

Extended - 2010 Spring IEC AV/Computer Co-op - <http://www.iec-ia.org/> or <http://av.co-op.k12.ia.us>

- **Browse** - You will be able to "Browse" the catalog by going to the online site – no password required. All Product Headings and Sub Headings are now alphabetized.
- **Login** - If you have never used the system login as a 'New User'. Use the same email and password if you have used this system in the past 2 years. If you cannot remember your password, contact Mary Allaman and your password will be sent to you. Using the online system will help you create a PO or you can use the information to create your own purchase order.
- **Print** - There is a link to a 'PDF' version of the catalog provided and is on the co-op home page. Click on it to view or print the catalog as a whole or one of its parts. A PDF worksheet is also provided to help create an offline requisition.
- **Create an Online Requisition** - Login and save items that you wish to purchase to your cart. All items saved to your cart will be there until the end of the current co-op cycle. Please read and follow the direction listed with the online catalog.
- **Create a Purchase Order** – Authorized Purchaser logging in can create one or multiple 'Order Profiles' that provides us with your billing and shipping information. By utilizing the online system, the computer will do most of the work, sorting and printing each order by vendor. **All Authorized Purchasers should insure that existing profiles include up-to-date shipping and billing information.** The system will print out a vendor's order that may be stapled to your purchase order without re-typing that information. **It is not necessary to attach your Purchase Order if you have included your Federal ID# (saved in your profile), Purchase Order #, and an Authorized Purchaser's signature on the Completed Order Sheet.**
- **Transfer Requisitions to Orders** - Items from other user's requisitions can easily be transferred to an authorized purchaser's order. If you need help with this contact Mary Allaman.

We urge you to use and place orders using the online catalog. The online system was designed to save you time and energy and collect statewide data on all orders processed. We realize the online process may not work for some.

We will accept school purchase orders even if the online system is not used. Purchase orders should still be made out to a vendor and sent to the IEC AV/Computer Co-op. The order will be logged in for you. This may delay your order. To speed up the ordering process, please indicate that you did not use the online system. If not using the online system, **all items should be selected and then identified on the purchase order by its IEC Order Number as well as listing the make and model.** Purchase orders are to be made out to the Co-op vendors listed online.

All purchase orders must be sent to: IEC AV/Computer Co-op, Fax 319-752-7525 or 3601 West Avenue Road, Iowa, 52601. IEC staff will then forward purchase orders to vendors.

The online order system will remind you of any purchase order under \$25.00. Those may be charged a reasonable shipping fee by the vendor. All purchase orders over \$25.00 ship for free. Consolidation of orders for a building or district will help eliminate such additional fees. Other items from that vendor are available immediately by clicking the 'Additional Items' link allowing you to add items and take advantage of free shipping.

All orders must be sent to the IEC AV Co-op by Tuesday , September 28, 2010. Orders will be processed and sent to vendors the week received

Finally, check the vendor list to see if the vendor requires that their bid number appear on the purchase order.

Other IEC purchasing opportunities are available at <http://www.iec-ia.org/>

For more information or help using the online co-op catalog contact Bud Carruthers, Coordinator, bcarruthers@iec-ia.org, ext 1157 or Mary Allaman, Secretary, mallaman@iec-ia.org, ext 1287
Phone 319-753-6561, Fax 319-752-7525