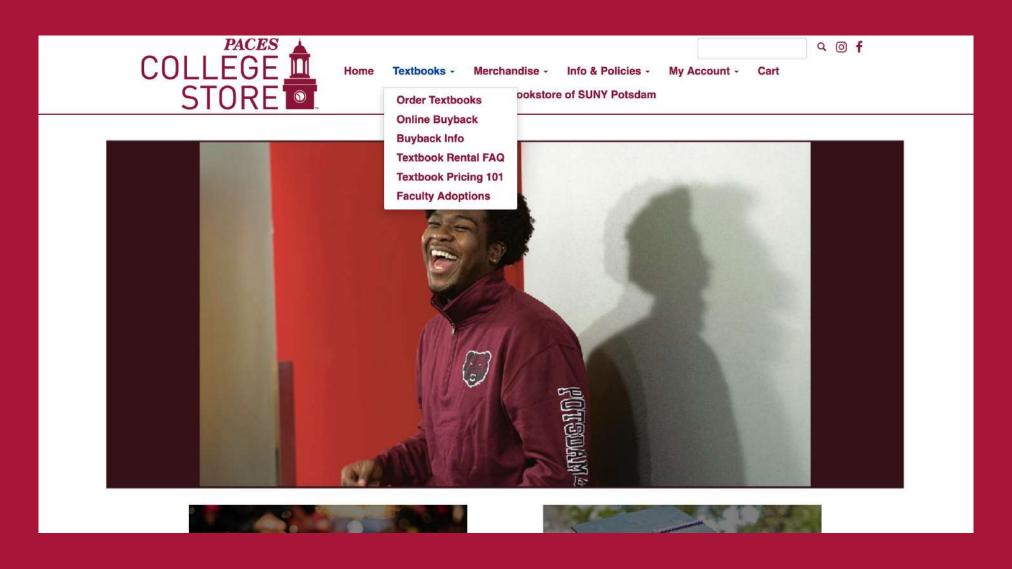


# How to Order Course Materials

A step by step guide

# Go to the College Store, the official bookstore of SUNY Potsdam: <u>bookstore.potsdam.edu</u>



Read the important dates and ordering procedures!

All materials must be pre-ordered.

Choose whether you want to pick them up at the Store or have them shipped to your home.

Free shipping to the store is available July 19 - August 12.

# The College Store will no longer carry textbooks. You MUST pre-order all your textbooks in advance.

The College Store has partnered with MBS Direct to provide a customized online bookstore. This bookstore is built around a coursedriven system that ensures you order and receive the right book, right on time. Your textbooks and course materials are shipped directly from a state of the art warehouse that is open 24 hours a day, 5 days a week. Our books are covered by a flexible and concise common sense return policy.

As you purchase course materials, keep your eyes open for Guaranteed Buyback title. When you select these in-demand items, you will see a minimum amount you can expect when you sell your books back to MBS Direct. This lets you take into account the actual cost of owning a Guaranteed Buyback title.

### **Ordering Your Books:**

- . Click here: Order Books
- · Select your courses from your academic class schedule
- . View your course materials and select your preferred format
- Check Out
- · Select Guaranteed Buyback titles and save up to 70% off your course materials

The following items are not available on the MBS Direct web site and must be pre-ordered or purchased in the College Store.

Returns on these items must be done at the College Store with your receipt by 4pm on Friday — September 3.

Chemistry Lab Manuals, Biology Lab Manuals, Sheet Music, Oboe Reeds, Magnifiers, Task Stream and Rising Software. If an item you are looking for does not appear as an option to purchase online that means either the professor has yet to order the item, or it has not yet arrived in the College Store.

### Important Deadlines:

- . July 19, 2021: Fall textbooks are available to order
- . August 12, 2021: Deadline for free shipping of Fall textbooks
- . August 25, 2021: Pre-ordered textbooks available for pick up

Our customer contact center is open 24/7 ready to take your order or answer your questions. Call 1-800-325-3252, email customerservice@mbsdirect.net

### Payment method:

At this time credit card is the only form of payment accepted. We hope to have Bear Express as a form of payment in the near future. If you are using ACCES-VR, VA, or EOP you will receive an email from BNC Services VB@news.mbsbooks.com with the subject line: you have funds available. This email will give you instructions on how to log in, your voucher number and how to process your order. If you do not receive this email about using our voucher system please contact us at 315-267-2995 lobdelkj@potsdam.edu

### How to return your textbooks bought for the fall semester:

Customers have 14 days after the class start date or within 21 days of the date materials are shipped, whichever is later to return textbooks. Shipping costs are not refundable, unless through error of MBS Direct. Any original shrink-wrap or bundling must not be opened or removed in order to receive a full refund. You will log into your account (where you ordered your textbooks) and initiate the return. You will be able to print off the form needed to do your return as well as a return shipping label there. The cost of the return shipping will come out of the money your due after the book arrives back to the warehouse.

#### Questions?

Before placing your order: 315-267-2218 robbinjl@potsdam.edu

lobdelkj@potsdam.edu

Questions about vouchers: 315-267-2995
After placing your order: 1-800-325-3252

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Know how much you will receive when you sell your books back

Certain items are only available in the store such as lab manuals, music sheets, etc.

All other materials can be ordered online by clicking the "Order Books" link.



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The Official Bookstore of SUNY Potsdam

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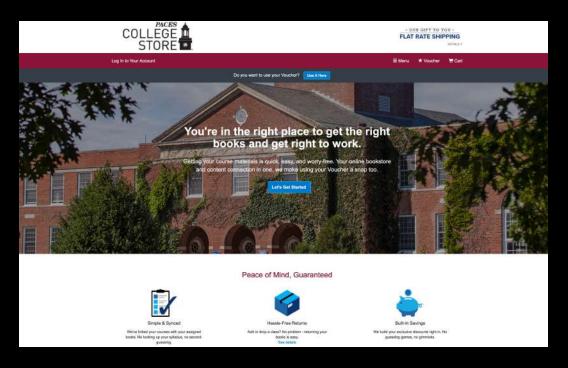
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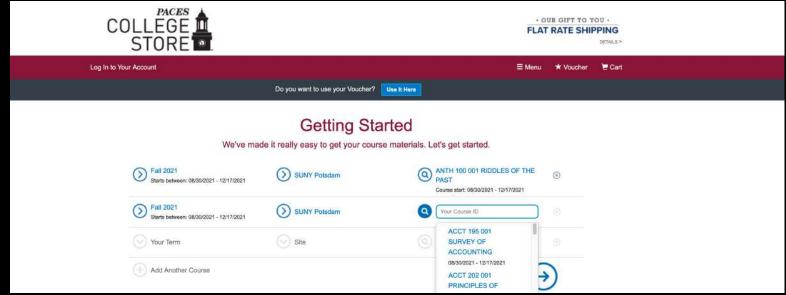
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Know how much you will receive when you sell your books back

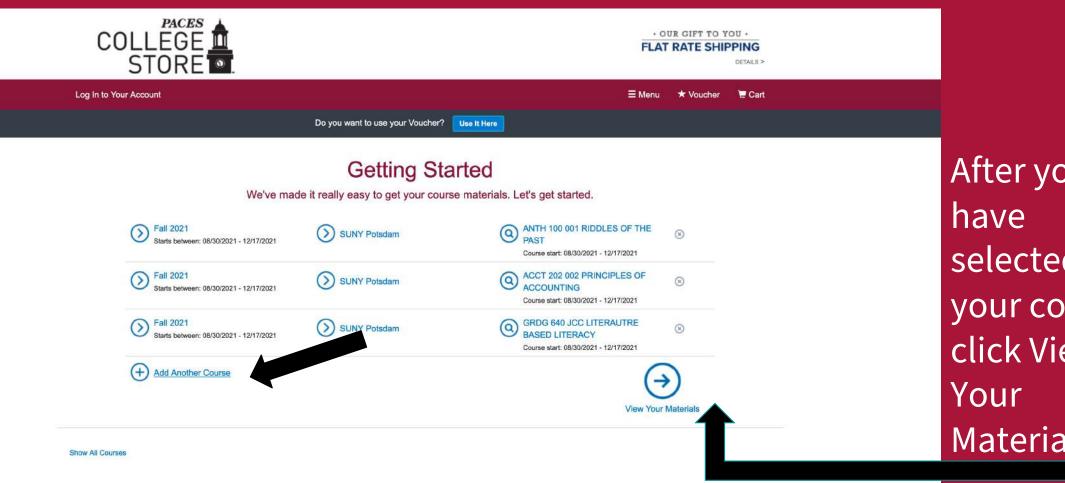
The store has partnered with MBS Direct, so you have a price guarantee, option for a guaranteed buy back price and different format options (used, new, rental, e-book).



Choose your Term, Campus Site, and then your courses from the drop down menu.

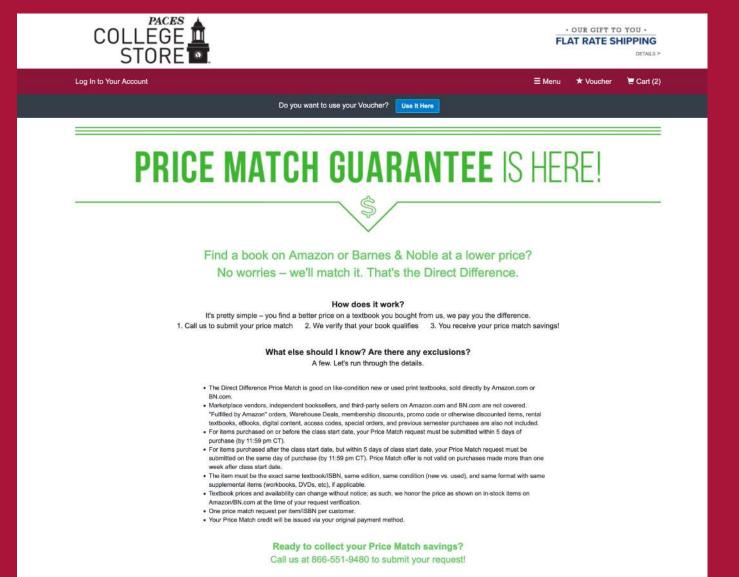


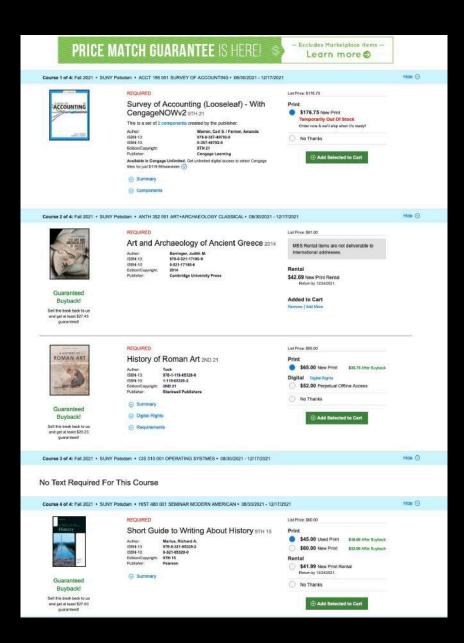
If you are enrolled in more than three classes, click add another course to enter additional classes.



After you selected all your courses, click View Materials

# Read about our price match guarantee- we are working hard to save you money!





For each title, cost saving course options are displayed. Make your selection and click Add Selected to Cart after each title.

Not all books are available in every format. Review how you can save money by renting, purchasing a used book, or using a digital edition.

Please note whether the book is Required for the class. Your Professor may choose both Required and Recommended titles for classes.

# When you have finished selecting course materials, click

Proceed to Checkout



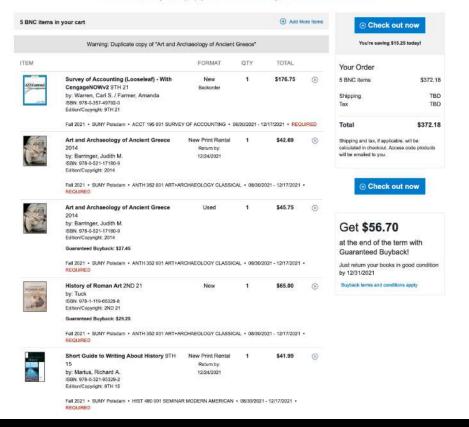


Log In to Your Account ■ Menu ★ Voucher ■ Cart (5)

Do you want to use your Voucher? Use it Here

### Your Cart

Great - we're ready to wrap up your order. Just review your cart and head to checkout.



# Review your selections! Then click Check out now!

If you are an existing customer simply log in using your email address and password. Otherwise create a new account.

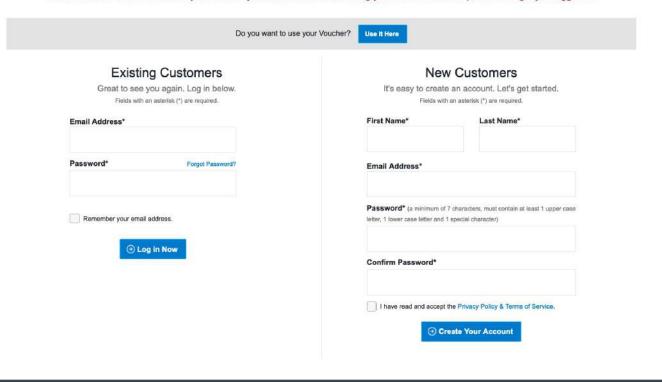




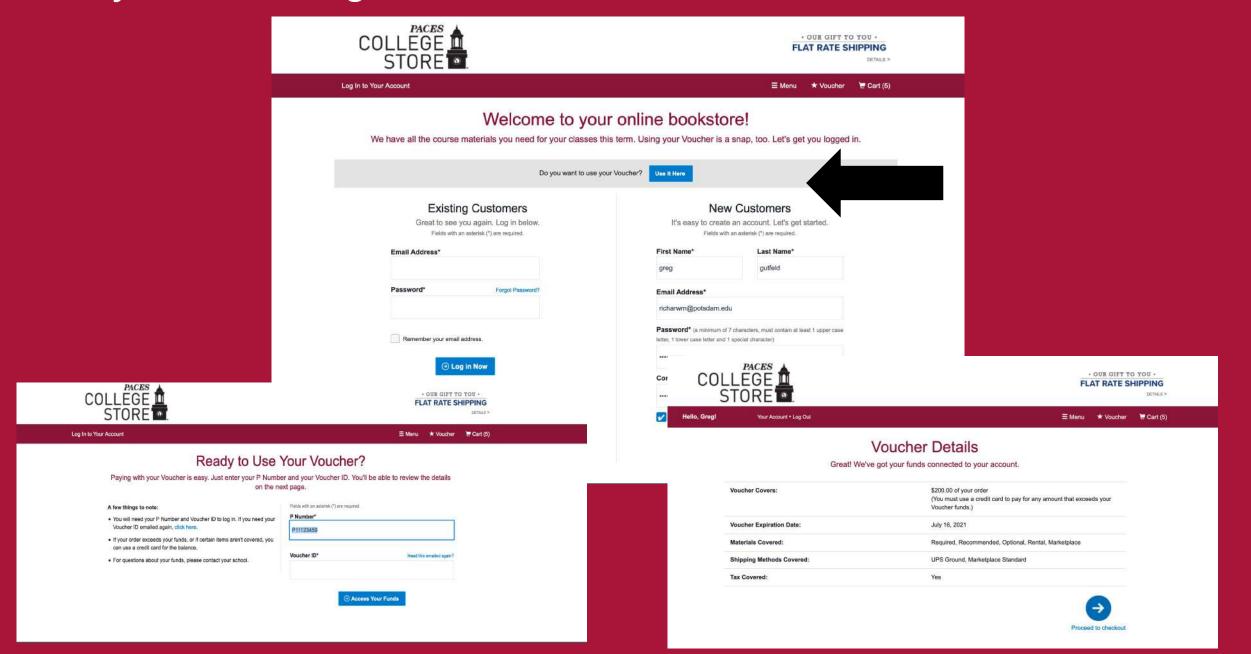
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## Welcome to your online bookstore!

We have all the course materials you need for your classes this term. Using your Voucher is a snap, too. Let's get you logged in.



# If you are using ACCES-VR, VA, or EOP, click on Voucher

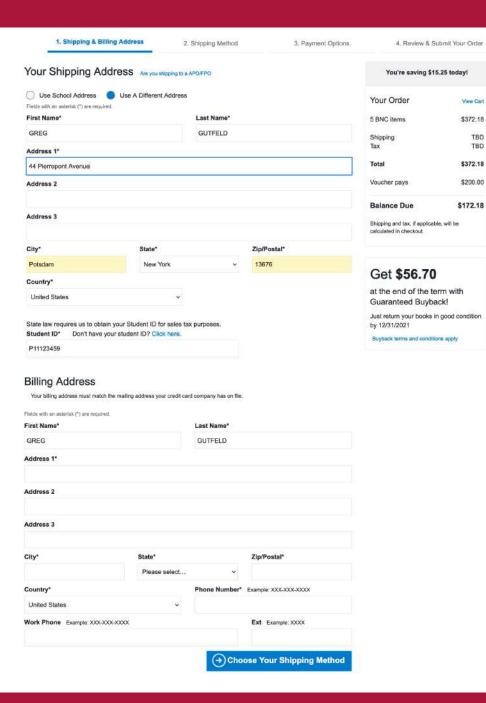


If you are using ACCES-VR, VA, or EOP you will receive an email from BNC Services VB@news.mbsbooks.com with the subject line: you have funds available. This email will give you instructions on how to log in, your voucher number, and how to process your order.

If you do not receive this email about using our voucher system please contact us at 315-267-2995 <a href="lobdelkj@potsdam.edu">lobdelkj@potsdam.edu</a>

Verify or enter your billing address, shipping address and contact information

Next, click Choose Your Shipping Method



# Choose your shipping method

- → Anticipated delivery date will be displayed along with each shipping method.
- → SUNY Potsdam students who order textbooks between July 19 - August 12 will receive free textbook shipping to the College Store.





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TBD

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2. Shipping Method 1. Shipping & Billing Address 3. Payment Options 4. Review & Submit Your Order Your Shipping Method You're saving \$15.25 today! All items will be shipped to this address: Edit Shipping Address Your Order View Carl 44 Pierrepont Ave. Potsdam, NY 13676 5 BNC items \$372.18 Shipping Select your shipping option below. **BNC Subtotal** \$372.18 5 BNC Print Items: view details \$372.18 Order Total UPS Ground Est. Arrival: Mon, Jul 19, 2021 \$200.00 Voucher pays UPS Mail Inn Exp(BPM) Est. Arrival: not available **Balance Due** \$172.18 Priority Mail \$38.85 Est. Arrival: not available If your Voucher covers shipping costs, your updated balance will be reflected on the next UPS 2nd Day Air \$88.61 Est. Arrival: Thu, Jul 15, 2021 page, along with any applicable tax. UPS Next Day Air \$196.41 Est. Arrival: Wed, Jul 14, 2021 \*\* We highly recommend ordering early for time-sensitive orders. Our carriers are experiencing extremely high shipping volumes that may result in longer transit times. Estimated delivery dates are generally accurate but not guaranteed. Arrival dates are estimations based on UPS delivery Get \$56.70 zones. We appreciate your understanding. Note: out of stock items will arrive at a later date. at the end of the term with Guaranteed Buyback! (→) Select Payment Option Buyback terms and conditions apply

Just return your books in good condition

# Verify or enter

Verify or enter your payment method. When you are ready to check out

# CLICK

Review your Order.

# Note

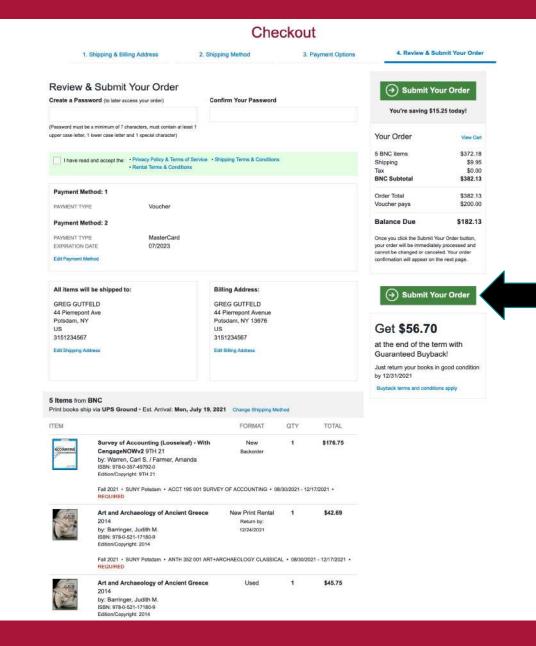
If you have selected a rental option, you MUST enter a credit card number to charge if materials are NOT returned or if the rental is returned damaged.

## Checkout

3. Payment Options 1. Shipping & Billing Address 2. Shipping Method 4. Review & Submit Your Order You're saving \$15.25 today! Please note: You must use a credit card with an expiration date of January 2022 or later to purchase your rental Your Order View Cart fields with an asterisk (\*) are required. 5 BNC items \$372.18 Cardholder Name\* Card Number\* Shipping \$9.95 \$0.00 **BNC Subtotal** \$382.13 **Expiration Date\*** Security Code\* What's This? Order Total \$382.13 \$200.00 Voucher pays **Balance Due** \$182.13 Card types accepted: Visa, MasterCard, American Express, Diner's Club International, Discover, China UnionPay, JCB. Billing Address: Edit Billing Address Get \$56.70 GREG GUTFELD, 44 Pierrepont Avenue, Potsdam, NY 13676, US, 3151234567 at the end of the term with Billing address must match address on your credit card/bank account. Guaranteed Buyback! → Review Your Order Just return your books in good condition by 12/31/2021 Buyback terms and conditions apply

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# SUBMIT YOUR ORDER



Your order will be processed and shipped within 24 hours after being submitted.

Changes or cancellations can't be made once you have submitted your order.

Questions

Before placing your order: 315-267-2218

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Questions about vouchers: 315-267-2995

lobdelkj@potsdam.edu

After placing your order: 1-800-325-3252