

Quick Instructions ~ Entering Carts



To enter a new Cart or Requisition:

- Go to: <https://select.schoolspecialty.com>
- Enter your username and password, click **LOG IN**
 - Username:
 - Password:

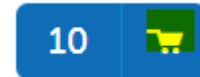
Enter or select your email address to identify yourself. Click **Confirm**

A screenshot of a "Welcome!" dialog box. It contains the text: "You have logged in with a shared user account. Please provide your email address to identify your lists, orders, carts and quotes." Below this is a label "Email Address:" followed by a dropdown menu showing "example@school.edu". At the bottom is a blue button labeled "CONFIRM".

Choose your option to start your Requisition: 3 easy ways to shop:

1. Search by Key words under the **Search** window
2. Click **Shop our Products** to search for products by product category.
3. Already know the item numbers? Use **Quick Order** to enter item numbers and quantities.

When complete, go to your **Shopping Cart** by selecting the Cart Icon in the upper right.



From the **Shopping Cart** screen:

- Your Ship To will default to your school
- Type your First and Last name in the **Attention To** section. Use **Update** and **Save** to make changes.
- Click **Add New Payment Method** and select **Invoice**
- Enter your PO number if you have one
- If you are not finished and would like to save to complete later, Click **ACTIONS - SAVE CART**
- If your cart is complete and you would like to submit for approval, Click **SUBMIT FOR APPROVAL**. Your cart will route automatically to your approver.

A screenshot of the "Ship To" and "Attention" sections of a shopping cart. The "Ship To" section shows a dropdown menu for "Addresses:" with "ECOMMERCE TEST SCHOOL DISTRICT, W6316 Design Dr, SCHOOL DISTRICT" selected. Below it, the "Ship To:" address is listed: "ECOMMERCE TEST SCHOOL DISTRICT, W6316 Design Dr SCHOOL DISTRICT, Greenville, Wisconsin 54942-8404, United States". The "Attention:" section has a "* Required Field" label. It contains input fields for "First Name *" (with "Shared Teacher" entered), "Last Name *" (with "Staff Login" entered), "Email *" (with "testuser@schoolspecialty.com" entered), and "Phone" (with "(888) 3883224 Ext." entered). A "Save Attention Details" link is at the bottom.