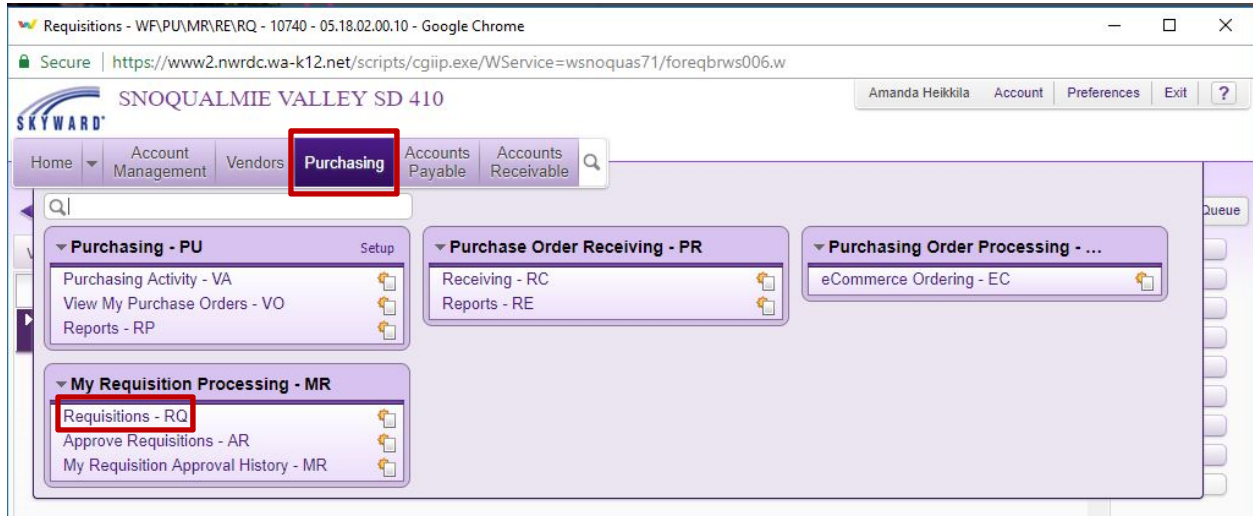


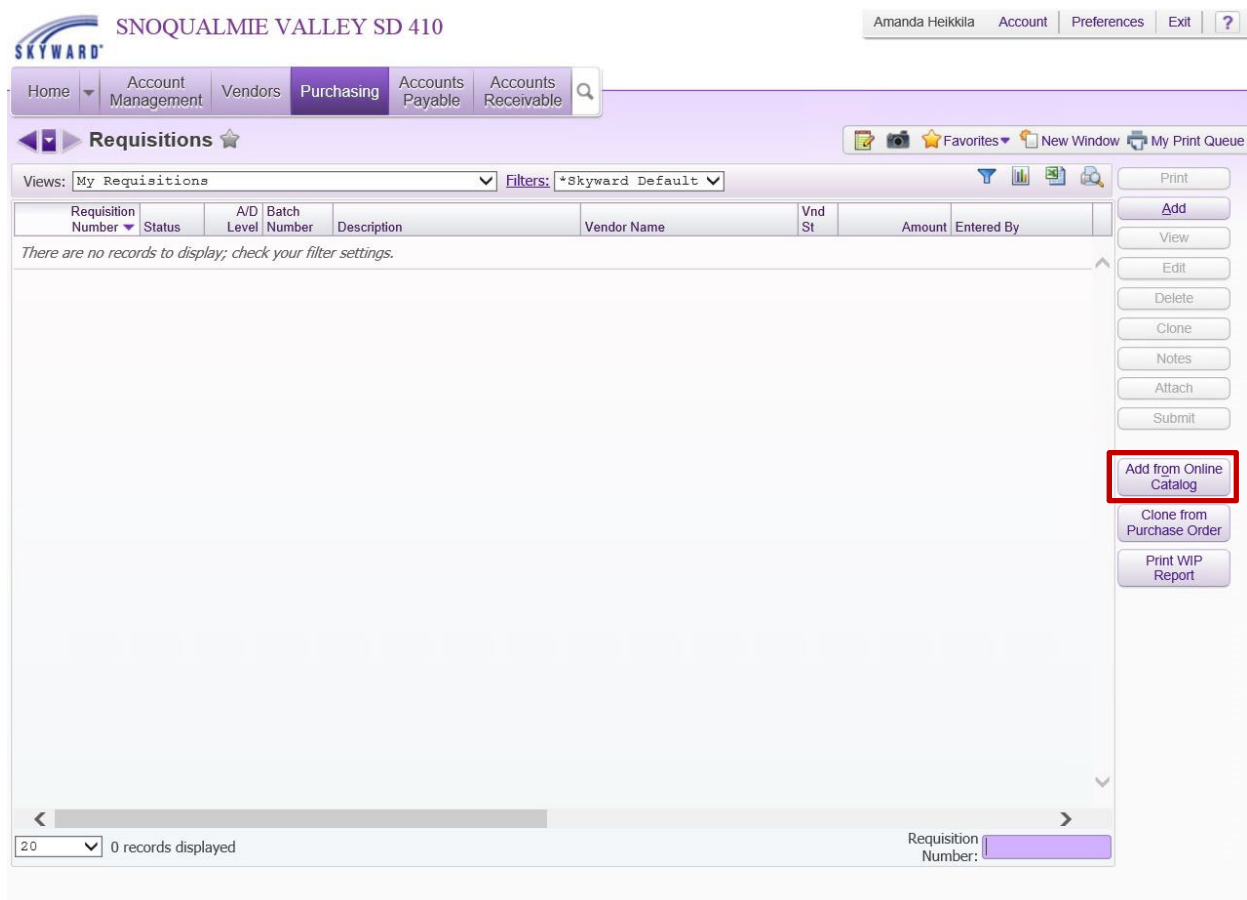
E-COMMERCE REQUISITIONS

Create the Requisition

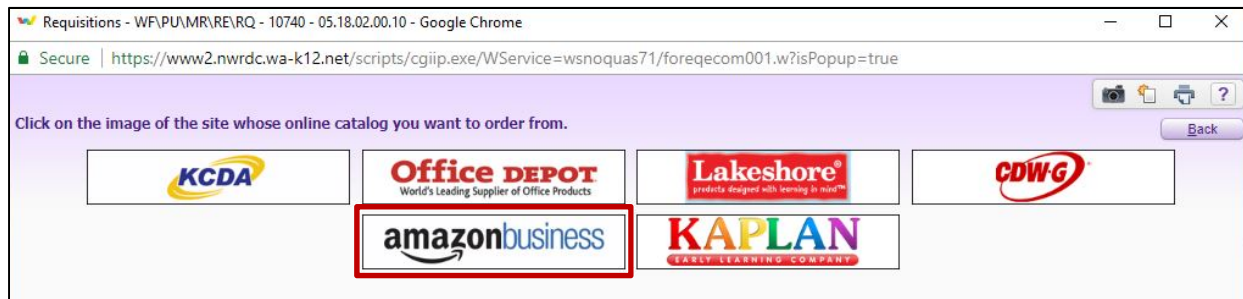
Purchasing > My Requisition Processing > *Requisitions*



Add from Online Catalog



Select your Vendor (Example Amazon Business)



This will open your standard Requisition Master Information. Enter your Group and Description. The shipping information is the most important. Enter your ship to address, and the attention to (be specific). Finally hit **SAVE AND ADD DETAIL** you will automatically be sent to Amazon to place your order.

The screenshot shows the "Requisition Master Information" form in a web browser. The title bar indicates "Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.10 - Google Chrome". The URL is the same as the previous screenshot. The form has a purple header with the title "Requisition Master Information" and a breadcrumb "Requisition Master Information | Requisition Detail Lines/Accounting". Below the header is a section "Requisition Setup Information" with fields for "Requisition Group" (201 - BUS. OFFICE - GF) and "Fiscal Year" (2017 - 2018 September 1, 2017 - August 31, 2018). There are radio buttons for "Account allocation by total requisition amount (YMA)" and "Account allocation by each requisition detail line (YDA)". A "Save and Add Detail" button is highlighted with a red box. Below this is the "Requisition Information" section. It has a "Batch Number" field (04) and a "Description" field (OFFICE SUPPLIES). The "Vendor" field is set to "AMAZON BUSINESS". The "Ship To" field is highlighted with a red arrow and contains "SNOQUALMIE VLY.SCHOOL DIST #410 8001 SILVA AVE SE PO BOX 400 SNOQUALMIE W.". The "Attention" field is highlighted with a red arrow and contains "AMANDA HEIKKILA". The "Due Date" is 06/04/2018 (Monday) and the "Ship Date" is 06/04/2018 (Monday). The "Tax" is 8.6000% and the "Other" is 00.00%. The "Project/Grant" and "Contract" fields are empty. A "Back" button is at the bottom right.

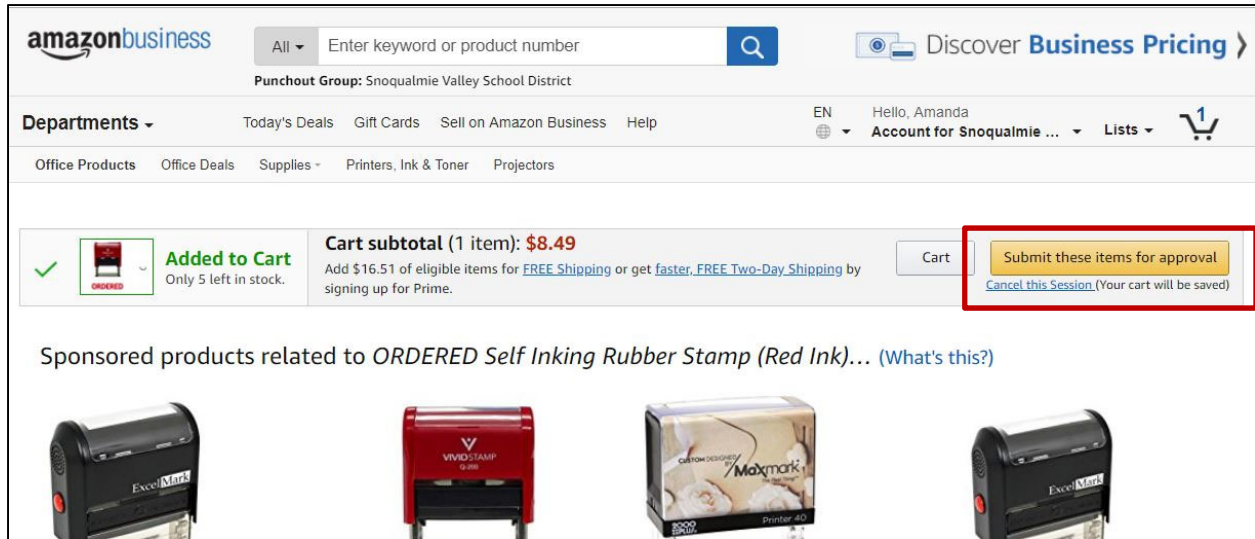
Before placing your order make sure you check your shipping address. It should be based on the shipping address placed on your req, but it doesn't hurt to make sure. DISTRICT OFFICE: Each department has their own address. You will need to go in and select the correct one (Parent Partner Program too).

The top screenshot shows the Amazon Business homepage. The header includes the Amazon Business logo, a search bar, and a navigation menu. The shipping address is set to "Snoqualmie 98065", which is highlighted in a red box. The main banner features an "echo show" with a price of \$119.99. The bottom section shows "Recommendations for you in Health & Household" with products like Energizer batteries and Dixie cups.

The bottom screenshot shows a modal window for selecting a delivery location. The modal is titled "Deliver To:" and lists several departments with their addresses. The "See more" link is highlighted in a red box. The modal also includes a "Manage address book" link and a "See more" link.

Department	Address
OPSTAD ELEMENTARY- NORTH BEND	98045
SVSD STUDENT SERV-	Snoqualmie - 98065
SVSD CURRICULUM-	Snoqualmie - 98065
SVSD PERSONNEL-	Snoqualmie - 98065
MSHS-PARENT PARTN-	Snoqualmie - 98065
SVSD BUSINESS OFF-	Snoqualmie - 98065
SVSD TECHNOLOGY-	Snoqualmie - 98065
SVSD FOOD SERVICE-	Snoqualmie - 98065
SVSD TRANSPORTATI-	Snoqualmie - 98065
SVSD OPERATIONS-	Snoqualmie - 98065

Add items to your cart just like any Amazon Order. Once your cart has everything you need ***SUBMIT THESE ITEMS FOR APPROVAL.***



When you “Submit” you will be sent through the standard confirmation pages and then back to your Skyward Req. Make sure before you add your Requisition Account(s) you must ADD ECOMMERCE NARRATIVE. This is one of the more important narratives. If you forget this narrative the Business Office won’t continue the ordering process and your order will be delayed or missed. This is just like adding any narrative. Select ADD ECOMMERCE NARRATIVE. A detail line screen will come up, and you just have to select the E-Commerce narrative and SAVE. Once your E-Commerce Narrative has been added you may proceed as normal and add your Req account and SUBMIT FOR APPROVAL.

