BID FILE TEXT FORMAT
All bids must be submitted electronically in the following format. Publishers should save these files in text format with their word processor or use a text processing program (such as Wordpad in Windows) that will not produce unique codes.

1,nine zeroes,publisher name
2,isbn number,series title,author,copyright,price,media type
3,ancilary title,ancillary price, ancillary ISBN
4,core code,subject code (ELEMENTARY ONLY)

Here is an explanation:

Line 1 = one,followed by nine zeroes (this is a filler to indicate the beginning of the file), then publisher name
Line 2 = two,then ISBN (numbers only, either10 or 13 digits),then series (sixty characters),then title (sixty characters),then author (twelve characters),then copyright (four numbers),then price (no symbols, two decimal places),then media type (text (for textbook) or soft (for software) or intr (for internet) or mult (for multimedia))
Line 3 = three,then ancillary title (sixty characters), then ancillary price (no symbols, 2 decimal places), ancillary ISBN (numbers only-10 or 13 digits)
Line 4 = core codes (this must be eleven numbers), then 4 digit subject code (ONLY IF ITEM IS FOR K-6)

Here is a listing of 4 digit subject codes for K-6 items:

Fine Arts	0200	Mathematics	0700
World Language	0300	Science	0800
Physical Education	0402	Social Studies	0900
Computer Literature	0500	Health	0401
Language Arts	0600		

Here is an example file (Note the subject code (0700) in the first line 4 below):

1,000000000,ABC PUBLISHER
2,1234567890123,Math 6,Math,Shakespeare,2008,12345.67,TEXT
3,Math 6 workbook,123.45,2345678901234
3,Math 6 teacher manual,234.56,3456789012345
4,22010000007,0700
4,07010000007
2,11223344556,Algebra for Beginners,Algebra 2,Shakespeare,2008,12234.88,INTR
3,Algebra 2 workbook,223.44,44556677889
3,Algebra 2 teacher manual,334.55,5566778899012
4,06030000300
4,06030000310
4,06030000320

Items listed for secondary courses DO NOT need the 4 digit elementary subject codes. Publishers may want to post 6th grade items under these course codes under Elementary/Early Childhood as well as those listed under the subject heading and then 6th grade, e.g. for a 6th grade math book:
4,22010000007,0700
4,07010000007

Files are to be sent to alan.griffin@schools.utah.gov.