

## **Forms**

**IM1, Manage Bids**

**IM4, Bid Details**

**IM5a, Publisher Registration**

**IM5b, Publisher Sales/Other Representatives**

**Rule 6A-7.0710**

**Effective June 2016**

# Instructional Materials Publisher's Portal

<https://app2.fldoe.org/BI/InstructMat/Publisher/Account/Login.aspx>

## INSTRUCTIONAL MATERIALS PUBLISHERS

Home Retrieve Password

### LOG IN

#### Publisher User Login

Registered users, please enter your username and password to login.

Username:

Password:

[Log In](#)

#### New User Registration Under Existing Publisher

To register as a new user with an existing publisher, select the publisher from the drop down list below and click "Continue". After you complete the registration form the publisher's administrator will be notified for approval. If you have any questions please email [imstaff@fldoe.org](mailto:imstaff@fldoe.org).

--select--

[Continue](#)

#### New Publisher Registration

To register as a new publisher with the Florida Department of Education Office of Instructional Materials, click the "New Publisher Registration" link below. After you complete the registration form the Office of Instructional Materials will review the application and notify you of approval. If you have any questions please email [imstaff@fldoe.org](mailto:imstaff@fldoe.org).

[New Publisher Registration](#)

If you have questions contact Office of Instructional Materials at [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or 850-245-0425

## INSTRUCTIONAL MATERIALS PUBLISHERS

Welcome Admin Admin!

Home Change Password Log-out

### MAIN MENU

- [Manage Users](#)

Publishers can add new users or review/edit current users.  
There are four (4) user types:  
*Publisher Administrator* – Access to all options: Add/Edit users; Publisher profile; Sales Representatives; Bids; and Publisher Questionnaire.  
*Publisher Bids* – Access to Add/Edit Bids, Intents to Bids and Publisher Questionnaires  
*Publisher Questionnaire* – Access to Add/Edit Publisher Questionnaire only.  
*Publisher Reviewer* – Read only access to review Bids and Publisher Questionnaire.
- **Publisher Info**
  - [Review/Edit Publisher Profile](#) (IM5a) – Add/Edit Company Information/Publisher Registration.
  - [Manage Sales Representatives](#) (IM5b) – Add/Edit Sales Representatives.
- **Bids**
  - [Manage Bids and Bid Details](#) (IM1 & IM4) – Add/edit Intent to Bid and Bid Details submissions for the current adoption cycle. Review Bid and Bid Details for previous adoption cycles. To make changes to information or the bid details in previous adoption cycles contact the Office of Instructional materials at [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or (850) 245-0425.
  - [Document Uploads](#)

If you have questions contact Office of Instructional Materials, [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or 850-245-0425

## IM5a – Review/Edit Publisher Profile

### INSTRUCTIONAL MATERIALS PUBLISHERS

[Home](#) [Retrieve Password](#)

#### PUBLISHER REGISTRATION

All publishers are required to complete a Substitute Form W-9 online. The Substitute Form W-9 can be accessed at the State of Florida Vendor Portal at <https://flvendor.myfloridacfo.com>. The training icon on the website provides entrance to all the current information and step-by-step instructions to register for a password and complete a Substitute W-9 online. Questions regarding the Substitute Form W-9 should be addressed to the Office of Vendor Management at 850 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com)

##### Company Information

\*Company Name:

Division:

\*FEID:

Publisher ID:

\*Address:

Address 2:

\*City:

\*State:

\*Zip:

##### Publisher Contract / Bids Manager

\*First Name:

\*Last Name:

\*Email:

\*Admin Phone (xxx-xxx-xxxx):

Phone Extension:

Fax (xxx-xxx-xxxx):

### Regional Manager Information

Check if same as contract / bids manager

\*First Name:

Admin

\*Last Name:

Admin

\*Email:

imstaff@fldoe.org

\*Address:

325 W. Galnes

Address 2:

\*City:

Tallahassee

\*State:

FL

\*Zip:

32399

\*Primary Phone (xxx-xxx-xxxx):

850-245-0425

Phone Extension:

Fax (xxx-xxx-xxxx):

### Florida Depository Designation

Select a depository from the list. If the depository is not listed, add a new one in the text boxes below.

Select Depository:

Florida School Book Depository ▼

Or add New Depository Information here:

Depository Name:

Contact First Name:

Contact Last Name:

Email:

Address:

Address 2:

City:

State:

Zip:

Phone (xxx-xxx-xxxx):

Phone Extension:

Fax (xxx-xxx-xxxx):

Web Site Address:

Submit

## IM5b – Manage Sales Representatives

INSTRUCTIONAL MATERIALS PUBLISHERS
Welcome **Admin Admin!**

Home
Change Password
Log-out

**PUBLISHER SALES/OTHER REPRESENTATIVES**

**Add New Florida Sales/Other Representative:**

First Name

Last Name

Title

Address 1

Address 2

City

State

Zip

Email

Phone

Phone Extension

Fax

**Current Sales Reps listed in database**

First	Last	Title	Phone	Extension	Fax	Email	Address	City, State	Zip	Edit	Delete	Print
										<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>

If you have questions contact Office of Instructional Materials, [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or 850-245-0425

## IM1 – Manage Bids

INSTRUCTIONAL MATERIALS PUBLISHERS
Welcome **Admin Admin!**

Home
Change Password
Log-out

**MANAGE BIDS**

Intent to Bid edit is open from 5/1/2015 to 5/15/2015  
 Bid Details edit is open from 5/19/2015 to 6/12/2015  
 Bid Details Link edits are open from 5/19/2015 to 7/17/2015

Filter by Status --select--

Bid ID	Course Code	Course	Title	Author	Copyright	Edition	Grade Level	Contract Start	Contract End	Status Active	View Bid	View Questionnaire
2481	1200310	Algebra 1	test	test	1111	1	6 - 8			N	<a href="#">View</a>	<a href="#">Questionnaire</a>
2480	1205040	M/J Mathematics 2	test	test	2011	1	6 - 8			N	<a href="#">View</a>	<a href="#">Questionnaire</a>

If you have questions contact Office of Instructional Materials, [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or 850-245-0425

# IM4 – Bid Details

Bid

[Back to List](#)

**Bid Item**

Bid ID: **2481**  
Title: **test**, Author: **test**  
Copyright: **1111**, Edition: **1**  
Grade Level: **6 - 8**  
Format: **Print and Internet Based**  
Bid Period:  
Contract Start:  
Contract End:  
Bid Adopted By:  
Bid Comments:  
Bid Withdrawn Date:  
Bid Status: **N**

**Bid Details**

ISBN	Item	Type	Format	Price	Free Sym 1	Free Sym 2	Terms	Author	©	Grade level	Tool Link	Correlation	Instructions	Presentation
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