

Placing Textbook or Book Orders

Departments needing to place an order for textbooks/books for their department have several options:

1st Stop: JMU Bookstore

All departments must first contact the JMU bookstore before placing orders elsewhere.

The JMU Bookstore (Follett) offers many books and textbooks at a 30% discount for JMU departments (some exclusions apply). In order to receive the departmental discount and for help in locating harder to find materials contact jmubgeneralbook@jmu.edu. For faster order processing please have the 13-digit ISBN of the book(s) before calling. SPCC should be used for payment.

2nd Option: Contracted Vendors/eVA Registered Vendors

1. [Alibris- JMU Contract# UCPJMU6299](#)

New & Used textbooks & books including out of print and hard-to-find materials

2% discount off pricing listed online

\$4.49 standard shipping per book when less than nine (9) copies ordered

Free shipping on orders of 10 or more items

Contact Info: Abbie Fenneman

510-594-4573

abbief@alibris.com AND libraries@alibris.com

Instructions for ordering:

- a. Visit <https://library.alibris.com/> and locate the Alibris ID# of the specific item(s) wanted. (You must go the the library.alibris site to access our pricing! The regular Alibris website is not for JMU orders.)
- b. Send an email to libraries@alibris.com and the JMU's Alibris rep (contact info above) specifying the following:
 - The Alibris ID# for each item
 - The JMU Contract number
 - The delivery address
- c. The Alibris rep (Abbie) will send a confirmation email and address any needed clarifications.

- d. The invoice will be shipped with the order.
- e. Payment can be made via small purchase credit card by calling Abbie for processing; eVA confirming order should be entered afterwards.

2. Complete Book & Media Supply – Pace Coop Contract ##P00176

More than 16 million SKUs to search from

Discounted 5-50 % off MSRP; discounted pricing viewable after logging in.

Standard shipping rates apply; **orders over \$35 receive free shipping.**

Additional discounting on most bulk orders (25 or more of the same title)

Please reach out to our Complete Book Sales Rep with any questions or for help in locating a hard-to-find title:

Shea Hartgrove

Higher Education Rep, Complete Book & Media Supply

shea@completebook.com

800-986-1775 ext 119

Instructions for Ordering:

- a. Discounted pricing can only be accessed from <https://new.completebook.com/> . JMU users must create an account **using their JMU email.**
- b. JMU users should always login to the site before placing their order in order to receive discounted pricing.
- c. Orders can be placed online using your SPCC; eVA confirming orders should be entered afterwards.

3. Barnes & Noble (Harrisonburg location) *this is not a contracted vendor so limit orders to \$10,000 or less.

No shipping cost

Most items are discounted 20% off online pricing

Quotes and Orders must go through the Harrisonburg, VA location in order to avoid being taxed.

Contact Info:

Kris Anderson, Assit. Manager, Barnes & Noble-Harrisonburg

CRM2131@bn.com

540-432-3801

Instructions for Ordering:

- a. Locate items to purchase at <https://www.barnesandnoble.com/>
- b. Email Kris Anderson CRM2131@bn.com, Assist. Manager, Harrisonburg Barnes & Noble, with a list of items wanted and let her know you are placing an order for JMU. You must use a jmu.edu email address.
- c. Kris will return a quote that includes all discounts and a final price (no tax included).
- d. To confirm the quote and place the order, call Kris at 540-432-3801 and pay using your SPCC.
- e. Enter an eVA confirming order to the self-registered Barnes & Noble Harrisonburg location (eVA vendor ID= VS0000214795)

For questions or assistance with placing orders using these JMU contracts, please contact
Ask eVA – askeva@jmu.edu or 568-4382