


### Entering Orders

- Go to: <http://www.schoolspecialtyonline.com>
- Enter your user name and password in  at the bottom of the page.
- Choose a Store
- Click on “Start a New Order”

### Add Items by Part Number

- Single Item Entry- A quick item entry used when you know the products to be ordered
- Select “Single Item Entry” to see descriptions as you go, or Multiple Line Entry allows for 10 items to be entered a time for quick heads down entry.

### Don't know the item number(s)?

- Search by Description – Searching and browsing for products using categories or keywords
- Place keywords for items you wish to search for in the window in the upper right of your screen and click “Search”, or...
- Click the categories from which you wish to search product (There may be several levels to narrow your search) Enter your quantity for desired products and click “Add to Cart” (Clicking the product name will display more details)
- Notice the “Your Cart” feature in the upper left updates each time you enter an item


### Check out – Finalizing and submitting your order

- Click “Checkout” from the “Your Cart” screen
- Select Standard Shipping or a Future date range. The range of dates tells us when you want to receive your shipment
- Your “Shipping Address”, ShipTo “Attention” and “Billing/Payment Information” are already filled in for you
- Enter the “Purchase Order Number” if you have it.
- Click “Continue Checkout” to continue
- You will view one final summary of your order information. Click “Submit Order” to send your order on for processing or click “Continue Shopping” to add more items to your order. You can also simply “Save & Exit”, “Log out”, or close your browser to save your order.
- When ready to submit, first “Print” your order, then “Submit” the order.

### Saving your order:

- Orders are saved automatically as you create them. You can resume any saved order at anytime (see “View all of your orders” below) Your order will always be saved if you:
  - Exit your browser
  - Start a new order
  - Change your store
  - View order status

### View/Resume/Track your order(s):

- To view the status of all your current and history orders.
- Click “View Order Status” from your left menu. Your orders will be displayed for viewing or modification and finalization.
- Click on the order category that matches your order. Click on your order number for details.
- To continue a composing order, click “Resume Order”.
- To see where your order is in the approval process, click the View Workflow Icon  at any time.

**Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2**