

Hunterdon County Educational Services Commission
Internet Purchasing Site
Buyer's Instructions

Click on Member Login Tab (*located upper right corner*)

Register as a New User (at bottom of screen under login): You must choose the administrator/approver assigned to your school/municipality, user name will be your email address, and a password chosen by you (up to 8 characters). After you have supplied the requested information you are able to proceed with your order.

Login to System – BUYER: Teachers, Staff Members, Towns, Townships and County employees: If you have already registered, enter your user name (email address) and your password. Be sure the appropriate selection, **BUYER** (this includes all schools, towns, townships & county staff members), is chosen. If you forgot your password click “I forgot my password” and it will be forwarded to your registered email address. Proceed to the login screen. After you have logged in, you will come to the Bid Screen.

Bid Screen:

This screen displays all the bids available to you as a member. You can view and/or print out paper booklets “**Bid Description Column**” (Cover), and “**Item Booklet**” (bid items), as well as order off all bids that are listed with the option “**order online.**” Bids that have “**Bid Description**” only means no booklet available and are view and/or print out only, details are listed on cover (vendor contact information). In addition, the link “**Vendor Information**” gives you all vendor contact/address information as well as all their documents to print out if needed. This is the only place that you can print out bid booklets. Please review the front covers of all booklets. The covers give you detailed information about each bid/vendor that you will need to place an order. ** Especially if a vendor has their own Vendor Bid # which has to be listed on your PO in order to get bid/discount pricing.

“Order Online” means that you can create an order, and have it go through the approval process with your administration. When you “*close and submit*” your order goes to your administrator for approval. It does not go directly to a vendor. Once administrator/approver does the final approval you will receive and email stating so. The administrator/approver will print the order summary, attach to PO and send directly to vendor. If order is denied you will have an opportunity to open order, edit and resubmit for approval, or remove order entirely. Once order is approved and finalized by your administrator/approver the order is closed and cannot be reopened for revision. A new order would have to be created.

Current/Past Orders – “Print Order”

This Link is located top left side on first screen you come to after login. This is where you can print out your order for your records (order will be split into different vendors if applicable).

When viewing this screen please note that you may not see the entire screen all at once. Please scroll over and down to read what information is there.

“**Current/Past Orders**” shows your order history. This allows you to view open orders not sent to approver, view orders that have been sent to be approved and orders that have been denied.

*******An open order in your “shopping cart” will remain open until you submit/send to your approver. You can make changes to an open order, by viewing cart, once changes are made then finalize and submit for approval. Options for order submission, return to items (making changes), or removal are located at bottom of open order.**

You will not be able to open another order until you submit or remove your existing open order.

Current/Past Orders

To open an order that has been submitted for approval: click on “Current/Past Orders” and find the bid name and # of the order you want to view. Since this order has been submitted for approval this is a “view only” screen no changes can be made. This allows you to view order, and see where order is in the approval process. If you need to make changes, alert the approver to deny order. This can only be done if order has not had final approval. Once denied this gives you the opportunity to revise the order and resubmit. **BUT**, if administrator/approver finalized order, it is closed, so a new order would have to be created.

If Order was Denied

- Click “Current/Past Orders” link.
- Denied order will be listed, with an “edit” button. This allows you to make changes to your order.
- Complete changes and then “close and submit” order. This takes your order through the approval process.
- You also have the option to remove the order completely.

To Start an Order: It is recommended that you print out the bid booklet prior to ordering online. This way you can see what vendor has the item you are interested in. When you start your order online in search box #1, make sure you choose the correct vendor so that item appears. Ex. If you are looking for item #40 (Copy/Duplicator Paper, Bright White 81/2”x11”) this is from W.B. Mason. You would choose “bid items only” then drop down: W.B. Mason – Copy/Duplicator Paper. Find item by description, and price. Type quantity in and add to cart.

- <http://purchasing.hcesc.com> (our home page)
- Member Login Tab (located top right)
- User name (your email) and your password that you created when you registered. *Choose **buyer** before logging into site.
- Click “order online” of bid you wish to order from.
- Choose: bid only items, non-bid items (catalog items only), all items OR
#2 Search Box - type in an item # or name. Choose correct vendor (drop down box) before you search.
- If you can’t find what you are looking for contact our office and we can help you find the item.
- Select your item and quantity.
- Click “add to cart”.
- Select: view current order OR search for more items.
- If complete “view current order”.
- Options: 1 - “close & submit”, 2 – “To return to items”, or 3 – “Remove entire order”.
- If complete: “close & submit” your order.
- Choose your appropriate shipping address.
- Finalize order and submit (located at bottom of page).
- Once order is submitted it goes to your administrator/approver.
- At this point you can print out a copy for your records by clicking on “current/past orders” if order had multiple vendors the order will be split into different vendors.
- When administrator/approver is done approving or denying you will receive an email confirming or denying your order.
- If approved your administrator/approver will print out summary and attach to PO.
- If your order is denied, you will have an opportunity to edit, resubmit or remove order entirely. This is done in “Current/Past Orders.”
- **IMPORTANT****** to exit system click on “Logout” link (top left) when done.

Need help? Have questions? Call or email Roxanne, 908-439-4280 x1474, rwolf@hcesc.com