



Welcome to the myIPS Marketplace, powered by SpendBridge

The myIPS marketplace gives you the advantage of leveraging the purchasing of IPS district wide agreements, Central Indiana Educational Service Center (CIESC) agreements, as well as State of Indiana agreements all from one easy to use central web based marketplace. It's easy, efficient, and cost effective purchasing at its best.

Your access to the myIPS Marketplace is part of the benefit of being an Innovation School. This marketplace will allow your users to view, shop, and purchase from vendors and catalogs where prices have been negotiated based upon the purchasing volume of the district. Search among thousands of products within these agreements, and find items conveniently organized in online catalogs, sorted by product category and vendor. Purchasing products for your school has never been easier and more economical!

The Purchasing Software and Technology You Need

In addition to providing access to vendor agreements, the myIPS marketplace puts the best e procurement technology right at your fingertips and streamlines the purchasing process. With myIPS users can:

- Search multiple vendors and products easily and efficiently
- Access multiple catalogs to search for the best net price
- Manage and control purchases through online requisition review and approval
- Automate and streamline approvals and accounting
- Improve purchase order accuracy with correct net pricing
- Electronically submit purchase orders directly to vendors

Sample Categories and Catalogs Include:

- Educational Supplies - Staples, School Specialty, Really Good Stuff, Lakeshore Learning & GBC
- Custodial Supplies - Acorn Distributors
- AV Supplies & Equipment - B&H Photo
- Office Supplies - Office Depot
- Science Supplies - Frey Scientific
- Art Supplies - Sax Arts & Craft Supplies
- MRO - Grainger, Fastenal & Lowes
- IT – SHI & CDWG
- Flooring - Tarkett
- Automotive - Enterprise Rental & NAPA
- Library Supplies - Demco
- Athletic & PE Supplies - Gopher Sports & Sportime
- Furniture - KI, Kimball & School Specialty
- Healthcare- Henry Schein

- Special Needs - Abilitations

For specific questions about this program please contact: Brian Dickey dickeyb@myips.org



Below is an outline of services included and additional services available for at an extra cost.

Service Time Cost Description

E-Procurement			
Initial User Set-Up	1 week	Included	SpendBridge will create usernames, passwords, and user policies for up to 200 initial users. A small license fee applies to additional users.
Initial Catalog Set-Up	1 week	Included	SpendBridge will ensure each user has access to catalogs as specified.
Initial Workflow Set-Up	1 week	Included	SpendBridge will implement order approval rules based on organization's hierarchy.
Initial Vendor Enablement	1 week	Included	SpendBridge will upload your local vendor list to create POs for those vendors and generate on-demand catalogs for those vendors.
Receiving Module Set-Up	1 week	Included	Users may track items received in SpendBridge and upload packing lists into system.
Financial Integration	Varies	Varies	SpendBridge can integrate with accounting systems such as SSI, Skyward, Komputrol , Blackbaud. and many more This integration requires a scope document and additional costs.
Local Catalog Enablement	Varies	\$750 set-up and \$150 per quarter	Local vendors may provide item data to BPS to create online catalogs for your users. Self-service catalog set-up is no cost.
Sample Vendors			
Training			
Initial User/Trainer Training	1-1.5 hour	Included	Training will introduce the staff to e-procurement process. Training will teach specific users to train other staff on site functionality.
Initial Administrator Training	1 hour	Included	Training will review how to manage site settings & administrative features
Online Training Resources	Unlimited	Included	Users will have access to videos, user guides, monthly webinars, and other training resources via our training site.
Additional Training	Varies	\$75 per hour	SpendBridge will work with organizations on additional training needs as requested.
Account Maintenance			
Customer Support	Unlimited	Included	Our customer support team is available 8 AM to 5 PM to support users with any technical errors or problems within the site.
Additional User Set-Up	2 weeks	Included	SpendBridge will support set-up of additional users.
Workflow Updates	2 weeks	\$75 per hour	Changes to order or invoice workflow rules. Self-service no cost.

Invoice Module			
Initial Set-Up	2 weeks	\$500	SpendBridge will create users, approvers, and configures invoice workflow and policies.
Invoice Workflow	Ongoing	\$2.25 per invoice	SpendBridge will capture invoices electronically and bring them in to match against the purchase order and packing slip.
Invoice Module Training	4 hours	\$300	SpendBridge will train users on how to receive invoices divert, edit and approve invoices, and export A/P reports. Four one-hour sessions.
A/P Financial Integration	Varies	Varies	SpendBridge can integrate with accounting systems.