



Serving members in Minnesota, North Dakota, and South Dakota

2023 PAPER CATALOG

Ways to order

- Online in  *Express*
- Email

Ordering Windows:

April 24 - June 1

delivered by June 30

June 2 - July 14

delivered after July 1

Questions?

Contact 888-739-3289 or
info@purchasingconnection.org

www.purchasingconnection.org
www.ndesc.org

Ordering Instructions

Ordering Windows: **April 24 to June 1, 2023** – Delivered by June 30
 June 2 to July 14, 2023 – Delivered after July 1

Available Products

White Paper

- **Xerographic:** available in 1-39 cases and in 40 case increments (pallet)
 - **Sizes:** 8.5x11; 8.5x14; 11x17
- **Boise X9:** 8.5x11; available in 1-39 cases and in 40 case increments (pallet).
- **Three-hole punch:** 8.5x11

MINIMUM ORDER OF 40 CASES (pallet) PER DELIVERY LOCATION IS REQUIRED. May mix and match white paper to meet the one pallet requirement. The performance of all products in this catalog is fully guaranteed.

Placing an Order for White Paper

Online in Express – see the next page for more details; complete an order for **each** delivery location
OR

Complete the order form on the following pages for **each** delivery location:

- Email to Lori Mittelstadt – info@purchasingconnection.org
- A PO for **each** delivery location must also accompany each order form. POs can be made to:
 - Business Essentials, 44 Northern Stacks Dr., Suite 120, Fridley, MN 55421
- **Please** Verify Business Essentials is a vendor in your finance system. For SMART Finance, the vendor code is 1000039. If you need a W-9 please reach out to us.

Receiving Your Order for White Paper

- Need the paper brought to the ground? Request Liftgate to Ground on your order. No cost for liftgate.
- **NOTICE:** The driver will call 24-48 hours ahead of delivery.
- Any damage or shortage **MUST** be noted on the packing slip at the time of delivery.

Need Colored Paper? Available by the ream directly through Innovative Office Solutions or School Specialty

- Does not qualify towards the white paper 40 cases/1 pallet minimum.
- Order
 - On Express – purchasingconnection.org or cpcexpress.org
 - Directly with Innovative Office Solutions - Need an IOS account?
 - Contact customer service at 866-574-5389 or cpc@innovativeeos.com and reference Contract #20.8-OFS
 - Directly with School Specialty - Need a School Specialty account?
 - Contact customer service at 1-888-388-3224 or customercare@schoolspecialty.com

Thank you for your order; we appreciate your support!

Questions or looking for something specific?

Contact Lori Mittelstadt at 1-888-739-3289 or info@purchasingconnection.org

Online ordering instructions

The Express Online Marketplace is a **FREE** service of Cooperative Purchasing Connection, built to simplify online shopping for schools, cities, counties, and nonprofits!

New to Express? Start here:

If You Need An Express Account:

- **MN and SD:** Visit www.purchasingconnection.org. Click the blue "Register Now" button on the lower, right-hand side of the page.
- **ND:** Visit www.ndesc.org. Click on "Express Signin" in the top yellow menu bar. And then click "Register Now".

To Register

- Under agency, begin to type your member organization and select your organization when it appears.
- Fill in your email, name, phone number, and create a password. Your email address will be your username.
- Click submit.
- After you submit your registration, check your email for a verification email from express@purchasingconnection.org and single click the link. This may take a few minutes to arrive. Check your spam folder if the email doesn't come directly to your inbox. Once you verify your account, you'll receive either a confirmation email from express@purchasingconnection.org, or an "Express Account Now Active!" email. Then you can begin to use Express.

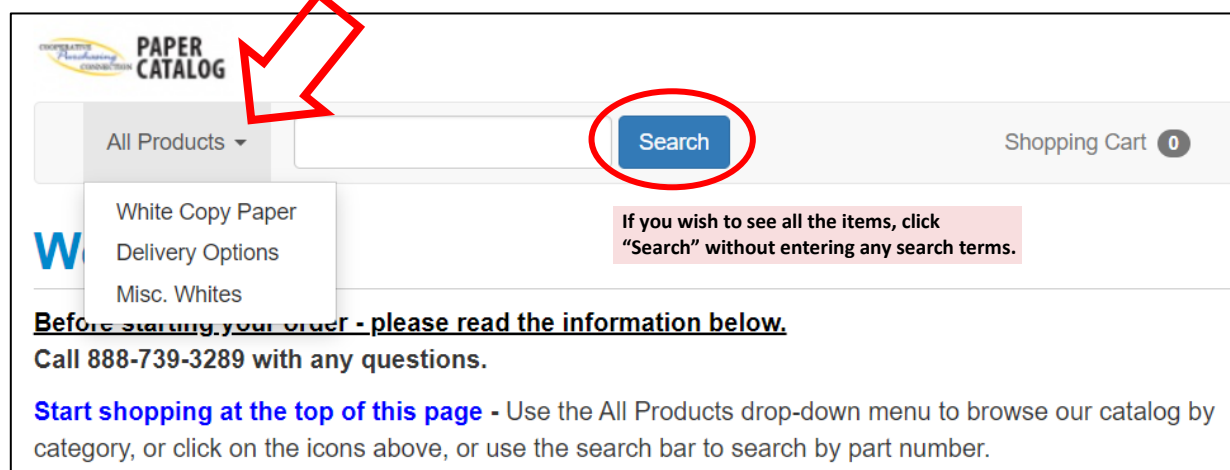
Already have an Express account? Start here:

Create An Order

- **MN and SD:** Log into your account: through your Finance System or go to www.purchasingconnection.org and use the login box on the right-hand side of the page.
- **ND:** go to www.ndesc.org and click on "Express Signin" in the top yellow menu bar.

After you are logged in

- Click on the Paper Catalog on the right-hand side of the home page to access the paper catalog.
- Use the All Products drop-down menu to browse our catalog by category.
- Use the search bar to search by part number or description.



NOTES:

- To complete an order – you **MUST** add the required delivery options (Part # 06-JUNE or 07-JULY) to your order under the Delivery Options Menu. **The minimum order is 40 cases (pallet).**
- If you access Express through your finance system, all orders need to be approved and placed by the dates listed on the previous page of this catalog.



2023 SUMMER PAPER ORDER FORM



Bill To: _____
Address: _____
City/State/Zip: _____
Contact: _____
Phone: _____
PO #: _____
Summer Contact: _____
(if different than listed)
Summer Phone: _____

Ship To: _____
Address: _____
City/State/Zip: _____
Receiving Contact: _____
Receiving Phone: _____
Bus. Manager: _____
Bus. Manager Phone: _____
Bus. Manager Email: _____
Email for invoicing: _____

Does your delivery location have a loading dock? _____

Preferred Delivery Day? (Circle the days of the week available) M T W H _____

Delivery Requested: Before **June 30, 2023** _____ or between **July 1 and August 11, 2023** _____. **If you need liftgate to ground service, it **MUST** be noted on each individual purchase order for each ship-to location. See the last page of this order form for additional delivery information.**

White Copy Paper Products

Xerographic, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
W101	1-39 Cases	\$ 38.50		\$ -

Part #	Description	Price/Pallet(s)	Quantity	Total Price
W102	1 Pallet (40 Cases)	\$ 1,500.00		\$ -
W103	2 Pallets (80 Cases)	\$ 3,000.00		\$ -
W104	3 Pallets (120 Cases)	\$ 4,500.00		\$ -
W105	4 Pallets (160 Cases)	\$ 6,000.00		\$ -
W106	5 Pallets (200 Cases)	\$ 7,500.00		\$ -
W107	6 Pallets (240 Cases)	\$ 9,000.00		\$ -
W108	7 Pallets (280 Cases)	\$ 10,500.00		\$ -
W109	8 Pallets (320 Cases)	\$ 12,000.00		\$ -
W110	9 Pallets (360 Cases)	\$ 13,500.00		\$ -
W111	10 Pallets (400 Cases)	\$ 14,600.00		\$ -
W112	11 Pallets (440 Cases)	\$ 16,060.00		\$ -
W113	12 Pallets (480 Cases)	\$ 17,520.00		\$ -
W114	13 Pallets (520 Cases)	\$ 18,980.00		\$ -
W115	14 Pallets (560 Cases)	\$ 20,440.00		\$ -
W116	15 Pallets (600 Cases)	\$ 21,900.00		\$ -
W117	16 Pallets (640 Cases)	\$ 23,360.00		\$ -
W118	17 Pallets (680 Cases)	\$ 24,820.00		\$ -
W119	18 Pallets (720 Cases)	\$ 26,280.00		\$ -
W120	19 Pallets (760 Cases)	\$ 27,740.00		\$ -
W121	20 Pallets (800 Cases)	\$ 29,200.00		\$ -
W122	Full Truckload (21 Pallets/840 Cases) 2-4 week lead time	\$ 30,660.00		\$ -

Please ensure your order meets the 40 cases (1 pallet) minimum.

White Copy Paper Products continued

Boise X9, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
W401	1-39 Cases	\$ 39.50		\$ -

Part #	Description	Price/Pallet(s)	Quantity	Total Price
W402	1 Pallet (40 Cases)	\$ 1,540.00		\$ -
W403	2 Pallets (80 Cases)	\$ 3,080.00		\$ -
W404	3 Pallets (120 Cases)	\$ 4,620.00		\$ -
W405	4 Pallets (160 Cases)	\$ 6,160.00		\$ -
W406	5 Pallets (200 Cases)	\$ 7,700.00		\$ -
W407	6 Pallets (240 Cases)	\$ 9,240.00		\$ -
W408	7 Pallets (280 Cases)	\$ 10,780.00		\$ -
W409	8 Pallets (320 Cases)	\$ 12,320.00		\$ -
W410	9 Pallets (360 Cases)	\$ 13,860.00		\$ -
W411	10 Pallets (400 Cases)	\$ 15,000.00		\$ -
W412	11 Pallets (440 Cases)	\$ 16,500.00		\$ -
W413	12 Pallets (480 Cases)	\$ 18,000.00		\$ -
W414	13 Pallets (520 Cases)	\$ 19,500.00		\$ -
W415	14 Pallets (560 Cases)	\$ 21,000.00		\$ -
W416	15 Pallets (600 Cases)	\$ 22,500.00		\$ -
W417	16 Pallets (640 Cases)	\$ 24,000.00		\$ -
W418	17 Pallets (680 Cases)	\$ 25,500.00		\$ -
W419	18 Pallets (720 Cases)	\$ 27,000.00		\$ -
W420	19 Pallets (760 Cases)	\$ 28,500.00		\$ -
W421	20 Pallets (800 Cases)	\$ 30,000.00		\$ -
W422	Full Truckload (21 Pallets/840 Cases) 2-4 week lead time	\$ 31,500.00		\$ -

3-Hole Punched, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
W300	WHITE	\$ 45.93		\$ -

Xerographic, 8.5 x 14, 20#, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
C200	WHITE	\$ 53.77		\$ -

Xerographic, 11 x 17, 20#, 2500 Sheets/Case (5 reams of 500 sheets)

Part #	Description	Price/Case	Quantity	Total Price
C300	WHITE	\$ 45.93		\$ -

Delivery

Liftgate To Ground Service - The driver will use a hydraulic lift to lower paper to the ground or loading dock.

Part #	Description	Place an X below if liftgate is needed
LIFT	Liftgate to Ground Service	

TOTAL PAPER ORDER \$ -

GUARANTEE: The performance of all cut paper products listed in this catalog is fully guaranteed.

Thank you for your order, we appreciate your support of our Summer Paper Program.

Questions? Contact Lori Mittelstadt
1-888-739-3289 or info@purchasingconnection.org

Please ensure your order meets the 40 cases (1 pallet) minimum.