

Ordering From a Vendor NOT on the Bid List

1. Log in to www.wincapweb.com- your password contains a capital letter and a symbol. If you do not know your password, click Forgot Password to reset it.



The image shows the WinCapWEB login page. At the top, there is a navigation bar with 'Home', 'Requisitions', and 'Professional Development'. Below this is a 'myWinCap' login box with fields for 'Username (email):' (containing 'kmceachin@newp') and 'Password:' (masked with dots). There is a 'Login' button and a 'Forgot Password?' link. The page title is 'WinCapWEB FINANCIAL & HR MANAGEMENT'.

4. Go to Requisitions, then My Requisitions



5. Make sure you are in the correct Fiscal Year. We will receive an email from the business office indicating when to use each year. For example, for 24-25, the 2025 fiscal year closed in May. The 2026 fiscal year was opened in June. For orders placed in June, you will use the 2026 fiscal year.

6. Click Add Requisition

Fiscal Year **2020** Status: [All](#) | [Active](#) | [Other](#)

My Requisitions

[+ Add Requisition](#)

Active: Entry in progress and items awaiting approval(s)

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P.O. #	Description	Requisitioner	Requestor	Bid/Request Type	Vendor	Issued Date	Current Status	Status	Sub Status	Order Cost	Summary	Action
[no records]												

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01/03/2020 01:15 PM [Refresh Data](#)

7. Next to the space for Vendor, click on Search

My Requisition Form

Fiscal Year 2020
Purchase Order# Other Reference
PO Description

Information | **Line Items** | History | Attachments | User Activity Request

Requisition Information

Requisitioner	<input type="text"/>	<input type="text"/> [select][clear]
Requestor	HS	High School Principal
Location	20	High School
Department	<input type="text"/>	<input type="text"/>
Bid/Request Type	<input type="text"/>	[select][clear]
Vendor	<input type="text"/>	[search] [select][clear]

8. Choose your vendor. If your vendor does not appear in the list, stop here. Send the name and address of the vendor to Tina Long in the Business Office and request that she add it to Wincap. You must wait for your vendor to be added before continuing.

9. Click on Line Items

My Requisition Form

Fiscal Year 2020
Purchase Order# Other Reference
PO Description

Information | **Line Items** | History | Attachments | User Activity Request

Requisition Information

Requisitioner	<input type="text"/>	<input type="text"/> [select][clear]
Requestor	HS	High School Principal
Location	20	High School
Department	<input type="text"/>	<input type="text"/>
Bid/Request Type	<input type="text"/>	[select][clear]
Vendor	<input type="text"/>	[search] [select][clear]

10. Click Add Line Item

Information | Line Items | History | Attachments | User Activity Request

Requisition Line Items

Line Items + Add Line Item

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
[no records]											

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11. Enter the details of your order. Enter the item # in the Catalog # field. Enter the item description in the Description field. Complete the quantity and cost sections.

Note- if you are ordering from Amazon, include a link to the item in the description field.

Requisition Item

Catalog#	123456				
Description	scotch tape				
Quantity	1				
Unit of Measure	Each (EA) ▼				
Unit Cost	3.00				
Discount	0.00	Discount %	0	OR \$	0
Shipping	0.00	Shipping %	0	OR \$	0

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

12. Next to Budget Account, click Select

(Update Current Distributions)

Current Distribution Percentage	0 %
Item Amount	\$ 440.00
Current Distribution	\$ 0.00
Balance to Distribute	\$ 440.00

Budget Account - [search] select [clear] Add

Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
[no records]					

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Use as Default Budget Code(s) for remaining Items.
 Re-apply this distribution to all existing items

OK Cancel

13. Click on the budget code your wish to use.

Select Budget Code					
Budget Codes					
Budget Account ▲	Description	Fund	Unencumbered Balance	Available Balance	
2110-400-20-000-000	CONTRACTUAL - HS	A	1650.18	1426.18	
2110-400-20-UCC-000	ULSTER TUITION, FRP	A	3000.00	3000.00	
2110-450-20-000-000	SUPPLIES - HS	A	49802.76	49033.35	
2110-450-20-PLW-000	SUPPLIES, PLTW, HS	A	1660.19	1660.19	
2110-480-20-000-000	TEXTBOOKS - HS	A	13651.18	13651.18	
2110-480-20-CAL-000	CALCULATORS, HS	A	5.00	5.00	

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Cancel

14. Click Add

Current Distribution Percentage 0 %
 Item Amount \$ 440.00
 Current Distribution \$ 0.00
 Balance to Distribute \$ 440.00

Budget Account 2110-400-20-000-000 - CONTRACTUAL - HS [search] [select][clear] **Add**

15. The % Distrib. field should say 100. Check the boxes that say “Use as default budget code for remaining items” and “reapply this distribution to all existing items”.

Budget Account - [search] [select][clear] **Add**

Requisition Budget Codes				
Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance Action
2630-450-20-000-000	100.00	3.00	135.69	135.69 X

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Use as Default Budget Code(s) for remaining Items.
 Re-apply this distribution to all existing items

OK Cancel

16. If there are additional expenses to enter, click Add Line Item and repeat all steps. You should not have to enter the budget code each time, but double check to be sure it is showing on each item. When you are finished, click Submit.

Requisition Line Items

Line Items											+ Add Line Item	
Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action	
1	Field trip on January 22, 2020 to XXXX for 20 students and 2 chaperones		22.00	Each	20.0000	0.00	0.00	0.00	0.00	440.00		

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Extended Cost		440.00
<input type="button" value="Edit"/>	<input type="checkbox"/> Auto Distribute Discount	Discount - \$ 0.00
<input type="button" value="Edit"/>	<input type="checkbox"/> Auto Distribute Shipping	Shipping + \$ 0.00
Total Cost		440.00