

# Houghton Mifflin Harcourt's Texas Customer EMAT Disbursement Instructions

- The **2014-2015 IMA/TEKS Certification Form** must be submitted to TEA before submitting orders in EMAT.

**If you are using the Disbursement request to get a multi-program discount, it is essential that you contact your Account Executive first to receive the proper instructions and codes to submit to TEA. HMH cannot issue refunds for orders placed incorrectly in EMAT.**

- 1) Choose **Allotment Disbursement – Instructional Materials** in EMAT
- 2) Open the Disbursement Page and choose the appropriate category
- 3) Type in the Publisher, Title, ISBN, Author, Language, Subject, Course Name, Material Type, Grade Level, Number of Students, Copyright Year, Media Format, Edition, TEKS%, Quantity and Price\*
- 4) Continue adding additional line items as needed
- 5) Verify the final purchase amount on the request (allowing for any applicable discounts)
- 6) Once all lines have been added, click Certify & Submit
- 7) TEA will review and approve the disbursement request – usually 7-14 days.
- 8) Upon receiving approval from TEA, follow the instructions below to submit your PO to Houghton Mifflin Harcourt Customer Service.

**\*You will need the HMH shipping origin zip codes in the EMAT disbursement request:**

**Go Math K5, Eng/Span – Geneva, IL 60134;**

**Go Math 6-8, Eng/Span/Math In Focus – Troy, MO 63379;**

**Science Fusion K-8, Eng/Span AND all high school Sciences – Indianapolis, IN 46219**

- 1) Fax your signed purchase order to 972.459.6166 or email it to [K12orders@hmhpub.com](mailto:K12orders@hmhpub.com). Please include:
  - a. Ship-to address
  - b. Bill-to address
  - c. Special shipping instructions, if any (see below)
  - d. "Houghton Mifflin Harcourt" or "HMH" as the vendor
  - e. Cost Proposal, if one was provided by your Account Executive (*a Cost Proposal is required if discount applies*)
  - f. **IMPORTANT: You must include the Technical Contact email for the person who will manage your digital subscriptions**

Contact Customer Service at 800.291.2187 or [TXinquiries@hmhco.com](mailto:TXinquiries@hmhco.com) for current pricing.

- 2) Note any special shipping instructions on your purchase order:

- \* Requests for "Delivered Before" or "Delivered After" a specific date. We make every effort to meet our customer's needs. However, we cannot guarantee materials will arrive on a specific delivery date.
- \* If you would like to coordinate your Educational Materials and Textbooks (EMAT) order with other orders (such as those sent directly to HMH), please wait until the Texas Education Agency (TEA) provides a shipment date for your EMAT order. Note this date on your purchase order before submitting it via the purchase order submission instructions above.
- \* Submit a distribution list if materials need to be packed by school site, indicating which materials are to be delivered to each school and whether the materials should ship to the school or to a central warehouse. If no distribution list is provided, the shipment will default to the "Ship-To" location on your purchase order. *Please note: For EMAT orders, all print product will ship to the district's designated TEA delivery point address. EMAT will not allow orders to be shipped to individual schools.*

- 3) Order Status: After placing your order, visit <http://customercare.hmhco.com> to track your shipment for print materials, check order status, and find backorder information or request copies of packing lists and invoices. If you ordered digital materials, please watch for your Order Confirmation Email from [hmhaccessnotifications@hmhco.com](mailto:hmhaccessnotifications@hmhco.com).

*\*\*Beginning with Proclamation 2014, TEA changed the requirement for how publishers submit materials for evaluation and approval. Publishers are required to submit packages for review to TEA that contained all materials needed to address the Texas Essential Knowledge and Skills (TEKS). Upon adoption, TEA requires publishers to submit official bids that districts will purchase through EMAT. Official bids must include all TEKS-bearing components that were evaluated and approved. Publishers do not have the ability to list individual components in EMAT as TEA requires packages containing all TEKS-bearing components.*

**We appreciate your business and look forward to serving you in the future!**



Houghton Mifflin Harcourt