

cooperative purchasing

A resource of  educationplus®

ONE-TIME-BUY Program

*Lock in the Price-
Order Now, Ship Later!*

Program runs **NOW** through JUNE 30, 2018

Important Instructions

- ▶ **ONLY** 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:

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

The left screenshot shows the website's navigation menu. A purple arrow points to the category '*** #1 Program - Spring One-Time-Buy ***'. The main content area displays the 'cooperative purchasing' logo and a welcome message. A note at the bottom states: 'NOTE: All orders billed directly from Education Plus at the time of billing.'

The right screenshot shows a search for 'Office Essentials'. A purple arrow points to the filter '*** #1 Program - Spring One-Time-Buy ***'. Below the filter is a 'Test Supplier' button and a grey box with the text 'SUPPLIERS WILL BE LISTED HERE'.




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.

The left screenshot shows the search bar with a dropdown menu open. A purple arrow points to the '*** #1 Program - Spring One-Time-Buy ***' option. The main content area shows the search results for 'laminator'.

The right screenshot shows the search results for 'laminator'. A purple arrow points to the search bar where '*** #1 Program - Spring One-Time-Buy ***' is selected. The search results show '1 - 15 of 45 Items' and list two products: 'Pinnacle 27EZLoad Laminator' and 'NapLam I; 1.5Mil; 12"x500'; 1" core Clear Laminating Fil'.

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.

Office Essentials: Education Plus will bill you directly for this order. Your PO number can be the same for all local suppliers on this order. Your PO number will be issued to Education Plus for this supplier. If paid via credit card, the order will get a processing fee added at the time of billing.

Royal Paper: Education Plus will bill you directly for this order. Your PO number can be the same for all local suppliers on this order. Your PO number will be issued to Education Plus for this supplier. If paid via credit card, the order will get a processing fee added at the time of billing.

Shipping Address

697 - Central High Browse

Central High
363 North Woods Mill Road
Chesterfield, MO 63017-5435

Name*

Phone*

Billing Address

696 - Parkway C-2 Browse

Parkway C-2
455 N Woods Mill Road
Chesterfield, MO 63017-3327

Name*

Phone*

Payment

Payment Method: Card Purchase Order

PO Number:

Enter different PO number for each supplier

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.

- Add internal comments
- Add order comments
Enter comments to be included on the order(s) to the supplier(s).
- Enter different comments above for each supplier.
- Notify others of order
- Attach Files

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.

Royal Paper

Item	Part #	Price	UOM	Quantity	Item Total
<input type="checkbox"/> 32OZ PLAIN SPRAY BTTL W/ GRADUATIONS	RL-PLAINBTTL32	\$0.42	EA	2	\$0.84
					Total: \$0.84

Order Comments:

Veritiv

Item	Part #	Price	UOM	Quantity	Item Total
<input type="checkbox"/> 8-1/2x11 - 20# Multi Purpose White - 5000/ctn - Truckload	3273957	\$24.74	CT	2	\$49.47
					Total: \$49.47

Order Comments:

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

Comments



Ship Date: July 1st, 2018

Shipping Address

An account address

Saurabh Staging Shopper
 123 Main Street
 Rockville MD 20850

sverma+stagingshopper@equallevel.com
 1-301-000-1111

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 - Manufacturer: ChargePoint	ABM-CT1000-SIGN1	\$52.00 EA	1	\$52.00

Total: \$52.00

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