

# 2011 KCDA CATALOG

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## Overview

### **Mission**

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KCDA's mission is to provide centralized procurement services to member school districts and public agencies that will save them time and money as well as comply with all legal procurement requirements. Our goal is to help school districts focus their resources in the classroom and to help public agencies focus on direct services to the taxpayers.

### **What We Do**

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King County Directors' Association (KCDA) is purchasing cooperative owned by Washington's public school districts. KCDA saves money for members by ordering in volume and supporting their purchasing and distribution requirements.

### **How We Operate**

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KCDA Purchasing Cooperative was founded 1938 by school board members in King County. We help members save money by creating volume purchasing and fulfilling bid law requirements. KCDA manages centralized receiving, warehousing, and distribution while offering additional contracts to provide a single-source for consumable supplies, facilities projects, and technology equipment.

### **Leadership**

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The KCDA Executive Director reports directly to the Board of Directors which is made up of publicly elected school board members from King County school districts. KCDA operates as an extension of your purchasing department, governed by the basic laws and regulations that apply to school districts in Washington.

### **Procurement Policy**

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KCDA is governed by procurement laws governing school districts in Washington. The basic statute authorizing the formation of KCDA is RCW 28A.320.080. KCDA is also authorized under the Interlocal Cooperation Act, RCW 39.34. The basic procurement law for school districts is RCW 28A.335.190. As KCDA has grown, many other types of public entities have become members. As many of these organizations have differing procurement requirements, KCDA has adapted our procedures to satisfy the legal requirements, both in advertising and bidding, of all of our members. All items and services under contract with KCDA have been awarded through a competitive sealed bid process, with contract, bid and advertising documents posted on our website.

### **Who We Serve**

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KCDA has grown to include public school districts, educational service districts, state agencies, counties, cities, and colleges throughout Washington and neighboring states. As we have added members, we have adapted our procurement processes to comply with the legal requirements of all of our members, regardless of location or type of entity.

### **Membership**

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There is no charge for membership in KCDA and no minimum level of participation. Becoming a member requires approving and signing an Interlocal Agreement. KCDA is a public agency and is authorized to accept members from all states.

### **KCDA Service Fee**

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KCDA's operating budget is self funded through service fees charged on each order. Service fees are determined by KCDA's cost to procure and support our members purchasing and warehousing requirements. Service fees and shipping to Washington, Oregon and Idaho members are included in KCDA's Supply Link pricing.

### **Inventory**

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KCDA's purchasing staff issues over 75 bids annually based on the requirements of its members. These awards fulfill all legal bid requirements and offer all members same day shipping on over 15,000 items from our 170,000 sq. ft. warehouse in Kent, Washington. Many larger items ship directly from our vendors.



# 2011 KCDA CATALOG

## *How to Reach Us*

### Contact Information

Please contact us anytime with your comments, questions or suggestions.

Phone: 425-251-8115, 800-422-5019

Fax: 253-395-5402

Website: [www.kcda.org](http://www.kcda.org)

E-mail: KCDA staff members may be reached by e-mail. E-mail addresses are composed of the individual's first initial and the full last name, followed by @kcda.org. For example to reach Executive Director Jim Borrow use the e-mail address: [jborrow@kcda.org](mailto:jborrow@kcda.org). For customer service: [customerservice@kcda.org](mailto:customerservice@kcda.org). You can also e-mail KCDA staff members by clicking on Contact KCDA and click on Staff Directory.

Mail: PO Box 5550, Kent, WA 98064-5550

To Visit Us: 18639- 80th Ave S, Kent, WA 98032

### Driving Directions

#### Approaching from the North on I-5

Take exit 154A (I-405 - Renton), exit from the left lane. You will be heading East, take first exit to the right, (South 181-Tukwila-W.Valley Highway). Turn right at the base of the off ramp.

Proceed South to South 180th. Turn left.

Go East under the railroad tracks to the next signal light. (80th Ave S.) turn right.

Continue South to South 188th. Turn right.

KCDA is on the NW corner of 80th Ave S. and S. 188th Street.

#### Approaching From The South on I-5

Take exit 152 (South 188th - SeaTac Airport).

Turn right and follow Orillia road to the first light at 200th street, turn left (this road turns into S. 196th Street).

Continue on this road until you get to 80th Ave South.

Turn left on 80th Ave.

Proceed North to S. 188th Street.

KCDA is on the NW corner of 80th Ave South and South 188th Street.

#### Approaching from the North on I-405

Take exit 2A South (Highway 167 - Kent and Auburn).

Proceed South on Highway 167 to the first exit to the right (SW 41st Street - East Valley Highway).

Proceed west on SW 41st to Oakesdale Ave., turn left (South).

Go South on Oakesdale Ave., cross SW 43rd South 180th at which time Oakesdale Ave becomes 80th Ave S. Continue South to S. 188th.

KCDA is on the NW corner of 80th Ave South and South 188th Street.

#### Approaching From The South On Highway 167

Take South 212th off ramp from Highway 167. Turn left onto 212th.

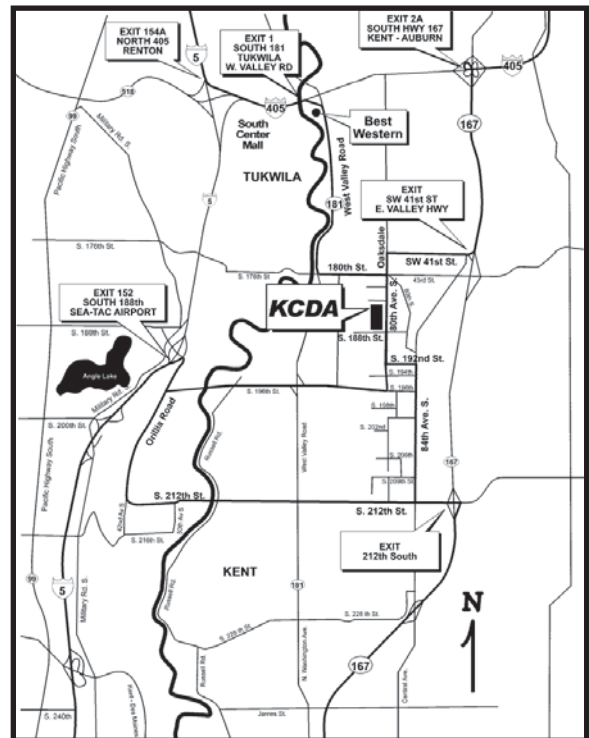
Proceed to 84th Ave S. (East Valley Road) and turn right.

Go north to S. 192nd and turn left.

Proceed West to 80th Ave S., turn right.

Go to the corner of South 188th and 80th Ave S., turn left.

KCDA is on the NW corner of 80th Ave S. and S. 188th Street.



*Member Support and Services***Staffing**

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**Customer Service Representatives**

KCDA's Customer Service Representatives are available Monday - Friday from 8:00am-4:30pm to take orders, respond to product inquiries, provide technical support for Supply Link Users and issue RMA's for returns.

**Field Representatives**

KCDA has five field representatives available to meet with members who have questions regarding any products or services.

**Purchasing Agents**

KCDA's Purchasing Agents are responsible for developing, issuing and awarding KCDA bids. Additionally, they can help members source products and services they require.

**Warehouse Staff**

KCDA's 170,000 square foot warehouse houses over 15,000 items. Daily our staff pulls, packs and ships orders received. Prices on warehouse items include delivery for Washington, Oregon, and Idaho members.

**Services**

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**Bidding**

KCDA advertises, analyzes and awards over 75 bids annually. The bids are listed on the bid schedule which is posted on the KCDA website. The path to the bid schedule is [www.kcda.org](http://www.kcda.org), Pending Bids, Bid Schedule. The bid schedule contains the bid name in alphabetical order, bid number, bid advertising dates, bid opening date and time, board write up date, board meeting date and Purchasing Agent name. The bid categories include those products our customers have expressed interest in. Some bids are annual with renewals, some bids are only annual.

**Our bid process is audited by the State Auditor and complies with all legal procurement requirements as follows:**

- Advertise in one paper of general circulation (we use DJC-Seattle and DJC-Oregon) for two consecutive weeks.
- Bids are posted on our website under Pending Bids.
- The bid advertisement is posted when it is received from the paper(s) which is approximately 3 weeks after the bid advertisement request is sent to the papers. The reason why the delay is because the paper releases the advertisement twice (2 weeks) and then sends the advertisement which takes approximately 3-4 days to receive. We then post the advertisement & affidavit on the website.
- Depending on the complexity of the project or the # of items bid, we allow vendors approximately 1 month to respond to a bid.
- Most of our bids are electronically posted on eschoolmall and on WEBS. We require vendors to respond electronically. Some of our bids are circulated locally and we do not post on eschoolmall. When this option happens, we open the bids at the KCDA office location in Kent.
- After bids are electronically opened or manually opened, the bid is closed. The evaluation process begins. Approximately 2 months is allowed for this process generally because we have 200-600 items on a bid and need the time to receive samples, ask questions, receive responses, etc.
- Bids are recommended for award by the individual Purchasing Agents responsible for the category with the approval of the Purchasing Manager.
- Bid award recommendations are submitted to the KCDA Board of Directors for final approval.

## *Member Support and Services, Continued*

### **Awarding Contracts**

All contracts are awarded based on the competitive, sealed bid process. Responses are opened publicly and evaluated by KCDA's Purchasing Department. Proposals are evaluated using the following criteria:

- Lowest responsible bidder meeting specifications.
- Quality of product line.
- Quantity of line items available that are used by participating entities.
- Customer support.
- Suppliers demonstrated ability to perform under a cooperative purchasing contract.

### **Firm Pricing**

Orders placed on KCDA Supply Link offer fixed pricing. The price that displays on your KCDA Supply Link Confirmation is firm for orders.

### **Free Delivery/Inclusive Pricing**

KCDA Supply Link pricing includes delivery for Washington, Oregon and Idaho customers. Shipping charges for members outside Washington, Idaho and Oregon, is prepaid and added to the invoice.

### **Same Day Shipping**

Orders received by 2PM for in-stock items will be shipped the same day for delivery on the next day to most Washington members. Summer start up orders are scheduled according to date received and the needs of members.

### **Minimum Orders**

KCDA accepts orders of any size, a \$2.50 minimum order fee is added to orders under \$50 to help defray the cost to ship an order.

### **Product Substitutions**

- Brand Name – many items in the catalog are listed as brand name only with no substitutions accepted.
- Generic – others are low bid and must meet KCDA's "Qualifying Standard." Pictures of items listed as "Qualifying Standard" are representative only and may not be the exact item selected at the time of bid award.

### **KCDA's "Never Out" Policy**

The top 2,000 items used by members will always be in stock.

### **No Fault Return**

Within 30 days of purchase, you may return items shipped from the KCDA warehouse (i.e. except vendor direct or special order items) for full credit and with no restocking fee. KCDA vendors may assess a restocking fee and return freight charges on furniture and special order items that have shipped directly from the vendor.

### **Procurement Card Orders**

KCDA accepts Procurement Cards, MasterCard and Visa as payment for orders.

### **KCDA On-Line Ordering**

KCDA "Supply Link" is available 24/7 via the internet at [www.kcda.org](http://www.kcda.org).

### **Special Orders**

KCDA's purchasing agents are happy to source and get pricing on non-cataloged items. Chances are if one district needs the item, others will also. Additionally, KCDA is adding new products throughout the year, these items can be viewed on KCDA's Supply Link under the "New Products" tab.

### **Catalogs**

KCDA offers Supply Link on-line catalog and a printed catalog. Additionally, order forms will be available on [www.kcda.org](http://www.kcda.org) in January.

# Capital Projects and Public Works

## Capital Projects

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KCDA offers a Capital Projects Program that covers purchases on qualified items over a 12-month period. The program allows you to combine your purchase order volume from different vendors, on multiple PO's, and to various ship to locations all at one service fee level. This program has a minimum order amount of \$250.

12 Month Volume	Service Fee
\$250,000-\$499,999	4%
\$500,000- \$749,999	3%
\$750,000+	2%

## Capital Projects Qualifying Products

With signed agreement: Appliances, AV Equipment, Bleachers, Lockers, Auditorium Seating, Floor Coverings, Custodial Machines, Furniture, Intraschool Communications, Musical Instruments and Equipment, Playground Equipment and Matting, Portable Sitework, Roofing, and Science Equipment qualify for this program.

## Public Works Procedures

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1. KCDA holds the bid but the contract is between the member and the awarded contractor. Purchase orders must be issued to KCDA with service fee included.
2. If the procurement requires prevailing wages, the contractor and all subcontractors will send the Intents to Pay Prevailing Wage and Affidavits of Wages Paid to the district and copy KCDA. If you don't get them, contact us and we can send you copies.
3. Payment and Performance Bonds are required and paid for by the member either as a line item or embedded in the price of the job. The contractor will acquire the bond and send it to the member prior to the beginning of work.
4. Certificates of Insurance are required. The contractor will acquire the certificate and send it to the member prior to the beginning of work.
5. As KCDA receives invoices from the contractor, we will contact the district to make sure that the job is complete or that a progress payment is agreed to. We will then pay the contractor withholding retainage. KCDA will send an invoice to the member with the same amount of retainage withheld.
6. When the job is completed and all of the Affidavits of Wages Paid have been certified, the member files a Notice of Completion with the Department of Revenue and Labor & Industries.
7. If there is other paperwork that is required by the member, we ask that you forward them to KCDA as soon as the job is complete and we will forward to the contractor.
8. KCDA will contact the member in 45 days to see if release letters from Dept. of Revenue, Employment Security and Labor and Industries and any other paperwork required by the member have been received.  
Note: KCDA does not get a copy of these letters, they are to be retained by the member for auditing purposes.
9. When all is complete, KCDA will pay the contractor and invoice the district for the retainage.

# 2011 KCDA CATALOG

## Ordering from KCDA

### Regular Orders

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Orders placed by 2:00pm are shipped same day for delivery to most Washington State members the next day.

### School Start Up Orders

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School Start up orders are placed in the spring and summer for supplies that will be needed the following school year. Orders can be placed on "KCDA Supply Link", on Order forms that can be printed from our website, or your districts hard copy Purchase Order. Please indicate your requested delivery date for summer delivery. Our warehouse will make every attempt to meet your requested date.

### Scheduled Delivery Orders

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To help schools with limited storage facilities, members can order products and store them in the KCDA warehouse for delivery at scheduled times throughout the year. This is particularly helpful with high usage items such as copier and printer paper, facial tissues, paper towels etc.

- Items may be ordered for delivery throughout the school year.
- Items are shipped and invoiced as requested.
- Pricing is fixed when you place your order and based on the total quantity ordered.

### Vendor Direct Shipments

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KCDA is transitioning our vendor direct contracts to a zero percent service fee. Until time that each contract is renewed/rebid using a zero percent service fee, the service fees listed below will apply to items that ship directly from KCDA vendor or manufacturer. You can access the KCDA contracts page at [www.kcda.org](http://www.kcda.org) or contact our Customer Service Department to verify the service fees charged on our awarded contracts.

Order Amount	Service Fee
\$0-\$99,999	5%
\$100,000-\$499,999	4%
\$500,000+	2%

### Portable/Modular Buildings and Vehicles

Shipped directly from KCDA vendor or manufacturer.

Order Amount	Service Fee
1 Unit	4%
2 Units	3%
4+ Units	2%

### Vendor Direct Billing

Some KCDA vendors will bill the schools at the bid price inclusive of all KCDA service fees for the following Product Categories:

- Copiers
- Facilities and Maintenance Management Software
- Ground Traffic Control
- Technology – Computers, Printers, Equipment

For more detailed information regarding KCDA product and service contracts click on the Awarded Contracts tab at [www.kcda.org](http://www.kcda.org).





## *Receiving and Checking in your Order*

### **Accepting Delivery**

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KCDA suggests that members verify shipments as they are received.

#### **Check for Shortages and Damaged Cartons**

To verify delivery of all pieces, use the KCDA packing slip provided with the shipment. The responsible individual should verify the total number of cartons received against the number of cartons KCDA listed on the packing slip. Additionally you must check for visible box damage.

- If you Find Missing or Damaged Cartons - If cartons are missing or damaged, you must note the problem on the delivery receipt at the time of delivery. The carrier will not pay freight claims and therefore you may not receive credit unless this information is noted on the Bill of Lading. Please retain a copy for your records and contact KCDA Customer to report the claim.

**The driver is required to wait until you verify receipt of all boxes.**

#### **Delayed Check-in**

If there will be a delay checking in the merchandise, please secure the shipment so unauthorized personnel, who may be anxious for their merchandise, cannot remove items.

#### **Packing Slip**

KCDA provides a packing slip for each shipment; this packing slip may contain multiple orders. Each Order/PO/Mark-For has its own page(s) and lists products and quantities shipped. Each "Mark For" is packaged separately with the box number for each item printed on the corresponding packing slip.

#### **Box Labels**

Boxes have a label on the outside which references your purchase order number, the mark for and all items packed inside that box.

#### **Sorting Orders**

Individual orders can easily be sorted using the "Mark For" on each carton. Once sorted, the orders will be ready for delivery to the appropriate classroom.

#### **Verifying Items in Each Box**

Check the contents of each carton against the packing slip or box label to verify all merchandise has been received.

## *Invoices*

### **Understanding Your Invoice**

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#### **Invoicing**

An invoice is created at the time of shipment. At your request, invoices can be faxed, e-mailed or mailed to a designated District person. Many districts are setting up a general accounts payable mailbox allowing access to all those reviewing invoices.

#### **Back Orders**

Each invoice indicates any items remaining to be shipped.

#### **Member Price**

Each item shipped will list the member pricing. This pricing will include all KCDA Service fees including shipping for items to Washington, Oregon and Idaho members from the KCDA warehouse. Shipping is prepaid and added to invoices for member in other states. The KCDA catalog and order forms reflect delivery pricing for Washington Members.

#### **Extended Amount**

The extended amount will include all charges except tax.

#### **Tax**

Tax is charged only on the KCDA cost of each item. KCDA Service Fee is not taxed.

#### **Payments**

Payments should include the invoice numbers and the amount being paid against each invoice. Invoices will indicate due date.

#### **Procurement Cards**

Orders may be charged to district procurement cards, MasterCard or Visa.

#### **Past Due Accounts**

KCDA will assess an additional service fee of 1% on all balances more than 30 days past due. The accounts payable department of the district will be notified if an account is one to 30 days past due. Both the accounts payable department and the business manager or assistant superintendent will be notified of accounts that are more than 60 days past due. KCDA's Executive Director will contact the district superintendent if bills are more than 90 days past due.

#### **Scheduled Orders**

KCDA sends an invoice when the merchandise is shipped.

#### **Vendor Direct Shipments**

KCDA invoices our members once the item(s) have shipped and we have received an invoice from the vendor/ manufacturer. Please notify KCDA if your district needs an invoice earlier.

*Returns and Discrepancies***Warehouse Items**

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**Missing or Damaged Cartons**

If cartons are missing or damaged, please note the problem on the Bill of Lading at the time of delivery and notify KCDA immediately. The carrier will not be responsible for missing items or freight damage unless this information is noted on the Bill of Lading.

**Missing Product or Concealed Damage to Product**

If items are missing or damaged in a carton, please notify KCDA within 20 business days of receipt of an order or by September 30 for merchandise delivered in June, July, or August. Claims received after the deadline may be charged return freight and a restocking fee.

**Items Ordered Incorrectly**

No fault return policy applies to warehouse items only. Please notify KCDA within 20 business days of receipt of an order or by September 30th for merchandise delivered in June, July, or August. Claims received after the deadline may be charged return freight and a restocking fee or may not be considered due to product expiration dates. Returned merchandise must be in new condition and in the original packaging.

**Vendor Direct and Special Order Items**

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**Missing or Damaged Cartons**

If cartons are missing or damaged, please note the problem on the Bill of Lading at the time of delivery and notify KCDA immediately. The carrier will not be responsible for missing items or freight damage unless this information is noted on the Bill of Lading.

**Missing Product or Concealed Damage to Product**

If items are missing or damaged in a carton, please notify KCDA within 10 business days of receipt of an order. [Click here for RMA link.](#) Claims received after the 10 day period will be at the sole discretion of the KCDA vendor and be subject to the vendor's return policy.

**Items Ordered Incorrectly**

Subject to the vendor's return policy including but not limited to a restocking fee and return freight.

**Return Authorization**

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When requesting return authorization or reporting any discrepancies, include the following information:

- Purchase order number.
- District name and ship-to location.
- KCDA invoice number/order number/cart number.
- KCDA item number and item description.
- Quantity (units).
- Reason for the return or details of the discrepancy.
- Contact name, email, and phone number of the person requesting the RMA.
- RMA forms are available on our website [www.kcda.org](http://www.kcda.org), click on contact KCDA then click on the Return Authorization Request link. You have the choice to Print and Fax the form or submit electronically to KCDA .

All returns must have a KCDA Return Memo Authorization Number (RMA number) on the outside of each carton. Once issued, Return Memo Authorization Numbers are valid for 30 days.

KCDA will e-mail call tags. This enables speedy return and credit for returned products. All you need to do is print out the e-mailed return label, attach it to the box and hand it to the driver during the next delivery for return to KCDA.

In order to receive credit returned merchandise must be in new condition, original packaging and a complete unit. If the return or exchange meets these criteria and is received by KCDA within 30 days of invoicing, full credit will be issued. Items returned after the 30 day period may be assessed a restock fee.



### This page contains the following:

#### Contact KCDA

- Staff Directory
- Special Item Request
- Summer Delivery Request
- Return Authorization Request
- Questions About my Order
- Subscribe

#### Ordering Information

- Supply Link On Line Ordering
- Supply Link Instructions
- Order Forms
- Paper Catalog

#### Awarded Contracts

- KCDA Contracts
- KCDA Bid Process
- Public Works Procedures

#### WESPac E-Commerce

- Supply Link/WESPac Setup
- WESPac Tutorial

#### Capital Projects

- Capital Projects Fair
- Agreement
- Worksheet
- Public Works Procedures
- Products
- Evaluation Survey
- Sample Letter

#### Pending Bids

- Current Vendor Bids
- Bid Schedule
- Vendor Sustainability Form
- Vendor Bid Application

#### About US

- Overview
- How to Reach Us
- Member Support and Services
- Ordering From KCDA
- Capital Projects
- Public Works Procedures
- Receiving and Checking in Your KCDA Order
- Understanding Your Invoice
- Returns and Discrepancies
- Frequently Asked Questions

#### Membership

- How to Become a Member of KCDA
- List of KCDA Members

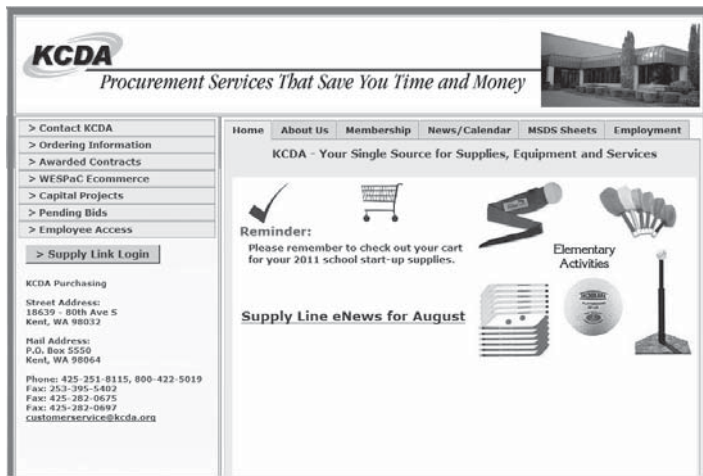
#### News/Calendar

- Event Calendar
- Free Drawing
- Most Popular Product Flyers
- Supply Line eNews
- Publications
- Brochures
- Supply Line Newsletter
- KCDA Printable Calendar
- Paper Catalog Corrections
- Safari User Information

#### MSDS Sheets

#### Employment

#### Supply Link Login Gold Button



### Some exciting things to remember about Supply Link:

Prices for immediate delivery are firm, although due to the volatile nature of pricing, furniture and food items are excepted.

- Budget codes may be entered for each line with totals displaying at the bottom of the page.
- The page marked specials contains items at greatly reduced prices.
- The site will accept orders with Purchase Order numbers or credit cards.
- The site is secured by Verisign.
- Order Templates can be created for frequently ordered items.
- You can schedule delivery of orders by indicating date needed when creating a cart.
- Be sure to use today's date if an order is requested immediately.
- Availability, when you check out your cart a message will let you know that all items are available to ship.
- Should an item be temporarily unavailable, a message will allow you to continue with checkout or make changes before submitting your order.
- Remain logged in all day, this will allow you to perform other duties without being logged off.
- Have Supply Link remember your user name.

# 2011 KCDA CATALOG

## *KCDA Supply Link*

Supply Link is KCDA's on-line catalog. This secure site is easy to use with custom approval set-ups based upon the needs of our members.

### Registration

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Before using the KCDA on-line catalog to place orders, you must register.

#### To Register

- Go to the KCDA web site at [www.kcda.org](http://www.kcda.org).
  - Scroll over Ordering/Supply Link, click on the gold Supply Link Login button.
  - This will take you to the Member Login window (below).
1. Click the "Register as a new Buyer" link. You will see a registration window with several blanks to fill. Complete the registration form by clicking the blank boxes and typing in the information. Where there is an arrow next to a box, you can click the arrow to see a drop-down menu of choices and select the correct one. Note that items marked with an asterisk (\*) MUST be completed. Also, choose a "Username" that is unique and won't be duplicated by another buyer, such as a Username that includes your full name with middle name or middle initial. After the form is filled in, click the submit button.

KCDA will e-mail conformation of your registration within 48 hours.

1. Register as a new Buyer

Keep me logged in all day. This will allow you to access Supply Link during the day without being timed out.

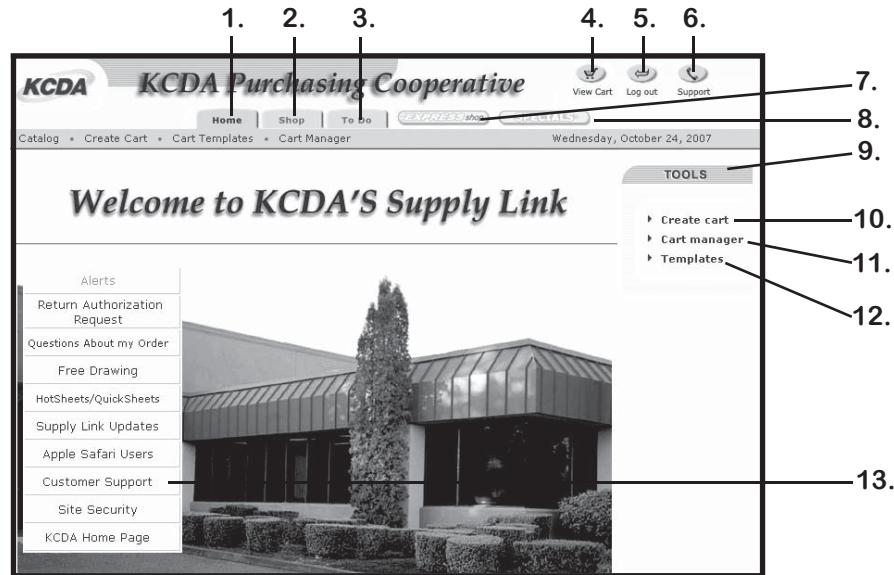
Remember my username. Your computer will remember your username each time you login.

# 2011 KCDA CATALOG

## *KCDA Supply Link, Continued*

### Supply Link Home Page

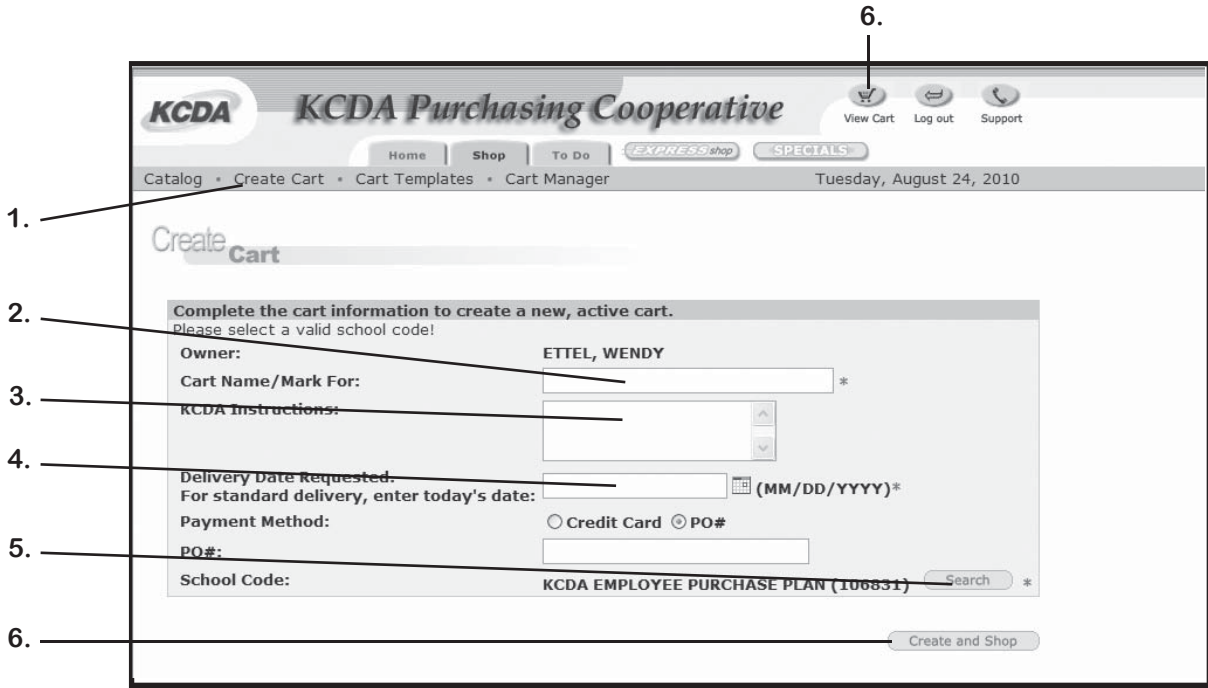
After you log on, the catalog Home page will open. Here you will find links to all of the tasks you need to perform. Below is a snapshot of the catalog Home page followed by a description of its features.



1. **Home** - Click the Home tab at any time during your shopping process to return to the window shown above the starting point of the catalog.
2. **Shop** - Click the Shop tab to access the catalog, create shopping carts, access shopping cart templates and track the status of your shopping carts.
3. **To Do List** - Click the To Do List tab to see carts needing your approval.
4. **View Cart** - Click the View Cart button to view the contents of your active shopping cart. Here you can remove items, modify quantities, continue shopping or check out the cart.
5. **Log Out** - Click the Log Out button to leave the KCDA on-line catalog. Clicking the button will take you back to the Member Login page.
6. **Support** - Click the Support button for KCDA Customer Service contact information as well as on-line help, including frequently asked questions (FAQs) and a printable user's guide.
7. **Express Shop** - Click the Express Shop button if you know the KCDA numbers for all the items you wish to buy. You can simply type in the KCDA item numbers and quantities and skip browsing and searching.
8. **Specials** - Click here to view products at reduced prices.
9. **Tools** - The Tools box informs you when you have items to complete on your To Do List.
10. **Create Cart** - Click the Create Cart link for a shortcut to the Create Cart function on the Shop tab. Here you create a new shopping cart, which is the starting point in the purchasing process.
11. **Cart Manager** - Click the Cart Manager link to track the status and history of all shopping carts that have been created. Here you can locate a specific shopping cart or switch from using one cart to another.
12. **Templates** - The Cart Templates link takes you to any shopping cart templates that you previously designed. Cart templates can be used to quickly shop for frequently ordered items, because you can bundle those items in shopping carts ahead of time.
13. **Hyperlinks** - Click the Customer Service link to go to the Support window with tips, FAQs, and contact information; click the Select a Cart link to go to the Cart Manager; click the View Active Cart link to see the shopping cart that is active (if there is none, it will take you to the Cart Manager); or click the To Do List link to see the list of items to be completed.

**Shopping**

In order to begin the purchasing process, you need to have an active shopping cart. When you click the Shop tab, the Catalog will automatically open with the “active” shopping cart ready to take additional orders. If there is no active shopping cart or if the active cart is not the cart you wish to use, you will need to create a cart or select the cart you wish to use from the list available.



**Create Cart**

Each order requires a shopping cart. If you do not have an active cart or a cart template that you wish to use, you need to create a new cart.

**To create a cart**

1. On the Shop tab, click the Create Cart link. The window above will appear.
2. Enter who the packages should be “marked for.”
3. You may enter information regarding shipping here for KCDA.
4. Indicate in the date requested box when you would like to receive the order. A calendar is available for easy date selection. HINT: For immediate delivery enter today's date.
5. If your location does not display your school code - use the search feature to find your school code. You need only enter the first few letters of your school name.
6. When the information is complete and correct, click the Create and Shop button. This will bring up the Catalog window, where you can browse or search for products. When you create a cart, the new cart receives “active” status, and any previously active cart is automatically “parked”. To view the contents of your cart at any time, click the View Cart Button.

# 2011 KCDA CATALOG

## KCDA Supply Link, Continued

### Catalog

The process of selecting products occurs in the Catalog section of the Shop tab. There are three means of searching the thousands of items in the KCDA Catalog to locate a specific product: run a search by product, use the advanced search, or click through product categories and subcategories.

### Express Shop

If you know the KCDA numbers for the items you wish to purchase, the quickest way to shop is to use the Express Shop feature. If you do not know the KCDA item numbers, you need to use the catalog search.

1. Points to the 'EXPRESS shop' button.

2. Points to the 'KCDA No.' and 'Qty' input fields.

3. Points to the 'Add' button.

4. Points to the 'Account Code' input field.

Row No.	Account Code	Qty	Update	KCDA No.	Product Description	Unit Price	Total
4		3	Update	12550	Drawing paper, 9"x12", 60#, manila, recycled.	4.46 Ream	13.38
3		2	Update	84998	Square Chiseled Stroke Paint Brush, Size 150, bleached white bristle. **Brush not shown at actual size**	6.24 Each	12.48
2		3	Update	84913	Script paint brush, size 4, red sable.	17.15 Each	51.45
1		5	Update	84906	Script paint brush, size 2, red sable.	11.31 Each	56.55

Sub Total:	133.86
Tax:	9.30
Total:	143.16

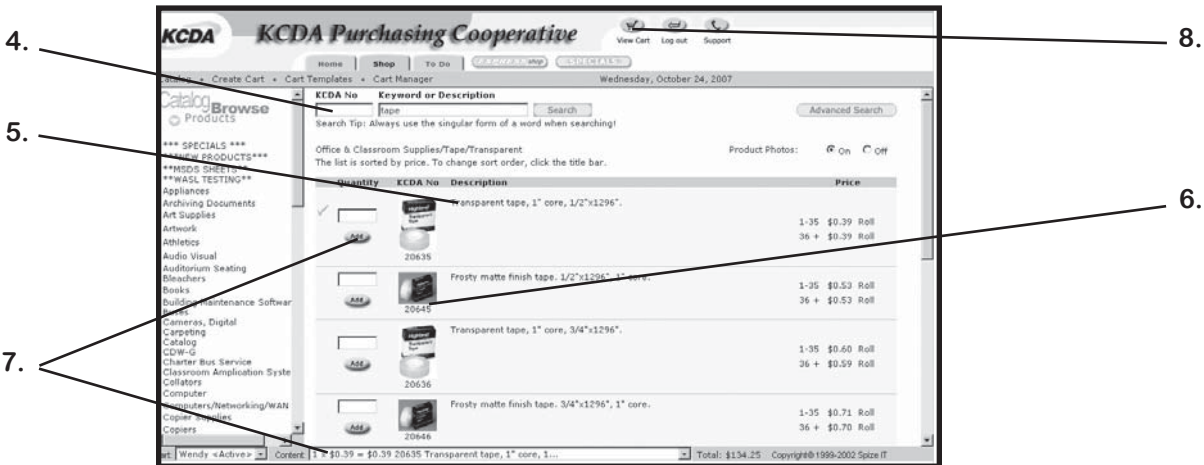
1. Once you have accessed the desired shopping cart, click the Express Shop button when you are in the Shop tab. Or click the Express Shop button located on the Home page or in the active Shopping Cart window.
2. Enter the KCDA item number and quantity you would like to purchase in the KCDA No. and Qty boxes.
3. Click the Add button. The Cart Contents list will be updated to reflect the item added to the cart. To elect additional items by KCDA number, repeat these steps.
4. Account Codes: Following each quantity field you will see a box for an Account Code. This field is optional and may be used if you would like to capture the total by account code for each order. After entering the items you wish to order, you may print out your cart. The bottom of the page will list the dollars spent for each account code.

### Search for a Product

The catalog Search feature allows you to locate items by type of product or brand name.



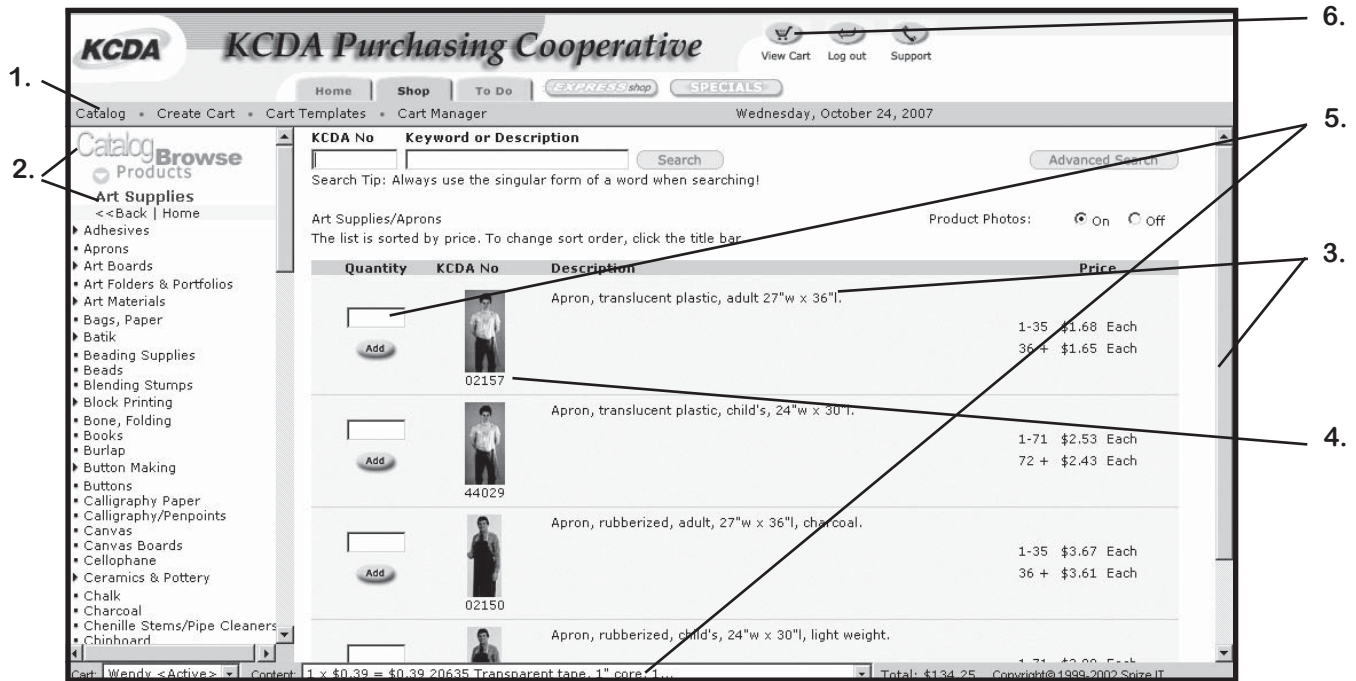
- Once you have accessed the desired shopping cart, click the Catalog link located on the Shop tab or scroll to the bottom of the active Shopping Cart window and click the Continue Shopping button. This will bring up the Catalog window.
- Type a product description or a brand name you wish to locate in the Enter Product or Brand box and then click the Search button.
- The search results may be a list of categories and subcategories containing items with that description (shown above) or a list of items that meet that description (shown next page-skip to step to step 4 if your search nets a list of categories, click the line that best fits the description of the item you are seeking, and a window similar to the following will appear.



- If you wish to search by KCDA item number you may enter that here.
- Product descriptions and quantity pricing will be provided for all products in the category you selected. Use the scroll bar on the far right side of the window to view the entire list.
- If you wish to see more detailed information about the item before selecting it, click the KCDA item number below the product photo.
- Once you locate the item you are looking for, enter the desired quantity in the box provided and click the Add button. A check mark will appear next to the item that you selected, and a new line will appear in the drill-down menu at the bottom of the window. Click the arrow of this drill-down menu at any time to see the contents of the active cart. Repeat steps 1-5 to continue searching this way for products.
- If you wish to see the contents and description of this active cart, click the View Cart button and the Shopping Cart window will appear. From the Shopping Cart window, you may edit your order, proceed to checkout, continue shopping, create a template or perform other tasks.

### Browse Categories

The Browse Products feature allows you to locate items based on a series of categories and subcategories.



1. Once you have accessed the desired shopping cart, click the Catalog link located on the Shop tab or scroll to the bottom of the Shopping Cart window and click the Continue Shopping button.
2. Use the scroll bar in the left column to locate the category of the item you wish to purchase. Click the category name and all subcategories will be listed. An arrow next to a category indicates that sub categories exist. A bullet point indicates there are no additional subcategories. Once you have located the category that most closely fits the product you wish to purchase, click that line. To close the drop-down menu of categories, click the back link.
3. Product descriptions and quantity pricing will be provided for all products in the subcategory you choose. Use the scroll bar on the right side of the window to view all the products.
4. If you wish to see more detailed information about an item before selecting it, click the KCDA No. under the product photo.
5. Once you locate the item you are looking for, enter the desired quantity in the box provided and click the Add button. A check mark will appear next to the item that you selected, and a line will appear in the drill-down menu at the bottom of the window. Click the arrow of this drill-down menu at any time to see the contents of the active cart. Repeat steps 2-5 to locate another product.
6. If you wish to see the contents and description of this active cart, click the View Cart button and the Shopping Cart window will appear. From the Shopping Cart window, you may edit your order, proceed to checkout, continue shopping, create a template or perform other tasks.

KCDA Supply Link, Continued

Print Cart

You may print a hard copy of items in your cart at any time during the purchasing process.

1.

**KCDA Purchasing Cooperative**

View Cart Log out Support

Home Shop To Do EXPRESS shop SPECIALS

Catalog Create Cart Cart Templates Cart Manager Wednesday, October 24, 2007

**Shopping Cart**

**Cart Information** Edit

Cart No: 13521  
 Cart Name/Mark For: Wendy  
 Buyer: WENDY ETTTEL  
 Email: WETTEL@KCDA.ORG  
 Cart Status: Active Cart - Shopping  
 Delivery Date Desired: 10/11/2007

KCDA Instructions: Art Supplies  
 School Code: KCDA EMPLOYEE PURCHASE PLAN (106831)  
 PO#: 13285 Update

Comments - District Comments - Please note these comments cannot be viewed by KCDA. Add Comment

**TOOLS**

- Shop
- Check out
- Park Cart
- Cancel Cart
- Save as template
- Show Workflow
- Print Order

Go To EXPRESS shop

If you already know the product number use the Express Shop for quick order entry.

**Request Non-Standard Part**

Qty Description Add

Can't find what you need? Enter a manufacturers number, a KCDA non standard number or a brief description. KCDA will contact you with pricing and availability.

**Cart Contents**

Items in red are Obsolete  Show Obsolete Items  
 When order is complete, click on checkout.

Row No	Account Code	Qty	KCDA No.	Product Description	Unit Price	Total
1		5 Update	84906	Script paint brush, size 2, red sable.	11.31 Each	56.55
2		3 Update	84913	Script paint brush, size 4, red sable.	17.15 Each	51.45
3		2 Update	84998	Square Chiseled Stroke Paint Brush, Size 150, bleached white bristle. **Brush not shown at actual size**	6.24 Each	12.48
4		3 Update	12550	Drawing paper, 9"x12", 60#, manila, recycled.	4.46 Ream	13.38
5		1 Update	20635	Transparent tape, 1" core, 1/2"x1296".	0.39 Roll	0.39

Sub Total: 134.25  
 Tax: 9.33  
 Total: **143.58**

Pricing includes delivery to Washington, Idaho and Oregon Members

**Account code summary**

Code	Lines	Items	Sub total	Tax	Total
	5	14	134.25	9.33	143.58

Checkout

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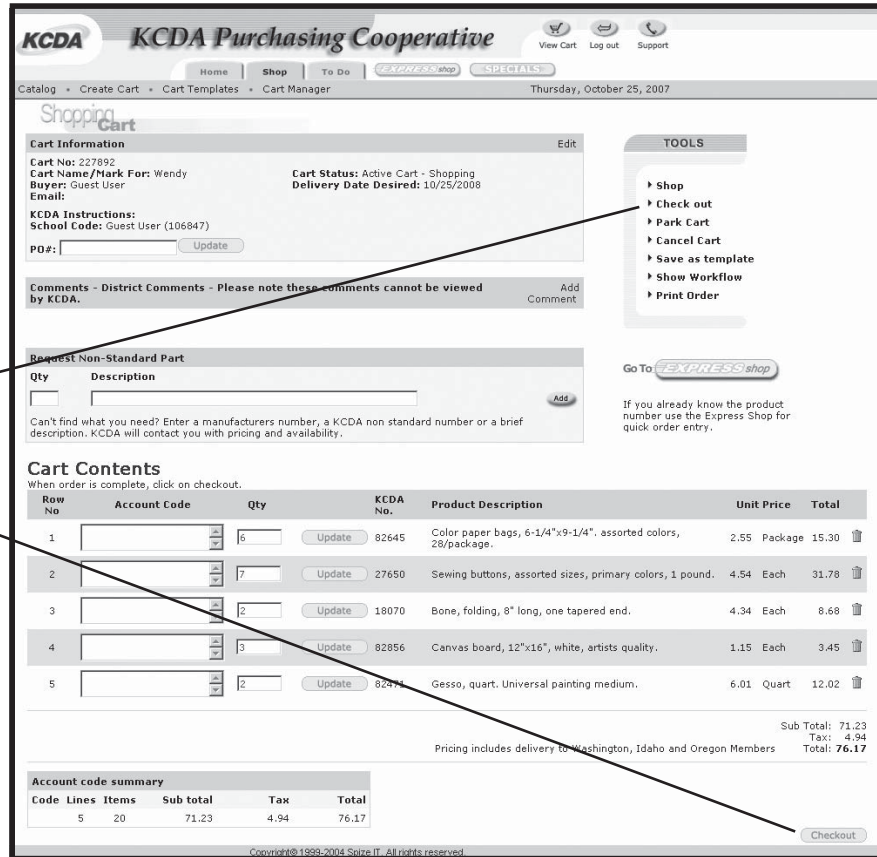
1. View Cart-You may print your order from the view cart window.

# 2011 KCDA CATALOG

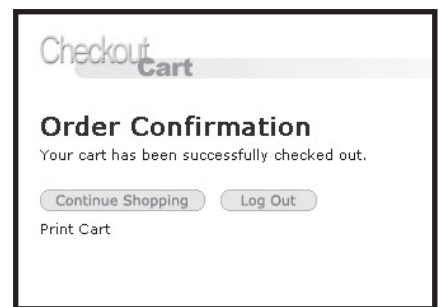
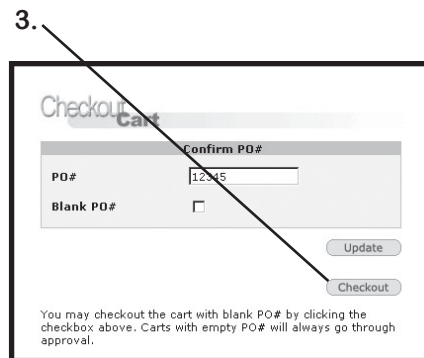
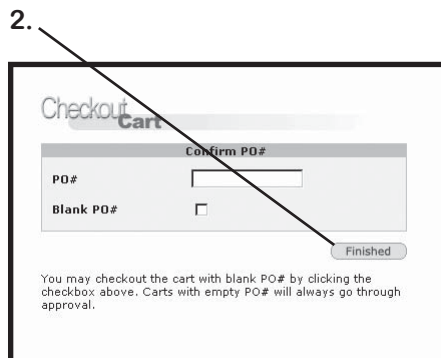
## KCDA Supply Link, Continued

### Check Out

After you have selected all of the items you wish to purchase, you are ready to check out. Only an active shopping cart may proceed to checkout, so you may need to activate the cart with the order you wish to submit. A cart will be available until you check it out.



1. In the active Shopping Cart window, click either the check out cart button in the Tools box or scroll down and click the Checkout button at the bottom of the window. This will bring up a Checkout Cart window asking you to confirm your purchase order number or add your credit card information.



2. If you have not entered a PO or are purchasing using a credit card, this window will ask you to confirm your purchase order information. You must have a number in the PO# box or a check mark in the Blank PO# box in order to proceed. When you are ready, click the finished button.

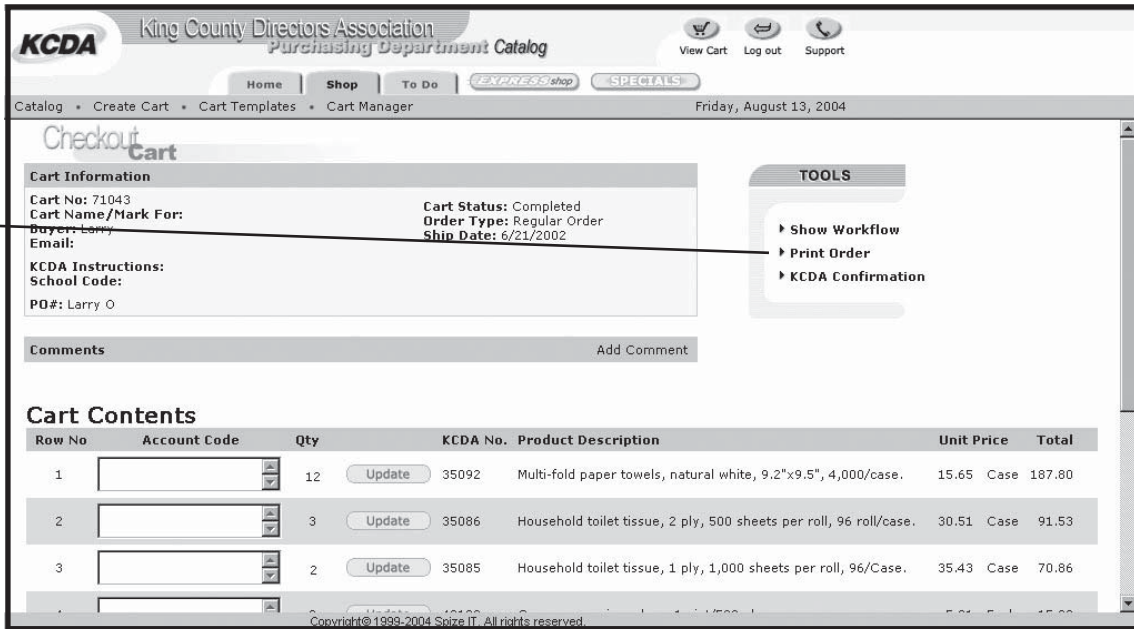
3. A confirmation window will appear and the cart status will change to a level of "pending cart approval" in your Cart Manager list. Once this cart is opened by an approver it can be modified and approved.

# 2011 KCDA CATALOG

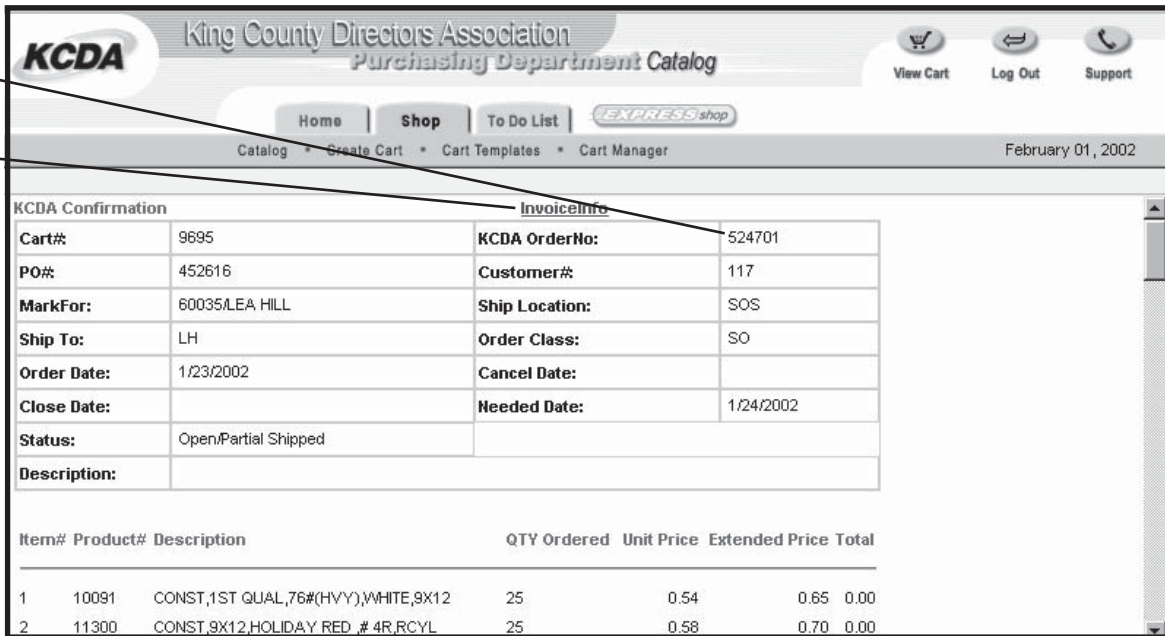
## KCDA Supply Link, Continued

### Order Confirmation and Invoicing

Approximately 30-60 minutes after your order reaches KCDA a confirmation will appear.



1. KCDA Confirmation – Once you check out your cart, KCDA sends an order confirmation back to you. To access this confirmation, open the cart, select KCDA Confirmation and select Print Confirmation. This confirmation will include the KCDA Order Number and confirmed pricing for orders shipping immediately.
2. Your KCDA Order number will display on the top right of the screen. Pricing on this confirmation for orders shipping immediately are firm and will be reflected on your invoice. Food and furniture items are excepted. You will be contacted should this pricing vary more than 10%.



3. Once your order has been invoiced you may also view and print a copy for your records.



# 2011 KCDA CATALOG

## KCDA Supply Link, Continued

### Approver Instructions

Shoppers have access to Supply Link 24/7 from any computer. Once a cart is checked out by a shopper the following will occur:

You will receive an e-mail notification from KCDA that a cart needs your attention. A cart cannot reach KCDA until you have approved it.

### Approving carts from your “To Do List”

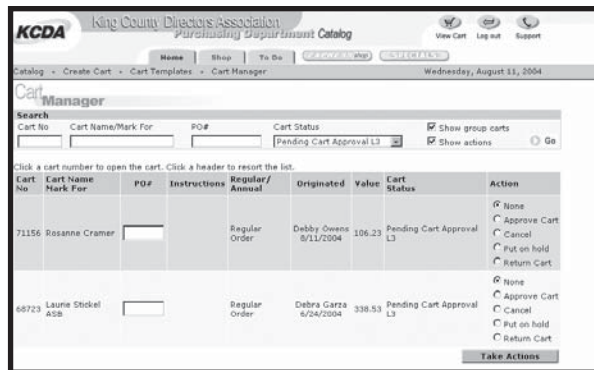
Sign on to Supply Link using your user name and password. Please keep your password confidential so you remain the only one with approval authority.

Click the “To Do” button near the top of the screen. The cart(s) requiring approval will be listed.

Click on the cart you want to look at. The cart will appear just like when you create your own cart, but your “Tools” will now be different. Instead of “shop, park, check out, etc.”, your tools allow you to:

- **Approve the cart**, add a PO# and click the update button next to the field. Then click “Approve Cart”. Depending on how your district is set up, the cart will go on to the next level of approval or directly to KCDA.
- **Cancel the cart**, it is terminated and will no longer function.
- **Modify** To a carts contents, click “Modify Cart”. You may now change quantities, add or remove items.
- **Edit Cart**: To make changes to the cart header, click the “edit” key in the upper right corner of the blue field. Make your changes and click the “update” key in the lower right corner to save the changes.
- **Return the Cart** to the sender by clicking this button. To add a comment or instructions prior to sending a cart back click “add comment” under the blue field. Enter comment and click “save” then click “close”. When you “Return the Cart”, the person getting it back will receive e-mail notification it has been sent back. They may then read your comments, make changes, and resubmit it
- **Put on Hold** will park the cart until it can be processed.

When you have made all changes needed click “End Modify” in your tools to save changes.



### Approving carts from your Cart Manager

This feature allows you to process multiple carts at one time. Click on your “Cart Manager”.

- Select the “Open Cards” status
- Check “Show Group Carts”
- Check “Show Actions”
- Check “Go”.

A list of carts will display.

- You may add PO numbers
- Then click on the appropriate action.
- Click the “Take Action” button” on the bottom of the page.

*HINT:* You may sort items by numeric order by clicking “KCDA #” in the blue bar above the cart contents. Click once for item numbers ranging highest to lowest and a second time for lowest to highest (same order as KCDA packing slips and invoices).

### **Top 10 things you can do to help KCDA keep your costs down**

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1. **KCDA your Purchasing Cooperative** – KCDA is a unique operation. Unlike commercial vendors, we are a non-profit cooperative owned by school district in Washington State. Working together to build the strength of the cooperative will benefit all members large and small.
2. **Look to KCDA First** – The greater the volume of business going through KCDA, the lower costs will be from our vendors. KCDA passes this cost and saving directly to you.
3. **Count Your Boxes Upon Delivery** – The driver must wait while you count. If you are missing a box or one is damaged, sign lost or damaged. KCDA can then file a claim recover the value of the items and credit your account.
4. **Order as Needed** – Although many schools use start up orders, the trend is to order as needed through out the year. To make your PO's more cost effective we suggest considering ordering once a week or once a month consolidating your needs?
5. **Use KCDA Supply Link** – KCDA accepts phone, fax and mail orders. However, for the most complete and up to date information we recommend using Supply Link our e-commerce site. Supply Link is updated daily, offering color photos and detailed description that will help you select the items you need.
6. **Order Carefully** – KCDA offers a no fault return policy. This can become very costly since the cost to return and process items must be covered by all members.
7. **Call if you are Unsure** – If you have questions about an item call our Customer Service Department for more specifications. We can help you locate exactly the item you need. Additionally, if you require a large quantity of an item not previously purchased, we would be happy to ship one for approval. Once approved, the remainder of the order can be delivered. If it does not meet expectations, it is easier to return 1 than 200.
8. **Pay Invoices in a Timely Fashion** – Most of KCDA's members pay in an expeditious manner. We must pay our vendors upon receipt of product; prompt payment by members helps this process.
9. **Consider Receiving all District Invoices by Fax or e-mail** – This speeds delivery of invoices and saves postage. To request this service contact KCDA Customer Service at [customerservice@kcda.org](mailto:customerservice@kcda.org).
10. **Subscribe to KCDA's Supply Line eNews** – Sent monthly, electronic newsletters will help keep you informed regarding market trends, allowing you to time purchases to your best advantage. To sign up, go to [www.kcda.org](http://www.kcda.org), click on Contact KCDA and then click the Subscribe tab.

