

Equal Level
Quick Reference Guide

The screenshot shows the homepage of the Equal Level marketplace for Washington Court House. The browser address bar displays 'shop.equallevel.com/wchcs/#category_home'. The page features a navigation menu on the left with categories like 'All Suppliers', 'Art and Photography', and 'Classroom Supplies'. The main content area includes a 'Welcome' message with a tiger logo and a grid of 18 supplier logos such as Amazon Business, BSN Sports, Carolina, CDWG, Demco, FPEY, FriendsOffice, Mackin, MF, MNJ Technologies Direct, eNasco, Omni Cheer, Pitsco, School Nurse Supply, School Specialty, and Schutt. On the right, there are sections for 'Recent Orders' with a table of transactions and a 'Twitter' feed showing a tweet from Megan Anderson.

Supplier	Amount
Friend's Office	\$9.72
Amazon Business	\$15.55
Neopost USA Inc.	\$2,000.00
Amazon Business	\$122.82

No more hand written requisition process for orders
Equal Level creates the requisition and purchase order.
Electronic tracking capability.

Equal Level

Equal Level – 1 = Login

Equal Level – 2 = Homepage how to order guide for Suppliers (Vendor's) with logo's.

Equal Level – 3 = Homepage guide on how to order for Suppliers (Vendor's) not listed on the homepage

Equal Level - 1

Login

The screenshot shows a web browser window with the URL `shop.equallevel.com/wchcs/login`. A green notification bar at the top states "You have been logged out". Below this is a "Sign In" section. The page includes a welcome message: "Welcome to the Washington Court House City Schools Marketplace. This marketplace makes ordering, price comparisons, and supply requisitions from our approved vendors simple, all from a single location!". It also provides instructions: "If you already have a Username, please sign in below. Usernames and passwords are case sensitive." The login form has two fields: "Username*" with the value `john.smith@wchcs.org` and "Password*" with masked characters. A link for "Forgot your password?" is located below the password field. At the bottom of the form are two buttons: "Sign In" (highlighted in blue) and "Register". The footer contains the text "Copyright © 2019 EqualLevel, Inc."

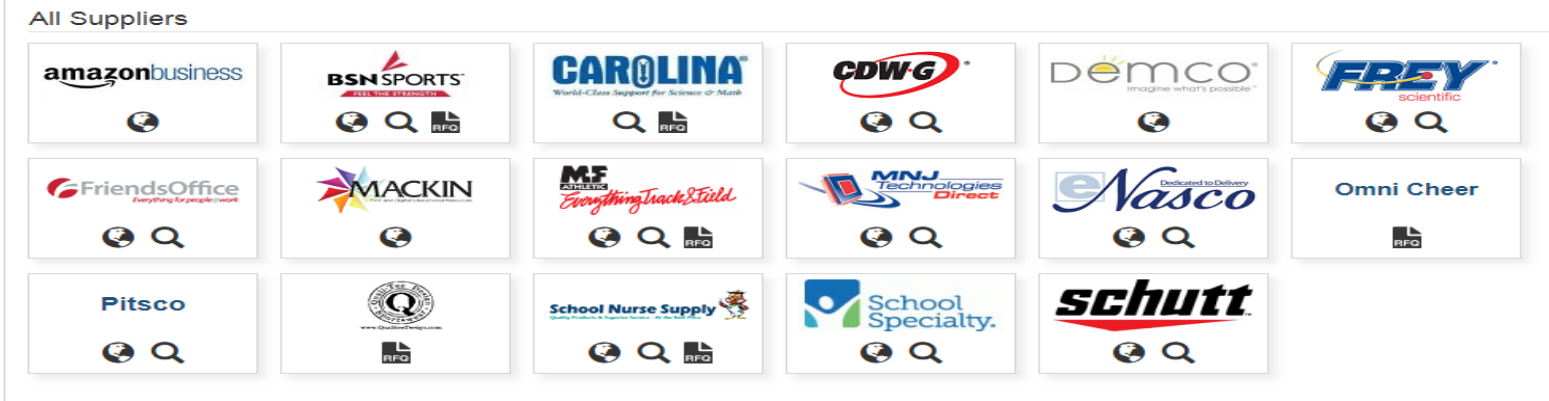
User Name = first.last@wchcs.org (email address)

Password = If you forget your password click on Forgot your password.

Initial registration = Emails will be sent to you with the Equal Level link and registration information

Equal Level - 2

Homepage how to order guide for Suppliers (Vendor's) with logo's.




Earth = Direct order website

Direct order website = Click on Earth and it will direct you to that companies website to start your order. Once you choose your items you will check out and it will direct you back to Equal Level to finish the ordering process.

Direct order websites: AMAZON, BSN, CDW-G, DEMCO, FREY, FRIENDS OFFICE, MF ATHLETIC, MNJ TECHNOLOGIES, NASCO, PITSCO, SCHOOL NURSE SUPPLY, SCHOOL SPECIALTY, SCHUTT

Magnify Glass = Quick search for companies website

Request for Quote = If you want a quote from a particular company on the home page you will click on the  and type in information for what you want a quote for. They will respond back to you via email.

Blue Lion Head – Click on Blue Lion head in top left corner to take you back to the homepage.

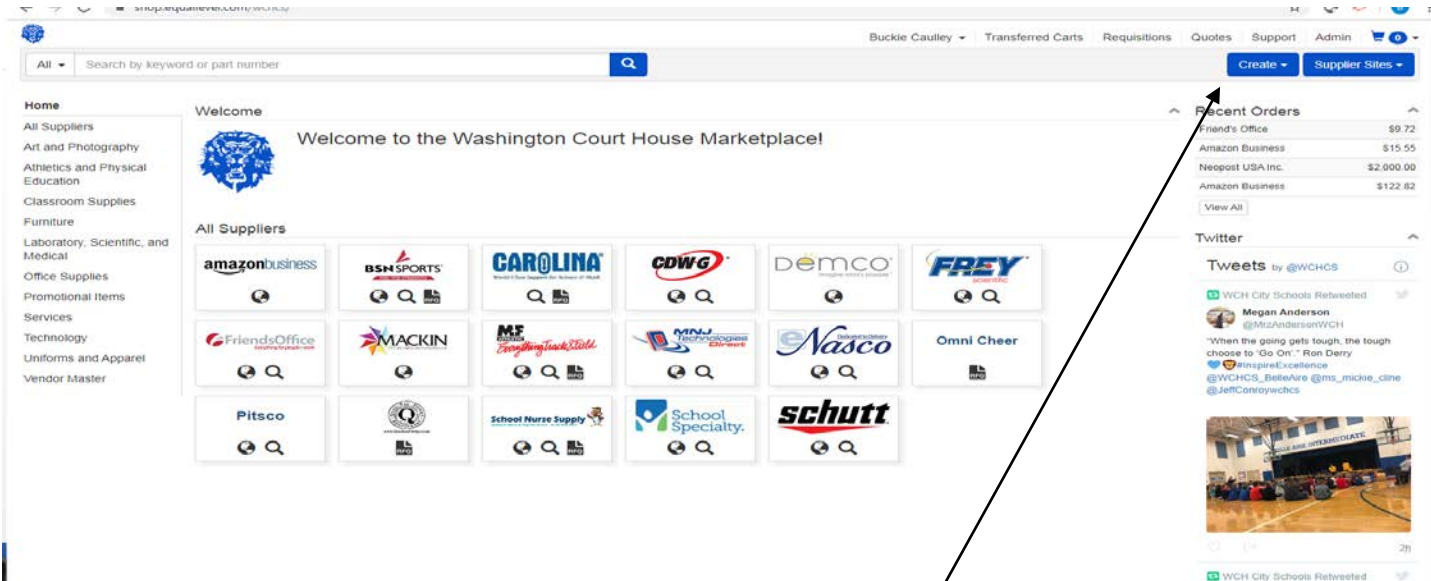
Equal Level - 2

Amazon order example

1. Click on [redacted] it will direct you to your Amazon marketplace website
2. Shop for your item(s). Add them to your cart
3. Click on cart and click on “submit these items for approval”. It will go back to Equal Level
4. Click “Transfer Cart” / Buyers and Approvers will just click “Checkout”
5. Click “Browse Users”. Search for the person that is to approve your orders. i.e. Principal Secretary, Principal, Special Ed Director etc.

Your requisition is now complete. Congratulations!

Homepage guide on how to order for Suppliers (Vendor's) not listed on the homepage



How to order from a supplier not shown on the homepage.

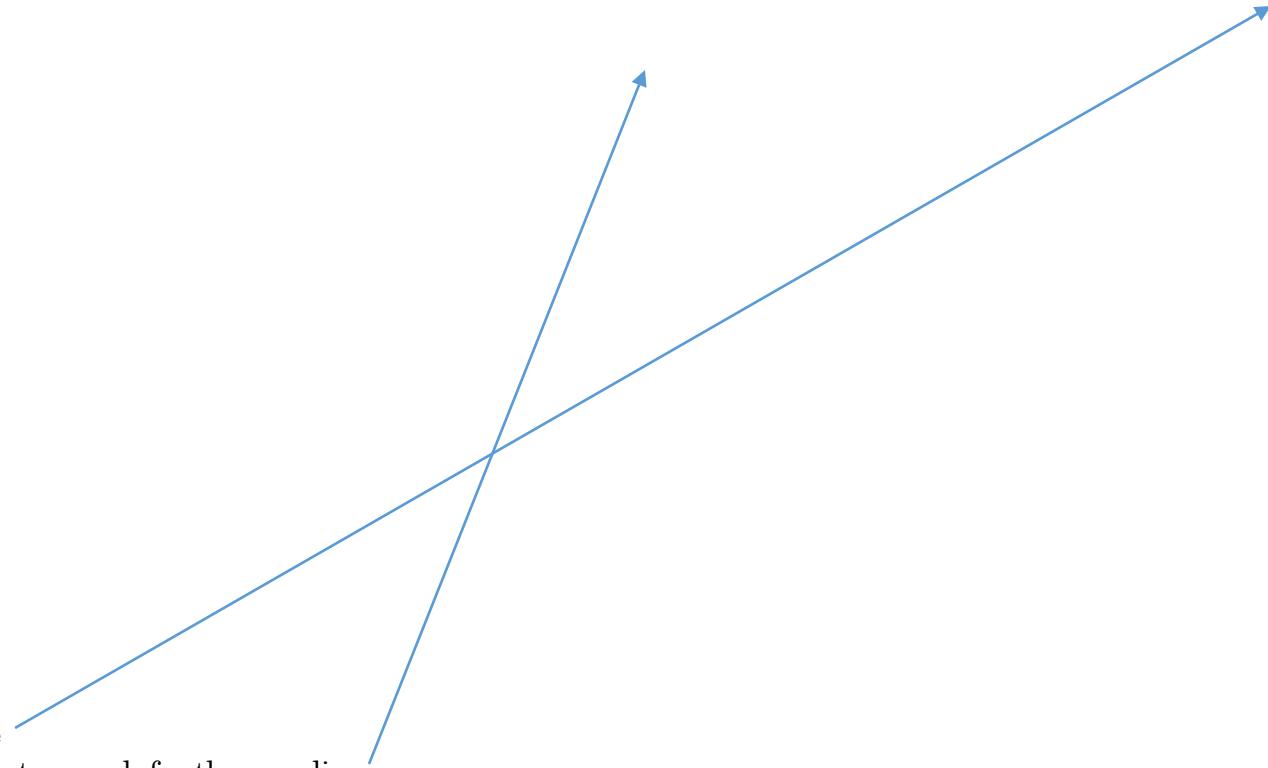
1. Click “Create” in top right section of homepage.
2. Click blue “Browse” under Supplier
3. Type in part or all of supplier name in Search area and click filter. All vendors are loaded in Equal Level. Over 1,500 are loaded.
4. Click the supplier you are wanting to order from.
5. Provide the Item Name in the box provided (brief description acceptable)
6. Part # is important if you’re ordering a specific item. If not a specific item then use item number 1.
7. Enter price or estimated price
8. Click “Add to Cart”
9. Click on “View Cart”
10. Click “Transfer Cart” / Buyers and Approvers will just click “Checkout”
11. Click “Browse Users”. Search for the person that is to approve your orders. i.e. Principal Secretary, Principal, Special Ed Director etc.

Your requisition is now complete. Congratulations!

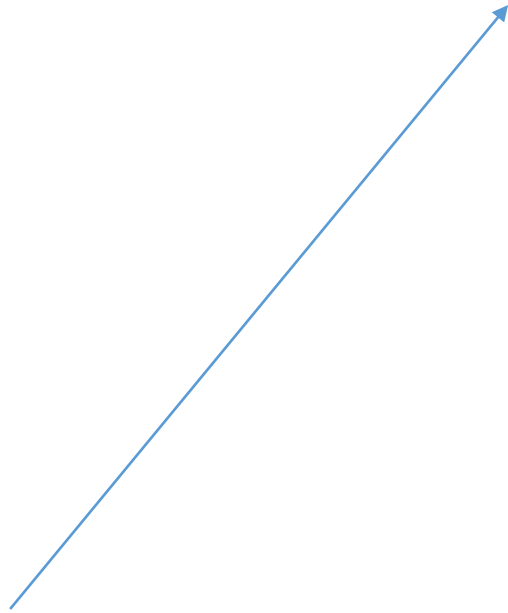
Equal Level - 3

Homepage guide on how to order for Suppliers (Vendor's) not listed on the homepage

EXAMPLE

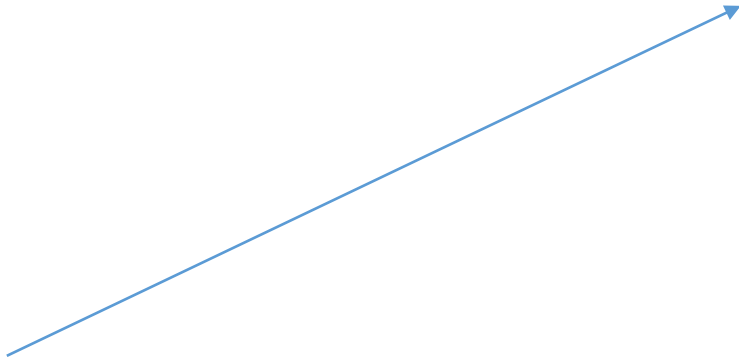
1. Click on Create
 2. Click on Browse to search for the supplier
- 
- Two blue arrows originate from the list items. The first arrow starts at the end of the first list item and points diagonally upwards and to the right. The second arrow starts at the end of the second list item and points diagonally upwards and to the right, crossing the first arrow.

3. Type in supplier name



4. Enter Item Name
5. Enter Part # (If no part # enter 1)
6. Enter Price or estimated price
7. Enter Quantity
8. Click Add to cart





9. Click View cart
10. Click Check out
11. Click “Transfer Cart” / Buyers and Approvers will just click “Checkout”
12. Click “Browse Users”. Search for the person that is to approve your orders. i.e. Principal Secretary, Principal, Special Ed Director etc.