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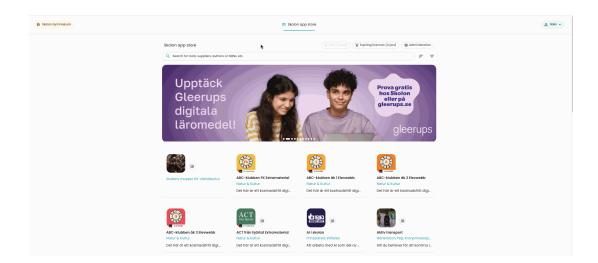
## Complete a purchase with the role "Requester" (not School Admin)

Clara Hardarsson - 2025-10-23 - 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 <a href="www.skolon.com">www.skolon.com</a>. 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**.

