



School Specialty
Online Ordering
Through Skyward

Enter the Skyward Web Access

Enter your Skyward Login ID and Password. Click "Sign In"

SKYWARD®
Skyward School District
PRPT)FIN WI - (BP)

Login ID:

Password:

[Forgot your Login/Password?](#)

05.12.06.00.00

Login Area:

Requisitions

Choose Purchasing, then Requisitions

Web Financial Management - WF - 10636 - 05.13.06.00.12-10.2 - Microsoft Internet Explorer provided by School Specialty, Inc

https://pbroke1.skyward.com/scripts10/cgiip.exe/WService=11055web/sfm/home01.w

Skyward School District

Home Purchasing

Financial Management

Jump to Other Dashboards

Skyward User

Reset Dashboards Select Widgets

My Print Queue

Job Status

No items available.

Recent Programs

Financial Management Home

WF

eCommerce Ordering

WFPUDEC

Requisitions

WFPUIMRREVRQ

FastTrack Open Positions

Inventory Requisitions

Employee Review

My Requisitions

WFPUIMRIMY

Employee Access Home

Personal Information

District News

No news to display

Calendar Events

No calendar events available

Notifications

You do not have any unread notifications.

Weather

Displaying weather for 54481 (change).

Conditions for Stevens Point, WI at 3:33 pm CDT

Friday, October 26, 2012

Current Conditions:

Mostly Cloudy, 44 F

Forecast:

Fri - Partly Cloudy/Wind, High: 42 Low: 32

Sat - Partly Cloudy/Wind, High: 41 Low: 27

Sun - Partly Cloudy, High: 49 Low: 31

Mon - Partly Cloudy, High: 40 Low: 28

Tue - Cloudy, High: 38 Low: 30

Web Favorites

Add links to your favorite sites on the web.

Add Web Favorite

District Information

Skyward eCommerce Testing

Task Manager

There are no tasks currently assigned to you.

RSS Feeds

Currently there are no RSS Newsfeeds selected.

Click here to select RSS Newsfeeds to display.

Internet | Protected Mode: Off

100%

Add from Online Catalog

Your requisitions will be listed. To create a new School Specialty requisition, choose “Add from Online Catalog”

Requisitions

Requisition Number	App Sts	Today's Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Project/Grant Disc	#
0000016579	WIP		12	SS Test #1 for Oct Release	School specialty incscr		0.43	Peterman, Ben		1
0000016680	WIP		12	SS Test #2 for Oct Rel	School specialty incscr		2.95	Peterman, Ben		2
0000016842	WIP		07	Test Corp Express	Corpus christi area teach...	WV	0.00	Peterman, Ben		0
0000016871	WIP		18	Test for Time Out	Sportimescr	WV	34.58	Peterman, Ben		2
0000016884	WIP		07	Testing the ship date field.	STAPLES	WI	14.65	Peterman, Ben		2
0000016929	WIP		07	TESTING A WEB REQ	A & A FIRE AND SECURITYSC..	WI	0.00	Peterman, Ben		0
0000016942	WIP		23	Speical testing of ecommerc	A & A FIRE AND SECURITYSC..	WI	0.00	Peterman, Ben		0
0000017023	WIP		10	Test ordering of 9 items.	School specialty incscr	WV	37.84	Peterman, Ben		4
0000017025	WIP		10	Testing 10 items	School specialty incscr	WV	21.32	Peterman, Ben		13
0000017034	WIP		10	Staples Requisition	STAPLES	WI	1.60	Peterman, Ben		1
0000017088	WIP		10	test	STAPLES	WI	1.60	Peterman, Ben		1
0000017146	WIP		03	Test	STAPLES	WI	0.00	Peterman, Ben		0
0000017154	WIP		17	Test Staples	STAPLES	WI	2.92	Peterman, Ben		1
0000017157	WIP		17	test	Corpus christi area teach...	WV	452.36	Peterman, Ben		2
0000017158	WIP		17	Firefox Office Max Test	Gandhi book housescr	WV	22.61	Peterman, Ben		1
0000017160	WIP		17	Safari Office Max Test	Gandhi book housescr	WV	28.56	Peterman, Ben		1
0000017161	WIP		17	Safari Corporate Express Test	Corpus christi area teach...	WV	0.00	Peterman, Ben		0
0000017162	WIP		17	Fire Fox Corporate Express Test	Corpus christi area teach...	WV	63.11	Peterman, Ben		1
0000017164	WIP		17	Firefox Staples Test	STAPLES	WI	2.20	Peterman, Ben		1
0000017165	WIP		17	Safari Staples test	STAPLES	WI	5.01	Peterman, Ben		1
0000017202	WIP		24	test	Gandhi book housescr	WV	0.00	Peterman, Ben		0

100 76 records displayed

Requisition Number: [input field]





Filter Options: Print, Add, View, Edit, Delete, Clone, Notes, Attach, Submit, Approve, Deny, Remove Approval, Add from Online Catalog, Clone from Purchase Order, Mass Approve Requisitions, Assign Special Group, Print WIP

Choose the Vendor you wish to order from. In this example, the Vendor is School Specialty

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.16.10.00.06 - Login - Powered by Skyward

https://somskyward01.somerset.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqecom001.w?isPopup=true

Click on the image of the site whose online catalog you want to order from.

100%

Enter Requisition Master Information

Enter your Requisition Master Information, then click "Save and Add Detail"

Requisition Master Information - FM\PU\RQ\RQ - 2220 - 05.12.06.00.00 - Microsoft Internet Explorer provided by School Specialty

https://pbroker1.skyward.com/scripts10/cgiip.exe/WService=11055web/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 002 - Two Leading 0s

Fiscal Year: 2010 - 2011 July 1, 2010 - June 30, 2011

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 06

* Description: Back to School Order

Vendor: SCHOOL SPECIALTY ****Ecommerce Vendor****

* Ship To: DISTRICT-WIDE SHIP-TO 123 MAIN ST MARATHON WI 54448

Attention: Ben Peterman

* Due Date: 04/06/2012 Friday

Ship Date: 04/06/2012 Friday

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Buttons: Check Spelling, Save and Add Detail, Back


Create Your Request


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

The screenshot shows the School Specialty website homepage. At the top left is the School Specialty logo. To the right of the logo is a navigation bar with 'PRODUCTS' and 'SEARCH' dropdown menus, a search icon, a shopping cart icon showing '0' items, and a 'My Account' dropdown menu. Above the shopping cart is the phone number '1-888-388-3224' and a 'Get Help' link. Below the navigation bar are three main menu options: 'Shop Our Products' (highlighted in green), 'Shop Digital Catalogs', and 'Order by Item Number'. Below these is a large promotional banner. The left side of the banner has a yellow background with the text 'School Supplies, Educational Products and More' and 'Ensuring that students of all ages receive the scholastic support they need to reach their potential.' Below this text is a yellow 'START SHOPPING' button. The right side of the banner features a photograph of a smiling young girl with long brown hair, wearing a green jacket, holding a blue book titled 'Read and Succeed Comprehension'.

1-888-388-3224 | [Get Help](#) ▼

Welcome Frisco - Acct # 134928

PRODUCTS ▼ SEARCH 

 0 ▼ My Account ▼

Shop Our Products ▼ Shop Digital Catalogs Order by Item Number

**School Supplies,
Educational Products
and More**

Ensuring that students of all ages receive the scholastic support they need to reach their potential.

START SHOPPING

Read and Succeed
Comprehension

Order By Item Number

Allows you to key catalog item numbers for quick order entry. Enter your items and quantities. Click **Add to Cart**.

1-888-388-3224 | [Get Help](#)

Welcome Greenbush - Acct # 296417 [Logout](#)

PRODUCTS search

0 [My Account](#)

Shop Our Products Shop Digital Catalogs **Order by Item Number**

Order By Item Number

Order By Item Number [Upload File](#)

✓ 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](#) [Add to Cart](#)

Remove Selected Rows




Line	Remove <input type="checkbox"/>	Item Number	Quantity	Item Description	Results
1	<input type="checkbox"/>	054054	<input type="text" value="1"/>	CONST PPR 9X12 ASST TRURAY 50 PER PACK	✓
2	<input type="checkbox"/>	000003	<input type="text" value="5"/>	STAPLER FULLSTRIP 407 ECONOMY BLACK	✓
3	<input type="checkbox"/>	000066	<input type="text" value="1"/>	PAPER CLAMPS BUTTERFLY #1 LARGE PACK OF 12	✓
4	<input type="checkbox"/>	1382310	<input type="text" value="1"/>	GLUE DOTS REMOVABLE ROLL PACK OF 200	✓
5	<input type="checkbox"/>	091231	<input type="text" value="1"/>	GLUE DOTS MINI PACK OF 300	✓
6	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
7	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

Order By Item Number [Shop Digital Catalogs](#) [My Shopping Lists](#) [View Carts/Orders](#) [Quick Links](#)

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 Number** to add more items to your cart. Click the School Specialty *logo* to return to your home page.

Your Shopping Cart Print

 Shopping Cart
  Review
  Confirmation

Cart Number: 7778877193 Return to Previous Page | My Shopping Lists | Order By Item Number | [Proceed to Checkout](#)

Shopping Cart | Promotion Codes | Item Availability Save to Shopping List

Remove Selected Rows

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	023197	023197	POST-IT PAGE MARKERS 1/2 X 2 ASST NEON PACK OF 5	<input type="text" value="2"/>	EA	Catalog: \$9.35 Disc: -\$3.09 Net: \$6.26	Catalog: \$18.70 Disc: -\$6.18 Net: \$12.52
2	<input type="checkbox"/>	1272311	1272311	PAPER POST-IT NOTE SUPR STK POP-UP 3X3 DISPNSR WIPACK OF 12	<input type="text" value="10"/>	EA	Catalog: \$32.65 Disc: -\$10.77 Net: \$21.88	Catalog: \$326.50 Disc: -\$107.70 Net: \$218.80
3	<input type="checkbox"/>	089657	089657	DISPENSER POP UP FLORAL DESIGN	<input type="text" value="2"/>	EA	Catalog: \$17.19 Disc: -\$5.67 Net: \$11.52	Catalog: \$34.38 Disc: -\$11.34 Net: \$23.04
4	<input type="checkbox"/>	000003	000003	STAPLER FULLSTRIP 407 ECONOMY BLACK	<input type="text" value="1"/>	EA	Catalog: \$12.30 Disc: -\$4.06 Net: \$8.24	Catalog: \$12.30 Disc: -\$4.06 Net: \$8.24

Remove Selected Rows Update Order Total | Subtotal: \$262.60
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 | [Proceed to Checkout](#)

Keyword Search

- Enter two or three words to describe your desired product and click the *Search* icon.
- Click “*Quickview*” to see product summary
- Click the *calculator* icon to see your discount price
- Click the item name for full product details
- Click filter options to refine your search to more specific items

The screenshot displays the School Specialty website interface. At the top, the School Specialty logo is on the left, and navigation links for '1-888-388-3224 | Get Help', 'Welcome Greenbush - Acct # 296417', and 'Logout' are on the right. A search bar contains the text 'glue dots' and a magnifying glass icon. Below the search bar are buttons for 'Shop Our Products', 'Shop Digital Catalogs', and 'Order by Item Number'. The main content area shows 'SHOWING RESULTS FOR glue dots' with 'Results 1 - 15 of 646'. On the left, a 'REFINE YOUR SEARCH' sidebar includes a search input field, 'SHOW RESULTS IN' (Products (646), Entire Site (0), Corporate (0)), and 'DEPARTMENT' (Arts & Craft... (497), Audio & Visua... (1)). The product listings include: 'Glue Dots 200 Non-Toxic Removable Glue Dot Roll, 1/2 in, Clear, Pack of 200' (Item # 1382310, Price \$3.29), 'Glue Dots 300 Non-Toxic Mini Glue Dot Roll, 3/16 in, Clear, Pack of 300' (Item # 091231, Price \$3.79), and 'Glue Dots 600 Non-Toxic Mini Glue Dot Value Pack, 3/16 in, Clear, Pack of 600' (Item # 091232, Price \$9.49). Each listing has a 'QUICKVIEW' button. Arrows point from the list items back to the search bar and from the 'QUICKVIEW' buttons to the list items.

Shop Our Products

- Hover over the “**Shop Our Products**” tab to see all of our item categories
- Hover over the category to see the sub-categories in

The screenshot displays the School Specialty website interface. At the top right, there is contact information: "1-888-388-3224 | [Get Help](#)" and a user greeting: "Welcome Greenbush - Acct # 296417 [Logout](#)". The main navigation bar includes a search bar with "PRODUCTS" and "glue dots" entered, a search icon, a shopping cart icon with "0", and a "My Account" link. Below the navigation bar, the "Shop Our Products" tab is highlighted in green, with an arrow pointing to it. A dropdown menu is open, listing various product categories: "Arts & Craft Supplies", "Audio & Visual Technology", "Instructional Solutions", "Early Childhood", "Furniture & Equipment", "Physical Education & Sport" (highlighted in green with an arrow), "Special Education & Needs", and "Classroom & Office Supplies". At the bottom of the dropdown is an "Order by Item Number" link. To the right of the dropdown, the "Shop Digital Catalogs" and "Order by Item Number" buttons are visible. Below these, the "FEATURED CATEGORIES" section displays four categories with icons: "Balls" (four colorful balls), "Fitness" (four dumbbells), "Goals" (a red goal), and "Leadup Skills" (two people playing). Below this, the "CATEGORIES" section lists sub-categories: "Balls", "Fitness", "Goals", "Leadup Skills", "Organization", "Resources", "Sports", "Technology - Assessment". At the bottom, the "SHOP PRODUCTS BY" section features logos for "SPORTS" and "SPARK". The School Specialty logo is visible in the bottom right corner.

Check Out

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

Your Shopping Cart

 Print



Shopping Cart



Review



Confirmation

Cart Number: 7778877193

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

Shopping Cart

Promotion Codes

Item Availability

[Save to Shopping List](#)

Remove Selected Rows

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	023197	023197	POST-IT PAGE MARKERS 1/2 X 2 ASST NEON PACK OF 5	<input type="text" value="2"/>	EA	Catalog: \$9.35 Disc: -\$3.09 Net: \$6.26	Catalog: \$18.70 Disc: -\$6.18 Net: \$12.52
2	<input type="checkbox"/>	1272311	1272311	PAPER POST-IT NOTE SUPR STK POP-UP 3X3 DISPNSR WIPACK OF 12	<input type="text" value="10"/>	EA	Catalog: \$32.65 Disc: -\$10.77 Net: \$21.88	Catalog: \$326.50 Disc: -\$107.70 Net: \$218.80
3	<input type="checkbox"/>	089657	089657	DISPENSER POP UP FLORAL DESIGN	<input type="text" value="2"/>	EA	Catalog: \$17.19 Disc: -\$5.67 Net: \$11.52	Catalog: \$34.38 Disc: -\$11.34 Net: \$23.04
4	<input type="checkbox"/>	000003	000003	STAPLER FULLSTRIP 407 ECONOMY BLACK	<input type="text" value="1"/>	EA	Catalog: \$12.30 Disc: -\$4.06 Net: \$8.24	Catalog: \$12.30 Disc: -\$4.06 Net: \$8.24

Remove Selected Rows

[Update Order Total](#) | Subtotal: \$262.60


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](#) | **Proceed to Checkout**

Review and Submit

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





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

Your Shopping Cart


 Shopping Cart


 Review & Submit


 Confirmation

Cart Number: 7770001965

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

Shopping Cart
Promotion Codes
Save to Shopping List

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
Subtotal:							\$215.03
Shipping and Handling:							\$0.00
Sales Tax (0%):							\$0.00
Total:							\$215.03

Save to Shopping List

Return to Previous Page | My Shopping Lists | Order By Item
Submit

Submit to Procurement System

Choose ***Transfer*** to send your cart's information to Skyward



Thank You for Shopping With School Specialty!

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

Transfer



Complete Your Request and Submit for Approval

Add your "Requisition Accounts", "Save and Finish Later", or "Submit for Approval". Your requisition will be forwarded to your approver through Skyward.

The screenshot shows the Skyward web application interface for Requisition Detail Lines/Accounting. The browser window title is "Requisition Detail Lines/Accounting - 05.12.06.00.00 - Microsoft Internet Explorer provided by School Specialty, Inc". The URL is "https://pbroker1.skyward.com/scripts10/cgiip.exe/WServices=11055web/foreqdet1001.w".

Requisition Master Information

Batch Number: 06
Requisition Number: 0000017699
Group: (002) Two Leading Os
Fiscal Year: 2010 - 2011
Vendor: School specialty incscr
2523 Scramble avenue
Scramble WV 55555

Accounting: Account allocation by total requisition amount.
Amount: 41.12
Ship To: DISTRICT-WIDE SHIP-TO
Description: Back to School Order

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master Notes Attachments

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	054054	CONST PPR 9X12 ASST TRURAY 50 PER PACK	1	EA	1.24000	1.24	
110	054003	CONST PPR 9X12 LT YELLOW TRURAY 50 PER PACK	5	EA	1.08000	5.40	
120	054006	CONST PPR 9X12 LT GREEN TRURAY 50 PER PACK	2	EA	1.13000	2.26	
130	000003	STAPLER FULLSTRIP 407 ECONOMY BLACK	5	EA	5.64000	28.20	
140	000066	PAPER CLAMPS BUTTERFLY #1 LARGE PACK OF 12	6	EA	0.67000	4.02	

Buttons: Add, Edit, Delete, Add Requisition Accounts

Page: 20 5 records displayed Line: []