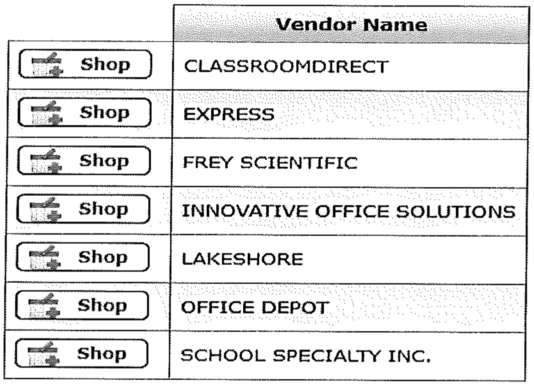
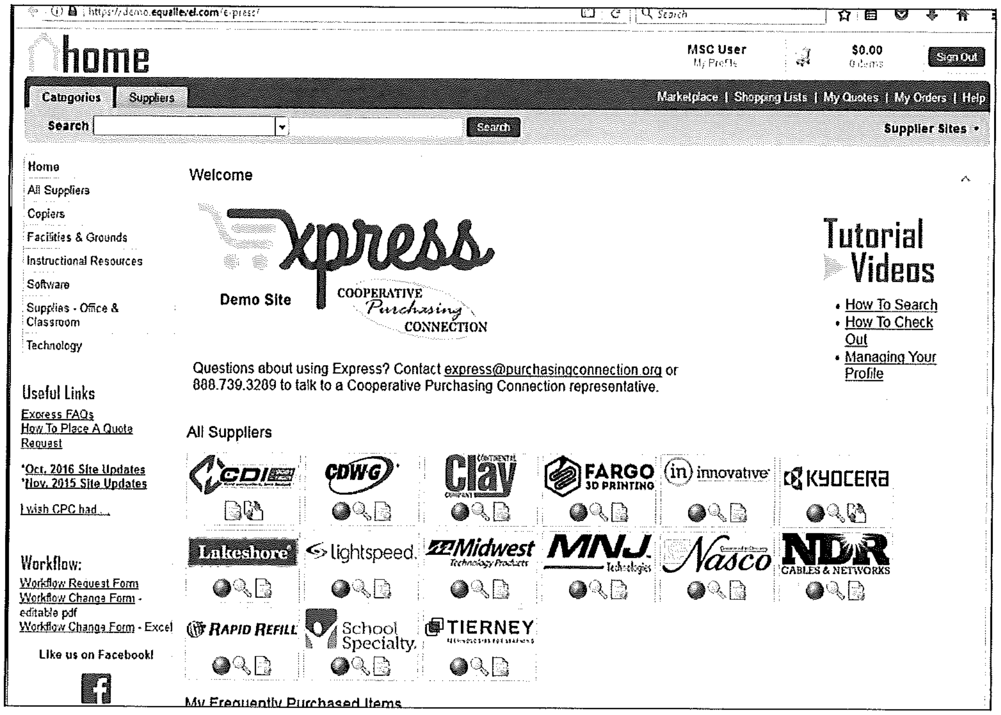
Ordering (with Online Vendors)

1. Click on Requests|**Ordering**. The online vendors a district can choose from today include: Amazon, Corporate Express (Staples), Innovative Office Solutions, Office Max, School Specialty, Frey Scientific, Classroom Direct, Broadhead Garrett, Hammond & Stephens, Follett, Office Depot, Lakeshore Learning and Express.
2. Click on the Shop button next to the Vendor you want from the list. (Regions will automatically set up all vendors in the list that the district chooses.)



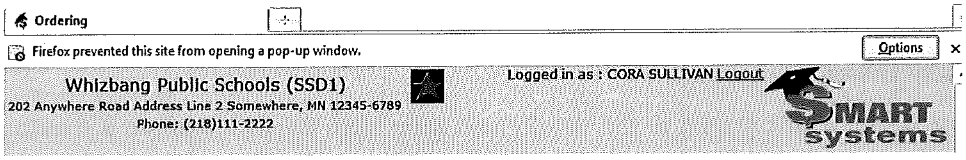
	Vendor Name
Shop	CLASSROOMDIRECT
Shop	EXPRESS
Shop	FREY SCIENTIFIC
Shop	INNOVATIVE OFFICE SOLUTIONS
Shop	LAKESHORE
Shop	OFFICE DEPOT
Shop	SCHOOL SPECIALTY INC.

3. The new website will open in a new window or tab.


https://demo.equallevel.com/express/
Search
home
MSC User
My Profile
$0.00
0 items
Sign Out
Categories
Suppliers
Marketplace | Shopping Lists | My Quotes | My Orders | Help
Search
Search
Supplier Sites
Home
All Suppliers
Copiers
Facilities & Grounds
Instructional Resources
Software
Supplies - Office & Classroom
Technology
Welcome
Xpress
Demo Site
COOPERATIVE Purchasing CONNECTION
Tutorial Videos
How To Search
How To Check Out
Managing Your Profile
Useful Links
Express FAQs
How To Place A Quote Request
'Oct. 2016 Site Updates
'Nov. 2015 Site Updates
I wish CPC had...
All Suppliers
CDI
CDW·G
Clay
FARGO 3D PRINTING
innovative
KYOCERA
Lakeshore
lightspeed.
Midwest Technology Products
MNJ Technologies
Nasco
NDR CABLES & NETWORKS
RAPID REFILL
School Specialty.
TIERNEY
Workflow:
Workflow Request Form
Workflow Change Form - editable pdf
Workflow Change Form - Excel
Like us on Facebook!
My Frequently Purchased Items

Questions about using Express? Contact express@purchasingconnection.org or 888.739.3289 to talk to a Cooperative Purchasing Connection representative.

***NOTE:** You may get a warning depending on your browser SMART eR and security settings. For example:*



Ordering

Firefox prevented this site from opening a pop-up window.

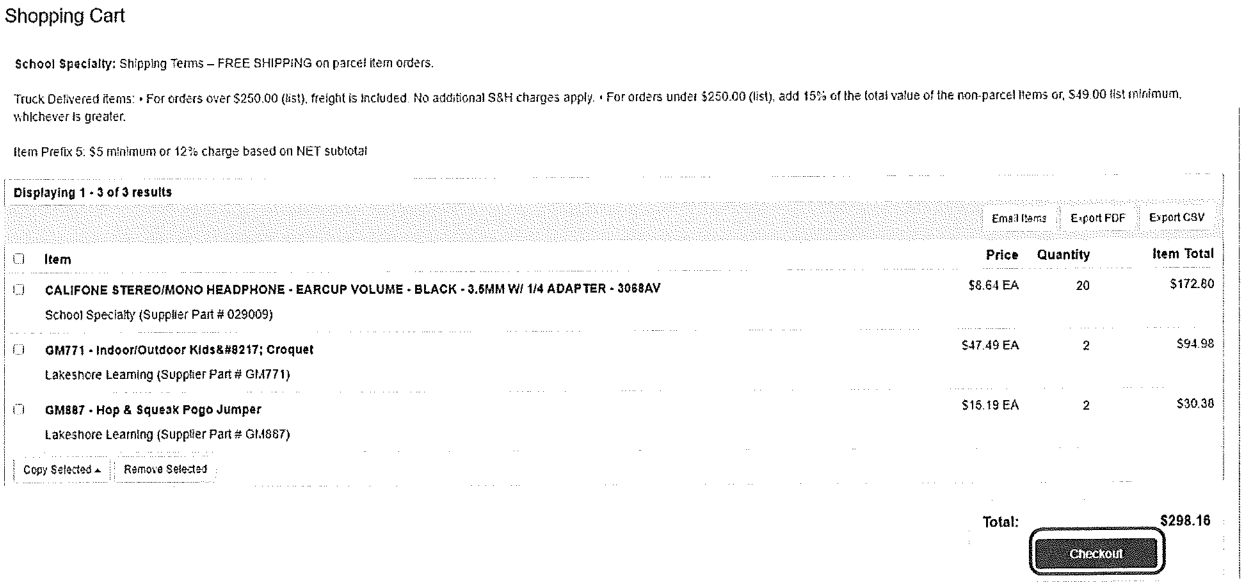
Options ×

Whizbang Public Schools (SSD1)
202 Anywhere Road Address Line 2 Somewhere, MN 12345-6789
Phone: (218)111-2222

Logged in as : CORA SULLIVAN Logout

Click on the options button and allow pop-ups. Re-click on the shop button for the vendor you want.

4. Shop for items needed and click on Add to Cart. (The following steps may differ depending on the vendors' webstore setup.)
5. When everything is in the cart and you are done, **check to see if you are still logged into SMART eR and haven't timed out.**



Shopping Cart

School Specialty: Shipping Terms – FREE SHIPPING on parcel item orders.

Truck Delivered items: • For orders over $250.00 (list), freight is included. No additional S&H charges apply. • For orders under $250.00 (list), add 15% of the total value of the non-parcel items or, $49.00 list minimum, whichever is greater.

Item Prefix 5: $5 minimum or 12% charge based on NET subtotal

Displaying 1 - 3 of 3 results

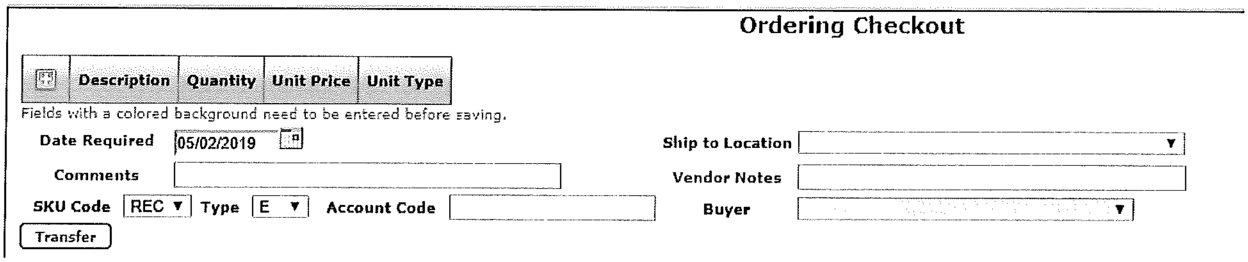
☐	Item	Price	Quantity	Item Total
☐	**CALIFONE STEREO/MONO HEADPHONE - EARCUP VOLUME - BLACK - 3.5MM W/ 1/4 ADAPTER - 3068AV** School Specialty (Supplier Part # 029009)	$8.64 EA	20	$172.80
☐	**GM771 - Indoor/Outdoor Kids&#8217; Croquet** Lakeshore Learning (Supplier Part # GM771)	$47.49 EA	2	$94.98
☐	**GM887 - Hop & Squeak Pogo Jumper** Lakeshore Learning (Supplier Part # GM887)	$15.19 EA	2	$30.38

Total: **$298.16**

a) If you are logged in, click **Checkout**.

b) If you have timed out, re-login into SMART eR. *(This allows users placing large orders the ability to shop as long as they need and not worry about losing their order).*

c) For an individual site, all items will be processed at once and look similar to the following. Click on the **plus** ⊞ button to see individual items after all required fields are entered. *(Skip to Step 9 for more information about what to enter in fields)*:



Ordering Checkout

	Description	Quantity	Unit Price	Unit Type

Fields with a colored background need to be entered before saving.

Date Required 05/02/2019

Comments

SKU Code REC ▼ Type E ▼ Account Code

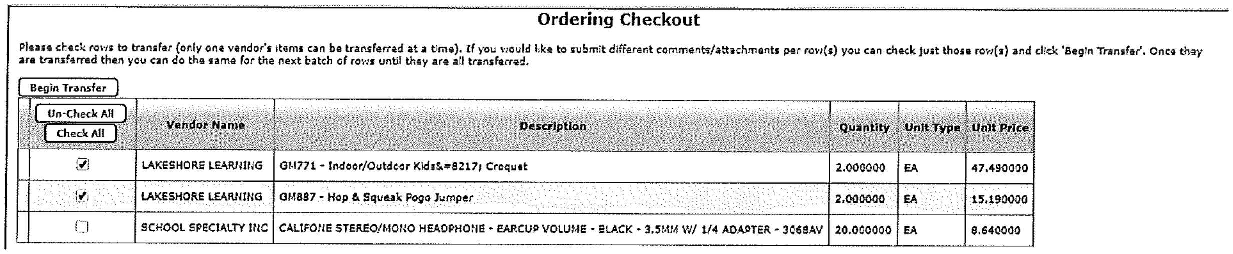
Ship to Location ▼

Vendor Notes

Buyer ▼

Checking out with Express is different than all of the other vendors:

6. From Express - once you have checked out, you will then receive a summary window in SMART eR showing the items ordered.



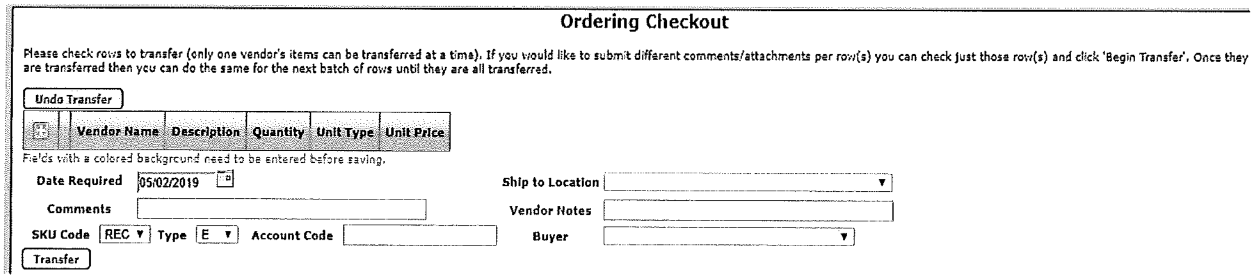
Ordering Checkout

Please check rows to transfer (only one vendor's items can be transferred at a time). If you would like to submit different comments/attachments per row(s) you can check just those row(s) and click 'Begin Transfer'. Once they are transferred then you can do the same for the next batch of rows until they are all transferred.

	Vendor Name	Description	Quantity	Unit Type	Unit Price
☑	LAKESHORE LEARNING	GM771 - Indoor/Outdoor Kids&#8217; Croquet	2.000000	EA	47.490000
☑	LAKESHORE LEARNING	GM887 - Hop & Squeak Pogo Jumper	2.000000	EA	15.190000
☐	SCHOOL SPECIALTY INC	CALIFONE STEREO/MONO HEADPHONE - EARCUP VOLUME - BLACK - 3.5MM W/ 1/4 ADAPTER - 3068AV	20.000000	EA	8.640000

7. For Express, it now includes Vendor Name, as the orders will need to be split into one for each vendor when transferred for routing or *finishing (This needs to be setup prior to ordering in SMART Finance-Vendor window).* They will also be placed back as separate orders. If they will all get the same information entered in to transfer, the **Check All** button will select all items to transfer, or they can be done in batches as chosen.

8. Then click on **Begin Transfer**. Each Vendor will need to be done separately.



Ordering Checkout

Please check rows to transfer (only one vendor's items can be transferred at a time). If you would like to submit different comments/attachments per row(s) you can check just those row(s) and click 'Begin Transfer'. Once they are transferred then you can do the same for the next batch of rows until they are all transferred.

		Vendor Name	Description	Quantity	Unit Type	Unit Price

Fields with a colored background need to be entered before saving.

Date Required 05/02/2019

Comments

SKU Code REC ▼ Type E ▼ Account Code

Ship to Location ▼

Vendor Notes

Buyer ▼

NOTE: *The headings in red have a hover feature available. Place your cursor on the wording and it will provide more information.*

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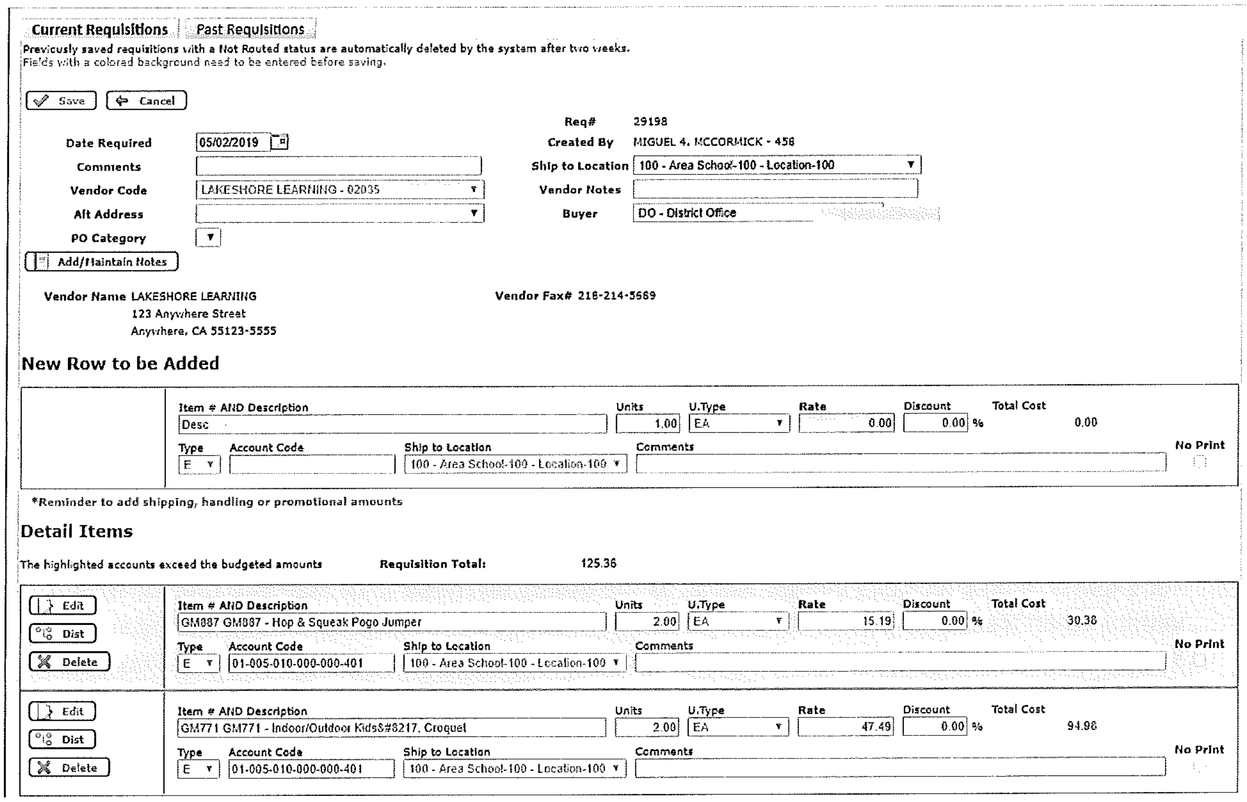
9. Click on **Transfer** button. This will transfer the order in a requisition for final proofing.

***NOTE:** Your order will not be finished unless you do this step!*



Previously saved requisitions with a Not Routed status are automatically deleted by the system after two weeks.
Fields with a colored background need to be entered before saving.

Req# 29198
Date Required 05/02/2019
Created By MIGUEL 4. MCCORMICK - 456
Comments
Ship to Location 100 - Area School-100 - Location-100
Vendor Code LAKESHORE LEARNING - 02035
Vendor Notes
Alt Address
Buyer DO - District Office
PO Category

Vendor Name LAKESHORE LEARNING
123 Anywhere Street
Anywhere, CA 55123-5555
Vendor Fax# 218-214-5669

New Row to be Added

Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
Desc	1.00	EA	0.00	0.00 %	0.00

Type	Account Code	Ship to Location	Comments	No Print
E		100 - Area School-100 - Location-100		☐

*Reminder to add shipping, handling or promotional amounts

Detail Items

The highlighted accounts exceed the budgeted amounts **Requisition Total:** 125.36

Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
GM887 GM887 - Hop & Squeak Pogo Jumper	2.00	EA	15.19	0.00 %	30.38

Type	Account Code	Ship to Location	Comments	No Print
E	01-005-010-000-000-401	100 - Area School-100 - Location-100		☐

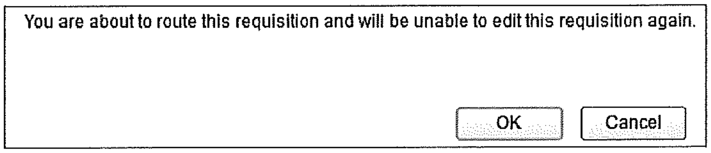
Item # AND Description	Units	U.Type	Rate	Discount	Total Cost
GM771 GM771 - Indoor/Outdoor Kids&#8217, Croquet	2.00	EA	47.49	0.00 %	94.98

Type	Account Code	Ship to Location	Comments	No Print
E	01-005-010-000-000-401	100 - Area School-100 - Location-100		☐

10. Click on **Save** after reviewing the order. If the Save is successful, it will close the page and return you back to the original window. If there is a problem with your order, the window WILL NOT close. It will provide a list of errors for you to see and correct.

11. Click on the **Route** Route button if you are finished with the order to send it to be proofed and processed.

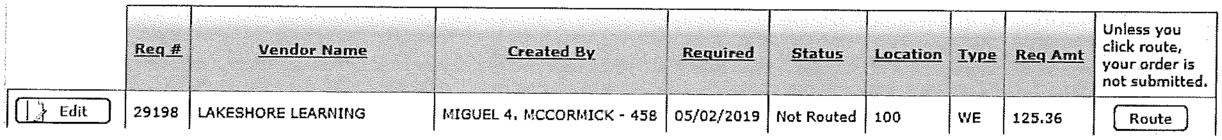
12. A warning message will appear:



You are about to route this requisition and will be unable to edit this requisition again.

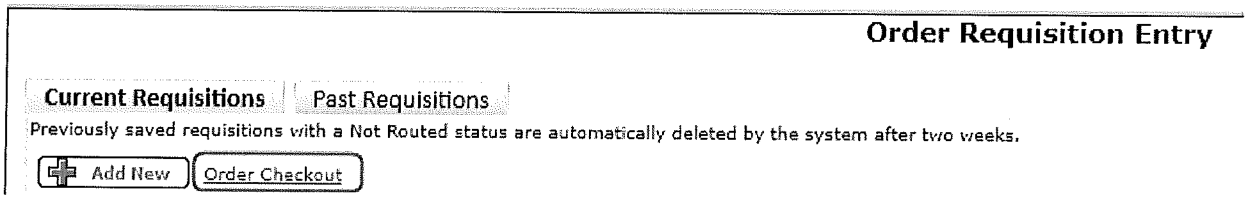
13. Click **Ok** to continue or **Cancel** to go back to the list.

14. The order will move to either a Routed or Validated Status for further processing and will only be viewable from that point forward *(unless you have additional credentials that allow for routed or validated requisitions).*



	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	Unless you click route, your order is not submitted.
Edit	29198	LAKESHORE LEARNING	MIGUEL 4. MCCORMICK - 458	05/02/2019	Not Routed	100	WE	125.36	Route

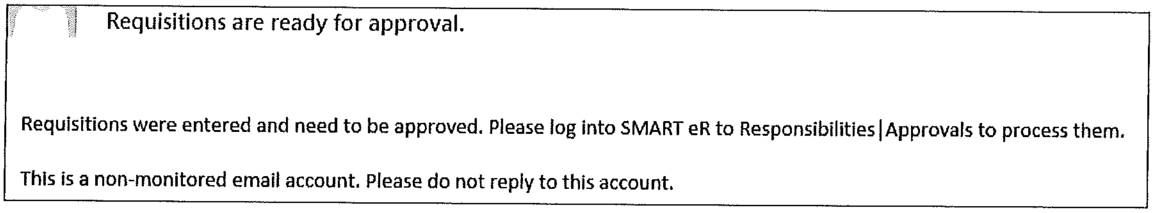
15. If you wish to place another order, repeat the above steps. Otherwise click the **Logout** link in the top right corner under your logged in name.
16. For Express – Click on the **Order Checkout** link, then repeat steps 1-15 to place your next order. If you are finished, there will be no Order Checkout link showing.



Order Requisition Entry

Previously saved requisitions with a Not Routed status are automatically deleted by the system after two weeks.

17. If using Approvals *(and if they have an email setup in SMART HR)*, a notification will be sent overnight to tell them they have something to approve in case they didn't see it in SMART eR.



Requisitions are ready for approval.

Requisitions were entered and need to be approved. Please log into SMART eR to Responsibilities|Approvals to process them.

This is a non-monitored email account. Please do not reply to this account.