

Kunskapsbas > Purchasing in Skolon > Guides for purchasing through Skolon > Complete a purchase with the role "Requester" (not School Admin)

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

Clara Hardarsson - 2025-07-17 - 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 <u>www.skolon.com</u>. 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**.