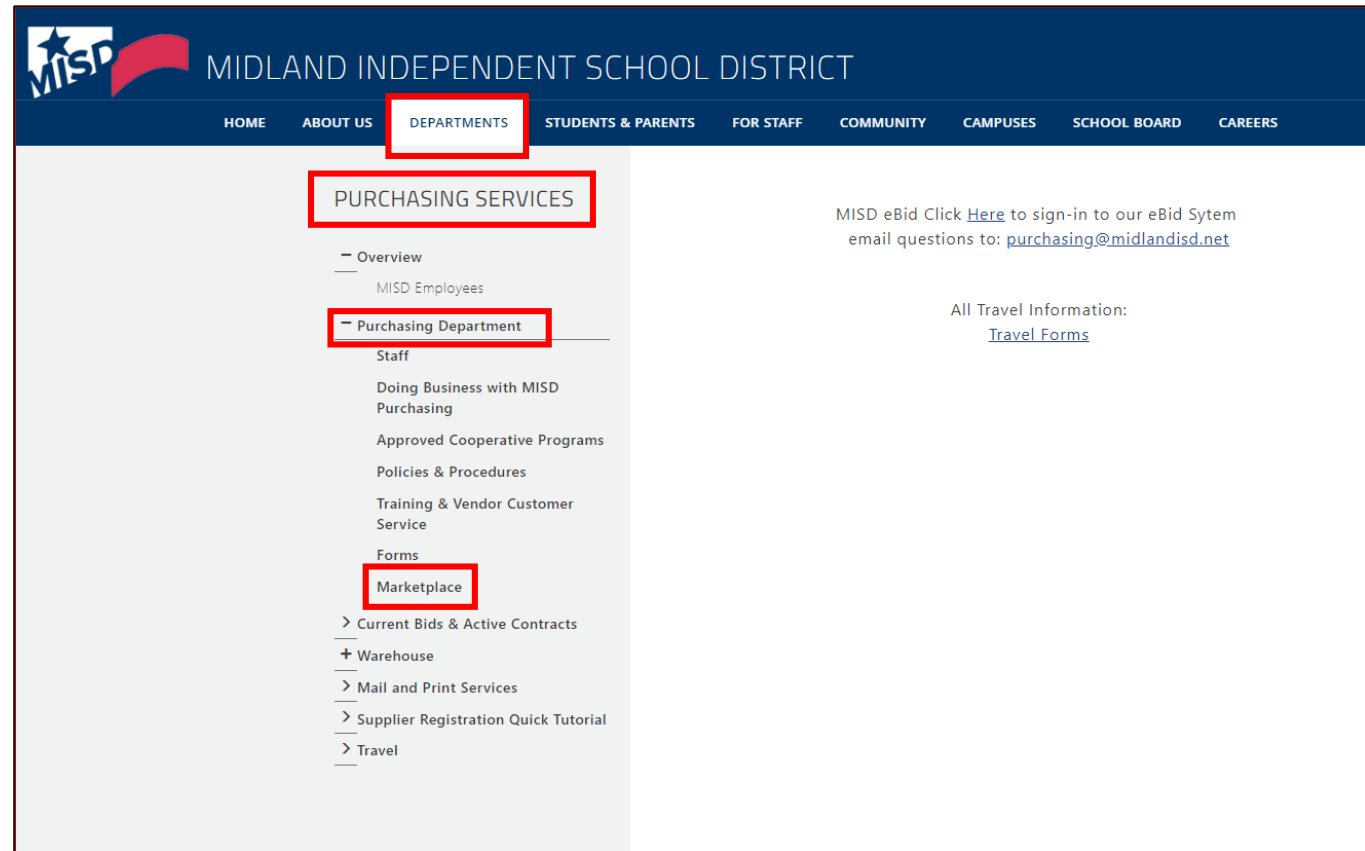


Instructions to Marketplace

- 1) Go to our Midland ISD website:
www.midlandisd.net
- 2) Under the **Departments** tab
- 3) Click on Purchasing Services
- 4) Then + Purchasing Department
- 5) Click on Marketplace



The screenshot shows the Midland Independent School District website. The navigation menu at the top includes: HOME, ABOUT US, DEPARTMENTS, STUDENTS & PARENTS, FOR STAFF, COMMUNITY, CAMPUSES, SCHOOL BOARD, and CAREERS. The DEPARTMENTS tab is highlighted with a red box. Below it, the PURCHASING SERVICES menu item is highlighted with a red box. Under PURCHASING SERVICES, the Purchasing Department sub-menu is highlighted with a red box. Within the Purchasing Department sub-menu, the Marketplace item is highlighted with a red box. To the right of the menu, there is a link for MISD eBid Click [Here](#) to sign-in to our eBid System and email questions to: purchasing@midlandisd.net. Below that, there is a link for All Travel Information: [Travel Forms](#).

Welcome to MISD's Marketplace!

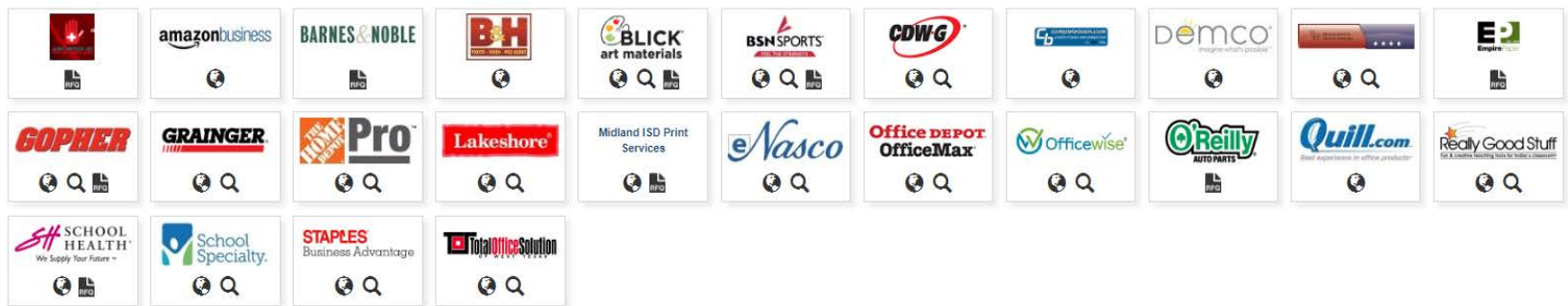
All ▾ Search by keyword or part number Supplier Sites ▾

- Home
- All Suppliers
- Art and Photography
- Athletics and Physical Education
- Automotive
- Classroom Supplies
- Electrical Supplies
- Food
- Furniture
- Janitorial Supplies
- Laboratory, Scientific, and Medical
- MRO
- Musical Instruments and Supplies
- Office Supplies
- Playground Equipment
- Printing Services
- Safety Supplies
- Technology
- Textbooks

Midland Categories and Activities



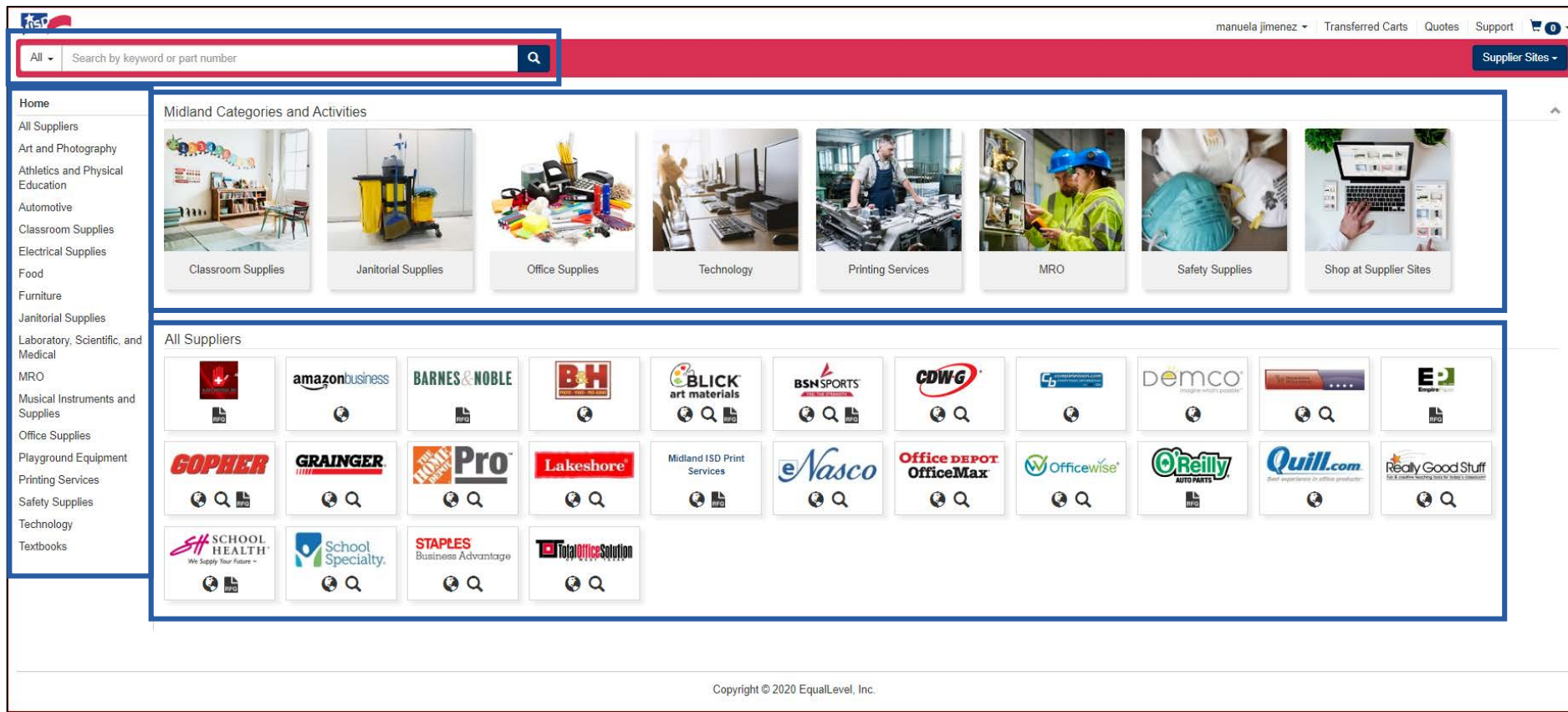
All Suppliers



Copyright © 2020 EqualLevel, Inc.

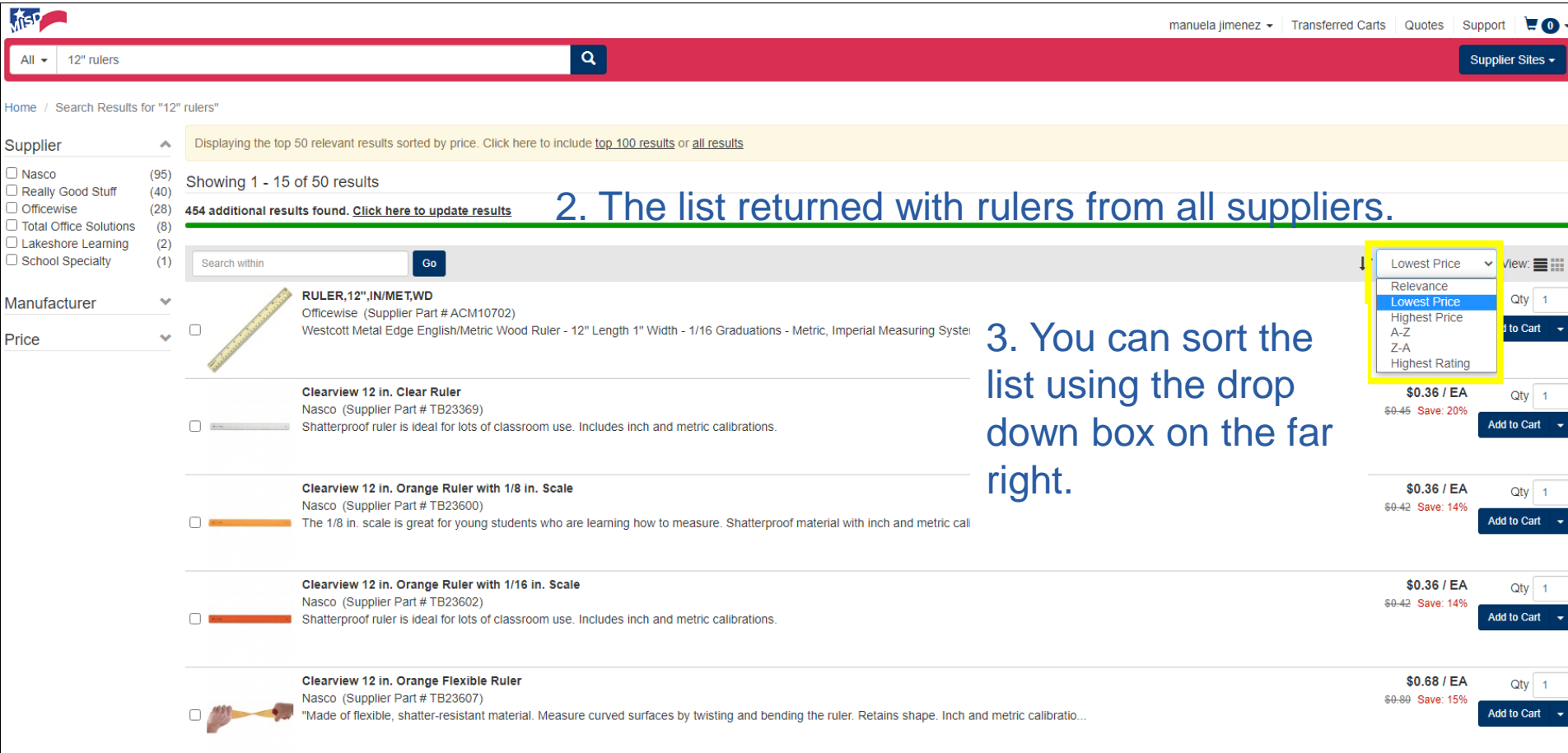
You can do a search using four different ways as highlighted below.

- Search field at top.
- Home side bar on left.
- Midland Categories and Activities
- All Suppliers



The screenshot displays the MISD website interface. At the top right, the user 'manuela jimenez' is logged in, with links for 'Transferred Carts', 'Quotes', and 'Support'. A search bar is located at the top left, with a dropdown menu set to 'All' and a search icon. A sidebar on the left lists various categories: Home, All Suppliers, Art and Photography, Athletics and Physical Education, Automotive, Classroom Supplies, Electrical Supplies, Food, Furniture, Janitorial Supplies, Laboratory, Scientific, and Medical, MRO, Musical Instruments and Supplies, Office Supplies, Playground Equipment, Printing Services, Safety Supplies, Technology, and Textbooks. The main content area is divided into two sections. The first section, 'Midland Categories and Activities', features eight image-based tiles: Classroom Supplies, Janitorial Supplies, Office Supplies, Technology, Printing Services, MRO, Safety Supplies, and Shop at Supplier Sites. The second section, 'All Suppliers', displays a grid of 24 supplier logos, including Amazon Business, Barnes & Noble, BH, Blick Art Materials, BSN Sports, CDWG, Demco, Epi, Gopher, Grainger, Home Depot Pro, Lakeshore, Midland ISD Print Services, eNasco, Office Depot OfficeMax, OfficeWise, O'Reilly Auto Parts, Quill.com, and Really Good Stuff. Each logo tile includes a search icon. At the bottom center, the copyright notice reads 'Copyright © 2020 EqualLevel, Inc.'

1. Example using the Search Field: 12” rulers



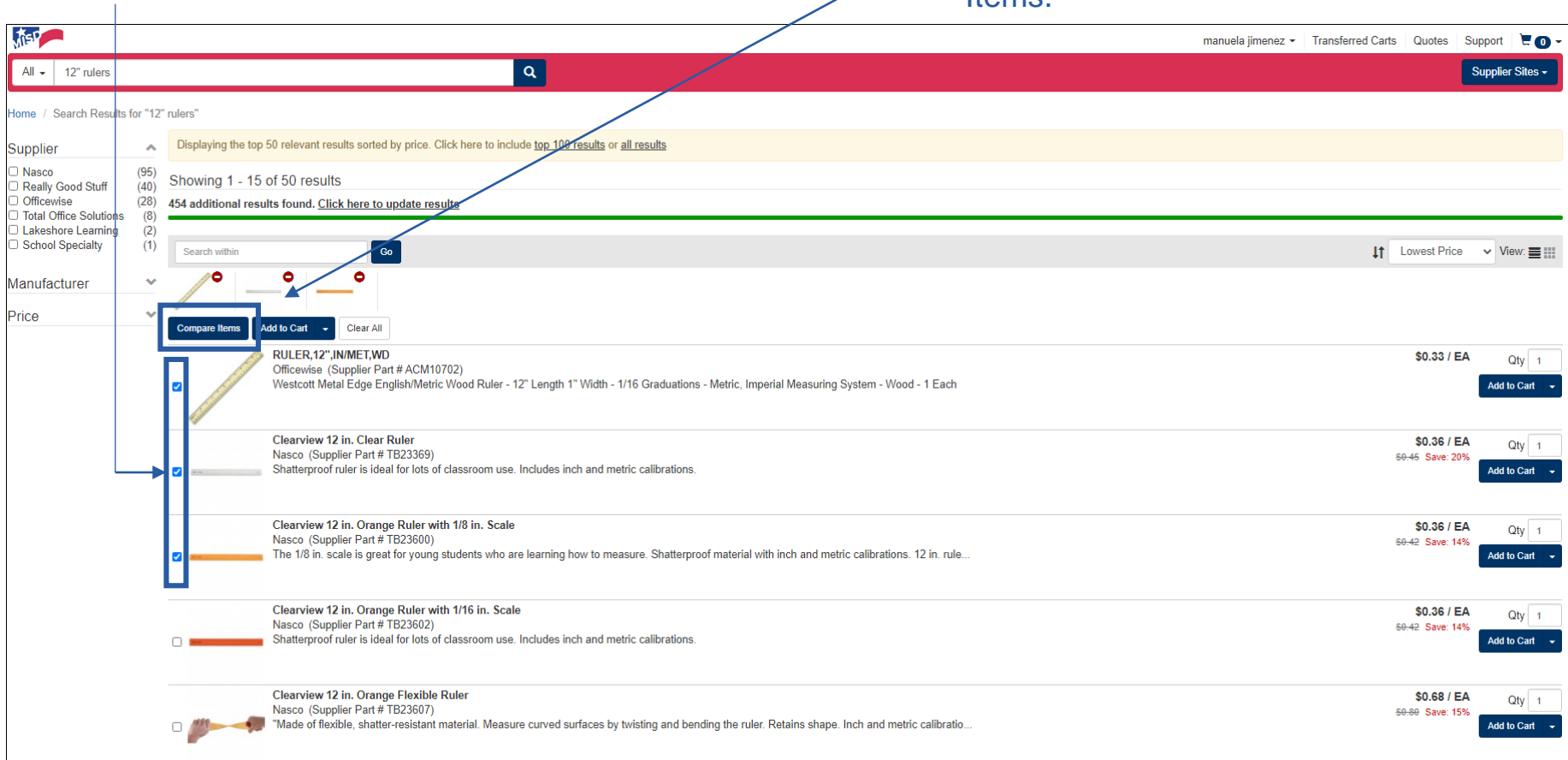
The screenshot shows a search results page for "12 inch rulers". The search bar at the top contains "12 inch rulers" and a search icon. Below the search bar, there are filters for Supplier, Manufacturer, and Price. The main results area shows a list of products, including "RULER, 12\".IN/MET,WD" and "Clearview 12 in. Clear Ruler". On the right side, there is a dropdown menu for sorting the results, with "Lowest Price" selected. The dropdown menu also shows options for "Relevance", "Highest Price", "A-Z", "Z-A", and "Highest Rating".

2. The list returned with rulers from all suppliers.

3. You can sort the list using the drop down box on the far right.

You are able to compare items by checking off the box.

Then click on Compare Items.



manuela jimenez | Transferred Carts | Quotes | Support | 0 | Supplier Sites

All | 12" rulers

Home / Search Results for "12" rulers"

Supplier

Displaying the top 50 relevant results sorted by price. Click here to include [top 100 results](#) or [all results](#)






Showing 1 - 15 of 50 results

454 additional results found. [Click here to update results](#)

Search within [] Go

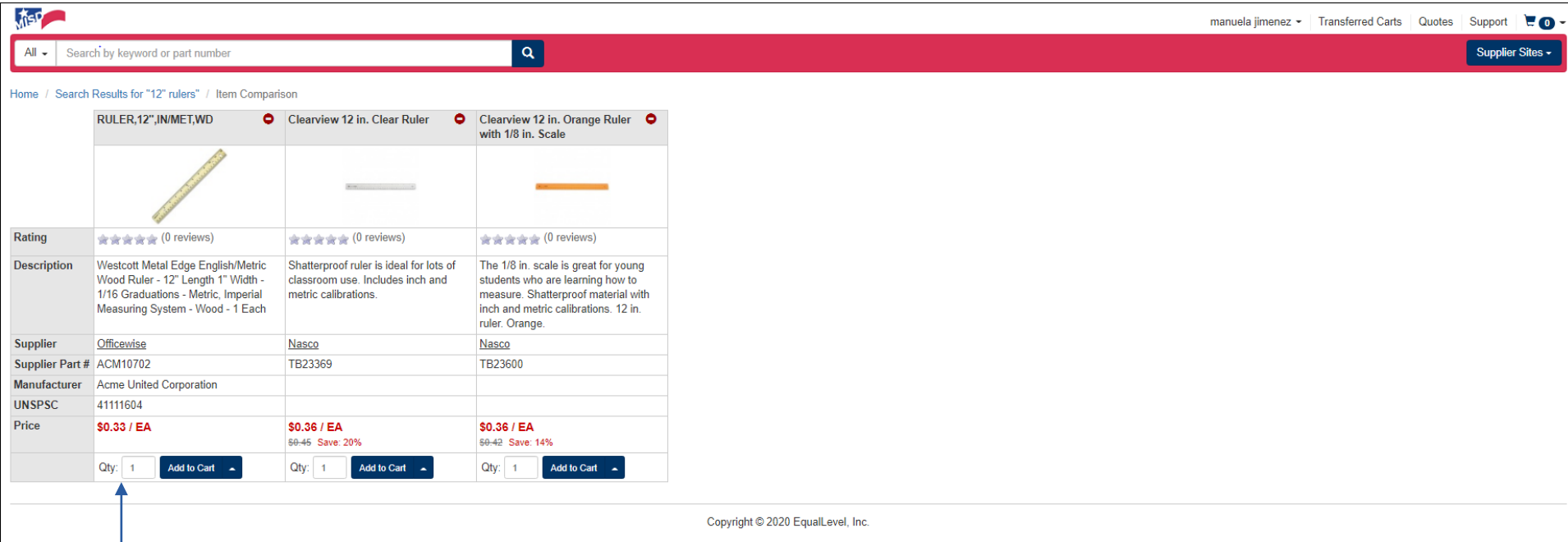
Lowest Price | View: []


Compare Items | Add to Cart | Clear All


<input checked="" type="checkbox"/>	 RULER, 12", IN/MET, WD Officewise (Supplier Part # ACM10702) Westcott Metal Edge English/Metric Wood Ruler - 12" Length 1" Width - 1/16 Graduations - Metric, Imperial Measuring System - Wood - 1 Each	\$0.33 / EA	Qty 1	Add to Cart
<input checked="" type="checkbox"/>	 Clearview 12 in. Clear Ruler Nasco (Supplier Part # TB23369) Shatterproof ruler is ideal for lots of classroom use. Includes inch and metric calibrations.	\$0.36 / EA 50.45 Save: 20%	Qty 1	Add to Cart
<input checked="" type="checkbox"/>	 Clearview 12 in. Orange Ruler with 1/8 in. Scale Nasco (Supplier Part # TB23600) The 1/8 in. scale is great for young students who are learning how to measure. Shatterproof material with inch and metric calibrations. 12 in. rule...	\$0.36 / EA 50.42 Save: 14%	Qty 1	Add to Cart
<input type="checkbox"/>	 Clearview 12 in. Orange Ruler with 1/16 in. Scale Nasco (Supplier Part # TB23602) Shatterproof ruler is ideal for lots of classroom use. Includes inch and metric calibrations.	\$0.36 / EA 50.42 Save: 14%	Qty 1	Add to Cart
<input type="checkbox"/>	 Clearview 12 in. Orange Flexible Ruler Nasco (Supplier Part # TB23607) *Made of flexible, shatter-resistant material. Measure curved surfaces by twisting and bending the ruler. Retains shape. Inch and metric calibratio...	\$0.68 / EA 80.80 Save: 15%	Qty 1	Add to Cart

Here you can compare the items.




This will work also for your three (3) quotes.



manuela jimenez | Transferred Carts | Quotes | Support |  0

All | Search by keyword or part number  [Supplier Sites](#)

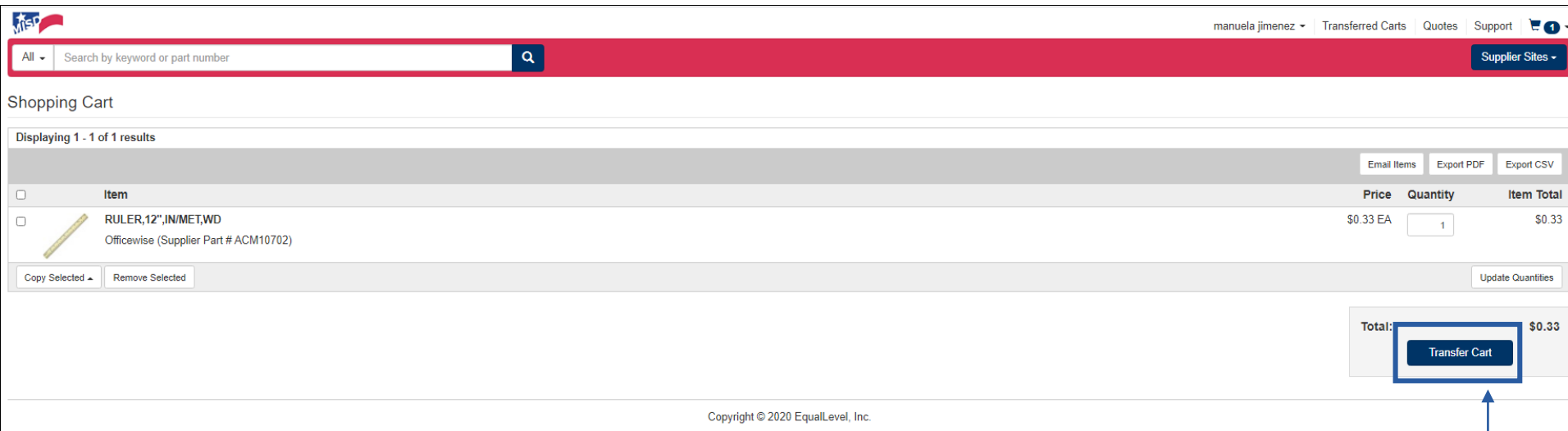
Home / Search Results for "12" rulers" / Item Comparison


RULER,12",IN/MET,WD	Clearview 12 in. Clear Ruler	Clearview 12 in. Orange Ruler with 1/8 in. Scale
		
Rating: ★★★★★ (0 reviews)	Rating: ★★★★★ (0 reviews)	Rating: ★★★★★ (0 reviews)
Description: Westcott Metal Edge English/Metric Wood Ruler - 12" Length 1" Width - 1/16 Graduations - Metric, Imperial Measuring System - Wood - 1 Each	Description: Shatterproof ruler is ideal for lots of classroom use. Includes inch and metric calibrations.	Description: The 1/8 in. scale is great for young students who are learning how to measure. Shatterproof material with inch and metric calibrations. 12 in. ruler. Orange.
Supplier: Officewise	Supplier: Nasco	Supplier: Nasco
Supplier Part #: ACM10702	Supplier Part #: TB23369	Supplier Part #: TB23600
Manufacturer: Acme United Corporation		
UNSPSC: 41111604		
Price: \$0.33 / EA	Price: \$0.36 / EA \$0.45 Save: 20%	Price: \$0.36 / EA \$0.42 Save: 14%
Qty: <input type="text" value="1"/> Add to Cart	Qty: <input type="text" value="1"/> Add to Cart	Qty: <input type="text" value="1"/> Add to Cart


Copyright © 2020 EqualLevel, Inc.

I've chosen to go with the lowest price which is column 1.

You will now see your shopping cart.




manuela jimenez | Transferred Carts | Quotes | Support |  1

All | Search by keyword or part number |  | [Supplier Sites](#)

Shopping Cart

Displaying 1 - 1 of 1 results

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

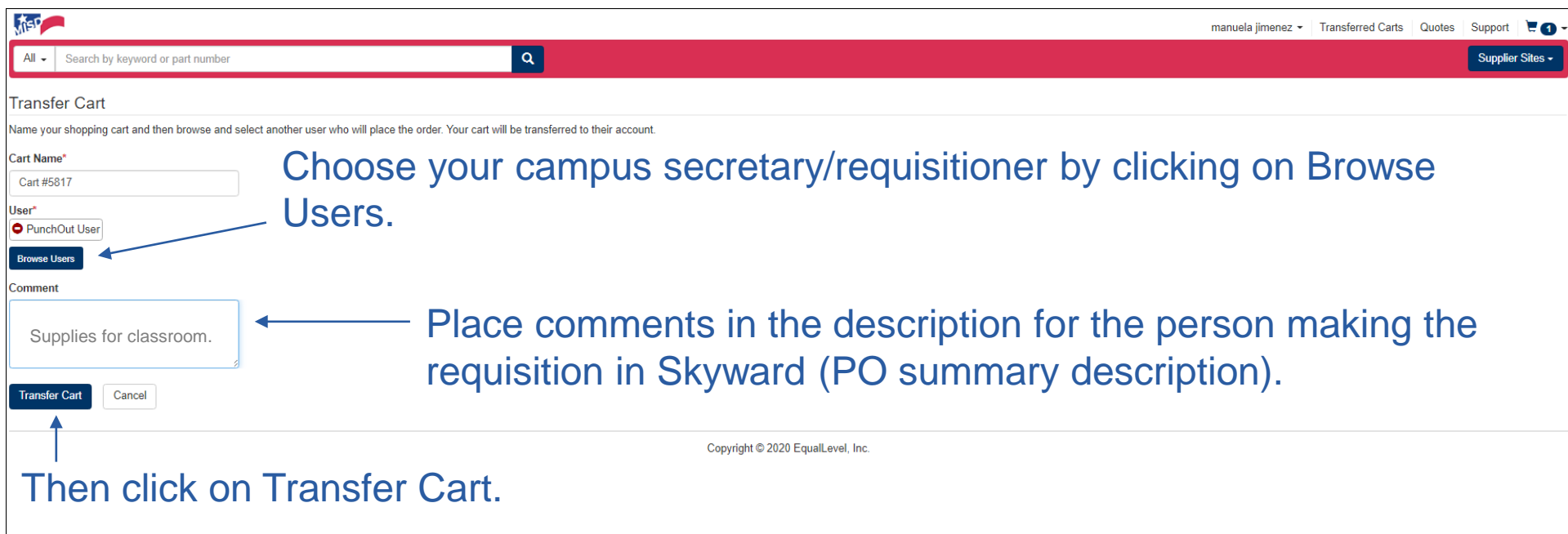
<input type="checkbox"/>	Item	Price	Quantity	Item Total
<input type="checkbox"/>	 RULER,12",IN/MET,WD Officewise (Supplier Part # ACM10702)	\$0.33 EA	<input type="text" value="1"/>	\$0.33

[Copy Selected](#) | [Remove Selected](#) | [Update Quantities](#)

Total: **Transfer Cart** \$0.33

Copyright © 2020 EqualLevel, Inc.

Once you've chosen all of your items, click on Transfer Cart.



The screenshot shows the 'Transfer Cart' page in Skyward. At the top, there is a search bar with a dropdown menu set to 'All' and a search icon. The page title is 'Transfer Cart'. Below the title, there is a instruction: 'Name your shopping cart and then browse and select another user who will place the order. Your cart will be transferred to their account.' The form includes a 'Cart Name*' field with 'Cart #5817' entered. The 'User*' field shows 'PunchOut User' with a red dot icon and a 'Browse Users' button. A blue arrow points from the text 'Choose your campus secretary/requisitioner by clicking on Browse Users.' to the 'Browse Users' button. Below the user field is a 'Comment' field with 'Supplies for classroom.' entered. A blue arrow points from the text 'Place comments in the description for the person making the requisition in Skyward (PO summary description).' to the 'Comment' field. At the bottom of the form are 'Transfer Cart' and 'Cancel' buttons. A blue arrow points from the text 'Then click on Transfer Cart.' to the 'Transfer Cart' button. The footer of the page contains the text 'Copyright © 2020 EqualLevel, Inc.'

You are done!

If you choose the incorrect user, that organization should deny the cart so you are able to add the correct user.

Once the cart transfers successfully, your campus secretary, or the person that submits requisitions for your department, will receive an email that a cart is ready for checkout.

Your shopping cart successfully transferred

Transferred Carts

Displaying 1 - 12 of 12 results

All From: 01/10/2020 To: 04/02/2020 Search Filter Export Carts Export Item Data

Checkout Selected Decline Selected

	Name	Items	Total	Suppliers	Status	Created By	Created On	Submitted To	Purchased On	
<input type="checkbox"/>	School Supplies	5	\$42.10	3 Suppliers	Transferred	Sarah Miller	04/02/2020 02:42 PM EDT	test equallevel		Checkout Decline
<input type="checkbox"/>	Cart #967	1	\$90.60	School Specialty (EQL31)	Transferred	Sarah Miller	03/20/2020 12:00 PM EDT	test equallevel		Checkout Decline
<input type="checkbox"/>	Cart #964	24	\$1,240.08	School Specialty (EQL31)	Transferred	Sarah Miller	03/20/2020 10:59 AM EDT	test equallevel		Checkout Decline

The secretary/requisitioner will checkout the cart, finalize the requisition and submit for approval as usual.

The purchasing department will place the order once it is approved.

This concludes the quick-reference guide for Marketplace.

For more detailed instructions in a video format, please click the link below.

<https://vimeo.com/406307240>

If you have further questions, please contact the Purchasing Department at 432-240-1960, or email us at purchasing@midlandisd.net.

Happy Shopping!