

# Entering an Online Order

## IMPORTANT NOTE WHEN REGISTERING ON WWW.FSBD.COM:

**PLEASE MAKE SURE THAT YOU CHOOSE THE OCPS PURCHASES OPTION AND NOT OKALOOSA COUNTY UNDER THE COUNTY DROP DOWN BOX.**

- Placing an FSBD Order: Go to [www.fsbdd.com](http://www.fsbdd.com)
- Choose Create an order from the Orders drop down box.
- Log in using your Username and Password.

The screenshot shows the FSBD website interface. The 'ORDERS' dropdown menu is open, displaying the following options:

- Create an Order
- View or Edit an Existing Order
- Ordering Instructions
- My Recent Orders

The main content area features a banner for 'FLORIDA ADOPTION INFORMATION' with the text: 'Initiatives at the Florida Department of Education have resulted in changes to the Adoption Cycle that cause gaps years in certain subjects. FSBD will continue to update the online gap subject catalog. Please contact FSBD for more information.'

GAP SUBJECT	ADOPTION ENDS	NEW ADOPTION BEGINS	# GAP YEARS
SCIENCE K-12	2023	2024	1
WORLD LANGUAGES K-12	2025	2026	1
CAREER & TECHNICAL EDUCATION 9-12	2025	2026	1
COMPUTER SCIENCE K-12	2025	2027	2

The right sidebar contains navigation links for 'Orders', 'Catalogs', and 'Publishers'. Under 'Catalogs', there are links for 'New 2024 Science Programs', '2023 Social Studies Programs', 'AP Subjects Catalog', 'Gap Subjects Catalog', 'Grades K-5 Catalog 2024-2025', and 'Grades 6-12 Catalog 2024-2025'. Under 'Publishers', there are links for 'View Publishers', 'Find My Representatives', 'FLDOE', and 'FADIMA'.

- Enter your first 6-digit FSBD code.
- Select your Quantity Charge or Quantity Free field by tabbing or pressing enter. You may also use your mouse to move your cursor if you prefer.
- Press enter or click add item.
- You are now ready to enter your next FSBD Code. Continue to build your order list until it is complete.

fsbd.com/Order/ItemEntry/Create

Imported From IE FSA myuhc.com Purchasing BoardDocs® Meeti... MetLife PAWS Log-In SAM.gov | Search New Works - Login ClassLink Apple Orders ID.Me Fort Walton Beach...

FSBD  HOME RECENT ACTIVITY WINDHAMV

INFO ORDERS CUSTOMER SERVICE PRODUCTS PUBLISHERS CONTACT US

### Create Your Order

Enter Items Ship To / Bill To Payment / Est. Shipping Review & Finish Confirmation

Item Added Successfully

Begin by entering an FSBD Code (or ISBN) for the first item you would like to order, press Enter and verify the Title Description. Modify the "Quantity Charge" and the "Quantity Free" fields as needed. If you do not know the FSBD code, you may select "Search the Database" below or check our catalogs.

Qualified free material is not added to your order automatically. Please add with quantity in Free column what you need and are entitled to by ratio stated in FSBD catalog

**Important!** You may save your order at anytime by clicking the "Save" button at the bottom of this page. When you have completed your entries, click the "Checkout" button at the bottom of this screen to proceed with your order.

Clear Quantities

FSBD Code	Title	Qty Charge	Qty Free	Price **	Total
<input type="checkbox"/> 032220	1PT CMP STU PK 5YPD K FL BE AD	50	10	\$185.00	\$9,250.00
<b>Subtotal:</b>					\$9,250.00

Remove Selected [How can I remove an item?](#) Save **Checkout**

\*\* NOTE Discounted prices may not be applied until your billing account number is entered during the checkout. Please confirm the discounted prices on the "Review & Finish" screen.

#### Add an Item

FSBD Code/ISBN Quantity Charge Quantity Free Add Item

Search Products Database

- Click checkout to advance to the Bill to / Ship to Screen.
- The Bill to information is set up when you register and is set as your default each time that an order is created.
- The Ship to information must be entered the first time that you create an order. You can save this information as default for any future orders that you create.
- You have the ability to modify any Bill to / Ship to information if necessary.
- The Special Shipping/Billing Instructions box is located at the bottom of this screen for your convenience. You can add any necessary instructions.
- Click Continue to proceed to the Select Payment/Estimated Shipping Options Screen.



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Provide Contact Information for Document #213630

Enter Items
Ship To / Bill To
Payment / Est. Shipping
Review & Finish
Confirmation

Below is the Shipping and Billing information we currently have on file for your account. Please make any changes that are necessary.

Required fields indicated with \*

**Ship To**

\* Ship To Name: Destin Elementary School

\* Street Address 1: 630 Kelly St. DO NOT USE PO BOX

Street Address 2: 630 Kelly Street DO NOT USE PO BOX

\* City: Destin

\* Zip: 32541

Attention: FELICIA HUTCHINS

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Ship To Account No.: FELICIA HUTCHINS

\* Contact Person: FELICIA HUTCHINS

\* Contact Phone: 8508334360

\* Contact E-mail: Hutchinsf@okaloosaschools.com

**Bill To**

\* Organization Name: Okaloosa County School Distict

\* Street Address 1: 120 LOWERY PLACE SOUTHEAST

Street Address 2:

\* City: FORT WALTON BEACH

\* Zip: 32548

\* Attention: Accounts payable

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Bill To Account No.:

PO No.:

Save this address as my default "Ship To" address.

Save this address as my default "Bill To" address.

Special Shipping/Billing Instructions:

- Select Payment Type “Print and Mail with District Purchase order.”
- Select Shipping Option “Include an Estimated Shipping Charge.”
- Click the Review & Finish button.



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### Select Payment/Estimated Shipping Options for Document #213630

Enter Items
Ship To / Bill To
Payment / Est. Shipping
Review & Finish
Confirmation

Please select the type of order and shipping you wish to use for this order.

#### Select Payment Type

**Print and mail with district purchase order**  
 Select this option if you are ordering for a Florida Public School or District using a purchase order.

**Bill my FSBD Account Number**  
 Select this option if you are ordering for a Tax Exempt Florida school with a current FSBD account number. This order will be electronically submitted to the FSBD order department for processing.

When submitting orders electronically please do not mail a copy of this Document to FSBD. If mailing a Check for your electronic order please place Document Number of Order on Check for identification. Any orders mailed after electronic submission could result in Order Duplication and will be the responsibility of the school to return to FSBD at your cost.

**Print and mail with check or money order**  
 Select this option if you are ordering for a Tax Exempt Florida school and including payment.

**Note: All private and charter schools must have a current Tax Exempt Certificate on file with FSBD.**

#### Select Shipping Option

**Include an estimated shipping charge of \$152.15 (Preferred Method)** ⓘ  
 An estimated shipping cost will be added to the subtotal based on your shipping information and size of your order.

**No estimated shipping charges included**

Go Back
Review & Finish

- The finished order will appear in its completed form.
- Click Finish Order.



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## Review & Finish Document #213630

Enter Items
Ship To / Bill To
Payment / Est. Shipping
Review & Finish
Confirmation

**Ship to Acct No:** FELICIA HUTCHINS

**Ship to Address:**  
Destin Elementary School  
630 Kelly St.  
630 Kelly Street  
Destin, FL 32541  
**Attn:** FELICIA HUTCHINS

**Bill to Acct No:**

**Bill to Address:**  
Okaloosa County School District  
120 LOWERY PLACE SOUTHEAST  
FORT WALTON BEACH, FL 32548  
**Attn:** Accounts payable

**PO No:**  
**Contact:** FELICIA HUTCHINS  
**Contact Phone:** 8508334360  
**Contact E-Mail:** Hutchinsf@okaloosaschools.com  
**Special Instructions:**

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FSBD Code	Quantity Charge	Quantity * Free	Title	Adoption Exp ISBN	** Price	Extension
032220	50		1PT CMP STU PK 5YPD K FL BE AD <small>BENCHMARK EDUCATION LANGUAGE ARTS K-5</small>	2026 1078664706 9781078664707	\$185.00	\$9,250.00
032220		10	1PT CMP STU PK 5YPD K FL BE AD <small>BENCHMARK EDUCATION LANGUAGE ARTS K-5</small>	2026 1078664706 9781078664707	FREE	FREE
<b>Subtotal:</b>						\$9,250.00
<b>Estimated Transportation (By Weight) (\$10.00 minimum):</b>						\$152.15
<b>* Grand Total:</b>						<b>\$9,402.15</b>

**Total Quantity Count: 60**

Re-sort as entered

\* Free material requested in this column must be qualified as shown in our catalogs

\*\* All prices subject to change without notice.

Delete Order

Print Order

Edit Order

Clone Order

Finish Order

[Generate a Blank Copy](#)

- ❖ Use the Finished Order to create your requisition in Focus. You will know it's complete when you see the green bar across the bottom of the page as shown below.
- ❖ List each item on a separate line. Add a line for shipping and check the "shipping" box.
- ❖ In the "comments for vendor" box, be sure to list the Order Document number as shown in screenshot below. Upload the document below to the file box in your requisition.



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### Order Document #213630

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**Ship to Address:**  
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630 Kelly St.  
630 Kelly Street  
Destin, FL 32541  
**Attn:** FELICIA HUTCHINS

**Bill to Acct No:**

**Bill to Address:**  
Okaloosa County School District  
120 LOWERY PLACE SOUTHEAST  
FORT WALTON BEACH, FL 32548  
**Attn:** Accounts payable

**PO No:**  
**Contact:** FELICIA HUTCHINS  
**Contact Phone:** 8508334360  
**Contact E-Mail:** Hutchinsf@okaloosaschools.com  
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<b>Estimated Transportation (By Weight) (\$10.00 minimum):</b>						\$152.15
<b>* Grand Total:</b>						<b>\$9,402.15</b>

**Total Quantity Count: 60**

[Re-sort as entered](#)

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**Order Completed Successfully!**
✕

[Return to FSBD Home Page](#)

Print Order

Edit Order

Clone Order

[Create Another Order](#)

[Generate a Blank Copy](#)

- You can access any order previously saved or completed at any point of the ordering process.
- Click the Orders dropdown box.
- Click on My Recent Orders
- A list of all of your completed orders will appear.
- You can click on the Document number to:
  - Review
  - Print
  - Edit
  - Clone