

EdPlus Marketplace

In order to use the new EdPlus Marketplace to submit Purchase Orders, you must first login in through the new marketplace portal at: <https://shop.equallevel.com/edplus/login>. Once in the marketplace, you will have access to multiple vendors to build your order.

When using the search bar, first choose a category (see side bar below) of materials to search.

You can then type in a description (such as pencils, post-its, etc.) of the product you want to find.

Your cart is visible at the top of the page, letting you know the total cost and the number of items currently selected.

The screenshot shows the EdPlus Marketplace interface. At the top right, a user profile for Nicole Goldkamp is visible with a total of \$21.00 and 6 items in the cart. Below this is a navigation bar with links for Marketplace, Shopping Lists, Transferred Carts, My Orders, and Admin. A search bar is located below the navigation bar. On the left side, there is a sidebar with a list of categories including Art Supplies, Athletic Supplies, Classroom Supplies, Computers and Technology, Custodial/Janitorial Supplies, Document Imaging and Management, First Aid Supplies, Furniture, Music, and Office Supplies. The main content area displays a grid of vendor logos, including ACCO BRANDS, Buckeye, CANNON, CDWG, BLICK art materials, ELAN Publishing Company, Gateway Strings, HENRY SCHEIN, HP Products, Industrial Soap Company, INTER CHEN, MEDCO, Midland Paper, Midwest Technology Products, MNJ Technologies Direct, Nottelmann MUSIC, office essentials, OptiTek, Pyramid School Products, Quill.com, ROYAL, SamAsh, School Specialty, SOUTHWEST, TRIARCO, Triarco, Troxell, and Veritiv. The AEPA logo is present on several vendor logos.

Any vendors with the AEPA logo will invoice you directly

AEPA vendors can be accessed by clicking on the logo at the bottom of the page. You can also identify them by the individual labeling. When making an AEPA purchase, you will need to create an individual PO to **this vendor** since they will bill us separately than EdPlus.

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When compiling your Shopping Cart, you can select all of the materials that you want to purchase at the same time. The system will display information that is relevant to your order processing at the top of the page prior to checking out.

Quill: Quill has no minimum order requirements for free shipping. Quill will invoice orders to you directly - EdPlus will not invoice for these orders.

School Specialty: School Specialty has free shipping on all orders over \$31.85. (\$49.00 list price.) All orders under minimum order will carry a \$9.95 shipping charge. School Specialty will invoice orders to you directly - EdPlus will not invoice for these orders.

While in the Shopping Cart, you have the option to save the list you've compiled, remove individual items that you no longer want, and update the quantities for all of your merchandise. Once you have updated to your satisfaction, you can proceed to Checkout.



Once you are ready to Checkout, you will see all of your purchases listed by vendor along with the individual order totals. You still have the ability to go back and edit your cart at this time. At the top of the page you will see the Shipping, Billing and Payment information fields that need to be filled out. The highlighted areas must be filled out prior to submitting your order.

Shipping Address	Billing Address	Payment
4113 - Clayton Maintenance <input type="button" value="Browse"/> 305 N Gay Avenue Clayton, MO 63105 <input checked="" type="checkbox"/> Set as my default shipping address Name* <input type="text" value="Nicole Goldkamp"/> Phone* <input type="text" value="314-854-6026"/>	739 - Clayton <input type="button" value="Browse"/> Clayton 2 Mark Twain Circle Clayton, MO 63105-3881 Name* <input type="text" value="Nicole Goldkamp"/> Phone* <input type="text" value="314-854-6026"/>	Payment Method: <input type="radio"/> Card <input checked="" type="radio"/> Purchase Order PO Number: <input type="text"/> <u>Enter different PO number for each supplier</u>

Always select your method of payment as a Purchase Order. You have the option to enter multiple PO numbers for each of your vendors. You must select this option when purchasing from AEPA vendors.

Payment	
Payment Method:	<input type="radio"/> Card <input checked="" type="radio"/> Purchase Order
Buckeye:	<input type="text"/>
Office Essentials:	<input type="text"/>
Pyramid School Products:	<input type="text"/>
Quill:	<input type="text"/>
School Specialty:	<input type="text"/>
<u>Enter single PO number for all suppliers</u>	

EXAMPLE: In this Shopping Cart, there are three vendors who bill through EdPlus (Buckeye, Office Essentials, and Pyramid School Products) and two vendors who bill individually. You will create three PO's for this scenario: One PO for the "EdPlus" orders, one PO specifically for Quill, and one PO specifically for School Specialty. These are the fields where you will have the opportunity to list those PO numbers.