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

Clara Hardarsson - 2025-09-09 - 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. You will be logged in directly to the Skolon App 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**.
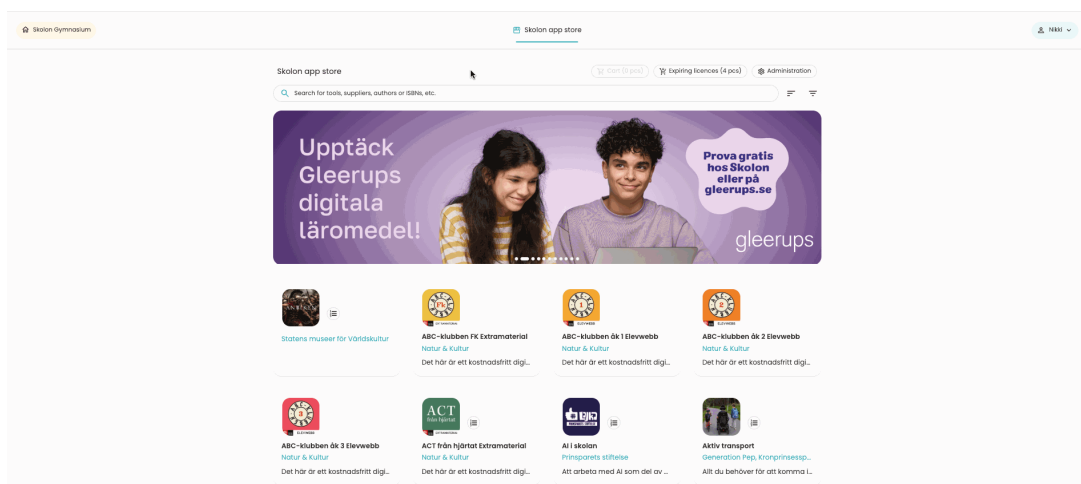
- Click on **Proceed to checkout**.

- 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**.