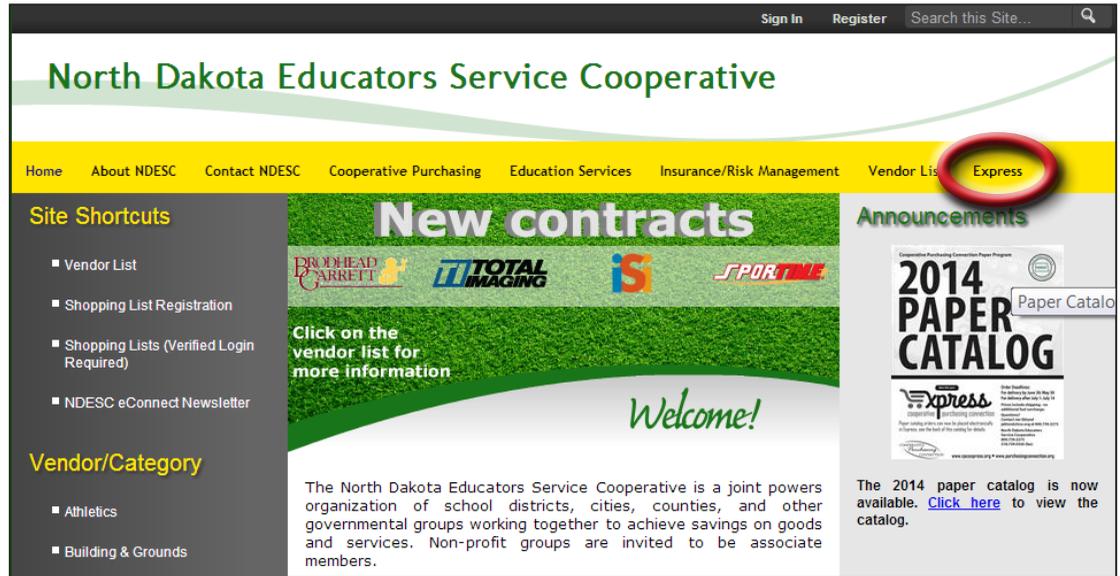


# Registering for xpress

## For current Service Cooperative members

1. Navigate to [www.ndesc.org](http://www.ndesc.org). Click on Express in the top menu bar.



North Dakota Educators Service Cooperative

Home About NDESC Contact NDESC Cooperative Purchasing Education Services Insurance/Risk Management Vendor List **Express**

Site Shortcuts

- Vendor List
- Shopping List Registration
- Shopping Lists (Verified Login Required)
- NDESC eConned Newsletter

Vendor/Category

- Athletics
- Building & Grounds

New contracts

Click on the vendor list for more information

Welcome!

The North Dakota Educators Service Cooperative is a joint powers organization of school districts, cities, counties, and other governmental groups working together to achieve savings on goods and services. Non-profit groups are invited to be associate members.

Announcements

2014 PAPER CATALOG

The 2014 paper catalog is now available. [Click here](#) to view the catalog.

2. On the lower left-hand side of the page, click Register Now.



 cooperative purchasing connection

home page  
workflow approvals  
video tutorials

Username (Email Address):

Password:

[Forgot your password?](#)

Questions or need help?

Contact us:

Phone:  
888-739-3289  
Monday-Friday 8:00am - 4:00pm  
(Excluding Holidays)

Email:  
[express@purchasingconnection.org](mailto:express@purchasingconnection.org)

Save Time and Reduce Paper:  
Approval Workflows

Our Express site can help simplify your requisitions! No need to print or distribute multiple requisition forms, compile orders, and submit them individually to each

Cooperative Purchasing Connection's Express makes ordering and price comparisons from our partnered vendors simple for our members, all from a single location!

Express provides:

- Quick access to multiple vendors
- Order approval and management
- Flexible payment options:  
Purchase Order or Credit Card/P-Card

Many Vendors – One Order

On Express, members will find items from different vendors and can place all of the items into a single shopping cart. Product searches can be done with a variety of options to help improve the accuracy of your search – limit searches by vendor, category, cost, etc.

Continued on reverse

3. Complete the required fields in the registration form and click **Submit**.

**home**

### Registration

Begin typing your agency name below and select an option from the available list. If you can't find your agency in the list, email [info@purchasingconnection.org](mailto:info@purchasingconnection.org) or call 888-739-3289.

**Agency Info**

Agency Name\*

**User Info**

Email\*

First Name\*

Last Name\*

Phone\*

Password\*

Password must be at least 8 characters long

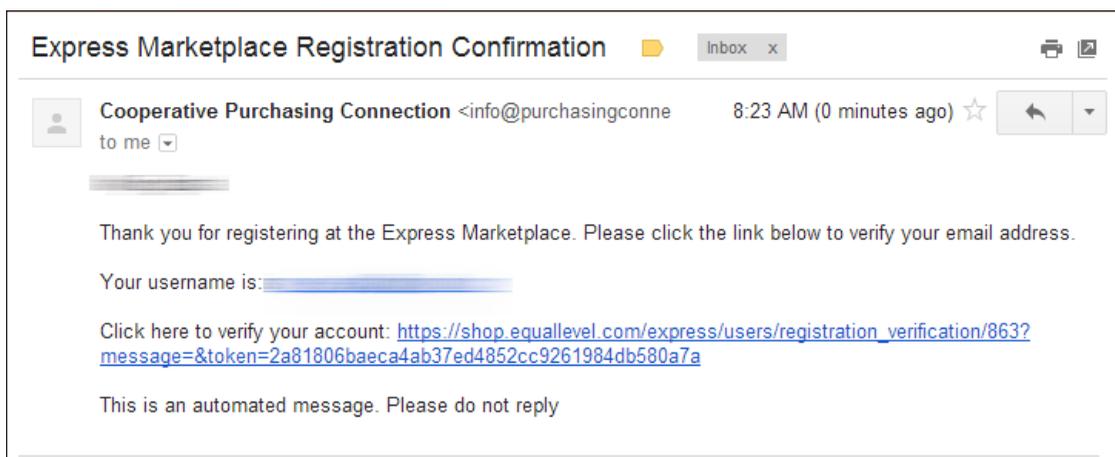
**Weak**

Confirm Password\*

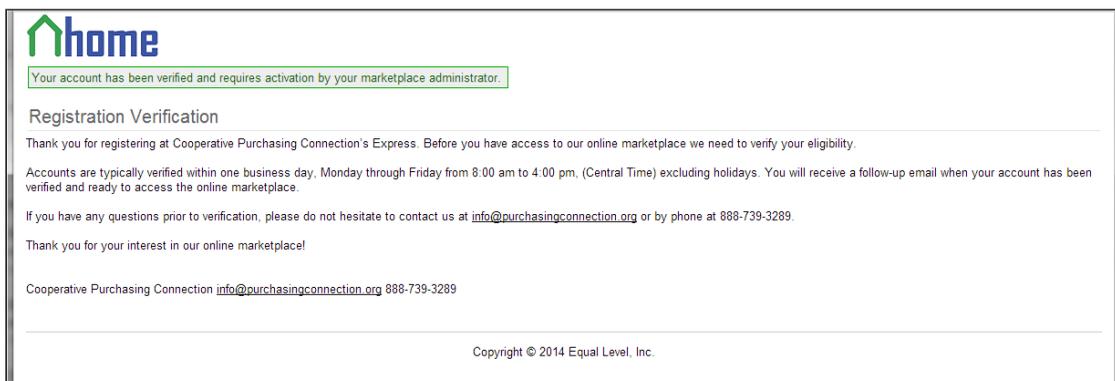
Message

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4. Check your email for a verification link. Single click the link. This may take a few minutes to arrive. Call 888-739-3289 if it doesn't arrive.



5. Once you receive a confirmation email from [info@purchasingconnection.org](mailto:info@purchasingconnection.org), you can begin to use Express.



6. Return to [www.ndesc.org](http://www.ndesc.org) and click on Express on the top menu bar, then log in.

Username (Email Address):

Password:

[Forgot your password?](#)