How to Place an Order

**Step 1:** Log into your school's bookstore at csp.shelfit.com.

**Step 2:** To purchase books, select the store option on the left-hand side panel.

**Step 3:** Your Required Course Materials Fee will already be in your shopping cart.

**Step 4:** Click on View Course Materials to see what ebooks are included in your Required Course Materials Fee.
**Step 5:** The courses listed separately, beneath the Required Course Materials Fee, have additional books needed that must be added to your cart individually. To add a book to your cart, click the green **Add To Cart** button.

![Book Image](https://via.placeholder.com/150)

**Step 6:** After clicking the Add To Cart button, a box will appear showing the quantity currently in your cart. You can click on this box to change the quantity in your cart.

![Quantity Box](https://via.placeholder.com/150)

**Step 7:** Add any additional books you may need for this course to your cart. The word "Required" next to a book means that your school is requiring that you have this book for class.

![Book Image](https://via.placeholder.com/150)
Step 8: To purchase books from another department, repeat steps 2 through 6 as listed above. When you're ready to check out, click the green **Proceed To Cart** button at the top or bottom right of the screen.

Step 9: Once you've added your books, view your shopping cart and you will see your items. You may see different books fulfilled by either EdTech or Amazon.
**Step 10:** In the checkout window, enter your billing Information. All required fields have a red asterisk next to them. When all required fields have been completed, click the **Continue** button.

**Step 11:** Select either an internal credit or a credit card as your payment option. To pay with a credit card, complete all required fields and click the green **Continue** button.

**Step 12:** Confirm that all information is correct, and click the green **Place Order** button.

**Step 13:** A window will pop up asking you to confirm or cancel your order. If you're sure that your order is correct, click the green **Confirm** button.
**Step 14:** Once your order has been placed, our system will generate an order number for you. Please keep a record of this number, as it will be very helpful if you have any need to contact Customer Service.

![Thank you for your purchase](image1.png)

**Step 15:** If you have a book fulfilled by Amazon, you'll see a separate checkout step after completing your initial purchase. Click the green [Checkout on Amazon](#) button.

![Amazon items](image2.png)
**Step 16:** You'll now be directed to your Amazon shopping cart. Click the **Continue** button to finish checking out. If you have an Amazon account, please log in.

**Step 17:** Enter your billing Information. When all required fields have been completed, click the **Continue** button.
**Step 18:** Choose a shipping option and click the **Continue** button.

**Step 19:** To pay with a credit card, complete all required fields and click the **Continue** button.
Step 20: Confirm that your order is correct, and click the Place your order button.