

UM BookStore Online Ordering – Sponsor Account

To complete an online purchase using your sponsorship account:

1. Please create or login to your account in our [online store](#)
Note: You must create an account before adding items to your shopping cart. This will ensure your sponsor funds populate correctly as a payment option.
2. Select **Order Textbooks**, located on the left-hand side menu.
3. Choose your **Term**, **Department**, and **Course-Section-Instructor** from the drop-down menus.
4. Once you have selected all of your courses, select **View Your Materials** located to the bottom right of your screen. All required and recommended course materials will appear.
5. Select the titles you wish to purchase. Select **Add to Cart** for each product you wish to purchase. **Note:** If interested in purchasing a VitalSource Technologies item, email book.sponsor@umanitoba.ca with your course number and desired title information. The item will be emailed to you directly.
6. Select **Continue Checkout** at the bottom right of the screen.
7. After reviewing your selections, select **Continue Checkout** at the top right of the screen. Order preference prompts will follow. These must be completed to continue.
8. Select **Payment Options** at the top right of the screen.
9. At this screen, you are able to verify what your Student Sponsorship will cover. Select the hyperlink provided and enter your student number in the Account Number box. After review, please choose **Return to Checkout** at the top right of your screen.
10. Choose the below option that applies to your order and complete the steps.
 - a. If you have at least one print copy of a title included in your order:
 - i. Choose **Pickup your order at our Fort Garry Campus Location** or **Ship Order** as applicable.
 1. To pick your order up at the BookStore:
 - a. Please confirm your **Billing Address** and select **Continue**.
 - b. Select **Continue** again to confirm **Choose Pickup Method**.
 2. To have your order shipped to you:
 - a. Please confirm your **Billing Address** and **Shipping Address**. These addresses must match or you will not be able to continue your checkout process. Select **Continue**.
 - b. Choose your preferred shipping method from the drop-down menu. Select **Continue**.
 - b. If you have only digital book purchases, select **Continue to Checkout**.
 - i. Confirm your billing address. Select **Continue**.
 - ii. Select **Continue** to confirm your Choose Pickup Method option.
 11. From the **Choose Payment Option** drop-down menu, select **Student Sponsorship**.
 12. Add your **Account Number** (your student number).
 13. If you have chosen to pickup your order at our Fort Garry Campus but require that someone else pick your order up for you, please include a note in the **Comments** box. Additionally, if your sponsor does not cover shipping charges, please include a note in the **Comments** box stating you will be covering shipping charges personally. Our mailroom will contact you for further payment information.
 14. Select **Submit Payment**.

Note: Once you have submitted your order, you will receive a confirmation email containing your order number. All notifications pertaining to your order and order processing are communicated through your submitted email address. Should you have any questions, please direct them to this email address: book.sponsor@umanitoba.ca.