

# Textbooks

## Checking in Textbooks

Follow the same steps you would for GM orders. Dating the boxes, checking in with FileMaker, and printing out the receiving log in 301.

## How to identify a textbook order?

Similar to how PO's begin with GM, textbooks end in TX-1. An example will be PO-**NUMBER**TX-1. Furthermore, depending on the vendor the tracking label might say this is a Carton of #; Carton 1 of 10, Carton 4 of 10, etc.

## What if the PO is missing?

Open the textbook and attempt to locate an invoice, packing list, or other document; as there is a chance for a mixed PO order (different orders in one box). You may find the PO this way through the book's ISBN (XREF) or vendor. However, if you are unsure please bring it upstairs to Kevin or a manager to assist you which is recommended because the textbook's stock on hand is very strict; inventory cannot be easily adjusted in event of mistakes.



iii. 5 New, no damage

Vendor: AMAZON/INVOICE  
 Comment:

**Text Books**

Out Qty	Qty	Author Title	ISBN	SKU Term	BD	ED	CP	Cost	Ret
6	6	DOWNING FIBER OPTIC COMMUNICATIONS(USED)	978-1-4018-6635-8	11429753 2026IPOM	PA	05		\$32.29	\$188.2



Department	Course	Section	Instructor
ETE	4521	01	Moussavi, Massoud

✓ 1	1	ROBINS ART OF ANCIENT EGYPT(USED)	978-0-674-03065-7	12137404 2026IPOM	PA RV 08		\$24.30	\$29.25
-----	---	--------------------------------------	-------------------	----------------------	----------	--	---------	---------



Department	Course	Section	Instructor
AH	3311	01	Butz, Patricia

1 of 1. Tracking: TBA 327704277498  
 SKU 12137404: 1 unit used, passable

### **Criteria/Procedures for Used Textbooks**

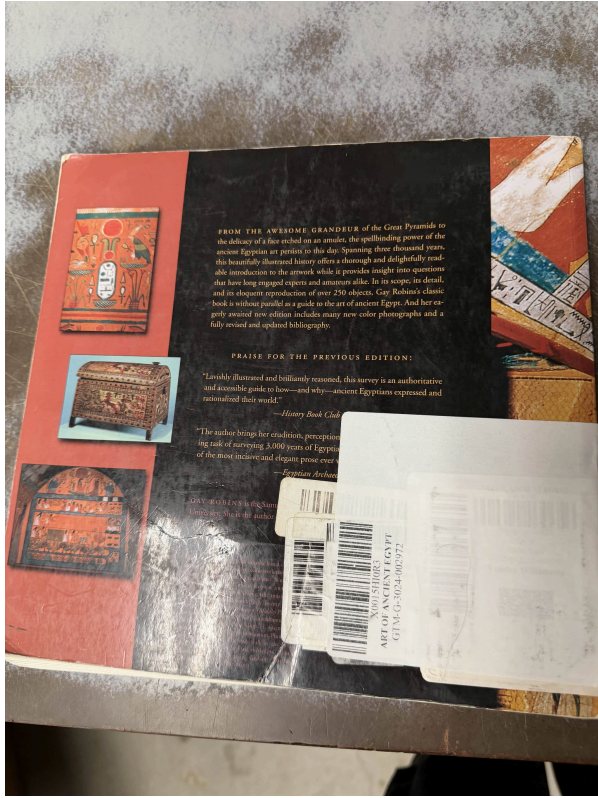
Considered No Damage

1. Book spine is intact
2. Pages are not falling out or completely torn
3. Highlighting/coloring is fine
4. Kevin's words "As long as the book isn't like completely falling apart on itself"

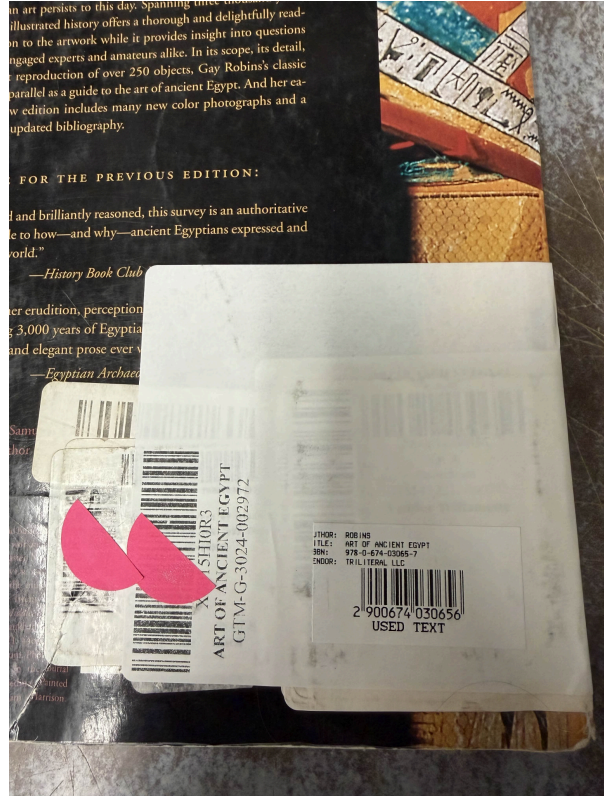
Procedure before Step 7 onwards: Yellow used sticker on the side/spine of the book. Used red stamped on the bottom. Used label on the back with correct corresponding XREF/ISBN (Used and New are different price/inventory).



**Before w/ no stickers**



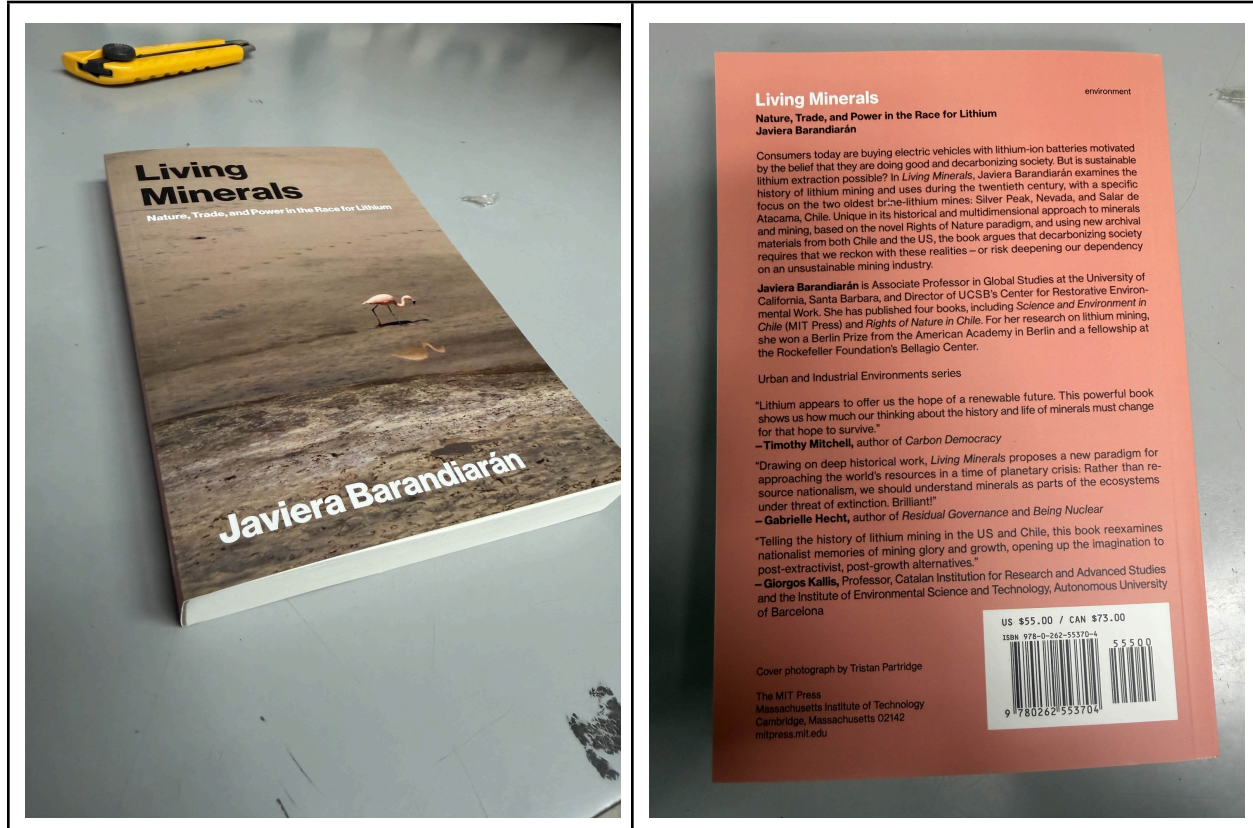
**After w/ stickers covering the old barcode**



## Criteria/Procedures for New Textbooks

Considered No Damage

1. Near perfect condition
2. No tears
3. Flip through pages to check for deformities



Procedure before Step 7 onwards: Ensure XREF/ISBN matches the receiving log or the textbook within WinPrism.

## Textbook Special Orders

Not commonly seen as frequent as used/new textbooks. Similar to general receiving of special orders, on the receiving log there will be a comment in bold listing a client's name or description. You will follow receiving procedures normally (treating it like used/new textbooks). However before bringing it up to Kevin, locate a metal box/chest in the receiving area that says special orders. Inside, Kevin would have placed 'receipts' for corresponding special orders filtered by the author names. Please find the corresponding order and put it inside the textbook and bring it directly to Kevin after receiving.

# What to do with damages

1. Return to step 5, **document the box condition and adjust accordingly**. Such as: 8 used no damage, 1 used damaged (spine pages not connected to spine), 2 new no damage, 1 new damaged (book punctured). The box has a hole on the side.
2. Take pictures:
  - a. Damage on the book
  - b. Damage on the box (if any)
  - c. The tracking number of the box
3. Send an email to Teresa at [tamcgraw@cpp.edu](mailto:tamcgraw@cpp.edu) with a brief description containing:
  - a. PO Number
  - b. Box Number
  - c. Tracking Number
  - d. Book's SKU
  - e. Attachments from Step 2

## Examples:

PO-033940TX-1 Additional Damages [Summarize](#)

To: Teresa Ann McGraw



Show all 4 attachments (10 MB) Save all to OneDrive - Cal Poly Pomona Download all

Hello Teresa,

I previously sent an email about the same PO. This is another damage within that same PO.

PO: PO-033940TX-1  
Tracking: 1Z 241 24X 03 1043 7909  
Box 3 of 20

2 units damaged with holes along the box. SKU: 12897070

Attached are photos.

Thanks,

PO-033809TX-1 One Textbook New Damaged [Summarize](#)

To: Teresa Ann McGraw



4 attachments (13 MB) Save all to OneDrive - Cal Poly Pomona Download all

Hello Teresa,

Here are the details.

Shipment  
1 of 1 PO-033809TX-1: 1Z899E690327692770  
SKU: 1219994 ARCHITECTURE OF HEALTH by MURPHY  
3 New Units Sent; 1 Damaged

Damaged Textbook  
Bent front cover, visible tearing of front cover on inside.

Box  
No visible damage

Best,

**Note: We are still receiving damages in 301 (Step 7) but they do need to be reported.**

6. Repeat from Step 5 until no more boxes are visible pertaining to that order before moving onto Step 7.
7. Now that you have completely documented all units, let's update the inventory.
  - a. Open WinPrism and go to 301 (Same place where you print the Receiving Log)
  - b. Now receive each item to the amount you counted/documentated
    - i. Typically the orders will not be 100% completed so **only receive what you counted**
8. After updating the counts in 301 and following the criteria/procedures for the textbooks you may bring **the textbooks** upstairs. Then **hand in the Receiving Log to Teresa McGraw's** mail box located in the main office. **Textbook Receiving Logs should never be with accounting (only Teresa) and Textbooks NEED to be received in 301 before being brought upstairs.**
  - a. Damages: Recommend bringing the Receiving Log and Damaged Books to Kevin for further instructions instead of the mail box.

Here is an example of a completed multi-box shipment

amazon.com  
SPWZGDN-SM

Purchase Order #: PO-2539917X-1  
Year order of December 22, 2025 Order ID: 112-4132849-1301084

Received	Who	Invoice Enclosed	Bill of Lading
2/5	[Redacted]	yes	Amazon

SKU	BD	ED	CP	Cost	Retail
12804139	PA	06	\$3.35		\$12.00
2026IPOM	TOTEM				



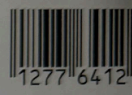
Department	Course	Section	Instructor
ENG	4880	01	Collins, Armondo
14	14 BLAKNEY 1865	978-0-9996418-5-9	12936489 PA 17 \$18.99 \$23.75
HRT	1010	01	Fogle, ELisha
2	2 CORUM NEW FARMER'S MARKET(USED)	978-0-9632814-7-0	12934133 PA 16 \$19.41 \$22.45
PLT	2977	01	Brown, Jennifer
5	5 GESCHWINDNER UNIFIED DESIGN OF STEEL STRUCTURES	979-8-3513-1790-8	12939343 HB 3 17 \$48.42 \$50.00
CE	5504	01	Nasr, Ahmed
5	5 GLOCK APPAREL MANUFACTURING(USED)	978-0-13-111982-6	11131878 PA 4 05 \$45.78 \$150.00
AMM	4810	01	Iqbal, Md Arif
AMM	4810L	01	Iqbal, Md Arif

Report ID: 10000670 Page 1 of 3

Author Title	ISBN	SKU	BD	ED	CP	Cost	Retail
GONZALEZ WHY YOU ALWAYS SO POLITICAL?	978-1-73515-117-5	12908387 2026IPOM	PA	23	\$17.95	\$22.50	

Department	Course	Section	Instructor
EWS	3850	01	Cid, David
18	18 GOODMAN TALK BOOK 2009 REPRINT	978-1-4392-4689-4	12635078 PA 2 09 \$13.95 \$16.95
PSY	4170	01	Mcleod, Saadia
3	3 GREENWOOD PRINCIPLES OF DYNAMICS(USED)	978-0-13-709981-8	10009925 PA 2 88 \$91.29 \$155.00
ME	5230	01	Lipovetsky, Eugene
5	5 ORTIZ PARK DIRECTOR: HUANTE'S HAZARD PARK HAVEN	978-3-87258-308-0	12932153 HB 24 \$24.99 \$31.25
EWS	4020	01	Huerta, Alvaro
6	6 PRATT IMAGIST POEM(USED)	978-1-58654-009-8	12938841 PA 01 \$5.32 \$11.20
ENG	4721	01	Luo, Dan
8	8 RODRIGUES INTRODUCING MODERNISM(USED)	978-1-84831-116-9	12804177 PA 3 06 \$5.55 \$12.00
ENG	4880	01	Collins, Armondo
3	3 SACCO PALESTINE(USED)	978-1-56097-432-1	12804191 PA 01 \$9.25 \$18.75

Page 2 of 3

Qty	Author Title	ISBN	SKU Term	BD	ED	CP	Cost	Retail
6	SANTOSO FUNDAMENTALS OF ELECTRIC POWER QUALITY	978-1-4404-9102-3	12029327 2026IPOM	PA	09	CP	\$41.92	\$56.25
 9 781440 491023								
<u>Department</u>		<u>Course</u>	<u>Section</u>	<u>Instructor</u>				
ECE		5750	01	Le, Ha				
7	SPENCER CREATE A COMPREHENSIVE FEASIBILITY STUDY	979-8-2814-0033-6	12939541 2026IPOM	PA			\$10.95	\$13.95
 9 798281 400336								
<u>Department</u>		<u>Course</u>	<u>Section</u>	<u>Instructor</u>				
ABM		4900	01	Archambault, Steven				
3	WILKINSON READING EGYPTIAN ART(USED)	978-0-500-05064-4	12776412 2026IPOM	HB			\$9.70	\$18.70
 1277 6412								
<u>Department</u>		<u>Course</u>	<u>Section</u>	<u>Instructor</u>				
AH		3311	01	Butz, Patricia				

Box 1 of 4

1 used book - 1113 1878  
 0 damages  
 Trk #: TBA327381733047

Box 2 of 4

1 used book - 1113 1878  
 0 damages  
 Trk #: TBA327390350116

Box 3 of 4

01 new books  
 3 - 1290 8327  
 6 - 1202 9327  
 7 - 1293 6489  
 5 - 1293 9343  
 0 damages  
 Trk #: TBA327424282764

Box 4 of 4

37 new books  
 18 - 1263 5078  
 7 - 1293 9541  
 7 - 1293 6489  
 5 - 1293 2163  
 0 damages  
 Trk #: TBA327417458871