

Online Instructions for Approvers:



If you are interested in our
online ordering system and
would like to be registered
please reach out to Lisa:

lperry@hunterdonesc.org

(908) 439-4280 x1474

CO-OP HOME

CURRENT BIDS
& DOCUMENTS

VENDOR
INFORMATION

MEMBER LOGIN
REGISTRATION

BIDDING
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QUESTIONS

To Approve Orders:

Registration must be done with us.

If not already registered, call
908-439-4280 x 1474 to be set up.

If multi-level approvers are required,
this can be set up as well.

When logging in, be sure to choose
“approver.”

(Note: Passwords are case sensitive)

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.](#)

Approver Home

There are orders awaiting your approval.

[To review them, please click here.](#)

The following are our currently open bids.

The Bid Number & Name

• 15-16-Tech-01	Technology Installation & Integration Services	Bid Description	
• 183	School & Office Furniture	Bid Description	Item Booklet
• 185	Mechanical & Electronic Door Locking Systems	Bid Description	Item Booklet
• 186	Commercial Floor Covering & Related Services	Bid Description	Item Booklet
• 192	General School Supplies & Accessories	Bid Description	Item Booklet
• 193	Health/Sports Medicine Supplies	Bid Description	Item Booklet
• 194	Art/Craft Supplies	Bid Description	Item Booklet
• 195	Copy/Specialty Paper	Bid Description	Item Booklet
• 196	Office Supplies	Bid Description	Item Booklet
• Cat-Ser-19-01	Facility Grounds & Equipment	Bid Description	

To approve orders, select “To review them, please click here.”

In addition, you can view & download bid information.

Online orders MUST be created on the “buyers” side of the system. Approvers wishing to create orders must register as a buyer choosing themselves as approver. Approvers can use the same email address with a different password, or change password by one character. “Buyer” registration can be done through the Member Login tab on our Cooperative Purchasing home screen. Please see buyers instructions.

Approver: To Review Orders

There are orders awaiting your approval.

[To review them, please click here.](#)

The following are our currently open bids.

The Bid Number & Name

• 15-16-Tech-01	Technology Installation & Integration Services	Bid Description	
• 183	School & Office Furniture	Bid Description	Item Booklet
• 185	Mechanical & Electronic Door Locking Systems	Bid Description	Item Booklet
• 186	Commercial Floor Covering & Related Services	Bid Description	Item Booklet
• 192	General School Supplies & Accessories	Bid Description	Item Booklet
• 193	Health/Sports Medicine Supplies	Bid Description	Item Booklet
• 194	Art/Craft Supplies	Bid Description	Item Booklet
• 195	Copy/Specialty Paper	Bid Description	Item Booklet
• 196	Office Supplies	Bid Description	Item Booklet
• Cat-Ser-19-01	Facility Grounds & Equipment	Bid Description	
• Cat-Ser-19-01	Facility Maintenance Equip Bid	Bid Description	

Orders Submitted

Order Date ▼	Teacher/User ▼	Order Number ▼	Bid Number & Name ▼	Approval Group	Total	Printed	Approval
05/25/17	Roxanne Wolf	20967	(177) Art/Craft Supplies		\$0.72	review	No

* Click Teacher/User name to find out more about that person
9999 = Bid expiring in less than 10 days. Please review ASAP.

Click on “To review them, please click here” to review the order.

Click on “review” to approve or deny.

If you have a multi-level approval system – end column “approval” will have a red flag if 1st level approved order. If not then it’s still pending. Under the column “Approval Group” there will be “view” for you to click on to see who has not yet approved. Again the final approver can override the 1st level approver at anytime.

Administrator- Approve or Deny Screen

If approved, select “I approve this order.”

If denied, select “I deny this order.” It is optional to provide a reason. If denied, the order is returned to the buyer with the ability to edit and resubmit. Once the order has been approved, changes cannot be made. However, order can be printed out and changed manually.

Order Number: 20967			
Description	Qty	Price	Subtotal
* Item:#1006763 Construction Paper Black 9 in. x 12 in. 50 sheets/pkg. pg 120 #1006763	1	0.72	0.72
Total:			\$0.72

Click the button below to approve the order,
Special Instructions (if any):

I approve this order

OR,

Enter a reason and click the button below to deny this order:

I deny this order

[Back to Orders Waiting Approval](#)

Approver- Past Orders:

After approving
order, click on “Past
Orders”

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Administrator Area

Welcome back Doreen Pirozzi

There are orders awaiting your approval.
[To review them, please click here.](#)

The following are our currently open bids.

The Bid Number & Name			
• 14/15-Trans-1	8 Passenger Full Size Vans	Bid Description	
• 160	Commercial Floor Covering & Install	Bid Description	Item Booklet Available for ordering online
• 162	Technology Supplies & Accessories	Bid Description	Item Booklet Available for ordering online
• 175	General School Supplies & Accessories	Bid Description	Item Booklet Available for ordering online
• 177	Art/Craft Supplies	Bid Description	Item Booklet Available for ordering online
• 178	Custodial Supplies & Equipment	Bid Description	Item Booklet Available for ordering online
• 179	Health/Sports Medicine Supplies	Bid Description	Item Booklet Available for ordering online
• 180-r1	Copy/Duplicator Paper	Bid Description	Item Booklet Available for ordering online
• 182	Office Supplies	Bid Description	Item Booklet Available for ordering online
• 183	School & Office Furniture	Bid Description	Item Booklet Available for ordering online
• 184	Bus Surveillance & Security	Bid Description	Item Booklet Available for ordering online
• Fuel 16-17	Gasoline, Diesel & #2 Fuel Oil	Bid Description	
• HCESC-CAT-16-Science Supplies & Equipment Catalog Bid 01		Bid Description	
• HCESC-CAT-16-PE Supplies & Equipment Catalog Bid 02		Bid Description	
• HCESC-CAT-16-Athletic Supplies & Equip Catalog Bid		Bid Description	

Administrator- View to print:

Click on “View” of order you want to print out.

In Printed column it will tell you if the order has been printed out.

This screen you can also sort *each* column with the down/up arrows (descending/ascending) : Sort by Order Date, Staff Name, Order #, and Bid #.

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Administrators Area

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Orders Previously Approved/Declined

Orders Submitted								
Order Date ▼ ▲	Teacher/User ▼ ▲	Order Number ▼ ▲	Bid Number & Name ▼ ▲	Approval Group	Status ▼ ▲	Total	Printed	
05/25/17	Roxanne Wolf	20967	(177) Art/Craft Supplies		Declined	\$0.72	No	View
05/02/17	Fran Leddy	20692	(182) Office Supplies	view	Approved	\$46.54	No	View
04/25/17	Donna Ader	20638	(178) Custodial Supplies & Equipment	view	Approved	\$122.95	No	View
04/25/17	Donna Ader	20636	(180) Copy/Duplicator Paper	view	Approved	\$185.44	No	View
04/18/17	Ron DiSalvi	20601	(178) Custodial Supplies & Equipment		Approved	\$184.80	No	View
04/11/17	Roxanne Wolf	20588	(175) General School Supplies & Accessories		Approved	\$66.18	No	View
04/10/17	Roxanne Wolf	20580	(182) Office Supplies		Approved	\$1.84	No	View
04/05/17	Laurie Browne	20569	(182) Office Supplies		Approved	\$99.88	Yes	View
04/03/17	Kathleen Moreland	20561	(182) Office Supplies	view	Approved	\$8.42	Yes	View
03/30/17	Kathleen Moreland	20536	(182) Office Supplies	view	Approved	\$154.32	Yes	View
03/30/17	Scott Cahill	20544	(178) Custodial Supplies & Equipment	view	Approved	\$437.14	No	View
03/23/17	Doreen Pirozzi	20514	(182) Office Supplies		Approved	\$30.74	No	View
03/13/17	Roxanne Wolf	20499	(180) Copy/Duplicator Paper		Approved	\$231.80	No	View
02/28/17	Jessikah Humphreies	20487	(179) Health/Sports Medicine Supplies		Approved	\$39.22	No	View
02/24/17	Lee ann Bartushak	20483	(178) Custodial Supplies & Equipment		Approved	\$14.60	No	View
02/22/17	Lee ann Bartushak	20476	(179) Health/Sports Medicine Supplies		Approved	\$851.75	No	View
02/22/17	Pam Mills	20475	(179) Health/Sports Medicine Supplies		Approved	\$118.91	No	View
02/21/17	Laurie Browne	20473	(166) Office Supplies		Approved	\$190.36	No	View
02/21/17	Heidi Gara	20471	(179) Health/Sports Medicine Supplies		Approved	\$15.93	No	View
02/21/17	Heidi Gara	20467	(179) Health/Sports Medicine Supplies		Approved	\$1,188.52	No	View
02/21/17	Brian Bussard	20470	(166) Office Supplies		Approved	\$32.32	No	View
02/21/17	Brian Bussard	20469	(166) Office Supplies		Declined	\$32.32	No	View
02/17/17	Heidi Gara	20466	(179) Health/Sports Medicine Supplies		Approved	\$850.50	No	View
02/17/17	Heidi Gara	20465	(179) Health/Sports Medicine Supplies		Approved	\$15.06	No	View
02/16/17	Doreen Pirozzi	20464	(166) Office Supplies		Approved	\$25.99	No	View

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Administrator- Print Summary:

This order summary can be attached to PO, and faxed, emailed, or mailed to vendor.

If multiple vendor items are included in order, separate detail sheets will print out by vendor once the order is finalized.

Order #: 23127
Bid #: 196 - Office Supplies
Teacher: Roxanne Wolf

Staples Business Advantage

HCESC Academy

Page 1
Order Number: 23127
Order Date: 07/03/2019

Item # Description	Bid Item #	List Price	Discount Price	Bid Price	Unit Discount	Extended Discount	Qty	Price	Subtotal
1640573 Label Maker. Brother P-Touch PT-D210 Label Maker. #1640573, pg. 438	6964	\$59.99	\$0.00	\$34.10	\$25.89	\$25.89	1	\$34.10	\$34.10
508804 Folder. Asst. Bold Colored, letter size, 1/3 cut single-ply tab, red, blue, yellow, green, purple, pink, gray, orange, and white. Lighter lined for easy labeling. 100/box. #508804	2059	\$52.14	\$0.00	\$11.91	\$40.23	\$40.23	1	\$11.91	\$11.91
917860 Labeling Tape. Standard Laminated tape, 1/2 in, 2/pack, Black on White. Brother Ptouch. BRT-TZE23112PK. #917860, pg 441	1569	\$20.89	\$0.00	\$11.91	\$8.98	\$26.94	3	\$11.91	\$35.73
24364788 Calendar. Academic desk pad/wall, July 2019 - July 2020. #24364788	5729	\$8.59	\$0.00	\$3.61	\$4.98	\$9.96	2	\$3.61	\$7.22
105809 Repositional Note Pads. Canary Yellow, Super sticky notes, 3 in x 3 in, 100 sheets/pad. 12/pkg. #105809	651	\$7.63	\$0.00	\$3.15	\$4.48	\$4.48	1	\$3.15	\$3.15

Order #: 23127
Bid #: 196 - Office Supplies

Staples Business Advantage

Order Totals

Ship Address: HCESC Academy
37 Hoffmans Crossing Road
Califon, NJ 07830

Discount: \$107.50
Subtotal: \$92.11
Shipping: \$0.00
Total: \$92.11

CO-OP HOME

CURRENT BIDS
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Administrator – Documenting PO:

To assure bid and discount pricing, please type in the body of PO – Order # (Located on top of order summary), Prices per Hunterdon County ESC Cooperative Bid # _____, and name of bid.

Also some vendors not all have their own Vendor Bid # this MUST be on the PO for correct bid pricing. Please refer to booklet covers (“bid description”) located behind login on homepage, OR the list of Current bids and Awarded Vendor Tab on homepage *before* login.

ORDER #23127

PRICES PER HUNTERDON COUNTY ESC COOPERATIVE BID #196
OFFICE SUPPLIES

VENDOR BID # *not all vendors have a bid # please check the cover to verify.*