

INTRODUCTION

*This on-line catalog is available 24-7 because it is web-based.

*The user can see items found in the following catalogs: AV, Custodial, Electrical, School/Art, and Office Supplies.

*The system uses the shopping cart concept (ex. Amazon, etc.).

***If you do not have an account set up yet, please send your request to pingilley_r@hccanet.org. You will be notified when the account is set up so you can access the account using the instructions that follow.**

PROGRAM

The program your school is using is called Direct Buy. In this system, the requisitioner creates a requisition/purchase order and then e-mails it to himself or herself or to an approver. The system prevents it from being accidentally sent electronically to a vendor.

If the print is too small: go to view → text size → choose size

ACCESSING SITE

*Go to www.eschoolmall.com

*Click on User Login (at top of page)

*NCES ID #: Find your District/School # by using the ? button (sorted by state)

*User Name: First Initial, Last name, no space (ex: JSmith)

*Password: Password

**3 tries then locked out, must call system administrator for password reset

*Authentication Code needed on next screen: same as NCES ID #
this screen appears only when first logging on or when password has been reset

*Prompted to create own password (changed every 90 days)

*Click on easyPurchase (under the Solutions heading)

*Only tabs to which authorization were given will appear
Request Tab (all users)
System Settings (system administrators only)

REQUEST TAB

*Click on New Purchase Order (under the Create heading—on right side of page)

Note: the “purchase order” you are creating stays in your account; it cannot be sent to a vendor so don’t worry about your ordering something accidentally.

Catalogs: Any “Full-Line” catalog is for informational purposes only. These catalogs will show percentage discounts as well as exclusions, terms & conditions, etc. You will not be able to search for items. You will need the company’s catalog.

You will be able to search for items in the other catalogs.

Product Search: You may search all or specific catalogs (use drop-down menu)
You may enter up to five words (will search for all words)
You may search one word then add more words to narrow search
The system will find the word if it is in Product Description & More Info. fields
The system will search for singular and plural forms of word (enter pencil and search will bring up pencils as well as pencil)
If you leave the Keyword box blank, all the products in the catalog will come up when you click Submit.

Keys: Update (to add items but you want to continue shopping)
Add (to add items, finished shopping and want to go to requisition screen)

***Please Note: There is a 99-item limit on each purchase order.**

Create requisition * = required field

PO # and name required (for example, initials & date—JS2/8/09 for both)

!!Please Note: Both PO Number and PO Name must be entered. Do not leave this page without hitting Save or these won’t be saved and you’ll be unable to pull up your purchase orders.

Ship to – defaults to requisitioner’s location but may choose another ship to location from drop-down box

To remove items, just click box

To add notes, click on icon. You may add internal or external notes

*internal notes will appear on Reports 100 & 101 (Requisitions)

*external notes will appear on Reports 102 & 103 (Purchase Orders)

Reports 102 & 103 are PO’s that can be sent to the vendor so add notes to the vendor here (**see the note at end of this document**)

KEYS: **Save** (updates changes made to requisition, such as quantities or removal of items but not ready to run a report)

Add Item (if you need to go back to add more items)

If the purchase order has multiple vendors, the user will be required to enter a PO# for each vendor, but the user may enter the same PO# for all vendors

 **User initials or last name and date suggested: JS2/8/09

Reports: Send the report to yourself to be printed or to an approver to be printed
 *the user's own e-mail address is the default, but it can be changed to an approver

Report 100 (Requisitions by date range, will show vendor names)

Report 101 (Requisitions by number, will not show vendor names)

Report 102 (Purchase Order by number) *recommended

Report 103 (Purchase Order by date range)

****Only Reports 102 & 103 show the Vendor Order Number**

****Report 102 is recommended. It looks like a purchase order, and the purchase orders are separated by vendor.**

****If you use Report 102, e-mail your purchase order to yourself using Rich Text instead of Adobe Acrobat. You can then type any contract references next to "Purchase Order Comments" (found on the purchase order just above Product Description). You can also add shipping & handling amounts to the purchase order. You will need to adjust the total as it will not automatically calculate it.**

!!PLEASE NOTE: These purchase orders are not automatically e-mailed to the vendor(s). You must print out the report and then fax or mail them.