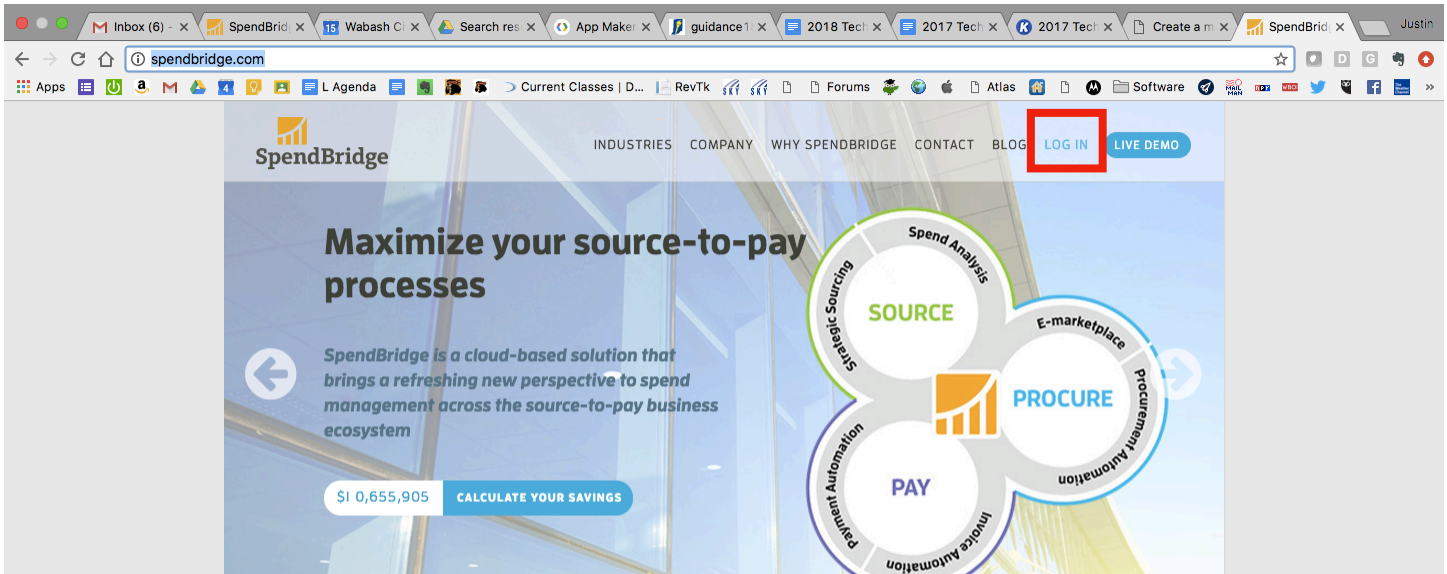


# SpendBridge Supply Order Guide

The new online automated system will give you more options, avoid paperwork, and move through our system much faster than before. This will also relieve your offices from sorting through papers and boxes of supplies. **You can order anytime throughout the year.** All of your ordering is based on the budgets approved by your principals. Those budgets reset on January 1 (the leftover supply money does not accumulate year to year—just how school finance works)

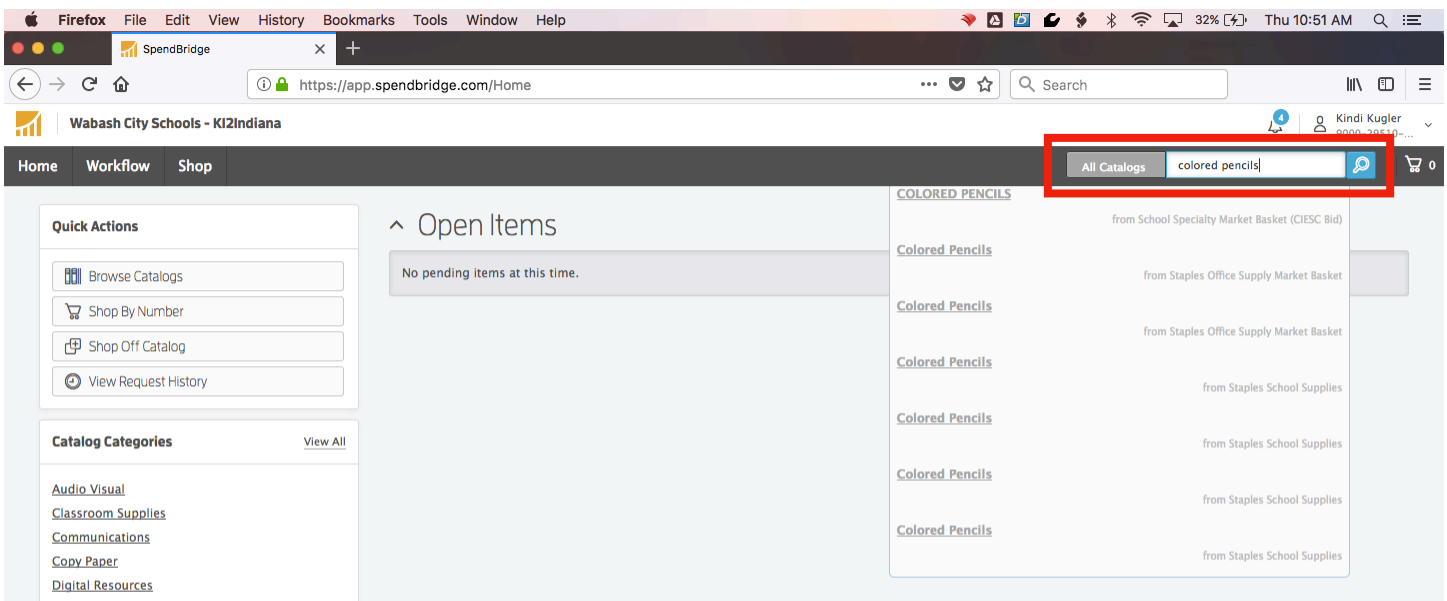
## Step 1

Login to <http://spendbridge.com/>



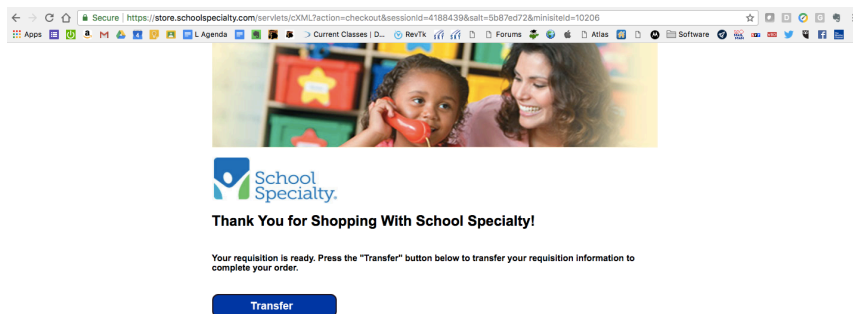
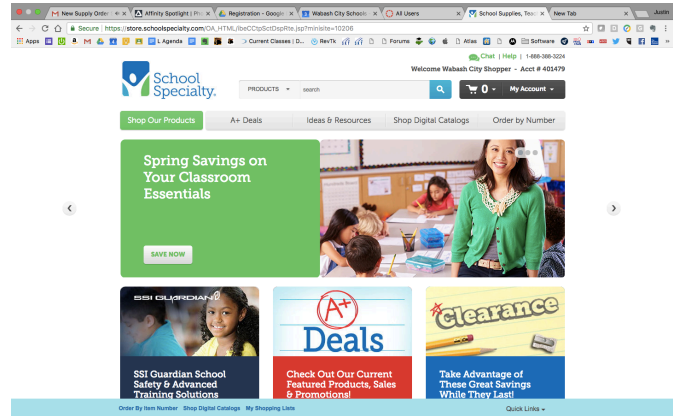
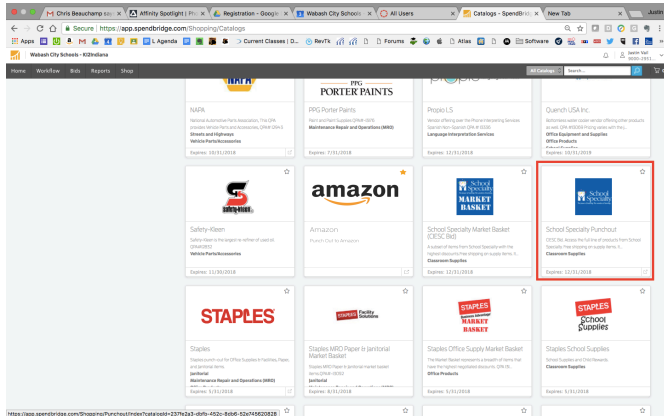
## Step 2a

There are 2 main ways to search for items. You can search in the search box below. This will search some of the catalogs. You can also use the “All Catalogs” dropdown to select a single catalog.



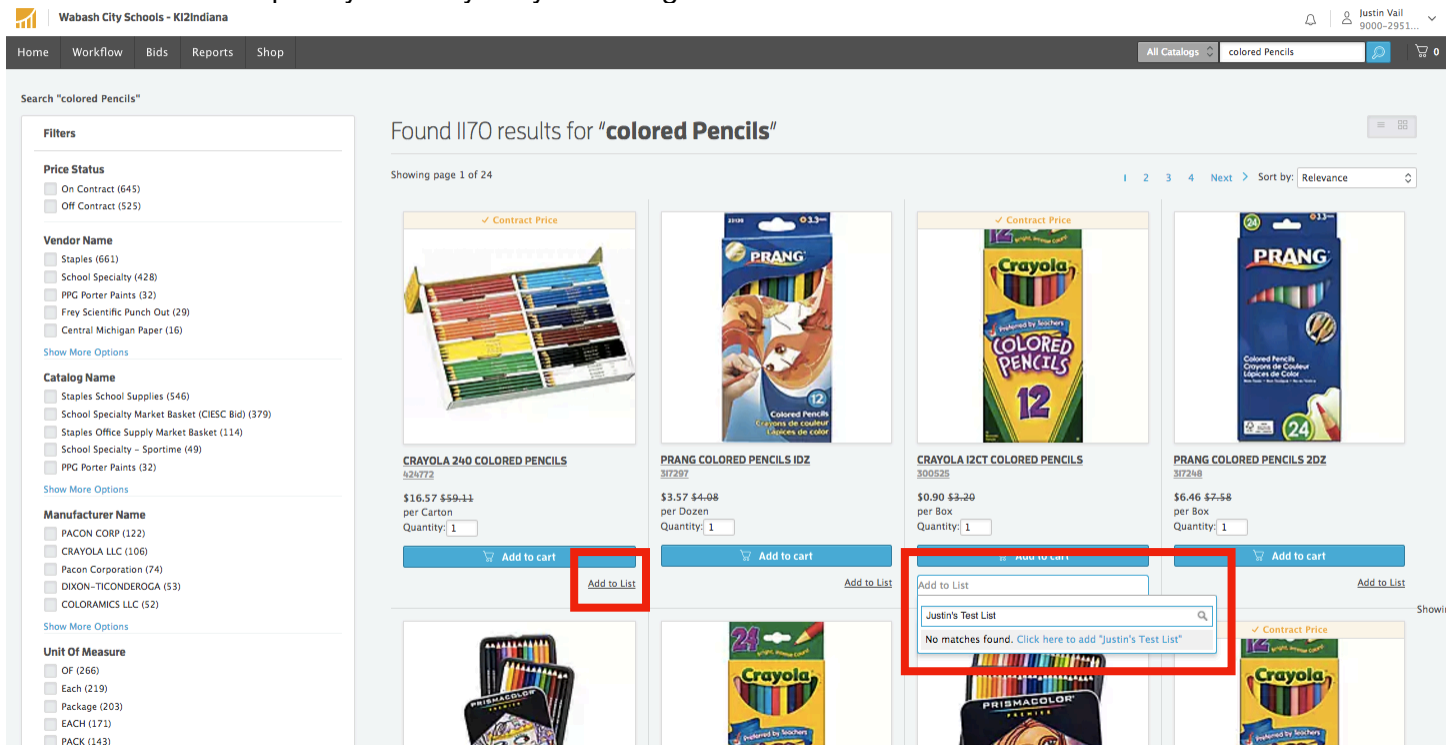
## Step 2b

On your home screen, clicking on "Browse Catalogs", then clicking on a catalog you want to search in will (image on left)—**this is the ONLY way to shop Amazon.com** When you click on that catalog you will usually be taken to that website (image on the right). You will eventually be "transfer" back to SpendBridge as you go through the checkout process. You'll usually have to click the button. (Bottom image)



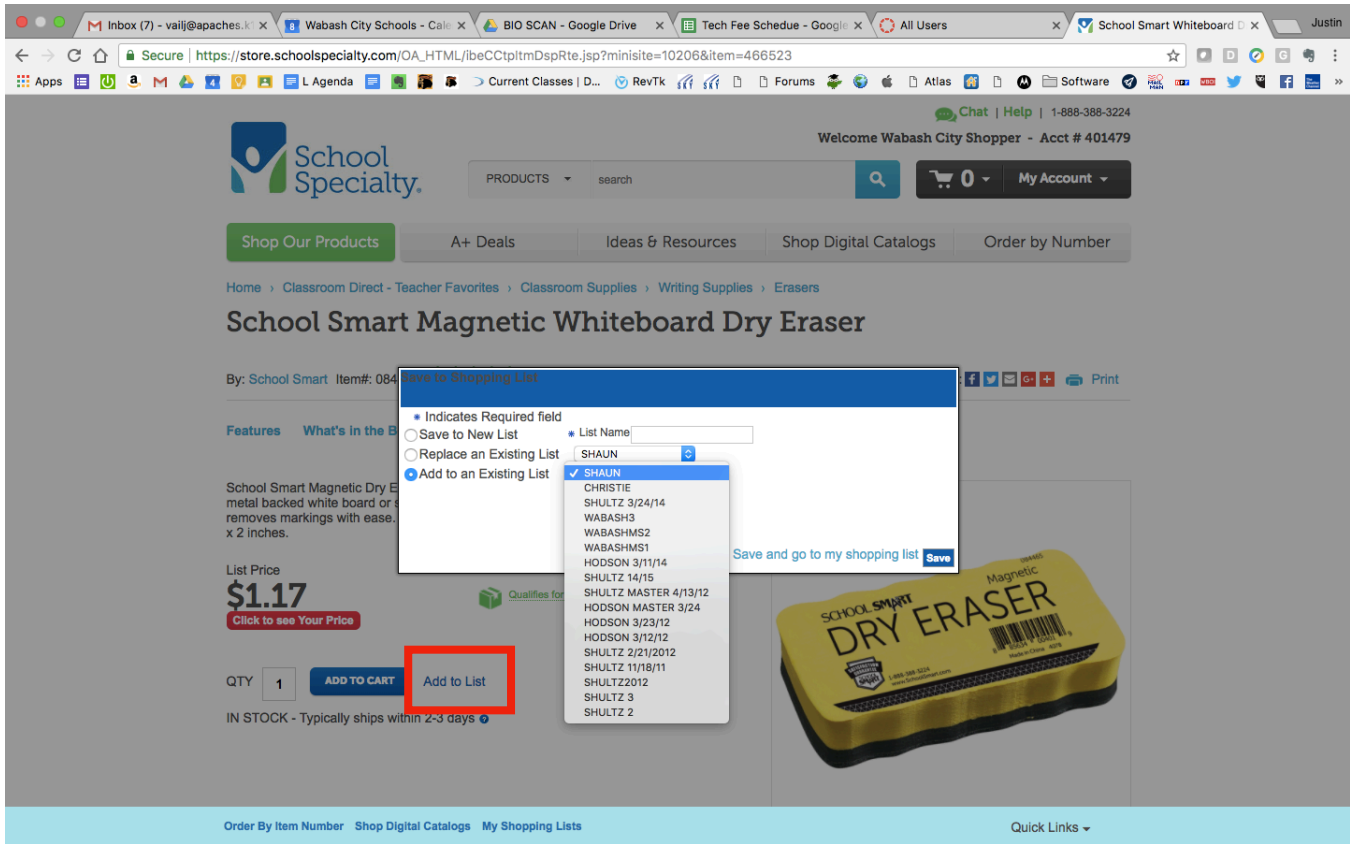
## Step 3

Just like Amazon, you can create "Lists" that allow you to gather and organize your items and keep them organized year to year. Just click "Add to List" like you see under each item. Then simply name your list. I assume you might want to do this for each person you order for. This might be a little extra work at first, but should make subsequent years very easy to manage.



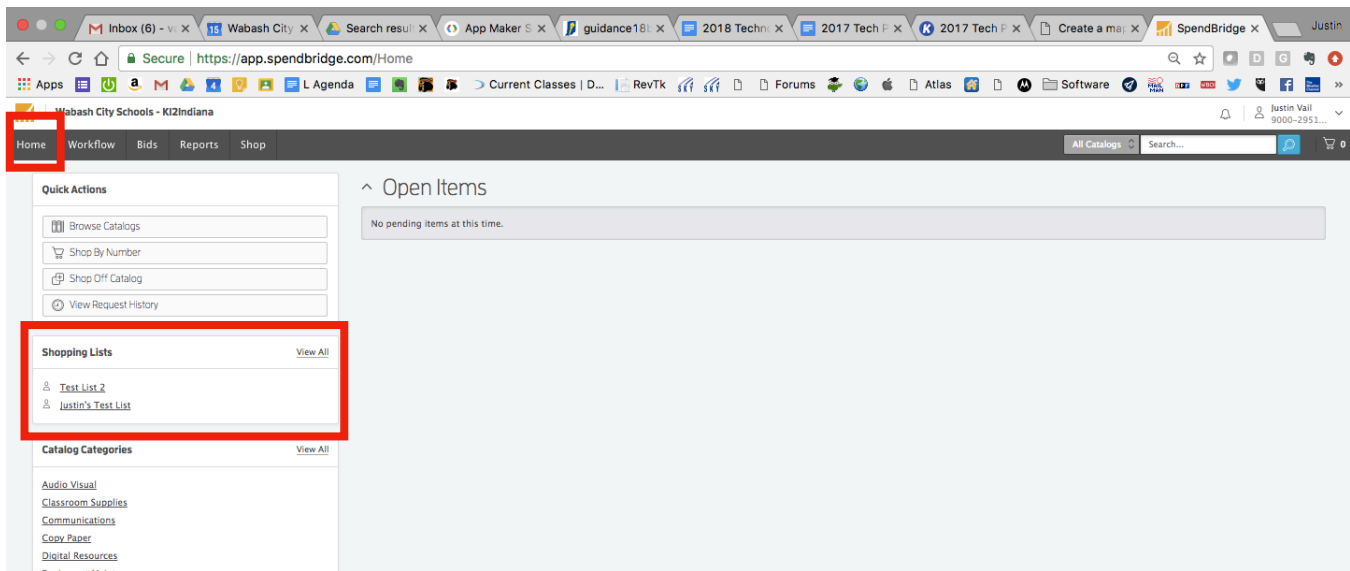
### Step 3a

When you click INTO a catalog (described in **Step 2b**), you will create a List within *that* catalog that is different from a list that you created within SpendBridge. After you click “Add to List” you will have 3 options. Save a new list, Replace an existing list, or Add to an existing list. All of our WCS lists are visible, so be careful not to Overwrite someone else’s list. You can see below there are old dating back almost 10 years.



### Step 4

When you click the “Home” button you will see your lists on the left.



## Step 5

Again, don't feel like you need to order all of next year's supplies in 1 big order. You may choose to do something different in August or get a new team member. We've always done 1 big order in the past, but with this system we don't need to anymore. When you are ready to finalize your order, simply add that item to the cart. If you have a list of items, click that list name in the above screen and you will come to the screen below and you can click "add all to cart". Once you have all the items you want in your cart you can click the cart icon in the top right.

Justin's Test List

Description	Unit Price	
<b>Colored Pencils</b> CRAYOLA 12CT COLORED PENCILS 300525 Vendor: Staples	List \$9.90 \$0.90 per Box Save 72 %	<input type="text" value="Select..."/> Clear 1 <b>add to cart</b>
<b>Hanging Folders</b> FOLDER HGING STRIGHT LGL 521252 Vendor: Staples	List \$28.63 \$4.66 per Box Save 82 %	<input type="text" value="Select..."/> Clear 1 <b>add to cart</b>
<b>TWO POCKET W/FASTENERS</b> School Smart 2 Pocket Folder with Fasteners, Red, Pack of 25 084890 Vendor: School Specialty	List \$13.49 \$3.85 per PACK OF 25 Save 69 %	<input type="text" value="Select..."/> Clear 1 <b>add to cart</b> <b>add all to cart</b>

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## Step 6

After you click cart, you just have to click "checkout"

Shopping Cart

Image	Product Info	Dept. and Account Codes	Quantity	Unit Price	Subtotal
	CRAYOLA 12CT COLORED PENCILS 300525 Vendor: Staples	Account Code: (First 1 field(s) required) Code Department: (No Department)	1	\$0.90	\$0.90
	FOLDER HGING STRIGHT LGL 521252 Vendor: Staples	Account Code: (First 1 field(s) required) Code Department: (No Department)	1	\$4.66	\$4.66
	School Smart 2 Pocket Folder with Fasteners, Red, Pack of 25 084890 Vendor: School Specialty	Account Code: (First 1 field(s) required) Code Department: (No Department)	1	\$3.85	\$3.85

Subtotal: \$18.82  
Grand Total: \$18.82  
**Checkout**

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## Step 7

This step allows you to write a message to your principal or treasurer if you want to send any special instructions or notes. The other thing you can do is make sure the correct address is selected. I've programmed all of your default addresses based on the building you work in, but just check it in case I made a mistake. Your name should appear below the address box, ensuring the shipping label shows your name.

Wabash City Schools - K12Indiana

Home Workflow Bids Reports Shop

Shopping/Checkout

Bill to: Wabash City Schools, Accounts Payable, 1101 Colerain St, Wabash, IN 46992

Ship To: Accounts Payable - 1101 Colerain St (Wabash City Schools - K12Indiana), Wabash City Schools (Default), ATTN: JUSTIN VAIL, 1101 Colerain St, Wabash, IN 46992

Initial Request Note

Instructions

Delivery Instructions

Instructions for All Vendors

Next Step

Next Step

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## Step 8

The last step is just to review your order and submit! After you do, that will trigger an approval email to your principal, once they approve, that triggers an email to our CFO, and then superintendent, then finally to our treasurer, who assigns a purchase order number (PO), once she submits, it goes to the vendor, then they ship!

Wabash City Schools - K12Indiana

Home Workflow Shop

Review Request

Back Submit Request

Bill to: Wabash City Schools, Accounts Payable, 1101 Colerain St, Wabash, IN 46992

Ship to: Wabash City Schools (Default), Accounts Payable, 1101 Colerain St, Wabash, IN 46992

Delivery Instructions:

Instructions for All Vendors:

Request Note (Internal): this is just a test

School Specialty

Product Info	Dept. and Account Codes	Quantity	Unit Price	Subtotal
BIC Wite-Out Tear-Resistant Translucent Correction Tape, 1/5 in X 39.4 ft, White, Pack of 10 1272203	Account Code: Department:	1	✓ \$13.51 per PACK OF 10	\$13.51

Contact Name: Customer Care

Submission Method: cXML

Telephone: 888-388-3224

Fax:

Email: customercare@schoolsspecialty.com

Account #: 9200-11420-00

Subtotal: \$13.51

Total: \$13.51

Order Total: \$13.51

Submit Request