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**.

| ne Vendors Purchasing Account | ounts Fixed Assets Inventory Custom Reports Q |
|-------------------------------|---|
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| ✓ Purchasing | ✓ My Requisition Processing |
| Purchasing Activity | Requisitions 1 |
| | My Requisition Approval History |

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

| uisitions | 🖲 🗟 (| Filter Options |
|---|-------|--------------------|
| | | Print |
| re are no records to display; check your tilter settings, | | Add |
| | (| View |
| | | Edit |
| | | Delete |
| | (| Clone |
| | (| Notes |
| | (| Attach |
| | (| Submit |
| | (| Approve |
| | | Deny |
| | | Remove Approval |
| | | Add from Online |

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.

| https://skyfin.jordan.k12.ut.us/?isPopup=true - Requisitions - WF | PU\MR\RE\RQ - 10740 - 05.15.1 - Internet Expl.,, 😐 💷 🔜 |
|---|---|
| Click on the image of the site whose online catalog you want | t to order from. |
| STAPLES Advantage | Office DEPOT World's Leading Supplier of Office Products |
| Nasco | Lakeshore® products dealgoed with learning in mind™ |
| GRAINGER | CDWG |
| Abilitations | |
| | School Specialty. EducationEssentials. |
| | |
| | |
| | € 100% → |

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**.

| https://skyfin.jordan.k12.ut.us/ - Re | equisition Master Information | n - WF\PU\MR\RE\RQ - 1 | 10740 - 05 - Internet Explorer | - Constant | |
|--|---|---------------------------------------|--------------------------------|----------------------|------------------------------|
| Requisition Master Infor | mation | | | | 📾 🛍 🛱 ? |
| Requisition Master Information Requ | uisition Detail Lines/Accountir | na | | | Contraction of the second of |
| Requisition Master Information | | | | | - |
| Requisition Setup Information | | | | | Save and |
| Re i - Foo | thills Elementary | | V | | Add Detail |
| Fiscal Year: 2015 - 20 |)16 July 1, 2015 - Jur | ne 30, 2016 | × | | Back |
| Account a Account a | allocation by total requisition allocation by each requisition | amount (YMA). 1 detail line (YDA). | | | |
| Requisition Information * Batch Number: 30 * Description: 1st Grade Octobe Vendor: NASCO | er Order | | | **Ecommerce Vendor** | |
| Attention: OPDEPING DEPC | ON | HAGGY PE. | AK DR RIVERTON UT 84096A | | |
| * Due Date: 09/30/2015 | Wednesday | | | | |
| Ship Date: 09/30/2015 | Wednesday | | | | |
| Ship Via: | | | | | |
| Contract: | | | | ~ | |
| | | | | | |
| Asterisk (*) denotes a required field | | | | | |
| | | | | | @ 100% • |

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**. <u>YOUR ORDER IS NOT PLACED WITH THE VENDOR AT THIS</u> **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.

| https://skyfin.jordan.k12.ut.us/?is | sPopup=true - Requisition | Detail Lines/Account | ting - WF\PU\MR\ - Inte | rnet Explorer | - | | 1 | | |
|---|---|----------------------|-------------------------|--------------------|---------------|------------|-----------|---|---------------------------------------|
| Requisition Detail Line | s/Accounting | | | | | | [| 6 | 0 🤁 ? |
| Requisition Master Information Re | equisition Detail Lines/Acco | unting | | | | | | | |
| Requisition Detail Lines/Account | nting | | | | | | | | · · · · · · · · · · · · · · · · · · · |
| Requisition Master Informati | ion | | | | | | | | Submit For Approval |
| Batch Number: 01 | | | | | | | | | Save and |
| Requisition Number: 0000183 | 3458 | Accounting: Acco | ount allocation by tot | al requisition amo | unt. | Edit Maste | at | | Finish Later |
| Group: (176) Fo | othills Elementary | Amount: 11.0 | 01 | | (| Notes | | | |
| Fiscal Year: 2015 - 2 | 016 | Ship To: FOO | THILLS ELEMENTARY | Y | | Attachmen | ts | | |
| Vendor: NASCO PO BOX SALIDA *** This | MODESTO 101 CA 95368-0101 i is an Ecommerce Requ | Description: Ist C | Grade October Order | | | | | | |
| Requisition Detail Line Items | | | | | | | | | |
| Views: General V Filters: *S | kyward Default 🗸 | | | | | 7 | 1 | 2 | Add |
| Line 🔺 Catalog Code | Description | | Quantity U of M | Unit Cost | Total Cost Ci | omm ode | % Disc | | Edit |
| 100 1100269 | Elmers Washable S | chool Glue 4 oz. | 1 EA | 0.90000 | 0.90 | 1 | 10026 | | Delete |
| 110 | Shipping - Ground S | Service | 1 | 10.11000 | 10.11 | | | | Add Ecommerce |
| | | | | | | | | _ | Narrative |
| | | | | | | | | (| Add Requisition Accounts |
| | | | | | | | | | |
| , | | | | | | | | ~ | |
| 20 2 records displayed | | | | | | Line: | | | |
| | | | | | | | | | € 100% ▼ |

On the main requisition screen you can expand your purchase requisition details. Next to **eCommerce Req**, the **YES/NO** indicates if it is an eCommece 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.

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|---------------------------------|-------------------------------|---------------------------|--|---|------------------------------------|---------------|------------|------------|-------------------|
| lisitions | | | | | | | | 1 10 | Filter Options |
| Requisition App Number Sts A | Todays Sts I | A/D Batch Level Number | Description | | Vendor Name | | Vnd St | Amount Ent | Erint |
| 000183458 WIP | | 0 01 | Ist Grade October C |)rder | NASCO MODE | <u>5TO</u> | CA | 11.01 HA | Add |
| Expand All Collap | ose All Modify | Details (displa | ying 5 of 5) View Pri | intable Details | | | | | View |
| Master | | | | | | | | | <u>E</u> dit |
| | | | | | | | | | Delete |
| Vendor: | PO BOX 101 | 510 | | .5 | 13717 | SHAGGY PEAK | DR | | Clone |
| | SALIDA, CA 95 | 5368-0101 | | | RIVER | TON, UT 84096 | | | Notes |
| - | (170) E | - | | At | tention: ORDER | RING PERSON | | | Attach |
| Group: Entered Date: | (1/6) Foothills 10/01/2015 | ciementary | | Du | e Date: 09/30/2 p Date: 09/30/2 | 015 | | | Submit |
| Fiscal Year: | 2015 - 2016 | | | S | hip Via: | | | | Taouge |
| Batch Number: | 01 | | | Ecommerc | e Req: YES | > | | | Aporove |
| Accounting: | Account alloca | ation by total red | uisition amount. | Vendor Reg/PO Disc | ount %: | | | | Dee |
| Origin: Project/Grant | Budgetary | | | 0 | rdered: NO | | | | Lieny |
| Contract: | | | | E | mailed: NO | | | | Approval |
| Last Updated: | 10/01/2015 | | | - | | | | | Add Second Col |
| Invoice To: | | | | | | | | | Catalog |
| Notes: | NO | | | # of Line | tems; 2 | | | | Clone from |
| Attachments: | NO | | | # of Approvals Com | counts: 1 | | | | Purchase Ord |
| Blanket PO: | NO | | | # of Approvals Corr # of Approvals N | leeded: 3 | | | | |
| | | | | 135 | | | | | |
| Line Items Add | realization and the second | luision Line nem | Add Narrative Add I | nventory items | | | | 1 | |
| Line Nbr. | Catalog Code | Description | able Cabral Chus 4 as | Quantit | y UofM | Unit Cost | Total Cost | | |
| 110 | 1100209 | Shipping - Gr | able School Glue 4 oz. ound Service | | 1 EA | 10.11000 | 10.11 | | |
| | | | | | | | | | |
| Accounts Add | Edit/Delete Acco | t | | | Acct Amt | Acct Pct | | | |
| | 10 E 176 | 0050 1090 610 | | | \$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 AL | FRED | | | | |
| | | | | FRENCHWOOD R | OSEMARY | | | | |
| | Order Not | Yet Completed | Level 2 | SMITH, MARILYN I | L | | | | |
| | | | | SORENSEN, CHAP | RLES B | | | | |
| | Order Not | Yet Completed | Level 1 | GRIFFITH, HOWAF | RD T | | | | |