

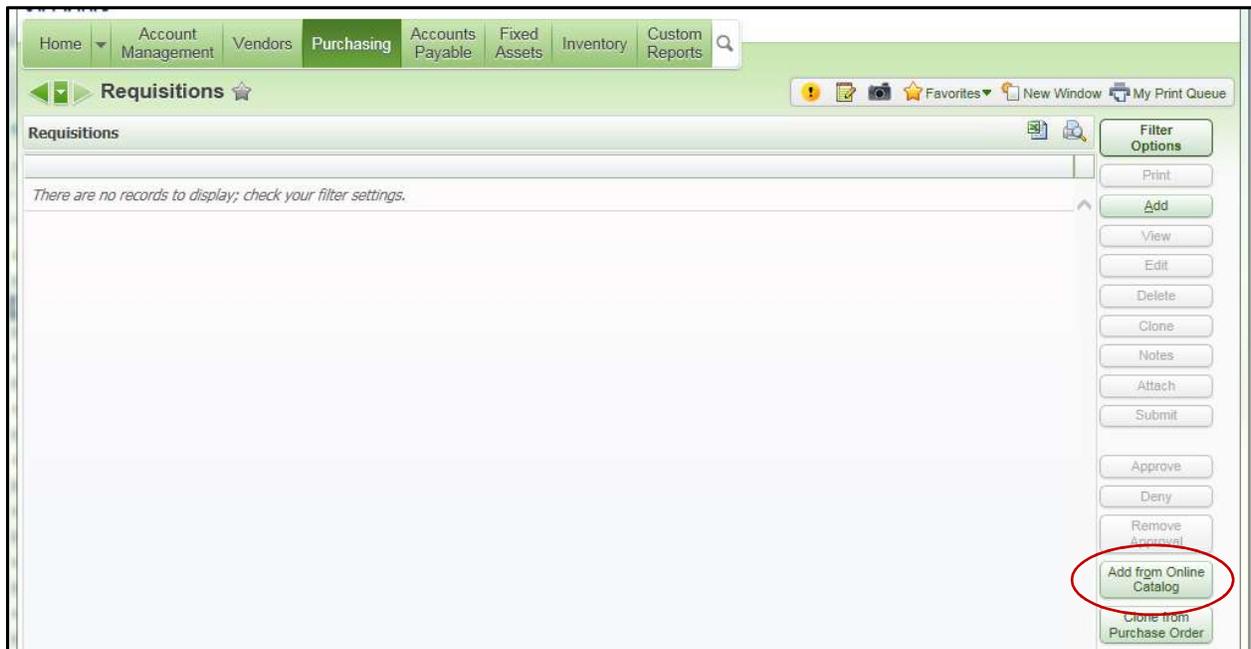
# Skyward eCommerce Requisitions

ECommerce is the ability to fill detail lines on a purchase requisition using online purchasing websites for a number of Skyward hosted vendors.

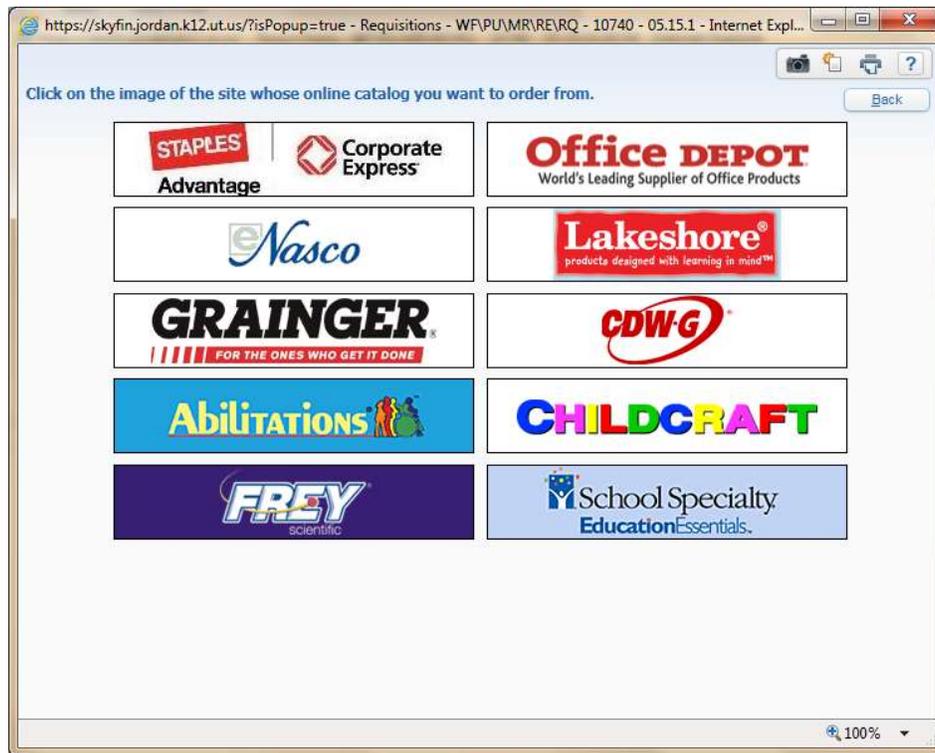
Log in to Skyward Finance. Go to **Financial Management/Purchasing/My Requisition Processing/Requisitions**.



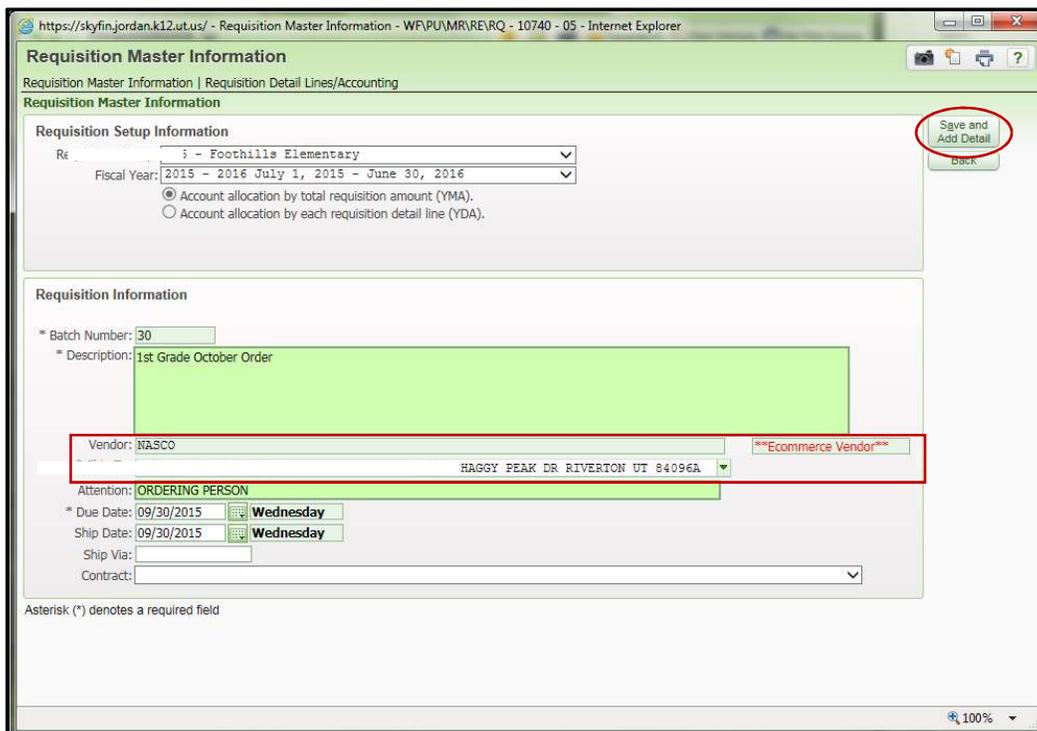
From the buttons on the right choose **Add from Online Catalog** to begin your eCommerce requisition. (Click Add to enter a regular purchase requisition.)



From the list of possible eCommerce vendors, click the vendor you want to order from. (Example: Nasco.) If you do not see the vendor you wish, click **back** to add a regular purchase requisition.



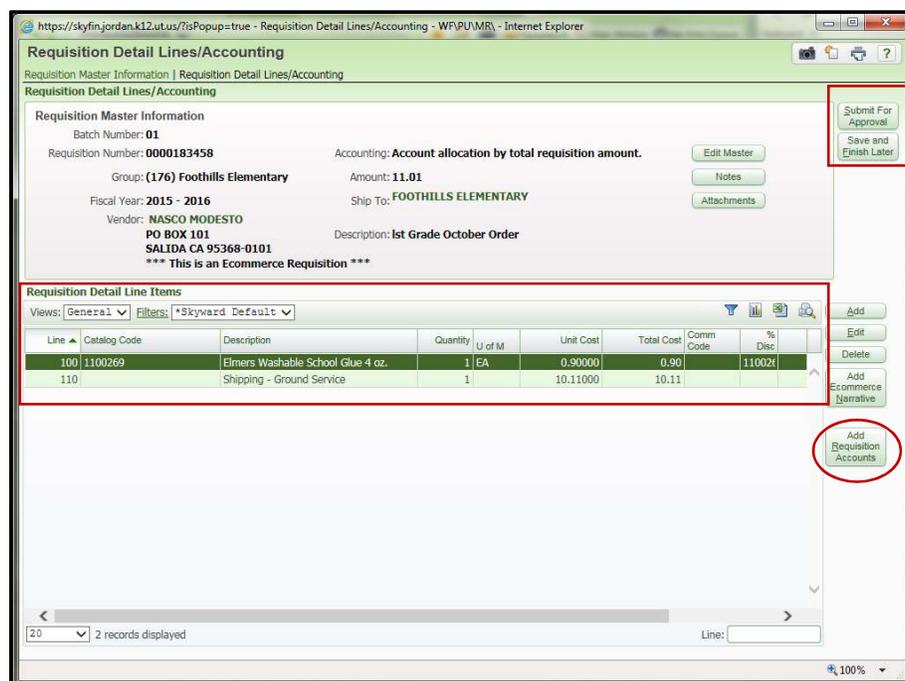
Enter and verify the Master Information as you would on any requisition. The Vendor field will default to the eCommerce vendor previously selected along with a red **\*\*eCommerce Vendor\*\*** indicator. When the Master Information is complete, click **Save and Add Detail**.



You will be directed to your selected eCommerce vendor's online ordering page with government pricing. Order your items by searching and adding items to a shopping cart similar to any online shopping page. When all items/quantities are correct, select **Check Out**. You will be able to review your Shopping Cart (including shipping if applicable), make necessary changes, then **Submit Shopping Cart**. **YOUR ORDER IS NOT PLACED WITH THE VENDOR AT THIS POINT.** Your Shopping Cart items will transfer into your Skyward requisition detail lines.



Your eCommerce vendor's Shopping Cart items have been transferred to your purchase requisition detail lines. Click **Add Requisition Accounts** to add your account. You can edit any part of your Requisition by clicking the respective buttons. Click **Submit for Approval** to start your Requisition through the approval path. **Save and Finish Later** will save your Requisition for later, it will not start through the approval path until the **Submit for Approval** button is selected.



On the main requisition screen you can expand your purchase requisition details. Next to **eCommerce Req**, the **YES/NO** indicates if it is an eCommerce requisition. Also listed, are the detail lines, account number and the approval path the requisition will pass through. The usual buttons on the right will allow you to print, edit, delete, etc. If your requisition is submitted for approval, it will follow the approval path to the Purchasing Department for processing, which includes sending the PO to the eCommerce vendor. After being fully approved and processed, **YOUR ITEMS HAVE BEEN ORDERED**. As the enterer you will receive an email as verification that your order has been placed.

**Requisitions**

Requisition Number	App Sts	Today's Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Ent
0000183458	WIP		0	01	1st Grade October Order	NASCO MODESTO	CA	11.01	HA

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

**Master**

Vendor: NASCO MODESTO  
 PO BOX 101  
 SALIDA, CA 95368-0101

Ship To: FOOTHILLS ELEMENTARY  
 13717 SHAGGY PEAK DR  
 RIVERTON, UT 84096

Attention: ORDERING PERSON  
 Due Date: 09/30/2015  
 Ship Date: 09/30/2015  
 Ship Via:

Group: (176) Foothills Elementary  
 Entered Date: 10/01/2015  
 Fiscal Year: 2015 - 2016  
 Batch Number: 01  
 Accounting: Account allocation by total requisition amount.  
 Origin: Budgetary  
 Project/Grant:  
 Contract:  
 Last Updated: 10/01/2015  
 Invoice To:  
 Notes: NO  
 Attachments: NO  
 Blanket PO: NO

Ecommerce Req: YES

Vendor Requisition Discount %:  
 Ordered: NO  
 Printed: NO  
 Emailed: NO

# of Line Items: 2  
 # of Accounts: 1  
 # of Approvals Completed: 0  
 # of Approvals Needed: 3

**Line Items** Add/Edit/Delete Requisition Line Item Add Narrative Add Inventory Items

Line Nbr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost
100	1100269	Elmers Washable School Glue 4 oz.	1	EA	0.90000	0.90
110		Shipping - Ground Service	1		10.11000	10.11

**Accounts** Add/Edit/Delete Accounts

Account	Acct. Amt.	Acct. Pot.
10 E 176 0050 1090 810	\$11.01	100.00%

**Approval**

Date	Time	Status	Approval Level	Name/Note
		Order Not Yet Completed	Level 3	CAPSON, DIANE SEELY, DOROTHY A PRUSSE, KURT ALFRED BURBRIDGE, DAVID HARDIN FRENCHWOOD, ROSEMARY
		Order Not Yet Completed	Level 2	SMITH, MARILYN L SORENSEN, CHARLES B
		Order Not Yet Completed	Level 1	GRIFFITH, HOWARD T

**Notes** Add Notes

20 1 records displayed Requisition Number:

