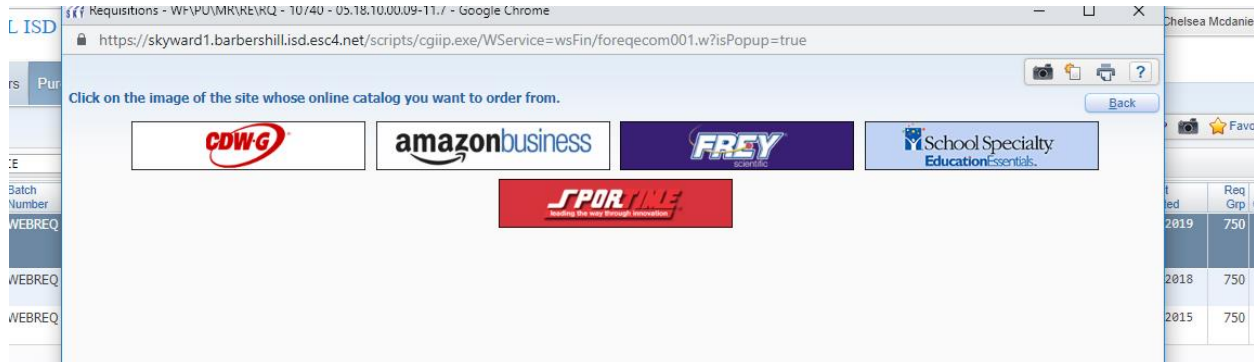


Skyward Ecommerce Instructions

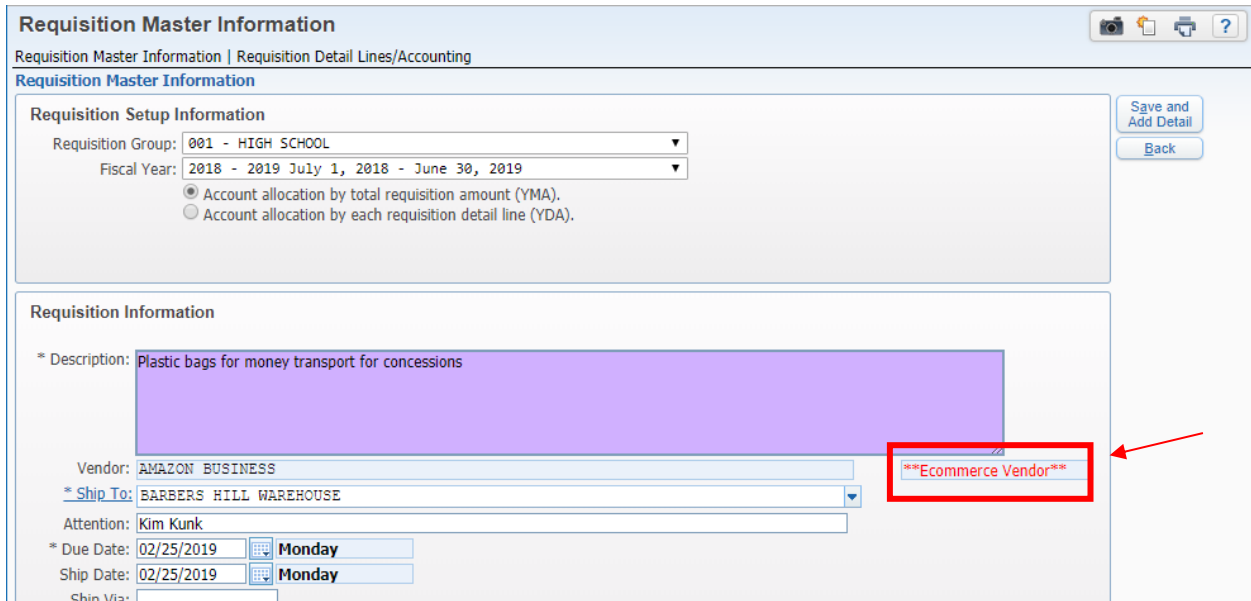
- From the Requisitions screen select "Add from Online Catalog" on the bottom right.



- Select the appropriate vendor from the list.



- The requisition entry screen will appear with the vendor field populated as an Ecommerce Vendor.



4. When the master information has been completed, select "Save and Add Detail".

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 001 - HIGH SCHOOL
Fiscal Year: 2018 - 2019 July 1, 2018 - June 30, 2019
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Description: Plastic bags for money transport for concessions

Vendor: AMAZON BUSINESS ****Ecommerce Vendor****

* Ship To: BARBERS HILL WAREHOUSE

Attention: Kim Kunk

* Due Date: 02/25/2019 Monday
Ship Date: 02/25/2019 Monday
Ship Via:

Save and Add Detail
Back

5. You will be re-directed to the Vendor website where you can select items and add them to your cart. When all items have been added to your cart, click "Submit Order for Approval".

Place Your Order - Amazon.com Checkout - Google Chrome

https://www.amazon.com/gp/buy/spc/handlers/display.html?hasWorkingJavascript=1

This order requires approval.

Save your checkout settings as the default for future orders
 Use the selected group, shipping address, and payment method as my checkout defaults.

Payer
You for Barbers Hill ISD
Change
Barbers Hill ISD-Administration
9600 Eagle Drive
Mont Belvieu, TX 77580
United States
Phone: 281-576-2221
Ship to multiple addresses

Payment method Change
Amazon Corporate Credit Line ending in 1719

Gift cards & promotional codes
Enter Code Apply

Submit order for approval
By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.

Order Summary
Items (2): \$29.39
Shipping & handling: \$5.99
Total before tax: \$35.38
Estimated tax to be collected*: \$0.00
Order total: \$35.38

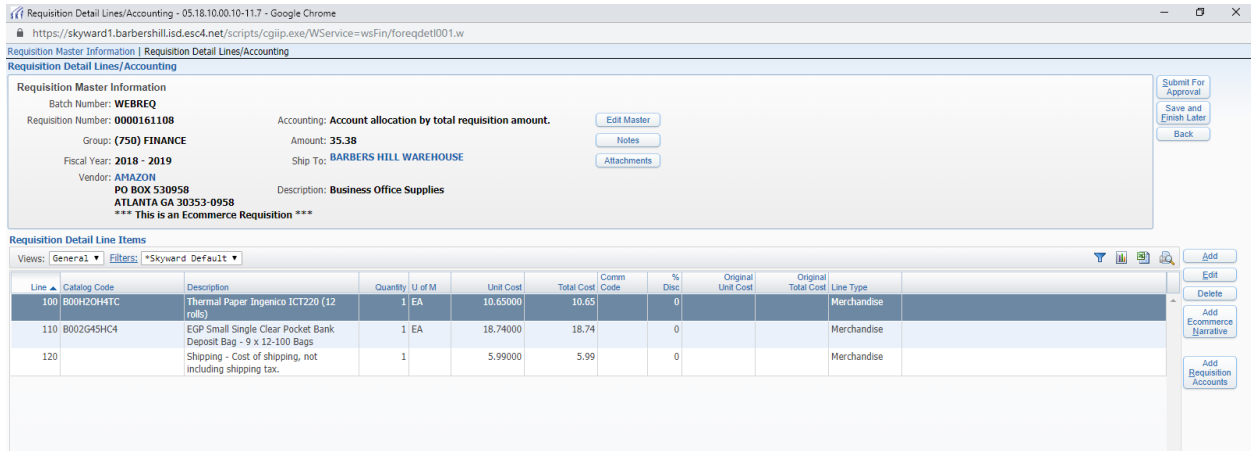
Items shipped from Amazon.com
Estimated Delivery: Depends on Approval
(For example, if approved now, Friday, Mar. 1, 2019)

Thermal Paper Ingenico ICT220 (12 rolls)
\$10.65
In Stock
Quantity: 1 Change
Sold by: Imperial Toys N Office Products
Add a gift receipt and see other gift options

Choose a delivery option:
 Friday, Mar. 1
\$5.99 - Standard Shipping
 Wednesday, Feb. 27
\$10.98 - Two-Day Shipping
 Tuesday, Feb. 26
\$24.28 - One-Day Shipping

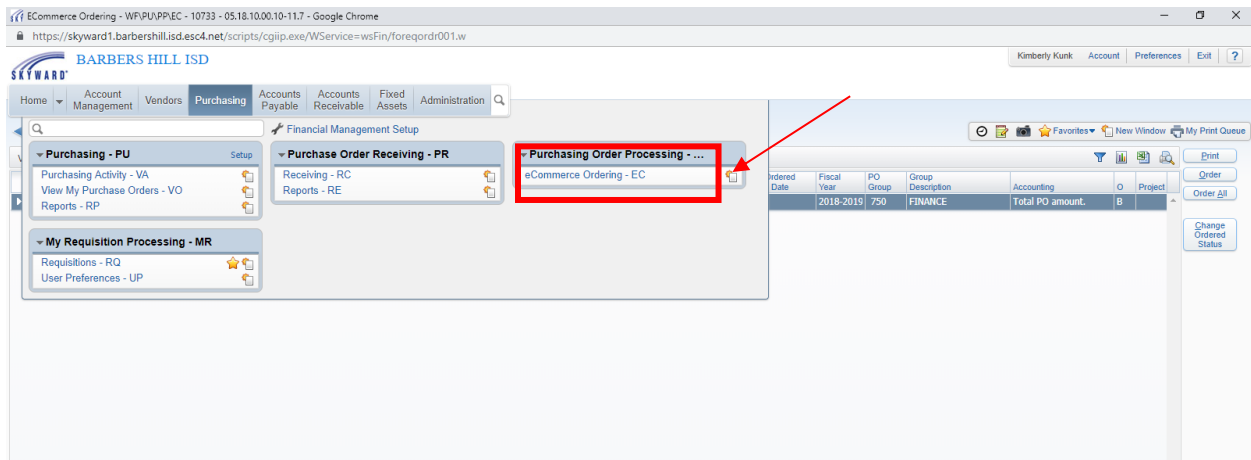
Items shipped from 5Forms LLC.

- The screen will return to Skyward and the requisition is populated with detailed descriptions of all items from your cart. Click “Add Requisition Accounts” to complete the requisition and then “Submit for Approval”.

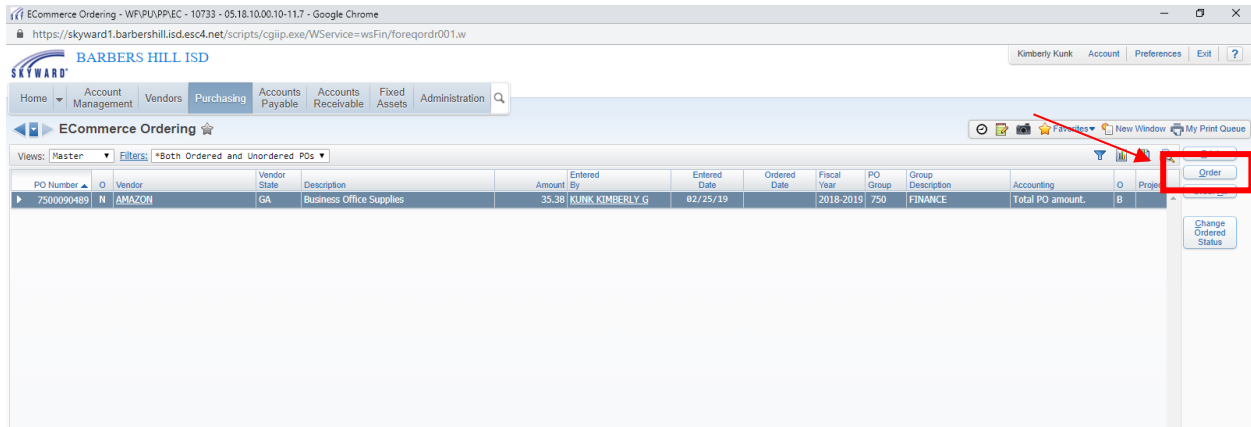


- After the requisition has gone through the approval process and the PO# is issued, you can submit your order directly from Skyward.

- Under “Purchasing” select “eCommerce Ordering – EC”



- Select the appropriate PO from the list and click the “Order” button.



10. Click "Start Order" on the eCommerce ordering screen.

This process will connect to the eCommerce Connection Site and begin placing the orders for the vendor on the Purchase Order.
To start the ordering process click on the Start Order button.
Once the process has started, to ensure proper communications with the eCommerce Connection Site, you should not close this window.

Status	eCommerce Connection Site	PO Number	Vendor	Detail Lines	Date Sent	Time Sent	Date Received	Time Received	Current Process
Unordered	AMAZON BUSINESS	7500090489	AMAZON	3					

11. Click "OK" to continue.

skyward1.barbershill.isd.esc4.net says
You are about to start the ordering process, please DO NOT CLOSE this window until the process has finished.
Do you want to continue?

OK Cancel

Status	eCommerce Connection Site	PO Number	Vendor	Detail Lines	Date Sent	Time Sent	Date Received	Time Received	Current Process
Unordered	AMAZON BUSINESS	7500090489	AMAZON	3					

12. You will receive the confirmation below when the order is submitted successfully. Print for your records.

All POs have been ordered successfully.
Please **Print this Page** for your records.
Use the **Close Button** to ensure proper processing.

Status	eCommerce Connection Site	PO Number	Vendor	Detail Lines	Date Sent	Time Sent	Date Received	Time Received	Current Process
Ordered	AMAZON BUSINESS	7500090489	AMAZON	3	02/25/2019	11:20:42	02/25/2019	11:20:43	Done