

FEDLINK MEMBER INSTRUCTIONS

Lot 1 Firm Orders - Book Ordering Procedures

You will receive a customer specific indefinite delivery, indefinite quantity (IDIQ) delivery order to place your book orders directly with the selected vendor(s).

1. **After you receive your signed FEDLINK order(s), set up your user profile.** Contact the vendor to set up your customer profile. Be sure to reference the FEDLINK contract number and your customer specific order number. (Both of these numbers are on your order.)
2. **Prepare your order(s).** If you have multiple vendors, you will choose the vendor that offers the best value that meets your requirements for each order. You may compare vendor pricing online or send the vendor your title lists to prepare quotes for your order. Be sure the products and prices comply with the terms of your customer specific contract.
3. **Maintain a record of each order placed.** You must maintain a file for each customer specific IDIQ order with a list of every order placed with the vendor. You must capture the following information: Description, unit price, quantity, total price, and delivery date for each good or service ordered; the basis for selecting the vendor; and any associated correspondence between you and the vendor related to order placement.
4. **Allocate Funds to the Vendor.** [Fund your vendor accounts online](#) with the funds already in your pre- award account (BZ). For technical processing services, review vendor pricing, calculate costs for required services, and include the amount in total funds allocated. Make certain that the amounts allocated cover the total cost of your order(s).
5. **Place your order with the vendor!** No order can exceed the total amount of funds allocated to the vendor account. If you need to make an order over \$150,000, you must contact FEDLINK before ordering.
6. **Receive Your Order.** Coordinate delivery; inspect goods and/or services to make sure they comply with the order terms and conditions, and be sure to require the vendor to correct any deficiencies. (Report deficiencies in contractor performance promptly to FEDLINKbooks@loc.gov.)
7. **Review Your FEDLINK Statements.** Check your monthly statements from FEDLINK for accuracy.

Special Note: FEDLINK members cannot place any orders under a customer specific IDIQ order during the period of October 1 through October 15 to allow for federal government fiscal year reconciliations.

(Rev 5/5/17)

Books

