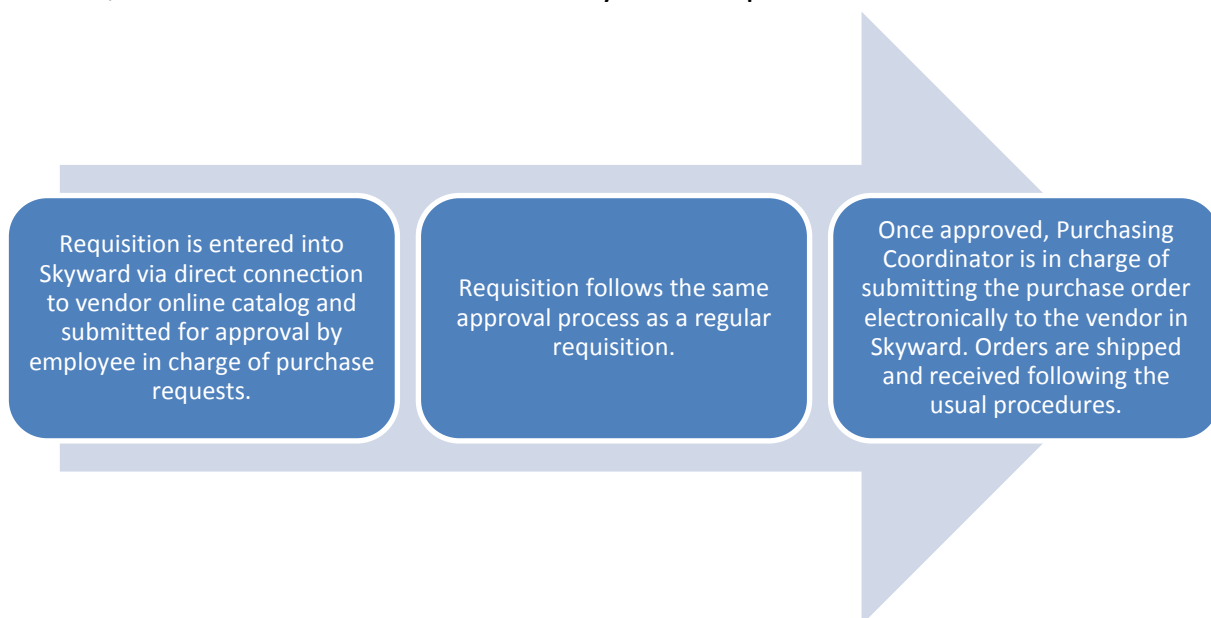# E-COMMERCE VENDORS IN SKYWARD

What are E-commerce Vendors?

E-commerce vendors or "Skyward punch-out" vendors are vendors set up in Skyward to directly link the Skyward software with the vendor's online catalog. The option of using E-commerce in Skyward streamlines and simplifies the order entry and ordering process. With the E-commerce vendors directly linked to Skyward software, those in charge of entering requisitions have the ability to access the vendor online catalog, choose products, and upon check out, the items are converted to a Skyward requisition with the click of a button.

Requisition is entered into Skyward via direct connection to vendor online catalog and submitted for approval by employee in charge of purchase requests.	Requisition follows the same approval process as a regular requisition.	Once approved, Purchasing Coordinator is in charge of submitting the purchase order electronically to the vendor in Skyward. Orders are shipped and received following the usual procedures.

Below are the current vendors set up with the E-commerce capability:

Office Depot	Really Good Stuff
Staples	Kaplan
Nasco	Frey Scientific
Lakeshore Learning	School Specialty
Quill	
CDW-G	
Amazon	

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