

# Secretary Purchase Request Instructions

(This is required for all School Specialty orders)

## **Web Access:**

1. Go to the District Portal
2. Click on the ISD Apps icon then click on the *My Benefits* icon
3. Mouse over Financials, click on Enter Request then Purchase Requisition

## **Enter a Requisition:**

1. Enter a portion of a vendor name in the *LookUp Vendor* field and click the LookUp Vendor button
2. Select the vendor desired from the pop-up list and verify the address
  - a. It will only list Purchase Order (PO) vendors
  - b. Other schools are listed under their District name. Individual schools are in the dropdown list of addresses in the *Vendor Address* field.
  - c. Some vendors have multiple locations. If the contact information indicates “Pick an Address”, then select the desired address from the dropdown list of addresses in the *Vendor Address* field.
3. If you are ordering for the next year, usually starting in early March, select Next Year otherwise select Current Year for your requisition. This is located above the LookUp Vendor button. Never change the date in the Date Needed field, always use the default date. If choosing Next Year it will default to 07/01/XX (XX being the year).
4. Tab to Click to Lookup Account (you may click to review accounts or you may simply enter the account number. (This is required field and you would not be able to proceed with this information.)
5. If you are entering a Next Year PO please enter the date you would like the items to be delivered, which would be after you summer break.
6. *Requestor* will default to your user ID. Do not change.
7. *Department* will default to your building. This will usually be okay. If a different department will actually review your requisition for approval, select the new department from the dropdown list. Note: Always select department 104-Technology when ordering technology items.
8. *Ship To* will default to your building. This will usually be okay. If the items will be shipped to another location, select the new ship to location from the dropdown list.
9. *Instruction to print on PO and/or to Purchasing* is a text field for you to include any special instructions to the vendor or Purchasing for handling of the PO. These notes will print on the PO.
  - a. Vendor: delivery instructions, quote by..., confirmation of order, etc.
  - b. Purchasing: fax order to xxx-xxx-xxxx, attachment to follow, send copy to..., etc. For any attachments, be sure to give them to the reviewer for attachment to the final requisition that will be sent to Purchasing. Orders to be faxed must include a fax number.
  - c. Defaults:
    - i. Mail PO except for those that are automatically sent to the originating building for hand carry of “Not to Exceed” POs such as discount stores, grocery stores and restaurants.
    - ii. A copy will automatically be printed to both Department and Ship To.
10. *Justifications for Approver and/or Explanation* is a text field for you to include a description of *which account you wish the cost to be coded*. You can also explain the purchase or maintain notes for future reference regarding the purchase. These notes will not print on the PO but will be available for the Reviewer and Approver.

11. You are now ready to list the items you wish to purchase. If the *Go To Shopping Cart* button is available, you can click on the button and shop online with that vendor. Currently School Specialty and its sister companies are the only vendors participating in our online program. All other vendors, click on the *Go To Detail Entry* button.
12. Enter the following for each item ordered:
  - a. *Catalog#* - enter the vendor's catalog number
  - b. *Description* – enter a description of the item being ordered including the size, color, and options desired. If it is a “Not to Exceed” PO, then enter a brief description of the type of items that will be purchased, for what purpose and “Not to Exceed \$xxx.xx”
  - c. *Unit* – select from the dropdown the appropriate unit of measure such as Each, Box, Dozen, Pkg, etc.
  - d. *Quantity* – Enter the desired quantity
  - e. *Unit Cost* – Enter the cost per unit of measure previously selected.
  - f. Click on *Update/Remove* button under detail to calculate the line item cost and running total cost of the requisition.
  - g. If you need to delete an item, select the line to be removed by clicking the checkbox in Line# next to it then click the *Update/Remove* button.
13. After all items are entered, click the *Finish Requisition* button and it will be assigned a requisition number.
14. If you need to finish it later, click the *Complete Later* button. You can add a reminder note then click *Submit* to save it. When you return, click *Finish a Saved Request* in the top right corner of the entry screen followed by the *Reference#* on the next screen and you will be back where you left off entering detail lines.
15. You may click the *Cancel* button at anytime to abandon the requisition.
16. The assigned Reviewer (typically a secretary) will review the web requisition, enter the account code based on what is described in the Justifications, and finalize it ready for the Approver (typically a principal).

**View My Requisitions (and option to print):**

1. Mouse over Financials on the top menu, click on *View My Requisition* to see a list of your requisitions.
2. The Total is for the entire requisition but only the first description line shows on the summary list. Various search options are available to filter your requisitions.
3. To see each line of the requisition, click on the Req# field.
4. If you want a paper copy, click the printer icon next to the catalog #.

**Payment on Invoice:**

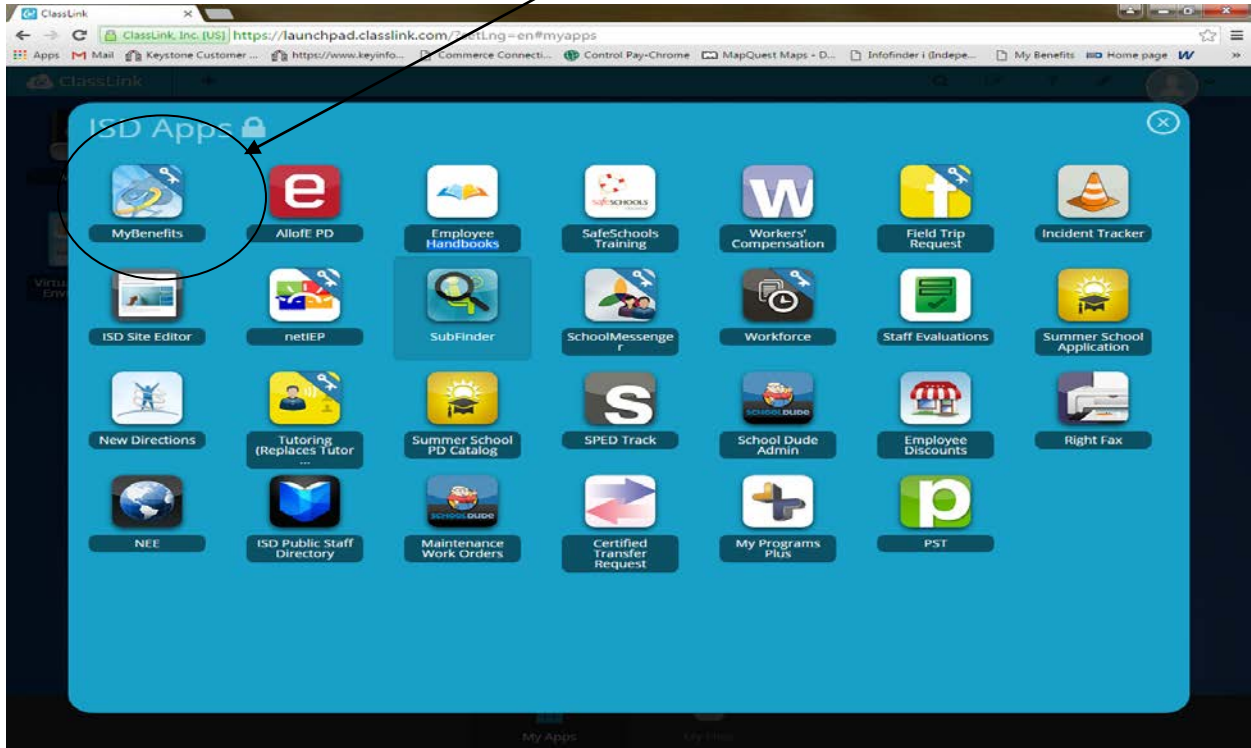
1. Purchase orders are required for all purchases of services, supplies and equipment. The PO must be created through the accounting software system prior to the order being placed. Keep in mind it is a District initiative to use In-District vendors whenever possible.
2. If a vendor tells you they do not accept POs and you would really like to use them in the future, contact our Accounts Payable department. They will try to work with the vendor to see what it takes to get them to accept our POs. In the meantime, you must find another vendor that does accept POs.
3. An itemized detail receipt/invoice is required for all purchases.
4. Submit the receipt/invoice to your building secretary as soon as the items are received so payment can be made as quickly as possible. Include the PO# on the receipt/invoice and your full signature that everything was received in good order. We cannot prepay for items.

5. Reimbursements to individuals are done only for travel.
6. Our purchases are tax exempt and sales tax will not be paid nor reimbursed.

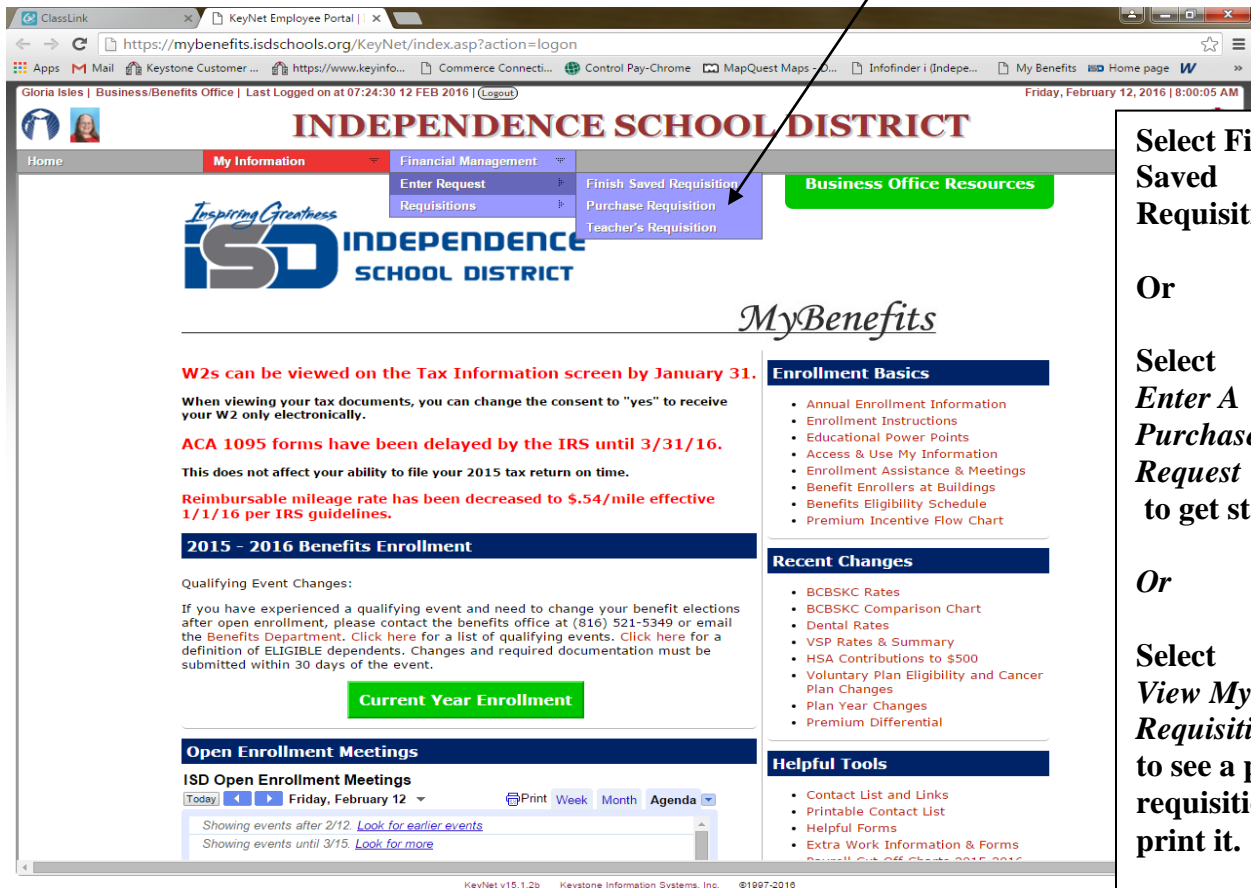
**Click on the ISD Apps icon**



Click on the My Benefits icon



Mouse over Financials then click on Enter A Purchase Request



Select Finish Saved Requisition

Or

Select Enter A Purchase Request to get started.

Or

Select View My Requisitions to see a past requisition or print it.

## Enter general requisition information

*Year:* displays when Next Year budgeting is turned on. Choose Next Year only if your order will be for next year's budget.

*Lookup Vendor:* enter part of vendor name, click Lookup Vendor, verify results shown in Vendor Name & Address. Note: only PO vendors return.

*Date Needed:* defaults to current date or July 1 if Next Year was selected in Year. Do not change the date.

*Click to Lookup Account:* account code goes here..

*Requestor:* defaults to your user ID

*Department and Ship To:* if needed, options are available in drop down list.

*Instructions:* enter special instructions to vendor. Also, include any special method of delivery for PO to vendor with contact information (fax, email, etc.).

*Justifications:* give information about the account you wish to use

*Go to:* shows Detail Entry or Shopping Cart option based on vendor setup

## Enter detail items and Finish Requisition

*Catalog:* enter vendor's catalog number

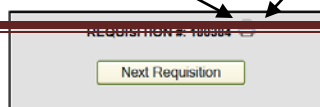
*Description:* enter description of item being ordered. (If creating a "not to exceed" PO, enter general description of items to be selected, purpose of purchase, and "not to exceed amount shown on PO")

*Unit / Qty / UnitCost:* select unit of measure in drop down list, enter quantity being ordered and price per unit shown.

*Update/Remove Line:* click to calculate ExtendedCost for line and Total Cost for this Requisition or to remove lines check marked for removal.

*Finish Requisition:* click to submit requisition, receive a requisition number and click printer icon to print (if desired).

*Complete Later:* click to save data and finish later by clicking "Finish a Saved Request" on the Teacher Purchase Request page and the "Reference#" on the My Saved Requests page





## My Saved Requests

Criteria: a09592

	Reference#	Time Entered	Vendor	Total	Reminder	
1	1322	03/08/2012 10:24pm	THOMPSON PUBLISHING GROUP,INC	350.00	verify needed	Remove

**To see prior requisitions,  
mouse over Financials, click View My Requisitions, then click the Req# desired**

MY EMPLOYEE INFORMATION
FINANCIALS

### View My Requisitions

1 Result

Req#	Type	Reviewer	Req Date	Date Needed	Site	Vendor
	Purchase Orders	ALL	30 Days	All	ALL	THOMPSON PUBLISHING GROU
* In Review						<input type="button" value="Search"/> <input type="button" value="Clear Values"/>
180384*	Purchase Order	A13956	03/08/12	03/08/12	Business/Benefits Office	THOMPSON PUBLISHING GROUP,II

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# Choose A Vendor

Enter “**School Specialty**” in the “Lookup Vendor” box and click “Lookup Vendor”. “School Specialty Supply Co” will be returned. This can be used for other vendors, please use PO vendors only.

**Date Needed:** If this is a next year purchase order, click the “Next Year Requisition Checkbox”. Always use the default date. If you had selected the incorrect date back out and start over.

**IMPORTANT:** Select your school secretary as the “Reviewer” in the drop-down to ensure your order will be processed

Welcome, Gloria Isles - Business/benefits Office (Last Logged in 08:13:54 06 MAR 2012) (log out) Tuesday, March 6, 2012 9:50:44

INDEPENDENCE SCHOOL DISTRICT

MY EMPLOYEE INFORMATION FINANCIALS

KeyNet Teacher Purchase Order Requisition Entry

New Requisition Finish a Saved Request

Current or Next Year  CURRENT YEAR  NEXT YEAR

Lookup Vendor  Enter a Vendor Number or Enter a Name and click the Lookup button. Select from recently used Vendors

Vendor Name

Vendor Address

Date Needed 3/6/2012

Requestor a10106

Department Business/Benefits Office (119)

Ship To Business/Benefits Office (119)

Reviewer - Select One -

Instructions to print on PO and/or to Purchasing

Justifications for Approver and/or Explanation

Go to Detail Entry Cancel

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# Enter Details

**Instructions Field:** Enter a quote and number if authorized. (this comes back from Keystone)

**Justification Field:** Describe the account(s) to be charged. Example: Budget, Activity, Department, etc

Click **“Go to Shopping Cart”** to start your online shopping requisition

The screenshot shows a web form titled "New Requisition" with a "Finish a Saved Request" link in the top right. The form contains the following fields and values:

- LookUp Vendor:** A button and a text input field containing "005867". A note above the input says "Enter a Vendor Number or Enter a Name and click the LookUp button." Below the input is a star icon and the text "Select from recently used Vendors".
- Vendor Name:** SCHOOL SPECIALTY SUPPLY CO
- Vendor Address:** SCHOOL SPECIALTY SUPPLY CO ; ORDER ENTRY DEPARTMENT ; P.O. BOX 1579 ; APPLETON CITY, WI 54912-1579
- Date Needed:** 2/14/2012
- Requestor:** A99999
- Department:** Business/Benefits Office (119)
- Ship To:** Business/Benefits Office (119)
- Reviewer:** - Select One -
- Instructions to print on PO and/or to Purchasing:** An empty text area with a scroll bar. An arrow points to this field.
- Justifications for Approver and/or Explanation:** An empty text area with a scroll bar. An arrow points to this field.

At the bottom of the form are two buttons: "Go to Shopping Cart" and "Cancel". An arrow points to the "Go to Shopping Cart" button.





# Create Your Request

You will be launched into our Homepage and have a welcome menu to begin. Choose the desired menu option.

The screenshot displays the School Specialty website interface. At the top, a navigation bar includes 'MY EMPLOYEE INFORMATION' and 'FINANCIALS'. The main header features the 'School Specialty' logo, contact information (1-888-388-3224), and a search bar. Below the header is a category menu with options like Home, Supplies, Furniture, Early Childhood, Art, Special Needs, and Physical Education. A central banner for 'EducationEssentials' is visible, along with a 'Cart Summary' box indicating an empty cart. A modal window titled 'Welcome INDEPENDENCE SD SHOPPER' is overlaid on the page, offering three options: 'Begin Shopping', 'Order By Item', and 'Shop Digital Catalogs'. The footer contains promotional banners for free shipping, digital catalogs, and a sign-up for email and catalog updates.



# Order By Item

Allows you to key catalog item numbers for quick order entry.

The screenshot displays the School Specialty website interface. At the top, the logo and contact information are visible: "School Specialty", "Questions? 1-888-388-3224", and "WELCOME INDEPENDENCE SD SHOPPER | Account: 419060". A search bar is located on the right. Below the header, a navigation menu includes "Home", "Supplies", "Furniture", "Early Childhood", "Art", "Special Needs", and "Physical Education". A large banner for "Classroom Under the Sea in 3D Art and Science Program Kit" is featured, with a "NEW" badge and a "Click to Learn More" button. Below the banner, three promotional boxes are shown: "Childcraft ECERS-R Support Kit Item# 1407823" with a "Shop Now" button, "New Year. New Savings! Save with FREE SHIPPING on classroom supplies" with a "Click to Learn More" button, and "Special Offers" with a "Click Now to See How You Can Start Saving!" button. On the right side, a "Cart Summary" box shows "4 Item(s) - Subtotal: \$223.01 (Excludes Shipping and Tax)" and a "Go To Shopping Cart" button. Below the cart summary, a "Carts/Orders" section lists "Order By Item", "Current Shopping Cart", "My Shopping Lists", and "Shop Digital Catalogs". An arrow points to the "Order By Item" link. A "Quick Links" section includes "Quick Start Guide", "Contact Us", and "Shipping Policy". A left sidebar contains a "Shop by Category" menu with options like "SCHOOL SUPPLIES", "ART EDUCATION", "EARLY CHILDHOOD", "FURNITURE", "PHYSICAL EDUCATION", "SPECIAL NEEDS", "TEACHING RESOURCES", "TECHNOLOGY", and "FACILITY SUPPLIES".



# Key your Catalog Numbers and Quantity. Verify your items. Click **ADD TO CART**.

**Note:** if items have changed, a **View Alternates** will appear in your results offering more information. Discontinued items will be indicated with a red **X**.

## Order By Item

Order By Item

Represents a valid item.  
 View Alternates to replace item.  
 Item not found, verify item number.

**Tip:** Add to Cart will give you the ability to remain on this page and continue adding items.

Add Items and Go To Cart

Remove Selected Rows

Line	Remove <input type="checkbox"/>	Item Number	Quantity	Item Description	Results
1	<input type="checkbox"/>	089823	<input type="text" value="2"/>	NOTES SELF-STK PG MRKR 1/2X2 ASST NEO PACK OF 5 - SCHOOL SMART	
2	<input type="checkbox"/>	076144	<input type="text" value="10"/>	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	
3	<input type="checkbox"/>	089657	<input type="text" value="2"/>	DISPENSER POP UP FLORAL DESIGN	
4	<input type="checkbox"/>	000003	<input type="text" value="1"/>	STAPLER FULL STRIP 407 ECONOMY BLACK	
5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

# Your item will be added to your shopping cart.

You will be able to see the item product and pricing details. Click **Order By Item** to add more items to your cart. Click **Home** to return to your home page.

Cart Number: 7770001965

Return to Previous Page | My Shopping Lists | Order By Item | [Checkout](#)

Line	Remove <input type="checkbox"/>	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	089823	089823	NOTES SELF-STK SCHOOL SMART PG MRKR 1/2X2 ASST NEO PACK OF 5	2	EA	Catalog: \$3.59 Disc: -\$0.36 Net: \$3.23	Catalog: \$7.18 Disc: -\$0.72 Net: \$6.46
2	<input type="checkbox"/>	076144	076144	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	10	EA	Catalog: \$19.88 Disc: -\$1.99 Net: \$17.89	Catalog: \$198.80 Disc: -\$19.90 Net: \$178.90
3	<input type="checkbox"/>	089657	089657	DISPENSER POP UP FLORAL DESIGN	2	EA	Catalog: \$12.49 Disc: -\$1.25 Net: \$11.24	Catalog: \$24.98 Disc: -\$2.50 Net: \$22.48
4	<input type="checkbox"/>	000003	000003	STAPLER FULLSTRIP 408 ECONOMY BLACK	1	EA	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19

Remove Selected Rows Update Order Total | Subtotal: \$215.03

Shipping and Tax have not been finalized. [Click here to calculate.](#)

[Save to Shopping List](#)

Return to Previous Page | My Shopping Lists | Order By Item | [Checkout](#)



# Keyword Search

Your search results will display. Click the item name for more information, **See Price in Cart** to see your discount price or **Add to Cart**.

The screenshot shows the School Specialty website interface. At the top, there is a navigation bar with the School Specialty logo, contact information (Questions? 1-888-388-3224), and links for 'About Us', 'Carts / Orders', 'Print this Page', and 'Print Shopping Cart'. A search bar is present with a 'Search' button and a shopping cart icon. Below the navigation bar, there are tabs for 'Home', 'Supplies', 'Furniture', 'Early Childhood', 'Art', 'Special Needs', and 'Physical Education'. The main content area displays search results for 'STAPLER'. On the left, there is a 'Refine Your Results' sidebar with filters for Price, Brand Name, Product Category, and Used For. The main results area shows a grid of six stapler products, each with an image, name, model number, catalog price, and an 'Add to Cart' button. A 'Cart Summary' box on the right shows the current cart contents: 4 items with a subtotal of \$215.03, excluding shipping and tax. The last item added is a Post-It Pop-Up, and the previous item was a Swingline 407. A 'Go To Shopping Cart' button is also present.

**School Specialty** Questions? 1-888-388-3224 About Us | Carts / Orders | Print this Page | Print Shopping Cart  
WELCOME SCHOOL DISTRICT SHOPPER | Account: 279504

Home Supplies Furniture Early Childhood Art Special Needs Physical Education

**Refine Your Results** Search results for "STAPLER": Showing Results: 1-25 of 286 Didn't find what you were looking for? Click here for search tips.

Items/Page 25 Page 1 2 3 4 ... 12 | Next

	<b>Bostitch ImpulseDrive Electric Stapler - Black</b> 010387 Catalog Price: \$48.99 See your price Qty: <input type="text"/> <b>Add to Cart</b>		<b>Swingline 747 Business Full Strip Stapler - Red</b> 081494 Catalog Price: \$19.99 See your price Qty: <input type="text"/> <b>Add to Cart</b>
	<b>Bostitch B8E Heavy-Duty Electric Stapler</b> 081571 Catalog Price: \$79.99 See your price Qty: <input type="text"/> <b>Add to Cart</b>		<b>Swingline 444 Commercial Full Strip Stapler - Black</b> 061188 Catalog Price: \$10.99 See your price Qty: <input type="text"/> <b>Add to Cart</b>
	<b>Bostitch Stapler Desktop Bostitch Contemporary Black</b> 321823 Catalog Price: \$14.59 See your price Qty: <input type="text"/> <b>Add to Cart</b>		<b>Swingline Standard Strip Desk Stapler - 15 Sheet Capacity - Black</b> 023614 Catalog Price: \$7.29 See your price Qty: <input type="text"/> <b>Add to Cart</b>

**Cart Summary**  
4 Item(s) - Subtotal: \$215.03  
(Excludes Shipping and Tax)  
Last Item(s) Added:  
089657 - Post-It Pop-Up  
000003 - Swingline 407  
[Go To Shopping Cart](#)



# Category Browse

Click your desired category to browse available products.

**School Specialty** Questions? 1-888-388-3224

About Us | Carts / Orders | Print this Page | Print Shopping Cart  
WELCOME INDEPENDENCE SD SHOPPER | Account: 419060

Home | Supplies | Furniture | Early Childhood | Art | Special Needs | Physical Education

**Shop by Category:**

- Home
- SCHOOL SUPPLIES
- ART EDUCATION
- EARLY CHILDHOOD
- FURNITURE
- PHYSICAL EDUCATION
- SPECIAL NEEDS
- TEACHING RESOURCES
- TECHNOLOGY
- FACILITY SUPPLIES

**Classroom Under the Sea in 3D Art and Science Program Kit**  
3-D technology takes this art and science color theory lesson to amazing depths

Click to Learn More

1/3

**What's New**

Childcraft ECERS-R Support Kit  
Item# 1407823

Shop Now

**Free Shipping**

New Year. New Savings!  
Save with **FREE SHIPPING** on classroom supplies

Click to Learn More

**Special Offers**

Make every penny count!

Click Now to See How You Can Start Saving!

**Cart Summary**

4 Item(s) - Subtotal: \$223.01  
(Excludes Shipping and Tax)

Last Item(s) Added:  
089657 - Post-It Pop-Up Dispen  
000003 - Swingline 407 Light D

Go To Shopping Cart

**Carts/Orders**

- Order By Item
- Current Shopping Cart
- My Shopping Lists
- Shop Digital Catalogs

**Quick Links**

- Quick Start Guide
- Contact Us
- Shipping Policy





# Category Browse

Each category will further break into sub-categories for a specified product search.

**School Specialty** Questions? 1-888-388-3224

About Us | Carts / Orders | Print this Page | Print Shopping Cart  
WELCOME INDEPENDENCE SD SHOPPER | Account: 419060

Home | Supplies | Furniture | Early Childhood | Art | Special Needs | Physical Education

**ART EDUCATION**

**Shop by Category:**

- Home
- SCHOOL SUPPLIES
- ART EDUCATION
- BRUSHES
- CANVAS
- CLASSROOM SUPPLIES
- CRAFTS
- CUTTING TOOLS
- DRAWING
- EASELS
- FURNITURE
- PAINT
- PAINTING ACCESSORIES
- PORTFOLIOS
- PRINTMAKING
- RESOURCES
- SCREEN PRINTING

- BRUSHES (822)
- CLASSROOM SUPPLIES (429)
- CUTTING TOOLS (472)
- EASELS (63)
- PAINT (1724)
- PORTFOLIOS (60)
- RESOURCES (702)
- PENCILS (1)
- MURALS (15)
- PAPER - BOARDS (1939)
- STORING - ORGANIZING (209)
- CANVAS (177)
- CRAFTS (1529)
- DRAWING (1408)
- FURNITURE (522)
- PAINTING ACCESSORIES (155)
- PRINTMAKING (465)
- SCREEN PRINTING (131)
- ART KITS (14)
- ADHESIVES - FASTENERS (345)
- SCULPTURE - CERAMICS (1747)
- AV TECHNOLOGY (77)



# Check Out

Click **Checkout** to review your cart and shipping charges

[Home](#) | [Supplies](#) | [Furniture](#) | [Early Childhood](#) | [Art](#) | [Special Needs](#) | [Physical Education](#)

**Your Shopping Cart**

[Shopping Cart](#) | [Review & Submit](#) | [Confirmation](#)

Cart Number: 7770001965 | [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item](#) | [Checkout](#)

Line	Remove <input type="checkbox"/>	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	089823	089823	NOTES SELF-STK SCHOOL SMART PG MRKR 1/2X2 ASST NEO PACK OF 5	2	EA	Catalog: \$3.59 Disc: -\$0.36 Net: \$3.23	Catalog: \$7.18 Disc: -\$0.72 Net: \$6.46
2	<input type="checkbox"/>	076144	076144	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	10	EA	Catalog: \$19.88 Disc: -\$1.99 Net: \$17.89	Catalog: \$198.80 Disc: -\$19.90 Net: \$178.90
3	<input type="checkbox"/>	089657	089657	DISPENSER POP UP FLORAL DESIGN	2	EA	Catalog: \$12.49 Disc: -\$1.25 Net: \$11.24	Catalog: \$24.98 Disc: -\$2.50 Net: \$22.48
4	<input type="checkbox"/>	000003	000003	STAPLER FULL STRIP 408 ECONOMY BLACK	1	EA	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19

Remove Selected Rows | [Update Order Total](#) | **Subtotal: \$215.03**  
 Shipping and Tax have not been finalized. [Click here to calculate.](#)  
[Save to Shopping List](#)

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item](#) | [Checkout](#)



# Save a Shopping List (Optional)

If you would like to save your cart to continue later. Or, if you think you might order these items again, you can create a “Shopping List” with your name on it. Then, you can revisit your items at any time.

1. From the shopping cart, Click “Save to Shopping List”, Create a New List, Name it: building number + First Initial & Last Name Example: 460TJones
2. To access this list in the future click “My Shopping Lists”, find your name, select your items, click “Add to Cart”
3. Note: Please do not access other user’s lists
4. If you are only using your list temporarily, delete it when complete.

Cart Number: 7771189238 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Checkout](#)

[Shopping Cart](#) | [Promotion Codes](#)

[Remove Selected Rows](#) [Save to Shopping List](#)

Line	Remove <input type="checkbox"/>	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	000003	000003	STAPLER FULLSTRIP 407 ECONOMY BLACK	<input type="text" value="1"/>	EA	Catalog: \$11.84 Disc: -\$6.63 Net: \$5.21	Catalog: \$11.84 Disc: -\$6.63 Net: \$5.21
2	<input type="checkbox"/>	000066	000066	PAPER CLAMPS BUTTERFLY #1 LARGE PACK OF 12	<input type="text" value="2"/>	EA	Catalog: \$1.72 Disc: -\$0.58 Net: \$1.14	Catalog: \$3.44 Disc: -\$1.16 Net: \$2.28
3	<input type="checkbox"/>	054054	054054	CONST PPR 9X12 ASST TRURAY 50 PER PACK	<input type="text" value="5"/>	EA	Catalog: \$2.79 Disc: -\$1.26 Net: \$1.53	Catalog: \$13.95 Disc: -\$6.30 Net: \$7.65
4	<input type="checkbox"/>	054003	054003	CONST PPR 9X12 LT YELLOW TRURAY 50 PER PACK	<input type="text" value="5"/>	EA	Catalog: \$2.79 Disc: -\$1.53 Net: \$1.26	Catalog: \$13.95 Disc: -\$7.65 Net: \$6.30

[Remove Selected Rows](#) Update Order Total | **Subtotal: \$21.44**

[Shipping and Tax have not been finalized. Click here to calculate.](#)  
[Save to Shopping List](#)

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Checkout](#)



# Review and Submit

Check your shopping cart carefully!  
Click **Submit** to move to the final step

Cart Number: 7770001965

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	089823	089823	NOTES SELF-STK SCHOOL SMART PG MRKR 1/2X2 ASST NEO PACK OF 5	2	EA	Catalog: \$3.59 Disc: -\$0.36 Net: \$3.23	Catalog: \$7.18 Disc: -\$0.72 Net: \$6.46
2	076144	076144	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	10	EA	Catalog: \$19.88 Disc: -\$1.99 Net: \$17.89	Catalog: \$198.80 Disc: -\$19.90 Net: \$178.90
3	089657	089657	DISPENSER POP UP FLORAL DESIGN	2	EA	Catalog: \$12.49 Disc: -\$1.25 Net: \$11.24	Catalog: \$24.98 Disc: -\$2.50 Net: \$22.48
4	000003	000003	STAPLER FULLSTRIP 408 ECONOMY BLACK	1	EA	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19
						<b>Subtotal:</b>	<b>\$215.03</b>
						Shipping and Handling:	\$0.00
						Sales Tax (0%):	\$0.00
						<b>Total:</b>	<b>\$215.03</b>



# Submit to Procurement System

Choose **Click Here** to send your cart's information to Keystone



**Thank You for Shopping With School Specialty!**

Your requisition is ready. Press the "Submit" button below to logout and transfer your requisition information to complete your order.

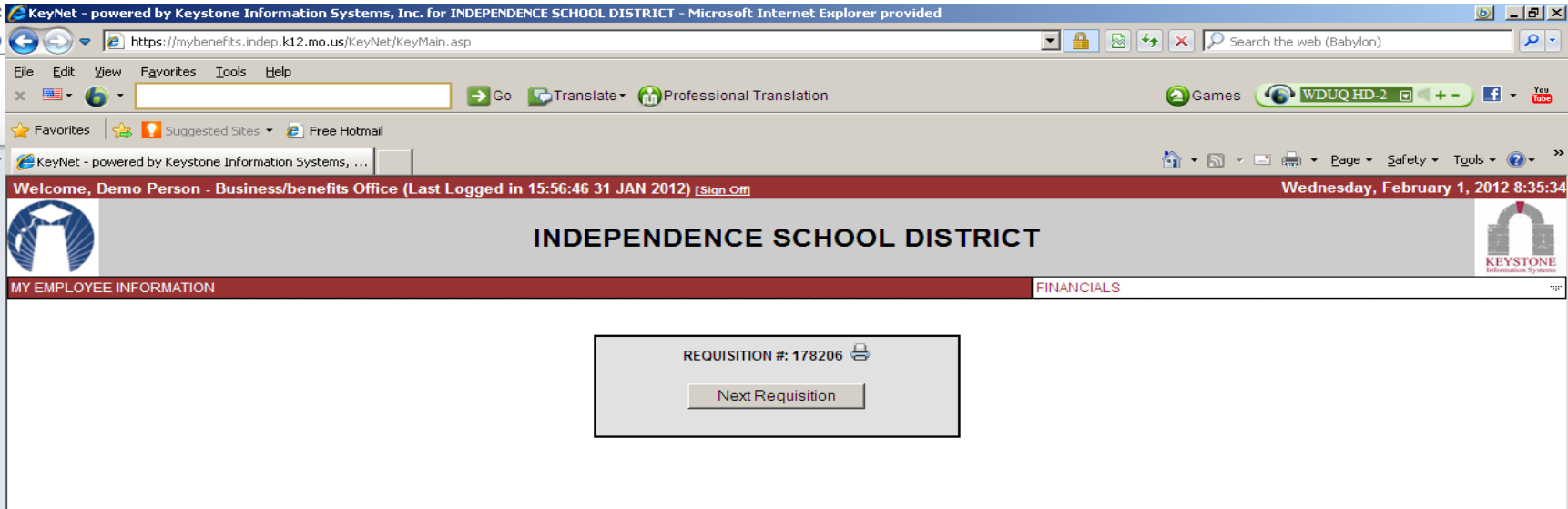
[Click Here](#)



# Request Complete

You will receive a requisition number, please write the number down in case you lose your connection. You will have the option to create another req if you wish.

**IMPORTANT:** Click the “printer” icon to print a hard copy of your order.





# Thank you!

Online Support

(800) 513-2465

[onlinehelp@schoolspecialty.com](mailto:onlinehelp@schoolspecialty.com)



**REVIEWER CREATES REQUISITION**