



## Step by Step Ordering Instructions on EdBuy

**IMPORTANT INFORMATION – IN ORDER TO ACCESS CERTAIN INFORMATION ON EDBUY, YOU MUST HAVE YOUR POP-UP BLOCKERS TURNED OFF**

Go to [www.edbuy.org](http://www.edbuy.org). Once on EdBuy, click on “Shop Contracts” to see the dropdown list of options.

There are 3 ways to search for contract information on EdBuy:

- 1) View a list of all contracts available through EdBuy.
- 2) Search by SKU/Part number or keyword
- 3) Access vendors websites showing EdBuy bid pricing.

Below find step by step instructions on how to use each searching component

### 1) View Contracts:

- A) To view a list of all contracts available on the EdBuy site, click the arrow next to “Shop Contracts” located in the blue section near the top of the page, then click “View Contracts”. The list of all EdBuy contracts will appear.
- B) Click on the link in the Contract Number column to be taken to the contract information.
- C) You can print any contract documentation needed.
- D) You will also be able to access the line items by clicking on the “View Line Items”. From the link you will be able to see all the line items from that contract.
- E) To add items to a list, you must first create a list. Follow the directions for creating a list below.
- F) Once you have a list created, click the small white box to the far left of the item description.
- G) Tab to the quantity box and enter your quantity, then click the green “Add to List” button at the bottom of the page. The selected items will be added to your list – but you will remain on the search page.
- H) When ready, click on “View Current List” at bottom of the page. Print the list to attach to your PO.

### 2) Search by SKU/Part number or keyword:

- A) To search by SKU/Part number or keyword, click the arrow next to “Shop Contracts” located in the blue section near the top of the page, then click “Product Search”.

- B) Enter SKU number or keyword in the box, then click the green “Search” button. If the item you have searched for is on a contract, the item will be displayed.
- C) You can either print the page with the item description or create a list.
- D) To print the page, first enter the quantity needed in the quantity box to the left of the description – then print from your toolbar.
- E) Another option is to add the item to a list. Directions for creating a list are below.

**3) Creating a List:**

The function for creating a list is at the bottom of the Line Item Search Results page and on the Manage Lists page located under “Shop Contracts” link on the blue navigation bar. You can add items from multiple contracts to the same list.

- a) At the bottom of the Line Item Search page, click the green “Create New List” button.
- b) A small pop-up box will appear prompting you to name your list, give a brief description of list details and your email address. After completing the required fields, click the “Submit” button. The name of the list you just created will now appear in the Saved Lists box.
- c) To add items to your list, click the small white box to the far left of the item description,
- d) Tab to the quantity box and enter your quantity, then click the green “Add to List” button. The selected items will be added to your list – but you will remain on the search page.
- e) To view your list – click the “View Current List” button
- f) Print the list to attach to your PO

**4) Punchout/Retriever:**

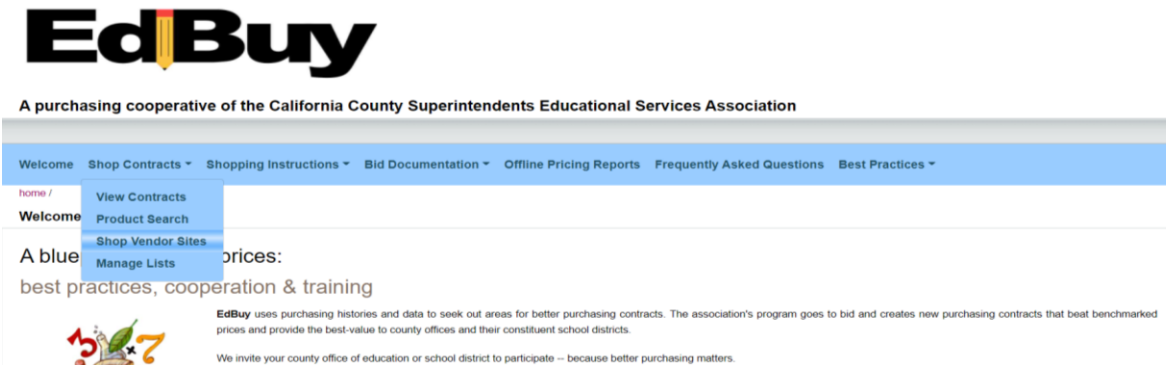
Some vendors have enabled EdBuy users to access their website in order to shop for contract items. Users going directly to the supplier’s website will not see EdBuy’s bid protected pricing. Directions for using Punchout are on the next page.



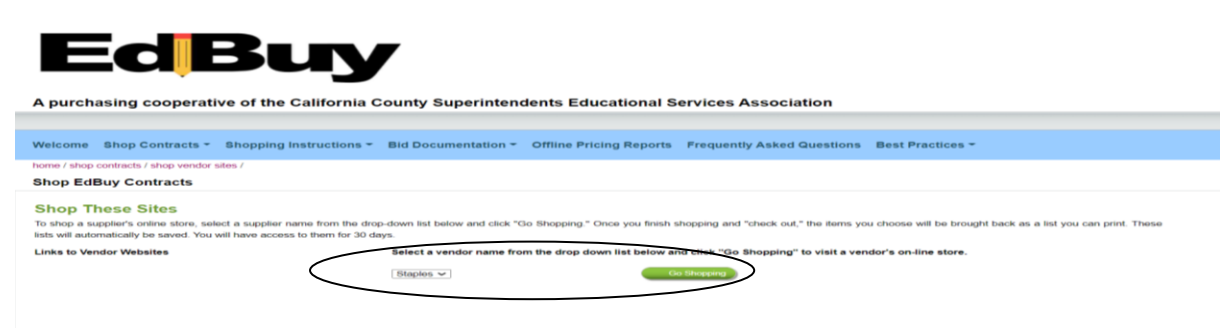
## Ordering from EdBuy/Suppliers Websites

### Access supplier's website with contract pricing

1. Go to [www.edbuy.org](http://www.edbuy.org)
2. Under "Shop Contracts" Scroll down to "Shop Vendor Sites".

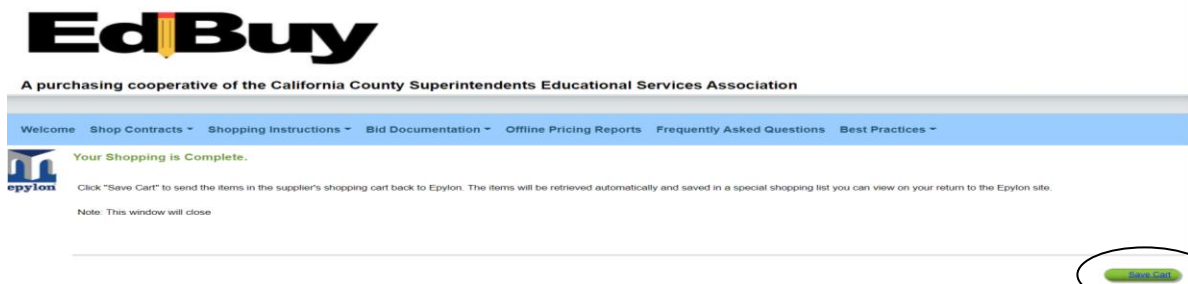


3. From the drop-down list, select the supplier whose website you would like to access. Making this selection opens the supplier's site and displays EdBuy's contract pricing. Click "Go Shopping" to open the site. **YOU MUST HAVE YOUR POP-UP BLOCKERS TURNED OFF FOR THE SUPPLIER'S SITE TO OPEN.**



4. Shop for items you want, adding items to your Cart. When you are done shopping, click on the cart to go to the items you added. From the cart, click on Submit Order or Checkout (depending on supplier's site) to bring your items back into the EdBuy site. Completing the Checkout process does not issue a purchase order or any commitment to buy.

- a. From the Shopping Cart, click "Submit or Checkout"
- b. When prompted, click "Save Cart" to continue.



5. Your shopping cart items from the supplier's website are now stored in an EdBuy List. You can save this list using your email address. This list will be available to you on the EdBuy site.



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Welcome Shop Contracts Shopping Instructions Bid Documentation Offline Pricing Reports Frequently Asked Questions Best Practices

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Shop EdBuy Contracts

### List Details

List ID: Y9UN01MWRFP1SC9  
List Name: Staples Advantage\_Jun 25 2021 18:32:44  
Created Date: June 25, 2021  
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>PUNCHOUT ITEM \$18.08</b> TRU RED File Folder, 1/3 Cut Tab, Letter Size, Manila, 100/Box (TR56675) <b>Supplier:</b> Staples Advantage <b>Supplier SKU:</b> 116657 <b>MFG:</b> ESSELTE AMERICA <b>MFG SKU:</b> 116657/TR56675 <b>Sold By:</b> 18.08 <b>Qty:</b> 1 <b>Extended Price:</b> \$18.08 <b>Source:</b> Retriever
<input type="checkbox"/>	<b>PUNCHOUT ITEM \$4.91</b> BIC BU3 Retractable Ballpoint Pens, Medium Point, Black Ink, 18/Pack (BU3P18-BLK) <b>Supplier:</b> Staples Advantage <b>Supplier SKU:</b> 924252 <b>MFG:</b> BIC CORPORATION <b>MFG SKU:</b> BU3P18BLK <b>Sold By:</b> 4.91 <b>Qty:</b> 1 <b>Extended Price:</b> \$4.91 <b>Source:</b> Retriever

Select All Delete Selected Printable Version

Total Price: \$22.99

Your E-Mail address:

Save List

Optional Privacy Code

6. Print the list by clicking the Printable Version button then print from your browser. Attach the list to your district Purchase Order.

7. email your PO to the EdBuy Clearinghouse at [www.service@epylon.com](mailto:www.service@epylon.com).