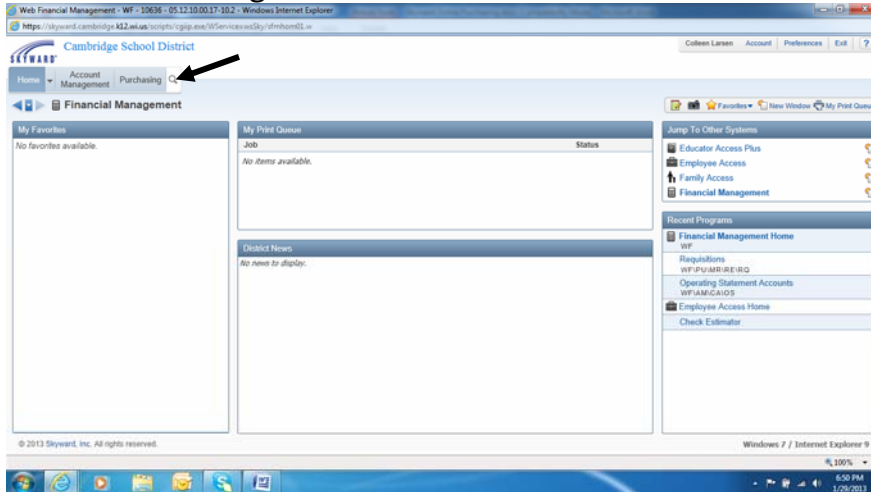


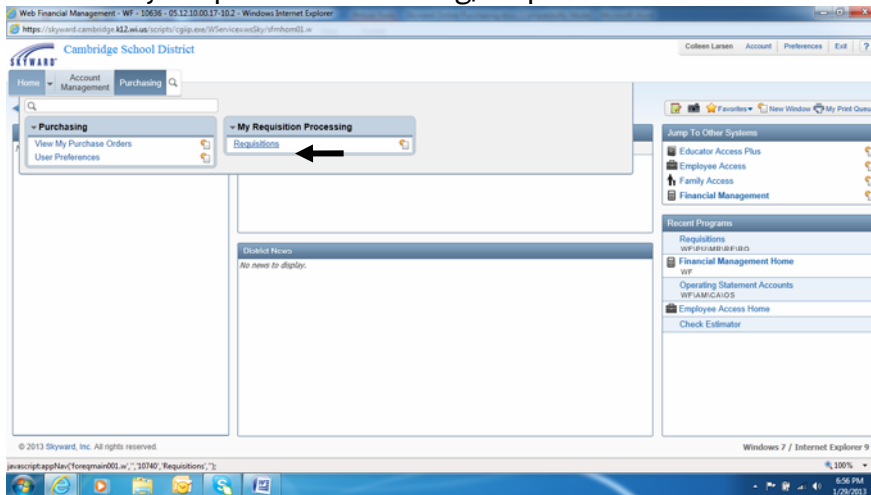
Create a Requisition for School Specialty

WEB - Financial Management System

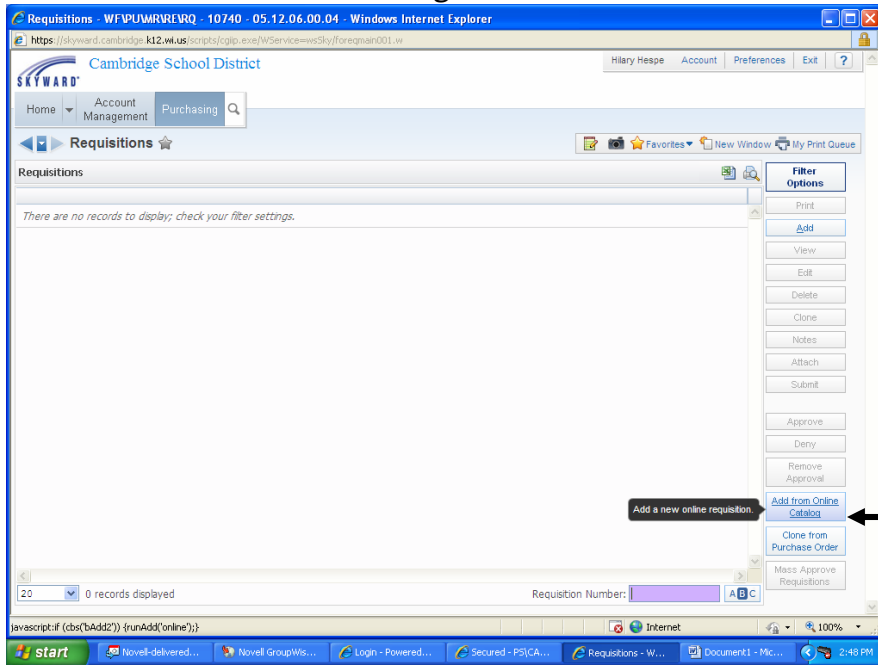
Click on Purchasing



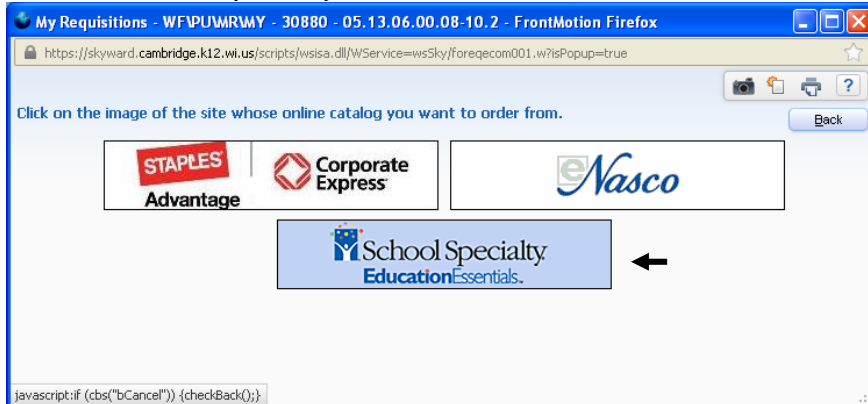
Click on My Requisition Processing/Requisitions



Click on Add from Online Catalog



Click on School Specialty



Confirm/Select Requisition Group

This determines who the requisition goes to for approval so choose accurately!

Confirm/Select Fiscal Year

Enter a Description

Confirm/Select Ship To

Confirm/Enter (Ship To) Attention

Click Save and Add Detail (on right)

Requisition Master Information - WFPUMRREQ - 10740 - 05.12.06.00.04 - Windows Internet Explorer

https://skyward.cambridge.k12.wi.us/scripts/cgiip.exe/WService=wsSky/foreqmas001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Save master information and add a single detail item

Save and Add Detail

Back

Requisition Setup Information

Requisition Group: 200 - MIDDLE SCHOOL

Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 29

* Description: Description

Vendor: SCHOOL SPECIALTY

* Ship To: NIKOLAY MIDDLE SCHOOL 211 SOUTH STREET CAMBRIDGE WI 53523

Attention: HILARY HESPE

* Due Date: 06/29/2012 Friday

Ship Date: 06/29/2012 Friday

Ship Via: Best Method

Contract:

Asterisk (*) denotes a required field

javascript:if (cbs("Next1")) {nitSave("addDetail");}

Done

start

Novell-delivered Appli... Novell GroupWise - M... 4 Internet Explorer School Specialty Direc... 3:10 PM

If/When you get this message, Click No

Security Warning

Do you want to view only the webpage content that was delivered securely?

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

More Info

Yes

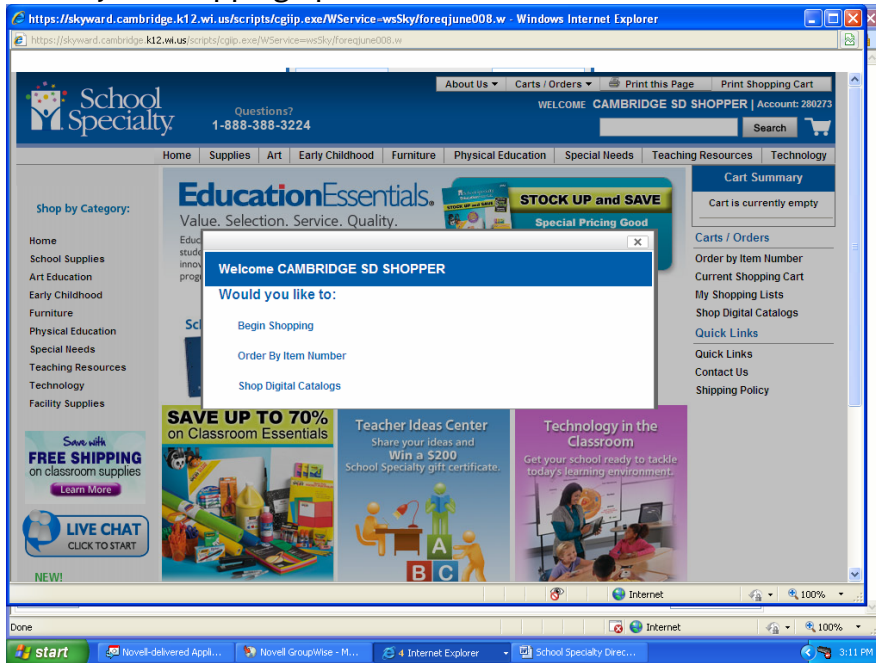
No

Done

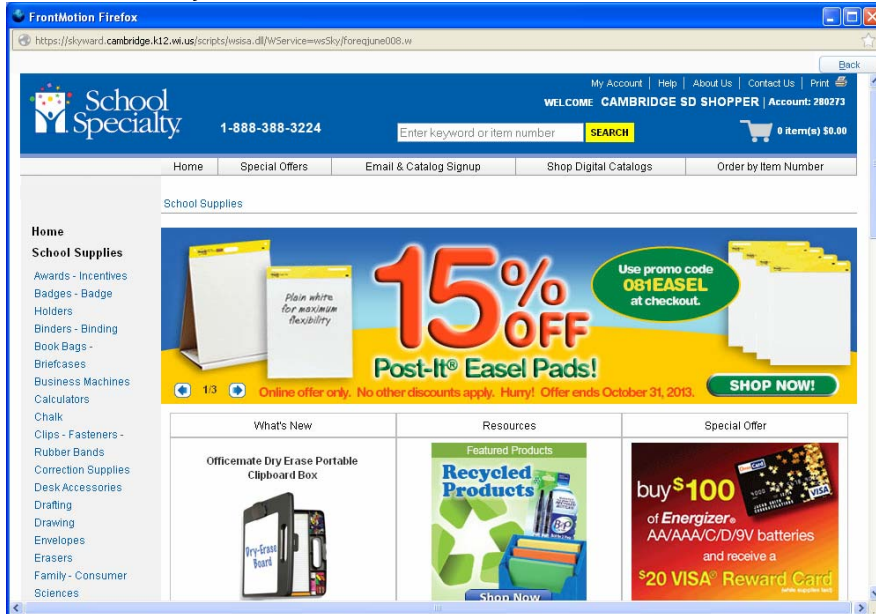
start

Novell-delivered Appli... Novell GroupWise - M... 4 Internet Explorer School Specialty Direc... 3:10 PM

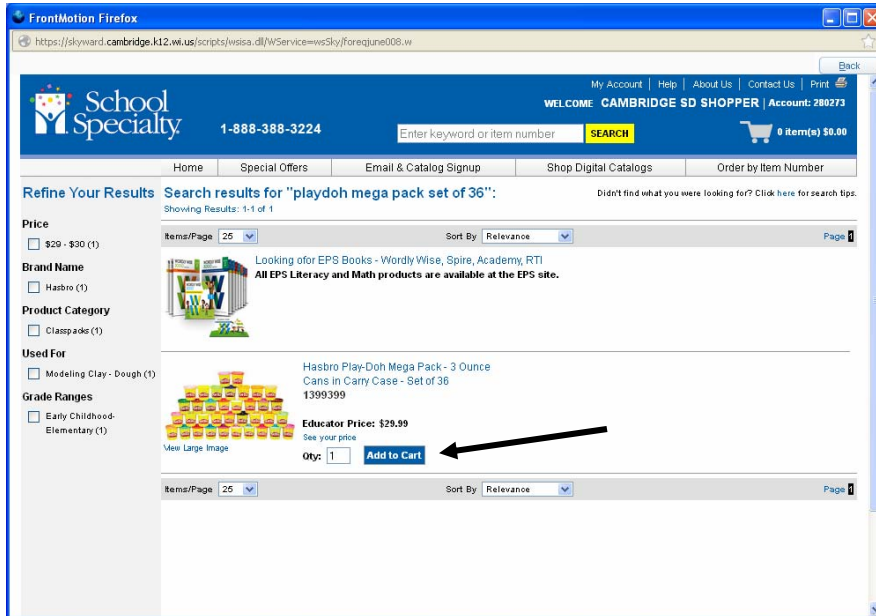
Select your shopping option



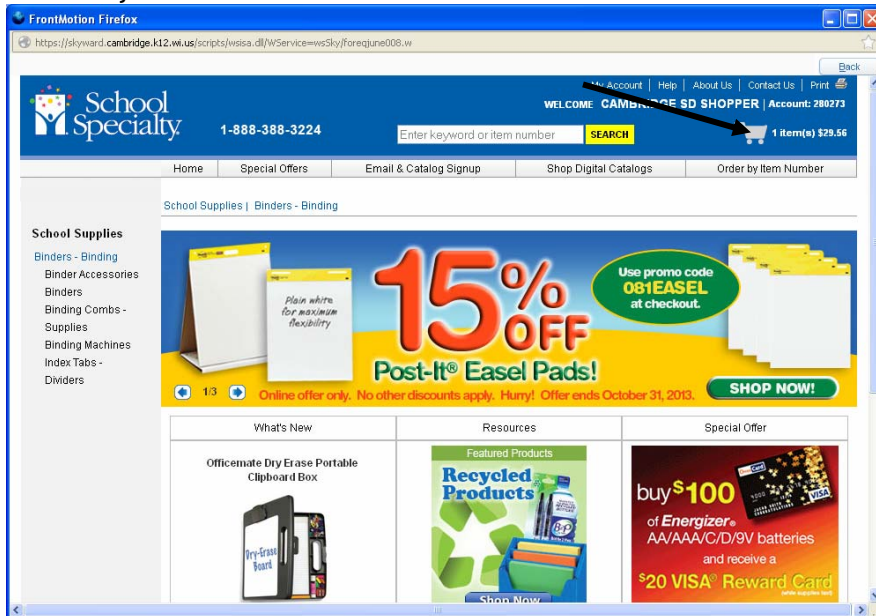
Find the item you would like to order



Enter Quantity
Click on Add to Cart



Continue Shopping until your cart contains all desired items
Click on your Cart



Click on Proceed to Checkout

https://skyward.cambridge.k12.wi.us/scripts/cgiip.exe/WService-wsSky/foreqjune008.w - Windows Internet Explorer

https://skyward.cambridge.k12.wi.us/scripts/cgiip.exe/WService-wsSky/foreqjune008.w

School Specialty
Questions? 1-888-388-3224

WELCOME CAMBRIDGE SD SHOPPER | Account: 280273

Home Supplies Art Early Childhood Furniture Physical Education Special Needs Teaching Resources Technology

Your Shopping Cart

Shopping Cart Review Confirmation

Cart Number: 7772388205 Return to Previous Page | My Shopping Lists | Order By Item Number | **Proceed to Checkout**

Shopping Cart Promotion Codes **Proceed to Checkout**

Remove Selected Rows Save to Shopping List

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	91399399030	1399399	PLAYDOH MEGA PACK SET OF 36	1	EA	Catalog \$29.99 Disc: -\$3.60 Net: \$26.39	Catalog \$29.99 Disc: -\$3.60 Net: \$26.39
2	<input type="checkbox"/>	9022452030	022452	TOY PLASTIC TWIDGET	1	EA	Catalog \$11.99 Disc: -\$1.44 Net: \$10.55	Catalog \$11.99 Disc: -\$1.44 Net: \$10.55
3	<input type="checkbox"/>	91317998030	1317998	WHEEL FIDGET	1	EA	Catalog \$19.99 Disc: -\$2.40 Net: \$17.59	Catalog \$19.99 Disc: -\$2.40 Net: \$17.59

Done Done Internet 100% 3:17 PM

Click on Submit

https://skyward.cambridge.k12.wi.us/scripts/cgiip.exe/WService-wsSky/foreqjune008.w - Windows Internet Explorer

https://skyward.cambridge.k12.wi.us/scripts/cgiip.exe/WService-wsSky/foreqjune008.w

School Specialty
Questions? 1-888-388-3224

WELCOME CAMBRIDGE SD SHOPPER | Account: 280273

Home Supplies Art Early Childhood Furniture Physical Education Special Needs Teaching Resources Technology

Review

Shopping Cart Review Confirmation

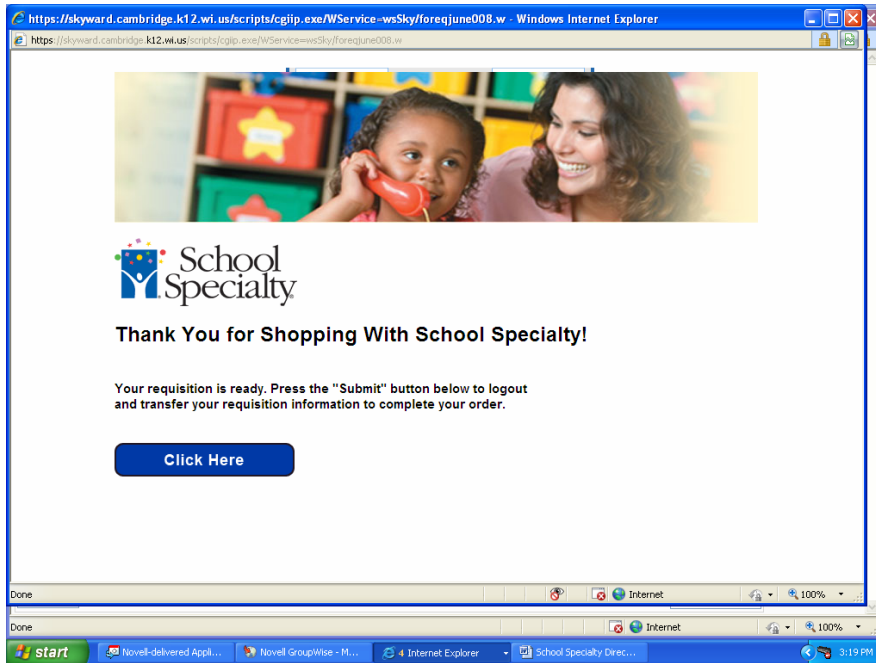
Cart Number: 7772388205 Return to Previous Page | My Shopping Lists | Order By Item Number | **Submit**

Shopping Cart

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	91399399030	1399399	PLAYDOH MEGA PACK SET OF 36	1	EA	Catalog \$29.99 Disc: -\$3.60 Net: \$26.39	Catalog \$29.99 Disc: -\$3.60 Net: \$26.39
2	9022452030	022452	TOY PLASTIC TWIDGET	1	EA	Catalog \$11.99 Disc: -\$1.44 Net: \$10.55	Catalog \$11.99 Disc: -\$1.44 Net: \$10.55
3	91317998030	1317998	WHEEL FIDGET	1	EA	Catalog \$19.99 Disc: -\$2.40 Net: \$17.59	Catalog \$19.99 Disc: -\$2.40 Net: \$17.59

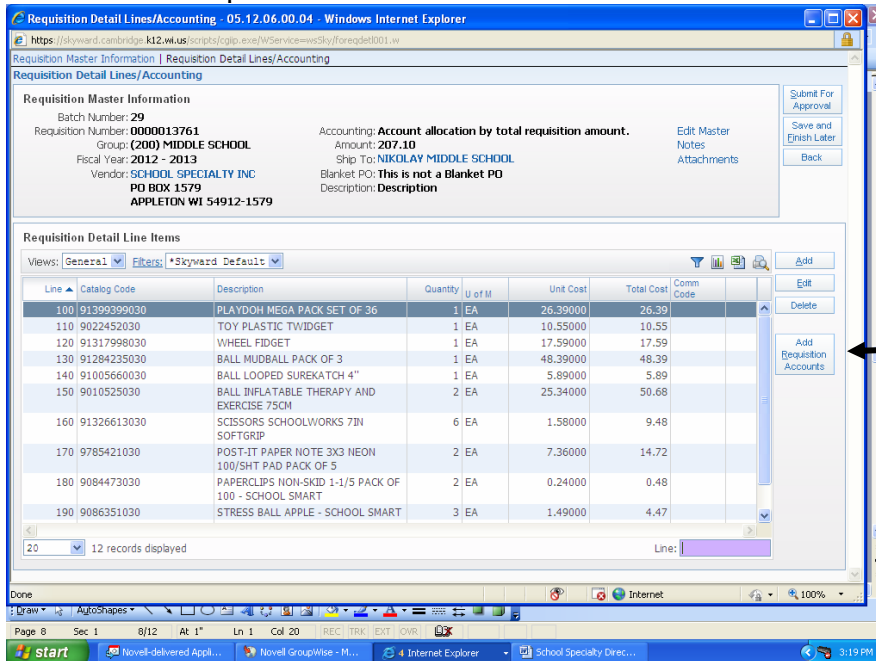
Done Done Internet 100% 3:16 PM

Click on Click Here



Your items will be populated into the Purchase Order. All pricing and shipping will be correct based on our agreement with School Specialty. **DO NOT add Requisition Detail Line for shipping.**

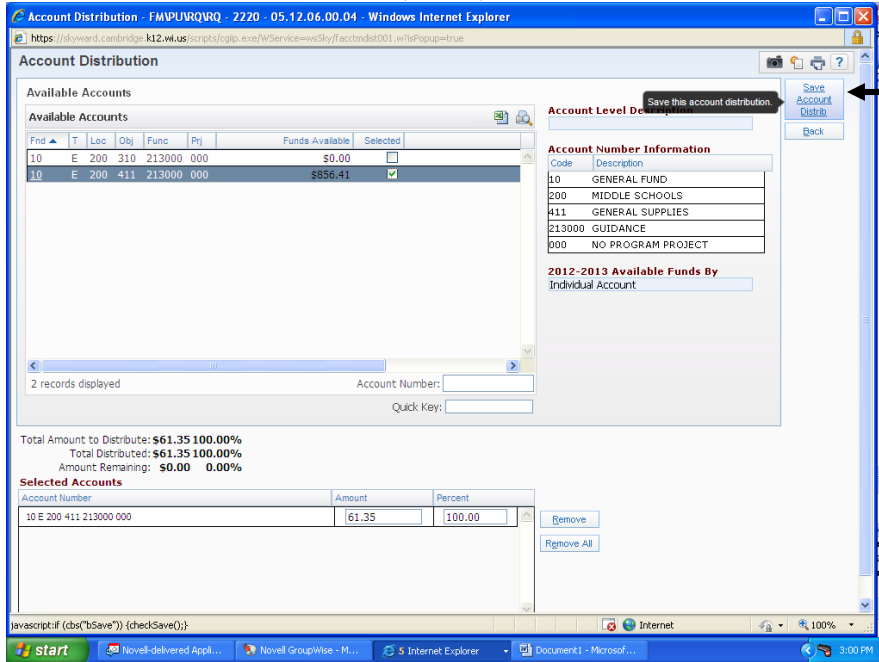
Click on Add Requisition Accounts



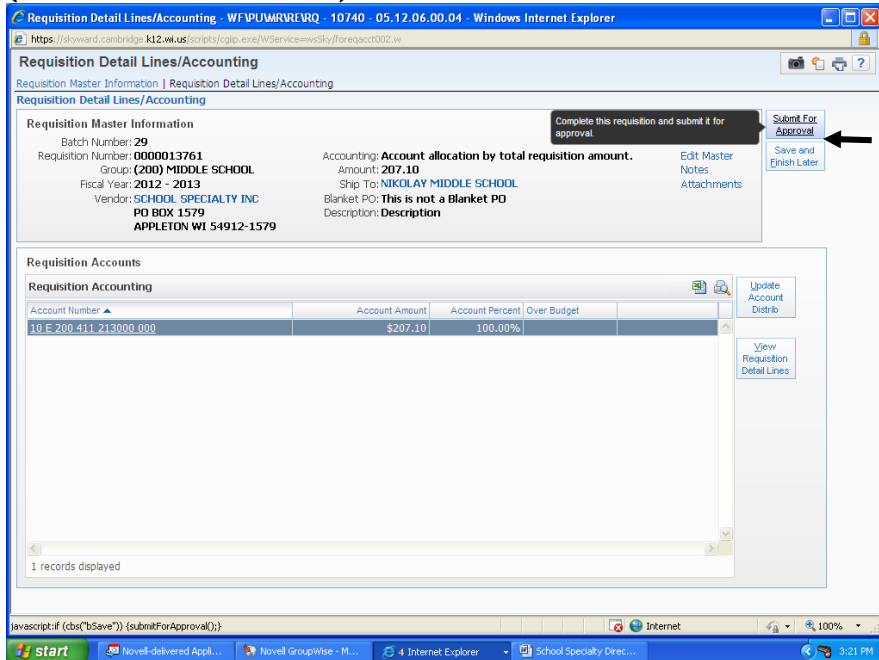
Select the Account(s) that should be used to pay for the purchase.

- Multiple Account(s) can be selected if expense should be split
- Selected Account(s) must have funds available in order for the requisition to be submitted.
- Activity Account balances display in reverse sign so can and should be used when displaying as a “negative”.
- If you don't have access to the account that should be charged, please contact the District Office.

Click on Save Account Distrib(ution)



Click on Submit for Approval
(or Save and Finish Later)



The Requisition will be in the list

If Status is WFH – The requisition has been submitted and is Waiting For Higher (approval)

If Status is WIP – The requisition was saved only – you will need to submit when ready

Special processing **CANNOT** be done for these orders, please **DO NOT** include Notes or Attach(ment).

Requisitions

Requisition Number	App Sts	Today's Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000013760	WFH	29		ENTER A DESCRIPTION	MASCO...	WI	61.35	HESPE, HILARY

1 records displayed

Requisition Number: