Business Process	Naviga	tion
1. Enter requisition lines using direct connect for School	1.	Main Menu > eProcurement > Create
Specialty.		Requisition
2. Enter requisition lines using direct connect for Innovative Office.	2.	Main Menu > eProcurement > Create Requisition

Process 1: Enter requisitions lines using Direct Connect for School Specialty

Use the following navigation to create a requisition.

- 1. From the Main Menu page, select eProcurement > Create Requisition
- 2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition 1.Define a Requisition.
- 3. Select the Web tab on the 2. Add Items and Services page.

Favorites Main Menu > eProcurement > Create	Requisition	
Create Requisition		
1. Define Requisition	2. Add Items and Services	3. Review and Submit
Add lines to the requisition, specifying the information	necessary to procure each item or service.	
Search:		Search
<u>Catalog</u> <u>Favorites</u> <u>Templates</u> Forms	Web Special Request	
Direct Merchants 🕜	Personalize Find 🗖 🛗 First 🗹 1-2 of	2 Last
Logo Merchant	Description	
Innovative- Direct Conn		
School Specialty - Direct Conn		
Review and Submit		

4. Click the School Specialty link to access School Specialty's website.



- 5. Click the **Begin Shopping** link.
- 6. Browse the vendor's website to find the items you wish to order.



- 7. Enter the Qty you want to order.
- 8. Click Add to Cart to update the shopping cart

Reference Guide

Schoo	bl			WELCOME	SAINT ISD 625 SHOPPER Account	nt: 461208
M. Special	ity.	1-888-388-3224	Enter keyword or iten	n number SEAR	CH (Transformed a state of the	(s) \$318.50
	Home	Special Offers	Email & Catalog Signup	Shop Digital C	Catalogs Order by Item Num	ber
Refine Your Results	School Sup	olies Drawing Marke	rs Specialty Markers			
Price	Showing Resu	ilts: 1-25 of 68				
S0 - S9 (24)	Items/Page	25 💌	Sort By Rel	evance 💌	Page	23 Next
\$10 - \$20 (29)		Prang	Flexi-Tip Metallic Brush Pens - Set	of nonnene	Prang Metallic Bullet Tip Art Mark	ers - Set
S20 - \$* (15)		2 - G	old, Silver		of 6 - Assorted Colors	
Brand Name		00973	59		4110/1	
📰 Sakura (13)		Educa	ator Price: \$2.59		Educator Price: \$7.99	
Mr Sketch (8)		See yo	ur price		See your price	
Sharpie (5)	View Large Imag	Qty:	25 Add to Cart	କ ଜ ଜ ଜ ଖ ଜ	Qty: Add to Cart	
See More >>						
Product Category				View Large Image		
Pens - Pencils - Markers (35)		Marv	Puffy Velvet Fabric Marker Primary		Speedball Indoor and Outdoor Gla	ass
Drawing (28)		Color	s Set - Set of 6 - Assorted Colors	-	Markers - Set of 8 - Assorted Cold	ors
See More >>	~	4112	71	Martin Street,	216760	
Used For	(A) (?	Educe	tor Drings \$40.49	Contraction of the second	Educator Drines \$27.00	
Markers (62)		See vo			See your price	
Crayola (3)		Otv:	Add to Cart	View Large Image	Otv: Add to Cart	
Arts - Crafts (1)	-				-9.	
See More >>	View Large Imag	ge				
Grade Ranges		Pente	Color Pen Fine Point Color Markers	- Craffingung	Yasutomo Calligraphy Marker - Se	et of 3 -
Not Specified (10)		Set of	f 24 - Assorted Colors		Includes Metallic Gold, Metallic Si Metallic Copper	lver,
Elementary-Middle School (4)		5555			1296519	
(3)	Pentet Ante	Educa	ator Price: \$14.99		Educator Price: \$8.99	
	Color Pe	n' Segura	ut price		See your price	

- 9. Repeat steps 6 8 to add additional items.
- 10. Click on the Shopping Cart icon and review the items in the cart.

Home Special Offers Email & Catalog Signup Shop Digital Catalogs Order by Item Num Your Shopping Cart Image: Configuration of the state of the stat	iber
Your Shopping Cart	
Shopping Cart Review Confirmation	
Cart Number: 7773658742 Return to Previous Page My Shopping Lists Order By Item Number(Proceed to	Check
Shopping Cart Promotion Codes Item Availability	
Save to Shop	ping Lis
Remove Selected Rows	
Line I Item Number Description Qty UOM Unit Price Total Pr	ice
1 399584 399584 MARKER PENTEL COLORED FINE POINT TIP SET OF 24 25 EA Catalog:\$14.99 Disc: -\$2.25 Disc: -\$2.25 Disc: -\$2.25 Disc: -\$2.25 Disc: -\$2.25 Net: \$32 State \$32	74.75 56.25 18.50
2 089759 089759 MARKER BRUSH-PEN METALLIC PACK OF 2 25 EA Catalog: \$2.59 Disc: \$0.39 Catalog: \$2.59 Disc: \$2.00 Catalog: \$2.59 Catalog: \$2.59 Disc: \$3.20	64.75 9.75 55.00
Remove Selected Rows Update Order Total Subtotal: Shipping and Tax have not been finalized. Click here to c	\$373.50
Simpling and Tax have not been initiatized, click there to d Save to Shop	ping Lis
Return to Previous Page My Shopping Lists Order By Item Number Proceed to	Check

11. Click Proceed to Checkout. The Review page displays.

Favorites	Main Menu	> eProcurement	> Create	Requisition											
		Se Se	School						WEL	My A COME	SAINT I	Help A SD 625	bout Us SHOPPE	Contact Us R Acco	s Print 🖨 ount: 461208
		M.Sp	ecia	ulty. 1-888-388-3224		88-3224	Enter keyword or item number		SEARCH			2 item(s) \$37		em(s) \$373.50	
			Home		Special Offers		Email	Email & Catalog Signup Shop		hop Digital Catalogs			Order by Item Number		umber
			Review												
						Shop	ping Cart	Review		Confirm	nation				
			Cart Num	iber: 77736	58742			Retu	rn to Previous I	Page I	/ly Shoppi	ng Lists	Order By I	tem Numl	ber
			Shoppir	ig Cart											
			Line	Ordered Item	Item Number		I	Description		Qty	UOM	Unit	Price	Tota	I Price
			1	399584	399584	MARKER P	ENTEL COLO	RED FINE POINT TIP	SET OF 24	25	EA	Catalog Disc: Net:	g: \$14.99 -\$2.25 \$12.74	Catalog Disc: Net:	:\$374.75 -\$56.25 \$318.50
			2	089759	089759	MARKER B	RUSH-PEN M	IETALLIC PACK OF 2		25	EA	Catalog Disc: Net:): \$2.59 -\$0.39 \$2.20	Catalog Disc: Net:	: \$64.75 -\$9.75 \$55.00
												Shipp	Sub ing and Ha Sales Ta	o Total: ndling: < (0%): Total:	\$373.50 \$0.00 \$0.00 \$373.50
								Retu	rn to Previous I	Page I	/ly Shoppi	ng Lists	Order By I	tem Num	ber Submit
		©2009-2013 : The use of th	School Spe e website i	ecialty, Inc. All s conditioned	rights reserve	ed. www.schoo	olspecialty.com Ferms & Conditi	ons User Agreement	Privacy Stateme	nt	CON	IECT with	Us 🤇		

12. Click Submit.



13. Click the Click Here button to add the item(s) to the Requisition Summary and to the requisition line(s).

Requisition Summary		
Description	Qty	UOM
MARKER BRUSH-PEN METALLIC	25	EA
MARKER PENTEL COLORED FINE	25	EA
Total Lines:		2
Total Amount (USD).		373.50

- 14. After you have added all your items click the **3. Review and Submit** link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition 3. Review and Submit.
- 15. Once you have pulled the items in your shopping cart back into a PeopleSoft requisition do not punch out to the vendor's website again to add additional items. You will need to create a new requisition for any additional items or cancel the requisition and start over.

Process 1: Enter requisitions lines using Direct Connect for Innovative Office

Use the following navigation to create a requisition.

- 1. From the Main Menu page, select **eProcurement > Create Requisition**
- 2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition 1.Define a Requisition.
- 3. Select the **Web** tab on the 2. Add Items and Services page.

Favorites Main Menu > eProcurement > Create	Requisition	
Create Requisition		
1. Define Requisition	2. Add Items and Services	3. Review and Submit
Add lines to the requisition, specifying the information Search:	necessary to procure each item or service.	Search
<u>Catalog</u> <u>Favorites</u> <u>Templates</u> Forms	Web Special Request	
Direct Merchants 🕜	Personalize Find 🗖 🛗 First 🗹 1-2 of 2	2 🗖 Last
Logo Merchant	Description	
Innovative- Direct Conn		
School Specialty - Direct Conn		
Review and Submit		

4. Click the Innovative link to access Innovative Office Solutions' website.



5. Browse the vendor's website to find the items you wish to order.



- 6. Enter the Qty you want to order.
- 7. Click Add to Cart to update the shopping cart

Favorites Main Menu > eProcurement > Create Requisit	tion	
(866) 574-5389 Email Us Live	Chat: Offline	Logout My Account Saved Orders Shopping Lists Quick Order
innovativ	Search by keyword or item number	Search V Checkout Welcome, PSFT_20130512223724075218:
Office: Supplies V	Technology 🗸 🛛 Ink & Toner 🗸 🛛 Brea	kroom V Cleaning V Furniture V Medical V
Supplies Finder		
Viewing supplies for HP - C	OfficeJet 6310	Change Model Change Brand
Refine Results By	→ Actions Menu Showing Items 1 to 10 of 16 H (► N	Sort By Best Match
Keyword	Compare Detailed View Summary View	Results per page 10 💌
Search within results GO Category	C8766WN (HP 95) Ink Cartridge, 330 Pa Vield, Tri-Color	se- cty Add To Cart
 » Integing Supplies & Pails (18) » Paper & Printable Media (1) 	 Lifelike printouts for photos. Advanced inkjet cartridge technology Designed for easy and intuitive 	y. Item HEWC8766WN140 was added to your cart.
Recycled Item	Quick View installation.	+ add to favorites
» Yes (8) » No (10)	HEWC8766WN14(United Stock Check
Brand		Comments
Innovers® (2)		

- 8. Repeat steps 5 7 to add additional items.
- 9. Click Checkout.

(866) 574-5389	Email Us Live C	Chat: Offline		Logout	My Account Sa	aved Orders Sh	opping Lis	ts Quick Or
in ir	novative	Search by key	yword or item number		Search	Valcame PSET	ns V	Checkout
Office:	Supplies 🗸	Technology 🗸	ink & Toner 🗸	Breakroom 🗸	Cleaning	 Furnitu 	re 🗸 🛛	Medical ~
Punch Ou	t Quote Read	v						
Your punch our Click the "Subr	t quote has been pre nit Order" link to sen	pared. Ind the punch out quote	e or click "Back To Cart"	link to continue shop	ping.			
			<< Back To	Cart Submit Ord	ler >>			
Our Promise	Expect Respo	onse. Expect Reduc	<< Back To	Cart Submit Ord	ler »			
Our Promise	e Expect Respo	onse. Expect Reduc	<< Back To tion. Expect Relief. ier for	Cart Submit Ord	er»	Compar	y Inform	nation
Our Promise Top Brand Post-it	ds	onse. Expect Reduc	<< Back To tion. Expect Relief.	Cart Submit Ord	er »	Compan About Us	y Inform	ation
Our Promise Top Bran Post-it Sharpie	e Expect Respo	onse. Expect Reduc	<< Back To tion. Expect Relief. ier for	Cart Submit Ord	er »	Company About Us Meet the T	y Inform eam blog	nation
Our Promise Top Bran Post-it Sharpie PaperMate	ds	onse. Expect Reduc	<< Back To tion. Expect Relief. ier for	Cart Submit Ord Ordering Cente Quick Order Entry Shopping Lists Saved Orders	er »	Compan About Us Meet the T Testimonia	y Inform eam blog ils	ation
Our Promise Top Bran Post-it Sharpie PaperMate HP	ds	onse. Expect Reduc	<< Back To tion. Expect Relief. ier for	Cart Submit Ord	er »	Compan About Us Meet the T Testimonia Awards &	y Inform eam blog IIs Recognitions	nation
Our Promise Top Brand Post-it Sharpie PaperMate HP 3M	ds	onse. Expect Reduc	< Back To tion. Expect Relief. ier for	Cart Submit Ord Ordering Cente Quick Order Entry Shopping Lists Saved Orders	er »	Compan About Us Meet the T Testimonia Awards &	eam blog lis Recognitions	nation
Our Promise Top Brand Post-it Sharpie PaperMale HP 3M Universal	ds	onse. Expect Reduc	< Back To tion. Expect Relief. ier for	Cart Submit Ord Ordering Cente Ouick Order Entry Shopping Lists Saved Orders	er >>	Compar About Us Meet the T Testimonia Awards & (f) (c)	eam blog Is Recognitions	nation
Our Promise Top Brand Post-it Sharpie PaperMate HP 3M Universal Innovera	ds	onse. Expect Reduc	< Back To tion. Expect Relief. ier for	Cart Submit Ord	er >>	Compar About Us Meet the T Testimonia Awards & (f)	eam blog is Recognitions	nation

10. Click Submit Order to add the item(s) to the Requisition Summary and to the requisition line(s).

Requisition Summary		
Description	Qty	UOM
INKCART,#95 7ML TRI ,COL	10	EA
Total Lines:		1
Total Amount (LISD)		236.50

- After you have added all your items click the 3. Review and Submit link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition – 3. Review and Submit.
- 12. Once you have pulled the items in your shopping cart back into a PeopleSoft requisition do not punch out to the vendor's website again to add additional items. You will need to create a new requisition for any additional items or cancel the requisition and start over.