

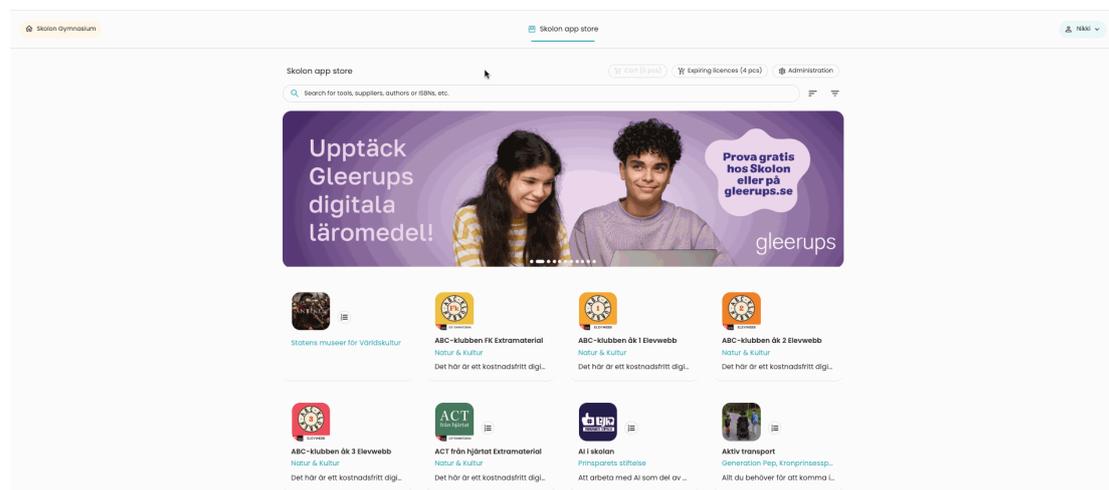
## Complete a purchase with the role "Requester" (not School Admin)

Clara Hardarsson - 2026-02-11 - [Guides for purchasing through Skolon](#)

**NOTE!** This article is valid for users with the **Requester** role in Skolon. If you have a personal login to Skolon through your municipality or school, please read this support article instead.

Log in to Skolon with your requester account via [www.skolon.com](http://www.skolon.com). You will be logged in directly to Skolon Store and can start selecting products immediately by searching for them, filtering them, or scrolling through the assortment.

- Click on the tool you wish to order.
- Click **Select** for the license you want to purchase.
- Enter the number of licenses (NOTE! For principal/municipality and school licenses, you cannot choose the quantity; they are predefined to 1 unit).
- Click **Add**.
- When you enter the shopping cart, select an existing **Purchasing Right** via the dropdown menu, or alternatively, create a new purchasing right. If you have a discount code, enter it and click **Add**.



- Click on **Proceed to checkout**.
- In the checkout, fill in supplementary details. **NOTE!** Delivery postal address, phone number, and reference number are mandatory. You can also specify a desired delivery date and any message to the supplier.
- Click on **Order licenses**.

Cart / Checkout

Billing information

Name of client

Email \*

Telephone \*

Reference number \*

Note: you can enter the reference number/cost centre to be marked on the invoice.

Desired delivery date \*

If you require different delivery dates for each product, you should divide up your order into multiple orders.

Message to supplier

87000 characters

Specify discount code

Products

Skolup AI  
1 Single licence, 12 months

**Supplier:** Skolup  
**User classes:** Student, Staff member, Administrator  
**Purchase right:** Skolon  
**Licence price:** SEK 100.00  
**Total price:** SEK 100.00  
**Licence information:** Renewed automatically  
**Notice period:** 30 days  
**Article no:** 20161

Payment options

Invoice, sent within 30 days

Total order amount

Total (excluding VAT):	SEK 100.00
VAT (25 %):	SEK 25.00
Total (including VAT):	SEK 125.00

Order licences means you agree to Skolon's standard Terms and Conditions