

2017-2018 Edition

# eSchoolMall User's Manual



**Save with  
Volume  
Purchasing!**

**Easy as 1 – 2 – 3!**

**GOOD PRICES!**

**GOOD PRODUCTS!**

**GOOD SERVICE!**

**First time users please contact Vicki Eustice at 785-825-9185 or email [yeustice@smokyhill.org](mailto:yeustice@smokyhill.org)**  
**Once you have been registered, follow the directions below.**

**1. Signing on:**

- Go to the SHESC homepage at [www.smokyhill.org](http://www.smokyhill.org)
- 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 vendors” OR
- For our friendly online user’s manual “Click here for online ordering instructions”

**2. The Login:**

- NCES ID: **3003000** – NOTE: If you forget the NCES ID click on (?) and then click on KS and then click on Smoky Hill Education Service Center
- User Name: (your first initial, last name)
- Password: Click on “Forgot Password?” and eSchoolMall will email instructions on how to reset your password
- 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)
- On the left side of this page under Solutions click on easyPurchase

**3. You are now on the Cart/Request page:**

- You can do a Purchase Order Search - OR
- On the right side of the page, click on the link “[new cart/purchase order](#)” to begin ordering
- Under Requisition Type, you can leave as “Multiple Vendor Purchase Order”
- In the first box enter a PO number or let the system assign one
- To 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
- 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. Clicking on “**Update**” will give you the “view request” button which also takes you to the “purchase order modify” page
- 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. The PO(s) will be forwarded to the appropriate district staff member for approval.

#### 4. **Reports:**

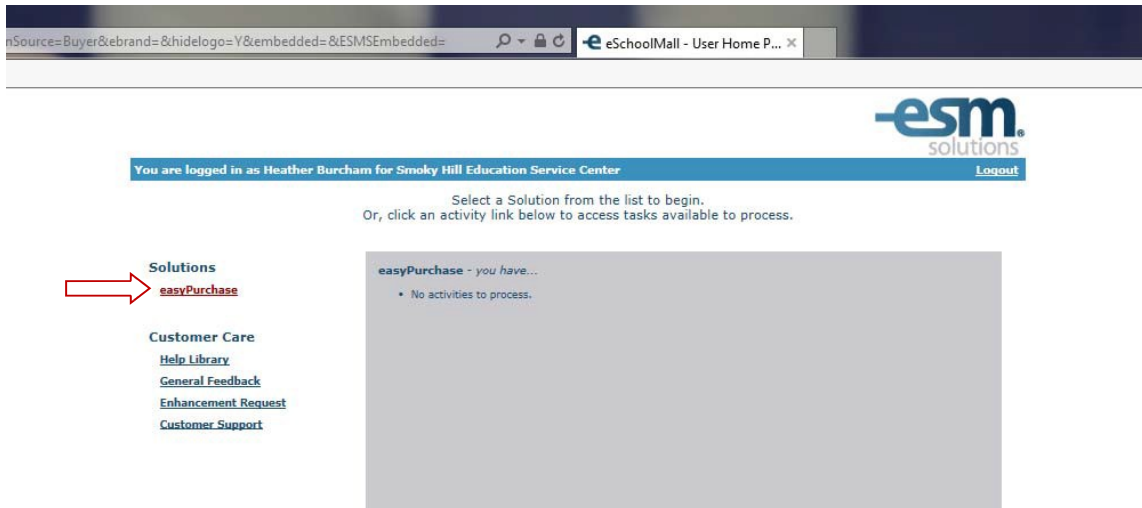
*To obtain a copy of the “submitted” purchase order(s) you will now need to do a report which will arrive in an email from eSchoolMall.*

- 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 – (make sure the email address is correct)
- Delivery Method: click on email
- Click Next again...you will then return to the “Select Report Request” page, click the STATUS tab, there will be a disk under the “Report Output” column. PO’s can be obtained from email or open the disk
- In order to complete the ordering process, you must now fax or email the PO(s) to the appropriate vendor(s)

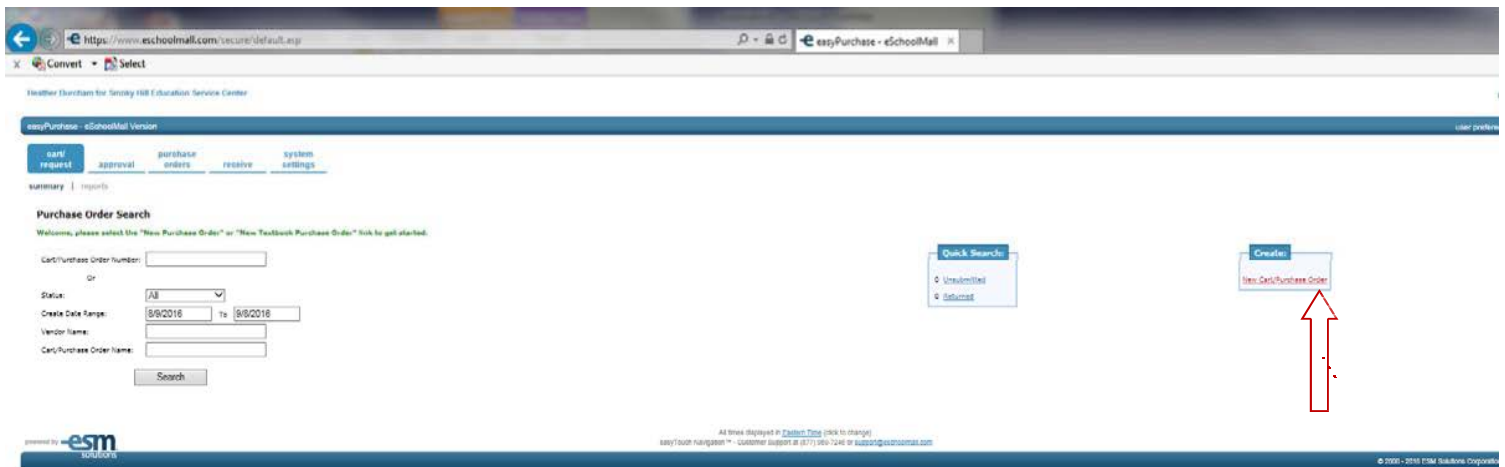
#### **ADDITIONAL INFORMATION**

- **Vendors:** A vendor list and timeline for the present school year can be downloaded from the SHESC web site
- **To print SHESC Volume Purchasing catalogs:**
  - Click on the Reports at the top of the page
  - Select Report ID number 104
  - Click the **Select** button, use the pulldown to select the catalog of your choice
  - Pull down range and select number 1 to 2000, click next, check that your email address is correct
  - Click Next again; the catalog will arrive to you by email in pdf format. It can also be obtained under the “status” button on the “Select Report Request” page

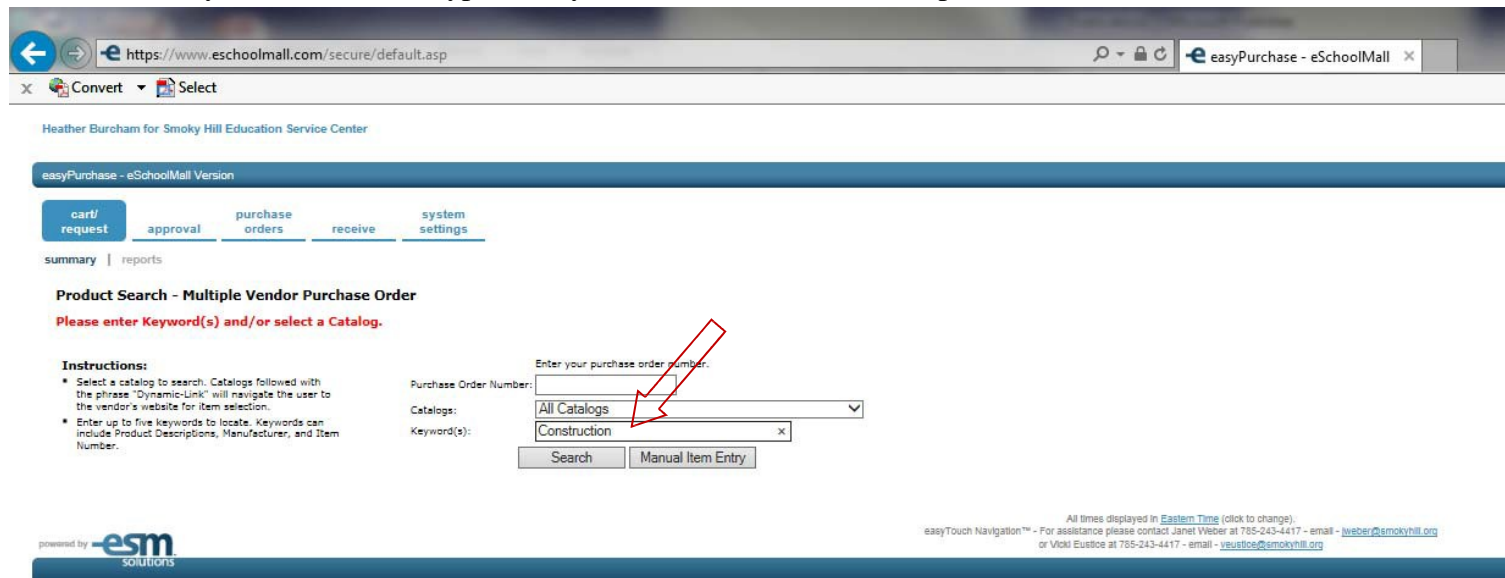
If you have questions, contact Vicki Eustice, 785-825-9185 or email, [veustice@smokyhill.org](mailto:veustice@smokyhill.org)



Click New Cart/Purchase Order in the Create box.



Click in the Keyword(s) box and type what you would like to search for/purchase. Click search.



Once you locate the item you would like to purchase, enter the quantity you would like to purchase in the box on the right. Click Add.

Product Search - Multiple Vendor Purchase Order

Instructions:

- Select a category to search. Catalogs followed with the phrase "Inventory" can be used for the user to select a category for item selection.
- Enter all the quantities to include. Quantity can be added to Product Description, Manufacturer, and Item Number.

Showing Results: 1 to 10

Product Description	Qty's Name	Vendor	Quantity	Price (\$)	Unit of Measure	Qty
100% Groundwood, 45#, Gray, 12x18, 0723-33	RACON CORP	School Services, Inc.	1506483	1.1300	50 #ft pack	
100% Groundwood, 45#, Gray, 18x24, 0723-34	RACON CORP	School Services, Inc.	1506417	2.4800	50 #ft pack	
100% Groundwood, 45#, Gray, 6x12, 0755-35	RACON CORP	School Services, Inc.	201228	0.5700	50 #ft pack	
100% Suptite, 78#, Assorted, 8x12, 0710-2	RACON CORP	School Services, Inc.	282054	1.3300	50 #ft pack	
100% Suptite, 78#, Assorted, 18x24, 0710-2	RACON CORP	School Services, Inc.	084323	6.8400	50 #ft pack	
100% Suptite, 78#, Assorted, 12x18, 0710-4	RACON CORP	School Services, Inc.	090130	2.2400	50 #ft pack	
100% Suptite, 78#, Assorted, 12x18, 0710-4	RACON CORP	School Services, Inc.	061154	2.4400	50 #ft pack	20
Boath, Inflable, ORYON #973, 1", 86"X	ORYON	Special Inks & Crafts, LLC	370483	2.1000	1 ea pack	
Business, Folders 1000, B, 1-873	Filemex	National Art & School Supplies	0042503	2.8300	1 ea pack	
STYTHSCOPS Lightweight, Suptite, 50-110	United Scientific Supplies	United Scientific Supplies	288444	4.2800	1 ea pack	

Click Add Item if you would like to purchase additional items.

Cart/Purchase Order Modify

Cart/Purchase Order Number: 1020

Cart/Purchase Order Name: [Field]

Cart/Purchase Order Justification: [Field]

Ship To Location: Smoky Hill Education Service Center

Approval Route: Direct Buy

Update All Account Info: [Checked]

Update All Panel Dates: [Field]

Update All Deliver To's: [Field]

Credit Card: N/A

Confirming Required: [Field]

Apply Price Discount To All: [Field]

Line Number	Product Number	Product Description	Vendor	Unit Price	Over-rid Price	Qty	Line Item Total	Remarks	Action
1	054336	100% Suptite, 78#, Assorted, 12x18, 0710-4	School Services, Inc.	2.4400		20	\$2.88		

Total: \$2.88

Enter your purchase order name and ship to location at the top of the screen. Click Submit For Approval.

Cart/Purchase Order Modify

Please confirm the following:

- Cart/Purchase Order Name is required.

Cart/Purchase Order Number: 1020

Cart/Purchase Order Name: LGHS 09/2016

Cart/Purchase Order Justification: [Field]

Ship To Location: Lawrence Central High School

Approval Route: Direct Buy

Update All Account Info: [Checked]

Update All Panel Dates: [Field]

Update All Deliver To's: [Field]

Credit Card: N/A

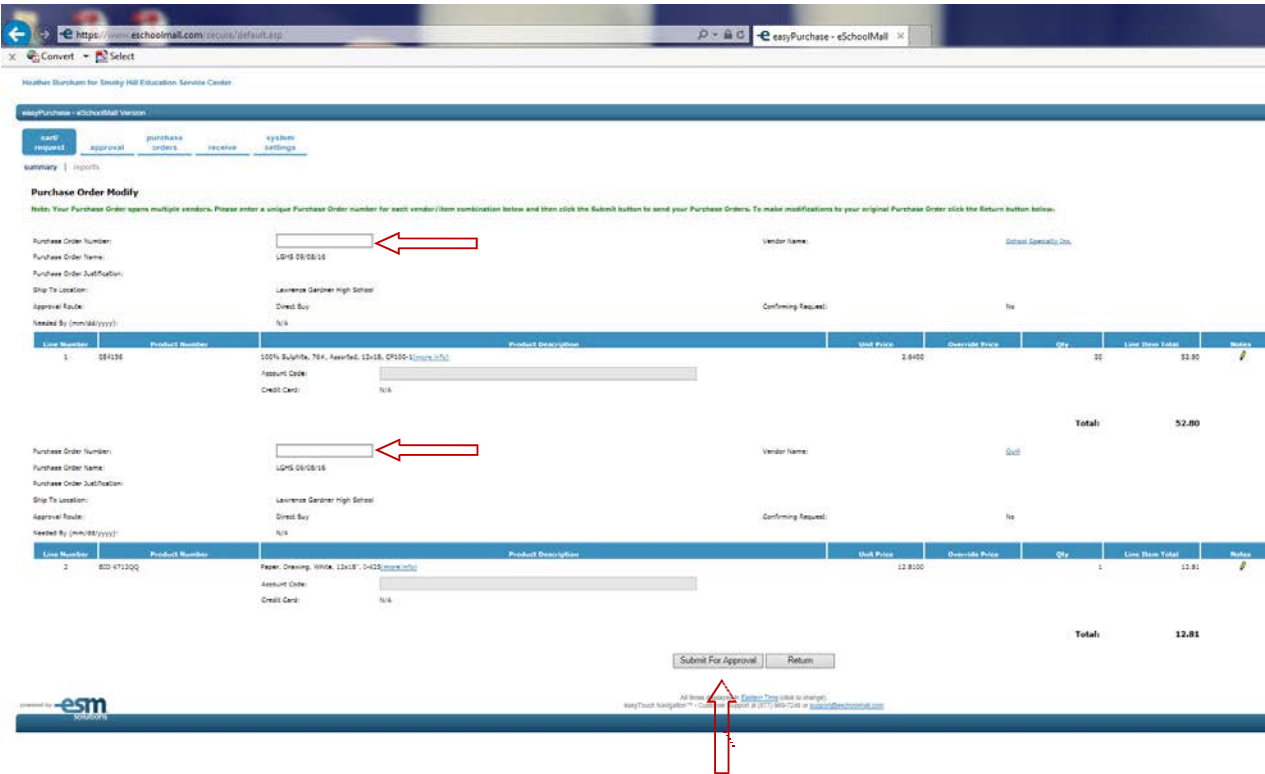
Confirming Required: [Field]

Apply Price Discount To All: [Field]

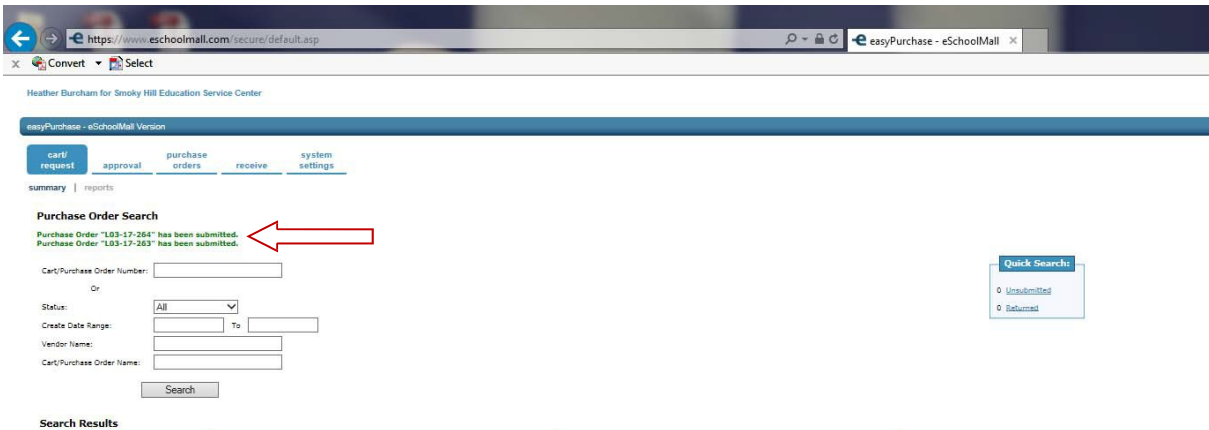
Line Number	Product Number	Product Description	Vendor	Unit Price	Over-rid Price	Qty	Line Item Total	Remarks	Action
1	054336	100% Suptite, 78#, Assorted, 12x18, 0710-4	School Services, Inc.	2.4400		20	\$2.88		
2	802-471202	Paper, Drawing, White, 12x18, 1-425	ES&S	12.8100		1	12.81		

Total: \$5.69

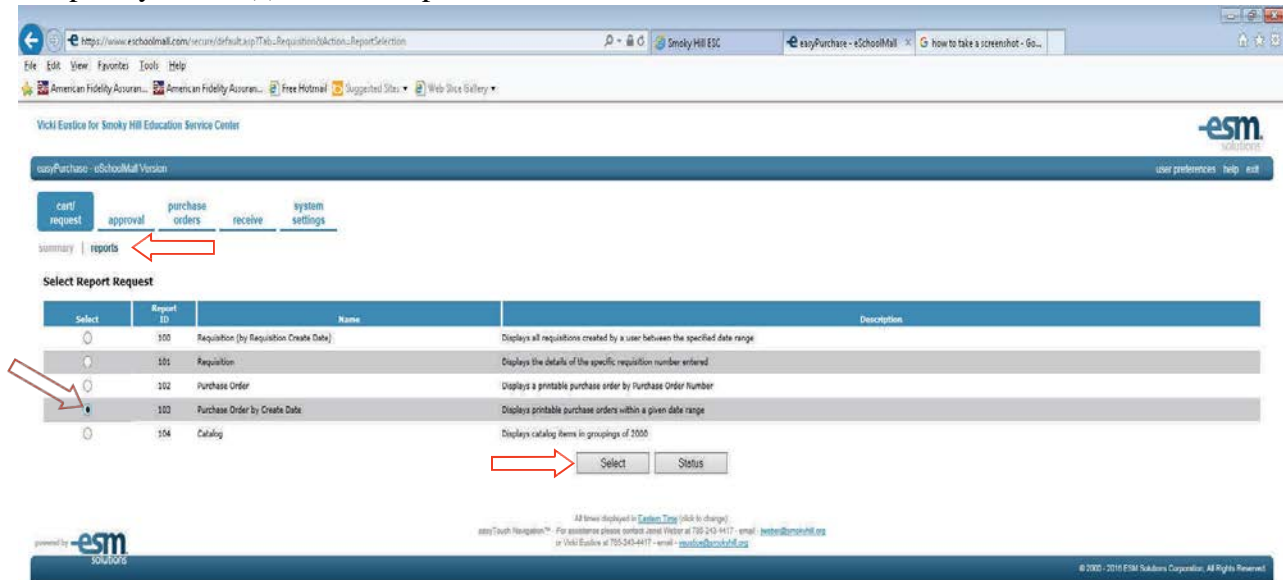
If your order is shipping from multiple vendors, you will see this screen after submitting your order. You can enter PO numbers for each vendor on this screen and then click Submit for Approval.



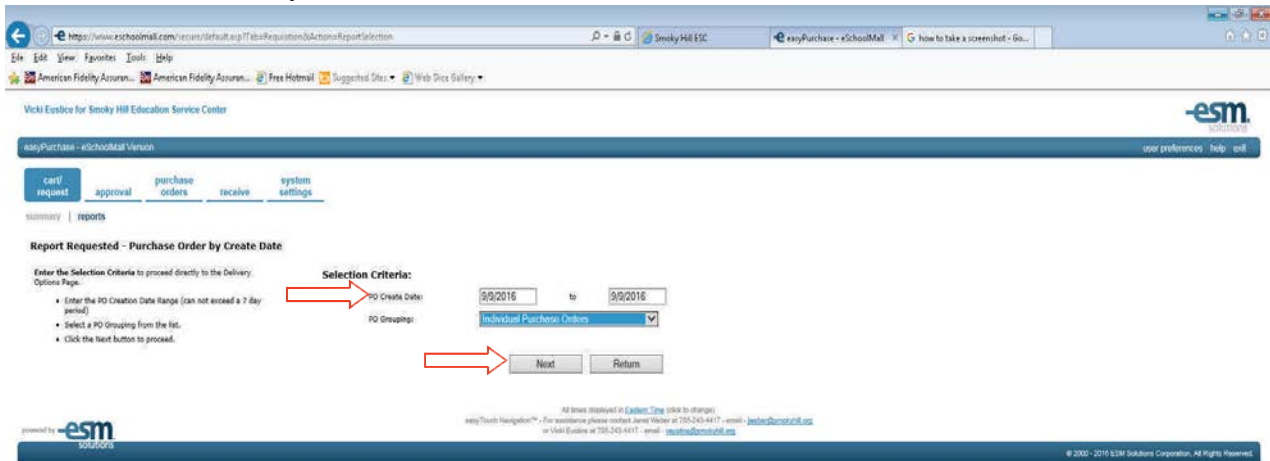
Your screen should show that your purchase order was submitted once the steps listed above are completed.



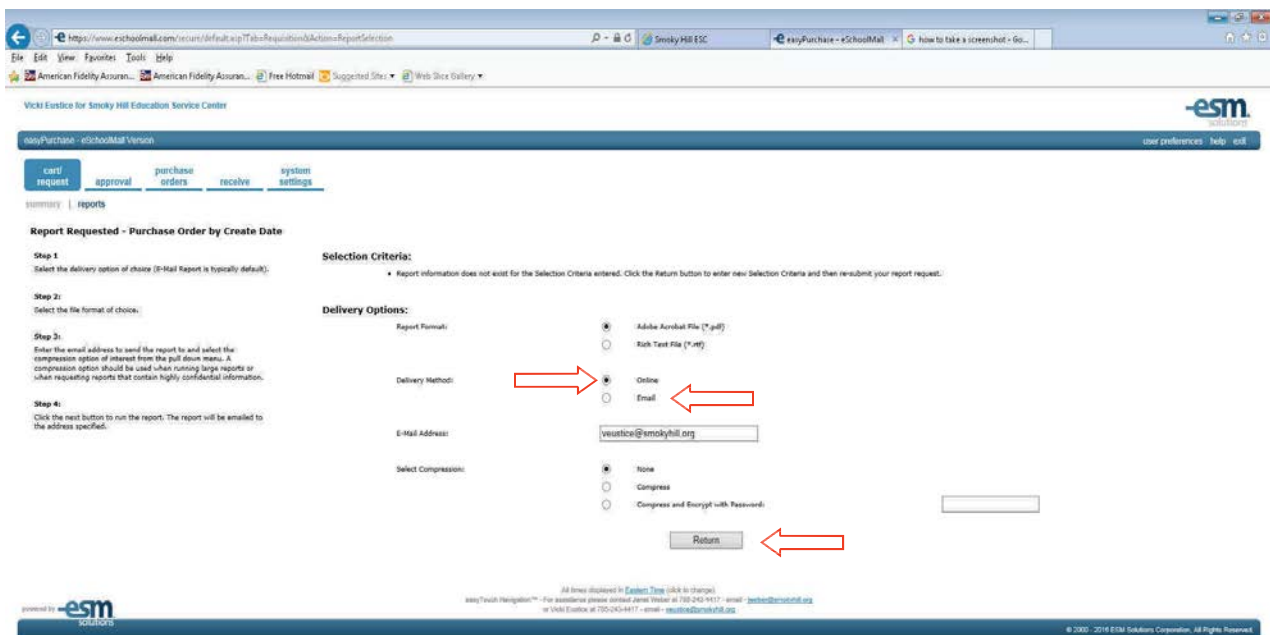
To print your PO(s) click on reports and then select 103 and click on select.



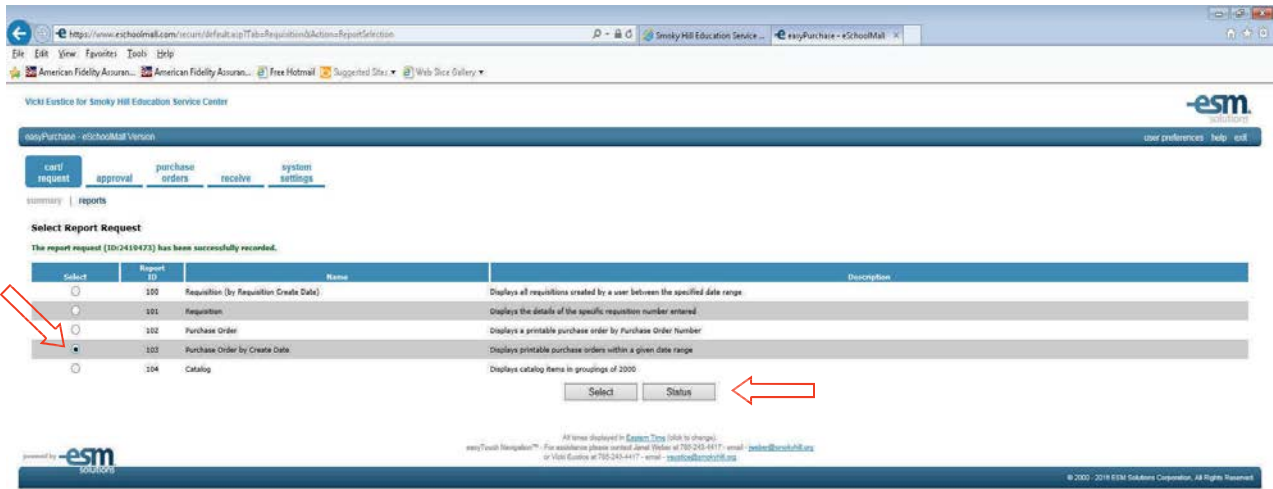
Enter the date(s) that your PO(s) was/were created. Click on next.



Here you can choose to have the PO(s) emailed to you or download them online. Then click on return.



If you choose to download PO(s) online, go back to the report screen, click on 103 and then status. It will take a few moments.



When the report is ready you will see a “disk” icon. Click on the icon to download your PO(s). In order to complete the ordering process, you must now fax or email the PO(s) to the appropriate vendor(s).

