Contest Registration Process

Last updated: November 2018

Our ordering system has changed and we hope this detailed contest order example will make our users more comfortable with the contest ordering system. Information on how to pay invoices can be found beginning on page 15 of this document.

1) **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.

2) **Making orders and paying by invoice**: Invoices are processed and distributed by the University of Waterloo Finance Department, not by the CEMC.

3) Invoices can be paid **online by credit card** at: [https://farecomm.uwaterloo.ca](https://farecomm.uwaterloo.ca). Please 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 11 of this document.

**Information you need before schools can register for contests:**

1) **Confidential School Number and Password**: This is confidential login information that is E-mailed every September to the “Head of Math” contact that we have on file for schools who have previously registered for one or more of our contests. The nine-digit School Number and the Password are both used for contest registration 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/or parents/guardians. This information is not to be shared. If you are the Contest Manager at your school and you cannot locate your School Number and Password, click on the green “Forgot or Don’t Know Login Information?” button on the Contest Registration webpage for steps to retrieve this information. You may also contact cemc@uwaterloo.ca, ensuring you include your school’s name and address.

2) **Purchase Order Number**: Your school or school board requires this information on your invoice.

3) **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:
Contest Registration Process:

**Step 1:** From our homepage, click [Mathematics and Computing Contests](#) from the left-hand menu. Select "Registration". You will have three options for your next step:

- **Contest Registration**
  All contest registrations must come from schools. Students who finished school last term or semester should register through that school.
  
  We strongly encourage registering early. See contest dates and registration deadlines and fees.

- **Contest Registration**
  Use your existing school number and password to register for contest(s) now, on our secure site.

- **Forgot or Don’t Know Login Information?**
  Check if your school has participated in previous contests or obtain an existing school number and password.

- **New School Application**
  Create an account for schools that have never participated in previous contests. (May take 5 days to process)

**Schools That Have Not Participated in Previous Contests**
For schools registering for one of our contests for the first time:

1. Fill out and submit [New School Application Form](#). This application can take approximately 5 business days to process.
2. A user name and password will be emailed to you.
3. [Enter our secure site](#) to register for contests.

**Questions?**
Information for teachers supervising math contests is available. Instructions for teachers supervising the Beaver Computing Challenge are also online.

Look for an answer here, send us an email or contact our office at 519-888-4808.
a) If you are the Teacher and have the CEMC school number and password that has been assigned to your school, click the grey “Contest Registration” button in the centre of the page to order contests for your school.

b) If you are not sure if your school has participated in our contests before or you have misplaced the login information, please click the green “Forgot or Don’t Know Login Information?” button for next steps.

c) If you are positive that your school has never participated in CEMC contests before, click the blue “New School Application” button and fill out an 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 “Registration” page.

**Step 2:** When you have your school number and password and have clicked the grey “Contest Registration” button, you will enter the Contest Registration login webpage. Enter the confidential School Number and Password that we have assigned to your school. Click on the “Login/Ouvrir une session” button. If you have misplaced your login information, please contact cemc@uwaterloo.ca or click the “Don’t have or forget your school number or password” link on the page.

---

**Step 3:** On the next webpage (school information page), please verify and correct your school information (address, personnel, and Accounts Payable contact). If any changes are required that you cannot update on the website yourself, please contact cemc@uwaterloo.ca. Click the “Update & Order Contests” button when you are ready 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.
Step 4: After clicking “Update & Order Contests”, you will be taken to the next webpage. Here, you are able to choose from the current contests that are open for registration at this time. Please click on the link for the contest you wish to order/register for. 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

Register for a Contest

- Pascal, Cayley, Fermat Contests / Concours Pascal, Cayley, Fermat
- Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatia
- Euclid Contest / Concours Euclide
- Canadian Computing Competition / Concours canadien d’informatique
- Canadian Team Mathematics Contest / Concours de mathématiques d’équipe canadien

Current Orders

<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
<th>Status / Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gauss</td>
<td>10</td>
<td>10</td>
<td>Ordered</td>
</tr>
<tr>
<td>Total: $102.40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Number: 153351</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Type: Main</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date ordered: November 29, 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date shipped: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Euclid</td>
<td>10</td>
<td>0</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>Total: $184.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Number: 153355</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Type: Main</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date ordered: November 30, 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date shipped: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 5: Once you click the contest you would like to order, the “Contest Registration” page will appear for that specific contest. Please enter your contest information on this webpage and select the payment method you would like to use for your order (Credit Card, Invoice, or Purchase Order) from the drop-down menu.

Contest Registration

Pascal, Cayley, Fermat Contests / Concours Pascal, Cayley, Fermat

The Pascal, Cayley and Fermat math competitions are an opportunity for students to have fun and to develop their mathematical problem solving ability.

Order Date: 30/11/2018
School Number: 999999919
School Name: Bug Test School

ENTER CONTEST MANAGER/SUPERVISOR INFORMATION.

<table>
<thead>
<tr>
<th>Contest Manager First Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contest Manager Last Name</td>
<td></td>
</tr>
<tr>
<td>Contest Manager Email</td>
<td></td>
</tr>
</tbody>
</table>

Please select the payment method

Payment Method:

<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cayley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fermat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Charges for this contest:
- $5.00 per contestant
- $5.00 shipping within Canada
- 15% shipping outside Canada (minimum charge of $10.00)

* For steps for the Credit Card payment method, see i) below. For steps for the Invoice payment method, skip to ii) on page 11 of this document. For steps for the Purchase Order payment method, skip to iii) on page 19 of this document.
i) **PAYMENT BY CREDIT CARD:**

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

```
Contest Registration

Pascal, Cayley, Fermat Contests / Concours Pascal, Cayley, Fermat

The Pascal, Cayley and Fermat math competitions are an opportunity for students to have fun and to develop their mathematical problem solving ability.

Order Date: 15/08/2018
School Number: 999999919
School Name: Bug Test School

ENTER CONTEST MANAGER/SUPERVISOR INFORMATION.

<table>
<thead>
<tr>
<th>Contest Manager First Name</th>
<th>John</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contest Manager Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Contest Manager Email</td>
<td><a href="mailto:jdoe@bugtestschool.com">jdoe@bugtestschool.com</a></td>
</tr>
</tbody>
</table>

Please select the payment method

Payment Method: [Credit Card]
```

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 registration.**

```
<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Cayley</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Fermat</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

Charges for this contest:
$5.00 per contestant
$5.00 shipping within Canada
15% shipping outside Canada (minimum charge of $10.00)
```

[Next] [Go Back]
c) 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.

<table>
<thead>
<tr>
<th>Order Date</th>
<th>16/08/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contest</td>
<td>Pascal, Cayley, Fermat Contests / Concours Pascal, Cayley, Fermat</td>
</tr>
<tr>
<td>School Number</td>
<td>9999999919</td>
</tr>
<tr>
<td>School Name</td>
<td>Bug Test School</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jdoe@bugtestschool.com">jdoe@bugtestschool.com</a></td>
</tr>
<tr>
<td>Payment Method</td>
<td>Credit Card</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$210.00</td>
</tr>
<tr>
<td>Tax</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shipping</td>
<td>$31.50 (GST/HST R119260685)</td>
</tr>
<tr>
<td>Total</td>
<td>CAD $241.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Cayley</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Fermat</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

The University of Waterloo and the Centre for Education in Mathematics and Computing (CEMC) has an agreement with Bambora for processing credit card information. The University of Waterloo and the CEMC will not collect or retain your credit card information. When you click the **Confirm and Make a Credit Card Payment** button, you will be redirected to the Bambora site, where you will be prompted for 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 the CEMC at:

CEMC  
University of Waterloo, MC 6254  
200 University Avenue West  
Waterloo, Ontario, Canada N2L 3G1  
Phone: 519 888 4808  
Email: ceme@uwaterloo.ca

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 credit card information. 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 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!

![](image1)

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.

![](image2)

* If you are unsure whether or not your order has been successful after you click the “Submit Payment” button, please logout and log back in to make sure your order and payment show under the 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 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 look like this:

**The CENTRE for EDUCATION in MATHEMATICS and COMPUTING**

**Sold To:**
Bug Test School  
John Doe  
200 University Ave.  
Waterloo ON N2L 3G1  
Indonesia  

Phone: 111-1111-1111  
Fax:  

**Receipt**

**School #**  
9999999919  
**Receipt Date**  
August 16, 2018  
**Order Date**  
August 16, 2018  
**P.O. #:**  

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>151517</td>
<td>42</td>
<td>Pascal, Cayley, Fermat Contests</td>
<td>$5.00</td>
<td>$210.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$241.50</td>
<td>8/16/2018 12:45:27 PM</td>
<td>VI</td>
<td>10000026</td>
<td>John Doe</td>
<td>TEST</td>
<td>P</td>
</tr>
</tbody>
</table>

**Subtotal $210.00**  
**GST/HST $5.00**  
**Shipping $31.50**  
**Adjustment $3.00**  
**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 this error message on your screen. By clicking the “OK” button, you will be redirected to login again and re-submit your order (go back to Page 2 of this document to follow from Step 2, onward).

![Order Confirmation Image]

ii) **PAYMENT BY INVOICE:**

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

![Contest Registration Image]
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 registration.*

<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Cayley</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Fermat</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

Charges for this contest:
- $5.00 per contestant
- $5.00 shipping within Canada
- 15% shipping outside Canada (minimum charge of $10.00)

Next    Go Back

---

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

CEMC
University of Waterloo, MC 6254
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
Phone: 519 888 4808
Email: cemc@uwaterloo.ca

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

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 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.
* If you are unsure whether or not your order has been successful, please logout and **log back in** to make sure your order and payment show under the 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 may contact us at cemc@uwaterloo.ca or by calling 519-888-4808 if you have difficulty.

**SAMPLE INVOICE:**

![INVOICE Image](Image)

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

**Customer Reference Info:**

**CEMC – Order # - 000000 by John Doe**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Amount</th>
<th>HST / GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fryer, Fryer, Galois, Hypatia Contests</td>
<td>$10.00</td>
<td>70.00</td>
<td>$700.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Galois, Fryer, Galois, Hypatia Contests</td>
<td>$10.00</td>
<td>27.00</td>
<td>$270.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Hypatia, Fryer, Galois, Hypatia Contests</td>
<td>$10.00</td>
<td>12.00</td>
<td>$120.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cost Shipping - 15% Shipping fee outside of Canada</td>
<td>$163.50</td>
<td>1.00</td>
<td>$163.50</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

| 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:** TDOMCATTTOR

**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](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](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”
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”.

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

Amount Payable: $93.14

You may pay using: MasterCard, Visa, American Express

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.
e) You will now be prompted to enter your address information and payment information. Once completed, click on “Submit Payment”.

A receipt will be E-mailed shortly, afterwards.
iii) PAYMENT BY PURCHASE ORDER:

a) Enter your school Contest Manager’s first name, last name, and E-mail address, and select Purchase Order from the drop-down menu.

b) 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”

**ENTER CONTEST MANAGER/SUPERVISOR INFORMATION.**

| Contest Manager First Name | John |
| Contest Manager Last Name  | Doe  |
| Contest Manager Email      | jo@bugtestschool.com |

Please select the payment method

Payment Method: Purchase Order
PO Number: 1234567890

* Bill To School * Bill To Board

If you choose “Bill to Board” and we do not have your School Board on file, 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.

The message looks like this:

Please select the payment method

Payment Method: Purchase Order
PO Number: 1234567890

* 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 registration.*

<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Cayley</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Fermat</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

Charges for this contest:
- $5.00 per contestant
- $5.00 shipping within Canada
- 15% shipping outside Canada (minimum charge of $10.00)

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td></td>
</tr>
<tr>
<td>Go Back</td>
<td></td>
</tr>
</tbody>
</table>

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**: 16/08/2018
- **Contest**: Pascal, Cayley, Fermat; Contests / Concours Pascal, Cayley, Fermat
- **School Number**: 999999919
- **School Name**: Bug Test School
- **First Name**: John
- **Last Name**: Doe
- **Email**: jdoe@bugtestschool.com
- **Payment Method**: Purchase Order
- **Purchase Order**: 1234567890
- **Invoice Email**: No
- **Subtotal**: $210.00
- **Tax**: $0.00
- **Shipping**: $31.50 (GST/HST R119260685)
- **Total**: CAD $241.50
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 read the information provided underneath the chart and confirm that you have read and accepted our Policies and Conditions.

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

For more information, feel free to contact the CEMC at:

CEMC
University of Waterloo, MC 6254
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
Phone: 519 888 4808
Email: cemc@uwaterloo.ca

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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 Order 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]

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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.

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<table>
<thead>
<tr>
<th>Contest</th>
<th>English</th>
<th>French</th>
<th>Status / Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascal</td>
<td>12</td>
<td>1</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>Cayley</td>
<td>14</td>
<td>2</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>Fermat</td>
<td>10</td>
<td>3</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

Total: $241.50

Order Number: 151517
Order Type: Main
Date ordered: August 16, 2018
Date shipped: N/A