

"Shopping Cart" Lakeshore Learning
Vendor ID 001400 – Shopping Cart Lakeshore Learning
Online Ordering

Requisition entry

1. Change the delivery site to your School /department
2. Change the PO type to **PO WITHOUT RECEIVING (if each line item is quantity of 1 is under \$500).**

If a single item is over \$500 please create a separate Requisition WITH RECEIVING, as it will need to be Asset tagged. Choose the warehouse as the shipping location for these items.

3. Choose **Vendor ID 001400 – Shopping Cart Lakeshore Learning**
4. **Do not put names in the Comment field** as these notes show up on payment checks. If you want to make a note as to which room/teacher the items belong to, **please put this information in the Notes tab.**

Requisition	Items	Accounts	Payments	Quotes	Approvals	Assets	Attachments	Notes	History
Requisition/Vendor Information									
1 - Requisition Information									
Dept Id	ACCOUNT {Accounting/Purchasing Department}								
Academic Department									
Requisitioner	Angela Gudmunds								
Request Date	11/1/2021								
Order Location	ADA {Adam Elementary}								
Delivery Location	ADA {Adam Elementary}								
Room									
Comment	School Supplies								
Responsibility									
Category									
Goods and Services Category									
2 - Vendor Information									
Order Type	PO w/o Receiving								
Online Order	No								
Online Order Contact	18MCDONOUGHM {mmcdono@smbds.net}								
Vendor Category									
Vendor Id	001400 {Shopping Cart Lakeshore Learn}								
Vendor Address Id	1								
Vendor Name	Lakeshore Learning Materials								
Street Address	2695 E Dominguez St								
City State Zip	Carson, CA 90895-1000								
Phone / Fax	(800) 428-4414 x0 / (800) 537-5483								
Allows Emailing POs	Yes								
Quote Number									
Credit Card Id									
3 - PO Information									
PO Date									
Buyer									
Delivery Date									
Change Notice Date									
Change Notice Count									
Change/Cancel Msg									
Ship Via	Best Way								
Terms	Net 30								
FOB	Destination								
Order Information									
4 - Order Cost Information									
Non Taxable Amount	0.00								
Taxable Amount	1.32								
Sub Total	1.32								
Tax Rate	8.750								
Sales Tax	0.12								
Shipping Pct	15.00								
Shipping Amount	0.20								
Tax on Shipping	No								
Total Cost	1.64								
Adjustment Amount									
5 - Summary/Status Information									
On Hold	No								
Status Comment									
Date Approved									
Board Date									
PO Print Date									
Line Item Cnt	1								
Line Items Fully Rcvd	0								
Total Qty Ordered	1								
Total Qty Rcvd	0								
Amount Received									
Date Completed									
Days to Complete									
Fixed Asset Count									
6 - Accounting Information									
Account Distribution Option									
Acct Distributed Amt									
Acct Undistributed Amt	1.64								
Amount Encumbered									
Amount Expensed									
Amount Liability	0.00								
7 - Add/Update Information									

It is advised to start a folder on your desktop for (each) Amazon, Office Depot, and Lakeshore Learning and save a copy of your orders there. This will assist you in verifying the ACTUAL items received. ***If your packing slip is SMALLER than 8.5 x 11, please tape it to an 8.5 x 11 piece of paper before sending to Accounts Payable.***

If Lakeshore Learning did not send a packing slip, **you should print a copy** of the order and **verify with a check mark ONLY of the items received.** Sign and date your paperwork, attach a copy to the invoice or taped receipts, and send to Accounts Payable **immediately.**

Online Shopping for Lakeshore Learning

On the **Items tab**, click **Tasks>Start Online Shopping**. This will open up a tab in your browser for the User to start ordering through the online cart process:



You may add as many line items as you need by adding to the shopping cart.

Note: Below shows Lakeshore Learning's punchout site. Place items in the online cart as you normally have done, add to cart, view cart, and click the **GREEN** "Submit to your Purchasing System" button:

Welcome, Santa Maria-Bonita School Dist | Your Store: [Ventura_CA](#)

Lakeshore®

I'm searching for...

Products | Sale | Stores | Services | Resources

View Quotes | Quick Order | My Cart

My Cart

Import | Request a Quote | Print

Item	Your Price	Qty	Total
 Giant Economy Sand & Water Table Item # LA308  Shipping restrictions apply.	\$123.03 reg. \$129.50	1	\$123.03

Remove

Order Summary

Subtotal	\$123.03
Shipping	FREE

Submit to Your Purchasing System

The Message below will pop up.

Thank you for shopping online!

Don't forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.

Close the Message Box and back in Escape, go to **Items tab** click **Tasks>Get Online Shopping Cart**. The System will populate the selected items from the online cart from the Vendor website into the Item tab of the Vendor Requisition.

Req# 1

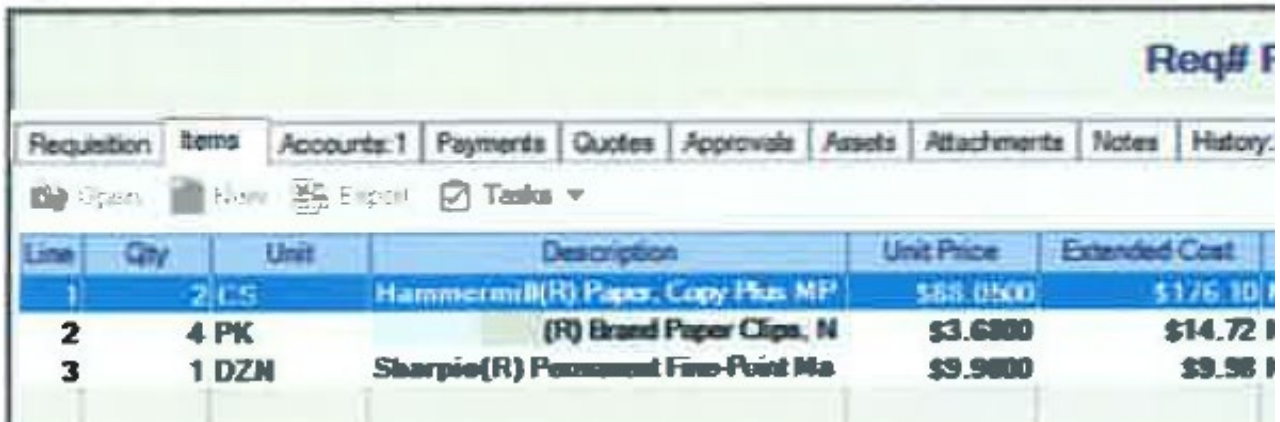
Requisition | **Items** | Accounts 1 | Payments | Quotes | Approvals | Assets | Attachments | Notes | History

Open | New | Export | **Tasks**

Line	Qty	Unit	Unit Price	Extended Cost
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- Copy Line Items
- Start Online Shopping
- Get Online Shopping Cart**
- Cancel Online Shopping

Then, items from the Vendor website appear in the Item tab of the Vendor Requisition, see below.



Line	Qty	Unit	Description	Unit Price	Extended Cost
1	2 CS		Hammermill(R) Paper, Copy Plus MP	\$88.0500	\$176.10
2	4 PK		(R) Brand Paper Clips, N	\$3.6800	\$14.72
3	1 DZN		Sharpie(R) Permanent Fine-Point Ma	\$9.9800	\$9.98

Click on the Accounts tab and add the necessary budget code(s).

On the **Tasks tab** Click **"Submit"** to begin the Approval process.

Once the full approval is received, a PO # will be issued and the order will be released for Lakeshore Learning's processing. Please allow up to 15 business days to receive the item(s) after FULL APPROVAL OF PO.