

Quick Instructions

Entering Orders

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Welcome to School Specialty Online! We are pleased to provide our web site for your ordering. Below are some instructions to help you create, save and send your orders:

Entering Orders:

- Click **Login to Shop** from the top
- Enter your user name and password, click **LOGIN**.

Add Items by Item Number:

- Use the search field at the top for a quick item entry when you know the product numbers to be ordered.
 - o Enter items and quantities desired.
 - o Click **ADD TO CART** to...add to cart!
- Secondary Option – If you have an excel spreadsheet; you can upload it into the **ORDER BY ITEM** page.
 - o Spreadsheet must be in CSV format.
 - o Column A = the item number (must be in text format).
 - o Column B = the quantity desired.
 - o Once uploaded the **ORDER BY ITEM** worksheet will be populated with the information.

Don't Know the Item Number(s)?

Search Through the Digital Catalog(s):

Select the **SHOP DIGITAL CATALOGS** link from the right side navigation and click on a digital catalog to see an exact replica of the paper catalog! Go to the index, search by keywords, or simply flip through the pages. Once you locate an item to purchase, click on the item number to add to your cart!

Search by Description:

Place keywords for items you wish to search for in the window in the upper right of your screen and click **SEARCH** or click one of the categories from the left navigation list (There may be several levels to narrow your search). Click **ADD TO CART**, then type in the quantity desired.

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Entering Orders - continued

Check Out – Finalizing and Submitting Your Order:

- Click **GO TO SHOPPING CART** from the **CART SUMMARY** box at the right.
- Select your shipping address from the existing list, or add a new address.
- Your name is in the contact field – this will appear on the outside of your box. If you wish to change the name on the outside of the box (ordering for another person) simply enter that person's name in the **PERSON'S NAME AT ADDRESS** field.
- Enter the date you wish this order to be Shipped (this can be changed by your approver, if you have one).
- Click **CONTINUE CHECKOUT**.
- Select your billing information from the existing list, or add a new billing option.
- Enter your Purchase Order or Requisition Number (required). If not known type your Last Name in this field.
- Click **CONTINUE CHECKOUT**.
- Click **SUBMIT ORDER** to send your order to the vendor or to your approver (if you have one).
- Click **PRINT THIS CART** to print a copy of your order if desired.

Not Ready to Submit Yet?

- Click **SAVE CART**.
- To retrieve, from home page, select **MY SAVED CARTS** from **CARTS / ORDERS** at the top.
- Click **MODIFY** to make changes to the cart, or **SUBMIT** to complete your order.

To View /Track Your Submitted Order(s):

- Select **VIEW CARTS / ORDERS** from the **CARTS / ORDERS** menu at the top, then click the **SUBMITTED CARTS** option.
- Click on the order number to view the order, or the truck icon to track your shipment.