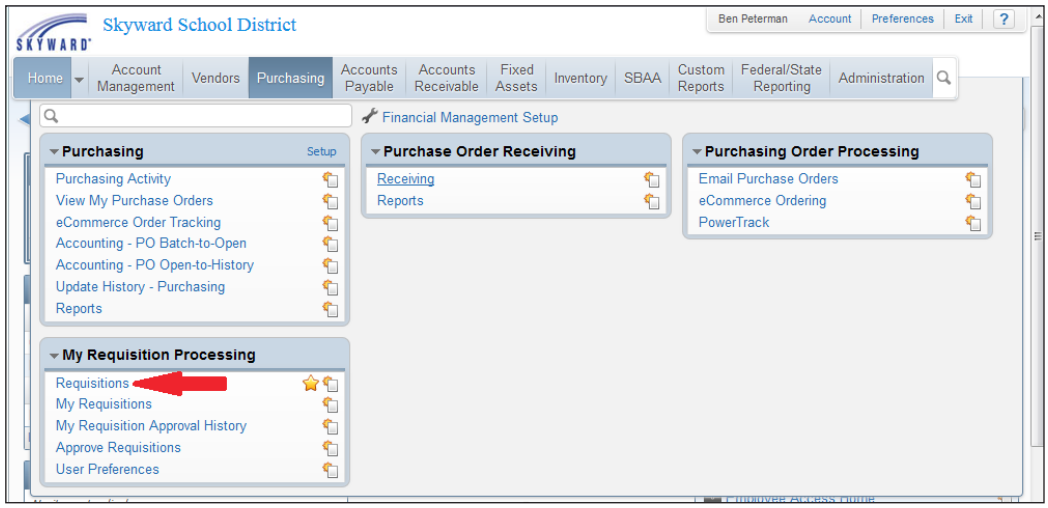
Skyward & Express

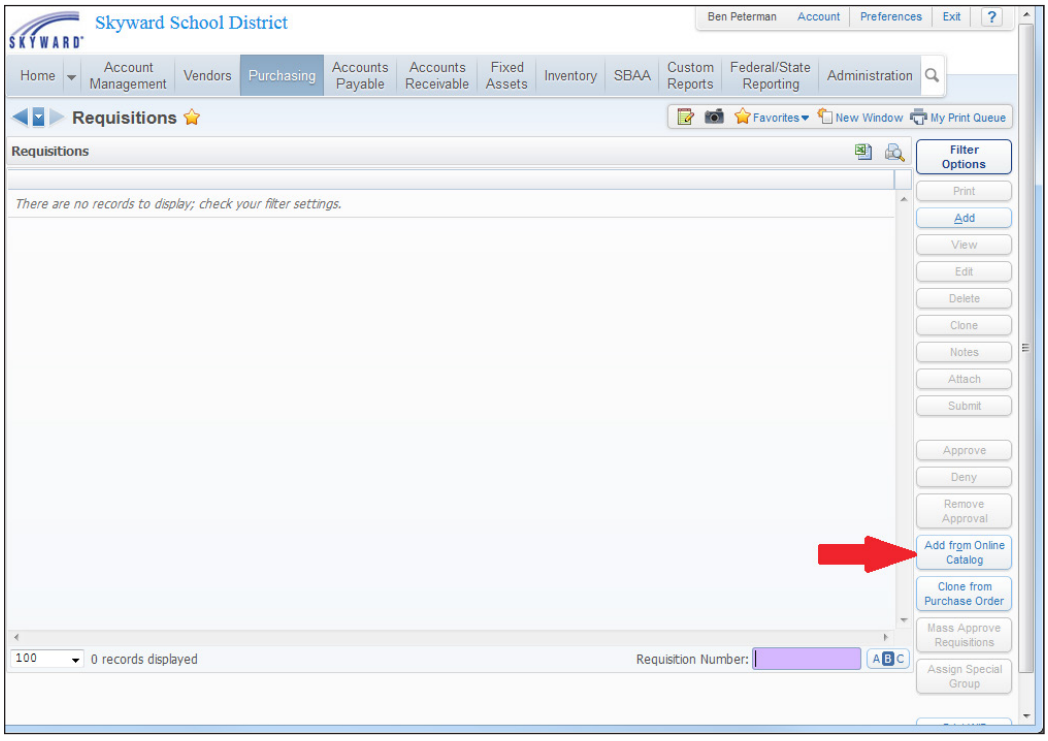
Ordering through Skyward

1. Enter your login ID and password to access Skyward.

2. Click 'Financial Management'/'Purchasing,' 'Requisitions.'

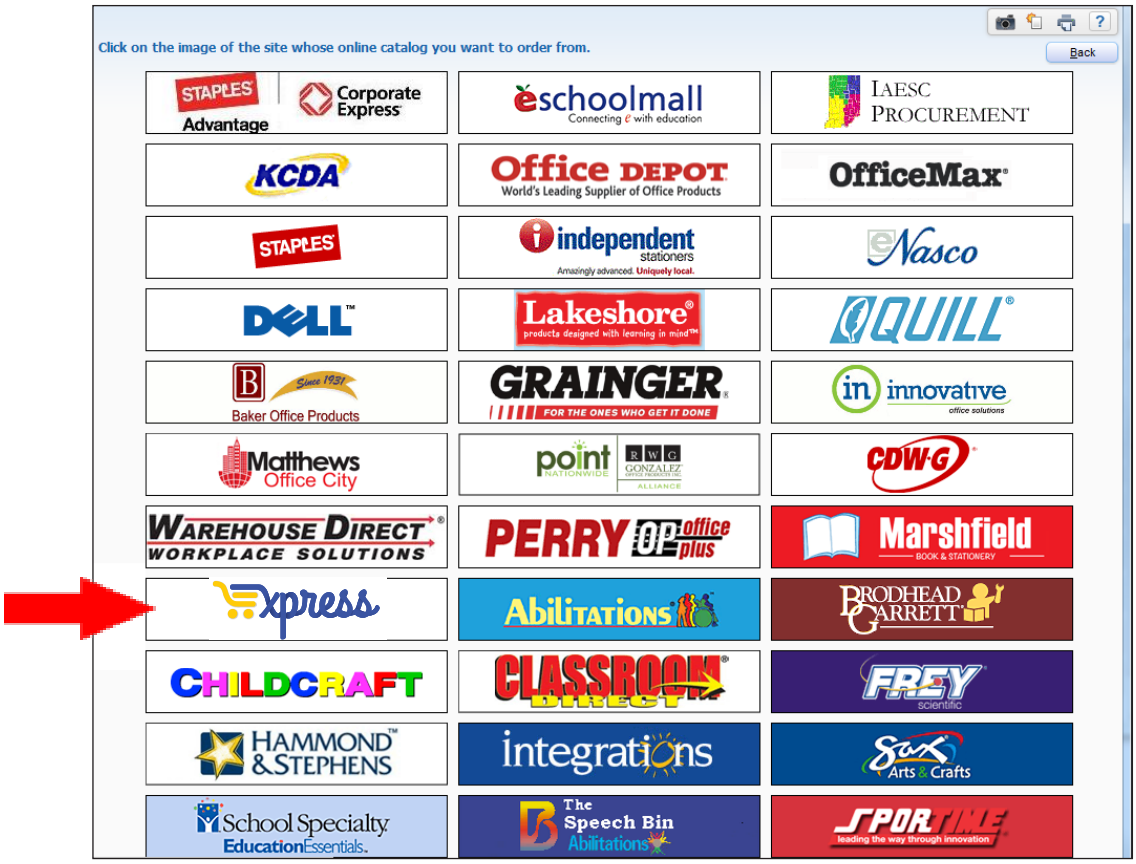


3. Click 'Add from Online Catalog.'

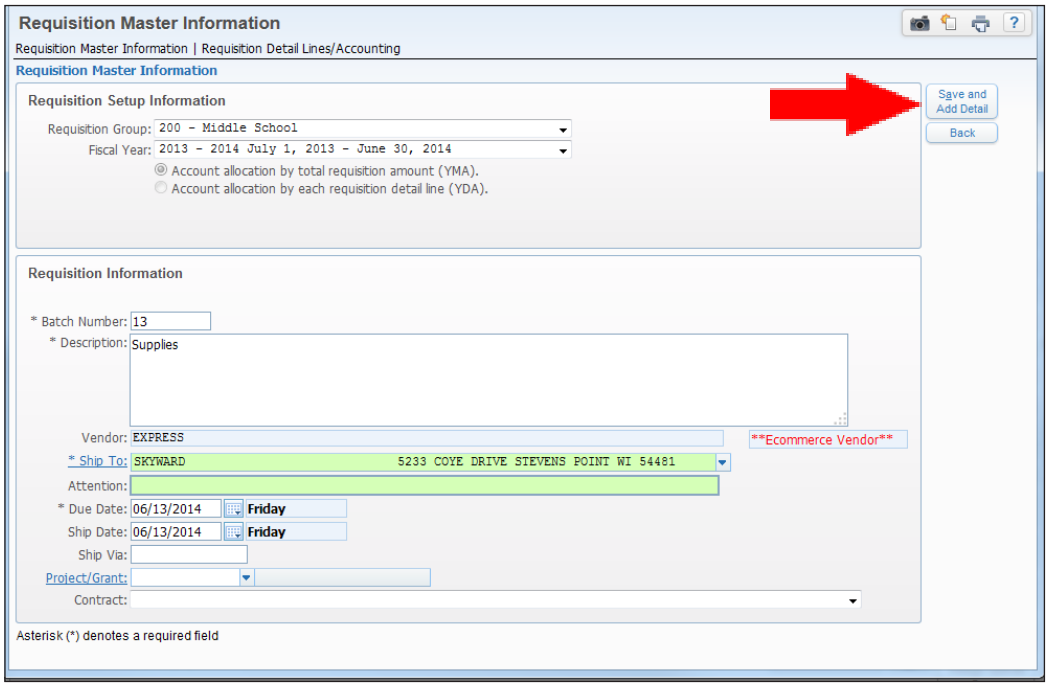


Continued on reverse

4. Click ‘Express.’



5. Enter the Requisition Master Information and click ‘Save and Add Detail’ to begin online shopping.



If you have any questions about Cooperative Purchasing, Express, or integrating with Skyward, contact express@purchasingconnection.org or call 888-739-3289.