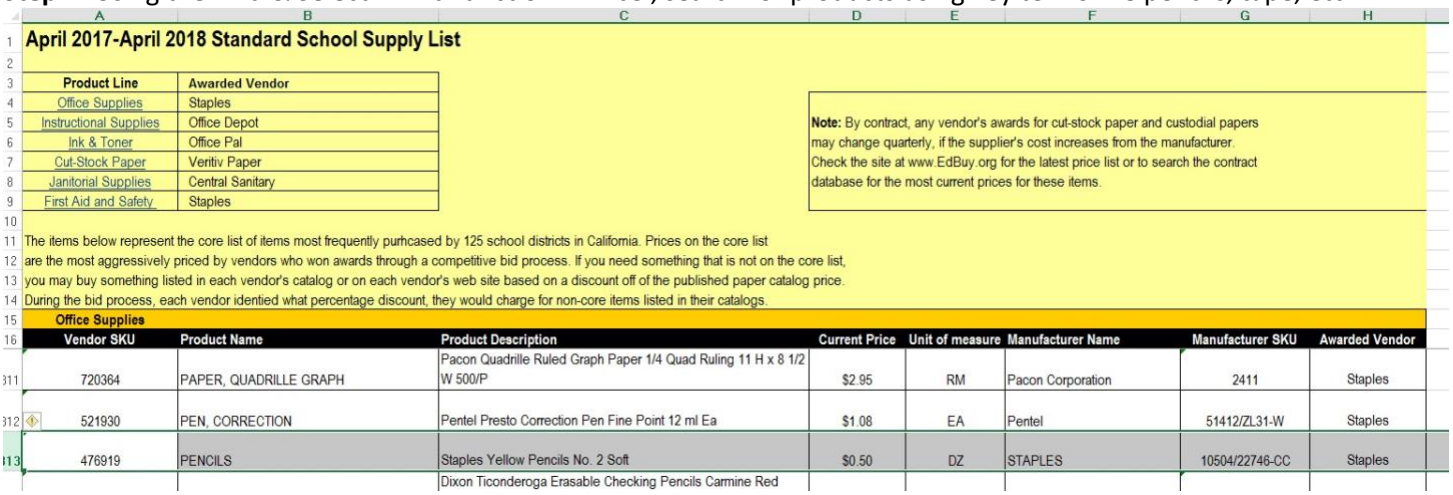
**Shop by Offline Pricing Excel Standard School Supply List**

The list contains select items that are commonly ordered by Schools. The prices may not reflect temporary discounts offered by vendors.

**Step 1:** Download Excel spreadsheet from www.edbuy.org (click on the "Offline Pricing Reports" link)

Note: If you are not automatically directed to the "Standard School Supplies Offline Pricing" webpage (see options below) click on the "Statewide Paper Prices" link. Next, click on the "View as Microsoft Excel" link which is usually on the top right of the page.

**Step 2:** Using the Find & Select > Find function in Excel, search for products using key terms like pencils, tape, etc.



**April 2017-April 2018 Standard School Supply List**

| Product Line | Awarded Vendor |
|---|---|
| Office Supplies | Staples |
| Instructional Supplies | Office Depot |
| Ink & Toner | Office Pal |
| Cut-Stock Paper | Veritiv Paper |
| Janitorial Supplies | Central Sanitary |
| First Aid and Safety | Staples |

**Note:** By contract, any vendor's awards for cut-stock paper and custodial papers may change quarterly, if the supplier's cost increases from the manufacturer. Check the site at www.EdBuy.org for the latest price list or to search the contract database for the most current prices for these items.

The items below represent the core list of items most frequently purhcased by 125 school districts in California. Prices on the core list are the most aggressively priced by vendors who won awards through a competitive bid process. If you need something that is not on the core list, you may buy something listed in each vendor's catalog or on each vendor's web site based on a discount off of the published paper catalog price. During the bid process, each vendor identied what percentage discount, they would charge for non-core items listed in their catalogs.

**Office Supplies**

| Vendor SKU | Product Name | Product Description | Current Price | Unit of measure | Manufacturer Name | Manufacturer SKU | Awarded Vendor |
|---|---|---|---|---|---|---|---|
| 720364 | PAPER, QUADRILLE GRAPH | Pacon Quadrille Ruled Graph Paper 1/4 Quad Ruling 11 H x 8 1/2 W 500/P | $2.95 | RM | Pacon Corporation | 2411 | Staples |
| 521930 | PEN, CORRECTION | Pentel Presto Correction Pen Fine Point 12 ml Ea | $1.08 | EA | Pentel | 51412/ZL31-W | Staples |
| 476919 | PENCILS | Staples Yellow Pencils No. 2 Soft | $0.50 | DZ | STAPLES | 10504/22746-CC | Staples |
| | | Dixon Ticonderoga Erasable Checking Pencils Carmine Red | | | | | |

**Step 3:** Copy and paste the row in another Excel sheet(s) – 1 for each "Awarded Vendor" and calculate the balance due

**Step 4:** Process a PO to the appropriate vendor (e.g. Office Depot or Staples Advantage, not to Edbuy or Epylon)

**Step 5:** Fax or email a copy of your signed PO and attach an itemized list to the Epylon customer service Rep:

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