

<u>11 Easy Steps to ESM Purchasing</u> School Specialty and Frey Scientific ordering process

CDW-G ordering process



<u>Step 1:</u> Go to <u>go.smokyhill.org/VP</u>. Then click on ESM Purchasing (on the right-hand column under the ESM logo. Enter your email and password.



<u>Step 2</u>: You may choose a supplier catalog or search for a specific item, such as pencils, copy paper and more! (Please note that items within the punch-out catalogs of School Specialty, Frey Scientific, and CDW-G may appear in a search, but may not display an accurate price, description, or be available. Open the punch-out catalog from the main "Shop" screen and search within the punch-out catalog for the most accurate information).



<u>Step 3:</u> Enter the quantity you would like to order in the "Qty" box. Click on "Add to Cart" and then "Cart."



<u>Step 4</u>: Click on the yellow "Checkout" button.

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Page 2

Step 5: Click on "General Details" and make your selection of credit card or purchase order, then click "Continue."

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

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Attn: Vicki Eustice			Subtotal: 36.00
1510 Cedar Concordia, KS 66901			S & H: 0.00
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<u>Step 7:</u> Click on "Billing Details." Choose billing location if different than default. Click "Continue."

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

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Step 9: Click on "Release PO" button if using a purchase order. NOTE: USE YOUR PO NUMBER + YOUR DISTRICT NAME OR ENTITY, USD NUMBER, OR BOTH. Example: 22222-Smoky Hill-629

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Below is the 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 printing for approval, if necessary (see second screen shot) or click on the printer icon.



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?"

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If you have questions or need assistance, contact Adam Pracht, <u>apracht@smokyhill.org</u> or call 785-825-9185.



If you click on a "punch-out" catalog and it does not open another window, make sure your popup blocker is turned off on your browser.





Ordering School Specialty products (Same procedure for both catalogs)

To order School Specialty products go to the main "Shop" page and click on the punchout catalog icon. This will take you to the School Specialty website.

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When finished adding items to cart, click "Proceed To Checkout."

Click on "Submit."

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

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Ordering CDW-G products

To order CGW-G products go to the main "Shop" page and click on the punchout catalog icon This will take you to the CDW-G website.



When you have found the product you want to order, click the "Add to Cart" button.

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

