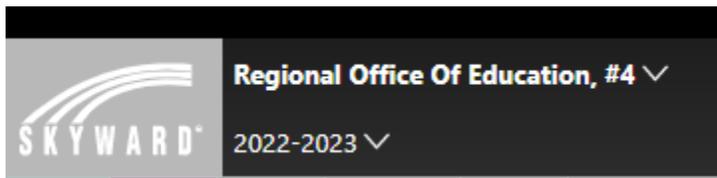


WE NOW BUY ON AMAZON WITH ECOMMERCE VIA SKYWARD!

Creating Ecommerce purchase orders enables you to create the purchase orders within the software and then shop online using a vendor's website, ensuring that your purchase orders are completed quickly and accurately.

- First, Log into your Skyward account.
- In the upper left hand corner of the screen*
 1. MAKE SURE - you are in the right building
 2. MAKE SURE - you are in the right fiscal year!



- Under “Administrative Access” navigate to the “Purchase Order feature” which is located within the Purchasing Module.
- Next, click the Add Purchase Order option, and create a purchase order for (whatever you are ordering)
- Choose your purchasing group
- Check the “shop online” box
- Choose Amazon
- Enter a description of what you are creating this purchase order for.
- Next, select the “Save & Add Detail” option, which will save the purchase order and send you directly to the Ecommerce Vendor’s website to complete the purchase order!
- Use the search field to find your items for order.
- Once you find the item enter that quantity and select “Add to Cart”.
- When you are done filling your cart, view your cart and, after confirming the amount, you will proceed to the checkout.
- Now you can submit your order and be navigated back to the Skyward software where you can continue the purchase order.
- You will enter the account you want to use to make your purchase order, and then choose “save”.
- The order will then be automatically routed to your supervisor for approval in Skyward.
- Once it is approved, it will be routed to Finance for processing.

Now you know how to create an Amazon online purchase order with Ecommerce!

Visit the following link if you would like to see a demonstration of an Ecommerce purchase:

https://www.youtube.com/watch?v=UpxiiGO7_ZM