Textbook Bid Submission Form Instructions

# Submission Requirements

* Submit both an electronic and one printed (paper) copy of this form.  
   [Note: Elizabeth – Please confirm the preferred submission method and update.]
* Each subject area (e.g., Science, Health, PE, CTE) requires its own tab or form.
* If submitting materials in multiple subjects, complete a separate form for each.
* The filename should be in format MS, Publisher Name, Adoption Subject, Adoption Year, Ex: ms\_flowerhouse-publishing\_science\_2025.xlsx

# Field-by-Field Instructions

## Publisher/Vendor Name: vendor\_name [Required]

Enter the exact name of the publisher. Excel Cell Format is Text.

## Program/Series Name: program\_name [Required for Bundles]

Enter the series or program name. If a title is not part of a series or program, program name is optional but recommended in most cases. Take care to make certain the program name is consistent for each title in the program. Excel Cell Format is Text.

## Program Edition: program\_edition [Optional]

Enter the edition of the program or series (e.g., 1st, 2nd, 3rd or 2020, 2024, etc.). Excel Cell Format is Text.

## Course Code: course\_code [Required]

Enter the assigned MDE Course Code. Excel Cell Format is Text. Link: (Note: Elizabeth, please paste link.)

## Title/Component Name: title [Required]

• Group items by grade level.  
• Highlight Parent Bundles in yellow.  
• Label Parent Bundle Description clearly (e.g., Learning Science Student Bundle 2 Volume 5 Year).  
• List components under the Parent Bundle (Learning Science Student Edition Volume 1).  
• Skip a line between bundles.  
• List Additional Material by skipping a line between last bundle and list additional items like Teacher Editions, Workbooks, etc.  
• Excel Cell Format is Text.

## ISBN-13: isbn\_13 [Required]

Enter ISBN-13, without dashes. If unavailable, provide a unique 13-character identifier. Each component must have its own unique ISBN or identifier. Excel Cell Format is Text.

## ISBN-10: isbn\_10 [Optional]

Enter ISBN-10, without dashes. ISBN-10’s are not recommended unless they are required for marketing your materials. Excel Cell Format is Text.

## Grade Start: grade\_start [Required]

Enter the 2-character starting grade. The value must match to a federally defined CEDS grade (e.g. KG, 01, 12): <https://ceds.ed.gov/CEDSElementDetails.aspx?TermId=7100>

If only one grade, repeat it in both the Grade Start and Grade End fields. Grade Start is required. Excel Cell Format is Text.

## Copyright: copyright [Required]

Enter the 4-digit copyright year (e.g. 2025). Excel Cell Format is Number, 0 decimal places.

## Wholesale Price: wholesale\_price [Required]

Enter the lowest available wholesale price in US Dollars. Do not include the dollar sign ($). Wholesale Price is the contracted adoption price for Mississippi schools/districts. Excel Cell Format is Currency, 2 decimal places.

## User Role: user\_role [Required]

Indicate whether the item is for Student or Teacher use. The value must be either student or teacher. Excel Cell Format is Text.

## Format: format [Required]

The value must be one of the four below supported values:

• bundle – Physical/digital student bundle.  
• digital – Digital-only item.  
• consumable – Single-use item like a workbook.  
• physical – Printed book (hardcover or paperback).

Excel Cell Format is Text.

## Parent ISBN-13: parent\_isbn\_13 [Required for Bundle Components] Each component must be linked to its corresponding Parent Bundle by using the Parent ISBN-13. Be sure to enter the Parent ISBN-13 for every component listed under that bundle. Excel Cell Format is Text.

## Subscription Term: subscription\_term [Required for Digital Titles]

List the number of years. Enter 1 for one-year subscriptions. Digital titles must have a subscription term. Excel Cell Format is Number, 0 decimal places.

## Items Per Unit: items\_per\_unit [Required]

Enter 1 unless it’s a class set. If so, list the number of student editions or licenses included. Items per Unit is required for all titles. Excel Cell Format is Number, 0 decimal places.

## Gratis Ratio: gratis\_ratio [Optional]

Optionally enter the applicable free material ratio:  
K: 1:18  
Grades 1–2: 1:22  
Grades 3–8: 1:25,  
Grades 9–12 (Core): 1:50, Non-Core/Elective: 1:35, CTE: 1:25

Excel Cell Format is Text.

## Gratis Description: gratis\_description [Optional]

Note any offer outside standard ratios (e.g., free encyclopedias with 25 bundles). Excel Cell Format is Text.

## Vendor ID: vendor\_id [Optional]

Enter the publisher-specific item ID other than an ISBN-13, if applicable. Excel Cell Format is Text.