cooperativepurchasing

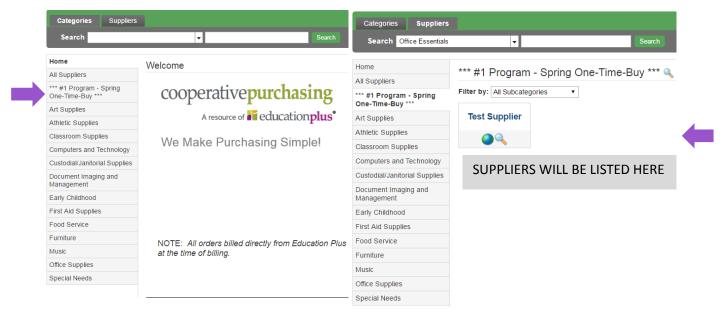
A resource of deducationplus

SPRING ONE-TIME-BUY PROGRAM

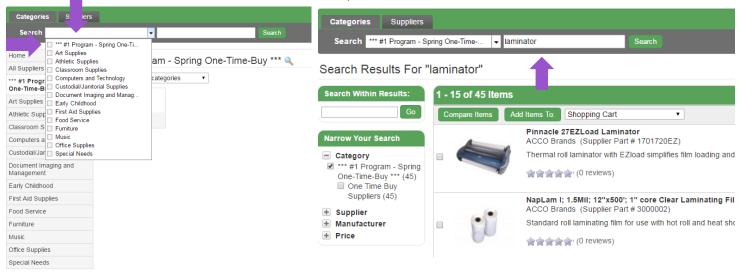
Lock in the Price, Order Now, Ship Later! This gives you the opportunity to place orders before school is out, and have them shipped and billed on next year's budget. We will accept orders between <u>3/1 and 5/15</u> and process them directly with the vendors, but we will hold them and ship later per 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.



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



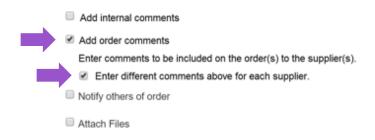
Continue your shopping and complete your cart. Be sure to only select from suppliers that are listed in the #1
Program – Spring One-Time-Buy section.

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



Industrial Soap: 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.								
Veritiv: 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.								
	entials: Education Plus will bill you dire n Plus for this supplier. If paid via credit			local suppliers on this order. Your PO number will be issued of billing.				
	n Plus for this supplier. If paid via credit		get a processing fee added at the time					

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.



The pop up box will be named Order Comments. In this box, you should enter SHIP DATE: July 1st, 2017 (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. <u>ALWAYS – list your ship date FIRST.</u>

	e Essentials					
Item		Part #	Price		Quantity	Item Tot
	CLIP, BINDER, SMALL	UNV10200	\$0.30		1	\$0.3
+	GLUE,STICK,260Z	AVE00166	\$0.36		1	\$0.3
+	TAPE,3/4 X 1000 16 PK,CR	MMM810K16	\$32.63	PK	1	\$32.
+	SHARPENER,PENCIL,ELEC,BK	EPI1645	\$35.85	EA	1	\$35.
Order	Comments:					Total: \$6
-	al Paper	2.14	D			
Item	320Z PLAIN SPRAY BTTL W/ GRADUATIONS	Part # RL-PLAINBTTL	.32 \$0.42		Quantity 2	Item To \$0.
Urder	r Comments:					
Ver	itiv					
Ite	m	Part #	Price	UOM	Quantity	Item Total
+	8-1/2x11 - 20# Multi Purpose White - 5000/ctn - Truckload	3273957	\$24.74	СТ	2	\$49.47
						Total: \$49

- 8. Finish your order as you usually do. When you save your requisition, remember to save it with a unique name to help you find it later.
- 9. Each supplier will receive a separate PO from the marketplace and your Order Comment will be added to the on 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	1 st , 2017		
Shipping Address An account address	Billing Address An account addre			
Saurabh Staging Shopper 123 Main Street Rockville MD 20850	Saurabh Staging 123 Main Street Rockville MD 208			
sverma+stagingshopper@equallevel.com 1-301-000-1111	sverma+stagingsh 1-301-000-1111	nopper@equa	llevel.com	
<u>P-Card</u> Name: Test Card Expiration: 2020-02-29 Number: XXXXXXXXXXX1111				
Item	Part Number	Price	Quantity	Item Total
EV Parking- Green	ABM-CT1000- SIGN1	\$52.00 EA	1	\$52.00
- Manufacturer: ChargePoint	SIGHT			

Total: \$52.00

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

11. If an AEPA vendor like School Specialty participates in the program, they will invoice you directly as usual.

We look forward to saving you time and money!