



## Texas Customer EMAT Disbursement Instructions

When you are ready to order your Vista Higher Learning Spanish, French, and/or German materials:

1. Obtain a cost proposal/quote from VHL.
2. Click the **Allotment Disbursement** link from the EMAT start page.
3. To create a new disbursement, click **NEXT** under Transaction ID/Date.
4. Select Disbursement Type (**Instructional Materials**).
5. Click magnifying glass to choose the appropriate category (**Supplemental Materials**).
6. Enter Publisher (**Vista Higher Learning**).
7. Enter **Description**, additional information such as,
  - Package information (such as 6 yr. print + digital)
  - Overage information (If using Overage, ID # of transaction yielding overage & amount of overage)
  - Quantities for items with the same price (such as 20 level 1 + 20 level 2, 40 @ \$105)
8. State Adopted Yes/No (Enter **No**)
9. **Title** (Type full title without abbreviations.)
10. Enter **ISBN**
11. **Language** (Choose from drop down menu.)
12. **Subject** (Click magnifying glass to choose 1 subject area the materials best fit.)
13. **Course Name** (Type in the course name for which your district plans to use the material.)
14. **Material Type** (Choose **Student** or **Teacher** material from drop down menu.)
15. **Grade Level** (Choose the grade level or levels that best fit the materials.)
16. **# of Students Served** (Enter # of students to use the material--teacher materials also serve students.)
17. Enter the **Copyright Year**.
18. **Media Format** (Click magnifying glass to choose the media format that best describes the materials.)
19. TEKS % (Enter **100**.)
20. **Quantity/Unit Price** (Enter quantity and unit price, and extended price will be auto-calculated.)
21. Select **Out of State Freight Charges** (Enter **\$0** for **Free Shipping**. Enter origin zip code of **54952** if needed.)
22. Verify the final amount on the disbursement request (+ any overage being used) matches your cost proposal.
23. Once all lines have been added, click **Certify & Submit**.
24. Follow the instructions the next page to submit your Purchase Order to VHL.

If you have any questions completing this process:

**Product-related questions:** Contact Cathy Winsor, 281-995-8502, [texas@vistahigherlearning.com](mailto:texas@vistahigherlearning.com)

**EMAT-related questions:** Contact TEA, 512-463-9601, [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov)

With sufficient carry-over or new funds, TEA will review and approve the disbursement request for funds to place your order, or for funds to reimburse the district for a pre-paid order (no precedent of denying approval for instructional materials covering 100% of the TEKS). With insufficient carry-over funds, TEA may pre-approve disbursement requests before Sept. 1, 2017 and Vista Higher Learning will require approval for any payments beyond net-30 days.



**To Order:** Contact Customer Service

Email: [mkelley@vistahigherlearning.com](mailto:mkelley@vistahigherlearning.com)

Fax: (617) 426-5215

Mail: Vista Higher Learning

500 Boylston St., Suite 620

Boston, MA 02116

Please include following information:

- a. Ship-to address
- b. Bill-to address
- c. Special shipping instructions, if any
- d. "Vista Higher Learning" or "VHL" as the vendor
- e. Cost Proposal/Quote
- f. Request for delayed payment until Sept. 1, 2017 (if pre-approved by Vista Higher Learning)
- g. **IMPORTANT:** You must include the **email** address for your **Site License Administrator** (person assigned to manage your digital subscriptions).