

Step 1: Log in to your member credentials.

877.696.2122 About Us Members Vendors Services Bidders/RFPs

[Home](#) > [Members](#) > [Member Login](#)

Member Login

If you are already a member, select "**Set Up a New Account**" below and get your login so you have access to all the details of our contracts.

USERNAME

PASSWORD
 LOGIN TO FOOD AREA ONLY

LOGIN

Helpful Links

[Set Up a New Account](#)
[Available Contracts](#)
[Forgot your password?](#)

Step 2: In the member dashboard, click "Order Portal" in the bottom right.

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Members Dashboard

Welcome

As a Choice Partners member, you can access information that saves you valuable time and money. Click on the areas below to make your selection.

You can:

- **Get quick pricing quotes for your projects**
- **View available Contracts and Vendors**
- **Access our Supply Catalog and other pricing catalogs**
- **Download nutrition labels/commodity processing info.**

For more information, contact our Assistant Director, Joann Nichols, or call 877-696-2122 for immediate assistance. Our goal is to support you in finding the right resources, right now!

RECENT ACTIVITY

[2021 December Press Release](#)
January 18, 2022

[2021 November Press Release](#)
December 9, 2021

EVENTS

[Member Workshop](#)
December 15, 2021

[TASA Mid-Winter](#)
January 31, 2022

[TCEA](#)
February 7, 2022

Get A Quote
Quickly select a category, vendors, and submit for quotes

Current Vendors
Search vendors by name, category, contract number or state

Contract List
Download pdf or excel of current contracts

Food

Supply Catalog
View our online supply catalog for cooperative contracts by Category and for Vendor

Order Portal
Add your Purchase Orders Here

Step 3: Here, you can add your purchasing reports. There is a template available to download (Excel format) that will make for simple and easier uploads, especially for bulk uploading.

requirements!

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[Home](#) > [Members Dashboard](#) > [Add Purchase Order](#)

Add Purchase Order


[MANAGE PURCHASE ORDER](#)

Please add your purchase order to our system to qualify for your **Choice Ca\$h** Rebate. Use the button named "Bulk Upload" if you have multiple PO's or multiple vendors; otherwise you can enter them one at a time using the button named "Manual Upload"

Name of Person Submitting: Andrey Cuellar **Email:** andrey.cuellar@hcde-texas.org **Date:** August 26, 2022
Member Name: Harris County Department of Education **CP Member City:** Houston

If you have a new PO, use one of the 2 buttons below; to manage previously submitted P.O.s, [click here](#).

[BULK UPLOAD? \(CSV OR XLSX\)](#) OR [ADD MANUALLY?](#)

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Step 4a: If bulk uploading, ensure that column headers match the list of criteria: Vendor name, Contract Number, Bill Date, PO Number, and PO Order Total.

requirements!

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Add Purchase Order

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Member Name: Harris County Department of Education **CP Member City:** Houston

Upload File (CSV OR XLS): no file selected

Below is a list of valid column headers we are looking for. For faster processing times, Please insure you have this info in your file before uploading.

"Vendor Name",
"Contract Number",
"Bill Date",
"PO Number",
"PO Order Total"

[UPLOAD](#)

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Step 4b: If you are manually adding a report, be sure to fill all fields and send when complete. The purchasing order will not go to the vendor unless you select “Yes” for *Send PO to Vendor on my behalf*.

requirements!

Dashboard

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Add Purchase Order

MANAGE PURCHASE ORDER

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Name of Person Submitting: Andrey Cuellar **Email:** andrey.cuellar@hcds-texas.org **Date:** August 26, 2022
Member Name: Harris County Department of Education **CP Member City:** Houston

Vendor: **Contract:**

Bill Date	PO Number	PO File	PO Order Total
<input type="text" value="(MM/DD/YYYY)"/>	<input type="text"/>	<input type="text" value="Choose File no file selected"/>	<input type="text"/>
<input type="text" value="(MM/DD/YYYY)"/>	<input type="text"/>	<input type="text" value="Choose File no file selected"/>	<input type="text"/>
<input type="text" value="(MM/DD/YYYY)"/>	<input type="text"/>	<input type="text" value="Choose File no file selected"/>	<input type="text"/>
<input type="text" value="(MM/DD/YYYY)"/>	<input type="text"/>	<input type="text" value="Choose File no file selected"/>	<input type="text"/>
<input type="text" value="(MM/DD/YYYY)"/>	<input type="text"/>	<input type="text" value="Choose File no file selected"/>	<input type="text"/>

Send PO To Vendor on my behalf? : Yes No

NOTE: Your PO will not automatically go to the vendor unless you check YES.

Note:

- When you click the button in the top right named “Manage Purchase Order,” you can see previously submitted purchase orders.