## **Ordering Supplies in Wincap**

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

	PMEB.
Home Requisitions Pro	fessional Development
myWinCap.	Your session has e
Username (email): kmceachin@newpi	
Password:	
Login Forgot Password?	

2. Go to Requisitions, then My Requisitions



- 3. 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.
- 4. Click Add Requisition

	Fiscal Year 2018  Status: <u>All</u>   <u>Active</u>   <u>Other</u>						
	My Requisitions					(	🕂 Add Requisition 💊 🐬 🗷
ų,	Active: Entry in progress and items awaiting approva	(s)					1-4 of 4 First   Provious   Heart   Las
	P.O. # A Description Requisitioner	Requestor	Bid/Request Type	Vendor	Issued Date: Current Status: Status	Sub Status Order Cost	Summary Action

5. Next to the space for Bid/Request Type click on Select.

Fiscal Year 2018			
	Select Bid/Re	quest Type	
ids			S 🗾 🛛
			1-20 of 20 First   Previous   Next   La
3id/Request Type 🔺	Description	Туре	Category
DW-G	CDW-G Online Shopping	Online Bid Catalog	
ELL	Dell On-Line Shopping	Online Bid Catalog	
DS ATHLETICS	Ed Data On-Line Shopping Athletics	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS CLASSROOM	Ed Data On-Line Shopping Classroom Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS ELEMENT SCIENCE	Ed Data On-Line Shopping Elementary Science Suppli		Ed Data On-Line Shopping Catalo
	Ed Data On-Line Shopping Family/Consumer Science		Ed Data On-Line Shopping Catalo
DS FINE ARTS	Ed Data On-Line Shopping Fine Arts	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS GEN OFFICE	Ed Data On-Line Shopping General Olfice Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS HEALTH	Ed Data On-Line Health and Trainer Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS PHYSICAL ED	Ed Data On-Line Shopping Physical Education Suppli	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS SCINCE SUPPLIES	Ed Data On-Line Shopping Catalog Science Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalo
DS TEACHING AIDS	Ed Data On-Line Shopping Catalog Teaching Aids	Online Bid Catalog	Ed Data On-Line Shopping Catalo
RAINGER	Grainger On-Line Shopping	Online Bid Catalog	
ILLYARD ONLINE	Hillyard Online Shopping	Online Bid Catalog	
URTZ BROS	Kurtz Bros On-Line Shopping NYS Contract	Online Bid Catalog	
AKESHORE LEARNING	Lakeshore Learning On-Line Shopping NYS Contract	Online Bid Catalog	
CHOOL SPECIALTY	School Speciality On-Line Shopping	Online Bid Catalog	
TAPLES	ON-LINE STAPLES STATE CONTRACT BID	Online Bid Catalog	
B MASON ON-LINE	WB Mason On-Line Shopping	Online Bid Catalog	
/EBREQS2018	Used for Teacher Web Reqs	Requests Before FY Cutover-	
			1-20 of 20 First   Previous   Next   La
	Cano	el	
			·

- 6. Choose your vendor. \*Note\* EDS (Ed-Data) is the only vendor that lets you work off your previous year's order.
- 7. Click on Line Items

	My	Requisition Form
Fiscal Year 2018		
Purchase Order#	Other Reference	
O Description		
Information Line Items His	story Attachments User Activ	rity Request
Requisition Informatio	n	
Requisitioner	00143	MCEACHIN\KATHERINE <u>[select][clear]</u>
Requestor	HS	High School Principal
Location	20	High School
Department	TECH	TECHNOLOGY
Bid/Request Type	EDS CLASSROOM	Ed Data On-Line Shopping Classroom Supplies[select][clear]
Vendor		
Order Address		
Order Contact		
order contact		
Instructions/Notes to Vendor		
Instructions/Notes for Internal	Processing	
	-	
	Submit	Save for Later Cancel

### 8. Click Shop Online

Order# PND-00961 Reference PND-00961					My Requisition	Form				
Order# PND-00361 Reference PND-00361 PO Description ON-LINE STAPLES STATE CONTRACT BID Information Line Items Requisition Line Items Line Items Line Items Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Action [no records] O-0 of 0 First Previous   Next   Last Extended Cost 0.00 Auto Distribute Discount Discount - \$ 0.00 Auto Distribute Shipping Shipping + \$ 0.00	Fiscal Year	2019	Status	Entry In Progress	5					
Information Line Items History Attachments User Activity Request Requisition Line Items Line Items Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Action [no records] 0-0 of 0 First Previous   Next   Last Extended Cost 0.00 Discount - \$ 0.00 Discount - \$ 0.00 Shipping + \$ 0.00 Shipping + \$ 0.00	Purchase Order#	PND-00981		PND-00981						
Requisition Line Items         Line Items         Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Action [no records]         0-0 of 0 First   Previous   Next   Last         Extended Cost       0.00         Auto Distribute Discount       Discount - \$ 0.00         Shipping + \$ 0.00	PO Description	ON-LINE STAPL	ES STATE CON	ITRACT BID						
Line Items  Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Action  [no records]  C-0 of 0 First   Previous   Next   Last  C-0 of 0 First   Previous   Next   Last  Extended Cost O.00 Discount - \$ 0.00 Discount - \$ 0.00 Shipping + \$ 0.00 Shipping + \$ 0.00	Information Li	ine Items History	Attachments	User Activity Reque	est					
Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping %       0-0 of 0 First   Previous   Next   Last         Extended Cost       0-0 of 0 First   Previous   Next   Last         Extended Cost       0.00         Auto Distribute Discount       Discount - \$ 0.00         Shipping       Shipping         Shipping       Discount - \$ 0.00         Shipping       Shipping + \$ 0.00	Requisition	Line Items								
Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping %       0-0 of 0 First   Previous   Next   Last         Extended Cost       0-0 of 0 First   Previous   Next   Last         Extended Cost       0.00         Auto Distribute Discount       Discount - \$ 0.00         Shipping       Shipping         Shipping       Discount - \$ 0.00         Shipping       Shipping + \$ 0.00										
Line ▲ Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Action [no records] 0-0 of 0 First   Previous   Next   Last Extended Cost 0.00 Auto Distribute Discount Discount - \$ 0.00 Auto Distribute Shipping Shipping + \$ 0.00	Line Items							( ) 🐺 s	hop Online	▶ ■ ■
Extended Cost     0.00       Auto Distribute Discount     Discount - \$       Auto Distribute Shipping     Shipping + \$										
Extended Cost     0.00       Auto Distribute Discount     Discount - \$       Auto Distribute Shipping     Shipping + \$	Line A Desc	ription Catalog	# Quantity	Jnit of Measure			Shipping %	Shipping E	xtended Cost	Action
Extended Cost     0.00       Auto Distribute Discount     Discount - \$       Auto Distribute Shipping     Shipping + \$								0.0.060	inst   Dravious   J	Next L Leet
Auto Distribute Discount     Discount - \$ 0.00       Auto Distribute Shipping     Shipping + \$ 0.00								0-0 01 0 r	first   Previous   1	VEXL   Last
Auto Distribute Discourt Shipping Shipping + \$ 0.00	Extended Cos	t		0.00						
Auto Distribute Shipping	Auto Di	stribute Discount	Discount - \$	0.00						
Total Cost 0.00		stribute Shipping	Shipping + \$							
	Total Cost			0.00						
Submit Save for Later Cancel				Subm	it Save for Lat	er Cancel				

## If you are shopping with Ed- Data :

- Click on the link that says General Classroom Supplies (or whatever category you are shopping in).
- \*\*If you are going to work off of a previous year's order it will appear on the bottom (where the red line is). Click the Modify button to view and edit the order. If nothing appears here, you have no previous order to work from.

	e	lucational Service	The second se	tequisitions			
	201	7 - 2018					
(		ate a new re		clicking a catego	ry below:		
							Close Category Menu
$\rightarrow$	📑 View	or modify	an existing r	equisition by clicl	king a button belo	W:	
		Requisition	Status	Category	Attention	Last Mod	dified
	_						

- If you have access to more than one budget code, select the one you wish to use from the Account # dropdown.
- You can search for items from the vendor in the Search tab.
- If you know the item #, you can enter it in the Item # field.
- To view the vendor's online catalog, click the <sup>1</sup> icon. It will open in a new tab.

Requisitio 233-8128	Ger Acc	egory: ieral Classroom Supplies :ount #: lect An Account	Attention: MCEACHIN,KATH Ship To: New Paltz HS	ERINE				2017 - Budget Spent: Availa
Requis	sition	Search						
Awarded Ve	endor: CASCA	ADE SCHOOL SUPPLIES, IN	0. 🛃 Item #:	G	lty #: 1	\dd		
					Hide Order EZ			
★ De	escription	Vendor	Catalog #	EDS Item #	UOM	LY Qty	Current Qty	Price
				No	records found.			-0
				te a requisition:				Ĩ
			2. Using the a 3. Enter a qua Or	ect an account code (if app awarded vendor's catalog, ( antity and click Add to enter an item using the 'Most Poj	enter an item numb the item into the re	quisition.	ed awarded vendor's catalog	L

• From the online catalog, note the Item # of the products you would like.



## SCOTCH WALL MOUNT TABS 480/PKG

Item Number: 015952 Manufacturing Number: 7225

### Price: \$18.09

480 TABS

Handy foam tabs with double-sided adhesive - great for displaying lightweight artwork, st...

View Full Description

#### UOM: PKG

You must LOGIN or Become A Member to Add to Cart

• You can go back and forth between the two tabs and enter your item numbers as you go through the catalog OR you can record the item #s on paper and enter them all at once. To return to the order screen, click on the Requisition tab:

	Main Ed-Data Requisition		Online Catalog page
Powe	rTo 🗙 🗸 Bb. New Par 🗙 🧃	🖌 Requisit 🗙	Cascade ×
52/scotch	-wall-mount-tabs-480-pk	g.html	
CTUS	CREATE ACCOUNT	LOGIN	

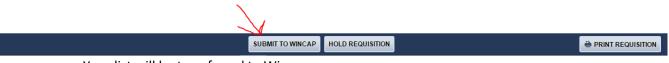
• Enter your item # and the quantity, then click Add

_	Requisition #: 232-8128	General Classroom Supplies Account #:	Attention: MCEACHIN,KATHERINE Ship To: New Paltz HS								
Awa	arded Vendor: CASCADE SCHOOL SUPPLIES, INC. 🗗	Item #: Qty #: 1 Hide Ord	Add								
*	Description	Hide Or	Vendor	Catalog #	EDS Item #	UOM	LY Qty	Current Qty	Price	Total	Delete
*	ADHESIVE-3M WALL MOUNTING TABS, ADHES CASCADE 015952 Bid Part Number: 015952	IVE-3M WALL MOUNTING TAB S-NO.7225-480/PI	KG CASCADE SCHOOL SUPPLIES, INC.	015952	112B	EACH	0	1	\$3.04	\$3.04	×

• Item will appear in your "cart"

• When you are done shopping, Click SUBMIT TO WINCAP.

	Requisition Search								Status:	: On Hold 폊
Aw	arded Vendor: CASCADE SCHOOL SUPPLIES, INC. 🛃 Item #: Qty #: 1	Add								
	Hide Orde	EZ								
*	r Description	Vendor	Catalog #	EDS Item #	UOM	LY Qty	Current Qty	Price	Total	Delete
*	ADHESIVE-3M WALL MOUNTING TABS, ADHESIVE-3M WALL MOUNTING TABS-NO.7225-480/PK CASCADE 015952 Bid Part Number: 015952	G CASCADE SCHOOL SUPPLIES, INC.	015952	112B	EACH	0	1	\$3.04	\$3.04	×



• Your list will be transferred to Wincap.



# Now you will need to verify that a budget code has been associated with your order.

						My Requisi	tion Fo	rm					
cal Year	2019	Status	Ent	ry In Progre	ss								
chase ler#	PND-00981	Other Reference	PND	-00981									
Description	ON-LINE STAPL	ES STATE CO	NTRAC	T BID									
formation Lir	e Items History	Attachments	User	Activity Req	uest								
equisition I	ine Items												
equisition	line Items												
ine Items											C.	7 Shop Online	) % 🐬
			_									1 First   Previous	
ine  Desci Sharn	ription ie Permanent Mar		alog# 328	Quantity 5.00	Unit of Mea DZN	sure Unit 5.56		Discount %	Discount 0.00	Shipping % 0.00	Shipping 0.00	Extended Cost 27.80	Acti
	Black, 12/Pack (3		20	5.00	DEN	5.50	.00	0.00	0.00	0.00			1
											1-1 of	1 First   Previour	Edit Lin
Extended Cost		Discount - \$	27.80										
	tribute Discount	Shipping + \$											
Auto Dis Total Cost	tribute Shipping	Shipping + ş	27.80			Click	0 m + l	انم مممونا	nov++c		it a ma in		
Total Cost			27.00			CIICK	onu	ie pencii	next to	any one	item in	n your orde	21 1

	Requis	sition Item	
Cata	log# 125328		
Descrip	Sharpie Permanent Mark 12/Pack (30001)	kers, Fine Point, Black,	
Qua	ntity 5		
Unit of Mea	sure 5 Gallons (5GAL) 🔻		
Unit	Cost 5.56		
	ount 0.00		
Snip	ping 0.00 (Note: Any changes to discount	and shipping will be calculated af	ter clicking OK.)
(Undebe Queers) Distribution (			
(Update Current Distributions) Current Distribution Percentage	100 %		
Item Amount		Click select to choose a	a hudget code
		CIICK SEIECL LU CIIDUSE d	
Current Distribution	\$ 27.80		
Current Distribution Balance to Distribute	\$ 27.80 \$ 0.00		
	\$ 27.80 \$ 0.00 clear] Add		1-1 of 1 First   Previous   Next   Li Unencumbered Balance Action 403.07
Balance to Distribute Budget Account - [search] [select] Requisition Budget Codes Budget Account % Distri	\$ 27.80 \$ 0.00 clear] Add	Available Balance	1-1 of 1 First   Previous   Next   L Unencumbered Balance Activ 403.07
Balance to Distribute Budget Account - [search] [select] Requisition Budget Codes Budget Account % Distri	\$ 27.80 \$ 0.00 clear] Add b Amount 00 27.80	Available Balance	1-1 of 1 First   Previous   Next   L Unencumbered Balance Action
Balance to Distribute Budget Account - [search] [select][ Requisition Budget Codes Budget Account % Distri 2630-450-20-000-000 100. Use as Default Budget Code(s)	\$ 27.80 \$ 0.00 clear] Add b Amount 00 27.80 for remaining Items. existing items	Available Balance	1-1 of 1 First   Previous   Next   L Unencumbered Balance Activ 403.07
Balance to Distribute Budget Account - [search] [select][ Requisition Budget Codes Budget Account % Distri 2630-450-20-000-000 100.0 Use as Default Budget Code(s) Re-apply this distribution to all already see a budget code	\$ 27.80 \$ 0.00 clear] Add b Amount 00 27.80 for remaining Items. existing items listed, OK	Available Balance 403.07	1-1 of 1 First   Previous   Next   L Unencumbered Balance Activ 403.07
Balance to Distribute Budget Account - [search] [select] Requisition Budget Codes Budget Account % Distri 2630-450-20-000-000 100.0 Use as Default Budget Code(s) Re-apply this distribution to all	\$ 27.80 \$ 0.00 clear] Add b Amount 00 27.80 for remaining Items. existing items listed, OK	Available Balance 403.07	1-1 of 1 First   Previous   Next   L Unencumbered Balance Acti 403.07

		nt 0.00			
		Select	Budget	Code	
<u>= C</u>	urr Budget Codes				s <b>s</b> ≥
: Di	unt	Description	Fund	1-2 of 2 First   Previous Unencumbered Balance Available	Next   Last
: Di e to	Di 2110-450-20-000-000	SUPPLIES - HS PRINTER INK, AV SUPPLIES,	A	19077.05 403.07	18863.70 403.07
				1-2 of 2 First   Previous	Next   Last
			Cancel		
Click on the code	1 Budget Codes			1-1 of 1 First	st   Previous   N
et	Account % Distrib	Amount		Available Balance Unencumber	

зa	r 2019 Status	Entry In Progress
е		Requisition Item
ri	Catalog#	125328
at is	Description	Sharpie Permanent Markers, Fine Point, Black, 12/Pack (30001)
	Quantity	5
	Unit of Measure	5 Gallons (5GAL)
I	Unit Cos	: 5.56
	Discount	: 0.00
-	Shipping	
	(Update Current Distributions)	(Note: Any changes to discount and shipping will be calculated after clicking OK.)
-	Current Distribution Percentage	100 %
10	Item Amount	\$ 27.80
	Current Distribution	\$ 27.80 Click Ad
	Balance to Distribute	\$ 0.00
1		
	Budget Account 2110-450-20-000-000	- SUPPLIES - HS [search] [select][clear] Add
	Requisition Budget Codes	
		1-1 of 1 First   Previous   Next   Last
	Budget Account % Distrib	Amount Available Balance Unencumbered Balance Action
	2630-450-20-000-000 100.00	27.80 403.07 403.07
		1-1 of 1 First   Previous   Next   Last
	Use as Default Budget Code(s) for	
	Use as Default Budget Code(s) for i	remaining Items.
	Re-apply this distribution to all exis	ting items
		OK Cancel
		on bailed

aj	r 2019 Status	Entry In Progress			
		Requisition Item			
i	Catalog#	125328			
t	Description	Sharpie Permanent Markers, Fine Point, B] 12/Pack (30001)	lack,	-	
	Quantity	5		-	
-	Unit of Measure	5 Gallons (5GAL)			
Ľ	Unit Cost	5.56			
	Discount	0.00		1	
-	Shipping		ted - floor - finding OV )	P	
ł		Note: Any changes to discount and shipping will be calcula	ted after clicking UK.)	Ĭ.	
1	(Update Current Distributions)			-	
-	Current Distribution Percentage	100 %			
d	Item Amount	27.80			
	Current Distribution	27.80			
	Balance to Distribute	\$ 0.00			
d					
	Budget Account - <u>[search] [select][clear</u>				Remove any
		Change to 100%			incorrect
	Requisition Budget Codes		1-2 of 2 First   Previous   Next   Last		budget
	Budget Account % Distrib	Amount Available Bal	ance Unencumbered Balance Action		codes
	2110-450-20-000-000 100	27.8 18863.70	19077.05		
	2630-450-20-000-000 100.00	27.80 403.07	403.07		
			1-2 of 2 First   Previous   Next   Last	L	
			11.1		
5	Use as Default Budget Code(s) for re	maining Items. CHECK THIS BOX to apply	y this	F	
-	Re-apply this distribution to all exist	budget code to everythir	ng in your		
		order!!			
		Uldel ::			
'		Then click OK.			

• If you are finished, click Submit. If you are not finished shopping with this vendor or are just not ready to finalize your order, click Save for Later.

						My Requisition F	orm						
Fiscal Year	r 2018	Status	Entry In Progress										
Purchase (	Order# PND-00124	Other Reference	PND-00124	- -									
PO Descrij	ption Ed Data On-Lin	e Shopping Clas	sroom Suppl										
Informati	ion Line Items Histor	y Attachments	User Activity Requ	est									
Requis	ition Line Items												
Line It	ems											🛒 Shop Online	S 🐬 💌
												of 1 First   Previous	
Line ▲	Description ADHESIVE-3M WALL M MOUNTING TABS-NO.7			Catalog# 112B	Quantity 1.00	Unit of Measure EACH	Unit Cost 3.0400	Discount % 0.00	Discount 0.00	Shipping % 0.00	Shipping 0.00	Extended Cost 3.04	Action
	Part Number: 015952										1-1 -	of 1 First   Previous	Next Linct
											1-10	I Plist Plevious	Next Last
	Budget Account Line Items	2630-450-20-00	0 - PRINTER INK, A	V SUPPLIES,	[search][sel	ect][clear]							
	eplace Budget Account ine Items	- [search][selec	ct][clear]			App	bly						
		Extended Cost											
	Auto Distribute Discount	Discount - \$											
4	Auto Distribute Shipping	Shipping + \$ Total Cost											
		iotal cost	5.04			1							
					V								
					Submi	t Save for Later	Cancel						

# If you are shopping with another vendor :

• When you click Shop Online, you will be brought to the vendor's website.

	My Requisition Form
Fiscal Year 2018	
Purchase Order# Other Re	ference
PO Description	
Information Line Items History Attach	ments User Activity Request
Requisition Line Items	
	$\frown$
Line Items	🛛 📜 Shop Online 🚺 🕷
Line A Description Catalog# Qua	0-0 of 0 First   Previour   Next   Last ntity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Action
Ente = bescription catalog# qua	[no records]
	0-0 of 0 First   Previous   Next   Last
Default Budget Account For New Line Items 2630-45	0-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]
Parat/Paplace Budget Assount	h][select][clear] Apply
Extended Cost	0.00
Auto Distribute Discount Discour	
Auto Distribute Shipping Shipping	g+\$ 0.00
Total Cost	0.00
	Submit Save for Later Cancel

• Shop as you normally would online. When you are done adding items to your cart, click Checkout.

Welcome, MCEACHIN\K/ (C1275295 - P)	ATHERINE of New Paltz CSD		WHO BUT	DA		1 Items	SHOPPING CART \$9.24
		Enter Keyv	word	\$	ρ		
SHOP	SUPPORT OC	RDERS	ACCOUNT CENTER	♥ FAVORITES	Selected List Create Favorites L		
YOUR SELECTIONS	Showing items	s 1 to 1 of 1 M to Cart Compa	A D N are Selected Add To List V	Sort by: [ 0 Selected		1	er Page: 57 ▼ ≣ List View

• This will bring your list over to Wincap



Now you will need to verify that a budget code has been associated with your order.

					My R	equisition Fo	rm					
scal Year	2019	Status	Entry In	Progress								
rchase der#	PND-00981	Other Reference	PND-009	31								
Descrip	tion ON-LINE STAPLE	ES STATE CO	NTRACT BI	D								
formatio	on Line Items History	Attachments	User Activi	ty Request	)							
Line It	ems									<b>O</b>	Shop Online	s 17 🗷
ling 4	Description	6-1	alaa# Oua		+ of Managema	Unit Cost	Discount 0/	Discount	Chinaina 04		1 First   Previous	
Line 🔺	Description				t of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
L	Sharpie Permanent Mark Point, Black, 12/Pack (30		328 5.00	DZI	N	5.5600	0.00	0.00	0.00	0.00	27.80	/ X
										1-1 of	1 First   Previour	Next Liset

Extended Cost		27.80
Auto Distribute Discount	Discount - \$	0.00
Auto Distribute Shipping	Shipping + \$	0.00
Total Cost		27.80

Submit Save for Later Cancel

Click on the pencil next to any one item in your order

Catalog#       125328         Description       Sharpie Permanent Markers, Fine Point, Black,         Description       12/Pack (30001)         Quantity       5         Unit of Measure       5 Gallons (5GAL)         Unit Cost       5.56         Discount       0.00         Shipping       0.00         Whete: Any changes to discount and shipping will be calculated after clicking OK.)         (Update Current Distributions)         Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80         Balance to Distribute       \$ 0.00	
Description       12/Pack (30001)         Quantity       5         Unit of Measure       5 Gallons (5GAL)         Unit Cost       5.56         Discount       0.00         Shipping       0.00         (Note: Any changes to discount and shipping will be calculated after clicking OK.)         (Update Current Distributions)         Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80	
Unit of Measure 5 Gallons (5GAL)  Unit Cost 5.56 Discount 0.00 Shipping 0.00 (Note: Any changes to discount and shipping will be calculated after clicking OK.) (Update Current Distributions) Current Distribution Percentage 100 % Item Amount \$ 27.80 Current Distribution \$ 27.80 Current Distribution \$ 27.80	
Unit Cost       5.56         Discount       0.00         Shipping       0.00         (Note: Any changes to discount and shipping will be calculated after clicking OK.)         (Update Current Distributions)         Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80	
Discount 0.00         Shipping 0.00         (Note: Any changes to discount and shipping will be calculated after clicking OK.)         (Update Current Distributions)         Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80         Current Distribution       \$ 27.80	
Shipping 0.00 (Note: Any changes to discount and shipping will be calculated after clicking OK.)         (Update Current Distributions) Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80         Current Distribution       \$ 27.80	
(Note: Any changes to discount and shipping will be calculated after clicking OK.)         (Update Current Distributions)         Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80         Current Distribution       \$ 27.80	
(Update Current Distributions)         Current Distribution Percentage       100 %         Item Amount       \$ 27.80         Current Distribution       \$ 27.80         Current Distribution       \$ 27.80	
Current Distribution Percentage     100 %       Item Amount     \$ 27.80       Current Distribution     \$ 27.80       Current Distribution     \$ 27.80	
Item Amount         \$ 27.80           Current Distribution         \$ 27.80   Click select to choose a budget code.	
Current Distribution \$ 27.80 Click Select to choose a budget code.	
Budget Account       [search] [select][clear]       Add         Requisition Budget Codes         Budget Account       % Distrib       Amount       Available Balance       1-1 of 1 First   Previous   100,00         2630-450-20-000-000       100,00       27.80       403.07       403.07	Next   La Actio
1-1 of 1 First   Previous	Next   La
Use as Default Budget Code(s) for remaining Items.	
Re-apply this distribution to all existing items	
Re-apply this distribution to all existing items	
Re-apply this distribution to all existing items	

		nt 0.00				
		Selec	t Budget	Code		
						a 💌 📼
: Dis	Budget Codes					🌭 🏹 💌
mou				1-2 of 2	First   Previous	Next Last
: Dis		Description	Fund	Unencumbered Balan	ce Available	Balance
e to		SUPPLIES - HS	Α	19077.	.05	18863.70
	2630-450-20-000-000	PRINTER INK, AV SUPPLIES,	A	403.	.07	403.07
				1-2 of 2	First   Previous	Next Last
Ac						
			Cancel			
ick on the code	n Budget Codes					
ck on the code	<b>j</b>				1-1 of 1 First	Previous
et /	Account % Distrib	Amount		Available Balance	Unencumber	

ar	2019 :	Status	Entry in Progress				
е			Req	uisition Item	n		
ri		Catalog#	125328				
at is		Description	Sharpie Permanent M 12/Pack (30001)	arkers, Fi	ne Point, Black,		
-		Quantity	5			1	
	11-1	• •		1			
T	Uni		o outono (o or te)	]			
_		Unit Cost					
		Discount Shipping					
			(Note: Any changes to disco	unt and shippir	ng will be calculated afte	er clicking OK.)	
	(Update Current Distributions)	)					
	Current Distribution Percentag		100 %				
٦đ	Item Amount		\$ 27.80				
	Current Distribution		\$ 27.80		(	Click Add	
	Balance to Distribute		\$ 0.00				
1							
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	Budget Account 2110-450-2	0-000-000 -	SUPPLIES - HS [search] [se	lect][clear] A	Add		
	Requisition Budget (	Codes					
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		o Distrib	Amount		Available Balance		
	2630-450-20-000-000	100.00	27.80		403.07	403.07	×
						1-1 of 1 First   Pre	evious   Next   Last
	Use as Default Budget	Code(s) for re	maining Items				
	_		-				
	Re-apply this distribution	on to all existi	ng items				
			0	K Cancel			
			•	- Samoon			

1	2017 Status	Requisition Item		
i	Catalog#	125328		
t	Description	Sharpie Permanent Markers, Fine Point, Black, 12/Pack (30001)		
-	Quantity	5	-	
	Unit of Measure	5 Gallons (5GAL)		
ľ	Unit Cost	5.56		
	Discount		1	
	Shipping	0.00 (Note: Any changes to discount and shipping will be calculated after clicking OK.)		
		······································		
1	(Update Current Distributions)			
-	Current Distribution Percentage	100 %		
d	Item Amount	\$ 27.80		
	Current Distribution	\$ 27.80		
	Balance to Distribute	\$ 0.00		
	Budget Account - [search] [select][clear	Add Change to 100% 1-2 of 2 First   Previous   Next   Last	incor budge	et
	Budget Account % Distrib	Amount Available Balance Unencumbered Balance Action	codes	5
	2110-450-20-000-000 100	27.8 18863.70 19077.05		
	2630-450-20-000-000 100.00	27.80 403.07 403.07		
÷.		1-2 of 2 First   Previous   Next   Last		
	Use as Default Budget Code(s) for m Re-apply this distribution to all exist			

• If you are finished, click Submit. If you aren't ready yet, click Save for Later

Fiscal Year 2018 Status Entry In Progress Purchase Orders PND-00127 Other Reference PND-00127 PO Description WB Mason On-Line Shopping Information Line Items History Attachments User Activity Request Requisition Line Items Line 4 Description Catalog# Quantity Unit of Measure Unit Cost Discount Shipping Shipping Extended Cost Action 1 200106002 Print Time Recorder Ribbon, Blue ACF200106002 1.00 EA 9.2400 0.00 0.00 0.00 0.00 0.00 0.00 0.00	My Requisition Form													
PO Description WB Mason On-Line Shopping Information Line Items History Attachments User Activity Request Requisition Line Items Line Items Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount Shipping Shipping Shipping Extended Cost Shipping Sh	Fiscal Year	2018	Status	Entry In Progress										
Information Line Items History Attachments User Activity Request Requisition Line Items Line Items Line Items Line Tems Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount Shipping & Shipping Extended Cost Action 1 200106002 Print Time Recorder Ribbon, Blue ACP200106002 1.00 EA 9.2400 0.00 0.00 0.00 0.00 0.00 9.24 Last Default Budget Account For New Line Items Line Items Extended Cost 9.24 Last Edit Auto Distribute Discount Extended Cost 9.24 Last Last Last Last Last Last Last Last	Purchase Order	# PND-00127	Other Reference	ND-00127										
Requisition Line Items         Default Budget Account For New Line Items         2630-450-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]         Pefault Budget Account For all Line Items       2630-450-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]         Reset/Replace Budget Account For all Line Items       2630-450-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]         Auto Distribute Discount       - [search][select][clear]       Apply         Etended Cost       9.24         Auto Distribute Discount + 5       0.00         Total Cost       9.24	PO Description	WB Mason On-L	ine Shopping											
Line Items  Line ▲ Description  Catalog# Quantity Unit of Measure Unit Cost Discount % Discount % Discount Shipping % Discoun	Information	Line Items Histor	y Attachments	User Activity Reque	est									
Line Items  Line ▲ Description  Catalog# Quantity Unit of Measure Unit Cost Discount % Discount % Discount Shipping % Discoun	Requisition Line Items													
Line ▲ Description       Catalog#       Quantity       Unit of Measure       Unit Cost       Discount       Shipping %       Shipping       Extended Cost       Action         1       200106002 Print Time Recorder Ribbon, Blue       ACP200106002       1.00       EA       9.2400       0.00       0.00       0.00       9.24       Image: Comparison of the compar														
Line ▲ Description       Catalog#       Quantity       Unit of Measure       Unit Cost       Discount       Shipping %       Shipping %       Extended Cost       Action         1       200106002 Print Time Recorder Ribbon, Blue       ACP200106002 1.00       EA       9.2400       0.00       0.00       0.00       9.24       Action         1       200106002 Print Time Recorder Ribbon, Blue       ACP200106002 1.00       EA       9.2400       0.00       0.00       0.00       9.24       Image: Content of the content of	Line Items											/ Shop Opling	S 1 1	
Line A Description       Catalog#       Quantity       Unit of Measure       Unit Cost       Discount       Shipping %       Shipining %       Shipping %       Shippi	Line Items	•									_			
1-1 of 1 First   Previous   Next   Last         Default Budget Account For New Line Items       2630-450-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]         Reset/Replace Budget Account For all Line Items       - [search][select][clear]         Auto Distribute Discount       Discount - \$ 0.00 Discount - \$ 0.00 Shipping + \$ 0.00 Total Cost 9.24											Shipping	Extended Cost	Action	
Default Budget Account For New Line Items       2630-450-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]         Reset/Replace Budget Account For all Line Items       - [search][select][clear]         Auto Distribute Discount       Extended Cost       9.24         Edit       Auto Distribute Shipping       Shipping + \$ 0.00 Shipping + \$ 0.00         Total Cost       9.24	1 200	106002 Print Time I	Recorder Ribbon, B	lue ACP200106002	1.00	EA	9.2400	0.00	0.00	0.00				
For New Line Items     2630-430-20-000 + PRINTER INK, AV SUPPLIES, Isearch [Iselect licitar]       Reset/Replace Budget Account     - [search][select][clear]       For all Line Items     - [search][select][clear]       Auto Distribute Discount     Discount + \$ 0.00       Bipping + \$ 0.00     Shipping + \$ 0.00       Total Cost     9.24											1-1 0	of 1 First   Previous	Next   Last	
For New Line Items     2630-430-20-000 + PRINTER INK, AV SUPPLIES, Isearch [Iselect licitar]       Reset/Replace Budget Account     - [search][select][clear]       For all Line Items     - [search][select][clear]       Auto Distribute Discount     Discount + \$ 0.00       Bipping + \$ 0.00     Shipping + \$ 0.00       Total Cost     9.24	Default Budge	et Account					-							
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#### To edit an order you have already started:

#### Click the pencil

00033	Line Shopping		High School Principal	WB Mason On-Line Shopping	WE MADUN	Submitted	Submitted	2	00.27	=	Ξ	/
PND- 00112	Ed Data On-Line Shopping Catalog Science	MCEACHIN\KATHERINE	High School Principal	Ed Data On-Line Shopping Catalog Science Supplies		Entry In Progress	Entry In Progress	In Progress	0.00	Ē		/
PND- 00124	Ed Data On-Line Shopping Classroom Suppl	MCEACHIN\KATHERINE	High School Principal	Ed Data On-Line Shopping Classroom Supplies		Entry In Progress	Entry In Progress	In Progress	3.04	Ē		
PND- 00127	WB Mason On- Line Shopping	MCEACHIN\KATHERINE	High School Principal	WB Mason On-Line Shopping	WB MASON	Entry In Progress	Entry In Progress	In Progress	0.00		<u>[</u> ,	Edit Requisitio
										1-6 of 6 First	Previo	ous   Next   Las

### **IMPORTANT:**

### When you have successfully submitted your order it will say Submitted – 9

000		School Speciality On-Line Shopping	MCEACHIN/KATHERINE		School Speciality On- Line Shopping	SCHOOL	Entry In Progress	Entry In Progress	In Progress	0.00
PNE 000	-	WB Mason On- Line Shopping	MCEACHIN\KATHERINE	High School Principal	WB Mason On-Line Shopping	WB MASON	Submitted	Submitted	$\sim$	80.27

Once your building principal has approved your order, it will say Submitted- 4. After level 4 it goes over to the Business Office. Please check on your order status at some point during the summer- if it is not at Submitted-4, please contact your principal.