E-Commerce Ordering

How to create an e-Commerce requisition.

First go to Purchasing Tab.

Then go to Requisitions!
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!

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.
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.
You are then “punched out” to the vendor’s website where you can shop as usual, adding to your cart.
When complete, click the “Check Out or Place Order” link to get back to Skyward.
Your order details are now pulled back into Skyward for you to add your budget or account numbers.
Once Account information is put in, you can submit for Approval or Save and Finish Later.

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.