

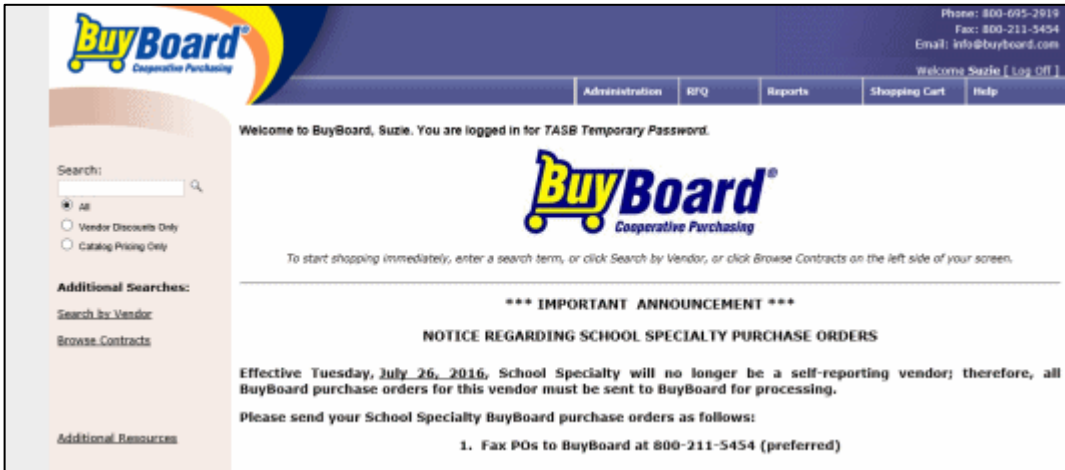
Quick Reference Guide



buyboard.com • 800.695.2919

Using the BuyBoard V.5 December 2018

The first screen that opens after logging in is the BuyBoard News page, an overview of new contracts and other helpful information regarding the BuyBoard.



BROWSING THE BUYBOARD

Three options are available to shop or browse the BuyBoard:

1. **Search by Vendor**—Select and view a specific vendor’s percentage discount or catalog pricing. Enter a search term to look up items by keyword. Also listed is the awarded contract name(s) for each vendor.
 2. **Browse Contracts**—Displays entire list of commodities with associated contract categories and contract number. Select the contract category to display the percentage discount offered by the vendors off their published catalog or list price. Hover over the contract name will display the type of items included in the contract.
 3. **Search**—Enter a search term and select from the options listed:
 - a. All (default) —Returns all descriptions and pricing sheets containing the search term.
 - b. Vendor Discounts Only—Displays the percentage discounts offered by vendors off their published catalog or list price.
 - c. Catalog Pricing Only—Displays a specific vendor’s catalog and unit pricing available through the BuyBoard.
- 🕒 Note: The Search feature will return any portion of the term found in the following:
- Vendor Name
 - Short Item Description
 - Full Description
 - Part Number
 - Brand
 - Pricing Sheet (These are PDF documents provided by the vendor that contain catalog or price pages.)

Additional Resources – logs you off the BuyBoard and directs to the resources page on the BuyBoard web site.

Select a Vendor [X]

Vendor:

Search:

All
 Vendor Discounts Only
 Catalog Pricing Only

Browse Contracts
Athletic Supplies & Equipment Athletic, P.E. & Gymnasium Supplies, Equip., Heavy Duty Exercise Equip., & Acc. 502-16 Commercial Washers & Dryers 428-13
Auction Services (On-Line Only) Auction Services 457-14
Audio Visual Equipment and Supplies Audio Visual Equipment and Supplies 462-13
Automotive Parts/Tires/Equipment/Fuel Automotive Grease, Oils, Lubes, Transmission Fluids, & Other Auto Fluids 484-15 Electric Vehicle Charging Stations 469-14 Fueling Systems and Equipment 510-16 Tires, Tubes and Automotive Parts, Supplies and Equipment 470-14
Awards & Trophies Awards, Trophies, and Personal Recognition Products 508-16

Using the Search Results Page

The Search Results page is displayed when you select any one of the three searches or browse options. The page will display the item(s) associated with the specific search term, vendor, or vendor discounts to a maximum of 1,000 entries.

Vendor—Indicates the vendor name associated with the item description. Click the vendor’s name to view the Vendor Contract Information page. Various contract documents are available for review at the bottom of the page.

Description—Displays a short description of the item or vendor’s percentage discount structure.

Pricing Sheet—If displayed, will open a PDF document that provides the vendor’s price/option sheet(s). If indicated as N/A then no pricing sheet is available.

Price—The item’s BuyBoard price (discount applied). If price is \$0.00, click the pricing sheet to view prices (if available).

Qty—Type in the numerical amount for the quantity desired. Click “Add” to put item in your shopping cart.

- To refine your search, type in additional search terms or keywords in the “**Narrow Results**” box. This is a cumulative search feature that will continue to refine the search results based on terms or keywords.
- To display more entries on the page, select the amount desired; maximum is 100 per page.
- To re-sort the way items are displayed, click the associated column heading.
- To display item details, click “Show Details”; click “Hide Details” to collapse.
- To scroll through the results pages, click page numbers at the bottom of the page.

BuyBoard
Cooperative Purchasing

Phone: 800-695-2919
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Email: info@buyboard.com

Welcome Suzie [Log Off]

Administration RFQ Reports Shopping Cart Help

Search Results

Search: baseball

Show 25 results

Narrow Results:

Vendor	Description	Pricing Sheet	Price	Qty	Add to Cart
RB Sporting Goods (Kimmel Athletic Supply)	30% Discount Off Rawlings pricelist for All Athletic Supplies. Line Item 1.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
RB Sporting Goods (Kimmel Athletic Supply)	30% Discount Off Rawlings pricelist for All Athletic Equipment. Line Item 2.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
RB Sporting Goods (Kimmel Athletic Supply)	30% Discount Off Rawlings pricelist for All Athletic Clothing and Shoes. Line Item 3.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Bill Guthrie Sports, Inc.	15% Discount Off Bill Guthrie Sports pricelist for Gymnasium Volleyball Systems and Accessories. Line Item 23.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Bill Guthrie Sports, Inc.	15% Discount Off Bill Guthrie Sports pricelist for Gymnasium Scoreboards and Accessories. Line Item 24.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Bill Guthrie Sports, Inc.	15% Discount Off Bill Guthrie Sports pricelist for All P.E. Supplies. Line Item 5.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Bill Guthrie Sports, Inc.	15% Discount Off Bill Guthrie Sports pricelist for All P.E. Equipment. Line Item 6.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Bill Guthrie Sports, Inc.	15% Discount Off Bill Guthrie Sports pricelist for All Football Helmets. Line Item 4.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Bill Guthrie Sports, Inc.	10% Discount Off Bill Guthrie Sports pricelist for All Athletic Supplies. Line Item 1.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add Show Details
Educator's Depot	10% Discount Off Athletic Connection pricelist for Repair Parts. Line Item 26.	Pricing Sheet	\$0.00	<input type="checkbox"/>	Add

Refine Your Search:

Vendors
None Selected

Price Range
Show all prices

Category
None Selected

Contract
None selected

Additional Searches:

Search by Vendor

Browse Contracts

Additional Refinements to the Search Results under **Refine Your Search** on the left.

Vendors—Click to view specific vendors that resulted from the search. Click a vendor name to narrow results to only that vendor.

Price Range—Allows specifying a price range to narrow the search. Enter the range of prices and click “Go.” Click “Clear Price Filter” to reset.

Category—Click to view the categories of products that resulted from the search. Click the category to narrow results to only that category.

Contract—Click to view the contracts that resulted from the search. Click the contract to narrow results to only that category.

- Note: All search refinements apply only to the number of entries returned in the initial search. The maximum number of results is 1,000 entries.

ADMINISTRATION TAB

Administration

Edit My Profile

To update your user profile information, click “Edit My Profile” under the **Administration** tab; to save changes, click the “Save” button.

If your profile is set as a group administrator, see “Group Administration.”

RFQ TAB (Request for Quotation)

The Request for Quotation (RFQ) feature of the BuyBoard lets you request additional discounted pricing (based on volume purchases) or obtain a written quote from one or more vendors. This feature works best in the following situations:

- (1) You plan to purchase large quantities of items or several expensive items.
- (2) You want a written quote for a specific item you’ve seen on the BuyBoard.

Because BuyBoard vendors already have gone through a competitive procurement process, they may offer the best prices for the items they are selling through the BuyBoard. Nevertheless, many vendors may still be willing to offer greater discounts when they see the quantities or types of items you plan to purchase.

- ➔ Note: Pricing sent through the RFQ feature is completely confidential, and vendors will have no knowledge of other vendors’ price quotes.

Three options are available under the RFQ tab:

- **Create RFQ**—Used to create a new RFQ.
- **Active RFQs**—Displays a list of all current RFQs. To view a specific RFQ, click “View” from the RFQ List.
- **RFQ Status Report**—Allows viewing or printing a report of all RFQs you have created, including the details of each.

RFQ

Create RFQ

Active RFQs

RFQ Status Report

Creating an RFQ

1. Click “Create RFQ” under the RFQ tab.
2. Select the Commodity from the dropdown list.

Create RFQ

Commodity: Auction Services (On-Line Only) YYY

Auction Service

GovDeals Inc Rene Bates Auctioneers [MWBE]

Next

3. Select the vendors to receive the RFQ individually, or check the box for the contract which selects all vendors. Click “Next.”
4. **Contact Name, Phone, and E-mail**—Pre-populated based on your profile information. To change, insert the correct name, phone number, or e-mail address.

RFQ Contact Information

Contact Name:*

Contact Phone:*

Contact Email:*

Due Date:* 5:00 PM

Delivery Address:*

RFQ File:

RFQ Title:*

Vendor Notes:

5. **Due Date**—Select the due date from the calendar that appears when you place your cursor in the field. Select the time from the dropdown list.
 - ☞ Note: You must allow at least 24 hours for vendors to respond. As a courtesy to vendors it is common practice to allow 3-7 days for response.
6. **Delivery Address**—Pre-populated based on your profile. To change, insert the correct delivery address.
7. **RFQ File**—Allows you to attach a file from your PC to the RFQ. Click “Browse” to select the file. Examples include drawings, extensive specifications, terms and conditions, etc.
 - ☞ Note: If you attach a file such as a line item list of products or materials that you want pricing for, you still need to create at least one item description for the RFQ to be sent to the vendors.
8. **RFQ Title**—Enter the title of the RFQ. This title should be brief and should distinguish it among any RFQs you may have created.
9. **Vendor Notes**—These are any special instructions to vendors, such as delivery instructions, freight requirements, etc.
 - ☞ Note: All fields with an asterisk (*) are required fields and must be filled out.
10. Click one of the following buttons at the bottom of the page:
 - **Add/Edit Items**—Continue to the next page to add the specific items requested in the RFQ.
 - **View Summary**—To view the contact information.
 - **Save**—To save the contact information entered and continue the RFQ at a later date.
 - ☞ Note: You must create at least one item for the RFQ to be sent to the vendor.
11. Add/Edit RFQ Items:
 - 1) **Quantity**—Enter the quantity of the first item.
 - 2) **Unit of Measure**—Select from the dropdown list.
 - 3) **Pack Weight/Count**—Enter the package amount for the item (i.e., 100 per box). This is not a required field but helps the vendor confirm the amount requested.
 - 4) **Manufacturer**—Enter the manufacturer name, if applicable. Not a required field, and multiple manufacturers can be entered.
 - 5) **Manufacturer Model #**—Since this is a more universal identifier of an item, it may assist vendors in quoting the correct item. Not a required field.
 - 6) **Vendor Part #**—Generally specific to a vendor. Not a required field.
 - 7) **Item Description**—Enter the specifications of the item. Thorough descriptions help ensure that the vendor’s response meets your requirements. Be sure to include color, size, and other relevant and specific details.
 - ☞ Note: Item specifications can be copied and pasted in the item description field from another program.
 - 8) Click “Save Item.”
 - 9) Repeat steps 1-8 to add additional items.
 - 10) Click “View Summary” once all items have been added.

Add/Edit RFQ Items

Quantity:*

Unit of Measure:* EA

Pack Weight/Count:

Manufacturer:

Manufacturer Model #:

Vendor Part Number:

Item Description:*

To edit contact information, click “Edit Contacts.”

From the **RFQ Summary** page, you have the following options:

- **RFQ List**—To view a list of all current RFQs. To view a specific RFQ, click “View.”
- **Print**—To print a copy of the RFQ.
- **Edit Contact**—Returns to the contact information page to make changes regarding the contact information, due date and time, delivery address, etc.
- **Add/Edit Items**—To add new items or edit and delete existing items.
- **Change Vendors**—To add or delete vendors who will receive the RFQ. Click “Save” at the bottom to save any changes. Click “Back” to return to the **RFQ Summary** page.
- **Delete**—To delete the RFQ.
- **Send to Vendors**—To submit the RFQ to the vendors.
- **View Attachment** – To view the attachment that was included as part of the RFQ. If no attachment was included button will not display.

RFQ Summary

RFQ Contact Information

Contact Name: Natalie England
 Contact Entity: TASB Administration
 Contract Phone: 512-467-0222
 Contact Email: natalie.england@tasb.org
 Due Date: 8/17/2012 5:00 PM
 Sent Date:
 Delivery Address: P.O. Box 400 Austin, TX 78767
 Title: Testing
 Vendor Notes:

Item Information

Item #	Description	Qty
[1]	Widgets	12 Show Details

Vendor(s) Receiving RFQ

Vendor	Status	Expiration Date	Submitted On
BSN Sports/Collegiate Pacific	New		
Daktronics, Inc.	New		
U.S. Games	New		

Once the RFQ is submitted to the vendors, the **RFQ Summary** page will have the following options:

- **RFQ List**—To view a list of all current RFQs. To view a specific RFQ, click “View.”
- **Print**—To print a copy of the RFQ.
- **Edit Contact**—Returns to the contact information page. If you receive no responses to the RFQ, you can change the due date and time (up to 7 days past the original RFQ expiration) as well as other contact information to extend the date and time of the RFQ.
- **Re-send Notice**—If you made a change to the due date and time, this will send e-mail notice again to all the selected vendors.
- **Retract**—Removes the RFQ from the BuyBoard so it is not visible to vendors to respond. Sends e-mail notice to vendors notifying them the RFQ has been retracted.
- **View Attachment**— To view the attachment included with the RFQ. If no attachment was included button will not display.



- Note: Only RFQs that have no response can be retracted. If you receive any response from a single vendor—even a no response—the option to extend the due date and time is not available, nor is the option to retract the RFQ.

Reviewing Responses to an RFQ Prior to the RFQ Close Date

As vendors reply to your RFQ, you can review their responses:

1. On the RFQ tab, click “Active RFQs” to see the RFQ List.

RFQ List					
Status	Title	Contact Entity	Created By	Due Date	
View	New	Testing	TASB Administration	Natalie England	8/17/2012 5:00 PM
View	Responded	Libby Elementary School - Carthage, Texas	Carthage ISD	Steve Zurline	12/2/2011 8:00 AM
View	Responded	hvac/refrigeration rate	Corrigan-Camden ISD	sharon mckinney	10/28/2011 10:00 AM
View	Responded	Computer Tech	Beaumont ISD	NAOMI LAWRENCE-LEE	10/12/2011 10:00 AM

2. From the RFQ List, click “View” next to the RFQ to see a specific RFQ.
3. Click “Tabulate RFQ.” The Tabulate RFQ page indicates the items to which vendors responded. The items are grouped by item number from the lowest to highest price.

Tabulate RFQ						
Item deviations are displayed in italics.						
Export Items		View Award Report		View Awarded Items		
Item 1						Unaward Item
Vendor	Item Description	Qty	Price	Awarded		
BSN Sports/Collegiate Pacific	Baseballs	12	\$1.99	<input type="radio"/>	Show Details	
Gopher Sport	Baseballs	12	\$2.99	<input type="radio"/>	Show Details	
Item 2						Unaward Item
Vendor	Item Description	Qty	Price	Awarded		
Gopher Sport	Softballs	12	\$3.99	<input type="radio"/>	Show Details	
BSN Sports/Collegiate Pacific	Softballs	12	\$4.56	<input type="radio"/>	Show Details	

➡ Note: If some items do not appear on the Tabulate RFQ screen, this means no vendors responded to those items. Not all items have to be awarded at the same time. You may return to the Tabulate RFQ page as many times as you need to award items.

Tabulating an RFQ After the RFQ Close Date

When you tabulate an RFQ, you have the ability to award items to any vendors that responded to your RFQ. If multiple vendors responded, and each offered the lowest price for certain items, you can award each vendor the items they bid on.

1. Click the “RFQ” tab and select “Active RFQs.”
2. Click “Tabulate RFQ.” The Tabulate RFQ page indicates the items to which vendors responded. The items are grouped by item number from the lowest to highest price.
 - **Export Items**—This provides an export to an Excel worksheet of the responding vendors’ information and pricing.
3. To award an item, click the “Awarded” button. If the item is no longer available, you will see “Expired” in place of the award button. Click “Unaward Item” above each item to remove the award. Click the vendor’s name to see vendor details. To view the item details, click “Show Details”; to return, click “Hide Details.”
 - **View Award Report**—Creates a PDF report of responding vendors’ information, item responses, and awarded items.
 - **View Awarded Items**—Creates a PDF report of items awarded by vendor.
4. Once items are awarded, issue your purchase order in accordance with your normal processing policy and e-mail to the BuyBoard.

Active RFQs

The RFQ List page displays all current RFQs and indicates the status as New, Responded, or Retracted. To view a specific RFQ, click “View.”

RFQ Status Report

This creates a report based on the criteria entered. Enter **Start Due Date** and **End Due Date**, select a vendor from the dropdown list or default to all, and select the status from the dropdown list. Click “View Report.”

RFQ Status

Start Due Date:

End Due Date:

Vendor:

Group: Manor ISD

Current Status:

To change your selection criteria, click “Change Criteria.”

To print the report, click “Print.”

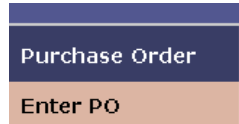
To view the RFQ details including the awarded items, click the title of the RFQ.

- **View Award Report**—Creates a PDF report of responding vendor’s information, item responses, and awarded items.
- **View Awarded Items**—Creates a PDF report of items awarded to the vendor.

To view a vendor’s response, click the vendor’s name.

PURCHASE ORDER TAB

- **Note:** This tab is only available if you have the assigned role to view this tab. Contact your organization’s BuyBoard administrator or the BuyBoard if your role needs to be changed.



PURCHASE ORDER PROCESS

Purchase orders can be processed in one of three options. In all cases the generation of the purchase order is dictated by your organization’s normal policy and procedures when issuing a purchase order. Generating a purchase order is not available in the BuyBoard. Purchase orders are issued in the name of the vendor and should never be issued in the name of the BuyBoard.

Once a PO has been issued, you can follow one of the three options below:

- 1) Submit the purchase order through the BuyBoard to the vendor by attaching a copy to the BuyBoard Purchase Order notice.
- 2) E-mail the PO to the BuyBoard at info@buyboard.com. Again, BuyBoard staff will process and attach the PO to the BuyBoard transaction notice. If the PO has already been sent to the vendor, please mark the PO as “Record Only” or “Confirmation Only” so the PO is not duplicated. This type of PO will be shown as a “Record Only” when looking at the PO Status Report.

To submit a purchase order through the BuyBoard, follow the steps below:

1. Click “Enter PO” from the Purchase Order tab.
2. **Vendor**—Select the vendor from the dropdown list.
3. **Contract**—Select the appropriate contract for the items being purchased. In some cases vendors have been awarded multiple contracts.
4. **Group**—Defaulted to your group, based on your log-in profile.
5. **PO Number**—Enter the purchase order number.
6. **PO Total**—Enter the purchase order total.
7. **PO File**—Click “Browse” to attach a copy of the purchase order from your computer or network.
8. **Shipping Cost**—Not a required field, but you can enter any shipping cost associated with the purchase order. Leave blank if none apply.
9. **Description**—Not a required field, but you can enter a general brief description of the purchase order (i.e., custodial supplies for ABC school, patrol car for police department).
10. **Vendor Notes**—Not a required field, but you can enter any special instructions such as delivery or freight requirements.
11. Click “Create PO” to submit to the vendor. The transaction information as well as your copy of the purchase order will be sent via e-mail to the vendor.

Purchase Order Entry

Vendor:*

Contract:*

Group:*

PO Number:*

PO Total:*

PO File:*

Shipping Cost:

Description:

Vendor Notes:

The “Vendor Discounts” button at the bottom of the page will display the various discounts available from the selected vendor.

Discounts for BSN Sports/Collegiate Pacific

Description	Contract
22% Discount Off BSN catalog for Football Helmets. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
8% to 22% Discount Off BSN catalog for All Gymnasium Wall Pads & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
18% Discount Off BSN catalog for All Gymnasium Volleyball Systems & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
35% Discount Off BSN catalog for Athletic Clothing & Shoes. Vendor Reference: 09-38656. (No shoes & no Nike products)	Athletic, PE, Gym & Exercise Equipment and Supplies
8% Discount Off BSN catalog for All Gymnasium Floor Covers & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
18% Discount Off BSN catalog for All Basketball Backstops, Backboards & Goals & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
0% Discount Off BSN catalog for All Other Gymnasium Equipment & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
18% Discount Off BSN catalog for Athletic Supplies. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
22% Discount Off BSN catalog for P.E. Equipment. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
8% Discount Off BSN catalog for All Gymnasium Scoreboards & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
8% Discount Off BSN catalog for All Gymnasium Floor Mats & Accessories. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
18% Discount Off BSN catalog for Athletic Equipment. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies
22% Discount Off BSN catalog for P.E. Supplies. Vendor Reference: 09-38656.	Athletic, PE, Gym & Exercise Equipment and Supplies

REPORTS TAB

The following reports are available to view or print:

Reports
PO Status
Current Vendors

PO Status Report—Allows you to view/print a report of purchase orders processed for your entity.

- 1) Start and End Date—Select the start/end date from the calendar that appears when you place your cursor in the field. The start date defaults to 14 days prior and the end date defaults to today’s date.
- 2) Vendor—Select the vendor from the dropdown list or default to all.
- 3) Status—Select the status from the dropdown list:
 - All Purchase Orders—Returns all processed POs.
 - Accepted—The PO has been successfully transmitted to the vendor.
 - Canceled—The PO has been canceled based on direction from you or the vendor.
 - Duplicate PO—Two POs were processed in error and one has been marked as a duplicate.
 - PO Disapproved—The PO was rejected by the vendor.
 - Record Release—The PO was entered into the BuyBoard for record purposes only and not sent to the vendor.
 - Released—The PO has been submitted to the vendor but has not been acknowledged.

If you want to view Minority/Women-Owned Business Enterprise (MWBE) or EDGAR vendors only, check the box.

- 4) Click “View Report.” This will display only the first 1,000 purchase orders.

Purchase Order Status

Start Date:

End Date:

Vendor:

Group: Manor ISD

Status:

Include MWBE Vendors Only

Purchase Order Status

Show results Narrow Results:

Status Date	Status	PO Number	Vendor	Entity	PO Total	PO File
7/30/2012	Duplicate PO	asdf	Test Email Vendor	Testing Group	\$0.00	
7/30/2012	Released	test	Test Email Vendor	Testing Group	\$0.00	View PO
7/27/2012	Record Released	test1234	Test Fax Vendor [MWBE]	Testing Group	\$9,876.00	View PO

Showing 1 to 3 of 3 entries

- To search your results, you can use the Narrow Results field to search by date, status, PO number, vendor, or PO total. This is a cumulative search feature that will continue to refine the search results based on terms or keywords. To search by PO total, be sure to use the \$ sign.
- To re-sort the status date, status, PO number, vendor, or PO total, click the column heading.
- To display more entries on the page, select the amount desired; maximum is 100 per page.
- Click the PO number to view the PO header, vendor, and status information.
- To page through the results, click the page numbers at the bottom of the page.
- To view the PO, click “View PO.” This will display the PO in a PDF.

Purchase Order Status

Change Criteria Print

Purchase Orders for 7/23/2012 to 7/30/2012

Status	PO Total
Accepted	\$10,253,122.02
Record Released	\$6,565,973.06
Released	\$244,509.31
<hr/>	
PO Totals	\$17,063,604.39

Status	PO Total
Cancelled	\$218,626.82
Duplicate PO	\$580,377.41
<hr/>	
Cancellation Totals	\$799,004.23

View Summary—Provides a summary report by status and PO total based on the criteria selected.

Export—Provides an Excel spreadsheet export based on the criteria selected.

Current Vendors Report—Provides a PDF report of vendors by commodity/contract. Report can be run by all commodities/contracts or selected commodity/contract using the dropdown. If you want to view Minority/Women-Owned Business Enterprise (MWBE) or EDGAR vendors only, check the box. Click “View Report” to generate.

Current Vendors

Commodity: All Commodities

Include MWBE Vendors Only

View Report

Quarterly Report— Select the quarterly date range and click “View Report” to generate. Report provides the following: contact information, graph display of rebate and purchase order history, purchase orders by vendor, and current users.

Rebate Detail— Select the fiscal year and click “View Report (PDF)” or “Excel Report”. Report provides the following: vendor name, PO number, PO date, PO total, and rebate total.

SHOPPING CART TAB

Displays the items that you have added to your shopping cart.

- Click the vendor's name to display the Vendor Contract Information Page. Click "Proposal Document" to view the proposal solicitation documents.
- To change an item quantity, just type in the new quantity. The extended price will automatically be updated.
- To delete the item entirely, click "Remove."
- To view the item details, click "Show Details." Click "Hide Details" to return.
- Click "Empty Cart" to delete all items in the Shopping Cart.
- Click "Print" to print the shopping cart page as displayed.
- Click "View Shopping Cart Report" to create a PDF report sorted and totaled by vendor.

Vendor	Description	Part Number	Price	Qty	Total	
ACP Direct (AKA: Affordable Computer Products)	Kodak M380 Digital Camera - Purple; ACP Item#: M380-PR	M380-PR	\$149.00	<input type="text" value="1"/>	\$149.00	Remove Show Details
Dick Blick Company	Watercolor Boards 15X19 X1/2In	12936-1008	\$14.76	<input type="text" value="1"/>	\$14.76	Remove Show Details
Grand Total:					\$163.76	

[Empty Cart](#) [Print](#) [View Shopping Cart Report](#)

Contact Us – Provides an e-mail to info@buyboard.com.

GROUP ADMINISTRATION

If you are a designated group administrator for your organization, you will see additional options under the Administration and Reports tabs.

Administration Tab

- **Create User**—Allows you to set up new users in the BuyBoard and select the appropriate security roles. The security role for Self-Registration can be used to create a general self-registration form that can be provided to staff to register themselves. If this is used, staff will only be assigned the Shopper security role. Additional security roles would have to be checked once the individual has established their user profile. The fields with * are required fields.
- **Edit User**—Allows you to edit or delete the profile of an existing user.
- **Edit My Profile**—Allows you to edit your personal profile.

Administration
Create User
Edit User
Edit My Profile

Reports Tab

- **PO Status**—Allows you to view/print a report of purchase orders processed for your entity. Follow the steps above in the Reports tab.
- **Current Vendors**—Provides a PDF report of vendors by commodity/contract. Follow the steps above in the Reports tab.
- **Group Users**—Provides a report on active user activity that includes Name, User Name, E-mail, Last Login, Group, and Security Role. To include any Inactive Users, check the box.
- **Login Summary**—Provides a report on user login information by date. Select the Start/End date from the calendar that appears when you place your cursor in the field. When the summary page appears, you can select a specific date by clicking on the date to view the user(s) who

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have logged in.

- **Quarterly Report** – Provides purchase order information for the dates selected.
- **Rebate Detail** – Provides rebate amount by purchase order.