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see next page for information on how to use your account.

Account Terms and Conditions

Congratulations on receiving your new Bookshop Account. Our friendly staff will have issued you with an Account Name and Password. Keep these safe to prevent unauthorised use.

When you purchase, nominate which Finance One account you wish us to charge, or lodge a Standing Account using the Bookshop Departmental Recharge form provided. Payment will automatically be deducted from the nominated account at the end of the month. Ensure you have authorisation to use this account. Departmental orders must be placed with a Finance One account or they will be deemed unauthorised and not processed.

The CQUniversity Bookshop Terms and Conditions also apply to use of this and all facilities associated with the Bookshop (including online and in-store shopping). As stated therein, placing an order with CQUni Bookshop constitutes an agreement to abide by these terms and conditions in so far as they do not violate statutory consumer rights.

You can read these Terms and Conditions online at <http://bookshop.cqu.edu.au/help.asp#Terms&Conditions>

BOOKSHOP
bookshop.cqu.edu.au

BE WHAT YOU WANT TO BE

YOUR NEW BOOKSHOP ACCOUNT

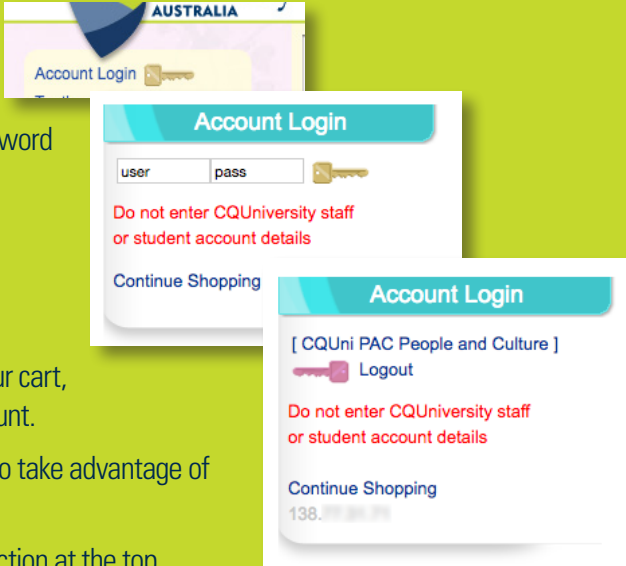
Using your Departmental Account In Store

Using your departmental account in-store is easy – just quote your Account Name and our friendly staff will assist you. You can find a list of our Campus Stores at <http://bookshop.cqu.edu.au/stores.asp>

Using your Account Online

1. Click the Account Login link on the top-left of our website.
2. On the Account Login page, enter your Account Name and Password and click LOGIN.
3. Your department name will now appear.
Click 'Continue Shopping'.
4. Order as usual on our website, adding clothing, stationery and university memorabilia etc to your cart. As you add items to your cart, you will see the price update to reflect your departmental discount.
5. From the checkout, choose CQUni STAFF DIRECT Internal Mail to take advantage of free delivery to your workplace.
6. On the confirmation page, fill in ONLY the Charge to Account section at the top (including your Finance One Cost Code), and submit your order using the red Charge/Pay on Account button. Note we will not convert undiscounted orders paid by credit card to account charges so take care!

If you have any questions, our website has Call Back and Request forms as well as Store Contact details. You can use the Bookshop Departmental Recharge form on the next page to lodge a standing Finance One account with us so you don't need to fill it out for each order.



Charge to Account — Final Step

ACCOUNTS ONLY

Account: 1234 *

Password: ***** *

Your Reference: Jen/Polos *

Finance 1 Code: Project (PJ) University Internal Recharge Only

Entity	Location	Department	Natural Account *	Category	Project
10	122	N399	63489	HB33	JN3983

* If Natural Account unknown, leave blank

Email: j.birdhouse@cqu.edu.au *

Phone: x51111

Delivery Address & Comments: Building 83, CQU Rockhampton, North, North Rockhampton, QLD 4701 *

CHARGE/PAY ON ACCOUNT

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BOOKSHOP DEPARTMENTAL RECHARGE

Terms and Conditions Apply - see below



1. RECHARGE DETAILS

Customer Account

Invoice #

OR Standing Authorisation to recharge all goods against this Account*

Department or Work Unit

Authorised Purchaser

Finance One General Ledger (GL) Account

Entity	Fund	Location	Department	Natural Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- or -

Finance One Project Ledger (PJ) Account

Entity	Location	Department	Natural Account	Category	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Use "Already Supplied" as the Finance One account option when ordering online with a Standing Authorisation

2. TERMS AND CONDITIONS OF SALE

- Notwithstanding that delivery may have been made, title in any products sold by CQUni Bookshop shall not pass to the customer until payment in full has been received for the invoice of same. CQUni Bookshop shall be entitled to an unpaid vendor lien on the goods until payment is received.
- When you purchase, nominate which Finance One account you wish us to charge. Payment will automatically be deducted from the nominated account at the end of the month. Ensure you have authorisation to use this account. Departmental orders must be placed with a Finance One account, or they will be deemed unauthorised and not processed.
- CQUni Bookshop accepts no liability for damage to goods in transit, for short delivery or for other non-delivery. Goods in transit will be at the customer's risk.

The customer shall at his or her own expense insure the goods against all loss or damage however caused until the title in the goods is transferred. The customer hereby indemnifies us against any loss or damage to the goods however arising.

4. CQUniversity Bookshop Terms and Conditions also apply to use of this and all facilities associated with the Bookshop (including online and in-store shopping). As stated therein, placing an order with CQUni Bookshop constitutes an agreement to abide by these terms and conditions in so far as they do not violate statutory consumer rights.

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3. AGREEMENT

I hereby certify that I am authorised to purchase goods for the department or work unit nominated above. I have read and fully understand the CQUni Bookshop Terms and Conditions of Sale as above and agree to abide by them.

Signature of Authorised Purchaser

Date

/ /

Email form to bookshop-accounts@cqu.edu.au or provide to cashier at time of purchase.

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