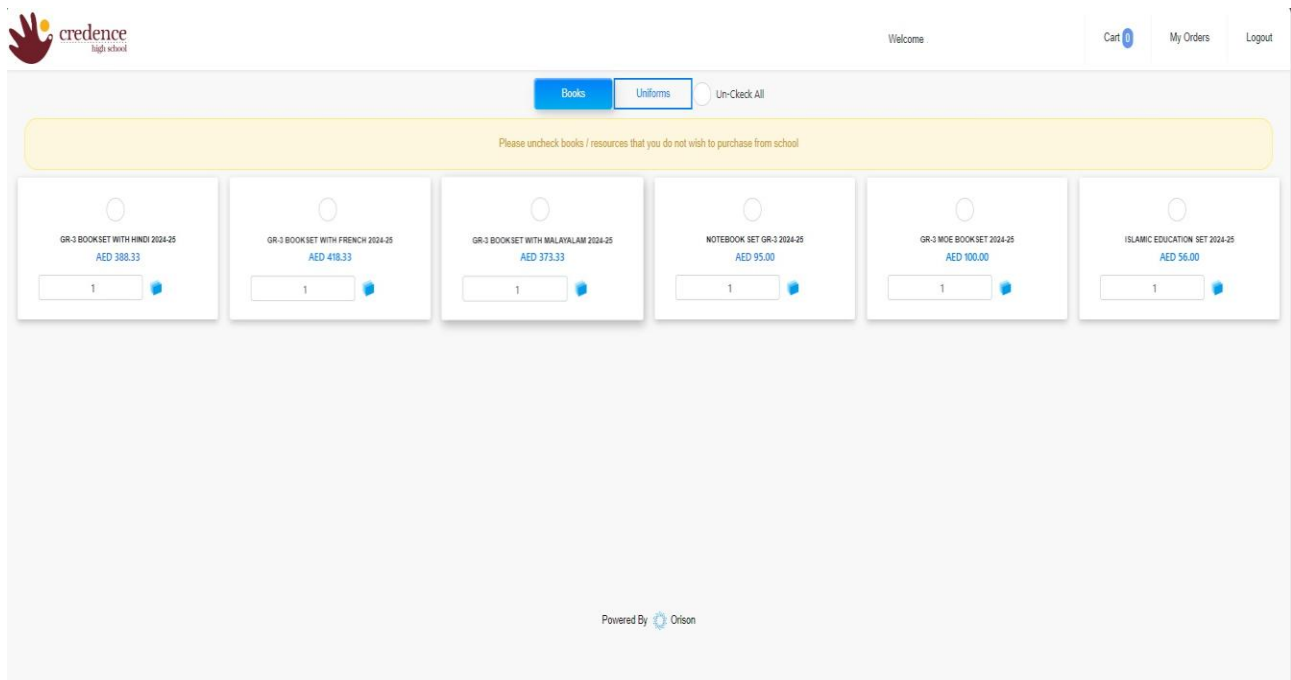
To download receipts for all paid tuition and transport fees ONLY.

Summary of all paid and due payments.

NEW link for purchase of books and uniforms.

## Step 4 – Books and Uniform Online Shop

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



### 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 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:

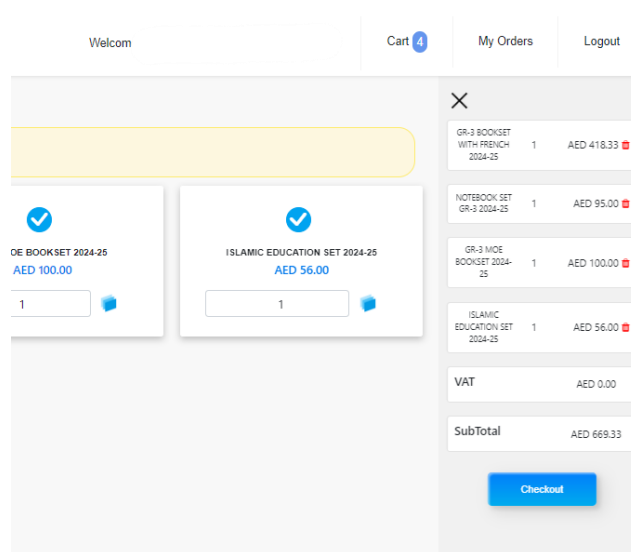


Click on this icon to see the list of the books which is included in the selected set.

## 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.**

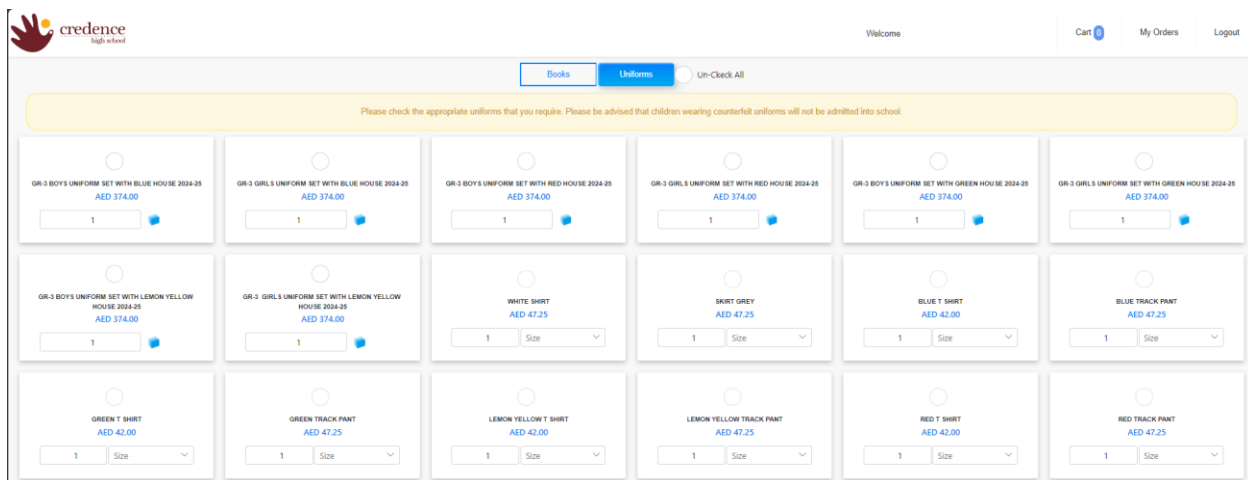
[GO TO PAYMENT INSTRUCTIONS](#)



## Step 6 – Uniform Purchase

### Uniform Purchase

On selecting Uniform tab the below window will appear:



- 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.



Click on the icon to see the list of the Uniforms which are included in the set.

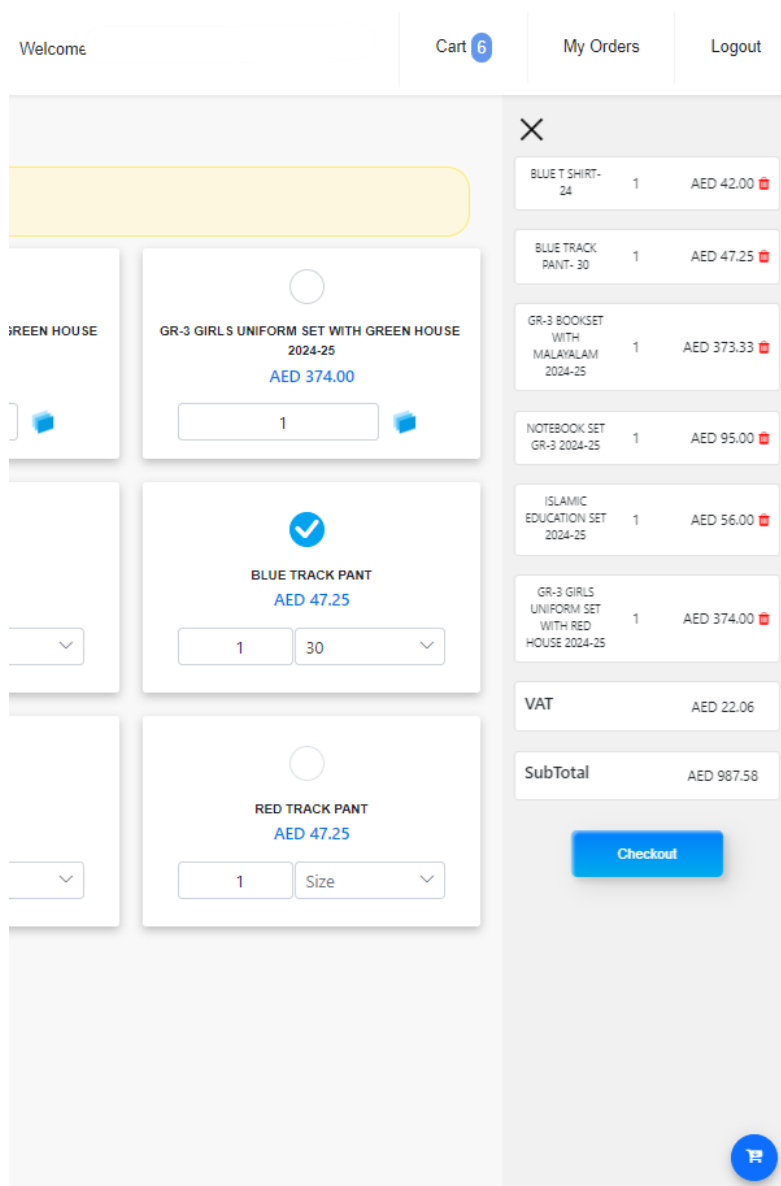
- The uniform set does not include the jacket/hoodie and lab coat (mandatory for G9, G10 & Science students of G11 and G12). This has to be selected separately.
- All the uniform items are Inclusive of 5% VAT.
- Once you have made the selection, you will be able to see the cart summary on the right side 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.



Welcome      Cart **6**      My Orders      Logout

**GREEN HOUSE**  
GR-3 GIRLS UNIFORM SET WITH GREEN HOUSE  
2024-25  
AED 374.00  
1

**BLUE TRACK PANT**  
AED 47.25  
1      30

**RED TRACK PANT**  
AED 47.25  
1      Size

**BLUE T SHIRT-24**      1      AED 42.00

**BLUE TRACK PANT-30**      1      AED 47.25

**GR-3 BOOKSET WITH MALAYALAM 2024-25**      1      AED 373.33

**NOTEBOOK SET GR-3 2024-25**      1      AED 95.00

**ISLAMIC EDUCATION SET 2024-25**      1      AED 56.00

**GR-3 GIRLS UNIFORM SET WITH RED HOUSE 2024-25**      1      AED 374.00

**VAT**      AED 22.06

**SubTotal**      AED 987.58

**Checkout**

Please click on the **Checkout** Tab on Right Side of your window.

This will redirect you to the payment gateway




Redirecting to Payment Gateway

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


- 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 purchase.

Card Number ::

Expiry Date ::  /  month/year

Security Code ::  The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: **AED 47.25**

[Cancel](#)

Verified by  
**VISA**

I hereby authorise the debit to my VISA Account in favour of CREDESCENCE HIGH SCHOOL LLC

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

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

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## 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 f Cart 0 **My Orders** Logout

Books **Uniforms** Un-Check All

ate uniforms that you require. Please be advised that children wearing counterfeit uniforms will not be admitted into school.

GR-3 BOYS UNIFORM SET WITH RED HOUSE 2024-25 AED 374.00 1	GR-3 GIRLS UNIFORM SET WITH RED HOUSE 2024-25 AED 374.00 1	GR-3 BOYS UNIFORM SET WITH GREEN HOUSE 2024-25 AED 374.00 1	GR-3 GIRLS UNIFORM SET WITH GREEN HOUSE 2024-25 AED 374.00 1
WHITE SHIRT AED 47.25 1 Size	SKIRT GREY AED 47.25 1 Size	BLUE T SHIRT AED 42.00 1 Size	BLUE TRACK PANT AED 47.25 1 Size

### My Order

Order No	Order Date	Amount	VAT	Total	Payment Status	
> 001010	27/02/2024	53.00	0.00	53.00	Pending	<a href="#">Pay</a>
> 001009	26/02/2024	546.19	27.31	573.50	Paid	<a href="#">Paid</a>


« < 1 > » 1 of 1 pages (2 items)

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

Please click on the **Paid** 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



**credence**  
high school

SALES ORDER

Student Name : <b>MIRANAH CHAMAL COUAT</b>	Invoice No : 001009
Student Id : 10202503	Invoice Date : 26-Feb-2024
Grade & Section : G1	Currency : UAE Dirham
Mobile	AcademicYear : 2023-2024

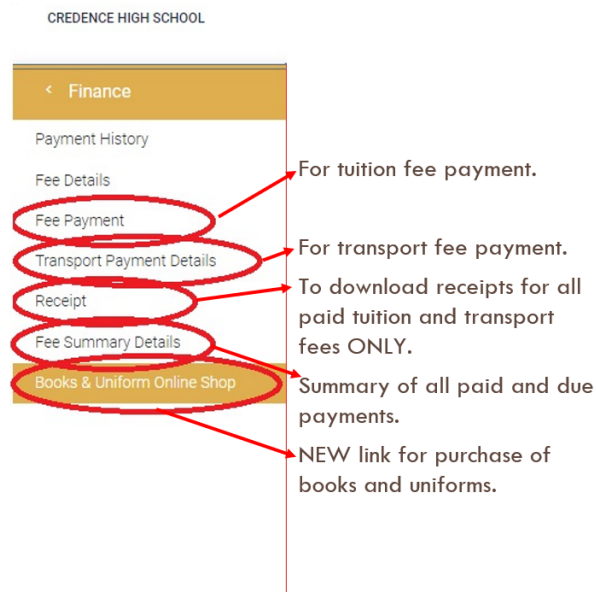
Sl.No	ItemCode	Description	Qty	Rate	VAT%	VAT Amt	Amount	Tax Amount
1	GR-1 BUR 24-25	GR-1 BOYS UNIFORM SET WITH RED HOUSE 2024-25	1	356.19	5	17.81	374.00	374.00
2	10029	PANT GREY- SIZE 32	2	50.00	5	5.00	105.00	105.00
3	10047	WHITE SHIRT- SIZE 32	2	45.00	5	4.50	94.50	94.50
Amt Excl.VAT								546.19
Total VAT								27.31
Net Total								573.50

Amt in words : UAE DIRHAM FIVE HUNDRED SEVENTY THREE DIRHAMS & FIFTY FILS

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