

Instructions for Reporting Worn-out Materials in EMAT

Please follow the instructions below for reporting worn-out materials in EMAT:

1. On your school district start page, click on the “Report Lost/Damaged/Destroyed/Worn Outs” link in the “Additional Transactions and Reports” box.
2. Next, click on the “Report Worn-out Textbooks” link.
3. Click on “Create New” link under the “Transaction ID” column.
4. Please read the Agency Procedures for Replacing Worn-out Textbooks section.
5. Scroll down to the bottom of the page.
6. Select the grade level from the dropdown menu.
7. Select the Multilist Code (MLC) by either entering the MLC or clicking on the magnifying glass to select the MLC.
8. Click on the magnifying glass under the ISBN column to select the appropriate ISBN. After selecting the ISBN, the “Long Description”, “Inventory Quantity on Hand”, and “Standard Price” columns will automatically be filled in by EMAT.
9. Enter the “District Worn-out Quantity” and the “District Replacement Quantity.”
10. To add additional titles, click on the plus sign.
11. Click the Save button.
12. When you are ready to submit to TEA, click on the Certify button.
13. The “Download to Excel” link is found on the dark blue line to the right of the “Find” link.