

# How to Order Textbooks, Reading and Instructional Materials from FMS

Follow these steps to easily locate and order textbooks, reading and instructional materials.

1. Open an internet browser to the **MCPS Home Page**.
2. Click on the **For Staff** tab.
3. Scroll down the *Tools & Resources* column and click on the **Procurement & Bids** link, located underneath the *Materials* heading. The MCPS Procurement website is displayed.
4. Under **For Staff**, click on the **Textbooks, Reading and Instructional Materials** link. An index of available textbooks, reading and instructional materials will appear. Either click on the category of items you need, or simply scroll down the page to find the item descriptions you need.

<b>Descriptions:</b>	<b>Find on FMS... Go To:</b>	<b>Then Enter... Search Term:</b>
<b>Core Books</b>	Main Store	Core-K

- To see all the items included in that description, click the name shown in the **Descriptions** column.
- An Excel spreadsheet appears with all the items that are included in the description you selected.

Division of Procurement						FMS Order Location: Main Store			
Department of Materials Management						Keyword Search: Core-K			
MONTGOMERY COUNTY PUBLIC SCHOOLS						Last Updated: May 15, 2008			
Rockville, Maryland									
Textbooks, Reading & Instructional Materials									
Supplier Item*	Description*	UOM Price*	Author(s)	Grade Level Rang	Publisher	ISBN 10 or 13	Copyright Date (Year)	Subject Matter	Core-K
4948701	Bein' with You This Way (Paperback) ( GURL=N )	4.77	NIKOLA, L.	K-03	Lee & Low ( Core-K )	9781880000267	1995	English Language	X
0120-01707330	Bein' with You This Way (Prebound Binding) ( GURL=N )	10.85	Nikola-Lisa, W.	K-12	Publishers Group West ( Core-K )	9780785780021	1995	English Language	X

- To return to the **Textbooks, Reading and Instructional Materials** page, click the  **Back** arrow in the internet browser toolbar.

5. The **Go To** column identifies the location in FMS where the described items can be found. For example, items that are part of the *Core Books* description can be found in the FMS Main Store.

<b>Descriptions:</b>	<b>Find on FMS... Go To:</b>	<b>Then Enter... Search Term:</b>
<b>Core Books</b>	Main Store	Core-K

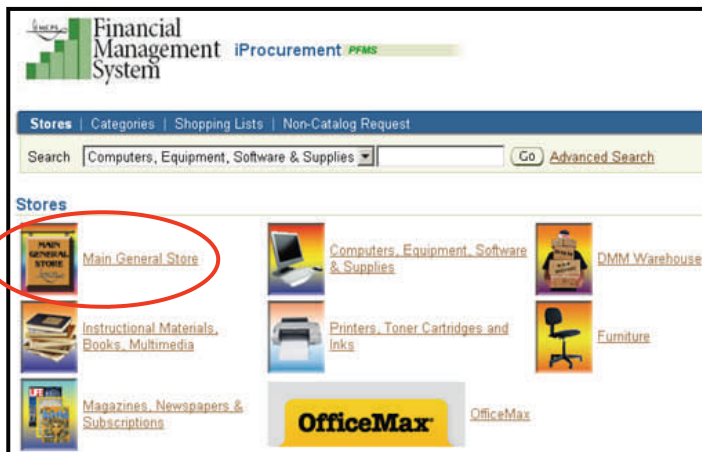
6. The **Search Term** column identifies the criteria used to search for the described items in FMS. **Click** and drag your cursor over the search term of the item you'd like to order on FMS. **Right click** and choose **Copy**.



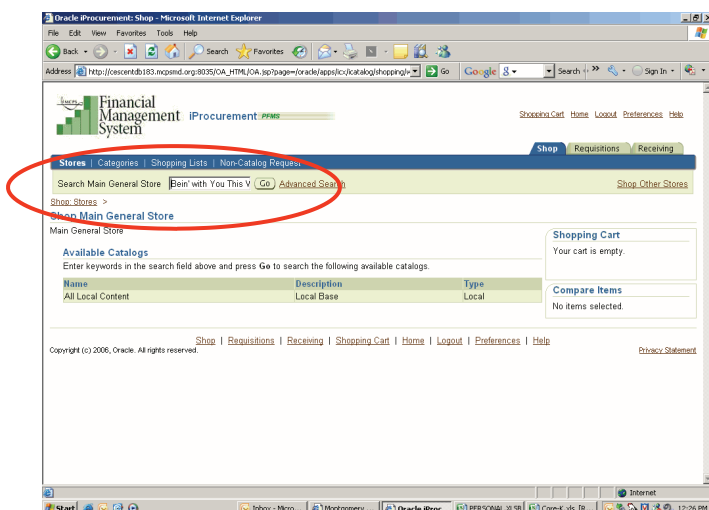
The Search Terms will be one of the following:

- A keyword or phrase (Example: Core-K)
- An acronym (Example: RTPT-2 = Reading to Perform A Task, Grade 2)

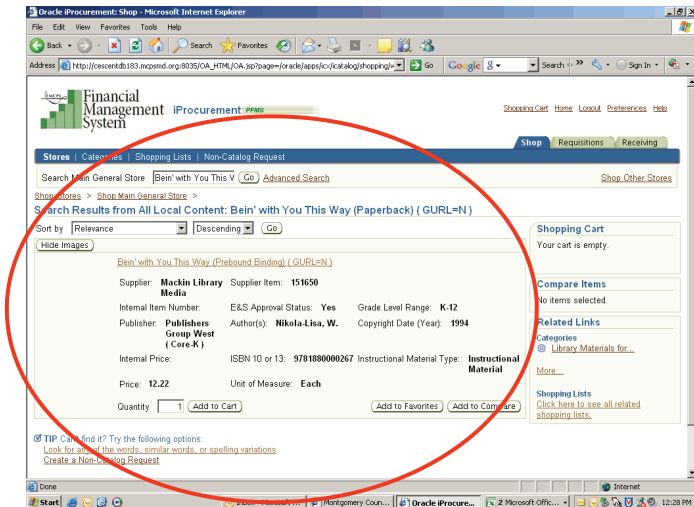
7. Open a second internet browser window. Login to FMS and click on the **Internet Procurement** link. Navigate to the **Main General Store**.



8. **Right Click** and choose **Paste** to enter the item's **Search Term** from the **Textbooks, Reading, Instructional Materials** page into the **Search Main General Store** field. The search term you copied should appear.



9. Now click the **Go** button. The item(s) you specified will display in the results region.



10. Adjust the **Quantity** field as needed and click **Add to Cart**.

If you wish to search for another item repeat steps 4 to 9 above for as many items as you would like to order. Keeping two internet browsers open will expedite this process. Keep one browser open with the **Textbooks, Reading and Instructional Materials** page displayed and one browser with the **FMS Main General Store** page displayed. Once all items have been added to cart, click **View Shopping Cart** and then click **Checkout**.