



Cook County MarketPlace Instructions

12/7/2016

MarketPlace Integration with Oracle EBS

Non Oracle User Version v1

1. Go to the following URL and log in: <https://shop.equallevel.com/cook/> Login with your Username and Password.



Thank you for using the Cook County Marketplace.
To facilitate purchases, all Cook County employees can request access to Cook County Marketplace, select, and initiate the purchase of any catalog item. Authorized Buyers have the same access as the public. There are several commodities on the Marketplace that can be provided on more than one contract. If you have problems logging-in, send an email to cc.marketplace@cookcountyll.gov or contact the Marketplace screentests site to see training videos.

Username
Password
[Forgot your password?](#)

As a reminder, user names are entered as all CAPITAL letters.

2. Browse for your item, in this case I will choose to punch-out to Dell



NOTICE: As a final part of the Cook County transition to our new ERP system - the marketplace will be closing on November 15, 2016.

All orders need to be placed *AND approved* by End of Business on 11/15/16.

The marketplace is scheduled to re-open on 12/7/16.

Please contact Alex Van Dyck @312.603.4341 if you have any questions.

Welcome to the Cook County Marketplace. This tool is intended to modernize processes and improve operational efficiencies in the County. The marketplace is comprised of contracts that have been vetted and approved by the Board of Commissioners for use by all Cook County user agencies. As new county-wide contracts are approved, they will become available in the Cook County Marketplace.

The Office of the Chief Procurement Officer seeks to enhance your purchasing experience by giving user agencies greater independence in the purchase of items covered under approved contracts. We trust that you will find this tool helpful and encourage you to use it.

There are several commodities on the Marketplace that can be provided on more than one contract. When ordering items from Marketplace please compare prices to ensure Cook County is getting the best price.

Categories

- Electrical Products, Equipment & Supplies
- Facility Maintenance, Repair, and Operations (MRO)
- Office Supplies & Paper
- Public Safety & Emergency Preparedness Goods
- Technology Supplies

Suppliers

3. Search for your item. Select "Add to Cart"

[Click here to return to Cook County Marketplace](#)

Contact Us 1-800-981-3355

COOK COUNTY, ILLINOIS

Dell Shop Solutions & Services Support Account

Help Quotes Share Your Ideas

keyboard

Search Results for: keyboard


Narrow Your Results

- > Product Category
 - Parts & Upgrades
 - Storage, Drives & Media
 - PC Accessories
 - Networking

Products Help & Support

Not finding what you're looking for?
Dell offers products that may not be available under your organization's contract with Dell. Contact your Dell representative to determine which products are eligible to add to your store.

1 - 15 of 116 2 3 4 5 ... 8 > Sort by:



Dell Dell Refurbished: Single Pointing Keyboard - 87 Keys
★★★★★ (5 Reviews)
Manufacturer Part#: 08883 Dell Part#: 08883

Starting Price	\$13.99
Total Savings	\$3.22
Price	\$10.77

4. Select "Create Order Requisition".

Click here to return to Cook County Marketplace

Contact Us 1-800-981-3355

COOK COUNTY, ILLINOIS


Dell Shop Solutions & Services Support Account

Help Quotes Share Your Ideas

Your Shopping Cart

Cart Contents (1 Item)

Show all specs | Hide all specs

Item	Quantity	Estimated Ship Date	Price
 Dell Refurbished: Single Pointing Keyboard - 87 Keys Manufacturer Part#: D8883 Dell Part#: D8883 Premier Discount	1	12/14/2016	\$13.99 (\$3.22)

Remove

Estimate Tax and Shipping

Price does not reflect applicable shipping, taxes and state environmental fee.

Subtotal \$10.77

View Specs & Print

Cart Summary

Cust. Agreement № 1328-12468
Contract Code 93AGJ
1 Item
\$3.22 in savings today!

Price does not reflect applicable shipping, taxes and state environmental fee.

Subtotal \$10.77

Create Order Requisition
Save as eQuote
Continue shopping >


Print

5. Select "No, I will not be exporting" from the Trade Compliance Area, and select "Continue".

Click here to return to Cook County Marketplace

Contact Us 1-800-981-3355

COOK COUNTY, ILLINOIS



Shipping Review Cancel and return to Premier Dashboard

Secure Checkout

Delivery options

Delivery method	Shipping cost
<input type="radio"/> 2nd business day delivery	\$172.99
<input type="radio"/> no charge delivery	\$0.00
<input type="radio"/> lowest cost delivery	\$6.99
<input type="radio"/> Next business day delivery	\$21.99

Trade compliance


* Will you be exporting the products you order today outside of the United States of America?

Yes, I intend to export

No, I will not be exporting

Order Summary

Cust. Agreement №	1328-12468
Contract Code	93AGJ
1 Item	View Items >
\$3.22 in savings today!	
Price does not reflect applicable shipping, taxes and state environmental fee.	
Subtotal	\$10.77

 powered by Verisign

6. Select "Submit Order Requisition"

Secure Checkout

TERMS OF SALE

Unless you have a separate agreement between you and Dell that specifically applies to this order, by clicking on the "Submit Your Order" button, you agree to Dell's TERMS OF SALE (for purchases meant for internal use) or the RESELLER TERMS OF SALE (for purchases meant for resale), as well as Dell's WARRANTY (if applicable in your country) and applicable SERVICE DESCRIPTIONS. THESE TERMS CONTAIN IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, INCLUDING LIMITATIONS OF LIABILITY AND A REQUIREMENT TO RESOLVE DISPUTES THROUGH MEDIATION OR ARBITRATION, RATHER THAN THROUGH LITIGATION.

Shipping Information [Edit Shipping >](#)

Delivery method: no charge delivery

Trade compliance: No, I will not be exporting

Cart Contents [Edit Cart >](#)

Order Summary

Cust. Agreement №	1328-12468
Contract Code	93AGJ
1 Item	View Items >
\$3.22 in savings today!	
Price does not reflect applicable shipping, taxes and state environmental fee.	
Subtotal	\$10.77

[Submit Order Requisition](#)

7. At this point it will bring the cart back into the Equallevel Cart, and you would select “Transfer Cart”.

Successfully Imported 1 Item(s)

Shopping Cart

Email Items | Export To PDF | Export to CSV

<input type="checkbox"/>	Item	Part #	Supplier	Price	UOM	Quantity	Item Total
<input type="checkbox"/>	01:00 Dell Refurbished: Single Pointing Keyboard - 87 Keys	D08883	Dell	\$10.77	EA	1	\$10.77

[Save Selected to List](#) [Remove Selected](#) [Update Quantities](#)

Total: \$10.77
[Transfer Cart](#)

8. Click “Browse” and select your Department Approver. In this example, I will select Raquel.

Transfer Cart

Transfer Info
Name your shopping cart and then browse and select another user who will place the order. Your cart will be transferred to their account.

Cart name*

User [Browse](#)

Email message

NOTE: If you do not see your department approver in the system, they will need to punch out to Marketplace to be added to this list. Tell them to log into Oracle and punch out to Marketplace. They will then be added to the list.

Transfer Cart

User Browser

[Filter](#)

	First Name	Last Name	Username	Email
Select	RAQUEL N	RUPERT	cookoracle_RRUPERT	Raquel.Rupert@cookcounty.il.gov
Select	Oracle	User	cookoracle	info@equallevel.com

9. Click "Transfer Cart"

Transfer Cart

Transfer Info
Name your shopping cart and then browse and select another user who will place the order. Your cart will be transferred to their account.

Cart name*

User

Email message



10. That completes this process. You will receive a message noting that your cart has been transferred successfully.

Your shopping cart successfully transferred

Transferred Carts

Displaying 1 - 1 of 1 items

All	From: 12/06/2016	To: 12/06/2016	Filter							
Name	Items	Total	Status	Created By	Created On	Submitted To	Purchased On			
 Cart #34023	1	\$10.77	Transferred	ALEX VANDYCK	12/06/2016 04:15 PM CST	RAQUEL N RUPERT				

The person receiving your cart will receive this email:

ALEX VANDYCK has transferred a shopping cart (Cart #34023) to you for purchase.

Item	Part #	Supplier	Price	UOM	Quantity	Item Total
01:00 Dell Refurbished: Single Pointing Keyboard - 87 Keys	D8883	Dell	10.77	EA	1	10.77
Total:						10.77

[Click here to view the cart](#)

This is an automated message. Please do not reply.