Online Purchasing
Getting Started

1. Visit www.garesa.org/order, select Online Ordering Login on the left menu.
2. Returning users login with your email and password.
3. New Users – Select the "Need to Register – Click Here" option below the login box.
   - Enter your Email Address
   - Complete the sign-up form
   - Select West GA RESA, your school district and school
   - You may now return to the login screen at www.garesa.org/order and proceed.
4. After logging in with your email and password , confirm the information about you and your school are correct. You will then be directed to the purchasing system.
5. This is a view of the screen. You can search by Item Number or Description, or view by Category. To view by Category, choose a category from the drop down menu and then press the "Go" button that will then appear to the right.
6. To the right of the screen you will see a Cart Summary. Get detailed info by choosing the "Order Basket" button.

Catalog Listing

User: Andy Musick
Items in Cart: 0
Current Total: $0.00

Order Basket   Report   Funds

IF THERE IS AN ITEM THAT YOU NEED THAT IS NOT LISTED IN THE CATALOGUE
PLEASE CONTACT MARILEEN NEWBORN AT 770-583-2528 X645.

Search by Item Number   Go   Search by Item Description   Go

Category
CLASSROOM CLEAN-UP SUPPLIES   Go

7. While viewing the Catalog items, you can add to the cart by simply choosing the "Add Item" link next to the desired item. The item will be added to your cart.
8. You will then be taken to your Cart/Order Basket. You can change the quantities of the items in your cart by simply changing the "Qty" number and choosing the Update "Quantities" button. You can also remove individual items by choosing the "Remove Item" link next to the unwanted item. To

Your Shopping Cart

User: Andy Musick
Items in Cart: 1
Current Total: $21.00

Report

Remove	ItemNo	Description	Qty	Unit	Total	UOM
Remove Item	2000	CRAYONS, #16	4	$5.25	$21.00	DZ

Continue Shopping   Update Quantities   Checkout

continue shopping or proceed to checkout choose the appropriate button.
9. Confirm the Ship To address is correct, add any comments you wish to send to your School Level Approver, mark the correct funding source and enter the PO if you have it, submit order when ready.
10. This will generate an email to you, "The Orderer", and an email to your "School Approver". Once your "School Approver" (and District Approver if required) approves the order, it will be submitted to the RESA Warehouse for processing.
11. Upon shipment another email will be generated letting you know it is on the way.
12. Contact us if you need assistance purchasing@garesa.org.