Smoky Hill
Education Service Center

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 <u>veustice@smokyhill.org</u> Once you have been registered, follow the directions below.

1. <u>**Signing on:**</u>
   o Go to the SHESC homepage at <u>www.smokyhill.org</u>
   o Click on volume purchasing then
   o Click on the "<u>Click here to access eSchool Mall</u>" link. OR
   o For a list of Smoky Hill vendors click on "Click here for vendors" OR
   o For our friendly online user's manual "Click here for online ordering instructions"

2. <u>**The Login:**</u>
   o 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
   o User Name: (your first initial, last name)
   o Password: Click on "Forgot Password?" and eSchoolMall will email instructions on how to reset your password
   o Click the login button – ***THE <u>AUTHENTICATION CODE</u> IS ALSO 3003000.***
   o 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*)
   o On the left side of this page under Solutions click on easyPurchase

3. <u>**You are now on the Cart/Request page:**</u>
   o You can do a Purchase Order Search - OR
   o On the right side of the page, click on the link "<u>new cart/purchase order</u>**"** to begin ordering
   o Under Requisition Type, you can leave as "Multiple Vendor Purchase Order"
   o In the first box enter a PO number or let the system assign one
   o 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
   o Catalogs - "pull" down to view a specific catalog
   o 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
   o To remove an item, put a √ mark in the box under "remove" and then click on the **Save** button
   o Clicking the "Add Item" button will take you back to the product search page
   o Clicking the "Return" button takes you to the purchase order search page
   o Clicking on "Save" saves any changes
   o 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 <u>Individual</u> 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
- <u>In order to complete the ordering process, you must now fax or email the PO(s) to the appropriate vendor(s)</u>

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

Click easyPurchase under Solutions.
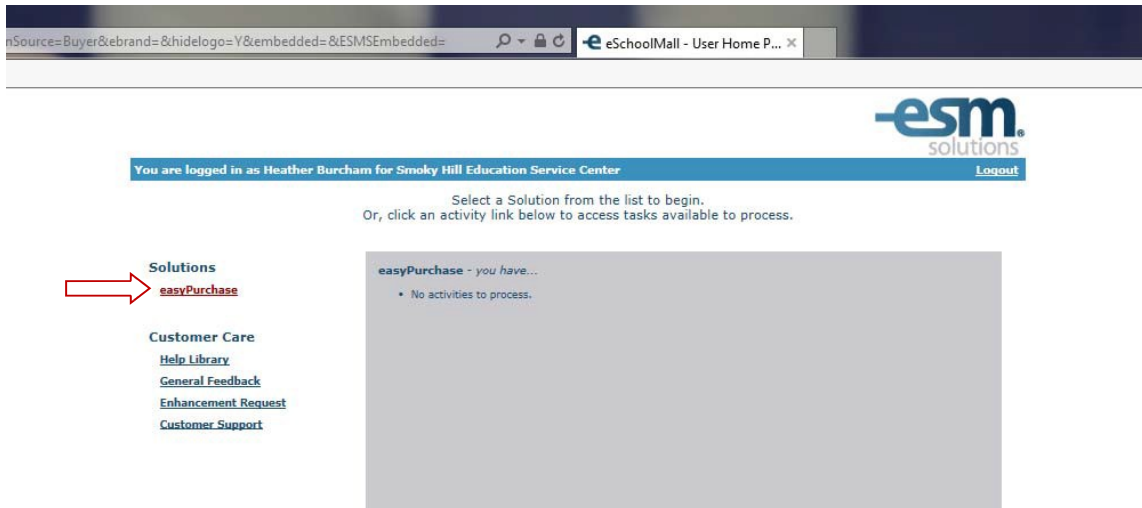
Click New Cart/Purchase Order in the Create box.
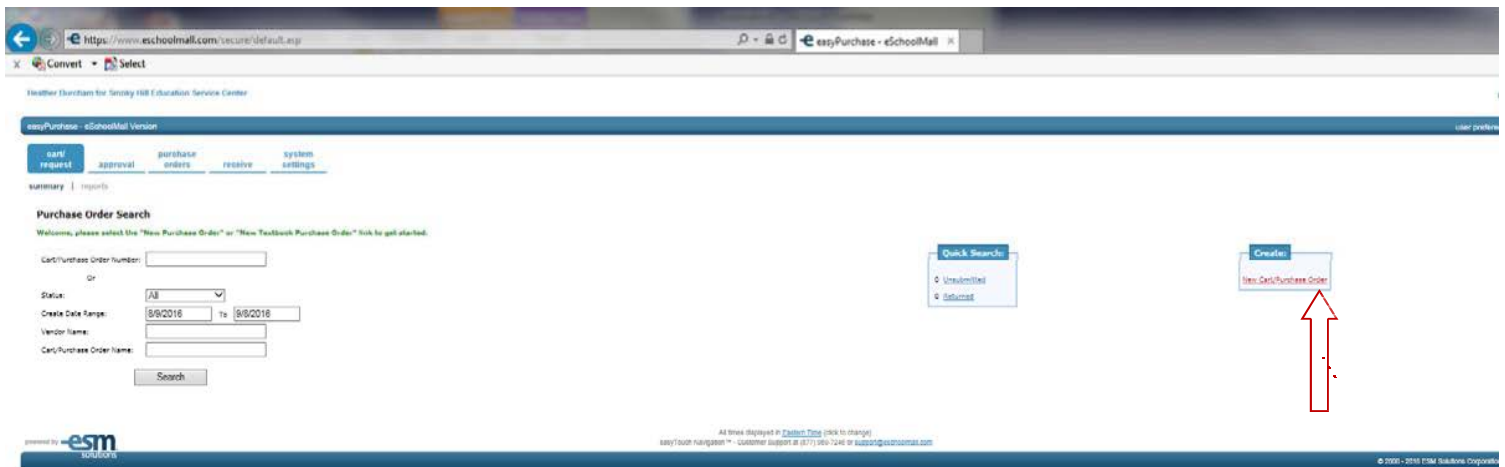
Click in the Keyword(s) box and type what you would like to search for/purchase. Click search.
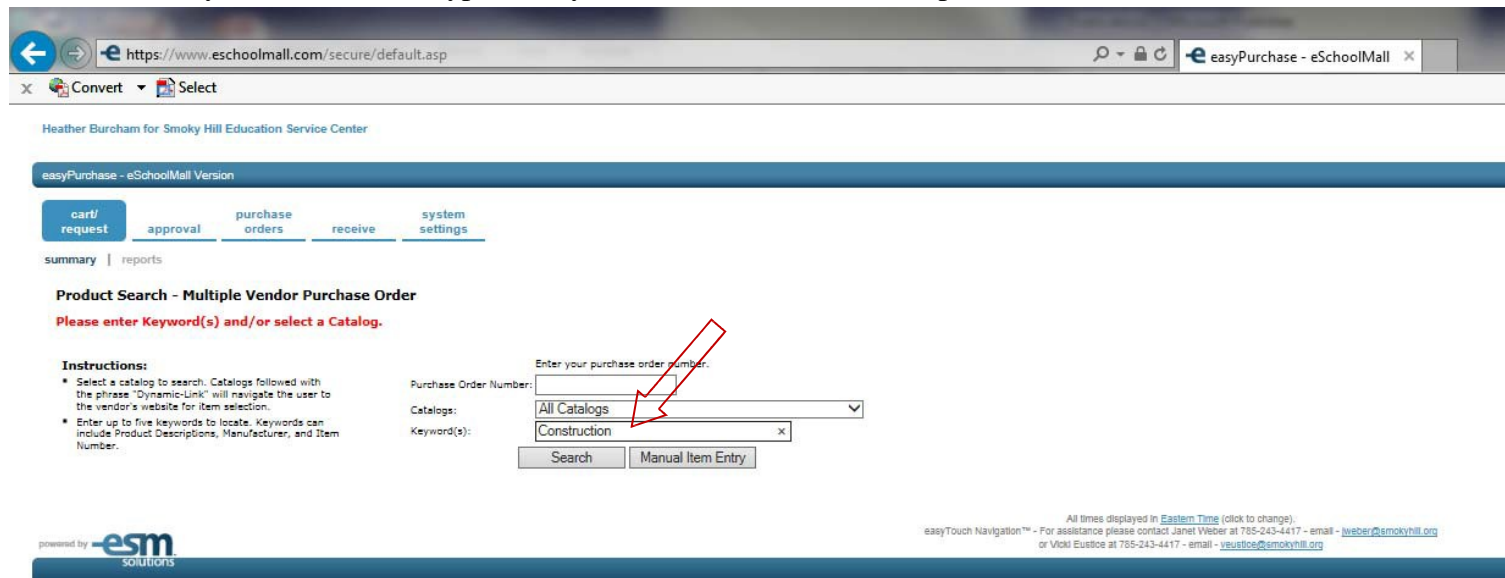
Once you locate the item you would like to purchase, enter the quantity you would like to purchase in the box on the right. Click Add.

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

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

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.
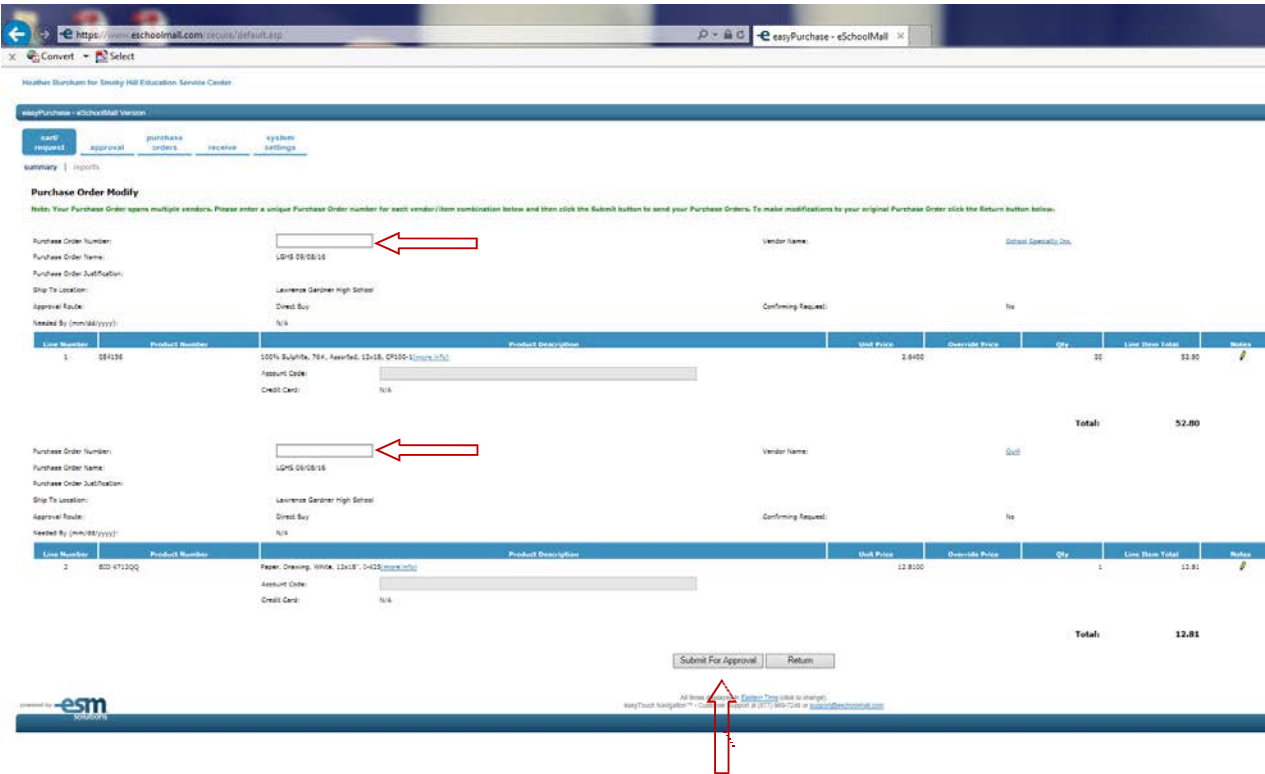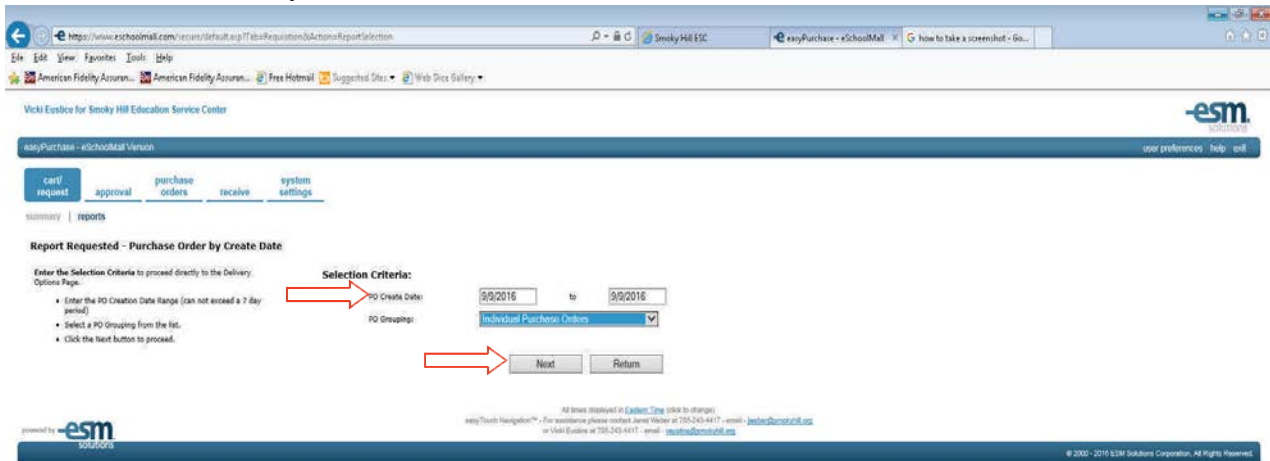

Your screen should show that your purchase order was submitted once the steps listed above are completed.
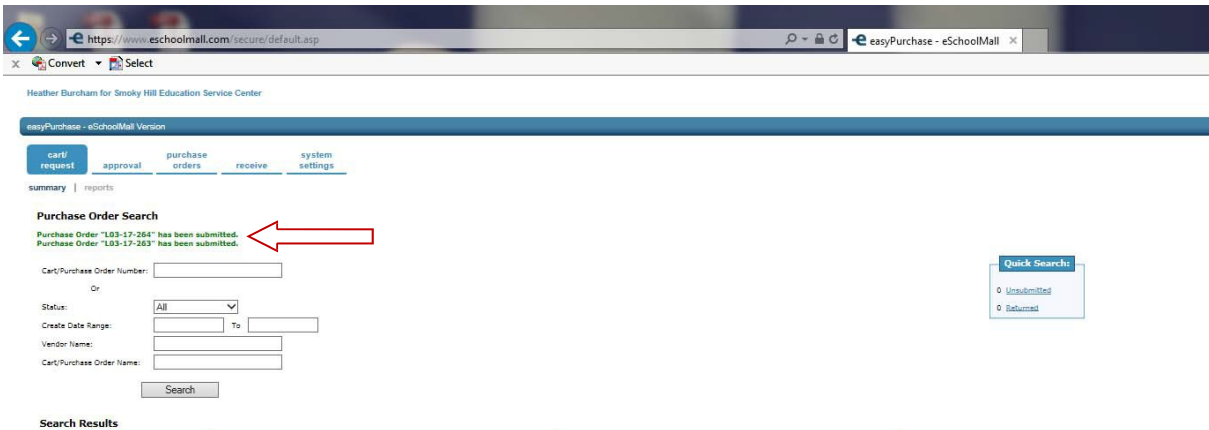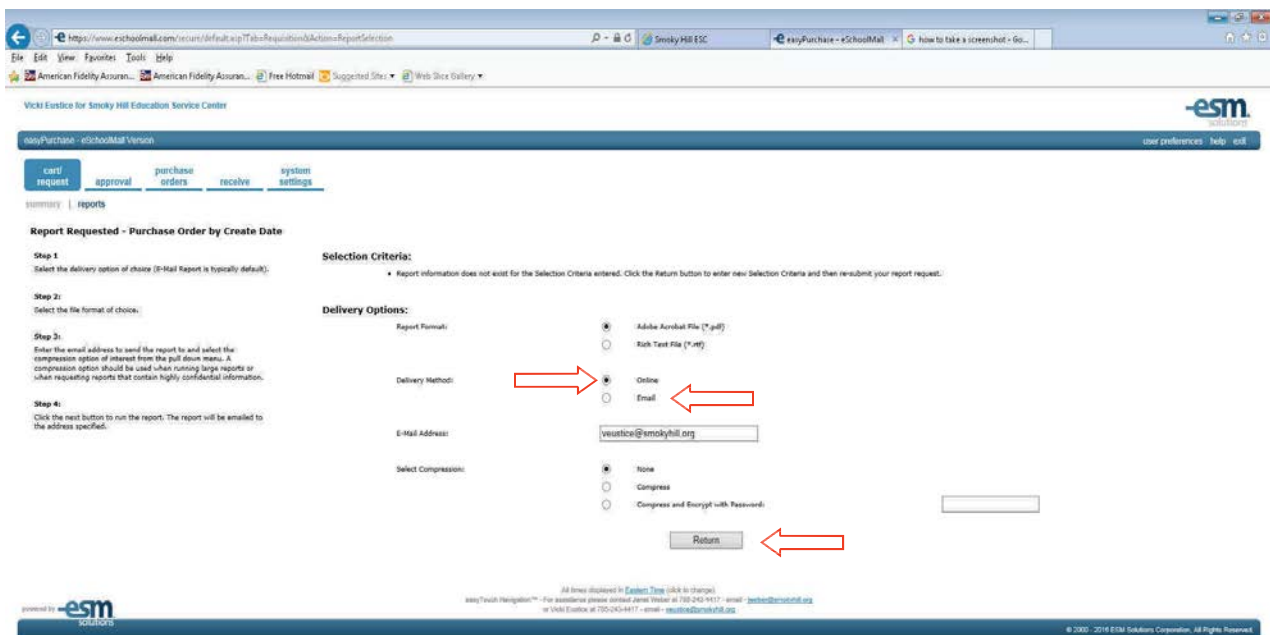
To print your PO(s) click on reports and then select 103 and click on select.
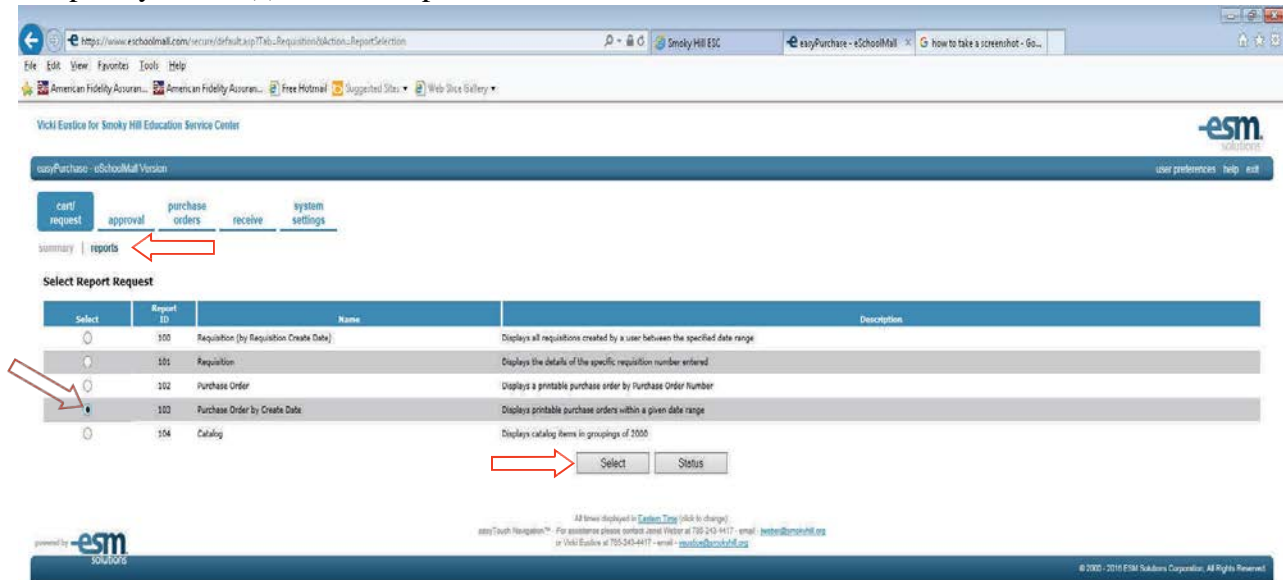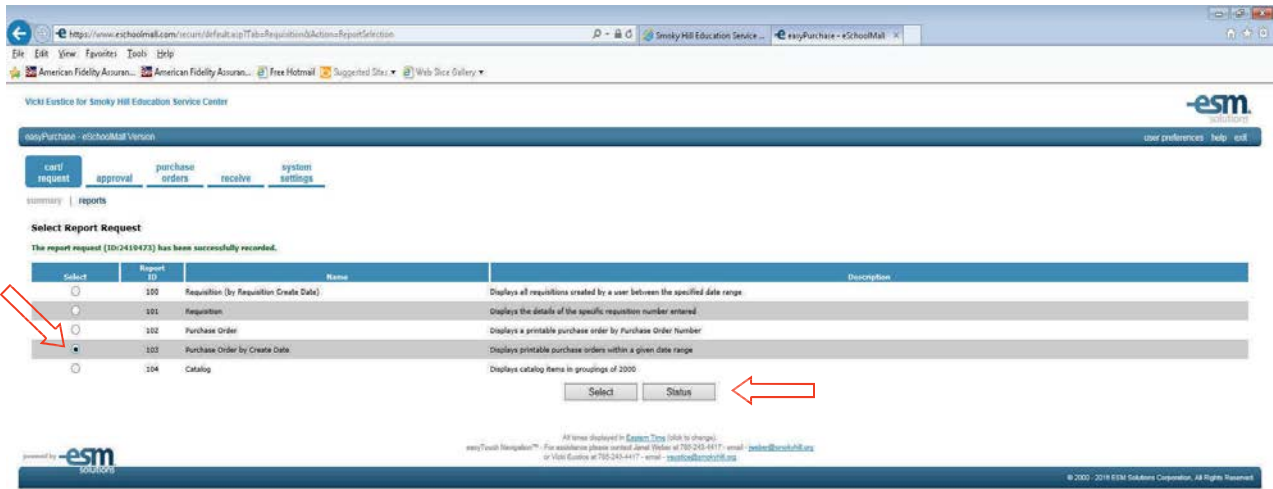

Enter the date(s) that your PO(s) was/were created. Click on next.

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).