

Reviewing and Modifying Initial Orders

You can review and modify initial orders at any time during the initial order window, May 20-May 31.

To review and modify initial orders:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Initial Orders**. The **Initial Orders** form appears (see [Figure 1](#)).
2. In the *Contact Info* panel, do the following:
 - a. Verify information in the *Corporation Test Coordinator Information* panel.
 - b. Verify information in the *Shipping Information* panel.
 - c. Click **Verify**, and then click **Continue** in the confirmation message that appears.



Note: If contact information is not correct, please update the information in DOE Online.

Figure 1. Fields in the Initial Orders Page

Shipping Address for This Order

1000 Thomas Jefferson St NW
Washington, DC 20007-1000

Comments

ISTEP+ materials needed IN-CTC1@demo.user
5/15/2019 3:40:47 PM

The following table lists your initial or on-time orders for Demo inst 9990

| Material Description | Quantity You Will Receive | Quantity Approved | Quantity Pending Approval | Additional Quantity |
|---|---------------------------|-------------------|---------------------------|---------------------------------|
| ISTEP | | | | |
| ISTEP: Grade 10 ELA: Regular Print Student Kit <i>Includes: Part 1 Regular Print Consumable Booklet; Part 2 Regular Print Booklet, Part 2 Regular Print Answer Sheet</i> | 10 | 10 | 0 | <input type="text" value="10"/> |
| ISTEP: Grade 10 Math: Regular Print Student Kit <i>Includes: Part 1 Regular Print Consumable Booklet; Part 2 Regular Print Booklet, Part 2 Regular Print Answer Sheet, Paper Ruler</i> | 5 | 5 | 0 | <input type="text" value="5"/> |
| ISTEP: Grade 10 ELA: Large Print Student Kit <i>Includes: Part 1 Large Print Booklet, Part 1 Regular Print Consumable Booklet, Part 2 Large Print Booklet, Part 2 Regular Print Answer Sheet</i> | 20 | 20 | 0 | <input type="text" value="20"/> |
| ISTEP: Grade 10 Math: Large Print Student Kit <i>Includes: Part 1 Large Print Booklet, Part 1 Regular Print Consumable Booklet, Part 2 Large Print Booklet, Part 2 Regular Print Answer Sheet, Large Print Ruler</i> | 0 | 0 | 0 | <input type="text" value="0"/> |
| ISTEP: Grade 10 ELA: Braille Student Kit <i>Includes: Part 1 Braille Booklet, Part 1 Regular Print Consumable Booklet, Part 2 Braille Booklet, Part 2 Regular Print Answer Sheet</i> | 0 | 0 | 0 | <input type="text" value="0"/> |
| ISTEP: Grade 10 Math: Braille Student Kit <i>Includes: Part 1 Braille Booklet, Part 1 Regular Print Consumable Booklet, Part 2 Braille Booklet, Part 2 Regular Print Answer Sheet, Braille Punchout Ruler</i> | 0 | 0 | 0 | <input type="text" value="0"/> |

3. Click **Search**. The *Shipping Address* and *Comments* panels appear, along with a list of materials available for ordering.

In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (see [Figure 2](#)).

Figure 2. List of Initial Orders

| ISTEP | | | | |
|---|----|----|---|---------------------------------|
| ISTEP: Grade 10 ELA: Regular Print Student Kit <i>Includes: Part 1 Regular Print Consumable Booklet; Part 2 Regular Print Booklet, Part 2 Regular Print Answer Sheet</i> | 10 | 10 | 0 | <input type="text" value="10"/> |
| ISTEP: Grade 10 Math: Regular Print Student Kit <i>Includes: Part 1 Regular Print Consumable Booklet; Part 2 Regular Print Booklet, Part 2 Regular Print Answer Sheet, Paper Ruler</i> | 5 | 5 | 0 | <input type="text" value="5"/> |

4. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
5. Click **Save Orders**. A text box appears allowing you the option to enter additional comments.
6. Click **Submit** to submit your order. The Order Summary pop-up window appears with the new order request on display.
7. Click **Close** to return to the *Initial Orders* page.

[Table 1](#) describes the columns in the *Initial Orders* page.

Table 1. Columns in the Initial Orders Page

| Column | Description |
|---------------------------|---|
| Material Description | Description of the materials included in the order. |
| Quantity You Will Receive | Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved. |
| Quantity Approved | Quantity that is approved. This reflects what was requested in the Additional Quantity column. Resets to zero after transmittal to the printer. |
| Quantity Pending Approval | Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved. |
| Additional Quantity | Quantity of materials based on eligibility counts plus any overage percentage specified in the <i>Supplemental Information</i> panel. |