Shopping by Contract - Keyword Search

Step 1: Select the "Shop Contracts" link under the Welcome to Edbuy menu

Step 2: Create a new list (click the "Manage Lists" link) enter your email, then click the "Create New List" button

Step 3: Give your list a name and description, re-enter your email address and hit the "Submit" button

Note: Click on the "Saved Lists" drop down menu to check that your new list is available. You may have to re-enter your email address and click "Retrieve List" if you don't see any lists in the menu.

Step 4: Return to the "Shop Contracts" menu > Product Search link > and search for items by using key terms, brand names, or SKU number from the offline pricing Excel file

Step 5: Narrow down your search by organizing the results – select an option in the "Sorts Results By" drop down menu and click the "Sort" button

Click on the product info icon to view additional information on the product from the supplier.

Denotes a product line whose line items are found on a vendor's website. Click icon to punchout to vendor's website.

Sort Results By [Relevance ▼] [Sort]   Search within these contract line items for: [gel black] [Go]

Add   Quantity   Items Found

☐   **G2 GEL PEN BLK .7MM FINE PT** $35.64
Pilot G2 Premium Gel-Ink Retractable Pens Fine Point 0.7mm Black Ink / Clear Bar

Supplier SKU: 050552   **Supplier:** Staples Advantage   **Brand:** PILOT CORP   **Sold By:** PK

☐   **RETRACTABLE GEL PEN BLACK 24PK** $11.25
Staples Aura Retractable Gel Pen Medium Point 0.7mm Black 24/Pack

Supplier SKU: 1170085   **Supplier:** Staples Advantage   **Brand:** STAPLES BRANDS GROUP   **Sold By:** PK

Step 6: Click on the "Saved Lists" drop-down menu and select the appropriate list. If you don't see your saved lists, then re-enter your email and click the "Retrieve List" button

Step 7: Select the items you wish to add to your list

Click on button to check/select items to add to your list

☑   **PEN RT BLACK GEL GRIP 12PK** $6.58
Staples Aura Retractable Gel Pens Fine Point 0.5 mm Black Ink/Clear Barrel 12/Pk

Supplier SKU: 213765   **Supplier:** Staples Advantage   **Brand:** STAPLES BRANDS GROUP   **Sold By:** DZ

☑   **PEN GEL 12PK .7MM RETRACT BLAC** $6.58
Staples Aura Gel RT Pens Medium Point 0.7 mm Black Ink / Clear Barrel 12/Pk

Supplier SKU: 413380   **Supplier:** Staples Advantage   **Brand:** STAPLES BRANDS GROUP   **Sold By:** DZ

Make sure you have selected the right list before clicking the "Add to List" button

[▶ Add To List]   [▶ View Current List]   [▶ Create New List]

Saved Lists: [Stock ▼]
              Stock
              Business Office

[▶ Retrieve List]   Your E-Mail: jlee@hcoe.org

Items 1-20 of 76. Page [1 ▼] of 4 ▶

Make sure your email is entered, then click the "Retrieve List" button if you don't see your saved lists – you may need to re-select items to add to your list

Step 8: "List Details" should automatically appear, otherwise click on the Shop Contracts > Manage Lists menu. To add more items to your list, return to Step 4 and search for items in the Shop Contracts > Product Search menu

home / shop contracts / manage lists /

Shop EdBuy Contracts

Welcome
Shop Contracts
  Product Search
  Product Browse
  View Contracts
  Shop Vendor Sites
  Manage Lists
Shopping Instructions
Bid Documentation
Offline Pricing Reports
Frequently Asked Questions
Best Practices

List Details
List ID: PKHC1106733
List Name: Stock
Created Date: Jul 21, 2017
Prices Updated Date: No Date Specified

List Items
This list will be saved for 30 days. You will be able to access this list any time by clicking on the Manage Lists Tab, then entering your e-mail address.

☐   **PEN RT BLACK GEL GRIP 12PK** $6.58
Staples Aura Retractable Gel Pens Fine Point 0.5 mm Black Ink/Clear Barrel 12/Pk

Supplier: Staples Advantage   **Supplier SKU:** 213765   **MFG:** STAPLES BRANDS GROUP   **MFG SKU:** 25080   **Sold By:** DZ   **Qty:** 1   **Extended Price:** $6.58

☐   **PEN GEL 12PK .7MM RETRACT BLAC** $6.58
Staples Aura Gel RT Pens Medium Point 0.7 mm Black Ink / Clear Barrel 12/Pk

Supplier: Staples Advantage   **Supplier SKU:** 413380   **MFG:** STAPLES BRANDS GROUP   **MFG SKU:** 22200   **Sold By:** DZ   **Qty:** 1   **Extended Price:** $6.58

[▶ Select All]   [▶ Delete Selected]

[▶ Printable Version]

powered by
epylon

Step 9: Click the "Printable Version" button. Process a PO to the appropriate supplier (e.g. Office Depot or Staples Advantage, not to Edbuy or Epylon).

Your final list should show a balance due, minus use tax.

List Details

List ID: PKHC1106733
Created Date: Jul 21, 2017

List Items

Attach this list to your purchase order and
fax both copies to (800) 606-6148.

PEN RT BLACK GEL GRIP 12PK $6.58
Staples Aura Retractable Gel Pens Fine Point 0.5 mm Black Ink/Clear Barrel 12/Pk

Supplier: Staples Advantage **Supplier SKU:** 213765 **MFG:** STAPLES BRANDS GROUP **MFG SKU:** 25080 **Sold By:** DZ **Qty:** 1 **Extended Price:** $6.58 **Source:** Contract 527295-002

PEN GEL 12PK .7MM RETRACT BLAC $6.58
Staples Aura Gel RT Pens Medium Point 0.7 mm Black Ink / Clear Barrel 12/Pk

Supplier: Staples Advantage **Supplier SKU:** 413380 **MFG:** STAPLES BRANDS GROUP **MFG SKU:** 22200 **Sold By:** DZ **Qty:** 1 **Extended Price:** $6.58 **Source:** Contract 527295-002

Total Price: $13.16

Return To Previous

Step 10: Fax or email a copy of your signed PO and itemized list to the Epylon Customer Service Rep:

Suzanne Barchi
Phone (209) 992-6181
Fax: (888) 530-4748
Email: sbarchi@epylon.com

Epylon Corporation General Customer Service:
630 San Ramon Valley Blvd. Suite 210, Danville, CA 94526
Toll Free: 888-211-7438
Email: service@epylon.com

HCOE Contact
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lhanawalt@hcoe.org
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