

Entering a Requisition through ESS (Employee Self Service) Website

On school website, select District Office, > Staff Resources > Staff Links > Employee Self-Service link.

Your User ID is your employee number, found on your paystub.

Your password (for first time users) is 0777 plus the last 4 digits of your SSN.

Select My Requests.

You have two options:

1) **Online Shopping**. Use only for School Specialty, Innovative, Frey Scientific, Amazon.

2) **Order Requisition Entry**. Use for any vendor not listed in Online Ordering.

Choose the appropriate instructions below for which option you need.

Online Shopping (use for School Specialty, Innovative Office, Frey Scientific, Amazon)

If your vendor is not listed here, skip to instructions for Order Requisition Entry (next section).

Select your vendor for this order. The vendor website should then appear.

Add items to cart until done.

Select Checkout. May be multiple screens to click through.

Select fiscal year for which supplies will be purchased, use school ending year (2020 for 19-20).

No need to enter anything in the account code.

(optional) Enter Vendor Note if something needs to be printed on the PO (quote number, etc.)

(optional) Enter Comment such as staff development, grant funds to be used, etc.

Select Transfer button. You will receive an email within a few seconds confirming your requisition. If you do not receive a confirmation email, your order is not completed. Do not close ESS window, log into ESS again, press back button repeatedly to get back to your cart if possible. Checkout again. Your req will be processed by the district, and if approved, converted to a PO.

Once approved, your order will be automatically released online to the vendor for shipment.

When you receive items, verify qty received & correct cost against the invoice.

Contact vendor to correct any discrepancies.

If no errors, sign & date the invoice as ok for payment. Send invoice to Mackenzie Dokkebakken.

Order Requisition Entry (use for any vendor not listed above in Online Shopping)

Select + Add New.

Select Ship To location from drop down list..

(optional) Enter comment such as Staff Development, grant funds to be used, etc.

(optional) Enter Vendor Note if something needs to be printed on the PO (quote #, confirmation #, etc.)

Select Vendor Code from drop down list. If a new vendor, send email to Mackenzie Dokkebakken with vendor name, address, phone, and fax. Return email will notify you when new vendor is added to database.

Alternate Address- If vendor has multiple locations, select correct address for this order.

Select Buyer from drop down list.

Select Save and Enter Items.

Item Description- Type part # and description of item. Use description as worded in catalog or on website.

Units- Qty of item being ordered.

Rate- Price of each item.

Select +Add/Save Row to save this line. If more than one item to be ordered, continue the process on the new line populated. Select +Add/Save Row to save each line as you go. When finished with all items, select Save button near the top of the screen.

You will then be transferred to a different page showing a summary of your requisitions. You need to select Route to complete your requisition.

You are now done submitting your order. Your req will be processed by the district, and if approved, converted to a PO.

Once approved, you will get a confirmation email and your order will be faxed or called in to the vendor. When you receive items, verify qty received & correct cost against the invoice. Contact vendor to correct any discrepancies. If no errors, sign & date the invoice as ok for payment. Send invoice to Mackenzie Dokkebakken.