

## Entering Orders

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:

### Signing On:

- Click **Register or Login** from the top menu.
- Enter your user name and password, click **Login**.

### Add Items by Item Number:

- Click either the **Order By Item Number Tab** at the top or select **Order By Item Number** from the footer on the page.
  - Enter items and quantities desired.
  - 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.
  - Spreadsheet must be in the.csv (comma de-limited) Excel format.
  - Column A = the item number (must be in text format).
  - Column B = the quantity desired.
- Click the Upload File Tab.
- Click the Browse button.
- Select the file from your computer.
- Click Upload File.
- Once uploaded the **Order by Item** worksheet will be populated with the information.

## Don't Know the Item Number(s)?

### Search the Digital Catalog(s):

Select the **SHOP DIGITAL CATALOGS** tab at the top of the page or choose the catalogs from the footer on the page.

- 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**.
- The page numbers matching your item will display on the right of the page. Select the page you wish to view.
- Click the item number you want to purchase and the item will be added to your shopping cart.

### Check Out – Finalizing and Submitting Your Order:

- Click **View Cart** from the **Cart Summary** box at the top right.
- Select your shipping address from the existing list, or add a new address.
- Verify your name is in the Attention To: 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 or if using a Shared User) simply enter that person's name by selecting Change Attention To in the Shipping Information.
- Enter the date you wish this order to be Shipped (this can be changed by your approver, if you have one).
- Select billing information from the existing list, or add a new billing option.
- Enter your Purchase Order or Requisition Number (required for final approvers and direct submitters). If not known type your Last Name in this field.
- Click **Proceed to Checkout**.
- Review your order.
- Click **Submit** to send your order to your approver (if you have one) or to School Specialty for fulfillment.
- Click **Print this Cart** to print a copy of your order if desired.