

BUYBACK FUNDAMENTALS WORKBOOK

What You Need to Know About Buyback

Table of Contents

Section 1	What You Need to Know About Buyback
4	Lead Buyer's Responsibilities
5-6	Pre-Buyback Check List
7-8	Buyback Travel
	Company Car/Personal Car/Rental Car
	Flight Arrangements
	Long-Term Parking
	Hotel/Motel
	Travel Advances
	Company Credit Card
9-10	Buyback Security and Cash Care
	Key Points to Remember for Your Safety
11-12	Buying Fundamentals
	MBS Philosophy
	Rules of the Road
	Managing Excess/Savings on Book Purchases
13-15	Buyback Notes
	Notes Field on Screen
	Overview of Potential Problem Books
16	Grading Problems
	Easy-to-Read Chart
17	Packing Books
	How to Correctly Pack Books
	Mistakes to Avoid
18	End-of-Buy Check List
Section 2	Resources and Sample Forms
20	Buyback Glossary
21	How to Get Inventory Control Quotes
22	Contact Information
23	Daily Cash Verification
24	Cash Control Report
25	Yellow Freight Bill of Lading
26-30	MBS Employee Expense Report Instructions
31	New and Used Barcodes
32	Buyback Scan Sheets with Rental
Section 3	Scanner Setup Sheets
35-37	Welch-Allyn 3800 Gun Scanner
38-39	Datalogic GD4130-BK Scanner
Section 4	Independent Contractors Section
41	Agreement
42	Independent Contractor Expense Report Instructions

Lead Buyer's Responsibilities

- pre-buy

 - Establish responsibility for all assets on all sites
 - Be familiar w/buyback system. Use tutorials or refreshers, if necessary.
 - Confirm all details with MBS Rep.

- first day of buy

 - Ensure each “local” lead buyer physically verifies and counts the starting cash.
 - Discern access codes and packages; Retail & Wholesale.
 - Designate one person to call MBS inventory control for quotes on titles.
 - If Buying on foreign system, establish ASAP how/who discerns notes on MBS BB.
 - Give daily cash verification worksheets to every buyer.
 - Understand how books will be processed at the buy.
 - Make sure you receive the buyback labels for your cartons.
 - Match the buyback number on the labels with the number on your paperwork.
 - Check if the store has put up and out all its buyback promotional materials.

- during the buy

 - Ensure buyers close transactions-complete transactions after giving out \$ not before.
 - Verify funds daily, including at remote or satellite locations.
 - If there is a shortage or overage, immediately work to identify the problem.
 - Be sufficiently strict when grading titles (NOTE NEW GRADING POLICY).
 - Read notes on each title and differentiate between MBS notes and customer notes.
 - Verify that the title information, barcode and ISBN match.
 - Verify retail and wholesale prices for each title when completing transactions.
 - Employ buying psychology (always purchase retail books first).
 - Count and balance your drawers each day.
 - Receive access to daily buy figures from the school's staff.
 - Verify books coming back from remote/satellite locations.

- end of the buy

 - Physically count your total cartons.
 - Get lists of wholesale and retail books purchased.
 - For multi-unit stores, receive a list of books purchased for each unit.
 - Ensure the lead buyer receives a print-out of the daily cash analysis.
 - Ensure lead buyer verifies their remaining funds.
 - Ensure either text mgr/store mgr signs MBS cash control sheet (ccs) & copied
 - Arrange freight pick-up as needed, including filling out freight way bill-call carrier!

- post-buy

 - Notify your MBS rep of any issues during the buy within 24 hours.

Pre-Buyback Check List

absolute priority

Talk to the MBS Marketing Representative at least two weeks prior to the scheduled buyback to discuss details 1-10 below.

must do's

- 1. Confirm buyback dates, times, location(s) and the expectations of the Marketing Representative for the buyback.
- 2. Assemble travel arrangements (*See pages 7-8: Buyback Travel*)
 - A. How do I fund the expenses of the buyback? Personal credit card? Travel Advance?
 - B. Lodging
 - 1. Check with the Marketing Representative about appropriate hotel, etc.
 - 2. If Marketing Representative has already made arrangements, be sure to get the confirmation numbers.
 - C. Confirm buyback number
 - D. Confirm attire and vehicle arrangements for each leg of travel for the buyback.
 - E. Where do I park at the bookstore? Do I need a pass? What time should I arrive on the first day?
 - F. What is the store manager's office and mobile phone number in case I encounter travel delays?
 - G. Have all hardware, cartons, etc., arrived?
- 3. What are my responsibilities? Where do they start/stop? (Lead buyer vs. support buyer)
- 4. Paperwork/materials to take with you
 - A. Set-up sheet (check for discrepancies). What is the commission and how paid?
 - B. Sight draft from MBS Accounting (for additional funds or paying commission if directed by Marketing Representative)
 - C. MBS Buying Guide or latest Database with current book values
 - D. Expense Report Instructions (*See pages 26-30; for Independent Contractors, page 42*)
 - E. Buyback Cash Control Report (Lead buyer is responsible for the completion and signing of this report before leaving the bookstore on final buy day.) (*See page 24: Sample Cash Control Report*)
 - F. Systems Manual

- 5. What computer system will I be buying on? How do I get trained on that particular system? Will the computers already be set up? Will the system be initialized? Who enters the retail list? Any peculiarities that I should be aware of?
- 6. Who will load the latest version of the Database?
- 7. What security issues do I need to be aware of? (*See pages 9-10: Buyback Security & Cash Care*)
 - A. Where are wholesale books to be stored? Whose responsibility?
 - B. Any peculiar cash handling procedures? Cash bags? Store vault? Cash drawers? Is the cash totally my responsibility?
 - C. Remote locations?
 - D. How do I handle stolen books?
 - E. What is the history of problems for this buy? What are some of the problem titles, sets, etc.?
- 8. How can the Marketing Representative reach me if needed? Cell phone number?
- 9. Are there any personalities at the bookstore that I should be aware of in advance of the buy that will help me make everyone more comfortable?
- 10. Who is the primary contact at the bookstore if not the manager? What is the phone number of the store, manager and textbook manager?
- 11. Ask the Marketing Representative what the plan is after the buy for depositing buyback funds. MBS has a national account with the Bank of America. Ask your Marketing Representative if there is one of those banks available where the leftover funds may be deposited. If no Bank of America is available, make every effort to secure a wire transfer or a cashier's check payable to MBS.

Buyback Travel

For questions regarding buyback travel, contact your immediate supervisor or Marketing Rep.

Scheduling buyers is a challenging task made more difficult by frequent last minute changes and conflicting priorities. Whether an in-house or contract buyer, you are ultimately responsible for verifying the accuracy of your travel arrangements.

After checking with your supervisor regarding travel arrangements and expenses, check with the Marketing Representative to arrange airline tickets, rental cars, and transportation. If you have special travel requests please inform the Marketing Representative .

A number of decisions regarding travel plans are made as a matter of policy. Typically, MBS asks you to arrive as early as possible the day before the buyback begins. This allows you to set up the equipment, obtain and count money and solve any problems while there is time to correct them. If you arrive on a Sunday, make arrangements to meet your bookstore contact as early as possible on Monday morning.

company car/
personal car/
rental car

Depending on the availability and scheduling of MBS company cars, you or one of your buyers may be asked to furnish your personal car for travel. If this occurs, you will be reimbursed at the current mileage rate which will cover your gas expense and use of your automobile.

Rental cars are a necessary but expensive part of buyback. MBS encourages you to explore other options (taxi, closer hotel accommodations). If you are younger than 25 and need a rental car, contact your Marketing Representative so special arrangements can be made.

MBS employees **should decline the optional rental car insurance coverage** as they are covered under a company insurance policy.

flight arrangements

As most buybacks run from Monday through Friday, many airfares are more economical Saturday to Saturday or Sunday to Sunday. If there is a substantial savings (usually \$300+), you may be booked for an extra day. Tickets and itinerary should be delivered to you approximately one week before your departure. For assistance in making online reservations, please contact your immediate supervisor or Marketing Representative.

Most flights for Columbia buyers require departure from the St. Louis or Kansas City airports. In this case, reservations will generally be made for you with MO-X shuttles, www.moexpress.com, for travel to and from the airport. This information will be included in your itinerary. If you take your personal car, you will be reimbursed at the current mileage rate.

long-term parking

During buyback season you may be instructed to park at the long-term parking lots at either St. Louis or Kansas City Airport. These are appropriately marked at both of the airports. See map on page 8 of the St. Louis and Kansas City long-term parking lots. Please refer to the airline web sites prior to your departure:

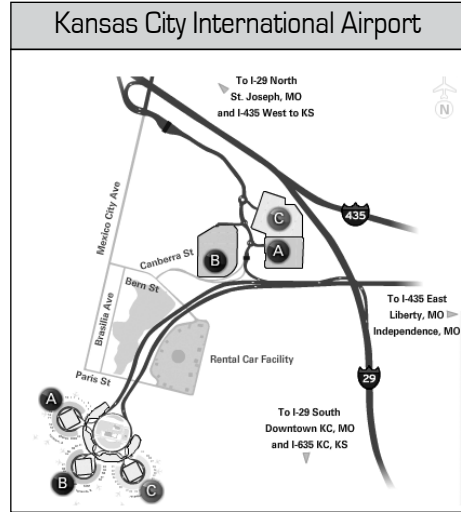
Kansas City International Airport

<http://www.flykci.com/Parking/InteractiveAirportMap/Index.htm>

St. Louis International Airport

<http://www.superparkinglot.com>

(Check for coupon on this site)



hotel/motel

Comfort, convenience and cost are the deciding factors in making lodging arrangements. Always check with the Marketing Representative in advance of making reservations for information on motel discounts, etc., in the area.

Occasionally, you may prefer to stay with a friend or relative in the area. If so, it is acceptable to either take them to dinner one evening or present them with a token gift at company expense. Generally this gift or dinner should not exceed \$50 and should always be prearranged and approved by the Marketing Representative or Regional Manager.

travel advances

Lead buyers generally will assume financial responsibility for the buyback team (hotel rooms, meals, and rental cars). However, it is always a good idea for every buyer to carry some cash or a credit card when going out of town. MBS can supply a travel advance to employees, but only request money if you are likely to need it.

Paying for hotels, meals and rental cars quickly becomes expensive. Spend MBS money as it were your own. If actual expenses exceed the advance, MBS will reimburse you upon receiving your expense report.

The payment for your meals, rental car, and hotel obviously can be made so much more convenient when you use your personal credit card. This also makes for a more complete accounting as a receipt is always given. Great care should be taken when charging on your personal credit card so as NOT to exceed your credit limit.

Buyback Security and Cash Care

If you are taking the buyback funds with you, check with the Accounting Department and schedule a time for the funds to be picked up. Even small buybacks require handling a substantial amount of cash. MBS cannot provide instructions that apply to every situation; however, the following are some guidelines for proper cash handling. The Lead Buyer is responsible for all MBS funds, and will need to make a single bookstore person responsible for the “Vault Cash.”

1. If you are buying alone, make arrangements with the bookstore manager in advance to take care of the cash during your absence.
2. Buyback funds should never be commingled with bookstore or personal funds.
3. Never leave MBS cash unsecured with someone other than an MBS employee or the bookstore manager.
4. Always verify cash upon receipt from the bookstore personnel or from our Accounting office.
5. A minimum amount of cash should be kept at the buyback station(s). The Lead Buyer will consider the size of the buy and the accessibility of secure storage in determining a limit.
6. Individual buyers are responsible for their cash drawer.
7. Remote locations should be attended by at least two people.
8. Cash in excess of that kept at buyback station(s) should be left in a locked money bag and placed in an area of limited access (store’s safe or accounting office).
9. Only MBS employees, contracted buyers, and bookstore personnel should handle the cash during buyback.
10. At the end of each transaction, count the total for the transaction to yourself as you take it from the drawer and then again aloud to the students as you pay them.
11. Always check with the bookstore manager or MBS Lead Buyer when handling stolen books that come through buyback. Never accuse the seller and make sure you and/or the bookstore staff have sufficient information before approaching the customer.
12. Cash should be verified daily. Complete the Daily Cash Verification Worksheet. (*Sample on page 23*)
13. Cash should always be counted in “dual control” (i.e., two people must agree on a “cash count” before transfer of responsibility).
14. When counting money, it is not necessary to open every bundle, however, do check the total amount.
15. Always verify money in private!
16. Cash must be transported in a locked money bag and the bag should be placed in a briefcase or box for additional security.
17. Textbooks are a valuable commodity and should be treated as such.

18. Make sure a responsible person is in charge of carton security and double-check the carton count daily.
19. You are responsible for the cash. Others may be aware of this, so take the necessary precautions and stay alert.
20. **NEVER put yourself at undue risk.**

Buying Fundamentals

the MBS philosophy

Our mission is simple: To buy back resalable college textbooks from students at a fair price, consistently, courteously, knowledgeably, and efficiently. We want to fill the bookstore's list first (retail), and then buy as many textbooks as possible for resale to the college store industry (wholesale/MBS books). Oftentimes, receiving rental books is part of this transaction as well.

courtesy! courtesy! courtesy!

Your success as an MBS Buyer will depend on your ability to communicate the above mission courteously to hundreds of college students, many of whom are first-time sellers. All the customer service principles taught in retailing help define a good book buyer: treat people with a smile and as you wish to be treated, know your business, think on your feet, exercise common sense, and anticipate! Cell phone usage (texting, videos, music) should be kept to a minimum during buyback and should only be used in an emergency.

dress code

The MBS Marketing Representative in charge of the account will make the determination for the appropriate dress code. Some locations have specific dress codes. Men should check with the Marketing Representative to see if a tie is required. Ladies dress business casual.

Always – no jeans, no chewing gum, and maintain a neat appearance.

Wear an MBS name badge (if Marketing Representative requires one).

rules of the road

1. Always be frugal with expense funds! Do not use buyback funds for expenses.
2. MBS requires receipts for ALL expenses regardless how small.
3. No Independent Contractor expenses will be paid unless there is a completed and signed "Independent Contractor Agreement."
4. Generally there is no allowance for buyback entertainment of bookstore personnel. Check with the MBS Marketing Representative.
5. Rental cars can be necessary, but are expensive. Explore other options (taxi, shuttle, etc.).
6. Decline insurance on rental cars as MBS employees are covered under special company policy – Independent Contractors are not.
7. MBS will pay for one brief "safe arrival" phone call home to confirm arrival at your destination.

managing excess/savings on book purchases

1. Keep the retail, wholesale and rental books separate from the wholesale books on each transaction. This is critical and can only be done by paying attention to the wholesale/retail books purchased when you complete each transaction. Be aware of which stack you put each book. Don't make "sorting" mistakes. (*Also see "How to Pack Books" on page 17.*)
2. Secure all books purchased as if they were money.
3. Buyers must recognize workbooks, lab manuals, perforated page/tearout books as potential "bad buys" and must quickly grade each. Be extra cautious with this type of book.

4. Water damaged books are MBS' single biggest nemesis at buyback. They have absolutely no value.
5. Reconcile cash daily. If any discrepancy, find the source before continuing.
6. Be sure to end every transaction. If this isn't done, the next purchase ends up including the previous one you did not complete and you end up paying twice for the same book. Your cash then comes up short.
7. Thorough and complete printouts of all required reports allows the MBS Receiving Administration staff to reconcile problems encountered with your buy.
8. Know how to read every screen. Understand what the codes mean, e.g., "Clean & Complete" means less than 5 pages written in and all pages intact.
9. **Never leave cash unattended!**
10. The bookstore people are your "professors." They will be giving you a grade. Keep them happy. If they request you back, you have done your job.

Buyback can be an enjoyable and fun experience. It gives you a chance to meet MBS customers and actually see these customers at work in their environment. Plus you have an opportunity to see other parts of the country. But to make it fun and ease the anxiety of the first day of the buy, make sure you are well prepared.

Buyback Notes

pay attention to the
notes field
on the screen

The “Notes” field provides pertinent information about the book. This field will contain NEP (new edition pending) information on the title and any notations that are needed for purchasing decisions. For example, if “CLN+COMP” is listed in the “Notes” field, make sure no more than 5 pages have writing, and that all pages are intact on workbooks (especially on workbooks with perforated pages). There will also be information about any inserts or ancillary materials that will accompany the textbook.

3rd 7/13	new edition pending December 2015
Due 7/13	expected publication date December 2015
CLN (C+C or CLN+COMP)	free of cribbing (and all pages intact)
HS	high school level
LLA68, Moses	additional identifying information
SEE JONES	see reference directing you to another author
TRD	trade discount
GOP, OP	(going) out-of-print
+CL	cloth version is also acceptable
OV	temporarily overstocked
W/DVD, W/CD	DVD or CD ROM must accompany book

Laboratory Manuals, Study Guides, Spiral-Bound Texts, Workbooks

Primarily consisting of fill-in exercises, experiments and tear-out pages, these books are acceptable only if 5 pages or less are written on, and only if ALL perforated pages are intact.

Foreign Language and Law Textbooks

Acceptable only if one-third or less of the book is cribbed.

Damaged Books

Severely damaged books are unacceptable, i.e., books with lost or illegible covers, pages missing or contents separated from covers. Unacceptable water damage includes mildew, pages stuck together, discoloration, or more than one-fourth of the pages rippled. Trade books (paperbacks) with damage of any kind including missing covers, any water damage or oxidation due to age cannot be accepted.

Custom Buyback

Custom buyback is when Inventory Control places a value on a few select titles which actually have no wholesale value in our current Buying Guide. These special prices are for the current buy only and only for that specific campus.

Instructor’s Complimentary Copies

1. Do not buy incomplete copies, annotated editions or copies with an instructor’s manual bound into the books.
2. New complimentary copies in their original form with references to “free copy” on the inside and/or outside will be checked in at wholesale value less \$4 unless they are specifically listed in the Buying Guide at no value. Be sure to deduct this amount when buying the book(s).

International Editions

MBS will not buy back International editions of US textbooks. International editions may state “Not for sale in the USA” or “International Edition” on outside cover.

Custom Published Titles

Custom titles are often very similar to the standard textbook. MBS will not purchase custom published titles bought in error. If the custom title's bar code does not scan and show a wholesale price, do not assume that it is the same as the standard textbook. If there is any doubt as to the value of a custom published title, call the Database Management Department (800-325-9017) or the Inventory Control Department (800-325-0929) for clarification.

Packages

Watch for titles that must be purchased with DVDs, CD-ROMs or other types of ancillary materials. A description of the needed parts to be acceptable for purchase will be described in the title. Please read title information carefully. MBS will not pay for titles purchased that are missing items. We will often have wholesale prices on the text by itself, but it must be listed in the MBS Database to have wholesale value.

Titles Sold with Access Codes

If the textbook's title includes “With access code” in the title, a valid code with the textbook must be included to resell the book.

New only buyback warning

- 1) It must be in the original shrink wrap from the publisher. Using the MBS buyback program, the buyer will get a buyback warning that the title must be “New Only”.
- 2) If “New Only” is not specified, the password must either be sealed or it can be a scratch off password that has the covering still intact.

If “New Only” is specified or if the password is missing or has been used, check the MBS database for the same title without a password to see if there is wholesale value.

Unlisted Titles

If you have quantities of a title not listed in the MBS Database, please call the Inventory Control Department at 1-800-325-0929, ext. 5638 for a possible price quote. Trade paperback titles with a pre-priced value can be bought using 7 X's in A/T field. Select correct entry based on the price of the book.

Loose Leaf and 3-Ring Binder Textbooks

Unbound textbooks must have a front and back cover with a legible bar code to be acceptable. The bar code may be printed on the front or back cover. The original custom retail bar code and price from publisher that was on the outside shrink wrap may now be gone. The bar code now may be the text's bar code in lieu of the custom bar code which could result in excesses. Check for correct binding if wholesale price is greater than \$30.00.

Buyer should verify that the book is not missing pages. If a copy appears noticeably thinner than other copies purchased, do not buy.

Books that are bought in a 3-ring binder should be left in the binder when packing. Pack these separately taking care to not bend the covers or pages.

Unbound textbooks without binders can be bought back. The pages must be secured. Rubber banding the loose textbook pages and packing them carefully is recommended. Do not pack loose pages in your cartons.

If the pages are severely bent, folded, water damaged or in generally poor shape; do not buy the book back.

Grading Problems

To assure that our customers receive high-quality used books, we follow certain guidelines when checking in buyback and guide shipments. The information below will help you understand MBS' grading policies which in turn allows you to buy resalable books at the buyback counter.

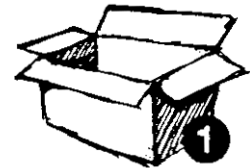
Problem Type:	Unacceptable if:
<u>Access Codes</u> <ul style="list-style-type: none"> may not have the "New" notation in the title but could have the notation in the comments area 	Check for Text ONLY price! Some titles may not have the "New" notation in the title but could have that notation in the comments area.
<u>Loose Leaf Custom Publications</u> <ul style="list-style-type: none"> text has original text's bar-code (front or back) in lieu of custom 	Check for correct binding if wholesale price > \$30.00. Original RETAIL bar-code and price from publisher was on outside shrink wrap is now gone!
<u>Packages/Missing Materials</u> <ul style="list-style-type: none"> no DVD no access code 	Multiple items are missing from the textbook package, such as DVD or access code.
<u>Water Damage</u> <ul style="list-style-type: none"> mold pages stuck together water stain 	Page(s) become spotted with mold, dark stain in text, pages stick together or more than one-quarter of the pages are rippled.
<u>Law Books</u> <ul style="list-style-type: none"> excessive cribbing or underlining 	More than 50% of the book is cribbed. Writing or highlighting obscures the text.
<u>Perforated Books</u> <ul style="list-style-type: none"> loose pages missing pages 	At least one page is loose or missing. Squeeze book at top of the binding to look for missing pages. Also fan the book slowly to look for missing pages.
<u>Study Guides</u> <ul style="list-style-type: none"> excessive writing missing pages 	More than 5 pages are written in or has water damage. Fan slowly to determine if either condition exists.
<u>Trade Books (Rack Size)</u> <ul style="list-style-type: none"> missing cover loose pages water damage 	Part of the cover is missing. One loose page or any water damage is considered unacceptable. (We do not repair trade paperbacks.)

Pack with Care

Careful packing of cartons is critical to avoid being damaged in transit. Books received damaged are checked in at no value. By observing the following basic principles when packing books for shipments, you will maximize your check-in dollars.

cartons

- Cartons should be at least 250 lbs. test strength to guard against splitting.
- Fold the two short flaps in first, followed by the longer flaps.
- Secure with at least 2" wide mylar plastic tape.
- Remove or cross out old labels and other previous address markings.



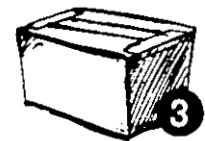
packing books

- Lay the books flat or place them in with the bindings down.
- Never force a book into a carton.
- Soft cover books should never be bent or curved in the carton.



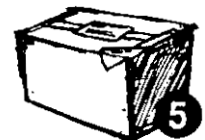
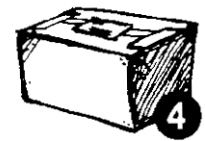
packing materials

- Use packing material (no newsprint) in cartons whenever possible.



labels

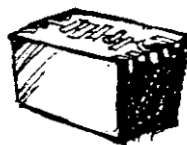
- Place shipping label on the seam tape on top of the carton.
- Remove or cross out any old address labels or markings on carton.
- Number cartons accordingly (e.g., 1 of 14, 2 of 14, 3 of 14, etc.). This serves as a double-check.
- Use the MBS supplied pink buyback label.
- Buyback shipments should not be combined with any other shipments.



Things to Avoid



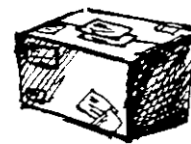
Wrong Label



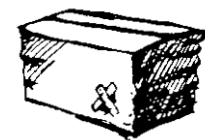
Loose Items



Cellophane Tape



Multi-labels



Damaged Boxes

End of Buy Check List

- 1. Before you leave the bookstore, print three copies of the following:
 - Books Purchased (wholesale and retail)
These are the figures for the cash control sheet; DO NOT use the dollar analysis to get these figures.

Additionally, you should have:

- Cash Control Sheet—(Include buyback # as shown on the buyback setup sheet)
 - Copy of sight draft (if applicable)
 - Bookstore check (if possible) for remaining cash (if MBS funds used)
 - Copy of Bill of Lading
 - Dollar Analysis
- 2. All of the above, and the additional items listed below, should be put in the lime green, postage- paid envelope and placed in the mail the same day as the last day of the buy. However, if you are returning to MBS after your buy, bring these items with you and immediately give to the Marketing Services Buyback Coordinator.
 - Dollar Analysis/Summary
 - Daily Cash Verification
 - Expense reports that were paid with Canadian buyback funds (where applicable).
 - Retail Book List
 - Sight Draft
 - Voided Checks, if any
 - Hand Generated Billback Invoices



- 3. Call for freight pick up on 6 cartons or more. Five cartons or less need to be shipped UPS using the ARS labels. The carrier will need to know the number of cartons and how much they weigh (approximately 50 lbs. each). Any additional information you can supply, such as store hours, location of loading dock, etc., would help the process. Even if the store assumes responsibility for freight pick up, go ahead and complete the Bill of Lading. (*See page 21: Sample Bill of Lading*)
- 4. Box any MBS equipment. Call the MBS Hardware Department via voice mail (800-325-3249, ext. 5236) to request call tags for pick up of the equipment. Always ship separately using UPS. Do not ship with books!
- 5. Clean the buyback area.
- 6. Shake the manager's hand and thank them for the business.

Now You're Finished!

Resources and Sample Forms

Buyback Glossary

Retail Buyback Value

Refers to the amount the bookstore pays the student for titles being used again on their particular campus. This “retail” value is up to 50% of the new book publisher’s list price. However, if the student bought the book “used” initially, they are actually getting back about 75% of what they paid.

Wholesale Buyback Value

Refers to the amount offered by MBS for titles the bookstore doesn’t need but that has national demand. These books are then shipped to MBS and resold to college bookstores across the country.

Trade Books

On small paperbacks (which we call “trade books”), scan the bar code on the back cover. If a trade book comes up as “unlisted”, type XXXXXXXX in the Author Title (ATKey). This will provide a buyback value for unlisted, pre-priced trade titles only. This does not apply to a pre-priced trade title that we have already given no value.

ISBN

The ISBN (International Standard Book Number) is a unique book-identifying barcode with 13 digits located either on the back cover or on the copyright page. When buying books, if you cannot locate the ISBN, you can search for the title by using the Author/ title key (ATKey) which is the first four letters of the author’s last name and the first three letters of the title. Example: For Microeconomics by McConnell, you would enter MCCOMIC.

Edition

Pay close attention to the edition. Make sure the book you are quoting is the correct edition.

Damaged Books

Do not buy any books that are water or coffee damaged, have missing pages or missing the front/back covers. Workbooks or study guides with five or more pages written on are not to be purchased.

Rental Books

Rental books are books that are rented to students, in lieu of purchased books. These titles are often returned at the same time, in the same location as the books being purchased back through buyback.

Inventory Control 800-325-0929, option 3

If a title keeps appearing but has no bookstore or MBS value, there is a chance Inventory Control might allow a certain number of copies to be purchased. Use the guidelines below when you scan a title and it comes up \$0.00 in our database. Determine when to call Inventory Control. If your call to Inventory Control allows you to purchase a limited quantity for a certain value, be sure to immediately enter the quote into the buyback system (see below on “How to edit wholesale prices”).

Guidelines

Book Status	Notes on book Look at “Type/Notes” field in MBS Buyback	Do you call Inventory Control?
NE (New Edition Pending)	(edition) mm/yy (ie. 7th 7/09) indicates the 7th edition is due July 2009	Yes!
Current	\$0.00 wholesale price (overstocked at MBS)	Yes!
OE (Old Edition)	“OE” next to the edition	No
Record not found (Be sure to double check your work)	Book is not listed in our database	No

record not found message

Note: If you scan a book and you get a “record not found” message, enter the ISBN to ensure the bar code is not defective. If you still get the “record not found” message, it means the book is not listed on our database. Do not call these books in for quotes.

How to Edit Wholesale Prices

Editing wholesale prices in MBS Buyback	Editing wholesale prices in TA400
<p>After getting approval from Inventory Control:</p> <ul style="list-style-type: none"> • Enter ISBN • Press INSERT key • Pay price = amount approved by MBS Inventory Control (use decimal points), ENTER • Goal = number of books MBS Inventory Control has approved for you to buy, ENTER • Accept above changes (press ENTER) 	<p>After getting approval from Inventory Control:</p> <ul style="list-style-type: none"> • From main menu, select option 8, (Buyback Menu 1) • From Buyback Menu 1, select option 4 (edit prices) • Enter ISBN • Use the TAB key to “wholesale price” • Enter wholesale price approved by MBS Inventory Control (do not use decimal point, but be sure to FIELD EXIT after entering price) • While in ‘Edit Book Prices’ screen, press ‘F8’ to edit copy limit

Contact Information

 MBS Corporate Headquarters Phone Numbers
 and email addresses

Main Office	573-445-2243
Accounting	800-325-3216 accounting@mbsbooks.com
Buyback	800-325-3248 buyback@mbsbooks.com
Customer Service	800-325-0530 cserv@mbsbooks.com
Database Management	800-325-9017 dbmgmt@mbsbooks.com
Front Office Department	866-711-5415 frontoffice@mbsbooks.com
Inventory Control	800-325-0929 inventory@mbsbooks.com
Order Processing	800-325-0577
Receiving Administration	800-325-3217 recadmin@mbsbooks.com
Returns	800-325-3208 returns@mbsbooks.com
Systems Sales	800-325-4138 systems@mbsbooks.com
Systems Support	800-325-2388
Hardware Support	800-325-6375, Opt. 4 hdw@mbsbooks.com



Wholesale

buyback
fundamentals

Sample Daily Cash Verification

* To be filled out by lead buyer or as instructed by lead buyer

Complete this form on the computer,
OR - Print this form for manual entry.
Enter Your Data in the Blue Boxes.

BUYBACK #: 123123123

CUSTOMER: CAMPUS BOOK STORE
DENTON, TX

MBS Textbook Exchange, Inc.
2711 West Ash
Columbia, MO 65203
573 445-2243 OR 800 325-0530

DAILY BUYBACK CASH VERIFICATION
LOCATION: MAIN

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	TOTALS
RETAIL PURCHASES (optional)	\$ 8114.50	\$ 7695.00	\$ 6814.25	\$ 9416.25	\$ 6185.50	\$ 38,225.50
+ WHOLESALE PURCHASES (optional)	\$ 2610.75	\$ 1837.00	\$ 3108.75	\$ 932.75	\$ 11018.75	\$ 25,888.00
= TOTAL BOOKS PURCHASED TODAY	\$ 10,725.25	\$ 9532.00	\$ 9923.00	\$ 16,729.00	\$ 17,204.25	\$ 64,113.50
= TOTAL CASH SPENT TODAY						
BEGINNING CASH EACH DAY	\$ 4273.75	\$ 6647.75	\$ 6883.00	\$ 5336.75	\$ 23,141.25
+ CASH ADDITIONS	\$ 15,000.00	\$ 12,000.00	\$ 10,000.00	\$ 15,180.00	\$ 18,460.00	\$ 90,640.00
- REMAINING CASH (worksheet below)	\$ 4273.75	\$ 6647.75	\$ 6883.00	\$ 5336.75	\$ 4594.25	\$ 29,735.50
= TOTAL CASH SPENT	\$ 10,725.25	\$ 9426.00	\$ 9764.75	\$ 16,726.25	\$ 17,202.50	\$ 64,045.25
TODAY'S CASH LONG/(SHORT)	\$ (1.00)	\$ (94.00)	\$ 158.75	\$ 2.75	\$ 1.75	
PREVIOUS DAY'S CASH LONG/(SHORT)	\$ (1.00)	\$ (95.00)	\$ 63.25	\$ 66.0067.75
TOTAL CASH LONG/(SHORT) TO DATE	\$ (95.00)	\$ 63.25	\$ 66.00	\$ 67.75	\$ 64,113.50

ALWAYS CONFIRM CASH FROM BANK

RECHECK ANY EXCESS OVER \$100

REMAINING CASH WORKSHEET:


	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
\$100's	\$	\$	\$	\$	\$
\$50's	\$	\$	\$	\$	\$
\$20's	\$ 2620.00	\$ 3960.00	\$ 4220.00	\$ 2180.00	\$ 3020.00
\$10's	\$ 1300.00	\$ 1060.00	\$ 1150.00	\$ 1810.00	\$ 2410.00
\$5's	\$ 195.00	\$ 970.00	\$ 555.00	\$ 915.00	\$ 1105.00
\$1's	\$ 126.00	\$ 799.00	\$ 626.00	\$ 99.00	\$ 57.00
Quarters	\$ 32.75	\$ 18.75	\$ 32.00	\$ 32.75	\$ 8.25
DAILY TOTAL CASH REMAINING:	\$ 4273.75	\$ 6647.75	\$ 6883.00	\$ 5336.75	\$ 6594.25

Enter on Printed Form --->
BUYERS INITIALS dba BUYERS INITIALS dba BUYERS INITIALS dba
DATE 5/4 DATE 5/6 DATE 5/8

Sample Cash Control Report

*To be filled out by lead buyer

STUDENT BUYBACK CASH CONTROL REPORT



**THIS FORM MUST BE RETURNED TO MBS ACCOUNTING
WITHIN 10 DAYS OF BUYBACK**

NOTE: All figures are subject to audit

MBS Textbook Exchange, Inc.
2711 West Ash
Columbia, MO 65203
800-325-3216

MBS Buying Guide Date 9-24

PURCHASED FROM UNIVERSITY BOOKSTORE BUYBACK # 0300643
9876 UNIVERSITY AVE BUYBACK DATES: 9-17 TO 9-21
ANY TOWN, USA

EXPENDITURES

A. Retail books purchased for Bookstore \$ 90,654.00 (A)
(Payable to MBS within 14 days from end of the buy)

B. Wholesale books purchased for MBS \$ 53,846.25 (B)

C. Commission calculation

$$\frac{\$53,846.25}{\text{wholesale books purchased}} \times \frac{20}{\text{commission rate}} \% = \$10,769.25 \text{ commission}$$

How commission is being paid: (check one)

Credit to bookstore account toward future purchases

Check to be sent from MBS

Apply to Systems Agreement

Reduction in billback \$ _____ (Adjusted billback amount)

Sight Draft # _____

D. Expenses paid with buyback funds:

Commission: -0-

Other: _____ \$ -0- (D)

E. Total Expenditures (A+B+D) \$ 144,500.25 (E)

CASH SPENT

F. Beginning cash \$ 150,000.00 (F)

G. Cash additions: (List)

Date	MBS Check # or Store Funds	Amount	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
			Total Additions \$ <u>-0-</u> (G)

H. Remaining cash and uncashed checks \$ 5487.75 (H)

To be returned by: Store _____, Rep _____, Buyer , Enclosed _____

I. Total Cash Spent (F+G-H) \$ 144,512.25 (I)

Cash Long (+) or Short (-) (E-I) \$ 12.00

Manager's Signature [Signature] Date _____ Buyer's Signature [Signature] Date 9-21

Freight company used: YELLOW FRT Number of cartons shipped: 194 Date shipped: 9-22

WHITE: MBS ACCOUNTING

YELLOW: CUSTOMER COPY
CCG 8-98

PINK: MBS REP COPY

Sample Bill of Lading

*To be filled out by lead buyer

CUSTOMER SERVICE 1-800-233-7499
STRAIGHT BILL OF LADING - SHIPPING ORDER NOT NEGOTIABLE - DOMESTIC
UPS Freight (UPGF)

UPS **DOB** 5-21

CONSIGNEE (TO) Do collect on delivery shipments, the letters "COD" must appear before consignee's name or as otherwise provided in Item 430, Sec. 1 of UPGF 102.		SHIPPER (FROM)				
MBS Textbook Exchange 2711 West Ash COLUMBIA MO 65203 CITY STATE ZIP+4		University Bookstore 9376 University Avenue MAYSTON, CT 06200 CITY STATE ZIP+4				
BILL TO: MBS Textbook Exchange ADDRESS: 2711 W Ash CITY: COLUMBIA MO 65203		SHIPPER PHONE # CONTACT NAME				
<input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Limited Access <input type="checkbox"/> Notification Before Delivery <input type="checkbox"/> Restricted <input type="checkbox"/> Set/Prepate		<input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Pickup <input type="checkbox"/> Limited Access <input type="checkbox"/> Protect Item Feeding				
FREIGHT CHARGES ARE PREPAID UNLESS OTHERWISE MARKED CHECK ONE: <input type="checkbox"/> Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> Third Party Prepaid		IF NOT CHECKED, BOTH ARE ACCEPTABLE COD FEE <input type="checkbox"/> PREPAID <input checked="" type="checkbox"/> COLLECT COD AMT \$ _____ COD SHIPMENTS COVERED BY UPGF 102 RULES ITEM 430 COD AMT \$ _____				
Section 7 signature is not valid on Guaranteed Services. Guaranteed Services are subject to the terms, conditions and limitations set forth in the UPGF 102 Rules 1(a)(1).						
<input type="checkbox"/> LTL GUARANTEED A.M. SERVICE REQUESTED (if box is checked) GRAM By checking this box, you request UPS Freight to deliver this shipment by 12 PM on the standard day of service and agree to pay all fees associated with this service.		<input type="checkbox"/> LTL GUARANTEED SERVICE REQUESTED (if box is checked) GRD By checking this box, you request UPS Freight to deliver this shipment on the standard day of service and agree to pay all fees associated with this service.				
Special Instructions		FOR FREIGHT COLLECT SHIPMENTS Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee, without release on the consignee, the carrier shall sign the following statement: UPS Freight may decline to make delivery of this shipment without payment of freight and all other lawful charges. Shipper Signature				
DESCRIPTION OF ARTICLES, WEIGHT, NMFC & CLASS ARE SUBJECT TO CORRECTION						
NO. PCS.	PKG. TYPE	NMFC*	DESCRIPTION OF ARTICLES & SPECIAL MARKS	WEIGHT (lbs.)	NMFC NO.	CLASS
200	CN		Book, NOI, in boxes		161560-0	65
200	TOTAL CUBE:					

Buyback Expense Report

to access the form

Access the employee Intranet www.mbsbooks.com to enter your buyback expense receipts

- Select Company Forms



- Select Buyback Expense Reimbursement Form
- Click on Add New Expense Report and press Continue
- If you have received an advance, select the advance
- Enter or verify your direct deposit information or click on Not Now
- Enter the buyback number, click on Search and then verify before selecting
- Enter your expense receipts
- Enter each receipt under the date of purchase
- Use the Help option to help you determine what receipt type to select
- When you have finished entering receipts, click on Done with Receipts
- To complete your expense report, select the red check mark to send it electronically and then select OK
- The next screen will indicate that you have completed your expense report and to forward a printed copy and receipts to the Front Office Department – select Continue
- When you return to the Maintain Buyback Expense Reports screen, select the printer icon to print your expense report in landscape. Sign the expense report, place your receipts in date order in an envelope, put the flap in and do not seal. Staple the envelope to the expense report and do not fold.
- Your expenses should be submitted to the Front Office Department within 7 business days after returning to work
- MBS requires the original receipt for every expense. Include the detailed portion of the receipt whenever you use your credit or debit card. Your credit or debit card statement can be used as a receipt when you misplace a receipt. If you do not receive a receipt for cash, change the receipt option to an N and add an explanation under the receipt note.
- Questions? Contact frontoffice@mbsbooks.com, 866-711-5415 or extension #5399/#5499

expense receipt types

Receipt Help InformationAir & Train Fare

This would include air fare, train fare and baggage fee

- Note tips under T&E Miscellaneous
- Tip guideline - \$2.00 per bag
- Requires an explanation - note baggage fee, travel dates and starting & ending destination

Buyback Advertising - Prior Approval Required

This would include candy and promotional items for buyback giveaways

- Requires an explanation

Car Rental

This would include car rental charges

- Enter the total amount under the check in date or the purchase date if prior to travel
- Requires an explanation - note car rental dates
- MBS does not reimburse for any additional options. MBS employees should decline the optional rental car insurance coverage as all employees are covered under a company- wide insurance policy.

Computer Supplies - Prior Approval Required

This would include a CD, print cartridge, printer, printer cable, scanner, USB flash drive, etc.

- Requires an explanation

Contract Services

-For Independent Contractor Use Only-

Customer Meals & Entertainment - Prior Approval Required

This would include meals and entertainment with a customer/bookstore staff

- Tip guideline - 15%
- Requires an explanation - note customer information

Customer Promotions - Prior Approval Required

This would include a gift purchased for a customer

- Requires an explanation - note reason for purchase and customer information

Gas

This would include gas purchased for your company or personal vehicle

- You can only expense gas or mileage for your personal vehicle

Gas for Car Rental

This would include gas purchased for your car rental

Internet - Prior Approval Required

This would include Internet charges from lodging

- Requires an explanation

Lodging (Individual)

This would include lodging for an individual

- Include only corresponding taxes and tip
- Enter the total amount under the check out or the purchase date if prior to travel
- Tip guideline - \$1.00 per day
- Requires an explanation - note lodging check in/check out dates

Lodging (Group)

This would include lodging for yourself and another MBS employee/buyer

- Include only corresponding taxes and tip
- Enter the total amount under the check out or the purchase date if prior to travel
- Tip guideline - \$1.00 per day
- Requires an explanation - note lodging check in/check out dates and name of employee/buyer

Meals - Breakfast, Lunch, & Dinner (Individual)

This would include meals for an individual

- Add the tip to the total amount and note the amount on the receipt
- Enter the receipt under the time period indicated on the receipt
- If you have two receipts, one for your meal and then an additional drink for breakfast or lunch, total the two receipts and enter the total amount
- Enter meal receipts using the following time period guideline:
Breakfast - Before 11:00 am
Lunch - 11:00-5:00 pm
Dinner - 5:00 pm & after
- Meal guideline: Breakfast \$10.00/Lunch \$15.00/Dinner \$25.00
- Dinner guideline increased to \$35.00 for Alaska, Canada & Hawaii
- Tip guideline - 15%
- MBS does not reimburse for meals purchased in Columbia if you reside in Columbia, Missouri

Meals - Breakfast, Lunch, & Dinner (Group)

This would include another MBS employee/buyer

- Add the tip to the total amount and note the amount on the receipt
- Enter the receipt under the time period indicated on the receipt
- Enter meal receipts using the following time period guideline:
Breakfast - Before 11:00 am
Lunch - 11:00-5:00 pm
Dinner - 5:00 pm & after
- Meal guideline per person: Breakfast \$10.00/Lunch \$15.00/Dinner \$25.00
- Dinner guideline increased to \$35.00 for Alaska, Canada & Hawaii

Meals - Breakfast, Lunch, & Dinner (Group) continued

- Tip guideline - 15%
- MBS does not reimburse for meals purchased in Columbia if you reside in Columbia
- Requires an explanation - note name of employee/buyer

Mileage

This would include the use of your personal vehicle for business travel

- Requires an explanation - note total mileage and starting & ending destination
- If you're located in Columbia, use the following mileage when traveling to/from these airports:

Columbia Regional Airport - 18

Kansas City International Airport - 147

Lambert-St. Louis International Airport - 114

Miscellaneous - Prior Approval Required

This would include bagels, coffee, cookies, donuts, etc. purchased for a customer/bookstore staff

- Requires an explanation - note customer information

This would include drinks and snacks purchased for buyers by the lead buyer during buyback

- Requires an explanation

This would include flowers purchased for a customer

- Requires an explanation - note reason for purchase and customer information

Office Supplies

This would include batteries, pens, printer paper, rubber bands, stapler, tape, etc.

- Requires an explanation

Other Supplies - Prior Approval Required

This would include backpack for money, Band-Aids, boxes, cash drawer, disinfecting wipes, extension cord, fan, hand sanitizer, hand truck, heater, money bag, packaging material, padlock, portable on demand storage, power strip/surge protector, safe, table, tape gun, tent, etc.

- Requires an explanation

PARKING

Each receipt is an entry unless the date and the amounts are the same

- Requires an explanation - note parking dates for airport and lodging

POSTAGE

This would include postage stamps or any other form of postage/shipping

- Requires an explanation

T&E Miscellaneous

This would include:

- Airport luggage cart
- Armored car delivery charge - prior approval required
- Bank fee for money strap charge
- Cashier check fee for leftover buyback funds
- Copies/print job
- Laundry - Permissible only if you are there over a complete weekend and not intended for someone who chooses to remain at a location over a weekend for personal reasons
- Tips for baggage, shuttle and taxi
- Tip guideline - \$2.00 per bag/10% for shuttle and taxi
- Weekend allowance - If your trip extends over a complete weekend you may expense a \$15.00 weekend allowance
- Wire transfer fee
- Requires an explanation

Taxi/Shuttle/Subway

Note tips for taxi and shuttle under T&E Miscellaneous

- Tip guideline - 10%

Telephone/Fax

This would include:

- Fax charges
- Safe arrival telephone allowance of \$8.00 - For employees that do not have a company cellular telephone
- Telephone charges from lodging
- Requires an explanation

Toll Charges

Each receipt is an entry unless the date and the amounts are the same

when you are finished
adding receipts

To complete your expense report, select the red check mark ✓ to send it electronically and then select OK

- The next screen will indicate that you have completed your expense report and to forward a printed copy and receipts to the Front Office Department – select Continue
- When you return to the Maintain Buyback Expense Reports screen, select the printer icon to print your expense report in landscape. Sign the expense report, place your receipts in date order in an envelope, put the flap in and do not seal. Staple the envelope to the expense report and do not fold.
- MBS requires the original receipt for every expense. Include the detailed portion of the receipt whenever you use your credit or debit card. Your credit or debit card statement can be used as a receipt when you misplace a receipt. If you do not receive a receipt for cash, change the receipt option to an N and add an explanation under the receipt note.
- Your expenses should be submitted to the Front Office Department within 7 business days after returning to work

New and Used Bar Codes

Use these sample new and used book bar codes to test your scanner and practice scanning and buying books

ECONOMICS-TEXT

MCCONNELL

0-07-281935-9

9780072819359 90000 110

FUND. ACCT. PRIN.

LARSON

0-07-251243-1

2900072512433 99990 **USED** 120

HARBRACE COLLEGE HANDBOOK

:BRIEF MLA UPD
HORNER SP

0-15-507285-4

9780155072855 90000 110

FUND. ACCT. PRIN.

LARSON

0-07-251243-1

9780072512434 90000 110

ECONOMICS-TEXT

MCCONNELL

0-07-281935-9

2900072819358 99990 **USED** 120

AMERICAN REVOLUTION

COUNTRYMAN PB

0-8090-2562-0

2900809025625 99990 **USED** 120

CHEMISTRY

CHANG

0-07-293027-6

2900072930275 99990 **USED** 120

AMERICAN REVOLUTION

COUNTRYMAN PB

0-8090-2562-0

9780809025626 90000 110

CHEMISTRY

CHANG

0-07-293027-6

9780072930276 90000 110

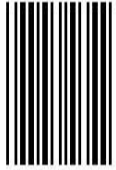
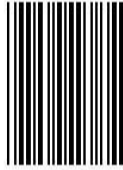
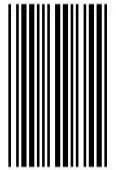
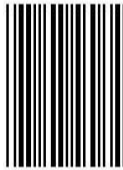
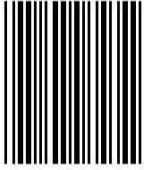
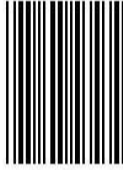
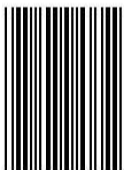
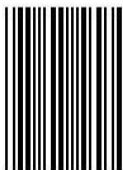
ELEMENTS OF STYLE

STRUNK PB

0-205-30902-X

2900205309022 99990 **USED** 120

Buyback Scan Sheet with Rentals

<p>Buy 1</p> 	<p>Print Receipt</p> 
<p>Do Not Buy</p> 	<p>No Receipt</p> 
<p>End Transaction</p> 	<p>Buy More Books</p> 
<p>Rental Return</p> 	<p>Do Not Return Rental</p> 

This scan sheet works for any text buyback application using Graphical screens.

If a buyback is an In Store installation that is NOT using Graphical screens but using green screen for Buyback, this sheet will only work on Windows 7 PCs.

Scanner Setup Sheets

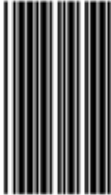
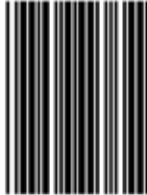
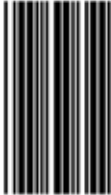
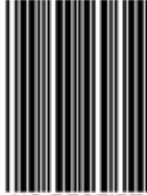
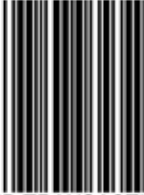
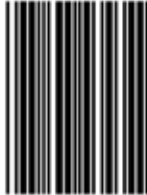
The following scanner sheets are for your use in case you have trouble with the scanner. HOWEVER, Hardware Support asks that you call them at 800-325-6375, Opt. 4 BEFORE using the sheets. They will guide you through the proper procedure when you call.

Welch-Allyn
3800 Gun Scanner
Scanner Setup



WelchAllyn® IMAGETEAM™ 3800

MBS Systems Buyback "BUY" and "DON'T BUY" Sheet

 BUY 1	 PRINT RECEIPT
 DO NOT BUY	 NO RECEIPT
 END TRANSACTION	 BUY MORE BOOKS




















WelchAllyn®

IMAGETEAM™ 3800

Version 032802

MBS Systems Hardware Programming Sheet

<p>STEP 1</p>	 Terminal ID		
<p>STEP 2 (Option A)</p>	<p>AS/400 Dumb Terminal</p>  0  4  6	<p>STEP 4</p> <p>If you are using TA400 or TA2. Your Programming is complete when you finish Step 4.</p> <p>PC Text-Aid user finish with Step 5.</p>	 Add CR Suffix  ISBN Enable  5 Digit Addenda Off
<p>STEP 2 (Option B)</p>	<p>IBM PC or PC Clone</p>  0  0  3		
<p>STEP 2 (Option C)</p>	<p>USB PC Keyboard</p>  1  2  4	<p>STEP 5 PC Text-Aid ONLY</p>	 Check Digit Off (PC Text-Aid) <p>When scanning books, use the "BARCODE" field in the Text-Aid Buyback Program.</p>
<p>STEP 3</p>	 Save	<p>This one barcode is all that is needed to set your cable type when using a Laptop Cable.</p> <p>Scan this barcode, then move to "STEP 4" above.</p>	<p>Laptop Cable</p>  Laptop Direct Connect
<p style="text-align: center;">RESET</p>  Factory Default Settings			

Please Call MBS Systems Hardware for assistance if needed when programming scanners.
1-800-325-6375

WelchAllyn IT3800 USB PC Keyboard Scan Sheet



Datalogic Gryphon GD4130-BK Scanner Setup

To program the Datalogic scanner to work on a PC or laptop, scan the 'Restore USA Factory Configuration' barcode.

Pull trigger until tones sound (about 5 seconds). Scan code. The green LED on top should go solid for about 3 seconds. It will then sound a double beep, followed shortly by two double beeps.



Restore USA Factory Configuration



Independent Contractors Section

Note to Independent Contractors

By United States law, you are either an Independent Contractor or an MBS employee with no in-between status. Therefore, as an Independent Contractor you are responsible for any and all such expenses and/or items not directly related to the actual buyback function.

The MBS Representative may determine your rate of pay and appropriate reimbursable expenses based upon experience, length and/or size and nature of the buyback attended. It is important that you communicate with the MBS Representative as needed in order to avoid misunderstandings.

Independent Contractor Agreement

Date _____

Buyback No. _____

1. I _____ agree to act as an independent contractor for you at the

(Name of the Bookstore and city and state location)

for the purpose of conducting the college textbook buyback. I will conduct the buyback in accordance with reasonable business practices during the period from _____ to _____ and for no more than _____ days.

2. In consideration for my services (Lead / Support), you have agreed to pay me \$ _____ for each full day worked during which the buyback program is conducted.

3. I recognize and agree that I am an Independent Contractor and not your employee and that you have no obligation to withhold employment or income taxes in connection with the payments made to me according to this agreement. I also agree that any malfeasance on my part during said buyback regarding misappropriation of funds or misrepresentation thereof voids any and all claims I might have towards MBS or MBS employees.

4. For your information, my Social Security Number is _____

5. My mailing address is _____

City and State _____

Zip Code _____

Telephone # _____

Email address _____

6. I will only submit expenses that meet the MBS Guidelines for out-of-pocket expenses.

Please acknowledge your agreement with the foregoing by signing in the space below and providing a copy to me.

Accepted and agreed to:

Independent Contractor

MBS Service Company, Inc.

Contractor's Signature

MBS Representative Signature

(Date)

(Date)

Independent Contractor Buyback Expense Report

to access the form

To access the on-line expense form:

- Go to <http://buyers.mbsbooks.com>
- Select “Buyback Resources”
- Select “Expense Report”
- Enter your User ID and password
If you are a new buyer, create a User ID and Password by selecting “Create User Profile”
After setting up, enter your new User ID and Password
- Select “Add New Expense Report” on the Maintain Buyback Expense Reports screen
- Verify your personal information and update your information on the Enter Personal Information screen
If you are a new buyer, enter your personal information
- Verify your direct deposit information and make any changes on the Direct Deposit Setup screen
If you are a new buyer, enter your bank information for direct deposit
- Enter the buyback number, click on search and then verify the bookstore and the dates before selecting on the Select Buyback screen
- Enter your expense receipts on the Select Receipt Type screen
Enter your daily wage under Contract Services
Use the “HELP” option located in the upper right hand corner to help you determine what receipt type to select
- When finished, select “Done with Receipts” on the Expense Report Receipts screen

when you are finished
adding receipts

After you return to the Maintain Buyback Expense Reports screen

- Select the red check mark “✓” to send your expense report electronically to MBS
- Select “OK”
- The next screen “Expense Report Reminder Checklist” will indicate what to mail and the mailing address
- Select “Continue”
- When you return to the Maintain Buyback Expense Reports screen, select the printer option to print your expense report in landscape
- If you are not expensing receipts, fax or email your expense report and contract to 866-767-7050 or frontoffice@mbsbooks.com
- If you have receipts, mail the printed expense report, contract and the original receipts to the following address:
MBS Textbook Exchange
Attn: Front Office
P.O. Box 637
Columbia, MO 65205

Questions? Call 866-711-5415 or email frontoffice@mbsbooks.com



2711 West Ash Street • Columbia, Missouri 65203
www.MBSbooks.com