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## Activate purchasing through Skolon

Clara Hardarsson - 2026-02-11 - [Manage permissions and purchasing settings](#)

We recommend that all schools and headteachers make their purchases of digital learning resources and tools via Skolon Store.

In order for your school or organisation to make purchases via Skolon, the following is required:

- Invoicing information for the organisation
- Assign budget administrators. Read how to do this [here](#).

Budget administrators can then create purchasing rights for users at the schools for which they have administrator rights. These purchasing rights, in turn, control who can place orders.

For a user to be able to make purchases in Skolon, they must have the role of teacher or school administrator and may also need purchasing rights assigned to them, depending on how the organisation has chosen to configure its settings.

### Here's how you fill in your invoicing details

- Go to Skoladmin via My Apps In the menu at the top left
- Select the organisation level Under settings
- Go to the heading Billing Details
- Here you enter the invoicing details that apply to the organisation.
- The GLN number is entered for electronic invoicing
- In the VAT field, enter your VAT registration number.

Once all the details have been filled in, click Save.

Lower Secondary School

Lower Secondary School

Settings

Users

Tools

Templates

Widgets

Skolon Pass

Back to My Collection

134 Users at your school

15 Number of classes

42 Available tools at your school

Settings

Contact details

Adjustments

School unit codes

Function settings

Home

User settings

Welcome message

Share to Classroom

Share to Microsoft Teams

Purchase rights

Support

Do you need help?

This screenshot shows a user interface for a school management system. On the left, a sidebar lists 'Lower Secondary School' and various management tools: Settings, Users, Tools, Templates, Widgets, and Skolon Pass. Below this is a 'Back to My Collection' link. The main content area displays three large statistics: 134 Users at your school, 15 Number of classes, and 42 Available tools at your school. Below these are two sections: 'Settings' and 'Function settings'. The 'Settings' section includes links for Contact details, Adjustments, and School unit codes. The 'Function settings' section includes links for Home, User settings, Welcome message, Share to Classroom (with a toggle switch), Share to Microsoft Teams (with a toggle switch), and Purchase rights. A vertical sidebar on the right contains a 'Do you need help?' link.