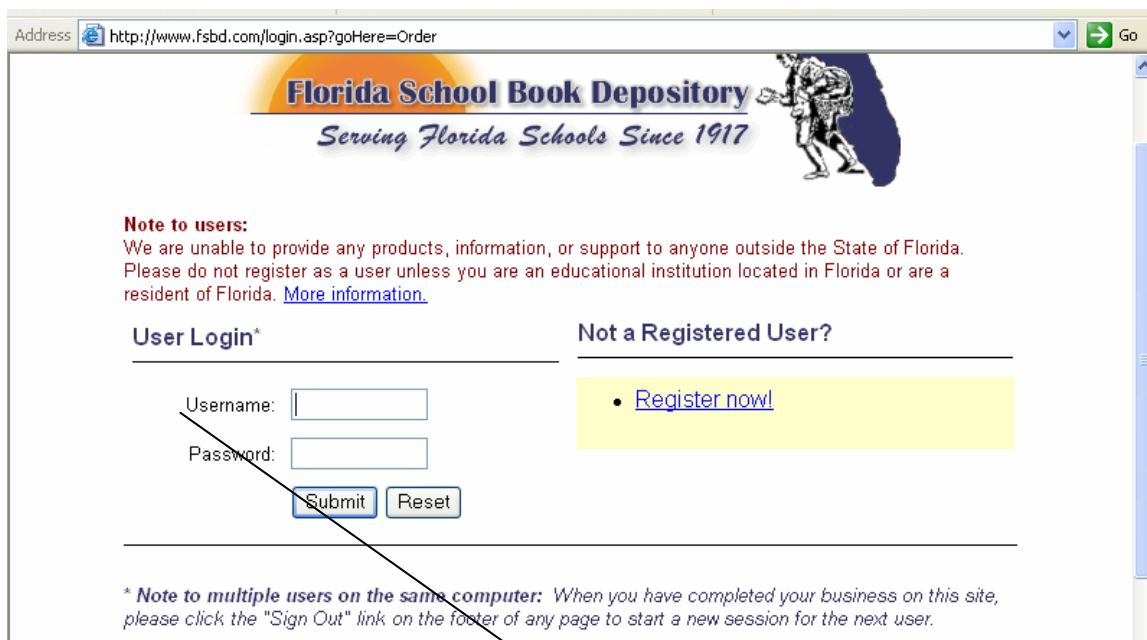


To enter a new order please go to our website, www.fsb.com

Under the Products and Ordering section there is an option for Create an Order Form or Requisition, please click on this option.



Then you will be at the User Login screen. You will enter your user name and password here, your user name and password will both be your School's center number. Once you have entered your user name and password, please click the submit button.



Once you have clicked the Submit button you will be taken to the “What kind of order will you be placing “ page. Please click the School District Order Attachment option.

Address: <http://www.fsbd.com/orders/order.asp?orderType=1> Go

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Create Your Order

Begin by entering an FSBD Code 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](#).

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 "Submit to TXT" button at the bottom of this screen to proceed with your order.

FSBD Code	Title	Qty Charge	Qty Free	Price	Total
				Subtotal:	\$0.00
<p>To modify your order, change the quantity and select "Calculate Order." To delete an item, set both quantities to zero and select "Calculate Order."</p>					
Enter FSBD Code:		<input type="text"/>	<input type="text"/>	<input type="button" value="Add this Item"/>	<input type="button" value="Calculate Order"/>
<p>Please print this order form before clicking the "Submit to TXT" button.</p>					
<input type="button" value="Search the Database"/>		<input type="button" value="Save"/>	<input type="button" value="Submit to TXT"/>		<input type="button" value="Cancel Order"/>

You will be directed to the page to begin entering your order. You will enter the first code number (numeric values only) that is on your order.

Address <http://www.fsbdb.com/orders/order.asp?orderType=1> Go

Create Your Order

Begin by entering an FSBD Code 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](#).

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 "Submit to TXT" button at the bottom of this screen to proceed with your order.

FSBD Code	Title	Qty Charge	Qty Free	Price	Total
				Subtotal:	\$0.00

To modify your order, change the quantity and select "Calculate Order."
To delete an item, set both quantities to zero and select "Calculate Order."

Enter FSBD Code:

Please print this order form before clicking the "Submit to TXT" button.

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Once you have entered your 1st item click Add this Item.

Address <http://www.fsbdb.com/orders/order.asp> Go

Create Your Order

Begin by entering an FSBD Code 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](#).

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 "Submit to TXT" button at the bottom of this screen to proceed with your order.

FSBD Code	Title	Qty Charge	Qty Free	Price	Total
480700	HARCOURT SCIENCE 4	<input type="text" value="1"/>	<input type="text"/>	\$33.89	\$0.00
				Subtotal:	\$0.00

To modify your order, change the quantity and select "Calculate Order."
To delete an item, set both quantities to zero and select "Calculate Order."

Enter FSBD Code:

Please print this order form before clicking the "Submit to TXT" button.

Then enter the number you wish to order in the appropriate quantity (qty) column. Any items you are purchasing will be entered in the Qty Charge field and any items that are to be received free will be entered in the Qty Free field.

Address <http://www.fsbdc.com/orders/order.asp> Go

Create Your Order

Begin by entering an FSBD Code 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](#).

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 "Submit to TXT" button at the bottom of this screen to proceed with your order.

FSBD Code	Title	Qty Charge	Qty Free	Price	Total
480700	HARCOURT SCIENCE 4	10		\$33.89	\$0.00
Subtotal:					\$0.00

To modify your order, change the quantity and select "Calculate Order."
To delete an item, set both quantities to zero and select "Calculate Order."

Enter FSBD Code:

Please print this order form before clicking the "Submit to TXT" button.

Continue entering all of the items in this way until you have completed entering the items you are ordering.

Address <http://www.fsbdc.com/orders/order.asp> Go

Begin by entering an FSBD Code 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](#).

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 "Submit to TXT" button at the bottom of this screen to proceed with your order.

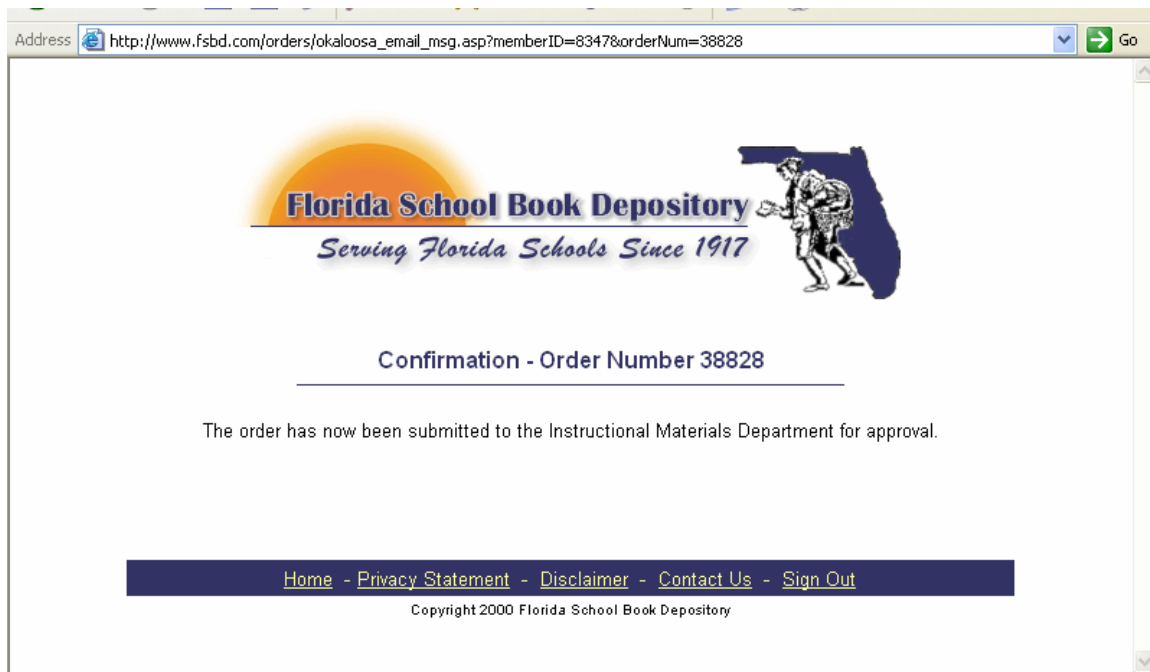
FSBD Code	Title	Qty Charge	Qty Free	Price	Total
480700	HARCOURT SCIENCE 4	10		\$33.89	\$338.90
380700	HARCOURT SCIENCE 3	100		\$31.77	\$3,177.00
380701	SET TEA ED HARCOURT SCIENCE 3	0	4	\$101.66	\$0.00
Subtotal:					\$3,515.90

To modify your order, change the quantity and select "Calculate Order."
To delete an item, set both quantities to zero and select "Calculate Order."

Enter FSBD Code:

Please print this order form before clicking the "Submit to TXT" button.

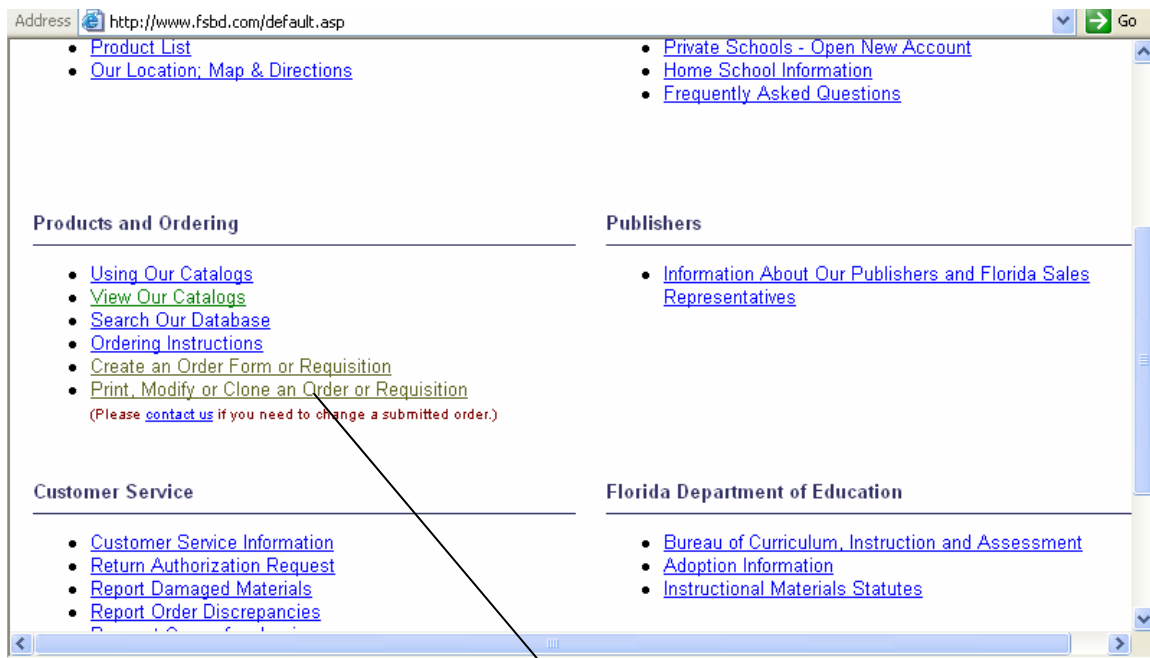
Once you are finished entering your order click the Submit to TXT button, please print a copy of this screen for your records.



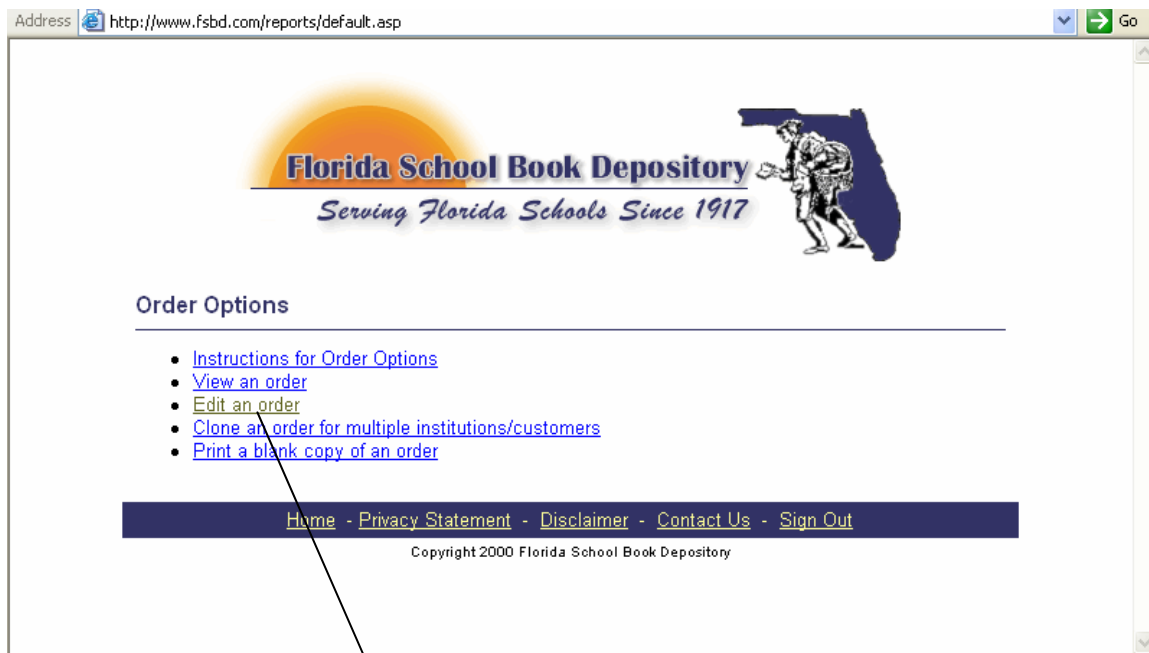
Once you have clicked the Submit to TXT button you will receive the confirmation page with your Order Number. Please print a copy of this page for your records.



After printing the confirmation, go back to the Home page.

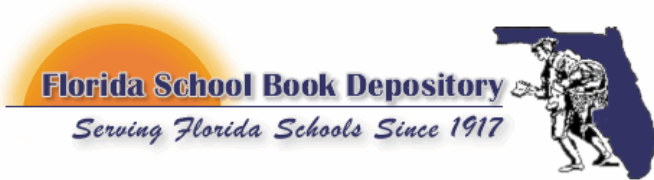


On the Home page click on the Print, Modify or Clone an Order or Requisition option.



Then click on the Edit an Order Option.

Address <http://www.fsb.com/reports/enter.asp?option=edit> Go



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Edit an Existing Order

To edit an order you have placed, please enter the Document Number that appears in the top left corner of your original order form. **Please [contact us](#) if you need to change an order that has already been submitted.**

Enter Document Number:

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Then enter your document number (found on the confirmation page previously printed out), and click Submit.

Address http://www.fsb.com/orders/editOrder.asp?sortOrder=by_code Go

You may modify quantities or delete items from this order. Click Finish, then adjust billing/shipping information if necessary.

Important! Your Document Number is **40094**. Please write this number down before finishing this order so that you can access the order at a later time.

All items have been saved.

FSBD Code	Title	Qty Charge	Qty Free	Price	Total
480700	HARCOURT SCIENCE 4	<input type="text" value="10"/>	<input type="text" value="0"/>	\$33.89	\$338.90
580700	HARCOURT SCIENCE 5	<input type="text" value="10"/>	<input type="text" value="0"/>	\$36.54	\$365.40
Subtotal:					\$704.30

To modify your order, change the quantity and select "Calculate Order."
To delete an item, set both quantities to zero and select "Calculate Order."

Enter FSBD Code:

[Return to order options screen](#)

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You will now be back in the order you created, you will need to click the red Finish button.

Address http://www.fsbd.com/mod_billing_shipping.asp?memberID=202&orderNum=40094&popup=yes&req= Go

Below is the Shipping and Billing information originally entered for this order. Please make any changes that are necessary now.

Ship to:	Bill to:
* Ship to Name: <input type="text" value="My school"/>	* Organization Name: <input type="text" value="School"/>
* Street Address 1: <input type="text" value="1234 street"/> <small>Do Not Use PO Box</small>	* Street Address 1: <input type="text" value="123 Main St"/>
Street Address2: <input type="text"/> <small>Do Not Use PO Box</small>	Street Address2: <input type="text"/>
* City: <input type="text" value="city"/>	* City: <input type="text" value="City"/>
* Zip: <input type="text" value="32068"/>	* Zip: <input type="text" value="32073"/>
Attention: <input type="text"/>	* Attention: <input type="text" value="Mitzi"/>
* Contact Person: <input type="text" value="me"/>	Purchase Order #: <input type="text"/>
* Contact Phone: <input type="text" value="555-1212"/>	Bill to Account Number: <input type="text"/> <small>(If applicable)</small>
Ship to Account Number: <input type="text"/>	

Special Shipping/Billing Instructions:

special instructions

Would you like to add an estimated shipping charge?

☒ Yes ☐ No

If yes, please choose one of the following transportation options:

☒ Add this **percentage** of my order total for shipping costs: ▼

☐ Add this **dollar amount** to my order total for shipping costs: \$

If ordering all free materials, please [contact](#) FSBD for an estimate of transportation.

☐ Add 5% of order total for shipping costs

The 5% represents only an estimate to allow enough funds to be available on your purchase order. The 5% estimate is generally higher than the actual cost you will be charged. You will not be charged the 5%, but will be charged the actual cost based on the weight and destination of each shipment.

☐ Customer will pick up order (above information is still needed for our records).

[Finish Order](#)

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You will be taken to the Shipping and Billing information screen. Your school's shipping information and the County's billing information will automatically populate on this screen. You will need to add an Attention Name (if applicable), as well as any Special Instructions pertaining to this order. You must choose the Yes option for adding an estimated shipping charge and chose 3% from the drop down menu. Then click Finish Order.

Address http://www.fsb.com/orders/school_district_attch.asp?transOption=arbPercentage&custpickup=&save_addresses=&amount=&percen Go

Florida School Book Depository

School District Order Attachment

This order attachment may be printed and attached to a valid District Purchase Order and mailed to FSBD. It cannot be submitted from this website or faxed.

This order, originally placed on 6/1/2005 has been modified from its original version.

6/1/2005

Ship to Acct No: Ship to Address: My school 1234 street city, FL 32068 Attn:	Bill to Acct No: Bill to Address: School 123 Main St City, FL 32073 Attn: Mitzi	PO No: Contact: me Contact Phone: 555-1212 Special Instructions: <div style="border: 1px solid black; padding: 2px;">special instructions</div>
--	---	---

CODE NO	QUANTITY <small>CHARGE *FREE</small>	TITLE	ADOPTION EXPIRATION	**PRICE	EXTENSION
480700	10	HARCOURT SCIENCE 4 <small>HARCOURT SCH PUBLISHERS SCIENCE ELEM</small>	2006 000000	33.89	338.90
580700	10	HARCOURT SCIENCE 5 <small>HARCOURT SCH PUBLISHERS SCIENCE ELEM</small>	2006 000000	36.54	365.40
Subtotal:					\$704.30
Estimated Transportation: ((\$5.00 minimum)					<u>\$21.13</u>
* Grand Total:					\$725.43

[Re-sort as entered](#) << Click here to display and print in the alternate sequence

* Free material requested in this column must be qualified as shown in our catalogs
 ** All prices subject to change without notice.

[Create Another Order](#) | [Edit This Order](#) | [Return to FSBD Home Page](#)

HC 20

You will now see the final version of your order showing your Shipping and Billing information, any special instructions and a breakdown of the complete order and totals. Print a copy of this page for your records.