



Reference Guide for Submitting Online Orders

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Thank you for your interest in utilizing our online ordering system! This reference guide provides comprehensive instructions regarding how to place online orders.

Should you have any questions about this reference guide and/or our website, please give us a call at 503 / 906-1100 or 1-800 / 676-6630.

1.0 Log In

Let's get started! Please go to our homepage: <http://www.nwtd.com>

If you do not already have a login username and password, you will need to create one. Do this at the initial login area of our website.

At the initial login screen, under the middle section called "New Customer," choose the yellow "Create a New Account" button. Fill in all the information on the "User Registration" page, then click "Register." We suggest using your name or email address as your username and a password that is easy to remember.

Example for creating new account:

- Username: **Jane.Doe@schools.org** (or your name – JaneDoe)
- Password: **learn4life** (Must be at least 4 characters long)

After creating an account, you will be able to search our catalog, add selected titles to a wish list, and save or access multiple wish lists. However, if you want to submit orders and/or check order status on-line, you will need to have a representative of **Northwest Textbook Depository (NWTD)** update the system so you are recognized as an authorized user who can submit orders online. Please call us at 503 / 906-1100 or 1-800 / 676-6630. Once you have been updated as an Authorized Online Order User, you may log back into your account. Authorized Online Order Users are school representatives who have been authorized by their administration to submit orders online with NWTD in addition to searching for basic title information.

When you are ready to access our website and login go to the “Member Login” area located at the left bottom side of the screen. Type in your Username and Password. Then click on the “Login” button. This is an example of our Login/Home screen:

The screenshot shows the Northwest Textbook Depository website. At the top, there is a blue header with the logo and the text "NORTHWEST TEXTBOOK DEPOSITORY". Below the header is a navigation bar with links: "Who We Are", "Publishers", "Support", and "Contact Us". On the right side of the header, there is a "Log In to Your Account" button. The main content area features a large banner image of a snowy mountain range reflected in a body of water. Below the banner, there is text stating "Proudly serving Oregon, Washington, and Alaska since 1965" and "Exceptional Service, Comprehensive Selection, Decades of Customer Satisfaction". A contact information line reads: "We are here for you! Call us Monday through Friday 8am – 4:30pm (Pacific time) at 800.676.6630 or 503.906.1100". The "Member Login" section is highlighted with a black arrow. It contains a "Username:" field with the text "email_address@schools.org", a "Password:" field with masked characters, a "remember me" checkbox, and a "Login" button. Below the login fields are links for "Create a New Account" and "Forgot your password?". To the right of the login section is a "New Customer?" section with a description of the website's resources and a "Create a new account" button. Further right is a "Quick Links" section with a list of links: "List of Publishers/Representative Contact Info", "Customer Service and Support", "How to place your order", "State Adoption Information", and "Frequently Asked Questions". At the bottom of the page, there is a footer with copyright information and a navigation bar with links: "Home", "Who We Are", "Publishers", "Support", "Contact Us", and "Privacy Statement".

2.0 Create a Wish List

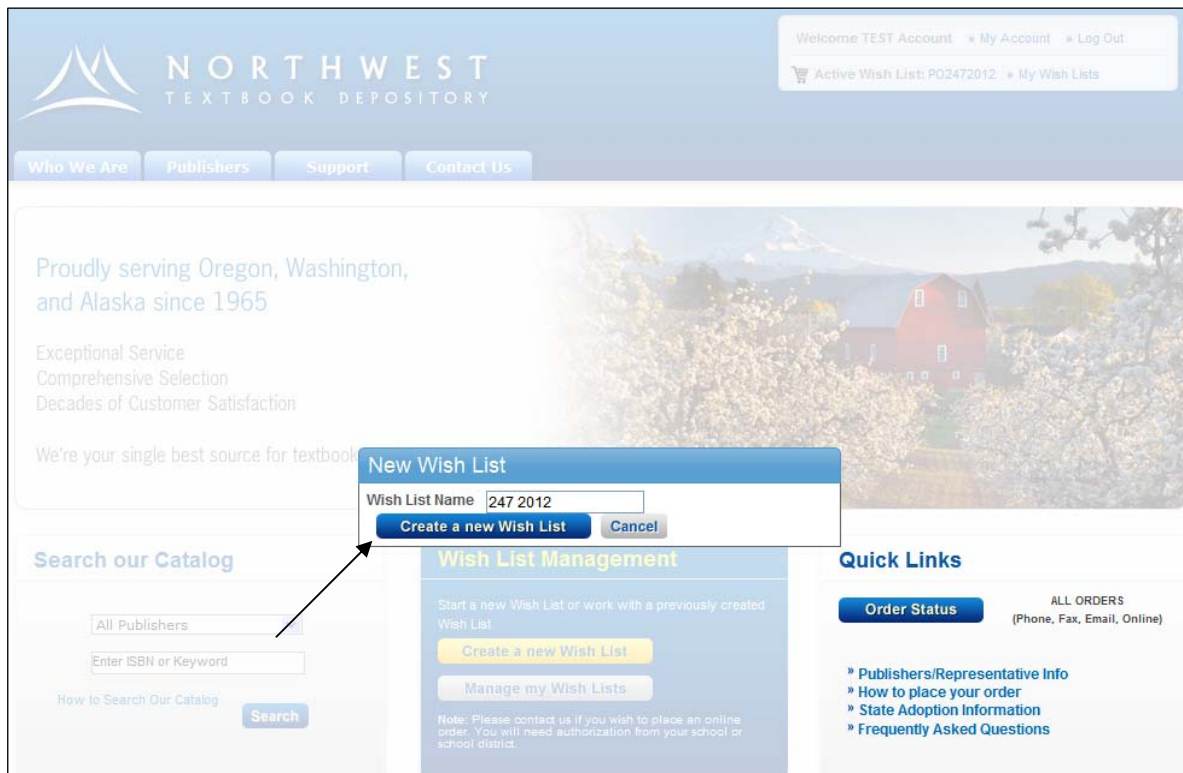
After logging in, you may begin to create a new Wish List. Click on “Create a New Wish List” under Wish List Management located near the bottom middle area of your screen. We recommend that you use your Purchase Order (PO) number, if available, as the Wish List Name. If you do not have a PO number, you may use any meaningful name as the Wish List Name. Here are some examples:

Wish List Name Examples

| | |
|--------------------|----------------------|
| Math | (Subject) |
| REQ 247 | (Requisition Number) |
| King Middle School | (Specific Site Name) |
| Grade 2 | (Specific Grade) |

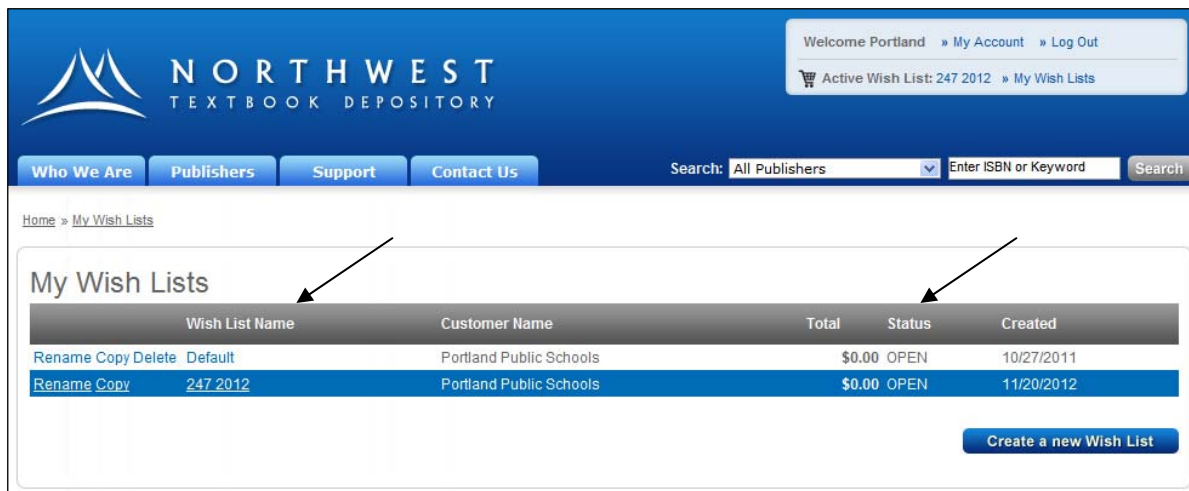
Choose a Wish List Name that will help you to locate order information, if needed, at a later date.

After you enter your Wish List name, click on “Create New Wish List.”



Below is an example of the “My Wish Lists” screen. You can have more than one Wish List. Note the information under the “Status” column. An order marked “Submitted” means that the order has recently been submitted to NWD online. For an order that is marked “Open,” this means the Wish List is still open and that the order has *not* been submitted or processed. You might consider the “Open” order to be a working draft later to be submitted.

IMPORTANT: Click on your Wish List Name to begin entering your order. The Wish List you most recently “opened” will be highlighted.



2.1 Add Items to Your Wish List Using the Single Entry Method

There are two methods for adding items to your Wish List; the Single Entry Method and the Bulk Entry Method. For a given wish list, **you may use a combination of methods.**

We recommend using the Single Entry Method if you:

- are ordering one to five titles,
- need to verify an ISBN,
- need to search for a title, and/or
- have a partial ISBN number.

We recommend using the Bulk Entry Method if you:

- are ordering multiple titles, and
- have ISBN numbers.

PLEASE NOTE: Detailed instructions for the Bulk Item Entry Method can be found in Section 4.0, page 13, of this document.

Single Entry Method Instructions

To begin using the Single Entry Method, search for items using the field called “Enter ISBN or Keyword” located at the top right next to the Search button.

The screenshot shows the Northwest Textbook Depository website. At the top, there is a navigation bar with the logo and the text "NORTHWEST TEXTBOOK DEPOSITORY". To the right of the logo, there are links for "Welcome Portland", "My Account", and "Log Out". Below these links, there is a shopping cart icon and the text "Active Wish List: 247 2012" and "My Wish Lists". In the center of the navigation bar, there are four buttons: "Who We Are", "Publishers", "Support", and "Contact Us". To the right of these buttons, there is a search bar with a dropdown menu set to "All Publishers" and a text input field labeled "Enter ISBN or Keyword". A black arrow points to this text input field. To the right of the input field is a "Search" button. Below the navigation bar, there is a breadcrumb trail: "Home » Wish List". The main content area shows the text "247 2012" and a "Start New Search" button. Below this, there is a "Quick ISBN Entry" button. The text "This Wish List is Empty." is displayed, followed by another "Quick ISBN Entry" button.

You may enter 13 digit ISBN number, a partial ISBN number, the title or a keyword from the title in the field indicated by the arrow in the screen example above. This field as indicated by an arrow above, may also accept, for most publishers, a 10 digit ISBN a number as well.

Listed below are some sample ISBN numbers and titles/keywords:

ISBN 13 Digit

9780026748063
978-0-547-35290-9
978193503303-5

Title or Keywords

Spelling Practice Book
Test Generator CD
Algebra 2

Here is an example where a 13 digit ISBN was entered and the search button was clicked. The title information is now listed under “Search Results.” With the “Search Results” populated, this is a good time to check the title description to **verify** you are ordering the correct title.

The screenshot shows the Northwest Textbook Depository website. At the top, there is a navigation bar with the logo and links for 'Who We Are', 'Publishers', 'Support', and 'Contact Us'. A search bar is located on the right, showing the search criteria 'All Publishers' and the ISBN '9781590701850'. Below the navigation bar, the page displays 'Search Results for "9781590701850" (1-1 of 1)'. On the left, there is a 'Refine your search' section with filters for Publisher, Copyright Year, Subject, Type, Series, and Grade. The main content area shows a table with the following data:

| Title | Publisher Number / ISBN13 | Grade | Year | Type | Net School Price | Contract Price |
|---|-----------------------------|-------|------|-----------------|------------------|----------------|
| <input type="checkbox"/> Small Gas Engines TG | 1590701852 9781590701850 | 9-12 | 2004 | Teacher's Guide | \$37.50 | \$37.50 |

At the bottom of the page, there are buttons for 'Clear Selections', 'Add selected items to Wish List', and 'Start New Search'.

PLEASE NOTE: If you are interested in related materials for a title, click on the title itself. Then click on “Show Related Items” highlighted in blue to view related titles. A list of related items will populate.

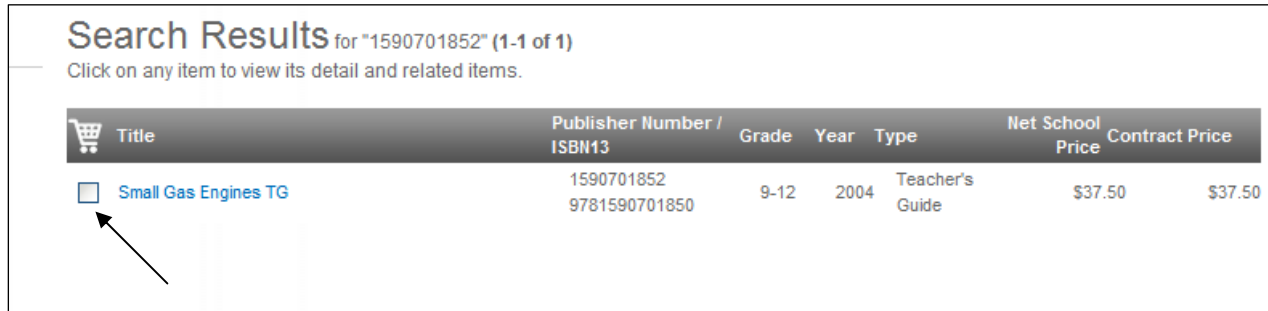
In the event you have a partial ISBN or keyword, your search will result in a listing that includes multiple titles. You may narrow your search by using the “Refine Your Search” criteria located to the left of your screen. This will result in a list of title possibilities that meet the criteria chosen.


A typical way to refine your search would be to select “Type” and a menu will appear. Some of the menu options under “Type” of product include “Textbook,” “Teacher Materials,” “Workbook,” and “Answer Key,” to name a few.

In addition to selecting “Type,” you can also refine your search by selecting “Publisher,” “Copyright Year,” “Subject,” Series,” and/or “Grade.” For instance, if you are looking for a third grade math textbook with a 2008 copyright, you can narrow your search by selecting “Grade,” “Type,” “Subject” and “Copyright Year.” Use the pull down menu options to further identify your search criteria.

PLEASE NOTE: The images on this page are partial screen shots enlarged for clarity.

After you have verified the title description, the next step to add the title to your Wish List is to click on the box to the left of the title. A check mark will appear after you click on the box.



|  Title | Publisher Number / ISBN13 | Grade | Year | Type | Net School Price | Contract Price |
|---|-----------------------------|-------|------|-----------------|------------------|----------------|
| <input type="checkbox"/> Small Gas Engines TG | 1590701852 9781590701850 | 9-12 | 2004 | Teacher's Guide | \$37.50 | \$37.50 |

Then click on the blue button at the bottom of the screen labeled “Add Selected Items to Wish List.”



The next screen will look like the example below. This confirms your title entry.



Now that you have added the title to your Wish List, you may continue to search for titles or look over your Wish List. If you have completed your search for titles, click on “View Your Wish List.”

2.2 View Your Wish List

The next screen after selecting “View Your Wish List” will look like the example below.

Welcome TEST Account » My Account » Log Out
Active Wish List: 247 2012 » My Wish Lists

Who We Are Publishers Support Contact Us

Search: All Publishers Enter ISBN or Keyword Search

Home » Wish List

247 2012 Start New Search

Delete Selected Quick ISBN Entry

Your changes have been saved

| | Title | Publisher No/ISBN13 | Grade | Year | Price | Qty Charged | Total | Qty Gratis |
|--------------------------|---------------------------------------|-----------------------------|-------|------|----------|-------------|-------------|------------|
| <input type="checkbox"/> | Small Gas Engines TG | 1590701852 9781590701850 | 9-12 | 2004 | \$37.50 | 1 | \$37.50 | 0 |
| <input type="checkbox"/> | Practical Stress Management.Compre WB | 0805349111 9780805349115 | 10-AP | 2007 | \$41.25 | 47 | \$1,938.75 | 0 |
| <input type="checkbox"/> | Making Music K-8 Movement/Dance | 0382367812 9780382367816 | K-8 | 2005 | \$105.47 | 97 | \$10,230.59 | 0 |
| <input type="checkbox"/> | Welding Principles/Applications 6E | 1418052752 9781418052751 | 9-12 | 2008 | \$108.75 | 15 | \$1,631.25 | 0 |

Order estimate before tax and shipping charges: \$13,838.09

Delete Selected Quick ISBN Entry Save Changes Add Shipping Info

PLEASE NOTE: Should you wish to delete a title that has been added to your Wish List, click on the left most box for that title and then click on “Delete Selected.”

If needed, you can add another title to your Wish List by entering the ISBN or title name in the “Enter ISBN or Keyword” field located at the top right next to the Search button.

Once you have all the titles you want, enter the quantity you wish to order for each of the listed titles under the “Qty Charged” column.

If you have a proposal from a Publisher Representative listing complimentary or gratis materials, type in the quantities for the gratis under the “Qty Gratis” column. If you have not already provided a copy of the publisher’s cost proposal to our Ordering Department, you can anticipate a call or email from us requesting a copy. We need to document the representative’s authorization of gratis materials.

IMPORTANT: For a given title, you must enter a quantity of 1 or greater in the charge and/or gratis fields in order to proceed to the next step.

Select “Save Changes” after your quantities have been entered.

2.3 Enter Shipping & PO Information

Now that you have saved the contents of your Wish List, select “Add Shipping Info” to record the address where you would like the order to be shipped.

IMPORTANT: Under “Shipping Address,” located on the left, **use the pull down menu** to select the name of the location you want us to ship to. Once you have made your selection, the address will populate automatically.

Under “Billing Address,” you will see this address has been automatically filled in for you.

Home

Shipping Information

[Return to Wish List](#) [Continue](#)

Shipping Address

Shipping Address: Mountain View MS

17500 SW Farmington Rd
Beaverton
OR
97007

Billing Address

Beaverton SD 48J

16550 SW Merlo Rd
Beaverton
OR
97006-5152

Order Information

Purchase Order: 247 2012

Special Instructions: Will Call

Contact Name: Bill Jean

Contact Phone Number: (503) 906 - 1100

Fax Number: (503) 639 - 2559

Please complete the fields under “Order Information.” The Purchase Order number, Contact Name, and Phone Number are required fields. If you have any special delivery instructions, please type these in the designated field. For instance, if you desire Will Call or a Lift Gate, please type this in the field under “Special Instructions.” In addition, use the “Special Instructions” field to record the recipient’s name like “Attn: Joe Whitman” and this information will be printed on the shipping address label.

Be sure to click on the “Continue” button to look over your order details carefully. The “Continue” button is located above the Billing Address near the top right of your screen.

2.4 Submit Your Order

At the Order Summary screen (see below) you can print, return to Wish List, or return to shipping info. We recommend that you **carefully review your order**.

PLEASE NOTE: The shipping fee is recorded above the “Total” line. *Shipping charges* are based on standard delivery rates.

If upon review of the Order Summary screen you find an error, you may return to the Wish List area or shipping information area to make your correction.

Home

Order Summary

[Return to Shipping Info](#) [Return to Wish List](#) [Print](#)

| Shipping Information | | Billing Information | | Order Information | |
|--|--|---|--|-------------------|--|
| Ship To: Mountain View MS 17500 SW Farmington Rd Beaverton, OR 97007 | Bill To: Beaverton SD 48J 16550 SW Merlo Rd Beaverton, OR 97006-5152 | Contact Name: Billy Jean Contact Telephone: (503) 906-1100 Contact Fax: (503) 639-2559 Purchase Order: 247 2012 Special Instructions: Will Call | | | |

| Title | Publisher No/ISBN13 | Grade | Year | Price | Qty Charged | Qty Gratis | Total |
|--|-----------------------------|-------|------|----------|-------------|------------|-------------|
| Small Gas Engines TG | 1590701852 9781590701850 | 9-12 | 2004 | \$37.50 | 1 | 0 | \$37.50 |
| Practical Stress Management: Compre WB | 0805349111 9780805349115 | 10-AP | 2007 | \$41.25 | 47 | 0 | \$1,938.75 |
| Making Music K-8 Movement/Dance | 0382367812 9780382367816 | K-8 | 2005 | \$105.47 | 97 | 0 | \$10,230.59 |
| Welding Principles/Applications 6E | 1418052752 9781418052751 | 9-12 | 2008 | \$108.75 | 15 | 0 | \$1,631.25 |

Order Estimate before Tax and Shipping Charges: \$13,838.09

Tax: \$0.00
*Shipping: \$249.09
Total: \$14,087.18

*Shipping rates are based on standard delivery charges.

[Submit Order](#)

Once you have verified all the information on the order is correct, you may select the “Print” button located near the top right corner. It is a good idea to have a printed copy of the Order Summary page.

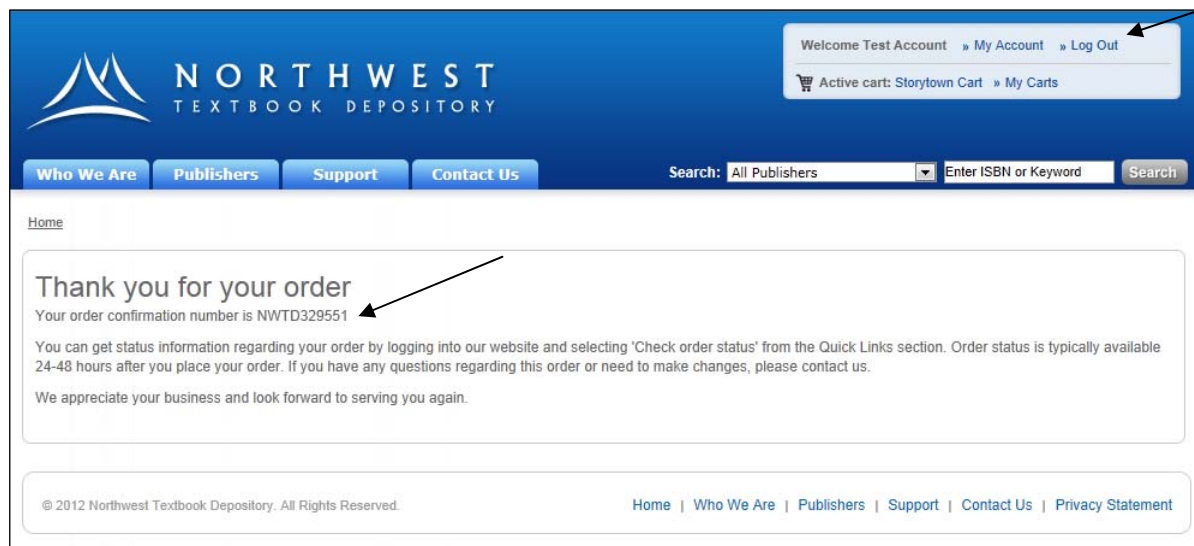
When you are ready to submit your order, do this by clicking on the “Submit Order” button located at the bottom right corner of your screen.

IMPORTANT: You cannot modify the order online after your order has been submitted. Please contact the Order Department if you need to modify an order that has been submitted online.

2.5 Confirm Your Order

Once you have submitted an order, you will be given a confirmation number for your order. The confirmation number is located near the left side of your screen. In addition, you will receive an email confirming your order. If you do not receive an order confirmation email, please let us know.

If you want to print this confirmation number page, you may do so by clicking on “File” then “Print.”



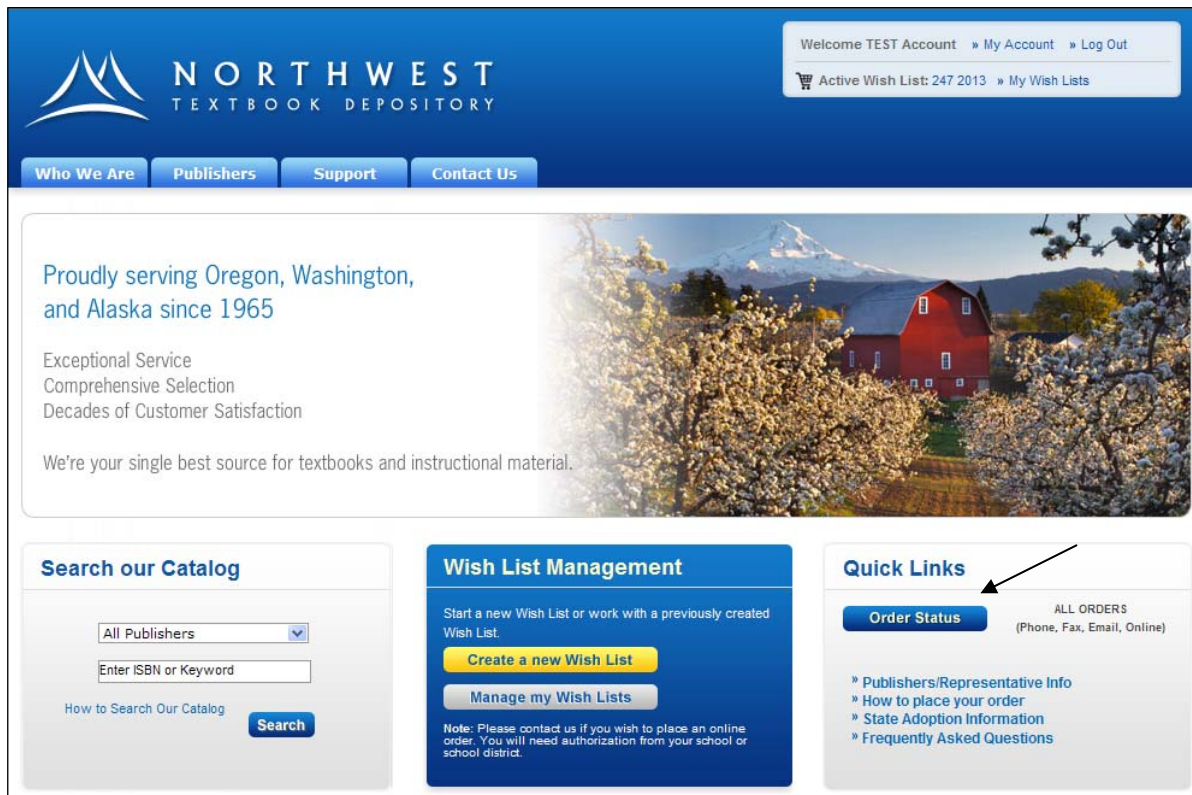
PLEASE NOTE: If you printed out a copy of the Order Summary screen (Page 9), we recommend that you record the confirmation number on that printout for future reference.

To end your ordering session, go to the top right of your screen and click on “Log Out.”

If you would like to place another order before logging out, you may click on “My Wish Lists” located at the top right of your screen. A listing of your Wish Lists will appear. At the bottom right of this Wish List screen you will find a blue button labeled “Create New Wish List.” Select this new Wish List button and you will be prompted to type in your new Wish List name. Once you have established a new Wish List, you may add items to your Wish List using the entry method of your choosing.

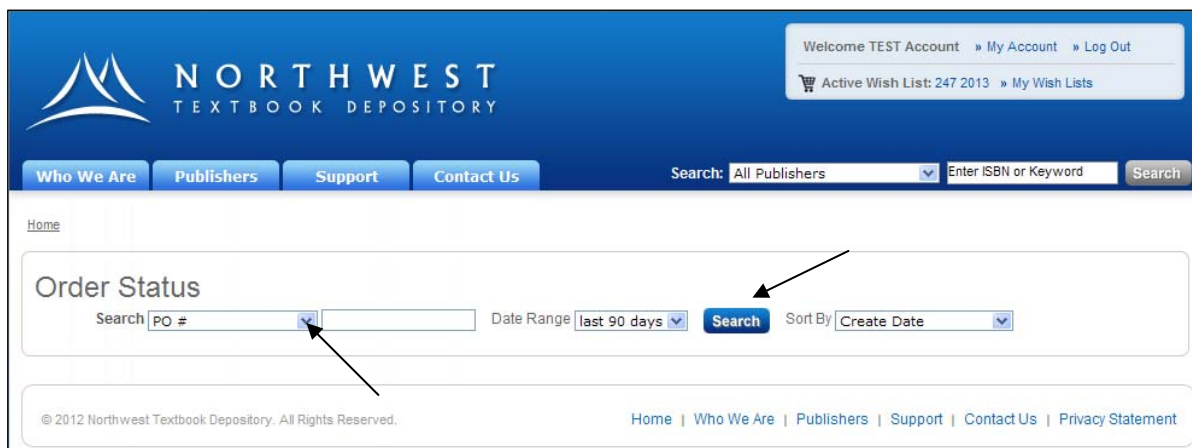
3.0 Check Order Status

If you want to check the status of your previously submitted order, you may do so by looking under the lower right Quick Links section and select the blue button labeled “Order Status.”



PLEASE NOTE: All of your orders, including those submitted by phone, fax, online, email, or through USPS mail, will be available for status information using this feature.

Within 24 to 48 hours following submission of your order, you may check on order status online. The Order Status screen will look like the example below.



If you are trying to look up a specific Purchase Order, you can use “Search Criteria.” Select a search criterion, such as PO number, Order #, Invoice #, Web Confirmation #, ISBN, or shipping address. Then click on the blue “Search” button. A list of orders meeting this criterion will follow.

If you perform a search without specific criteria you will then be presented with a list of the orders for your school district that have been submitted within the past 90 days. See the screen shot below.

Look under the column labeled “Shipped?” to determine if an order has shipped partially or completely, for example.

Click on “Details” to learn more about the order such as the date the order was shipped, which items were shipped, and if any backorder items are included.

Order Status

Search PO # Date Range last 90 days Sort By Create Date

| Purchase Order | Date | Ship To Address | Confirmation Number | Order Number | Shipped? |
|----------------|-----------|--------------------------|---------------------|--------------|-----------|
| 1302721 | 9/27/2012 | Stoller MS | | 111101303 | No |
| 1302723 | 9/26/2012 | Southridge HS | | 111101211 | Complete |
| 1302722 | 9/26/2012 | Arts & Comm Magnet Acad | | 111101144 | Complete |
| 1302598 | 9/25/2012 | Scholls Heights ES | | 111101146 | Complete |
| 1302507 | 9/24/2012 | Cedar Mill ES | | 111101171 | Complete |
| 1302431 | 9/24/2012 | Cooper Mountain ES | | 111100860 | Complete |
| 1302609 | 9/24/2012 | Errol Hassell ES | | 111100702 | Partially |
| 1302398 | 9/19/2012 | Findley ES | | 111100536 | Complete |
| 1302309 | 9/17/2012 | Aloha Huber Park K-8 Sch | | | |
| 1302255 | 9/14/2012 | Chehalis ES | | | |

When you have completed your “Check on Order Status,” you may go to “Home” (left of screen) or “Log Out” (top right).

4.0 Add Items to Your Wish List Using the Bulk Entry Method

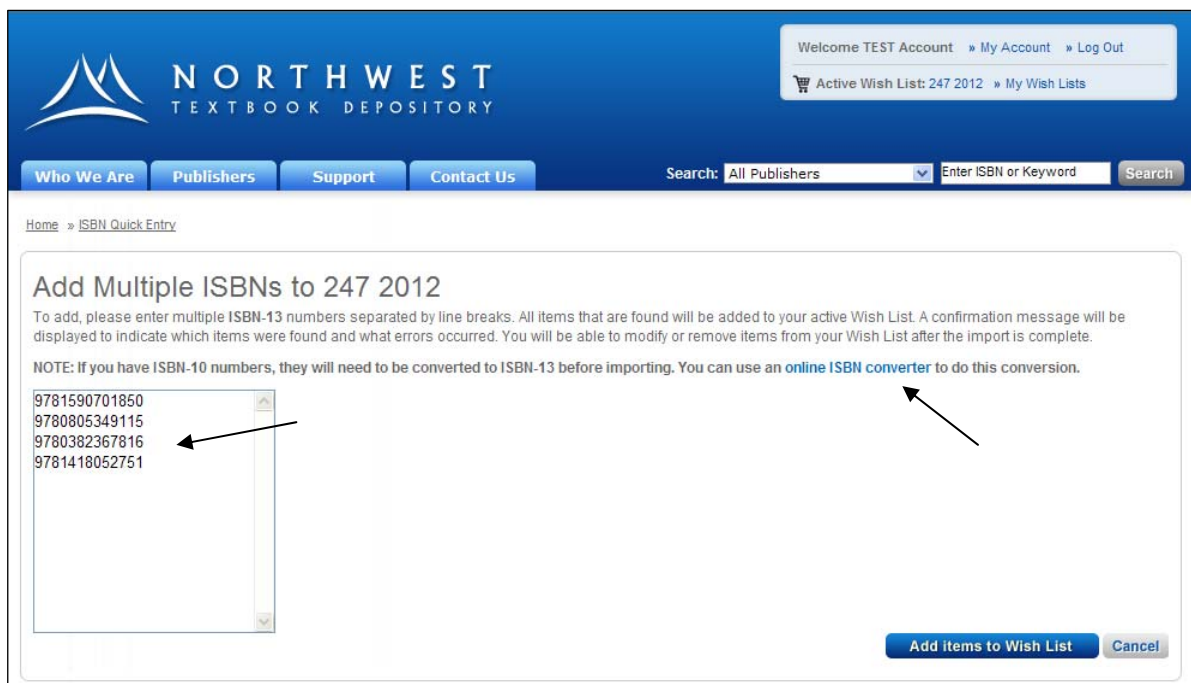
Bulk Entry Method Instructions

If you want to order multiple titles and have the ISBN numbers, we recommend you use the Bulk Entry Method to place your order. You may add multiple items using the “Quick ISBN Entry” button located on the left side of the following screen as indicated by the arrow.



IMPORTANT: For Bulk Entry, you will need the 13 digit ISBN numbers to successfully place your order. If you have 10 digit ISBNs, but not 13 digit ISBNs, you will need to use the online ISBN converter. See section 5.0, page 15, of this document for instructions.

Once you have clicked on the “Quick ISBN Entry” button, the next screen to pop up is called “Add Multiple ISBNs.” Now you can add the 13 digit ISBN numbers into your Wish List.



You may enter multiple ISBNs as long as they are 13 digits in length. You do not need to include the dashes, however, dashes are accepted. For example, you may enter 978-0-547-35290-9 or simply, 9780547352909, in the “Add Multiple ISBNs” box.

As you enter the 13 digit ISBNs in the box, be sure to give each number a separate line. The 13 digit ISBNs should look “stacked” like the example screen shot above.

If you receive a message that reads “ISBN does not exist,” please contact the Order Department for assistance at 503 / 906-1100 or 1-800 / 676-6630.

PLEASE NOTE: If you have a list of 13 digit ISBN numbers, you can copy and paste the entire list. You do not have to enter one number at a time.

The following screen presents the title description for the ISBN you entered. This is a good time to check the title description to **verify you are ordering the correct title(s)**.

Home » ISBN Quick Entry

Add Multiple ISBNs to 247 2013

The following items were imported into your active Wish List. Please review the list - if you need to change or remove an item, please make a note of it and you can modify it in your Wish List.

| Title | Publisher Number / ISBN13 | Year |
|--|---------------------------|------|
| Small Gas Engines TG | 9781590701850 | |
| Practical Stress Management: Compre WB | 9780805349115 | |
| Making Music K-8 Movement/Dance | 9780382367816 | |
| Welding Principles/Applications 6E | 9781418052751 | |

[Add more ISBNs to Wish List](#) [View your Wish List](#)

If you are done adding ISBNs, your next step is to click on the “View Your Wish List” button located near the bottom left of the page.

To complete the ordering process, you will need to “View Your Wish List,” “Enter Shipping & PO Information,” and “Submit Your Order” as outlined in sections 2.2 through 3.0 of this document. Refer to pages 7 through 12.

5.0 Using the ISBN Converter

If you do not have the 13 digit ISBN numbers required, but you do have the 10 digit ISBN, you can use the online ISBN converter provided. Click on the blue highlighted words “online ISBN converter” found on the “Add Multiple ISBNs” screen.

This is the “online ISBN converter” screen. This is an example *after* numbers have been converted.

Pearson Education developed this tool for converting ISBN's between their 10, 13 and GTIN-14 digit representations. Simply enter an ISBN (or list of ISBN's) and click the icon for the conversion you wish to perform.

| ISBN10 | | ISBN13 | | GTN 14 |
|--|--|---|--|--------|
| 1590701852 0805349111 0382367812 | <input type="button" value="10>>13"/> <input type="button" value="10<<13"/> | 9781590701850 9780805349115 9780382367816 | <input type="button" value="10>>14"/> <input type="button" value="10<<14"/> | |
| <input type="button" value="Reset"/> | | | | |
| <input type="button" value="Export to Excel"/> <input type="button" value="Export to Word"/> | | | | |

To begin converting, type in the 10 digit ISBN in the left most box indicated “ISBN10.” **When using the ISBN converter, do not include dashes or spaces; enter the numerals only.** Click on the button “10>>13” to convert the number to 13 digits which will appear in the middle box labeled “ISBN13.”

In the event your ISBN number comes up “invalid,” please contact us in the Order Department for assistance at 801 / 773-3200 or 1-800 / 995-1444.

If you have more than one number to convert, you may enter them all into the ISBN10 box. **Be sure to give each number a separate line.** If you want to clear your entries, select the “Reset” button.

Now that you have the ISBN numbers converted to 13 digits, you may add them into your Wish List. Enter the numbers into the box on the screen titled, “Add Multiple ISBNs.” (See page 13 – bottom image.) **You may copy and paste from the “online ISBN converter” screen to the “Add Multiple ISBNs” screen.**

6.0 Help Desk Hours

Congratulations! You did it. You are on your way to becoming an experienced Northwest Textbook Depository Online Order User. Please feel free to contact us to share your comments about this process. Your input matters!

Our hours are Monday through Friday, 8:00 am to 4:30 pm, Pacific Time.

Northwest Textbook Depository

Phone: 503 / 906-1100 or 1-800 / 676-6630

Fax: 503 / 639-2559

Email: customer.service@nwtd.com