

Ecommerce Ordering Instructions

Ecommerce Ordering is currently set up for Amazon, Lakeshore Learning, Office Depot, and Staples. Follow the steps outlined below to enter an Ecommerce Requisition.

Entering an Ecommerce requisition:

- Click on Purchasing
- Click on Requisitions
- On the right side of the screen, click on Add from Online Catalog
- Select the Vendor (Amazon, Lakeshore, Office Depot, Staples)
- Enter the Requisition Group, Batch Number, Description, Ship To, Attention, and Due Date
- Click on Save and Add Detail
- Skyward will connect with the vendor and open an online Shopping Cart
- Create your shopping cart
- Once you have completed your Shopping Cart, Click on Review & Checkout
- Verify your order is correct, then click on Submit Order
- Your order will automatically populate on the requisition detail lines **(No Attachments Needed Unless using Federal Funds)**
- Make sure to click on **Add Ecommerce Narrative** on the right side of the screen
 - Amazon Narrative is 43
 - Lakeshore Narrative is 17
 - Office Depot Narrative is 08
 - Staples Narrative is 16, then click save
- Click on Add Requisition Accounts
- Add the correct Budget code

Click on Submit For Approval