

E-Procurement Instructions

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6. Press Tab

7. The Fiscal year will complete for
8. Tabpast the Requisition number auto-populate.
9. In the General Descriptiobox enter order you are creating, such as SUPPLIES, ETC.
(REMEMBER ALWAYS USE C
10. Just

18. Vendor– School Specialty Procurement Vendor Number 20943

You can purchase from any of School Specialty's brands using the same requisition as long as the funding is appropriate and the items are approved for purchase.

1. School Specialty brands:

Learning Environments, Califone Educational Technology, Childcraft Early Childhood Development, Classroom Select, Safe Schools Safety Products
Curriculum: Coach, Delta Education, Anderson program materials, Foss, Spiral ELA Products, Wordly Wise 3000, Intervention solutions
Education Essentials, Abilitations Special Needs Products, Frey Scientific, Sax Art and Crafts, School Smart & Classroom Direct, School and Office Supplies, Sportline Equipment

19. Enter the vendor number listed above for School Specialty

20. Tap the Delivery method boxes and the Remit box until you arrive at the Ship to box.

21. The Shipping Address defaults to the warehouse.

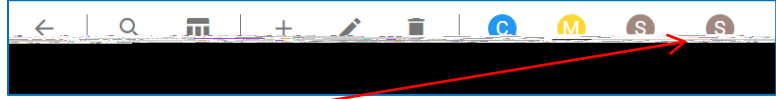
a. Change the Shipping Address to your site number.

22. You will get a pop up asking if you want to use the ship to code's default email, click Yes

23. Email–the correct email should have just populated, you can modify it if necessary.

24. Refer to the 1941 (ar) 11-1 fiv (p) IT, LO il 73 (s)-1 3 r 002 Tc 0 Tw 1 Tw 0 37 0 (h) h Tc 10 101 0 T54 (if n) 2 3 fuel
- Tom T 0 () .7 (y) 104 (a) 8 (m) 9 (n) 04.93 S (6.44 (u) -) b (e 73 (s) 8.001 Tc 0.008 Tw 0.217 0) 1 302.6) p.3 Tc 0 178.9 (n) x.9 (d
RcbI

You are now ready to shop online at School Specialty



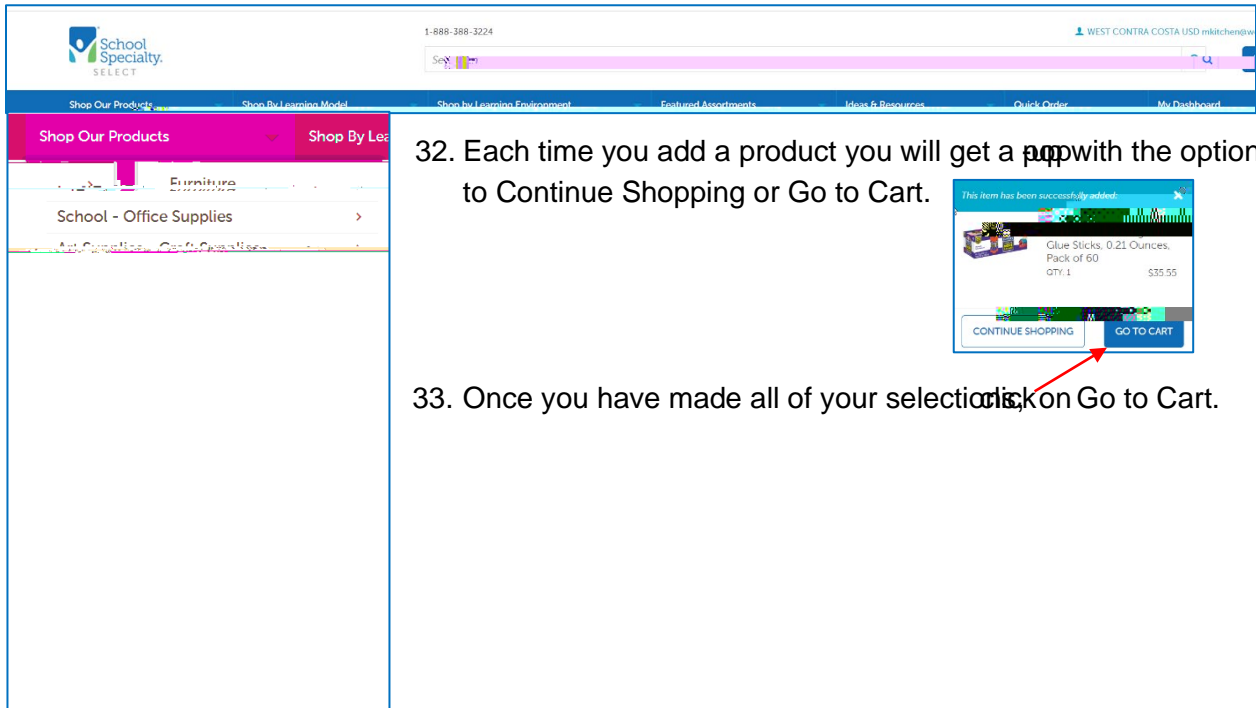
28. Click on ShopOnline in the ribbon



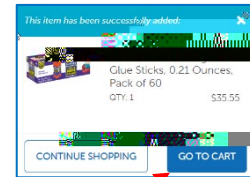
29. Click on School Specialty

30. Click Accept

31. You will be transferred to the vendors website where you can select the items you wish to purchase.



32. Each time you add a product you will get a popup with the option to Continue Shopping or Go to Cart.



33. Once you have made all of your selections, click on Go to Cart.

34. Your cart will open so that you can review your items and make any corrections or changes.

51. Click Release in the ribbon.

52. When you click release you will get this pop