

Web Ordering Want List Upload

August 2016




Nebraska Book Company



Log in to the web ordering system (portal.nebook.com > Order Textbooks) using your assigned login ID (NBC account number) and password.

If you do not know your login ID and/or password, please contact our Account Experience Team at 800-733-4493.

NBC Textbooks

a division of  Nebraska Book Company

Thursday, August 18, 2016

Customer Login

Please log in to access your bookstore account information, place an order, or sell books to NBC.
LOGIN ID IS REQUIRED

Login ID:

Password:

[Log In](#)

[Change Password](#)

[Log Out](#)

For web access, contact your sales representative.

©2003 Nebraska Book Company



From the main menu, select the Order Books option.



Thursday, August 18, 2016

Main Menu

[Order Books](#) Order books online, day or night. Update orders and place in Bin & Hold.
Please note: Orders with no activity for 45 minutes will automatically be canceled.

[Account Information](#) Review your account, ordering, and shipping information.

[Invoices](#) Review current and past orders, including ship dates, number of cartons, and title information.

[Sales/Purchase Analysis](#) View sales, purchases and returns amounts for the current program year of May 1 through April 30.

[Update Contact Information](#) Maintain your contact information - names, phone numbers, email addresses.

[Search Buyer's Guide](#) Inquiry by ISBN from current guide.

[Create Buyer's Guide Shipment](#) Build a packing list of books to sell to NBC. **New!**
[Click here for a walkthrough of this new option.](#)

Please note: This site best seen using Internet Explorer. If using other browsers allow pop-ups for this site.

Log Out



Indicate whether you prefer to include new books on the order and select Continue at the bottom.



Thursday, August 18, 2016

Book Preferences

[Previous Screen](#)

Please select your book preference.

[Log Out](#)

- I prefer to order used books, but will accept new books.
- I prefer to order **used books only**.

[Continue](#)



To utilize the want load upload feature, read through the directions and select Upload Want List button.



- Author/Title Search
- Checkout
- Review Order
- Log Out

ISBN ENTRY

Enter up to 24 ISBNs.

TO ORDER BOOKS: Enter Quantities after each ISBN.

FOR A QUOTE OF AVAILABLE INVENTORY: Do not enter a quantity.

Click Order Books to continue.

Order Books

Use the button below to upload a full want list to be processed. The want list file must be saved in one of the following formats: comma-separated values (.csv) or tab-delimited text (.txt)

To convert an Excel file to a Text file - select "Save As" while in Excel, select your location to save to, type in your file name next to "File Name" and use the drop down menu next to "Save As Type" to select "Text (Tab delimited) (*.txt)."

The want list must contain a column containing the ISBN and a column containing the quantity requested. Any other columns will automatically be ignored.

Upload Want List

ISBN:	Quantity Requested	ISBN:	Quantity Requested
1.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	8.	<input type="text"/>
9.	<input type="text"/>	10.	<input type="text"/>
11.	<input type="text"/>	12.	<input type="text"/>
13.	<input type="text"/>	14.	<input type="text"/>
15.	<input type="text"/>	16.	<input type="text"/>
17.	<input type="text"/>	18.	<input type="text"/>
19.	<input type="text"/>	20.	<input type="text"/>
21.	<input type="text"/>	22.	<input type="text"/>
23.	<input type="text"/>	24.	<input type="text"/>

Order Books



Once on the Upload Want List page, select the Choose File button to select the file containing your want list.

Remember – want list must be in either .csv or .txt file formats only.

NBC Textbooks a division of Nebraska Book Company

Thursday, August 18, 2016

Continue

Log Out

Upload Want List

Upload your want list in the area below. When the upload is complete, press the Continue button to process the list.

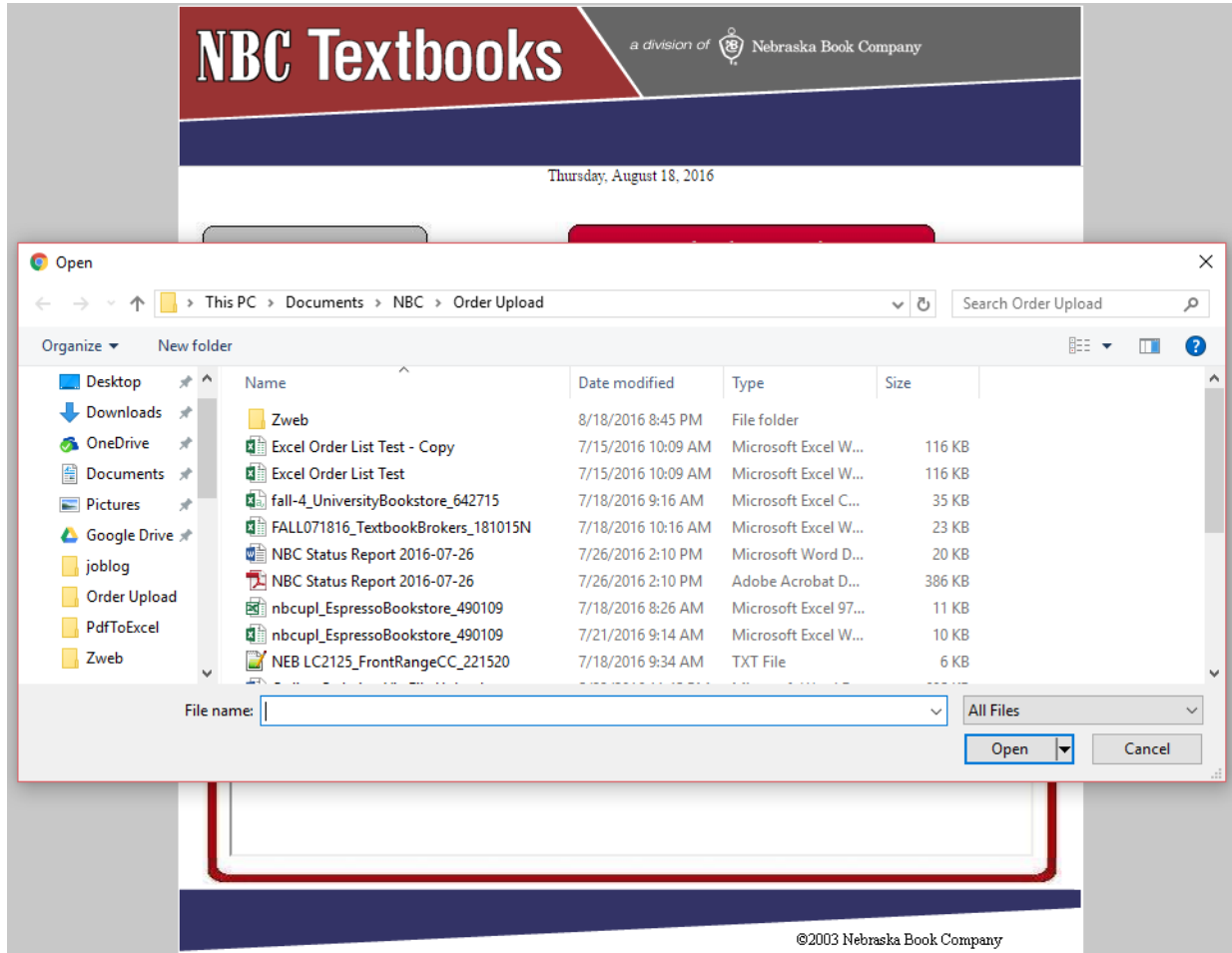
Select the want list file you wish to upload. The list should be in one of the following formats: comma-separated values (.csv) or tab-delimited text (.txt).

If an ISBN appears multiple times on the list, the quantity from the last occurrence of the ISBN will be used.

Want List file: No file chosen

©2003 Nebraska Book Company


A dialog box will appear to allow you to select the file from your computer to be uploaded. You should select the appropriate file and click the Open button in the dialog box.





Once the file has been selected, the file name will appear to the right of the Choose File Button. You should then press the Continue button to upload the file to NBC.

NBC Textbooks

a division of  Nebraska Book Company

Thursday, August 18, 2016

[Continue](#)

[Log Out](#)

Upload Want List

Upload your want list in the area below. When the upload is complete, press the Continue button to process the list.

Select the want list file you wish to upload. The list should be in one of the following formats: comma-separated values (.csv) or tab-delimited text (.txt).

If an ISBN appears multiple times on the list, the quantity from the last occurrence of the ISBN will be used.

Want List file: fall-4_Univ...642715.csv

©2003 Nebraska Book Company



The first 20 rows of your file will appear on the screen.

NBC Textbooks

a division of Nebraska Book Company

Thursday, August 18, 2016

Continue

Log Out

Upload Want List

Upload your want list in the area below. When the upload is complete, press the Continue button to process the list.

The first 20 rows of your file appear below. Use the drop-down boxes at the top of each column to indicate which column holds the ISBN and which column holds the quantity. Then press the Load button to load the list.


Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼
QTY	AUTHOR	TITLE	PUBLISHER	BINDING	VOLUME	COPY
19	ACOSTA	REVOLT OF COCKROACH PEOPLE	DMCKAY	P		89
8	ADAMS	EDUCATION OF HENRY ADAMS	NACSCORP	P		

©2003 Nebraska Book Company



Using the drop down boxes at the top of each column, indicate which column holds the ISBN and which column holds the quantity. The rest of the columns (if any) should be left as "Ignore."

Once you have the columns identified, press the Load button in the middle of the screen to upload the selected columns to NBC.

NBC Textbooks a division of  Nebraska Book Company

Thursday, August 18, 2016

Continue

Log Out

Upload Want List

Upload your want list in the area below. When the upload is complete, press the Continue button to process the list.

The first 20 rows of your file appear below. Use the drop-down boxes at the top of each column to indicate which column holds the ISBN and which column holds the quantity. Then press the Load button to load the list.

Load


Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼	Ignore ▼	Ignore
Ignore ISBN	AUTHOR	TITLE	PUBLISHER	BINDING	VOLUME	COPY
Quantity	ACOSTA	REVOLT OF COCKROACH PEOPLE	DMCKAY	P		89
8	ADAMS	EDUCATION OF HENRY ADAMS	NACSCORP	P		

©2003 Nebraska Book Company



A confirmation page will be shown once your list has been successfully uploaded. Press the Continue button in the upper left of the page to process the list.

NBC Textbooks

a division of  Nebraska Book Company

Thursday, August 18, 2016

Continue

Log Out

Upload Want List

Upload your want list in the area below. When the upload is complete, press the Continue button to process the list.

The list has been loaded. Press the Continue button above to process the list.

©2003 Nebraska Book Company



If there were any ISBNs in your list that match multiple book records at NBC you will be prompted to enter the quantity you want from each of the matching book records.

NBC Textbooks

a division of  Nebraska Book Company

Thursday, August 18, 2016

Log Out

Book Selection

There are multiple book records in our database for ISBN 1-58901-632-7.

Please enter the desired quantities.

Your list indicated 2 copies for this ISBN.

◀ Previous Page
Next Page ▶

Order Books

	<u>Used</u>	<u>New</u>		
Available:	24.98	34.97	Brustad Same as 1-58901-644-0 Alif Baa (w/Out CD)	1-58901-632-7
Request:	<input type="text" value="0"/>	<input type="text" value="0"/>	3rd '10 GEORGETOWN Paper \$49.95	
Available:	1		Brustad Same as 1-58901-644-0 Alif Baa (w/CD)	1-58901-632-7
Request:	<input type="text" value="0"/>	<input type="text" value="0"/>	3rd '10 GEORGETOWN Paper \$49.95	

Order Books

◀ Previous Page
Next Page ▶



After your list has been completely processed you will see a review page that shows the number of titles and books that were requested and the number of titles and books that were filled. From here, you can click on the hyperlink to download the results as a .csv file if you wish. You can then press the Continue button to go on to the Review Order page.

NBC Textbooks

a division of  Nebraska Book Company

Thursday, August 18, 2016

Continue

Log Out

Upload Results

Review the results of your upload below. Use the buttons on the left to continue.

Titles requested: 441
Books requested: 9589

Titles filled: 54
Books filled: 316

[Download the fulfillment quantities as a CSV file.](#)



From the Review Order page, you have the normal options to order books, update existing books, check out or cancel the order. All order processing from this point on remains the same.



Thursday, August 18, 2016

- [Order More Books](#)
- [Update Existing Book](#)
- [Checkout](#)
- [Cancel Entire Order](#)
- [Log Out](#)

Review Order

This is a list of all titles entered.

[Previous Page](#)
[Next Page](#)

<u>Requested Quantity</u>	<u>Confirmed Quantity</u>	<u>Used</u>	<u>New</u>	<u>Book</u>	
19	19	19	0	Acosta Revolt of the Cockroach People '89 RANDOM Paper \$15.95	0-679-72212-2
Change Quantity					
6	0	0	0	Alberts Molecular Biology of the Cell 6th '15 GARLAND \$199.00	0-8153-4432-5
Change Quantity					
8	0	0	0	Alexander Bosnian, Croatian, Serbian: A Grammar '06 WISC Paper \$39.95	0-299-21194-0
Change Quantity					