



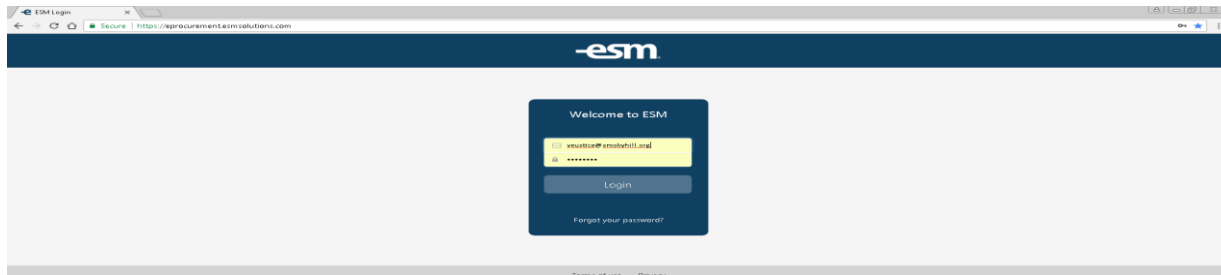
11 Easy Steps to ESM Purchase

School Specialty & Frey Scientific ordering process

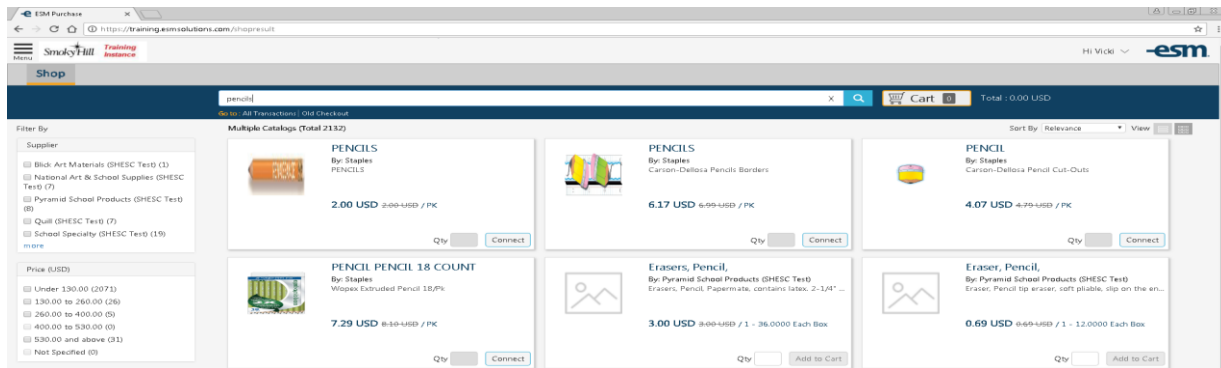
CDW-G ordering process



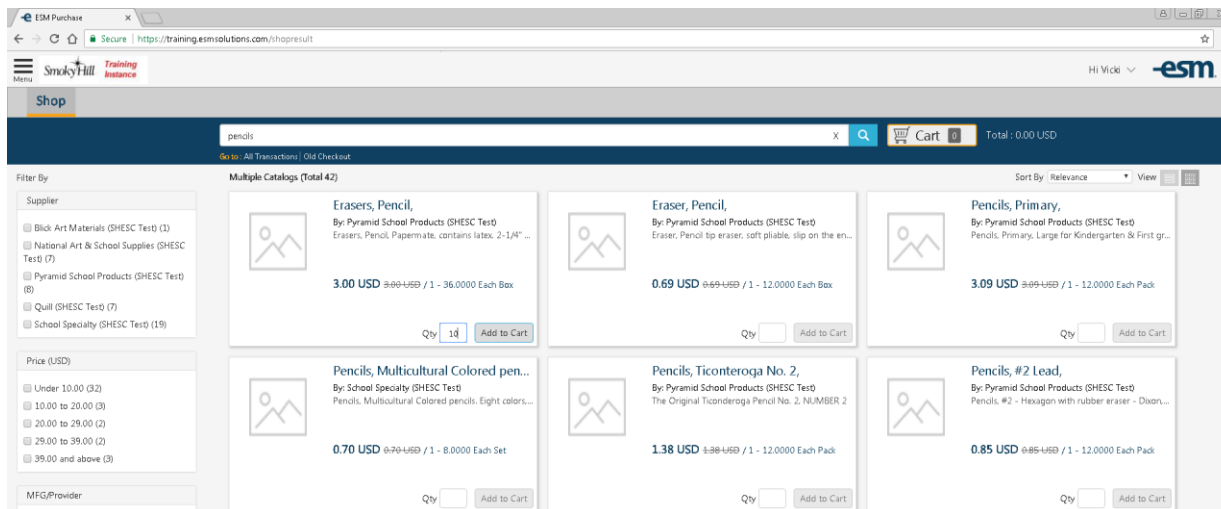
Step 1: Go to <http://www.smokyhill.org/> Click on Volume Purchasing on the left side of the homepage. Then click on ESM Purchasing. Enter your email and password.



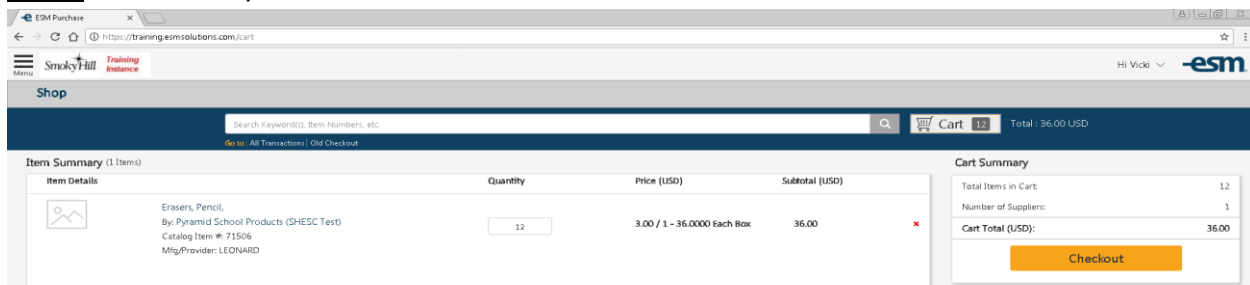
Step 2: You may choose a supplier catalog or search for a specific item, i.e. pencils, copy paper etc.



Step 3: Enter the quantity you would like to order in the “Qty” box. Click on “Add to Cart” and then “Cart”.



Step 4: Click on the yellow “Checkout” button.



Step 5: Click on “General Details” and make your selections. Credit card or Purchase order, then click “Continue”.

The screenshot shows the ESM Purchase Checkout page. The "General Details" section is active, displaying options for Payment Form (Credit Card or PO) and Purchase Order #. The Transaction Summary on the right shows Transaction # 92632, Create Date 01/17/2018, Supplier: Pyramid School Products (SHESC Test), Requester: Vicki Eustice, Selection: Active, Status: Unsubmitted Transaction, System Note: None, Total Line Items: 1, Subtotal: 63.00, S & H: 0.00, and Total Value (USD): 63.00. The Transaction Name is 01/17/2018 14:09-Eustice-Pyramid School Products (SHESC Test). The Notes and Attachments section is empty.

Checkout

General Details

Payment Form: ☐ Credit Card ☐ PO

Purchase Order #:

Account #:

Continue

Transaction Summary

Transaction #: 92632

Create Date: 01/17/2018

Supplier: Pyramid School Products (SHESC Test)

Requester: Vicki Eustice

Selection: Active

Status: Unsubmitted Transaction

System Note: None

Total Line Items: 1

Subtotal: 63.00

S & H: 0.00

Total Value (USD): 63.00

Transaction Name

01/17/2018 14:09-Eustice-Pyramid School Products (SHESC Test) Update

Notes and Attachments

Internal Note External Note

Request Approval

Powered By: ESM

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Contact Vicki Eustice for support.

Step 6: Click on “Delivery Details”. Choose delivery location if different than default address. Click on continue.

The screenshot shows the ESM Purchase Checkout page with the "Delivery Details" section active. It displays the "Ship To - Attn:" field with "Vicki Eustice" and a list of default locations. The Transaction Summary on the right shows Transaction # 91659, Create Date 01/04/2018, Supplier: Pyramid School Products (SHESC Test), Requester: Vicki Eustice, Selection: Active, Status: Pending Validation, System Note: None, Total Line Items: 1, Subtotal: 36.00, S & H: 0.00, and Total Value (USD): 36.00. The Transaction Name is 01/04/2018 10:29-Eustice-Pyramid School Products (SHESC Test). The Notes and Attachments section is empty.

Checkout

Delivery Details

Ship To - Attn: Vicki Eustice

Default Location:

181 Smoky Hill Education Service Center
Concordia

Attn: Vicki Eustice
1510 Cedar
Concordia, KS 66901
785-243-4417

Select

Search: Type location name

Continue

Transaction Summary

Transaction #: 91659

Create Date: 01/04/2018

Supplier: Pyramid School Products (SHESC Test)

Requester: Vicki Eustice

Selection: Active

Status: Pending Validation

System Note: None

Total Line Items: 1

Subtotal: 36.00

S & H: 0.00

Total Value (USD): 36.00

Transaction Name

01/04/2018 10:29-Eustice-Pyramid School Products (SHESC Test) Update

Notes and Attachments

Internal Note External Note

Billing Details

Attn: Diane Mann

Location: Smoky Hill Education Service Center Salina

Step 7: Click on “Billing Details”. Choose billing location if different than default. Click continue.

The screenshot shows the ESM Purchase checkout page. The left sidebar has a 'Checkout' section with links for General Details, Delivery Details, Billing Details (selected), GL Detail, Line Item Details (Total: 0), and Workflow Details. The main content area shows the Billing Details section with a 'Bill to Attention' field containing 'Diane Mann'. Below this, there are two sections: 'Default Location' and 'Recently Used Locations'. The 'Default Location' section shows a selected location: 'Smoky Hill Education Service Center Salina' with address 'Attn: Diane Mann, 605 E. Crawford, Salina, KS 67401' and phone '785-825-9185'. A 'Select' button is visible. The 'Recently Used Locations' section is empty. A search bar with the placeholder 'Type location name' and a 'Continue' button are at the bottom of the Billing Details section. On the right, the 'Transaction Summary' panel shows Transaction #: 91659, Create Date: 01/04/2018, Supplier: Pyramid School Products (SHESC Test), Requestor: Vicki Eustice, Selection: Active, Status: Pending Validation, System Note: None, Total Line Items: 1, Subtotal: 36.00, S & H: 0.00, and Total Value (USD): 36.00. Below this is the 'Transaction Name' field with the value '01/04/2018 10:29-Eustice-Pyramid School Products (SH)' and an 'Update' button. At the bottom of the right panel is the 'Notes and Attachments' section with fields for 'Internal Note' and 'External Note'.

Step 8: Click on “Line Item Details”. This is an overview of your order.

The screenshot shows the ESM Purchase checkout page with the 'Line Item Details' section selected. The left sidebar now highlights 'Line Item Details (Total: 0)'. The main content area shows a table with the following data:

Item Details	Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)
1 Erasers, Pencil	12	3.00	36.00	0.00	0.00	36.00
/ 1 - 36.0000 Each Box						

Below the table, there is a 'Notes and Attachments' section with fields for 'Internal Note' and 'External Note'. A 'Continue' button is located at the bottom right of the Line Item Details section. On the right, the 'Transaction Summary' panel remains the same as in Step 7. At the bottom left of the page, there is a 'Request Approval' button.

Step 9: Click on “Click on the “Release PO” button if using Purchase Order. NOTE: USE YOUR PO NUMBER + YOUR DISTRICT NAME/ENTITY AND/OR USD NUMBER. Example: 22222-Smoky Hill 629

ESM Purchase

https://training.esmsolutions.com/checkout

Hi Vicki

Shop

Search Keyword(s), Item Numbers, etc.

Cart 0 Total: 0.00 USD

Go to: All Transactions | Old Checkout

Checkout

- General Details
- Delivery Details Attn: Vicki Eustice Location: Smoky Hill Education Service Center Concordia
- Billing Details Attn: Diane Mann Location: Smoky Hill Education Service Center Salina
- GL Detail
- Line Item Details (Total 1)

Workflow Details

This transaction does not require approval

Ad Hoc Review Release PO

Transaction Summary

Transaction #: 91659
Create Date: 01/04/2018
Supplier: Pyramid School Products (SHESC Test)
Requester: Vicki Eustice
Selection: Active
Status: Unsubmitted Transaction
System Note: None
Total Line Items: 1
Subtotal: 36.00
S & H: 0.00
Total Value (USD): 36.00

Transaction Name

01/04/2018 10:29 Eustice-Pyramid School Products (SHESC) Update

Notes and Attachments

Internal Note External Note

Screen view if using a credit card. Enter information requested and click “Place Your Order”.

ESM Purchase

https://training.esmsolutions.com/order

Hi Vicki

Shop

Search Keyword(s), Item Numbers, etc.

Cart 0 Total: 0.00 USD

Go to: All Transactions | Old Checkout

Review Purchase Order - Credit Card

Credit Card Details

Subtotal: 8.40 USD
S & H: 0.00 USD
Order Total: 8.40 USD

Name on Card: Vicki Eustice
Card #:
Card Type: VISA MasterCard American Express
Expiration Date: Month Year
Contact Phone #: 785-825-9185

Place Your Order Cancel

Order Comments:

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1	1386920	Pencils, Multicultural Colored pencils, Eight colors. Ship To Attn: Vicki Eustice	1 - 8.0000 Each Set	12	0.70	8.40

Subtotal: 8.40 USD
S & H: 0.00 USD
Order Total: 8.40 USD

Place Your Order Cancel

General Terms

Each purchasing organization operates under its own Standard Order terms. If more information is needed, contact the purchaser.

Step 10: From here you can “Place Your Order” or “Print your order” by RIGHT clicking and print for approval if necessary (see second screen shot) or click on the Printer icon.


<https://training.esmsolutions.com/order>

Cart 0

Total : 0.00

[Go to: All Transactions](#)

Review Purchase Order



Purchase Order #: 5899-Smoky Hill
CDWG

Place Your Order

Order Total: 36.44 USD

Date: 01/25/2018
Transaction #: 93230
Authorized By: Vicki Eustice

Requested By: Vicki Eustice
Requester Email: veustice@smokyhill.org
Phone: 785-825-9185

Supplier Address:
200 N. Milwaukee Ave.
Vernon Hills, IL 60061
United States
Attn: Gregory, Palmer
Phone: 847-371-6066

Ship To:
Smoky Hill ESC - Training Instance
Smoky Hill Education Service Center Concordia
1510 Cedar
Concordia, KS 66901
United States
Attn: Vicki Eustice
Phone: 785-243-4417

Bill To:
Smoky Hill ESC - Training Instance
Smoky Hill Education Service Center Salina
605 E. Crawford
Salina, KS 67401
United States
Attn: Diane Mann
Phone: 785-825-9185

Order Comments:

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1	3255366	StarTech com 6 ft DisplayPort to DVI Active Adapter Converter Cable Ship To Attn: Vicki Eustice	EA	1	36.44	36.44

Subtotal: 36.44 USD
S & H: 0.00 USD

EDM Purchase

Print
Total: 2 sheets of paper

Print Cancel

Destination: Home (HP LaserJet Pro ...)
Change...

Pages: All
e.g. 1-5, 8, 11-12

Copies: 1

Layout: Landscape

Options: Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

1/4/2018
Menu
Smoky Hill Training Instance

ESM Purchase


Hi Vicki
esm

Cart 0

Total : 0.00 USD

[Go to: All Transactions \(alltransactions\) | Old Checkout](#)
(https://training.esmsolutions.com/Requisition/BidRequisitionMasterData)

Review Purchase Order



Purchase Order #: 89777-SHESC
Pyramid School Products (SHESC Test)

Place Your Order

Order Total: 36.00 USD

Date: 01/04/2018
Transaction #: 91659
Authorized By: Vicki Eustice

Requested By: Vicki Eustice
Requester Email: veustice@smokyhill.org
Phone: 785-825-9185

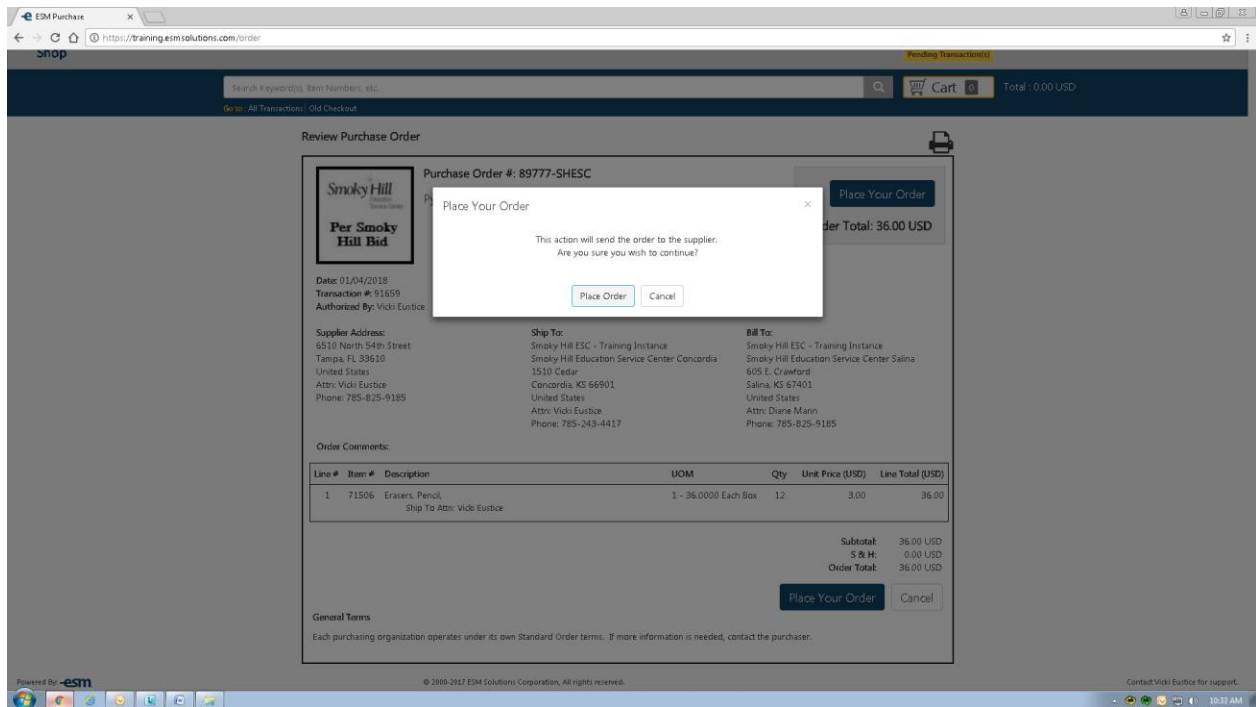
Supplier Address:
6510 North 54th Street

<https://training.esmsolutions.com/order>

Powered by esm
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Contact Vicki Eustice for support.

10:32 AM

Step 11: When you place your order, you will receive the message shown below in the white box, “This action will send the order to the supplier. Are you sure you wish to continue?”



If you have questions or need assistance, contact Vicki Eustice, veustice@smokyhill.org or call 785-825-9185.

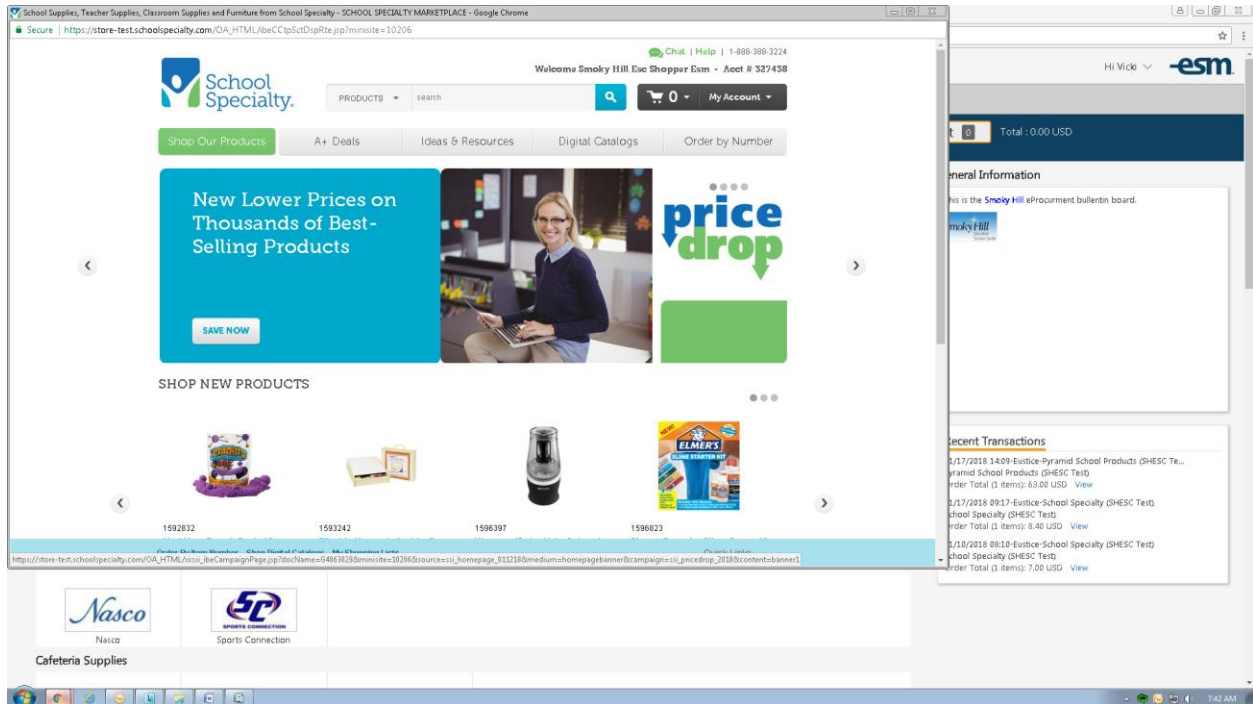


If you click on a "punch-out" catalog and it does not open another window, make sure your pop blocker is turned off on your browser.

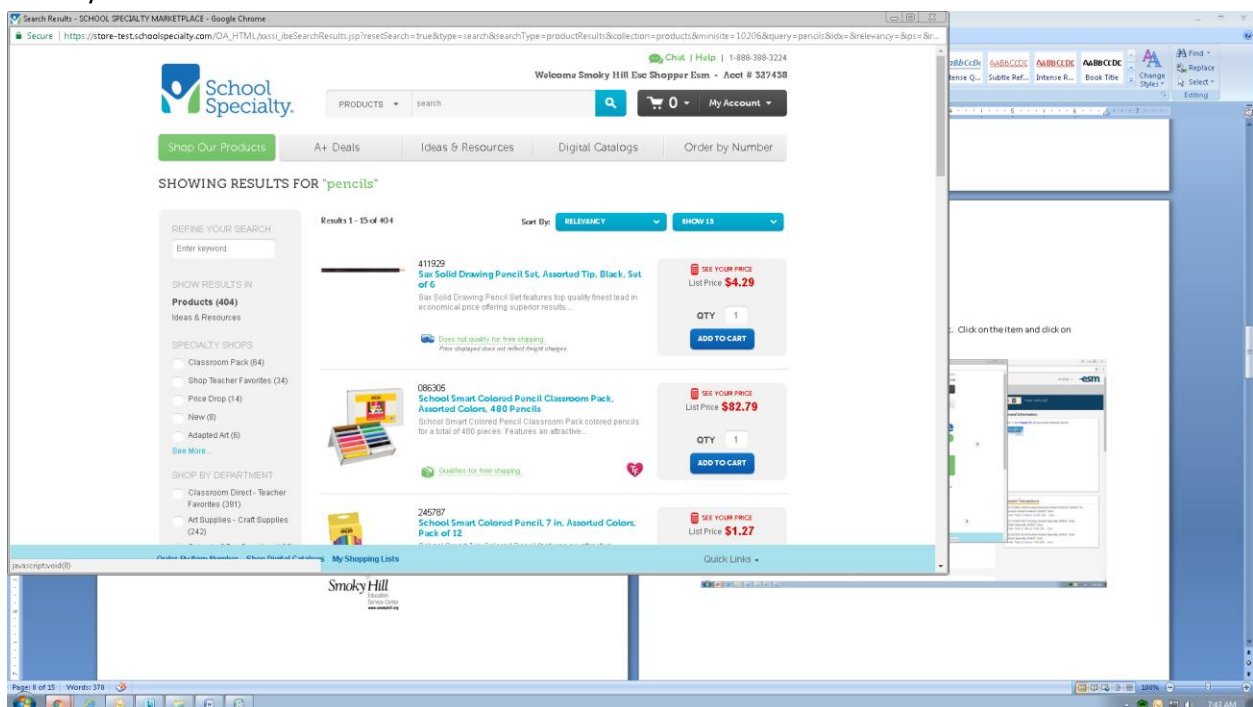


Ordering School Specialty products. (Same procedure for both catalogs.)

To order School Specialty products you can 1) do a search for the product. Click on the item and click on "Connect". This will take you to the School Specialty website. Or click on the School Specialty icon to go directly to the website to search. (Icon)



Select your items and click add to cart. Click "Add To Cart".



When finished adding items to cart click “Proceed To Checkout”.

Your Shopping Cart

Cart Number: 7785926232

Return to Previous Page | My Shopping Lists | Order By Item Number | **Proceed to Checkout**

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	411929	411929	PENCIL DRAWING SOLID SET OF 6	1	EA	Catalog: \$4.19 Disc: \$1.47 Net: \$2.72	Catalog: \$4.19 Disc: \$1.47 Net: \$2.72
2	<input type="checkbox"/>	086305	086305	PENCIL COLOR PK480 - SCHOOL SMART	1	EA	Catalog: \$82.69 Disc: \$28.94 Net: \$53.75	Catalog: \$82.69 Disc: \$28.94 Net: \$53.75

Remove Selected Rows

Update Order Total | **Subtotal: \$56.47**

Shipping and Tax have not been finalized. Click here to calculate.

Return to Previous Page | My Shopping Lists | Order By Item Number | **Proceed to Checkout**

Click on “Submit”.

Review

Cart Number: 7785926232

Return to Previous Page | My Shopping Lists | Order By Item Number | **Submit**

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	411929	411929	PENCIL DRAWING SOLID SET OF 6	1	EA	Catalog: \$4.19 Disc: \$1.47 Net: \$2.72	Catalog: \$4.19 Disc: \$1.47 Net: \$2.72
2	086305	086305	PENCIL COLOR PK480 - SCHOOL SMART	1	EA	Catalog: \$82.69 Disc: \$28.94 Net: \$53.75	Catalog: \$82.69 Disc: \$28.94 Net: \$53.75

Sub Total: \$56.47

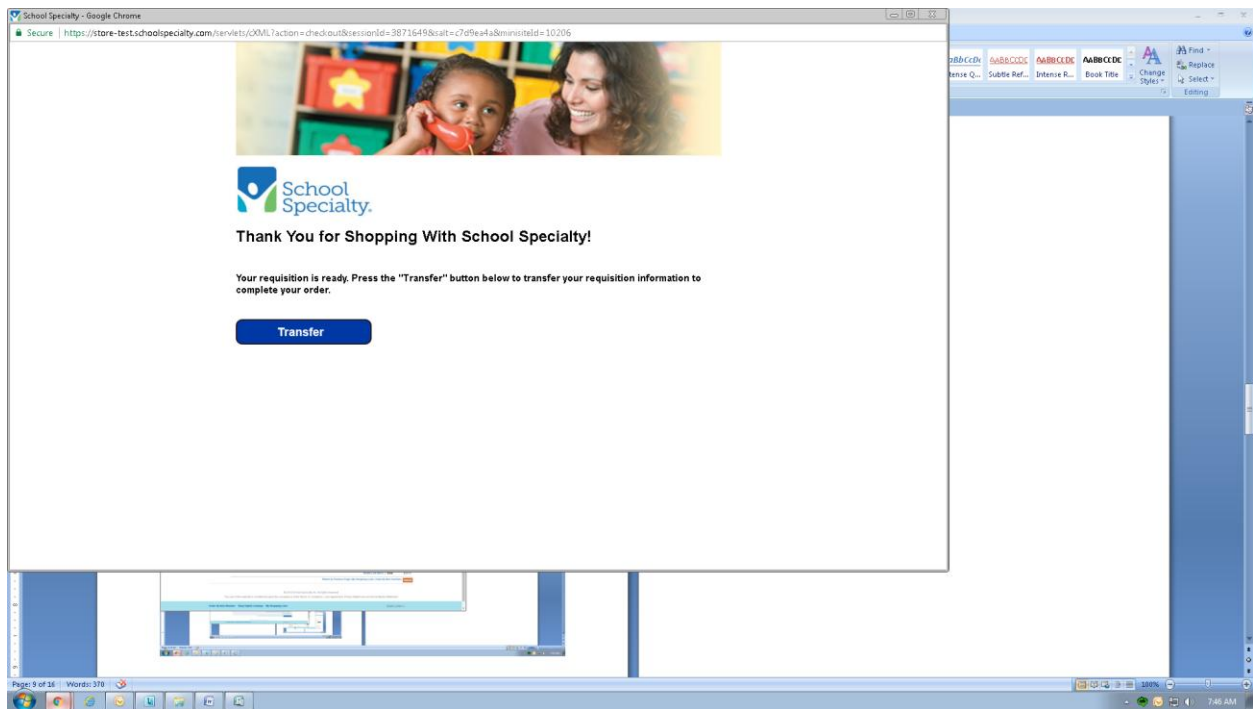
Shipping and Handling: \$0.00

Sales Tax (0%): \$0.00

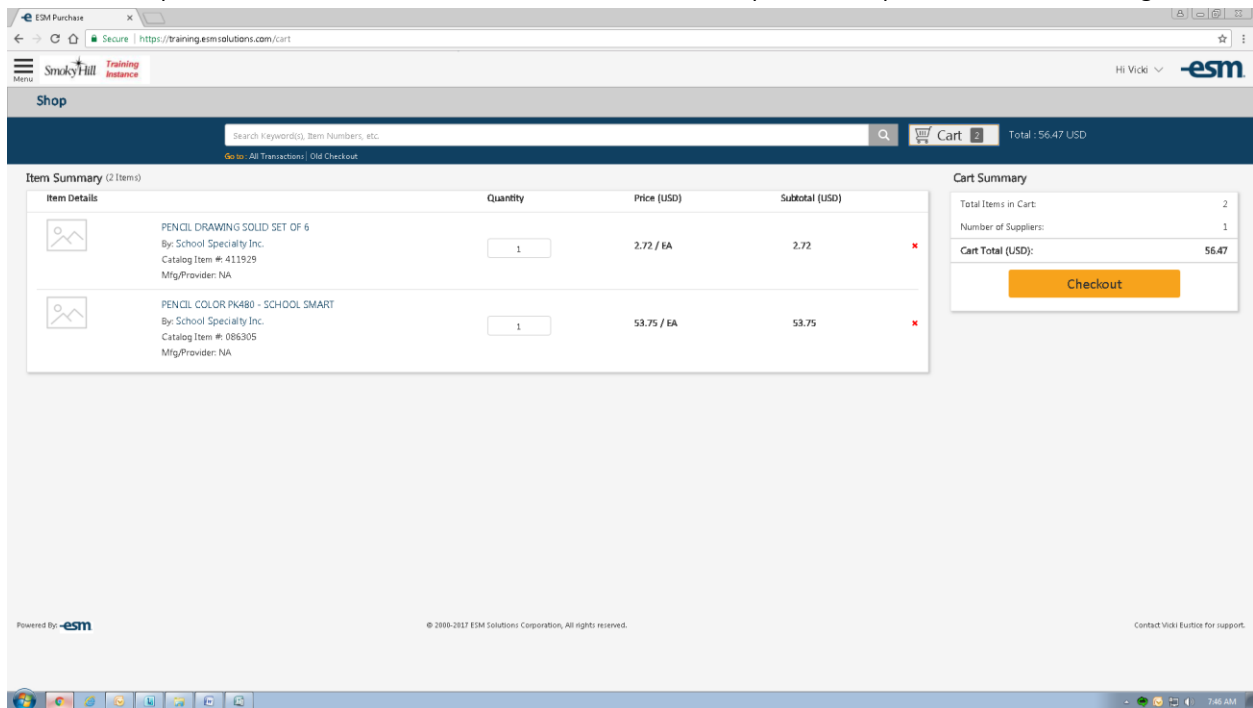
Modify Line Items | **Total: \$56.47**

Return to Previous Page | My Shopping Lists | Order By Item Number | **Submit**

Click on “Transfer” to return to ESM.



The items are placed in the ESM cart. Select the Checkout button to process the purchase as usual through ESM.



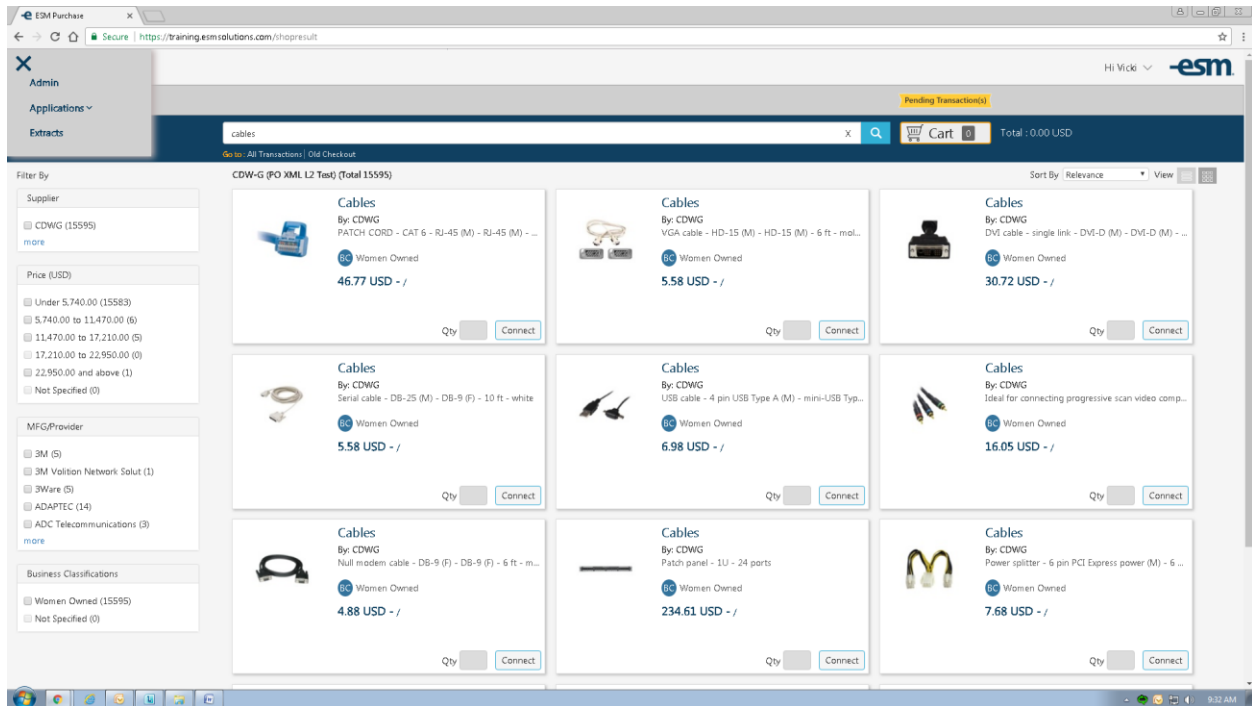


Ordering CDW-G products.

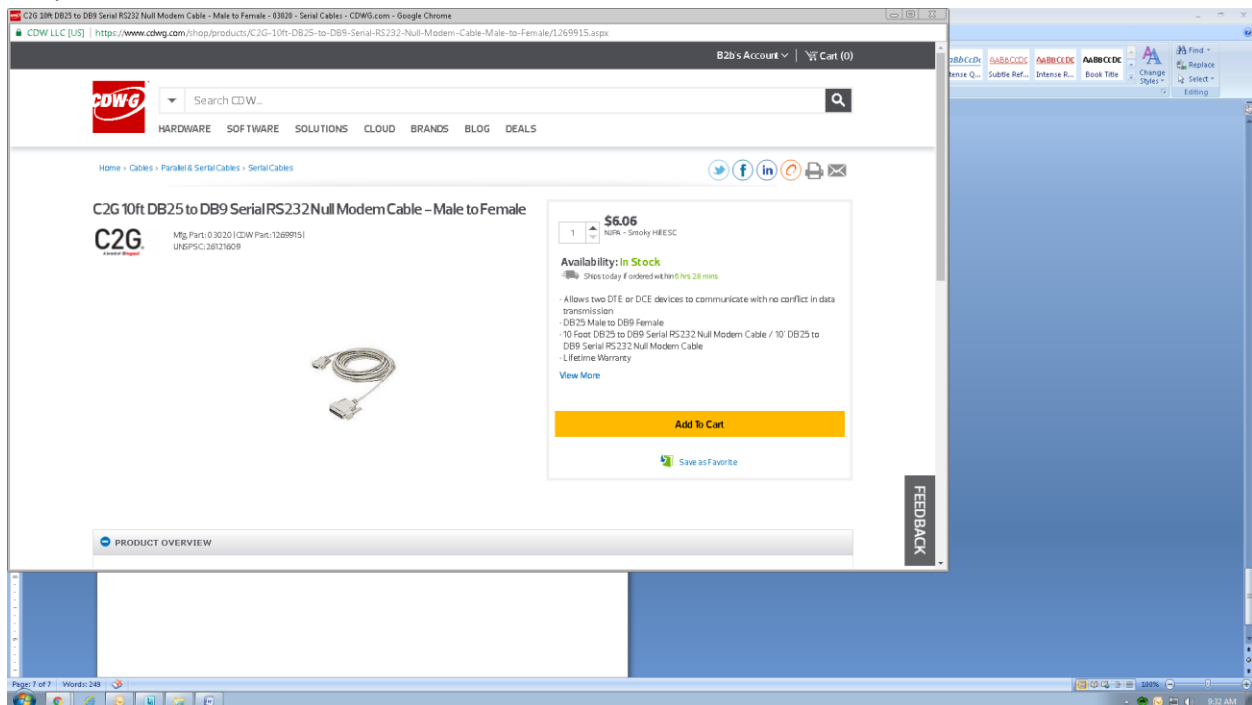
To order CDW-G products you can 1) do a search for the product. Click on the item and click on “Connect”. This will take you to the CDW-G website. Or click on the CDW-G icon to go directly to their catalog.



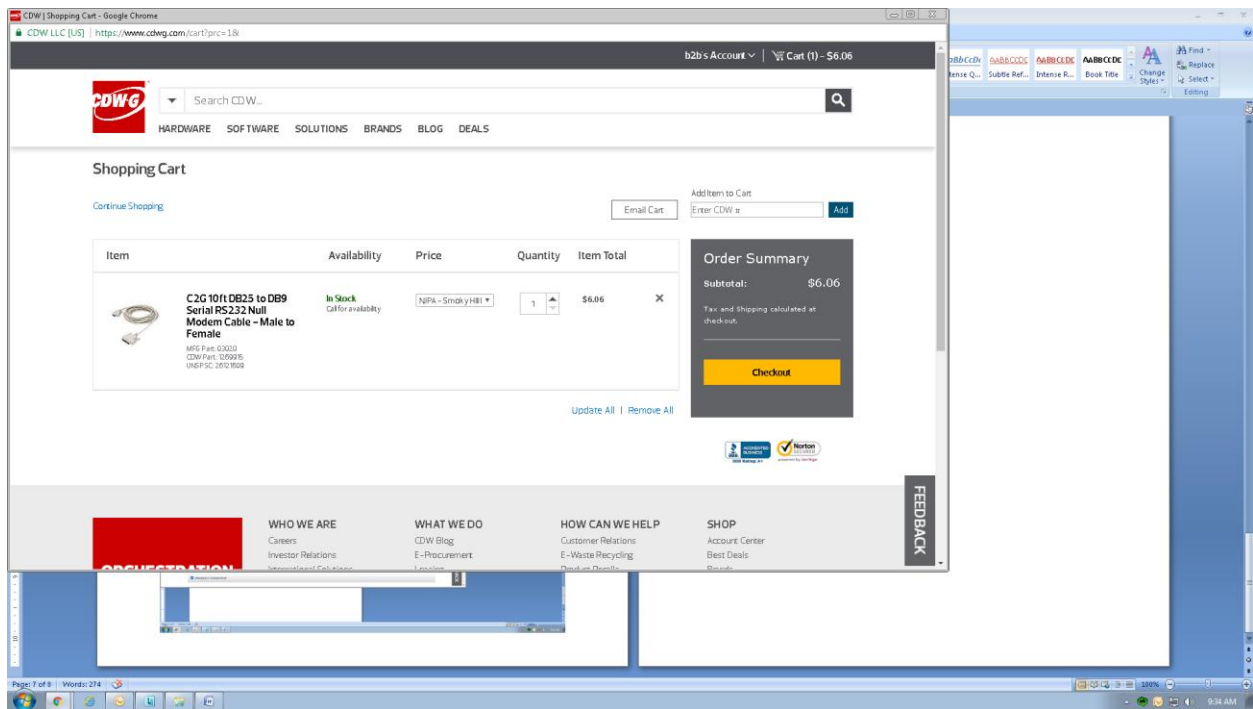
(Icon)



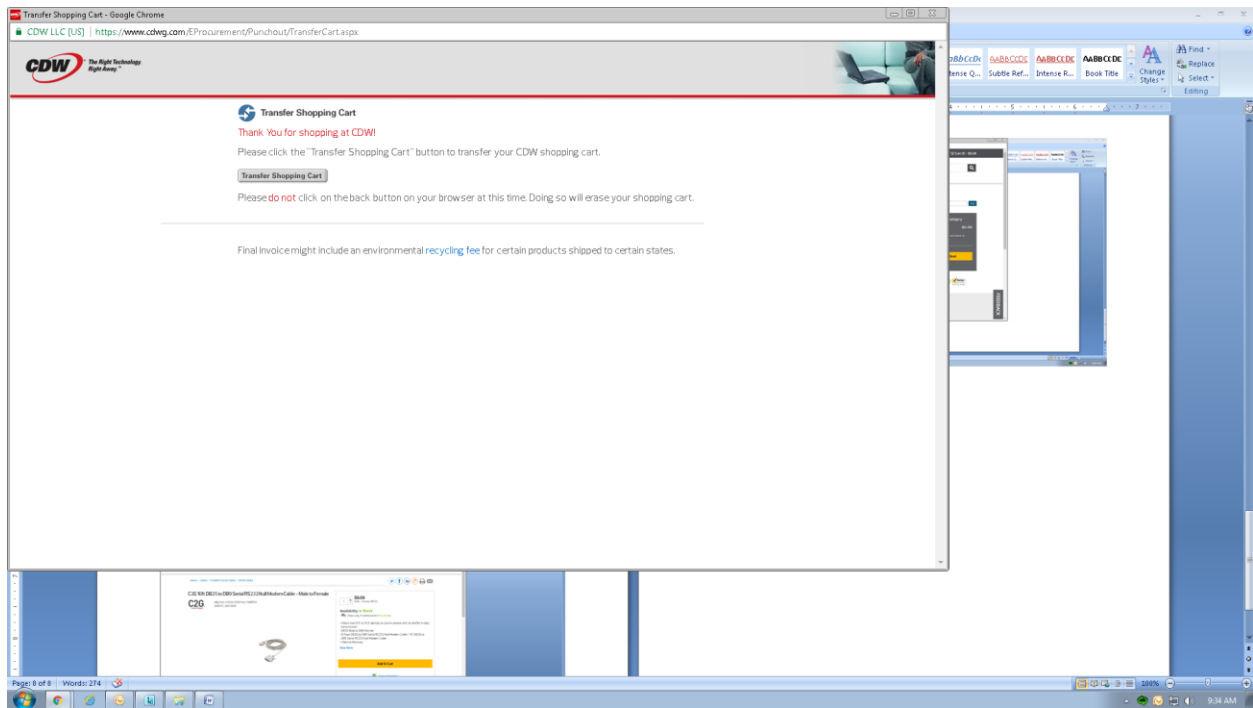
The “Connect” button will take you to the CDW-G website. This will display an extended description of the product. Click the “Add to Cart” button.



Click on the “Checkout” button.




You will see this page (see below) Click on the “Transfer Your Cart”.



This will take you back to the shopping page and the item(s) will be added to your cart. “Select the Checkout button to process the purchase as usual through ESM.”

The screenshot shows a web browser window with the URL <https://training.esmsolutions.com/cart>. The page header includes the "Smoky Hill Training Instance" logo and a user greeting "Hi Vicki". The main navigation bar features a "Shop" button and a "Pending Transaction(s)" indicator. A search bar is present with the placeholder text "Search Keyword(s), Item Numbers, etc.". The cart summary shows a total of 36.44 USD. The item summary table lists one item: StarTech com 6 ft DisplayPort to DVI Active Adapter Converter Cable, priced at 36.44 / EA. The cart summary on the right shows a total of 36.44 USD and a "Checkout" button.

Item Details	Quantity	Price (USD)	Subtotal (USD)
 StarTech com 6 ft DisplayPort to DVI Active Adapter Converter Cable By: CDWG Catalog Item #: 3255366 Mfg/Provider: StarTech com	1	36.44 / EA	36.44

Cart Summary	
Total Items in Cart:	1
Number of Suppliers:	1
Cart Total (USD):	36.44
Checkout	