



KPC Vendor Guide

Green River Regional Educational Cooperative
Kentucky Educational Development Corporation
Northern KY Cooperative for Educational Services



Ohio Valley Educational Cooperative
Southeast/Southcentral Educational Cooperative
West Kentucky Educational Cooperative

KPC has implemented an electronic – purchasing and sourcing solution.
KPC uses ESM – eSchoolMall

There are no eSchoolMall Fees ASSESSED ON KPC BIDS

Call 800-737-0204

Ask for a Member Service Representative

Or

Email KPCMemberServices@kybuy.org

To become an approved KPC Vendor and have the potential to sell to the majority of Kentucky School Districts as well as a growing number of non-profit organizations; complete the 3 registrations steps covered in this brochure.



www.kybuy.org

Kentucky Purchasing Cooperatives
904 Rose Road
Ashland, KY 41102



eSchoolMall

Step One

Registration

VENDOR REGISTRATION

Vendors must register with ESM before they will be able to bid on any KPC bid offering. If a vendor contact has previously registered with ESM they will NOT need to re-register to receive bids from KPC. The procedure for new registrants is as follows:

1. Visit www.eschoolmall.com
2. Select the Vendors link located on the left of the page.
3. Select the “Register For Bids” link located in the middle of the page.

Corporate Information

4. Complete the Vendor Corporate Information page displayed below and click Continue.

Vendor Registration

Welcome to the eSchoolMall Vendor Registration process. All eSchoolMall customers have the option of including registered vendors on bids, quotes and RFP/RFI opportunities (sourcing events) that they conduct through this application. The registration process is simple to complete. On the following pages, this registration wizard will allow you to enter and confirm company and contact information as well as optionally entering Business Diversity Classifications and selecting NIGP Business Classification Codes. Thanks for registering with eSchoolMall! Begin by filling out the information below.

Instructions: Please make any appropriate modifications to the information below and then click the Continue button.

Vendor Corporate Info:

Vendor Name:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Time Zone:

Contact Information

This is the email address, name and phone/fax information of the individual registering. This information will become searchable data the bidding entities will use to locate contacts in the ESM sourcing vendor database.

5. Enter the bidders contact information and address. If the email address entered is a shared address click the “Shared Mailbox” checkbox. If the bidders address is the same the corporate address click the “Same as Corporate Address above” checkbox.

Your Identifying Contact Info:

Email Address: Shared Mailbox

First Name:

Middle Initial:

Last Name:

Phone:

Fax:

Time Zone:

Instructions: Scroll down and enter your specific location address. If it is the same as the Corporate Address simply click the "Same as Corporate Address" checkbox. Click the Continue button to proceed.

Your Location Address:

Same as Corporate Address above

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Fee Billing Contact

The Fee billing area identifies the individual within your corporation responsible for invoices that may be issued by ESM Solutions. Be aware that associated fees with sourcing events vary by bidding entity and will be included in the event terms and conditions. Please read these carefully!

NOTE: There are no ESM fees attached to KPC bid offerings.

- Complete the Fee billing contact information. If same as the registrant click the “Same as My Contact Info above right.” and “Same as My Contact Address above right.” checkboxes.

Instructions: Depending on the entity that is facilitating the sourcing event a transaction fee may be charged to the awarded vendor. The transaction fee (if charged) will be clearly described in the terms and conditions section of each sourcing event. Below, please enter the contact information in which the fee billing documentation should be sent to. If this location is the same as the contact information above simply click the “Same as My Contact Info” checkbox below. Click the Continue button to proceed.

Fee billing should be sent to this Contact and Address:

Same as My Contact Info above right.

Email Address:

First Name:

Middle Initial:

Last Name:

Phone:

Fax:

Time Zone:

Same as My Contact Address above right.

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Back

Continue

Purchase Order Contact

Purchase orders will be directed to the specific contact identified in this Purchase Order Contact information screen.

- Complete the Purchase Order contact information. If same as the registrant click the “Same as My Contact Info above right.” and “Same as My Contact Address above right.” checkboxes.

Instructions: Please enter the location that you wish to have Purchase Orders sent to if you are awarded a sourcing event. If the location is the same as your contact information simply click the "Same as My Contact Information" checkbox. Click the Continue button to proceed.

PO's should be sent to this Contact and Address for fulfillment:

Same as My Contact Info above right.

Email Address:

First Name:

Middle Initial:

Last Name:

Phone:

Fax:

Time Zone:

Same as My Contact Address above right.

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

- Confirm that the fee billing and purchase order contact information is correct and select Continue.

Business Diversity Classification

9. Select all Business Diversity Classifications which apply. Enter Certification Authority Name, Certification Number, and Certification Expiration Date as appropriate.

Vendor Registration

Instructions: Enter any Diversity Classifications that apply to your business. Click the pull down menu under the Diversity Classification column to see the full list of available options. If you select a Diversity Classification please enter a Certification Authority Name and Certification Expiration Date. The information below is optional and does not have to be filled out. Click the Continue button to save changes and proceed.

Business Diversity Classifications:

Diversity Classification	Certification Authority Name	Certification Number	Certification Expiration Date (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

National Institute of Governmental Purchasing (NIGP) Business Classification Codes

The NIGP Business Classifications are available to assist KPC in searching for vendors offering specific services or products so that they may be notified of sourcing events. Be sure to complete this information and maintain it.

10. Select the appropriate NIGP Business Classification Codes that best describe the bidder's products or services. If the three or five digit NIGP code is known enter it in the box and select search. Otherwise, enter the one or two phrase word that best describes the product or service and then select search.

Vendor Registration - NIGP Business Classification Codes

Instructions: Search for the National Institute of Governmental Purchasing (NIGP) Business Classification Code(s) that best describe the products and/or services you provide. From the search results, select the Assign checkbox next to the appropriate code(s) and click the Update button. To remove any previous selections, select the Remove checkbox and click the Update button. Maintaining an accurate classification of your business is important. Your customers use this information when searching the vendor database for potential sourcing event respondents. Take the time to classify your business accurately; it will increase the likelihood of being notified for sourcing event opportunities that are specific to your business. [Click here to learn more.](#)

NIGP Code: [Click here to learn more](#)

Description:

(Note: Enter a word describing your product or service.)

Currently Assigned NIGP Codes

Remove	Code	Description
No NIGP Codes currently assigned.		

These are National Purchasing Categories, specific KPC Categories will be listed in Step 3 – the bid response.

- Select the Assign checkbox adjacent to the appropriate commodity code(s) from the search results and then click the “Update” button.

Instructions: Search for the National Institute of Governmental Purchasing (NIGP) Business Classification Code(s) that best describe the products and/or services you provide. From the search results, select the Assign checkbox next to the appropriate code(s) and click the Update button. To remove any previous selections, select the Remove checkbox and click the Update button. Maintaining an accurate classification of your business is important. Your customers use this information when searching the vendor database for potential sourcing event respondents. Take the time to classify your business accurately; it will increase the likelihood of being notified for sourcing event opportunities that are specific to your business. [Click here to learn more.](#)

NIGP Code: [Click here to learn more](#)

Description:

(Note: Enter a word describing your product or service.)

Search Results

Assign	Code	Description
<input checked="" type="checkbox"/>	840-76	Video Projectors, Accessories and Parts
<input type="checkbox"/>	880-40	Previewers, Sorters, and Viewers (For Filmstrips, Slides, etc. -Not Projectors or Film Editors and Viewers)
<input type="checkbox"/>	880-49	Projectors, Filmstrip (Standard Types Only); Carrying Cases; Parts, and Accessories
<input type="checkbox"/>	880-52	Projectors, Motion Picture (Specialized Types Only, Including Film Loop Projectors, Rear-Projection Units, Repetitive Projectors, etc.)
<input type="checkbox"/>	880-55	Projectors, Motion Picture (Standard Type Only); Carrying Cases; Parts, and Accessories
<input type="checkbox"/>	880-58	Projectors, Opaque; Carrying Cases; Parts; and Accessories (Epidiascopes)
<input type="checkbox"/>	880-61	Projectors, Overhead Transparency; Carrying Cases; Parts; and Accessories
<input type="checkbox"/>	880-64	Projectors, Slide (Standard Types Only); Carrying Cases; Parts; and Accessories
<input type="checkbox"/>	880-67	Projectors (Not Otherwise Classified); Combination Filmstrip-Slide Projectors, Rear-Projection Slide Units, Rear-Projection Filmstrip Units, LCD Projectors

Additional NIGP code searches can be accomplished by clearing the search description, entering the new search terms, and returning to step 10.

- Review the assignments at the bottom of the page. To remove incorrect selections select the Remove checkbox adjacent to the appropriate NIGP code and select update. Once the list is satisfactory select continue.

Remove All Selections:

Currently Assigned NIGP Codes

Remove	Code	Description
<input type="checkbox"/>	840-76	Video Projectors, Accessories and Parts
<input checked="" type="checkbox"/>	880-49	Projectors, Filmstrip (Standard Types Only); Carrying Cases; Parts, and Accessories

Submit Registration

13. Registration is complete. Select continue to submit the registration for processing.

Vendor Registration

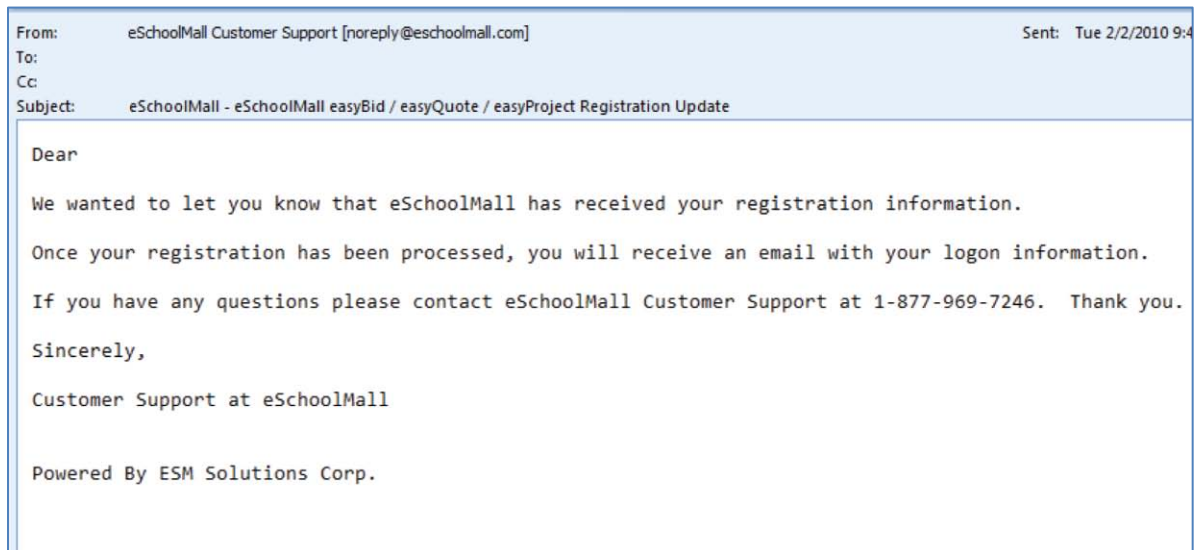
Important Information: Your request to be registered as a Demo eSchoolMall vendor has been submitted. You will soon receive an email providing you with login information for your account. If you have any questions please contact our customer service team at 215-444-9300.

Continue

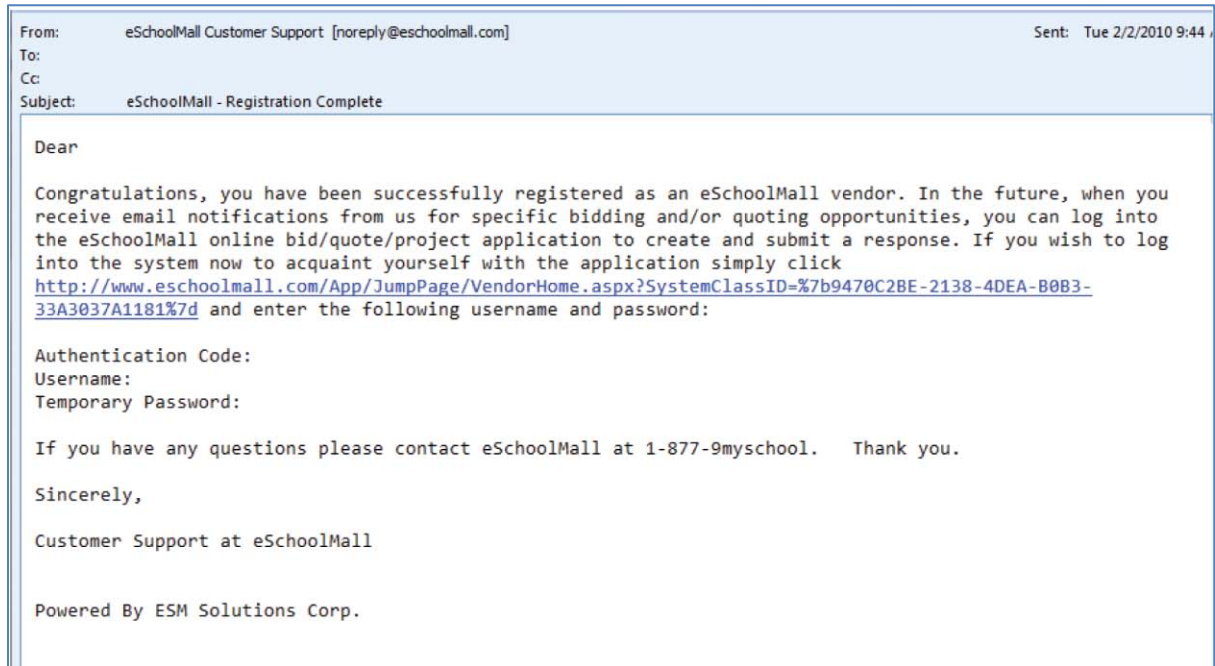
Email Confirmation

NOTE: In order to assure delivery the bidder should add noreply@eschoolmall.com to their safe sender's (white) list.

14. An email will be sent from ESM confirming that the bidder's registration has been received.



15. An email will be sent from ESM detailing user name, temporary password, and authentication code (vendor account number) information as well as instructions for logging into eSchoolMall.



eSchoolMall

Notify KPC Registration has been confirmed

Step Two

Email KPCMemberservices@kybuy.org as soon as you receive your confirmation email and request the bid to be published.



eSchoolMall Respond to Bid Step Three

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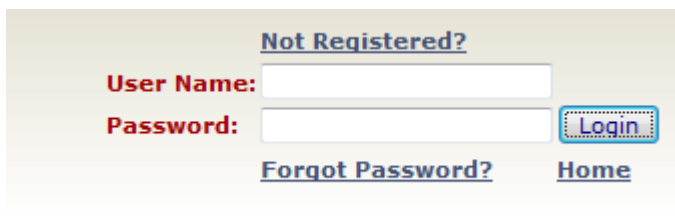
RESPONDING TO CATEGORY DISCOUNT BID

1. Visit www.eschoolmall.com
2. Select the Vendor Login link.



3. Enter username and password.

NOTE: If not yet registered download the eSchoolMall vendor registration document from www.kybuy.org or www.kedc.org.



The screenshot shows a login form titled 'Not Registered?'. It includes a 'User Name:' label followed by a text input field, a 'Password:' label followed by a text input field, and a 'Login' button. Below the input fields are two links: 'Forgot Password?' and 'Home'.

4. Once logged in select the create menu option from the top navigation bar.



- Select the desired bid from those displayed by clicking the radio button in the select column adjacent to the bid and then clicking the Select button.

NOTE: If the desired bid is not listed contact KPC at KPCMemberServices@kybuy.org and request that the bid be published to you.

Vendor Response
View Help

Select a Bid, Quote Request or Project Request for the Response
Instructions: To create a response click the Select radio button next to the bid / request of interest and then click the Select button at the bottom of the screen.

Select	Response ID	Type	Purchasing Entity	Bid / Request ID	Description	Lot Status	Response Due By	Time Remaining	Owner	Response Status
<input checked="" type="radio"/>	New	Discount	Training Organization	8	Janitorial Chemical Supplies (2007)		11/03/2006 2:00 PM ET	3h 12m		New
<input type="radio"/>	2514	Quote	Kyrene School District #28	127	Copy of May West Computers District Building Offices (Desktop Computers)		12/12/2006 12:12 AM ET	38d 13h		New
<input type="radio"/>	2642	Bid	Kyrene School District #28	93	2007 Custodial Supplies - Bid#27415 (Custodial)	No Open Lots	12/17/2006 12:20 PM ET	-44d 1h		Returned and Unlocked

ESM Official Time

- The bid terms and conditions will be presented.

Create Response - Accept Terms
Instructions: Review the following Terms & Conditions. Upon completing your review either click the Accept button to accept the Terms & Conditions previous screen. Note - if you Decline the Terms & Conditions you can return at a later date and Accept them. The Bid/Request will display onto the

Purchasing Entity: Training Organization Response ID: 2796
 Bid ID: 8 Responses Due By: 11/03/2006 2:00 PM ET
 Description: Janitorial Chemical Supplies (2007) Time Remaining: 3 hours 6 minutes
 Attachments: Printable Terms:

There are no administrative fees for vendors participating in a bid or for the vendor(s) who receive the award for the bid.

Discount Bid Terms and Conditions:

Click "Accept" below to accept the Terms and Conditions listed above:

- Review the bid terms and conditions carefully and print a copy for your records by selecting the icon. Click Accept to agree to the terms and conditions and continue responding to the bid. Declining the terms returns the bidder to the Bid Summary page.

- Enter the discount percentage from list price in the % Discount field for each category you wish to bid. **Tip – click the Update button often to save your work.**

NOTE: You do not have to bid every category. If you wish to bid a category but are unable to offer any discount for that category enter “0” in the box.



The screenshot shows a bid management interface with the following details:


- Purchasing Entity: Training Organization
- Bid ID: 9
- Description: Audio Visual Equipment and Services
- Effective Date Range: 1/1/2007 - 8/1/2007
- Response ID: 2797
- Time Remaining: 2 hours 3
- Terms: [icon]
- Attachments: [icon]
- Payment Terms: [icon]

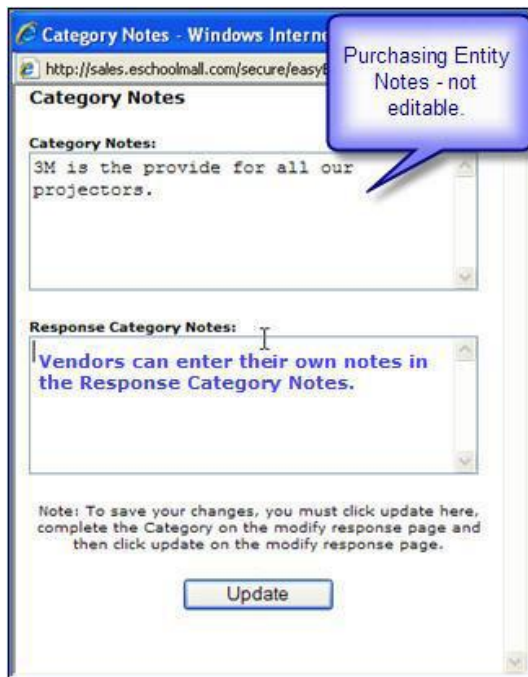
A callout box points to the % Discount column in the table below:

Vendor must fill out % Discount at minimum. Not obligated to respond to all

Select	Category Description	Notes	Sample	% Discount
<input type="radio"/>	3M Projectors	[icon]	2 sample items exist for this category with 0 responses	27
<input type="radio"/>	Bretford AV Equipment	[icon]	2 sample items exist for this category with 0 responses	35
<input type="radio"/>	BuH AV Supplies and Projectors	[icon]	3 sample items exist for this category with 0 responses	
<input type="radio"/>	Califone Media Players	[icon]	0 sample items exist for this category with 0 responses	40

Buttons at the bottom: Select, Update, Return

- The  icon in the Notes column indicates the presence of KPC supplied notes related to the bid category. Click the icon to review.
- The Notes dialog box will open and display any notes associated with the category and provide an opportunity to enter any notes for KPC review in the Response Category Notes textbox.



The screenshot shows the 'Category Notes' dialog box with the following content:

Category Notes: 3M is the provide for all our projectors.

Response Category Notes: Vendors can enter their own notes in the Response Category Notes.

Note: To save your changes, you must click update here, complete the Category on the modify response page and then click update on the modify response page.

Update

A callout box points to the 'Category Notes' field:

Purchasing Entity Notes - not editable.

11. Utilize the Next Page and Previous Page buttons to scroll through the categories. Once all of the desired categories have been selected click the Update button.
12. Enter any bid level Response or Payment terms in the provided textboxes and click the Update button.

Create Response - Discount Categories

Instructions: Enter your response in the Percent Discount field provided below. Important - Click the Update button at the bottom of the screen frequently to save your entry. If you wish to forward this response to someone else in your organization click the Forward button and follow the instructions at the top of the screen.

Purchasing Entity: Kentucky Purchasing Cooperative Response ID: 4473
 Bid ID: 21 Time Remaining: 6 hours 49 minutes
 Description: CLS2010 Terms:
 Effective Date Range: 2/12/2010 - 12/31/2010 Attachments:

Response Terms: Payment Terms:

Select	Category Description	Notes	Sample Items	% Discount
<input type="checkbox"/>	ATHLETIC - Apparel Catalog List Price		0 sample items exist for this category with 0 responses	0.0000
<input type="checkbox"/>	ATHLETIC - Apparel Store Shelf		0 sample items exist for this category with 0 responses	
<input type="checkbox"/>	ATHLETIC - Equipment Catalog List Price		0 sample items exist for this category with 0 responses	
<input type="checkbox"/>	ATHLETIC - Equipment Store Shelf		0 sample items exist for this category with 0 responses	

13. The presence of file attachments to this bid will be denoted by the presence of the icon in the Attachment field. Click on the icon to view or download any available attachments.

Modify Discount Bid Response Attachments

Bid ID: 21
Description: CLS2010



Discount Bid Attachments

Description	File Name	Type	Size	Created	Last Accessed	View
TEST AGAIN	Technology Wigs.docx	application/vnd.openxmlformats-officedocument.word	19 Kb	2/11/2010 3:38:29 PM	2/11/2010 3:38:29 PM	
TEST SPREADSHEET	TEST SPREADSHEET.xlsx	application/vnd.openxmlformats-officedocument.spre	8 Kb	2/11/2010 3:38:29 PM	2/11/2010 3:38:29 PM	

Response Attachments

Description	File Name	Type	Size	Created	Last Accessed	View	Delete
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NOTE: If the bid specifications require you to provide information using an attached form or template you must first download the file locally to your computer and then reattach it to the bid once it is completed.

14. To save an attachment locally click the  icon in the View column and select save in the File Download dialog box. Save the file to the desired location.
15. Open the downloaded file, provide all required information, and save it locally.
16. To upload the completed file to the bid. Click the  icon in the attachment field. Click the Attach button.

Response Attachments							
Description	File Name	Type	Size	Created	Last Accessed	View	Delete
<input type="button" value="Attach"/> <input type="button" value="Close"/>							

17. Provide a description for the attachment and click the Continue button.

Modify Discount Catalog Response Attachments - Attach

Discount Catalog ID: 21
 Description: CLS2010

Attachment Description:

18. Select the Browse button to locate the file to attach.

Modify Discount Catalog Response Attachments - Attach

Discount Catalog ID: 21
 Description: CLS2010

Attachment Description: Upload File

Attach File:

- Select Continue to upload the file. Once the upload is complete the file should be displayed in the Response Attachments section of the Modify Discount Bid Response Attachments window.

Response Attachments							
Description	File Name	Type	Size	Created	Last Accessed	View	Delete
Upload File	KPC Bid Vendor Response Guide.docx	application/octet-stream	1.16 Mb	2/12/2010 11:15:33 AM	2/12/2010 11:15:33 AM		

- Select the Close button to return to the bid response.
- When the bid is completed and ready to be submitted to KPC for consideration choose the Submit option from the top navigation bar.



- Choose the bid response to submit by clicking the radio-button located in the Select column adjacent to the correct bid. Click the Select button.

Select a Bid, Quote Request or Project Request for the Response

Instructions: To view a response click the Select radio button next to the bid / request of interest and then click the Select button at the bottom of the screen.

Select	Response ID	Type	Purchasing Entity	Bid / Request ID	Description	Response Due By	Time Remaining	Owner	Response Status
<input type="radio"/>	4473	Discount	Kentucky Purchasing Cooperative	21	CLS2010	2/12/2010 5:00 PM	5h 33m	Atkins, Sam	In Progress
<input checked="" type="radio"/>	4475	Discount	Kentucky Purchasing Cooperative	24	Copy of Copy of CLS2010	2/12/2010 5:00 PM	5h 33m	Atkins, Sam	In Progress

Addendum exists for the Bid/Request

- A summary of the bid will be displayed for review.

Submit Response

Instructions: Review the following summary information of your response. Select a PO Contact name from the pull down menu provided below. The PO Contact name selected will be communicated to the purchasing entity for inclusion on future purchase orders. To view your response prior to submission click the View button below. Note - once the Submit button is selected your response will be submitted and you can no longer make any changes. Click the Submit button to send your response.

Purchasing Entity:	Kentucky Purchasing Cooperative	Response ID:	4475
Bid ID:	24	Time Remaining:	5 hours 22 minutes
Description:	Copy of Copy of CLS2010	Terms:	

PO Contact:

Notice: Check the check boxes below to indicate that you agree to complete the items listed. Please consult either the [Terms & Conditions](#) for this Discount Bid or contact the purchasing entity facilitating the Discount Bid for specific requirements. If required, these items must be sent under separate cover directly to the purchasing entity facilitating the Discount Bid not to Demo eSchoolMall.

Bid Bond
 Insurance Certificate

If you need additional information or customer support please contact the purchasing entity facilitating the Discount Bid or Demo eSchoolMall.

24. To view the complete response, prior to submission, click the View button.

View Response - Discount Categories

Instructions: Enter your response in the Percent Discount field provided below. Important - Click the Update button at the bottom of the screen frequently to save your entry. If you wish to forward this response to someone else in your organization click the Forward button and follow the instructions at the top of the screen.

Purchasing Entity: Kentucky Purchasing Cooperative Response ID: 4475
 Bid ID: 24 Time Remaining: 5 hours 20 minutes
 Description: Copy of Copy of CLS2010 Terms:
 Effective Date Range: 2/12/2010 - 2/19/2010 Attachments:
 Response Terms: Payment Terms:

Select	Category Description	Notes	Sample Items	% Discount
	cat 2		0 sample items exist for this category with 0 responses	2.0000
	cat 4		0 sample items exist for this category with 0 responses	4.0000
	cat 6		0 sample items exist for this category with 0 responses	6.0000
	cat 9		0 sample items exist for this category with 0 responses	9.0000
	cat 11		0 sample items exist for this category with 0 responses	11.0000
	cat 13		0 sample items exist for this category with 0 responses	13.0000

NOTE: This is a view only screen. To make changes prior to submission select the create option from the top navigation and follow the instructions outlined earlier in this document.

25. Select a PO Contact name from the pull down menu. The PO Contact name selected will be communicated to the purchasing entity for inclusion on future purchase orders.
26. Check all the checkboxes to indicate agreement with or completion of the items listed. Consult the Terms & Conditions of this bid for specific requirements.
27. Click the Submit button to send your bid response to KPC for consideration.

NOTE: Once the Submit button is selected the response will be submitted and changes can no longer be made. To request that the bid be returned prior to bid opening contact KPCMemberServices@kybuy.org. Once opened no bid may be returned.

Thank you for participating with Kentucky Purchasing Cooperatives.