DIRECTIONS FOR BUILDING A BUS

(You may want to print these instructions for ease of use)

1. Open the KDOT/KSDE Bus Purchasing website at https://kansas.cooppurchase.com/
2. Select Buyer and Login or if you are using the program for the first time select "Request your account now" complete the applicable information and contact KSDE School Bus Safety if you need your ID #.
3. Click on "Specifications" in the left column
4. Click on "Create New".
5. Select the "Product Category" from the pull-down menu.
6. Select the "Product" from the pull-down menu.
7. Enter any notes into the comment box to help you describe the bus you are creating.
8. Click on "Continue".
9. As you scroll, the "Total Price as Configure" will automatically follow you so it is always visible. This box gives you a running total cost of the bus you are configuring.

    NOTE: Dealers are required to fill in every price category; when a number entry does not apply, the choices are:

    - N/A = option not available
    - N/C = no additional charge for the option
    - S/E = standard equipment

10. Select desired Chassis Options.
11. Click on Body Options tab.
12. Select desired Body Options.
13. You will not be able to choose more than one item under any given option.
14. To read what was specified or the description of the option, hover your mouse pointer over the description and the complete specification will appear in a balloon comment.
15. If you choose an option that requires "quantity," enter the number in the box and the program will extend the correct total.
16. If you select a different engine, you will get an opportunity to select a comparable configuration for the other manufacturers later in the process.
17. Once you have selected all of the options for the bus you are configuring, at the bottom click on "Continue".
18. This will take you back to the Specifications screen.
19. You have the following options:
    - Start a new bus configuration by clicking on "Create New" and following the above steps.
    - Edit what you configured.
    - Make a price comparison.
    - Purchase the bus as configured.
    - "Clone" the bus to a vendor to have them check the configuration to make sure that it is a buildable bus.
      Note: When a bus is cloned to a vendor, it is not a purchase. Only the district can purchase a bus by completing the purchase steps.

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20. Price Comparison. If you choose to make a price comparison, click on the price comparison icon in the row of the bus that you would like to assess.

- Specify the order quantity.
- Select the vendors that you want to compare.
- Click on "Next".
- If you have a situation where a valid comparison cannot be made due to the options that you selected (such as picking an engine option that not all vendors have available), you will have to pick another option so that a fair comparison can be made before you move on. If you have no conflicts this will not appear.
- Click on "Next".
- If you have options that are not included in the program, add them to the program. Pricing for dealer negotiated items should be obtained from all vendors to get a fair comparison.
- Select vendor from pull down menu.
- Insert description item into description box.
- Insert price into price box and hit save icon to the right.
- A new box will appear to enter another dealer's pricing, if needed. Repeat 1 – 3 above.
- At this time you may go back and edit any of the rows or delete them.
- Once you have finished your dealer options click on "Next".
- Select any trade-ins that you wish to include in the price comparison. This will give you the totalprice for each vendor, net of trades. Then click "Next".
- A comparison report will now appear. At this point you have the ability to:
  - Go back to a previous screen.
  - Return to the specifications screen.
  - Export this report you see by clicking on the "Export" icon. You will then be able to save this report or print. Due the differences in printers and the configuration of your report you may need to change the page setup on your printer to landscape. You may also want to change some column widths or margins to better fit the printed page.
  - You may make a purchase.

21. Purchase Request (this step is required for the purchase to meet the competitive purchase requirements). To make a purchase, click on the "New Purchase" button at the bottom of the price comparison report page or the "New Purchase" icon in the row of the bus that you would like to purchase.

- You will be asked to reconfirm the quantity of buses that you want to purchase in this configuration and choose which vendor to make the purchase from. Then click "Next".
- If necessary any conflicts can be resolved or edited at this time. Then click "Next".
- All dealer options entered in the price comparison for the chosen vendor will appear as previously entered. You can edit them or add additional ones at this time. Then click "Next".
- Select any trade-ins that you wish to include in the purchase and click "Next".
- Verify your order. Click "Next".
- Select your vendor contact from the pull-down menu.
- Enter your purchase order number.
- Make any comments that you may need in the purchase comment box.

- Confirm with your vendor that the bus that you have configured can be built as specified before you answer yes.
- Confirm that the purchase has been approved by your school board.
- Choose whether you want the purchase request to be automatically be sent to the vendor. If you elect to send the order yourself, the vendor will NOT be notified of your purchase until you contact them yourself.
- Click "Previous," "Purchase," or "Hold for Later". Hold for Later will prevent any changes to your specification while you obtain final purchase approvals. To continue a purchase which was held, go to the "Pending Purchases" link in the menu.
- When you click "Purchase" a final purchase report will appear. Once you click "Purchase" no further changes can be made.
- If you selected to not email your purchase, click on the "Export" icon and print the purchase report to forward to the vendor. You may want to save a copy to your computer, also. You may now exit the program or go back to specifications and configure a new bus.
- If you selected to email your purchase, click on the "Export" icon to print or save the purchase report for your records. You may now exit the program or go back to specifications and configure a new bus.
- You can view the history of your purchases by clicking "Purchase History" in the menu, or from the Specification page clicking the "History" button on the row for your Specification.