



ORDERMANIA! FY16

Part 1: Place Your Book Binding Order in FMS

Reminder: DO NOT combine textbooks, library books and magazines, on the same purchase order. Do separate PO's for each type of material.

- ▶ Step 1 Login to FMS
- ▶ Step 2 Select the iProcurement Responsibility
- ▶ Step 3 Click the SHOP tab and from the Main General Store:
 - Search by %BKBIND% and click GO
- ▶ Step 4 For each title, choose the desired service:
 - Enter the quantity of the book (one title per line)
 - Click ADD TO CART button
 - Special information screen will appear:
 - Enter Publisher and Title of Book
 - Enter Side Stitching (YES or NO)
 - Enter Laminating (YES or NO)
 - Click CONTINUE button
- ▶ Step 5 Any more titles?
 - If yes, return to Step 4
 - If no, click VIEW CART AND CHECKOUT button
 - Click CHECKOUT button
 - Follow the [FY16 Early Ordering Requirements](#) for checkout procedures
 - IMPORTANT: Print a copy of the requisition with line description details. If you have trouble finding the details, follow these steps:
 - During Step 3 of the Checkout process, click SHOW under Details column
 - Click on BOOKBINDING SERVICES next to Special Info
 - Print the next screen that shows the book title and other information
 - Click OK
- ▶ Step 6 Email or fax the following information to Frances Robertson:
(Email: Frances_Robertson@mcpsmd.org, Fax: 301-279-4998)
 - A copy of the requisition with line description details
 - School contact name and telephone number
 - Number of textbooks
 - Number of library books
 - Number of Magazines
 - Number of boxes
 - Location of boxes for DMM pickup (Main Office preferred)
- ▶ Step 7 Place a copy of the requisition with line description details in each box and put one copy in a PONY envelope to attach to the top of the order boxes.
- ▶ Step 8 Attach the bindery labels (see page 5 and 6 below for samples) on SIDES of each box (not on tops). If you need additional labels, email [Frances Robertson](#) and she will Pony labels to you.
- ▶ Step 9 Proceed to **Part 2: Prepare Your Book Binding Order for Pickup**

Part 2: Prepare Your Book Binding Order for Pickup

- ▶ Step 1 [Click here](#) to visit The HF Group/Acme Binding website (Greensboro, North Carolina).
 - (<http://acmebinding.com/customer-service-contact-information/greensboro-nc/>)
- ▶ Step 2 From this page you will need to complete and print the following documents:
 - [Fill-in Binding Ticket](#) (monographs) for books or paperbacks
 - [Fill-in Binding Ticket](#) (periodicals) for magazines
 - [Fill-in Shipping Record](#) (this should be the last ticket completed)

The HF Group Monograph Rebinding Information:

Standard Monograph Binding

General Specifications. All standard monographs are carefully evaluated and properly treated in a preservationally sound manner. Each volume is individually inspected to determine...

- the proper textblock consolidation method
- if the outer margins will be trimmed
- if the original page attachment method can be salvaged

Download Brochure

[StandardMono.pdf](#)

STEPS FOR SELECTING A LIBRARY OR REFERENCE BOOK:

You will need to complete one Fill-In Binding Ticket for each book

- ▶ Step 1 Complete the following Required Information Outlined in RED:
 - Account number – MCPS#319000
 - Name of school with complete address
 - Title/Author of book
- ▶ Step 2 Print the form
- ▶ Step 3 Cut on the dotted line
- ▶ Step 4 Place top half of the form in the corresponding book and place in box
- ▶ Step 5 Keep the bottom half of the form for your records

Account Number 319000	SLOT TITLE/AUTHOR	MONOGRAPH INSTRUCTIONS Use the TAB key or mouse to move from field to field. For TITLE and AUTHOR, enter ONE WORD PER LINE. Print when finished. Required information is outlined in RED. Optional information is outlined in GREEN.
Account Name and Phone Number Montgomery County Public Schools Type Your School Name Here Type Your School Address Here		
MONOGRAPHS RECASE <input type="checkbox"/> MOUNT COVER <input type="checkbox"/> POCKET / CLOTH <input type="checkbox"/> POCKET / PAPER <input type="checkbox"/>		COVER COLOR <input type="text"/> SET OF <input type="text"/>
<input type="checkbox"/> STANDARD BOOK <input type="checkbox"/> NON-STD CLOTH <input type="checkbox"/> CUSTOM BOOK <input type="checkbox"/> NON-STD MYLAR <input type="checkbox"/> THESIS <input type="checkbox"/> MUSIC <input type="checkbox"/> DUSTIE <input type="text"/>		PRINT COLOR <input type="text"/>
INSTRUCTIONS TO BINDERY:		BINDERY USE ONLY HAND TRIM <input type="checkbox"/> STP <input type="checkbox"/> RECASE <input type="checkbox"/> STUB <input type="checkbox"/> EXTRA TIME _____ MIN. REASON _____ OTHER _____

STEPS FOR SELECTING A CUSTOM SELECTION

You will need to complete one Fill-in Binding Ticket for each book

▶ Step 1 If you choose custom selection, there is an increased cost per book (see FMS for current price) and your invoice will be adjusted accordingly. The HF Group will choose the binding and print color unless you make a custom request. Before starting this procedure, you will need to review the Color Guide to obtain the number for your Cover Color Selection. [Click here](http://www.hfgbinding.com/library-binding/color-guide/) to see the online color guide (<http://www.hfgbinding.com/library-binding/color-guide/>). Choose your color code (3 digit number).

			
182 - Red	188 - Dark Red	192 - Maroon	290 - Orange
			
370 - Gold	478 - Lime Green	490 - Dark Green	563 - Country Blue
			
588 - Royal Blue	598 - Navy	630 - Plum	798 - Tan
			
860 - Brown	943 - Dark Grey	990 - Black	

- ▶ Step 2 Fill in the following information:
 - Account number – MCPS#319000
 - Name of school with complete address
 - Title/Author of book
- ▶ Step 3 Click on the box next to Custom Book (left side of form).
- ▶ Step 4 Put the number of your cover selection in the Cover Color box (right side of form).
- ▶ Step 5 Click in the Print Color box and select a color (this is the color print which appears on the book).
- ▶ Step 6 Complete the 'Set Of' Box if appropriate (example: Volume 6).
- ▶ Step 7 Print the form and cut on the dotted line.
- ▶ Step 8 Place top half of the form in the corresponding book and place in box.
- ▶ Step 9 Keep the bottom half of the form for your records.

Account Number <input type="text" value="015000"/>	TITLE / AUTHOR	MONOGRAPH INSTRUCTIONS Use the TAB key or mouse to move from field to field. For TITLE and AUTHOR, enter ONE WORD PER LINE. Point when finished. Required information is captured in RED. Optional information is captured in GREEN.																		
Account Name and Phone Number Montgomery County Public Schools Type Your School Name Here Type Your School Address Here																				
MONOGRAPHS HARDCOVER <input type="checkbox"/> POCKET / SLIP <input type="checkbox"/> POCKET / PAPER <input type="checkbox"/>	<table border="1"> <tr> <td>COVER COLOR</td> <td>SET OF</td> </tr> <tr> <td>555</td> <td>Volume 6</td> </tr> <tr> <td>PRINT COLOR</td> <td></td> </tr> <tr> <td>White</td> <td></td> </tr> </table>	COVER COLOR	SET OF	555	Volume 6	PRINT COLOR		White		<table border="1"> <tr> <td colspan="2">BINDERY USE ONLY</td> </tr> <tr> <td>HARD FIRM <input type="checkbox"/></td> <td>SIF <input type="checkbox"/></td> </tr> <tr> <td>HOARD <input type="checkbox"/></td> <td>SFB <input type="checkbox"/></td> </tr> <tr> <td>EXTRA TIME _____</td> <td>NR _____</td> </tr> <tr> <td>REASON _____</td> <td>OTHER _____</td> </tr> </table>	BINDERY USE ONLY		HARD FIRM <input type="checkbox"/>	SIF <input type="checkbox"/>	HOARD <input type="checkbox"/>	SFB <input type="checkbox"/>	EXTRA TIME _____	NR _____	REASON _____	OTHER _____
COVER COLOR		SET OF																		
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REASON _____	OTHER _____																			
<input type="checkbox"/> STANDARD BOOK <input checked="" type="checkbox"/> CUSTOM BOOK <input type="checkbox"/> THESE <input type="checkbox"/> SLIDE <input type="checkbox"/> NON-STD-COVER <input type="checkbox"/> NON-STD-MATERIAL <input type="checkbox"/> MUSIC	INSTRUCTIONS TO BINDER:																			

STEPS FOR SELECTING A 'CUSTOM' LIBRARY OR REFERENCE BOOK

You will need to complete one Fill-in Binding Ticket for each book

- ▶ Step 1 Fill in the following information:
 - Account number – MCPS#319000
 - Name of school with complete address
 - Title/Author of book
- ▶ Step 2 Complete the following Optional Information Outlined in GREEN:
 - Select Custom Book
 - Cover Color-select number from Color Guide ([Click here](#) to see the online guide)
 - Choose Print Color – (White, Black or Gold from drop-down menu)
 - Set Of – if applicable
- ▶ Step 3 Print the form.
- ▶ Step 4 Cut on dotted line.
- ▶ Step 5 Place top-half of form in the corresponding book and place in box.
- ▶ Step 6 Keep the bottom-half for your records.

STEPS FOR SELECTING TEXTBOOKS

On-line Binding Tickets are not required for textbooks

- ▶ Step 1 The HF Group will copy the cover of the textbook.
- ▶ Step 2 Textbook full collation book binding charge is \$8.00. (To have a copied cover placed on your textbook, please select the “Bookbinding–Digicover” line item in FMS.). Click add to cart.
- ▶ Step 3 All textbooks should be put in a separate box
- ▶ Step 4 You only need to include the total on the Customer Shipping Record:
 - Under Library Count
 - In the Other section
 - In the Cartons column indicate the number of cartons being shipped.
 - In the Volumes column indicate the total number of textbooks being shipped.

STEPS FOR COMPLETING CUSTOMER SHIPPING RECORD

You will need one Shipping Record per order

Write the school name and contact person plus Box # of # on each box being sent!

- ▶ Step 1 Fill in these fields on the Shipping Record:
 - Account Number – 319000
 - Account Name – MCPS
 - Complete School Address
 - Contact Name
 - Contact phone number
- ▶ Step 2 Sign the form.
- ▶ Step 3 Keep a copy for your records.
- ▶ Step 4 You must complete and tally the number of cartons and the number of volumes.
- ▶ Step 5 Bookbinding pickup begins June 15, 2015. (The HF Group will collect all items for rebinding from the Supply Warehouse.)


If you have any questions about placing the order in FMS, please contact Debra D. Crone at the Procurement Unit either by email: Debra_D_Crone@mcpsmd.org or by phone at 301-279-3136.

Special Note: FY 2016 orders to HF Group will include a 3.5% fuel surcharge to the resulting invoices. This will not require any additional action from the end user.

If you have any question about preparing your order for pickup or need labels, please contact Frances Robertson at the Department of Materials Management, either by email: Frances_Robertson@mcpsmd.org or by phone at 301-279-3348.

If you have any questions about unusual rebinds please contact HF Group representative Nicole Pierce Arocho or Scott May at 336-931-0800.

Reminder: The pricing structure changed last year. Do not combine textbooks, library books and magazines, on the same purchase order. Complete separate PO's for each type of material. Box them by types using the following labels:



BOOKS FOR BINDERY

From _____
School Name

School Contact Person _____

Purchase Order Number _____

TEXTBOOKS

Box Number _____ of _____

PLACE LABEL ON SIDE OF BOX



BOOKS FOR BINDERY

From _____
School Name

School Contact Person _____

Purchase Order Number _____

MAGAZINES

Box Number _____ of _____

PLACE LABEL ON SIDE OF BOX



BOOKS FOR BINDERY

From _____
School Name

School Contact Person _____

Purchase Order Number _____

LIBRARY BOOKS

Box Number _____ of _____

PLACE LABEL ON SIDE OF BOX