

Quick Instructions ~ ~ Secretary Requisition Retrieval in Skyward

You will be notified via email when a cart has been routed for retrieval/transfer. The email will contain the cart number. **Copy the cart number** to make it easy to find.



Hello,

Shared User - kv@ssl.com (ggcpsstaff.shared.kv@ssl.com), has submitted cart **1029473483** for your review. This cart is now available to be reviewed and transferred into your accounting system.

Cart Details

Cart Number: **1029473483**

Purchase Order#:

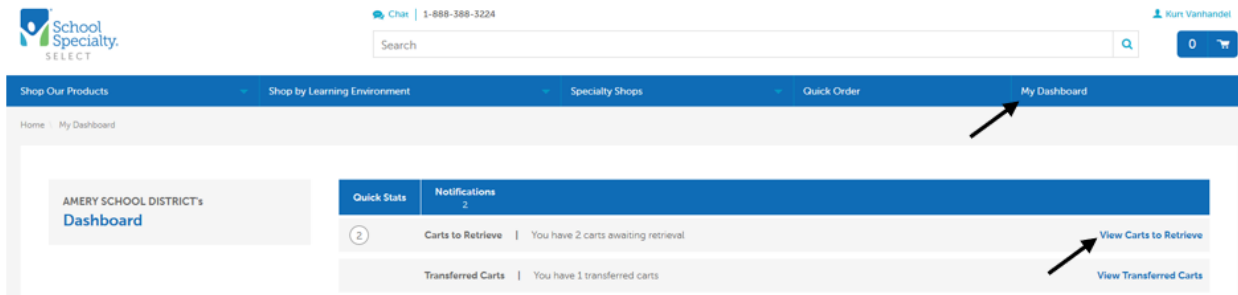
Cart Value: \$27.18

Submitted Date: 01-10-2023

Ship To Address: [BEACON HEIGHTS ELEM SCHOOL](#)
6929 FURMAN PKWY
RIVERDALE, MD 20737-3016

Please review and transfer this cart.

Launch your Skyward Application – create a new School Specialty eCommerce Cart requisition. Once School Specialty's website opens, Click **My Dashboard – View Carts to Retrieve**



Paste the copied cart number in the **Search by Cart Num** box and click the **Search Icon**. You will be directed directly to the cart.

Or, you can **Filter by Ship To Location** to locate your cart to retrieve and click **View Cart**.

Filter by Ship To: **All Ship To Location**

- BLOOMER ELEMENTARY SCHOOL, 401 8TH AVE
- BLOOMER ELEMENTARY SCHOOL, 401 8TH AVE
- BLOOMER HIGH SCHOOL, 1310 17TH AVE
- BLOOMER MIDDLE SCHOOL, 600 JACKSON ST
- BLOOMER SCHOOL DISTRICT, 1310 17TH AVE

The list below:

Search by Cart Num:

Showing 10 ACTIONS

Status	Cart	Creator	Payment	PO#	Ship To	Requested Ship Date
Pending - Waiting for Transfer from Purchaset_Shopper_Group-100085216	new1 1005138248 View Cart	ANN JENNEMAN Mar 9, 2021	Invoice \$28.30		BLOOMER ELEMENTARY SCHOOL 401 8TH AVE BLOOMER, WI 54724-1500 US Attention: ANN JENNERMAN	Ships when ready
Pending - Waiting for Transfer from Purchaset_Shopper_Group-100085216	Your Shopping Cart 1005138230 View Cart	ANN JENNEMAN Mar 9, 2021	Invoice \$40.08		BLOOMER MIDDLE SCHOOL 600 JACKSON ST BLOOMER, WI 54724-1692 US Attention: ANN JENNERMAN	Ships when ready
Pending - Waiting for Transfer from Purchaset_Shopper_Group-100085216	new2 1005138253 View Cart	ANN JENNEMAN Mar 9, 2021	Invoice \$28.04		BLOOMER SCHOOL DISTRICT 1310 17TH AVE BLOOMER, WI 54724-1573 US Attention: ANN JENNERMAN	Ships when ready
Pending - Waiting for Transfer from Purchaset_Shopper_Group-100085216	Your Shopping Cart 1005019153 View Cart	MARYANN GUMNESS Feb 24, 2021	Invoice \$22.18		BLOOMER HIGH SCHOOL 1310 17TH AVE BLOOMER, WI 54724-1573 US Attention: MARYANN GUMNESS	Ships when ready
Pending - Waiting for Transfer from Purchaset_Shopper_Group-100085216	Your Shopping Cart 1004795104 View Cart	MARYANN GUMNESS Feb 10, 2021	Invoice \$145.70		BLOOMER HIGH SCHOOL 1310 17TH AVE BLOOMER, WI 54724-1573 US Attention: Ginger Rodgers	Ships when ready

Click **TRANSFER** to bring the requisition directly into Skyward, choose **EDIT** to make changes, or **REJECT**.

Cart #1004690792

Cart #1004690792 ("Your Shopping Cart") | Awaiting Transfer 01/23/2021

Your Shopping Cart (2 Items, \$306.07) #1004690792

Cart Status Awaiting Transfer

Order Summary

Subtotal	\$306.07
- Estimated Tax	\$0.00
+ Shipping	\$0.00
Total:	\$306.07
You Save	27% (\$133.25)

Cart Transfer

Comment
Enter a comment about the approval or rejection of this cart.

Additional Updates

Budget Code

- No Change
- Add Budget Code
- Select Budget Code

2 Items

Product	Delivery	Quantity	Unit Price	Total Price
Texas Instruments Nspire CX II Graphing Calculator with Rechargeable Battery Item #: 2013564 In Stock - Typically Ships Within 2-3 Days	Free Shipping: eligible	1	\$179.57 \$245.99	\$179.57
Casio FX-9860GII Graphing Calculator Item #: 2023379 Ships Directly from Manufacturer Typically Within 2-4 Weeks - Lead Times Vary	Free Shipping: eligible	1	\$126.50 \$173.20	\$126.50

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2