

Instructional Material Depository - Carmenlita Lewis



Instructional Material Ordering

iSTAR★Online[®]

Listing of Instructional Material

ARCHWAY BOOK DEPOSITORY

- One Stop Shop
 - Lowest Prices in the Nation for Adopted Materials
 - Prices are under contract for Six Years
 - Shipping Rates 1% Will Call or 5% Flat Fee
 - Customer Service Dedicated to New Mexico Schools
 - Ordering Platform iSTAR
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

Adopted vs. Non-adopted Pricing and Freight

CHARTER SCHOOL						
Ship Date	Qty	Adopted Price	Adopted Amount	Non Adopted Price	Non Adopted Amount	
09/04/20	2	145.97	291.94		250.00	500.00
09/04/20	2	145.97	291.94		207.00	214.00
09/04/20	2	135.97	271.94		181.00	262.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
			24,128.62	Total		27376.00 Total
			241.29	Will Call 1%		2463.84 Shipping Charge 9%
			24,369.91	Total with Will Call Fee		29839.84 Total with shipping fee
			5,469.93			Savings
SMALL DISTRICT						
Ship Date	Qty	Adopted Price	Adopted Amount	Non Adopted Price	Non Adopted Amount	
07/08/20	1	390.00	390.00		397.80	397.80
07/08/20	1	390.00	390.00		397.80	397.80
07/14/20	1	390.00	390.00		397.80	397.80
10/21/20	1	390.00	390.00		397.80	397.80
07/14/20	1	390.00	390.00		397.80	397.80
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
			7,800.00	Total		7956.00 Total
			390.00	Shipping Charge 5%		636.48 Approximate Shipping Charge 8%
			8,190.00	Total with Shipping Fee		8592.48 Total with Shipping Fee
			402.48			Savings

Medium Size District

MEDIUM DISTRICT						
Ship Date	Qty	Price	Amount	Non Adopted Price	Non Adopted Amount	
10/09/20	10	60.65	606.50	67.50	675.00	National title
10/09/20	10	60.65	606.50	67.50	675.00	
10/09/20	10	60.65	606.50	67.50	675.00	
10/09/20	20	60.65	1,213.00	67.50	1350.00	
10/09/20	20	60.65	1,213.00	67.50	1350.00	
10/09/20	20	60.65	1,213.00	67.50	1350.00	
08/10/20	37	496.35	18,364.95	671.35	24839.95	
08/10/20	38	669.15	25,427.70	905.05	34391.90	
08/10/20	34	611.80	20,801.20	827.45	28133.30	
08/10/20	3	794.00	2,382.00	1073.95	3221.85	
08/10/20	848	116.50	98,792.00	132.00	111936.00	
08/10/20	753	116.50	87,724.50	132.00	99396.00	
08/10/20	858	116.50	99,957.00	132.00	113256.00	
08/10/20	800	116.50	93,200.00	132.00	105600.00	
08/10/20	779	116.50	90,753.50	132.00	102828.00	
08/10/20	811	116.50	94,481.50	132.00	107052.00	
			31,594.22	Shipping Charge 5%	76718.78	Shipping at 10.5%
10/13/20	5	37.65	188.25	38.79	193.95	
10/13/20	5	23.67	118.35	24.39	121.95	
10/13/20	5	16.62	83.10	17.13	85.65	
10/13/20	5	16.62	83.10	17.13	85.65	
10/13/20	5	39.84	199.20	41.04	205.20	
10/13/20	5	23.67	118.35	24.39	121.95	
09/17/20	45	9.60	432.00	11.19	503.55	
09/17/20	45	9.60	432.00	11.19	503.55	
07/21/20	818	8.82	7,214.76	10.26	8392.68	
08/10/20	774	8.73	6,757.02	10.26	7941.24	
			741.79	Shipping Charge 5%	1387.28	Approximate Shipping Charge 8%
05/15/20	70	69.00	4,830.00	69.99	4899.30	
07/20/20	100	57.00	5,700.00	57.99	5799.00	
08/11/20	100	216.97	21,697.00	229.47	22947.00	
08/17/20	150	83.47	12,520.50	84.99	7094.12	
07/20/20	70	69.00	4,830.00	69.99	4899.30	
08/11/20	65	133.97	8,708.05	145.97	9488.05	
06/18/20	850	112.47	95,599.50	132.00	112200.00	
06/18/20	930	114.97	106,922.10	132.00	122760.00	
06/18/20	720	116.47	83,858.40	132.00	95040.00	
06/18/20	911	96.97	88,339.67	109.00	99299.00	
06/18/20	881	96.97	85,430.57	109.00	96029.00	
06/18/20	708	96.97	68,654.76	109.00	77172.00	
06/18/20	30	100.97	3,029.10	136.50	4095.00	
06/18/20	30	100.97	3,029.10	136.50	4095.00	
06/18/20	30	100.97	3,029.10	136.50	4095.00	
06/18/20	40	223.97	8,958.80	236.97	9478.80	
			30,256.83	Shipping Charge 5%	61145.15	Shipping Charge 9%
			1,320,698.47	Total Charges including 5% Shipping	1573527.14	Total Charges including various Publisher Shipping Charges
			252828.67			SAVINGS

Large Size District

LARGE DISTRICT						
Ship Date	Qty	Price	Amount	Non Adopted Price	Non Adopted Amount	
09/29/20	1	60.00	60.00	61.39	61.39	
09/29/20	6	117.29	703.74	144.15	864.90	10th edition
			7.64	1% Will Call Fee	74.10	Approximate 8%
10/16/20	3	79.97	239.91	79.97	239.91	
03/10/20	2	1,099.97	2,199.94	1300.00	2600.00	
06/04/20	52	136.97	7,122.44	136.97	7122.44	
03/10/20	54	136.97	7,396.38	136.97	7396.38	
03/10/20	53	136.97	7,259.41	136.97	7259.41	
03/10/20	52	136.97	7,122.44	136.97	7122.44	
03/10/20	53	136.97	7,259.41	136.97	7259.41	
07/15/20	1,284	112.47	144,411.48	132.00	169,488.00	
07/15/20	1,372	114.97	157,738.84	132.00	181,104.00	
07/15/20	1,459	116.47	169,929.73	132.00	192,588.00	
07/15/20	1,460	96.97	141,576.20	109.00	159,140.00	
07/15/20	1,180	96.97	114,424.60	109.00	128,620.00	
07/15/20	1,152	96.97	115,588.24	109.00	125,568.00	
07/15/20	271	109.47	29,666.37	125.00	33,875.00	
			9,119.35	1% Will Call Fee	92,644.47	9% Shipping Charge
01/31/20	10	10.40	104.00	15.00	150.00	
01/13/20	70	13.60	952.00	15.70	1,099.00	
03/10/20	5	19.65	98.25	20.25	101.25	
10/16/20	2	17.70	35.40	19.15	38.30	
03/10/20	4	14.55	58.20	15.00	60.00	
			12.4785	1% Will Call Fee	152.10	10.5% Shipping Charge
			923,086.45	Total Charges including 1% Will Call Fee	1,124,628.50	Total Charges including various Publisher Shipping
			201,542.05			SAVINGS

Ordering Materials Online Entering Inventory Online



Instructional Material Ordering



Listing of Instructional Material

iSTAR★Online®

Welcome
www.istaronline.com



Capabilities:

- Search - Look up Publisher titles
- Budget - Add or Edit Budgets
- Shop - Place new or edit existing order
- Order Inquiry - Check Status, Get POD (proof of delivery)
- Inventory - Update Inventory for non iSTAR purchases

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SEARCH

Decorative white lines consisting of several parallel lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the image.

SEARCH

Download the current year adoption list

Search a title using

- Publisher
- Category and Subcategory
- Grade level
- Expiration date

Title not on iSTAR?

Call 505-317-4829 or email
newmexico_depository_support@archway.com

The screenshot displays the iSTAR★Online search interface. At the top, the iSTAR★Online logo is on the left, and 'New Mexico Guest Account' is on the right. Below this is a yellow banner for 'K-12 Health'. The main search area is divided into two columns. The left column, titled 'Textbook Search:', contains several search criteria: Title (text input), ISBN (text input), Category (dropdown menu set to 'Any'), Sub Category (dropdown menu set to 'Any'), Publisher (dropdown menu set to 'Any'), Grade Level (dropdown menu set to 'Any'), Expires (dropdown menu set to 'Any'), Status (dropdown menu set to 'Any'), Type (dropdown menu set to 'Any'), and Sort By (dropdown menu set to 'Default'). At the bottom of this section is a checkbox labeled 'K-12 Health'. The right column, titled 'Search Tips:', contains three paragraphs of instructional text. The first paragraph explains the Title and ISBN fields. The second paragraph describes the interactive nature of the Category, Subcategory, and Publisher menus. The third paragraph discusses sorting options. At the bottom of the Search Tips section, it states 'The maximum number of matching results returned by this version of iStar is 750.'

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GET STARTED

- DON'T HAVE AN ACCOUNT?
 - Ask your district to give you your registration key (under campus access tab)
 - Have your district office set you up (under the Manage user accounts tab)
 - Leave your information with ARCHWAY
 - Email:
newmexico_depository_support@archway.com

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BUDGETS



- Only authorized users or administrators can create or change the IM BUDGET.
 - District offices can set-up secondary IM budgets for campus locations or campuses may use the District Budget
 - District and campuses can also set up additional budgets for non-State allocated monies.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

New Budget: Use this form to create a new budget. The Accounting Code is optional. All other fields are required.

Create A New Budget:

New Budget Label:

New Budget Amount:

Accounting Code:

Instructional Materials:

Restrictions:

- No Restrictions
- Non-Adopted Titles Only
- Adopted Titles Only
- Core Basal Material
- Supplemental Material

Creating a New Budget

- Give your budget a unique label.
- Enter the amount . Click the SAVE button.
- Order adopted and non adopted on the same order

Budget Details: This screen will display any adjustments that have been applied to this budget.

Budget Label	Total Budget	Current Charges	Available Balance
washington elem suppl budget	\$10,000.00	\$0.00	\$10,000.00

Adjustments To 'Total Budget'	Adjustment Date	Amount
Initial Funding Amount	2/19/2009	\$10,000.00

[Back](#)

[Adjust Budget](#)

[Show Pending Charges](#)

[Edit Settings](#)

[Delete Budget](#)

Adjusting a Budget

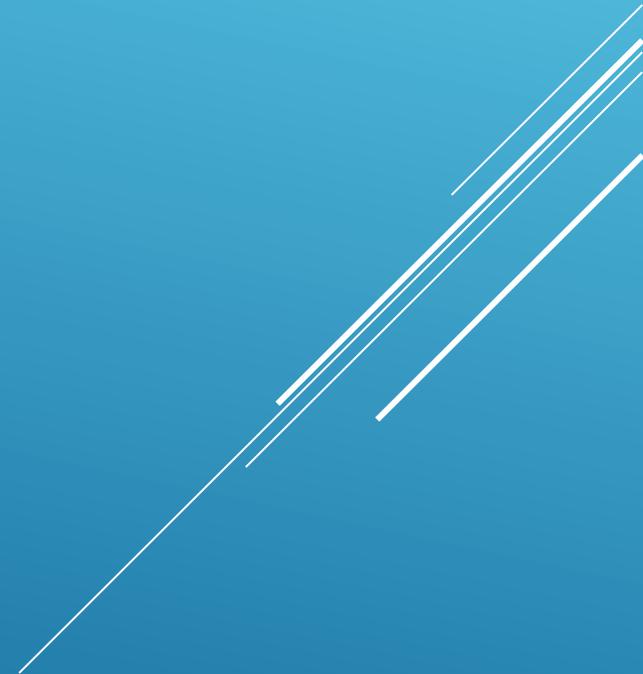
You may adjust any iSTAR budget by changing the Total Budget or the Current Charges .

EX: You receive additional money from a fundraising event, you might increase the Total Budget column.

All budget adjustments are permanently logged.

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SHOP



Reminder: If you are creating an **Estimate Of Needs**, click the "New Estimate Of Needs" button. If you begin with the "New Regular Order" button, your transaction will be processed as an actual order.

- Pick New Estimate of Needs if creating an estimate or New Regular Order if placing an actual order
- Create a Unique Label
- Select a Budget if keying a regular order
- Select your campus if necessary

Please Create A New Shopping Cart:

Cart Label:

Select A Budget: ▼

Select A Campus: ▼

Begin entering your titles.

- You can invoke the search function from your order or enter your ISBN # directly.
- Make sure that if an item is free, you check the Free Material box.

Cart Label	Cart Id	Budget Label	Date Created
K-3 Titles	174728	IM BUDGET_2010	4/23/2010

Budget Label	Current Balance	Your Cart Total	New Balance
IM BUDGET_2010	\$52,000.00	\$0.00	\$52,000.00

Add Items To Your Cart:

ISBN: Quantity: Free Material

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Your current cart total exceeds your available budget. Please remove items from your cart, or adjust your budget accordingly.

Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$10,770.00	(\$1,367.75)

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="500"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="100"/>	\$17.95	\$1,795.00

[Update Total](#)

Total: \$10,770.00

[Edit Properties](#)

[Save Cart](#)

[Delete Cart](#)

[View Free Material](#)

If you go over your budget you will need to remove items from your cart

Editing Your Carts

- Choose cart to view details.

Shopping: Please select an existing shopping cart to open, or create a new cart by clicking the button below.

Cart Label	Cart Owner	Cart Id	Budget	Date Created
My New Cartxx	D. Boden	223607	St. Mary's Budget	7/28/2015
Test Cart	D. Boden	226257	Washington Elementary Budget	3/21/2016

[New Estimate Of Needs](#)

[New Regular Order](#)

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Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$8,992.95	\$409.30

Add Items To Your Cart:

ISBN: Quantity: Free Material

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="500"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95

Total: \$8,992.95

Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$8,992.95	\$409.30

Add Items To Your Cart:

ISBN: Quantity: Free Material

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="499"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95

Total: \$8,992.95

Click on the quantity you would like to change.
Enter the new quantity.

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Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$8,975.00	\$427.25

Add Items To Your Cart:

ISBN: Quantity: Free Material

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="499"/>	\$17.95	\$8,957.05
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95

Total: \$8,975.00

Click Update Total

Checking out EON and Regular Order

Address Information: Please verify your current Billing Address and Shipping Address information below.

Billing Address:	Shipping Address:
Location: <input type="text" value="Demo Public Schools"/>	Location: <input type="text" value="Demo Public Schools"/>
Address: <input type="text" value="1234 Main Street Suite 110"/>	Address: <input type="text" value="300 Main Street Warehouse B"/>
City: <input type="text" value="Demo"/>	City: <input type="text" value="Demo"/>
Zip Code: <input type="text" value="87102"/>	Zip Code: <input type="text" value="87102"/>
Contact: <input type="text" value="Bobby Billing"/>	Contact: <input type="text" value="Sally Shipping"/>
Phone: <input type="text" value="800-555-1212"/>	Phone: <input type="text" value="800-555-2121"/>

Verify and Click Continue

- Click on Queued tab
- Pick order to be completed

Queued Orders: Please select a Queued Order to complete.

Order Label	Depository	PO Number	Order Id	Order Date	Order Total
Mrs. Jones 4th grade	University Of New Mexico Press		213430	5/4/2015	\$450.00
Test Cart	Archway - Albuquerque		218937	3/21/2016	\$8,975.00

Queued Orders Processed Orders Confirmed Orders

Canceled Orders

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Order Label:	<input type="text" value="Test Cart"/>	Purchase Order:	<input type="text" value="Test"/>	Comments:	<input type="text"/>
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Order Id	PO Number	Depository	Budget	Order Date	Order Total
218937		Archway - Albuquerque	Washington Elementary Budget	3/21/2016	\$8,975.00

Billing Address: Demo Public Schools 1234 Main Street Suite 110 Demo , NM 87102 Contact: Bobby Billing Phone: 800-555-1212	Shipping Address: Demo Public Schools 300 Main Street Warehouse B Demo , NM 87102 Contact: Sally Shipping Phone: 800-555-2121
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Isbn	Title	Quantity	Price	Extension	
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="499"/>	\$17.95	\$8,957.05	Update
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95	Update

Select A Delivery Method:

Please Ship Will Call (Shipping and handling cost for this order is \$448.75)

Ship available items ASAP & invoice normally
 Ship available items ASAP & invoice July 1
 Ship & invoice after July 1

Add your PO Number. If you don't have a PO yet, enter Pending

Ship or Pick up?

- Here you can Print your order & choose either to have your books Shipped or Picked up.
- Shipping is 5% of total order for Archway. A 1% handling fee is required for pick up orders.

Select A Delivery Method:

Please Ship Will Call (Shipping and handling cost for this order is \$13.14)

Process Order

Back

Print Order

Delete Order

- Ship available items ASAP & invoice normally
- Ship available items ASAP & invoice July 1
- Ship & invoice after July 1



NOTE: If you are planning to pick up your orders, our new address is:

4525 Paseo del Norte N.E.
Albuquerque, NM 87113

Submitting an EON (estimate of needs)
An EON is not an order. To convert the
estimate

[Home](#)[Search](#)[Shop](#)[Orders](#)[Budgets](#)[Help](#)[Contact](#)[Logout](#)

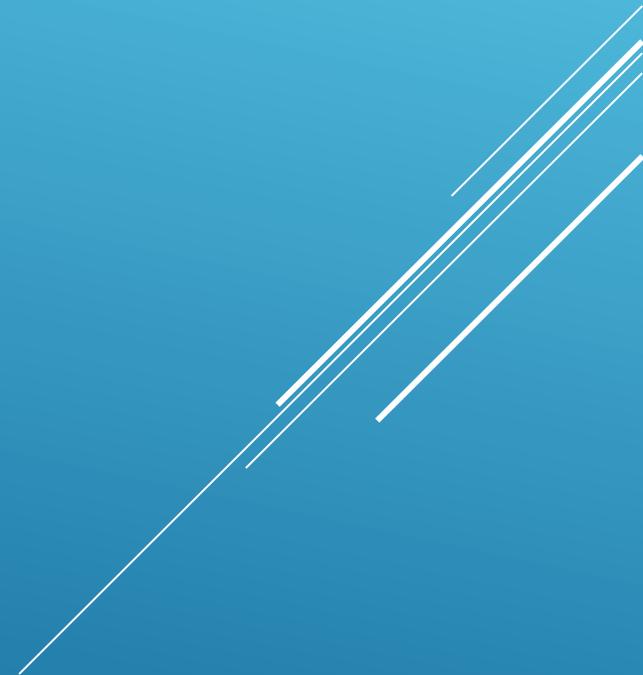
To enable the depositories to schedule your delivery, please make sure that your school closing dates are clearly indicated on your order or account. If you wish, you can contact the depository directly with your schedules. We will notate your records with the proper information. Thank you for your help.

If you need to **Create a New Estimate Of Needs** please click here.

Click here to **Convert** your **Existing Estimates** back into shopping carts.

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ORDERS





- Once ARCHWAY has "picked up" your order, it can be viewed under the Confirmed Tab.
- Once in Confirmed Tab, you can also view each order individually and see what has been shipped.

CONFIRMED ORDERS



{Orders}

Order: 123350 View Date: 10/16/2008 4:04:43 PM CENTRAL
iSTAR Order: 159892
PO Number: 990372 SAC
Order Date: 09/08/08
Order Class: RS
Ship Via: UPS - GROUND

Bill To Address:
ALAMOGORDO DISTRICT OFFICE
P.O. BOX 650
ALAMOGORDO, NM 88310

Ship To Address:
SACRAMENTO ELEMENTARY
2624 NORTH FLORIDA
ALAMOGORDO, NM 88310

Isbn	Title	Status	Shipped	Qty	Each
0076045358	Everyday Mathematics, Student Math Journ	SHP	09/10/08	10	8.37
FR0001	FREIGHT	SHP	09/10/08	1	3.10
0076045366	Everyday Mathematics, Student Math Journ	SHP	09/15/08	10	8.37
FR0001	FREIGHT	SHP	09/15/08	1	3.10

Ship Date	Transaction	Package	VIA	Tracking Number
09/10/08	0048647	1	XX	1Z91E35V0300777708
09/15/08	0048960	1	XX	1Z91E35V0300782087



- Check date of when books shipped.
- Click on tracking #'s to go to tracking information to see who signed for packages and when were packages delivered.

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INVENTORY



Click on the Inventory button:

Campus Access

Manage User Accounts

View Book Lists

Inventory

Manage School Budget

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Welcome To the iSTAR Online Inventory System. The Inventory System allows users to enter, search, edit, and report on all items that are purchased with State Funds which are not ordered through the iSTAR Program itself. You can find the main Inventory System help file under the Help tab within the system. If you have a lot of items to enter and would prefer to enter them into an Excel spreadsheet and then load them into the system, you will find a help file with instructions on how to do that under the Batch tab within the system. You will need Adobe Acrobat Reader to view the help files, if you don't have it you can click on the link below to download it. Click on the Continue button below to go into the Inventory System.



Continue

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Click on the Reports Button:

					<p>Evelyn Kingston Alamogordo Alamogordo District Office</p>	
Inventory	Batch	Search	Reports	Help	Logout	

Download Inventory Report

- Select run report.

Report Criteria:	
District:	<input type="text" value="Santa Fe"/>
School:	<input type="text" value="All"/>
Start Date:	<input type="text" value="07"/> <input type="text" value="01"/> <input type="text" value="2013"/>
End Date:	<input type="text" value="06"/> <input type="text" value="30"/> <input type="text" value="2013"/>
Report Options:	<input type="radio"/> Summary <input type="radio"/> Detail

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Save as an Excel file to use for entering purchases into the itemized list(s) of the annual report.



Add any purchases not made through iSTAR to your EXCEL file.

NOTE: The file now contains a column which indicates whether the item is adopted or non- adopted

Any Questions?

Please contact Archway at
505 317 4829 (Carmenlita) or
505 317 4753 (Frank)

Newmexico_depository_support@archway.com

Frank_Romero@archway.com