

Hello everyone,

To help assist with proper procedures and saving valuable time when placing orders with Teachers Pay Teachers, please follow the instructions below. An order form is required by TpT prior to processing your order.

Instructions for whoever will be utilizing the product: Go to www.teacherspayteachers.com. If you don't already have one, create an account, **USING YOUR CLOVIS UNIFIED EMAIL ADDRESS.** TpT frequently has updates to materials. This is the only way you will have access to updates is by having your own account.

- 1) Add all items into the basket
- 2) Select the Pay With PO Option
- 3) Print out the order form
- 4) Turn the order form into your office manager so a requisition in Munis can be created.

Requisition Entry - Please follow the instructions below using Vendor #351149:

IF ONLY WEB BASED CURRICULUM IS PURCHASED:

- ✓ **QUANTITY:** 1
- ✓ **DESCRIPTION:** QUOTE #12345, WEB BASED SITE CURRICULUM, EMAIL ACCESS INFO. TO JANEDOE@CUSD.COM, SCHOOL SITE NAME ***INCLUDES PROCESSING FEE.
- ✓ **UNIT PRICE:** Total order amount
- ✓ **UOM:** LOT
- ✓ **TAX:** Use space bar to clear out the tax

IF ORDERING TANGIBLE ITEMS DELIVERED TO OUR CENTRAL WAREHOUSE:

- ✓ Each individual item needs to be listed on its own line detail screen.
- ✓ For example, if you are ordering 4 individual items then your requisition will have 5 line items. The 5th line item will be for the processing and or shipping fee.

Once your requisition is complete, attach the order form to your Req.

Teachers Pay Teachers will not process orders without the order form and a PO# which will be applied by Purchasing prior to emailing the PO to the vendor. Thank you for your assistance with this.

Feel free to contact me with any questions.

Tracy Ogle
Buyer II, Purchasing Dept. x79482