

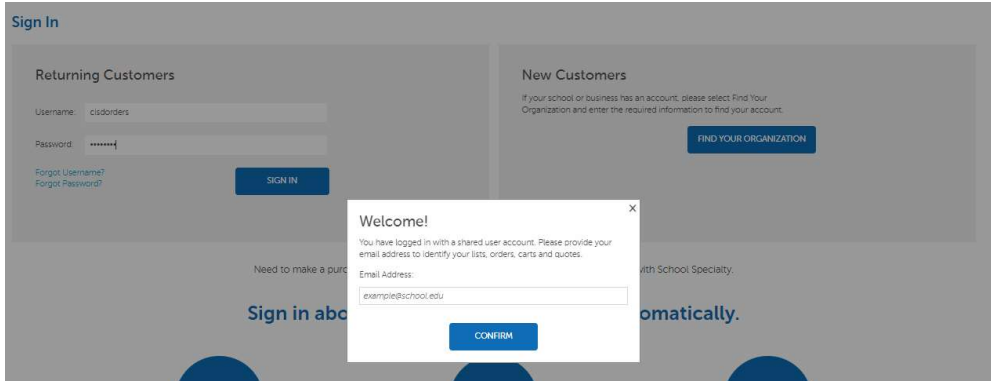
School Specialty Ordering Instructions

Click on **Account Sign In** to Log on to <https://select.schoolspecialty.com>

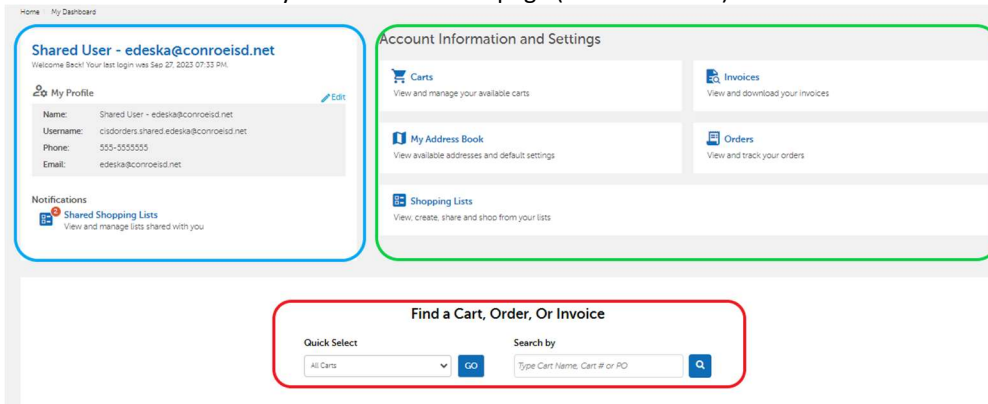
Do not register.

(email Emily Deska if you need login information)

After you log in, you will be prompted to enter your CISD email address. This will isolate your activity from others':



You will then be taken to your account home page (the dashboard):



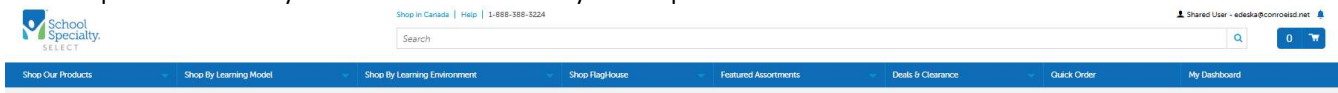
Your user information that includes your contact information and any notifications.

Account Information and Settings where you can see your shopping lists, carts, and orders.

The search area where you can find saved carts, orders, etc. by specific number.

CREATING A CART

At the top of the window you will see the various ways to shop:



Click on **Quick Order** if you want to quickly enter item numbers.

Click on **Shop Our Products** to view pictures and descriptions.

You can order online from most divisions listed on the left-hand side of the page (for furniture - contact Katy LaBorde).

THE CART AND CHECKOUT

Edits, Deleting, Etc.

Select the “Actions” button, and it will change to a list of the different things you can manipulate with your cart. This is how you will edit, delete, or save the cart:

[Your Shopping Cart](#) [Edit](#)

Cart 1038285086 | Last modified on 09/27/2023

Pricing Program: OMNIA

Prices are subject to change in saved carts.

Other Saved Carts

[Print](#) [Download](#)

ACTIONS

Other Saved Carts

[Print](#) [Download](#)

[X](#) [DELETE MULTIPLE ITEMS](#) [DELETE CART](#) [BUDGET CODES](#) [COPY TO NEW CART](#) [SAVE AS LIST](#) [SAVE CART](#)

Shipping Information

Ship To

Addresses:

CONROE ISD CENTRAL WAREHOUSE, 27075 GEFERT WRIGHT RD

Ship To:
CONROE ISD CENTRAL WAREHOUSE
27075 GEFERT WRIGHT RD
SPRING, Texas 77386-3901
United States

Attention:

* Required Field

First Name *

Last Name *

Email *

edeska@conroeisd.net

Phone:

() 555) 5555555 Ext.

Save Attention Details

Ship When Ready
or Request Future Shipping Date

Address: CISD Central Warehouse (default)

Attention: Enter your information

Request Ship Date: Do not change the information

Payment

Leave the default options seen here:

Payment

☒ Pay by Invoice

☐ Pay by Card

Billing Address

CONROE INDEPENDENT SCHOOL DISTRICT

Conroe Independent School District
3205 W Davis St
Conroe, Texas 77304-2063
United States

Invoice Options

Invoice

Note: Invoice will be default option when no other invoicing options are available.

PO Number

Enter “XX” (this will be changed by Purchasing when the PO is issued)

Purchase Order / Reference#

☒ Add PO # ☐ Select PO #

Must be assigned by final approver.

Final Step

Next Step

You may need approval for this order.

[SAVE CART](#) [SUBMIT FOR APPROVAL](#)

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

Submit for Approval if your cart is complete.

If 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 submitted cart to attach to your Purchase Requisition. **Print a copy of the cart before you submit for approval.**

ENTERING A REQUISITION

Click on **My Dashboard** to return to your account home page (the dashboard). Here, you can find the cart you will be building a requisition for by utilizing the different search options. It is recommended you select “All Carts” for best results:

Find a Cart, Order, Or Invoice

Quick Select

My Saved Carts

My Saved Carts

All Carts

Orders

Invoices

GO

Search by

Type Cart Name, Cart # or PO

To print:

Your Shopping Cart [Edit](#)

Cart 1038288265 | Last modified on 09/28/2023

Pricing Program: OMNIA

Other Saved Carts

[Print](#) [Download](#)

The following will pop up and either option is acceptable:

Delivery

Print Your Shopping Cart

☐ Print without Product Pictures

☒ Print with Product Pictures

PRINT

Subtotal

When the printing window pops up, change the destination to “Microsoft Print to PDF” to save a PDF copy to your chosen file or desktop to upload as backup to your requisition:

Quote - Saved Cart
Created by SHARED USER -
EDSKA@CONROEISD.NET (CISDORDERS)
Prices are subject to change

Cart Name Your Shopping Cart
Cart 1038288265
Pricing Program: OMNIA
Last Modified on 09/28/2023
STATUS: Saved Cart

Order Summary
Subtotal: \$717.90
+ Estimated Tax: \$0.00
+ Shipping: \$0.00
Total: \$717.90

Print
Destination
Pages
Layout

1 sheet of paper

Microsoft Print to PDF
Emily's HP LaserJet Pro M402dne
HP Color LaserJet M555 [D39EBE]
Save as PDF
See more...

Ship To
CONROE ISD CENTRAL
WAREHOUSE
27075 GIFFERT WRIGHT RD
SPRING, Texas 77386-3993
United States

Payment
Invoice ending in
CONROE INDEPENDENT
SCHOOL DISTRICT
3205 W DAVIS ST

When entering the purchase requisition:

You must list each item as a separate line. There is a 30-line limit per requisition for orders shipping to the warehouse.

Vendor Number: 41000502 - School Specialty LLC
Comment Line: RFP #19-08-01A or RFP #19-09-03A
Commodity: [choose appropriate code based on item]
Account Code: [choose appropriate code based on item]
Description Lines: **Item #** and short description of item
Notes: Cart [Number]
Ship To: Warehouse – 727W

***Attach PDF copy of the cart to the requisition**

Contact purchasing clerks to delete a cart/online order.
Contact Buyer Emily Deska in purchasing with questions.