

School Specialty Online Instructions

Log on to <https://select.schoolspecialty.com>

Click on **Account Sign In** - Enter User Name and Password. **Do not register.** (Call Kelly Potts-Staub @ 936-709-7705 or Rachel Wood @ 936-709-7868 if you need a login and password)

INSTRUCTIONS FOR ENTERING A CART

Under **Shop Our Products**, click on the category that you want to order from to start shopping. You will be able to order from all of the divisions in one shopping cart. You can order online from the divisions listed on the left hand side of the page (except for furniture. Contact Katy LaBorde about furniture).

Click on **Quick Order** if you want to quickly enter item numbers.
Click on **Shop Our Products** to view pictures and descriptions.
When you find an item you want, enter quantity and click **ADD TO CART.**

When you are ready to checkout click cart icon and click on **Go To Cart** on the dropdown menu.

CHECKOUT:

Shipping Information

Location:	Select correct warehouse from dropdown
Attention:	Do not change the information
Request Ship Date:	Do not change this inform
Payment	Click on Add Payment Method, choose Invoice and click on Update
PO Number:	XX (this will change when the PO is issued)

Click **Save Cart** if you need to make changes at a later time

Click **Submit for Approval** if your cart is complete

If order was successfully submitted you will get a message that says "Thank You Your order has been submitted."

Go back to the top of the page and click on "Print". Save a copy of the cart to attach to your Purchase Requisition.

INSTRUCTIONS FOR APPROVING A CART

Click on **My Dashboard**

Click on **View Carts to Approve**

Click on **View Cart**

Print a copy of the cart before you approve it. You will not be able to see the cart once it is approved.

Save a copy of the cart to attach to your Purchase Requisition

You can select to Edit the Cart, Reject the Cart, or Approve The Cart.

To Log-Out go to the top of the page and click on your Name. In the drop down menu click on "Sign Out"

You now need to go into eFinancePlus and enter a requisition for this online order.

Instructions for Entering the Requisition

When entering a requisition:

For Vendor:	enter 41000502 (School Specialty LLC)
For Comments:	enter RFP #19-08-01A
For Ship To:	enter the correct Warehouse number (727N or 727S)
For Notes:	enter the cart number
For Description:	enter a line for each item on your order

***Attach a copy of the cart to your purchase requisition**

Reminders:

- You can only have one online order per requisition
- Free Shipping on qualifying orders over \$49.00
- Shipping must be to the warehouse
- You can have a **maximum of 30 lines per order**