



**11 Easy Steps to ESM Purchasing**  
**School Specialty and Frey Scientific ordering**  
**process**  
**CDW-G ordering process**



**Step 1:** Go to [go.smokyhill.org/VP](http://go.smokyhill.org/VP). Then click on ESM Purchasing (on the right-hand column under the ESM logo). Enter your email and password.



## ESM Solutions Login

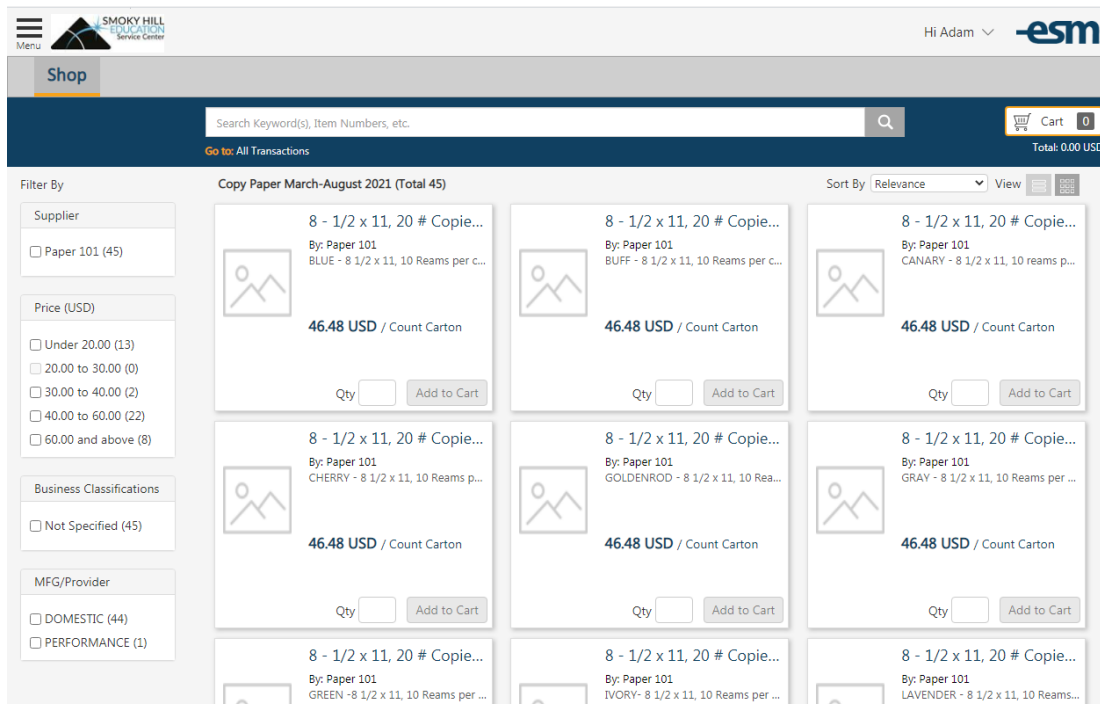
Login to the newest versions of Procurement, Sourcing and Contract Management

### Sign In

[Forgot Password?](#)

**LOG IN**

**Step 2:** You may choose a supplier catalog or search for a specific item, such as pencils, copy paper and more! (Please note that items within the punch-out catalogs of School Specialty, Frey Scientific, and CDW-G may appear in a search, but may not display an accurate price, description, or be actually available. Open the punch-out catalog from the main “Shop” screen and search within the punch-out catalog for the most accurate information).



The screenshot shows the ESM Shop interface. At the top, there is a navigation bar with the ESM logo and a user profile for 'Hi Adam'. Below this is a search bar with the text 'Search Keyword(s), Item Numbers, etc.' and a search icon. To the right of the search bar is a shopping cart icon with '0' items and a total of '0.00 USD'. Below the search bar, there are several filter panels on the left: 'Supplier' (Paper 101 (45)), 'Price (USD)' (Under 20.00 (13), 20.00 to 30.00 (0), 30.00 to 40.00 (2), 40.00 to 60.00 (22), 60.00 and above (8)), 'Business Classifications' (Not Specified (45)), and 'MFG/Provider' (DOMESTIC (44), PERFORMANCE (1)). The main content area displays a grid of product listings for 'Copy Paper March-August 2021 (Total 45)'. Each listing includes a product image, a title (e.g., '8 - 1/2 x 11, 20 # Copie...'), a description (e.g., 'By: Paper 101 BLUE - 8 1/2 x 11, 10 Reams per c...'), a price ('46.48 USD / Count Carton'), and an 'Add to Cart' button. The grid shows several different paper types including BLUE, BUFF, CANARY, CHERRY, GOLDENROD, GREEN, and LAVENDER.

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

SMOKY HILL EDUCATION Service Center

Menu

Shop

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions

Filter By

Supplier

- Paper 101 (45)

Price (USD)

- Under 20.00 (13)
- 20.00 to 30.00 (0)
- 30.00 to 40.00 (2)
- 40.00 to 60.00 (22)
- 60.00 and above (8)

Business Classifications

- Not Specified (45)

MFG/Provider

- DOMESTIC (44)

Copy Paper March-August 2021 (Total 45)

8 - 1/2 x 11, 20 # Copie...  
By: Paper 101  
BLUE - 8 1/2 x 11, 10 Reams per c...  
46.48 USD / Count Carton  
Qty  Add to Cart

8 - 1/2 x 11, 20 # Copie...  
By: Paper 101  
BUFF - 8 1/2 x 11, 10 Reams per c...  
46.48 USD / Count Carton  
Qty  Add to Cart

8 - 1/2 x 11, 20 # Copie...  
By: Paper 101  
CHERRY - 8 1/2 x 11, 10 Reams p...  
46.48 USD / Count Carton  
Qty  Add to Cart

8 - 1/2 x 11, 20 # Copie...  
By: Paper 101  
GOLDENROD - 8 1/2 x 11, 10 Rea...  
46.48 USD / Count Carton  
Qty  Add to Cart

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

SMOKY HILL EDUCATION Service Center

Menu

Hi Adam ▾

Shop

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions

Cart 40  
Total: 1,859.20 USD

Item Summary (1 Items)

Item Details	Quantity	Price (USD)	Subtotal (USD)
 8 - 1/2 x 11, 20 # Copier Paper Blue By: Paper 101 Catalog Item #: 972424 Mfg/Provider: DOMESTIC	<input type="text" value="40"/>	46.48 / Count Carton	1,859.20 ✖

Cart Summary

Total Items in Cart: 40  
Number of Suppliers: 1  
Cart Total (USD): 1,859.20  
**Checkout**

**Step 5:** Click on “General Details” and make your selection of credit card or purchase order, then click “Continue.”

Menu SMOKY HILL EDUCATION Service Center

Shop

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions

Checkout

General Details

\* Payment Form:  Credit Card  PO      Need By Date:

\* Purchase Order #:

Account #:

Continue

	Delivery Details	Attn : Adam Pracht	Location : Smoky Hill Education Service Center Salina	<a href="#">Change</a>
	Billing Details	Attn : Diane Mann	Location : Smoky Hill Education Service Center Salina	<a href="#">Change</a>

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

## Shop

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions

### Checkout





✓ General Details [Change](#)


#### Delivery Details

\* Ship To - Attn:

##### Default Location:

 **Smoky Hill Education Service Center Salina**

 605 E. Crawford  
Salina, KS 67401

 785-825-9185

Search:

Continue

✓ Billing Details      Attn : Diane Mann      Location : Smoky Hill Education Service Center Salina      [Change](#)


✓ Line Item Details (Total: 1)      [Change](#)


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


#### Billing Details

\* Bill to Attention:

##### Default Location:

 **Smoky Hill Education Service Center Salina**

 Attn: Diane Mann  
605 E. Crawford  
Salina, KS 67401

 785-825-9185

Search:

Continue











✓ Line Item Details (Total: 2)      [Change](#)

View Workflow Details      [Change](#)

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

✓ Billing Details      Attn : Diane Mann      Location : Smoky Hill Education Service Center Salina      [Change](#)

**Line Item Details (Total: 2)**



Item Details	* Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)	
1  8 - 1/2 x 11, 20 # Copier Paper Green CP 4-12	41	47.44 / 1 - 10.0000 Count Carton	1,945.04	0.00	0.00	1,945.04	<a href="#">more...</a> ✖
<b>Notes and Attachments:</b> Internal Note   External Note  							
2  8 - 1/2 x 11, 20 # Copier Paper Ivory CP 4-2	1	47.44 / 1 - 10.0000 Count Carton	47.44	0.00	0.00	47.44	<a href="#">more...</a> ✖
<b>Notes and Attachments:</b> Internal Note   External Note  							

[Continue](#)

[View Workflow Details](#) [Change](#)

[Submit](#)





**Step 9:** Click on “Release PO” button if using a purchase order. **NOTE: USE YOUR PO NUMBER + YOUR DISTRICT NAME OR ENTITY, USD NUMBER, OR BOTH.** Example: 22222-Smoky Hill-629

**Shop**

Search Keyword(s), Item Numbers, etc.

[Go to: All Transactions](#)

**Checkout**    

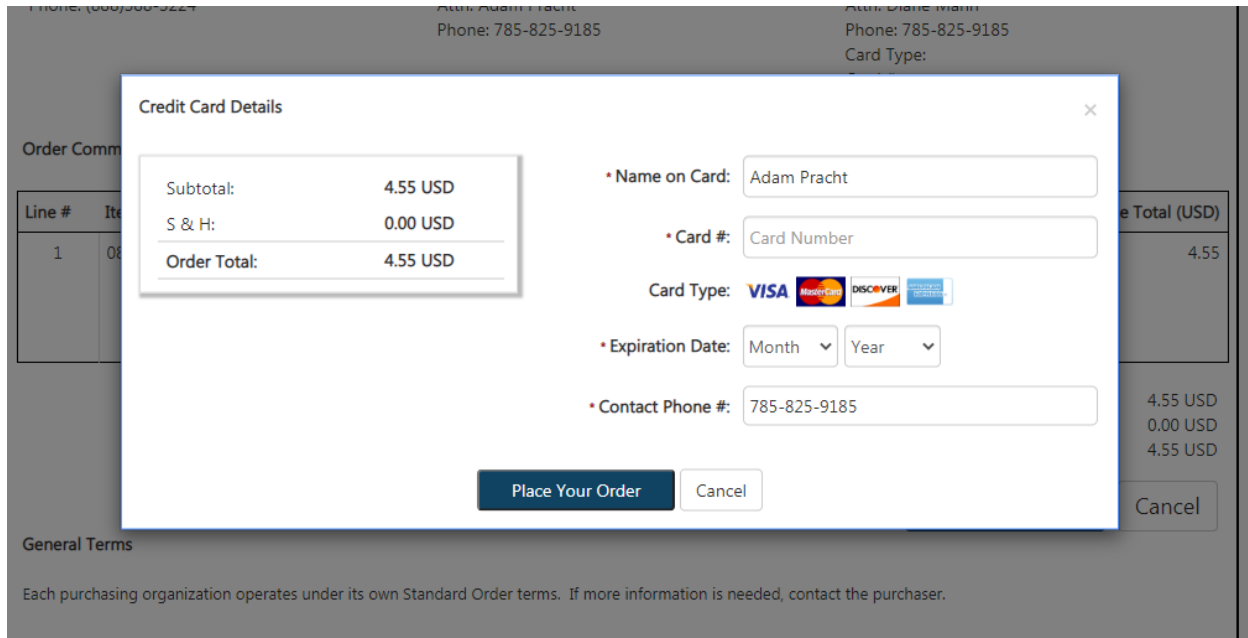
- ✓ [General Details](#) [Change](#)
- ✓ [Delivery Details](#)      Attn : Adam Pracht      Location : Smoky Hill Education Service Center Salina      [Change](#)
- ✓ [Billing Details](#)      Attn : Diane Mann      Location : Smoky Hill Education Service Center Salina      [Change](#)
- ✓ [Line Item Details \(Total: 1\)](#) [Change](#)

[View Workflow Details](#)

This transaction does not require approval

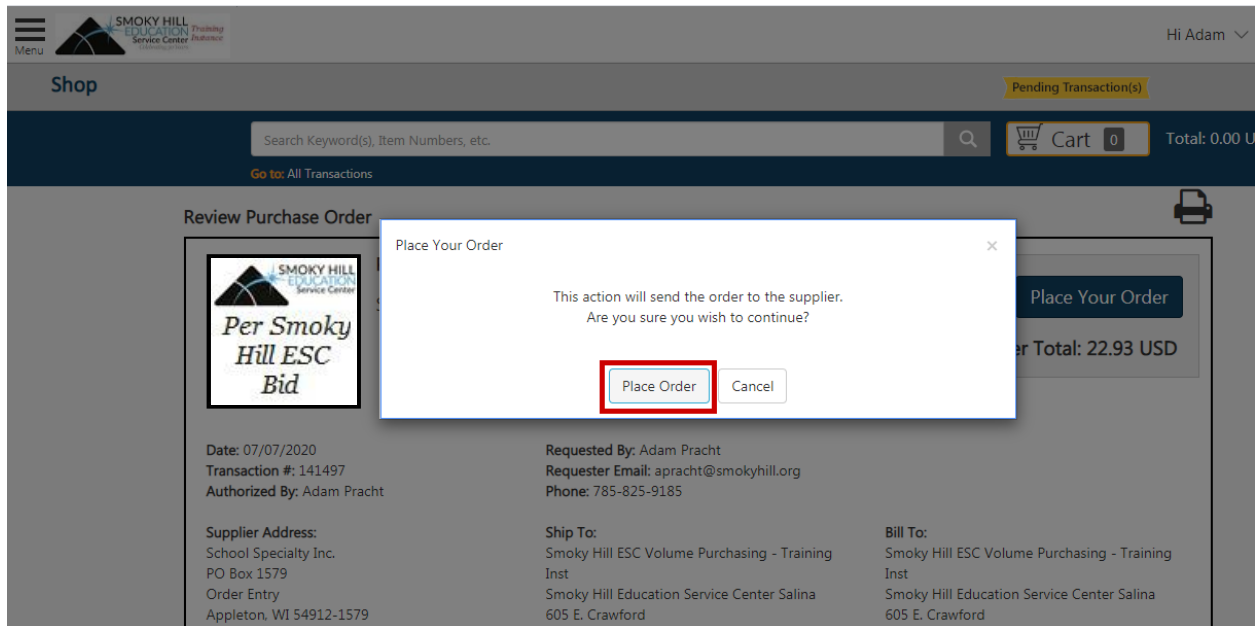
[Ad Hoc Review](#)      [Release PO](#)

Below is the screen view if using a credit card. Enter information requested and click “Place Your Order.”



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



**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?”

The screenshot shows a web browser window displaying a purchase order review page. A white dialog box is overlaid on the page, asking for confirmation to place the order. The background page shows the following details:

**Review Purchase Order**  
Purchase Order #: 89777-SHESC

**Per Smoky Hill ESC Bid**

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

**Supplier Address:**  
6510 North 54th Street  
Tampa, FL 33610  
United States  
Attr: Vicki Eustice  
Phone: 785-825-9185

**Ship To:**  
Smoky Hill ESC - Training Instance  
Smoky Hill Education Service Center Concordia  
1510 Cedar  
Concordia, KS 66901  
United States  
Attr: 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  
Attr: Diane Mann  
Phone: 785-825-9185

**Order Comments:**

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1	71506	Erasers, Pencil Ship To Attr: Vicki Eustice	1 - 36,0000 Each Box	12	3.00	36.00

Subtotal: 36.00 USD  
S & H: 0.00 USD  
Order Total: 36.00 USD

Buttons: Place Your Order, Cancel

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

Footer: Powered By: esm, © 2009-2017 EDM Solutions Corporation, All rights reserved. Contact Vicki Eustice for support.

If you have questions or need assistance, contact Adam Pracht or Valarie Jackson, [vp@smokyhill.org](mailto:vp@smokyhill.org) or call 785-825-9185.



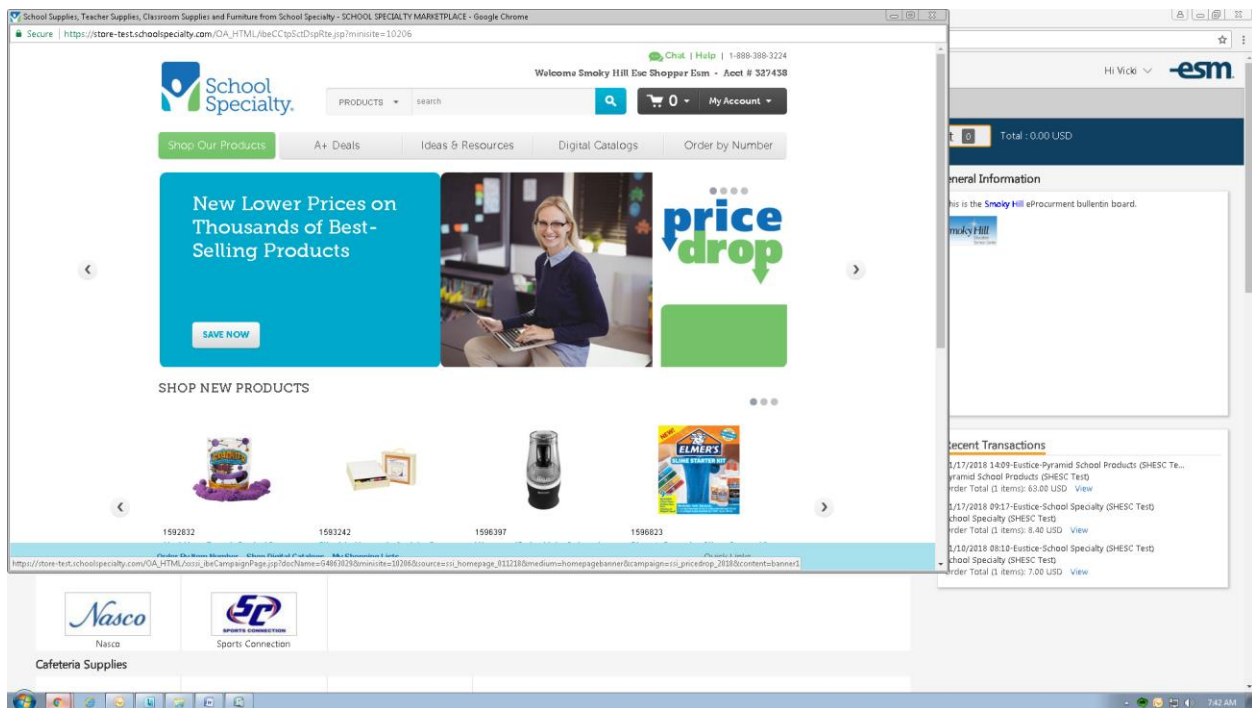


If you click on a "punch-out" catalog and it does not open another window, make sure your popup blocker is turned off on your browser.

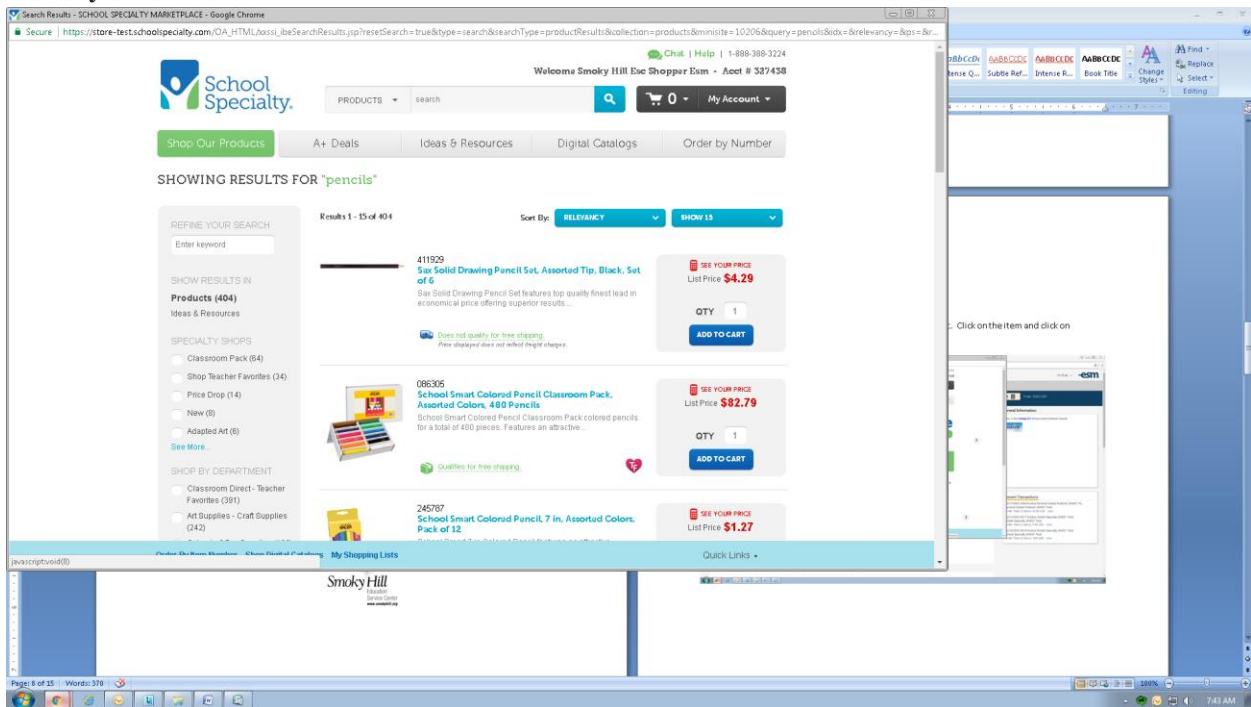


**Ordering School Specialty products (Same procedure for both catalogs)**

To order School Specialty products go to the main "Shop" page and click on the punchout catalog icon. This will take you to the School Specialty website.

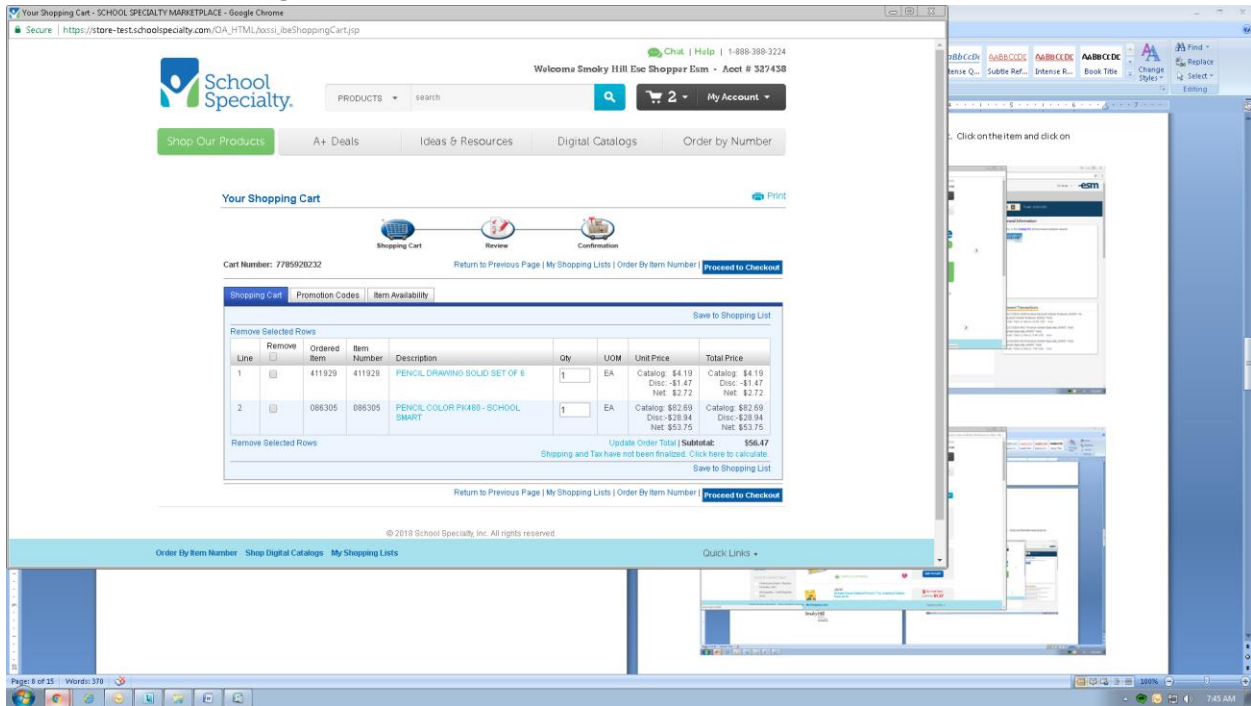


Select your items and click “Add To Cart.”

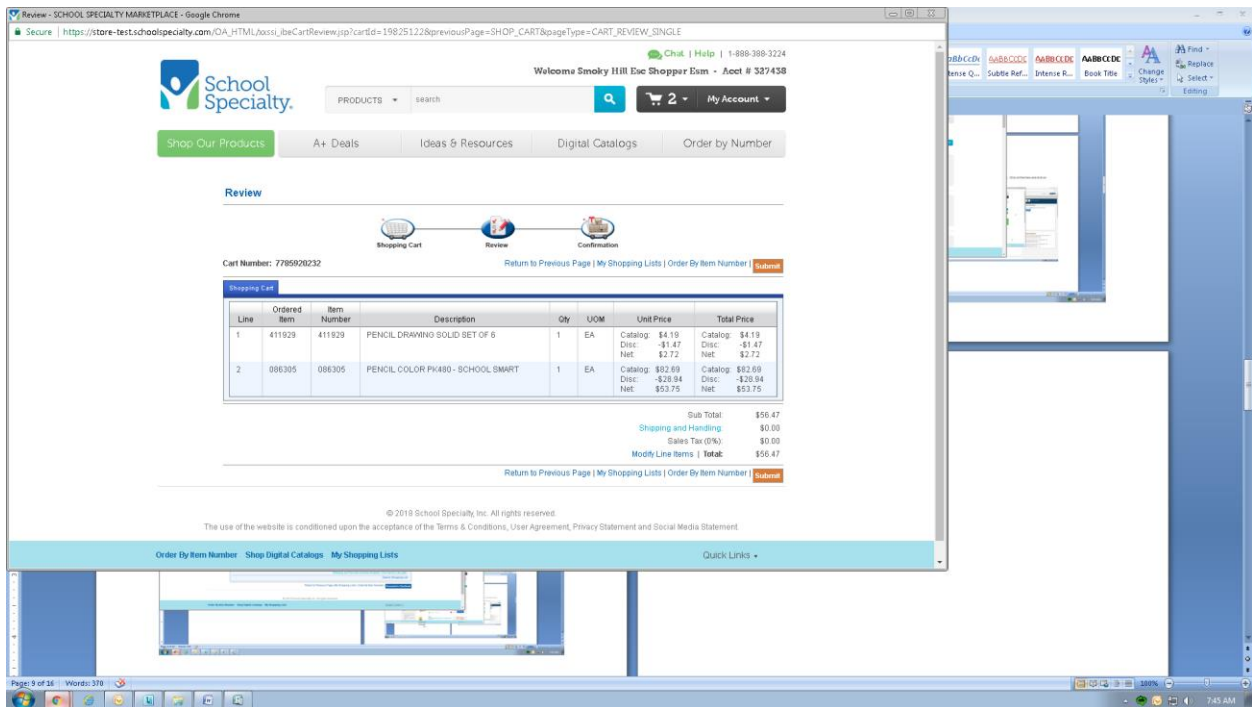


Page 8

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



Click on "Submit."

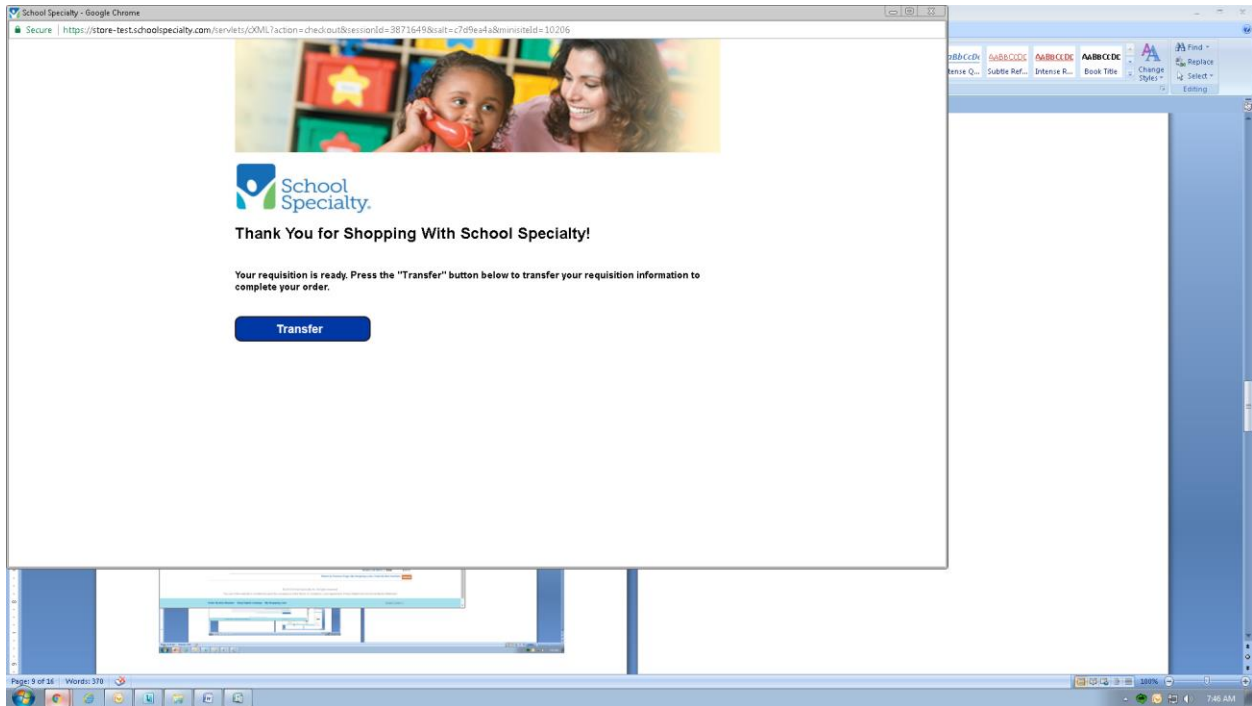


The screenshot shows a web browser window displaying the 'Review' page of a shopping cart on the School Specialty website. The page header includes the School Specialty logo, a search bar, and navigation links like 'Shop Our Products', 'Deals', 'Ideas & Resources', 'Digital Catalogs', and 'Order by Number'. The main content area features a progress bar with 'Shipping Cart', 'Review', and 'Confirmation' steps. Below this, the cart number is 7785926232. A table lists the items in the cart:

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



Summary information at the bottom of the table shows: Sub Total: \$56.47, Shipping and Handling: \$0.00, Sales Tax (0%): \$0.00, and Modified Line Items Total: \$56.47. A 'Submit' button is visible at the bottom right of the cart review section.

Click on "Transfer" to return to ESM.







The screenshot shows a 'Thank You for Shopping With School Specialty!' page. It features the School Specialty logo and a message: 'Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.' A prominent blue 'Transfer' button is centered on the page.

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

Menu  Hi Adam 


Shop

Search Keyword(s), Item Numbers, etc.   Cart 40  
Go to: All Transactions Total: 1,859.20 USD

Item Details	Quantity	Price (USD)	Subtotal (USD)
 8 - 1/2 x 11, 20 # Copier Paper Blue By: Paper 101 Catalog Item #: 972424 Mfg/Provider: DOMESTIC	<input type="text" value="40"/>	46.48 / Count Carton	1,859.20 

**Cart Summary**

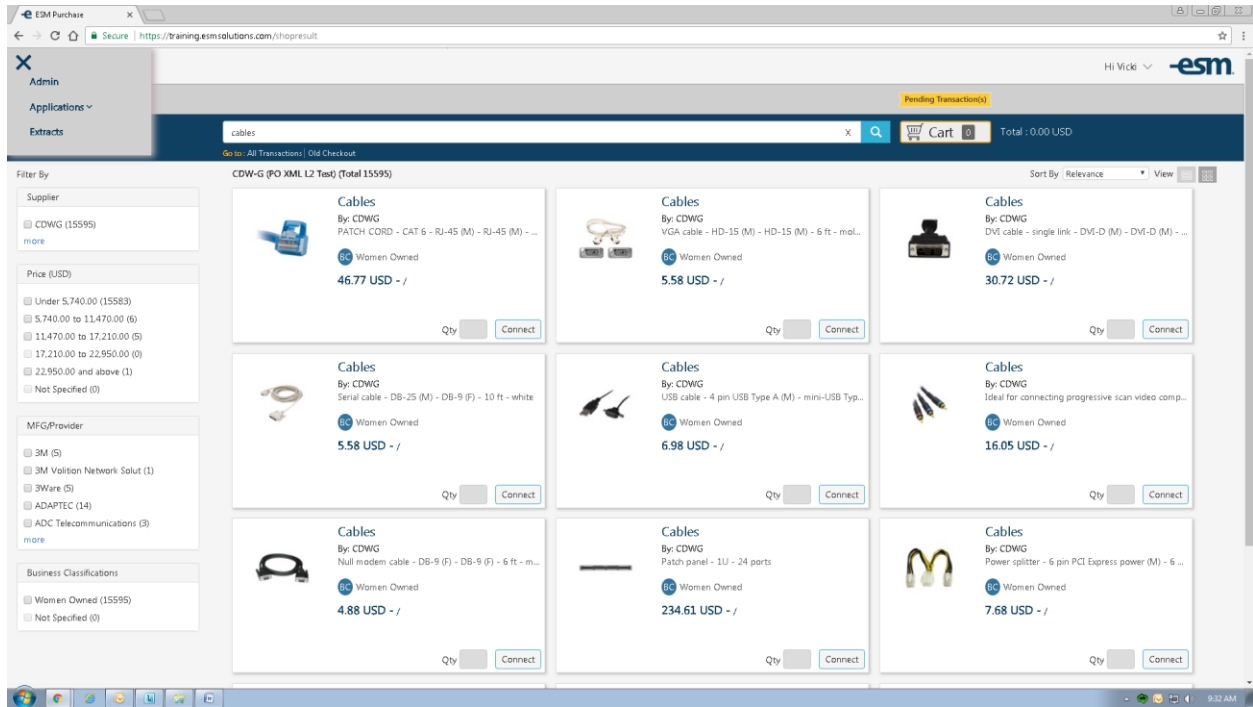
Total Items in Cart:	40
Number of Suppliers:	1
<b>Cart Total (USD):</b>	<b>1,859.20</b>



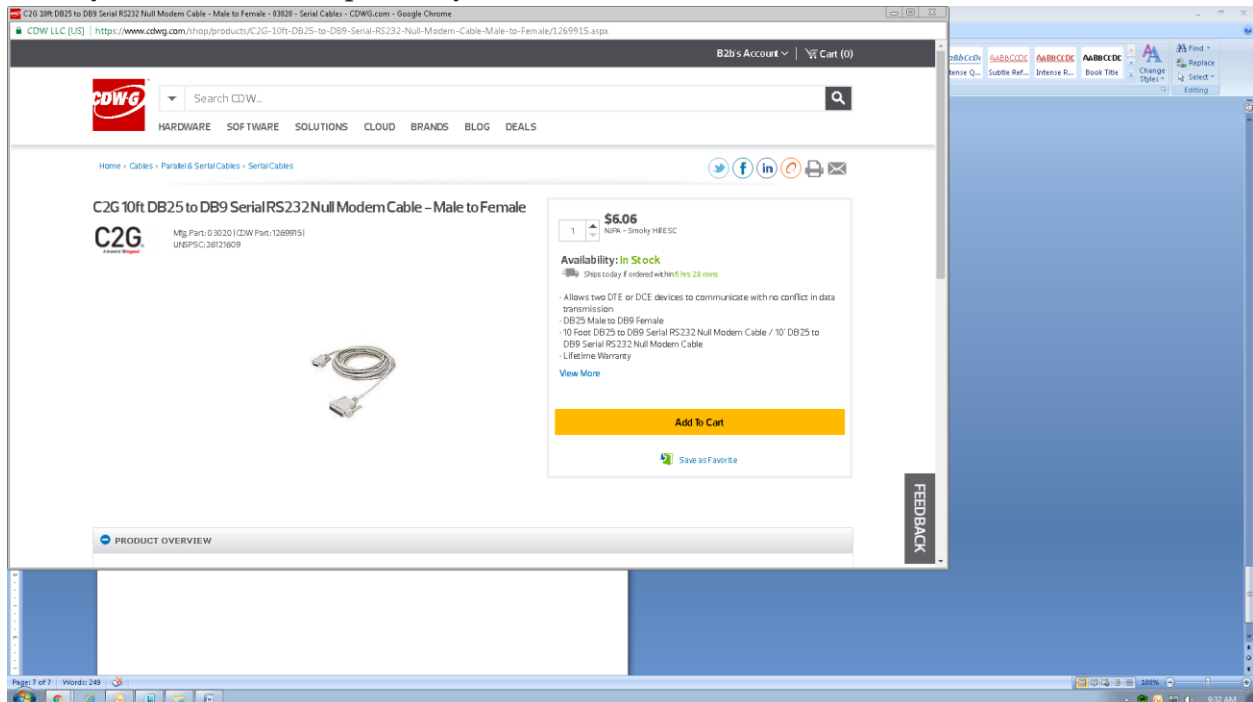


## Ordering CDW-G products

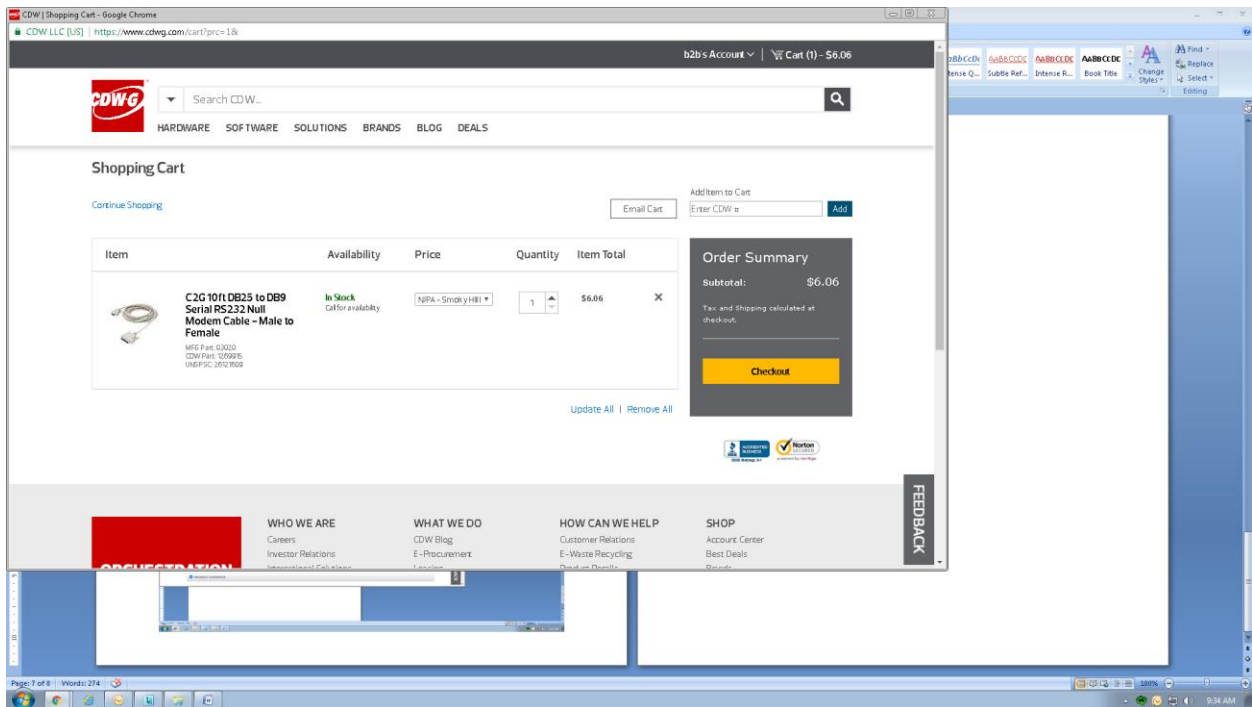
To order CDW-G products go to the main “Shop” page and click on the punchout catalog icon. This will take you to the CDW-G website.



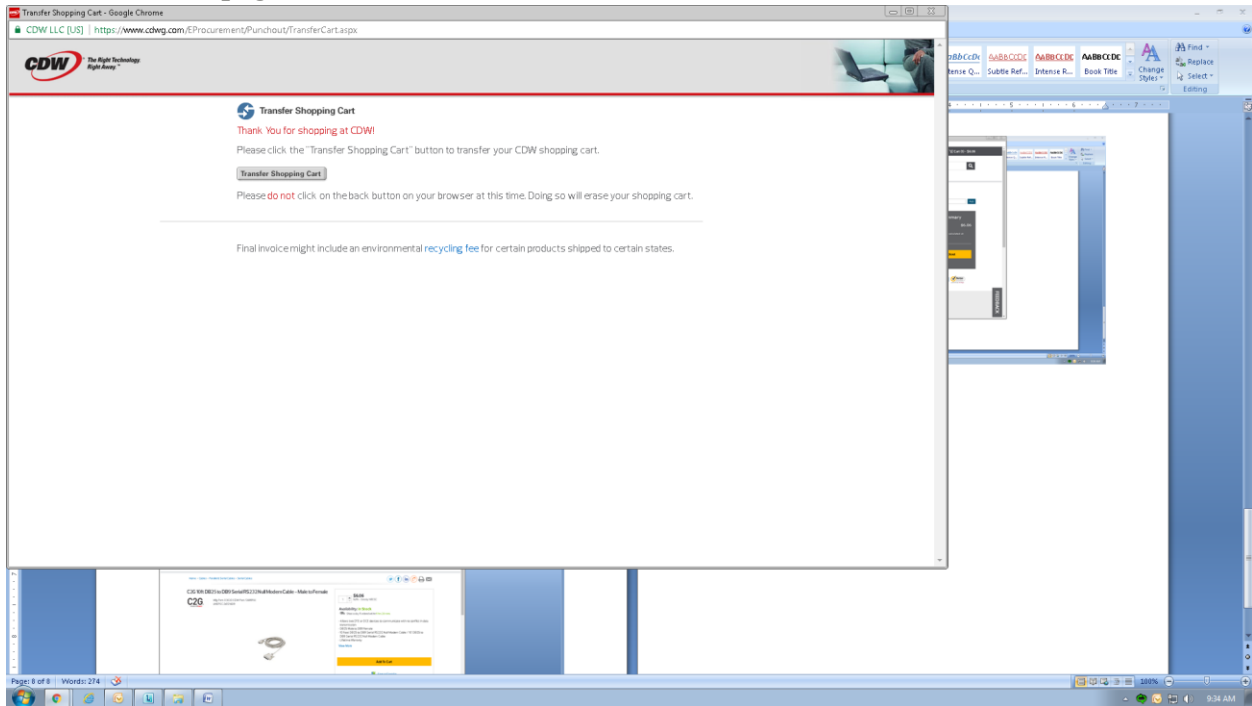
When you have found the product you want to order, click the “Add to Cart” button.



Click on the “Checkout” button.




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





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

SMOKY HILL EDUCATION Service Center


Hi Adam ▾ 

Shop

Search Keyword(s), Item Numbers, etc. 

 Cart 40

Go to: All Transactions Total: 1,859.20 USD

Item Summary (1 Items)		Quantity	Price (USD)	Subtotal (USD)
	8 - 1/2 x 11, 20 # Copier Paper Blue By: Paper 101 Catalog Item #: 972424 Mfg/Provider: DOMESTIC	<input type="text" value="40"/>	46.48 / Count Carton	1,859.20 <span style="color: red;">✕</span>

Cart Summary	
Total Items in Cart:	40
Number of Suppliers:	1
Cart Total (USD):	1,859.20
<a href="#" style="background-color: #f4a460; padding: 5px 20px; border: 2px solid red;">Checkout</a>	