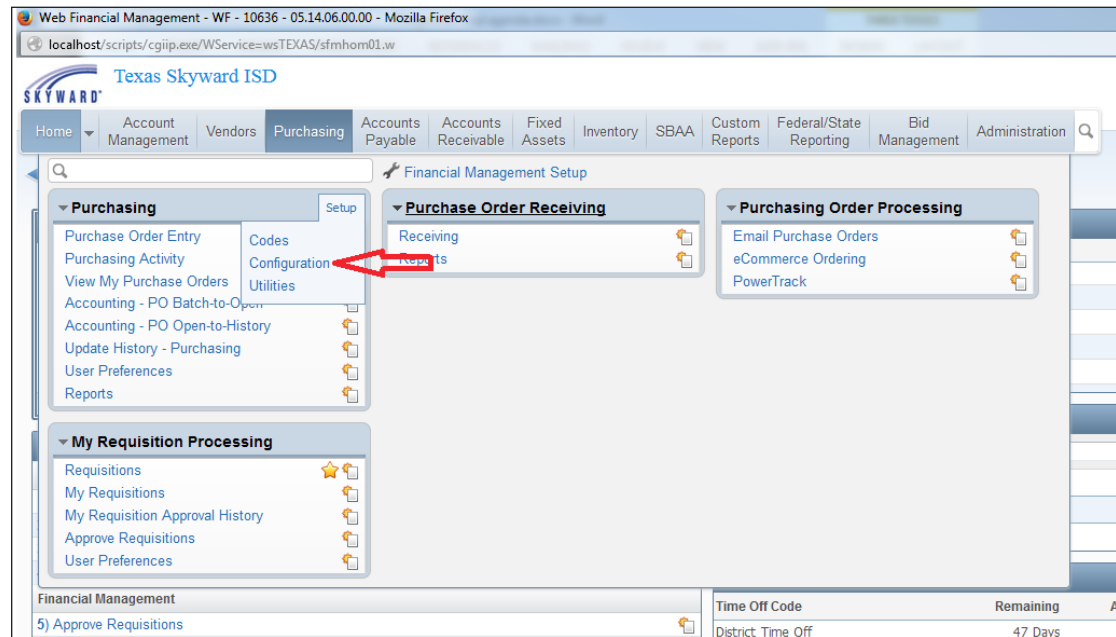


Skyward & Express

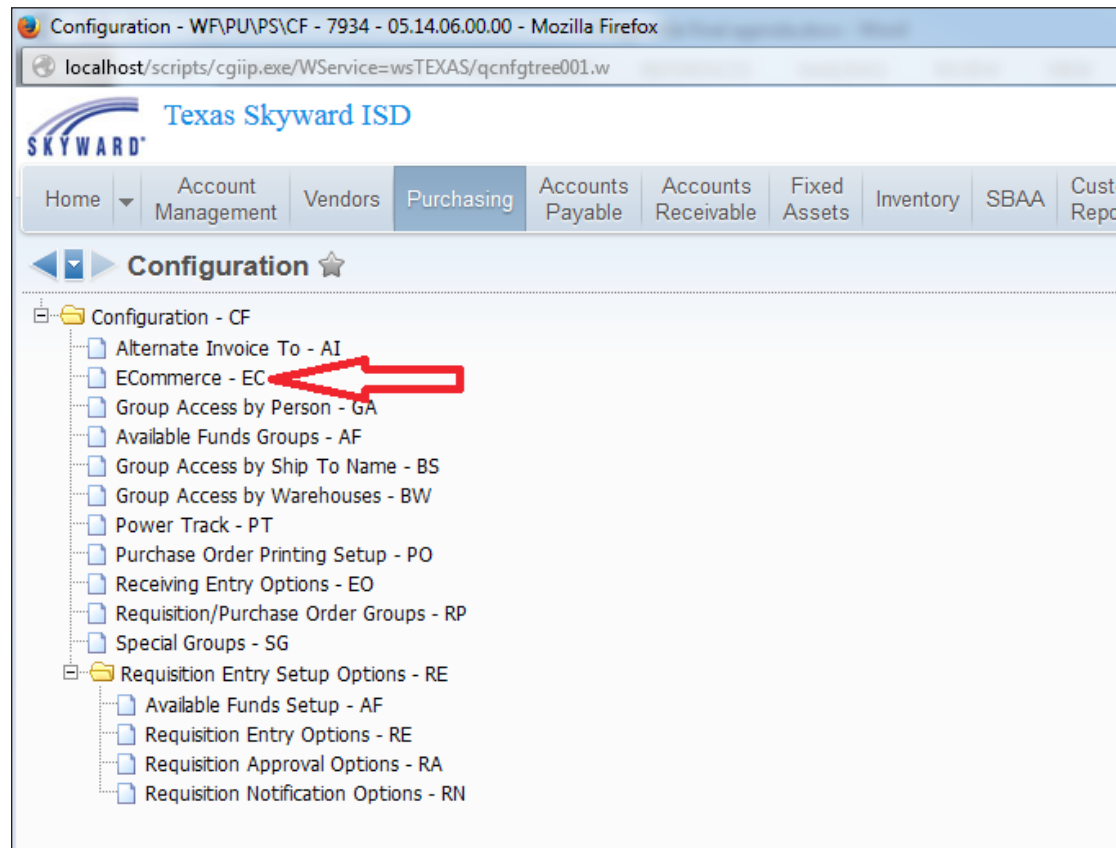
Setting up Skyward with Express

1. Contact Express to get login/password credentials.

2. In Skyward (web), click Financial Management, Purchasing, Setup, Configuration.



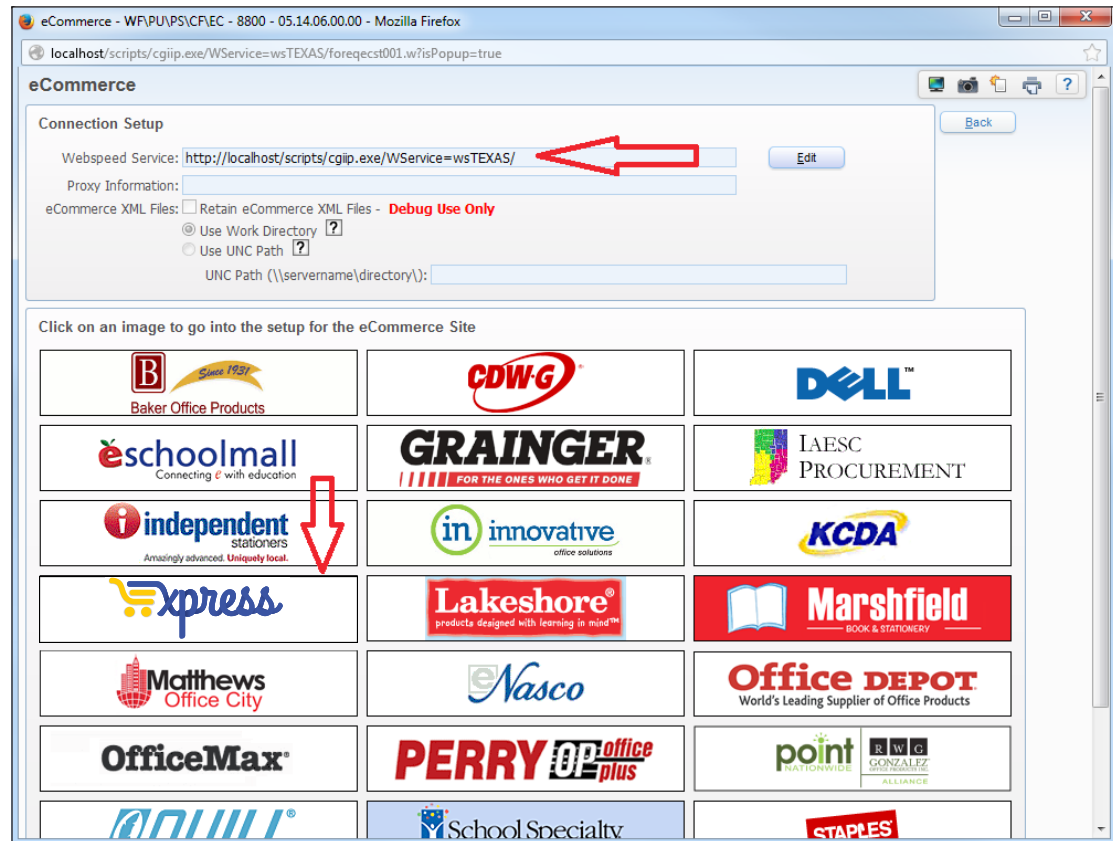
3. Click Ecommerce.



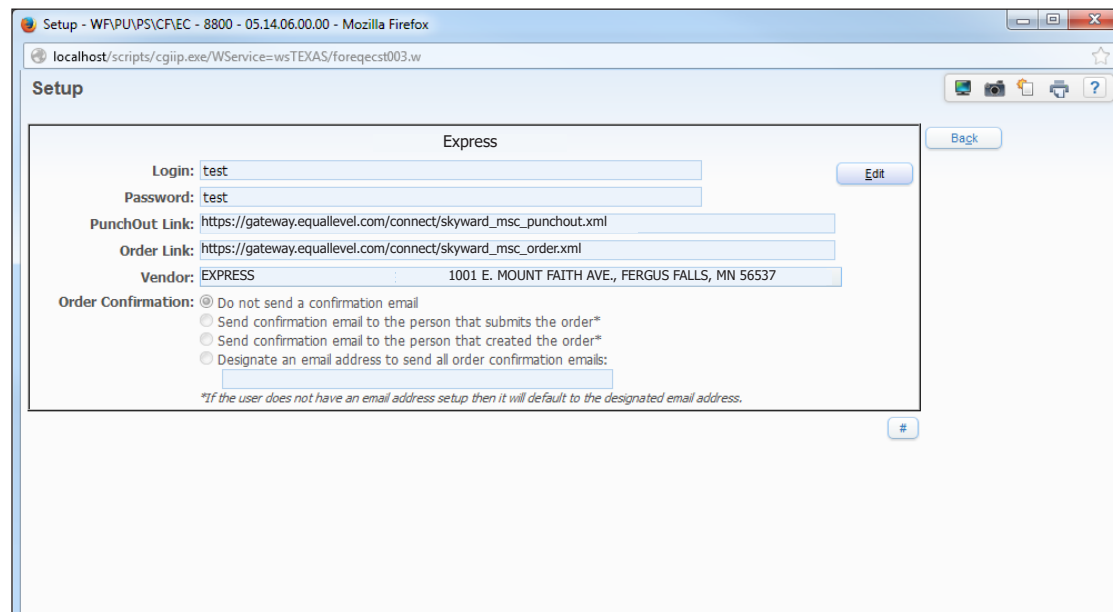
Continued ...

4. Enter the Webspeed Service information (check with your tech if unknown)

5. Click the vendor icon you wish to add to the online purchasing area.



6. Enter the vendor credentials in the setup area.



Punchout: https://gateway.equallevel.com/connect/skyward_msc_punchout.xml
Order Link: https://gateway.equallevel.com/connect/skyward_msc_order.xml

7. To add an ecommerce requisition, click Financial Management, Requisitions. Click Add from Online Catalog.

Requisition Number	App Number	Batch	Description	Vendor Name	Unit	Amount	Entered By	% Project/Grant	Disc. Number	# L	# A	# AC	# AN	# R	# SP	Last Updated	Req. Org	Costs	Tag	Co-op	Exptl
1	0000001370	WIP	1 11 SUPPLIES	BAKER OFFICE PRODUCTS	TX	170.40	KRUZICK, ALAN H			1	1	1	3			03/12/2014	001				
2	0000001378	WFM	0 15 Cleaning supplies	ABC123	TX	82.08	ANDERSON, CORNIE	2.00		2	1	0	2			04/15/2014	001				
3	0000001243	WFM	1 22 Cleaning Supplies	ABC123	TX	332.92	BARNES, RICK	2.00		3	2	1	2			12/26/2013	001				
4	0000001243	WFM	1 22 Art supplies	ACADEMIC INNOVATIONS TOC	TX	141.25	BARNES, RICK			2	2	1	2			01/22/2014	001				
5	0000001347	WFM	1 17 Math Supplies	ACADEMIC INNOVATIONS TOC	TX	332.30	BARNES, RICK			2	1	1	1			02/17/2014	001				
6	0000001349	WFM	0 18 supplies	STAPLES	TX	73.90	KRUZICK, ALAN H			1	1	0	2			02/18/2014	000				
7	0000001352	WFM	1 25 Blanket PO for Supplies	ABC123	TX	3,069.00	KRUZICK, ALAN H	2.00		1	1	1	1		Y	02/28/2014	000				
8	0000001360	WFM	1 28 Phy Ed equipment	AL'S SPORTING GOODS	TX	539.00	ANDERSON, CORNIE			2	1	1	3			02/28/2014	001				
9	0000001366	WFM	1 10 Cleaning supplies	DIDAX EDUCATION RESOURCE	MA	63.78	ANDERSON, CORNIE			2	1	1	3			03/19/2014	001				
10	0000001376	WFM	2 12 Text supplies	BAKER OFFICE PRODUCTS	TX	110.04	ANDERSON, CORNIE			1	1	2	1			03/19/2014	001				
11	0000001374	WFM	1 09 Math Supplies	TOM'S PRINTING	TX	150.65	ANDERSON, CORNIE			2	1	1	1			04/09/2014	001				
12	0000001376	WFM	0 10 Supplies	STAPLES	TX	339.80	KRUZICK, ALAN H			1	1	0	2			04/15/2014	000				
13	0000001254	WFM	1 06 Laptops	DELL COMPUTERS	TX	5,495.00	KRUZICK, ALAN H			1	1	1	1			01/06/2014	001				
14	0000001256	WFM	1 08 Supplies	ABC SUPPLIES	TX	41.87	KRUZICK, ALAN H	2.00		1	1	1	1			01/09/2014	001				
15	0000001257	WFM	1 08 Supplies	STAPLES	TX	216.93	KRUZICK, ALAN H			2	1	1	1			01/09/2014	001				
16	0000001262	WFM	1 21 Supplies	ACADEMIC INNOVATIONS TOC	TX	256.25	KRUZICK, ALAN H			1	1	1	1			01/21/2014	001				
17	0000001344	WFM	1 13 SUPPLIES	STAPLES	TX	353.75	KRUZICK, ALAN H			1	1	1	1			02/13/2014	001				
18	0000001349	WFM	1 18 Supplies	ABC123	TX	144.00	KRUZICK, ALAN H	2.00		1	1	1	1		Y	02/18/2014	001				
19	0000001351	WFM	1 19 Supplies Art	ABC123	TX	194.56	KRUZICK, ALAN H	2.00		1	1	1	1			02/18/2014	001				
20	0000001352	WFM	1 19 supplies	STAPLES	TX	283.00	KRUZICK, ALAN H			1	1	1	1			02/19/2014	001				

8. Click the icon of the ecommerce vendor to begin the online shopping.

Click on the image of the site whose online catalog you want to order from.
