

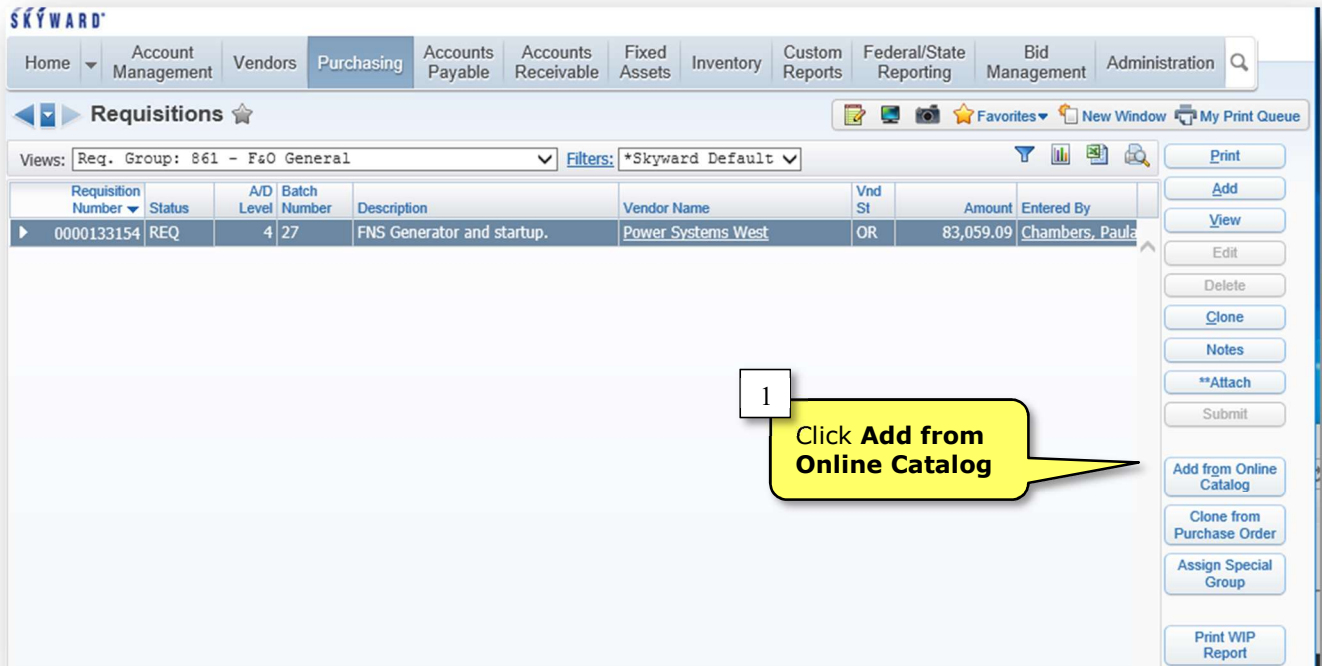
FM eCommerce PURCHASING

For more information, please see the WSIPC Guide to Purchasing Configuration

eCommerce provides a direct connection between the Skyward System and the vendor's online catalog website. eCommerce allows the users to interface electronically with vendors to create requisition detail lines directly from the vendor's online catalog at contract pricing. Once the requisition is fully approved, the order is submitted electronically to the vendor who then ships the order.

To create an eCommerce requisition, go to Web Fiscal Manager/Purchasing/My Requisitions/Requisitions

1. Click **Add from Online Catalog**



The screenshot shows the Skyward Purchasing interface. The top navigation bar includes links for Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The main content area is titled 'Requisitions' and displays a table with columns: Requisition Number, Status, A/D Level, Batch Number, Description, Vendor Name, Vnd St, Amount, and Entered By. A single requisition is listed with Requisition Number 0000133154, Status REQ, A/D Level 4, Batch Number 27, Description FNS Generator and startup, Vendor Name Power Systems West, Vnd St OR, Amount 83,059.09, and Entered By Chambers, Paula. On the right-hand sidebar, there are several buttons: Add, View, Edit, Delete, Clone, Notes, **Attach, Submit, Add from Online Catalog, Clone from Purchase Order, Assign Special Group, and Print WIP Report. A yellow callout box with the number 1 points to the 'Add from Online Catalog' button.

2. Click on the image of the vendor from whom you want to order.



The screenshot shows a grid of vendor logos. The vendors included are STAPLES Advantage, Corporate Express, Office DEPOT, Quill, GRAINGER, CDW-G, Lakeshore, KAPLAN, Really Good Stuff, WAXIE, BH, Lowe's PRO, and School Specialty Educationessentials. A yellow callout box with the number 2 points to the 'Select Vendor' button, which is located above the CDW-G logo.

Type Requisition Master Information.

3. Select **Fiscal Year** from drop down in which the costs will be encumbered.
4. Select **Account allocation by total requisition amount (YMA)** radio button
5. Type a **Description** which appears on the browse screen and reports.
6. Verify and/or select the correct **Ship To** address.
7. Click **Save and Add Detail** to continue.

The screenshot shows the 'Requisition Master Information' form. It is divided into two main sections: 'Requisition Setup Information' and 'Requisition Information'. The 'Requisition Setup Information' section includes fields for 'Requisition Group' (106 - Explorer Academy), 'Fiscal Year' (2018 - 2019 September 1, 2018 - August 31, 2019), and two radio buttons for account allocation: 'Account allocation by total requisition amount (YMA)' (selected) and 'Account allocation by each requisition detail line (YDA)'. The 'Requisition Information' section includes fields for 'Batch Number' (10), 'Description' (Office Supplies for C Nystrom), 'Vendor' (OFFICE DEPOT), 'Ship To' (South Kitsap School District), 'Attendee' (Christine Nystrom), 'Tax' (9.0000%), and 'Other' (00.00%). There are also buttons for 'Save and Add Detail' and 'Back'. Numbered callouts 3 through 7 point to specific fields and buttons: 3 points to the 'Fiscal Year' dropdown, 4 points to the 'YMA' radio button, 5 points to the 'Description' text area, 6 points to the 'Ship To' dropdown, and 7 points to the 'Save and Add Detail' button.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 106 - Explorer Academy

Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019

☒ Account allocation by total requisition amount (YMA).

☐ Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 10

* Description: Office Supplies for C Nystrom

Vendor: OFFICE DEPOT

* Ship To: South Kitsap School District

Attendee: Christine Nystrom

* Date: 05/10/2019 Friday

* Date: 05/10/2019 Friday

Tax: 9.0000%

Other: ☒ 00.00% ☐ 0 \$

Save and Add Detail

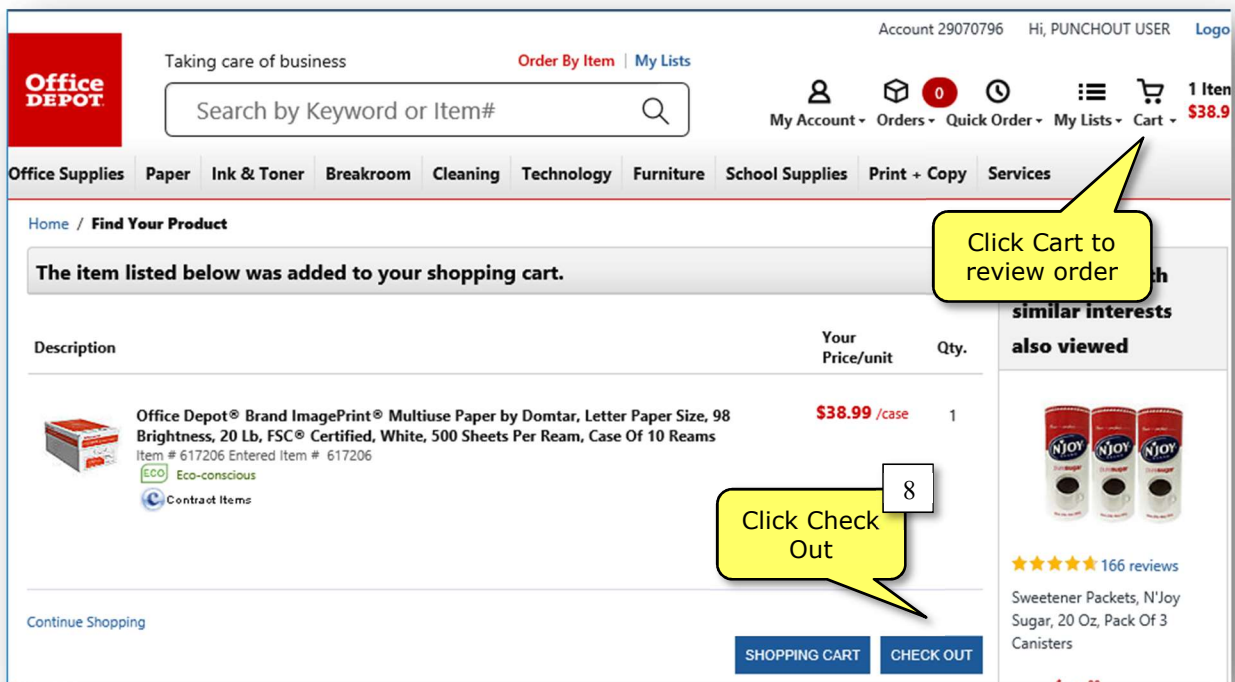
Back

Asterisk (*) denotes a required field

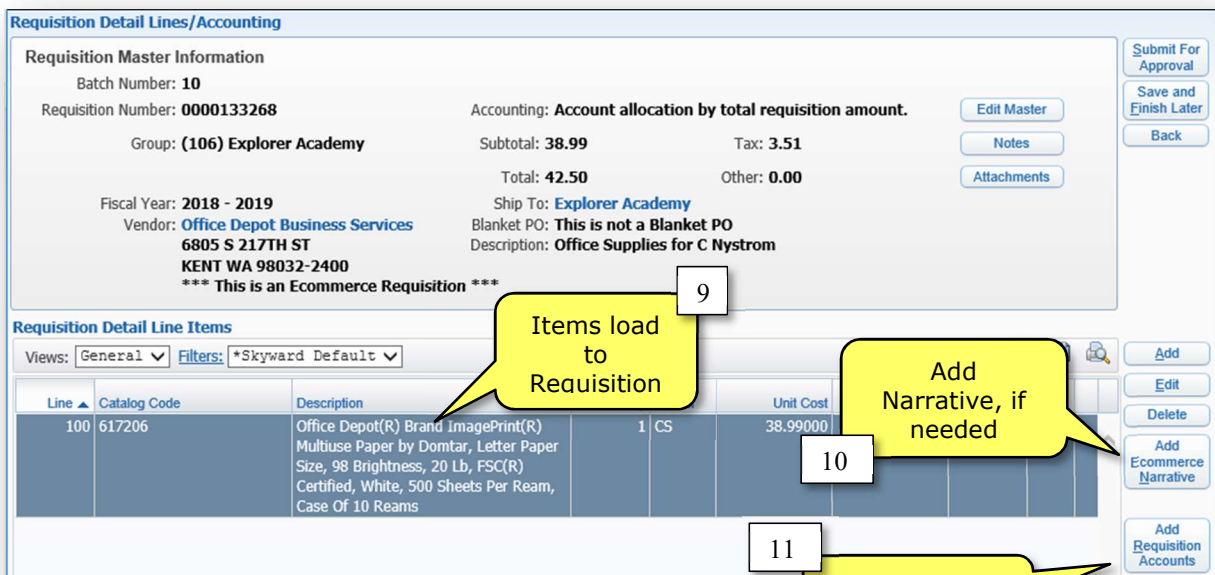
Adding Item Details

The next step is to shop via the vendor online catalog and add items to your shopping cart. Please note that online catalogs are linked to applicable purchasing contracts and already include contract pricing.

8. To finalize your order, click **Cart**, review your order and click **Check out, submit, etc.**



9. The items will automatically load into the Requisition Master Information screen
10. Written instructions or additional information for the vendor can be entered as narrative by clicking **Add Ecommerce Narrative**.
11. Click **Add Requisition Accounts** to select the account numbers that will be charged for the purchase.



12. The account distribution determines which account number(s) are encumbered and eventually charged for the purchases on the requisition. You can select account(s) by checking the box(es) for the code(s) from the list.
13. Please note that you can split costs over multiple codes by changing the **Amount** or **Percent** for each code selected.
14. Click **Save Account Distrib.**

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Gl	Ppss	Aa	Obbb	LII	4444	5555	S	Funds Available	Selected
10	E	530	0169	27	5610	506	2300	0000	0	\$1,479.50	<input type="checkbox"/>
10	E	530	0200	27	7320	506	2300	0000	0	\$0.00	<input type="checkbox"/>
10	E	530	0293	27	7000	506	2300	2401	0	\$0.00	<input type="checkbox"/>
10	E	530	0293	27	7000	506	2300	2403	0	\$0.00	<input type="checkbox"/>
10	E	530	0293	27	7320	506	2300	2401	0	\$0.00	<input type="checkbox"/>
10	E	530	0293	27	7320	506	2300	2403	0	\$0.00	<input type="checkbox"/>
10	E	530	0299	23	5610	506	2300	0000	0	\$210.19	<input type="checkbox"/>
10	E	530	0299	23	5617	506	2300	0000	0	\$210.19	<input type="checkbox"/>
10	E	530	0299	27	5610	506	2300	0000	0	\$11,943.35	<input checked="" type="checkbox"/>
10	E	530	0299	27	5610	506	2300	2100	0	\$11,943.35	<input type="checkbox"/>
10	E	530	0299	27	5610	506	2374	0000	0	\$11,943.35	<input type="checkbox"/>
10	E	530	0299	27	5610	506	2390	0000	0	\$11,943.35	<input type="checkbox"/>
10	E	530	0299	27	5610	506	2391	0000	0	\$11,943.35	<input type="checkbox"/>
10	E	530	0299	27	5611	506	2300	0000	0	\$11,943.35	<input type="checkbox"/>

42 records displayed

Account Number:

Total Amount to Distribute: \$38.99 100.00%
Total Distributed: \$19.50 50.01%
Amount Remaining: \$19.49 49.99%

Selected Accounts

Account Number	Amount	Percent
10 E 530 0299 27 5610 506 2300 0000 0	19.50	50.01

Buttons: Remove, Remove All

Account Level Description
Supplies

Account Number Information

Code	Description
10	General Fund
530	EXPENDITURES
0299	Alt Learning Building Budget
27	TEACHING
5610	General Supplies
506	Explorer Academy
2300	Principals
2100	Rebates/Commissions
	State/Federal Resources

Buttons: Save Account Distrib, Back

Annotations:

- 7: Select Line Type
- 12: Select Account Code(s)
- 13: Enter Amount or % to Split Cost
- 14: Click Save Account Distrib

15. Click **Submit For Approval** to send the requisition along the path for approval. Once approved the requisition will become a purchase order and the business office will send the eCommerce PO to the vendor for fulfillment.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 14
Requisition Number: 0000133271
Group: (106) Explorer Academy
Fiscal Year: 2018 - 2019
Vendor: Office Depot Business Services
6805 S 217TH ST
KENT WA 98032-2400
*** This is an Ecommerce Requisition ***

WA Fund: 10
Accounting: Account allocation by total requisition amount.
Subtotal: 16.00
Total: 17.44
Ship To: Explorer Academy
Blanket PO: This is not a Blanket PO
Description: test
Tax: 1.44
Other: 0.00

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

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
10 E 530 0299 23 5617 506 2300 0000 0	\$16.00	100.00%	

Buttons: Update Account Distrib, View Requisition Detail Lines

Annotation:

- 15: Click Submit for Approval

Below are the South School District eCommerce vendors as of 04/06/2020.



New Vendors are added to the eCommerce program often, so watch your email for updates