

# RIKKYO UNIVERSITY at IKEBUKURO

## Textbook Purchase Guide via onSMaRT

You can purchase your textbooks for your 2024 Spring Semester on the following schedule.  
Please purchase from your smartphone/PC/tablet.

- You have your reserved textbooks "picked up on campus" only.
- If you wish you receive your textbooks by "Delivery to a Designated Address", the delivery will be a cash-on-delivery. Please send an e-mail to the address on each campus noted below after the ordering the textbooks.

QR Code for onSMaRT



\* LINE's QR Code Reader cannot be used due to garbled text.

	Schedule	Notes
<b>Online Store Opening Period</b>	April 4 (Thu.) 2024 on 10:00 – April 26 (Fri.) 2024 on 18:00	*Please make your purchase within this period.
<b>Receiving Place (The 17<sup>th</sup> building) Opening Period</b>	April 8 (Mon.) 2024 on 10:00 – April 30 (Tue.) 2024 on 16:00	

### How to Login using your Smartphone/PC/Tablet

- ◆ Please use QR Code on the right-hand corner to login to onSMaRT and then make your purchase.
- ◆ To login, you will need ① **your email address** ② **your own password** that you have registered on onSMaRT.
- ◆ If you have not registered for this semester yet, please go to User Registration

#### Credit Card Payment



Lump-sum Payment only  
Payment can be made by family members.

#### Credit Card Payment



**Please be aware that there is a payment deadline (2 days) for Convenience Store Payment.**

#### Pickup at the Venue

- ◆ After confirming your payment, we will notify you by email as soon as your textbook(s) is ready for the pickup.
- ◆ When you receive the item(s), please make sure that they are correct.

- ❑ Any cancellations, returns, or exchanges due to personal reasons such as order errors are not permitted.
- ❑ We will accept damaged book for a replacement. However, item(s) such as stained or marked after the purchase will be irreplaceable.

**How to use onSMaRT** \*The process will be same using PC

**With OnSMaRT, you can do from selecting your textbook(s) to completing the payment process, all at once!**

You will have to start from the beginning if you accidentally close the browser before the process has completed or payment gets suspended.

If you are on the order confirmation screen, you can start over and reselect/delete textbook(s) that you chose by mistake.

- ◆ Once the process has completed, you will receive a purchase completion email.
- ◆ **Please keep your purchase completion email until you have received your purchased textbook(s).**
- ◆ Detailed instructions on how to use the site can be found on the tutorial video (Wi-Fi environment is recommended)



URL: <https://vimeo.com/317186747>



**1 User Registration**

\*Please start from here if you have not registered for this semester



Register your email address



Access the URL in the email that you have received  
↓  
Privacy Policy Agreement  
↓  
Register your name, password, etc.

**2 Login**

\*If you are unable to reissue your password, please start again from User Registration.



Log in with your registered email address and password, and then proceed to purchasing textbook(s)

**3 Select your Textbook(s)**

\*Please note that cancellation after the payment will not be acceptable, so please be sure to check for any purchase mistakes.



You can search for textbook(s) by using the search button on the top right-hand corner of the screen

**4 Select the Receiving Method**

Choose either Pickup at Venue [Receive Directly] or Use Delivery Service [Delivery]

Registration of Delivery Address will be required only for application selected Use Delivery Service [Delivery]

**5 Payment Procedure**

\*Interrupted applications are invalid and therefore no payment will be made.



「Proceed to Payment」  
↓  
Fill in the required information

\*If [P 008 Error] pops up, please change your name to either in Alphabet, Hiragana or Katakana from [Change User Info] screen and then start over from reselecting the textbook(s)

**6 Complete the Purchase Procedure**

\*You can check your purchased items from your purchase completion email or onSMaRT purchase history



- [Purchase Confirmation Email]
- Reservation Number
- Payment Method (Convenience Store Payment Code/ Deadline)
- Receiving Method
- List of Ordered Items

**[Recommended Environment]** ●Smartphone[OS] iOS8-、Android4.1- [Browser] Safari, GoogleChrome ●PC [Browser] Microsoft Edge, Safari, Google Chrome, all in their latest version

**If you do not receive any emails from us**

Please try to change your email setting, such as registering our email address [info-smarts@maruzen.co.jp](mailto:info-smarts@maruzen.co.jp) to your contact list, so that you will be able to receive our emails.

**In some cases, our emails may be sorted into spam folder.**

If you are still unsure, please refer to your mobile carrier's official website for instructions on setup, which links can be found on our User Registration screen.

**If you want to start over during the middle of the process**

● **Before the payment at a convenience store**

Once the reservation process has been completed, you are unable to change convenience store that you have selected for your payment. The reservation will automatically expire after the payment deadline. If you wish to start over from the reselection of the textbook(s), just do not make a payment for the existing reservation, reselect the textbook(s), and then proceed with the completely new reservation.

● **Credit Card Payment**

If you interrupt the credit card payment process, you will also not be able to start over, but you will not be debited either. Only the application which have completed the credit card payment process will be debit.

**If you do not complete the payment, you will not be able to receive your order**

You can receive item(s) only after you have completed the purchase procedure and payment has been confirmed. In the case of Convenience Store Payment, the payment must be made in cash at the selected convenience store to be considered as complete.

**You can check your onSMaRT purchase history to see if your payment has been completed.**

**Please be aware that there is a payment deadline for Convenience Store Payment.**

**Please be extra careful not to purchase the wrong product!**

Be sure to check your department and academic year when you make a purchase. You are unable to purchase multiple copies of the same textbook. Please be assured that there is no danger of accidentally purchasing duplicate item(s). Make sure your purchase details are confirmed on the confirmation screen. **Please note that you cannot cancel or return item(s) after payment has been made.**

• Students belong to Ikebukuro Campus  
[Maruzen Campus Shop Rikkyo Univ. at Ikebukuro]  
TEL: +81-3-3985-2774 (Mon.~Fri. : 10:30~15:30)  
[tbikebukuro@maruzen.co.jp](mailto:tbikebukuro@maruzen.co.jp)

• Students belong to Ikebukuro Campus  
[Maruzen Campus Shop Rikkyo Univ. at Niiza]  
TEL: +81-48-471-6974 (Mon.~Fri. : 10:30~15:30)  
[tbniiza@maruzen.co.jp](mailto:tbniiza@maruzen.co.jp)

[For any inquires about textbook purchase]

OnSMaRT desk Business Hours : 9:00~17:30 (excluding weekends and holidays)

Web : Please click [Contact Us] for the Inquiry Form

E-mail : [smarts@maruzen.co.jp](mailto:smarts@maruzen.co.jp)

※Please include your name and school name in your inquiry

