

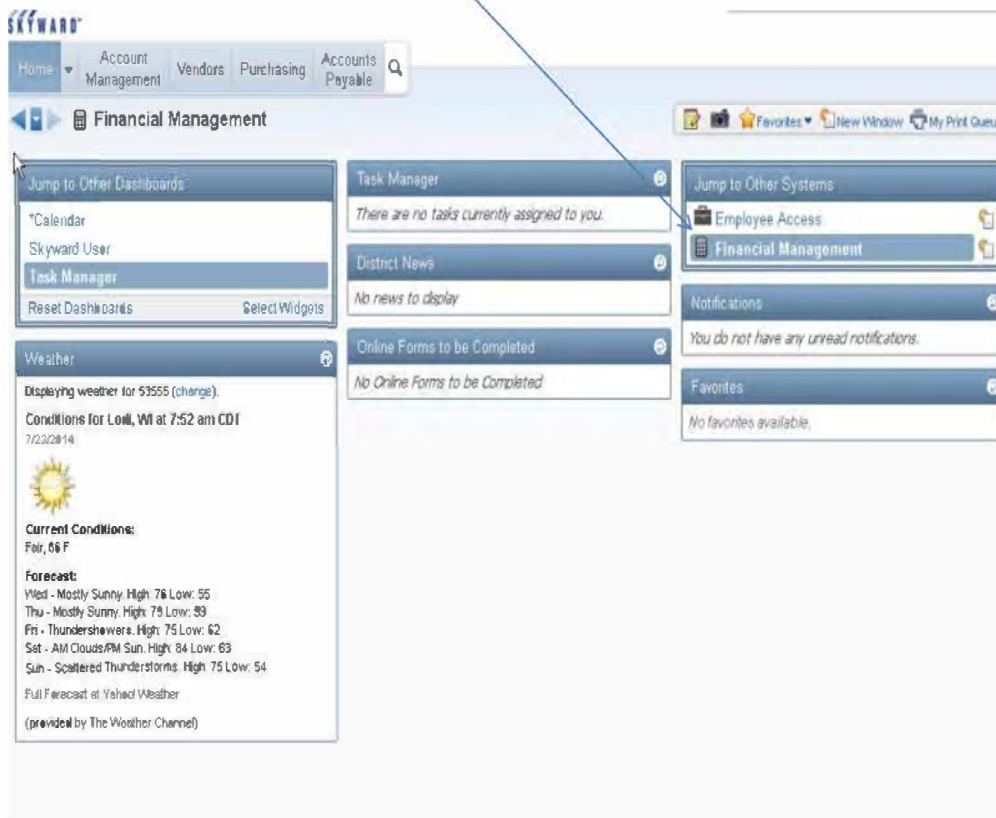
Tutorial

Skyward – Online Requisition
(eCommerce vendors / online catalog)

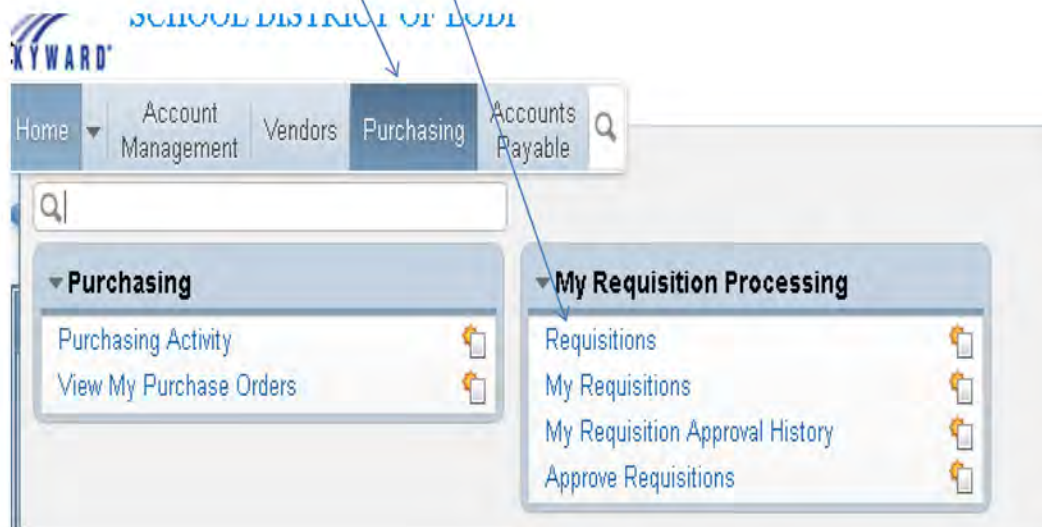
How to create a Purchase Order (PO) – electronically submitted as an Online Requisition for a purchase using online catalog / eCommerce vendors.

Log into Skward

Go to the **Financial Management** system



Go to the **Purchasing** tab
Under **My Requisition Processing**, hit "Requisitions"



At the next screen hit "Add from Online Catalog"

SCHOOL DISTRICT OF LODI

E.Z. Rock Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable

Requisitions Favorites New Window My Print Queue

Requisitions Filter Options

Print

Add

View

Edit

Delete

Clone

Import

Attach

Submit

Approval

Cancel

Remove Approval

Add Expense Reimb Req

Add from Online Catalog

Clone from Purchase Order

Make Appropriate Requisitions

20 0 records displayed Requisition Number: A B C

Click on the Online Catalog you would like to purchase from

The screenshot shows a Mozilla Firefox browser window with the following details:

- Tab: Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.14.06.00.04
- Address Bar: https://skyward.iscorp.com/scripts/wisasa.dll/WService=wisinlodw/foragecom001.w?isPopup=true
- Page Content: "Click on the image of the site whose online catalog you want to order from."
- Buttons: Back

The grid of logos includes:

- Office DEPOT: World's Leading Supplier of Office Products
- STAPLES
- Nasco
- Lakeshore: products designed with learning in mind™
- AbilitATIONS
- BRODHEAD GARRETT
- CHILDCRAFT
- FREY scientific
- integrations
- Sax Arts & Crafts
- School Specialty EducationEssentials.
- The Speech Bin AbilitATIONS
- SPORTS: leading the way through innovation

Choose the Requisition Group you are purchasing for by hitting the down arrow

Requisition Master Information - WF\PU\MR\RF\REQ - 10740 - 05.14.06.00.04 - Mozilla Firefox

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 103 - KINDERGARTEN

Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015

Current Fiscal year not available for this group.

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 23

* Description:

Vendor: OFFICE DEPOT (**Ecommerce Vendor**)

* Ship To: LODI PRIMARY SCHOOL 103 PLEASANT STREET LODI WI 53555

Attention: E Z ROCK

* Due Date: 07/23/2014 Wednesday

Ship Date: 07/23/2014 Wednesday

Ship Via:

Contract:

Save and Add Detail

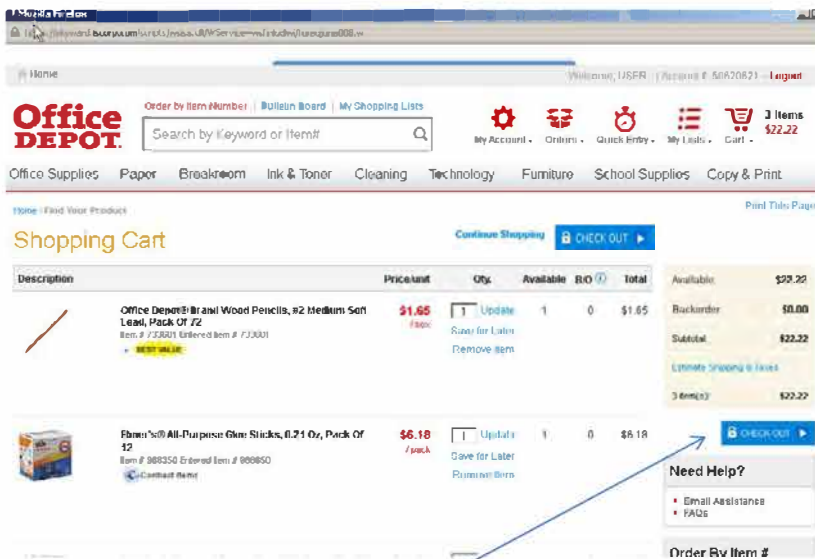
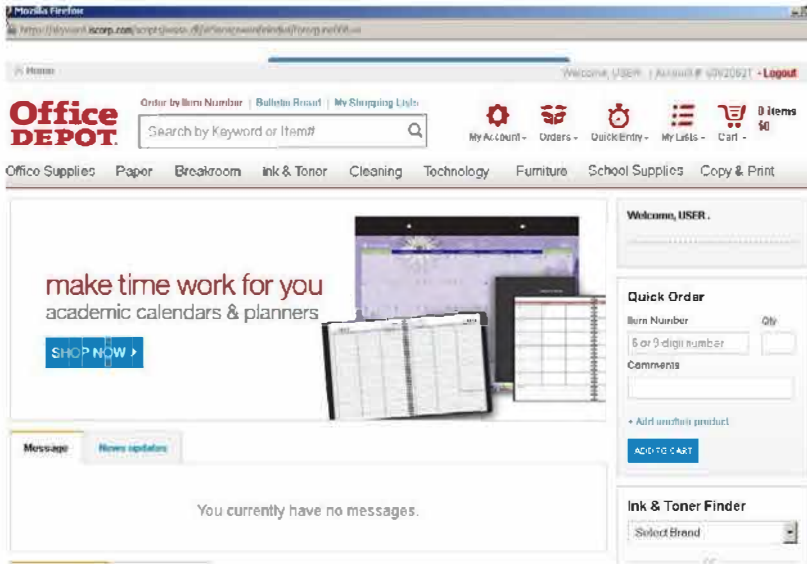
Back

Asterisk (*) denotes a required field

Enter a **Description** of what you will be purchasing

Click on **Save and Add Detail**

The online catalog will automatically open. Search and find what you would like to purchase. Add to your cart. (Please note that discounts are applied at the end of the purchasing process.)



When finished, click on Check Out

Click on **Add Requisition Accounts**

Requisition Master Information

Batch Number: **23**
Requisition Number: **0000021462**
Group: **(103) KINDERGARTEN**
Fiscal Year: **2014 - 2015**
Vendor: **OFFICE DEPOT, INC.**
515 KEHOE BLVD
CAROL STREAM IL 60188
***** This is an Ecommerce Requisition *****

Accounting: **Account allocation by total requisition amount.**
Amount: **22.22**
Ship To: **LODI PRIMARY SCHOOL**
Description: **math poster, alphabet letters, pencils, glue sticks**

Buttons: [Edit Master](#), [Notes](#), [Attachments](#), [Submit For Approval](#), [Save and Refresh 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
100	733601	Office Depot(R) Brand Wood Pencils, #2 Medium Soft Lead, Pack Of 72	1	BX	1.65000	1.65	
110	966350	Elmers(R) All-Purpose Glue Sticks, 0.21 Oz, Pack Of 12	1	PK	6.18000	6.18	
120	983014	Scholastic Personal Poster Set, 100th Day, 17 x 22, Pack Of 30	1	EA	14.39000	14.39	

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

Choose the **Account** by clicking in the box

Account Distribution

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

Fnd	T	Lpc	Obj	Func	Pri	Funds Available	Selected
10	E	100	411	110900	000	\$1,800.00	<input checked="" type="checkbox"/>
10	E	100	551	110900	000	\$0.00	<input type="checkbox"/>
10	E	100	942	110900	000	\$500.00	<input type="checkbox"/>
10	E	100	943	110900	000	\$0.00	<input type="checkbox"/>

4 records displayed

Account Number: \$

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
100	PRIMARY SCHOOL
411	GENERAL SUPPLIES
110900	KINDERGARTEN

2014-2015 Available Funds By Individual Account

Total Amount to Distribute: \$22.22 100.00%
Total Distributed: \$22.22 100.00%
Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
10 E 100 411 110900 000	22.22	100.00

Buttons: Save Account Distrib, Back, Remove, Remove All

Click on **Save Account Distrib**

Verify all information is correct and click on **Submit for Approval**

The screenshot shows a web browser window titled "Requisition (Main Screen) - FM\PU\RQ\RQ - 2220 - 05.14.06.00.04 - Mozilla Firefox". The URL is "https://skyward.iscorp.com/scripts/wesa.dll?Service=editRequisitionReqDetail002.w". The page content is divided into two main sections: "Requisition Master Information" and "Requisition Accounts".

Requisition Master Information

Batch Number: 23
Requisition Number: 0000021462
Group: (103) KINDERGARTEN
Fiscal Year: 2014 - 2015
Vendor: OFFICE DEPOT, INC.
515 KEHOE BLVD
CAROL STREAM IL 60188
*** This is an Ecommerce Requisition ***

Accounting: Account allocation by total requisition amount.
Amount: 22.22
Ship To: LODI PRIMARY SCHOOL
Description: math poster, alphabet letters, pencils, glue sticks

Buttons: Edit Master, Notes, Attachments, Submit For Approval, Save and Finish Later, Back.

Requisition Accounts

Account Number	Account Amount	Account Percent	Over Budget
10 E 100 411 110200 000	\$22.22	100.00%	

Buttons: Update Account Distrib., View Requisition Detail Lines.

** Online catalog / eCommerce orders are automatically ordered when the PO is issued. No further steps are required from you to make the purchase.