

Skyward – Online Requisition **(eCommerce vendors / online catalog)**

How to create a Purchase Order (PO) – electronically submitted as an Online Requisition for a purchase using online catalog / eCommerce vendors.

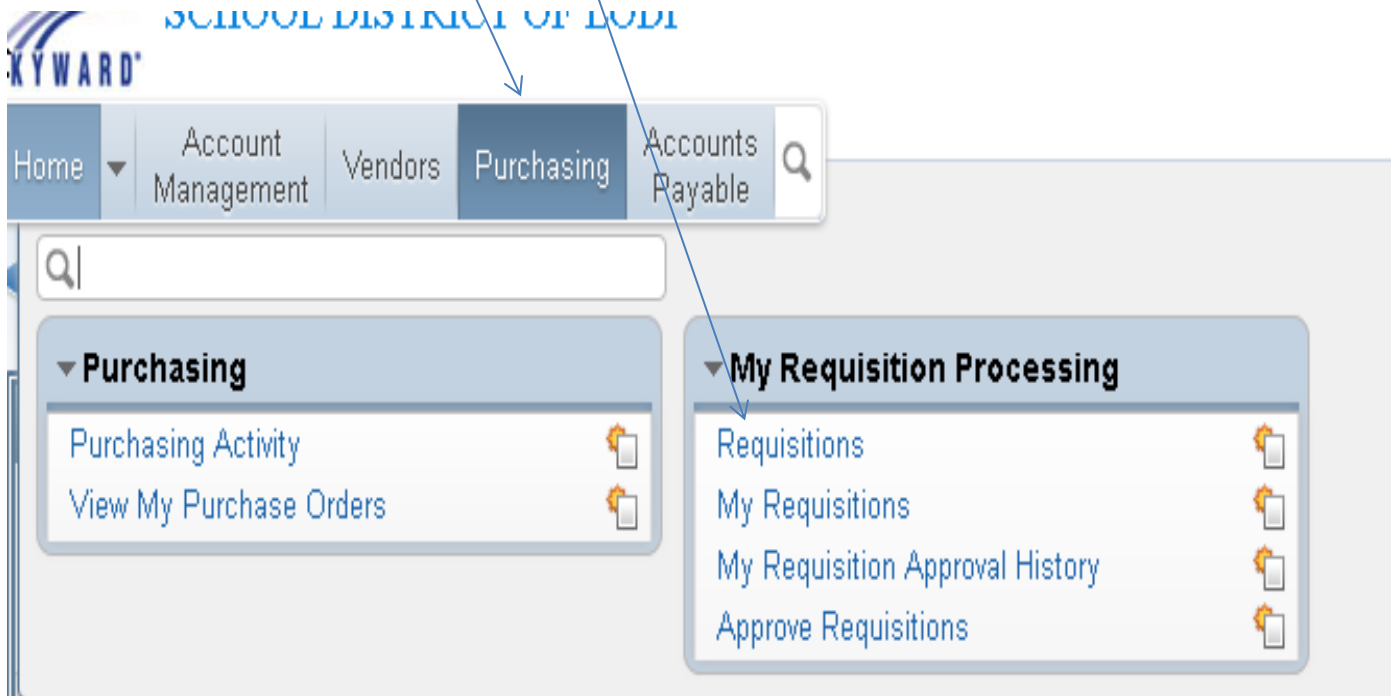
Log into Skward

Go to the **Financial Management** system

The screenshot shows the Skyward Financial Management dashboard. At the top, there is a navigation bar with links for Home, Account Management, Vendors, Purchasing, and Accounts Payable. Below this is a secondary navigation bar with a 'Financial Management' icon and label. The main content area is divided into several widgets:

- Jump to Other Dashboards:** Contains links for Calendar, Skyward User, Task Manager, and Reset Dashboards.
- Task Manager:** Displays 'There are no tasks currently assigned to you.'
- District News:** Displays 'No news to display.'
- Online Forms to be Completed:** Displays 'No Online Forms to be Completed.'
- Jump to Other Systems:** Contains links for Employee Access and Financial Management. A blue arrow points to the 'Financial Management' link.
- Weather:** Displays weather information for Lodi, WI at 7:52 am CDT on 7/23/2014. Current conditions are Fair, 66 F. Forecast includes: Wed - Mostly Sunny, High: 76 Low: 55; Thu - Mostly Sunny, High: 79 Low: 59; Fri - Thundershowers, High: 75 Low: 62; Sat - AM Clouds/PM Sun, High: 84 Low: 63; Sun - Scattered Thunderstorms, High: 75 Low: 54.
- Notifications:** Displays 'You do not have any unread notifications.'
- Favorites:** Displays 'No favorites available.'

Go to the **Purchasing** tab
Under **My Requisition Processing**, hit "Requisitions"



At the next screen hit **"Add from Online Catalog"**

KEYWARD SCHOOL DISTRICT OF LODI

E Z Rock Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable

Requisitions

There are no records to display; check your filter settings.

Filter Options

- Print
- Add**
- View
- Edit
- Delete
- Clone
- Notes
- Attach
- Submit
- Approve
- Deny
- Remove Approval
- Add Expense Reimb Req**
- Add from Online Catalog**
- Clone from Purchase Order
- Mass Approve Requisitions

20 0 records displayed Requisition Number: ABC

Click on the Online Catalog you would like to purchase from

The screenshot shows a Mozilla Firefox browser window with the following details:

- Address bar: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlodiwi/foreqecom001.w?isPopup=true>
- Page content: A grid of logos for various suppliers. A blue arrow points from the text above to the Office DEPOT logo.
- Buttons: A "Back" button is visible in the top right corner.

Choose the Requisition Group you are purchasing for by hitting the down arrow

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.14.06.00.04 - Mozilla Firefox
https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinlodwi/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 103 - KINDERGARTEN
Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015 Current Fiscal year not available for this group.
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 23
* Description:



Vendor: OFFICE DEPOT ****Ecommerce Vendor****
* Ship To: LODI PRIMARY SCHOOL 103 PLEASANT STREET LODI WI 53555
Attention: E Z ROCK
* Due Date: 07/23/2014 Wednesday
Ship Date: 07/23/2014 Wednesday
Ship Via:
Contract:

Asterisk (*) denotes a required field

Enter a **Description** of what you will be purchasing

Click on **Save and Add Detail**

The online catalog will automatically open. Search and find what you would like to purchase. Add to your cart. (Please note that discounts are applied at the end of the purchasing process.)

Description	Price/unit	Qty.	Available	B/O	Total
 Office Depot® Brand Wood Pencils, #2 Medium Soft Lead, Pack Of 72 Item # 733601 Entered Item # 733601 BEST VALUE	\$1.65 / box	1	1	0	\$1.65
 Elmer's® All-Purpose Glue Sticks, 0.21 Oz, Pack Of 12 Item # 966350 Entered Item # 966350 Contract Items	\$6.18 / pack	1	1	0	\$6.18

Available: \$22.22
Backorder: \$0.00
Subtotal: \$22.22
Estimate Shipping & Taxes
3 item(s): \$22.22

Need Help?
▪ Email Assistance
▪ FAQs

Order By Item #

When finished, click on Check Out

Click on **Add Requisition Accounts**

Requisition Detail Lines/Accounting - 05.14.06.00.04 - Mozilla Firefox
https://skyward.iscorp.com/scripts/wsisadll/WService=wsfinlodiwi/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting
Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **23**
Requisition Number: **0000021462**
Group: **(103) KINDERGARTEN**
Fiscal Year: **2014 - 2015**
Vendor: **OFFICE DEPOT, INC.**
515 KEHOE BLVD
CAROL STREAM IL 60188
***** This is an Ecommerce Requisition *****

Accounting: **Account allocation by total requisition amount.**
Amount: **22.22**
Ship To: **LODI PRIMARY SCHOOL**
Description: **math poster, alphabet letters, pencils, glue sticks**

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

Requisition Detail Line Items

Views: **General** Filters: ***Skyward Default**

Line ▲	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	
100	733601	Office Depot(R) Brand Wood Pencils, #2 Medium Soft Lead, Pack Of 72	1	BX	1.65000	1.65		
110	966350	Elmers(R) All-Purpose Glue Sticks, 0.21 Oz, Pack Of 12	1	PK	6.18000	6.18		
120	983014	Scholastic Personal Poster Set, 100th Day, 17 x 22, Pack Of 30	1	EA	14.39000	14.39		

Add
Edit
Delete
Add Ecommerce Narrative
Add Requisition Accounts

Choose the **Account** by clicking in the box

Account Distribution

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

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	100	411	110900	000	\$1,800.00	<input checked="" type="checkbox"/>
10	E	100	551	110900	000	\$0.00	<input type="checkbox"/>
10	E	100	942	110900	000	\$500.00	<input type="checkbox"/>
10	E	100	943	110900	000	\$0.00	<input type="checkbox"/>

4 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
100	PRIMARY SCHOOL
411	GENERAL SUPPLIES
110900	KINDERGARTEN

2014-2015 Available Funds By Individual Account

Save Account Distrib

Back

Total Amount to Distribute: **\$22.22 100.00%**
Total Distributed: **\$22.22 100.00%**
Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
10 E 100 411 110900 000	22.22	100.00

Remove

Remove All

Click on **Save Account Distrib**

Verify all information is correct and click on **Submit for Approval**

Requisition Master Information

Batch Number: 23
Requisition Number: 0000021462
Group: (103) KINDERGARTEN
Fiscal Year: 2014 - 2015
Vendor: OFFICE DEPOT, INC.
515 KEHOE BLVD
CAROL STREAM IL 60188
*** This is an Ecommerce Requisition ***

Accounting: Account allocation by total requisition amount.
Amount: 22.22
Ship To: LODI PRIMARY SCHOOL
Description: math poster, alphabet letters, pencils, glue sticks

Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget
10 E 100 411 110900 000	\$22.22	100.00%	

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments, Update Account Distrib, View Requisition Detail Lines

** Online catalog / eCommerce orders are automatically ordered when the PO is issued. No further steps are required from you to make the purchase.