



# Ohio Schools Council eBuy Marketplace Quick Reference Guide



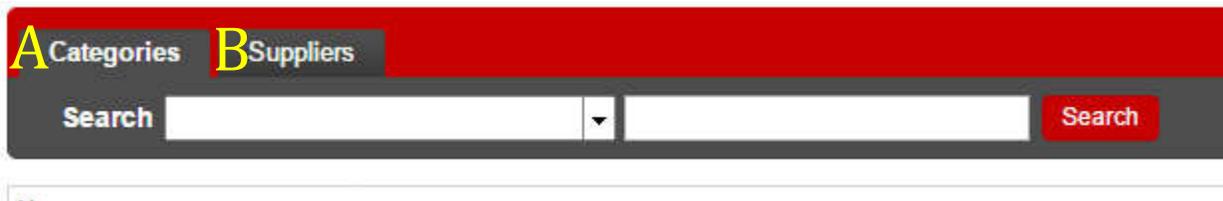
## **#1 - Getting Started:**

Self-register at <http://www.osconline.org/eBuyMarketplace.aspx> or <https://shop.equallevel.com/osc/login>.

After registering, you will be required to verify your email address. Once complete you can begin shopping in our eBuy Marketplace! **Remember, this is a live site. Any orders you submit to a vendor will be placed!** Here is a short tutorial that will get you started: <https://vimeo.com/189822796>.

## **#2 - Searching for items:**

Searching in the new marketplace can be done by choosing a Category or an Individual Supplier.



**A. Category:** If you are unsure of which supplier to search, try one of the categories in the pull down menu, and search for your item.

**B. Suppliers:** If you know which supplier (or suppliers) you would like to shop from, click Suppliers, and then select the supplier(s) you would like to search, enter your term in the blank, and click Search. If no search results appear, try changing the description of your item. Once you have found your item, add it to your shopping cart. You can continue to search for items by clicking on “Marketplace” or entering a description in the Search box. You may add as many items as you need to your shopping cart and there is no need to separate orders by vendor. The marketplace will do that for you!

You can also click on the globe of a specific supplier and Punchout to their website. (See #3 below)  
When on the suppliers site - you will shop for what you need and when finished click on the shopping cart. Lastly – you will then “Submit” and/or “Transfer” the cart of items back to the eBuy Marketplace. Your order will not be placed through the vendor’s website but will be completed within the eBuy Marketplace.

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**#3 - Icons beneath Supplier Logos** (Not all icons appear under every supplier logo.) Suppliers have different logos that may appear underneath their logo. (Outlined in Red beneath the logo to the right.)



1. The Globe will allow you to temporarily leave the eBuy Marketplace and “punchout” to the supplier’s site. Some suppliers will only be able to be shopped from by Punchout.
  2. The Search Glass will let you quickly search items from just that supplier.
  3. Document Icon - click the icon to view any documents available for that supplier
  4. Request a Quote - shoppers will be able to request custom quotes for larger quantity items or for special items not typically available in a catalog.
  5. If there are no icons beneath a Supplier’s Logo, the supplier is a “Profile Only” supplier and you must contact the supplier for product or service information. Click the supplier’s logo for contact information and additional information about that contract.
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#### **#4 - Shopping Cart:**

**Yellow Banner Messages:** Once you have an item in your Shopping Cart - Yellow Banner messages may be displayed for some suppliers on the top of the cart. (See image below.) These banners will help highlight any special conditions that may apply to purchasing from that supplier.

## Shopping Cart

**School Specialty:** School Specialty has free shipping on all orders over \$31.36. (\$49.00 list price.) All orders under minimum order will carry a \$9.95 shipping charge. Non-supply items may be subject to shipping charges. Shipping and handling charges are 15% of the order if less than \$1,000 on non-supply items (e.g. furniture), with a \$99 minimum charge. If the order is greater than \$1,000, please call 1-877-350-0645 or E-mail freight\_quote@schoolspecialty.com for a freight quote.

[Email Items](#) | [Export To PDF](#) | [Export to CSV](#)

<input type="checkbox"/>	Item	Part #	Supplier	Price	UOM	Quantity	Item Total
<input type="checkbox"/>	DVD CHOOSING A KILN	1272531	School Specialty	\$0.06	EA	<input type="text" value="1"/>	\$0.06

[Save Selected to List](#) [Remove Selected](#) [Update Quantities](#)

**Total:** \$0.06

**A. Shopping List:** If you would like to save items to a Shopping List for future reference, click the checkbox next to any items in your cart (punchout items cannot be saved) you wish to save and click "Save Selected to List."

**B. Checkout Cart:** When you are ready to place your order - click the Checkout button on the bottom right of the cart.



Shopping Cart

[<< Back to Search Results](#)

<input type="checkbox"/>	Item	Part #	Supplier	Price	UOM	Quantity	Item Total
<input type="checkbox"/>	PEN RED ROLLER BALL UNI-BALL FINE PACK OF 12	079128	School Specialty, Inc.	\$10.72	EA	<input type="text" value="2"/>	\$21.44

[Save Selected to List](#) [Remove Selected](#) [Update Quantities](#)

**A**

**Total:** \$21.44  
**B** [Checkout](#)

### #4 - Checking Out your Cart:

After you have clicked Checkout, you will be taken to the Checkout page to finalize your order.

**Cart.** Confirm your Shipping and Billing Address. If yours is not available, please change or add by clicking Browse.

**Payment Option:** Enter a credit card or Purchase Order number. When multiple vendors are in your Shopping Cart, you have the option to enter a different PO number for each, or the Marketplace will add a "-1, -2," etc. for each different supplier if only one PO number is entered.

When all of the information is correct, click Place Order. This will send your requisition to your

approver (Business Manager or Treasurer). Or, you can Save your Requisition for a later time or to print. You can find your saved orders in the My Orders menu. (Note – a Saved Requisition is not a placed/completed order. The order will not be sent to an approver or placed until you click “Place Order.”)

If approvals are setup for your organization, your approver will approve and place, modify or deny your order. If approved or modified, your order will be placed. When an order is approved/denied, you will receive an email notification of the order’s status change along with a record of any notes added by the approver. You can also check the status of your order in the My Orders menu.

**This version of the eBuy Marketplace is not integrated into your financial accounting software. If you are interested in integration, please contact the Ohio Schools Council at 216.447.3100 or 800.264.1326 ext. 6103.**

## FAQ

1. What if there are shipping charges from a supplier? How do I apply them? Shipping charges that are not added in the marketplace through punchout will be added to the invoice. Please look at the cart messages within the marketplace to ensure that you are placing orders that meet the minimum shipping requirement. If there is no cart message – that supplier will have free shipping on all orders placed.
2. What if there is a minimum order that I need to meet from a supplier? How will I know? If the minimum is known to the Ohio Schools Council, you will see a message in your Shopping Cart indicating what is needed for an order to receive free shipping. You will be able to place an order to the supplier under the minimum order requirement in most cases – but a shipping charge will be applied to the invoice.
3. What if I need approval prior to placing an order? School Districts will automatically have an approver assigned to the district, either a Business Manager or Treasurer, which will receive your order electronically for approval. If you need prior approval other than that, you can save your Requisition and print it if you need to walk it through for approval outside the marketplace. Once approved, continue on with placing your order and sending it. If you are a member of OSC that is not a School District – there are no preset requirements. Please place orders according to your agency’s policies or contact us at OSC to assist in setting up an approval process that meets the needs of your agency.
4. What if I do not know the Purchase Order number to enter for my order? If you do not enter a PO number the marketplace will automatically generate one as a reference number for you. If you are in a school district and a part of an approval chain – the later approver is able to enter the proper PO number as needed. If you are

not a School District and a formal PO number is not required – simply enter/create a PO number that will be referenceable as the invoices come in.

5. What if I want to purchase something from a supplier's website through the eBuy Marketplace but they do not have the search glass icon or show up in the Supplier's list on the top left menu? If the supplier has the punchout globe underneath their logo, you can click that and search for the item on their website. Then, simply add the item to the shopping cart and transfer back to the eBuy Marketplace to complete your order. If the supplier does not have the Punchout function, you will need to order it from the vendor directly or if they are Quote Request enabled, request a quote from within the marketplace to receive pricing on their items.
6. What if I cannot find what I am looking for in the eBuy Marketplace? Try changing your description of the item, changing the category or suppliers, or punchout to the supplier's website. As an example, if you were to search the category "Office Supplies" for "Paper Rolls," you will receive results for paper towels, toilet paper, craft paper rolls, wide format printer paper rolls, and many more... many different items you likely didn't intend to search for. You can either modify the search in the category or use the "Search Within Results" to add another term to help narrow down the results. Adding the term "towels" to the search within tool makes the search results much more accurate.
7. What if I need to check the fund availability in the accounting system before I place the order? Save your requisition if you need to place other orders in the meantime, or leave it in your shopping cart until you have confirmation and continue with the order process. As long as you don't need to create any other orders you can skip the step of saving the requisition. Items will remain in your cart indefinitely until you either place the order or the items are discontinued by the supplier. We do re-verify any prices of items in the cart after a couple of days if they are in there unpurchased.
8. How will the funds be withdrawn from the accounts in the financial accounting system for this order? Unless you have been informed by your district, you are not integrated into your financial accounting system. In that case, the Purchase Order number you use will encumber the funds, or you will need to pay for the order with an authorized credit card.
9. What happens if my approver declines any part of my order? You will receive an email notification of this instance.
10. How do I receive a quote in the eBuy Marketplace? Click My Requests in the menu bar, and New Request. Complete the information, select which suppliers you want to receive a quote from, and click Submit. The supplier will receive an email and when they send your quote, it will be placed in My Requests, Quotes. You will also receive an email each time a supplier replies with a quote.
11. Will I be able to purchase the item from the quote through the eBuy Marketplace? Yes. Just add it to the cart.