



Bus Orders Detailed Quick Guide

IMPORTANT

BEFORE OUR START

- Identify the Item #'s listed on the PA-1, PA-2 or PA-3 forms that you will be ordering.
- Identify the appropriate options in the 2011 Bus Procurement Guide.
- The forms and guide can be found on the KDE website under Administrative Resources / Transportation / Bus Procurement. [LINK](#)

<http://www.education.ky.gov/KDE/Administrative+Resources/Transportation/Bus+Procurement.htm>

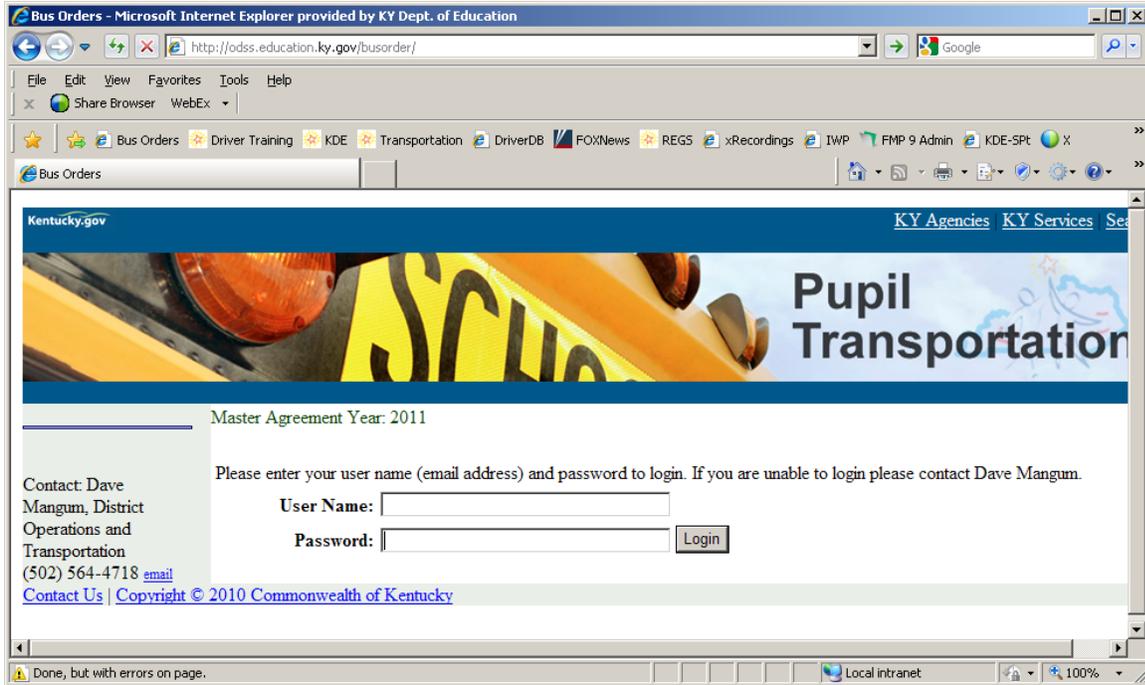
- If you are purchasing using a Purchase Order, you will need that number **BEFORE** you begin the process.

STEP 1 -

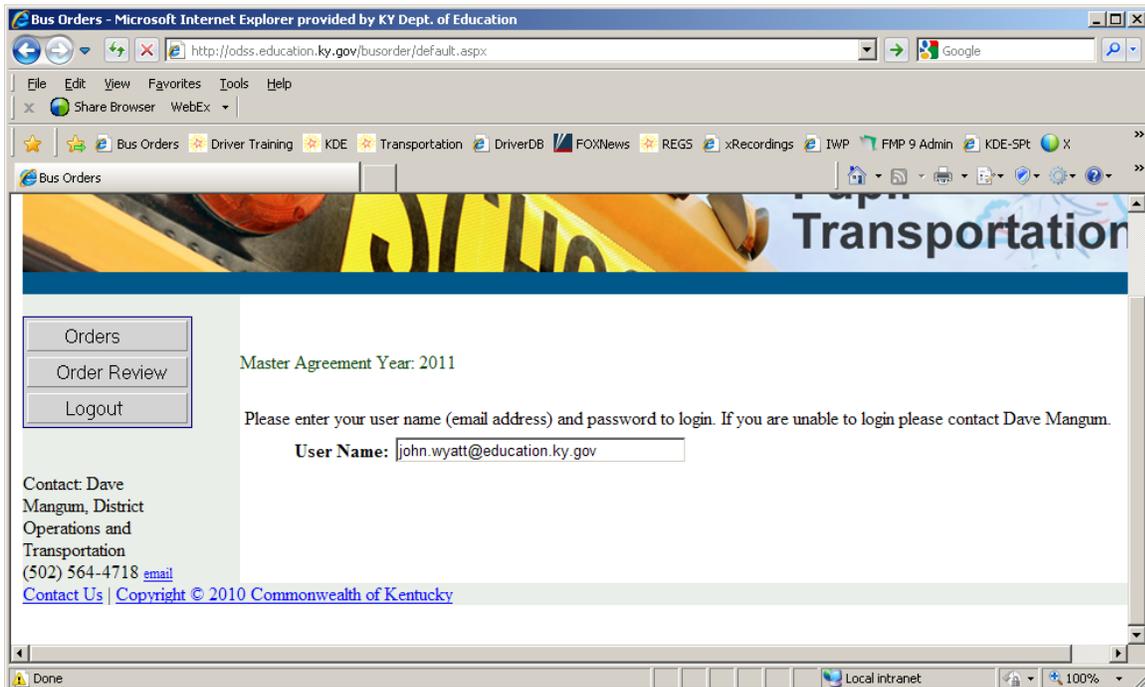
Navigate to the Bus Ordering Website - <http://odss.education.ky.gov/busorder/>

Step 2 - Login Screen

Use your District credentials for this login. If your credentials do not allow you login, contact Dave Mangum, (502) 564-5279

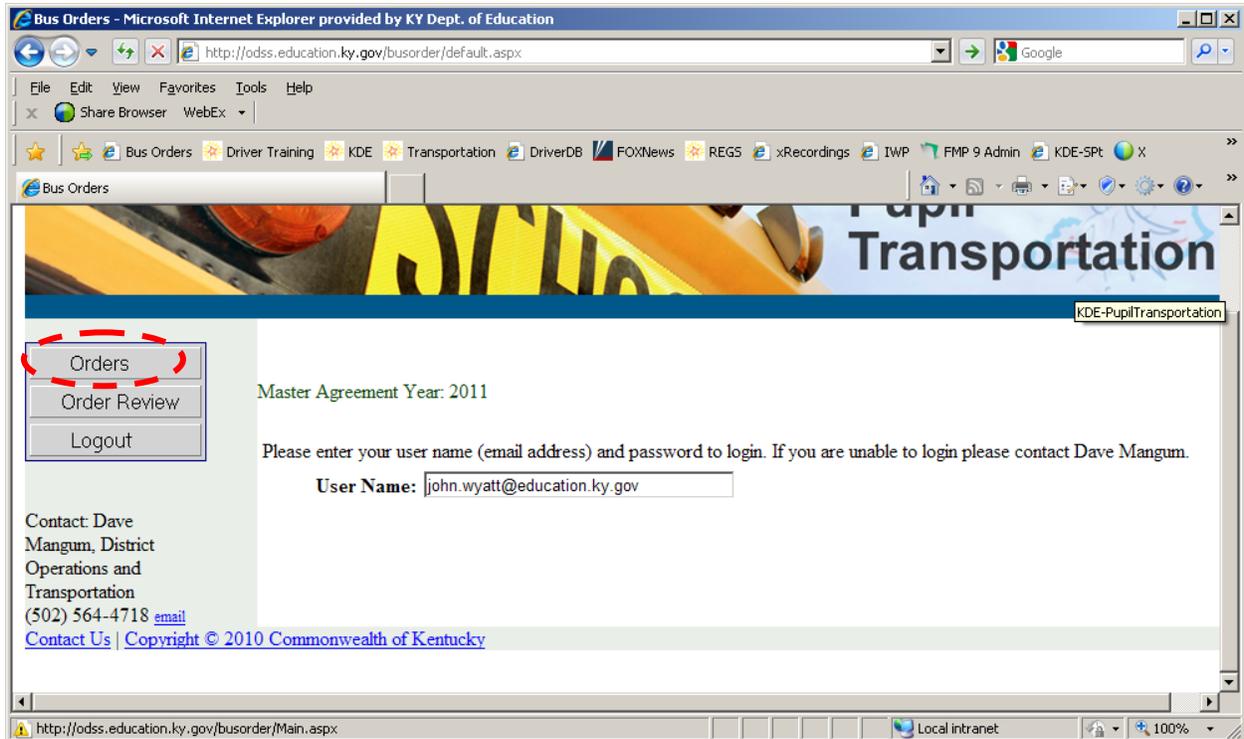


When you have used the Login button this should be the next screen



Step 3 – Create Order

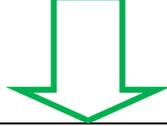
Use the **Orders** button to begin the order process. (**note** – will not be circled in red on your screen. This is being used to show location only.



Step 4 – Always be sure to verify your  District at this time.

If you are returning to address a Rejected or Pending order, enter the  Order Tracking number at this time.

(this number will be on all correspondence that you receive concerning that order.)

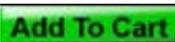
| | |
|---|--|
|  | District Verification |
|  | Rejection or Pending Order Tracking No |
|  | Page Navigation |
|  | Item Numbers |
|  | View Cart / New Cart/ Pending // Add to Cart Referred to in Steps 14 |

Step 5 – Ordering Buses

There are multiple pages listing available buses you can access from this screen. You should know at this time what bus(es) you intend to order and they are listed by  "Item #" from the **2011 Purchasing Guide**.

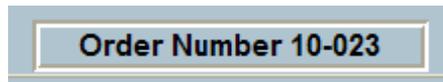
To navigate to a different page, use the number links at the bottom right of this screen. (see above) 

Step 6 - Selecting Bus to order

Click on the  button to the left of the bus you want to order.

You can order more than one bus, and more than one bus type but each order will be exclusive to a specific vendor. If you are ordering from more than one vendor, you will repeat the process for each vendor.

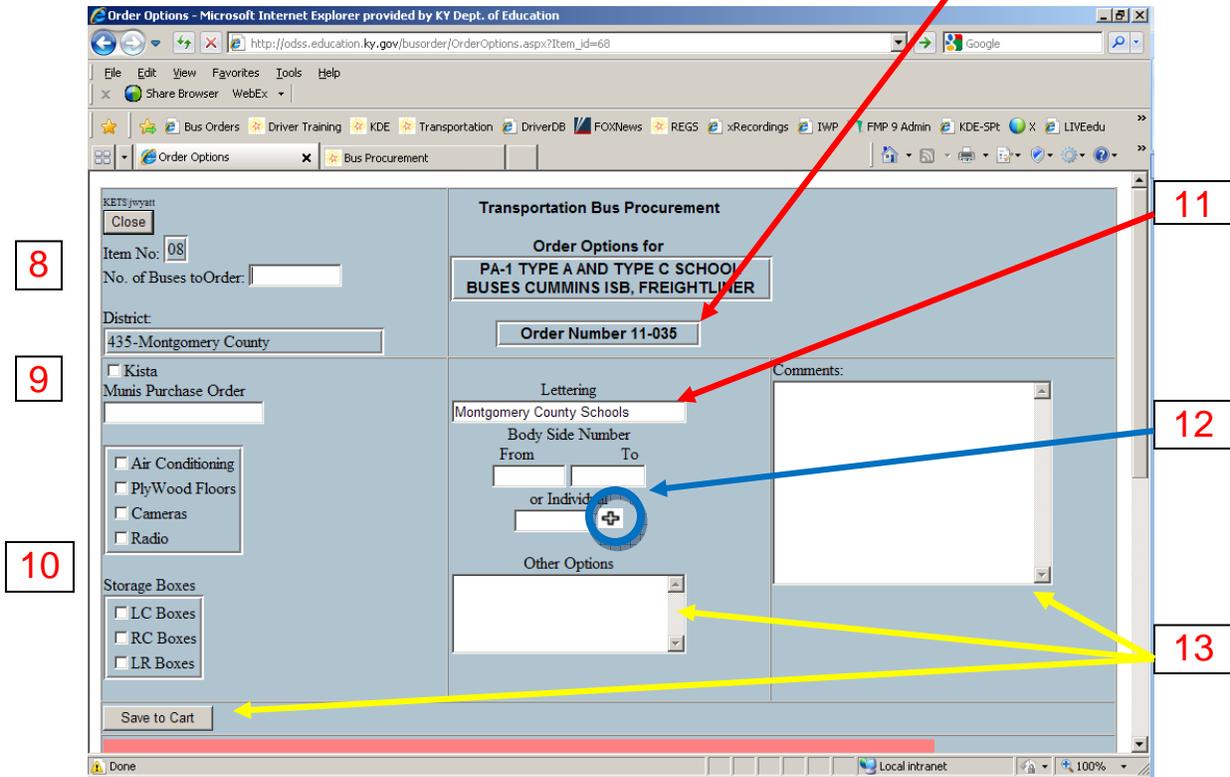
RECORD YOUR ORDER NUMBER



Do not use this number, but the number that shows on **your** Bus Order page

Steps 7-13 - Bus Order Page

Bus Order Number



There are several steps on this page.

8 Enter the number of IDENTICAL buses you are ordering of this type.

No. of Buses to Order: (you can order more buses of this type with different options later, but they must be on a separate order screen)

9 Kista or Munis Purchase Order #

(you must select Kista OR enter a PO #)

Kista
 Munis Purchase Order

10 **Choose Options and Storage Boxes**

Air Conditioning
 PlyWood Floors
 Cameras
 Radio

Storage Boxes
 LC Boxes
 RC Boxes
 LR Boxes

(refer to 2011 Purchasing Guide for Storage Box options available by bus type)

11 **Verify Lettering for Side of Bus (you can edit in this box)**

Lettering
Woodford County Schools

12 **Bus Numbering**

- a. If ordering more than one bus, you can select a range
- b. If ordering one or more busses, you can enter 1 number at a time

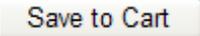
Body Side Number
From To
Individual
[] []
[] +

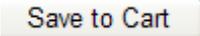
You must use the  button to record numbers

13 **Other Options and Comments**

- a. Your bus numbers will show here, and you can type in this box to add options
- b. You can enter into the comment sections

c. **Save to Cart**

Once you have verified your information is correct, use the  button
If there are problems with this order they will show at the bottom of the page under this button AFTER you have attempted to Save to Cart.

If this happens, fix and  again

- d. **Once you have successfully Saved to Cart you will be returned to Step 5 -** except the number of pages will be reduced to show only busses from the same vendor.
- e. Repeat steps from this point to add additional buses to your order until you have added all buses you wish to purchase from this vendor.
(note: you will need to start a new cart for each vendor)

Step 14 - You have the option of submitting your order or you can create an order from another vendor, use the **New Cart** button shown on the screen shot from Step 4.

Step 15 - To complete your order(s) go to Order Review



Step 16 - Enter your Order Tracking Number - Find

Enter Order Tracking No.:

Step 17 - Review your order.

| Review | Delete | Bus Model | lettering | item_id | Side_Number | unit_price |
|---|--------|-----------------------|-------------------------|---------|-------------|--------------|
|  | | CUMMINS ISB, BLUEBIRD | Woodford County Schools | 43 | 1 | \$ 72,855.00 |
|  | | CUMMINS ISB, BLUEBIRD | Woodford County Schools | 43 | 2 | \$ 72,855.00 |

Click on the School Bus Image to review your order. (pop up blocker must be set to off)

This will open a browser window you can print.

Detail Review - Microsoft Internet Explorer provided by KY Dept. of Education

http://odss.education.ky.gov/busorder/DetailReview.aspx?Order_dtl_id=14

File Edit View Favorites Tools Help

Share Browser WebEx

Bus Orders Driver Training KDE Transportation DriverDB FOXNews REGS xRecordings IWP FMP 9 Admin KDE-SPT X

Detail Review

Close

Transportation Bus Procurement

Order Detail Review
PA-1-TYPE A AND TYPE C SCHOOL BUSES

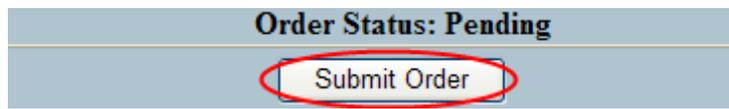
| | |
|---|---------------------|
| Details: | Options: |
| Item No: 07 | Air |
| Lettering: Montgomery County Schools | Conditioning: No |
| Side No.: 19 | Plywood |
| Chassis | Floors: No |
| Vendor: INTERNATIONAL | Radio: No |
| Body | Camera: No |
| Vendor: IC | Other |
| CORP | Options: |
| Kista: Yes | Storage |
| Munis | boxes: No |
| PO | Comments: |
| Number: Hydraulic | |

Error on page. Local intranet 100%

Step 18 - To remove a bus from your order, select the delete box beside the bus.
(your order will be updated automatically)

| Review | Delete | Bus Model | lettering | item_id | Side_Number | unit_price |
|---|---|-----------------------|-------------------------|---------|-------------|--------------|
|  |  | CUMMINS ISB, BLUEBIRD | Woodford County Schools | 43 | 1 | \$ 72,855.00 |
|  | | CUMMINS ISB, BLUEBIRD | Woodford County Schools | 43 | 2 | \$ 72,855.00 |

Step 19 - After you have completed your review, you are ready to submit your order for KDE to review.



Step 20 - You will receive an email notification that your order has been submitted for review. The order status will change from Pending to Submitted. You will receive additional email notifications and instructions as your order progresses through the process.

Enter Order Tracking No.:

Order Status: Submitted

Your Bus Order has been submitted for Review. You will be contacted with further information

Step 21 - If you have additional orders that need to be submitted begin with step 15 and repeat the steps needed to submit your order.