


EducationPlus Ordering Information

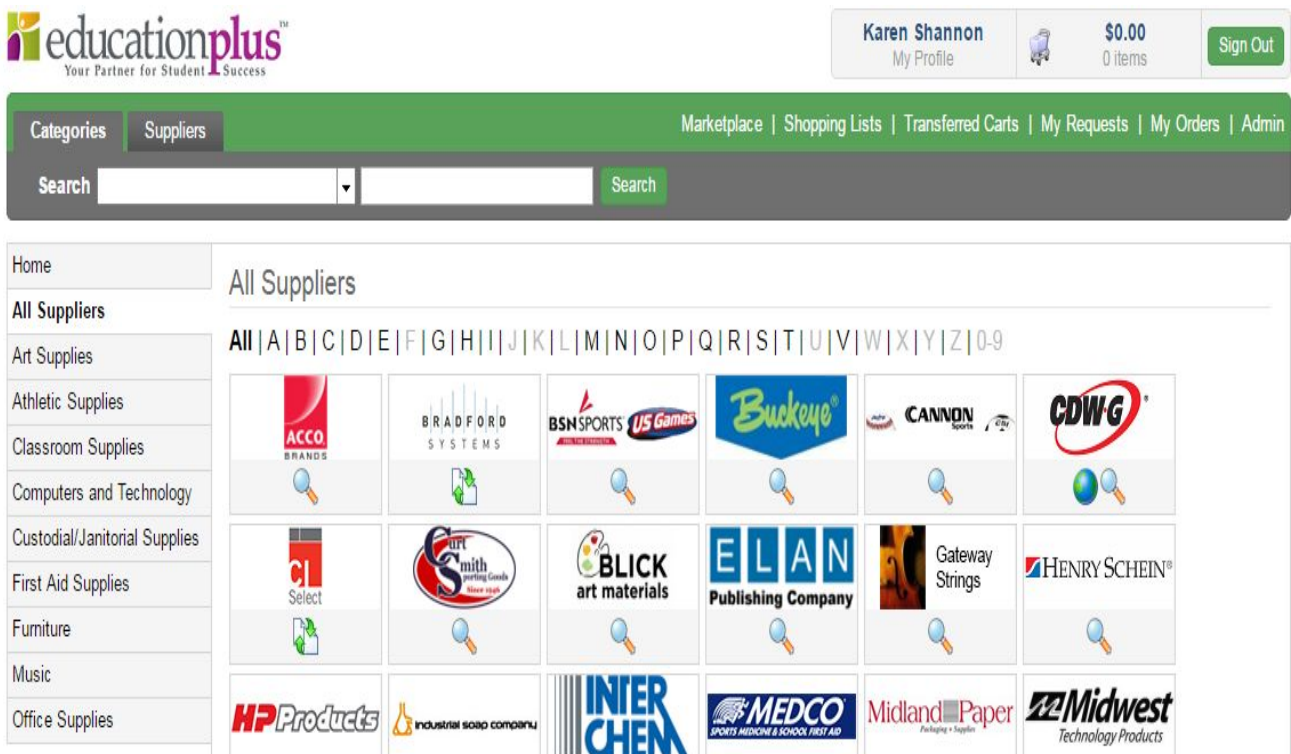
New Marketplace Website

***** All EducationPlus orders must be placed through their website. *****
***** Purchase Order(s) for furniture process will not change. *****

1. Go to : <https://shop.equallevel.com/edplus/login>



2. Enter your username - ex: kshannon@pkwy.k12.mo.us
3. Enter your password - this will be the password you choose when you clicked forgot password on the schoolsupplies.org website - Attached on the last page of this document are the directions to get set-up
4. Click 



5. Search for products that you would like to order - you can search either by categories or suppliers

The screenshot shows the Education Plus website interface. At the top, the logo reads 'educationplus™ Your Partner for Student Success'. On the right, a user profile for 'Karen Shannon' is visible with a '\$0.00' balance and '0 Items' in the cart, along with a 'Sign Out' button. Below the header, there are navigation tabs for 'Categories' and 'Suppliers'. A search bar contains 'Office Essentials' and 'zebra pens', with a 'Search' button. The main content area displays 'Search Results For "zebra pens"' and shows '1 - 3 of 3 Items'. A 'Narrow Your Search' sidebar on the left includes filters for 'Manufacturer' (Zebra (3)) and 'Price'. The product list includes:

- PEN,BALLPOINT,F301,BE**: Office Essentials (Supplier Part # ZEB27120), F-301 Ballpoint Retractable Pen, Blue Ink, Fine. Price: \$1.28/Dozen. Quantity: 1. Add to Cart.
- PEN,BPT,RET,JIMNIECLP,BK**: Office Essentials (Supplier Part # ZEB22510), Eco Jimmie Clip Retractable Ballpoint Pen, Black Ink, Medium, Dozen. Price: \$10.03/Dozen. Quantity: 1. Add to Cart.
- PEN,BALLPOINT,F301,BK**: Office Essentials (Supplier Part # ZEB27110), F-301 Ballpoint Retractable Pen, Black Ink, Fine. Price: \$16.16/Dozen. Quantity: 1. Add to Cart.

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6. Place items in your shopping cart

The screenshot shows the Education Plus shopping cart page. At the top, the user profile for 'Karen Shannon' is visible with a 'Sign Out' button. Below the header, there are navigation tabs for 'Categories' and 'Suppliers'. A search bar contains 'Office Essentials'. A green banner indicates 'Successfully added 2 item(s) to Active Cart'. Below this, there are icons for a shopping cart, a truck, and a briefcase. The main content area is titled 'Shopping Cart' and includes a '<< Back to Search Results' link. A table lists the items in the cart:

Item	Part #	Supplier	Price	UOM	Quantity	Item Total
<input type="checkbox"/> PEN,BALLPOINT,F301,BE	ZEB27120	Office Essentials	\$1.28	DZ	2	\$2.55

Below the table are buttons for 'Save Selected to List', 'Remove Selected', and 'Update Quantities'. On the right, a 'Total: \$2.55' is displayed with a 'Checkout' button. At the bottom right, there are links for 'Email Items', 'Export To PDF', and 'Export to CSV'.

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7. From the above screen

- Remove items
- Save selected to a list
- Update quantities

8. Order is complete click on

Checkout



Checkout

[Edit Cart](#)

Shipping Address	Billing Address	Payment
697 - Central High Browse Central High 363 North Woods Mill Road Chesterfield, MO 63017-5435 Name* <input type="text" value="Karen Shannon"/> Phone* <input type="text" value="314-415-8251"/>	696 - Parkway C-2 Browse Parkway C-2 455 N Woods Mill Road Chesterfield, MO 63017-3327 Name* <input type="text" value="Karen Shannon"/> Phone* <input type="text" value="314-415-8251"/>	Payment Method: <input type="radio"/> Card <input checked="" type="radio"/> Purchase Order PO Number <input type="text"/> Enter different PO number for each supplier

Dick Blick

Item	Part #	Price	UOM	Quantity	Item Total
WOOD CRAFT STICKS NATURAL 1000CT	28991-1100	\$4.07	EA	1	\$4.07
Total:					\$4.07

Office Essentials

Item	Part #	Price	UOM	Quantity	Item Total
PEN,BALLPOINT,F301,BE	ZEB27120	\$1.28	DZ	1	\$1.28
Total:					\$1.28

Pyramid School Products

Item	Part #	Price	UOM	Quantity	Item Total
Tape Correction, 10/box, white	BICWOTAP10	\$14.46	BX	1	\$14.46
Total:					\$14.46

Quill

Item	Part #	Price	UOM	Quantity	Item Total
Prang® Tempera Paint, 16oz., White	21609	\$1.49	EA	10	\$14.90
Total:					\$14.90

- Add comment
- Notify others of order
- Attach Files

Grand Total: \$34.71



[Place Order](#)

[Save Requisition](#)

9. Shipping address - Click on [Browse](#) and pick your school/building - all orders will be shipped to Warehouse
10. Name field - type in your name (first and last name)
11. Phone field - type your complete phone number including area code
12. Billing address - Click on [Browse](#) - Pick "Parkway C-2" - all invoices will be sent to Finance
13. Name field - type in your name (first and last name)
14. Phone field - type your complete phone number including area code
15. Payment - **DO NOT USE THE CREDIT CARD OPTION** - if you have multiple vendors you will need to enter a requisition to each vendor in MUNIS. The invoices will be coming directly from the Vendor.
16. Click [Add comment](#) - to send a comment about your order to your approver - **doesn't** go to the vendor(s)
17. Click [Notify others of order](#) - add an email address to notify others that the order has been placed
18. Click [Attach Files](#) - you **MUST** attach a copy of your purchase order(s).
19. Click [Place Order](#)

Or


20. If you do NOT have a PO number



- Click 
- The system will automatically assign a Requisition. # - This number will need to be put in the “general notes” on your requisition in MUNIS - NOTE: remember to click “Print on PO”
- Click 

shop.equallevel.com says:


Name your requisition

 **educationplus™**
Your Partner for Student Success

Karen Shannon
My Profile  \$0.00
0 items 


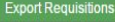

Categories Suppliers Marketplace | Shopping Lists | Transferred Carts | My Requests | My Orders | Admin













Search 

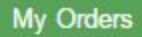


Requisitions Purchase Orders

Requisitions

Displaying 1 - 4 of 4 items

All Requisitions From: 08/02/2016 To: 08/17/2016   

	Name	User	Items	Total	Status	Submitted At	Last Modified	
  	7636	Karen Shannon	3	\$51.72	Created		08/17/2016 08:20 AM CDT	
  	7508	Karen Shannon	2	\$439.92	Approved	08/16/2016 11:20 AM CDT	08/16/2016 11:20 AM CDT	
  	7445	Karen Shannon	40	\$3,567.96	Approved	08/05/2016 04:04 PM CDT	08/05/2016 04:04 PM CDT	
  	Print room paper - 8/3/16	Karen Shannon	20	\$139.00	Approved	08/03/2016 04:03 PM CDT	08/03/2016 04:03 PM CDT	

- Once your PO prints, log into <https://shop.equallevel.com/edplus/login>
- Click on the  - located at top right corner of screen
- Click on the  to edit your order
- Enter your Purchase Order Number(s)
- Click Add comment - to send a comment about your order to your approver - **doesn't** go to the vendor(s)
- Click Notify others of order - add an email address to notify others that the order has been placed
- Click Attach Files - you **MUST** attach a copy of your purchase order(s)
- Click 

The EducationPlus Cooperative Purchasing program, schoolsupplies.org, is excited to announce the new EdPlus online marketplace! The marketplace is a web solution which supports your entire procurement processes.

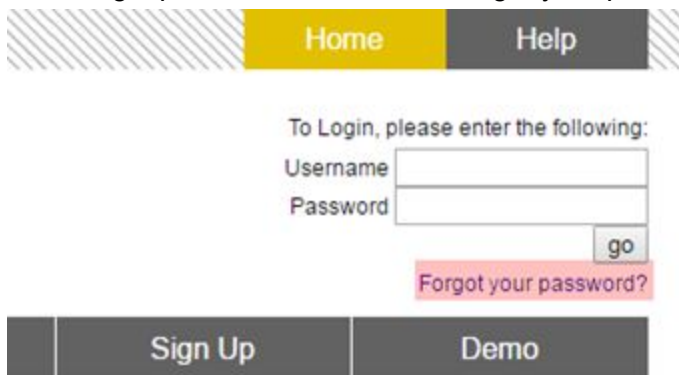
The new **EducationPlus Marketplace** user experience includes:

- Easy access to EdPlus contracts – one username/password provides access to many partnered contracts in one simple to use marketplace.
- One shopping cart - Multiple vendors. A single order can be created in the marketplace and can include items from multiple vendors. The marketplace will handle proper delivery to each individual vendor automatically and electronically.
- Easily search for items – Search by keyword, categories, item numbers, etc.
- Comparison shop – compare items from several different vendors all on the same screen.
- Save your most commonly purchased items in a Shopping List for later access and to share with other shoppers.
- A level playing field for the EdPlus vendors – our new marketplace will allow for us to include the large national suppliers (AEPA Contracts) and our local regional EdPlus suppliers in a single marketplace.

We are very excited to show you our new marketplace!

Accessing the new EdPlus marketplace is simple as can be. Please follow these instructions for your initial log-in to the **EducationPlus Marketplace**:

1. Visit www.schoolsupplies.org
2. Next to the login password field - click "Forgot your password?"



3. On the next screen, enter your email address and click Submit.
4. Within a few minutes you will receive an email that contains a link to reset your password.
5. Click the link and use the fields to reset your password.

If your email address was not found and you receive the following error: "No users with that email address found" and you were an existing SchoolSupplies.org user - please contact sgolliday@edplus.org at (314) 692-1235 or cmorgan@edplus.org at (314) 692-1226.

Thanks!