



**Cart/Requisition Retrieval:** This process allows your school staff to create shopping carts that can be reviewed and approved by the administrator. The process is simple, secure, and no orders can be processed without review and approval. Instructions for staff to create carts for your approval are below and attached.

## Quick Instructions ~ Staff Requisition

### Entering Requisition:

- Go to: [www.schoolspecialty.com](http://www.schoolspecialty.com)
- In the upper right, click **Register or Login**
- Enter your user name and password, click **Login**.
  - **Username:** newrockfordstaff
  - **Password:** newrockfordstaff (case-sensitive-use lower case)

The screenshot shows the School Specialty website with a modal window open for login or registration. The modal has two tabs: 'Login' and 'Or Register'. The 'Login' tab is active, showing fields for 'User Name' and 'Password'. Below the password field is a link for 'Forgot User Name or Password?'. The 'Or Register' tab has two options: 'Register as an Individual' and 'Register as a school or institution user', each with a 'See Details' link. At the bottom of the modal are buttons for 'LOGIN', 'CONTINUE', and 'CANCEL'. The background of the website shows a navigation bar with 'PRODUCTS', a search bar, and a shopping cart icon. Below the modal, there are sections for 'FEATURED PRODUCTS' and 'Shop Digital Catalogs'.

Choose your option to start your Requisition: **5 easy ways to shop** 1) Search by Key words under search window 2) Already know what you want? "Order by Item Number" 3) Shop digital catalog 4) Shop our products 5) Shop using My Shopping List which can be found under the My Account menu

The screenshot shows the School Specialty website home page. The header includes the School Specialty logo, a navigation bar with 'PRODUCTS', a search bar, and a shopping cart icon. Below the header, there are three main sections: 'Shop Our Products', 'Shop Digital Catalogs', and 'Order by Item Number'. The 'Shop Our Products' section features a purple banner with the text 'Our Mission is to Educate' and a 'LEARN HOW' button. The 'Shop Digital Catalogs' section shows a photo of a young girl and a woman. The 'Order by Item Number' section is partially visible. At the bottom, there is a 'FEATURED PRODUCTS' section and a footer with links to 'Order by Item Number', 'Shop Digital Catalogs', 'My Saved Carts', 'My Shopping Lists', 'View Cart Orders', and 'Quick Links'.

From the *Shopping Cart* screen, enter your name in the "Attention To" and "PO Number" field, save your cart if you are not finished or click "Proceed to Checkout" and then from the *Review* page, click "Submit". Your cart will route automatically to your approver (see below).

**Important!:** Print a copy of your cart and take it to your office manager so they know there is a cart for them and have the cart number.

4	<input type="checkbox"/>	054009	054009	CONST PFR 9X12 SKY BLUE TRURAY 50 PER PACK	5	EA	Catalog: \$2.19 Disc: \$1.13 Net: \$1.06	Catalog: \$10.95 Disc: -\$5.65 Net: \$5.30
Remove Selected Rows							Update Order Total   Subtotal: \$24.05	
How can I receive free shipping?							Shipping and Handling: \$9.95	
							Sales Tax (0%): \$0.00	
							Total: \$34.00	
Delete Cart   Save Cart   Save to Shopping List								

**Approval Details:** Approval Limit: \$0.00

Approver: KATY ISD SHOPPER ▾

### Shipping Information

Location: KATY INDEPENDENT SCHOOL DISTRICT ▾  
☐ Make this my default  
 Attention To: VANHANDEL, KURT Change Attention To ▾  
 Address: 6301 S STADIUM LN, KATY, TX, US ▾

### Shipping Method

Items can only be shipped GROUND. (Next Day and Second Day are currently not available online.)

### \* Request Ship Date

01-Dec-2014 (DD-MON-YYYY)

### Shipping Instructions

These instructions only apply to Truck / Freight shipments and will not be available on Parcel shipments.

☐ Call 24hrs prior to delivery

### Billing Information

Customer: KATY INDEPENDENT SCHOOL DISTRICT

Address: PO BOX 159, KATY, TX, US ▾

### PO Number

If you have a purchase order, please enter that number here; otherwise enter some other reference to identify this order.

Kurt VanHandel

### Payment Information

Return to Previous Page | My Shopping Lists | Order By Item Number | **Proceed to Checkout**

**\*\*Note\*\*:** Don't forget to click "Submit" on the Review page to send your cart to the approver.

### Review



Cart Number: 7777729880

Return to Previous Page | My Shopping Lists | Save Cart | Order By Item Number | **Submit**

**Approval Details:**

Approval Limit: \$0.00

Approver: VANHANDEL, KURT

**Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2**