Maine School Bus Bid and Purchase System

Configuring The Bus For Purchase

Instructions

Getting Started. You may want to print these instructions for ease of use.

Website, Login, and Password.

1. Website location. Open the System website at this link:
   - https://maine.cooppurchase.com/
2. Website login. To log into the System for the first time:
   - click **Request your account**
   - complete the applicable information and submit
   - check your email after submitting the form and follow instructions to validate
3. Passwords and security. Do **NOT** share your username and password with anyone. The most secure passwords are long and include letters, numbers, and symbols.

Creating The Bus Purchase Specification.

4. Click on "Purchase" top black ribbon for the pull-down menu.
5. Click on "Specifications."
6. Click on "+ Create New."
7. Select the "Product Category" from the pull-down menu.
8. Select the "Product" from the pull-down menu.
9. Enter any notes into the comment box to help you describe the bus you are creating.
10. Click on "Continue".
11. As you scroll, the "Total Price as Configured" will automatically follow you so it is always visible. This box gives you a running total cost of the bus you are configuring.
    - **NOTE**: Dealers are required to fill in every price category; when a number entry does not apply, the choices are:
      - N/A = option not available
      - N/C = no additional charge for the option
      - S/E = standard equipment
12. Select desired Chassis Options.
13. Click on *Body Options* tab.
14. Select desired Body Options.
15. You will not be able to choose more than one item under any given option.
16. To read what was specified or the description of the option, hover your mouse pointer over the description. The complete specification will appear in a balloon comment.
17. If you see a **red triangle** in the price of an option that means the vendor made a comment concerning their entry. Hover over that price and the vendor's comment will appear.
18. If you choose an option that requires a "quantity," enter the quantity number in the box and the program will extend the correct total.
19. If you choose an option that requires a "Buyer Comment," a box will display that you will be required to enter a comment. A **blue triangle** will appear in the upper right near the check

mark. If you want to edit or delete your comment, right click over the box and you will be given those options.

20. If you select a different engine, you will have the opportunity to select a comparable configuration for the other manufacturers later in the process.

21. Once you have selected all the options for the bus you are configuring, click "Continue" at the bottom.

22. This will take you back to the purchase *Specifications* screen.

23. You will have the following options:

- Start a new bus configuration by clicking on "Create New" and following the above steps.
- Edit what you configured.
- Make a price comparison.
- Purchase the bus as configured.
- "Clone" the bus to a vendor to request that they check the configuration to make sure the purchase specification is a buildable bus. **Note**: When a bus is cloned to a vendor, it is **NOT a purchase**. Only the district can purchase a bus by completing the purchase steps.

Creating Price Comparison.

24. Price Comparison. If you choose to make a price comparison, click on the price comparison icon in the row of the bus that you would like to assess.

- Specify the order quantity.
- Select the vendors that you want to compare.
- Click on "Next".
- If you have a situation where a valid comparison cannot be made due to the options that you selected (such as picking an engine option that not all vendors have available), you must pick another option so that a fair comparison can be made before you move on. If you have no conflicts this will not appear.
- Click on "Next".
- If you have options that are not included in the program, add them to the program. **Note**: Pricing for dealer negotiated items should be obtained from all vendors to get a fair comparison.
  - Select the vendor from the pull-down menu.
  - Insert the description of the item into description box.
  - Insert price into the price box (e.g., "378.00") and click the save icon (to the right). If a negative number (e.g., "-400.00") is used, insert "-" before the price and click the save icon (to the right).
  - A new box will appear to enter another dealer's pricing, if needed. Repeat steps 1 – 3 above.
  - Now, you may go back to edit or delete any of the rows.

- Once you have finished your dealer options, click "Next".
- A comparison report will now appear. At this point you can:
  - Go back to a previous screen.
  - Return to the purchase specifications screen.
  - Export the report you see by clicking on the "Export" icon. You will then be able to save or print this report. Due to the differences in printers and the configuration of your report you may need to change the page setup on your printer to landscape. You may also want to change some column widths or margins to better fit the printed page.
  - Make a purchase.

Submitting A Bus Purchase Request.

25. Purchase Request. To make a purchase, click on the "New Purchase" button at the bottom of the price comparison report page or click the "New Purchase" icon in the row of the bus that you would like to purchase.
    - You will be asked to reconfirm the quantity of buses that you want to purchase in this configuration and choose the vendor you want to purchase from. After you have reconfirmed that, click "Next".
    - If necessary, any conflicts can be resolved or edited at this time. Then click "Next".
    - All dealer options entered in the price comparison for the chosen vendor will appear as previously entered. You can edit them or add additional ones at this time. Then click "Next".
    - Verify your order. Click "Next".
    - Select your vendor contact from the pull-down menu.
    - Enter your purchase order number.
    - Make any comments that you may need in the purchase comment box.
    - **Confirm**, with your vendor, that the bus that you have configured can be built as specified **before** you answer yes.
    - **Confirm** that the purchase has been approved by your school board.
    - Choose whether you want the purchase request to be automatically sent to the vendor. If you elect to send the order yourself, the vendor will NOT be notified of your purchase until you contact them yourself. In either case, Maine Department of Education (DOE) will receive a record copy email to confirm the purchase request. Do **NOT** send bus purchase request documentation to Maine DOE. The Department may NOT make your bus purchase. The district is responsible for making the purchase.
      - NOTE: the vendor and Maine DOE **can't** click the purchase button; the school must press the purchase button when it is time to make the bus purchase.

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- Click "Previous," "Purchase," or "Hold for Later". Hold for Later will prevent any changes to your specification while you obtain final purchase approvals. To continue a purchase which was held, go to the "Pending Purchases" link in the menu.
- When you click "Purchase" a final purchase report will appear. Once you click "**Purchase" no further changes can be made**.
- If you selected to **not** email your purchase, click on the "Export" icon and print the purchase report to forward to the vendor. You may want to save a copy to your computer, also. You may now exit the program or go back to purchase specifications and configure a new bus.
- If you selected **to** email your purchase, click on the "Export" icon to print or save the purchase report for your records. You may now exit the program or go back to purchase specifications and configure a new bus.
- You can view the history of your purchases by clicking "Purchase History" in the menu, or from the purchase Specification page by clicking the "History" button on the row for your purchase Specification.

January 25, 2019