

# eCommerce Requisitions

To Add a requisition with one of our eCommerce Vendors

Click on the image of the site whose online catalog you want to order from.

Capture Screen New Window My Print Queue Help Menu

Back

Go into skyward to add a requisition  
Click on “Add from Online Catalog”

The screenshot displays the Skyward software interface for North Fond du Lac. The top navigation bar includes the Skyward logo, the user name 'Karen Hoff', and menu options for 'Account', 'Preferences', 'Exit', and 'Help Menu'. Below this is a main menu with tabs for 'Financial Management', 'Account Management', 'Vendors', 'Purchasing' (which is selected), 'Accounts Payable', 'Custom Reports', 'Federal/State Reporting', and 'Administration'. A search bar is located to the right of the main menu.

The main content area is titled 'Requisitions' and includes a 'Back' button, a 'List' button, and a '(Remove Favorite)' button. Below this, there are 'Views' and 'Filters' dropdown menus. The 'Views' dropdown is set to 'Req. Group: 801 - DISTRICT OFFICE' and the 'Filters' dropdown is set to '\*Skyward Default'. To the right of these dropdowns are buttons for 'Quick Filter', 'Chart Options', 'Export Options', and 'Print Browse'.

A table header is visible with columns: 'PO Number', 'Status', 'A/D Level', 'Batch Number', 'Description', 'Vendor Name', 'Vnd St', 'Amount', and 'Entered By'. Below the header, a message states: 'There are no records to display; check your filter settings.'

On the right side of the interface, there is a vertical toolbar with buttons for 'Print', 'Add', 'View', 'Edit', 'Delete', 'Clone', 'Notes', 'Attach', 'Submit', 'Add from Online Catalog' (circled in red), 'Clone from Purchase Order', and 'Print WIP Report'.

Here are the businesses we currently have set up  
Click on the business you would like to order from

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.19.02.00.08-11.7 - Google Chrome

https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqecom001.w?isPopup=true

Capture Screen New Window My Print Queue Help Menu

Click on the image of the site whose online catalog you want to order from. [Back](#)

Complete the information like a regular requisition.

1. Choose your requisition group

2. Enter your description

3. Enter your name in the Attention line

4. Click on Save & Add Detail (the system will not take you to the company's website)

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 100 - ELEM OFFICE **1**

Fiscal Year: 2019 - 2020 July 1, 2019 - June 30, 2020 **4**

Current Fiscal year not available for this group.

Account allocation by total requisition amount (YMA).  
 Account allocation by each requisition detail line (YDA).

Save and Add Detail  
Back

Requisition Information

\* Batch Number: 14

\* Description: Markers **2**

Vendor: STAPLES **\*\*Ecommerce Vendor\*\***

\* Ship To: FRIENDSHIP LEARNING CENTER 1098 PROSPECT AVE NORTH FOND DU LAC WI 54 **3**

Attention: Karen Hoff

\* Due Date: 05/23/2019 **Wednesday**

Ship Date: 05/13/2019 **Monday**

Ship Via:

Contract:

Asterisk (\*) denotes a required field

# First Time Amazon (only) If not Amazon skip to slide 8

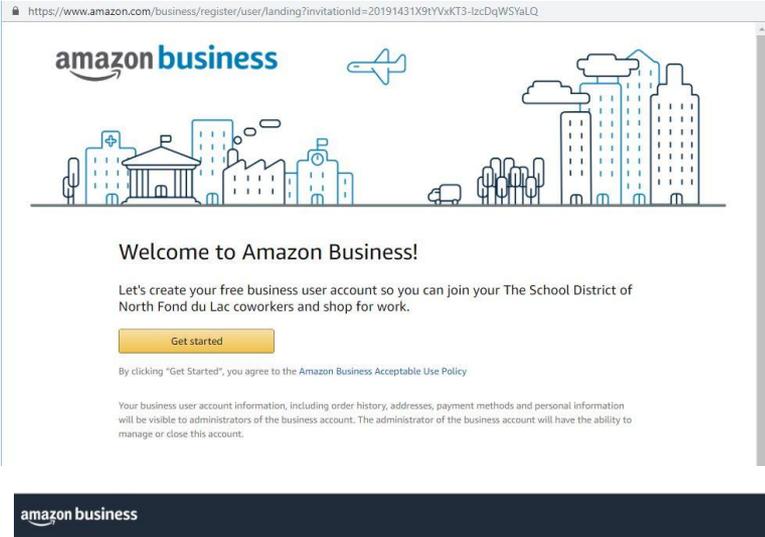
Click Get Started

Enter full name

Choose password

Click Next Step

Click Start Shopping



https://www.amazon.com/business/register/user/landing?invitationId=20191431X9TYVxkT3-lzcDqWSYaLQ

amazon business

Welcome to Amazon Business!

Let's create your free business user account so you can join your The School District of North Fond du Lac coworkers and shop for work.

Get started

By clicking "Get Started", you agree to the Amazon Business Acceptable Use Policy

Your business user account information, including order history, addresses, payment methods and personal information will be visible to administrators of the business account. The administrator of the business account will have the ability to manage or close this account.

amazon business

Your account is ready to go!

You can start using it to shop for work.

Start shopping

amazon business

Email:

ASADOFF@nfdlschools.org

# Amazon Only

Search for item, Choose the quantity, Add to Cart

Continue shopping for more items or Proceed to Checkout

Choose Shipping

Payment Method - Continue

(payment for Amazon 8369

amazon.com

SIGN IN  SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a payment method

The School District of North Fond du Lac  
credit and debit cards

Name on card

Expires on



MasterCard ending in 0282

Karen Hoff

Continue

You can review this order before  
it's final.

Do you need help? Explore our [Help pages](#) or [contact us](#)

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# Amazon Only

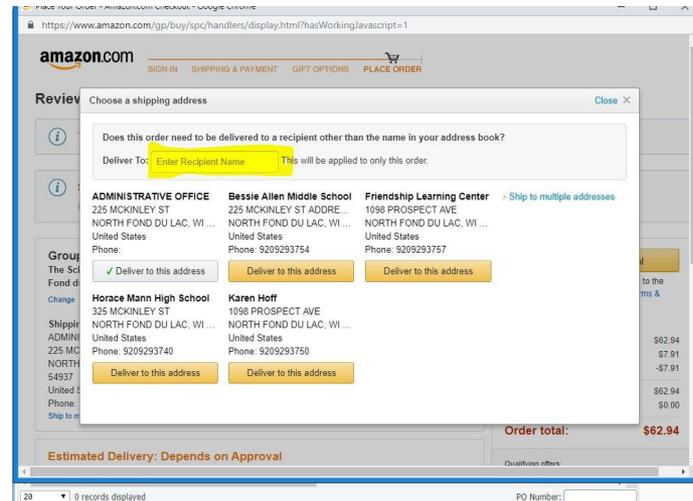
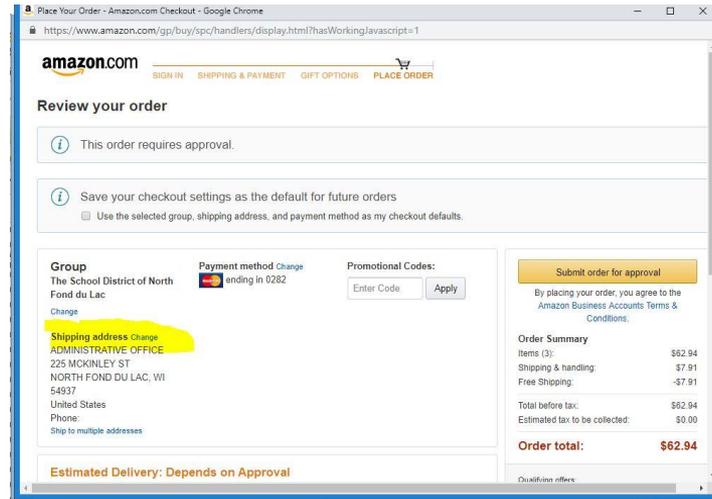
Can add a Shipping attention here

Enter Deliver to name here

Submit for Approval

(system will take you back to skyward)

Skip to slide 9



Search for item,  
Choose the quantity,  
Add to Cart

Continue shopping for  
more items or View  
Cart/Checkout

Proceed to Checkout

Submit

Transfer

(system will now take  
you back to skyward)

Showing Results for "Dry Erase Marker"

Results 1 - 15 of 180

Sort By: **RELEVANCY** **SHOW 13**

REFINE YOUR SEARCH  
Enter keyword

SHOW RESULTS IN  
**Products (180)**  
Ideas & Resources

Clear Search

SHOP BY DEPARTMENT  
 School - Office Supplies (180)  
 Classroom Direct - Teacher Favorites (171)

SHOP BY CATEGORY

1593101  
**School Smart Dry Erase Pen Style Marker, Fine Tip, Blue, Pack of 12**  
Fine tip dry erase pen style marker features low-odor, non-toxic ink formula that is easily erasable while...

SEE YOUR PRICE  
List Price **\$9.99**

QTY 1

**ADD TO CART**

Qualifies for free shipping.

1593102  
**School Smart Dry Erase Pen Style Marker, Fine Tip, Red, Pack of 12**  
Fine tip dry erase pen style marker features low-odor, non-toxic ink formula that is easily erasable while...

SEE YOUR PRICE  
List Price **\$9.99**

QTY 1

Chat | Help | 1-888-388-3224

Welcome N Fond Du Lac Sd Shopper Skyward - Acct # 282821

Shop Our Products A+ Deals Ideas & Resources **Shop Digital Catalogs** Order by Number

**Review**

Shopping Cart Review Confirmation

Cart Number: 7790268063 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | **Submit**

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	1593101	1593101	MARKER DRY ERASE PEN SCHOOL SMART BLUE PACK OF 12	1	EA	Catalog \$9.99 Disc: -\$2.99 Net: \$7.09	Catalog \$9.99 Disc: -\$2.99 Net: \$7.09

Sub Total: \$7.09  
Shipping and Handling: \$0.00

Wisconsin

PRODUCTS search

Shop Our Products A+ Deals Ideas & Resources Shop Digital Catalogs Order by Number

**Your Shopping Cart**

Shopping Cart Review Confirmation

Cart Number: 7790268063 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | **Proceed to Checkout**

Shipping Cart Promotion Codes Item Availability

Remove Selected Rows

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	1593101	1593101	MARKER DRY ERASE PEN SCHOOL SMART BLUE PACK OF 12	1	EA	Catalog: \$9.99 Disc: -\$2.99 Net: \$7.09	Catalog: \$9.99 Disc: -\$2.99 Net: \$7.09

Remove Selected Rows Update Order Total | Subtotal: \$7.09  
Shipping and Tax have not been finalized. Click here to calculate.

Save to Shopping List

Order By Item Number Shop Digital Catalogs My Shopping Lists [Quick Links](#)



Thank You for Shopping With School Specialty!

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

**Transfer**

# Now you need to add Requisition Accounts

1. Select account

2. Save Account Distrib

You will then Submit for Approval

\*This requisition will now go through the approval process like any other requisition. Once approved it will be electronically sent to the company to speed up the ordering process.

Requisition Master Information

Batch Number: 23  
Requisition Number: 000017826  
Group: (801) DISTRICT OFFICE  
Fiscal Year: 2018 - 2019  
Vendor: AMAZON CREDIT PLAN  
PO BOX 689020  
DES MOINES IA 50368-9020  
\*\*\* This is an Ecommerce Requisition \*\*\*

Accounting: Account allocation by total requisition amount.  
Amount: 62.94  
Ship To: ADMINISTRATIVE OFFICE  
Description: marker

Buttons: Edit Master, Notes, Attachments, Submit For Approval, Save and Finish Later, Back

Requisition Detail Line Items

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100	801N1TNJ67	Artzara Real Brush Pens, 24 Colors for Watercolor Painting with Flexible Nylon Brush Tips, Paint Markers for Coloring, Calligraphy and Drawing with Water Brush for Artists and Beginner Painters	3	EA	20.98000	62.94		0

Buttons: Add, Edit, Delete, Add Ecommerce Narrative, Add Requisition Accounts

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Loc	Obj	Funs	Prj	Funds Available	Selected
10	E	800	411	232100	000	\$-125.31	
10	E	800	411	232100	000	\$-3,252.47	
49	E	700	411	255100	100	\$-4,841.30	<input checked="" type="checkbox"/>
49	E	700	440	255100	200	\$-93,266.93	

Buttons: Save Account Distrib, Back

Account Level Description

Account Number Information

Code	Description
49	OTHER CAPITAL PROJECTS FUND
700	COMBINATION OF LOCATIONS
440	NON-CAP EQUIP-43300
255100	CONSTRUCTION/REMODELING
200	BA/HM REFERENDUM

2018-2019 Available Funds By Individual Account

Total Amount to Distribute: \$62.94 100.00%  
Total Distributed: \$0.00 0.00%  
Amount Remaining: \$62.94 100.00%

Selected Accounts

Account Number	Amount	Percent
10 E 800 411 232100 000	0.00	0.00

Buttons: Remove, Remove All