



Texas Skyward User Group Conference

Purchasing: Using E-Commerce

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Purchasing: Using E-Commerce



Streamline purchasing by using e-Commerce. This session, from a user perspective, discusses set-up and use of the e-Commerce feature.

- Setup and Configuration
- Vendors
- Requisitions & Purchase Orders
- E-Commerce Processing

Setup and Configuration

Financial Management - PS\WF - 7091 - 05.13.06.00.07-10.2 - Windows Internet Explorer

Jack Blackscr Account Preferences Exit ?

Home Skyward Contact Access System Administration Data Administration Student Management Human Resources Financial Management Employee Access Task Manager

Financial Management (809) Favorites New Window My Print Queue

By Path Search By Description

FM Product Setup	Purchasing - PU	Configuration - CF
Vendor Profile - VM	Codes - CO	Requisition Entry Setup - RO
Account Management - AM	Configuration - CF	
Purchasing - PU	Utilities - UT	
Accounts Receivable - AR		
Fixed Assets - FA		
Inventory - IN		
Bid Management - BM		
School Based Accounting - AC		
Custom Reports - CR		
Accounts Payable - AP		
Texas State Reporting - TX		

Configuration - CF Items

Options	Affects Entire District	Last Run Date	Last Run By
Alternate Invoice To - AI	✓		
ECommerce - EC	✓		
Group Access by Person - GA	✓	07/31/2013	benekes
Available Funds Groups - AF	✓		
Group Access by Ship To Name - BS	✓		
Group Access by Warehouses - BW	✓	05/30/2012	pamelao
Power Track - PT	✓		
Purchase Order Printing Setup - PO	✓	12/06/2012	connor
Receiving Entry Options - EO	✓		
Requisition/Purchase Order Groups - RE	✓	08/02/2013	dime
Special Groups - SG	✓		

Run

Vendors

eCommerce - PS\WF\PU\CF\EC - 7573 - 05.13.06.00.07-10.2 - Windows Internet Explorer

Connection Setup Back





















Webspeed Service: Edit

Proxy Information:

eCommerce XML Files: Retain eCommerce XML Files - **Debug Use Only**
 Use Work Directory ?
 Use UNC Path ?

UNC Path (\\servername\directory\):

Click on an image to go into the setup for the eCommerce Site











 Baker Office Products	 CDW-G	 DELL™
 eschoolmall Connecting e with education	 GRAINGER FOR THE ONES WHO GET IT DONE	 IAESC PROCUREMENT
 independent stationers Amazingly advanced. Uniquely local.	 in innovative office solutions	 KCDALogo
 Lakeshore® products designed with learning in mind™	 Matthews Office City	 Nasco
 Office DEPOT World's Leading Supplier of Office Products	 OfficeMax®	 point NATIONWIDE GONZALEZ ALLIANCE
 QUILL®	 School Specialty EducationEssentials.	 STAPLES
 STAPLES Advantage	 Corporate Express	

100%

Requisitions & Approvals

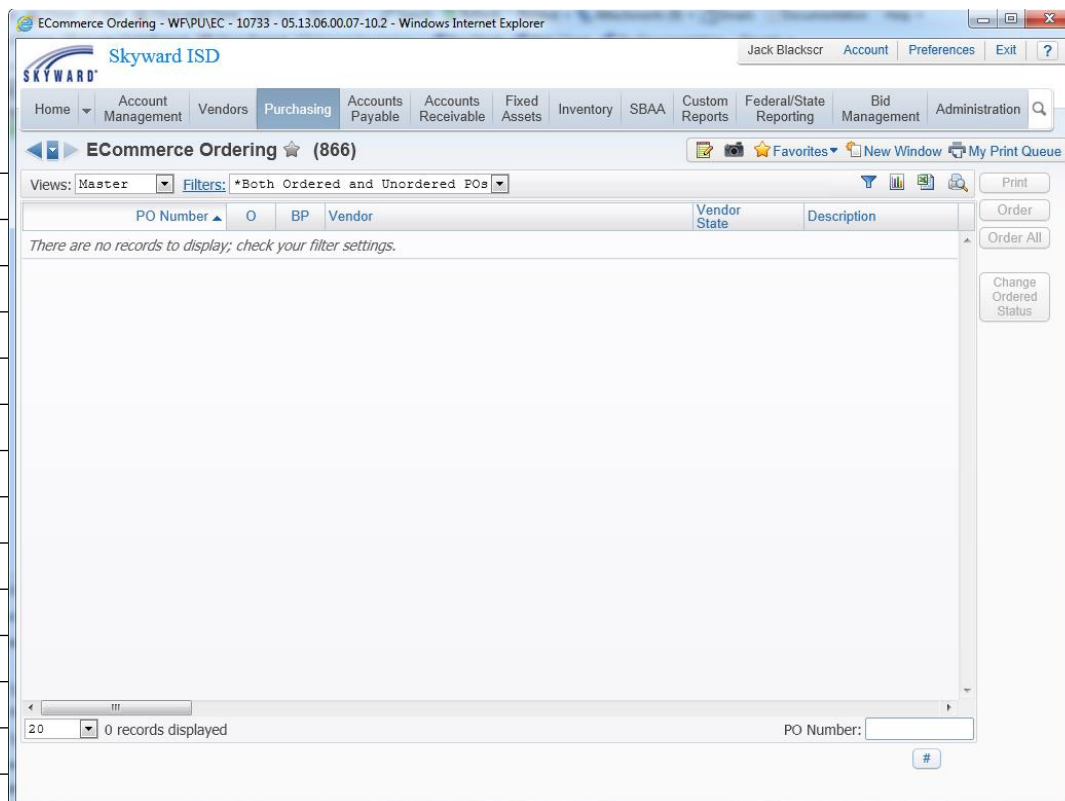
Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.13.06.00.07-10.2 - Windows Internet Explorer

Click on the image of the site whose online catalog you want to order from. [Back](#)

100%

E-Commerce Processing



The screenshot shows the Skyward ISD ECommerce Ordering web application. The browser title is "ECommerce Ordering - WFP/UC - 10733 - 05.13.06.00.07-10.2 - Windows Internet Explorer". The user is logged in as "Jack Blackscr". The application has a navigation menu with the following items: Home, Account Management, Vendors, Purchasing (selected), Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The main heading is "ECommerce Ordering (866)". Below this, there are controls for "Views: Master" and "Filters: *Both Ordered and Unordered POs". A table header is visible with columns: PO Number, Vendor State, and Description. The table content is empty, with the message "There are no records to display; check your filter settings." displayed. On the right side, there are buttons for "Print", "Order", "Order All", and "Change Ordered Status". At the bottom, there is a pagination control showing "20" records per page and "0 records displayed", along with a "PO Number:" search field and a "#" button.



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THANK YOU FOR ATTENDING!

