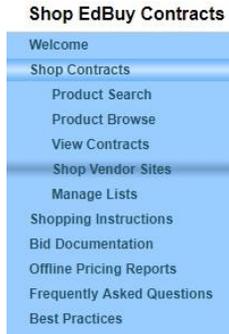


Shop by Vendor Site

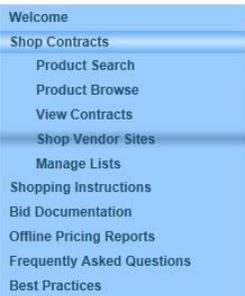
Step 1: Click on the Shop Contracts> Shop Vendor Sites link



Step 2: Select the Vendor from the drop down menu and click the “Go Shopping” button

home / shop contracts / shop vendor sites /

Shop EdBuy Contracts



Shop These Sites

To shop a supplier's online store, select a supplier name from the drop-down list below and click "Go Shopping." Once you finish shopping and "check out," the items you choose will be brought back as a list you can print. These lists will automatically be saved. You will have access to them for 30 days.

Links to Vendor Websites

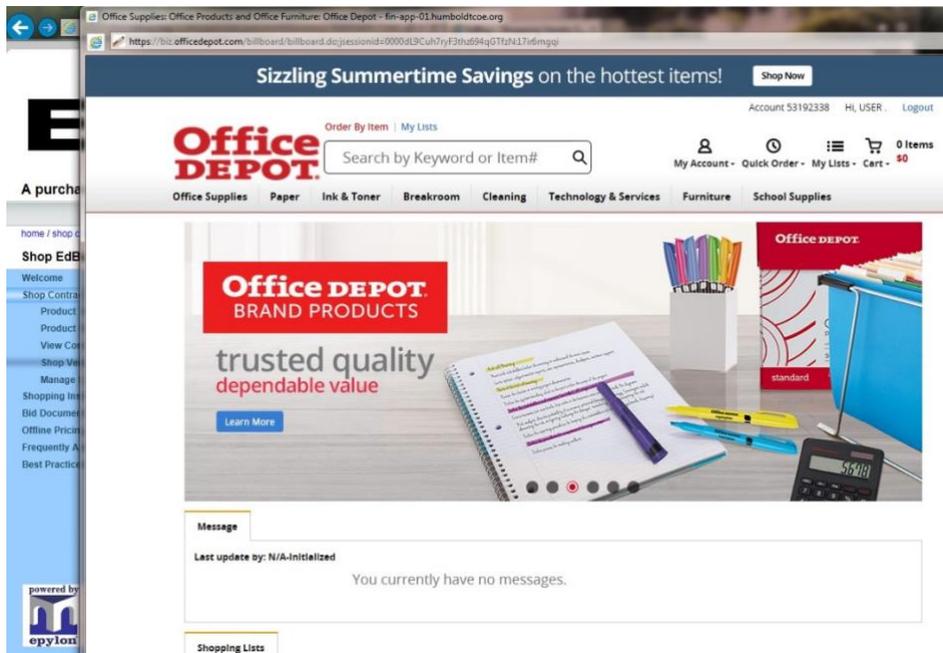
Select a vendor name from the drop down list below and click "Go Shopping" to visit a vendor's on-line store.



Go Shopping

Note: If the Web Browser pop-up Ad blocker is on, you may get an error message to allow pop-up windows. You may also see a status bar on the webpage as you are direct you to the vendor's website. You might need to manually change your Web Browser settings to allow pop-up windows from Edbuy.org and refresh the page.

A new window or tab should open in your browser with the vendor's site. You should automatically be logged into the EdBuy account.



Step 4: Search for supplies by key word, brand name, or SKU number from the offline pricing Excel list.

Step 5: Refine your search, then enter the amount you wish to order in the “Qty” field and click the “Add to Cart” button

Office DEPOT pencil

My Account - Quick Order - My Lists - Cart - \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology & Services Furniture School Supplies

Home / Office Supplies / Pens, Pencils & Markers / Pencils / Wood Pencils

Shop Office Supplies

Wood Pencils 163 results

Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more

By Relevance Grid List

Pack Size: 12 (67), 144 (42), 72 (13), 36 (8), 10 (4)

Brand: Ticonderoga (35), Musgrave Pencil Co. (30), Moon Products (26)

Item 747195
Ticonderoga® Woodcase Pencils, Pack Of 96
Availability: 1,216
Sold Online

Qty: 1 \$30.89 / pack
Add to Cart
Add to list

Step 6: Review your shopping cart (items in the cart will be added to a new list), then click the CHECK OUT button

Home / Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
Ticonderoga® Woodcase Pencils, Pack Of 96 Item # 747195 Entered Item # 747195	\$30.89 /pack	1

Continue Shopping

SHOPPING CART CHECK OUT

Step 7: Save your cart to a list by clicking the “Save Cart” button

Epsilon.com - Retriever Finished - fin-app-01.humboldtcoe.org

http://shop.edbuy.org/shop/punchout_final.html?jsessionid=KNRE54WLOS8KBQFICBDSFFA

Your Shopping is Complete.

Click "Save Cart" to send the items in the supplier's shopping cart back to Epsilon. The items will be retrieved automatically and saved in a special shopping list you can view on your return to the Epsilon site.

Note: This window will close

Save Cart

Step 8: Review your list, enter your email address, and then click the “Save List” button. Click the “Printable Version” button if you want to print your list without saving it to your email account.

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: OPUN1106748
List Name: Office Depot - 07/21/2017 10:26
Created Date: Jul 21, 2017
Prices Updated Date: No Date Specified

List names are generated and cannot be edited

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.

item \$30.89
Ticonderoga(R) Woodcase Pencils, Pack Of 96

Supplier: Office Depot Supplier SKU: 747195 MFG: Dixon Ticonderoga Company MFG SKU: 13872 Sold By: PK Qty: 1 Source: Retriever
Extended Price: \$30.89

Select All Delete Selected

Total Price: \$30.89

Your E-Mail address: jlee@hcoe.org Save List

Printable Version

Step 9: Edit your saved lists by selecting the Shop Contracts > Manage Lists menu. Select your list from the drop-down menu and click the “View Current List” button.

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

powered by

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: [Retrieve List](#)

Saved Lists:

- [Office Depot - 07/21/2017 10:26](#) [View Current List](#) [Delete Current List](#)
- [Stock Business Office](#)

Optional Privacy Code: [Forgot Privacy Code](#)

Note: If you don't see any saved lists, you may need to re-enter your email and click the “Retrieve List” button

Step 10: Process a PO to the appropriate vendor (e.g. Office Depot or Staples Advantage, not to Edbuy or Epylon). Your final list should show a balance due (minus use tax). Click the “Printable Version” button.

http://shop.edbuy.org/publicview/print_shopping_items.jhtml;Sti\$40;Sts\$1500 shop.edbuy.org

List Details

List ID: OPUN1106748
Created Date: Jul 21, 2017

List Items

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

item **\$30.89**
Ticonderoga(R) Woodcase Pencils, Pack Of 96

Supplier: Office Depot Supplier SKU: 747195 MFG: Dixon Ticonderoga Company MFG SKU: 13872 Sold By: PK Qty: 1 Extended Source: Retriever
Price: \$30.89

Total Price: \$30.89

[Return To Previous](#)

Step 11: Fax or email a copy of your signed PO and the 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

Hana Hanawalt

(707) 445-7065

ghanawalt@hcoe.org

Business Services

901 Myrtle Ave., Eureka, CA 95501