Welcome to School Specialty Online! We are pleased to provide our web site for your ordering.   Below are some instructions to help you create, save and print your orders:

Entering Orders:
- Go to: www.schoolspecialtyonline.com
- In the upper right, click **LOGIN to Shop**
- Enter your user name and password, click **Login**.

There are 3 ways to find items:
1. **Access your Shared Shopping List for most common items**
   From the Welcome menu select **Begin Shopping**
   > Then from the right menu select **My Shopping Lists**
   > Click **Organization Shared Lists**
   > Click the **List Name**
   > Select a **Category**
   > Enter Quantities and **Add to Cart** (you can click the description to see more details)
   > When finished, scroll to the top and select another **Category** or **Go To Shopping Cart**
2. **Add Items by Part Number:**
   Select **"Order by Item Number"** from the right menu for quick item entry when you know the product numbers to be ordered.
   o Enter items and quantities desired. You can enter up to 20 items per page.
   o Click **Add to Cart** to see your **Cart Summary** box update and continue to add more items.
   o When there are no more items to add, select **Add Items and Go To Cart**
3. **Don't know the item number(s)?**
   Search through the Digital Catalog(s) –
   From the HOME tab, select **Shop Digital Catalogs** from the **Carts/Orders** menu and click on a digital catalog to see an exact replica of the paper catalog! Go to the index, search by keywords, or simply flip through the pages. Once you locate an item to purchase, click on the item number to add to your cart!
   Search by Description –
   Place keywords for items you wish to search for in the window in the upper right of your screen and click GO or click one of the categories from the left navigation list (There may be several levels to narrow your search). Enter your quantity, click Add to Cart

Check out – Finalizing and submitting your order:
- Click "**Go To Shopping Cart**" from the Cart Summary box.
- If you would like to save a copy of these items for future purchase, select SAVE TO SHOPPING LIST and give your list a name. You can continue to add to the same list, replace the list, or create a new list. Then, return to your cart.
- **SCROLL DOWN** to see your billing and shipping, ship date, and purchase order number.
- Make sure YOUR NAME is in the Attention To: field under the Ship Information – this will appear on the outside of your box.
- Click "**Proceed to Checkout".**
- Review your request, then click **"PRINT SHOPPING CART** at the very top of the page near the login information**"** to print a copy of your order.
- When printed simply log out. Your cart will be saved and can be retrieved from your **SAVED CARTS**
- **PRINTED COPY SHOULD BE GIVEN TO YOUR SCHOOL SECRETARY. Please be sure to keep one for yourself.**

Not ready to Submit yet?
- Click **SAVE CART** at any time during processing.
- To retrieve, from home page, select **MY SAVED CARTS** from the Carts/Orders menu
- Locate the cart to be resumed, click the cart **number** then click MODIFY THIS CART.

ONLY FOR SCHOOL SECRETARIES - A separate requisition within Systems 3000 will be issued for each teacher's order

- During the internal requisition process, you must manually enter in the teacher's full name in the address line 2 of the ship to address
- In the body of the requisition type: "As Per Attached Order", and enter the total dollar amount of the order. Save the requisition. The account code to be used for these purchases is the educational supply line from each school. Please be sure this is added to the requisition as well.
- Make sure to print a copy of the requisition, attach the School Specialty order printout from the teacher, and send it to the Business Office.
- Once the Principal approves the requisition, it will go to the Business Office for final approval, and the School Specialty order form will be attached to the final purchase order. This purchase order will be submitted to School Specialty for processing.
- Once School Specialty receives the purchase orders, the supplies will arrive within 7 – 10 business days.

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2