



Online Quick Instructions – Entering Orders

Entering Orders

- Go to: <http://store.schoolspecialtyonline.net>
- Select the Education Essentials Store
- Click LOGIN
- Enter your user name and password

Add Items by Part Number

- Select **“Order By Item”** from the right navigation menu for a quick item entry when you know the product numbers to be ordered
 - Enter up to 15 items at a time.
 - Click View Details to see the descriptions before adding to your shopping cart, or
 - Click Add to Cart to...add to cart!

Don't know the item number(s)?

- **Search by Description** –
 - Place keywords for items you wish to search for in the window in the upper right of your screen and click GO or...
 - Click one of the categories from the left navigation list (There may be several levels to narrow your search)
 - Click “Add to Cart”, then type in the quantity desired
 - Notice the Order Total updates each time you enter an item

Check out – Finalizing and submitting your order

- Click “Checkout” from the “Your Shopping Cart” screen
- Select your Shipping Method. Note: extra charges apply to next day and second day air.
- Your “Shipping Address” and ShipTo “Attention” are already filled in for you. Change these if necessary.
- Enter the date you wish this order to be Shipped
- Select any applicable Shipping Instruction, if needed.
- Click “Continue Checkout”
- Select your Payment Method
- Select your Approver (if you have more than one)
- Enter your Purchase Order or Requisition Number (required). If not known type your Last Name in this field.
- 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 Cart”, “Share Cart” or “Email cart”, or close your browser to exit.

Saving your order:

- You must save your cart by giving it a name. You can resume any saved cart at anytime by clicking “Cart” in the very top menu when logging in. Your order will be saved if you:
 - Save Cart
 - Share Cart
 - Submit Order

View/Resume/Track your order(s):

- To view the status of all your current and history orders.
- Click Orders from the Top Menu
 - Click Pending Approvals if your order was submitted into a workflow, or
 - Click Order Tracking to see where your order is in the process.

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