Teacher/Staff Order Request Instructions for eProcurement

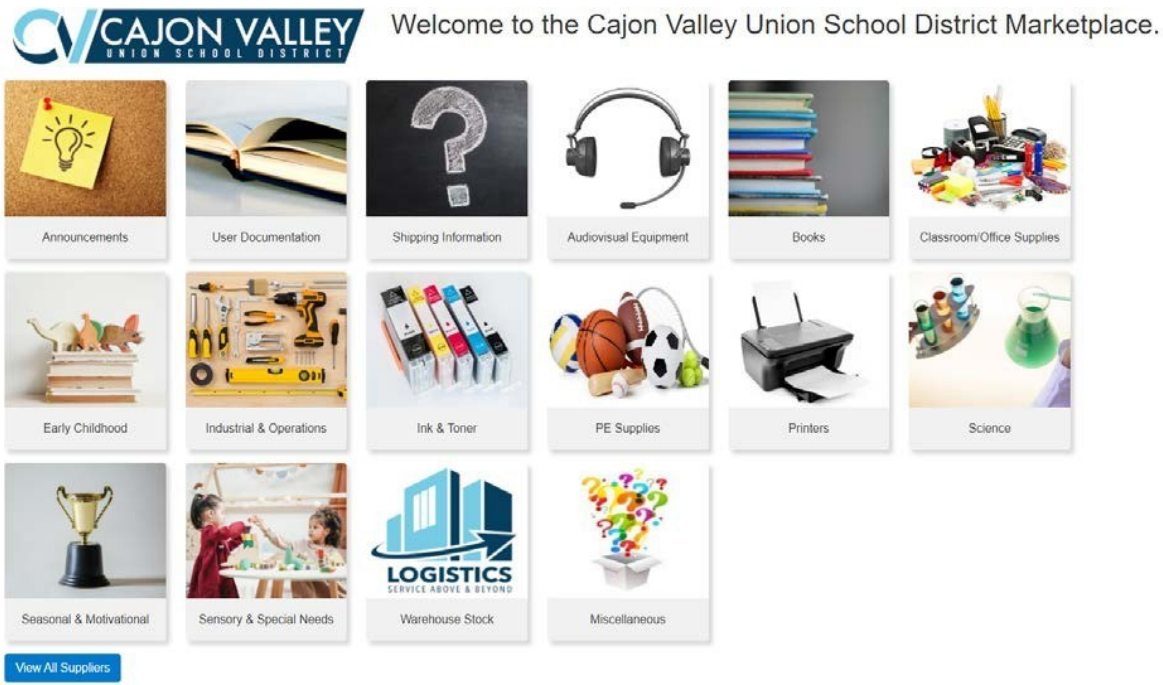
The EqualLevel Online Marketplace will be your first resource for obtaining any needed materials that aren't available in the district warehouse. Please check our Warehouse Stock Tile first before ordering on EqualLevel. Please submit warehouse stock orders to your SAA who will submit the requisition. Consult our Where to Buy Guide if you are unsure where to purchase items.

Go to the CVUSD Website to access the Staff Intranet

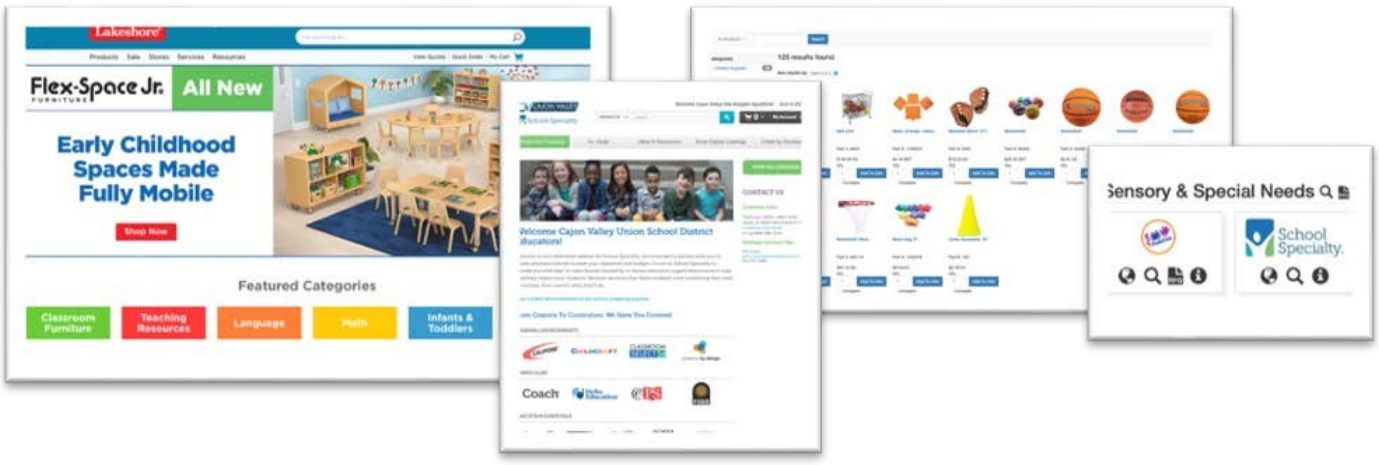
Click on the EqualLevel icon in HelloID:



Our Marketplace has been upgraded to include Guided Buying tiles! The new tiles will make it easier for you to find the correct suppliers to use for each category of items. Using these preferred suppliers will ensure cost savings, legal compliance and help expedite your orders.



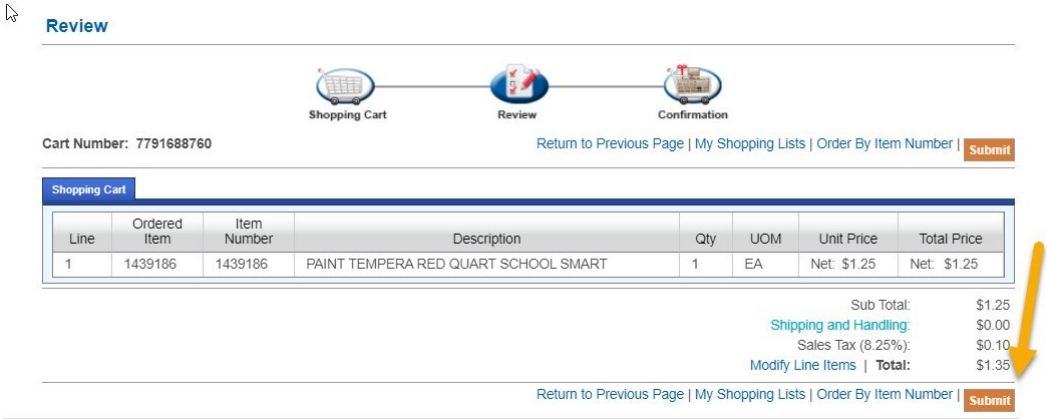
Once you've selected the category tile, you will be provided with the approved supplier's informational homepage, catalog of items or if there are multiple approved suppliers, you will be directed to a page of approved suppliers for the category. From there, you can shop for your items, add them to your cart and check out.



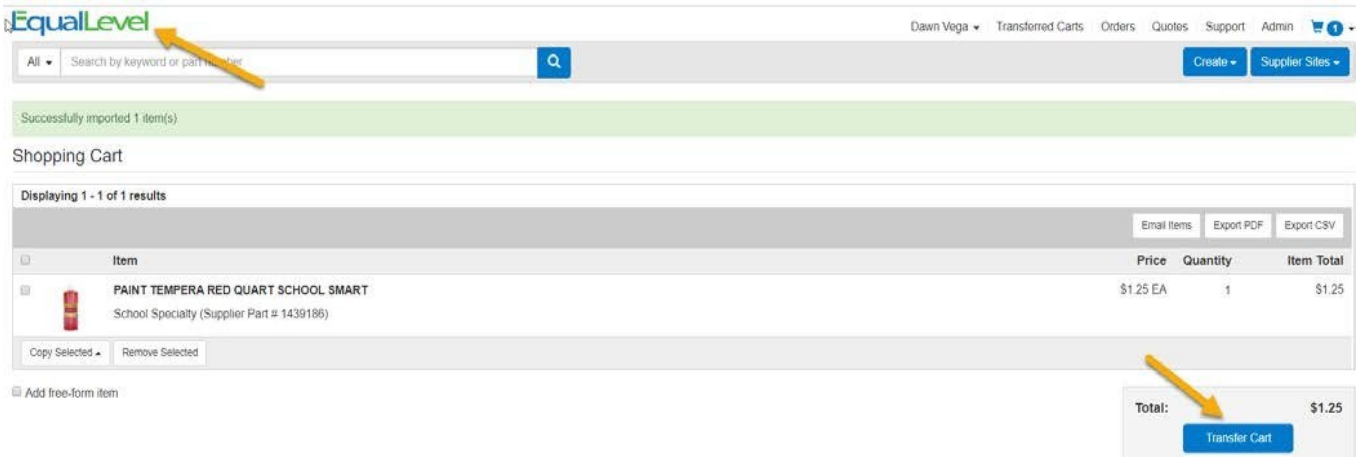
Enter the desired quantity and add the item to your cart.
Pay careful attention to the unit of issue, whether the item is sold as a package, by the dozen, each, etc.

Items from multiple suppliers may be added to the same cart. However, certain suppliers may have minimum order requirements to qualify for free shipping. Refer to shipping information tile to avoid shipping fees.

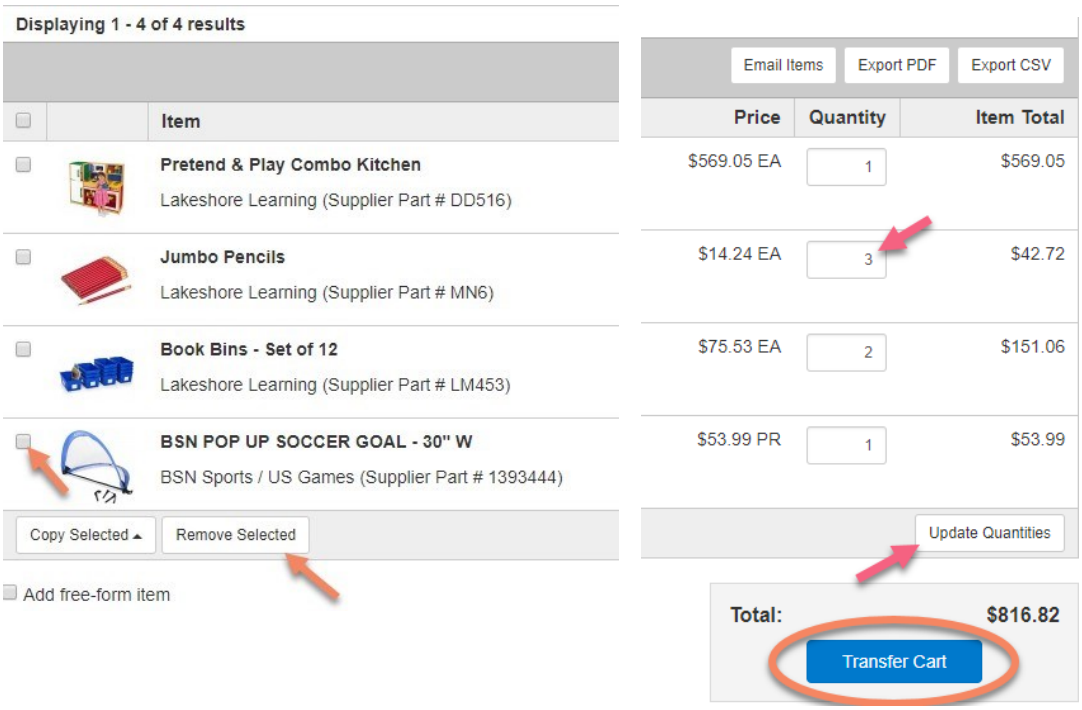
Add items to your cart on that supplier's site as you would during a typical online shopping experience. At checkout, you will transfer/submit the cart back to EqualLevel and then transfer to your School Administrative Assistant when all shopping is complete.



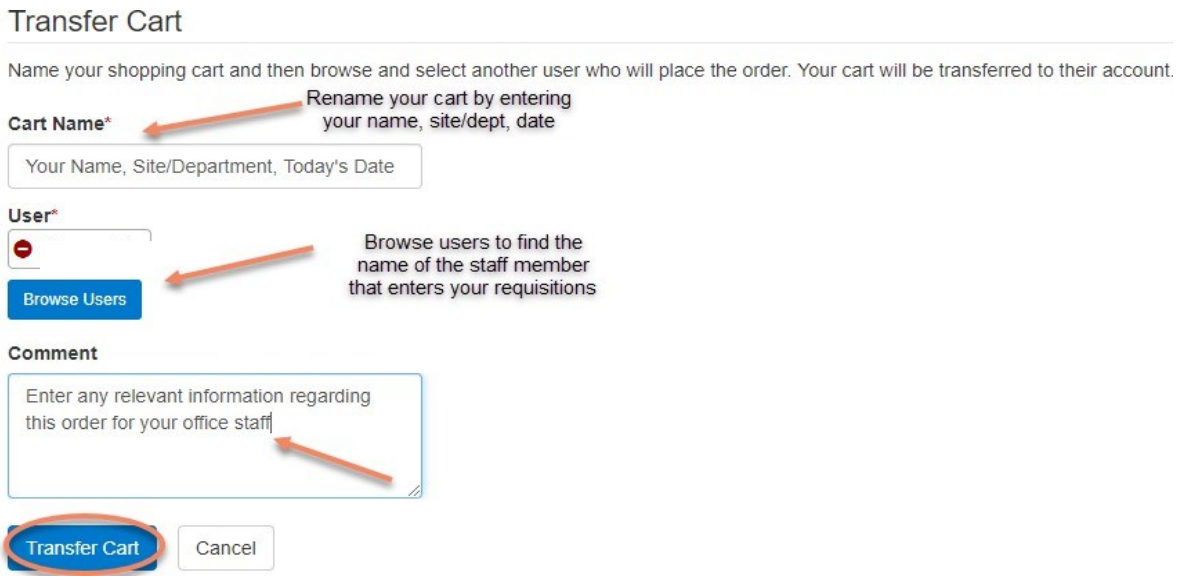
- Click the Transfer button to transfer your cart back to the marketplace. If you are finished shopping select transfer cart; if you would like to add items from another supplier click the EqualLevel icon to return to the home page to select another category.



Once you've finished adding all your items from various categories, click "View Cart". Review the list of items in your cart and verify the quantities. If you need to remove an item from your cart, click the checkbox on the left and click "Remove Selected". To adjust the quantities, enter the new quantity and click "Update Quantities". If you're unable to adjust the quantity you may need to remove the item from your cart, then add the new quantity. **Please make sure the quantities are correct as this is the last time changes will be able to be made.** Click "Transfer Cart".



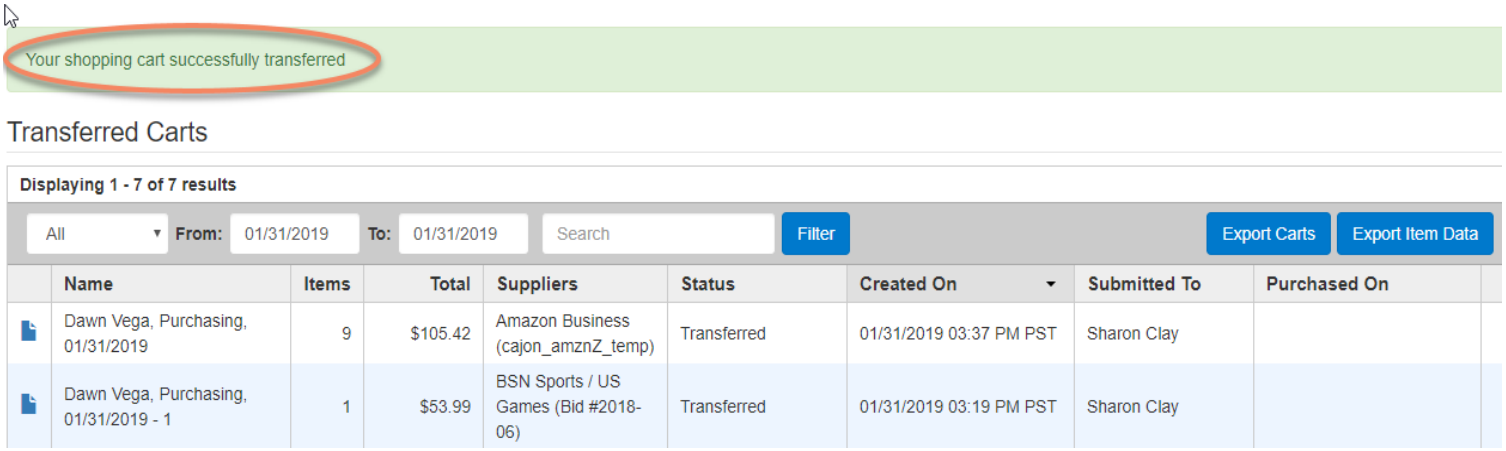
Rename your cart by entering your name, site or department and the date in the "Cart Name" box.
Click on "Browse Users" and **select the name of your office staff member** that enters requisitions for your site or department. Enter any relevant information regarding your order in the comments box; then click "Transfer Cart".



Your order will be divided into a separate cart for each supplier.

You will receive a message that your cart was successfully transferred.

The system will automatically email your office staff to notify them a cart is ready for review.
All of your previously transferred carts will be displayed as well as the current status of each, for your information.



Now that your cart has been shared with the office staff your School Administrative Assistant will import your list of requested items into a purchasing requisition. It will route through the financial system for budget approvals and be processed by the Purchasing staff. Please ask your School Administrative Assistant to import the shopping cart and have it approved as soon as possible so your order can be expedited.

Note: Most suppliers will honor their pricing until the budget approvals have been obtained and the order is finalized, however, Amazon Business will only hold their pricing for 7 calendar days after you transfer your cart to EqualLevel. The cart must be transferred to and submitted by the office staff ASAP to allow the order to be approved and finalized within this 7 day window.

Questions? Contact your School Administrative Assistant or Kellie Pilchen in the Purchasing Department at (619)588-3266, lauhonpilchenk@cajonvalley.net