**EMAT Ordering Checklist**

Login – you may need to change your password

Accept security assurances

**From the District Start Page**

* Confirm Contacts and Addresses
* Delivery Address
* Summer Ship Dates
* IMA and TEKS Certification Form
* Quota – Fast Growth Indicator

**EMAT Annual New Adoptions**

* Place order according to district selections (EMAT Requisition or Disbursement)
* Save Work
* Submit to TEA

**EMAT Annual Continuing Adoptions**

* Order Consumables
* Order subjects/grade to accommodate population growth if needed at any grade level
* Save work
* Submit to TEA
* Multi-year purchased consumable orders are through your publisher

**Requisitions**

* Program or Component Requisition
* Select Grade
* Select Subject Area
* Select Product
* Select Quantity
* Save
* Submit to TEA
* TEA will pay publisher directly

\*Order all you need at the same time if it’s the beginning of the school year because approval is slow and you can’t order more until it’s approved.

**Disbursements**

* Click on Disbursement
* Fill in all the information for each item on one line and add as many as you need to
* I order by quote on separate disbursements for accounting purposes
* Click Save
* Certify and Submit when done
* Create PO for vendor
* Send PO to vendor

\*TEA will reimburse districts

**Shipping**

* Click on Disbursements
* Disbursement Transaction Type – Instructional Materials
* Disbursement Category – FRGT for In state shipping or SHIP for out of state (most common)
* Enter shipping information based on Disbursement ID
* Enter Price
* Save Work
* Certify and Submit

\*TEA pays district and district pays vendor

\*Does not come out of your allotment

**Reports**

* Shipment Reports
	+ Order List
	+ Packing List and Retrieve Shipping Labels
	+ Shipment Error Report – TEX-013
	+ AIM Shipment History
	+ AIM Receipt History
* Inventory Reports (select item type)
	+ Inventory Report
	+ Inventory Report for Subscription Items
* Item Search and Listings
	+ Item Search
	+ Instructional Materials Current Adoption Bulletin
	+ Textbook Product Components by MLC
	+ Expiring Materials
	+ SBOE Out of Adoption & Inactive Instructional Materials
	+ Materials with Renewed Contracts
	+ Newly Adopted Materials
	+ Midcycle Adopted Materials
	+ Multiple List Codes (MLC)
	+ Components with Renewed Contracts
* Other Reports and Listings
	+ District & Charter EMAT/AIM Contacts
	+ Textbook Credits Generated Details
	+ Allotment Report
	+ District’s Lost/Damaged/Destroyed History
	+ Textbook Credits Used Details
	+ Delayed Payment Publishers List