

Instructions for Shipping Surplus Braille and Large-Print Instructional Materials to the Special Textbook Redistribution Center (STRC)

Please complete the following steps prior to creating a packing list and shipping label in EMAT:

1. Gather all surplus braille and large-print instructional materials to be shipped to the STRC.
 - a. Verify that you have all volumes of each title.
 - b. Contact TEA for instructions if you have incomplete sets.
 - c. Do not return incomplete sets unless the set is partially consumable. If the set is partially consumable, return only those components that can still be used by a student. (Instructional materials that are completely consumable will be removed from your inventory at the end of the school year.)
2. Carefully pack instructional materials in boxes.
 - a. Number each box as follows: 1 of 20, 2 of 20, 3 of 20, etc.
 - b. Secure all boxes except box number one with tape; box number one will contain the packing list. Label box number one *Packing list enclosed*. (Instructions for printing the packing list are below.)
 - c. Weigh each box.

*PLEASE NOTE: Out-of-adoption materials should be boxed separately and the boxes labeled OUT OF ADOPTION. Contact Lea Ann Lee at leaann.lee@tea.texas.gov for a mailing label for out-of-adoption materials. 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-print instructional materials to the STRC:

1. On your district start page, click *Ship to STRC* in the AIM box. The system will display all titles eligible for shipment to the STRC. Items are displayed in multiple list code (MLC) order.
2. Select the box to the left of the MLC for which you need to return materials. This will open the *Quantity to Ship* field. Enter the quantity to be shipped; it should not exceed the *Available Quantity*.
3. Repeat step two until all items to be shipped have been updated on the screen.
4. Click *Save Work*.
5. When you are ready to submit the list, click *Ready to Ship to STRC*.
6. Choose a shipping method and follow the instructions on the *Ship to the STRC* page.
 - a. For shipments weighing 150 pounds or less, choose *click when Total Weight <= 150 lbs*. Enter box count and weights; click *OK*. Print a shipping label for FedEx shipments.
 - b. For shipments weighing more than 150 pounds, choose *click when Total Weight > 150 lbs*. Enter the total number of boxes to be shipped and the total weight of the shipment. Click *OK*. Print a bill of lading for Central Freight shipments.
7. Click *Packing List* to print your packing list; place a copy of the packing list in box number one of the shipment and secure the box with tape.
8. Arrange to have materials picked up for delivery.

Please refer to EMAT for information about freight carriers, or contact Lea Ann Lee at leaann.lee@tea.texas.gov.