BULK ORDER TOOL
USER GUIDE

A step-by-step guide for placing a bulk order in the online bookstore.

Any questions? Please reach out to your Customer Success Manager.

1 REQUEST AN ACCOUNT

- To get started, you must create an account here:
  - http://textbookx.com/service/bulk_po/index.php

  1. Select "Create Account"
  2. Enter your Name, Email, and School Affiliation > Send Request

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Bulk PO Customer Order Form

AUTHORIZATION

Please log in to access your bulk order account

* E-mail: * Password: [Log In]

Create account

Bulk PO Customer Order Form

ACCOUNT CREATION

If you do not have an account for the Bulk Ordering tool, you can request one here

* Name: * E-mail: * School: select...   [Send request]

Login page

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2 ACCOUNT CREATION & CREDENTIALS

- An Akademos Bulk Order Specialist will create your account credentials and return them to you via email.
- Once you receive your credentials, return to the Bulk PO Homepage: http://textbookx.com/service/bulk_po/index.php#login and Log In.
- If Akademos does not have a billing or shipping address saved to your account, you *MUST enter* your address information under the 'Your Addresses' section before proceeding.

Bulk PO Customer Order Form

Your addresses
Change password   [Log Out]

You must enter your Bill to and Ship to address before proceeding   x

YOUR ADDRESSES

                                                           [Edit addresses]

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3 SETTING BILLING & SHIPPING ADDRESS

- Select 'Edit Addresses' to enter your billing address.
- Once entered, you can use the 'Copy Billing Address' button in the lower right-hand corner to copy the same information to your shipping address.
- When finished, select 'Save' and proceed to 'Create Quote.'

YOUR ADDRESSES

Discard changes | Save

Billing Address

* Name:

* Line 1:

* Line 2:

* City: | * State: select... | * Postal code:

Shipping Address

* Name:

* Line 1:

* Line 2:

* City: | * State: select... | * Postal code:

Copy billing address

CREATE AND REQUEST A QUOTE

- Enter the ISBNs to include in your order, either one at a time or in a comma-separated list.
- Select 'Add' and update the quantity you are requesting.
- Fill in the PO Number to Use. This may be the same PO number issued to you in a statewide tool
  - *Note:The PO Number you enter can be changed later. If you are not sure what your number will be yet, enter a temporary number (the field is required in order to Request Order).

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Bulk PO Customer Order Form

Existing quotes and orders
Create quote
Your addresses
Change password

CREATE QUOTE

Books For Order

Type ISBN (one or more separated by commas)

eg 9780143039952 or 9780385541190, 9780812994827

Add

ISBN	Title	Quantity	
9781433832154	Publication Manual of the American Psychological Association	6	Remove

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CHECK THE STATUS OF YOUR ORDER

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- From the Existing Quotes and Orders page, you are able to check the status of a pending order.
- This page will also show you your completed orders.
- You can modify your quote or cancel your order on this page.

EXISTING QUOTES AND ORDERS

Refresh tables

Quotes And Open Orders

Use form below for searching in table with non-completed orders

Search in table | Search

PO Number	Submit date	Status
TEST123	2023-09-22	Pending...

Cancel Order | Modify

Completed Orders

Use form below for searching in table with completed orders

Search in table | Search

Order ID	PO Number	Status	Invoice
There are no items			

RECIEVE A QUOTE

- Once you select 'Request Order', a notification will be sent to the Akademos Bulk Order Specialist.
- They will review your request and generate a quote to return to you.
- When your quote is ready for review, it will be emailed to you.
- You can also view and download the quote from your Bulk PO Tool account page.

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Quotes And Open Orders				Completed Orders			
Use form below for searching in table with non-completed orders				Use form below for searching in table with completed orders			
Search in table			Search	Search in table			Search
PO Number	Submit date	Status		Order ID	PO Number	Status	Invoice
BKHTEst	2018-05-03	Download ←		There are no items			
Cancel Order		Upload signed (BKHTEst)					

RETURN APPROVED QUOTE

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- If you accept the quote, sign and upload it from your account page.
- Make no alterations to the quote.
- Your order must be for the exact ISBNs, quantities, and titles for which you submitted the quote approval.
- If you successfully uploaded your quote, you should see a confirmation message, "Your file was uploaded."

PO Number	Submit date	Status	Order ID	PO Number	Status	Invoice
BKHTEst	2018-05-03	Download	There are no items			
Cancel Order		Upload signed (BKHTEst) ←				

PO Number	Submit date	Status	Order ID	PO Number	Status	Invoice
BKHTEst	2018-05-03	Download	There are no items			
Cancel Order		Your file was uploaded ←				

FINAL STEPS

- Once Akademos receives your signed quote, we will begin processing the order.
- To check on order status, return to the Bulk PO tool home page and you will find your order listed under the Completed Orders section.
- Here we will provide the order status, including shipment tracking information so you can follow your order's progress.
- If you need to contact us regarding your bulk orders, please email bulkorder@textbookx.com.

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RETURNS

Akademos has a restocking fee of 15% for returns of items ordered through the Bulk Ordering Tool. Returns must normally be made within 30 days.

There is no restocking fee for items returned having been purchased with a voucher. Returns must be made within 30 days.