Academic material ordering guide for coopuqam.com



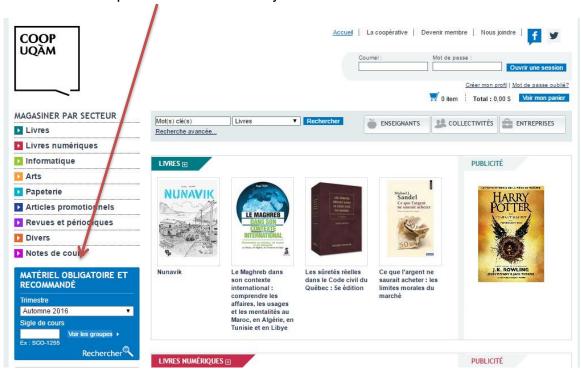
Fall 2020

This guide is intended to guide you through the academic purchasing process on the coopugam.com online store and follows a step by step process.

The first step is to log onto Coop UQAM's website at the following address:

https://www.coopugam.com/

Once you find yourself on the home page, you will notice a blue square segment allocated to the purchase of mandatory and recommended academic materials.



This is where you will be able to conduct searches regarding mandatory and recommended materials for all classes and groups for a specific semester. It is therefore very important to have the exact course and group number, otherwise you run the risk of ordering the wrong material for your class and you must be aware that there are no refunds or exchanges on academic materials.

The current semester is pre-loaded by default.

Type in your class number in the indicated field and click on Voir les groupes >



This will prompt a new Please select your



roll-down menu. group in this menu.

A new page will appear with the listed mandatory or recommended materials for this class and group.

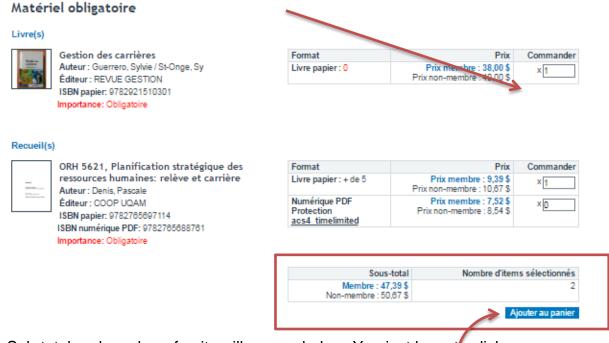


You are presented with two prices for each product: the member price and non-member price. This is where you can assess the advantages of becoming a member for your purchases.

Textbooks are often available in two formats: paper and numeric PDF. The PDF version consists of a 365 days location and is printable only in a limited ratio of at most 50% of its pages.

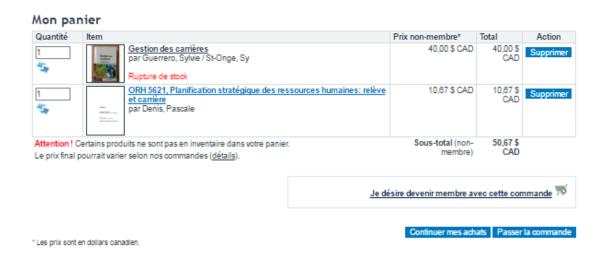
You can order a product even when the quantity is at 0 or *out of stock* (*rupture de stock*). We will make sure to ship the product to you as soon as we receive it.

Simply click on the ordering box and write the desired quantity.



Sub-total and number of units will appear below. You just have to click on to add selected products to the cart.

A cart summary will appear:



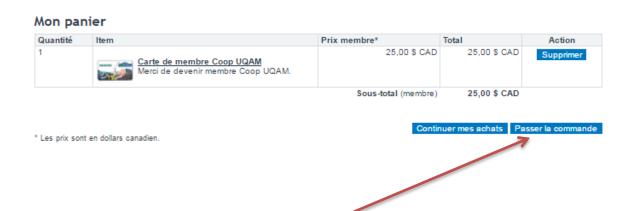
If you are not yet a member of the COOP UQAM, it would be worthwhile to join

by simply clicking on

As a member of COOP UQAM, you will be granted beneficial member pricing on nearly all products offered at COOP UQAM's various book stores and outlets.

Membership price is 25\$ lifetime validity!

Clicking on the member's link will add the following item to your cart.



You can then click on Passer la commande

This will prompt the following page:



As this is your first time on the Coop UQAM website, you will need to set up an account. Créer mon profil coopuquem.com

A step by step process ensues:

Créer mon profil coopuqam.com

Trois petites étapes pour nous permettre de mieux vous servir.

Que vous soyez membres ou non, vous devez créer un profil pour effectuer des achats à partir du site web.

Lorsque votre inscription sera terminée, vous pourrez alors commander tous les produits dont vous avez besoins.

Si vous n'êtes pas encore membre et désirez l'être, il vous sufira alors d'ajouter une carte de membre à votre commande à partir du panier lors de votre premier achat.

Étape 1 / 3 : Type de profil

Quel type de profil souhaitez-vous créer?*
☐ Individuel (grand public, étudiants, employés UQAM, enseignants hors UQAM) ☐ Collectivité (organisme ou entreprise) ☐ Transcript (show for the page (\$\frac{3}{2}\) UQAM and count)
○ Enseignant / chargé de cours (à l'UQAM seulement)
Prochaine étape Annuler Les champs marquès d'un astérisque (*) sont obligatoires.

Click on Individual and then on next step.

Créer mon profil coopugam.com

Prochaine étape Annuler

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Étape 2 / 3 : Information membre

Étes-vous déjà membre de la Coop UQAM? *

Non

Oui, entrez votre numéro de carte :

If you have had no membership card in the past, simply click the no box.

The third step consists in filing up your personal information as listed below.

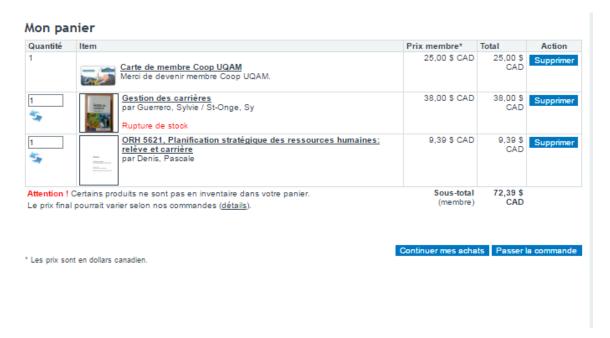
Étape 3 / 3: Informations du profil (Individuel) Informations personnelles (ou de la personne ressource) Genre * :

Prénom * :
Paul Nom * : Jacques
Courriel * : paul_Jacques@hotmall.com (sera votre identifiant sur le site) Confirmation courriel * : paul Jacques@hotmall.com (sera votre identifiant sur le site) Téléphone (domicile) * : 514-978-3000 Téléphone (travail) * : 514-978-3000 Poste :3333 Télécopieur : Informations d'étude UQAM Étes-vous étudiant à l'UQAM? ○ Non ⑥ Oui
Faculté * : École des sciences de la gestion ▼ Programme (consultez la liste) * : | Maîtrise Es science de la gestion Je suis membre de la TÉLUQ en tant que : 🗌 Enseignant 🗎 Tuteur 🗎 Étudiant Étes-vous diplômé de l'UQAM? ● Non ○ Oui Étes-vous employé de l'UQAM? ● Non ○ Oui Autre: Adresse (personnelle de livraison) # civique * : 315 Type de rue * : Rue Rue * : Sainte-Catherine Suffixe : ---- Choisissez ------- Choisissez ----Direction : E App. : 3470

Ville * : Montr Montréal Pays *: Canada Province * : Québec Code Postal *: H2X 3X2 Je désire m'inscrire à l'infolettre mensuelle de Coop UQAM. Création de mot de passe Votre mot de passe doit compter au minimum 5 caractères. Mot de passe * : Confirmation de votre mot de passe * :

You will receive an email once your profile is completed. It is very important to validate your new account through this email. If you do not find the email in your inbox, please take a moment to verify in your junk/Spam mail folder.

You are now ready to move on to the next step and visualize your cart.



You need to validate your billing address. This address must be the same as the one you are using on your payment method (Visa or MasterCard credit card or PayPal account)



The following menu will allow you to choose the desired method.

Retour Étape suivante

1. Standard:

You will be asked for a delivery address. This address is the one we will ship your items to. Shipping is handled through Canada Post and will be delivered to your selected shipping address. This method is \$7 if you do not qualify for free delivery (Order of \$35 and up). Once the shipment is ready, you will receive an -mail from Canada Post allowing you to track your package.

2. In store pick-up:

This method is free and allows you to pick-up your order directly from one of our COOP UQAM stores or our new shop at Berri UQAM metro station Coop Berri UQAM. An email will be sent to you with the exact address, day and time for your pick-up.

You will be asked to choose a delivery method.

Next, you will need to decide on a payment method.

Note: It is recommended to use a payment method such as PayPal. Credit cards emitted overseas can be problematic when ordering in another country. This is why PayPal can be a simpler method. You can set up an account and link it to either your bank account or credit card.

To create an account with PayPal, simply go to PayPal's website

https://www.paypal.com/ca/signup/account

Please select a payment method and accept the conditions of sales by clicking on the checkbox.



A payment page will appear.

Once payment is validated on our platform, the order is validated as well. You will receive an email confirming your order.

Please expect a second email, either from Canada Post or from our pick-up team, depending on which delivery method you have taken.

Thank you for choosing COOP UQAM for your purchase

Finally, do not forget to become a Coop UQAM member; it's for \$ 25 for lifetime validity, no annual renewal fee, plus savings on all our

Coop UQAM stores;

(3 bookstores, 1 art shop, 1 computer shop inside 10 000 square feet with a bulk grocery) and our merchant website,

many other advantages over partners of choice:

https://www.coopuqam.com/devenirmembre-coop-uqam.html