Your username is: _____
Please follow this link to create your password

CREATE A SHOPPING LIST

Browse our list of curated titles by category and use our filter options to narrow your selection or use the SEARCH bar at the top of your screen to enter specific titles, ISBNs, or authors. Enter the QTY needed and select ADD TO SHOPPING LIST

Access and edit your current shopping lists or create new lists by selecting the far right blue widget on the menu bar

PLACING YOUR ORDER

After your shopping list is complete, you will be able to see which titles we have readily available for shipment from our distribution center (in-stock) and which titles we need to source for you (out of stock/not enough stock)
The status of availability will determine the route in which your order is placed

If all of the items are available for immediate shipment
Select BUY NOW/CREATE QUOTE and proceed to check out screen.

If one or more of your items causes a shipping delay
Select REQUEST ASSISTANCE. You will be redirected to a separate page prompting you for further information.
OR Select DUPLICATE LIST and remove Out of Stock/Not Enough Stock and proceed to check out screen. Afterwards, go back to original shopping list and proceed with REQUEST ASSISTANCE steps.

Items categorized as Out of Stock can typically still be sourced for you, it just means we cannot ship out within 24 hours of purchase. Your B&N rep will be in contact with more information once the REQUEST ASSISTANCE prompt has been completed.

FINALIZING YOUR PURCHASE

After selecting BUY NOW/CREATEQUOTE follow the prompts to complete your purchase. Use your securely saved credit card information, purchase order or your Barnes & Noble Gift Card. Toggle to next screen to enter in PO#, then click SUBMIT ORDER.

For orders submitted through the REQUEST ASSISTANCE function, reach out to your B&N rep for further assistance on order placement and status

ADDITIONAL INFO

For **order status**, tracking numbers, and further information go to the menu bar and select the ACCOUNT link to navigate to your ORDER HISTORY

To **request a quote** follow the steps to create a shopping list and select REQUEST ASSISTANCE. Your B&N rep will get a notification to check availability and pricing and then send you a quote.

**For approval status, if ALL items are in stock, once you get to the payment screen, check off PO box and enter in “PO TBD” and your initials for reference, you will then continue to hit “submit order for approval” and your approver will receive a notification email that you are requesting that quote.

We recommend bookmarking classwork.barnesandnoble.com **for quick reference**

Contact your B&N Representative:
Nagla Badr-Erdogan| nbadr-erdogan@bn.com | 516.398.4259