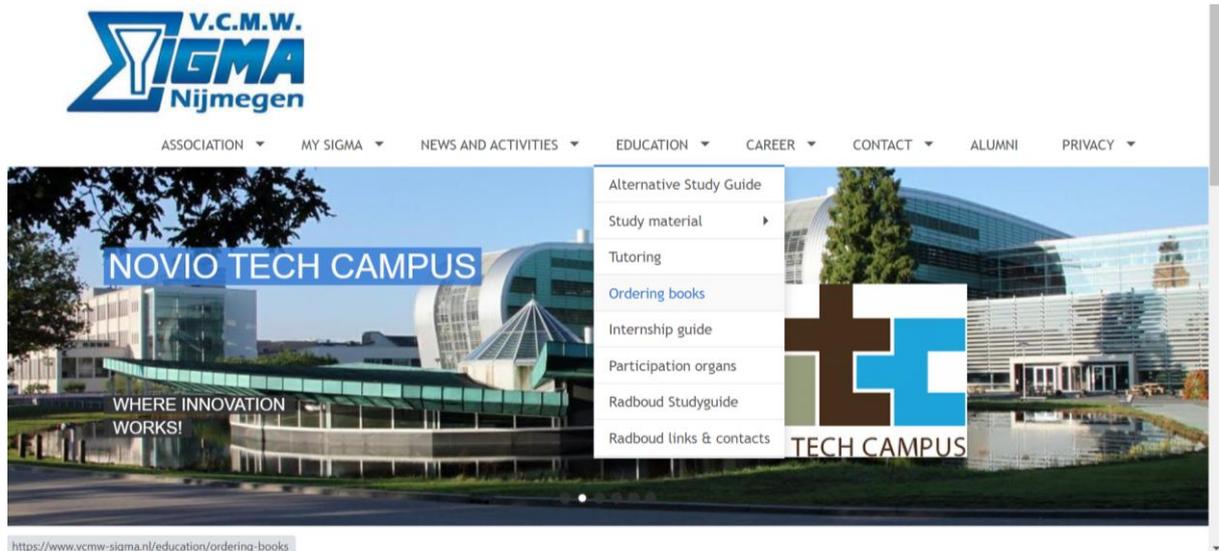


Step-by-step guide for ordering books

Welcome to the Step-By-Step guide for ordering your books. During the Orientation week of 2020, this document will be handy, but perhaps also later in the year or during your studies, if you have to order books again. During the Orientation, the Sigma board will be available to help you with ordering your books. You can reach us by sending an email to sigma@science.ru.nl, but it might be faster to reach us at the [Sigma Discord](#). During the time of ordering your books, the board will be present there to answer your questions immediately!

- 1) Go to vcmw-sigma.nl and log in.
- 2) Go to Education and click on 'Ordering books' in the fold-out menu



- 3) Read the information on this page. At the bottom of the page, you can see a document has been added with further information on how to order books. That document also includes a list of books you will have to order for quarter 1.
- 4) When you are done, click the link at the bottom of the page to go to the bookstore.

Guidelines at the bottom of this page will provide you with additional information. If you have any queries regarding the books please contact the Commissioner for Educational Affairs via sigma@science.ru.nl. If there are any queries concerning specific orders, please contact StudyStore.

(Click [HERE](#) for the bookshop)

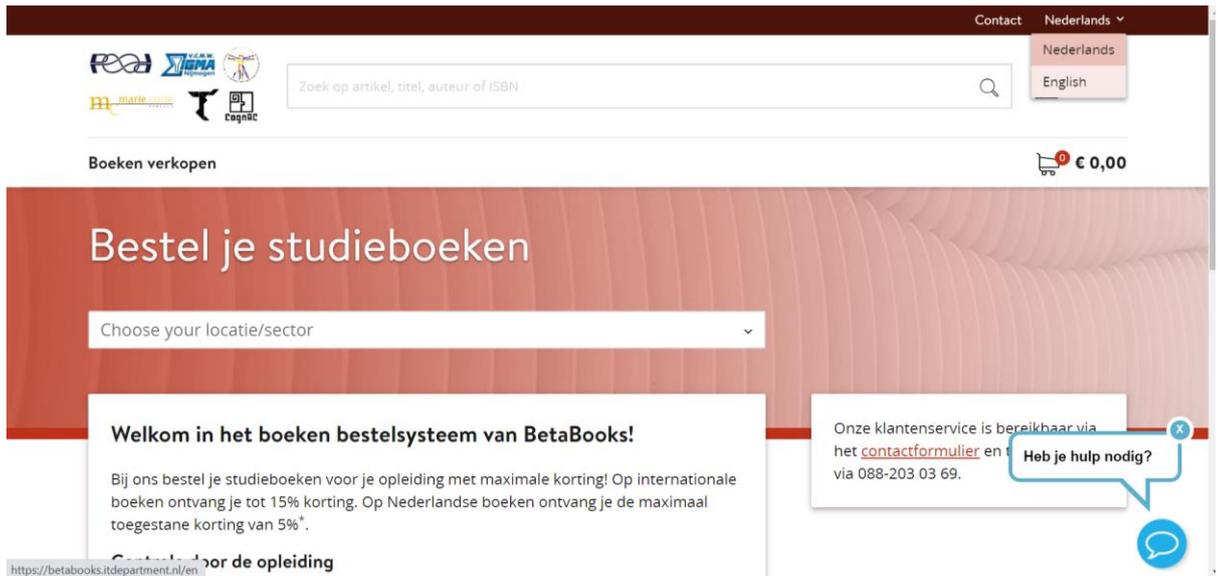
NB: You need to set up an account before you can use the webshop. This is a separate account specifically used for ordering books and is NOT the same as your Sigma account which you used to log on to this website. When you create an account to purchase books, you will be requested to enter your student number, however this is not required to complete the process, so you can leave this entry blank.

NOTE: it might also be possible to sell some of your books back to StudyStore at a later time. You can check if your books are suited via the following link: <https://www.studystore.nl/en/boeken-verkopen>

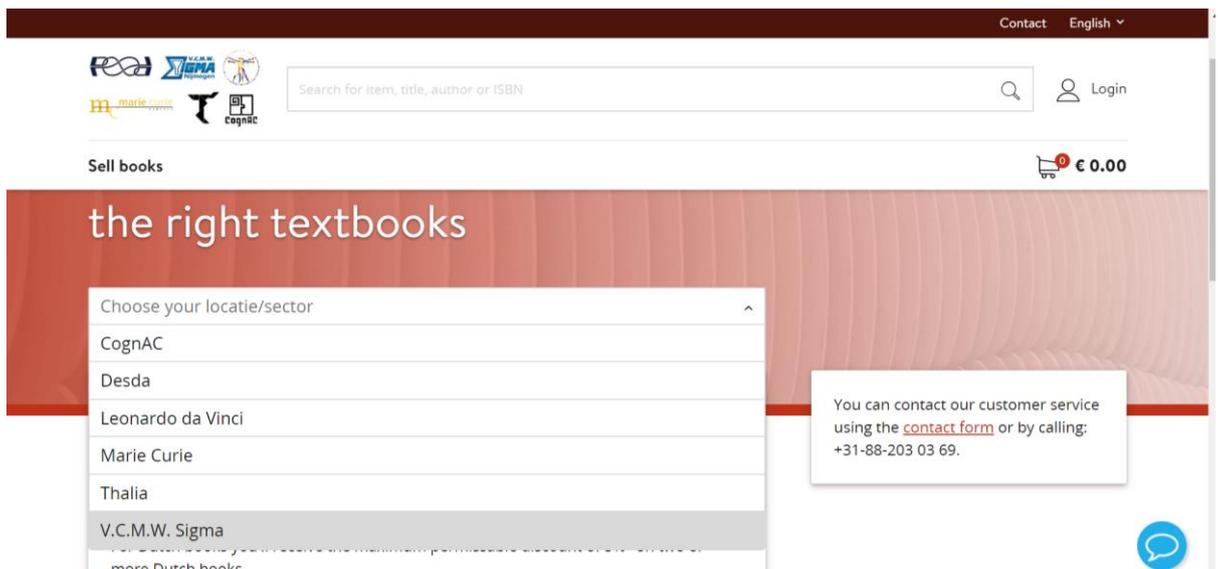
Manual ordering books

File name	File size
Webshop_Guide_2019.docx	40.9 kB

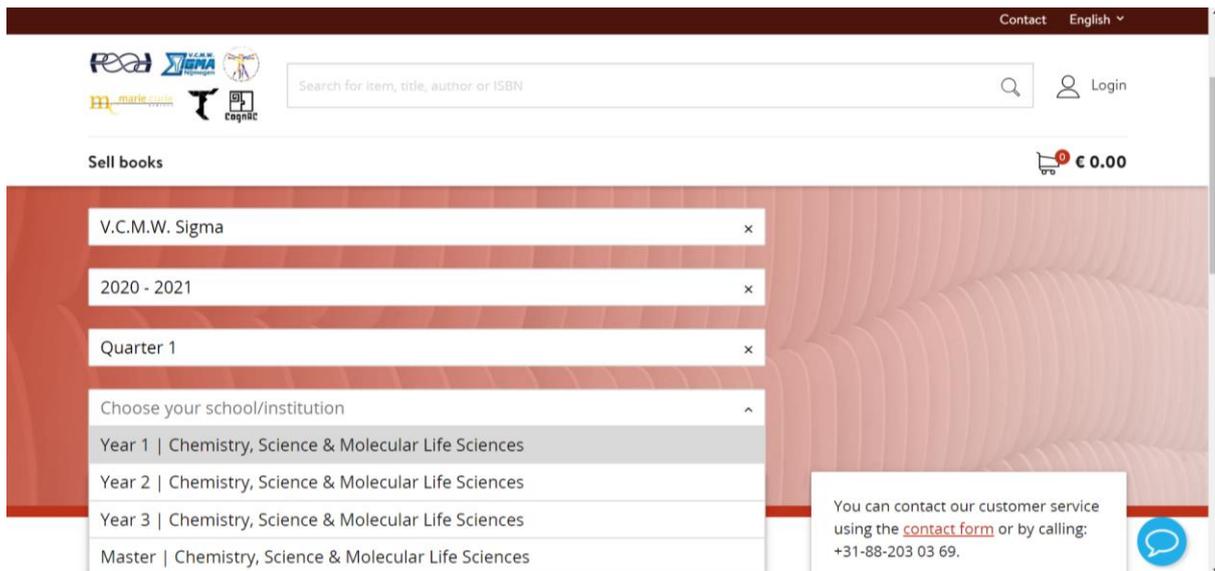
- 5) You arrive on the website of the bookstore. At the top right corner of the page, you can set the language to English.



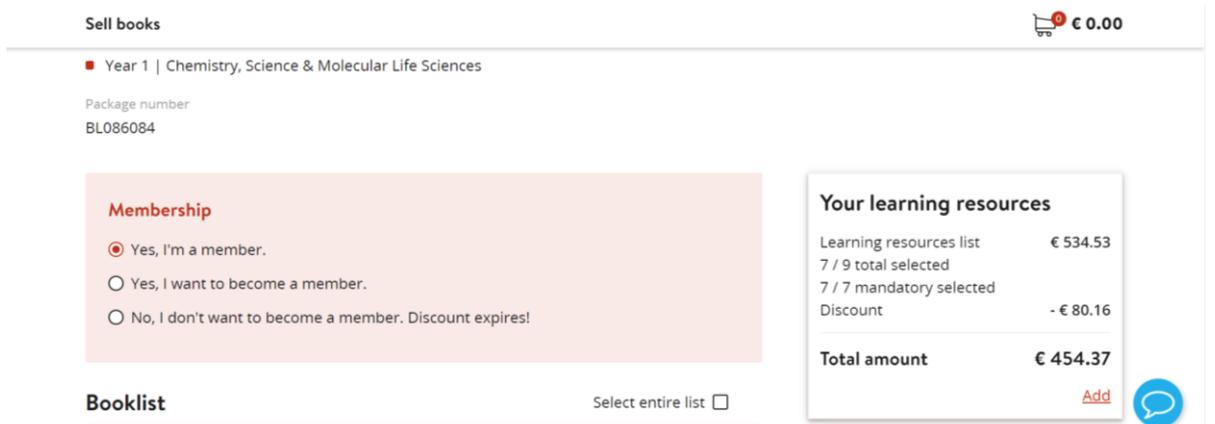
- 6) Click on the white box that says ‘Choose your locatie/sector’. A fold-out menu appears. Select V.C.M.W. Sigma.



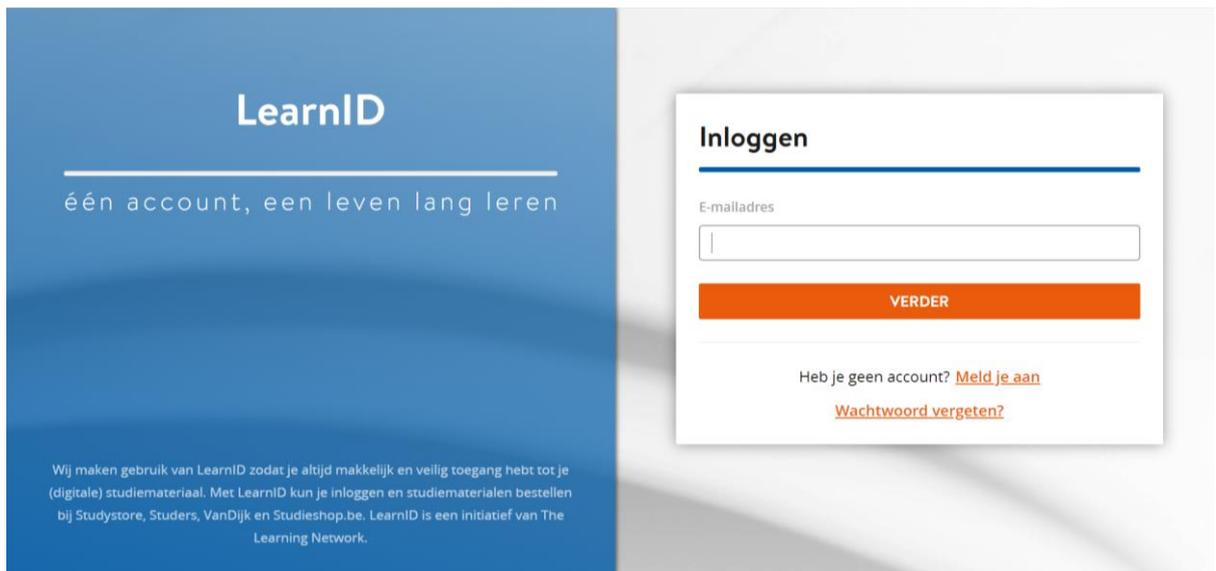
- 7) The website automatically fills in the academic year and quarter 1. You have to select which year you are in, for example, Year 1. After selecting your year, click continue.



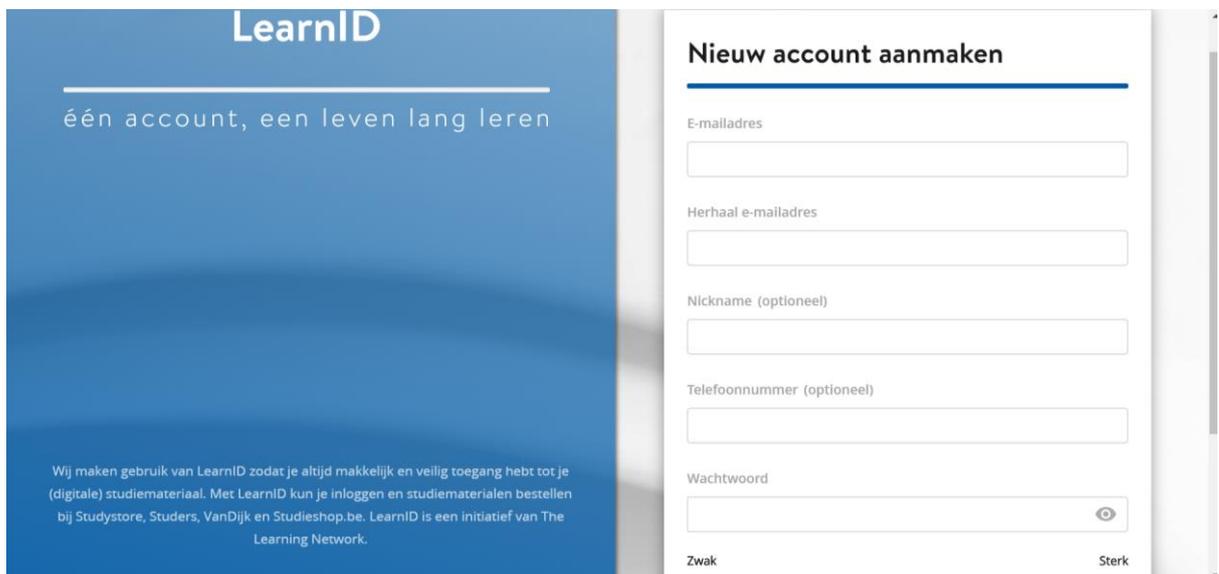
- 8) If you are a member, select the option 'Yes, I'm a member'. If not, select one of the other options if applicable.



- 9) When you scroll down, you see the courses of quarter 1 listed below and the books you will need for those courses. The site automatically selects the books that are listed in the studyguide as obligatory. Books that are not listed as obligatory but recommended are not automatically selected, so if you want these books, you have to select them yourself. As a member you receive 15% discount on the books. It is also possible that for some books, second hand options are available, which are usually cheaper. If you are not sure which books to buy, you can ask your introparents what they advise. **Note: pdf versions of the books are illegal to use and to spread.** When you have selected all the books that you want, carefully check your selection and click 'add' at the bottom of the page.
- 10) You will see an overview of your shopping cart, which you should check carefully again. When you are done, click 'Place order' at the bottom of the page.
- 11) You arrive at a page where you have to log in. If you are new to the webshop, you will have to create an account. You can do this by clicking 'Meld je aan'.



- 12) You arrive at a page where you can create your account by filling in some details. Unfortunately, this page is in Dutch, so you might want to ask for help from your introparents or Dutch colleagues. The board is also always happy to help and can be reached at sigma@science.ru.nl for any questions! In short, the white boxes that need to be filled in are: email-address, repeat email-address, Nickname (optional), Phonenumber (optional), password. The password needs to be at least 8 digits long. When you are done, click 'Verder'.



- 13) You arrive back in the webshop, logged in. Your orderselection should be visible on the right. You have to fill in some personal information. Mandatory to fill in are your first and last name, your ZIP code and house number, Street name and City. Your ZIP code should look like this 1234 AB. If you don't know your ZIP code, you can usually find it using google maps to find your address. When you have filled in all necessary information, scroll down and click 'Next'.

Sell books 🛒 € 47.78

Country

Zipcode House number Suffix

Zipcode is mandatory.
House number is mandatory.

Street City

Street is mandatory. City is mandatory.

Your order

Booklist (1)	€ 47.78
Order total	€ 47.78
Shipping	Free
Total amount	€ 47.78

[Next](#)

Previous
Next

14) You can now select a Delivery option: Have it delivered at home or different address or pick it up at a PostNL location. You can also select a method of paying:

- IDEAL (free)
- PayPal (+€2.50)
- Creditcard (free): accepted creditcards are Mastercard, American Express, VISA or Maestro.

15) After selecting your delivery and payment option, check your order one last time, accept the Terms & Conditions and 'Complete order' at the bottom of the page.

16) Continue with payment and save the order confirmation and receipt.

Remember: if you have any questions, don't hesitate to contact the board at sigma@science.ru.nl! We'd be happy to help!