

Online Volume Purchasing User's Manual

Cut Costs!!!



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Easy as 1 – 2 – 3!

GOOD PRICES! GOOD SERVICE! GOOD PRODUCTS!

Please Note:

The system is configured so no one can directly order materials from the vendor.

1. SIGNING ON:

Go to the SHESC homepage at www.smokyhill.org,

Under the SERVICES BUTTON click on volume purchasing then

Click on the “[Click here to access eSchool Mall](#)” link. OR

For a list of Smoky Hill Vendors click on “Click here for 2009-2010 vendors” OR

For our Friendly Online User’s Manual “Click here for online ordering instructions”.

The Login:

- NCES ID: **3003000** – NOTE: If you forget the NCES ID click on (?) and then on KS.
- User Name: **(your first initial, last name)**
- Password: **password FOR THE FIRST TIME YOU LOG IN ONLY**
- *Click the login button – **THE AUTHENTICATION CODE IS ALSO 3003000.***
- You will be prompted to give yourself a **new password** of your choosing.
(From time to time for security purposes eSchoolMall will prompt you to reset your password).
- In a recent new feature districts can now reset their own password by clicking on the [Forgot Password?](#) Link near the Login.
- On the left side of this page under [Solutions](#) click on [easyPurchase](#)

2. You are now at the Request – Summary Page

- Purchase Order Search - OR
- To the right click on the link “[new purchase order](#)” to search catalogs, do a KEYWORD search. – *(for example entering **ball** will bring up balls in the Athletic, Science and Instructional catalogs).* Pulling down to the Athletic Catalog will bring up only the balls in the Athletic Catalog.
- Enter a PO number or let the system assign one.
- Catalogs - “pull” down to view a specific catalog.
- Enter quantity - then by clicking the “**Add**” button from the product search page it will take you to the “purchase order modify” page or clicking on “**Update**” will give you the “view request” button which also takes you to the “purchase order modify” page.
- **Please Note: Clicking on the SUBMIT FOR APPROVAL button will completely submit the purchase order(s)**
- To **remove an item**, put a √ mark in the box under “remove” and then click on the **Save** button.
- Clicking the “**Add Item**” button will take you back to the product search page.
- Clicking the “**Return**” button takes you to the [purchase order search page](#).
- Clicking on “**Save**” saves any changes!
- When finished, clicking on the “**Submit for Approval**” button will completely submit the purchase order(s).

3. REPORTS:

To obtain a copy of the “submitted” purchase order(s) you will now need to do a report which will arrive in an email from eSchoolMall.

- On the Request Tab – click on “Reports”
- Select Report **ID 102** for (single PO by PO number)
- Select Report **ID 103** for (PO(s) by create date)
- Click on **Select**
- Check the PO **date range (ID 103)**
- Pull down “PO Grouping” to **Individual Purchase Orders**
- Click **Next** – (nothing needs to be changed unless you see your email address is incorrect in which case, please call Janet or Allen at SHESC to have it corrected).
- Click **Next** again
- Check your email – purchase order(s) will arrive in pdf format
- Just print, sign and fax to the vendor.

ADDITIONAL INFORMATION

- **VENDORS:** A vendor list and timeline for the present school year can be downloaded from the SHESC web site.
- **IF YOU NEED TO PRINT CATALOGS**
 - On **THE Request – Report – Tab**
 - Select **Report ID number 104**
 - Click the **Select** button, use the pull-down to select the catalog of your choice,
 - Pull-down **range number 1 to 2000**, click next, check to be sure your email address is correct.
 - Click **Next** again; the catalog will arrive to you by email in pdf format

