

School Specialty Purchase Order (PO) Tracking Procedures

The purpose of tracking purchase orders is to give the Chicago Public Schools the ability to check the status of their individual ***School Specialty*** purchase orders. Schools will be able to check orders for the following:

- Contact name
- Purchase Order number
- Date PO was entered
- Order total
- PO status
- Date Shipped

1. Choose the on-line catalog
2. Click on the School Specialty Icon
3. Choose the Order Tacking Option
4. Choose PO number from the drop down box
5. Enter your PO number
6. Finally, you can call customer service if you need further assistance when tracking a order.

Please call School Specialty customer service 888-388-3224 # 8 or Sam Kuhlman at 312-882-9470 with any questions or customer service issues.