

## 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

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

**Create, Manage, and Retrieve Your Lists**

To build a list, click on the red “Create New List” button. In the dialogue box, give your list a name and connect it to yourself by entering your e-mail address. If you want to make your list private, enter a privacy code or phrase of your choosing in the “Optional Privacy Code” box. Create as many lists as you want. It is best to restrict lists to a single vendor. Access your saved lists by entering your e-mail address in the box below, and then click the red “Retrieve List” button. Click on the arrow of the “Save Lists” box to see all the lists you have saved during the past 30 days. Select the desired list name, and then click the red “View Current List” button to see the products or services on that list. If you have saved a list with a privacy code, there will be an asterisk by the list title. You must enter the privacy code for that list before clicking the “View Current List” button. If you have forgotten the privacy code for a specific list, click the “Forgot Privacy Code” button. An e-mail will be sent to you with the privacy code you originally created for that specific list.

**Create New List**

E-Mail Address: jlee@hcoe.org

Saved Lists: Empty

Optional Privacy Code:

**Click the “Create New List” button**

**Enter your email address**

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

Create New List - Google Chrome

shop.edbuy.org/publicview/create\_list.html:\$t47:\$ts\$1500655188118?DefaultListTy

**Create New List**

List ID: PKHC1106733

List Name\*: Stock

Description: supplies for stock room

Optional Privacy Code:

User Email\*: jlee@hcoe.org

**Cancel Submit**

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**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.

**Create New List**

E-Mail Address: jlee@hcoe.org

Saved Lists: Business Office, Business Office, Stock

Optional Privacy Code:

**Retrieve List View Current List Delete Current List Forgot Privacy Code**

**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

Welcome

Shop Contracts

- Product Search**
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**Find contract items and create a shopping list**

Use these search boxes below to find line items for sale within a contract. Use the first box to find an exact match to what you have typed. For example, typing “wire” will give you line items containing that exact search term. Use the second box as a shortcut to search for line items or contracts that contain any items beginning with the letters you have typed. For example, if you type in “wire,” you will get results for any items that start with “wire” including “wireless.” You will be able to create a shopping list by checking next to the items that you want. Please remember to print out your list and attach it to your PO when faxing to EdBuy at (800) 606-6148. You can also save your list in order to access it at a later date.

Search For Exact Match: pen

Search For Using “Starts With”:

**Search**

**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

**Note:** Refine your search by entering key words in the “Search within these contract line items” field and click “Go”

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**

Search within these contract line items for:

Add	Quantity	Items Found
<input type="checkbox"/>		<b>G2 GEL PEN BLK .7MM FINE PT \$35.64</b> Pilot G2 Premium Gel-Ink Retractable Pens Fine Point 0.7mm Black Ink / Clear Bar <b>Supplier SKU:</b> 050552 <b>Supplier:</b> Staples Advantage <b>Brand:</b> PILOT CORP <b>Sold By:</b> PK
<input type="checkbox"/>		<b>RETRACTABLE GEL PEN BLACK 24PK \$11.25</b> Staples Aura Retractable Gel Pen Medium Point 0.7mm Black 24/Pack <b>Supplier SKU:</b> 1170085 <b>Supplier:</b> Staples Advantage <b>Brand:</b> STAPLES BRANDS GROUP <b>Sold By:</b> 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

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

☒ **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

Saved Lists:

Your E-Mail:

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

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### 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.

<input type="checkbox"/>	<b>PEN RT BLACK GEL GRIP 12PK \$6.58</b> Staples Aura Retractable Gel Pens Fine Point 0.5 mm Black Ink/Clear Barrel 12/Pk <b>Supplier:</b> Staples Advantage <b>Supplier SKU:</b> 213765 <b>MFG:</b> STAPLES BRANDS GROUP <b>MFG SKU:</b> 25080 <b>Sold By:</b> DZ <b>Qty:</b> 1 <b>Extended Price:</b> \$6.58
<input type="checkbox"/>	<b>PEN GEL 12PK .7MM RETRACT BLAC \$6.58</b> Staples Aura Gel RT Pens Medium Point 0.7 mm Black Ink / Clear Barrel 12/Pk <b>Supplier:</b> Staples Advantage <b>Supplier SKU:</b> 413380 <b>MFG:</b> STAPLES BRANDS GROUP <b>MFG SKU:</b> 22200 <b>Sold By:</b> DZ <b>Qty:</b> 1 <b>Extended Price:</b> \$6.58

**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

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**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](mailto: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](mailto:service@epylon.com)

*HCOE Contact*

Hana Hanawalt

(707) 445-7065

[lhawalt@hcoe.org](mailto:lhawalt@hcoe.org)

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