

## College order procedure on the Credo Books website

1. Go to [www.credobooks.co.za](http://www.credobooks.co.za)
2. Click on **Register**. If you have already registered on the site, click on **Login**.

SUPPORT CONTACT Login Register

CREDOBOOKS MENU Your Cart

**1** BOOKSHOP & PUBLISHER  
Sourcing of educational textbooks regardless of the publisher.

**2** GROUP DISCOUNTS  
Speak to us for great group discounts.

**3** VARIETY OF ITEMS  
Textbooks, study guides, CDs, branded memory sticks, dispatched and delivered anywhere, throughout the year - nationally and internationally.

**4** BULK & INDIVIDUAL ORDERS  
We deliver in bulk to you and your venues.

**5** UNIQUE ONLINE ORDERING  
Use our online ordering system for students.

**6** SUPPORT  
Deliveries are tracked and a customer care center is available to deal with enquiries.

**7** COURIER SERVICE  
We dispatch and courier books in SA and internationally.

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

**Testimonials**  
[Lerato Tau](#)  
Good day ma'am  
Thank you for your amazing service. It was great working with you.  
I'll be collecting my study material from the campus.

3. On the Account Registration screen, enter all your details and select **College Student**. Click on **SUBMIT** to continue.

### Account Registration

Name  Surname

ID / Passport Number  Phone

E-Commerce Only  
 School Parent  
 College Student

Email

Your password can't be too similar to your other personal information.  
Your password must contain at least 8 characters.  
Your password can't be a commonly used password.  
Your password can't be entirely numeric.

Password

Enter the same password as before, for verification.

Confirm Password

**SUBMIT**

4. 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.



## CREDOBOOKS REGISTRATION FORM

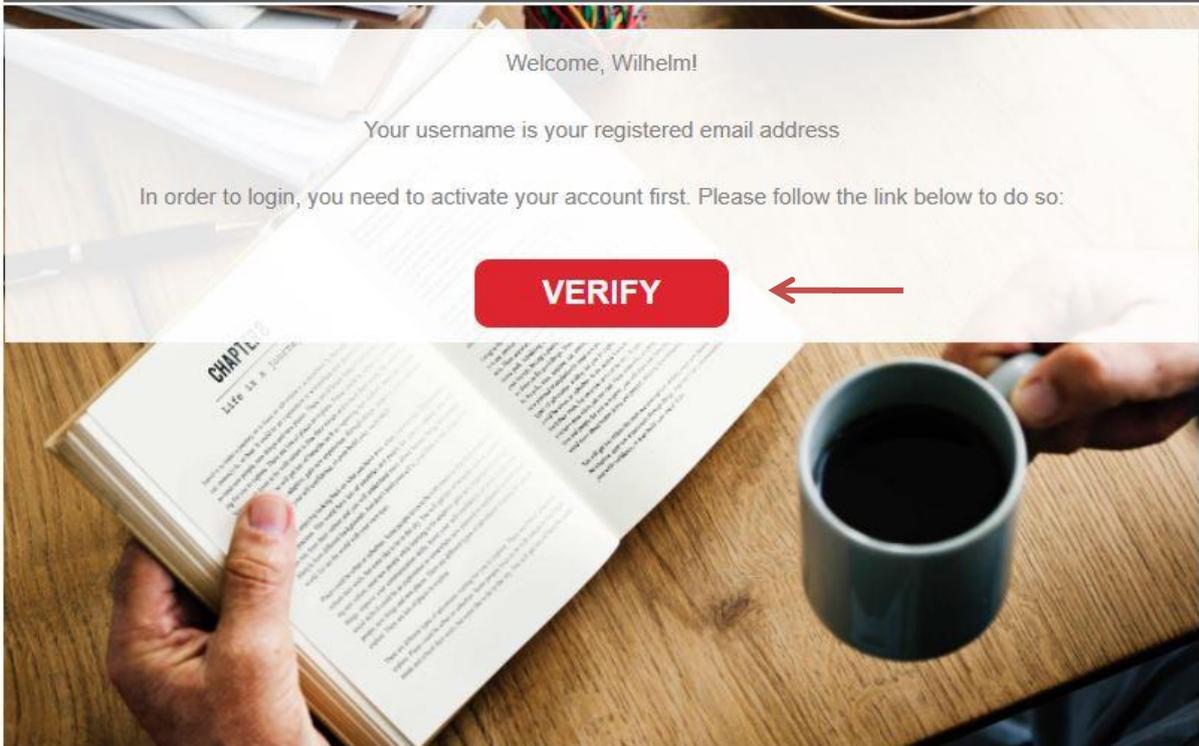
# HELLO.

Welcome, Wilhelm!

Your username is your registered email address

In order to login, you need to activate your account first. Please follow the link below to do so:

[VERIFY](#)



5. After successfully verifying your email address, you will be redirected to the following screen. Select SHOP NOW to continue.



## CREDOBOOKS ACTIVATION COMPLETE

Welcome to Credobooks!

# THANKS FOR JOINING!

Enjoy your shopping :)

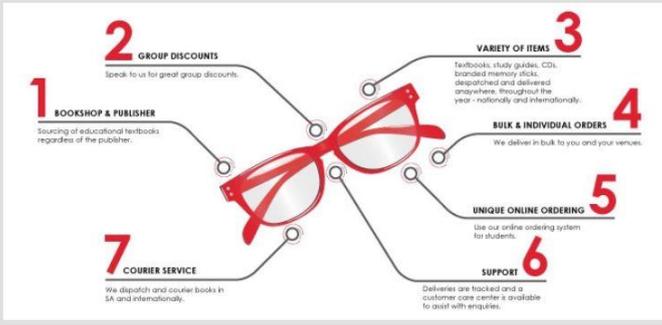
**SHOP NOW**

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

SUPPORT CONTACT

CREDOBOOKS  MENU

Your Cart   Login Register



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### Testimonials

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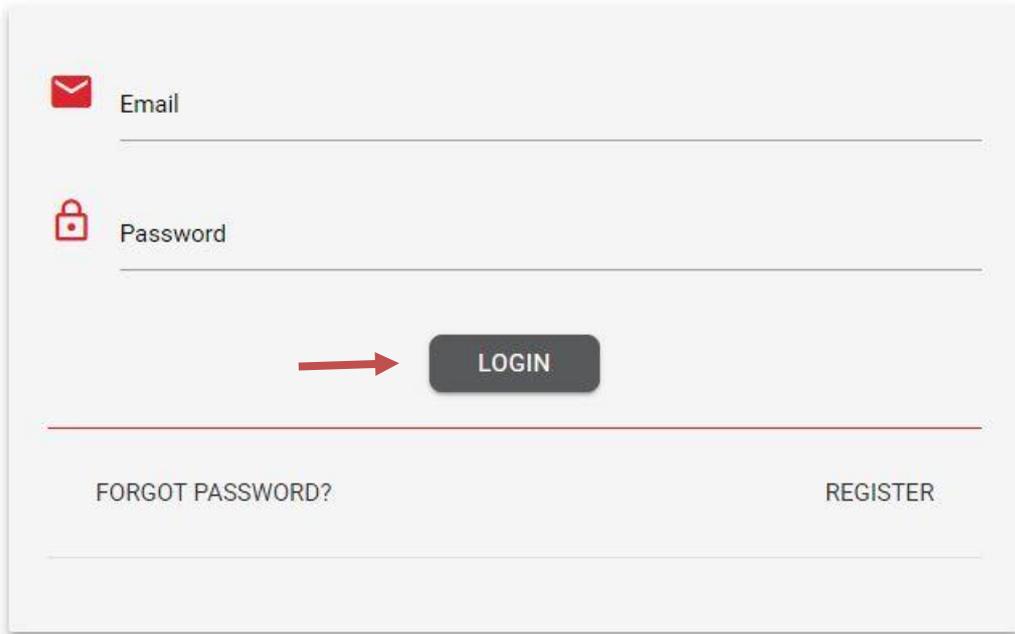
Good day ma'am

Thank you for your amazing service. It was great working with you.

I'll be collecting my study material from the campus.

7. Enter your Email address and Password and select **LOGIN** to continue.

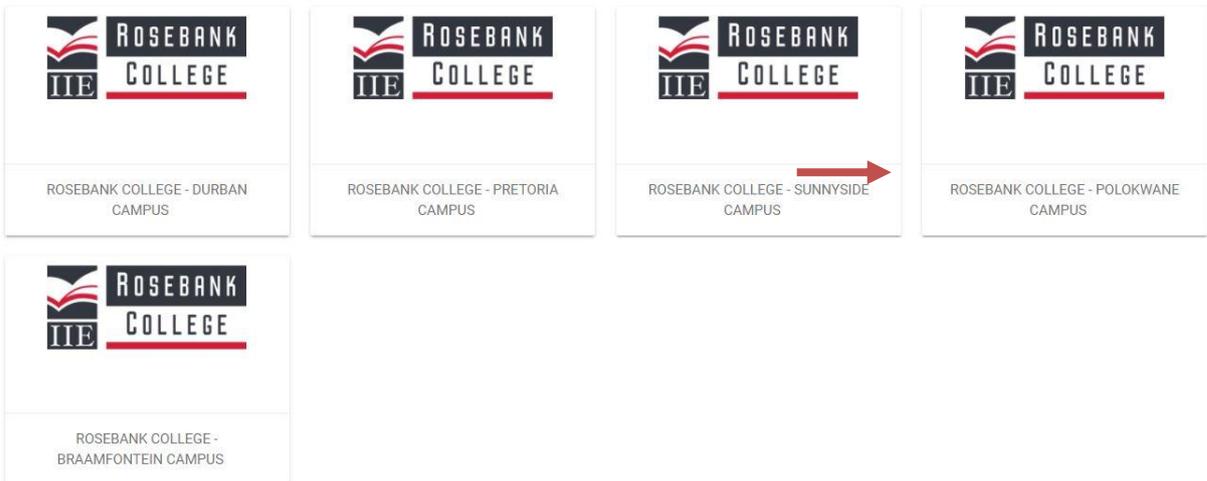
## Account Login



The image shows a login form with two input fields: 'Email' and 'Password'. Below the fields is a dark grey 'LOGIN' button with a red arrow pointing to it from the left. At the bottom of the form, there are two links: 'FORGOT PASSWORD?' on the left and 'REGISTER' on the right.

8. 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.

Please select your college



The image shows a selection interface for colleges. It features five cards, each with the Rosebank College logo and the text 'ROSEBANK COLLEGE' above a specific campus name. The cards are: 'ROSEBANK COLLEGE - DURBAN CAMPUS', 'ROSEBANK COLLEGE - PRETORIA CAMPUS', 'ROSEBANK COLLEGE - SUNNYSIDE CAMPUS' (with a red arrow pointing to it), 'ROSEBANK COLLEGE - POLOKWANE CAMPUS', and 'ROSEBANK COLLEGE - BRAAMFONTEIN CAMPUS'.

Please select a course

BBA1-BRM - Bachelor of Business Administration - Year 1

9. 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**.

MY ACCOUNT

MY ORDERS

COLLEGE

College: **Rosebank College - Braamfontein Campus**

Course: **Bachelor of Business Administration - Year 1**

EDIT COLLEGE

ORDER BOOKS



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



**COURSE:** Bachelor of Business Administration -  
Year 1

Please select subjects

Select All

- ACBP5111-BRM1 - Accounting 1A
- ACBP5112-BRM1 - Accounting 1B
- BMNG5111 -BRM1 - Business Management 1A and Business Management 1B
- HRMG5111 -BRM1 - Human Resource Management 1A and Human Resource Management 1B
- ITSA018-BRM1 - Introduction to Scholarship A SLP
- MRKT5111-BRM1 - Marketing 1A and Marketing 1B



PROCEED

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



COURSE: Bachelor of Business Administration - Year 1

Please select books

✓ Select All

Accounting 1A

✓ Accounting 1A T/W Pack (No Stock Available)

Accounting 1B

✓ Accounting 1B T/W Pack (A1BTWP) (No Stock Available)

Business Management 1A and Business Management 1B

✓ Introduction to Business Management 10ed (No Stock Available)

Human Resource Management 1A and Human Resource Management 1B

✓ Human Resource Management 4e (No Stock Available)

Introduction to Scholarship A SLP

✓ Introduction to Scholarship (No Stock Available)

Marketing 1A and Marketing 1B

✓ Marketing Management 3e (In Stock)



12. 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.

1 Cart 2 Checkout 3 Payment 4 Confirmation



ORDER ITEMS

ISBN Number	Title	Quantity	Price	Total	
9781775867609	Accounting 1B T/W Pack (A1BTWP)	1 <input type="text"/> <input data-bbox="949 1541 991 1576" type="button" value="+"/>	R 367.00	R 367.00	<input data-bbox="1321 1541 1342 1563" type="button" value="X"/>
9781485125204	Marketing Management 3e	1 <input type="text"/> <input data-bbox="949 1637 991 1673" type="button" value="+"/>	R 485.00	R 485.00	<input data-bbox="1321 1637 1342 1659" type="button" value="X"/>
9780190405755	Introduction to Scholarship	1 <input type="text"/> <input data-bbox="949 1733 991 1769" type="button" value="+"/>	R 280.00	R 280.00	<input data-bbox="1321 1733 1342 1756" type="button" value="X"/>
9781485112105	Human Resource Management 4e	1 <input type="text"/> <input data-bbox="949 1830 991 1865" type="button" value="+"/>	R 428.00	R 428.00	<input data-bbox="1321 1830 1342 1852" type="button" value="X"/>
				Cart total	R 1560.00



13. Select the College Address and your books will be delivered to the college, free of charge. You also have the option to add your own delivery address from here, but then delivery charges will be added.

✓ Cart      2 Checkout      3 Payment      4 Confirmation

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 DELIVERY ADDRESS

College Address - Free Delivery 

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ADD A NEW ADDRESS

BACK PROCEED

14. 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.

BILL TO COMPANY (OPTIONAL)

Company Name \_\_\_\_\_ VAT No. \_\_\_\_\_

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**DELIVERY COST**



Free delivery for this location

**GIFT VOUCHERS**

Do you have a voucher code?

REDEEM

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ISBN Number	Title	Quantity	Unit Price	Price
9781775867609	Accounting 1B T/W Pack (A1BTWP)	1	R 367.00	R 367.00
9781485125204	Marketing Management 3e	1	R 485.00	R 485.00
9780190405755	Introduction to Scholarship	1	R 280.00	R 280.00
9781485112105	Human Resource Management 4e	1	R 428.00	R 428.00
Delivery				R 0
Total				R 1560

BACK PROCEED 

15. 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.



## PAYMENT DETAILS

Payment Method

 **BANK TRANSFER**



Payment reference: CBC0000067

Order Total: **R 1560.00**

16. 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.