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Apout us	General mormation
 Message to Non-Florida Viewers What is a Depository? Product List Our Location; Map & Directions 	Current News and Information New 2005 Catalogs and Programs Available Private Schools - Open New Account Home School Information Frequently Asked Questions
Products and Ordering Using Our Catalogs View Our Catalogs	Publishers Information About Our Publishers and Florida Sales Representatives
Search Our Database Ordering Instructions Create an Order Form or Requisition Print, Modify or Clone an Order or Requisition (Please <u>contact us</u> if you need to change a submitted order.)	
Custamer Service	Florida Department of Education
- Customer Conice Information	- Pursou of Curriculum Instruction and Accessment

To enter a new order please go to our website, <u>www.fsbd.com</u>

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

Address 🚳 http://www.fsbd.com/login.asp?goHere=Order		💌 🄁 Go
Florida School Boo Serving Florida Sch	k Depository S	
Note to users: We are unable to provide any products, information, o Please do not register as a user unless you are an ex-	or support to anyone outside the State of Florida.	
resident of Florida. <u>More information.</u>	Not a Registered User?	
Password:	Register nowl	
Submit Reset		
* Note to multiple users on the same computer: V please click the "Sign Out" link on the toster of any p	Vhen you have completed your business on this site, page to start a new session for the next user.	

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.

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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	p://www.fsbd.com/ord	ders/order.asp?order1	Гуре=1				💙 🄁 Go		
(Create Your Order								
E C F	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 <u>catalogs</u> .								
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	Searc	ch the Database	Save	Submit to TXT	Cancel (Drder			
		<u>Home</u> - <u>Privacy S</u>	<u> Statement</u> - <u>Discla</u>	aimer - <u>Contact Us</u>	s - <u>Sign Out</u>				
		Cop	oyright 2000 Florida Sc 1	hool Book Depository	\		~		

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

http://www.isb	d.com/orders/order.asp					
Create Y	our Order					
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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.

ss 🙆 http://www.fs	bd.com/orders/order.asp						
Create Y	′our Order						
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Continue entering all of the items in this way until you have completed entering the items you are ordering.

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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 your 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.

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Serving Florida Schools Since 1917	
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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 <u>contact us</u> if you need to change an order that has already been submitted.	
Enter Document Number: Submit Reset	
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Then enter your document number (found on the confirmation page previously printed out), and click Submit.

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.	Address 餐 ht	ttp://www.fsb Tog may m information	d.com/orders/editOrder.asp?sortOrder=by_co o ony quantities or delete items nom tin if necessary.	de s order: Crick in	пан, тлен айјиат	unng/smpp	my	💌 🄁 Go
All items have been saved. FSBD Title Qty Qty Price Total Code Title Charge Free Price Total 480700 HARCOURT SCIENCE 4 10 0 \$33.89 \$338.90 580700 HARCOURT SCIENCE 5 10 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: Add this Item Calculate Order Return to order options screen Search the Database Save		Important! that you ca	Your Document Number is 40094 . Pleann access the order at a later time.	ase write this nu	mber down befor	e finishing tł	nis order so	
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You will now be back in the order you created, you will need to click the red Finish button.

hat are necessary now.			, , ,
Ship to:		Bill to:	
* Ship to Name:	My school	* Organization Name:	School
* Street Address 1: Do Not Use PO Box	1234 street	* Street Address 1:	123 Main St
Street Address2: Do Not Use PO Box		Street Address2:	
* City:	city	* City:	City
* Zip:	32068	* Zip:	32073
Attention:		* Attention:	Mitzi
* Contact Person:	me	Purchase Order #.	
* Contact Phone:	555-1212	Bill to Account Number: (If applicable)	
Ship to Account Number:			
pecial Shipping/Billing	Instructions:		
special inst	ructions		< >
Nould you like to add a ⊛Yes ○No fyes, please choose on ⊛Add this percentage o	n estimated shippi e of the following of my order total for s	ing charge? transportation options: shipping costs: 3% 💙	
Add this dollar amount of the second seco	nt to my order total f	for shipping costs: \$	7
If ordering all free mater	ials, please <u>contact</u>	FSBD for an estimate of transport	tation.
🔵 Add 5% of order total f	or shipping costs		
The 5% represents only 5% estimate is generall the 5%, but will be char	an estimate to allov y higher than the ac ged the actual cost	w enough funds to be available on tual cost you will be charged. You based on the weight and destinati	your purchase order. The u will not be charged ion of each shipment.
Customer will pick up o	order (above informat	tion is still needed for our records)	
		Finish Order	

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.fsbd.com/orders	/school_district_attch.asp?transOption=arbPerce	ntage&custpickup=&save_addre	sses=&amount=8	percen 🎽 🄁 Go
This order atta	achment may be pri	Florida School Book De School District Order Atta nted and attached to a valid District Purch from this website or fax	pository chment ase Order and mailed to FS ed.	SBD. It cannot	be submitted
	This order	, originally placed on 6/1/2005 has been n	nodified from its original ver	sion.	
6/1/2005					
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580700	10	HARCOURT SCIENCE 5		36.54	365.40
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			s	ubtotal:	\$704.30
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<u>Re-sort as ent</u>	<u>tered</u> << Click here to d	isplay and print in the alternate sequence	* Grand	Total:	\$725.43
* Free materia ** All prices s	al requested in this c ubject to change wit	olumn must be qualified as shown in our h hout notice.	catalogs		
	Crea	<u>te Another Order</u> <u>Edit This Order</u> <u>Re</u>	turn 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.