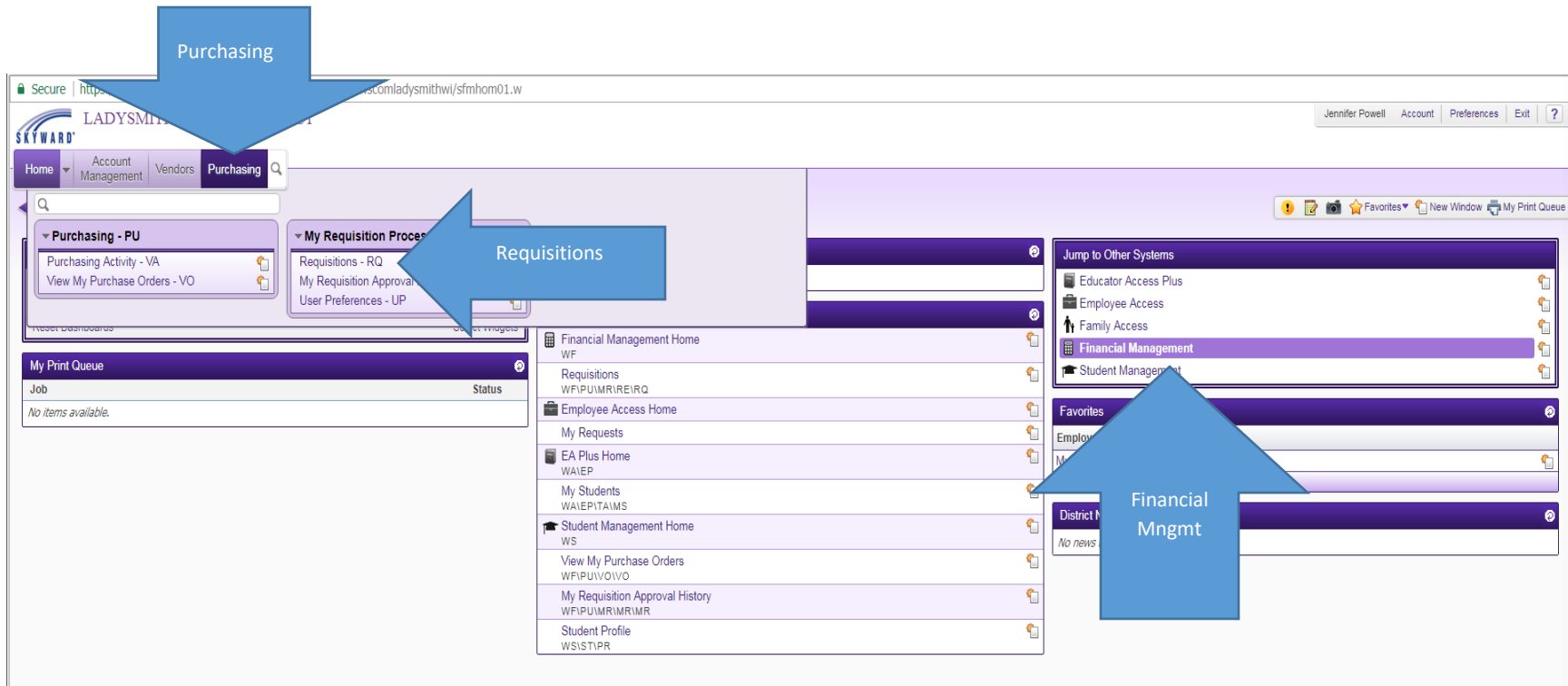


ONLINE CATALOG ORDERING WITH REQUISITIONS



Starting at your HOME page, select the following in this order:

- 1) FINANCIAL MANAGEMENT
- 2) PURCHASING
- 3) REQUISITIONS



Then select "ADD FROM ONLINE CATALOG".

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wscmladysmithwi/foreqprws006.w

LADYSMITH SCHOOL DISTRICT


Home Account Management Vendors Purchasing

Requisitions

Views: My Requisitions Filters: *Skyward Default

PO Number	Status	A/O Batch Level Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Project/Grant Disc Number	# L	# A	N	A	R	Last Updated	Req Grp	PO ID	Fiscal Year	Current Level	High Level	Awaiting Account Group Approval	Awaiting Special Group Approval
1281600062	DEN	0 WEBREQ	Gordy's	BMO MASTERCARD	IL	30.00	JANSEN, CINDY L	0.00	1	1				06/09/2016	128	17034	2016-2017				
0000000128	WSP	0 WEBREQ	Math Expression Student Workbooks Collection (Volumes 1 & 2) for 4th grade students.	HOUGHTON MIFFLIN HARCOURT	IL	1,638.00	JANSEN, CINDY L	0.00	1	1				05/16/2017	128	18387	2017-2018				

Buttons: Add, View, Edit, Delete, Clone, Notes, Attach, Submit, Add from Online Catalog, Clone from Purchase Order, Assign Special Group



Select the online Catalog Store you need:

Requisitions - WF\PU\MR\REQ - 10740 - 05.18.02.00.03 - Google Chrome

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wscmladysmithwi/foreqecom001.w?isPopup=true

Click on the image of the site whose online catalog you want to order from.

Abilitations, PRODHEAD GARRETT, CHILDCRAFT, CLASSROOM CONNECTIONS, FRESHY, Six Arts & Crafts, School Specialty Education Essentials, SPOR LIFE



Fill in your requisition information, including the correct Requisition Group, and information in the Description box.

Then select **“Save and Add Detail”**

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.03 - Google Chrome

Secure | <https://skyward.iscorp.com/scripts/wsisd.dll/WService=wscmladysmithwi/foreqmast001.w>

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 128 - Elementary

Fiscal Year: 2017 - 2018 July 1, 2017 - June 30, 2018

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Description: TESTING SCHOOL SPECIALTY ONLINE CATALOG

Vendor: SCHOOL SPECIALTY ***Ecommerce Vendor***

* Ship To: LADYSMITH ELEMENTARY SCHOOL 624 EAST 6TH STREET SOUTH LADYSMITH WI 54

Attention: CINDY JANSEN

* Due Date: 02/13/2018 Tuesday

Ship Date: 02/13/2018 Tuesday

Ship Via:

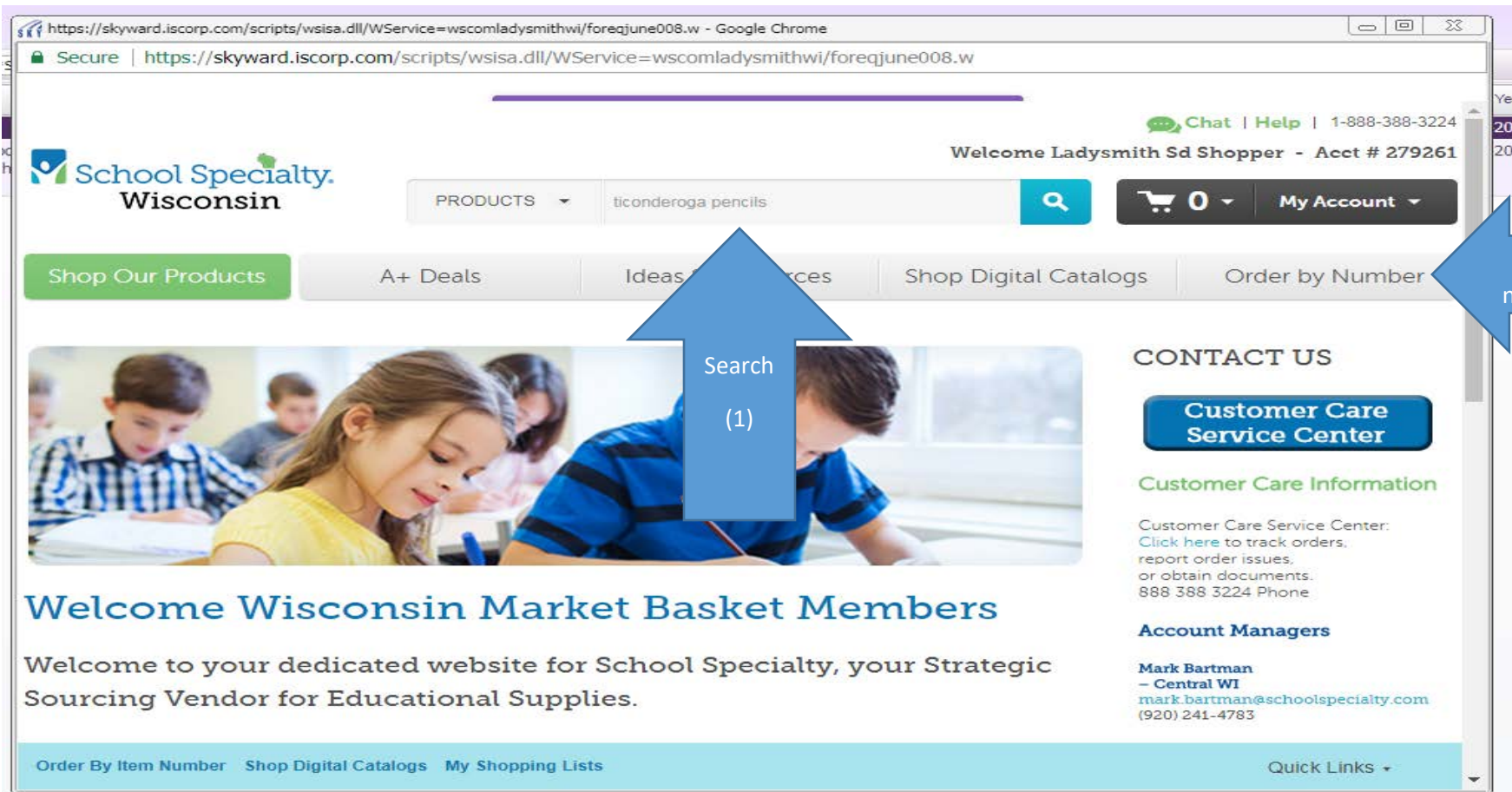
Contract:

Asterisk (*) denotes a required field

Annotations: Requisition Group, Description, Save and Add Detail, Save

This will automatically take you to the store website. There are **TWO** ways you can order on the website:

- 1) Either enter a description of the item in the **SEARCH** box and this will bring up all of your choices, (info on the next page)
- 2) Or Select the **ORDER BY NUMBER** heading and this will bring up a list of empty boxes where you enter your item numbers and how many you would like to order (info in two pages)



This is what comes up when you enter an item in the SEARCH box. (1)

You can check your price by clicking on the SEE YOUR PRICE message.

You then select the item and how many you want.

And ADD TO CART.

The screenshot displays a web catalog interface for school supplies. On the left, there are filter sections for 'SPECIALTY SHOPS', 'SHOP BY DEPARTMENT', 'BRAND', and 'COLOR'. The main content area lists three pencil products, each with a small image, a product ID, a title, a description, and a 'Qualifies for free shipping' badge. To the right of each product is a pricing and action panel. A large blue arrow labeled 'Select item' points to the first product. Another blue arrow labeled 'To add to cart' points to the 'ADD TO CART' button of the second product. A third blue arrow labeled 'To see price' points to the 'SEE YOUR PRICE' button of the third product. The bottom of the page features a navigation bar with links for 'Order By Item Number', 'Shop Digital Catalogs', and 'My Shopping Lists', along with a 'Quick Links' dropdown.

Product ID	Product Name	Your Price	List Price	You Save
017652	Ticonderoga Pencil, No 2.5 Medium Tip, Yellow, Pack of 12	\$3.19	\$4.49	29%
1602995	Dixon Ticonderoga Pencil, w/ Eraser, No2 Med.Soft, 72 Ct., YW	\$30.59	\$43.00	29%
1512578	Ticonderoga Compass Pencils with Erasers, Pack of 72	SEE YOUR PRICE	\$17.49	

This is what comes up when you select ORDER BY NUMBER. (2)

You then enter your ITEM NUMBER and QUANTITY and hit enter. It automatically fills in the description if it's a correct item number.

You can enter 20 items before you need to select either **“ADD TO CART”** and add then it will let you add another 20 items;

or after you're done entering all of your items, select **“ADD ITEMS AND GO TO CART”** if you are finished with your order.

Logo: School Specialty Wisconsin

Welcome Ladysmith Sd Shopper - Acct # 279261

PRODUCTS search

Shop Our Products A+ Deals Ideas & Resources Shop Digital Order by

Order By Item Number Upload File

✓ Represents a valid item.
⚠ View Alternates to replace item.
✗ Item not found, verify item number.

Tip: Add to Cart will give you the best price on this page and adding items.

Add Item #

Add item & go to cart

Or just Add to cart and add more items

Add Items and Go To Cart Add to Cart

Line	Remove <input type="checkbox"/>	Item Number	Quantity	Item Description	Results
1	<input type="checkbox"/>	017652	<input type="text" value="1"/>	PENCIL TICONDEROGA #2.5 PACK OF 12	✓
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

Remove Selected Rows

Add Items and Go To Cart Add to Cart

After you select "ADD ITEMS AND GO TO CART", this is your next screen.

If all is correct on this screen, select "PROCEED TO CHECKOUT"



Welcome Ladysmith Sd Shopper - Acct # 279261

PRODUCTS ▾

search



1 ▾

My Account ▾

Shop Our Products

A+ Deals

Ideas & Resources

Shop Digital Catalogs

Order by Number

Your Shopping Cart

Print



Shopping Cart



Review



Confirmation

Cart Number: 7786719915

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) |

[Proceed to Checkout](#)

Proceed to Checkout

Shopping Cart

Promotion Codes

Item Availability

[Save to Shopping List](#)

Remove Selected Rows

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	1602995	1602995	PENCIL TICONDEROGA #2 - DIX33904 - PACK OF 72	<input type="text" value="1"/>	EA	Catalog: \$43.09 Disc: -\$12.50 Net: \$30.59	Catalog: \$43.09 Disc: -\$12.50 Net: \$30.59

Remove Selected Rows

Update Order Total | **Subtotal: \$30.59**

Shipping and Tax have not been finalized. [Click here to calculate.](#)

[Save to Shopping List](#)

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) |

[Proceed to Checkout](#)


After you select "PROCEED TO CHECKOUT" this is your next screen.


If all is correct select "SUBMIT"

[Chat](#) | [Help](#) | 1-888-388-3224

Welcome Ladysmith Sd Shopper - Acct # 279261




School Specialty Wisconsin

PRODUCTS search 

 1 [My Account](#)

[Shop Our Products](#) [A+ Deals](#) [Ideas & Resources](#) [Shop Digital Catalogs](#) [Order by Number](#)

Review

 Shopping Cart —  Review —  Confirmation

Cart Number: 7786719915 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Submit](#)

Shopping Cart							
Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	1602995	1602995	PENCIL TICONDEROGA #2 - DIX33904 - PACK OF 72	1	EA	Catalog: \$43.09 Disc: -\$12.50 Net: \$30.59	Catalog: \$43.09 Disc: -\$12.50 Net: \$30.59

Sub Total: \$30.59
Shipping and Handling: \$0.00
Sales Tax (0%): \$0.00
Total: \$30.59

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Submit](#)



Which takes you to this screen. Select "TRANSFER" and it will save your items to your requisition.



Thank You for Shopping With School Specialty!

Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.

Transfer



Back to your requisition. You select "ADD REQUISITION ACCOUNTS".

Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **000019343** Accounting: **Account allocation by total requisition amount.** [Edit Master](#)

Group: **(128) Elementary** Amount: **30.59** [Notes](#)

Fiscal Year: **2017 - 2018** Ship To: **LADYSMITH ELEMENTARY SCHOOL** [Attachments](#)

Vendor: **SCHOOL SPECIALTY INC.**
32656 COLLECTION CENTER DR Description: **TESTING SCHOOL SPECIALTY ONLINE CATALOG**
CHICAGO IL 60693-0326
***** This is an Ecommerce Requisition *****

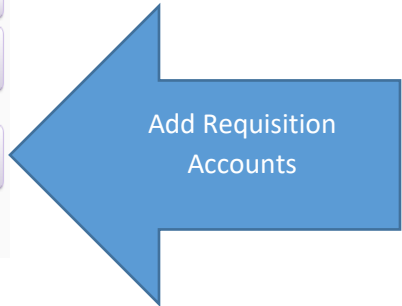
Submit For Approval
Save and Finish Later
Back

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc	Original Unit Cost	Original Total Cost	Line Type
100	1602995	PENCIL TICONDEROGA #2 - DIX33904 - PACK OF 72	1	EA	30.59000	30.59		0			Merchandise

[Add](#)
[Edit](#)
[Delete](#)
[Add Ecommerce Narrative](#)
[Add Requisition Accounts](#)



Add Requisition Accounts

Put a under the SELECTED column to select your account. Then select "SAVE ACCOUNT DISTRIB"

Select Account

Save Acct

Account Distribution - 05.18.02.00.03 - Google Chrome

Secure | <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wscomladysmithwi/facctmdist001.w?MenuIDOverride=0&isPopup=true>

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	128	341	256710	000	\$-1,819.54	<input type="checkbox"/>
10	E	128	342	115000	000	\$0.00	<input type="checkbox"/>
10	E	128	411	115000	000	\$-5.07	<input checked="" type="checkbox"/>
10	E	128	415	115000	000	\$0.00	<input type="checkbox"/>
10	E	128	417	115000	000	\$1.65	<input type="checkbox"/>
10	E	128	435	115000	000	\$0.05	<input type="checkbox"/>
10	E	128	470	115000	000	\$2.20	<input type="checkbox"/>
21	E	128	415	125009	641	\$300.00	<input type="checkbox"/>

8 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
128	ELEMENTARY SCHOOL
411	SUPPLIES & MATERIALS
115000	FOURTH GRADE

2017-2018 Available Funds By Individual Account

Total Amount to Distribute: **\$30.59 100.00%**
Total Distributed: **\$30.59 100.00%**
Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
* 10 E 128 411 115000 000	30.59	100.00

Remove
Remove All

Save Account Distrib
Back

Which brings you to this screen. After all is complete, select "SUBMIT FOR APPROVAL" and you are done!

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
Requisition Number: **0000019343**
Group: **(128) Elementary**
Fiscal Year: **2017 - 2018**
Vendor: **SCHOOL SPECIALTY INC.**
32656 COLLECTION CENTER DR
CHICAGO IL 60693-0326
***** This is an Ecommerce Requisition *****

Accounting: **Account allocation by total requisition amount.**
Amount: **30.59**
Ship To: **LADYSMITH ELEMENTARY SCHOOL**
Description: **TESTING SCHOOL SPECIALTY ONLINE CATALOG**

[Edit Master](#)
[Notes](#)
[Attachments](#)

[Submit For Approval](#)
[Save and Finish Later](#)
[Back](#)

Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget	
10 E 128 411 115000 000	\$30.59	100.00%	yes	

[Update Account Distrib](#)
[View Requisition Detail Lines](#)

