U of M BookStore Online Ordering – Sponsor Account

To complete an online purchase using your sponsorship account:

- Please create or login to your account in our <u>online store</u>. 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. Using the dropdown menus, choose your Term, Department, and Course-Section-Instructor.
- 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.
- Select the titles you wish to purchase. Select Add to Cart for <u>each product</u> you wish to purchase. Note: If interested in purchasing a VitalSource Technologies item, email <u>book.sponsor@umanitoba.ca</u> with your student number, course number, and desired title to pursue purchasing.
- 6. Select Continue Checkout (located to the bottom right of the screen).
- 7. After reviewing your selections, select **Checkout**, (located to the right of the screen). Order preference prompts will follow. Select your preferences to continue.
- 8. Select Payment Options (located to the right of the screen).
- 9. From the dropdown menu, choose Shipping Method or Pick up at Store.
 - a) If shipping, confirm shipping address. Select Save & Continue.
 - b) If picking up at store, screen will move forward. Select Save & Continue.
- 10. From Payment Options, select Student Sponsorship.
- **11.** Enter your **Account Number** (your student number). Select the hyperlink to confirm your purchases are covered by your sponsorship.
- 12. If you have chosen to pick up your order at our Fort Garry Campus but require that someone else pick your order up for you, please include a note in the Order Comments box. Additionally, if your sponsor does not cover shipping charges, please include a note in the Order Comments box stating you will be covering shipping charges personally. Our mailroom will contact you for further payment information.
- 13. Select Save & Continue.
- **14.** Verify your purchases in the cart below. Use the **Edit Cart** link to edit any items, completing the above steps as necessary to confirm any edits.
- **15.** Select **Place Order** (located to the right of the screen).

Note: Once you have submitted your order, you will receive a confirmation email containing your order number and any additional required instructions. Should you have any questions, please direct them to this email address: <u>book.sponsor@umanitoba.ca</u>.