

# **Online Volume Purchasing User's Manual**

**Cut Costs!!!**



Janet Weber [jweber@smokyhill.org](mailto:jweber@smokyhill.org)  
North Central Region Office  
219 W. 7<sup>th</sup> Street  
Concordia, KS 66901  
PH: 785-243-4417

Allen Bachelor [abachelor@smokyhill.org](mailto:abachelor@smokyhill.org)  
Smoky Hill Central Office  
605 E. Crawford  
Salina, KS 67401  
PH: 785-825-9185

**Easy as 1 – 2 – 3!**

**GOOD PRICES!    GOOD SERVICE!    GOOD PRODUCTS!**

**Please Note:**

**The system is configured so no one can directly order materials from the vendor.**

**1. SIGNING ON:**

Go to the SHESC homepage at [www.smokyhill.org](http://www.smokyhill.org),

Under the SERVICES BUTTON click on volume purchasing then

Click on the “[Click here to access eSchool Mall](#)” link. OR

For a list of Smoky Hill Vendors click on “Click here for 2010-2011 vendors” OR

For our Friendly Online User’s Manual “Click here for online ordering instructions”.

**The Login:**

- NCES ID: **3003000** – NOTE: If you forget the NCES ID click on (?) and then on KS.
- User Name: **(your first initial, last name)**
- Password: **password FOR THE FIRST TIME YOU LOG IN ONLY**
- *Click the login button – **THE AUTHENTICATION CODE IS ALSO 3003000.***
- You will be prompted to give yourself a **new password** of your choosing.  
*(From time to time for security purposes eSchoolMall will prompt you to reset your password).*
- In a recent new feature districts can now reset their own password by clicking on the [Forgot Password?](#) Link near the Login.
- On the left side of this page under [Solutions](#) click on [easyPurchase](#)

**2. You are now at the Request – Summary Page**

- Purchase Order Search - OR
- To the right click on the link “[new purchase order](#)” to search catalogs, do a KEYWORD search. – *(for example entering **ball** will bring up balls in the Athletic, Science and Instructional catalogs).* Pulling down to the Athletic Catalog will bring up only the balls in the Athletic Catalog.
- Enter a PO number or let the system assign one.
- Catalogs - “pull” down to view a specific catalog.
- Enter quantity - then by clicking the “**Add**” button from the product search page it will take you to the “purchase order modify” page or clicking on “**Update**” will give you the “view request” button which also takes you to the “purchase order modify” page.
- **Please Note: Clicking on the SUBMIT FOR APPROVAL button will completely submit the purchase order(s)**
- To **remove an item**, put a √ mark in the box under “remove” and then click on the **Save** button.
- Clicking the “**Add Item**” button will take you back to the product search page.
- Clicking the “**Return**” button takes you to the [purchase order search page](#).
- Clicking on “**Save**” saves any changes!
- When finished, clicking on the “**Submit for Approval**” button will completely submit the purchase order(s).

### 3. REPORTS:

To obtain a copy of the “submitted” purchase order(s) you will now need to do a report which will arrive in an email from eSchoolMall.

- On the Request Tab – click on “Reports”
- Select Report **ID 102** for (single PO by PO number)
- Select Report **ID 103** for (PO(s) by create date)
- Click on **Select**
- Check the PO **date range (ID 103)**
- Pull down “PO Grouping” to **Individual Purchase Orders**
- Click **Next** – (nothing needs to be changed unless you see your email address is incorrect in which case, please call Janet or Allen at SHESC to have it corrected).
- Click **Next** again
- Check your email – purchase order(s) will arrive in pdf format
- Just print, sign and fax to the vendor.
  
- **NEW! September 15, 2010**
- Your report is now available on-line at any report sub item click the “Status” button at the bottom of the page. After locating the request ID click on the disk icon in the right most column to down load your purchase order.
- The report will only be available for 24 hours from the time the report was processed.

### ADDITIONAL INFORMATION

- **VENDORS:** A vendor list and timeline for the present school year can be downloaded from the SHESC web site.
- **IF YOU NEED TO PRINT CATALOGS**
- On **THE Request – Report – Tab**
- Select **Report ID number 104**
- Click the **Select** button, use the pull-down to select the catalog of your choice,
- **Pull-down range number 1 to 2000**, click next, check to be sure your email address is correct.
- Click **Next** again; the catalog will arrive to you by email in pdf format

