Thank you for visiting the KY AEPA Community Marketplace. This marketplace makes ordering, price comparisons, and supply requisitions from your partnered vendors as simple as possible, all from a single location!

New users must use the Register Here link below. If you already have a Username, please sign in below. Usernames and passwords are case sensitive.

First-time users select Register here

If you have any questions on using the KY AEPA Community Marketplace, please do not hesitate to email us at ann.burden@grrec.ky.gov or contact us Monday to Friday from 7:00am to 3:00pm Central time at 270-563-2113.

Initial Registration

All registered users will initially be set up without purchasing rights. The district Finance Director (or approved designee) must contact Ann Burden at ann.burden@grrec.ky.gov with the names of those in their district who will be given purchasing rights. All other users will have the ability to transfer their cart to a central purchaser within their district and/or school.

Who is Eligible?

The KY AEPA Community Marketplace is available for purchases made by those member districts in all 8 Educational Cooperatives: CKEC, GRRREC, KEDC, KVEC, NKCES, OVEC, BESC, and WKEC. Eligible members are public and private early childhood, K-12, and higher education institutions, cities, counties, other governmental agencies, and any 501c3 tax exempt non-profit organization. No personal purchases may be made through any of our programs. Additionally, items are not intended for resale by an organization to any staff, student, or for any other retail sale purposes. If you have any questions regarding the use of our contracts for your organization, please contact us at ann.burden@grrec.ky.gov or by phone at 270-563-2113.

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Type the first letter of your district name and select the appropriate district or entity.
Enter your DISTRICT EMAIL ADDRESS (email addresses must match the @districtname.kyschools.us domain)
Registration

Begin typing your district name below and select an option from the available list. If you can't find your district in the list, email ann.burden@grrec.ky.gov or call 270-563-2113.

Agency Info
Agency Name*  Adair County

User Info
Email*  
First Name*  
Last Name*  
Phone*  
Password*  
Password must be at least 8 characters long

Confirm Password*  
Message  

1. Enter all other information as requested.

*Notice that password must be at least 8 characters long

2. Click Submit
Registration successfully submitted. Click the link in the confirmation email to verify your email address.

Sign In

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If you already have a Username, please sign in below. Usernames and passwords are case sensitive.

Username
Password

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Username is case-sensitive

Click on this link from the email to verify your account
After you get this message that your account has been verified and activated, you can enter your log-in credentials and begin shopping. Usernames and passwords are case-sensitive (username should be found in the body of the email that you received).

*All accounts are initially set up without purchasing rights. The District Finance Officer (or an approved designee) must email Ann Burden with the list of district employees who will receive purchasing rights.*
Welcome to the KY AEPA Community Marketplace. Here you'll find your best value for supplies by purchasing through cooperative contracts that have been "Nationally Bid, Locally Awarded" on behalf of all 8 Educational Cooperatives in the state of Kentucky. This Community Marketplace brings you the ease and convenience of ordering from multiple vendors from one site, while knowing that the contracts you are purchasing from have been chosen according to approved purchasing regulations.

If you need assistance, or have questions, please contact Ann Burden at 270-563-2113 or by email at ann.burden@grrec.ky.gov.

Categories
- Buildings & Grounds
- Classroom Supplies
- Office Supplies
- Technology

Switch to Category View

Suppliers
- CDW
- Midwest Technology Products
- MAJ Technology Group
- School Specialty
- Troxell

Search by Category
Select which category you want to search by
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Categories
- Buildings & Grounds
- Classroom Supplies
- Office Supplies
- Technology

Suppliers
- CDWG
- Midwest Technology Products
- MNJ
- School Specialty
- Trixell

*Type in the item you are searching for

*Item can be generic or as specific as you want
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If you need assistance, or have questions, please contact Ann Burden.

System will search the appropriate companies to the category you are searching.

We're searching supplier sites and catalogs for items matching your query.

Now Searching: CDWG

Cancel Search
You will receive results which you can sort by lowest price, highest price, etc.
You can also sort by Supplier, Manufacturer and Price.
Welcome to the KY AEPA Community Marketplace. Here you'll find your best value for supplies by purchasing through cooperative contracts that have been "Nationally Bid, Locally Awarded" on behalf of all 8 Educational Cooperatives in the state of Kentucky. This Community Marketplace brings you the ease and convenience of ordering from multiple vendors from one site, while knowing that the contracts you are purchasing from have been chosen according to approved purchasing regulations.

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To search only 1 company, select the magnifying glass below the company logo.
Welcome to the KY AEPA Community Marketplace. Here you'll find your best value for supplies by purchasing through cooperative contracts that have been "Nationally Bid, Locally Awarded" on behalf of all 8 Educational Cooperatives in the state of Kentucky. The Community Marketplace brings you the ease and convenience of ordering from multiple vendors from one site, while knowing that the contracts you are purchasing from have been chosen according to approved purchasing regulations.

If you need assistance, or have questions, please contact Ann Burden at 270-663-2113 or by email at ann.burden@grrec.ky.gov.

Type in item you are searching for and select Search
Select 2 or more items and click **Compare Items** to get a screen comparing items by Rating, Description, Price, etc.
Select item you wish to purchase and select **Add to Cart**
Welcome to the KY AEPA Community Marketplace. Here you'll find your best value for supplies by purchasing through cooperative contracts that have been "Nationally Bid, Locally Awarded" on behalf of all 8 Educational Cooperatives in the state of Kentucky. This Community Marketplace brings you the ease and convenience of ordering from multiple vendors from one site, while knowing that the contracts you are purchasing from have been chosen according to approved purchasing regulations.

If you need assistance or have questions, please contact Ann Burden at 279-563-2113 or by email at ann.burden@grrec.ky.gov.

You can “punchout” to a specific company by clicking on the globe under that company.
Welcome Marketplace Shoppers!

Welcome to our new e-Commerce site, specifically designed for participating agencies. Our new site interacts directly with your marketplace to improve your overall shopping experience. You now have access to our online product catalog, customized with your contracted items and discounted prices. To get started, just enter a product name or number into the search bar above. When you check out, your shopping cart will be sent back to your marketplace for you to complete your purchase.

Contact Information
Midwest Technology Products
Sarah Cruz
P (800) 831-9904 ext. 3120
F (800) 285-7054
scruz@midwesttechnologyproducts.com

About Us
Midwest Technology Products specializes in the resale of Industrial Arts, Vocational and Technology equipment and supplies to educators throughout the world. We provide over 10,000 products from 200 vendors including Black & Decker, Bally Block, Cooper Tools, Flexible Furniture, Miller Electric, Norton Abrasives, Beach Clean ShopBM, Stanley and WMH Tool Group.

You are taken directly to that company website where you can browse AEPA contract pricing. At any point you can return to the AEPA Community Marketplace by clicking the yellow bar at the top of the screen.
Select **Add to Cart** and then **Checkout**. The system will then pull you back in to the AEPA Community Marketplace to continue shopping or place order.

*Item from punchout has been added to the cart*
Specific contract information (free shipping minimum, Apple requirements, etc.) appears for companies in your cart.

Those with purchasing rights can now select **Checkout** (see next screen for those without purchasing rights).
Select **Transfer Cart** to send to an authorized buyer.
1. Enter the email address for an authorized buyer in your district/entity

3. Select 
Transfer Cart

2. Send any special messages for the buyer
Your cart will remain until ordered by the buyer
Once a cart has been transferred, the buyer will receive this email.

Any message the shopper has sent will show up here.

Go directly to the cart by clicking this link.
When viewing your cart, you can **Email Items**, **Export to PDF**, **Export to CSV** or **Checkout** (if an approved buyer).

<table>
<thead>
<tr>
<th>Item</th>
<th>Part #</th>
<th>Supplier</th>
<th>Price</th>
<th>Quantity</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 05A CE505A 23K Laser Toner Cartridge</td>
<td>CE505ARPC</td>
<td>MNJ Technologies</td>
<td>$47.55</td>
<td>1</td>
<td>$47.55</td>
</tr>
<tr>
<td>PAPER - CONSTRUCTION PAPER ACTIVITY PK-SCHOOL SPECIALTY EXCLUSIVE WITH LESSON PLAN AND STENCILS</td>
<td>9-1400419-705</td>
<td>School Specialty</td>
<td>$16.89</td>
<td>1</td>
<td>$16.89</td>
</tr>
<tr>
<td>Belkin Ultimate Keyboard Case for iPad</td>
<td>95633365</td>
<td>CDW-G</td>
<td>$101.06</td>
<td>1</td>
<td>$101.06</td>
</tr>
</tbody>
</table>

**Total:** $165.50

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After selecting Checkout, you should see this screen. Cart will be divided by company with a total for each. Select *Purchase Order* to use that form of payment.
Select “Enter different po number for each supplier” to get the screen below.
After entering PO numbers, select **Place Order**.
Updated: Quote Module

- If you want pricing for multiple quantities of a product, you can now submit a Request for Quote to selected suppliers.
1) Name your Quote Request in the Request Name box

2) Select Deadline date for suppliers to return quote

3) Select Suppliers you wish to receive quote from (only suppliers that accept quotes will be shown)

4) The system pulls in the Target Price so you can remove that and change Quantity to number you wish to purchase

5) Add any notes to suppliers or leave blank

6) Select Submit

You will receive email as you receive quotes.
FYI

• If you add an item to your cart that has an exact match for a lower price, you will get a message asking if you would like to replace the higher priced item with the lower priced item
• To get back to the home screen at any time, click either Marketplace or the KY AEPA logo at the top left-hand corner
• In order for the “punchout” sites to work correctly, your internet browser must accept cookies
• When searching you may get different results depending on which category you are searching
• When using the “punchout” option you don’t need a Username and Password for each company website, your KY AEPA Community Marketplace credentials are ALL you need!
• Emails that shoppers and buyers receive will come from noreply@equallevel.com

• If at any time you need help, contact Ann Burden at 270-563-2113 or ann.burden@grrec.ky.gov.