cooperativepurchasing

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ONE-TIME-BUY Program

Lock in the Price-Order Now, Ship Later!

Program runs NOW through JUNE 30, 2018

Important Instructions

- NLY shop from the suppliers listed in the #1 Program- Spring One-Time Buy Category.
- Future ship date **MUST** be added in the order notes section in order to qualify.
- Place orders during the program and have them shipped and billed on next year's budget.
- We will process your orders directly with the vendors, but will ship and voice them later per your instruction.
- Order MUST ship no later than September 15, 2018.
- Order from your favorite suppliers!



^{*}More suppliers available on the marketplace. Suppliers subject to change.

Looking forward to saving you TIME & MONEY

START SHOPPING THE MARKETPLACE TODAY LOG IN HERE AND START SAVING

Need additional assistance?

Please contact your customer service representative.

A-M Caitlin Morgan cmorgan@edplus.org 314.692.1226

N-Z Sarah Golliday sgolliday@edplus.org 314.692.1235

Help by phone is typically available Monday - Friday from 8:00 a.m. - 4:00 p.m. CST (excluding holidays)

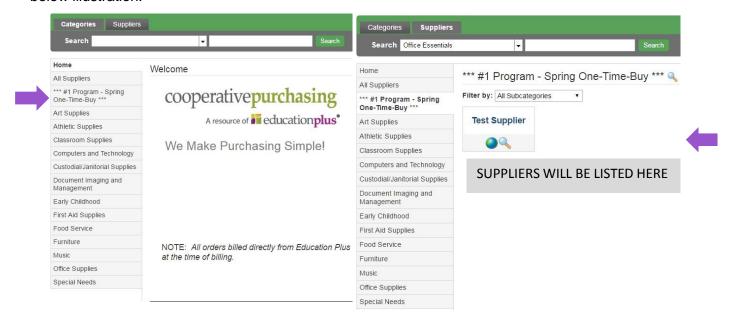


SPRING ONE-TIME-BUY PROGRAM

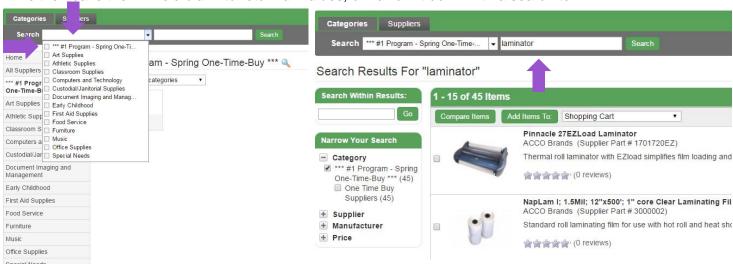
Lock in the Price, Order Now, Ship Later! This gives you the opportunity to place orders before school is out, and have them shipped and billed on next year's budget. We will accept orders now through May 15, 2017 and process them directly with the vendors, but we will hold them and ship later per your instruction.

HOW TO PARTICIPATE:

- Starting 3/1, you will see a new category added to the marketplace called "#1 Program Spring One-Time-Buy".
- To see what suppliers are participating in this program, you can either click into the category as seen on the below illustration.

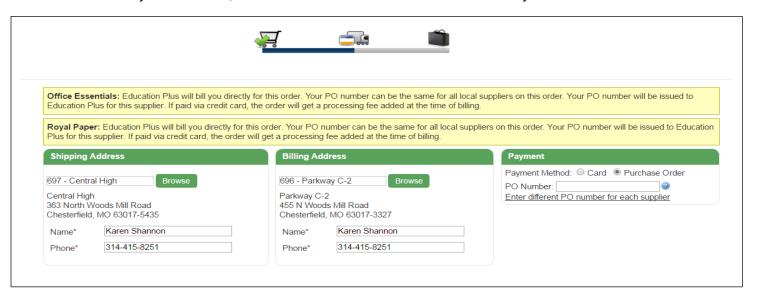


3. <OR> You can also search by #1 Program – Spring One-Time-Buy in the search bar as seen below. You can either leave the 2nd field blank to return all values, or narrow it down with a search term.

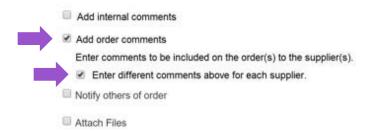


4. Continue your shopping and complete your cart. Be sure to only select from suppliers that are listed in the #1 Program – Spring One-Time-Buy section.

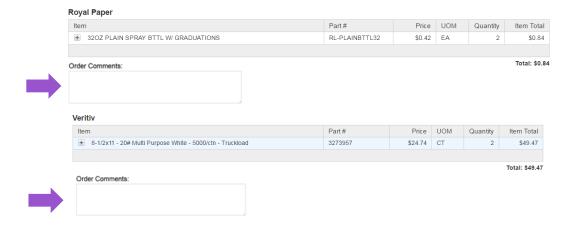
5. When are ready to check out, continue as usual and fill in all the details of your order.



6. Then, scroll to the bottom of your order, and put a check mark in the below boxes. This is going to pop up a comment box below each supplier.



7. The pop up box will be named Order Comments. In this box, you should enter SHIP DATE: July 1st, 2018 (or whatever the date is). You can put separate comments for each individual supplier. You can also add any special notes about the delivery here.



- 8. Finish your order as you usually do.
- 9. Each supplier will receive a separate PO from the marketplace and your Order Comment will be added to the top of the PO for them to view.

Order Information

Order #: 001456 Supplier: 440 Test supplier Buyer: 440 Test buyer

Received At: 01/27/2017 12:15 PM CST

Status: New

Deployment Mode: test Description: 1011 cxml prod Environment: staging

TEST: Moco

AgencyName: 639 Test Account

Shipping Address

An account address

Saurabh Staging Shopper 123 Main Street Rockville MD 20850

sverma+stagingshopper@equallevel.com

1-301-000-1111

Comments

Ship Date: July 1st, 2018

Billing Address

An account address

Saurabh Staging Shopper 123 Main Street Rockville MD 20850

sverma+stagingshopper@equallevel.com

1-301-000-1111

Item	Part Number	Price	Quantity	Item Total
EV Parking- Green	ABM-CT1000- SIGN1	\$52.00 EA	1	\$52.00
- Manufacturer: ChargePoint				

Total: \$52.00

10. Then, Education Plus will process your invoice at the time of shipment as usual.