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

Sign In Example Concention of the student Concention of t	education	nplus"	
With the second seco	Sign In		
Descention Success Thank you for visiting the online marketplace. This marketplace makes ordering, price comparisons, and supply requisitions from our partnered vendors as simple as possible, all from a single location! If you already have a Usemame, please sign in below. Usemames and passwords are case sensitive. Username Password Forgot your password?			
Thank you for visiting the online marketplace. This marketplace makes ordering, price comparisons, and supply requisitions from our partnered vendors as simple as possible, all from a single location! If you already have a Username, please sign in below. Username Username Register here Password Forgot your password?	educat	Student Success	
If you already have a Username, please sign in below: Username Username Register here Password Forgot your password?	Thank you for visiting the comparisons, and supply from a single location!	online marketplace. This marketplace makes ordering, price requisitions from our partnered vendors as simple as possible, all	
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Password Forgot your password?	Username		
Password Eorgot your password?		Register here	
	Password	Forgot your password?	
	Sign In		

- 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 Sign In

Your Partner for Student	plus [™]				Karen Shannon My Profile	\$0.00 0 items	Sign C
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Custodial/Janitorial Supplies			<i>B</i>		Gateway		
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urniture		Q	Q	Q	Q	Q	
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)ffice Supplies	HPProducts	La Industrial scap compan	CHEN		Midland Paper	Technology Products	

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

Feducation	blus			Karen Shannon My Profile	\$0.00 Ditems Sign Out
Categories Suppliers Search Office Essentials	• Zehr	ness South	Marketplace Shopping	Lists Transferred Carts My Re	equests My Orders Admin
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Search Within Results:	1 - 3 of 3 Items				
Go	Compare Items Ac	d Rems To: Shopping Cart		Sort By: Rele	vance 🔻 View: 🗐 🕀
Narrow Your Search		PEN,BALLPOINT,F301,BE Office Essentials (Supplier Part # ZEB27120)		\$1.28 Doze	Qty. 1 Add to Cart
Manufacturer Zebra (3) Price		F-301 Ballpoint Retractade Pen, Blue Ink, Fine 會會會會會 (Oreviews)			
		PEN.BPT.RET.JIMNIECLP.BK Office Essentials (Supplier Part # ZEB22510)		\$10.0 Doze	3 Qty. 1 an Add to Cart
		Eco Jimmie Clip Retractable Ballpoint Pen, Black Ink, Medium, Dozen 会合会会会会 (Oreviews)			
		PEN.BALLPOINT,F301,BK Office Essentials (Supplier Part # ZEB27110)		\$16.1 Doze	6 Qty. 1 an Add to Cart
		F-301 Balpoint Retractable Pen, Black Ink, Fine 資資資資資 (0 reviews)			

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6. Place items in your shopping cart

1	educationplus				Karer M	y Profile	Sign Out
Cat	tegories Suppliers		Marketplace Shoppin	g Lists Transferred Ca	rts My Rec	quests My O	rders Admin
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	PEN,BALLPOINT,F301,BE	ZEB27120	Office Essentials	\$1.28	DZ	2	\$2.55
Sa	ve Selected to List Remove Selected					Upda	te Quantities
					Total:		\$2.55
						Checkou	



- 7. From the above screen
 - Remove items
 - Save selected to a list
 - Update quantities
- 8. Order is complete click on

Checkout

educationplus									Karen Shannon My Profile	Sign Out
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	Central High	Parkway C-2		PO Number: Enter differer	nt PO numb	er for each su	plier			
	363 North Woods Mill Road Chesterfield, MO 63017-5435	455 N Woods Mill Road Chesterfield, MO 63017-33	327							
	Name* Karen Shannon	Name* Karen Shar	nnon							
	Phone* 314-415-8251	Phone* 314-415-82	51							
	Dick Blick		12.12							
	Item		Part #	Price	UOM	Quantity	Item Total			
	T WOOD CRAFT STICKS NATURAL 100001		20501-1100	34.07	EA		34.07			
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	Office Freentists									
	Office Essentials		Deed #	Drive	11014	Quantity	liam Takal			
	PEN BALLPOINT E301 BE		7EB27120	51.28	DZ	quantity	\$1.78			
			LEDETTES	¥1.20						
							Total: \$1.28			
	Pyramid School Products									
	Item		Part #	Price	LIOM	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			
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	Attach Files				s	ave Requisit	ion			
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		Copyright © 2016	Equal Level, Inc.							

- 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 Save Requisition
- 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"

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



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!