

Intro

Chapter 1: Will I need to restock?

Chapter 2: How to place a restock order

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In this tutorial, I'm going to fill you in on how Scholastic packs the Fair and what to do if you need a restock. Let's get started.

Chapter 1: Will I need to restock?

Most Book Fair hosts find that restocks aren't necessary. The cases are packed based on data, such as your school's Fair history, and high-demand titles are proactively taken into account. The cases are sent with three and four times more inventory than what is anticipated to sell. As a best practice, after the Fair has been set up, take photos of each case.

That way, if a title sells out, you know exactly what was there to begin with—and how many copies you might want to reorder. You can also print the Top Item Summary report from your payment system to see what titles are selling fast. Just be sure to check your current inventory before adding those titles to your restock order.

When planning to place a restock order, keep a mental note of the grades that have already shopped the Fair. If first and second grades have already been through, you probably don't need to restock for those grades. Also, don't forget about the option to shop online. Families can find the same books that came with the Fair and thousands more when they access online shopping from your school's Book Fair homepage.

Chapter 2: How to place a restock order

If you do sell out of certain titles, there's an easy-to-use order form to help you place a restock request. The form is located on the Fair Details and Settings page. Just look for the restock section. From the restock landing page, select Explore. You'll see that your school's restock form contains the most popular books and advertised titles that were delivered with your Fair.

There are four ways to search for restocks. Use the search bar to enter the book title, product name, or author name. Search for items found on a specific case or table, browse by your students' ages, or filter by price. You'll also notice you can choose between two views, grid or list. By default, grid view is selected, showing cover images and book information.

List view shows these same details in a condensed format. Last, you can further refine your results by sorting by title or price. Now you're ready to start a restock order. Choose any of the above search options. For this example, choose the case table name drop-down, select the Easy Readers and Chapter Books case.

You'll see all of the items included in this case that are available for restocking. Maybe *Cat Kid Comic Club: Influencers* is selling fast at your Fair. Just click on this title and you'll see the book summary along with other info, such as age, category, and themes. When you're ready to add this title to your restock, simply update the quantity box and select Add to request.

Then at the top-right of your restock form, you'll see that this book has been included in your request as eight items added, but they only count as one unique item. Each restock order is limited to a total of 50 unique items. They can't exceed 50 percent of your school's historical Book Fair sales, and restocks can't exceed a quantity of 12 copies per item.

There are two other restock exceptions to note. Restock orders can't be placed before the Fair is delivered to you, and last call for any restocks is three days prior to the Fair end date. With those guidelines in mind, you can complete and submit your form. Click on the box icon in the upper-right of the page to access your cart.

Review your contact information and the details of your request. If everything is correct, select Submit Request. You'll receive an email once your order is on the way. When your restock arrives, your Fair will again be jam-packed with those favorites kids love.