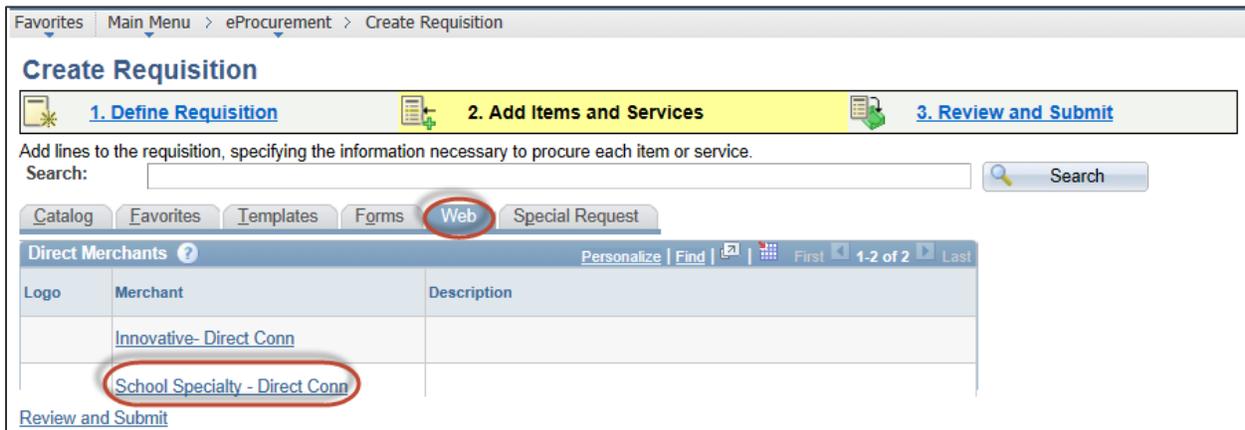


Business Process	Navigation
<ol style="list-style-type: none"> <li>1. Enter requisition lines using direct connect for School Specialty.</li> <li>2. Enter requisition lines using direct connect for Innovative Office.</li> </ol>	<ol style="list-style-type: none"> <li>1. Main Menu &gt; eProcurement &gt; Create Requisition</li> <li>2. Main Menu &gt; eProcurement &gt; Create Requisition</li> </ol>

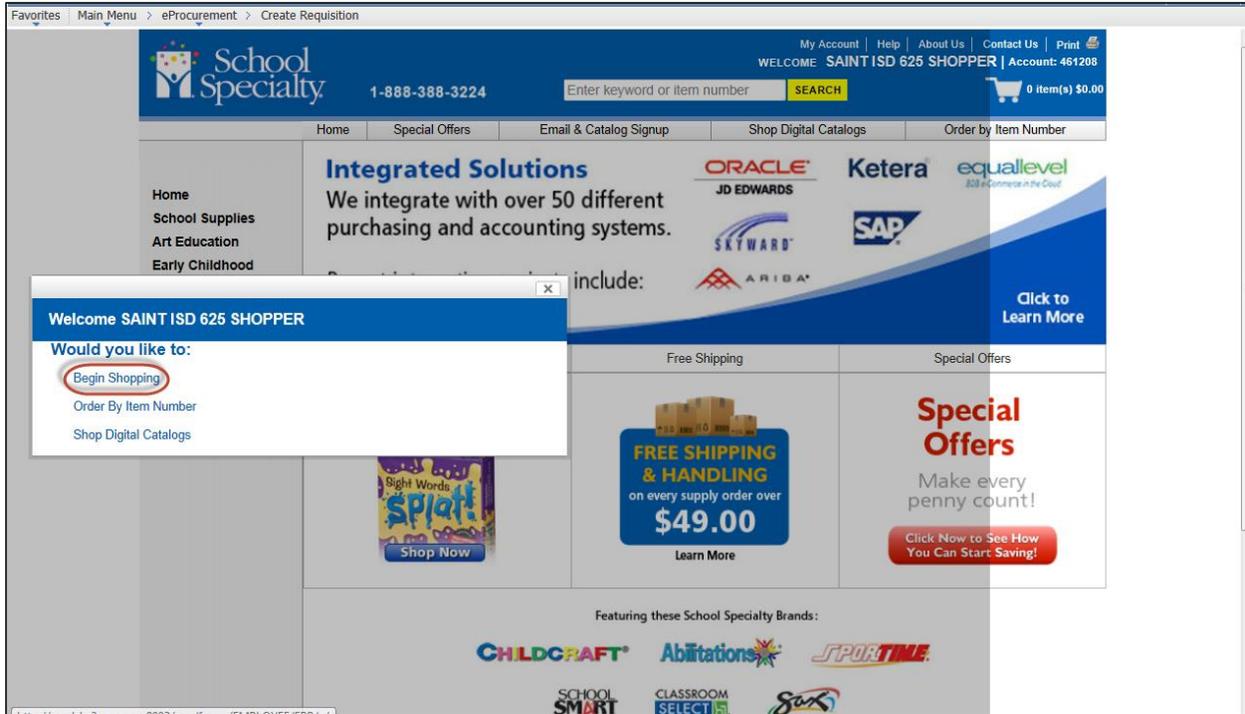
Process 1: Enter requisitions lines using Direct Connect for School Specialty

Use the following navigation to create a requisition.

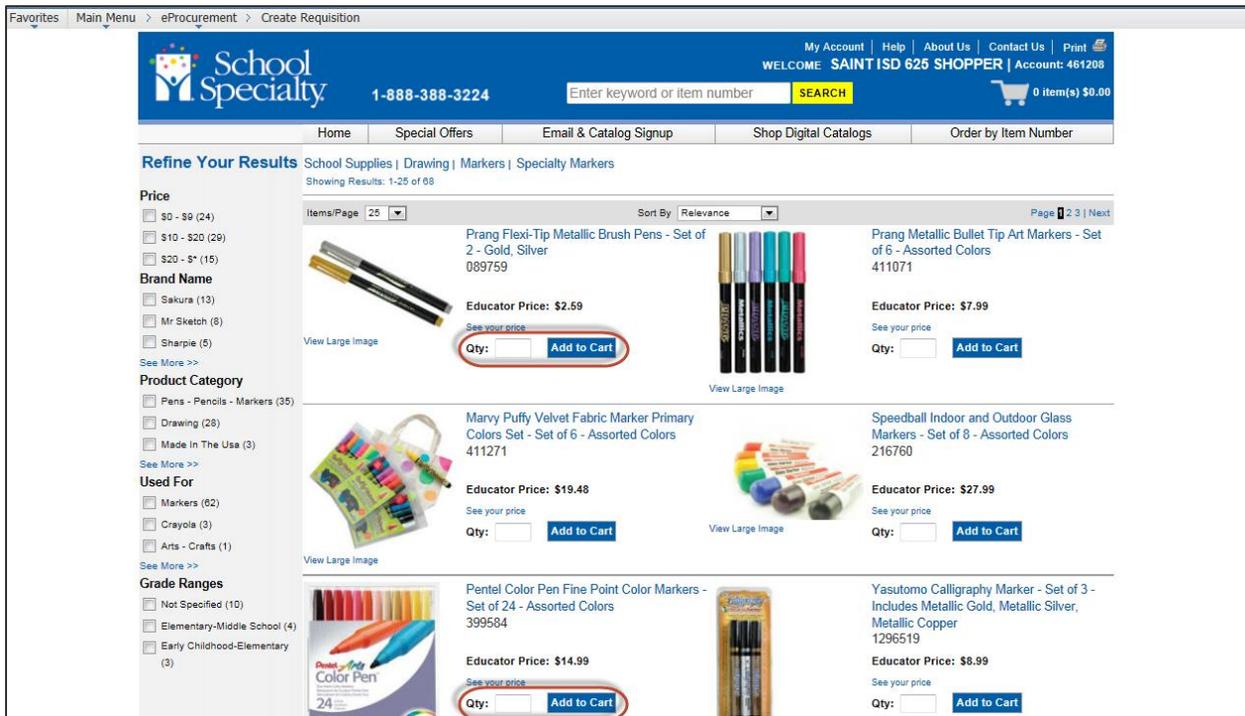
1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Web** tab on the 2. Add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



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

My Account | Help | About Us | Contact Us | Print  
 WELCOME SAINT ISD 625 SHOPPER | Account: 461208  
 1-888-388-3224  
 Enter keyword or item number **SEARCH** 1 item(s) \$318.50

Home Special Offers Email & Catalog Signup Shop Digital Catalogs Order by Item Number

**Refine Your Results** School Supplies | Drawing | Markers | Specialty Markers  
 Showing Results: 1-25 of 68

Price  
 \$0 - \$9 (24)  
 \$10 - \$20 (29)  
 \$20 - \$\* (15)

Brand Name  
 Sakura (13)  
 Mr Sketch (8)  
 Sharpie (5)  
 See More >>

Product Category  
 Pens - Pencils - Markers (35)  
 Drawing (28)  
 Made In The Usa (3)  
 See More >>

Used For  
 Markers (62)  
 Crayola (3)  
 Arts - Crafts (1)  
 See More >>

Grade Ranges  
 Not Specified (10)  
 Elementary-Middle School (4)  
 Early Childhood-Elementary (3)

Items/Page: 25 Sort By: Relevance Page: 1 of 3 | Next

Prang Flexi-Tip Metallic Brush Pens - Set of 2 - Gold, Silver 089759  
 Educator Price: \$2.59  
 See your price  
 Qty: 25 **Add to Cart**

Prang Metallic Bullet Tip Art Markers - Set of 6 - Assorted Colors 411071  
 Educator Price: \$7.99  
 See your price  
 Qty: **Add to Cart**

Marvy Puffy Velvet Fabric Marker Primary Colors Set - Set of 6 - Assorted Colors 411271  
 Educator Price: \$19.48  
 See your price  
 Qty: **Add to Cart**

Speedball Indoor and Outdoor Glass Markers - Set of 8 - Assorted Colors 216760  
 Educator Price: \$27.99  
 See your price  
 Qty: **Add to Cart**

Pentel Color Pen Fine Point Color Markers - Set of 24 - Assorted Colors 399584  
 Educator Price: \$14.99  
 See your price  
 Added Successfully  
 Qty: **Add to Cart**

Yasutomo Calligraphy Marker - Set of 3 - Includes Metallic Gold, Metallic Silver, Metallic Copper 1296519  
 Educator Price: \$8.99  
 See your price  
 Qty: **Add to Cart**

9. Repeat steps 6 – 8 to add additional items.

10. Click on the **Shopping Cart** icon and review the items in the cart.

My Account | Help | About Us | Contact Us | Print  
 WELCOME SAINT ISD 625 SHOPPER | Account: 461208  
 1-888-388-3224  
 Enter keyword or item number **SEARCH** 2 item(s) \$373.50

Home Special Offers Email & Catalog Signup Shop Digital Catalogs Order by Item Number

**Your Shopping Cart**

Shopping Cart Review Confirmation

Cart Number: 7773658742 Return to Previous Page | My Shopping Lists | Order By Item Number **Proceed to Checkout**

Shopping Cart Promotion Codes Item Availability Save to Shopping List

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	399584	399584	MARKER PENTEL COLORED FINE POINT TIP SET OF 24	25	EA	Catalog: \$14.99 Disc: -\$2.25 Net: \$12.74	Catalog: \$374.75 Disc: -\$56.25 Net: \$318.50
2	<input type="checkbox"/>	089759	089759	MARKER BRUSH-PEN METALLIC PACK OF 2	25	EA	Catalog: \$2.59 Disc: -\$0.39 Net: \$2.20	Catalog: \$64.75 Disc: -\$9.75 Net: \$55.00

Remove Selected Rows Update Order Total | **Subtotal: \$373.50**  
 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**

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

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Create Requisition](#)

1-888-388-3224

My Account | Help | About Us | Contact Us | Print

WELCOME SAINT ISD 625 SHOPPER | Account: 461208

2 item(s) \$373.50

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Home
Special Offers
Email & Catalog Signup
Shop Digital Catalogs
Order by Item Number

**Review**

Cart Number: 7773658742

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

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	399584	399584	MARKER PENTEL COLORED FINE POINT TIP SET OF 24	25	EA	Catalog: \$14.99 Disc: -\$2.25 Net: \$12.74	Catalog: \$374.75 Disc: -\$56.25 Net: \$318.50
2	089759	089759	MARKER BRUSH-PEN METALLIC PACK OF 2	25	EA	Catalog: \$2.59 Disc: -\$0.39 Net: \$2.20	Catalog: \$64.75 Disc: -\$9.75 Net: \$55.00

Sub Total: \$373.50

Shipping and Handling: \$0.00

Sales Tax (0%): \$0.00

**Total: \$373.50**

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

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CONNECT with Us

12. Click **Submit**.

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Create Requisition](#)

## Thank You for Shopping With School Specialty!

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

Click Here

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

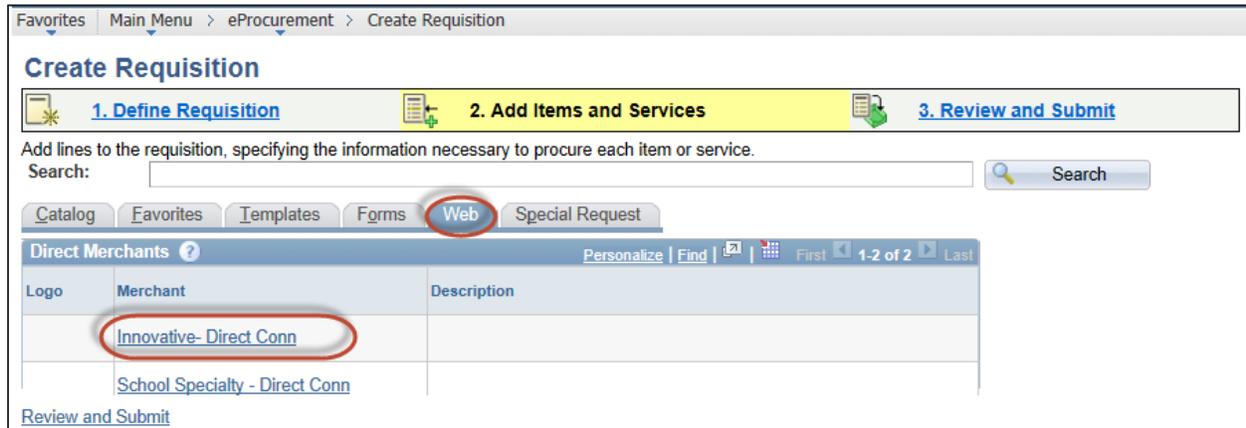
Requisition Summary			
Description	Qty	UOM	
MARKER BRUSH-PEN METALLIC ...	25	EA	
MARKER PENTEL COLORED FINE...	25	EA	
<b>Total Lines:</b>	<b>2</b>		
<b>Total Amount (USD):</b>	<b>373.50</b>		

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.

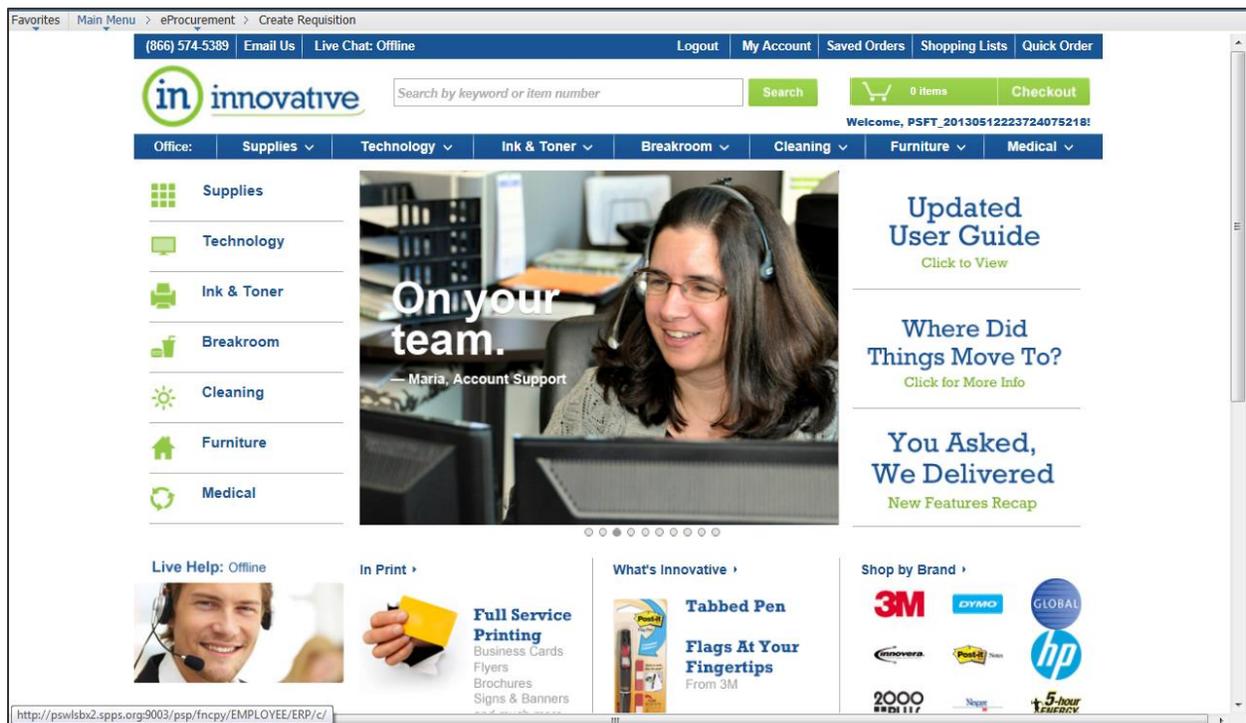
### Process 1: Enter requisitions lines using **Direct Connect for Innovative Office**

Use the following navigation to create a requisition.

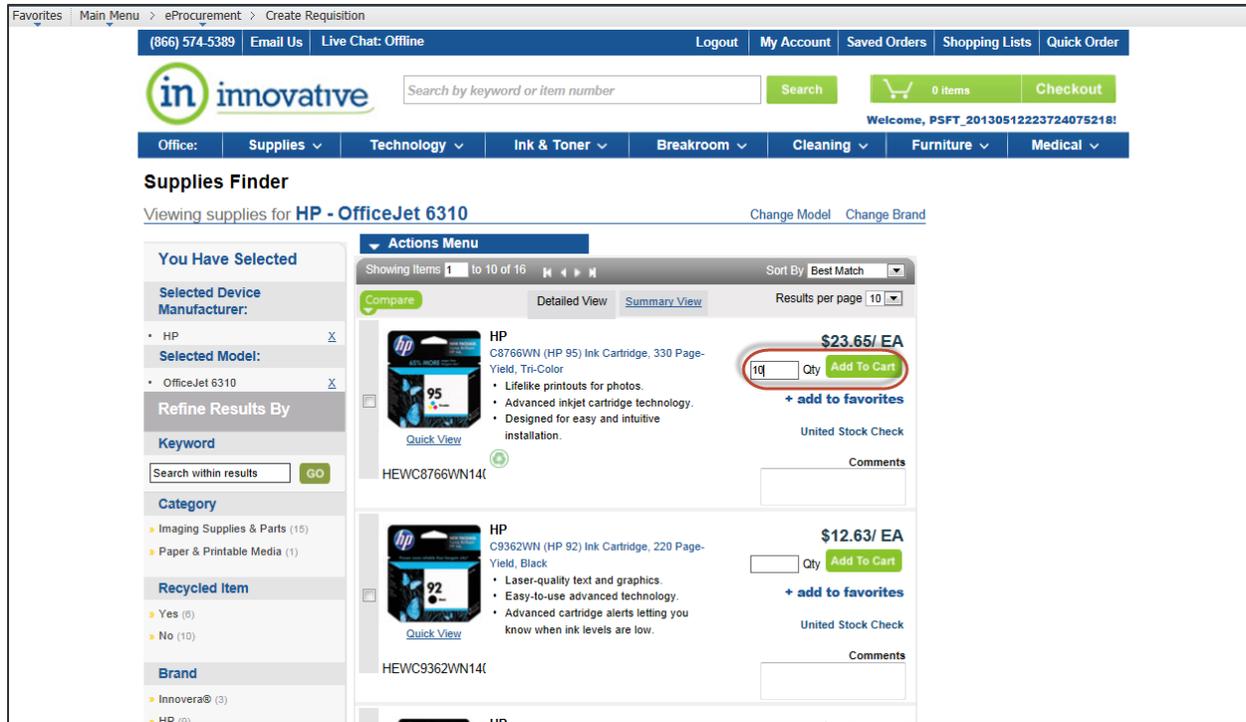
1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Web** tab on the 2. Add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



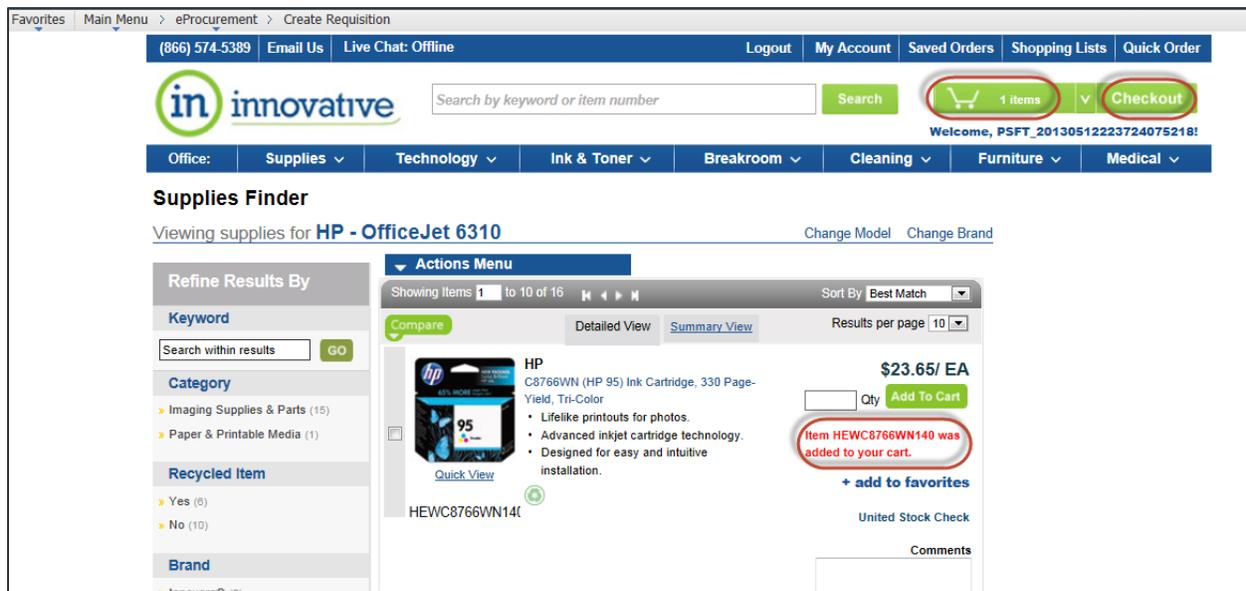
4. Click the **Innovative** link to access Innovative Office Solutions' website.



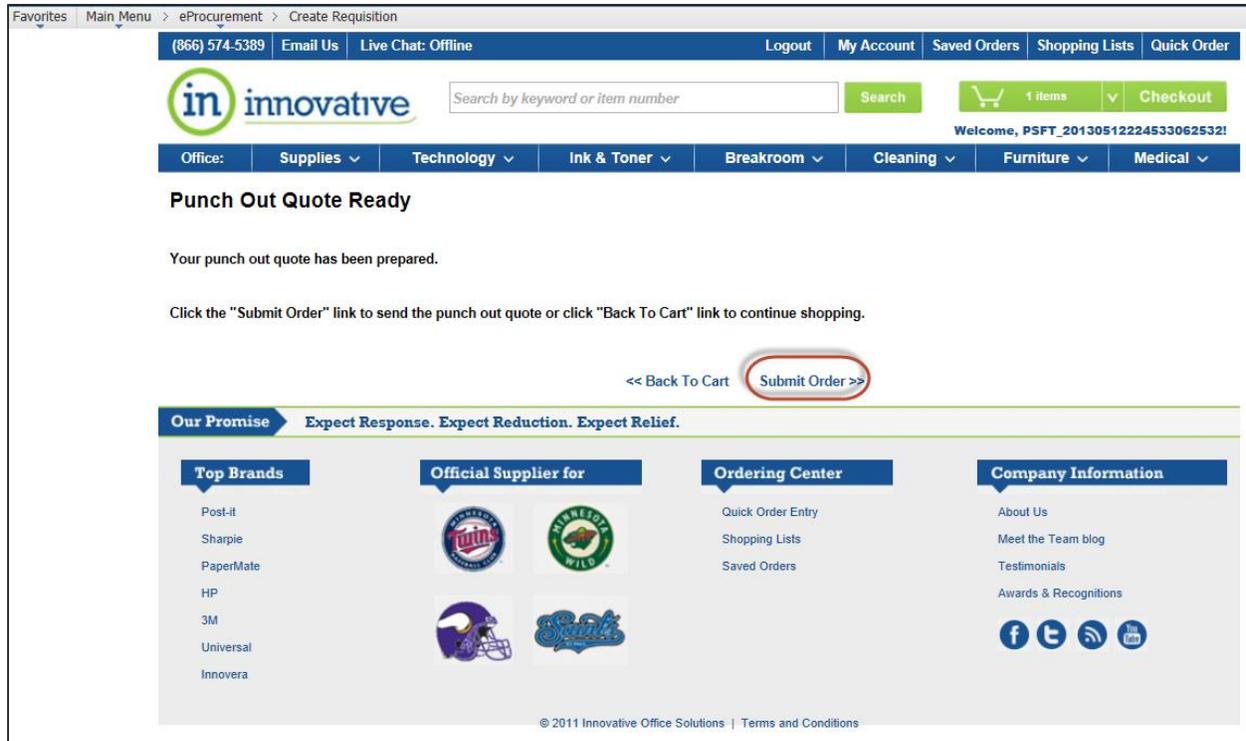
5. Browse the vendor's website to find the items you wish to order.



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



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



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
<b>Total Lines:</b>	<b>1</b>	
<b>Total Amount (USD):</b>	<b>236.50</b>	

11. 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.