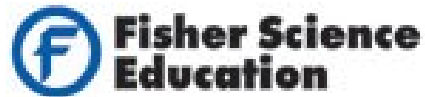


Purchasing Online Portal



Benefits of Using the Purchasing Online Portal

- A single website shopping portal to make price comparison ordering easier
- Discounted prices reflect competitive bid pricing (with the exception of Amazon)
- Purchasing Card can be used for payment
- Tax Exemption is already in place with the vendors
- Free shipping on most items
- Designated Vendor Account Representative



Purchasing Department

VENDORS

[Bids Previously Awarded](#)

[Bid Service Links](#)

[Contractor/Vendor Employee Finger](#)

[Printing Information](#)

[Current Bid Activity](#)

[Minority/Small Business Enterprise \(MSBE\) Program](#)

[Purchase Order Terms and Conditions](#)

[Purchasing Policies, Rules, and Laws](#)

Our Mission:

Welcome to the Purchasing Department of the Escambia County School District (ECSD). Our mission is to maximize the value of the products and services purchased in support of the schools, special centers, and administrative departments of the District.

The ECSD Purchasing Department is committed to obtaining quality products and services from qualified and service oriented suppliers, who are interested in delivering those products and services to the District at the quantities needed, at a time when they are needed and at a competitive price.

The ECSD Purchasing Department is committed to a fair procurement process, where each supplier will have an opportunity to market their products and services in an open and ethical environment.

The ECSD Purchasing Department is committed to observing all applicable laws, rules and regulations as promulgated and amended by the School Board of Escambia Florida, the State of Florida, the Florida Department of Education, and United States Government.

Once on the Purchasing Website, click on "Purchasing Portal".

SCHOOLS/DEPARTMENTS

[Charter Bus Information](#)

[Newsletters](#)

[Purchasing Card Program](#)

[Purchasing Portal](#)

[Purchasing Portal Tutorial](#)

[Quick Reference Guide For Competition Requirements](#)

[Schedule of Purchasing School Board Agendas for 2019](#)

[Skyward](#)

The screen below will appear.

Click on the reps name and an email screen will appear with their email address.



Amazon Business Prime Account (The District does not have a bid/contract with Amazon so three written quotes, two of which must be from outside of Amazon's site, must be obtained for purchases above \$10,000.)

To become a member of the District's Account, contact:
[Kristin Smith](#) at 469-6203 or [Cindy Davison](#) at 469-6202



[Fisher Science Education - U.S. Communities Bid, 33% Discount](#)
Contact: Steve Steinfeld
Steven.Steinfeld@thermofisher.com
Cellular Phone: [561-889-3980](tel:561-889-3980)
Customer Service: [800-955-1177](tel:800-955-1177)



[Lakeshore Learning Materials - Santa Rosa School Dist. Bid #10-02](#)
Contact: [Stacey Brooks](#)
Phone: 800-421-5354 ext 2778



Nasco Education- Brevard County formal Bid #174-B-096-NC
To Obtain the Discount Quote Number, Contact [Kristin Smith](#) at 469-6203 or [Cindy Davison](#) at 469-6202 **This number must be used on all orders.**
Contact: [Sue Milks](#) Phone- [920-568-5530](tel:920-568-5530)
NASCO CUSTOMER SERVICE - [800-558-9595](tel:800-558-9595)
EMAIL- custserv@enasco.com



[Office Depot - Florida State Bid #618-000-11-1](#)
Contact: [Stephanie Marinaccio](#)
Contact: [Tim Styker](#)
855 337-6811 x16024
Phone: 850-736-9178



[School Specialty-Santa Rosa Cty. Schools Bid #10-02 & Furniture NJPA Bid #052910-SSI](#)
(Dist Recv 34% Discount on Consumables, 30% Furniture)
Inside Sales: Tom Rechner
Phone: [920-243-5314](tel:920-243-5314)
Thomas.Rechner@schoolspecialty.com



[StaplesLink - Florida State Bid #618-000-11-1](#)
Contact: [Stefan Harper, AC](#) Cell: 850 723-8513
Customer Service Number: 1-888-224-3784 ext. 4426
Email support@staplesadvantage.com

To obtain a User ID and Password for a Vendor

For Office Depot, Lakeshore, Fisher Science, School Specialty, & Staples:

Send the vendor an email request to be set up with a user ID, and password for use in the Escambia County School District Purchasing Portal to gain access to the bid pricing. In the email request, include:

- *Your name
- *Name of school or department
- *Address
- *Phone number
- *Email address

The vendor will send a response email with your login credentials.

For Amazon (To become a member of the District's Account)

Contact Stacey Marshall at 469-6208 or SMarshall2@Escambia.k12.fl.us or
Cindy Davison at 469-6202 or CDavison@Escambia.k12.fl.us

For Nasco: Use your existing login or create a new account by following the prompts. Before you begin shopping, place the Discount Quote Number on the order and click "Apply Quote".

Obtain the **Discount Quote Number** from a contact below:

Contact Stacey Marshall at 469-6208 or SMarshall2@Escambia.k12.fl.us or
Cindy Davison at 469-6202 or CDavison@Escambia.k12.fl.us

The websites accessed through the Purchasing Portal for Office Depot and Staples utilize a State of Florida Bid. Per Florida Legislation, only bid/contract items can be purchased through these websites. Non-bid items are restricted and if a purchase is attempted, an error message will be displayed.

For assistance with the Purchasing Online Portal, contact:
Stacey Marshall at 469-6208, SMarshall2@Escambia.k12.fl.us
or Cindy Davison at 469-6202, cdavison@Escambia.k12.fl.us