

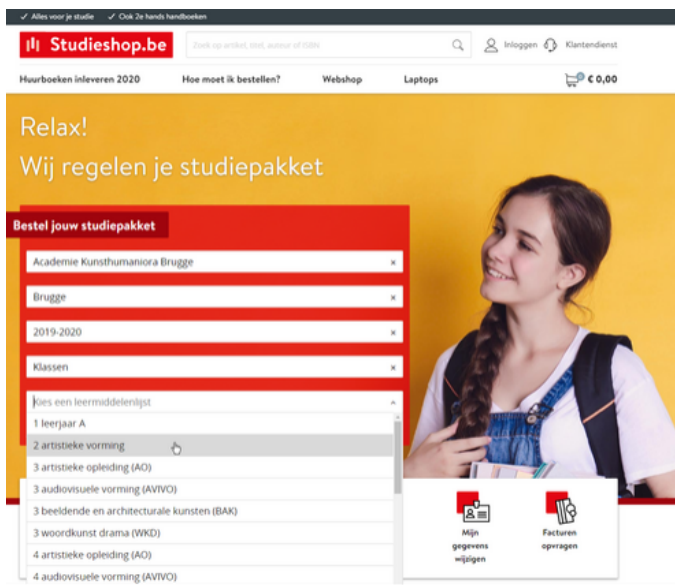


ORDERING FROM STUDIESHOP.BE ORDER GUIDE



STUDIESHOP.BE ORDER GUIDE

This handy guide with screen shots will tell you exactly how to order all your school books and other materials correctly and easily, from registration to order and payment.



1. SELECTING YOUR BOOK LIST

www.studieshop.be

On the Studieshop.be homepage, you can enter your school, municipality and list of books in the dropdown menus.

Though please remember you will need to register or log in before you can see the list of items you need.

Inloggen

E-mailadres

info@studieshop.be

Wachtwoord

INLOGGEN

Heb je geen account? [Meld je aan](#)

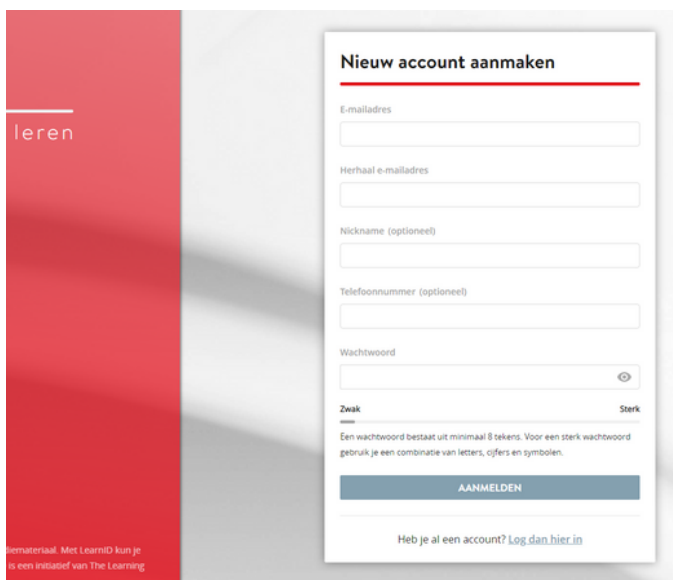
[Wachtwoord vergeten?](#)

2. LOGGING IN OR REGISTERING

I already have an account on Studieshop.be

In this case, you can just log in with your email address and LearnID password.

Forgot your password? Not to worry! We'll send you an email to reset it.



LearnID is an easy and safe log-in system that gives you access to My Studieshop, so you can check all your orders, view your invoices, return items, etc. Your LearnID account is unique to you and not connected to a particular school or study direction. Which means you won't ever need to create a new one, for example if you change direction or schools. You just keep on using the same account.

Creating a new account

If you've never ordered from Studieshop.be before, then you should create an account.

TIP:

register with the e-mail address used most often in your family for official communication! As that way, you're sure you'll always receive all the information about orders and payments. Please note that the correctness and use of your email address during the year is your responsibility!

Voor wie ga je bestellen?

 Geef hieronder aan voor wie de leermiddelen bedoeld zijn.

Ik ben leerling en bestel voor mezelf

Ik ben ouder/verzorger en bestel voor een leerling

[Verder](#)

Whom are you ordering for?

Once you're logged in, we want to know whom you are ordering for. Students older than 18 can order for themselves, but those under 18 best ask a parent/guardian to order for them. Students under 18 ordering for themselves anyway, are asked for their parents' email address at a later stage in the order process.

Once you've entered whom the books are for, you will be redirected to the order list. You may need to tick a box for this!

GREAT

**BOOK LIST SELECTED, TICK.
REGISTRATION DONE, TICK.
NOW YOU'RE READY TO ORDER.**

EVERY STUDENT RECEIVES INFORMATION INDIVIDUAL TO THEM

Parents ordering for their child will be asked to enter their child's name, date of birth and email address, as each student will receive an email with information about their items.

3. ORDERING

3.1 SUBJECTS AND MATERIALS

Everything you need, will appear in an easy list straight from your school's teachers, with all compulsory items selected by default, though of course you can untick any of the items if you already have them, e.g. from your brother or sister.

The screenshot shows the Studieshop.be website interface. At the top, there's a navigation bar with the logo and a search bar. Below that, there are several menu items: 'Huurboeken inleveren', 'Schoolboeken verkopen', 'Webshop', and 'Schoolspullen'. A shopping cart icon shows '€ 0,00'. The main content area is titled 'Vakken en leermiddelen' and features five icons: 'Boekenlijst selecteren', 'Inloggen', 'Voor wie?', 'Vakken en leermiddelen', and 'Handige extra's'. Below this is the 'ASO Spijker' section, which includes a filter bar for 'Geselecteerde lijst' (ASO Spijker, Hoogstraten, 2019 - 2020, Klassen, 4 humane wetenschappen) and a 'Pakketnummer' (9.1600/10009). The 'Leermiddelenlijst' section shows a list of items under the heading 'aardrijkskunde'. The first item is 'Algemene wereldatlas editie 2017' by Hecke, E. van, with a price of € 19,50 (reduced from € 29,99). The second item is 'Zenit 4 aso infoboek (editie 2017) (incl online ict)' by Hecke, E. van, with three pricing options: 'Huur' for € 5,81, 'Nieuw' for € 18,00, and '2e hands' for € 12,60. On the right side, a box titled 'Je bestelt leermiddelen voor:' shows a summary: 'Gwendoline Claes' (with a 'Wijzigen' link), 'Leermiddelenlijst 22 / 22 Geselecteerd' for € 342,30, 'Korting' of -€ 10,00, and a 'Totaalbedrag' of € 332,30 (with a 'Toevoegen' link).

HOW MUCH WILL MY ORDER COST?

All prices are quoted next to the titles and the total order value is clearly indicated in the box, so you always know how much you're spending.

3. ORDERING

3.2 Schoolstuff

3.3 Webshop

BY PARENTS' REQUEST

Range of school materials and other things.

We also have lots of other school stuff in our webshop. This'll definitely make your and your parents' life easier, because you won't have to go to lots of different shops to buy a few small school items.

The screenshot shows the Studieshop.be website interface. At the top, there are navigation links for 'Alles voor je studie' and 'Ook zie hands handboeken'. The main header includes the logo, a search bar, and a shopping cart icon showing a total of € 276,70. Below the header, there are navigation tabs for 'Huurboeken inleveren 2020', 'Hoe moet ik bestellen?', 'Webshop', and 'Laptops'. The main content area is titled 'Schoolbenodigdheden' and features a 'Vakken' section with three product cards: 'Leerlingenset Small', 'Leerlingenset Medium', and 'set fluo stiften'. Each card includes a price and a 'Basispakket schoolbenodigdheden voor uw klas' label. On the right side, a 'Je bestelt leermiddelen voor:' summary box shows a list of items and their prices, totaling € 276,70.

The screenshot shows the Studieshop.be website interface. At the top, there are navigation links for 'Alles voor je studie' and 'Ook zie hands handboeken'. The main header includes the logo, a search bar, and a shopping cart icon showing a total of € 340,32. Below the header, there are navigation tabs for 'Huurboeken inleveren', 'Schoolboeken verkopen', 'Webshop', and 'Schoolspullen'. The main content area is titled 'Handige extra's' and features five icons: 'Boekenlijst selecteren', 'Inloggen', 'Voor wie?', 'Vakken en leermiddelen', and 'Handige extra's'. Below this, there is a section titled 'Ook handig voor je studie' with three product cards: 'Staedtler 2 fineliners zwart', 'Markeerstift Stabilo Boss mini funimals edition', and 'Markeerstift Stabilo Boss mini pastel love edition'. Each card includes a price and a 'Bestellen' button. On the right side, a 'Je bestelt leermiddelen voor:' summary box shows a list of items and their prices, totaling € 340,32.

**HOW MUCH
WILL MY ORDER COST?**

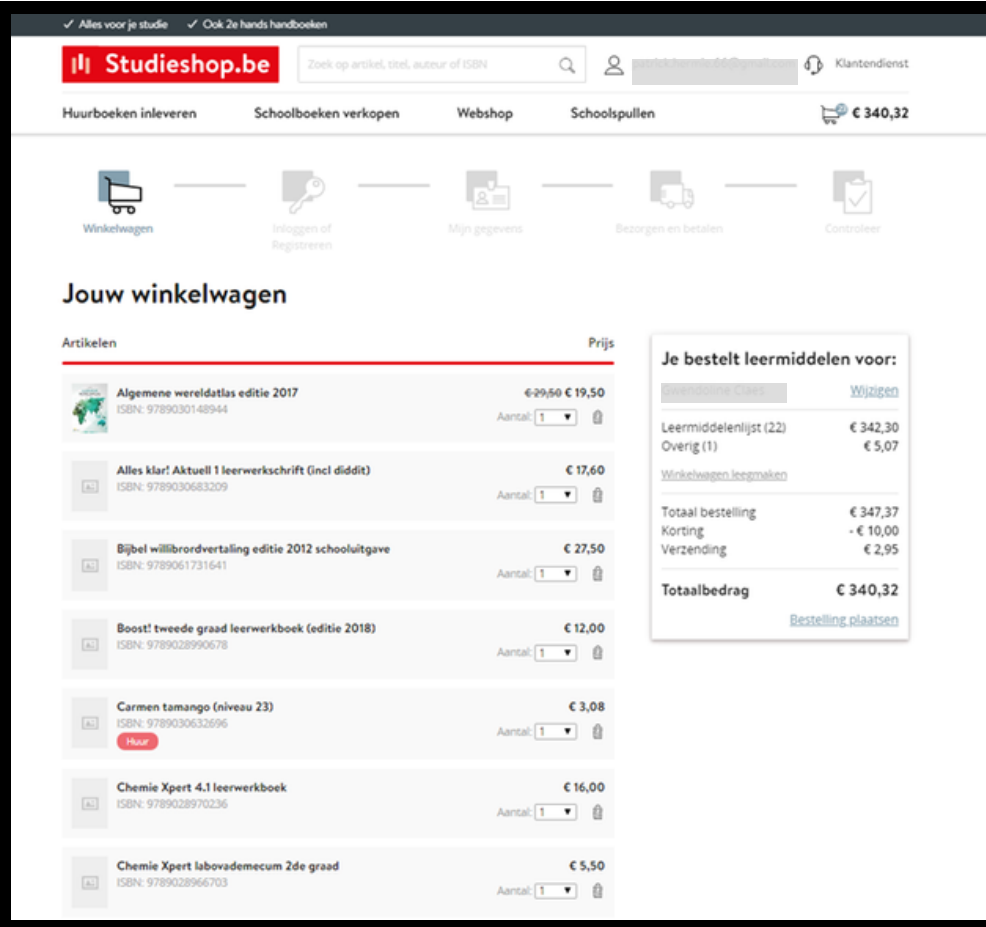
All prices are quoted next to the titles and the total order value is clearly indicated in the box, so you always know how much you're spending.

3.4 Your shopping cart








CHECKING YOUR ORDER

Once you've got everything you need, go to your shopping cart.

Here you get a full overview of your order and you can change the number of book copies or remove items you put in your cart before you confirm.



The screenshot shows the 'Jouw winkelwagen' (Your shopping cart) page on Studieshop.be. The cart contains several items, each with a title, ISBN, price, and quantity. A summary box on the right shows the total order value and a breakdown of costs.

Artikelen	Prijs
 Algemene wereldatlas editie 2017 ISBN: 9789030148944	€29,50 € 19,50 Aantal: 1
 Alles klar! Aktuell 1 leerwerkschrift (incl diddit) ISBN: 9789030683209	€ 17,60 Aantal: 1
 Bijbel willobrordvertaling editie 2012 schooluitgave ISBN: 9789061731641	€ 27,50 Aantal: 1
 Boost! tweede graad leerwerkboek (editie 2018) ISBN: 9789028990678	€ 12,00 Aantal: 1
 Carmen tamango (niveau 23) ISBN: 9789030632696 Huur	€ 3,08 Aantal: 1
 Chemie Xpert 4.1 leerwerkboek ISBN: 9789028970236	€ 16,00 Aantal: 1
 Chemie Xpert labovademecum 2de graad ISBN: 9789028966703	€ 5,50 Aantal: 1

Je bestelt leermiddelen voor:	
Winkelwagen leegmaken	Wijzigen
Leermiddelenlijst (22)	€ 342,30
Overig (1)	€ 5,07
Winkelwagen leegmaken	
Totaal bestelling	€ 347,37
Korting	- € 10,00
Verzending	€ 2,95
Totaalbedrag	€ 340,32
Bestelling plaatsen	

HOW MUCH WILL MY ORDER COST?

All prices are quoted next to the titles and the total order value is clearly indicated in the box, so you always know how much you're spending.

4. CHECKING YOUR DETAILS

In the next screen, you can check your details and add any if necessary. Is your email address right? Do we have the correct mobile number? etc. Please remember mistakes in your details may mean your order cannot be processed properly or will even get lost! If your package can't be delivered because you entered the wrong address, it will be sent back and you'll need to order again.

Gegevens leerling



Voornaam (leerling)

Tussenvoegsel (leerling)

Achternaam (leerling)

Geboortedatum (leerling)

TIP: Ook informatie naar de leerling? ⓘ

E-mailadres

Je bestelt leermiddelen voor:

<input type="text" value="lewendons"/>	Wijzigen
Leermiddelenlijst (22)	€ 342,30
Overig (1)	€ 5,07
Totaal bestelling	€ 347,37
Korting	- € 10,00
Verzending	€ 2,95
Totaalbedrag	€ 340,32
	Verder

Mijn gegevens



E-mail

Voornaam

Tussenvoegsel

Achternaam

Mobiel nummer

Land

18 ALREADY? OR YOUNGER OR OLDER?

At this stage, students ordering for themselves will be asked how old they are. If they are under 18, they will need to enter a valid email address of one of their parents, so we can send them all the financial details.

5. DELIVERY AND PAYMENT

Packages to be delivered at school cannot be changed. However, if your school has opted for home delivery, you can choose to have your package sent to your home address or a different delivery address (like your grandparents' house). Your school's address cannot be used as an alternative delivery address! Also remember that company addresses are not a good idea, as PostNL sometimes deliver outside of office hours or at weekends.

TRACKING YOUR PACKAGE

You'll receive an email with a track & trace code as soon as your order has been collected by PostNL, so you can trace your package from the time it's dispatched at our distribution centre to the second it's delivered on your doorstep or at an alternative address.

If you're not at home, PostNL will try and drop it off with a neighbour. Please note that if this isn't possible, it will be delivered at a collection point where it will stay for one week. You will receive a message with the address. If you haven't collected your package after one week, it will be returned to Studieshop.be and you'll need to order again.

Bezorgen en betalen

Bezorgopties



Laten bezorgen thuis of op een ander adres (+€ 2,95)

Mijn gegevens

Wijk:
Postcode:
Adres:

Wij versturen je bestelling met PostNL

Ik wil een ander bezorgadres gebruiken

Betaalopties



Bij Studieshop.be betaal je altijd veilig online. Kies uit verschillende betaalopties zoals Bancontact of PayPal. Ook is het mogelijk om een ander factuuradres op te geven.

Bancontact / MrCash (Gratis)

Let op: je betaalkaart moet geschikt zijn voor 3D Secure. Dit kun je regelen via de site van je bank. Je krijgt een foutmelding als de kaart niet geschikt is, en je bestelling wordt dan niet geregistreerd.

Paypal (Gratis)

Factuurbedrag overschrijven na ontvangst factuur. (Gratis)

Je ontvangt deze factuur via e-mail.
Let op: We versturen je pakket pas na ontvangst van de betaling.

WRONG ADDRESS

If your package can't be delivered because the address could not be used as an alternative address, it will be sent back and you'll need to order again.

Choosing your payment method

We offer different payment methods, like Bancontact, PayPal and various credit cards. You can pay straightaway or in instalments (under “more payment options”). If you’re paying in instalments, you will pay the first part when you order and we will debit the next instalments automatically from your or your parents’ bank account.

If you prefer to pay by bank transfer, we’ll send your invoice with payment slip within 24 hours and we’ll ship your order as soon as we’ve received your payment. Please note that you have two weeks to pay before we automatically cancel your order. In this case, you’ll need to order again. You will of course receive a message from us.

Betaalopties



Bij Studieshop.be betaal je altijd veilig online. Kies uit verschillende betaalopties zoals Bancontact of PayPal.

- Bancontact / MrCash (Gratis)
Let op! Je betaalkaart moet geschikt zijn voor 3D Secure. Dit kun je regelen via de site van je bank. Je krijgt een foutmelding als de kaart niet geschikt is, en je bestelling wordt dan niet geregistreerd.
- PayPal (Gratis)
- Factuurbedrag overschrijven na ontvangst factuur. (Gratis)
Je ontvangt deze factuur via e-mail.
Let op: We versturen je pakket pas na ontvangst van de betaling.
- IDEAL (Gratis)
- Creditcard (Gratis)
- Betalen in 2 termijnen via Bancontact / MrCash (+€ 2,99)
- Betalen in 3 termijnen via Bancontact / MrCash (+€ 3,99)

As soon as we’ve accepted your payment, you’ll receive an order confirmation.

After this, you’ll see your order in My Studieshop on the website.

Confirmed orders can be changed or cancelled online in My Studieshop as long as our distribution centre has not started processing them.



PAYING IN MONTHLY INSTALMENTS

Under payment methods, click on “more payment options” to divide your payment in monthly instalments. Or contact our customer service team to set up an individual payment plan.