

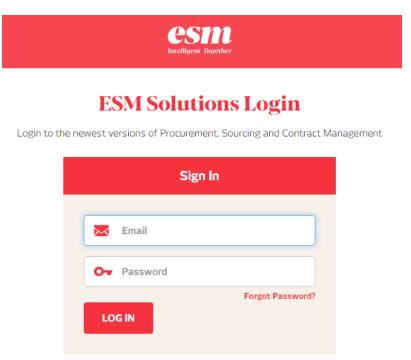
11 Easy Steps to ESM Purchasing

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.



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 actually available. Open the punch-out catalog from the main "Shop" screen and search within the punch-out catalog for the most accurate information).

Menu SMOKY HILL Service Center			Hi Adam 🗸 -esm.
Shop			
	Search Keyword(s), Item Numbers, etc.		Q Cart 0
	Go to: All Transactions		Total: 0.00 USD
Filter By	Copy Paper March-August 2021 (Total 45)		Sort By Relevance View 📄 📰
Supplier	8 - 1/2 x 11, 20 # Copie By: Paper 101 BLUE - 8 1/2 x 11, 10 Reams per c	8 - 1/2 x 11, 20 # Copie By: Paper 101 BUFF - 8 1/2 x 11, 10 Reams per c	8 - 1/2 x 11, 20 # Copie By: Paper 101 CANARY - 8 1/2 x 11, 10 reams p
Price (USD) Under 20.00 (13) 20.00 to 30.00 (0)	46.48 USD / Count Carton	46.48 USD / Count Carton	46.48 USD / Count Carton
30.00 to 40.00 (2)	Qty Add to Cart	Qty Add to Cart	Qty Add to Cart
60.00 and above (8)	8 - 1/2 x 11, 20 # Copie By: Paper 101	8 - 1/2 x 11, 20 # Copie By: Paper 101	8 - 1/2 x 11, 20 # Copie By: Paper 101
Business Classifications	CHERRY - 8 1/2 x 11, 10 Reams p	GOLDENROD - 8 1/2 x 11, 10 Rea	GRAY - 8 1/2 x 11, 10 Reams per
Not Specified (45)	46.48 USD / Count Carton	46.48 USD / Count Carton	46.48 USD / Count Carton
MFG/Provider			
DOMESTIC (44)	Qty Add to Cart	Qty Add to Cart	Qty Add to Cart
D PERFORMANCE (1)	8 - 1/2 x 11, 20 # Copie By: Paper 101 GREEN -8 1/2 x 11, 10 Reams per	8 - 1/2 x 11, 20 # Copie By: Paper 101 IVORY- 8 1/2 x 11, 10 Reams per	8 - 1/2 x 11, 20 # Copie By: Paper 101 LAVENDER - 8 1/2 x 11, 10 Reams

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

Shop		
	Search Keyword(s), Item Numbers, etc.	
- 	Go to: All Transactions Copy Paper March-August 2021 (Total 45)	
Supplier	8 - 1/2 x 11, 20 # Copie	8 - 1/2 x 11, 20 # Copie
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□ Not Specified (45)	46.48 USD / Count Carton	46.48 USD / Count Carton
MFG/Provider		
DOMESTIC (44)	Qty Add to Cart	Qty Add to Cart

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

Shop						
	Search Keyword(s), Item Numb	ers, etc.			Q	🛒 Cart
	Go to: All Transactions					Total: 1,859.2
em Summary (L Items)				Cart Summary	
Item Details		Quantity	Price (USD)	Subtotal (USD)	Total Items in Cart:	40
0	8 - 1/2 x 11, 20 # Copier				Number of Suppliers:	1
~~	Paper Blue	40	46.48 / Count	1,859.20 ×	Cart Total (USD):	1,859.20
	By: Paper 101 Catalog Item #: 972424		Carton		Checkou	
	Mfg/Provider: DOMESTIC				Спеско	Jt

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

Menu SMOKY HILL Service Center			
Shop			
	Search Keyword(s), Item Numbe	ers, etc.	
	Go to: All Transactions		
Checkout			
General Details			
* Payment Fo	rm: 🔿 Credit Card 🔵 PO	Need By Date:	
* Purchase Orde	er #:		
Accoun	it #:		
		Continue)
Oelivery Details	Attn : Adam Pracht	Location : Smoky Hill Education Service Center Salina	<u>Change</u>
Billing Details	Attn : Diane Mann	Location : Smoky Hill Education Service Center Salina	<u>Change</u>

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

Menu Smoky Hill Service Center			
Shop			
	Search Keyword(s), Item Numb	vers, etc.	
	Go to: All Transactions		
Checkout		e 2 2	
General Details			<u>Change</u>
Delivery Details			
* Ship To - Attn:	Adam Pracht		
Default Location:			
Smoky Hill Education Service Center Salina	ı		
 ▲ 605 E. Crawford Salina, KS 67401 ◆ 785-825-9185 ▲ ▲ Search: 	Type location name	~	
		Continue	
Billing Details	Attn : Diane Mann	Location : Smoky Hill Education Service Center Salina	<u>Change</u>
Line Item Details (Total: 1)			<u>Change</u>

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

Billing Details		
* Bill to Attention:	Diane Mann	
Default Location:		
Smoky Hill Education Service Center Salina		
 Attn: Diane Mann 605 E. Crawford Salina, KS 67401 785-825-9185 		
Search:	Type location name Continue	
Line Item Details (Total: 2)		<u>Chang</u>
View Workflow Details		<u>Chang</u>

•	Billing Details	Attn : Diane Mann		Loc	ation : Smoky Hill Ed	lucation Ser	vice Center Salina		<u>Change</u>
L	ine Item Details (Total:	2)							
Item	Details		* Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)	
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								Cont	tinue
1	View Workflow Details	;							<u>Change</u>
Sut	bmit								

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

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

enu SMOKY HILL EDUCATION Service Center			
Shop			
	Search Keyword(s), Item Numb	ers, etc.	
	Go to: All Transactions		
Checkout		e	
General Details			<u>Change</u>
Delivery Details	Attn : Adam Pracht	Location : Smoky Hill Education Service Center Salina	<u>Change</u>
Billing Details	Attn : Diane Mann	Location : Smoky Hill Education Service Center Salina	<u>Change</u>
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View Workflow Details			
	This transac	tion does not require approval	
Ad Hoc Review Releas	e PO		

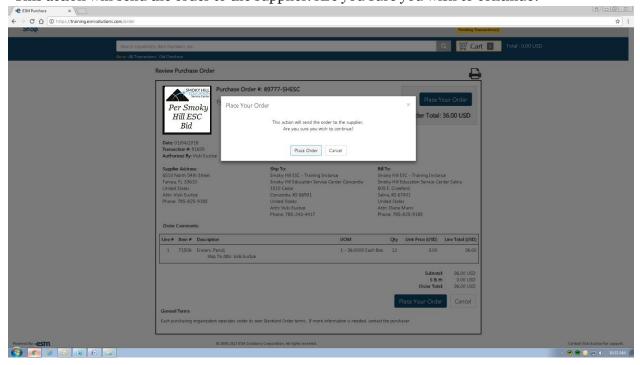
Below is the screen view if using a credit card. Enter information requested and click "Place Your Order."

T Holle. (000)	JUU-J227	Phone: 78	5-825-9185	Phone: 785-825-9185 Card Type:		
	Credit Card Details				×	
Order Comm	Subtotal:	4.55 USD	* Name on Card:	Adam Pracht	e Total (USD)	
1 08	S & H: Order Total:	0.00 USD 4.55 USD	* Card #:	Card Number	4.55	
			Expiration Date: Contact Phone #:	Month V Year V	4.55 USD	
		_	contact mone *.	100 020 0100	0.00 USD 4.55 USD	
Caracal		•	Place Your Order Cance	el	Cancel	
General Term		der its own Standard Order	terms. If more information is n	eeded, contact the purchaser.		
						Page

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.

Menu SMOKY HILL Menu Service General Menu Service General		Hi Adam 🗸
Shop		Pending Transaction(s)
Search Keyword(s), Item Numbers, etc.		Q 🐺 Cart 🚺 Total: 0.00 U
Go to: All Transactions		
Review Purchase Order Place Your Order Per Smoky Hill ESC Bid	This action will send the order to the supplier. Are you sure you wish to continue? Place Order Cancel	× Place Your Order r Total: 22.93 USD
Date: 07/07/2020 Transaction #: 141497 Authorized By: Adam Pracht	Requested By: Adam Pracht Requester Email: apracht@smokyhill.org Phone: 785-825-9185	
Supplier Address: School Specialty Inc. PO Box 1579 Order Entry Appleton. WI 54912-1579	Ship To: Smoky Hill ESC Volume Purchasing - Training Inst Smoky Hill Education Service Center Salina 605 E. Crawford	Bill To: Smoky Hill ESC Volume Purchasing - Training Inst Smoky Hill Education Service Center Salina 605 E. Crawford

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?"



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

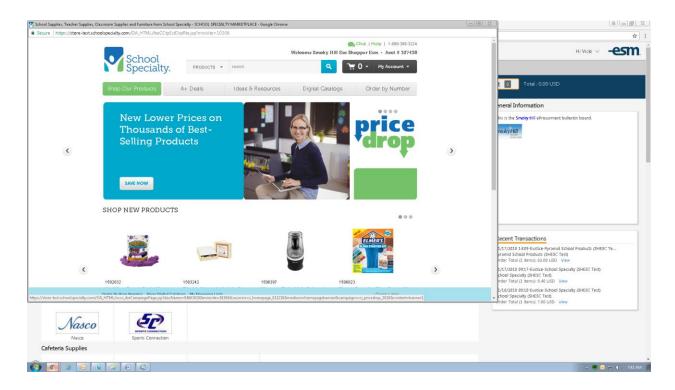


If you click on a "punch-out" catalog and it does not open another window, make sure your popup blocker is turned off on your browser.





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.



Select your items and click "Add To Cart."

Search Results - SCHOOL SPEC	ALTY MARKETPLACE - Google Chrome					00				×
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	Shop Our Products	A+ Deals	Ideas & Resources	Digital Catalogs	Order by Number	_				
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When finished adding items to cart, click "Proceed To Checkout."

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Remove Selected Ro	ws.				late Order Total Sub				
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Click on "Submit."

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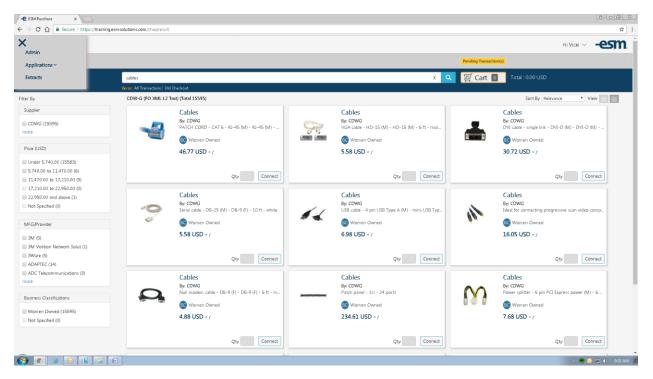
The items are placed in the ESM cart. Select the "Checkout" button to process the purchase as usual through ESM.

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Shop						
	Search Keyword(s), Item Numbr	ers, etc.			Q	Cart 40 Total: 1,859.20 USD
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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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Click on the "Checkout" button.

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

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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.

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