

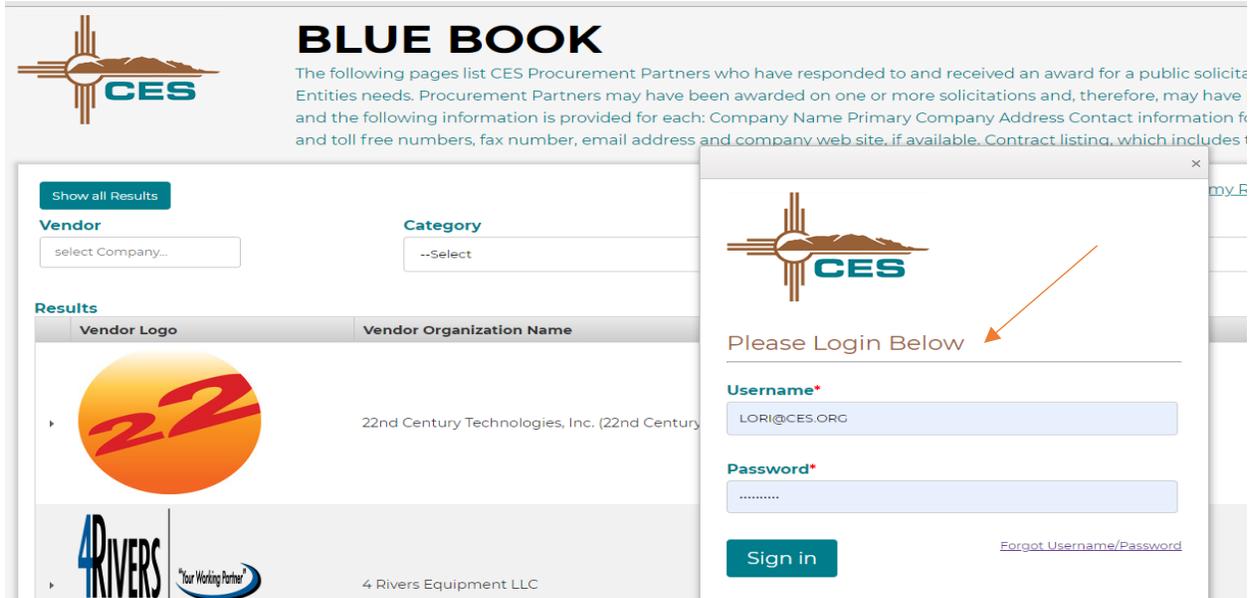
Step by Step – How to upload your PO to CES

Go to www.CES.org and select **Blue Book**

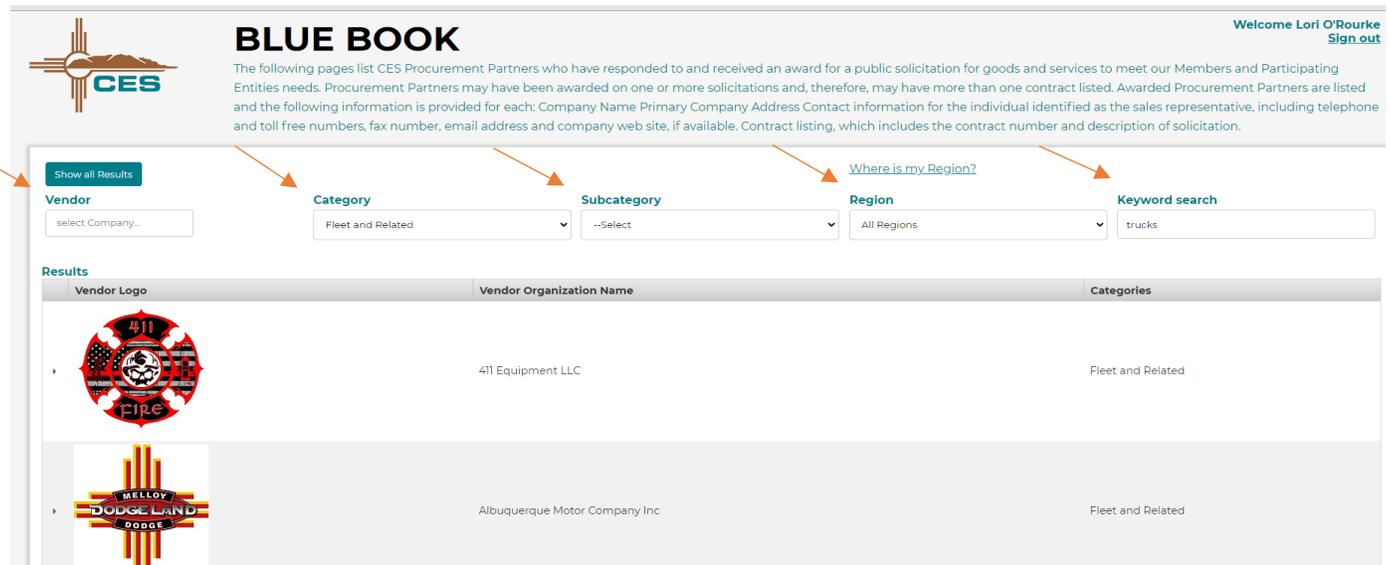
1. Once you open the Blue Book, you will see “**Member Login**” in the top right corner of the page.



2. Click on **Member Login** and a box will open where you will enter your **Username** and **Password**.



3. After you log in, find the vendor you want to use by entering their name in the **Vendor** search box. If you do not know which vendor to use, you may select the type of goods or services in **Category**, **Subcategory** or even select vendors in your own **Region**. If you are uncertain of any of the categories, there is also a **Keyword Search**.



- Once you select the vendor and have obtained a quote, click on the vendor's name or logo, or any space in line with the vendor's name. This will open a little more detail, including the vendor's address, phone number, and website. Additionally, you will see the **"Submit PO via Direct Purchase"** button when you select a Direct Purchase Vendor. **(If there is no button, you will issue your PO to CES and submit it through our usual process.)** There is a brief description of the vendor's products and services, and below that, their CES contracts are listed. To look at pricing, or to download the vendor's W-9 or contract documents, click the [hyperlink](#) under "Contract".

Contract	Category	Subcategory	Region	Contact Name	Contact Phone	Contact Email
2020-31A-C105-ALL	Fleet and Related	Car & SUV & Van & Trucks, Light Duty Trucks, Police Car and Trucks	1, 2, 3, 4, 5, 6, 7, 8	James Cassell	505-922-2557	jcassell@mellododge.com
2020-31B-C110-ALL	Fleet and Related	Automotive Equipment and Supplies, Automotive Parts & Tires, Heavy Duty Trucks	1, 2, 3, 4, 5, 6, 7, 8	James Cassell	505-922-2557	jcassell@mellododge.com

- Once you are ready to submit your PO, click the **"Submit PO via Direct Purchase"** button, shown above. This will open a page that looks like the form below. Your **Member** name (Entity, not personal name) will populate automatically based on your login. The email address, and vendor will also populate automatically. The **"Contract #"** has a drop-down list from which to select the contract you will be using. The Category and Subcategory will auto-populate.

SUBMIT PO via DIRECT PURCHASE

Member*

Lori O'Rourke

Member Email Address*

lori@ces.org

Vendor*

Albuquerque Motor Company Inc

Contract #*

2020-31A-C105-ALL

Category Of Contract

Fleet and Related

Sub Category Of Contract

Car & SUV & Van & Trucks, Light Duty Trucks, Police Car and Trucks

6. Below the subcategory, you will see “**Vendor Email Address, please select contact name**”. When you click on the blank, all email addresses uploaded by the vendor will populate for you to choose from. Some vendors have only one name listed; others have many. You can only select one contact name for this entry.

The screenshot shows a form with the following fields and values:

- Vendor Email Address, please select contact name***: A dropdown menu with "James Cassell" selected. An orange arrow points to the asterisk.
- PO #***: A text input field containing "211393".
- PO \$***: A text input field containing "\$36,129.00".
- Date of PO***: A date picker showing "2/22/21". A yellow highlight is over the date, and a yellow callout box says: "Be sure to click on the calendar to SELECT the date of your PO. When entered manually, it may cause an upload error." An orange arrow points to the calendar icon.
- Blanket PO?***: A dropdown menu with "No, Quote is required" selected. An orange arrow points to the asterisk.

7. After selecting the Vendor Email Address (contact name), you will enter your **PO number, amount, and date of PO** as shown above. The next line asks the question is this a “**Blanket PO?**”. You will see there is a drop-down arrow that gives you the option of “No, Quote is required” or “Yes, Quote is *not* required”. In the example above, the quote was required. **Wherever you see a red asterisk * on the form, that indicates the field must be filled in order to upload your PO.** If your PO is a “blanket” PO, no quote will be required. If uploading the quote is bypassed, but it is not a blanket PO, this will slow the process of Approval.

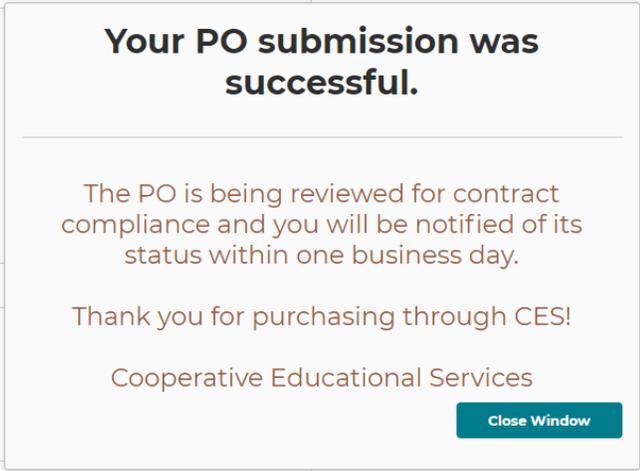
8. The next line on the form is “**Upload PO**” which states the “CES contract number must be referenced on PO”. Again, this will help to expedite the approval process, so even if it is hand-written on the face of your PO, please try to include it. There is a button to “Choose File” that you click to find your file and attach it to this form. You may also drag the document from the file location if you prefer.

Below **Upload PO** is a blank to enter the “**Vendor Quote #**”. This is important to include, because often vendors will give you more than one quote before your PO is issued. If there is no quote #, please enter the quote date. Next, please “**Upload Quote**” by clicking “Choose File,” or dragging your file to this button. Finally, select “**Submit**”.

The screenshot shows the bottom part of the form with the following elements:

- Upload PO (CES contract number must be referenced on PO)***: A file upload area with a "Choose File" button and the filename "2-26 Rio Ra...1393 PO.pdf". An orange arrow points to the asterisk.
- Vendor Quote #**: A text input field containing "2021-01-07". An orange arrow points to the field.
- Upload Quote**: A file upload area with a "Choose File" button and the filename "2-26 MelloyQUOTE.pdf". An orange arrow points to the field.
- Submit**: A blue button. An orange arrow points to the button.

Once you select "Submit" you should have a message pop up on your screen like below.



Your PO submission was successful.

The PO is being reviewed for contract compliance and you will be notified of its status within one business day.

Thank you for purchasing through CES!

Cooperative Educational Services

Close Window

If you should get an error message, please contact CES for assistance.