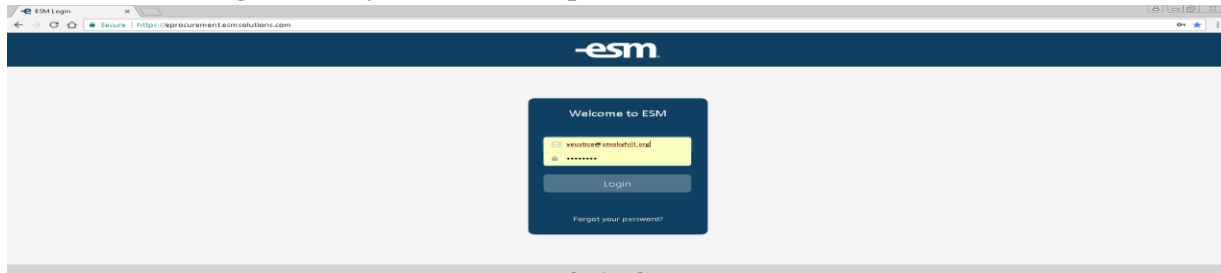


**11 Easy Steps to ESM Purchasing**  
**School Specialty and Frey Scientific ordering**  
**process**

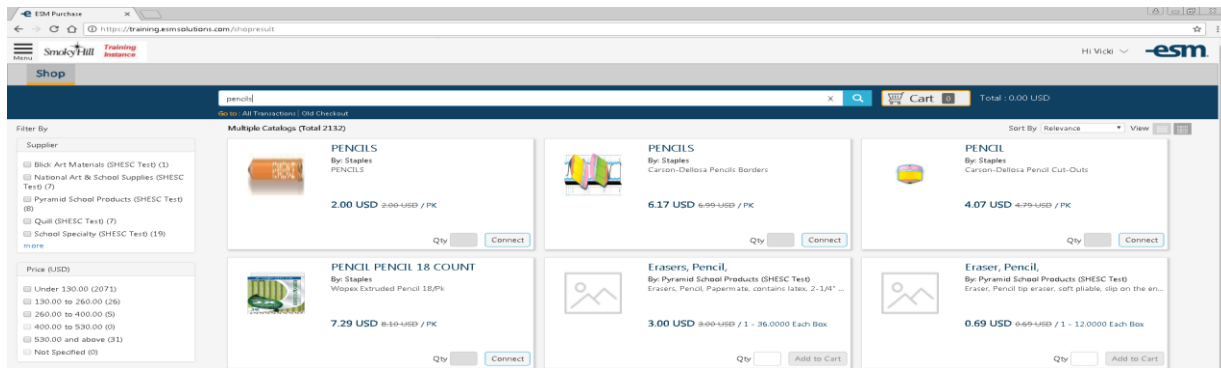
**CDW-G ordering process**



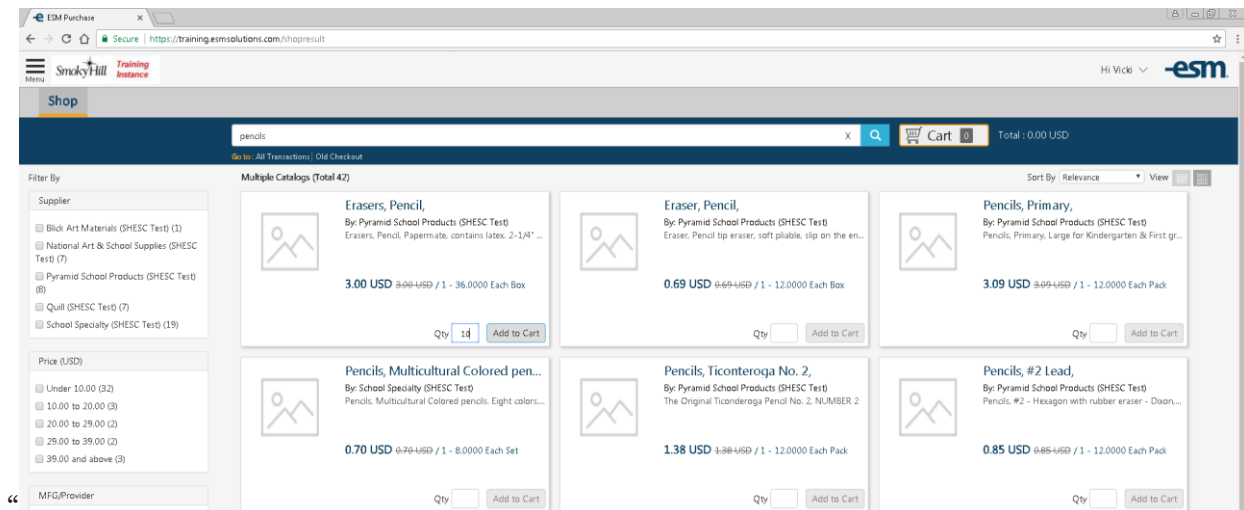
**Step 1:** Go to [go.smokyhill.org/VP](http://go.smokyhill.org/VP). Then click on ESM Purchasing (on the right-hand column under the ESM logo). Enter your email and password.



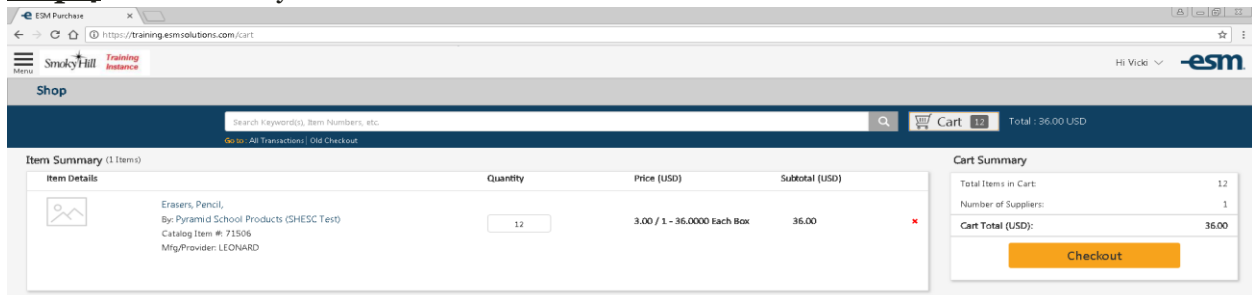
**Step 2:** You may choose a supplier catalog or search for a specific item, such as pencils, copy paper and more! (Please note that items within the punch-out catalogs of School Specialty, Frey Scientific, and CDW-G may appear in a search, but may not display an accurate price, description, or be available.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



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

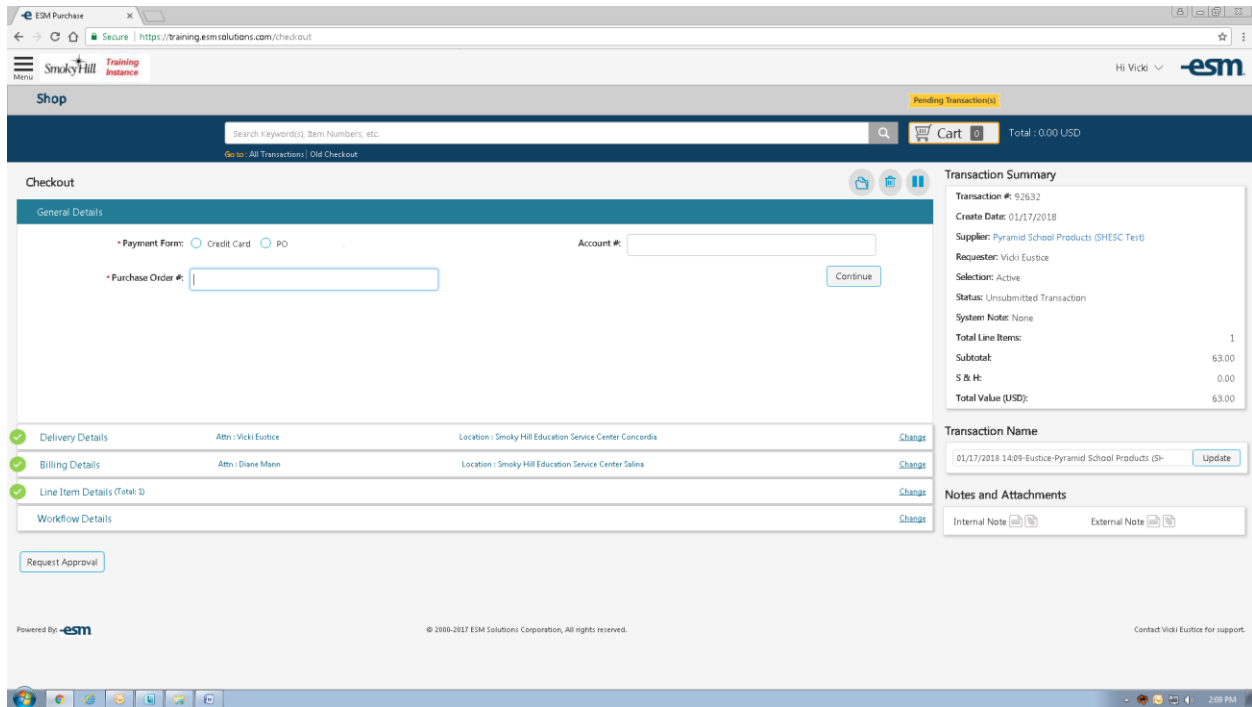


**Step 4:** Click on the yellow “Checkout” button.

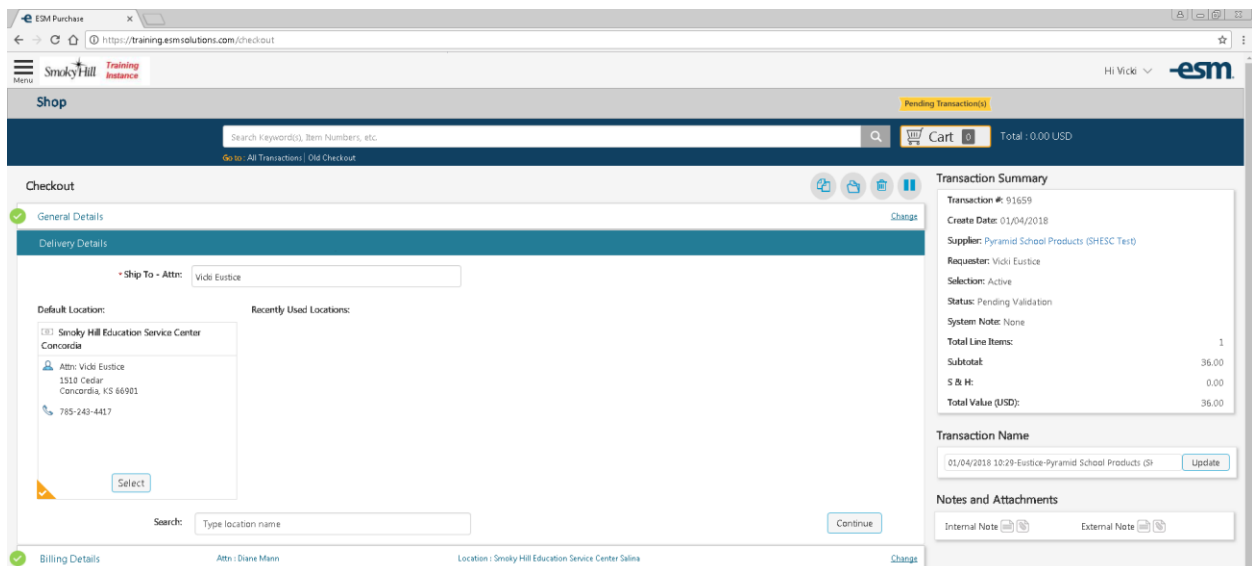


Page 2

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



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



**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, showing a 'Bill to Attention' field with 'Diane Mann' entered. Below this, there are sections for 'Default Location' and 'Recently Used Locations'. The 'Default Location' is 'Smoky Hill Education Service Center Salina' with address '605 E. Crawford Salina, KS 67401' and phone '785-823-9185'. A 'Select' button is visible. A search bar for 'Type location name' is at the bottom of the location selection area. To the right, the 'Transaction Summary' shows 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, and Total Value (USD) 36.00. The 'Transaction Name' is '01/04/2018 10:29-Eustice-Pyramid School Products (S...' with an 'Update' button. 'Notes and Attachments' fields for Internal and External notes are also present.

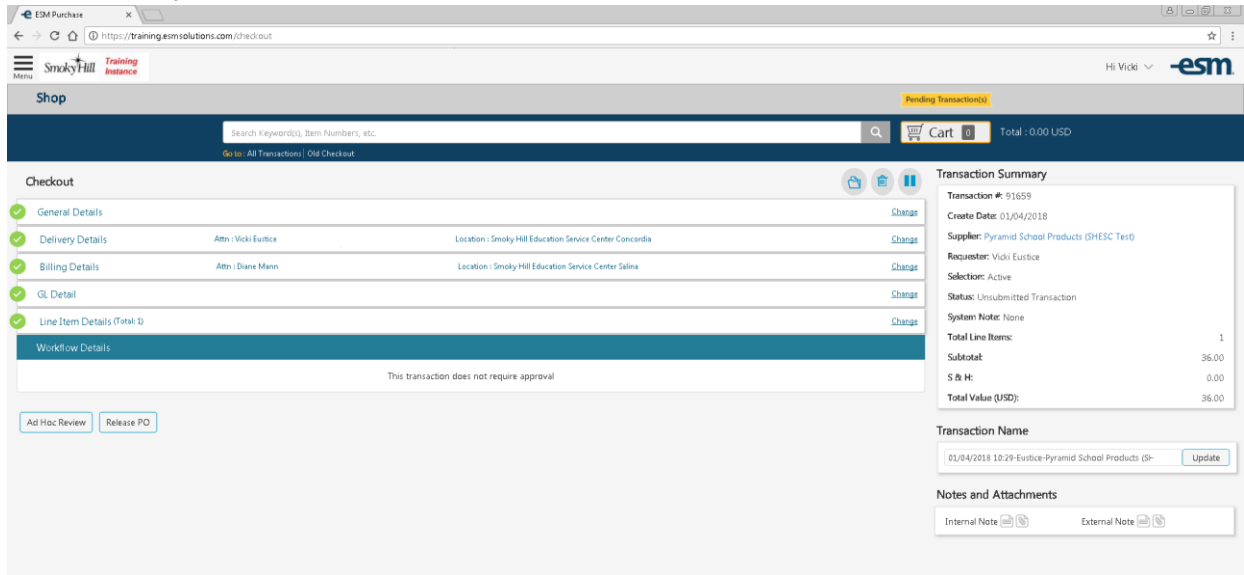
**Step 8:** Click on “Line Item Details.” This is an overview of your order.

The screenshot shows the checkout page with 'Line Item Details' selected. The 'Line Item Details (Total: 0)' section displays a table with the following data:

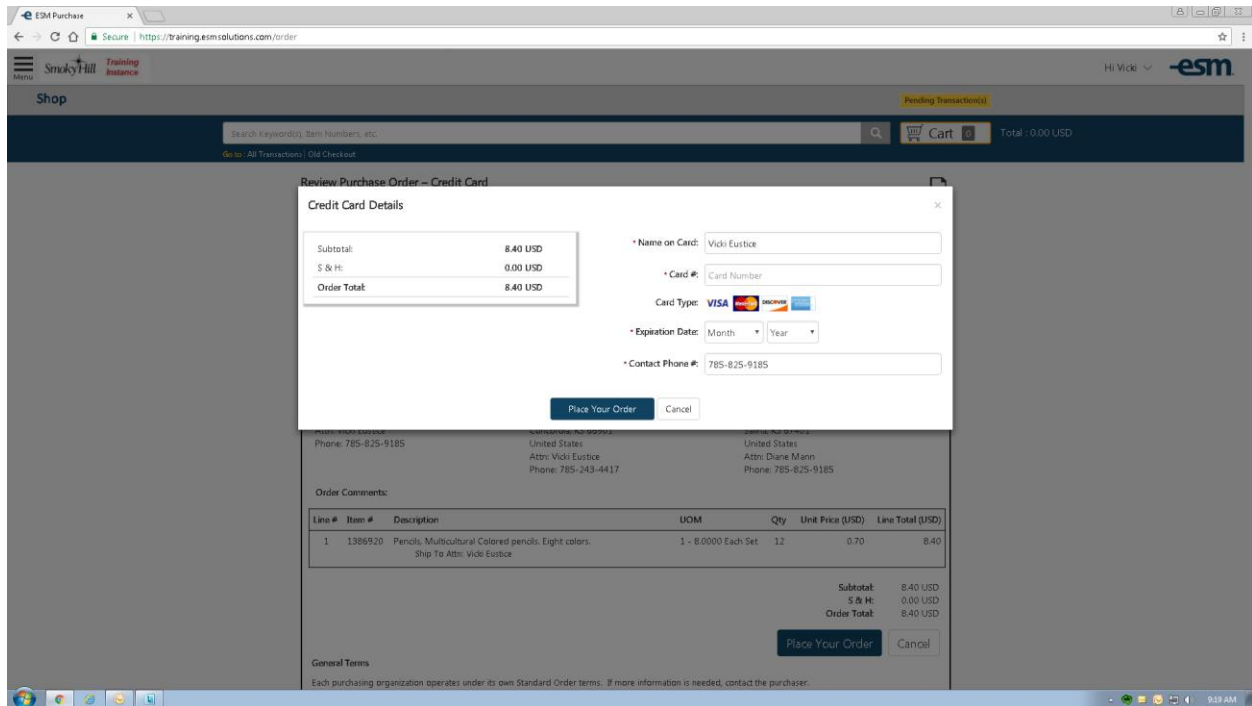
Item Details	Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)	
1 Erasers, Pencil	12	3.00	36.00	0.00	0.00	36.00	more...
		/ 1 - 36.0000 Each Box					

Below the table, there are 'Notes and Attachments' fields for Internal and External notes, and a 'Continue' button. The 'Transaction Summary' on the right is identical to the previous screenshot. A 'Request Approval' button is visible at the bottom left of the page.

**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



Below is the 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 printing 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: 0.00

Go to: [All Transactions](#)

### Review Purchase Order



**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
<b>Subtotal:</b>						36.44 USD
<b>S &amp; H:</b>						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

Print using system dialog... (Ctrl+Shift+P)


1/4/2018 ESM Purchase

Hi Vicki 

Search Keyword(s), Item Numbers, etc. Cart 0 Total: 0.00 USD

Go to: [All Transactions \(alltransactions\)](#) | Old Checkout (<https://training.esmsolutions.com/Requisition/BidRequisitionMasterData>)

### Review Purchase Order



**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

**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?”

**Review Purchase Order**

Purchase Order #: 89777-SHESC

**Place Your Order**

This action will send the order to the supplier.  
Are you sure you wish to continue?

Place Order Cancel

**Supplier Address:**  
6510 North 54th Street  
Tampa, FL 33610  
United States  
Attn: Vicki Eustice  
Phone: 785-825-9185

**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	71506	Erasers, Pencil Ship To Attn: Vicki Eustice	1 - 36,0000 Each Box	12	3.00	36.00

Subtotal: 36.00 USD  
S & H: 0.00 USD  
Order Total: 36.00 USD

Place Your Order Cancel

**General Terms**  
Each purchasing organization operates under its own Standard Order terms. If more information is needed, contact the purchaser.

If you have questions or need assistance, contact Adam Pracht, [apracht@smokyhill.org](mailto:apracht@smokyhill.org) or call 785-825-9185.

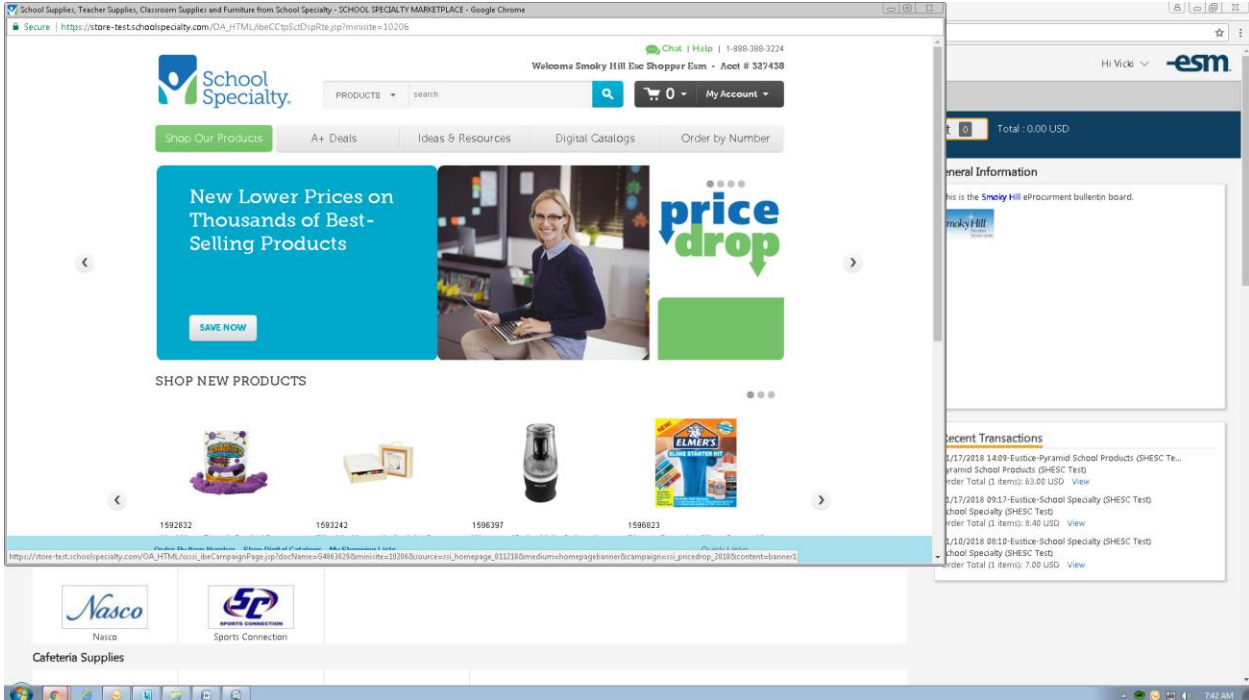


If you click on a "punch-out" catalog and it does not open another window, make sure your popup blocker is turned off on your browser.

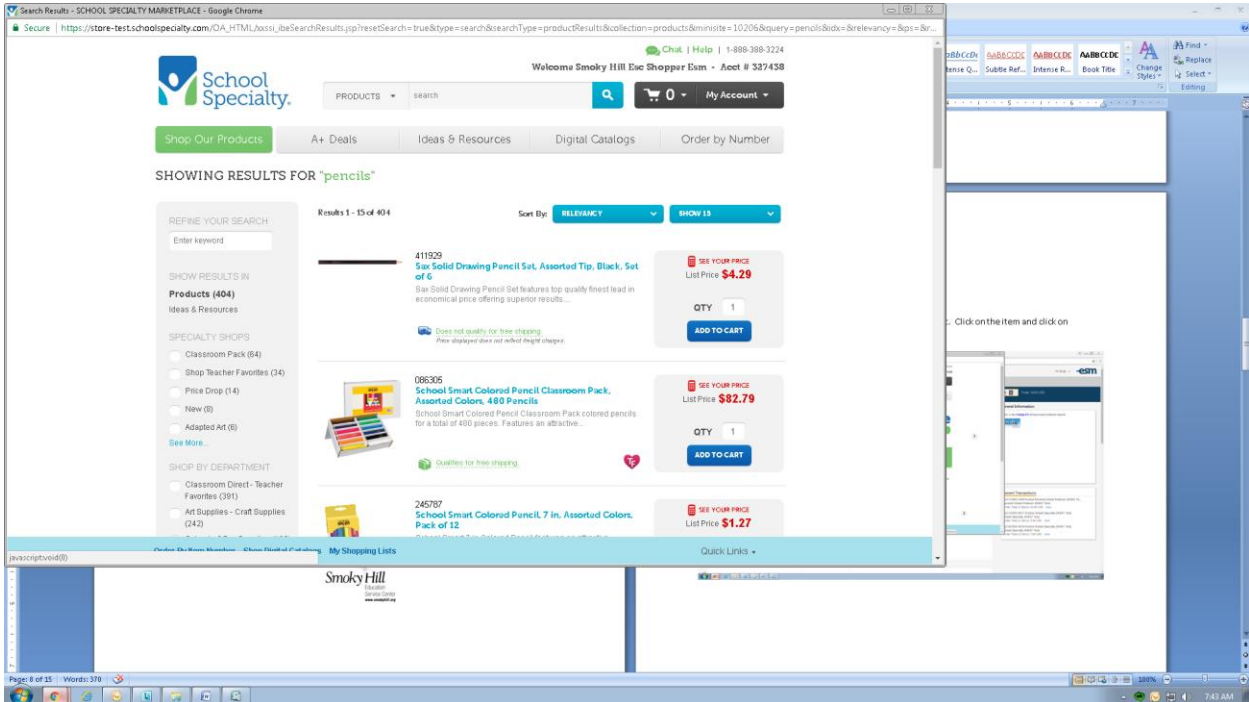


### Ordering School Specialty products (Same procedure for both catalogs)

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.



Select your items and click "Add To Cart."





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

Cart Number: 7785920232

Line	Remove	Ordered Item	Item Number	Description	QTY	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	411929	411929	PENCIL DRAWING SOLID SET OF 6	1	EA	Catalog: \$4.19 Disc: -\$1.47 Net: \$2.72	Catalog: \$4.19 Disc: -\$1.47 Net: \$2.72
2	<input type="checkbox"/>	086305	086305	PENCIL COLOR PK480 - SCHOOL SMART	1	EA	Catalog: \$52.69 Disc: -\$28.94 Net: \$23.75	Catalog: \$52.69 Disc: -\$28.94 Net: \$23.75

Update Order Total | **Subtotal: \$56.47**  
Shipping and Tax have not been finalized. [Click here to calculate.](#)

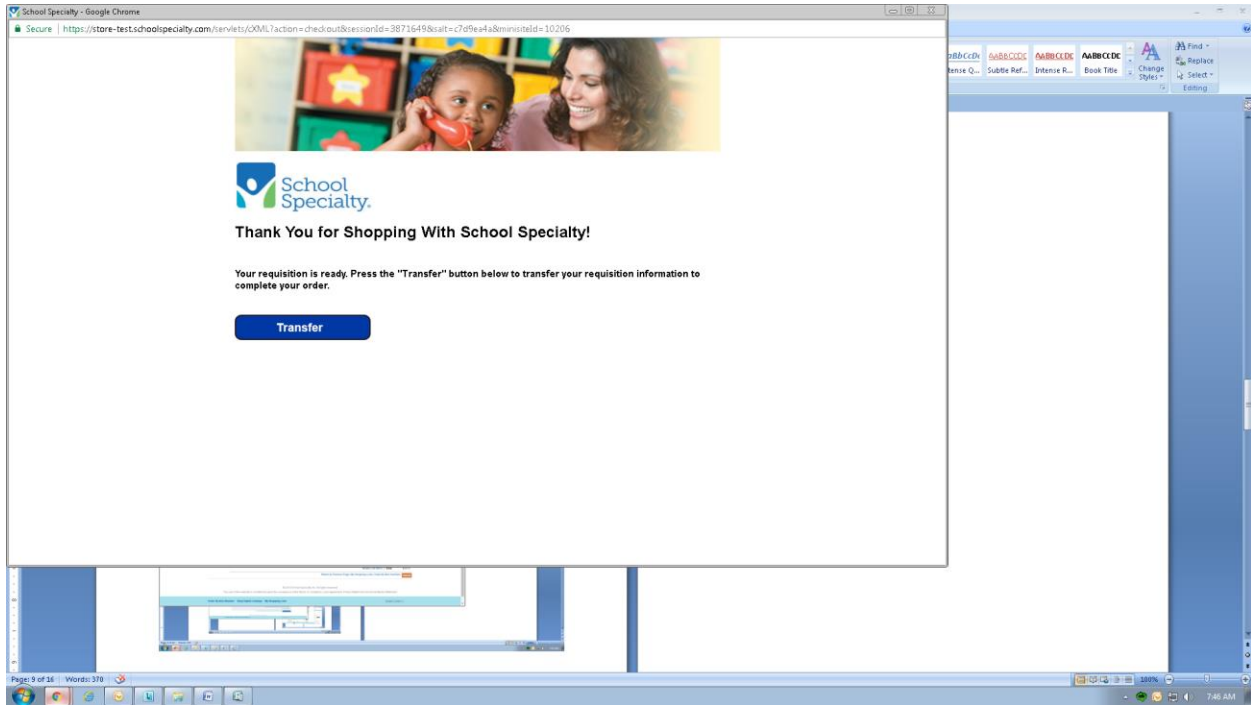
Click on “Submit.”

Cart Number: 7785920232

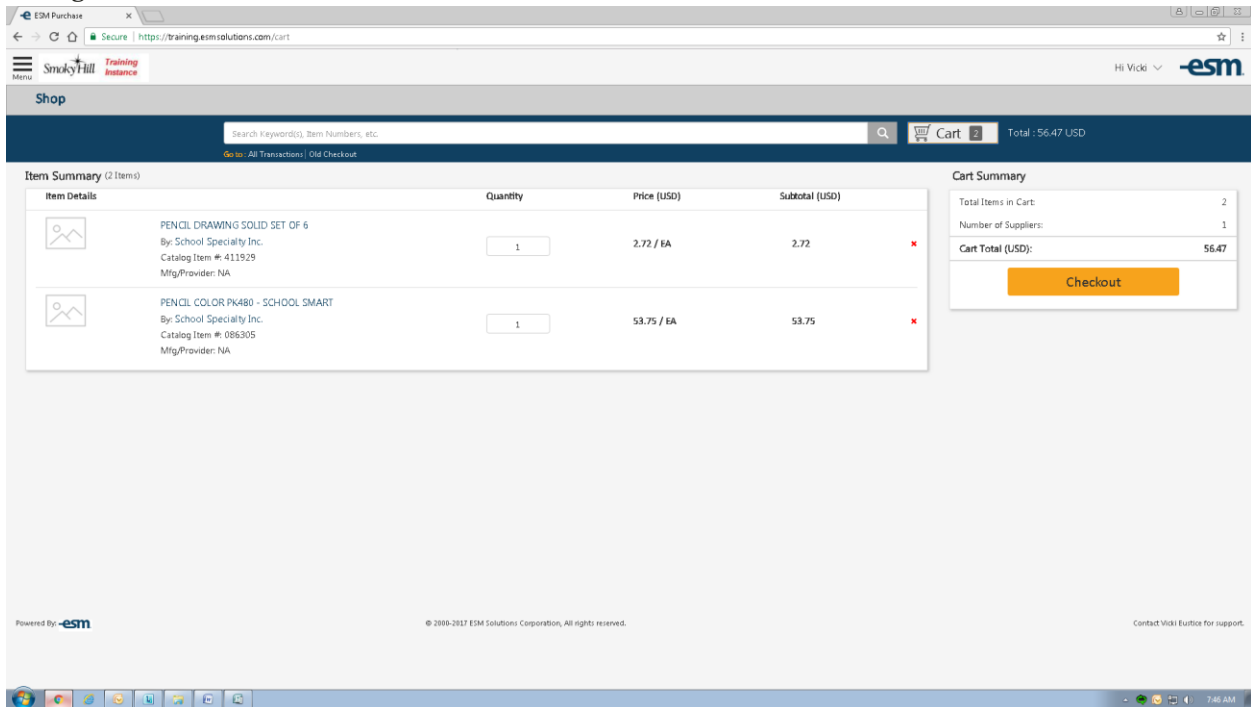
Line	Ordered Item	Item Number	Description	QTY	UOM	Unit Price	Total Price
1	411929	411929	PENCIL DRAWING SOLID SET OF 6	1	EA	Catalog: \$4.19 Disc: -\$1.47 Net: \$2.72	Catalog: \$4.19 Disc: -\$1.47 Net: \$2.72
2	086305	086305	PENCIL COLOR PK480 - SCHOOL SMART	1	EA	Catalog: \$52.69 Disc: -\$28.94 Net: \$23.75	Catalog: \$52.69 Disc: -\$28.94 Net: \$23.75

Sub Total: \$56.47  
Shipping and Handling: \$0.00  
Sales Tax (0%): \$0.00  
Modify Line Items | **Total: \$56.47**

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 go to the main “Shop” page and click on the punchout catalog icon. This will take you to the CDW-G website.

The screenshot shows a web browser window displaying the CDW-G shop interface. The page title is "CDW-G (PO XML L2 Test) (Total 15595)". The search bar contains the word "cables". The page displays a grid of product cards for various cables. Each card includes a product image, a title, a description, a price, and an "Add to Cart" button. The products shown include:

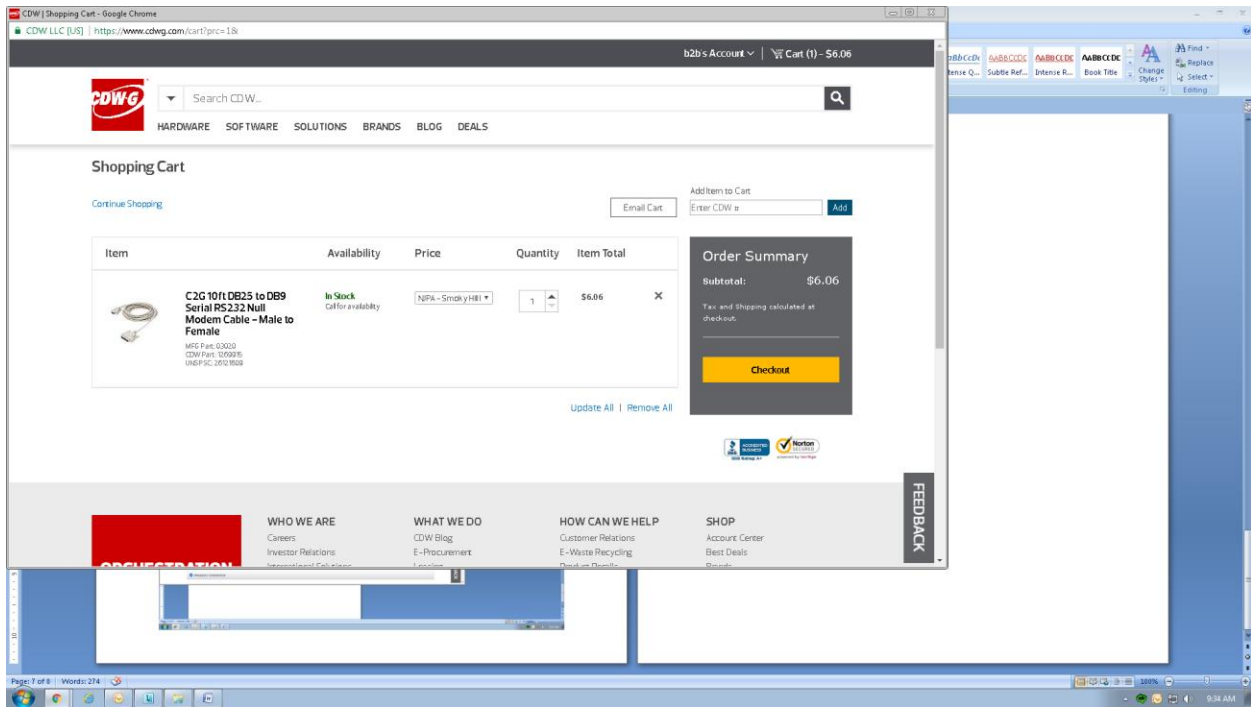
- Cables** By CDWG: PATCH CORD - CAT 6 - RJ-45 (M) - RJ-45 (M) - ... Price: 46.77 USD - /
- Cables** By CDWG: VGA cable - HD-15 (M) - HD-15 (M) - 6 ft - mol... Price: 5.58 USD - /
- Cables** By CDWG: DVI cable - single link - DVI-D (M) - DVI-D (M) - ... Price: 30.72 USD - /
- Cables** By CDWG: Serial cable - DB-25 (M) - DB-9 (F) - 10 ft - white Price: 5.58 USD - /
- Cables** By CDWG: USB cable - 4 pin USB Type A (M) - mini-USB Typ... Price: 6.98 USD - /
- Cables** By CDWG: Ideal for connecting progressive scan video comp... Price: 16.05 USD - /
- Cables** By CDWG: Null modem cable - DB-9 (F) - DB-9 (F) - 6 ft - m... Price: 4.88 USD - /
- Cables** By CDWG: Patch panel - 1U - 24 ports Price: 234.61 USD - /
- Cables** By CDWG: Power splitter - 6 pin PCI Express power (M) - 6 ... Price: 7.68 USD - /

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

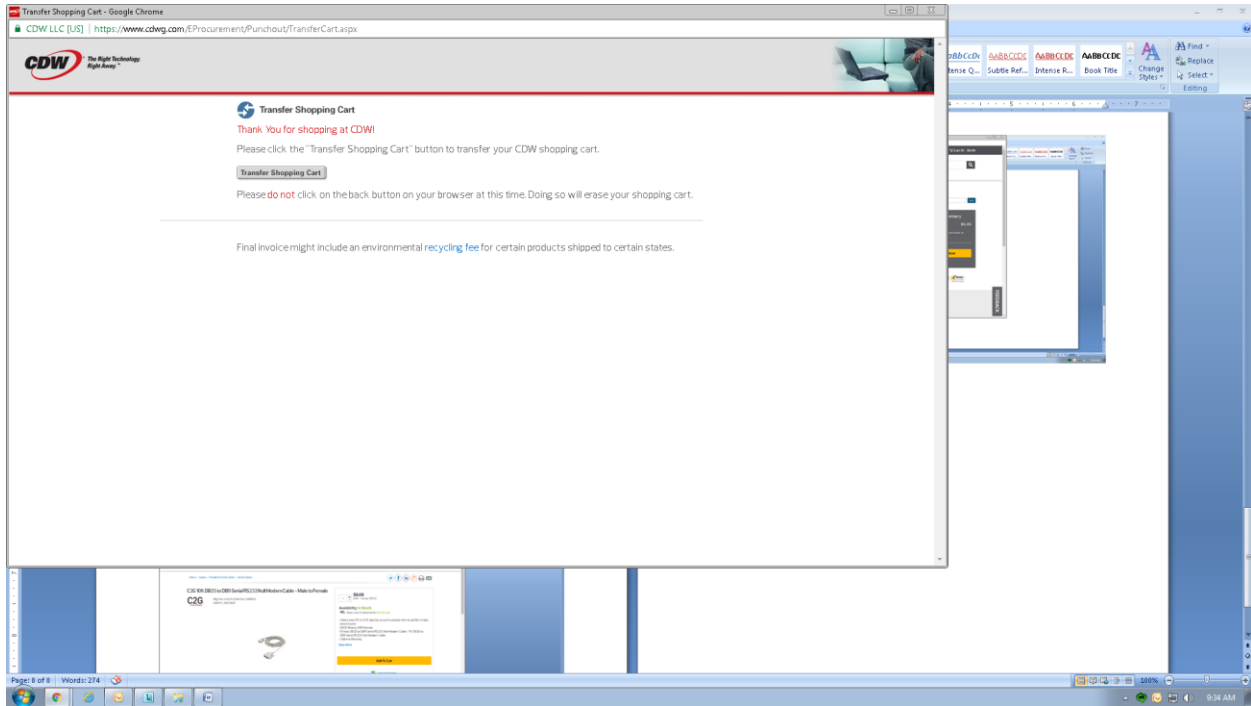
The screenshot shows a detailed product page for a "C2G 10ft DB25 to DB9 Serial RS232 Null Modem Cable - Male to Female". The page includes the CDW-G logo, a search bar, and navigation links. The product details are as follows:

- Product Name:** C2G 10ft DB25 to DB9 Serial RS232 Null Modem Cable - Male to Female
- Price:** \$6.06
- Availability:** In Stock
- Description:**
  - Allows two DTE or DCE devices to communicate with no conflict in data transmission
  - DB25 Male to DB9 Female
  - 10 Foot DB25 to DB9 Serial RS232 Null Modem Cable / 10' DB25 to DB9 Serial RS232 Null Modem Cable
  - Lifetime Warranty
- Buttons:** "Add to Cart" and "Save as Favorite"

Click on the “Checkout” button.



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



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.

ESM Purchase

Secure | https://training.esmsolutions.com/cart

Hi Vicki


Shop Pending Transaction(s)

Search Keyword(s), Item Numbers, etc.

Cart 1 Total : 36.44 USD

Go to All Transactions

### Item Summary (1 Items)

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

### Cart Summary

Total Items in Cart:	1
Number of Suppliers:	1
<b>Cart Total (USD):</b>	<b>36.44</b>

Checkout

1:06 PM