### **Ordering the Books**

### How do I order books?

Placing order for books on <u>www.BookGanga.com</u> is just a click away. You need to follow the steps below:

1. Click on Login and login with your vishwamail id. If you don't have one, you can create and use it immediately.

BookGanga	More than 10,000 Books, eBooks available!			Logi
Online Book Store of Indian Literature	gazines   Authors	दियाळी अंक   Publications	Purchase Gift Vouch	er   Download eBook Reade
Returning Customers Sign in here if you already have a BookGanga.com or MyVishwa.com account.	New Customer Already signed up at		all sites ign up again. Just log in and sta iow and you'll be ready to shop. (	art shopping!
Use MyVishwa.com username or email to login. Username: Password:		<ul> <li>First Name:</li> <li>Last Name:</li> <li>Gender:</li> <li>Username:</li> <li>Choose Password:</li> <li>Your Email Address:</li> <li>Country:</li> </ul>	O Male O Female	
Remember Me : 🗹 Login		country.	Register	

2. Click "Books" link from top menus as shown below.



3. Add book name of your desire in search textbox. Book name will auto populate in list. Select book name and click the button "Search Books". Refer following screen.

Online Book Store of Indian Literature Home   Books   eBooks   eMagazines   Authors	New दिवाळी अंक	ooks, eBooks available! <sup>New</sup> Purchase Gift Vou ∰ No It	V cher   Dov ems   🗾 M
Books - List your book		Found 1 Book(s).	Show g
Search: Wise Wise & Otherwise (Sanskrut) Wise And Otherwise Wise Otherwise इंडियन एक्सप्रेस'चे संपादकीय सल्लागा Authors: सुधा मृती Publication:मेहता पब्लिशिंग हाऊस Rating: ***** 1 User(s) F Price: Rs. 150 / \$ 3.00 Pages: 2	र टी. जे. एस. जॉर्ज ह्यांनी म Rated Rate this book!	मल्या सुधा मूर्ती ह्यांच्या ह्या हं हंटले[]	नेखनाला प्ररू Buy now

4. Click the button "Buy Now".



5. Click on "Buy a Book"

Online Book Store of Indian Literature Home   Books   eBooks   eMagazines   Authors		an Literature	More than 10,000 Bo दिवाळी अंक   Publications	oks, eBooks available! Purchase Gift Voucher   Dc ∰
Search:	Enter name	of book or author or publication	Search Books	Advanced Search
वाइ	ज अँड अट	रवाइज		
नार अदर	ग 🤹 लाह्य 📼	Hard Copy Price: Rs. 150 / (Inclusive of all taxes) + FREH	and the second se	Buy a Book
		eBook Price: Rs. 150 / \$3.0 (Inclusive of all taxes)	00	
		Sign Up to see what your frier	nds like.	

6. Click the button "Proceed to Checkout" to submit cart details and complete the order process.

To select more than 1 quantity of same book Click on "Cart". You can change number in the box.



7. Click the button "Update Cart" to make changes in your shopping cart as shown below.

Online Book Store of I		More than 10,000 Books, eBooks available New दिवाळी अक   <sup>New</sup> Purchase Gi		Login load eBook Reader
Home   Books	eBooks   eMagazines   Authors	Publications	鬥 1	Item   🗾 My Orders
Shopping C	art You have 1 item(s) in your	shopping cart. Continue Shopping		
नाइ <u>ज</u> ्ज व अदरताइज्	ाइज अँड अदरवाइज	Rs.	150 3 2 = Rs. 30	o Remove
	.anugage:Marathi		<u> </u>	
P	ublication:मेहता पब्लिशिंग हाऊस			
I manual	SBN10:81-7766-411-5			
P	ages:216			
			Total = Rs. 30	0
	Enter Gift Vo	ucher Code (if any)		
			Updat	e Cart Checkout

8. Click the button "Checkout" to submit cart details and complete the order process.

#### OR

If you want to place order for any other books, you can click on Continue Shopping.

9. If you are not logged into website, then "Login" screen will appear. Enter Username and Password and then click the button "Login" to login into BookGanga website.

10. Add Shipping information, Payment details and Billing information.

### Checkout

Comment	Book Order
water at the lat of	e.g. Final year text books.
Shipping Information	
	Note: For order tracking purpose, enter e-mail, mobile, home or office phone number.
*Name	
*E-mail Address	
*Mobile Number	
*Phone Number	
*Country	India
*Address Line 1	
Address Line 2	
*City	
State	Maharashtra 📷
PIN/ZIP Code	411035
Billing Information [	Same as Shipping ]
Payment Details - Show	Details
*Payment Options	◎ Cheque / Demand Draft ◎ Net Banking / Bank Deposit ◎ Credit Card
Book Cost:	\$3 Shipping Charges : \$1.11 Total: \$4.11
122	If you buy hard copy books worth Rs.250 or \$ 5.56, you will get free shipment. Buy more b

• Add Shipping Information as Mobile Number, Phone Number, Country, State, Address, City, Pin/Zip code.

• Select Payment option as "Cheque/Demand Draft" or "Net Banking/Bank Deposit" or "Credit Card".

• Add Billing Information. If billing information is same as shipping information, then as shown above keep checkbox "Same as Shipping" as selected.

(If you are placing order of books for yourself, then the billing and shipping information will be same. But if you are sending it as a gift for someone at his / her address, then the billing and shipping information will be different. As you are paying for it Billing Information will be yours. As your friend should receive the order directly, Shipping Address should be his / her address.)

If billing information is different than shipping information, then do not check checkbox "Same as Shipping".

• Click the button "Continue" to see Order details. Cost of book, Shipping charges (if any) and Total amount to be paid will be displayed to you.

11. Order Details will be displayed. Confirm your order by clicking the button "Confirm Order". Refer following screen.



12. Now Payment Details Form will appear. If you don't have details (transaction code, Cheque no., etc) to fill here, then you can click on "I'll fill it later".

• Later when you pay amount in the bank, or pay by check, then you are ready with the payment information (cheque no., etc). Now you can click the link "Login" from top right side.

- Click "My Orders" once you are logged in.
- In Payment Details Form, your order will appear under Pending Payment Orders. Refer following screen.

Online Book Stor	kGanga e of Indian Literature ks   Authors   Publications   Book Seller:	Download eBook Read		Welcome Pr	-	
My Order	Invoice Number Search Orders				Му	eBooks
		No order found!				
Pending	Payment Orders					
Proforma Invoice #	Books	Transaction Detail	Action			
293	Wise And Otherwise (1 X Rs. 150.00)	Date : 18 Oct 2010 03:06 PM Payment Mode :Net Banking / Bank Deposit Amount : Rs. 200.00	Payment	Detail Form	Cane	el

9. When you click on Payment Detail Form in Pending Payment Orders, either one of screens mentioned below will appear according to what mode of payment you have selected - Cheque / Demand Draft OR Net Banking / Bank Deposit OR Credit Card

• If your Payment option is "Cheque / Demand Draft ", then Payment Details page will be displayed as below:

Cheque / Demand Draft			
USA orders: Cheque / DD payable to "MyVishwa Send it to: 104 Kingston Way, Nort Contact Number: 1-215-997-2055			
ndia orders: heque / DD payable to "MyVishwi end it to: 16, Sawali, Panmala, Off iontact Number: 020-24321042	: Technologies Pvt. Ltd." Sinhgad Road, Pune-411030, Maharas	htra, India	
Your Name			
Amount	Rs. 200.00		
Proforma Invoice Number	293 (Please mention this Proform	Invoice Number w	hile making payment.
*Your Bank Name			
*Your Branch	· · · ·		
Issue Date	25/10/2010		
*Cheque / DD Number		nly "At Par" cheques	are acceptable.)
MICR Number	1		
	Transaction for BookGanga by	Cheque	35/256
Comment			
comment			

• If your Payment option is "Net Banking / Bank Deposit", then Payment Details page will be displayed as below:

# **Payment Details**

Net Banking / Bank Deposit	
Deposit Bill Amount in our ICICI Bank Account Number: Account Holder Name: "MyVishwa IFSC: ICICooooo39 Branch: Shivaji Nagar, Pune - 4110 or HDFC Bank Account Number: 082; Account Holder Name: "MyVishwa IFSC: HDFCooo0825 Branch: Hingne Khurd, Sinhgad Ro and send us e-mail at accountsindia or Contact at 020-24321042 Once you deposited amount in	rechnologies Pvt. Ltd." 4 2560000745 rechnologies Pvt. Ltd." d, Pune - 411051
*Your Name	
*Your Email	
Amount	Rs. 200.00
Proforma Invoice Number	248 (Please mention this Proforma Invoice Number while making payment.)
*Your Bank Name	1
*Your Branch	
Issue Date	11/29/2010
*Transaction Code	
UTR Number	
Comment	
	0/256
Note:	If you don't have Transaction number as of now, you can click on I'll
Conf	m I'll fill it later

If your Payment option is "Credit Card", then Payment Details page will be displayed as below:

Billing Address Billing Address State: Stat	
Telephone:     Address 1:     Address 2:     City:     State:     City:     State:     Zip / Postal Code:     Country: India     Book Cost:     \$ 3.00     Shipping Charges:     \$ 1.11     Service Charges:     \$ 0.62     Total Amount:     \$ 4.73  Card Information      Card Holder's First Name:     Card Holder's Last Name:     Ca	it card statement
* Address 1: Address 2: City: State: * Zip / Postal Code: * Country: India Book Cost: \$ 3.00 Shipping Charges: \$ 1.11 Service Charges: \$ 0.62 Total Amount: \$ 4.73 Card Holder's First Name: * Card Holder's Last Name:	
Address 2: * City: * State: * Zip / Postal Code: * Country: India * Card Holder's First Name: * Card Holder's Last Name: * Card Holder's Last Name:	
<ul> <li>City:</li> <li>State:</li> <li>Zip / Postal Code:</li> <li>*Country:</li> <li>India</li> <li>Book Cost:</li> <li>\$ 3.00</li> <li>Shipping Charges:</li> <li>\$ 1.11</li> <li>Service Charges:</li> <li>\$ 0.62</li> <li>Total Amount:</li> <li>\$ 4.73</li> </ul> Card Information <ul> <li>*Card Holder's First Name:</li> <li>*Card Holder's Last Name:</li> </ul>	
* State: * Zip / Postal Code: * Country: India * Country: India Book Cost: \$ 3.00 Shipping Charges: \$ 1.11 Service Charges: \$ 0.62 Total Amount: \$ 4.73 Card Information * Card Holder's First Name: * Card Holder's Last Name:	
<ul> <li>* Zip / Postal Code:</li> <li>* Country:</li> <li>India</li> <li>Book Cost:</li> <li>\$ 3.00</li> <li>Shipping Charges:</li> <li>\$ 1.11</li> <li>Service Charges:</li> <li>\$ 0.62</li> <li>Total Amount:</li> <li>\$ 4.73</li> </ul> Card Information <ul> <li>* Card Holder's First Name:</li> <li>* Card Holder's Last Name:</li> </ul>	
* Country: India Book Cost: \$ 3.00 Shipping Charges: \$ 1.11 Service Charges: \$ 0.62 Total Amount: \$ 4.73 Card Information * Card Holder's First Name:	
Book Cost: \$3.00 Shipping Charges: \$1.11 Service Charges: \$0.62 Total Amount: \$4.73 Card Information * Card Holder's First Name: * Card Holder's Last Name:	
Shipping Charges: \$ 1.11 Service Charges: \$ 0.62 Total Amount: \$ 4.73 Card Information * Card Holder's First Name: * Card Holder's Last Name:	
Service Charges: \$ 0.62 Total Amount: \$ 4.73 Card Information * Card Holder's First Name: * Card Holder's Last Name:	
Total Amount: \$ 4-73 Card Information Card Holder's First Name: Card Holder's Last Name:	
Card Information  Card Holder's First Name: Card Holder's Last Name:	
Card Holder's First Name:     Card Holder's Last Name:	
* Card Holder's Last Name:	
* Card Number:	
* Card Type: Master Card	
* Card Expiry Date: Month: 01 💉 Year: 2010 💌	
* Verification Code:	

If you click the button "Confirm", then Proforma Invoice will appear as below.

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<sup>New</sup>दिवाळी अंक | <sup>New</sup>Purchase Gift '

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## **Payment Details**

Thank you for placing order with us. Your Proforma Invoice Number is 235 .

As soon as we get your payment, order will be confirmed and we will notify you.

Please send an e-mail to <u>bookganga@myvishwa.com</u> for further information.

• When you Click on "Confirm", your order will be confirmed. You will receive an email notification of Proforma Invoice number and Payment details on your email address.

• Book will be shipped at your shipping address provided by you.