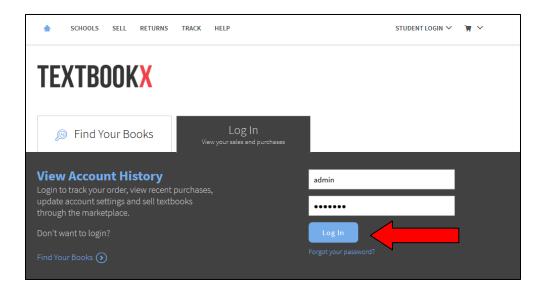
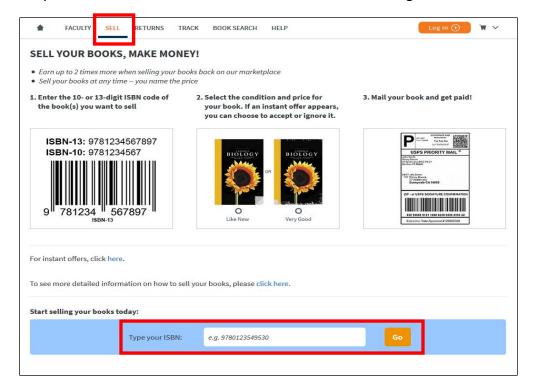
Posting books for sale at the Online Bookstore

The Online Bookstore, powered by TextbookX, has a marketplace where high-volume sellers and students around the country post their books for sale. You can sell any books on the marketplace and you get to name the price. To sell your books through the Online Bookstore, follow the instructions below.

1. Visit the website: Log in to your bookstore account and click "Sell" at the top of the page. Please note, you'll need to provide the Online Bookstore with your name, address, a credit card, and accurate bank account information to become a seller.



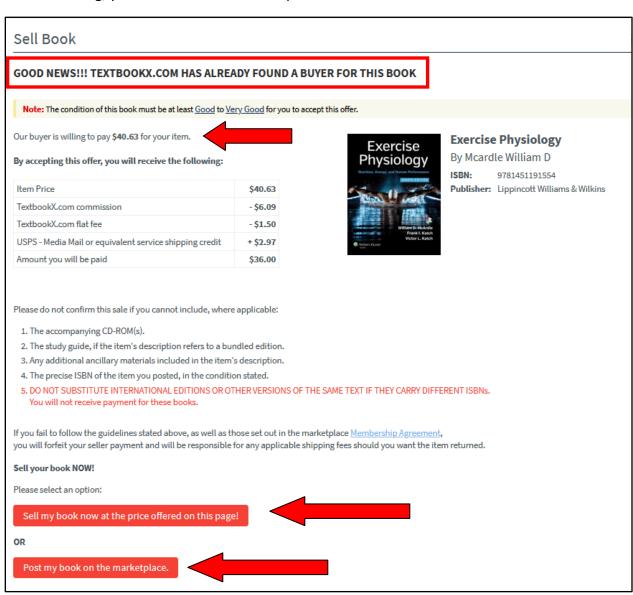
2. Type in the ISBN: On the sell page, type in the ISBN listed above the barcode of the book you want to sell. You can enter in either the 10- or 13-digit number.



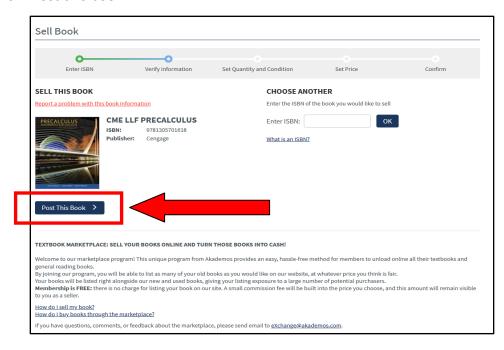
3. Post a book (instant bid): Once you enter in the ISBN, details about the book will appear. You may be alerted that a seller has already been located, which means that a vendor has a set offer on specific books and is willing to buy it from you immediately. You can either choose to accept this offer by clicking "Sell my book now at the price offered on this page" or you can decline it by clicking "Post my book on the Marketplace" and name your own price to sell the book.

Keep in mind the following if you get an instant bid:

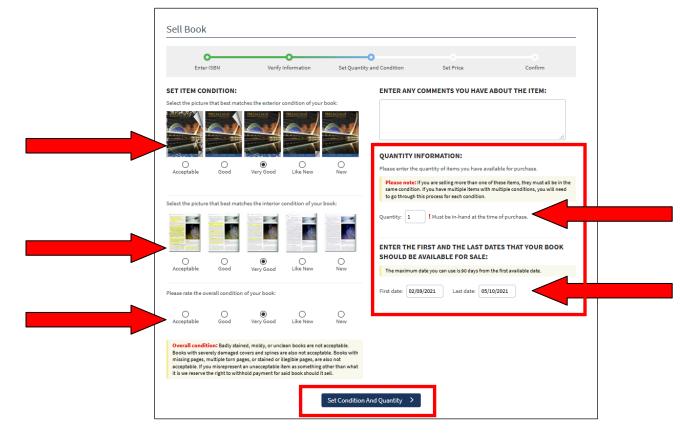
- Instant bid prices are non-negotiable.
- If you're in a hurry, instant bids are beneficial because you won't compete with others selling the same book and you bypass the waiting period when you post a book that anyone can buy.
- Instant bid offers are **often less** than the price other people are selling the book for because they are from volume sellers who are looking to resell the book. If you're not in a hurry and think you can get more money than what the instant bidder is offering, you can choose not to accept the bid.



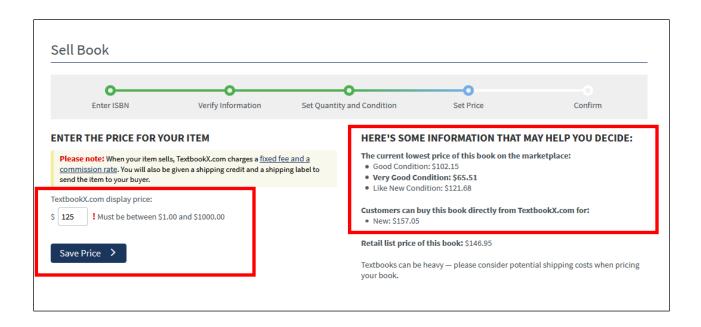
4. Post a book (no instant bid): If you have no instant bids or you don't want to accept an instant bid, follow the steps to post a textbook at your own price. After you type in the ISBN, verify that the information that comes up matches the book you want to sell. Then click "Post this book."



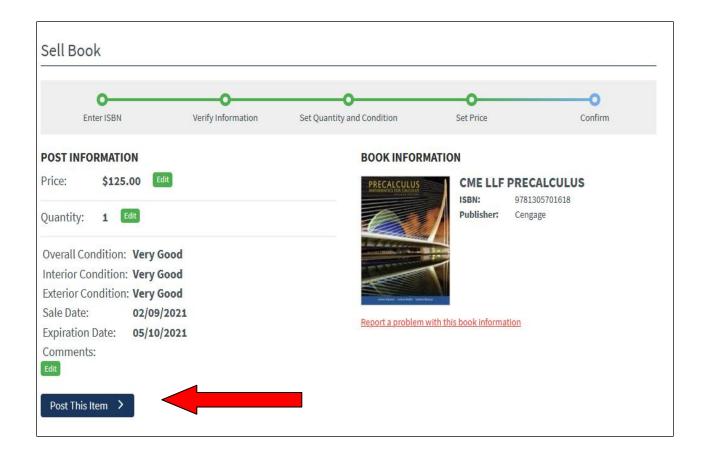
5. Set quantity and condition: State what condition the cover, interior, and overall book is in (acceptable, very good, like new) and then list how many you are selling and for how long. You can add comments about the book if you like. Click "Set condition and quantity."



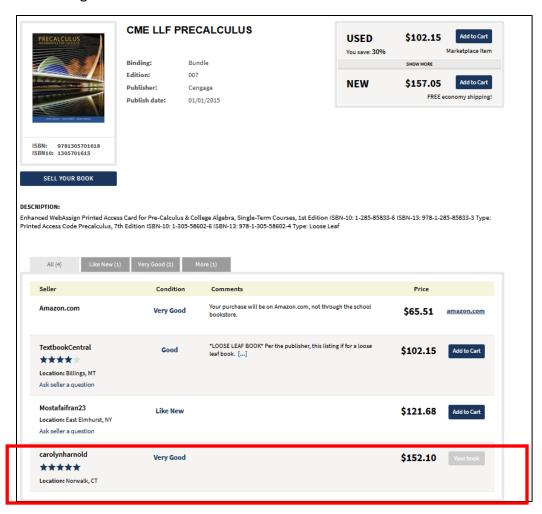
6. Set price: Enter the price you want to sell it for. The average price others are selling it for will appear to help you decide. Once you name your price, click "Save Price."

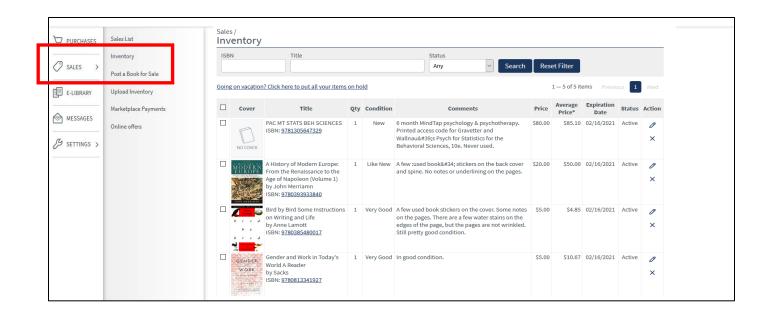


7. Review: Review the price, condition, and the length of time you want the book posted. If everything looks correct, click "Post this item."

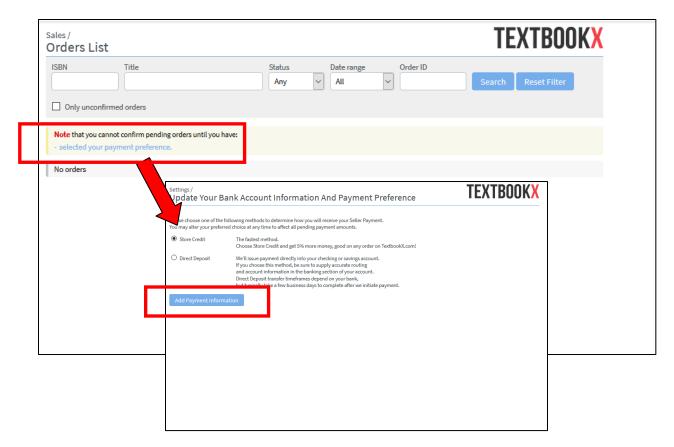


8. Review your book that is now listed: After you post your book, it will be visible to buyers. You can also review the books you're selling on your inventory page, which you can access through the menu on the left.

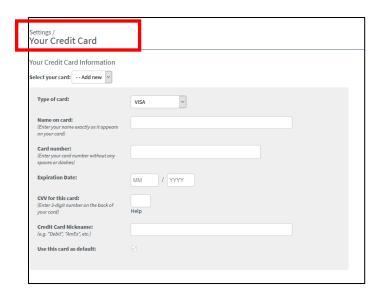




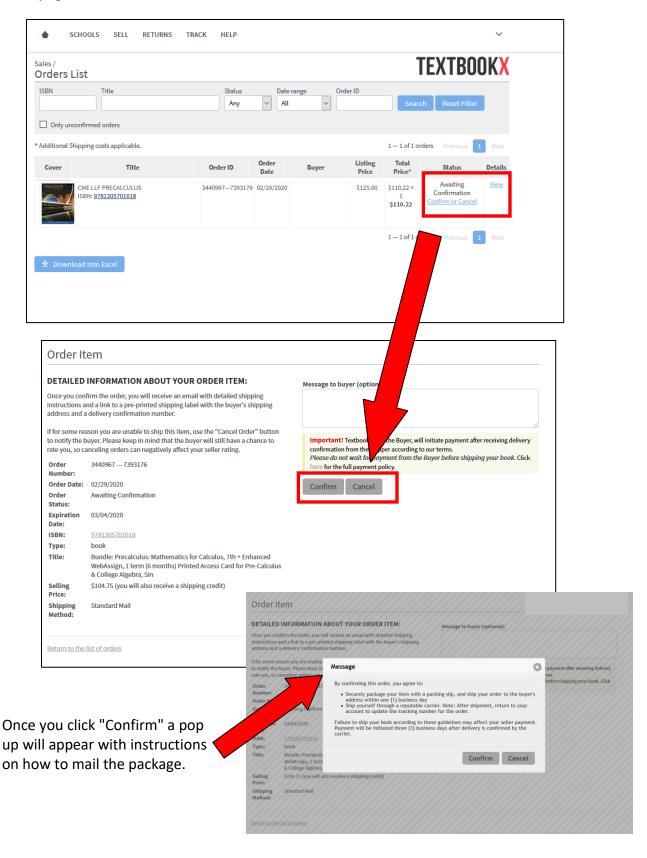
9. Wait for bid to come in (set up your payment preferences): Once the item is sold, you will be notified by email. Log in to the bookstore to confirm the sale and review the mailing instructions. *Important: before you can begin to process the sale, you must first (1) indicate how you want to be paid. Click "Select your payment preference" and choose either your bank account or store credit.



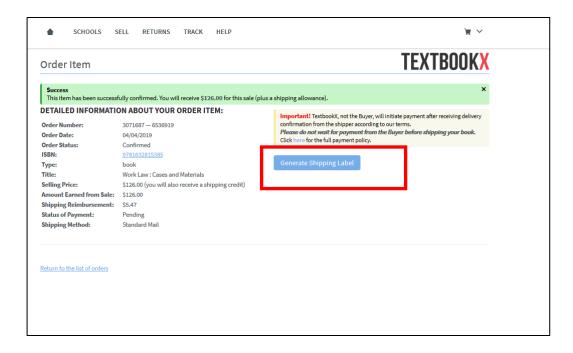
You also need to (2) add a credit card so that shipping charges can be added as needed (you will receive shipping credits after the sale is complete).



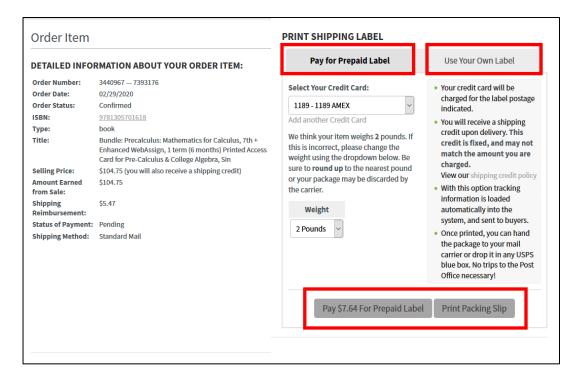
10. Confirm Sale: After someone buys a book you posted, confirm the sale. Click on your Sales page and select "Confirm or Cancel."



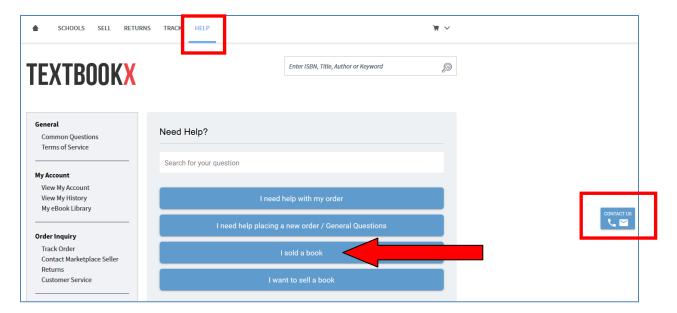
11. Generate Shipping Label: After you confirm your order, click "generate shipping label."



- **12. Print Packing Slip.** Print the packing slip. This goes **INSIDE** the box.
- 13. Pay for and print a prepaid label OR make your own: After printing the packing slip, you can EITHER click "Pay for a prepaid label," OR "use your own label." Paying for a prepaid label will generate a USPS media mail label with tracking information, which is loaded automatically into the system. Your credit card will be charged and you will receive a shipping credit upon delivery. If you choose to "use your own label" then you can take the package to any shipping carrier (USPS, UPS, FedEX) and pay for postage directly. *If you choose this method, remember to use the packing slip as a reference so you can correctly address the package. Once you select your label, pack up the book WITH the packing slip inside the box and mail it out.



14. If you need assistance, visit the help page on the Bookstore's website and either email or call our TextbookX Customer Experience team.



Payment Schedule and general guidelines:

There are no charges to list textbooks for sale on TextbookX. We collect a small fee **only** when your item sells. The fees per item sold is 15% of item sale price, plus \$1.50 for individual sellers. Sellers will also receive a shipping credit based on the method of shipping for the order (\$2.97 for economy shipping and \$5.47 for upgraded mail).

Sellers can choose to be paid either by a direct deposit into a checking or savings bank account, or in the form of TextbookX.com store credit. If you choose store credit, that gives you an additional 5%.

Payment cycles for individual sellers are on the 7th and 22nd of every month.

Before you can be paid you MUST indicate how you want to be paid. Log into your account and click 'Settings'. Then scroll down and on the left side of the screen under "Account Management," click "Enter payment information".

Once you have filled out your payment information, click "Update Payment Information" at the bottom of the form to save your information. If all your information is updated and correct and your orders have been marked delivered and you are still not receiving payment, please contact us.

For example: A textbook was posted and sold for \$125.

- 1. \$125-\$20.25 (Akademos/TextbookX cut) = \$104.75.
- 2. \$104.75 + \$5.47 (shipping credit for upgraded USPS postage) = \$110.22.
- 3. Seller/Student gets \$110.22 total from the sale.

For the full list of Marketplace selling details, visit the website