

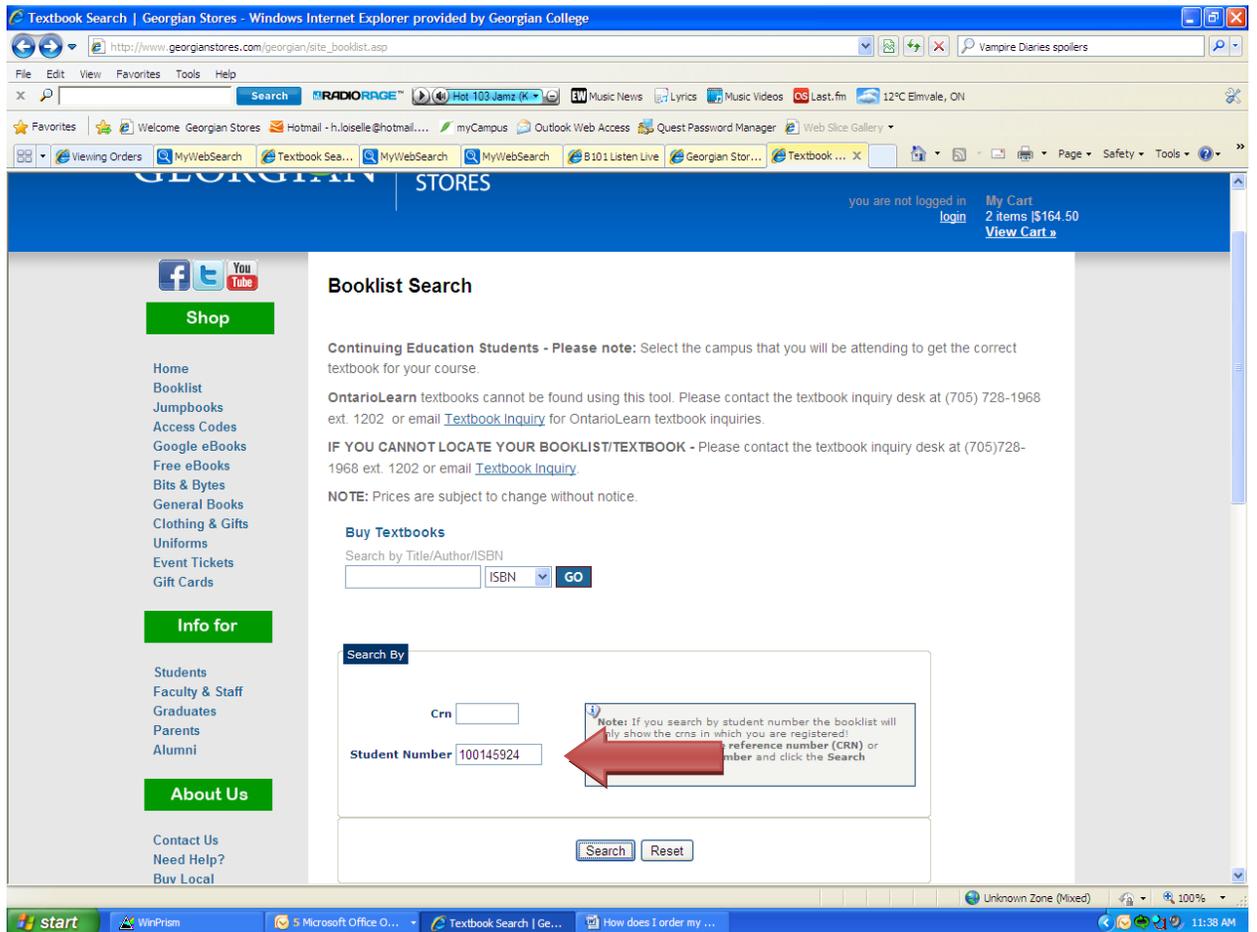
I'm a Sponsored Student – How do I order my books?

The steps for Students who are sponsored are different when ordering online:

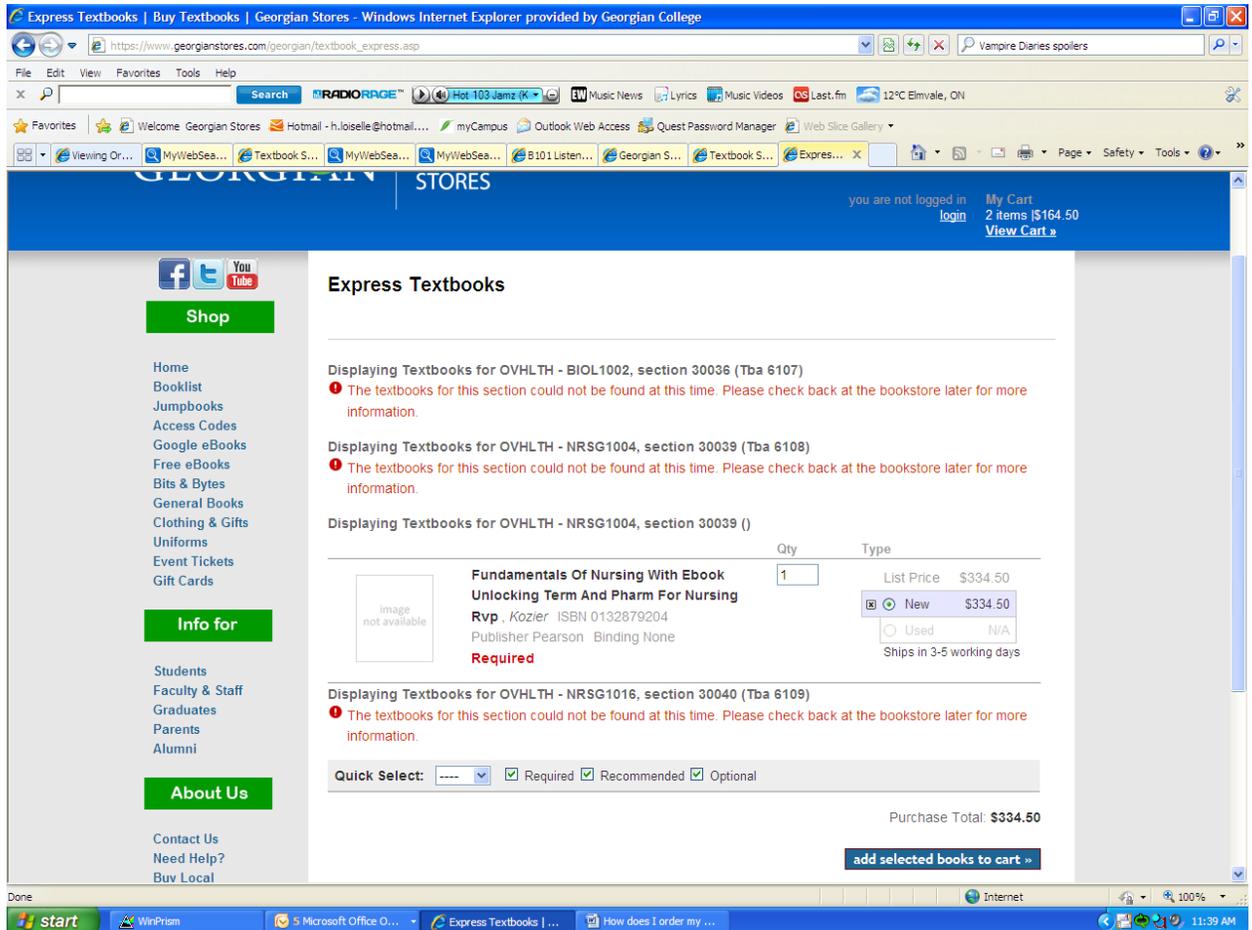
1. Go to www.georgianstores.com.
2. Select your Campus at the top.

The screenshot shows the Georgian Stores website in a Windows Internet Explorer browser. The address bar displays <http://www.georgianstores.com/georgian/default.asp?>. The page features a blue header with the "GEORGIAN STORES" logo and navigation links: Georgian Home, Admissions, Programs, Services, News and Events, Contact, and Help. A search bar is present with "All Products" selected. On the right, it indicates "you are not logged in" and shows "My Cart" with "2 items \$164.50" and a "View Cart" link. Below the header, a horizontal menu lists campuses: BARRIE, ORILLIA, OWEN SOUND, SOUTH GEORGIAN BAY, MIDLAND, MUSKOKA, ORANGEVILLE, and CONT-ED. A red arrow points to the "ORANGEVILLE" link. The main content area features a promotional banner for the book "WINNING BODY LANGUAGE" by Mark Bowden, with the text "Learn all about the system of non-verbal skills used by the effective leaders in business today!" and "ORDER NOW!". Below the banner, it says "Order online or purchase in store". At the bottom, there is a "Google ebooks" logo and the text "New! Explore and buy Google eBooks! Learn more". The browser's taskbar at the bottom shows the start button, WinPrism, Microsoft Office, and the current page. The system tray shows the time as 11:37 AM.

- You would then be on the 'Booklist Search' page. Enter your student number in the correct field and select the 'Search' button.



- Your booklist will appear on the "Textbook Express" page. Verify the book(s), check your quantities, and select new or used (if available). You would then select 'Add selected books to cart'.



(In this screenshot the fictional student only has one book attached to his/her booklist at the moment. They can check with the bookstore to see if a book has been added to their course at a later date).

5. Continue to 'My Cart'. Verify quantities and select 'Checkout'.

The screenshot shows the 'My Cart' page on the Georgian Stores website. The page header includes the site logo and navigation links. A sidebar on the left contains 'Shop' and 'Info for' categories. The main content area displays the cart with one item: 'Fundamentals Of Nursing With Ebook Unlocking Term And Pharm For Nursing Rvp' priced at \$334.50 with a quantity of 1. A red arrow points to the 'checkout >>' button.

	Price	Qty	Total Price
Fundamentals Of Nursing With Ebook Unlocking Term And Pharm For Nursing Rvp NEW, BA SUMMER 2012, OV/HEALTHSCIENCES, NRSG1004, 30039 ISBN 0-13-287920-4	\$334.50	1	\$334.50

Purchase Subtotal: \$334.50

Buttons: [save cart for later](#), [checkout >>](#)

6. You will be prompted to setup an account. Select 'Create an account'.

GEORGIAN STORES

you are not logged in [login](#) My Cart 1 item \$334.50 [View Cart](#)

Already have an account?

If you already have an account, you can log in below.

Email Address Password

[login](#) [Forgot your password?](#)

[Create an account »](#)

Shop

- Home
- Booklist
- Jumpbooks
- Access Codes
- Google eBooks
- Free eBooks
- Bits & Bytes
- General Books
- Clothing & Gifts
- Uniforms
- Event Tickets
- Gift Cards

Info for

- Students
- Faculty & Staff
- Graduates
- Parents
- Alumni

7. Fill out the required fields in Billing and Shipping. Select 'Create my Account' at the bottom of the screen once completed.

GEORGIAN STORES

you are not logged in | My Cart: 1 item \$334.50 | View Cart

Create An Account

Account Information

* required fields

* Email address:

* Confirm email address:

* Select a password:

* Confirm password:

Account Preferences

Receive email communications from Georgian Stores.

Shipping Information

* required fields

* First Name:

* Last Name:

* Address:

Address 2:

* Country:

* City:

Info for

Students
Faculty & Staff
Graduates
Parents
Alumni

About Us

Contact Us
Need Help?
Buy Local
Mobile Browser
Sales & Events
Buyback
Return Policy
Shipping
Terms of Use

Gift Cards

create my account

Billing Information

* required fields

Same as shipping address

* First Name:

* Last Name:

* Address:

Address 2:

* Country:

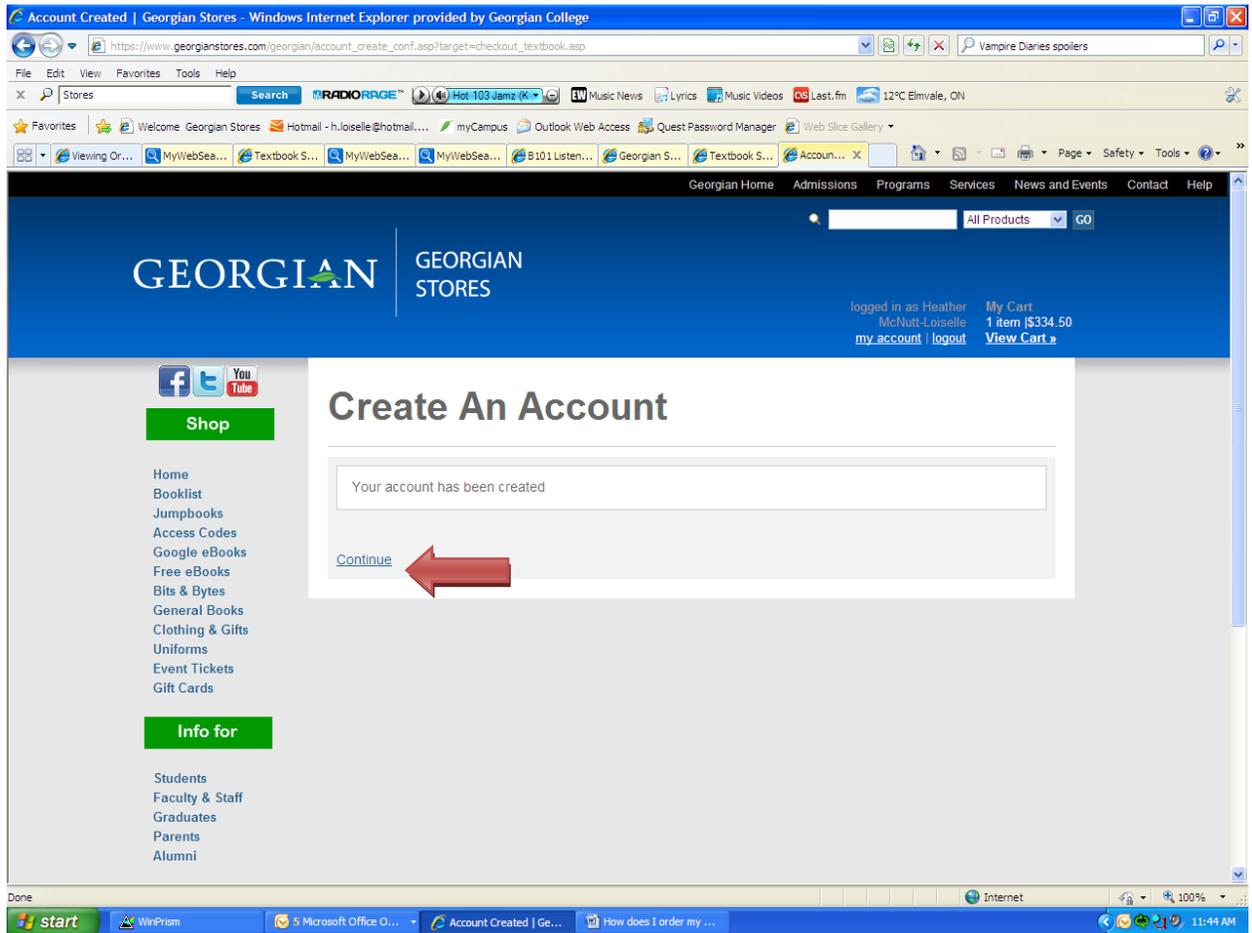
* City:

* State/Province:

* Zip/Postal Code:

* Daytime Phone:

8. The “Create Account” screen below will appear. You would select the “Continue” link.



9. The 'Substitution' page will appear. Once reviewed, click "Continue to shipping info".

The screenshot shows a web browser window displaying the checkout page for Georgian Stores. The page title is "Checkout - Textbook Options | Georgian Stores - Windows Internet Explorer provided by Georgian College". The URL is "http://www.georgianstores.com/georgian/checkout_textbook.asp?". The browser's address bar shows "Stores" and "Search". The page header includes the Georgian Stores logo, navigation links (Georgian Home, Admissions, Programs, Services, News and Events, Contact, Help), and a search bar. The user is logged in as Heather McNutt-Loiselle, with a cart containing 1 item for \$334.50. The main content area is titled "Checkout" and shows the progress: "Textbook Options » Shipping Info » Payment Info » Review Your Order » Receipt". Under "Textbook Options", there is a "Substitutions" section with a notice: "Our inventory of new and used textbooks varies from minute-to-minute during peak buying times at the beginning of each semester. In rare cases, the textbook you selected may not be available as you specified (new or used). In these rare instances, we need to know your preference so that we can ensure prompt completion of your order. If you choose not to accept a replacement and your selection is unavailable at the time of fulfillment, we will contact you directly." Below this notice is a table with two columns: "Your Selected Textbooks" and "Your Preference". The table lists "Fundamentals Of Nursing With Ebook Unlocking Term And Pharm For Nursing Rvp, Kozier" with ISBN 0-13-287920-4. The preference is set to "NEW" with a checked box and the option "PREFER NEW". A red arrow points to a button labeled "continue to shipping info »" at the bottom of the table.

Georgian Home Admissions Programs Services News and Events Contact Help

GEORGIAN GEORGIAN STORES

logged in as Heather McNutt-Loiselle My Cart 1 item \$334.50
my account logout View Cart »

Shop

Home
Booklist
Jumpbooks
Access Codes
Google eBooks
Free eBooks
Bits & Bytes
General Books
Clothing & Gifts
Uniforms
Event Tickets
Gift Cards

Info for

Students
Faculty & Staff
Graduates
Parents
Alumni

Checkout

Textbook Options » Shipping Info » Payment Info » Review Your Order » Receipt

Textbook Options

Substitutions

Our inventory of new and used textbooks varies from minute-to-minute during peak buying times at the beginning of each semester. In rare cases, the textbook you selected may not be available as you specified (new or used). In these rare instances, we need to know your preference so that we can ensure prompt completion of your order. If you choose not to accept a replacement and your selection is unavailable at the time of fulfillment, we will contact you directly.

Your Selected Textbooks	Your Preference
Fundamentals Of Nursing With Ebook Unlocking Term And Pharm For Nursing Rvp, Kozier ISBN 0-13-287920-4	NEW <input checked="" type="checkbox"/> PREFER NEW

[continue to shipping info »](#)

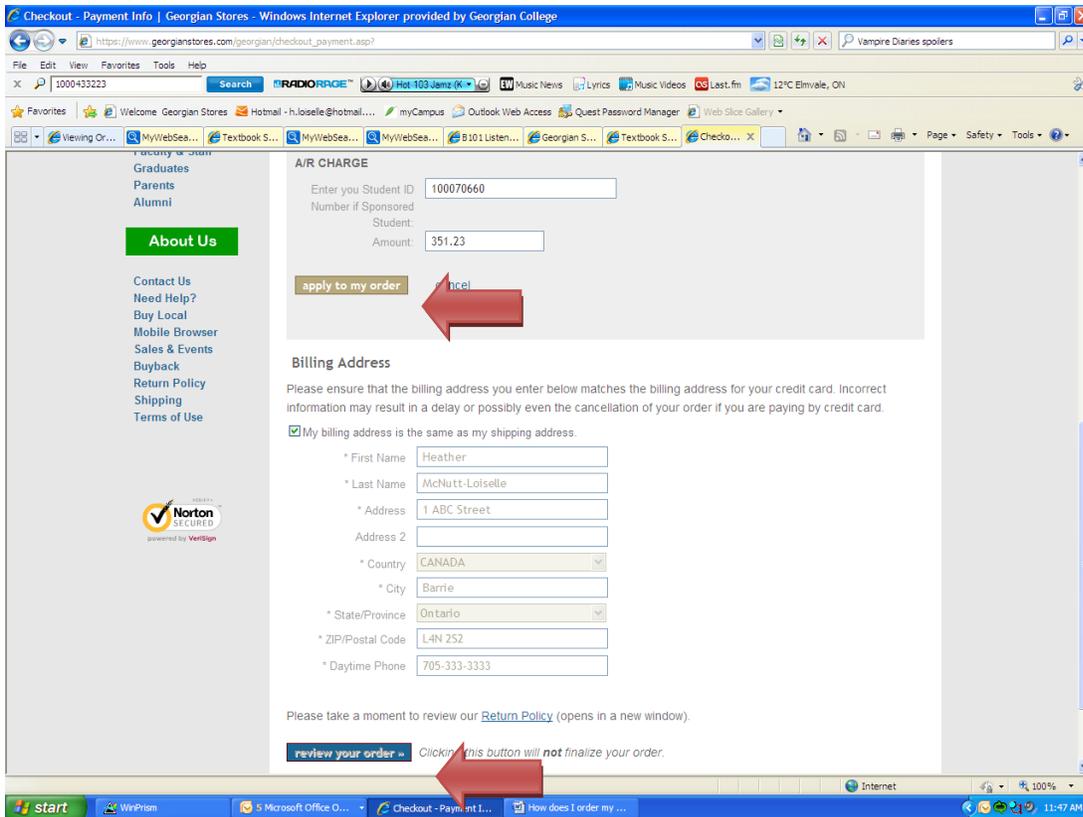
10. Continue with Checkout by entering Shipping Method (where/how you would like your textbooks picked up. **PLEASE NOTE: FOR SPONSORED STUDENTS, PICKUP IS THE ONLY OPTION FOR DELIVERY, AS PROOF OF ID WILL BE REQUIRED AND WILL BE VERIFIED AT THE PICKUP LOCATION.** (If you request shipping to a home address, you will be contacted and told that you must pick up your books at a designated location for ID verification).

The screenshot shows a web browser window displaying the checkout page for Georgian Stores. The page title is "Checkout - Shipping Info | Georgian Stores - Windows Internet Explorer provided by Georgian College". The URL is "https://www.georgianstores.com/georgian/checkout_shipping.asp?". The page features a navigation menu on the left with categories like "Shop", "Info for", and "About Us". The main content area is titled "Checkout" and includes a breadcrumb trail: "Textbook Options » Shipping Info » Payment Info » Review Your Order » Receipt". The "Shipping Info" section contains a "Ship To" form with fields for First Name (Heather), Last Name (McNutt-Loiselle), Address (1 ABC Street), Country (CANADA), City (Barrie), State/Province (Ontario), ZIP/Postal Code (L4N 2S2), and Daytime Phone (705-333-3333). Below this is the "Shipping Location" section, where the "Method" dropdown menu is set to "Orangeville Campus Pick-up". A red arrow points to this dropdown menu. A "continue to payment info »" button is located at the bottom of the form.

11. Next in the "Payment Info" field, you would select from the drop-down menu, 'A/R Charge'. This will then prompt you to enter your 'Student ID Number'. You would then select 'Apply to order'; then 'Review your order'.

The screenshot shows a web browser window displaying the checkout page for Georgian Stores. The page is titled "Checkout - Payment Info" and shows the following details:

- Payment Info Summary of Charges:**
 - Subtotal: \$334.50
 - Shipping: \$0.00 (Orangeville Campus Pick-up)
 - Tax: \$16.73
 - Order Total: \$351.23**
- Remaining Balance: \$351.23** (with a link to "Select your payment method(s)")
- Payment Method:** A dropdown menu is open, showing options: "-- Please Select --", "Credit Card", and "A/R CHARGE". A red arrow points to "A/R CHARGE". Below the dropdown, there is a warning: "DEPARTMENT CHARGES... information may result in a delay or possibly even the cancellation of your order if you are paying by credit card."
- My billing address is the same as my shipping address.
- Form fields for: * First Name (Heather), * Last Name (McNutt-Loiselle), * Address (1 ABC Street), Address 2, * Country (CANADA), * City (Barrie), and * State/Province (Ontario).



12. You would DISREGARD the “Billing to” fields, as the Bookstore edits this to apply to the Billing Customer (the sponsor) after the order has come across the website to us.

13. You would then review your order and then select "Place your order". The order is then sent to us for processing and you will receive an order confirmation via email shortly after.

The screenshot shows the checkout process on the Georgian Stores website. The browser is Internet Explorer, and the page title is "Checkout - Review Your Order". The URL is https://www.georgianstores.com/georgian/checkout_review.asp. The page is logged in as Heather McNutt-Loiselle. The main content area is titled "Checkout" and includes a breadcrumb trail: [Textbook Options](#) » [Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Receipt](#). Below this, it says "Review Your Order" and "Please review the information below to ensure it is correct." A warning message states: "THE ORDER WILL NOT BE PROCESSED UNTIL 'Place my order' HAS BEEN CLICKED ON." The shipping information is as follows: Ship To: Heather McNutt-Loiselle, 1 ABC Street, Barrie, ON L4N 2S2, CA. The payment information shows an A/R CHARGE of 100070660. The billing address is the same as the shipping address. A table lists the items for purchase:

	Price	Qty	Total Price
Fundamentals Of Nursing With Ebook Unlocking Term And Pharm For Nursing Rvp NEW, BA SUMMER 2012, OV/HEALTHSCIENCES, NRSG1004, 30039	\$334.50	1	\$334.50

At the bottom right, a red arrow points to the "place my order" button. The total purchase amount is \$351.23, including a tax of \$16.73. The page also features a Norton Secured logo and a footer with the URL https://www.georgianstores.com/georgian/xt_orderform_postconfirmation.asp?

14. IMPORTANT: YOUR ORDER WILL BE PROCESSED AND SHIPPED **AFTER** WE HAVE VERIFIED THERE IS A CURRENT SPONSOR LETTER ON FILE.