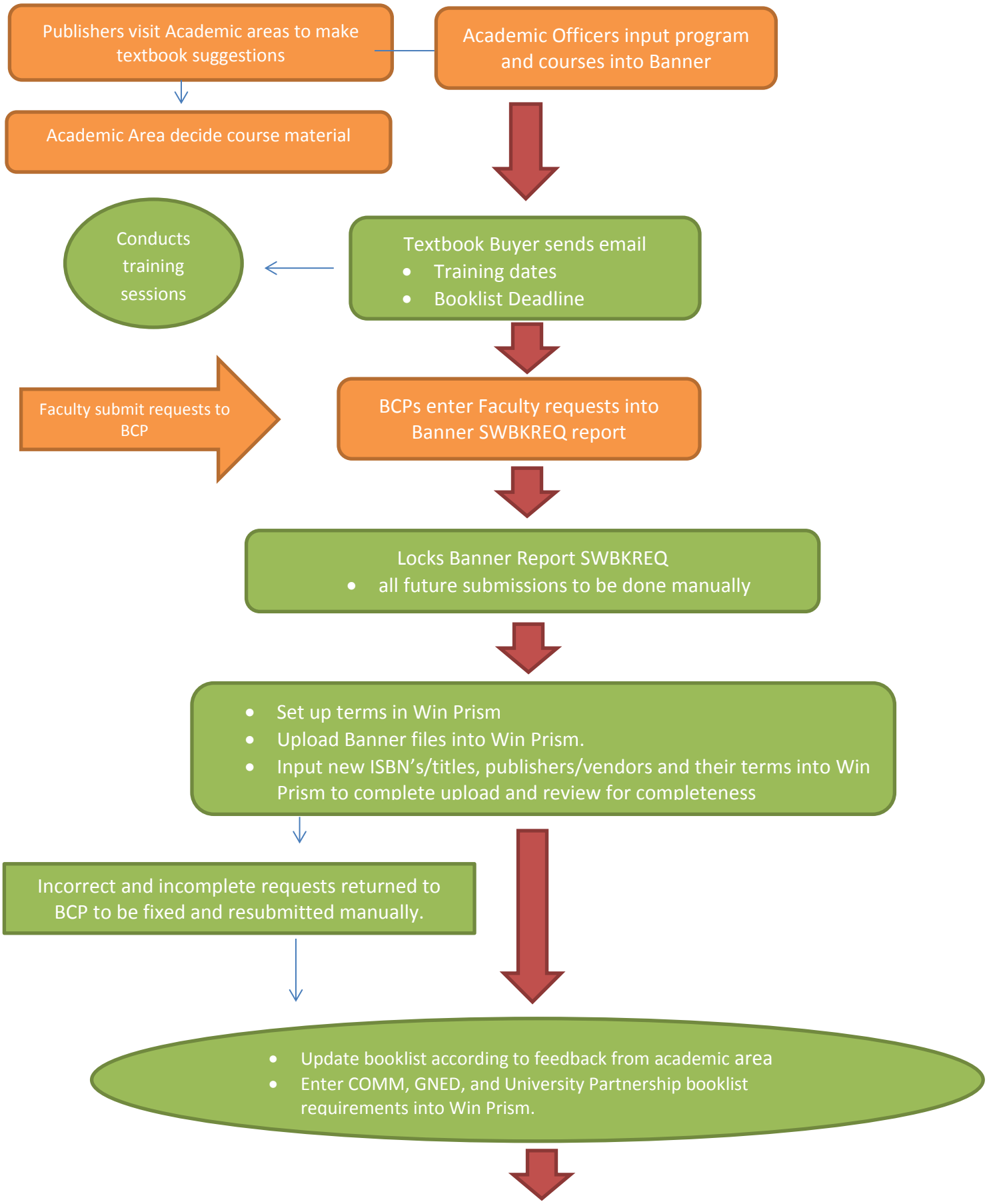
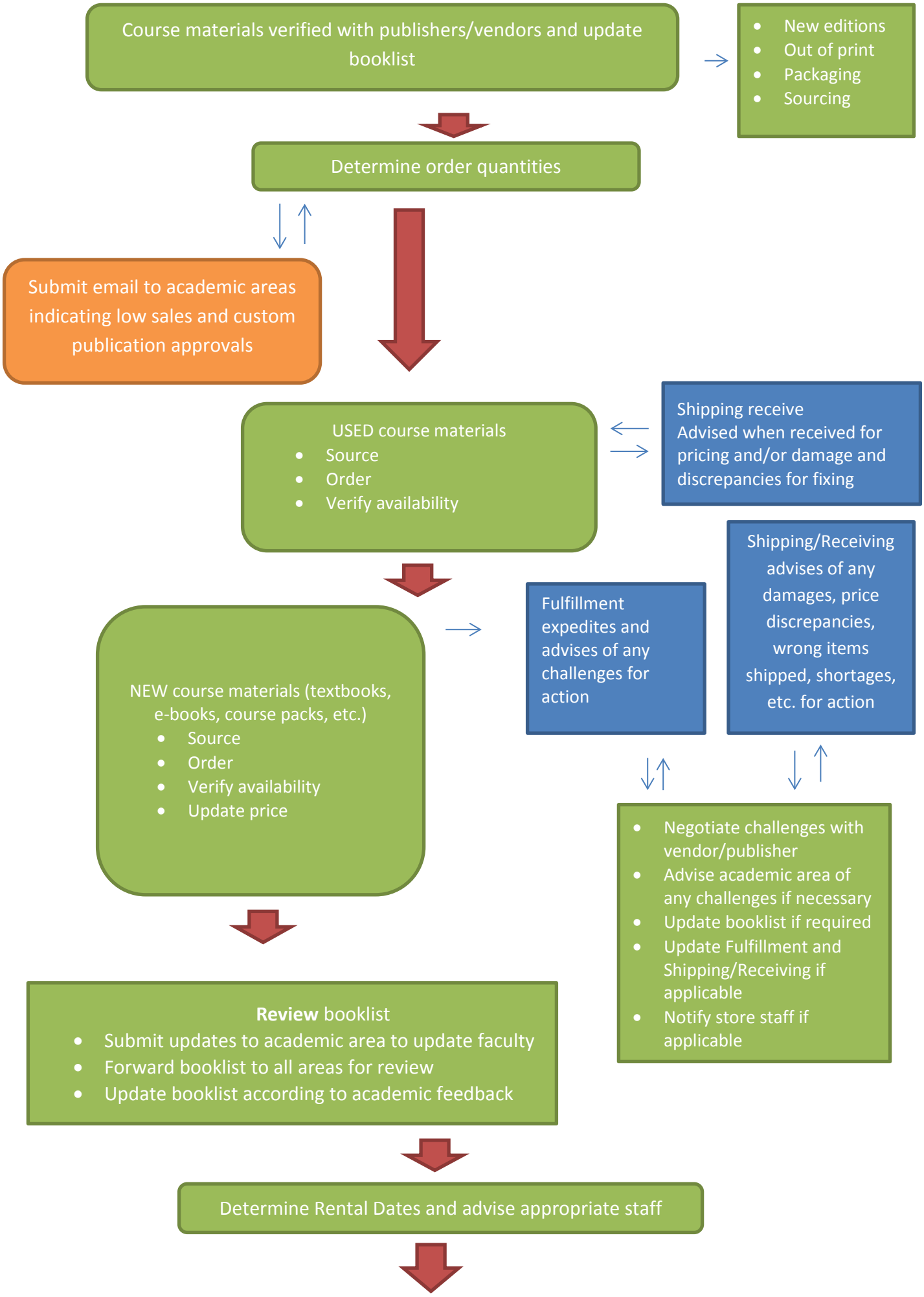
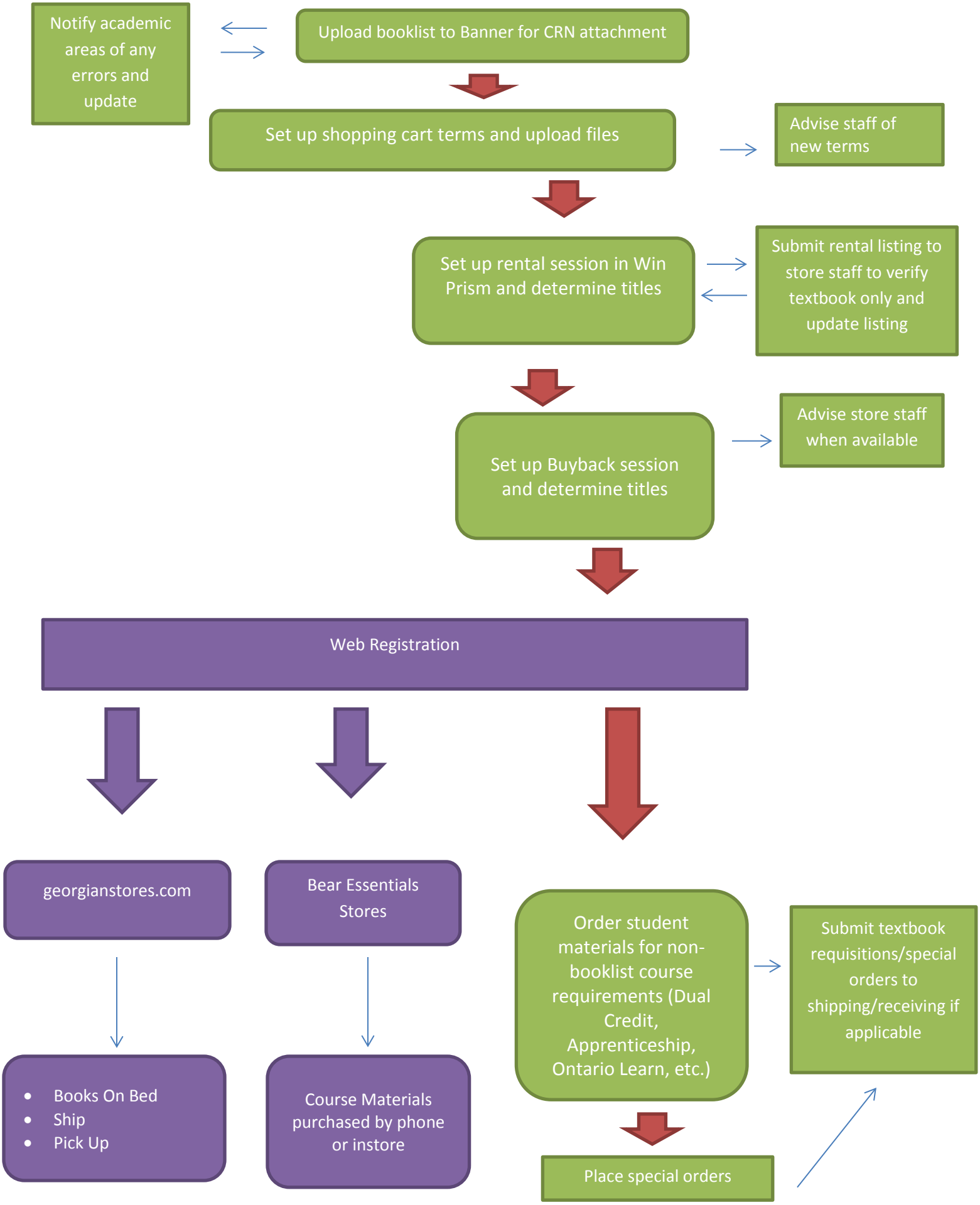
GEORGIAN | GEORGIAN STORES

Course Materials Delivery Process




Course materials verified with publishers/vendors and update booklist
New editions
Out of print
Packaging
Sourcing
Determine order quantities
Submit email to academic areas indicating low sales and custom publication approvals
USED course materials
Source
Order
Verify availability
Shipping receive
Advised when received for pricing and/or damage and discrepancies for fixing
Fulfillment expedites and advises of any challenges for action
Shipping/Receiving advises of any damages, price discrepancies, wrong items shipped, shortages, etc. for action
NEW course materials (textbooks, e-books, course packs, etc.)
Source
Order
Verify availability
Update price
Negotiate challenges with vendor/publisher
Advise academic area of any challenges if necessary
Update booklist if required
Update Fulfillment and Shipping/Receiving if applicable
Notify store staff if applicable
Review booklist
Submit updates to academic area to update faculty
Forward booklist to all areas for review
Update booklist according to academic feedback
Determine Rental Dates and advise appropriate staff


Notify academic areas of any errors and update
Upload booklist to Banner for CRN attachment
Set up shopping cart terms and upload files
Advise staff of new terms
Set up rental session in Win Prism and determine titles
Submit rental listing to store staff to verify textbook only and update listing
Set up Buyback session and determine titles
Advise store staff when available
Web Registration
georgianstores.com
Bear Essentials Stores
Order student materials for non-booklist course requirements (Dual Credit, Apprenticeship, Ontario Learn, etc.)
Submit textbook requisitions/special orders to shipping/receiving if applicable
Books On Bed
Ship
Pick Up
Course Materials purchased by phone or instore
Place special orders