

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. All orders must be placed by June 5th.

- ▶ 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 [FY20 Early Ordering Reminders and Checking Out in FMS](#) 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 the following information to Ana Rivas at Ana_J_Rivas@mcpsmd.org:
 - 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 below for sample label) on SIDES of each box (not on tops). If you need additional labels, email Ana_J_Rivas@mcpsmd.org 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/forms-resources/forms-resources-greensboro-north-carolina/>)
- ▶ Step 2 From this page you will need to complete and print the following documents:
 - [Fill-in Shipping Record](#) (this should be the last ticket completed)

STEPS FOR SELECTING TEXTBOOKS

On-line Binding Tickets are not required for textbooks

- ▶ Step 1 The HF Group/Acme Binding will copy the cover of the textbook.
- ▶ Step 2 Textbook full collation book binding charge is \$10.75. (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 [Customer 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 5, 2019. (The HF Group/Acme Binding will collect all items for rebinding from the Supply Warehouse.)


If you have any questions about placing the order in FMS, please contact Debbie Ashcom at the Procurement Unit either by email: Deborah.K.Ashcom@mcpsmd.org or by phone at 301-279-3123.

Special Note: FY 2020 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 questions about preparing your order for pickup or need labels, please contact Ana Rivas at the Department of Materials Management, either by email: [Ana J Rivas@mcpsmd.org](mailto:Ana.J.Rivas@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: Do not combine textbooks, library books and magazines, on the same purchase order. Complete separate PO's for each type of material and box each type of material individually. Please see sample label (below).

 **BOOKS FOR BINDERY**

From _____
School Name

School Contact Person _____

Purchase Order Number _____

TEXTBOOKS

Box Number _____ **of** _____

PLACE LABEL ON SIDE OF BOX

Instructions for all material types can be found on the Procurement Unit website under [Bookbinding Services](#).