

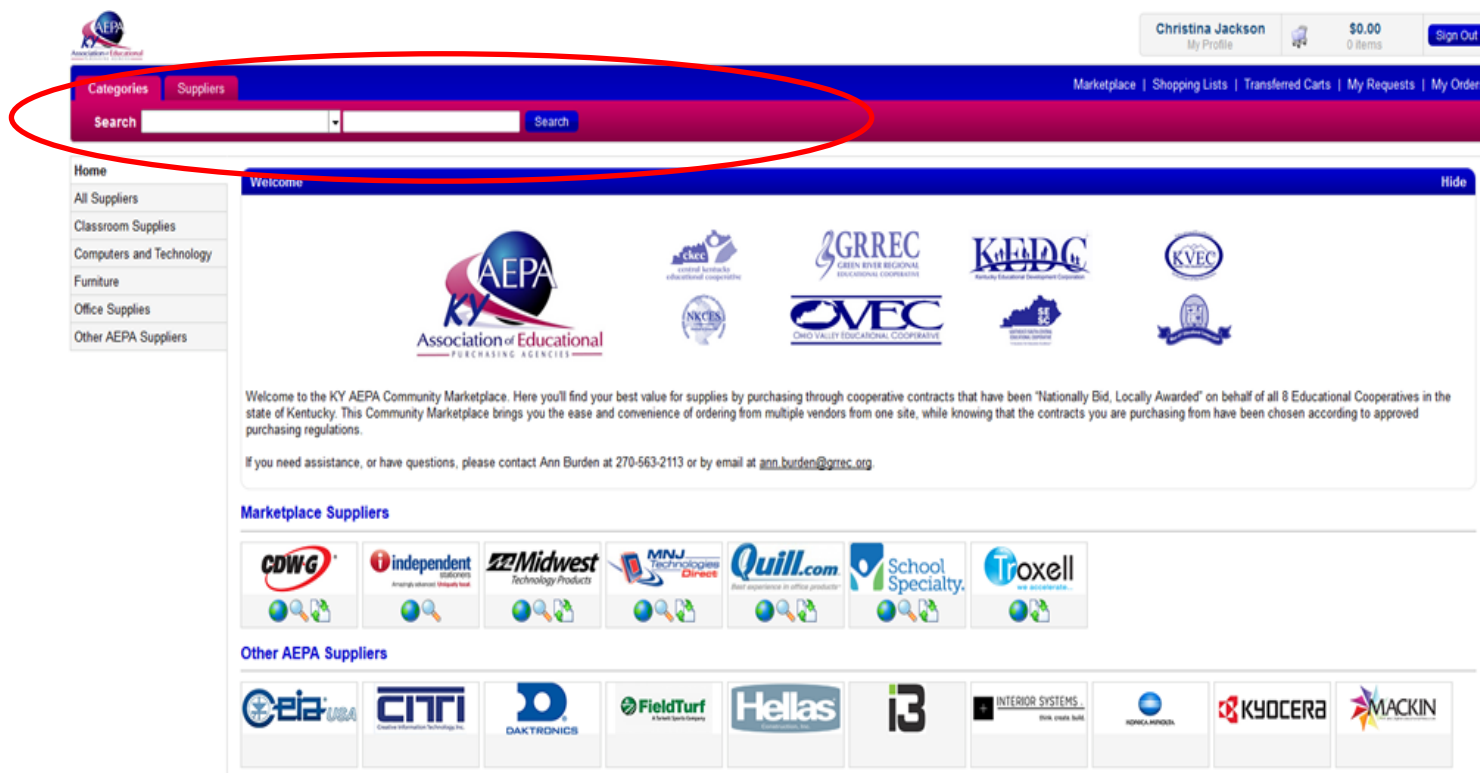
# Quick Reference Guide

## #1 - Searching for items:

Searching in the new marketplace can be done by choosing a Category or an Individual Supplier.

**Category:** If you are unsure of which supplier to search, try one of the categories in the pulldown menu, and search for your item.

**Suppliers:** If you know which supplier (or suppliers) you would like to look for an item from, select Suppliers, then select the supplier(s) you would like to search, enter your term in the blank, and click Search.



## #2 - Icons beneath Supplier Logos (Not all appear under every logo.)

Suppliers have different logos that may appear underneath their logo.

(Outlined in Red beneath the logo to the right.)



1. The Globe will allow you to temporarily leave the marketplace and “punchout” to the suppliers site.
2. The Search Glass will let you quickly search items from just that supplier.
3. Document Icon - click the icon to view any documents available for that supplier
4. Request a Quote - once enabled in the marketplace - shoppers will be able to request custom quotes for larger quantity items or for special items not typically available in a catalog.

### #3 - Shopping Cart:

**Yellow Banner Messages:** Once you have an item in your Shopping Cart - Yellow Banner messages may be displayed for some suppliers on the top of the cart. (See image below.) These banners will help highlight any special conditions that may apply to purchasing from that supplier.

#### Shopping Cart

**School Specialty:** School Specialty has free shipping on all orders over \$31.36. (\$49.00 list price.) All orders under minimum order will carry a \$9.95 shipping charge. Non-supply items may be subject to shipping charges. Shipping and handling charges are 15% of the order if less than \$1,000 on non-supply items (e.g. furniture), with a \$99 minimum charge. If the order is greater than \$1,000, please call 1-877-350-0645 or E-mail [freight\\_quote@schoolspecialty.com](mailto:freight_quote@schoolspecialty.com) for a freight quote.

[Email Items](#) | [Export To PDF](#) | [Export to CSV](#)

<input type="checkbox"/>	Item	Part #	Supplier	Price	UOM	Quantity	Item Total
<input type="checkbox"/>	DVD CHOOSING A KILN	1272531	School Specialty	\$0.06	EA	<input type="text" value="1"/>	\$0.06

[Save Selected to List](#) [Remove Selected](#) [Update Quantities](#)

**Total:** \$0.06

[Transfer Cart](#)

**Shopping List:** If you would like to save items to a Shopping List for future reference - click the checkbox next to any items in your cart (punchout items cannot be saved) you wish to save and click Save Selected to List.

**Transfer Cart:** When you are ready to place your order - click the Transfer Cart button on the bottom right of the cart.

### #4 - Transferring your Cart:

After you have clicked Transfer Cart, you will be taken to the Transfer Cart page to finalize your order.

**Cart Name:** If needed, give your cart a name to help reference the order.

**Email:** Enter the email address of the approved purchaser in your district/organization.

**Email Message:** You can leave a message here to include with the email the purchaser will receive.

**Transfer Cart:** After you have filled in the required blanks, click Transfer Cart to send your order. Once the order has been placed - you will receive an email that it has been ordered.

**Transfer Cart**

Transfer Info

Name your shopping cart and enter the email address of another user

Cart Name\*

User Email\*

Email Message

[Transfer Cart](#)

For questions, contact Ann Burden at [ann.burden@grrec.org](mailto:ann.burden@grrec.org) or 270-563-2113