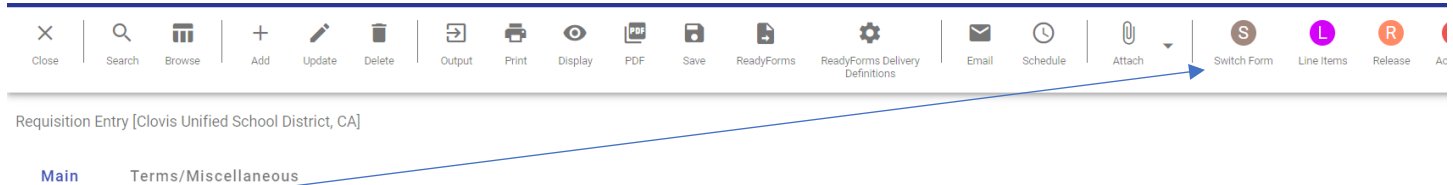
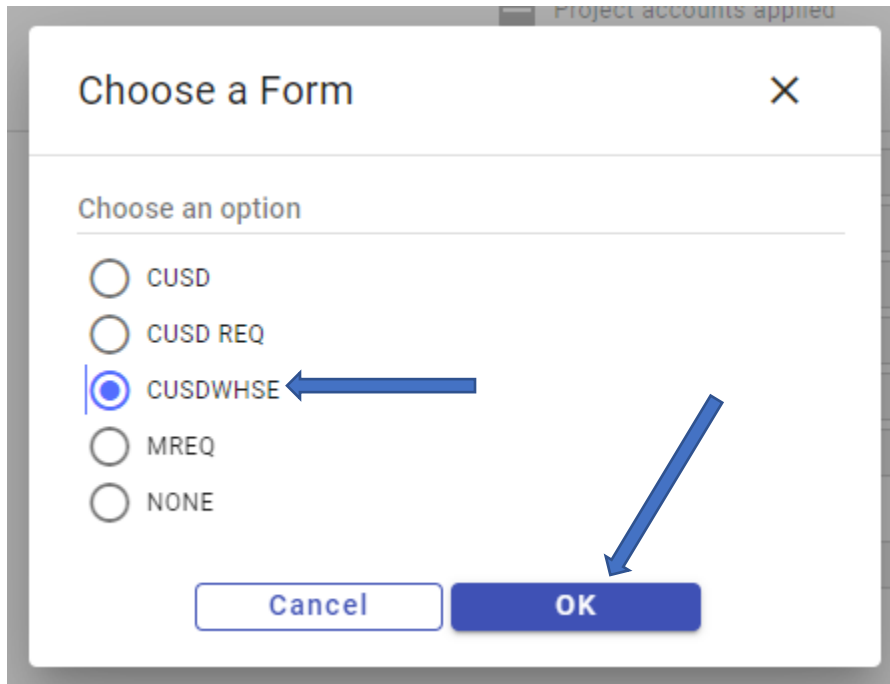


The Warehouse Catalog is posted on the Purchasing Website.

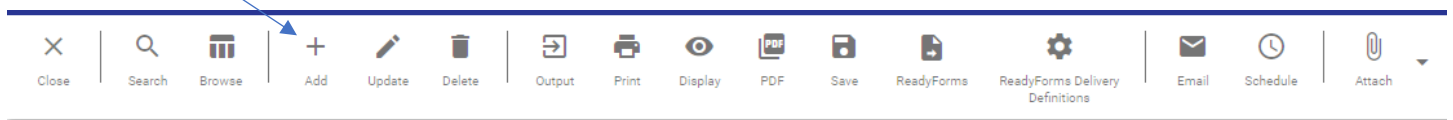
(Use **CAPITAL LETTERS** and **TAB** to maneuver through screens)



SWITCH FORM will have a drop down box, Select CUSDWHSE and hit OK



1) Select Add



2) Your Site/Dept Code will pre-populate, then TAB. Please note if you are enter a Warehouse Order for Summer School you will need to change the Site/Dept Code to **505 for Elementary SS** or **520 for Secondary SS**.

Main

Dept/Loc *	650	31-35 PURCHASING	Status
Fiscal year *	2023	<input type="radio"/> Current <input checked="" type="radio"/> Next	Entered *
Requisition number *	212189		Convert to
General commodity	WHSE	WAREHOUSE ORDER	PO expiration
General description	WAREHOUSE ORDER		Receive by

3) Your Req # will pre-populate.

4) Type in General Commodity Code **WHSE**.

5) Vendor ID is always **68000**.

6) Ship to is your Site/Dept Code.

7) Enter your phone extension

8) Enter your site, persons name you are ordering for and your name.

9) Accept

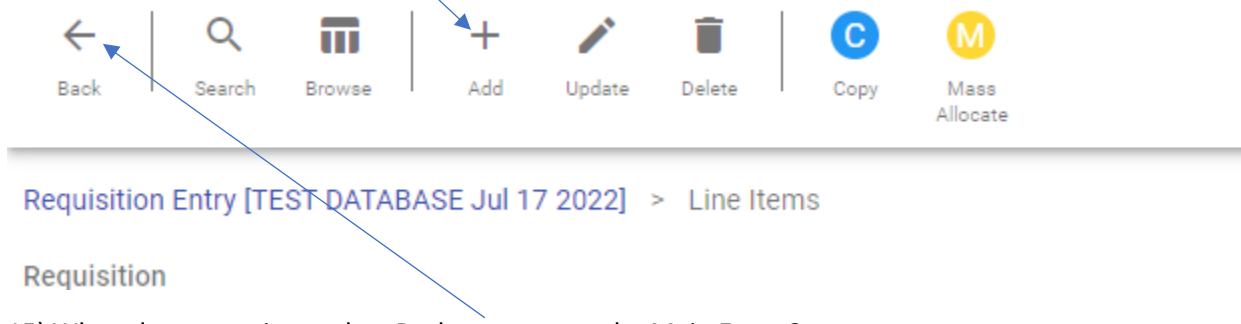
10) You are now at the Line Item Screen and ready to enter your items. Change to needed quantity.

11) Enter Inventory Item # and TAB, the Description and Price information will pre-populate.

12) Enter your GL Account.

13) Accept

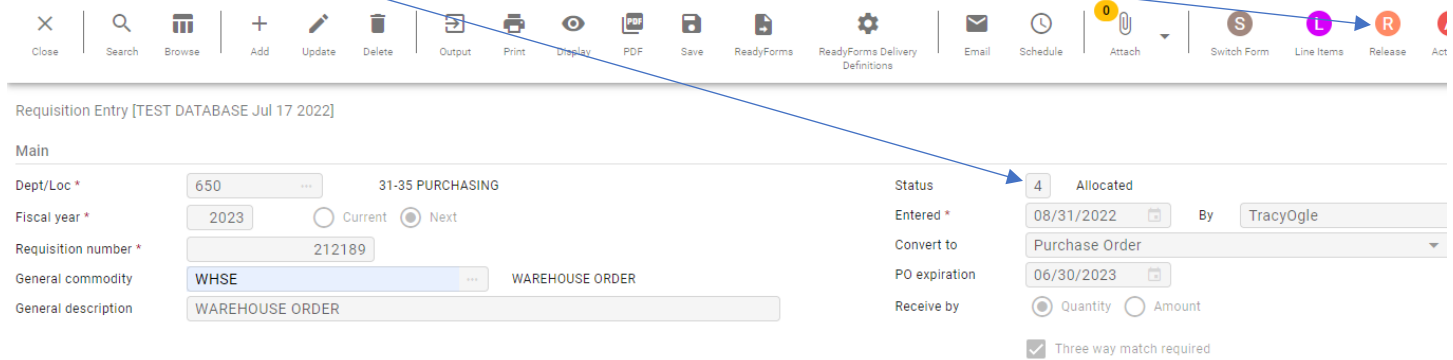
14) To add another line, select ADD and repeat steps 10 - 13



15) When done entering , select Back to return to the Main Entry Screen.

16) Status must be a 4 Allocated to Release.

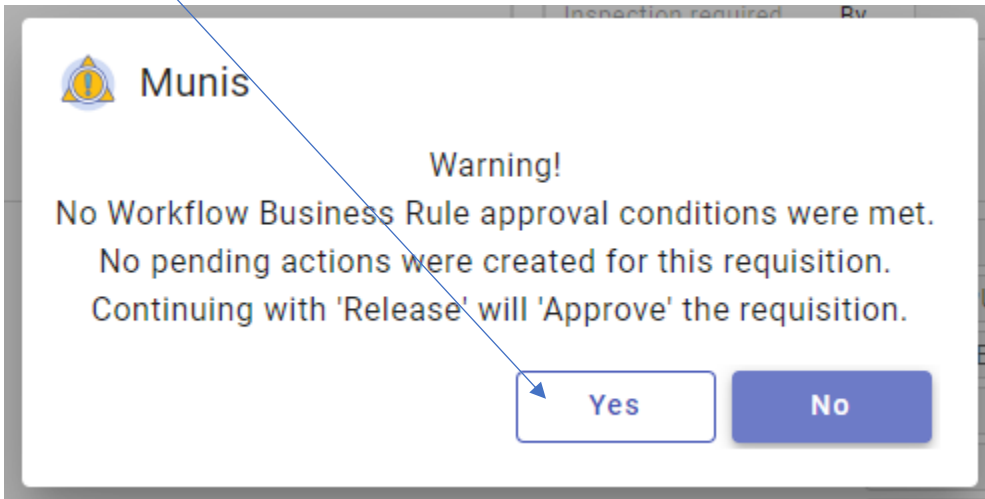
17) Select Release



18) Select YES to continue with Release of Req



19) Select YES



20) The req status should now be 0 Converted and ready for the Warehouse to process your order.

Requisition Entry [TEST DATABASE Jul 17 2022]

Main

Dept/Loc *	650 ...	31-35 PURCHASING	Status	<input type="radio"/> 0	Converted
Fiscal year *	2023	<input type="radio"/> Current <input checked="" type="radio"/> Next	Entered *	08/31/2022	By TracyOgle
Requisition number *	212189		Convert to	Purchase Order	
General commodity	WHSE ...	WAREHOUSE ORDER	PO expiration	06/30/2023	
General description	WAREHOUSE ORDER		Receive by	<input checked="" type="radio"/> Quantity <input type="radio"/> Amount	

A blue arrow points from the text "20) The req status should now be 0 Converted and ready for the Warehouse to process your order." to the "0" radio button in the Status field.