Approve/Reject a Requisition

1) Click the ***Approval*** tab and then select the ***Summary*** sub menu option.
2) Accept the default filter criteria and click the ***View*** button located at the bottom of the screen.
3) A summary list of the first 15 requisitions awaiting your approval will display. Select the ***View Detail*** radio button next the requisition to approve. Click the ***View*** button to continue.
4) Review the details of the requisition.
    a) To ***Approve*** the requisition select the ***Approve*** check box and then click the ***Submit*** button.
    b) To ***Reject*** the requisition select the ***Reject*** check box, enter a ***Rejection Reason*** for at least one line item, and then click the ***Submit*** button.

Review a Rejected Requisition

Both ***Requisitioners*** and ***Approvers*** have the ability to take action on returned requisitions (depending on who returned the requisition). If a requisition has been retuned to you, follow these steps:

1) Click the ***Returned*** sub-menu option from the appropriate tab (Requisition tab or Approval tab). A summary list of returned requisitions displays.
2) Select the returned requisition to review by clicking the ***Select*** radio button followed by the ***Submit*** button located at the bottom of the screen.
3) Make the appropriate modifications to the requisition based on the ***Rejection Reason*** note and then click the ***Submit*** button.
4) To delete the entire requisition, select the ***Remove*** check box for each line item and then click either the ***Update*** or ***Submit*** button.

Receive a Purchase Order

1) Click the ***Receive*** tab and then the ***Receive*** sub menu option.
2) Enter the ***Purchase Order Number*** to receive and then click the ***Submit*** button.
3) Enter ***Received Quantity*** in the space provided. Click the ***Submit*** button to execute the transaction.
4) To undo a receipt, click the ***Remove*** check box next to the receiving record you wish to reverse and then click the ***Submit*** button.

Run a Report

Every tab in easyPurchase has a Reports sub-menu option which contains one or many reports listing valuable information for that function. The following steps explain how to run a report.

1) Click the ***Reports*** sub-menu option.
2) Review the available report options and select the one of interest by clicking the ***Select*** radio button, followed by the ***Select*** button at the bottom of the list.
3) Enter the ***Selection Criteria*** and then click the ***Next*** button.
4) Select the appropriate ***Delivery Options*** (email Report or email Extract). Double check the email address to ensure it is accurate.
5) Click the ***Next*** button to complete the report request.
6) The report request will be processed in approximately fifteen minutes and will be mailed to your email address as an attachment.

easyPurchase Quick Guide

For assistance please contact Adam Hooker at 606-862-4600, ext 2013 or e-mail to adam.hooker@Laurel.kyschools.us

eschoolmall
Connecting with education

Accessing the eSchoolMall Website

1) Initiate a web browser session.
2) Click in the ***Address*** field.
3) Enter ***www.eschoolmall.com***
4) Press the ***Enter*** key.

Logging into eSchoolMall

1) Click the ***School Login*** text link located at the top of the screen.

Enter the ***NCES ID,*** which is 2103210

1) Enter your ***Username.***
2) Enter your ***Password.*** Passwords can be a combination of letters and/or numbers and can be up to 30 characters in length. **Note:** every 90 days the system will force you to reset your password, this is required to conform to basic security standards. Also, you have three attempts to login to eSchoolMall with the correct information. If you do not succeed by the third attempt the system will automatically lock your password. At this point you will need to contact your system administrator who can reset your password.

Create a Catalog Requisition

1) Click the ***Requisition*** tab. The sub-menu option will default to ***Create.***
2) Select a ***Vendor Catalog*** and/or enter a ***Keyword*** to search the online product offerings. Click the ***Search*** button to initiate the search.
3) Review the search results and enter ***Quantities*** next to the items you wish to requisition.
4) Click the ***Add*** button to add your items to the requisition.
5) *Enter* a ***Requisition Name*** and, optionally, a ***Requisition Justification.***
6) Confirm your default ***Ship To Location*** and change if necessary.
7) Select an **Approval Route** from the pull-down menu.

Create a Catalog Requisition (cont.)

8) Specify a ***Needed By Date*** in the following format mm/dd/yyyy.
9) Enter information in the **Requisition Notes**. Internal Notes can be read and appended to by approvers and buyers. External Notes are visible to the Vendor on the Purchase Order.
10) Review the line item details. Add the appropriate ***Account Number*** for each item. (Example: 3001.06.00.0201.2120.0022.0401.00.00)
11) Check the ***Deliver To*** field and modify if necessary.
12) Click the ***Submit*** button once you have entered all of the appropriate information.

Note: Once a requisition has been submitted for approval it can not be modified unless it is returned to you.

Create a Manual Requisition

1) Click the ***Requisition*** tab. The sub-menu option will default to ***Create.***
2) Click the ***Manual Item Entry*** button.
3) Select a vendor that the requisition is being sent to by first entering at least three characters of the ***Vendor's Name***.
4) Select the vendor from the list displayed by clicking the ***Select*** radio button, followed by the ***Select*** button located at the bottom of the screen. ***Note***: the system will automatically bypass this step if there is only one vendor which matches the information entered in step 3 above.
5) Enter the item information, which includes a ***Description, Mfg's Name, Vendor's Item Number, Price, and Quantity. Note:*** a single requisition can contain a maximum of 100 line items.
6) Click the ***Submit*** button once all items have been added.
7) From this point forward, the process is the same as the *Create a Catalog Requisition* process starting with **Step 5**.

View the Status of a Requisition

1) Click the ***Requisition*** tab and then click the ***View*** sub menu option.
2) Enter the ***Date Range*** in which the requisition of interest was created or enter the specific ***Requisition Number.***
3) Click the ***View*** button to find and display the requisitions meeting the criteria listed above.
4) Click the ***Select*** radio button next to the requisition of interest and then click the ***Submit*** button located at the bottom of the page.
5) The details of the requisition selected are displayed. The ***Next Approver/Status*** column will indicate the approver name that is processing your request. If your request has been fully approved, this field will change to indicate that the approving process is complete. Once the requisition is converted into a purchase order the ***PO#*** and ***PO Rel Date*** fields will contain the purchase order number that was assigned to the request and the date the purchase order was released to the vendor.

Re-Create a Requisition

1) Click the ***Requisition*** tab and then click the ***View*** sub menu option.
2) Enter the ***Date Range*** in which the requisition of interest was created or enter the specific ***Requisition Number.***
3) Click the ***View*** button to continue. Find the requisitions meeting the criteria listed above.
4) Click the ***Select*** radio button next to the requisition of interest and then click the ***Submit*** button located at the bottom of the page.
5) Click the ***Recreate Requisition*** button located at the bottom of the page. The requisition will be copied and displayed with a new requisition number. Modifications to copied information can be made. Submit the requisition for approval once you are satisfied with all of the information entered.