ARCHWAY
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Depository & iStar Quick Guide

2021 2022 2023 2024

NMSDC
National Minority Supplier Development Council

GCG GROWTH™ CATALYST GROUP

Agenda:

- Archway Depository
- Benefits of Ordering through the Depository
- iStar Ordering Platform
- Q&A

Archway Depository

Physical Address:
New Mexico Book Depository
4525 Paseo Del Norte NE
Albuquerque, NM 87113

Contact Information:
NewMexico_Depository_Support@Archway.com
1-888-820-4100

Support Business Hours:
Monday- Friday 8:00am to 5:00pm
Operations Business Hours:
Monday - Friday 7:30am to 3:30pm

Benefits of ordering through the Book Depository:

- One Stop Shop
  - All approved titles are available through the Depository
- Lowest Prices in the Nation for Adopted Materials
  - Prices are negotiated and set by NMPED
  - Prices are under contract for six years
- Shipping rates of 1% Will Call or 5% Delivery
- Dedicated
  - Customer Service for New Mexico Schools
  - Ordering Platform- iStar
  - Operation Team

iStar Ordering Platform

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Getting Started

Welcome to www.istaronline.com

Search- Look up Publisher Titles
Budget- Add or Edit Budgets
Shop- Place new or edit existing orders, check out
Order Inquiry- check status, get tracking, get Proof of Delivery
Inventory Reporting- Report Inventory Purchases

Don't have an account?

- Ask your district to give you your registration Key (Under Campus Access tab on main screen)
- Have your district office set you up (under Manage User Account tab on main screen)

Contact Support by email or by using the link on the log in Screen
NewMexico_Depository_Support@Archway.com

Budgets on iStar

Only authorized users or administrators can create or change the IM Budget.
District offices can set up secondary IM Budgets for campus locations or campuses may use the District Budget.
Districts and campuses can also set up additional budgets for Non-State allocated funds.

Creating a new budget:
Click New Budget
Give your budget a unique label
Enter the amount
Set any restrictions on the budget for adopted VS non adopted materials
Click save

Questions about budgets on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com

Adjusting Budgets on iStar

Authorized users or administrators can adjust the budget also.
All budget adjustments are tracked permanently.

Adjusting a budget:
Click into the budget you wish to adjust
Click Adjust Budget
Select the adjustment type
Enter the amount
Add specific detail pertaining to the adjustment in the comments section.
Click Adjust Budget

In the budget you can also see Pending charges against the budget which are orders in process or completed. You can also edit the budget settings. You can disable a budget so that no one can place orders against it for a specific timeframe and you can delete a budget and start new.

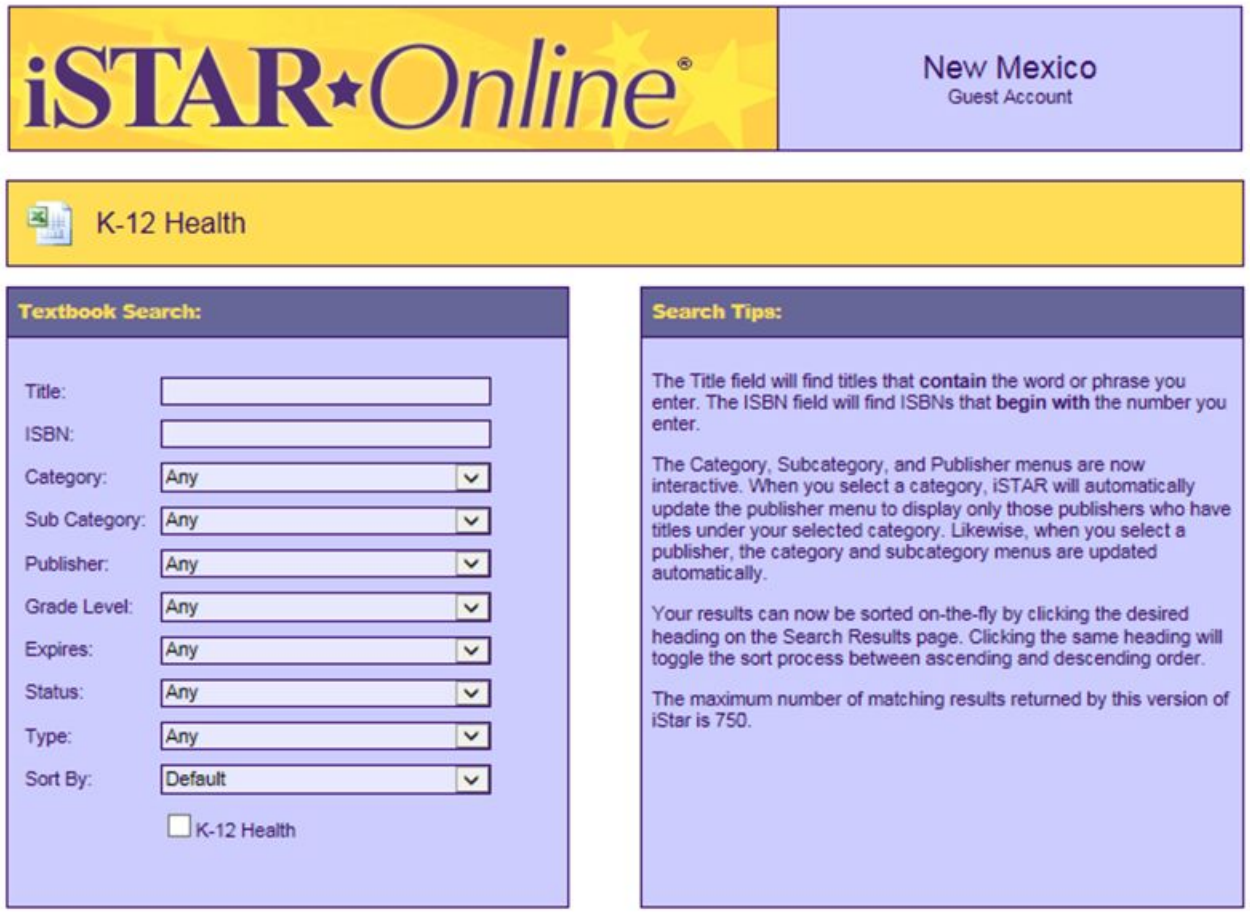
Questions about budgets on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com

Search on iStar

All users can download the current year adoption list and make search inquiries.

Search a title using:
Publisher
Category and subcategory
Grade Level
Expiration Date

Title not on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com



Shop on iStar

All users can shop
Options for creating a cart:
New Estimate of Needs if you are creating an estimate for your District
New Regular Order if you are ready to place an order

Create a unique label for you cart
Select a budget if placing an order
Select your campus if processing orders to each unique campus
Click Continue

The new Cart will appear on the main Shop screen.
Select it to begin ordering.

Campus not on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com

Reminder: If you are creating an **Estimate Of Needs**, click the "New Estimate Of Needs" button. If you begin with the "New Regular Order" button, your transaction will be processed as an actual order.

Shopping: You currently have no shopping carts. To begin shopping, please click below.

New Estimate Of Needs | New Regular Order

Shopping: Please select an existing shopping cart to open, or create a new cart by clicking the button below.

Cart Label	Cart Owner	Cart Id	Budget	Date Created
Science adoption	A. Karpinski	251287	2025 District Allotment	3/24/2025

New Estimate Of Needs | New Regular Order

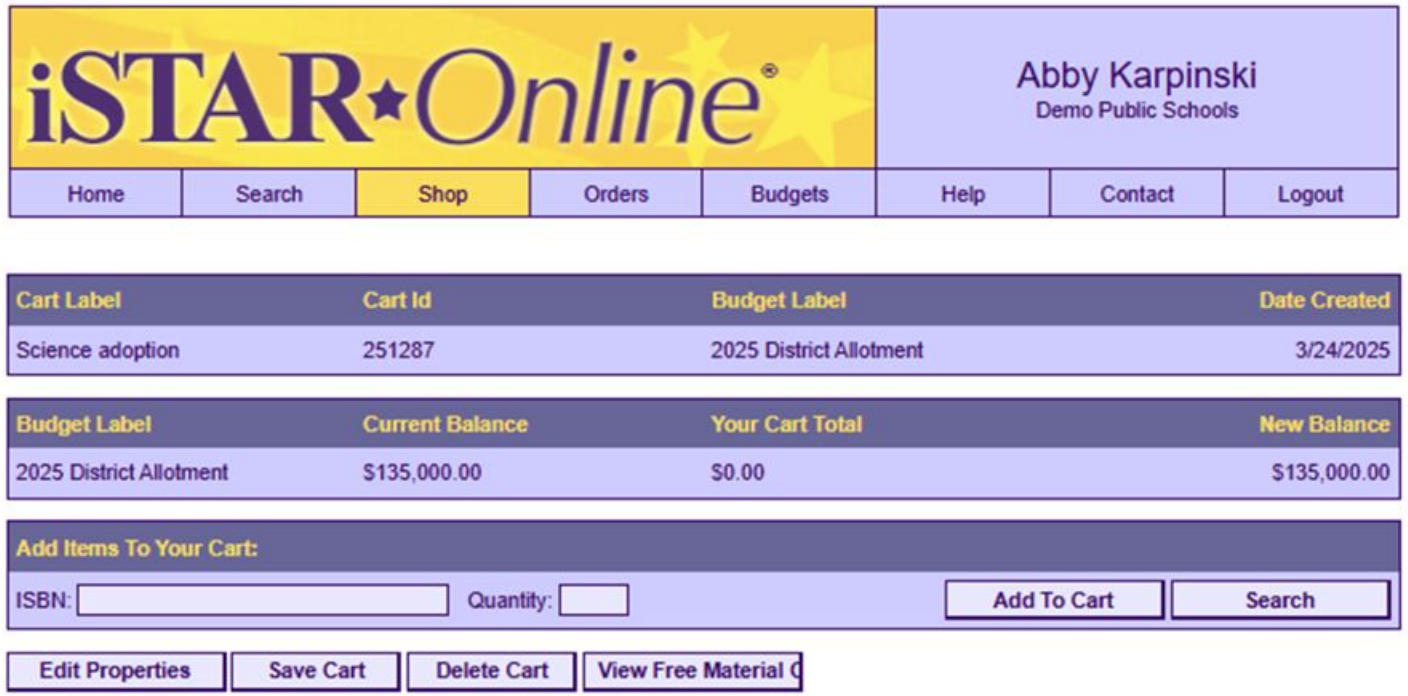
Shop on iStar

Adding Titles to your cart:
You can enter the ISBN directly with its quantity and click Add to Cart or utilize the search function to the right.

By clicking Search, it reroutes you to Search function where you have the option to add it to the cart at the bottom of the page, after finding and entering the quantity in the box for the title you wish to add to the cart.

Click Save Cart

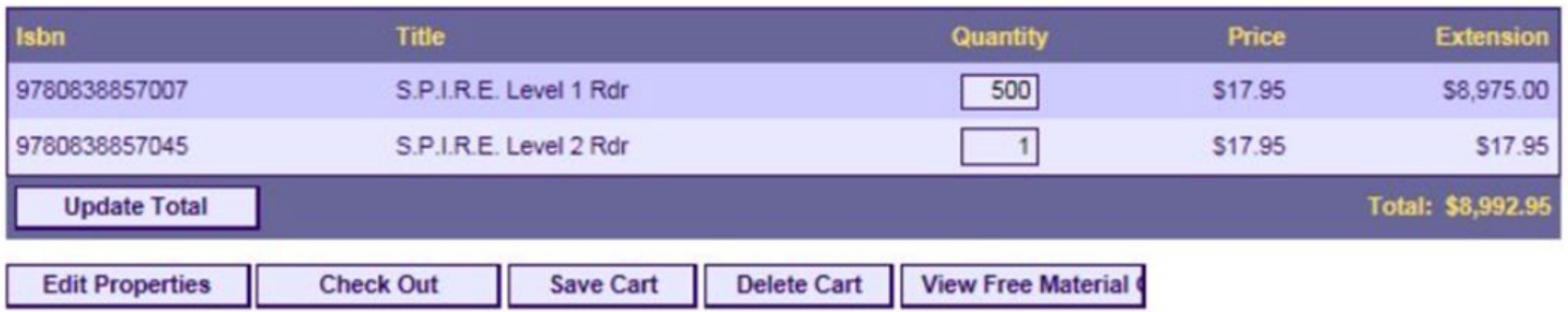
Trouble Navigating on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com



Shop on iStar

If you exceed your Budget, you will receive a message notifying you of this.

You can edit you cart multiple times.
You can add or remove titles and click Save Cart
or
change the quantity of a title and click Update Total



Need Help Editing a cart on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com

Shop on iStar

Checking Out
Once the order is ready to be finalized click Check Out
Confirm if you wish to process and Estimate of Needs or a Regular Order.

Confirm your address information:
Billing Address
Shipping Address
Click Continue

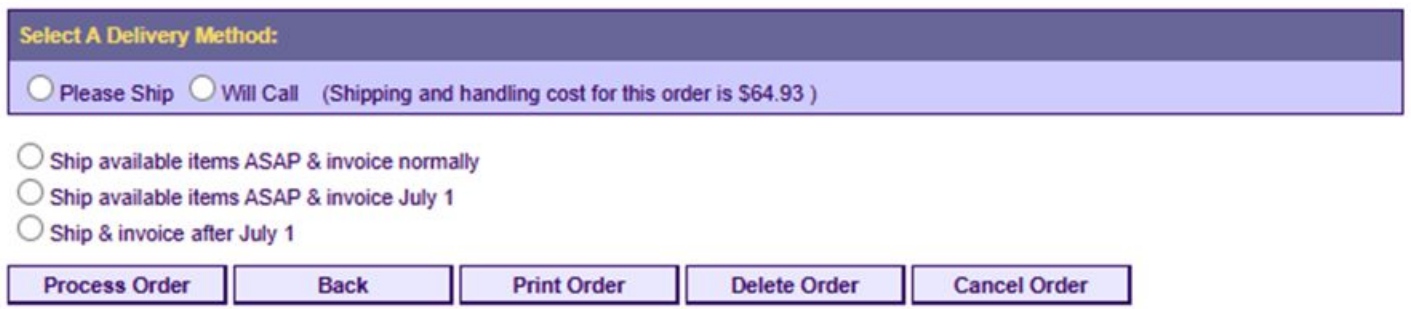
By Clicking Continue this converts your order to a Queued Order, which can now be found under the Orders funtion and you can navigate to enter your Purchase order information by clicking Continue again.

Trouble Navigating on iStar?
Contact Support
NewMexico_Depository_Support@Archway.com

Orders on iStar

Queued Orders
Click Queued Orders and Click on the Cart Name
Here you can add the Purchase Order number for the order
In the Comments section you can relay to the Depository Support team, any specific information pertaining to the order.
You can still edit the quantity or remove titles here, if you wish to make any last-minute changes.

Select your Delivery Method:
Will Call or Ship
When you wish to receive your order and Invoices.



Click Process Order to finalize
The order is now converted to the Processed Orders.

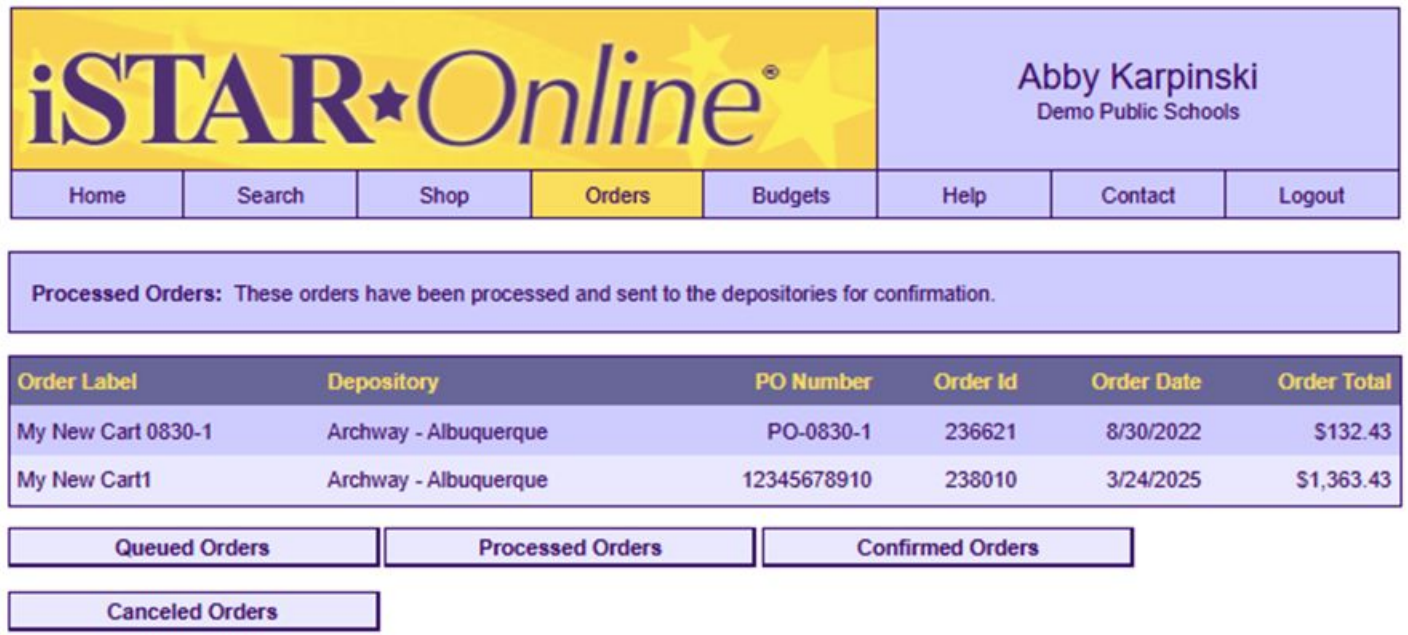
Need Support Contact
NewMexico_Depository_Support@Archway.com

Orders on iStar

Once we have Confirmed the Order(s) it will be found in Confirmed Orders, this is where you can track the status of the order.

Select the order you wish to view status and track. Click the red link at the bottom of the order
*** You May check your order status by clicking here. ***

Need Support Contact
NewMexico_Depository_Support@Archway.com



Orders on iStar

Here you can check the date a title shipped and see tracking information for how the shipment was sent.

If it was a will call shipment you would see the name of the person who picked up the order.

Need Support Contact
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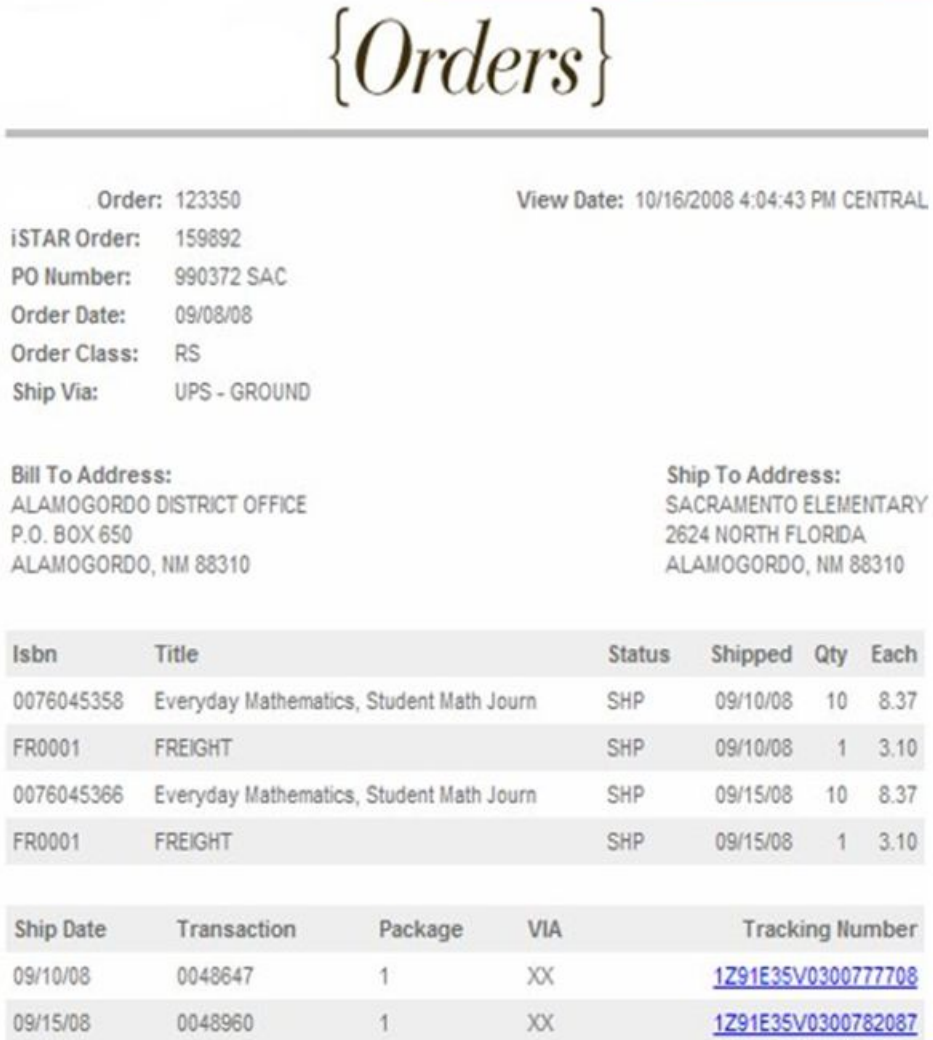

{Orders}

Order: 123350 View Date: 10/16/2008 4:04:43 PM CENTRAL
iSTAR Order: 159892
PO Number: 990372 SAC
Order Date: 09/08/08
Order Class: RS
Ship Via: UPS - GROUND

Bill To Address:
ALAMOGORDO DISTRICT OFFICE
P.O. BOX 650
ALAMOGORDO, NM 88310

Ship To Address:
SACRAMENTO ELEMENTARY
2624 NORTH FLORIDA
ALAMOGORDO, NM 88310

Isbn	Title	Status	Shipped	Qty	Each
0076045358	Everyday Mathematics, Student Math Journ	SHP	09/10/08	10	8.37
FR0001	FREIGHT	SHP	09/10/08	1	3.10
0076045366	Everyday Mathematics, Student Math Journ	SHP	09/15/08	10	8.37
FR0001	FREIGHT	SHP	09/15/08	1	3.10

Ship Date	Transaction	Package	VIA	Tracking Number
09/10/08	0048647	1	XX	1Z91E35V0300777708
09/15/08	0048960	1	XX	1Z91E35V0300782087

Inventory Reporting on iStar

When you have received all your purchases for the upcoming school year you can pull reporting from iStar to report them to NMPED.

On the main screen of iStar click Inventory

You will receive this message notifying you that you need Adobe Acrobat Reader to continue.
Click continue

Need Support Contact
NewMexico_Depository_Support@Archway.com

Inventory Reporting on iStar

Click Reports
If you wish to see a specific school: select that schools. If you wish to see all schools, leave the selections on All
Select date range

Select detail
Click run report

Save as an Excel File to use for entering purchases into the itemized list (s) of the annual report.

You can manually add to the excel for any purchased made outside of iStar.

Need Support Contact
NewMexico_Depository_Support@Archway.com

Thank you

NEW MEXICO
Public Education Department

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