

## Perma-Bound Books

Library Books and Related Materials, eReaders,  
Periodicals, and Database Subscriptions – Direct Order

**15B-PERMA-0518**

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN

[WWW.MESC.ORG](http://WWW.MESC.ORG)

REV 03/19/15 MSC

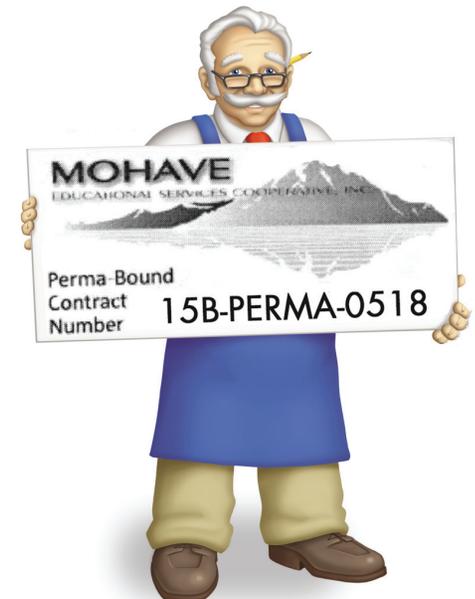


# Perma-Bound Mohave Member User Guide

*Perma-Bound is pleased to welcome all Mohave Members and we are proud to announce our brand-new specialized Mohave Online Ordering website. Between the industry-unique Perma-Bound.com features and all of the Mohave-specific ones we've developed, we are sure that you will find purchasing from Perma-Bound a breeze!*

## Overview of Order Placement Process with Perma-Bound Books:

- Mohave members will be able to place orders with Perma-Bound directly on any of the Perma-Bound.com websites or via phone, fax, or mail.
- Mohave members can create their own unique accounts for each member.
- The special Mohave pricing will be available through the Perma-Bound website and will be reflected upon printing, quoting, or ordering a list.
- If a Mohave member is unable to locate a specific title, they are welcome to contact Perma-Bound Customer Service to see if that title can be special ordered.
- All Mohave orders should reference the Perma-Bound Mohave Contract Number 15B-PERMA-0518.
- Mohave orders can be placed 24/7 via any of the Perma-Bound websites, mail, or fax, or can be phoned in between the hours of 7 a.m. and 6 p.m. Central Time.
- For questions related to the Perma-Bound website or any part of the ordering process, customers should contact the Perma-Bound Customer Service Department at (800) 637-6581, or by email at [books@perma-bound.com](mailto:books@perma-bound.com). Please reference Mohave.



## Perma-Bound Terminology:

We have defined a few of the terms used throughout the Mohave Member User Guide to ensure that the detailed instructions contained within this guide are easily read and understood.

- **My Account**—This is the central page for list building and order placement. When you create a new account, or any time that you log into your account, this is the page you are automatically redirected to. To proceed to this page at any time throughout your work on the Perma-Bound website, simply click on the “My Account” link located in the blue bar under the top web page header.
- **List**—This is our version of an online shopping cart. You can create as many as you want, and name them whatever you want. As you perform searches on the Perma-Bound website, you will select to add items to any list you have created, or create a new one. Once you are ready to order a list, it will change over to one of the two statuses listed below.
- **Quote**—If there might be some time between creating and ordering your list, and you would like to lock in the current Mohave price of your items for 60 days, you may go through the quote process to do so. A quoted list guarantees those Mohave prices for a period of 60 days. Please note, though, that once a list has been quoted, it can no longer be altered.
- **Order**—This is how we refer either to a list that has been submitted online, or a quote submitted via fax or mail to Perma-Bound. An ordered list will have been received by Perma-Bound, and we will be going through the process of filling and shipping you the books you ordered.

## Ordering Overview (On-Line Direct Order):

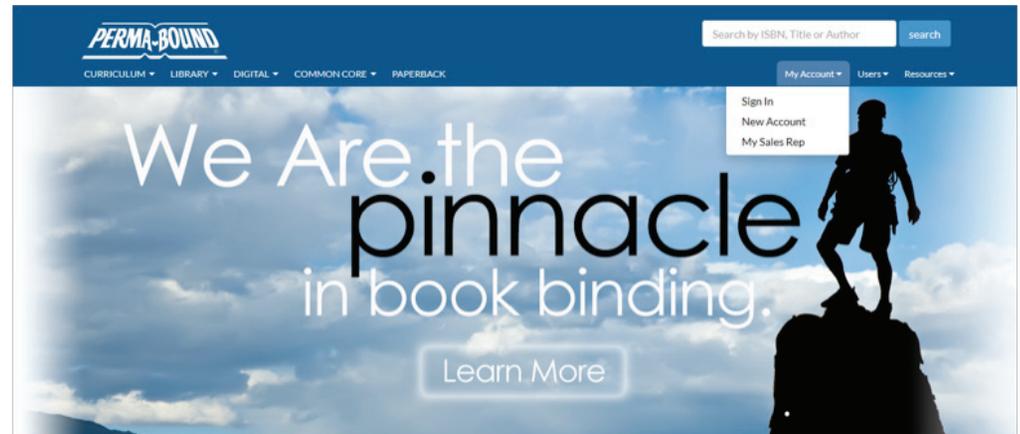
- Member sets up an account with **Perma-Bound**,  
**Casey Turner**  
**Phone:** (800) 637-6581, ext. 208  
**Fax:** (800) 551-1169  
**Email:** caseyt@perma-bound.com.
- Member logs in to vendor website.
- Member determines the required products and services.
- Member obtains contract prices for quote, or places items in cart.
- Member uses a Pcard, or prepares a purchase order for Perma-Bound.
- Perma-Bound processes the member order.
- Member receives and verifies the order.
- Perma-Bound invoices the member.
- Member pays Perma-Bound.
- Perma-Bound will remit admin fees to Mohave.

# Quick Instructions

Visit [www.Perma-Bound.com](http://www.Perma-Bound.com) to get started!

## How to Create a New Account:

1. Proceed to [www.Perma-Bound.com](http://www.Perma-Bound.com).
2. Click on "My Account" in the top right-hand corner and select "New Account" from the drop down menu.
3. Enter your information (\*Required information).
4. Select which school/library you represent.
5. Select any additional Personal Preferences you want.
6. Click "Next."
7. You will be asked to preview and approve your account information.
8. Click "OK" to proceed to your "My Account" page, which will serve as your center for creating lists and placing your Mohave orders.



### Register for an Account

Step 1: Please fill out this form to create a Perma-Bound account. [Click here for help.](#)

Our registration process will take you through a couple screens in which you can enter your information.

**NOTE:** For our US and Canadian users, the ZIP/postal code you enter on this page will assist in presenting you a list of schools to select from on the next page. Please make sure this ZIP/postal code is the correct one for your school or library. This will ensure accurate account data and help to make this registration process a fast and simple one for you.

\*Username

\*Password

\*Password Verify

\*First Name

\*Last Name

\*Title

\*Email Address 1

Email Address 2

\*Phone

Cell Phone

Fax

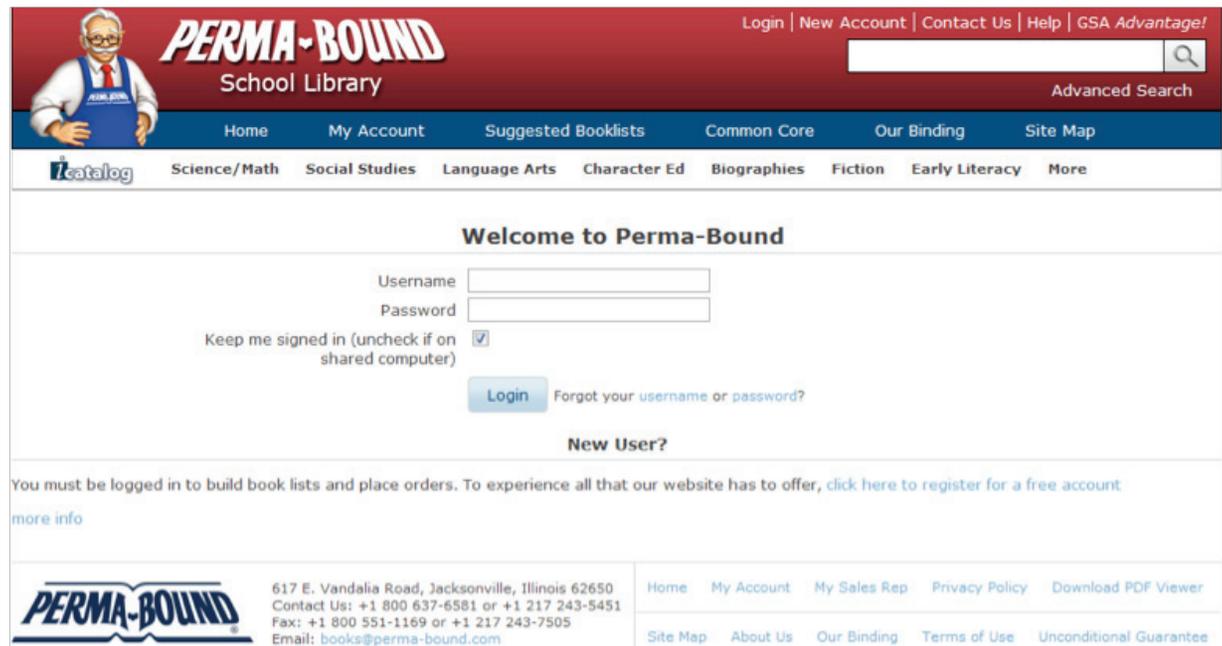
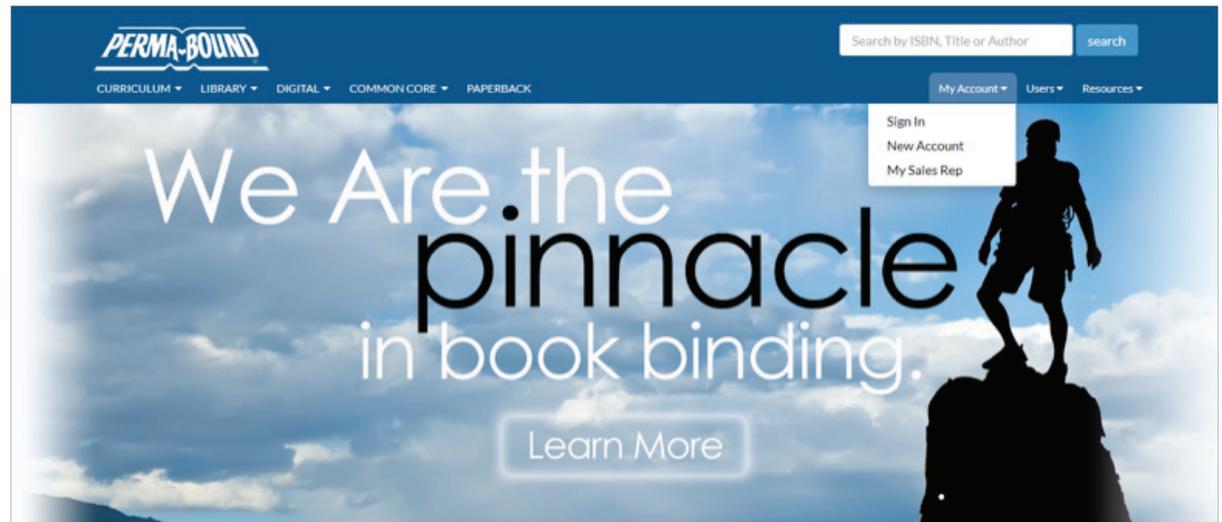
ZIP/Postal Code (US or Canada only)

I would like to view information for  Accelerated Reader books and/or quizzes  Reading Counts books  Lexile® Numbers  I would like to receive periodic emails from Perma-Bound about new products and services.

## How to Login:

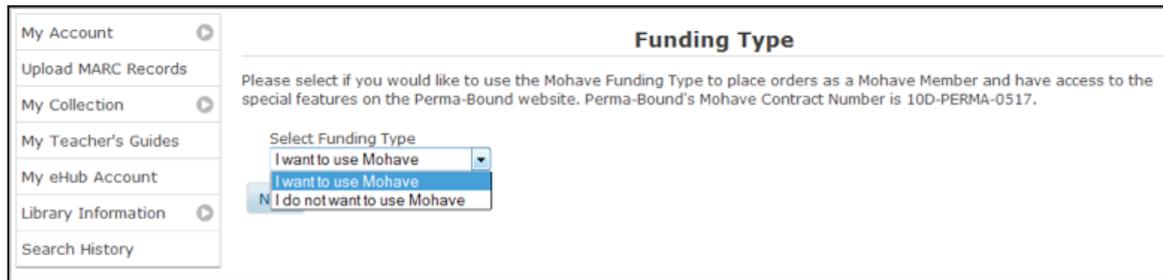
1. Proceed to [www.Perma-Bound.com](http://www.Perma-Bound.com).
2. Click on on "My Account" in the top right-hand corner and select "Sign In" from the drop-down menu.
3. Enter your username and password in the corresponding boxes.
4. Click "Login."
5. You will then be taken to your "My Account" page.

**NOTE:** If you have forgotten your username and/or password, click the helpful links on the "Login" page to have them sent to you securely via email.



## Turning on Your Mohave Member Account:

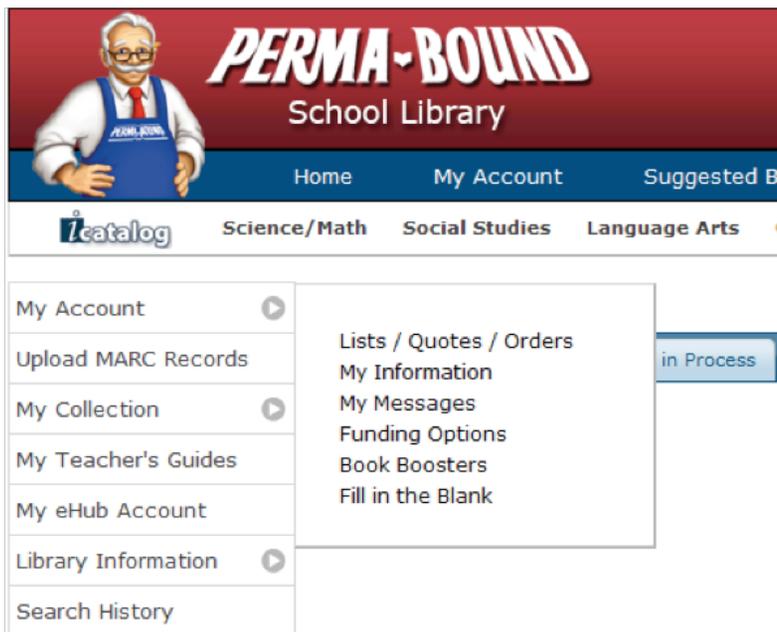
1. Once you have created or logged into your Perma-Bound account, you will have the ability to switch your normal Perma-Bound account over to a Mohave member account at any point you wish.
2. From your "My Account" page, click on the "Funding Options" link, located under the "My Account" menu heading at the top of the left-hand menu.
3. Select "I want to use Mohave" in the drop-down box of options.



The screenshot shows a user interface for selecting a funding type. On the left is a vertical menu with options: My Account, Upload MARC Records, My Collection, My Teacher's Guides, My eHub Account, Library Information, and Search History. The main content area is titled "Funding Type" and contains the text: "Please select if you would like to use the Mohave Funding Type to place orders as a Mohave Member and have access to the special features on the Perma-Bound website. Perma-Bound's Mohave Contract Number is 10D-PERMA-0517." Below this text is a dropdown menu labeled "Select Funding Type" with three options: "I want to use Mohave" (highlighted in blue), "I want to use Mohave", and "I do not want to use Mohave".

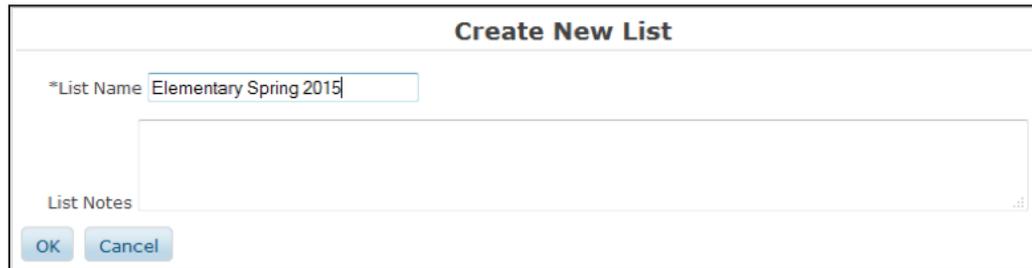
4. Click "Next" below to turn on your Mohave member account.
5. This will then activate the special features of the Mohave member Perma-Bound website and include the Mohave member discount on all books available on the website.

**NOTE:** If you want to place an order on the Perma-Bound website, but it does not go through MESC, please follow the steps above, but instead select "I do not want to use Mohave" in the drop-down box.



## How to Create a New List:

1. Login to your Mohave member account at [www.Perma-Bound.com](http://www.Perma-Bound.com).
2. Click on the "New List" button located at the bottom of the Lists/Quotes tab on the "My Account" page.
3. Enter a list name of your choosing. You may also enter any list notes about the specific list you are going to start building, but they are not required.



4. Click "OK."
5. Your new list will be created and automatically selected so you can begin adding titles.

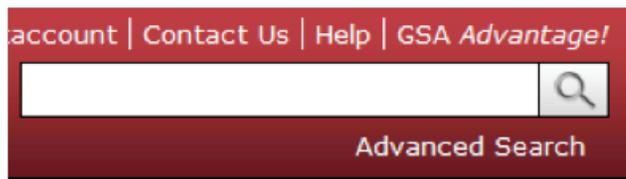
## How to Search for Books:

### *Easy Search option*

1. The Easy Search method is accessible in the upper right-hand corner of the website.
2. Simply enter whatever you are searching for in the Easy Search box (i.e., Title, Author, Keyword, ISBN, Catalog Number, etc.).
3. Then, either select from the search hints displayed in the drop-down box below, or click the magnifying glass button, or hit the "Enter" button on your keyboard to perform an Easy Search.

### *Advanced Search option*

1. The Advanced Search option is accessible by clicking on the link labeled "Advanced Search" in the upper right-hand corner of the website.



2. Enter your search criteria in the corresponding fields for the type of information by which you wish to search (i.e., Title, Interest Level, Reading Level, Copyright, Reviews, Genre, Product Type, Dewey, Language, etc.).
3. Once all of your search criteria have been entered, click the "Submit" button to view the titles.
4. Use the "Reset" button to clear all the fields on the "Advanced Search" page to perform a new search with new criteria.

## How to Add Items to a List:

1. Perform a search for the material in which you are interested.
2. Select either “Create a New List” or “Open an Existing List,” located in the “List Management” section of the left-hand menu of the search results page, if you do not already have a list selected.
3. Once you have a list selected, you may add titles to it.
4. Verify the quantity and priority next to each title and then click the “Add” button for that item, or use the multiple “Add To List” options located in the left-hand menu.



5. Once the title is in your list, a red “In List” notation will appear in place of the “Add” button.

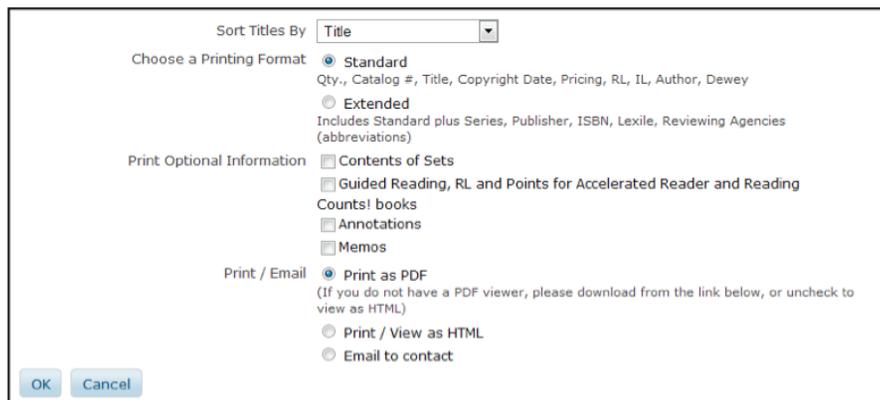
**NOTE:** If you would like to view more information related to any specific title or product on our website, simply click on the blue title and it will open the “Title Detail” page for that item, featuring reviews, reading information, additional sets that include the title, lists to which you have already added the title, and many other relevant details.

## How to Print a List:

1. From your main My Account page, select the list you want to print by clicking the button next to the list name.
2. Then, click the “Print-Email” button below for complete printing options, including your Processing Preferences, PO#, Do-Not-Exceed amount, and other specific requests; or select the “Quick Print” button to print the basic list information quickly and easily.



3. You can select the standard “Print as PDF,” or choose the “Print as HTML” option to print directly from the website.



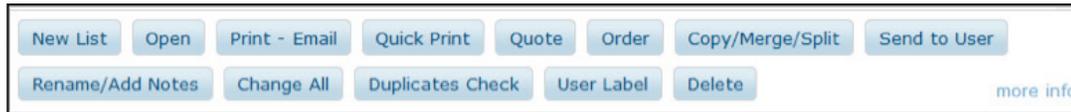
**NOTE:** Only the regular Print-Email option format can be submitted for a printed order.

## Blanket Purchase Orders

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
  - The period it can be used
  - The product or products to be purchased
  - Any excluded products or services
  - The maximum amount available to be spent
  - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.

## How to Quote a List:

1. From your "My Account" page, select which list you want to quote by clicking the button next to the list name.
2. Then, click the "Quote" button, located at the bottom of the My Account page.



3. Proceed through the Quote Options, filling in the required fields, such as Processing Selection, PO#, Back Orders, Bill To/Ship To Addresses, and any additional fields that are relevant to your quote.
4. You will be shown a preview of your quote for confirmation. If everything is correct, click the "Quote" button at the top of the preview to lock in your quote.

**NOTE:** Once you quote a list, you no longer have the ability to alter that list. Quotes should be done when the list is complete and ready to be submitted for purchasing approval or ordering.

## How to Place a Mohave Order Online:

1. From your "My Account" page, select which list you want to order by clicking the button next to the list name.
2. Then click the "Order" button located at the bottom of the My Account page.
3. Proceed through the Order Options, entering in the required fields such as Processing Selection, PO#, Back Orders, Bill To/Ship To Addresses, and any additional fields that are relevant to your order.
4. You will be shown a preview of your order to confirm. If everything is correct, click the "Order" button at the top of the preview to finalize your order and have it sent directly through to Perma-Bound.

## Additional Ordering Methods:

### Order by Phone:

1. If you have an order prepared and would like to place that quickly over the phone, simply call us at (800) 637-6581 and ask to speak with a Mohave representative.
2. Then, just give them your list of catalog or ISBN numbers.
3. Be sure to provide them with the Perma-Bound Mohave Contract Number, 15B-PERMA-0518.
4. We will then key, fill, and ship your order in a very timely manner.

## Order by Fax:

1. If you have a printed list that you would like to simply fax over to us to enter as an order for you, please fax that to (800) 551-1169, ATTN: Mohave Order/Casey Turner.
2. Be sure to write on the cover letter or on the list itself the Perma-Bound Mohave Contract Number, 15B-PERMA-0518.
3. We will then key, fill, and ship your order in a very timely manner.

## Order by Mail:

1. If you have a printed list that you would like to mail into our office, you are welcome to send it to:

**Perma-Bound Books • Attn: Mohave Order/Casey Turner**  
**617 E. Vandalia Road • Jacksonville, IL 62650**

2. Be sure to enclose with the list the Perma-Bound Mohave Contract Number, 15B-PERMA-0518.
3. Once received, it will be keyed, filled, and shipped in a very timely manner.

## Additional Help:

If you have additional questions that were not addressed in this Mohave Member User Guide, please feel free to contact one of our local Mohave Sales Representatives or our Home Office Customer Service Department via the contact information listed below, or visit our detailed online Help Center for further instructions.

## Additional Contact Information:

### Mohave Sales Representatives:

#### *Christine Womeldorff*

Phone: (480) 821-9715

Fax: (480) 284-5148

Email: [cwomeldorff@perma-bound.com](mailto:cwomeldorff@perma-bound.com)

#### *Perma-Bound Customer Service*

Phone: (800) 637-6581, ext. 208

Fax: (800) 551-1169

Email: [caseyt@perma-bound.com](mailto:caseyt@perma-bound.com)

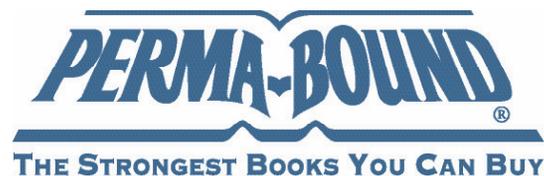
## Questions

- For Mohave questions, contact Nancy Colbaugh, CPPB at [nancy@mesc.org](mailto:nancy@mesc.org) or (928) 718-3228.
- For Perma-Bound questions, contact Casey Turner at [caseyt@perma-bound.com](mailto:caseyt@perma-bound.com) or (800) 637-6581 ext. 208.



## Online Help Center:

For detailed instructions related to any feature of our website, click the "Help" link located in the top right-hand corner on any page of the website. You may also use the "More Info" links that are located throughout the Perma-Bound website. These links will take you directly into our Help Center and to the instructions related to the page/feature you are on.



When you are ready to access your Mohave Member account and all of the terrific features and functions outlined in this user guide, please visit:

**[www.Perma-Bound.com](http://www.Perma-Bound.com)**

We appreciate your interest in Perma-Bound Books and look forward to serving you in the future.

J.O.