



1200 Toro Grande Drive, Suite 200
Cedar Park, Texas 78613
p 800.986.1775 f 512.616.0410

www.completebook.com

DUNS Number: 010891187
GSA Contract: 47QSEA20D0013
TXMAS Contract: TXMAS-6-76010

AEPA Online Quoting/Order Guide

Create an account on our website <http://www.completebook.com>

- Once you access our site you'll see "Register" on the top right.
- Select that and input your Email, First Name, Last Name, Select a password (Password can be between 4 and 30 characters and contain letters, numbers, and special characters) and then reconfirm it.
- Once complete, select "register", this sends a confirmation email to our team to verify your account so you can start ordering. Once verified you will receive an email.

Having an account on our website will not only provide you with your specific pricing but will also allow you to set up wish lists, send us quote requests, and allow for faster ordering!

NEW ACCOUNTS:

To ensure we are pricing your items to the AEPA contract specifications, please send a follow up email to quotes@completebook.com and let our team know you will need your account associated with the main AEPA account.

****Please kindly note without a valid, fully Accepted quote some titles may be back ordered, out of print, cancelled, or otherwise delayed. Please also note Accepted Quotes are only valid for 30 days****

Once you have set up your account online:

1. You will first need to sign into our website: <http://www.completebook.com>
2. From the main page you can start entering the ISBNs/title into the search bar & add them to a new quote or to your cart. Once you have all of the items in your cart, you will need to save it as a quote.
3. Scroll all the way down to -New Quote- this will generate a quote name for you, such as "My Quote Sep 20, 2024 @ 03:57:38" (This can be changed once you open the quote).

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August 6, 2026



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- If you select Open Quote, you'll see any ISBNs already added and be able to add ISBNs one by one, or you can continue searching for them with the search bar.
 - If you have a large list and would like to add them all at once there is also the ISBN QuickLoad menu (Located next to the Cart).
 - For the best results in ISBN QuickLoad be sure to have your ISBN-13's, the titles of your books, and the Quantity you're looking for. It should look something like this:

- If you select Create quote of all items! This will automatically generate a Saved, Not Submitted quote.

*****Disclaimer:** This is **NOT** a valid quote yet. From here you can make any changes you need to (such as renaming the quote, updating quantities, removing titles, etc.) then scroll to the bottom of the page and select the green Submit Quote button.

[Submit Quote](#)

- This sends the quote to one of our team members so that we can verify that the price is current, and all the items are available
 - If there are items that have been removed/revised on your quote, please check for notes on the quote first. Our team will include explanations for any items

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that may be removed. If for some reason the entire quote is not available and has been rejected we will also include notes indicating the reason(s).

Examples:

Rejected Quotes

Date	Quote Name	Total	Status
10-16-2024	My Quote Oct 16, 2024 @ 12:09:00	\$29.94	Reject

My Quote Oct 16, 2024 @ 12:09:00 - Rejected

Actions

[Modify Quote](#)
[Duplicate Quote](#)
[Print Quote](#)
[Send To Cart](#)
[Archive Quote](#)

Items

Item	Quantity	Price	Quote Price	Notes
Automobile Magazine	1	\$29.94	\$29.94	

Total: \$:

Info

Quote Valid from
October 16, 2024 12:09 PM through

Notes

DATE	USER	MESSAGE
October 22, 2024 09:49 AM		Unfortunately, after some research, we have discovered that this magazine is no longer available. We apologize for the inconvenience of this matter.

Spring Order #1 - SB 10.14.24 - Accepted

Quote Date: October 15, 2024 03:51 PM

Quote Valid Through: November 15, 2024 11:59 PM

Requested By:
Account: Mohave Educational Services

Quote Note: <p> Good afternoon, </p> <p> Thank you for the quote request! </p> <p> Please kindly note the following editions are currently out of print and were removed from the quote: </p> 9780810943230 Manga Shakespeare: Much ADO about Nothing 9780785148210 Deadpool & Cable Ultimate Collection - Book 2 9780785197867 Spider-Man/Deadpool Vol. 1: Isn't It Romantic 9781648278967 The Haunted Bookstore - Gateway to a Parallel Universe (Manga) Vol. 1 </p> <p> Please also note the following editions are currently not yet

- Once we have priced and sent the quote back to you it will show up as Accepted in your managed quotes Accepted Quotes section.
- ***Disclaimer:** This does not mean that an order has been placed.
- You can now take your Accepted quote and submit it to your procurement team for approval of funding.
- Once approved, we will then either receive an email from your procurement team directly with a copy of the Purchase Order & we will process and checkout from there or you will receive the Purchase Order and may checkout from there.

Some examples of quotes that are **NOT** valid with reasons highlighted in yellow:

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My Quote Jun 25, 2024 @ 03:20:04 - **Saved, Not Submitted**

Quote Date: June 25, 2024

Requested By:

Account: Fedlink

Item	Unit Price	Qty	Ext Price
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Expired Quotes

Date	Quote Name	Total	Status
09-12-2024	My Quote Sep 12, 2024 @ 09:28:46 - Revision: Sep 17, 2024 @ 11:15:32 am	\$740.24	Expired
My Quote Sep 12, 2024 @ 09:28:46 - Revision: Sep 17, 2024 @ 11:15:32 am - Expired			
Actions			
Duplicate Quote Print Quote Archive Quote			
Items			

I really hope this information is helpful, please let us know if you have any questions or need further assistance!

Thank you!

Sierra Bishop
Order Processing Lead
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