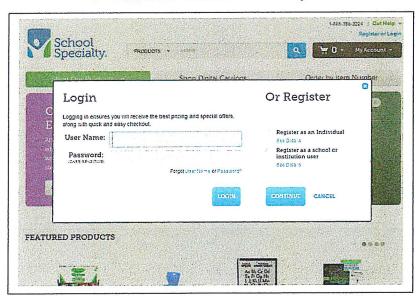


Cart/Requisition Retrieval: This process allows your school staff to create shopping carts that can be reviewed and approved by the administrator. The process is simple, secure, and no orders can be processed without review and approval. Instructions for staff to create carts for your approval are below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

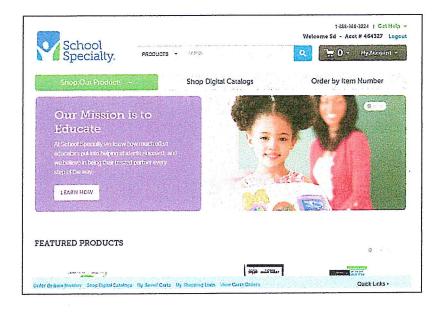
## Quick Instructions ~ Staff Requisition

## **Entering Requisition:**

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



Choose your option to start your Requisition: 5 easy ways to shop 1) Search by Key words under search window 2) Aiready 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



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	О	054009	054009	CONST PPR 9X12 SKY B PER PACK	LUE TRURAY 50	5	EA	Catalog: \$2.19 Disc:-\$1.13 Net: \$1.06		:\$10.95 :-\$5.65 : \$5.30
Remov	ve Selected Rov		ŀ	w can I receive free shipping? Shipping and Handling: \$9.8 Sales Tax (0%): \$0.0			\$24.05 59.95 50.00 \$34.00			
							Delete	Cart   Save Cart   Sa	ve to Shop	pping List
App	roval Deta	ils: Appr	oval Limit S0.	00	Approve	ers: KAT	Y ISD S	SHOPPER -		
Shipp	ing Inform			Billing Information Customer:KATY INDEPENDENT SCHOOL DISTRICT						
ocation	: KATY INDE	SCHOOL DI	STRICT							
	☐ Make this			Address: PO BOX 159, KATY, TX, US						
	To: VANHANDE		on To	PO Number						
Address: 6301 S STADIUM LN, KATY, TX, US  Shipping Method					If you have a purchase order, please enter that number here; otherwise enter some other reference to identify this order.					
		(Meyt Day a	nd Second Day are	Kurt VanHandel						
tems can only be shipped GROUND. (Next Day and Second Day are currently not available online.)					Payment li	nformat	ion			
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