

YOU MUST ENTER THE COUPON CODE **SBES** TO GET FREE SHIPPING TO YOUR SCHOOL

AND ENSURE THAT STONY BROOK GETS CREDIT FOR THE SALE.

HERE'S HOW TO DO IT

- Select your books and go to checkout.
- Enter your name, address, email and phone number in the Ship To section. After entering this information, click on Next. **NOTE: IF YOU WANT YOUR ORDER TO BE ASSOCIATED WITH A PARTICULAR STUDENT, ENTER THE STUDENT'S NAME IN THE NAME FIELD.**
- The following screen will open and ask how you want the purchase to be shipped. You can choose "Ship to School" or "Ship to Home." Shipping to the school is free and shipping to the home is available for a flat fee of \$10.00. Both options ask you to enter a Coupon Code when you choose your shipping method, but you will not add this code until the next screen. Both options also show a charge for shipping at this point, but when you choose Ship to School, it will be removed once the coupon code is entered. Click Next to proceed.
- On this screen, you will be asked to enter your credit card information. Below that, there is a prompt to "Add a Coupon Code." When you click on this, a box will open and you should type in the code assigned to your school: **SBES**. Click on Apply and this will eliminate the shipping charge from your transaction. Click Next to proceed.
- This will take you to the final screen where you can review the transaction and see that the shipping charge has been removed. You should confirm that the information for the purchase is correct. Then click on "Place Order" to complete the transaction.

Please Remember: you must enter the coupon code **SBES** for both Ship to School and Ship to Home delivery options to ensure your school gets credit for every sale.