

11 Easy Steps to ESM Purchase

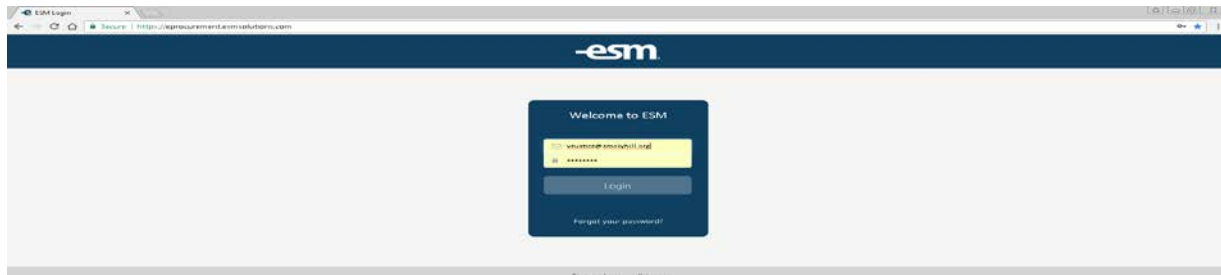
School Specialty ordering process

Frey Scientific ordering process

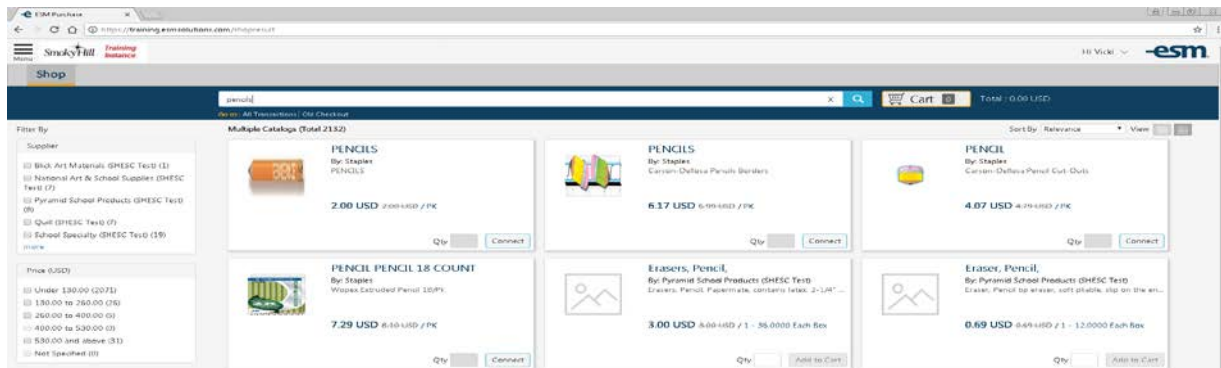
CDW-G ordering process



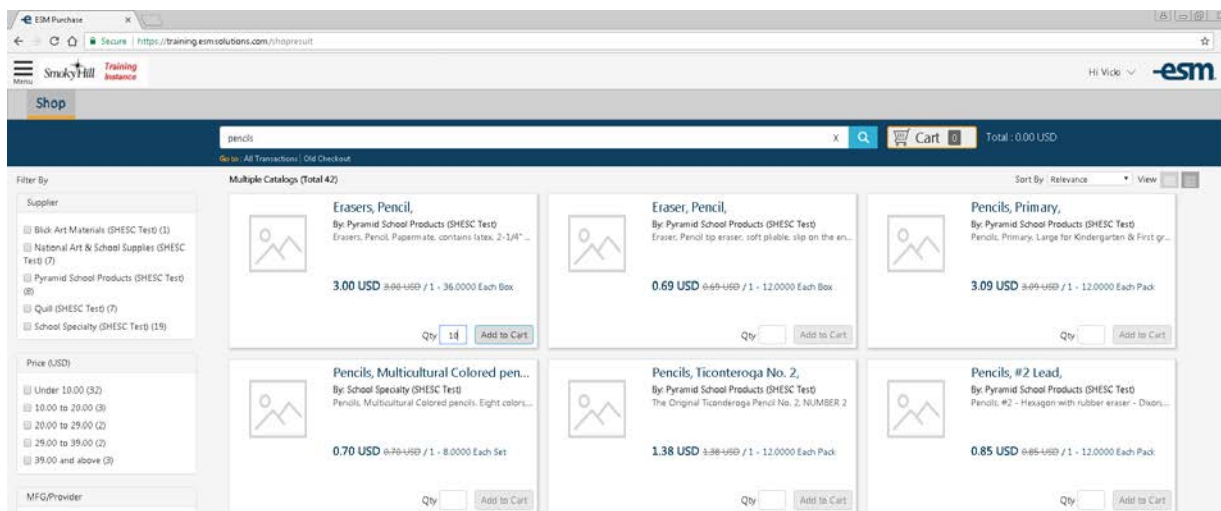
Step 1: Go to <http://www.smokyhill.org/> Click on Volume Purchasing on the left side of the homepage. Then click on ESM Purchasing. Enter your email and password.



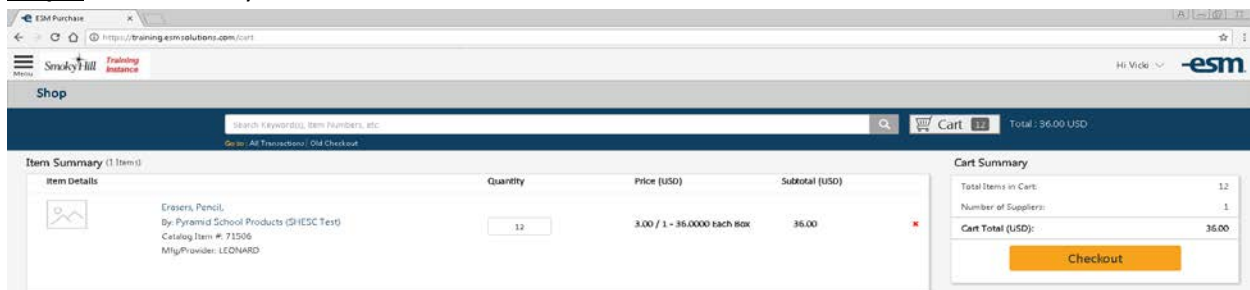
Step 2: You may choose a supplier catalog or search for a specific item, i.e. pencils, copy paper etc.



Step 3: Enter the quantity you would like to order in the “Qty” box. Click on “Add to Cart” and then “Cart”.



Step 4: Click on the yellow “Checkout” button.



Step 5: Click on “General Details” and make your selections. Credit card or Purchase order, then click “Continue”.

The screenshot shows the checkout page for an ESM Purchase. The "General Details" section is active, showing options for Payment Form (Credit Card or PO) and Purchase Order #. The Transaction Summary on the right indicates a Transaction # of 92632, Create Date of 01/17/2018, and a Total Value (USD) of 63.00. The Transaction Name is "01/17/2018 14:09-Eustice-Pyramid School Products (S)".

General Details

Payment Form: Credit Card PO

Account #:

Purchase Order #:

[Continue](#)

Transaction Summary

Transaction #: 92632
 Create Date: 01/17/2018
 Supplier: Pyramid School Products (SHESC Test)
 Requester: Vicki Eustice
 Selection: Active
 Status: Unsubmitted Transaction
 System Note: None
 Total Line Items: 1
 Subtotal: 63.00
 S & H: 0.00
 Total Value (USD): 63.00

Transaction Name

01/17/2018 14:09-Eustice-Pyramid School Products (S) [Update](#)

Notes and Attachments

Internal Note [+](#) External Note [+](#)

[Request Approval](#)

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Step 6: Click on “Delivery Details”. Choose delivery location if different than default address. Click on continue.

The screenshot shows the checkout page with the "Delivery Details" section active. It displays a list of default and recently used locations. The Transaction Summary on the right indicates a Transaction # of 91659, Create Date of 01/04/2018, and a Total Value (USD) of 36.00. The Transaction Name is "01/04/2018 10:29-Eustice-Pyramid School Products (S)".

Delivery Details

Ship To - Attr:

Default Location:

- 001 Smoky Hill Education Service Center
Concordia
- Attr: Vicki Eustice
1553 Cedar
Concordia, KS 66901
785-240-4417

[Select](#)

Recently Used Locations:

Search:

[Continue](#)

Transaction Summary

Transaction #: 91659
 Create Date: 01/04/2018
 Supplier: Pyramid School Products (SHESC Test)
 Requester: Vicki Eustice
 Selection: Active
 Status: Pending Validation
 System Note: None
 Total Line Items: 1
 Subtotal: 36.00
 S & H: 0.00
 Total Value (USD): 36.00

Transaction Name

01/04/2018 10:29-Eustice-Pyramid School Products (S) [Update](#)

Notes and Attachments

Internal Note [+](#) External Note [+](#)

Billing Details


Attr: Diane Mann Location: Smoky Hill Education Service Center Salina [Change](#)

Step 7: Click on “Billing Details”. Choose billing location if different than default. Click continue.

The screenshot shows the checkout page for an ESM Purchase. The 'Billing Details' section is active, displaying a form for entering billing information. The 'Bill to Attention' field is filled with 'Diane Mann'. Below this, there are sections for 'Default Location' and 'Recently Used Locations'. The 'Default Location' is 'Smoky Hill Education Service Center Salina', with address 'Attn: Diane Mann, 805 E. Crawford, Salina, KS 67402' and phone '785-825-9185'. A 'Select' button is visible. A search bar is also present with the placeholder 'Type location name'. To the right, the 'Transaction Summary' panel shows details for Transaction # 91659, Create Date 01/04/2018, Supplier Pyramid School Products (SHESC Text), Requester Vicki Eustice, Selection Active, Status Pending Validation, System Note None, Total Line Items 1, Subtotal 36.00, S & H 0.00, and Total Value (USD) 36.00. The 'Transaction Name' is '01/04/2018 10:29 Eustice-Pyramid School Products (S' with an 'Update' button. The 'Notes and Attachments' section has fields for 'Internal Note' and 'External Note'.

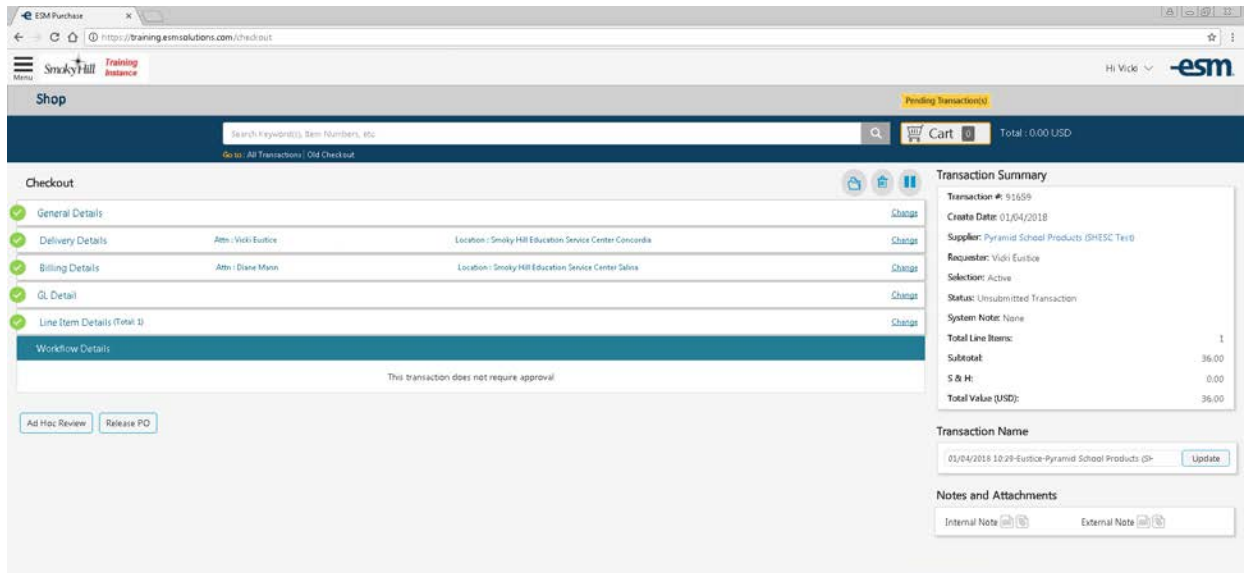
Step 8: Click on “Line Item Details”. This is an overview of your order.

The screenshot shows the checkout page with 'Line Item Details' selected. A table displays the order items:

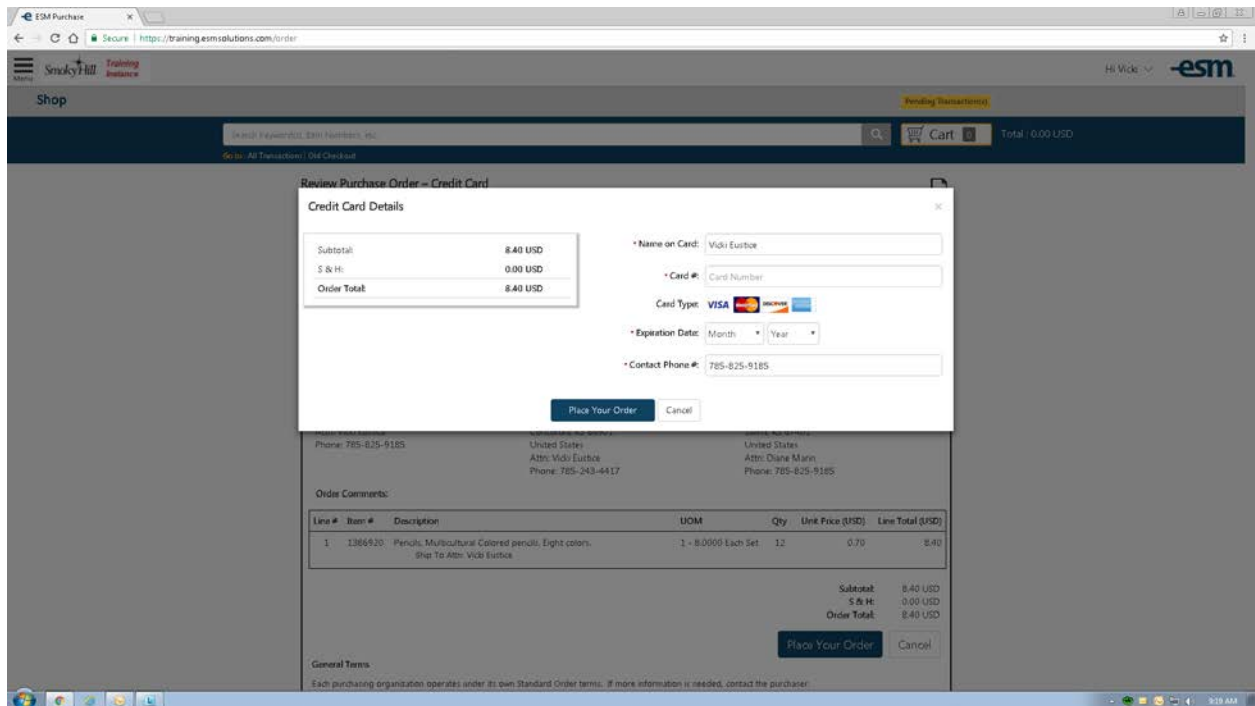
Item Details	Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)
1 Erasers, Pencil 	12	3.00 / 1 - 36.0000 Each Box	36.00	0.00	0.00	36.00

Below the table, there are 'Notes and Attachments' fields for 'Internal Note' and 'External Note', and a 'Continue' button. The 'Transaction Summary' panel on the right remains the same as in Step 7. The 'Request Approval' button is visible at the bottom left.

Step 9: Click on “Click on the “Release PO” button if using Purchase Order. NOTE: USE YOUR PO NUMBER + YOUR DISTRICT NAME/ENTITY AND/OR USD NUMBER. Example: 22222-Smoky Hill 629



Screen view if using a credit card. Enter information requested and click “Place Your Order”.




Step 10: From here you can “Place Your Order” or “Print your order” by RIGHT clicking and print for approval if necessary (see second screen shot) or click on the Printer icon.

ps://training.esmsolutions.com/order

Search Keyword(s), Item Numbers, etc. Cart 0 Total: 0.

Go to: [All Transactions](#)

Review Purchase Order



Per Smoky Hill Bid

Purchase Order #: 5899-Smoky Hill
CDWG

Place Your Order

Order Total: 36.44 USD

Date: 01/25/2018
Transaction #: 93230
Authorized By: Vicki Eustice

Requested By: Vicki Eustice
Requester Email: veustice@smokyhill.org
Phone: 785-825-9185

Supplier Address:
200 N. Milwaukee Ave.
Vernon Hills, IL 60061
United States
Attn: Gregory. Palmer
Phone: 847-371-6066

Ship To:
Smoky Hill ESC - Training Instance
Smoky Hill Education Service Center Concordia
1510 Cedar
Concordia, KS 66901
United States
Attn: Vicki Eustice
Phone: 785-243-4417

Bill To:
Smoky Hill ESC - Training Instance
Smoky Hill Education Service Center Salina
605 E. Crawford
Salina, KS 67401
United States
Attn: Diane Mann
Phone: 785-825-9185

Order Comments:

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1	3255366	StarTech com 6 ft DisplayPort to DVI Active Adapter Converter Cable Ship To Attn: Vicki Eustice	EA	1	36.44	36.44


Subtotal: 36.44 USD
S & H: 0.00 USD

ESM Purchase

Print
Total 2 sheets of paper
Print Cancel

Destination: Home (HP LaserJet Pro...)
Pages: All
Copies: 1
Layout: Landscape
Options: Two-sided

Review Purchase Order



Per Smoky Hill Bid

Purchase Order #: 89777-SHESC
Pyramid School Products (SHESC Test)

Place Your Order

Order Total: 36.00 USD

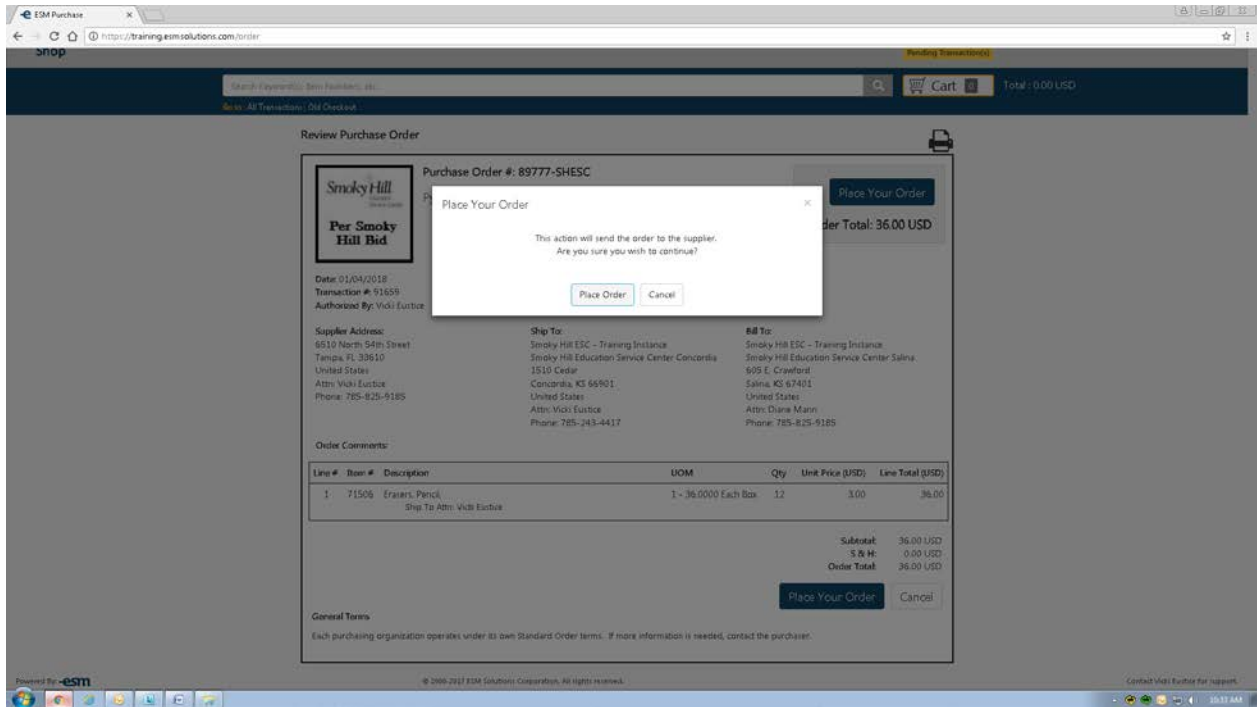
Date: 01/04/2018
Transaction #: 91659
Authorized By: Vicki Eustice

Requested By: Vicki Eustice
Requester Email: veustice@smokyhill.org
Phone: 785-825-9185

Supplier Address:
6510 North 54th Street

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Step 11: When you place your order, you will receive the message shown below in the white box, “This action will send the order to the supplier. Are you sure you wish to continue?”



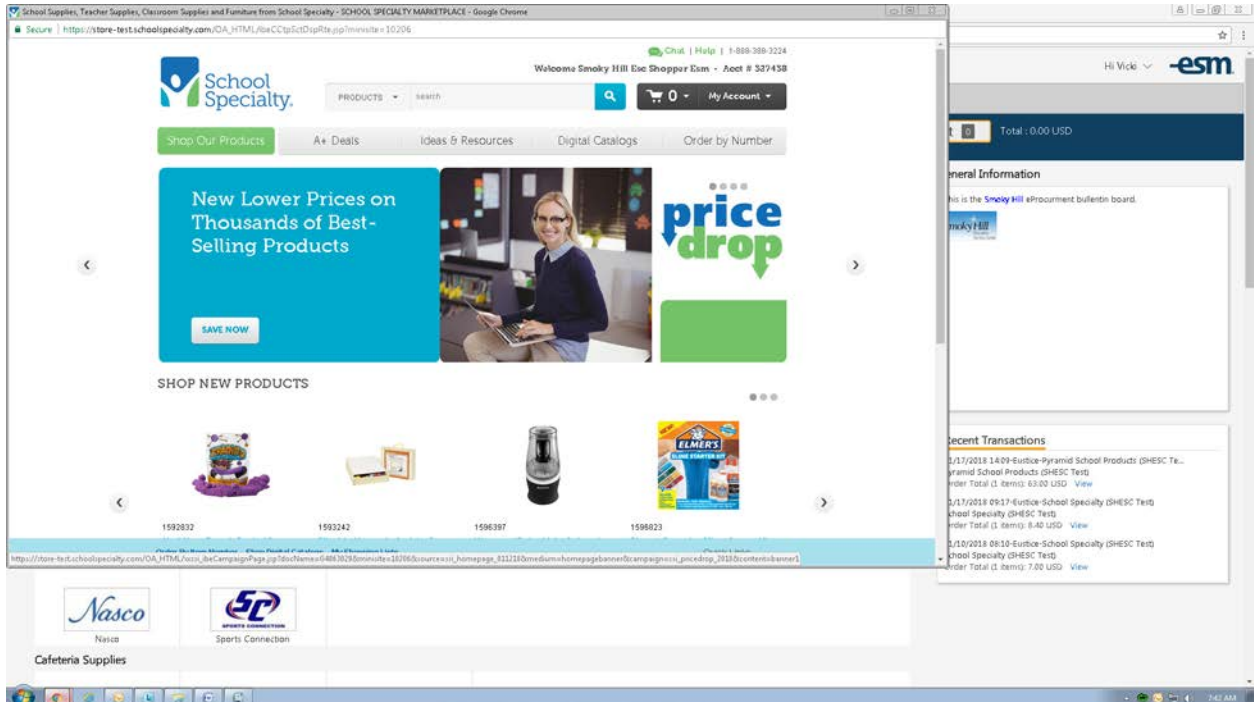
If you have questions or need assistance, contact Vicki Eustice, veustice@smokyhill.org or call 785-825-9185.



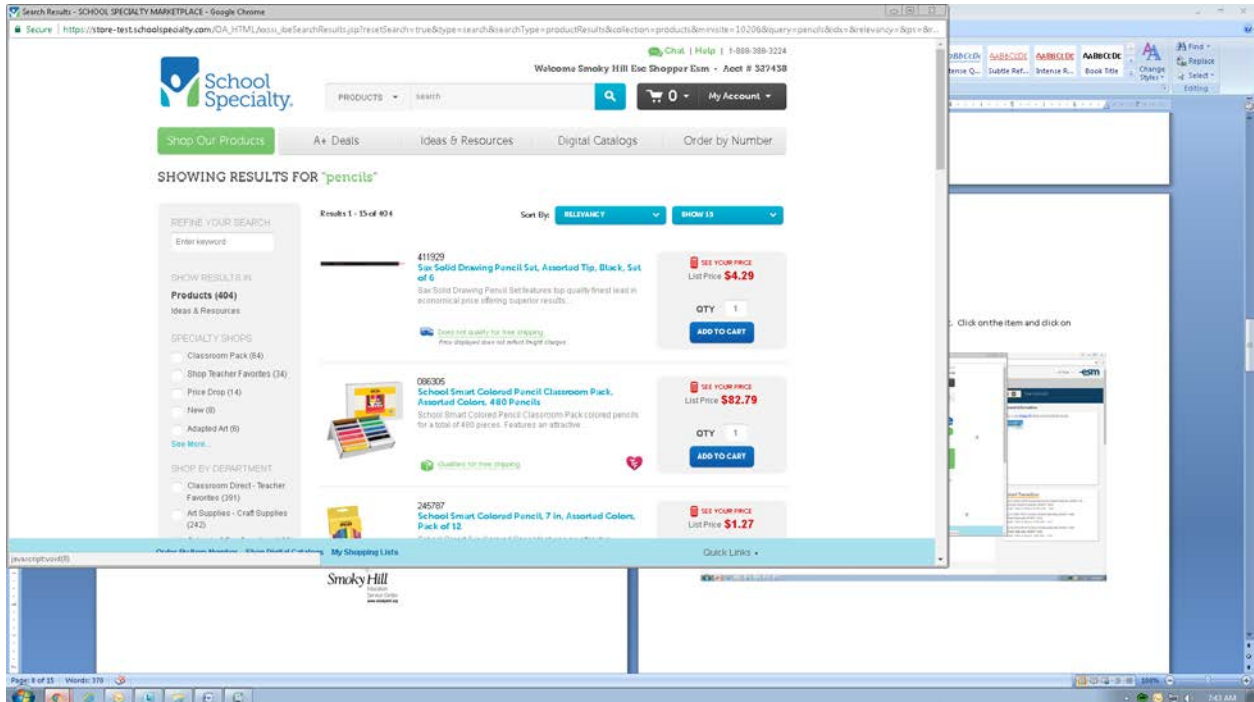


Ordering School Specialty products.

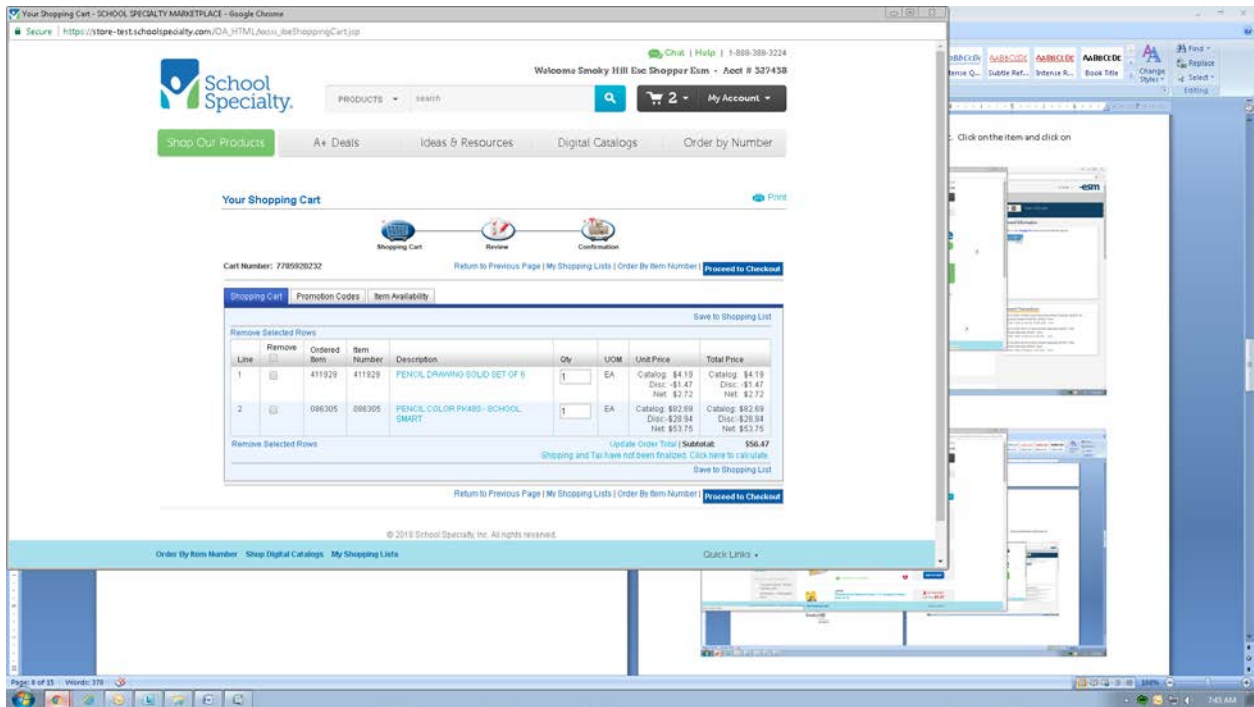
To order School Specialty products you can 1) do a search for the product. Click on the item and click on “Connect”. This will take you to the School Specialty website. Or click on the School Specialty icon to go directly to the website to search.



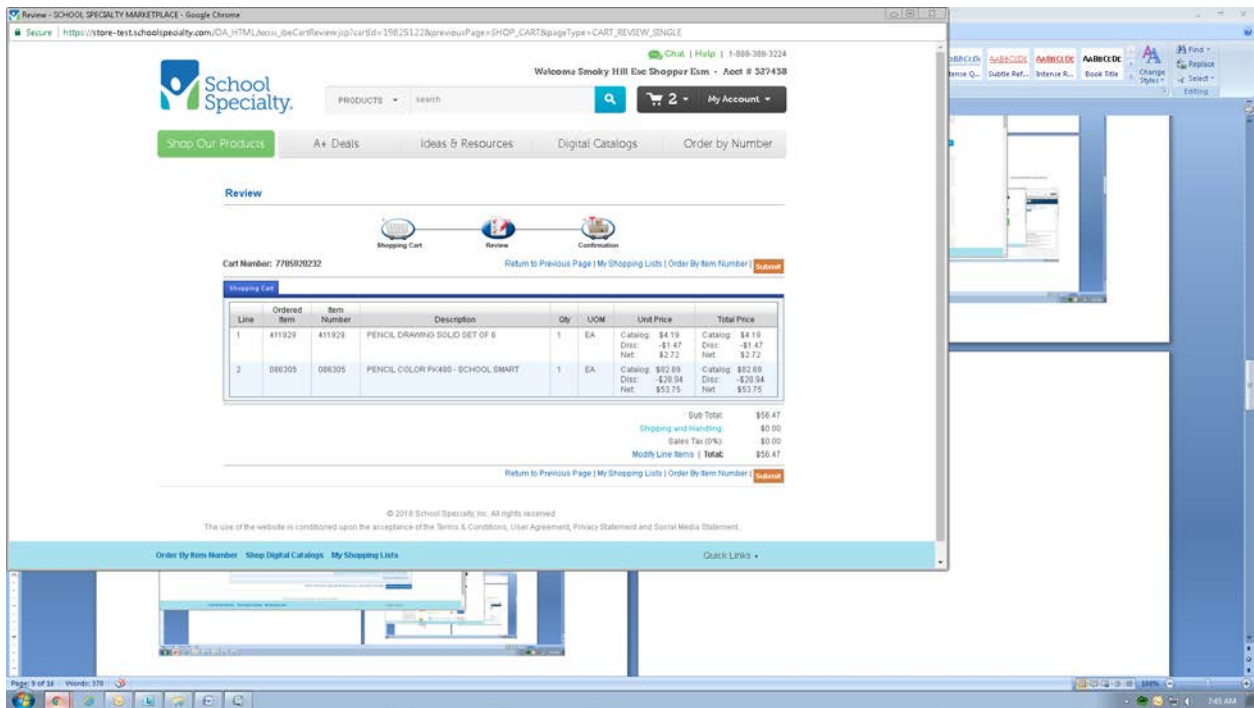
Select your items and click add to cart. Click “Add To Cart”.



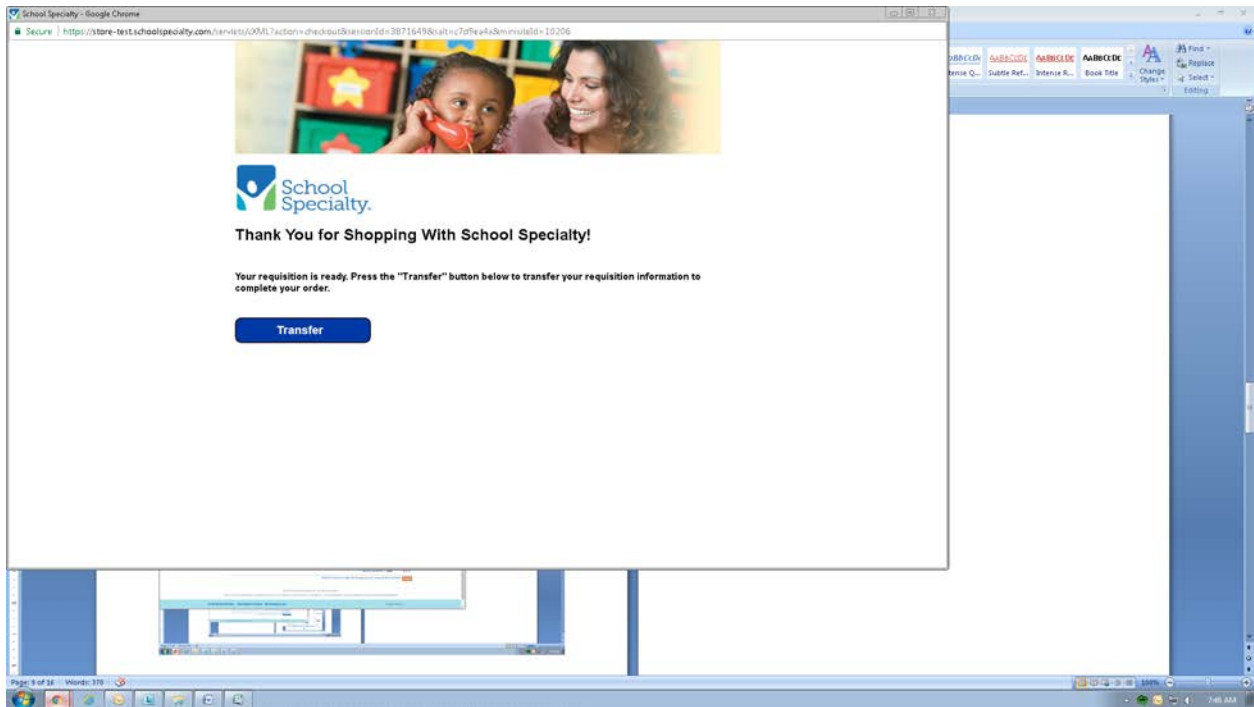
When finished adding items to cart click “Proceed To Checkout”.



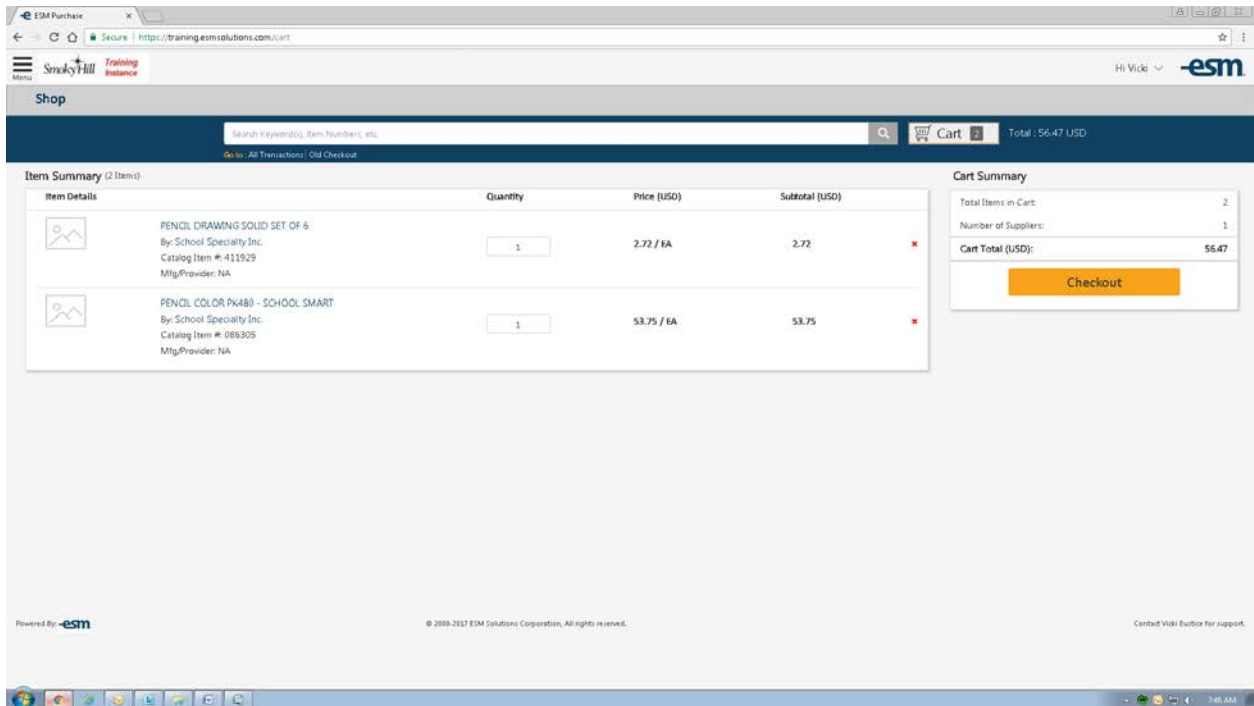
Click on “Submit”.



Click on "Transfer" to return to ESM.



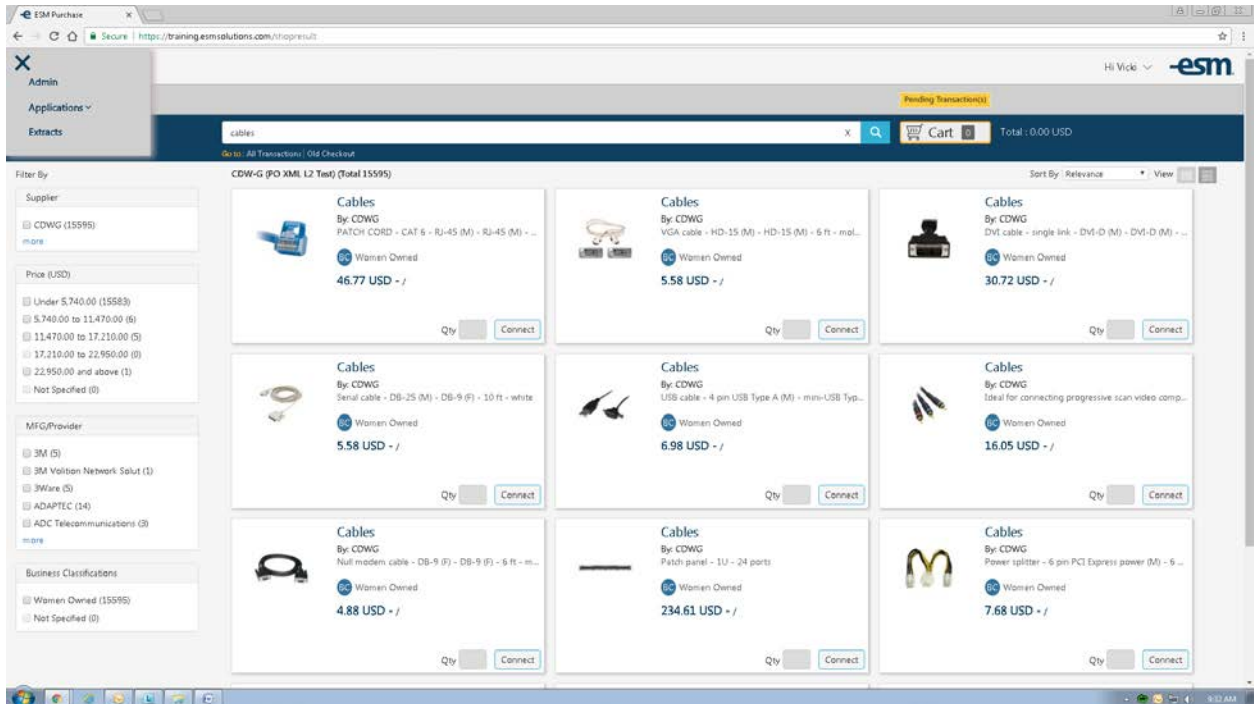
The items are placed in the ESM cart. Select the Checkout button to process the purchase as usual through ESM.



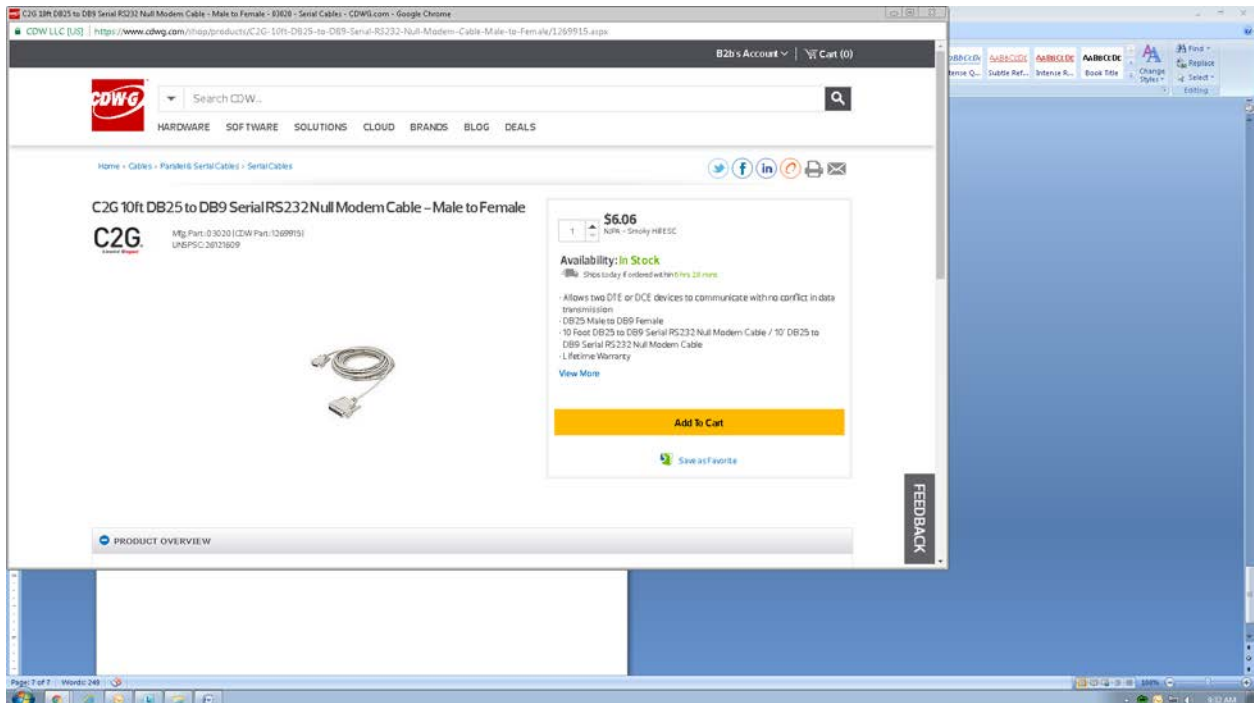


Ordering CDW-G products.

To order CDW-G products you can 1) do a search for the product. Click on the item and click on “Connect”. This will take you to the CDW-G website. Or click on the CDW-G icon to go directly to their catalog.



The “Connect” button will take you to the CDW-G website. This will display an extended description of the product. Click the “Add to Cart” button.



Click on the “Checkout” button.

CDW | Shopping Cart - Google Chrome
CDW LLC [US] | https://www.cdw.com/cart?price=158

b2b's Account | Cart (1) - \$6.06

Search CDW...


HARDWARE SOFTWARE SOLUTIONS BRANDS BLOG DEALS

Shopping Cart

Continue Shopping

Email Cart

Add Item to Cart
Enter CDW # Add

Item	Availability	Price	Quantity	Item Total
 C2G 10ft DB25 to DB9 Serial RS232 Null Modem Cable - Male to Female <small>MPS Part: 02029 CDW Part: 10895 MFG-PC 3451609</small>	In Stock <small>Gift availability</small>	<small>NPA - StockyHQ</small> \$6.06	1	\$6.06

Update All | Remove All

Order Summary
Subtotal: \$6.06
Tax and shipping calculated at checkout.

Checkout

WHO WE ARE: Careers, Investor Relations, International Partners
WHAT WE DO: CDW Blog, E-Procurement, Analytics
HOW CAN WE HELP: Customer Relations, E-Waste Recycling, Cloud and Security
SHOP: Account Center, Best Deals, Brands

FEEDBACK

You will see this page (see below) Click on the “Transfer Your Cart”.

Transfer Shopping Cart - Google Chrome
CDW LLC [US] | https://www.cdw.com/EProcurement/Purchase/TransferCart.aspx

Transfer Shopping Cart

Thank you for shopping at CDW!

Please click the "Transfer Shopping Cart" button to transfer your CDW shopping cart.

Transfer Shopping Cart


Please **do not** click on the back button on your browser at this time. Doing so will erase your shopping cart.

Final invoice might include an environmental recycling fee for certain products shipped to certain states.

This will take you back to the shopping page and the item(s) will be added to your cart. "Select the Checkout button to process the purchase as usual through ESM."

The screenshot shows a web browser window with the URL <https://training.emsolutions.com/cart>. The page header includes the "Smoky Hill Training Instance" logo and the "esm" logo. The main content area is titled "Shop" and features a search bar, a "Cart" icon with a quantity of 1, and a "Total: 36.44 USD" display. Below the search bar, there is a "Go to: All Transactions" link.

The "Item Summary" section displays a table with the following data:

Item Details	Quantity	Price (USD)	Subtotal (USD)
 StarTech com 6 ft DisplayPort to DVI Active Adapter Converter Cable By: CDWG Catalog Item #: 3255366 Mfg/Provider: StarTech.com	1	36.44 / EA	36.44

The "Cart Summary" section on the right shows:

- Total Items in Cart: 1
- Number of Suppliers: 1
- Cart Total (USD): 36.44

A prominent orange "Checkout" button is located below the cart summary.