

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 **3/1 and 5/15** 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 screenshot shows the cooperative purchasing website interface. On the left, a sidebar lists various categories. The category “ #1 Program - Spring One-Time-Buy ” is highlighted with a purple arrow. The main content area displays the website logo and a welcome message. On the right, there is a search bar and a list of categories. A purple arrow points to a “Test Supplier” button, and a grey box with the text “SUPPLIERS WILL BE LISTED HERE” is positioned below it.

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 screenshot shows the search results for “laminator” within the “ #1 Program - Spring One-Time-Buy ” category. The search bar is filled with “*** #1 Program - Spring One-Time-Buy ***” and “laminator”. The results show 1 - 15 of 45 items. The first item is the “Pinnacle 27EZLoad Laminator” by ACCO Brands, and the second is the “NapLam I; 1.5Mil; 12"x500"; 1" core Clear Laminating Film” by ACCO Brands. A purple arrow points to the search bar, and another purple arrow points to the “Search” button.

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.



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.

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.

Shipping Address
 Browse

Name*

Phone*

Billing Address
 Browse

Name*

Phone*

Payment

Payment Method: ☒ Card ☐ Purchase Order

Name*

Card #*

Exp. Date*

Save

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, 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. **ALWAYS – list your ship date FIRST.**

Office Essentials

Item	Part #	Price	UOM	Quantity	Item Total
CLIP,BINDER,SMALL	UNV10200	\$0.30	DZ	1	\$0.30
GLUE,STICK,26OZ	AVE00166	\$0.36	EA	1	\$0.36
TAPE,3/4 X 1000 16 PK,CR..	MMM810K16	\$32.63	PK	1	\$32.63
SHARPENER,PENCIL,ELEC,BK	EPI1645	\$35.85	EA	1	\$35.85

Order Comments:

Total: \$69.14

Royal Paper

Item	Part #	Price	UOM	Quantity	Item Total
32OZ PLAIN SPRAY BTTL W/ GRADUATIONS	RL-PLAINBTTL32	\$0.42	EA	2	\$0.84

Order Comments:

Total: \$0.84

Veritiv

Item	Part #	Price	UOM	Quantity	Item Total
8-1/2x11 - 20# Multi Purpose White - 5000/ctn - Truckload	3273957	\$24.74	CT	2	\$49.47

Order Comments:

Total: \$49.47

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 1st, 2017

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

P-Card

Name: Test Card
 Expiration: 2020-02-29
 Number: XXXXXXXXXXXX1111

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.
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!