

Contest Ordering Guide


As our contest ordering system has changed over recent years, we hope this detailed guide, with photo examples, will provide some clarity on how to order. Information on how to pay invoices can be found beginning on [page 15](#) of this document.

Information to Note before Ordering:

- 1. Confidential School Number and Password:** This is confidential login information that is emailed every September to the “Head of Math” contact that we have on file for schools that have previously ordered one or more of our contests. The nine-digit School Number and Password are both used for contests and for obtaining results. **This login information is specific to each individual school and is confidential.** Please keep this information in a safe place where you can access it for each contest period and keep out of reach of students and parents/guardians. This information is not to be shared. If you are the Contest Supervisor at your school and you cannot locate your School Number and Password, click on the blue [Retrieve Login Information](#) button on the [Contest Supervisor Portal](#) for steps to retrieve this information. You may also contact cemc@uwaterloo.ca, ensuring you include your school’s name and address.
- 2. Making orders and paying by credit card:** The credit card information will be processed immediately through a reputable third-party electronic payment processing company called **Bambora**. The transaction will show up as “**University of Waterloo-CEMC**” on your credit card statement.
 - a. Credit Card Information:** Credit card number, expiration date, and CVD (card verification digits) if required. The CVD is not part of the regular credit card number and is usually 3-4 digits long. The CVD seeks to verify the purchaser and the account. The CVD is not contained in the magnetic strip information, nor does it appear on a sales receipt. The location of the CVD on Visa, MasterCard or American Express Cards is illustrated below:

What is the Card Security Code?
The Card Security Code is an additional security measure printed on all credit cards.

Here's how to find it on your card:

<p>Visa, MasterCard, Discover Cards: 3-digit, non-embossed number printed on the signature panel on the back of the card immediately following the card account number.</p>  <p>The image shows two credit cards. The left one is a Visa/MasterCard/Discover card with a signature strip. A red circle highlights the 3-digit Card ID # on the signature panel. The right one is a blue credit card with a signature strip. A red circle highlights the 3-digit Card ID # on the signature panel.</p>	<p>Amex Card: 4 digit, non-embossed number printed above your account number on the face of your card.</p>  <p>The image shows an American Express card. A red circle highlights the 4-digit Card ID # printed above the account number on the face of the card.</p>
---	--

- 3. Invoices** can be paid **online** by **credit card** at <https://farecomm.uwaterloo.ca>. *You must wait until you receive your invoice before making your payment, as your invoice contains information you will need.* Detailed instructions to pay your invoice by credit card online start on [page 16](#) of this document.

- a. **Making orders and paying by invoice:** Invoices are processed and distributed by the [University of Waterloo Finance Department](#), not by the CEMC. Also, to be able to be invoiced, the orders must be over \$10 CAD.
- b. **Purchase Order Number:** Please ensure you include your Purchase Order Number when placing your contest order on our website. This is required for most school boards to display on invoices.

How to Order CEMC Contests:

Step 1: From our homepage, click [Contests](#), then [Contest Supervisor Portal](#). If you are the teacher responsible for ordering all contests for your school, log in using the CEMC school number and confidential password assigned to your school.

- a) If you are the Teacher/Contest Supervisor and have the CEMC school number and password that has been assigned to your school, once signed into the Contest Supervisor Portal, click the "order contests" button.
 - If you are not sure if your school has participated in our contests before or you have misplaced the login information, please click the blue "Retrieve Login Information" button for the next steps.
 - If you are positive that your school has never participated in CEMC contests before, click the blue "Apply for a CEMC Account" button and fill out a New School Application form. This should only be filled out if your school has never participated in any of our previous contests. Once your school has been assigned a school number and password, you can return to the "Contest Supervisor Portal" page. Note: New School Applications can take approximately 15 business days to review manually.

Contest Supervisor Portal / Portail des responsables de concours

Welcome to the CEMC Contest Supervisor Portal! Log in with your CEMC school account number and password to order contests, access student log in information, obtain results, generate student certificates, and more.

Bienvenue sur le Portail des responsables de concours du CEMI ! Connectez-vous avec votre numéro de compte scolaire du CEMI et votre mot de passe pour commander des concours, accéder aux informations de connexion des étudiants et étudiantes, obtenir les résultats, générer des certificats pour les élèves, et plus encore.

School Number Numéro d'école
 Password Mot de passe

[Login / Ouvrir une session](#)

[Retrieve Login Information / Récupérez vos données d'accès](#) [Apply for a CEMC Account / Demander un compte scolaire du CEMI](#)

Don't know or forgot your CEMC school number or password? / Ne connaissez pas ou avez oublié votre numéro d'école du CEMI ou votre mot de passe ?

Don't have an account yet? / Vous n'avez pas encore de compte ?

Get in Touch / Nous Contacter

If you have questions about your CEMC school account or the Contest Supervisor Portal, we invite you to [contact us](#).

Si vous avez des questions concernant votre compte scolaire du CEMI ou le Portail des responsables de concours, nous vous invitons à [nous contacter](#).

Step 2: Once logged into the Contest Supervisor Portal using the CEMC school number and confidential password for your school, click the 'Order Contests' button. On the next page, review and update the school information as necessary. Please contact us if you have any questions regarding this, as all changes need to be made before your order is placed to ensure correct shipping, etc. Click the 'Update & Order Contests' button at the bottom of the page to move forward.

Please note: The Accounts Payable (AP) contact should not be the same as the Head of Math or Head of Computer Science contact. The Accounts Payable contact is the person who handles school finances.

Order Contests: Update School Information

If any of the following address information is incorrect, please [contact us](#) and we will be happy to update our records. For personnel information, please update the information using the form below.

School Shipping Address Information

Number: 999999919
Name: Bug Test School
Phone Number: ext.
Fax Number:
Address: 200 University Ave.

P.O. Box:
City: Waterloo **Province:** ON
Country: Canada **Postal Code:** N2L 3G1
Language: English & French **Grade Level:** Secondary

School Personnel Information

Principal Name	<input type="text" value="John Doe"/>
Head of Math First Name	<input type="text" value="Jane"/>
Head of Math Last Name	<input type="text" value="Doe"/>
Head of Math Email	<input type="text" value="janedoe@bugtestschool.com"/>
Head of Computer Science Name	<input type="text" value="John Doe"/>
Head of Computer Science Email	<input type="text" value="johndoe@bugtestschool.com"/>

Financial / Accounting Contact

Please enter the contact information with a central email address, one that can be used for **ALL invoicing related activities** with us. It is advisable to use a secured generic email (for example: admin@yourschool.com or accounting@yourschool.com) that will not be affected by the change of staff in your organization. This contact should be different than the Head of Mathematics address listed above.

Central Finance / Accounting Email	<input type="text" value="bugtestschool@bugtestschool."/>
---	---

Step 3: After clicking “**Update & Order Contests,**” you will be taken to the next webpage. Under the "Order Contests" subheading, you will see a list of contests you can order for your school. Click on the contest you wish to order. **You are unable to modify a contest order after it has been 'processed.'** Please contact cemc@uwaterloo.ca if you wish to discuss your order.

Please note: Any current/existing contest orders that you have made will be listed in the chart on this page, along with order information such as the number of contests per language, your order status, order number, date ordered, date shipped, etc. You may be able to modify any existing orders, depending on their status. Email cemc@uwaterloo.ca for any help with this.

Bug Test School

Order Contests

- [Gauss Contest / Concours Gauss](#)
- [Pascal, Cayley, Fermat Contests / Concours Pascal, Cayley, Fermat](#)
- [Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie](#)
- [Euclid Contest / Concours Euclide](#)
- [Canadian Senior and Intermediate Mathematics Contests / Concours canadiens de mathématiques sénior et intermédiaire](#)
- [Canadian Computing Competition / Concours canadien d'informatique](#)
- [Beaver Computing Challenge / Défi d'informatique Beaver](#)
- [Canadian Team Mathematics Contest / Concours de mathématiques d'équipe canadien](#)

Current Orders

Contest	English	French	Status / Modify
---------	---------	--------	-----------------

[Go Back](#) [Logout](#)

Step 4: Once you click the contest you would like to order, the “Contest Ordering” page will appear for that specific contest. **Please enter your Contest Supervisor information** on this webpage and select the **payment method** you would like to use for your order (*Credit Card or Invoice*) from the drop-down menu.

Contest Ordering

Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie

The Fryer, Galois and Hypatia (FGH) Math Contests are an opportunity for students to write a full-solution contest. They are a fun way to develop mathematical problem-solving skills through a written mathematical activity.

Order Date: 06/10/2023

School Number: 999999919

School Name: Bug Test School

ENTER CONTEST SUPERVISOR INFORMATION

Contest Supervisor First Name	<input type="text"/>
Contest Supervisor Last Name	<input type="text"/>
Contest Supervisor Email	<input type="text"/>
Confirm Contest Supervisor Email	<input type="text"/>

Please select a payment method. Please note that invoices will not be sent immediately and may arrive on or after the official contest day.

Payment Method:

Contest	English	French
Fryer	<input type="text"/>	<input type="text"/>
Galois	<input type="text"/>	<input type="text"/>
Hypatia	<input type="text"/>	<input type="text"/>

Charges for this contest:

\$12.00 per participant

\$5.00 processing fee

\$5.00 shipping within Canada

15% shipping outside Canada (minimum charge of \$10.00)

For steps for the *Credit Card* payment method, see below. For steps for the *Invoice* payment method, skip to page 12 of this document. For steps for the *Purchase Order* payment method, skip to page 16 of this document.

PAYMENT BY CREDIT CARD:

- a) Enter your school **Contest Supervisor's first name, last name, and E-mail address**, and select **Credit Card** from the drop-down menu.

Contest Ordering

Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie

The Fryer, Galois and Hypatia (FGH) Math Contests are an opportunity for students to write a full-solution contest. They are a fun way to develop mathematical problem-solving skills through a written mathematical activity.

Order Date: 06/10/2023
School Number: 999999919
School Name: Bug Test School

ENTER CONTEST SUPERVISOR INFORMATION

Contest Supervisor First Name	<input type="text" value="jane"/>
Contest Supervisor Last Name	<input type="text" value="doe"/>
Contest Supervisor Email	<input type="text" value="janedoe@bugtestschool.com"/>
Confirm Contest Supervisor Email	<input type="text" value="janedoe@bugtestschool.com"/>

Please select a payment method. Please note that invoices will not be sent immediately and may arrive on or after the official contest day.

Payment Method:

- b) Enter the **number of contests you need in each language** in the empty boxes provided. The fees for the contest are below this chart for your own reference. Click the **“Next”** button when you are finished. *If you click “Go Back,” your data will not be saved, and you will be taken back to the previous page with the list of contests currently open for ordering.*

Contest	English	French
Fryer	<input type="text" value="1"/>	<input type="text"/>
Galois	<input type="text" value="2"/>	<input type="text"/>
Hypatia	<input type="text" value="3"/>	<input type="text"/>

Charges for this contest:
\$12.00 per participant
\$5.00 processing fee
\$5.00 shipping within Canada
15% shipping outside Canada (minimum charge of \$10.00)

- c) When you hit the 'Next' button, you will be taken to the "Contest Order Confirmation" page. Please **confirm the information provided** in the chart to be correct and accurate.

Here, you will be asked if you would like to include your school name, phone number we have on file for the school and location of the school on a public list of schools that participated in these contests in the current school year. If you would like to accept, please select 'Yes'. If you decline, please select 'No.' Please note this is defaulted to 'No' if you do not make a selection.

Contest Order Confirmation

Please confirm that the information below is correct.

Order Date	06/10/2023
Contest	Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie
School Number	999999919
School Name	Bug Test School
First Name	Jane
Last Name	Doe
Email	janedoe@bugtestschool.com
Payment Method	Credit Card
Subtotal	\$72.00
Processing	\$5.00
Shipping	\$5.00
Tax	\$0.00 (GST/HST R119260685)
Discount	\$(0.00)
Total	CAD \$82.00

Contest	English	French
Fryer	1	0
Galois	2	0
Hypatia	3	0

During the 2024/2025 school year, the CEMC may include my school name and location on a public list of schools that participated in these contests in the 2023/2024 school year.

Yes No

The CEMC often receives requests from interested students whose schools are not participating in the contest(s). This list would allow them to find and contact other schools that are likely to participate in the 2024/2025 school year.

Please read the information provided underneath the chart and confirm that you have read and accepted our Policies and Conditions.



Credit card processing is completed by [Bambora](#) (a Worldline brand). The University of Waterloo does not retain your credit card information. Your order will not be placed if you do not complete the credit card payment information and click the "**Submit Payment**" button.

We ask that you please review [The University of Waterloo Terms and Conditions](#) webpage, and The University of Waterloo's [Information and Privacy](#) policies.

PLEASE NOTE: The CEMC does not offer refunds, returns or cancellations of any kind at this time.

For more information, feel free to [contact us](#).



CEMC
University of Waterloo, MC 6203
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
Phone: 519 888 4808
Fax: 519 746 6592

Click the "**Edit**" button if you need to make any changes.

Click the "**Confirm and Make Credit Card Payment**" button to move to the next page to enter credit card information.

- d) On the credit card payment screen, you will be prompted to enter your billing address and your credit card information (please note: billing address entered has to match the address registered with the card). After entering your information, click the "Submit Payment" button to place your order.

*Please Note: If you exit this screen before you click "**Submit Payment**," your order will not be saved or placed, and you will have to start over the next time you log in.*

- e) After you have clicked the "Submit Payment" button, you should be redirected to a "Successful Order Confirmation" page, showing you that your credit card transaction has been approved. Do not click the BACK button on your browser!

Order Confirmation

Please do not click your browser BACK button!

Thank you John Doe your credit card transaction has been approved.

Transaction Auth. Code:	TEST
Transaction Card Type:	Visa
Transaction Amount:	\$241.50
Transaction Date:	8/16/2018 12:45:27 PM

You should receive a receipt for this transaction shortly.
Your order summary has been sent to the email address you specified, please keep this for your records.

[Please click here to Return / Review ordered contests](#)

- f) If you click on the “**Please click here to Return / Review ordered contests**” link, you will be redirected to view all of your “Current Orders” in a white/grey chart, including the order you’ve just placed.

Pascal	12	1	Ordered
Cayley	14	2	Ordered
Fermat	10	3	Ordered
Total: \$241.50			
Order Number: 151517			
Order Type: Main			
Date ordered: August 16, 2018			
Date shipped: N/A			

- If you are unsure if your order has been successful after you click the “**Submit Payment**” button, please log out and **log back in** to make sure your order listed above “Current Orders” chart, with the status of “Ordered.” If your order is not there, this means your order was unsuccessful and must be re-entered. You should also receive a confirmation email. You may contact us at cemc@uwaterloo.ca or by calling 519-888-4808 if you have difficulty.

- If you do not receive a receipt and need one, please email cemc@uwaterloo.ca. A receipt for a successful contest order *by credit card payment will be sent to the Contest Supervisor contact on the order in a **confirmation** email*. The attachment that looks like this:



The CENTRE for EDUCATION in MATHEMATICS and COMPUTING

CEMC
Faculty of Mathematics
University of Waterloo (MC 6254)
Waterloo, Ontario, Canada N2L 3G1

Telephone: (519) 888-4808
Fax: (519) 746-6592
Website: <http://cemc.uwaterloo.ca>
Email: cemc@uwaterloo.ca

Receipt

School #
999999919

Receipt Date
August 16, 2018

Order Date
August 16, 2018

P.O. #:

Sold To:

Bug Test School
John Doe
200 University Ave.
Waterloo ON N2L 3G1
Indonesia

Phone: 111-1111-1111
Fax:

Order Number	Quantity	Description	Unit Price	Amount
151517	42	Pascal, Cayley, Fermat Contests	\$ 5.00	\$ 210.00

Tran. Amount	Tran. Date	Card Type	Trans. Id	Card Holder	Trans. Auth. Code	Trans. Type
\$241.50	8/16/2018 12:45:27 PM	VI	10000026	John Doe	TEST	P

Subtotal \$ 210.00
GST/HST \$ 0.00
Shipping \$ 31.50
Adjustment \$ 0.00
Amount Paid \$ 241.50

PLEASE PAY THIS AMOUNT CAD \$ 0.00

*GST/HST 11926 0685 RT0001

- g) **If your credit card payment was declined**, you will see the below error message on your screen. By clicking the “**OK**” button, you will be redirected to log in again and re-submit your order (go back to Page 2 of this document to follow from Step 2 *onward*).

Order Confirmation

Please do not click your browser BACK button!

We're sorry your credit card has been declined. The following reason was given:

Invalid Card No

Your credit card has been declined and your web browser session is expired.

[Please click here to login again.](#)

PAYMENT BY INVOICE:

- a) Enter your school **Contest Supervisor's first name, last name, and E-mail address**, and select **Invoice** from the drop-down menu.

Contest Ordering

Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie

The Fryer, Galois and Hypatia (FGH) Math Contests are an opportunity for students to write a full-solution contest. They are a fun way to develop mathematical problem-solving skills through a written mathematical activity.

Order Date: 17/11/2023
School Number: 999999919
School Name: Bug Test School

ENTER CONTEST SUPERVISOR INFORMATION

Contest Supervisor First Name	Jane
Contest Supervisor Last Name	Doe
Contest Supervisor Email	janedoe@bugtestschool.com
Confirm Contest Supervisor Email	janedoe@bugtestschool.com

Please select a payment method. Please note that invoices will not be sent immediately and may arrive on or after the official contest day.

Payment Method:
 Bill To School Bill To Board
PO Number:

- b) Enter the number of contests you need in each language in the empty boxes provided. The fees for the contest are below this chart for your own reference. Click the "Next" button when you are finished. If you click "Go Back," your data will not be saved, and you will be taken back to the previous page with the list of contests currently open for ordering.

Contest	English	French
Fryer	<input type="text" value="1"/>	<input type="text" value="0"/>
Galois	<input type="text" value="2"/>	<input type="text" value="0"/>
Hypatia	<input type="text" value="3"/>	<input type="text" value="0"/>

Charges for this contest:
\$12.00 per participant
\$5.00 processing fee
\$5.00 shipping within Canada
15% shipping outside Canada (minimum charge of \$10.00)

- c) You will be taken to the “Contest Order Confirmation Page.” Please **confirm the information provided** in the chart to be correct and accurate.
- Click the “**Edit**” button if you need to make any changes. Clicking the “**Confirm**” button will submit your order.

Contest Order Confirmation

Please confirm that the information below is correct.

Order Date	17/11/2023
Contest	Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie
School Number	999999919
School Name	Bug Test School
First Name	Jane
Last Name	Doe
Email	janedoe@bugtestschool.com
Payment Method	Invoice
Purchase Order Number	
Subtotal	\$72.00
Processing	\$5.00
Shipping	\$5.00
Tax	\$0.00 (GST/HST R119260685)
Discount	\$(0.00)
Total	CAD \$82.00

Contest	English	French
Fryer	1	0
Galois	2	0
Hypatia	3	0

When you click the “**Confirm**” button, your order will be placed.

We ask that you please review [The University of Waterloo Terms and Conditions](#) webpage, and The University of Waterloo's [Information and Privacy](#) policies.

PLEASE NOTE: The CEMC does not offer refunds, returns or cancellations of any kind at this time.

For more information, feel free to [contact us](#).

Please **read the information** underneath the chart and **confirm** that you have **read and accepted** our Policies and Conditions. Please select ‘Yes’ or ‘No’ to include or decline your school name, phone number we have on file for the school and location of the school on a public list, allowing students whose schools are not participating to find other schools that are likely to participate in the future.

d) Successfully submitted contest orders *by Invoice* will look like this:

Order Confirmation

Please do not click your browser BACK button!

Thank you, your order has been successfully received.

[Please click here to Return / Review ordered contests](#)

- e) By clicking the “**Please click here to Return / Review ordered contests**” link, you will be redirected to view all your “Current Orders” in a white/grey chart (see below example), including the order you’ve just placed. You can “*Edit*” or “*Delete*” contest orders when paying by Invoice only until the order status reads “*Processed.*” Then, it is too late to modify. Please email cemc@uwaterloo.ca if you would like to discuss your order.
- a. If you are unsure if your order has been successful, please log out and **log back in** to make sure your order *is listed in* the “Current Orders” chart with the status of “Ordered.” If your order is not there, this means your order was unsuccessful and must be re-entered. You should also receive a confirmation email. You may contact us at cemc@uwaterloo.ca or by calling 519-888-4808 if you have difficulty.

Current Orders

Contest	English	French	Status / Modify
Fryer	1	0	Edit
Galois	2	0	Delete
Hypatia	3	0	

Total: \$82.00

Order Number: 218747
Order Type: Main
Date ordered: November 17, 2023
Date shipped: N/A

SAMPLE INVOICE (your invoice will look similar to this):



200 University Avenue West
 Waterloo Ontario N2L 3G1 Canada
 519-888-4567 ext. 31339
 arinquiry@uwaterloo.ca

INVOICE

Bill To:
 Bug Test School
 1234 Example Street
 Example City, Ontario
 H0H 0H0
 Canada

Invoice Number: **XXXXXXXX**
 Invoice Date: **16-Aug-2018**
 Customer ID: **XXXXXX**
 Payment Terms: **Net 30**
 HST Number: **XXXXXXXXXX**

Customer Reference Info:

CEMC – Order # - 000000 by John Doe

Description	Unit Price	Qty	Amount	HST / GST
Fryer - Fryer, Galois, Hypatia Contests	\$10.00	70.00	\$700.00	0.00%
Galois - Fryer, Galois, Hypatia Contests	\$10.00	27.00	\$270.00	0.00%
Hypatia - Fryer, Galois, Hypatia Contests	\$10.00	12.00	\$120.00	0.00%
Cost Shipping - 15% Shipping fee outside of Canada	\$163.50	1.00	\$163.50	0.00%

Subtotal **\$1,253.50**

HST / GST **\$0.00**

Invoice XXXXXX Total Due: \$1,253.50 CAD

Remit Payment To: University of Waterloo
 200 University Avenue West
 Waterloo Ontario Canada N2L 3G1

Institution: **004**
 Transit: **27522**
 Account: **5281461**
 Swift Code: **TDOMCATTOR**

Bank Name: **TD Canada Trust**
 Bank Address: **381 King Street West**
Kitchener Ontario Canada N2G 1B8

Remittance Email: uwbanking@uwaterloo.ca

CAD invoices may be paid by credit card by visiting <https://farecomm.uwaterloo.ca>

Paying your Invoices

You can pay your invoice in 3 different ways:

1. **Cheque/money order:** Mail to the attention of the “**Finance Department at the University of Waterloo**” (200 University Avenue West, Waterloo, Ontario, N2L 3G1).

Please make the cheque payable to “**University of Waterloo**” and also make sure that you **quote the invoice number(s) on the cheque**.

2. **Bank Transfer:** Our banking information will be listed at the bottom of your invoice.

Please Note: It is important that the remitter provides useful references such as **Invoice Number(s), Customer Number, a brief description of payment and/or contact person at The University of Waterloo (e.g., CEMC)** in order for the University Finance Department to identify the recipient of the payment.

3. **Pay Online:** You can pay your University of Waterloo Invoices online by accessing our e-commerce site: <https://farecomm.uwaterloo.ca>

Please have your **invoice(s)** on hand. You will need to enter several pieces of information, located on your invoice(s).

See step-by-step instructions for paying your invoice(s) online, below:

- A) Click on “**Get Started**”

UNIVERSITY OF WATERLOO

SEARCH

A/R HOME | PAYMENT OPTIONS | PAY INVOICES ONLINE | FAQ | CONTACT US

Accounts Receivable Customer Services

Welcome to the University's Accounts Receivable e-Commerce Website.

Pay your invoices in just 3 easy steps...

- 1 Identify Yourself**
Have your invoices on hand. You will need to enter several pieces of information located in your invoice header.
- 2 Enter Payment Details**
You may make full or partial payments. You may also apply credits from your account.
- 3 Confirm & Pay by Credit Card**
Confirm amounts & pay by:
MasterCard VISA
American Express VISA
beanstream
secure payment processing

Back Get Started

- B) Enter the information exactly as it is shown on your invoice (include spaces and capitals). The information is located in the top right corner of your invoice (see sample invoice as an example). Click on “**Save and Continue**”.

UNIVERSITY OF WATERLOO

SEARCH

A/R HOME | PAYMENT OPTIONS | PAY INVOICES ONLINE | FAQ | CONTACT US

Accounts Receivable Customer Services

- 1 Identify Yourself
- 2 Enter Payment Details
- 3 Confirm & Pay by Credit Card

SAMPLE INVOICE HEADER

Customer Number: 184521
 Customer Location: Guelph2
 Invoice Date: 01-JUN-11
 Invoice Number: 599123
 Payment Terms: 30 NET

Locate your **customer number** & **invoice number** from any one of your unpaid invoices and enter below.

Customer Number
 Invoice Number
 Your Email Address

Back Save & Continue

C) Enter payment details. You can pay your invoices separately by entering the amount in the box under “**Payment Amount**”. This allows you to use different credit cards, if needed. You can pay for all invoices at the same time by clicking “**Pay All Invoices**”.

Once completed, click on “**Save & Continue**”

1 Identify Yourself

2 Enter Payment Details

3 Confirm & Pay by Credit Card

All amounts are displayed in Canadian Funds. See [FAQs](#) for further info.

Pay All Invoices Apply Available Credits Clear Entries

	Invoice Number	Invoice Amount	Balance Owing	Payment Amount
1	103245	93.14	93.14	<input type="text"/>
				0.00

Back Save & Continue Cancel & Exit

D) The ‘Amount Payable’ will appear in the middle of the page. Click on “**Pay Now**”.



Identify Yourself



Enter Payment Details



Confirm & Pay by Credit Card

Amount Payable: \$93.14

You may pay using:



Secure online payment is via **beanstream**

On completion of your online credit card payment, you will receive an email confirming the details of your invoice payment.

◀ Back

Pay Now

Cancel & Exit

E) You will now be prompted to enter your address information and payment information.

Once completed, click on **'Submit Payment'**.

Address Information

Name:

Phone Number:

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip Code:

Country:

Email:

Payment Information

Amount: \$93.14 CAD

Name on card:

Credit Card Type:

Credit Card Number:

Expiration Date: /

Comments

Submit Payment

Ordering with a Purchase Order number

- Enter your school **Contest Supervisor's first name, last name, and E-mail address**, and select **Invoice** from the drop-down menu.
- A blank box will appear. You will be prompted to **enter a Purchase Order (PO) Number** into this box and select either **"Bill to School"** or **"Bill to Board."**

Contest Ordering

Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie

The Fryer, Galois and Hypatia (FGH) Math Contests are an opportunity for students to write a full-solution contest. They are a fun way to develop mathematical problem-solving skills through a written mathematical activity.

Order Date: 20/11/2023

School Number: 999999919

School Name: Bug Test School

ENTER CONTEST SUPERVISOR INFORMATION

Contest Supervisor First Name	Jane
Contest Supervisor Last Name	Doe
Contest Supervisor Email	janedoe@bugtestschool.com
Confirm Contest Supervisor Email	janedoe@bugtestschool.com

Please select a payment method. Please note that invoices will not be sent immediately and may arrive on or after the official contest day.

Payment Method:
 Bill To School Bill To Board
PO Number:

*If you choose **"Bill to Board"** and we do not have your School Board on file when you click next, you will receive a message in red font on your screen. We will have to add your School Board's mailing address to our database, and you will have to re-start your contest order. **Please retrieve your School Board's mailing address and then contact us to add your School Board to our Database.***

THIS MESSAGE LOOKS LIKE THIS:

PO Number:
 Bill To School Bill To Board * Our database does not have your Board mailing address. Please contact us at 1-519-888-4808 for further assistance.

If the red message does not appear for you, then you may continue with your order.

- c) Enter the **number of contests you need in each language** in the empty boxes provided. The fees for the contest are below this chart for your own reference. Click the **“Next”** button when you are finished. *If you click “Go Back”, your data will not be saved and you will be taken back to the previous page with the list of contests currently open for ordering.*

Contest	English	French
Fryer	<input type="text" value="1"/>	<input type="text" value="0"/>
Galois	<input type="text" value="2"/>	<input type="text" value="0"/>
Hypatia	<input type="text" value="3"/>	<input type="text" value="0"/>

Charges for this contest:

\$12.00 per participant

\$5.00 processing fee

\$5.00 shipping within Canada

15% shipping outside Canada (minimum charge of \$10.00)

- d) You will be taken to the “Contest Order Confirmation Page.” Please **confirm the information provided** in the chart to be correct and accurate.

Contest Order Confirmation

Please confirm that the information below is correct.

Order Date	20/11/2023
Contest	Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie
School Number	999999919
School Name	Bug Test School
First Name	Jane
Last Name	Doe
Email	janedoe@bugtestschool.com
Payment Method	Invoice
Purchase Order Number	1234567890
Subtotal	\$72.00
Processing	\$5.00
Shipping	\$5.00
Tax	\$0.00 (GST/HST R119260685)
Discount	\$(0.00)
Total	CAD \$82.00

Contest	English	French
Fryer	1	0
Galois	2	0
Hypatia	3	0

During the 2024/2025 school year, the CEMC may include my school name and location on a public list of schools that participated in these contests in the 2023/2024 school year.

Yes No

The CEMC often receives requests from interested students whose schools are not participating in the contest(s). This list would allow them to find and contact other schools that are likely to participate in the 2024/2025 school year.

When you click the **"Confirm"** button, your order will be placed.

We ask that you please review [The University of Waterloo Terms and Conditions](#) webpage, and The University of Waterloo's [Information and Privacy](#) policies.

PLEASE NOTE: The CEMC does not offer refunds, returns or cancellations of any kind at this time.

For more information, feel free to [contact us](#).

Confirm	Edit
---------	------

Click the **"Edit"** button if you need to make any changes. Clicking the **"Confirm"** button will submit your order.

e) Successfully submitted contest orders *by Purchase Orders* will look like this:

Order Confirmation

Please do not click your browser **BACK** button!

Thank you, your order has been successfully received.

[Please click here to Return / Review ordered contests](#)

f) By clicking the **"Please click here to Return / Review ordered contests"** link, you will be redirected to view all of your "Current Orders" in a white/grey chart, including the order you've just placed. You can *"Edit"* or *"Delete"* contest orders when paying by Invoice or Purchase Order, only until the order status reads *"Processed"*. Then, it is too late to modify. Please email cemc@uwaterloo.ca if you would like to discuss your order.

Current Orders

Contest	English	French	Status / Modify
Fryer	1	0	Edit Delete
Galois	2	0	
Hypatia	3	0	
Total: \$82.00			
Order Number: 218756 Order Type: Main Date ordered: November 20, 2023 Date shipped: N/A			