

11 Easy Steps to ESM Purchase

School Specialty ordering process

Frey Scientific ordering process

CDW-G ordering process



<u>Step 1:</u> Go to <u>http://www.smokyhill.org/</u> Click on Volume Purchasing on the left side of the homepage.

Then click on ESM Purchasing. Enter your email and password.

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



<u>Step 3:</u> 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.

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001 2 **☆** 1 Smoky Hill Training Hi Vicki ~ -esm Shop 🔍 🛒 Cart 🔟 Total: 0.00 USD Transaction Summary Checkout 8 E II Transaction #: 92632 Create Date: 01/17/2018 Supplier: Pyramid School Products (SHESC Test) • Payment Form: O Credit Cardi O PO Account #: Requester: Vicia Eastice Continue * Purchase Order 🖈 | Selection: Active Status: Unsubmitted Transaction System Note: None Total Line Items: Subtotak 63.00 San 0.00 Total Value (USD): 63.00 Transaction Name Oelivery Details Attn i Vicki Eustice Location : Smoky Hill Education Service Center Con Change 01/17/2018 14:09-Eustice-Pyramid School Products (Si-Update Attn - Diane Mann Billing Details Location - Smoky Hill Education Service Center Sale Change 🙆 Line Item Details (Total: 1) Change Notes and Attachments Workflow Details Change Internal Note External Note 🖃 🛞 Request Approval Powered By: -esm @ 2009-2027 ESM Solutions Corporation, All rights reserved Contact Vicki Euroice for support. 🚱 🖉 🕹 🗉 🐄 🕤 🛞 🕓 🖓 🚯 200 PM

<u>Step 5</u>: Click on "General Details" and make your selections. Credit card or Purchase order, then click "Continue".

<u>Step 6</u>: Click on "Delivery Details". Choose delivery location if different than default address. Click on continue.

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<u>Step 7</u>: Click on "Billing Details". Choose billing location if different than default. Click continue.

<u>Step 8:</u> Click on "Line Item Details". This is an overview of your order.

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<u>Step 9:</u> 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

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

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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.



<u>Step 11:</u> 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?"

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If you have questions or need assistance, contact Vicki Eustice, <u>veustice@smokyhill.org</u> 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".



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Ordering CDW-G products.

To order CGW-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





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.

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