

Online Purchasing Procedures

Our district utilizes the Greenbush Marketplace for most of our online purchasing. This marketplace streamlines the process of ordering, comparing prices, and requisitioning supplies from our vendor partners. Following is a tutorial featuring all the necessary steps for this process (password information is removed for security purposes, see your office secretary for password details):

Getting into the Marketplace

1) Sign in using your username and password. Your username is your email address...and unless created by the school, your password will be...

Sign In



Service • Innovation • Opportunities

Thank you for visiting the Greenbush Cooperative Purchasing Program's Online Marketplace. This marketplace makes ordering, price comparisons, and supply requisitions from our partnered vendors as simple as possible, all from a single location!

If you already have a Username, please sign in below.
Usernames and passwords are case sensitive.

Username*

[Register here](#)

Password*

[Forgot your password?](#)

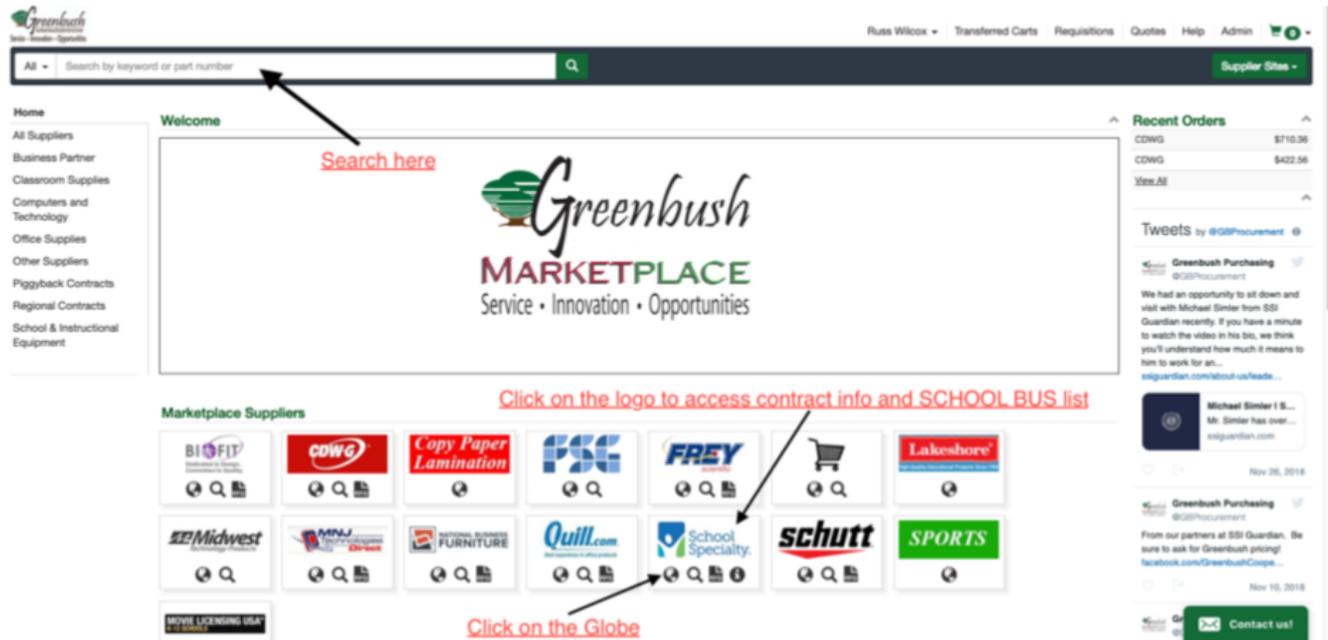
Sign In

If you have any questions on using the online marketplace, please do not hesitate to contact the purchasing department - Monday to Friday from 8:00am to 4:00pm at 620.724.6281.

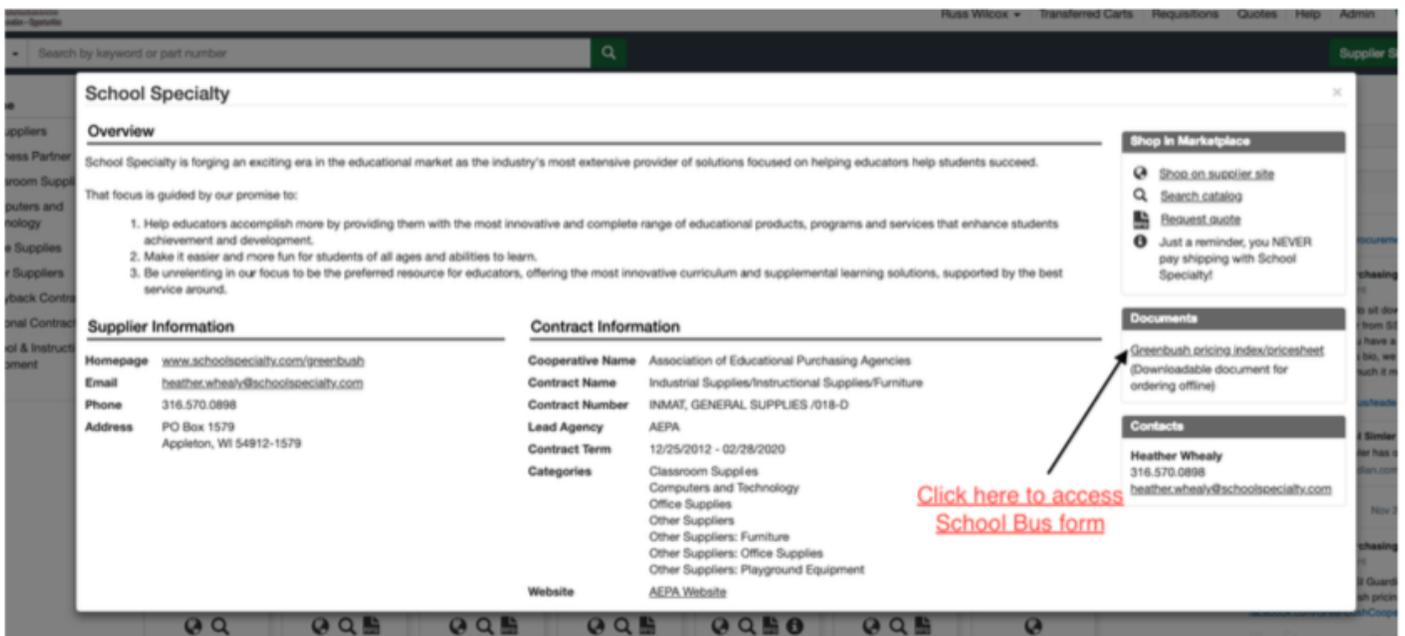
Who is Eligible?

The Greenbush Cooperative Purchasing Program facilitates a voluntary purchasing program to help Kansas K-12 districts and other eligible entities save time and money. The purchasing program is an initiative of Greenbush Procurement and Contract Services. Our goal is to combine the purchasing power of Kansas schools to offer aggressive pricing on purchases. No personal purchases may be made through any of our programs. Additionally, items are not intended for resale use by an organization to any staff, student, or for any other retail sale purposes. If you have any questions regarding the use of our contracts please contact the purchasing department at 620.724.6281.

2) Ready to shop? The marketplace is loaded with various ways you can shop. For this example, we'll use School Specialty. As indicated by the logos, you can shop by putting in an item at the top search bar, you can click on the globe under the School Specialty banner, or click on the Banner to access contract information and access to other features like Shop on Supplier site, search catalog, or request a quote.



3) When you click on the banner itself, you can gain access to the School bus form. (You can use this form to help you find “most ordered” items quickly. Or, you can type in a description of the item you are wanting to purchase and the marketplace will search for all items that fit your request.)



4) Use the excel sheet as a way to find what it is you want, then enter that item in the search bar at the top.

12							
13							
14					SPECIAL INSTRUCTIONS:		
15	PURCHASE ORDER #						
16	Contact: Heather Whealy 316-613-1219 or Heather.whealy@schoolspecialty.com						
17	TOTAL AMOUNT OF ORDER:					-	
18	QTY	UOM	STOCK #	DESCRIPTION	LIST PRICE	YOUR PRICE	
19	ORD					TOTAL PRICE	
19	ACADEMIC PLANNERS, CALENDARS & RECORD BOOKS						-
20		EA	1567450	Calendar Desk Pad 17x22 Aug 2017-Dec 2018	\$13.09	\$4.56	
21		EA	1473653	Class Recd Bk 9/10 Wk 8 Sub 8-1/2x11	\$5.99	\$1.71	
22		EA	1473676	Class Recd Bk 9/10 Wk 8 Sub 9-1/4x12-1/4	\$6.99	\$2.11	
23		EA	205350	E-Z Grader Original	\$10.69	\$4.02	
24		EA	1473700	Lesson Plan Bk 4 Sub 9.25x12.25	\$4.99	\$2.12	
25		EA	1473702	Lesson Plan Bk 6 Sub 9.25x12.25 Sgl Sht	\$4.99	\$2.01	
26		EA	1473694	Lesson Plan Bk 8 Sub 9.25x12.25 Dup Sht	\$7.49	\$3.03	
27		EA	1473705	Lesson Plan Bk 8 Sub 9.25x12.25 Sgl Sht	\$4.99	\$1.72	
28		EA	1473687	Student Assignment Book Daily 7x11	\$4.49	\$2.47	
29		EA	1473688	Student Planner Weekly 5x8	\$2.49	\$1.48	
30		EA	1473686	Student Planner Weekly 7x11	\$3.19	\$1.87	
31	ACTIVE PLAY						-
32		EA	1480656	Chair Activity Bingo Game	\$53.29	\$33.99	
33	ADAPTED PE						-
34		ST	1513985	Ball Overball 3 Red/Yel/Blue S/6	\$33.29	\$18.49	
35		PK	1390151	Colored FluffBalls 2.75" Asst S/36	\$16.39	\$10.29	
36		PR	1320285	Finned Inht Balls 10" S/2	\$16.29	\$9.99	

Russ Wilcox | Transferred Carts | Requisitions | Quotes | Help | Admin | Supplier Sites

Q
Supplier Sites

ts for "1567450"

Showing 1 - 1 of 1 results

(1) Finished searching supplier sites. No additional results found.

Go

Sort By: Relevance
View: ☰



DESK PAD CALENDAR SCHOOL SMART AUG 18-DEC 19 17 X 22 IN

School Specialty (Supplier Part # 1589024)

School Smart presents a convenient 17 Month Academic Desk Pad Calendar with dates from August 2018 to December 2019 and reinforced black leatherett...

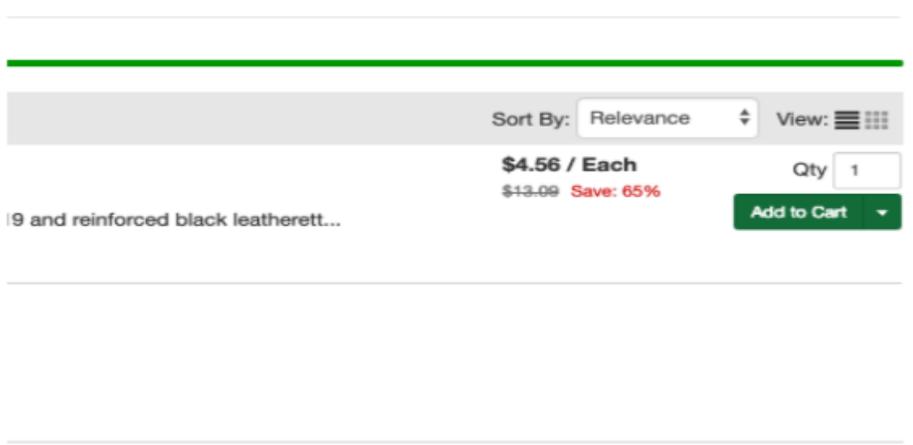
\$4.56 / Each

~~\$13.09~~ Save: 65%

Qty

Add to Cart

5) Add items to cart. Items placed in cart are shown with the indicator number above.



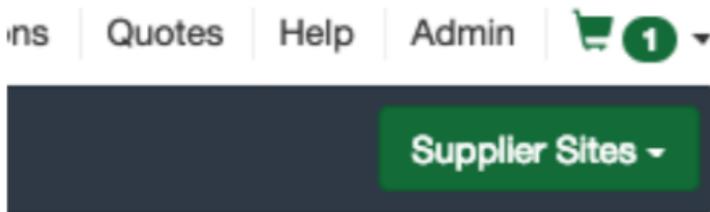
Sort By: Relevance View: [Grid]

\$4.56 / Each
\$13.09 **Save: 65%**

Qty 1

9 and reinforced black leatherett...

Add to Cart



ns | Quotes | Help | Admin |  1

Supplier Sites

6) When ready, click on the green shopping cart symbol, double check your order, and click on checkout.



Shopping Cart

School Specialty: If you need to delay BILLING or SHIPPING, please contact Kurt Vanhandel at kurt.vanhandel@schoolspecialty.com BEFORE you hit submit.

Displaying 1 - 1 of 1 results

Item	Price	Quantity	Item Total
 DESK PAD CALENDAR SCHOOL SMART AUG 19-DEC 19 17 X 22 IN School Specialty (Supplier Part # 1589024)	\$4.56 EA	1	\$4.56

Copy Selected | Remove Selected | Update Quantities

Total: **\$4.56**

Checkout

7) At the level of putting in a shipping and billing address...fill out the information. Choose your building for the shipping address with your name as the contact person. Choose the District Office for the billing address (click on the check box to populate). Choose PO –The finance department will issue a purchase order number so leave that spot blank. After completing shipping and billing information, click on Place order. If you want to save your order for later, click on Save Requisition and name it so you can add to it later.

School Specialty: IF you need to delay BILLING or SHIPPING, please contact Kurt Vanhandel at kurt.vanhandel@schoolspecialty.com BEFORE you hit submit. If you Hit CHECKOUT, please contact immediately.

Shipping Address	Billing Address	Payment
<input type="text" value="Greenbush"/> <input type="button" value="Browse"/> 947 W. 47 Hwy PO Box 189 Girard, KS 66743 Name* <input type="text" value="Russ Wilcox"/> Phone* <input type="text" value="620.724.6281"/>	<input checked="" type="checkbox"/> Same as Shipping address <input type="text" value="Greenbush"/> 947 W. 47 Hwy PO Box 189 Girard, KS 66743 Name* <input type="text" value="Russ Wilcox"/> Phone* <input type="text" value="620.724.6281"/>	Payment Method: <input type="radio"/> Card <input checked="" type="radio"/> Purchase Order PO Number: <input type="text"/> <input type="button" value="i"/>

School Specialty

Item	Part #	Price	UOM	Quantity	Item Total
+ DESK PAD CALENDAR SCHOOL SMART AUG 18-DEC 19 17 X 22 IN	1589024	\$4.56	EA	1	\$4.56

Total: \$4.56

- Add internal comments
- Notify others of order
- Attach Files

Grand Total:	\$4.56
<input type="button" value="Place Order"/> <input type="button" value="Save Requisition"/>	

Purchasing Process using a Business Charge Card

If you are unable to find what you are looking for shopping online in the Marketplace, another option is to use a store credit card. These cards are kept at the district office and are available for checkout. **Complete the Card Request Form (must include supervisor's signature).** Stop by the district office and check out the card of choice. Available cards are listed below:

- | | | |
|-------------|--------------|-----------------------|
| Best Buy | Home Depot | Tractor Supply |
| Caseys | HyVee | United Rentals |
| Checkers | Kinko's | Walmart |
| Dillons | Menards | Westlake/Ace Hardware |
| Hobby Lobby | Office Depot | Wex |