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.

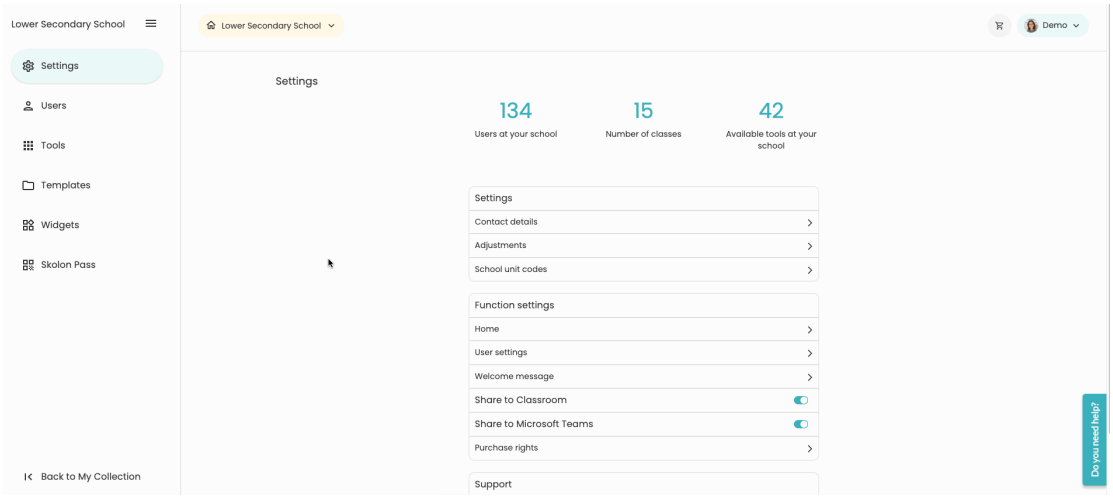
Budget administrators can then create purchasing rights for users at the schools for which they have administrator rights. These purchasing rights, in turn, control who can place orders.

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
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Settings
134
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15
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Purchase rights
Support
Do you need help?