

2022 Spring Semester Musashino University Announcement for Textbook Order

Textbook purchase is available on our online textbook store MyKiTS. Please take your time to read this information and refer to syllabus for correct textbooks.

■ Sales Period from : 5/16 (Mon), 2022

Please access from the following website
<https://mykits.kinokuniya.co.jp/Login/13690258-67ce-471d-8259-3462976e9407>

■ Choose: Delivery or Receiving at Musashino Book Center

- *You cannot receive textbooks at Ariake Book Center.
- *You cannot directly place an order at Book Center.

	MyKiTS Schedule	Payment Method
1st Period	3/28(Mon) 0:00~ 4/28(Thu) 23:59 Closed	<ul style="list-style-type: none"> ① Credit card ② Cash *Cash-on-Delivery fee will be charged.
2nd Period	5/16(Mon) 0:00~ 6/30(Thu) 23:59	<ul style="list-style-type: none"> ① Credit card ② Cash *Cash-on-Delivery fee will be charged. ③ Cash payment at Musashino Book Center *Only receiving at Musashino Book Center.

Books ordered through MyKiTS will be delivered or ready within 2~3 business days.
 *It may take more days for Outside Tokyo metropolitan area.

■ Notes

✓Login to **MyKiTS** is available from PC, smartphones, or tablets. Login window will automatically timeout in 30 minutes.

✓Please read "Announcements" on the first page when login.

✓You can change or cancel orders on MyKiTS only within the day of the order.

✓Orders placed after 0:00AM will be regarded as next-day order.

✓Shipping & Cash-on-Delivery fee (only for Cash-on-Delivery) will be charged for each order (day). (Please place your order at once or within the same day as much as possible).

*Please check the home page of MyKiTS (Announcement) for shipping & Cash-on-Delivery fee .

*If you choose to receive at Musashino Book Center, COD fee will not be charged.

✓ Although books are temporarily out of stock, it will be delivered on a later date as soon as it arrives.

Cash-on-Delivery : please make your payment in advance with the first delivery of other books in the same order.

No shipping & Cash-on-Delivery fees are required for books delivered on a later date.

e.g.) 10 books are ordered on 5/16

[Delivery] 9 books are delivered on 5/21 (1 book is temporarily out of stock)

[Payment] 10 books + shipping + Cash-on-Delivery fee will be charged on 5/21

[Later Delivery] 1 book is delivered on 5/25. No payment is required.

Credit card: shipping fees are required for the first delivery (not for a later date delivery).

e.g.) 10 books are ordered on 5/16

[Delivery] 9 books are delivered on 5/21 (1 book is temporarily out of stock)

[Payment] 9 books + shipping fee will be charged on 5/21.

[Later Delivery] Delayed book will be charged when the book is delivered.

No shipping fee will be required.

Kinokuniya Musashino Univ. On-campus Book Center

○Musashino Campus (042)452-0915 ○Ariake Campus (03)3527-6820

[Open Hours] Weekdays 10:00~16:00 [Open Hours] Weekdays 10:00~16:00

[Location] Musashino-kan 2nd Floor [Location] Building 3, 1st Floor

*It is subject to change due to COVID-19 situation.

*Open days and hours may differ according to University events and schedule.



Please create your account from the above URL *Registered personal information will be utilized only for textbook orders.

1.Register

Sign up from the URL.
ID: Your email address
Password: 8-24 characters using both alphabet and numerals.

- ①The registration URL will be sent to your e-mail address.
- ②Access the URL within 24hours and complete the form.

Registration form fields include: Email address, Password (circled with a callout: "PW 8~24 letters using both alphabet and numerals"), Reenter password, Secret question, Name (Last/First, First/Last, First/First name), Gender, Date of birth, Telephone number, Your email address, Student number, Faculty, Department, Year of enrollment, and Physical address.

*When an error occurs, the password will be reset.

2.Log in

Log in using the ID and password registered. Please check "Announcement" every time you login for updated information on new arrivals and items out of stock.

After login, the user is taken to a page with a menu and various options like "注文確認" (Order confirmation) and "注文リスト" (Order list).

Notice
Check the course title on syllabus and be careful not to buy different textbook.

3.Choose textbooks

Find "Choose Textbooks" from the menu. Use the "Search Textbooks" function by typing course title, instructor, or textbook title. Confirm the information of the textbook, then specify quantity and click on the "To Cart" button. *Your order is not completed yet.

The search page includes fields for keywords, course number, and faculty, along with a search button.

Type in "keywords," **instructor's name, course code,** book title, etc...
*If you use two or more keywords, enter space in between.

教科書を表示 Show textbook

授業名 Course title	商品名 Book title	税込販売価格 Price	冊数 Quantity
表現文化 教員名/Instructor: 松浦 由起 期間/Period: 後期 履修/Curriculum: 選択 授業コード/Course number: 0	教科書 [013] [013] 日本語表現ノート (書き込み式) 著者/Author: 三弥井書店 出版社/Publisher: 三弥井書店 ISBN: 9784838270415	¥1,115	0
表現文化	教科書 [017] [017]		

4.Textbook Purchase

Click on "Cart". Click on the boxes on the right-hand side of your orders, then hit "order". Going to the next page, confirm your delivery method. Then go to the next page and choose your payment. Going to the next page, confirm your payment method, then click "Confirm Order" to finalize.

The 'Confirm delivery' page shows a table of items in the cart and a dropdown menu to select a delivery method. A callout box says: "Confirm your delivery method. *Delivery or Receiving at Musashino Book Center."

The 'Confirm payment method' page shows the same cart items and a dropdown menu to select a payment method. A callout box says: "Choose payment method. *Cash-on-Delivery, Credit card, or Cash"

5.Receive and Pay

[Shipping]
Pay in the way you choose in "Confirm payment method". You need to pay to the courier when you receive your textbooks. You will need to pay for the textbooks and Cash-on-Delivery fee (only for Cash-on-Delivery) . We will ship to the address that has registered when you create your MyKiTS account.

[Receiving at book store]
Available only at Musashino Book Center, Please pay by cash or credit card in exchange for the textbook.

★If you wish to exchange or return the textbook, please contact us.

注文済みリスト

商品名	注文日	注文日時	税込販売価格	冊数	合計	注文日
教科書 [013] [013] 日本語表現ノート (書き込み式)	12	2016/02/03 18:11	¥2,160	1	¥2,160	2016/02/03 23:58 ご注文済み

Your order history is available on "List of orders received" page. The status of the textbooks will change from "not shipped yet" to "preparing" after a certain period. An email will be sent a day before it is ready for receiving.