

Instructions for Shipping Surplus Braille and Large Type Textbooks to the Special Textbook Redistribution Center (STRC)

Please complete the following steps prior to creating a Packing List and Shipping Label in the EMAT/EVI system:

1. Gather all surplus braille and large type textbooks to be shipped to the STRC.
 - a. Verify that all volumes of each title are on hand.
 - b. Do not return partial titles as the school district will be requested to pay for all missing volumes.
2. Carefully pack textbooks in boxes.
 - a. Number each box, for example, 1 of 20, 2 of 20, 3 of 20, etc.
 - b. Secure all boxes with tape with the exception of box number one, which will contain a Packing List. Be sure to label Box number 1, "packing list enclosed". (Instructions for printing packing list below.)
 - c. Weigh each box.
 - d. **PLEASE NOTE:** Out of adoption titles should be boxed separately and the boxes labeled "OUT OF ADOPTION". For out of adoption materials, you will need to contact Tammy Torres at TEA at tammy.torres@tea.state.tx.us for a mailing label. The EMAT system **will not** print labels for out of adoption materials.

Please follow the instructions below for creating a Packing List and Shipping Label for shipping surplus Braille and large type textbooks to the STRC:

3. On your school district start page, click on the "Ship to STRC" link in the "EVI" box.
4. The system will display all titles eligible for shipment to the STRC. Items are displayed in MLC order. Select the box located to the left of the MLC you wish to return. This will open the "Quantity to Ship" field. Enter the quantity to be shipped; should not exceed the "Available Quantity".
5. Repeat step #2 until all items to be shipped have been updated on the screen.
6. Click the "Save Work" button.
7. When you are ready to submit the list, click on the "Ready to Ship to STRC" button.
8. Follow the instructions on the "Ship to the STRC" page.
9. To print labels, choose a shipping method. Follow page instructions. For Central Freight shipments weighing 150 lbs. or more, choose "click when Total Weight > 150 lbs. For Lone Star Overnight shipments weighing less than 150 lbs., choose "click when Total Weight <= 150 lbs.". Enter box count and weights; click OK. Print a Bill of Lading for Central Freight shipments or a shipping label for Lone Star Overnight shipments.
10. Print and place a copy of the packing list in Box #1 being shipped to the STRC. A PDF version of the Packing List is available upon clicking the "Packing List" link.
11. To have materials picked up for delivery:
 - a. For shipments weighing 150 lbs. or more contact Central Freight at 1-800-782-5036.
 - b. For Shipments weighing less than 150 lbs. contact Lone Star Overnight at 1-800-800-8984.
 - c. Be sure to reference the TEA AIM account when contacting Central Freight or Lone Star Overnight for pickup.