

Ordering Quick Reference

Creating Lists:

- Select **Add List** and enter a name for your list.
- Click on the newly created list name to open it.
- Add titles using one of two methods:
 - **Order Pad:** Directly input the ISBN and quantity if known.
 - **Catalog:** Search for titles by keyword, title, ISBN, or grade level.

Once titles are added, you have the option to either **Generate a Quote** or **Place an Order**.

Generating a Quote:

IMPORTANT – Individual quotes/orders will need to be made for each ship-to

- Quotes remain valid for **120 days**.
- To create a quote, complete your list and select **Generate Quote**.
- Specify the **Bill to** and **Ship-to** addresses. Note: For shipments to individual schools, separate lists and quotes are required for each.
- After hitting **Generate Quote**, a PDF of your quote will be created.
 - Confirm the **Bill to** and **Ship-to** details.
 - Check the ISBNs, titles, and quantities are correct.
 - You may then **Order Now, Download, Print**, and/or **Email** the quote to yourself or the accounting department for use as a reference for your Purchase Order.

Placing Your Order:

IMPORTANT – Make sure your cart is empty before you click Order Now

- With your Purchase Order (PO) ready, locate your quote by searching by District, Bill to, or Ship to. Select your quote number to open it.
- Ensure all details match your PO.
- Click **Order Now**.
- Enter your PO number and any additional comments.
- Submit your order by clicking **Submit Order**.

Tracking Your Order Status:

- **New Order:** Orders that have a Purchase Order and are awaiting review before being released for shipping.
- **Processing:** Orders that have been released for shipping. *Note:* Orders may remain in this phase while we await stock availability.
- **Invoiced:** Orders that have been shipped and invoiced.
- **Completed:** Records of past invoices.
- **Backordered:** Orders that are on backorder due to unavailability of stock.

Suggestions

To streamline the process of distributing your district's adopted curriculum to each school, consider the following steps:

1. **Compile a Master List:** Start by creating a comprehensive list of curriculum that has been adopted by your district. Example: Create a K-5, 6-8, 9-12 list either for each subject or for the grade span.
2. **Create School-Specific Lists:** Generate a new list for the current year. Open the link from your master list. Example: Stewart 2024 Order
3. **Copy Curriculum to School Lists:** On the left side of the interface, select 'Copy List'. Then, from the dropdown menu, choose the Master List. This will allow you to either select all titles at once or pick specific titles to include in the school order.
4. **Adjust Quantities:** After adding the selected titles to your list, input the required quantities for each title.
5. **Repeat for Additional Subjects/School Orders:** Generate quotes for additional schools.