

E-Commerce Ordering

How to create an e-Commerce requisition.

First go to Purchasing Tab.

The screenshot shows the Skyward Financial Management web application interface. The browser address bar displays the URL: <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/sfmhom01.w>. The page title is "Mansfield Independent School District". The navigation menu at the top includes "Home", "Account Management", "Vendors", "Purchasing" (which is highlighted with a blue arrow), and "Inventory". Below the navigation menu, the "Financial Management" section is visible. On the left, there are several widgets: "Jump to Other Dashboards" with a search bar for "Skyward User", "Favorites" with links like "Employee Access", "Personal Information - Time Off Status", "My Employees True Time", "Financial Management", "Approve Requisitions", "Vendor Profile - Purchase Orders", "Reports", and "Edit Favorites"; "Task History" showing "There are no processes initiated by you."; and "Release Notifications" showing "No Skyward Notifications were found". On the right, there are more widgets: "My Print Queue" showing a job "Requisition Printing" with status "Completed"; "District News" with a section "WHERE DID MY REQ'S GO?" and "NON-DUTY DAY EXPIRATION INFORMATION"; "Task Processes" with links for "HR EMPLOYEE EXIT PROCESS" and "HR EMPLOYEE TRANSFER PROCESS"; and "Calendar Events" showing "No calendar events available". A "Task Manager (1)" table is also present, showing a task "Requisition Approval" with date "Mon Oct 05" and time "8:24am". The footer includes "© 2015 Skyward, Inc. All rights reserved.", "Mansfield ISD LIVE Finance DB", and "Windows 8.1 / Chrome 46".

Then go to Requisitions!

The screenshot shows the Skyward Financial Management web application interface, specifically the "Purchasing" tab. The browser address bar displays the URL: <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/sfmhom01.w>. The page title is "Mansfield Independent School District". The navigation menu at the top includes "Home", "Account Management", "Vendors", "Purchasing" (which is highlighted with a blue arrow), and "Inventory". Below the navigation menu, the "Purchasing - PU" section is visible. On the left, there are several widgets: "Purchasing Activity - VA" with links like "View My Purchase Orders - VO", "Accounting - PO Batch-to-Open - AB", "Accounting - PO Open-to-History - AO", and "Reports - RP"; "My Requisition Processing - MR" with links like "Requisitions - RQ", "My Requisition Approval History - MR", "Approve Requisitions - AR", and "User Preferences - UP"; "Vendor Profile - Purchase Orders", "Reports", and "Edit Favorites"; "Task History" showing "There are no processes initiated by you."; and "Release Notifications" showing "No Skyward Notifications were found". On the right, there are more widgets: "Purchase Order Receiving - PR" with links like "Receiving - RC" and "Reports - RE"; "Purchase Order Processing - ..." with links like "Email Purchase Orders - EP" and "eCommerce Ordering - EC"; "Task Manager (1)" table showing a task "Requisition Approval" with date "Mon Oct 05" and time "8:24am"; "Calendar Events" showing "No calendar events available"; and "Task Processes" with links for "HR EMPLOYEE EXIT PROCESS" and "HR EMPLOYEE TRANSFER PROCESS". The footer includes "© 2015 Skyward, Inc. All rights reserved.", "Mansfield ISD LIVE Finance DB", and "Windows 8.1 / Chrome 46".

Click the Add from Online Catalog button to start an e-Commerce requisition. If the Add button is used, a regular requisition will be started. A regular requisition **cannot** be converted to e-Commerce later!

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.02 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqrws006.w

Mansfield Independent School District

Home Account Management Vendors Purchasing Inventory

Requisitions

Views: All WIP Requisitions Filters: Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Project/Grant Disc	Project/Grant Number	# L	# A	N	A	R	BP	Last Updated	Req Grp	PO ID	Fr
0000072201	WIP	0	20	Open PO to purchase consumables for the Debate Team	COSTCO - RE#111748922159	TX	150.00	FRANKLIN, TRACY D			2	0				Y	10/20/2015	007	72201	20
0000072199	WIP	0	17	Envelopes/letterhead - counseling, admin	B&B COMMERCIAL PRINTING	TX	125.00	RAMSEY, MARI K			1	1					10/20/2015	004	72199	20
0000072184	WIP	0	20	PURCHASE VPP VOUCHER FOR RL ANDERSON CURRICULUM AND INSTRUCTION	APPLE COMPUTERS, INC	TX	300.00	WILKERSON, TRACEY RENEE			3	1					10/20/2015	925	72184	20
0000072179	WIP	0	20	Annual Service of PE lockers and new keys for Asa Low IS. Attn: Toni Chadwick	LONGHORN LOCKER CO. LLC	TX	380.00	CHADWICK, TONI D			1	1			Y		10/20/2015	207	72179	20
0000072172	WIP	0	20	Athletic: Toner Supplies for Color Printer	DREAM RANCH OFFICE SUPPLIE	TX	350.90	GINECHESE, JULIE S			5	0					10/20/2015	936	72172	20
0000072163	WIP	0	20	Movie Licensing USA - 12/01/2015 to 11/30/2016. Public Performance Site License.	MOVIE LICENSING USA	MO	415.00	MELITA, DEBRA A			2	0					10/20/2015	126	72163	20
0000072161	WIP	0	20	TEACHERS PAY TEACHERS SCIENCE	TEACHERSPAYTEACHERS.COM	IL	7.00	HIGGINS, SANDRA J			2	0					10/20/2015	119	72161	20
0000072149	WIP	0	20	Junior Great Books order - Baylis -	GREAT BOOKS FOUNDATION, TI	IL	232.64	MELITA, DEBRA A			4	0					10/20/2015	126	72149	20
0000072141	WIP	0	20	TASA Mid Winter Conference Registration for Director of Guidance & Counseling Holly McCanlies Dates of the conference is Jan 24th thru 27th Please forward approved PO to Student Services Attn Y Ojeda Thanks	TEXAS ASSOCIATION OF SCHOC	TX	245.00	OJEDA, YVETTE			1	0					10/20/2015	909	72141	20
0000072124	WIP	0	08	test	MATTHEWS OFFICE SUPPLY	TX	1.00	FENNEL, PAMELA D			1	0					10/20/2015	741	72124	20
0000072113	WIP	0	19	Badge Repair for Police Department	SUN BADGE COMPANY	CA	100.00	MCCARTY, ELIN K			1	1			Y		10/20/2015	952	72113	20
0000072110	WIP	0	19	Instrument	RIVARD BROTHERS - BAND INST	TX	5,165.00	GLOVER, CRISTI E			2	1					10/19/2015	901	72110	20
0000072039	WIP	0	19	W/O 173375 - TEST CASES FOR SURFACES	GOVCONNECTION INC	NH	143.34	HELSLEY, LORI A			3	1					10/19/2015	925	72039	20
0000072016	WIP	0	19	Formal wear	AL'S FORMAL WEAR	TX	81.45	GLOVER, CRISTI E			4	1					10/19/2015	901	72016	20

100 64 records displayed

Requisition Number:

Print View Edit Delete Clone Notes Attach Submit Add from Online Catalog Clone from Purchase Order Assign Special Group Print WIP Report









A new window will open with the vendors that are available for e-Commerce. As of now **these 8 vendors are** operational. Click on the vendor you want to use.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.02 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqecom001.w

Click on the image of the site whose online catalog you want to order from.

Back

Fill out your **campus or department** information as needed. Note that the vendor is pre-populated from the e-Commerce set up screen. **The Vendor are not editable!!!** Make sure you select on the contract box to select the correct contract.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.02 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 741 - PURCHASING DEPT
Fiscal Year: 2015 - 2016 September 1, 2015 - August 31, 2016
☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).
Current Fiscal year not available for this group.

Save and Add Detail
Back

Requisition Information

* Batch Number: 20

* Description: test only

Vendor: LAKESHORE LEARNING ****Ecommerce Vendor****

* Ship To: MANSFIELD ISD-PURCHASING DEPT 605 E BROAD ST BLDG 300 MANSFIELD TX 76063

Attention: Ed Harper

* Due Date: 10/20/2015 Tuesday

Ship Date: 10/16/2015 Friday

Ship Via:

Contract: 13-001 - GENERAL INSTRUCTIONAL valid untill 7/31/2016

Asterisk (*) denotes a required field

You are then “punched out” to the vendor’s website where you can shop as usual, adding to your cart.

School Supplies and Teacher Store - Educational Materials for Preschools, Elementary Classrooms & More - Google Chrome

https://myepro.lakeshorelearning.com/home/home.jsp

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category | grade / age | stores | resources | about us | my cart (0)

MISD

shortcuts

- lesson plans
- crafts & activities
- printables

quick order

Your Terms: 5% discount and free shipping on all orders

Comprehensive Classroom Libraries for Every Reading Level

shop now

The Magic School Bus
In the Time of the Dinosaur

Lakeshore Classroom Carpets

Construction Paper - 9" x 12" at Lakeshore Learning - Google Chrome

myepro.lakeshorelearning.com/product/productDet.jsp?productItemID=1%2C689%2C949%2C371%2C895%2C032&ASSORTMENT<>as

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search

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category | grade / age | stores | resources | about us | my cart (0)

[back to previous page](#)

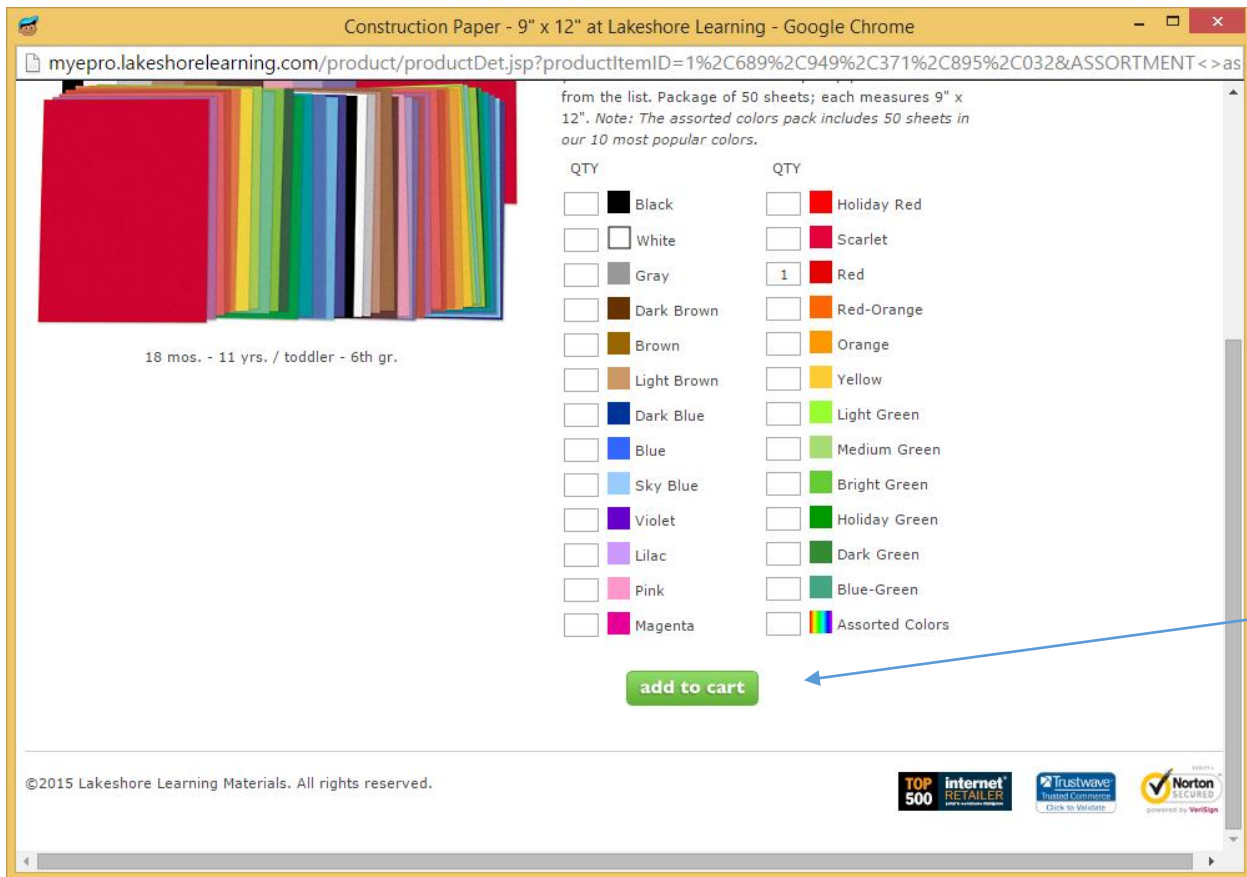
Construction Paper - 9" x 12"
\$1.19 your price \$1.13

(item: TA50)

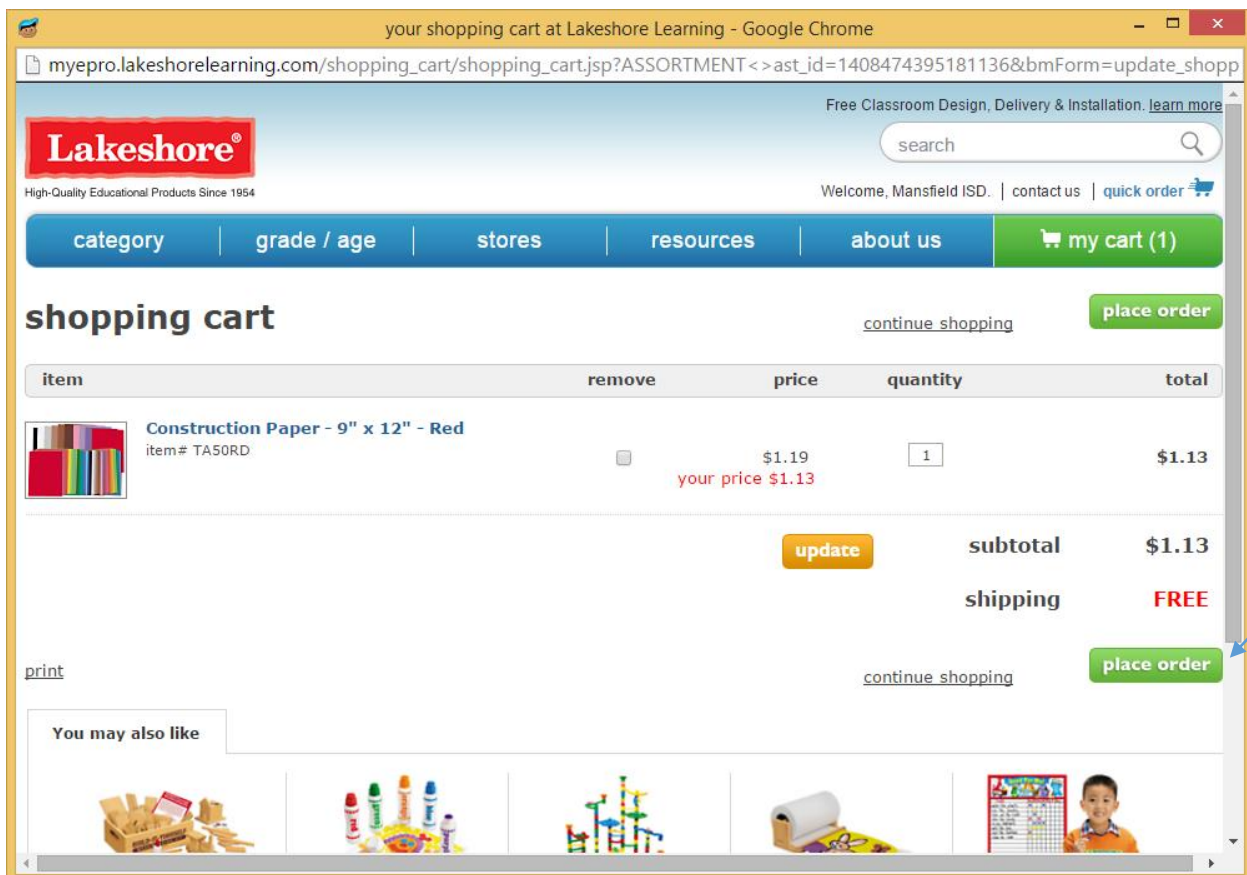
Heavy-duty, 60-pound stock construction paper comes in your choice of 25 colors. Please specify your color choice from the list. Package of 50 sheets; each measures 9" x 12". *Note: The assorted colors pack includes 50 sheets in our 10 most popular colors.*

18 mos. - 11 yrs. / toddler - 6th gr.

QTY		QTY	
<input type="checkbox"/>	Black	<input type="checkbox"/>	Holiday Red
<input type="checkbox"/>	White	<input type="checkbox"/>	Scarlet
<input type="checkbox"/>	Gray	<input checked="" type="checkbox"/>	Red
<input type="checkbox"/>	Dark Brown	<input type="checkbox"/>	Red-Orange
<input type="checkbox"/>	Brown	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Light Brown	<input type="checkbox"/>	Yellow
<input type="checkbox"/>	Dark Blue	<input type="checkbox"/>	Light Green
<input type="checkbox"/>	Blue	<input type="checkbox"/>	Medium Green



When complete, click the "Check Out or Place Order" link to get back to Skyward.



Requisition Detail Lines/Accounting - 05.15.10.00.02 - Google Chrome

<https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w>

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: **20**
Requisition Number: **0000072240**
Group: **(741) PURCHASING DEPT**
Fiscal Year: **2015 - 2016**
Vendor: **LAKESHORE LEARNING MATERIALS**
2695 E DOMINGUEZ ST
CARSON CA 90895
Contract: **13-001**
*** This is an Ecommerce Requisition ***

Accounting: **Account allocation by total requisition amount.**

Amount: **1.13**
Ship To: **MANSFIELD ISD-PURCHASING DEPT**
Blanket PO: **This is not a Blanket PO**
Description: **test only**

Edit Master
Notes
Attachments

Submit For Approval
Save and Finish Later
Back

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line ▲	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100	TA50RD	TA50RD - Construction Paper - 98#34; x 12" - Red	1	EA	1.13000	1.13		

Add
Edit
Delete
Add Ecommerce Narrative
Add Requisition Accounts

20 1 records displayed Line:

The screenshot shows a Windows desktop environment. In the background, a Microsoft Word document titled "Document202 - Word" is open, displaying the ribbon interface with tabs like FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, DEVELOPER, and ACROBAT. The ribbon is set to the "HOME" tab, showing font and paragraph settings. In the foreground, a web browser window is open, displaying the "Account Distribution" page for "HDFC BANK LTD". The page shows a table of account balances and a sidebar with account details. A blue arrow points from the bottom right of the Word document to the "Account Distribution" page.

Once Account information is put in, you can submit for Approval or Save and Finish Later.

Requisition (Main Screen) - FM\PU\RQ\RQ - 2220 - 05.15.10.00.02 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqacct002.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **17**

Requisition Number: **0000075038**

Accounting: **Account allocation by total requisition amount.**

Group: **(741) PURCHASING DEPT**

Amount: **1.13**

Fiscal Year: **2015 - 2016**

Ship To: **MANSFIELD ISD-PURCHASING DEPT**

Vendor: **LAKESHORE LEARNING MATERIALS**

Blanket PO: **This is not a Blanket PO**

2695 E DOMINGUEZ ST

CARSON CA 90895

Description: **Test**

Contract: **13-001**

*** This is an Ecommerce Requisition ***

Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget
199 E 41 6399 00 741 0 99 410	\$1.13	100.00%	

Update Account Distrib

View Requisition Detail Lines

Add Asset Detail

Once your requisition has been approved, the Purchasing Office will submit the order in Skyward. The Orders are sent automatically to the respective vendors with the approval information from Skyward. Confirmation emails are sent by the vendor to the end users.