

Member Login (to start an order) & New Registration



Creating orders through our purchasing system (step by step instructions):



Market Basket Bids Only

- Art/Craft Supplies
- General School Supplies
- Health/Sport Medicine Supplies

Once your approver is set up in our system you can register yourself choosing that approver. This is a closed system, so orders will go to your approver and not directly to the vendor.



Login To System:

Login To System

Please enter the correct information below. If you are looking to place an order, then choose to log in as a teacher. If you are looking to review the orders, you must be registered as an approver with the site.

User Name: (email address)

User Password: (Passwords Are Case Sensitive)

You Are Registered As: A Buyer An Approver

[Login To Site](#) [Need a Login? Click here...](#)

[I forgot my password.](#)

To create a login click here - fill out all the required information and then submit application

Once this is done you can login using your email address and password (case sensitive).

If you already have a login and can't remember your password click "I forgot my password" and the system will email you what password is on file. If you do not hear back within the day please contact our office.

*Note - Make sure you select "A Buyer" before clicking on "Login To Site".

Buyer Home

Market Basket Bids are the only type of bids you can create in our purchasing system.

“Bid Description” – Bid award details and vendor information. This includes additional discounts, exclusions, shipping and return information.

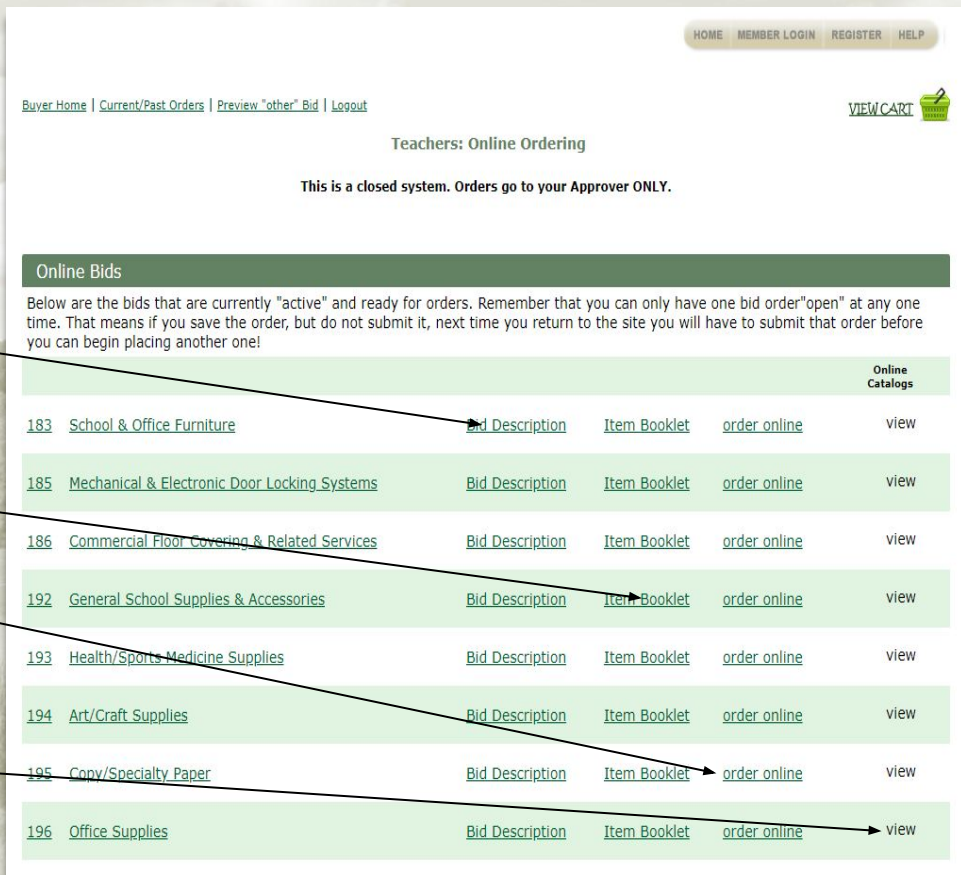
“Item Booklet” – List of awarded items.

“Order online” – This is where you would start your order.

When creating an order you can only have one bid order “open” at any one time. That means if you started an order but didn’t finalize and submit, next time you return to the site you will have to finish this order before starting another.


If catalogs/websites are available for awarded vendor you can view here.

***If you are unable to find an item when searching in our system please contact Lisa: lperry@hunterdonesc.org**



HOME MEMBER LOGIN REGISTER HELP

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VIEW CART 

Teachers: Online Ordering

This is a closed system. Orders go to your Approver ONLY.

Online Bids

Below are the bids that are currently "active" and ready for orders. Remember that you can only have one bid order "open" at any one time. That means if you save the order, but do not submit it, next time you return to the site you will have to submit that order before you can begin placing another one!

				Online Catalogs	
183	School & Office Furniture	Bid Description	Item Booklet	order online	view
185	Mechanical & Electronic Door Locking Systems	Bid Description	Item Booklet	order online	view
186	Commercial Floor Covering & Related Services	Bid Description	Item Booklet	order online	view
192	General School Supplies & Accessories	Bid Description	Item Booklet	order online	view
193	Health/Sports Medicine Supplies	Bid Description	Item Booklet	order online	view
194	Art/Craft Supplies	Bid Description	Item Booklet	order online	view
195	Copy/Specialty Paper	Bid Description	Item Booklet	order online	view
196	Office Supplies	Bid Description	Item Booklet	order online	view

Item Booklet:

- Included in the booklet are the awarded items, as well as a brief description of each item.
- Vendor's item Number
- The awarded vendor is listed in the item description

Bid Information: 194--Art/Craft Supplies		Tue, July 02, 2019				
Category Name						
Bid Item #	Item Name	Brand/Manuf.	UOM	Price	QTY	Total
Block Printing Ink						
194-00342	Block Printing Ink <i>Gold, 5 oz. Water-base, can be used for wood, linoleum or any relief printing. #RPT308162 pg. 92 Vendor: WB Mason Co., Inc</i>	Handy Art	each	\$3.14	x _____ = _____	_____
194-00345	Block Printing Ink <i>Orange, 5 oz. Water-base, can be used for wood, linoleum or any relief printing. #RPT308015 pg. 92 Vendor: WB Mason Co., Inc</i>	Handy Art	each	\$3.14	x _____ = _____	_____
194-00340	Block Printing Ink <i>Blue, 5 oz. Water-base, can be used for wood, linoleum or any relief printing. #RPT30840 pg. 92 Vendor: WB Mason Co., Inc</i>	Handy Art	each	\$3.14	x _____ = _____	_____
194-00348	Block Printing Ink <i>Turquoise, 5 oz. Water-base, can be used for wood, linoleum or any relief printing. #RPT308035 pg.92 Vendor: WB Mason Co., Inc</i>	Handy Art	each	\$3.14	x _____ = _____	_____

*For easier ordering print out the booklet select what you want to order then create your order based on your selections.

Item Search:

After a bid has been selected (Ex. #194 Art/Craft Supplies), this is where you begin creating your order. You can search by category (#1), or search for an item (#2) item number or name.

#1 Drop down arrow gives you selections to choose from. Click on view items once you made your selection.

Example: construction paper in search box #2

Important! You cannot combine items from different bids.

Vendor Catalogs can be accessed from this screen for you to view while creating your order. You can also preview "other" bids to compare items/pricing while doing your order. Only one order through one bid can be done at a time.

Buyer Home | Current/Past Orders | [Preview "other" Bid](#) | Logout

VIEW CART

Teachers: Online Ordering

This is a closed system. Orders go to your Approver ONLY.

Search/Browse for an Item

Bid Name:
194 - Art/Craft Supplies

1.) Browse by Category:

Bid Items Only Non-Bid (catalog items only) All Items

Kurtz Bros - Ceramics/Sculpture (1 bid items) View Items

Bid Vendor Catalog(s)

[Kurtz Bros](#)

[School Specialty \(Sax\)](#)

[WB Mason Co., Inc](#)

** Discounted Pricing Not Captured **

2.) Search for an item:

Item Number: Search Items

Item Name / Description: Search Items

* Do not enter plurals (i.e., To find a desk, enter 'desk' not 'desks')

Choosing Items/Quantities:

In the previous screen, we searched for construction paper. Once the item is found, a quantity is entered and added to the cart.

Please note, specific items might be displayed on multiple pages. They can be accessed by clicking on *next page*. Also, you have the choice as to how many rows of items to view on your screen.

You can always click on “view cart” to change, or remove any items. This is also where you can search for more items.

Click “add to cart” if you want item.

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[VIEW CART](#) 

Teachers: Online Ordering

This is a closed system. Orders go to your Approver ONLY.

Search Term: construction paper
Total Found:172

Display Rows: 10 ▾

Add To Cart

	List Price	Your Price	
Bid Items			
Item#:36425 Construction Paper Asst. Neon Art Paper, 9 in. x 12 in., 20 sheets/pkg. #36425, pg 240 (Kurtz Bros) 	\$5.10	\$1.89 (pkg)	<input type="text" value="0"/>
Item#:37181 Construction Paper Black, 12 in. x 18 in., 50 sheets/pkg. #37181, pg. 240 (Kurtz Bros) 	\$6.40	\$1.30 (pkg)	<input type="text" value="0"/>
Item#:37081 Construction Paper Black, 9 in. x 12 in., 50 sheets/pkg. #37081, pg. 240 (Kurtz Bros) 	\$3.25	\$0.70 (pkg)	<input type="text" value="0"/>
Item#:37130 Construction Paper Blue, 12 in. x 18 in., 50 sheets/pkg. #37130, pg. 240 (Kurtz Bros) 	\$6.30	\$1.30 (pkg)	<input type="text" value="0"/>
Item#:37030 Construction Paper Blue, 9 in. x 12 in., 50 sheets/pkg. #37030, pg. 243 (Kurtz Bros) 	\$3.15	\$0.70 (pkg)	<input type="text" value="1"/>
Item#:37155 Construction Paper Chartreuse, 12 in. x 18 in., 50 sheets/pkg. #37155, pg. 243 (Kurtz Bros) 	\$6.00	\$1.30 (pkg)	<input type="text" value="0"/>
Item#:37117 Construction Paper Dark Brown, 12 in. x 18 in., 50 sheets/pkg. #37117, pg. 243 (Kurtz Bros) 	\$6.75	\$1.30 (pkg)	<input type="text" value="0"/>
Item#:37017 Construction Paper Dark Brown, 9 in. x 12 in., 50 sheets/pkg. #37017, pg. 243 (Kurtz Bros) 	\$3.45	\$0.70 (pkg)	<input type="text" value="0"/>
Item#:37410 Construction Paper Festive Green, 12 in. x 18 in., 50 sheets/pkg. #37140, pg. 37140 (Kurtz Bros) 	\$6.30	\$1.30 (pkg)	<input type="text" value="0"/>
Item#:37040 Construction Paper Festive Green, 9 in. x 12 in., 50 sheets/pkg. #37040, pg. 243 (Kurtz Bros) 	\$3.15	\$0.70 (pkg)	<input type="text" value="0"/>

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Add To Cart

Once you add Item(s) to your cart...

**If you are not done with your order
select Search For More Items.**

**You have the option to let your order
sit. When you log back in view your
cart and it will bring you back to your
order to resume ordering or to finalize
your order.**

**If your order is complete select View
Current Order.**

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Teachers: Online Ordering

This is a closed system. Orders go to your Approver ONLY.

Teachers: Online Ordering

The item has been added to your open order!

[View Current Order](#)

[Search For More Items](#)

View Current Order-Options:

If your order is complete select:

1) Click to Continue to Final Review

If you want to add more items to your order select:

2) To Return to Items. Continue to do this until your order is complete.

If you want to remove the entire order select:

3) To Remove this ENTIRE Order - You can not un-do this action.

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Teachers: Online Ordering

This is a closed system. Orders go to your Approver ONLY.

Teachers: Online Ordering

Current Order

Description	Qty	Price	Subtotal	
* Item:#37030 Construction Paper Blue 9 in. x 12 in. 50 sheets/pkg. #37030 pg. 243	1 <input type="text"/>	0.70	0.70	<input type="button" value="Update"/> <input type="button" value="X"/>

Total: \$0.70


X = Remove this Item from Order

Other Options:

- 1) Click to Continue to Final Review
- 2) To Return to Items

- 3) To Remove this ENTIRE Order
** (You can not un-do this action)

Pending Order:



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Buyer Purchasing

VIEW CART 

Welcome back Roxanne Wolf!

- You have 22 previous order(s).
[To review it \(them\), please click here.](#)

[Return to your current order](#)

If you do not finalize an order prior to logging out, when you log back in you will come to this screen. This order will have to be finalized or you will not be able to start another order.

“Return to your current order” -

Once you return to your current order your options will be as follows: to continue searching for items, finalize your order, or remove the entire order from your cart. If you choose to finalize you will be asked to choose a shipping address (next slide).

Shipping Address:

Your correct shipping address should be listed. If not please call our office so we can add.

Select your appropriate address from this screen to be shown on your completed order sheet.

If the incorrect address was selected you can manually change on your order sheet.

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[VIEW CART](#)

Teachers: Online Ordering

This is a closed system. Orders go to your Approver ONLY.

Teachers: Online Ordering

Choose Shipping Address:

- Acorn Montessori School | 1222 Route 31 | Lebanon, NJ
- Clockwork Learning Center | 1A Leisure Cour | Flemington, NJ
- Crossroads Christian Academy | 9 Pittstown Rd. | Clinton, NJ
- ESC Hunterdon Transportation | 2026 Route 31 | Glen Gardner, NJ
- ESC Transportation Depot | 47 Standish Ave | West Orange, NJ
- Cedar Hill Preparatory School | 152 Cedar Lane | Somerset, NJ
- Community Baptist Christian | 211 Demott Lane | Somerset, NJ
- Elite Preparatory Academy | 17 School House | Somerset, NJ
- ESC School @ West Amwell | 1422 Route 179 | Lambertville, NJ
- HCESC Academy | 37 Hoffmans Cro | Califon, NJ

Finalize Order:

Once you choose a shipping address you must then finalize order and submit.

This screen gives you the option to print your order out for your records. Once your order is approved your order will be saved in your “current/past orders” located on your homepage.

Review Your Order		
Description	Qty	Price Subtotal
* Item:#37030 Construction Paper Blue 9 in. x 12 in. 50 sheets/pkg. #37030 pg. 243	1	0.70 0.70
		Total: \$0.70
Order #:	23123	
Bid Name:	194 Art/Craft Supplies	Finalize Order and Submit
Date:	07/02/19	
Ship Address:	HCESC Academy 37 Hoffmans Crossing Road Califon, NJ 07830	
Your Address:	Hunterdon ESC Academy Purchasing 37 Hoffmans Crossing Road Califon, NJ 07830	
		Print For Your Records

PLEASE DO NOT DOUBLE CLICK THE BUTTON BELOW, OR RETURN IN YOUR BROWSER AND CLICK THIS BUTTON AGAIN.

Current/Past Orders:

Once order is submitted to your approver, you will be able to view or print your order from **“Current/Past Orders”** link. To view or print an order click order bid name (in green). In this screen you can see the status of each order and where they are in the process (pending approval), or approved.

If you need to change something on your order and you already submitted to be approved your administrator can **“Deny”** the order and it will be sent back to you. Once it’s sent back make your changes and re-submit for approval. If an order has been approved you can’t change the order, but you can print out and manually change your order.

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Teachers: Online Ordering

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Teacher Purchasing: Current/Past Orders

01/10/19	22380	(190) Office Supplies & Accessories	3 - Approved	\$36.18
12/11/18	22356	(191) Copy/Specialty Paper	3 - Approved	\$566.94
07/02/19	23123	(194) Art/Craft Supplies	2 - In Progress	\$0.70

* Click the bid number and name above to view the details for that order.

Status Codes:

- 2 - In Progress
- 3 - Approved (approved by administrator, submitted for fulfillment)
- 4 - Declined (Denied by the administrator)
- 6 - Completed

Orders Submitted But Have Been Denied

Order Date	Order #	BidNumber & Name	Status	Total
11/18/16	20379	(154-r2) General School Supplies	4 - Declined	\$0.87

Print your order and keep for your records!

07/02/19 23123 [\(194 \) Art/Craft Supplies_2](#) - In Progress \$0.70

Once you click on the bid name in green your order will appear and you can print out for your records. This is a screenshot of what your print out looks like and this can be attached to your PO. This is also good to keep for a reference of what you ordered in the past.

Order #: 23123 Kurtz Bros HCESC Academy Page 1
Bid #: 194 - Art/Craft Supplies Order Number: 23123
Teacher: Roxanne Wolf Order Date: 07/02/2019

Item #		List	Discount	Bid	Unit	Extended			
Description	Bid Item #	Price	Price	Price	Discount	Discount	Qty	Price	Subtotal
37030	1888	\$3.15	\$0.00	\$0.70	\$2.45	\$2.45	1	\$0.70	\$0.70
Construction Paper. Blue, 9 in. x 12 in., 50 sheets/pkg. #37030, pg. 243									

Order #: 23123
Bid #: 194 - Art/Craft Supplies Kurtz Bros Order Totals

Ship Address: HCESC Academy	Discount:	\$2.45
37 Hoffmans Crossing Road	Subtotal:	\$0.70
Califon, NJ 07830	Shipping:	\$0.00
	Total:	\$0.70