

## Field Descriptions for the 2016 Bid Data (Excel)

Field or Column Name	Description
Publisher	Enter legal name
Curriculum or Career Cluster	Use Curriculum or Career Cluster heading provided on the Cover Sheet or Call for Bids
Subject Area	Use subject areas provided on the Cover Sheet or Call for Bids
Author	Enter last name first (Jones, Mary; Jones, et al; Jones, Smith, and Green)
Instructional Material Program Title	Enter complete title with edition (1 <sup>st</sup> Edition, etc.)
Component	Enter component titles (student edition, e-book, workbook, teacher edition, 6-year license or subscription, etc.)
Component Contents	Enter contents of kits, programs, packages, bundles, etc.
Consumable	Enter C for Consumable
Non-Consumable	Enter NC for Non-Consumable
Digital Format (ex.: e-book, iPad, Web based, IMS Global, etc.)	Enter digital format. If available in multiple formats, enter each version on a separate line.
ISBN-10	Enter 10 characters; dashes are permitted between numbers and/or letters. (Example: 0-000-00000-X or 000000000X)
ISBN-13	Enter 13 characters; dashes are permitted between numbers/letters. (Example: 000-0-000-00000-X or 0000000000000X)
Grade	Enter 2 digits for each grade 1–12 and the capital letter “K” for kindergarten. (Example: K, 07–08, 09-12, 01, 05, 12, etc.)
Net Wholesale Price	Enter currency (\$100.00)
Exchange Price	Enter currency (\$0.00)
Copyright	Enter copyright (Example: 2016, 2014–15, NA)
Lexile Level	Enter Lexile level, if available
NIMAS	Enter NIMAS or leave blank if not applicable
Publisher Note	Enter information about the program materials (Example: materials in manuscript form; finished product scheduled for June 2016; plans for revisions; etc.)

**NOTE:**

Avoid company or product abbreviations and acronyms, if possible.

Do not use all “caps” unless part of the program title and company name