2024-25 Southwestern Ohio EPC Classroom & Office Supply Ordering Instructions

The EPC strongly recommends that you set up online accounts with each vendor you choose to order from. The online method is faster, easier, less chance for errors, can possibly integrate with your current procurement system, and many more positive reasons. Contact us if you would like us to have a vendor reach out to you to get your school set up online: **Robin.Houston@epcschools.org** or 937-890-3725, Ext. 1001.

If you prefer to use the Excel Spreadsheet see the instructions and tips below:

The spreadsheet may be manipulated and changed in any manner to better suit your needs. A new copy can always be downloaded from the EPC Website. You may sign up to receive Classroom Supply Email updates to be notified of any changes made to the spreadsheet. (Email us your request at Robin.Houston@epcschools.org.)

The Classroom Supply Spreadsheet has several tabs on the bottom: Vendor Contacts, Supplies, Construction Paper, Paints, Science and Acco/GBC Branded. Each tab will allow you to enter your order directly into the spreadsheet and calculate your spending. The Supplies tab contains the most items and is very general in category.

The spreadsheet gives you the option of entering several individual orders. You can separate orders however you like (by Teacher, Building, Department, etc.). You can rename the current column headings labeled "Individual Order" with your Teacher name, etc. As you enter each individual order they will total in the "Grand Total" area (Columns P & Q on the main Supplies tab.) **The yellow Grand Total columns are locked; you are unable to type in these columns.** ==Even if you wish to only enter ONE order, **you must still start entering your order in column R.**==

(The instructions below will refer to the Supplies tab since this is the tab with the most items on it.)

1. Start entering the quantity of items you are ordering in column R. It will automatically calculate the total for you.
2. If entering multiple orders, enter your quantity numbers in the light green columns R, T, V, X, etc.
3. When you are finished entering your numbers it is easy to hide all the items you are NOT ordering. Use the filter instructions below so you can print out your order easily. *(Please Note: The instructions below show you how to print out your order if you are submitting one big order. **If you wish to submit separate orders so your orders are packed already separated by your Building/Department/Teacher use the second set of instructions below** **instead**.)*

   Auto Filter Instructions before Printing Orders – If submitting 1 large order
   a. Click on the Auto Filter Drop Down Arrow in the yellow "Total # Units Ordered" Column P. (All filter arrows are in Row 4, Black with arrow button on right).
   b. Remove the checkmark next to the zero and then click OK. This step will hide any items you are NOT ordering.
   c. Now click on the Auto Filter arrow in the Vendor Column J. Choose your first vendor you want to print your sheet for. Uncheck the arrow next to all the others. For example: If you are printing your order for Friends Office First - Uncheck the boxes next to Acco, John R Green and Nasco. This should leave a checkmark next to Friends only, the vendor you've chosen to print the sheet for.
   d. You can now print your sheet for your Friends Office order.

e. To print for your next vendor, go back and click on the filter arrow in the Vendor Column J. Now you will want to have a check mark next to your newly chosen vendor, let's say John R. Green. Make sure to remove the checkmarks next to Acco, Friends & Nasco. Repeat this action until you have printed a sheet for each vendor.

f. After printing your orders, click on the filter arrow in the Vendor Column J and make sure there is a checkmark next to all vendors. This will allow you to see everything you have ordered.

g. If you wish to show the entire ordering sheet again and show all items whether you are ordering them or not - click on the filter arrow in the yellow "Total # Units Orders" Column P and choose "Select All" then ok.

Auto Filter Instructions before Printing Orders – If submitting individual orders

a. Hide Columns P & Q from your Print Area (Highlight both columns, right click and choose hide).

b. Click on the Auto Filter Drop Down Arrow in the "# of Items" column for your first Order, Column R.

c. Go to directions above for single orders but start on step b.

d. After completing steps b-f for your first order in column R, make sure all vendors in column J now have checkmarks.

e. Click on the filter arrow for your first order in Column R and choose Select All and ok.

f. Hide columns R & S for the first order you have already printed and start all over again for column T. Follow the instructions above all over again for this new set of orders.

If you already have your orders entered on the spreadsheet and you are uncomfortable using Excel to split out your orders please contact me at Robin.Houston@epcschools.org or 937-890-3725 and I can assist you through the process.

General Tips

- Make sure each vendor's order meets the minimum order amount for free shipping.
- If you are submitting separate orders, EACH separate order MUST reach the vendor's minimum as well.
- If you want/need to hide columns on your spreadsheet in order to fit more on your printed sheet please do NOT hide/delete the following columns as they are VERY important: Mfr Item #, Vendor Catalog #, Price. You can hide the Bid# as long as you include in on your PO and any ordering instructions to the vendor. The EPC# and Rank columns may be hidden if you wish – they are not important to the vendor when ordering.

Search Tips!

- Hold down the "Cntrl" button and the "F" button at the same time, the type in a key word for what you are searching for. If you have a specific manufacturer number for something you've ordered before, this would also be a good way to search for it. Less information is best for this.

- Use the Auto Filter Tool to look for specific areas like pencils. Click the auto filter arrow in the Category Column B. Click on "select all" and this will unclick all the checkmarks. Then place a checkmark next to the area you want, such as pencils. This will hide everything on the sheet except pencils. Simply go back to the filter arrow and choose "select all" again to bring everything back.

If you have any questions, problems, or just need assistance, do not hesitate to call us. You can reach Robin at 937-890-3725, Ext. 1001. You can also email us: Robin.Houston@epcschools.org.