District Name _____ County District Number _____

TEXAS EDUCATION AGENCY
Division of Instructional Materials and Educational Technology
SHIPMENT ERROR REPORT, TEX-013

Depository Publisher _____ Packing List # _____ State Order # _____ Ship Date _____ Req.# ____

HOLD OVERAGES, SUBSTITUTIONS AND DEFECTIVE ITEMS FOR INSTRUCTIONS FROM DEPOSITORY OR PUBLISHER

ISBN	Multiple List Code	Title of Instructional Material	Number Invoiced	Number Received	Amount Over	Amount Short	Amount Def/Dam

COMMENTS: Please explain specific damage and/or defects.

_____

_____

_____

Depository/Publisher Use Only: Brief description of resolve including date TEX-013 received and date resolved.

_____

_____

Date TEX-013 Received: Date Resolved:

Mail original TEX-013 to the depository or publisher listed on the 2nd page.
Mail or fax a copy of the 1st page of the TEX-013 to the Division of Instructional Materials and Educational Technology.

_____

Name of District Coordinator _____ Telephone Number _____

Signature of District Coordinator _____ Date _____

Full Instructions are on 2nd page

Instructions for Handling Incoming Shipments

1. Separate the shipment by depository or publisher.
2. **COUNT THE NUMBER OF CARTONS AND/OR BOXES BEFORE SIGNING THE FREIGHT BILL.**
3. Refuse any cartons which are not addressed to your district. Refuse all cartons which have extensive damage.
4. Note all shipment discrepancies and refused cartons on the freight bill, sign and keep one copy.
5. Count each depository or publisher shipment separately, comparing each item to the packing list.
6. Note all discrepancies between the number of instructional materials invoiced and the number actually received on the packing list. All discrepancies noted on the packing list should be listed on the Shipment Error Report, TEX-013.
7. After all items have been counted and all discrepancies noted, sign and date the packing list.

Instructions for Completing Shipment Error Report - TEX-013

1. Shipment errors from each depository or publisher must be submitted on a separate TEX-013. DO NOT COMBINE ERRORS FROM DIFFERENT DEPOSITORIES OR PUBLISHERS.
2. Complete 1ST page of form giving full information about the shipment including packing list number, order number and shipment date.
3. List the ISBN codes, multiple list codes and titles of all items on which an error in shipment was found.
4. Enter the number of items invoiced and actually received. Note the difference in "Amount Over" or "Amount Short."
5. If reporting damaged or defective items, enter the ISBN code, title of the instructional material, and amount of defective and/or damaged items and explain in the "comments" section.
6. Sign and date the completed form. Include a telephone number.
7. Send the original TEX-013 form to the depository or publisher whose shipment error you are reporting. Send the TEX-013 within 30 DAYS of receipt of shipment.
8. Attach a copy of the freight bill and packing list with the original TEX-013 and mail to the depository or publisher.
9. Attach a copy of the 1st page of the TEX-013 with your signed packing list and mail to Instructional Materials and Educational Technology or fax to 512-475-3612.

Texas Education Agency
Instructional Materials and Educational Technology
1701 North Congress Avenue
Austin, Texas 78701

Depository & Publisher Contact Information

ARCHWAY SCM LLC DEPOSITORY ATTN: Karin Furnish or Kiwana Colbert 600 Freeport Parkway, Suite 100 Coppell, Texas 75019 Fax: 214-452-6301 Phone: 214-452-6311 or 214-452-6303 Email: Karin_furnish@archway.com Kiwana_Colbert@archway.com	*The McGraw-Hill Companies Depository* ATTN: Debra Bland or Jenny Philp 220 East Danieldale Road DeSoto, Texas 75115 Fax: 469-567-5239 Phone: 800-839-3378	*Shurley Instructional Materials, Inc.* 366 Sim Drive Cabot, AR 72023 Fax:501-843-0583 Phone:800-866-2966
CEV MULTIMEDIA DEPOSITORY ATTN: Karen Crowell 1020 SE Loop 289 Lubbock, Texas 79404 Fax: 800-243-6398 Phone: 800-922-9965	*PEARSON EDUCATION* (Elementary Products) 5550 West 74th Street Indianapolis, IN 46268 Phone: 800-456-0179 Email: texas@pearson.com	*PEARSON EDUCATION* (Secondary Products) 230 Pearson Parkway Lebanon, IN 46052 Phone: 800-456-0179 Email: texas@pearson.com
HOUGHTON MIFFLIN HARCOURT DEPOSITORY ATTN: Kathleen McMahon 1175 N. Stemmons Freeway Lewisville, Texas 75067-2516 Fax: 972-459-6166 Phone: 800-291-2187, Ext. 3691 Email: kathleenl.mcmahon@hmhpub.com	*ZANER-BLOSER INC.* 4555 Lyman Drive Hilliard, OH 43026 Phone: 800-421-3018	*PERFECTION LEARNING* Attn: Marianne Denny 1000 North Second Ave. Logan, IA 51546 Phone: 800-831-4190, Ext. 4709 Email: mdenny@perfectionlearning.com