

Directions for Re-ordering Big Ideas Consumables (please note there are separate directions for initial orders)

- 1) Click on this link to access ordering site: <https://ngl.cengage.com/contact/sch/> then click on the "Journal Replenishment" icon.



- 2) Provide contact **Email**.
Primary Issue is pre-populated
Platform/Service: select K-5 Student Books
Issue Type: Order Entry
Enter School **Phone Number** and **Shipping Address**

- 3) Download the order form (but keep this online ordering site open on your desktop).

Once you have the order form open, go to the **Directions** tab and follow the steps to save the form, fill out the required information, and upload it as an attachment. Please note, multiple locations are provided as separate tabs if shipments require different destinations. Questions? Contact bigideasmath@cengage.com.

Guidance on K-5 Replenishments versus 6-8 Journal Replenishments:

When the schools purchase, they are viewed as K-5 and/or 6-8 purchases. The K-5 program is consumable/write in student texts. The 6-8 program has a package that is a hardcover and write-in journals. In the subsequent years, as enrollments change, we will allocate to different grade levels using the totals in K-5 and 6-8 from the Year 1 purchase. For example, if the school initially purchases (say 20 total among the grade levels in K-5) the school in Year 2 can replenish 20 regardless of the grade level in K-5. For 6-8, if the school purchased in Year 1 the Student Edition (Hardcover) and Journal package, then the total amount of 6-8 journals can be replenished among the 6-8 grade levels.