

# HOW TO TRANSFER A CART IN EQUALLEVEL MARKETPLACE

This is the Home Page for Plano ISD. Click on the "World" Icon on the vendor to access website.

PLANO Independent School District

Veronica Couzyne | Transferred Carts | Orders | Quotes | Support |

All | Search by keyword or part number | | Supplier Sites

Home

All Suppliers

Athletics and Physical Education

Classroom Supplies

Office Supplies

Welcome

PLANO Independent School District

Welcome to the Plano Independent School District Marketplace.

All Suppliers

amazonbusiness

BLICK art materials

CDWG

completebook.com BOOKS, PUBLICATIONS & MEDIA FOR THE EDUCATOR

Dym-Rauch OFFICE SUPPLIES

GOPHER SPORT

GRAINGER

Lakeshore

limitless OFFICE PRODUCTS

Office DEPOT OfficeMax

School Specialty.

STAPLES

## Search for items - Add to Cart - Check Out

Office DEPOT




Search by Keyword or Item# | | Order By Item |

My Account | Orders | | Quick Order | My Lists | Cart | 4 Items | \$123.74

Office Supplies | Paper | Ink & Toner | Breakroom | Cleaning | Technology | Furniture | School Supplies | Print + Copy | Services

Home / Find Your Product


The items listed below were added to your shopping cart:


Description	Your Price/unit	Qty.
 Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Item # 810838 Entered Item # 810838 ▶ BEST VALUE ECO Eco-conscious Recycled content	\$4.90 /box	3
 Scotch® Magic™ 812 Greener Invisible Tape, 3/4" x 900", Pack Of 10 Rolls Item # 452913 Entered Item # 452913 ▶ BEST VALUE ECO Eco-conscious	\$15.98 /pack	3
 Post it® Notes Super Sticky Notes, Pop-Up, 3" x 3", Canary Yellow, Pack Of 12 Pads Item # 428468 Entered Item # 428468 ▶ BEST VALUE	\$10.95 /pack	2

Continue Shopping

SHOPPING CART | **CHECK OUT**

Customers with Similar Interests Also Viewed

 Sharpie® Permanent Ultra-Fine Point Markers, Black, ...  
★★★★★ 254 reviews  
\$11.79 **\$8.19** / dozen

 Office Depot® Brand Chisel-Tip Highlighter, Fluorescent  
★★★★★ 243 reviews

This will bring the cart back in the EqualLevel Marketplace- Click on Transfer Cart (**DO NOT EMAIL ITEMS**)

Successfully imported 4 item(s)

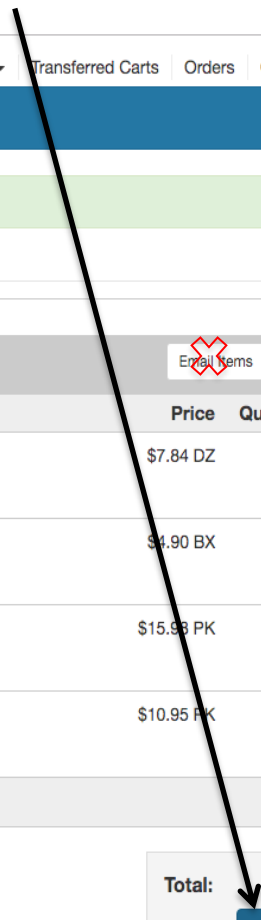
### Shopping Cart

Displaying 1 - 4 of 4 results

<input type="checkbox"/>	Item	Price	Quantity	Item Total
<input type="checkbox"/>	<b>Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 Markers</b> Office Depot (Supplier Part # 203349)	\$7.84 DZ	5	\$39.20
<input type="checkbox"/>	<b>Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100</b> Office Depot (Supplier Part # 810838)	\$4.90 BX	3	\$14.70
<input type="checkbox"/>	<b>Scotch(R) Magic(TM) 812 Greener Invisible Tape, 3/4 x 900, Pack Of 10 Rolls</b> Office Depot (Supplier Part # 452913)	\$15.99 PK	3	\$47.94
<input type="checkbox"/>	<b>Post it(R) Notes Super Sticky Notes, Pop-Up, 3 x 3, Canary Yellow, Pack Of 12 Pads</b> Office Depot (Supplier Part # 428468)	\$10.95 PK	2	\$21.90

Copy Selected | Remove Selected

Total: **\$123.74**  
[Transfer Cart](#)



When the cart is transferred, EqualLevel Savings Advisor (ELSA) will compare pricing with other vendors within the Marketplace.

You may replace the item in your cart with a lesser-priced item.

To select the Suggested Item for the markers below click “Replace”.

**If the lesser-priced item is NOT selected, select the justification from the options listed. This is required and critically important when using Federal Funds.**

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Your cart is already optimized, click Continue to proceed

### Cart Optimization

Alternatives were found for 4 items in your cart. 1 replacement is suggested.

Current Item	Suggested Item
<b>Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 Markers</b> Office Depot (203349)	<b>Office Depot Brand Permanent Markers Fine Point 100 Recycled Black Ink Pack Of 12 - Office Depot</b> Office Depot (781242) 12 per Dozen Save 66%
\$7.84 / Dozen Quantity: 5	\$2.64 / Dozen
<input type="text" value="(Select a justification for not purchasing the suggested item)"/>	<input type="button" value="Replace"/> <input type="button" value="Compare (8)"/>
<b>Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100</b> Office Depot (810838)	<input checked="" type="checkbox"/> Suggested item is in your cart 6 alternatives found
\$4.90 / Box Quantity: 3	Savings: 73-87%
<input type="checkbox"/> Add Comment	<input type="button" value="Compare (6)"/>
<b>Scotch(R) Magic(TM) 812 Greener Invisible Tape, 3/4 x 900, Pack Of 10 Rolls</b> Office Depot (452913)	<input checked="" type="checkbox"/> Suggested item is in your cart 1 alternative found
\$15.98 / Pack Quantity: 3	Savings: 36%
<input type="checkbox"/> Add Comment	<input type="button" value="Compare"/>
<b>Post it(R) Notes Super Sticky Notes, Pop-Up, 3 x 3, Canary Yellow, Pack Of 12 Pads</b> Office Depot (428468)	<input checked="" type="checkbox"/> Suggested item is in your cart 2 alternatives found
\$10.95 / Pack Quantity: 2	Savings: 44-71%
<input type="checkbox"/> Add Comment	<input type="button" value="Compare (2)"/>

**Current Total: \$123.74**

THE JUSTIFICATION OPTIONS ARE AS FOLLOWS:

- The suggested item is similar to my selected item, but not exact match.
- The suggested item is not similar to my selected item and not an appropriate match.
- The suggested item is a different unit of measure, pack quantity, or minimum order quantity.
- The suggested item is more expensive than my selected item.
- The suggested item is from a supplier that will have a greater shipping cost or longer shipping time.
- The suggested item is from a different supplier than other items in my cart.
- Other

Once the final selections are made, click “Continue”.



All

Your cart is already optimized, click Continue to proceed

### Cart Optimization

Alternatives were found for 4 items in your cart. 0 replacements are suggested.

Current Item	Suggested Item
 <input type="checkbox"/> Add Comment	<input checked="" type="checkbox"/> Suggested item is in your cart Savings: 49-89% 7 alternatives found <input type="button" value="Compare (7)"/>
<b>Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100</b> Office Depot (810838) <input type="checkbox"/> Add Comment	<input checked="" type="checkbox"/> Suggested item is in your cart Savings: 73-87% 6 alternatives found <input type="button" value="Compare (6)"/>
<b>Scotch(R) Magic(TM) 812 Greener Invisible Tape, 3/4 x 900, Pack Of 10 Rolls</b> Office Depot (452913) <input type="checkbox"/> Add Comment	<input checked="" type="checkbox"/> Suggested item is in your cart Savings: 36% 1 alternative found <input type="button" value="Compare"/>
<b>Post it(R) Notes Super Sticky Notes, Pop-Up, 3 x 3, Canary Yellow, Pack Of 12 Pads</b> Office Depot (428468) <input type="checkbox"/> Add Comment	<input checked="" type="checkbox"/> Suggested item is in your cart Savings: 44-71% 2 alternatives found <input type="button" value="Compare (2)"/>

**Current Total:** \$97.74



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Supplier Sites ▾

### Transfer Cart

Name your shopping cart and then browse and select another user who will place the order. Your cart will be transferred to their account.

**Cart Name\***

**User\***  
 John Orr

**Comment**

You may add your name in front of the Cart Number that automatically populates.

Click on 'Browse Users' to search for your Office Manager's email

Enter any Comments you would like

Click on 'Transfer Cart'

You may view all of your transferred carts at any time, click on 'Transferred Carts'.  
 To view the cart detail, click on the blue square on the left.

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### Transferred Carts


Displaying 1 - 12 of 12 results

All ▾ From: 09/23/2019 To: 10/02/2019 Search

Name	Items	Total	Suppliers	Status	Created On	Submitted To	Purchased On
Veronica Cart #5825	19	\$111.40	2 Suppliers	Checked Out	10/01/2019 08:33 AM CDT	Veronica Couzynse	10/01/2019 08:40 AM CDT
Cart #5824	20	\$159.34	2 Suppliers	Checked Out	09/30/2019 02:10 PM CDT	Veronica Couzynse	09/30/2019 02:15 PM CDT
Cart #5823	7	\$67.42	2 Suppliers	Checked Out	09/30/2019 01:08 PM CDT	John Orr	09/30/2019 01:21 PM CDT
Veronica Cart #5819	5	\$180.17	Office Depot (TCPN R190303)	Checked Out	09/30/2019 11:27 AM CDT	Veronica Couzynse	09/30/2019 11:28 AM CDT
John Cart #5815	16	\$218.12	3 Suppliers	Checked Out	09/30/2019 09:35 AM CDT	Veronica Couzynse	09/30/2019 09:42 AM CDT
Veronica Cart #5814	40	\$301.50	2 Suppliers	Checked Out	09/26/2019 07:55 PM CDT	Veronica Couzynse	09/30/2019 09:43 AM CDT
Veronica Cart #5813	2	\$39.70	School Specialty (2018-078)	Transferred	09/26/2019 07:45 PM CDT	Veronica Couzynse	
Veronica Cart #5812	15	\$149.74	Amazon Business (4529399)	Transferred	09/26/2019 07:40 PM CDT	Veronica Couzynse	

You can see the status of your order and when your OM checked out your cart.

When viewing the cart detail, you may export the EqualLevel Savings Advisor (ELSA) report from this page. **This is required for Federal Funds. Please email this report to your Office Manager.**


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All ▾

🔍
Supplier Sites ▾

### Transferred Cart - Veronica Cart #5825

Displaying 1 - 5 of 5 results

Email Items
Export PDF
Export CSV
Export ELSA Report

	Item	Price	Quantity	Item Total
	<b>Swingline® 545 Eco Stapler, 50% Recycled, Black</b> Office Depot (Supplier Part # 908210)	\$3.43 EA	10	\$34.30
	<b>Swingline® 747® Business Stapler, Black</b> Office Depot (Supplier Part # 655324)	\$11.76 EA	1	\$11.76
	<b>Swingline® 390 Heavy-Duty Stapler, Platinum</b> Office Depot (Supplier Part # 495549)	\$22.63 EA	1	\$22.63
	<b>EXPO ERASABLE MARKER RED CHISEL</b> Blick Art Materials (Supplier Part # 21325-3002)	\$1.53 EA	5	\$7.65
	<b>EXPO ERASABLE MARKER CHISEL ASSORTD 12/PK</b> Blick Art Materials (Supplier Part # 21325-1312)	\$17.53 EA	2	\$35.06

**Comment from Veronica Couzynse:**

Please order ASAP

**Total:** \$111.40

Sample of the ELSA Report.



**Plano Independent School District Marketplace**

**Cart Information**

Type: PunchOut Cart  
 Name: Veronica Cart #5825  
 Status: Checked Out  
 Created By: Veronica Couzynse  
 Last Modified: 10/01/2019 08:40 AM CDT

**EqualLevel Savings Advisor Report**

Purchased Item	Alternative 1	Alternative 2	Notes
Swingline® 545 Eco Stapler, 50% Recycled, Black - Office Depot (908210) - ACCO SWINGLINE (54501) \$3.43 / EA Qty: 10	Swingline 545 Compact Staplers, Black - School Specialty (1069626) - SWINGLINE (SWI54501) \$10.20 / EA	Plier Stapler, 15 Sheet, Black - Grainger (2WFR8) - MANUFACTURED FOR W.W. GRAINGER, INC (2WFR8) \$4.41 / EA	
Swingline® 747® Business Stapler, Black - Office Depot (655324) - ACCO SWINGLINE (74732) \$11.76 / EA Qty: 1	Bostitch® Ergonomic Contemporary Desktop Stapler, Black - Office Depot (495390) - STANLEY-BOSTITCH (2257) \$3.91 / EA	Swingline® 444 Commercial Desk Stapler, Black - Office Depot (908194) - ACCO SWINGLINE (44401) \$5.97 / EA	The suggested item is similar to my selected item, but not an exact match.
Swingline® 390 Heavy-Duty Stapler, Platinum - Office Depot (495549) - ACCO SWINGLINE (39002) \$22.63 / EA Qty: 1	STAPLER HEAVY-DUTY 30-150SH PLATINUM SWI39002 - School Specialty (1069612) - SP RICHARDS CO (SWI39002) \$59.34 / EA	Stapler, Black/Gray, 160 Sheet, 2-5/8 In. - Grainger (24Y090) - ACCO BRANDS (S7039005A) \$55.65 / EA	
EXPO ERASABLE MARKER RED CHISEL - Blick Art Materials (21325-3002) - Expo (83002) \$1.53 / EA Qty: 5	Dry Erase Marker, Red, Chisel, PK12 - Grainger (2LTP4) - SANFORD (83002) \$4.98 / EA		
EXPO ERASABLE MARKER CHISEL ASSORTD 12/PK - Blick Art Materials (21325-1312) - Expo (83087) \$17.53 / EA Qty: 2			No alternatives found

**Total: \$111.40**

**Additional Information:**

To get back to the Home Page click on Plano Icon

To may also get to the Supplier websites by clicking on Supplier Sites and select the vendor

The screenshot shows a web application interface for a shopping cart optimization. At the top, there is a search bar with the text "Office Supplies" and a search icon. To the right of the search bar is a "Supplier Sites" dropdown menu, which is highlighted with a red box. The dropdown menu lists several supplier names: Amazon Business, Blick Art Materials, Complete Book and Media Supply, Dream Ranch Office Supplies, Gopher Sport, Grainger, Lakeshore Learning (Instructional Materials), Limitless Office Products, Office Depot, and School Specialty. Below the search bar, the page title is "Cart Optimization" and a message states "Alternatives were found for 2 items in your cart. 1 replacement is suggested." The main content area is a table with two columns: "Current Item" and "Suggested Item". The first row shows a "Sharpie® Magnum® Permanent Marker, Red" with a price of "\$3.07 / Each" and a quantity of 10. The suggested item is "Suggested item is in your cart" with 3 alternatives found. The second row shows "Sharpie® Permanent Fine-Point Markers, Black, Pack Of 12 Markers" with a price of "\$7.84 / Dozen" and a quantity of 10. The suggested item is "Office Depot® Brand Permanent Markers, Fine Point, 100% Recycled, Black Ink, F" with a price of "\$7.84 / Dozen" and a quantity of 10. At the bottom right, there is a "Current Total: \$109.10" and buttons for "Continue" and "Return to Cart".

**Purchasing Contacts:**

Veronica Couzynse ext. 20285  
Veronica.couzynse@pisd.edu

John Orr ext. 20290  
John.orr@pisd.edu