

Maine School Bus Bid and Purchase System

Cloning A Bus Purchase Specification

Instructions

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

Website, Login, and Password.

1. Website location. Open the system at this link:
 - <https://maine.cooppurchase.com/>
2. Website login. To log in 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.

Cloning The Bus Purchase Specification

4. Click on "Purchase" in the top black ribbon for the pull-down menu.
5. Click on "Specifications."
6. Locate the specification you want to clone.
7. Under "Actions" click on "Clone."
8. You have the option to change the product to a different seat configuration.
9. Enter any notes into the comment box to help you describe the bus you are cloning.
10. If cloning within your organization, select the recipient.
11. Click on "Clone"
12. The specification will be cloned to the recipient.
13. When cloning to another organization, select the desired organization.
14. Select the recipient.
15. Click on "Clone."
16. A "clone" of the original bus purchase specification will be sent to the recipient in the other organization.

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