

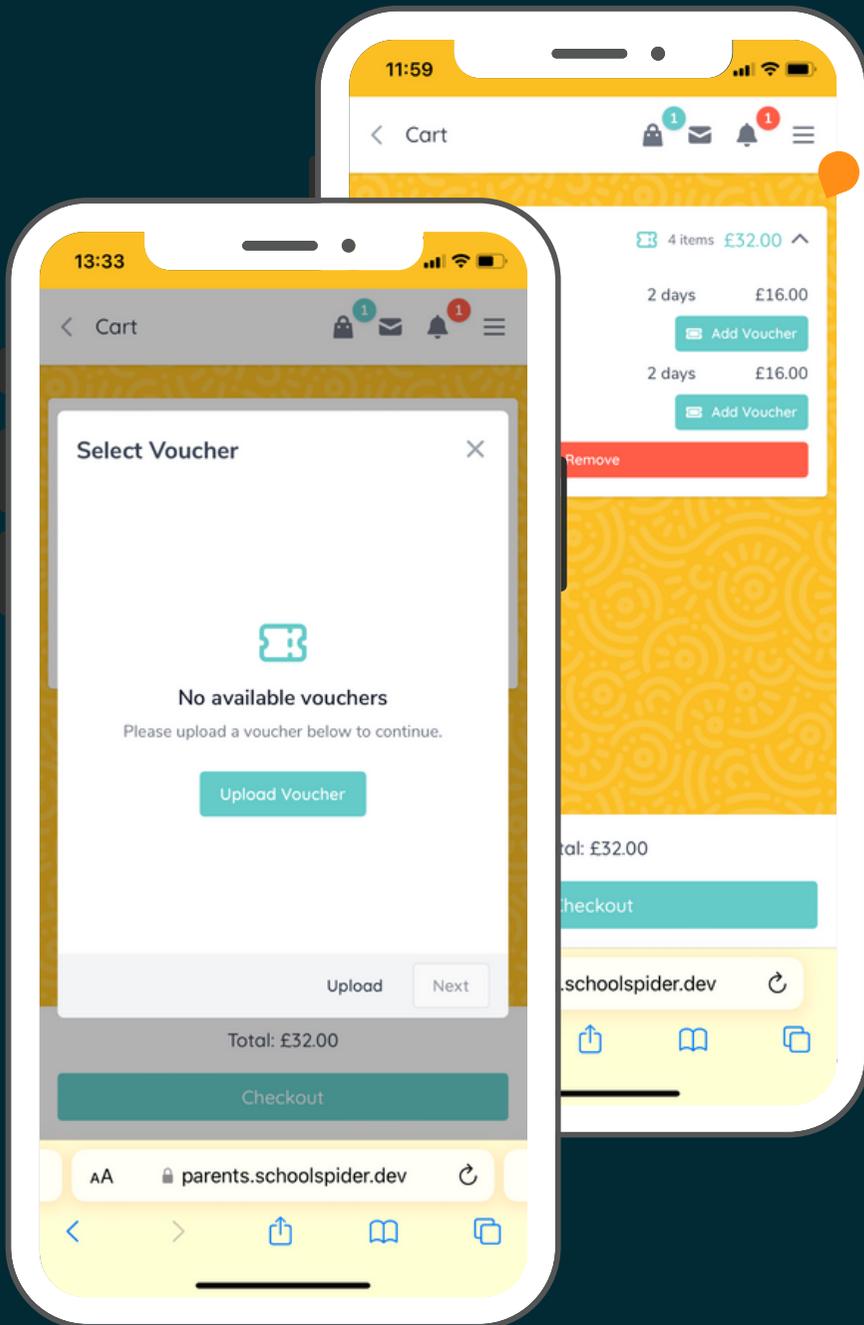


PARENT GUIDE

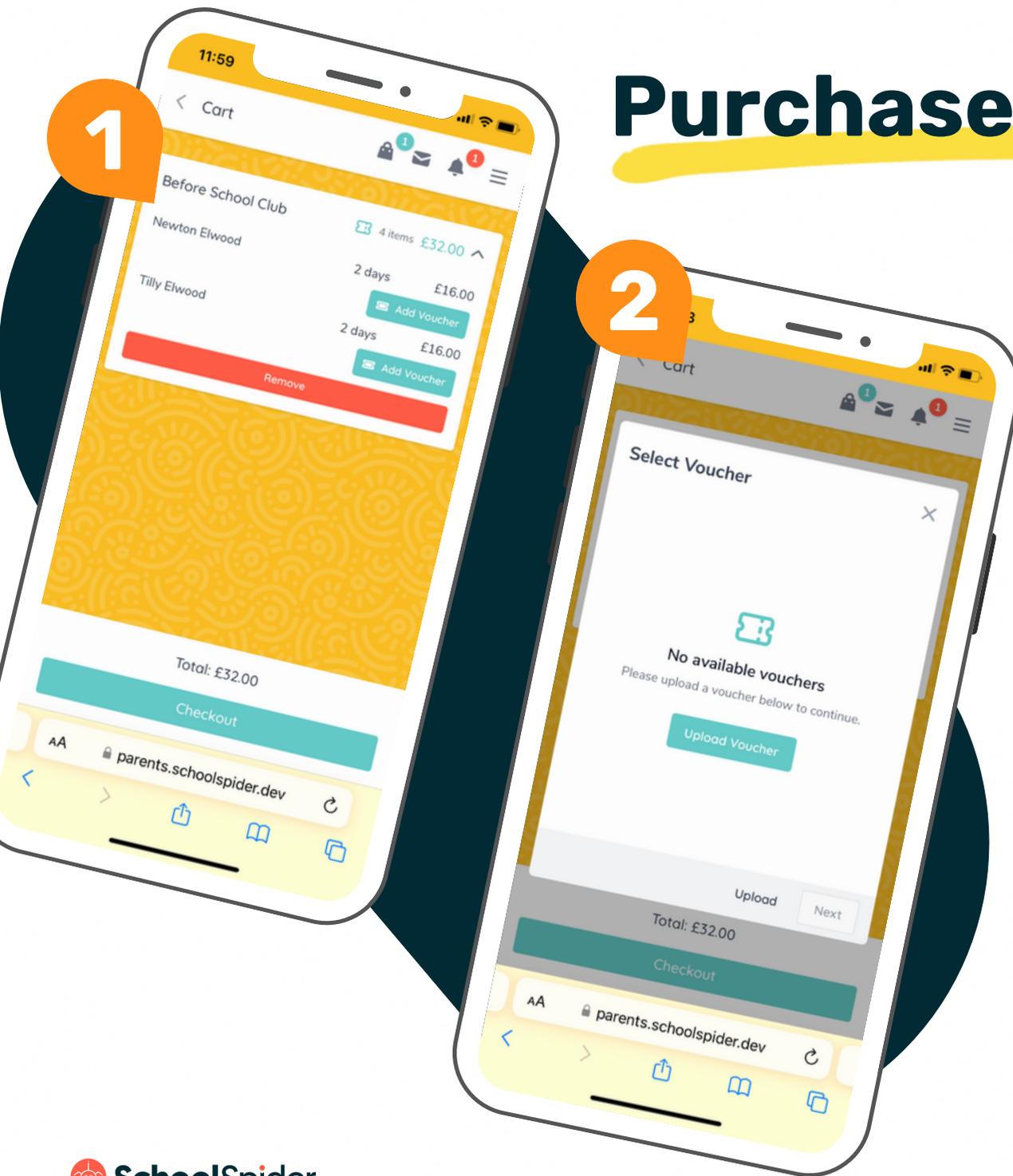
To childcare voucher payments

You can now upload and apply vouchers to your payments within School Spider.

This can be uploaded in all formats but check with your school whether they have their own guidelines and rules to accept vouchers.



Purchase with a voucher



Add items to cart

Go to the bookings and payment section and add your items to your cart to checkout.

Eligible vouchers

Items which are eligible for voucher discounts will show in your cart with an "add voucher" button. This is set by the school

Upload your voucher

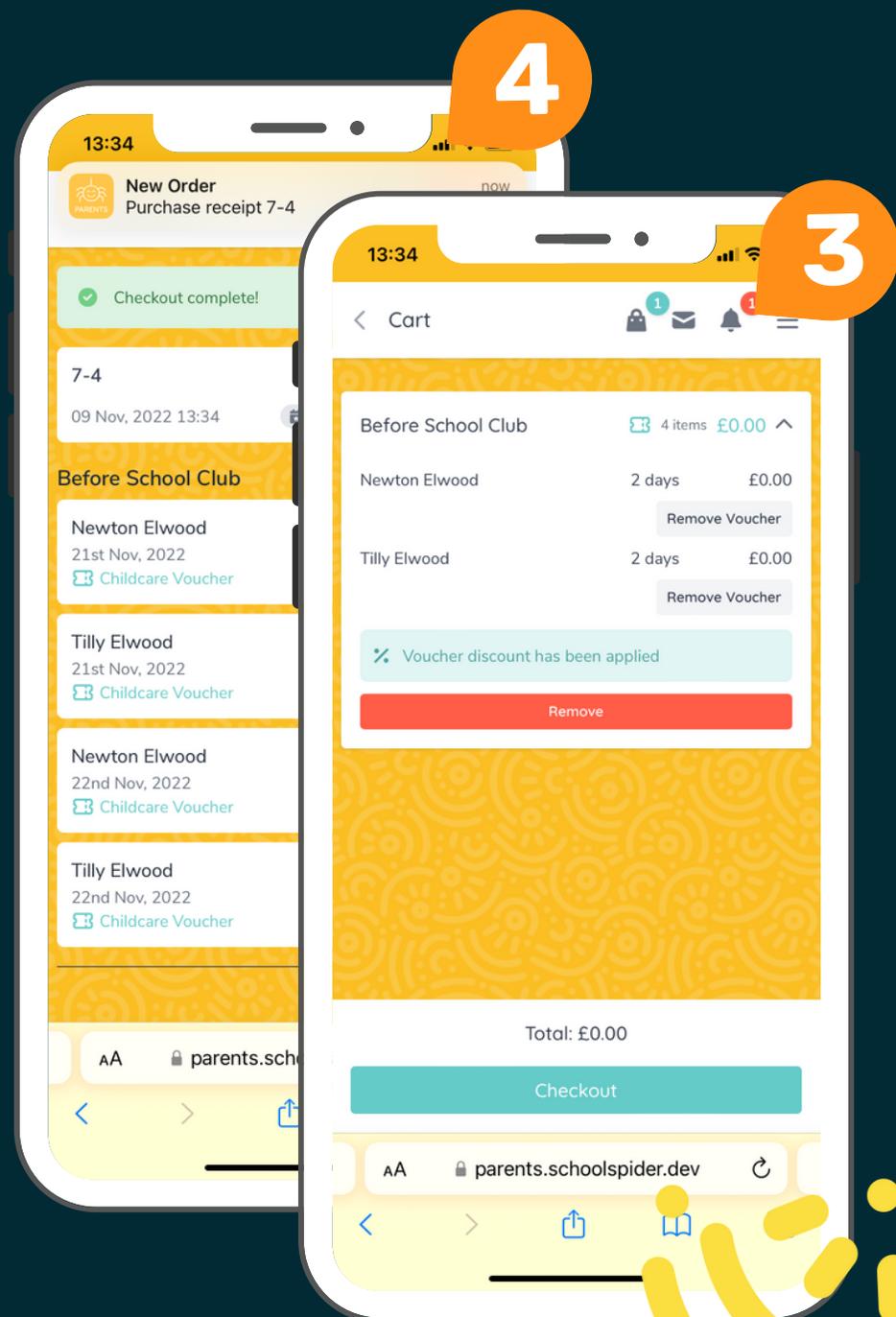
Select "add voucher" and upload what you have. This will allow all formats but check with the school if they have requirements.

Confirm & checkout your basket

Once your voucher has been uploaded it will deduct the amount from your basket. This may be partially if the voucher does not cover the full amount, or you may end up with a zero balance.

Press checkout to confirm your order and the order will be sent to the school to verify your voucher.

If there is a remaining balance on your voucher, it will be saved to use later.

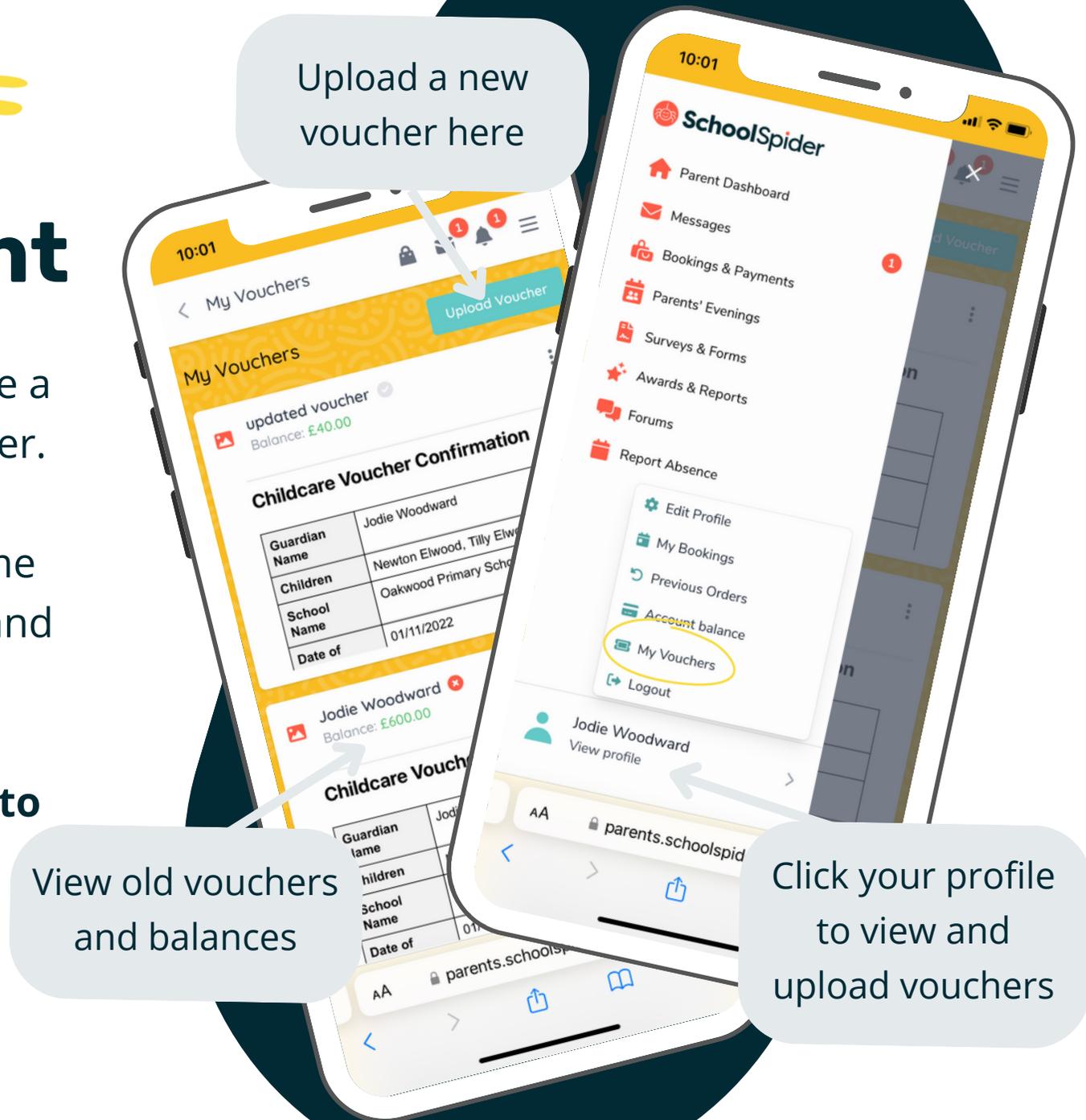


View & upload vouchers to your account

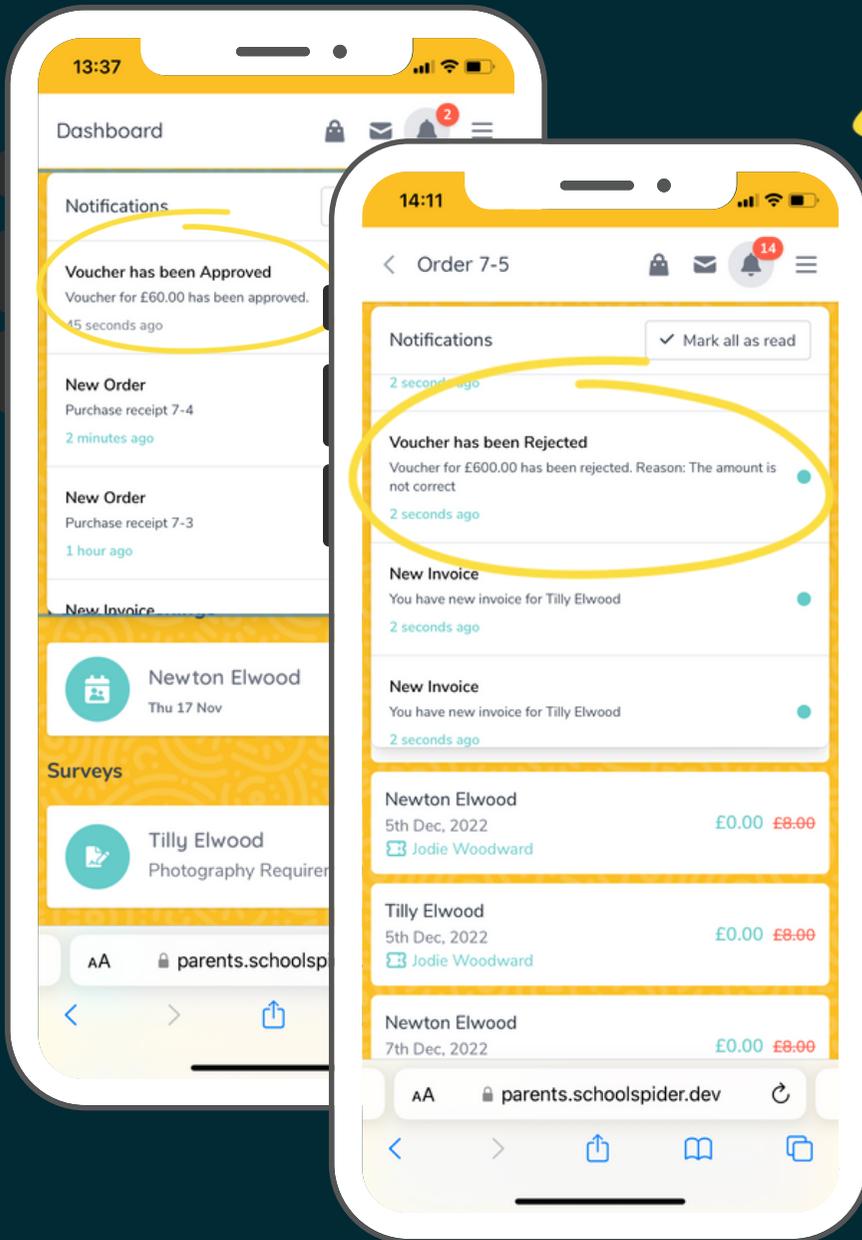
You do not have to wait to make a purchase to upload your voucher.

You can upload these at any time and view any current vouchers and balance.

Your school may require you to upload vouchers BEFORE purchases so these can be approved.



Voucher Approval



When you upload a voucher it will be sent to the school to approve or reject, so make sure the information is correct.

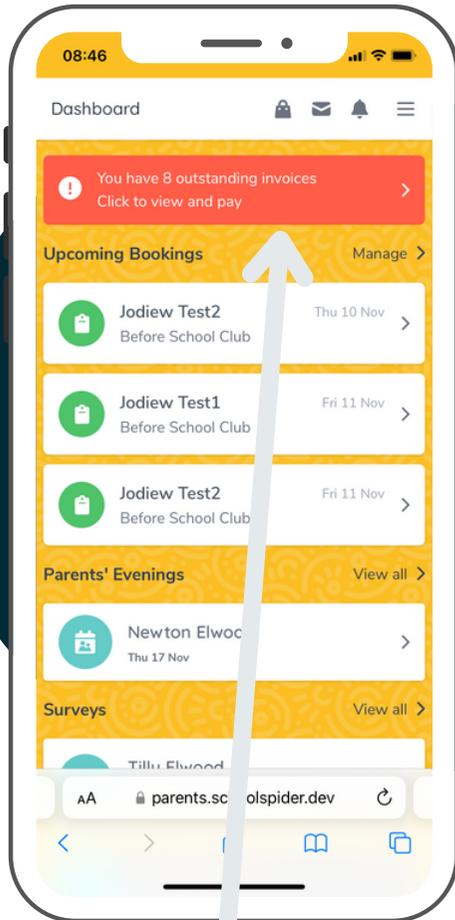
ACCEPTED Vouchers

You will receive an app notification to confirm this has been marked as verified. No further action required.

REJECTED Vouchers

You will receive an app notification to say this been rejected and why. If you have uploaded while making a purchase, you will then receive an invoice for all items on that order.

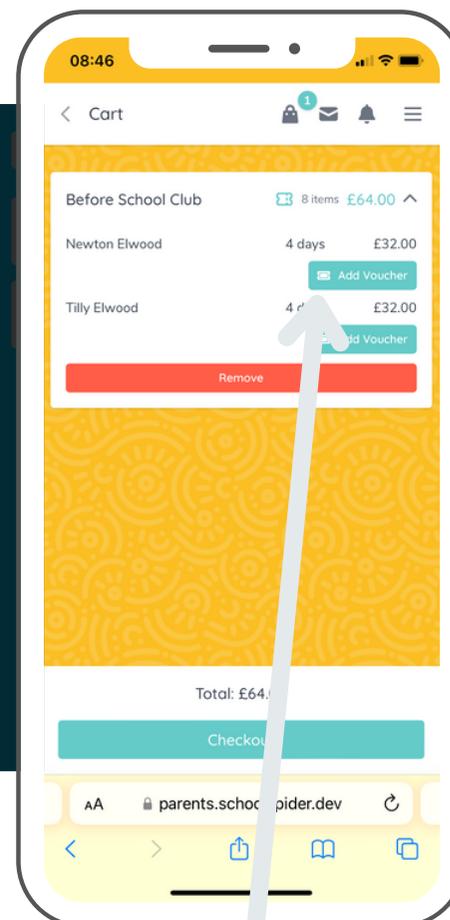
Rejected Vouchers Continued



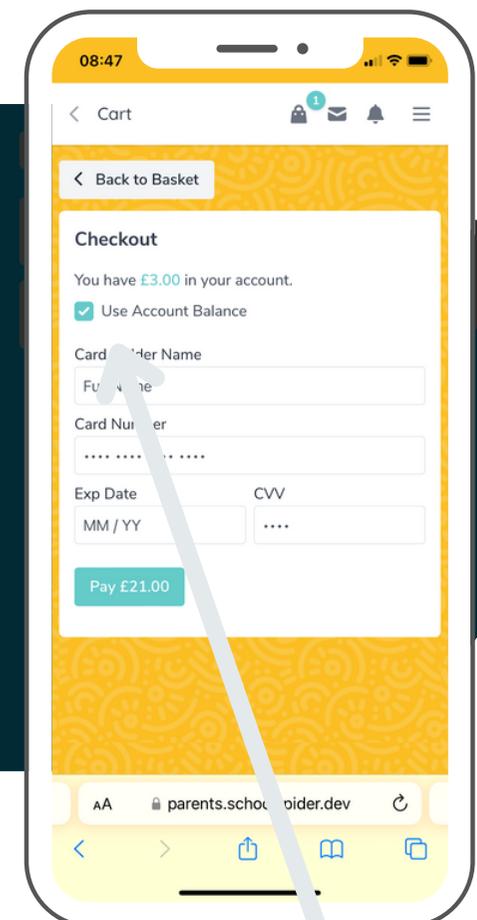
Invoices
Click to view all invoices



Add to basket
View and add all to your basket



Add new voucher
Upload your voucher again here



Use balance
Tick to use any account balance



SchoolSpider

www.schoolspider.co.uk

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