## Ordering From a Vendor NOT on the Bid List

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.

Min Ca	PMEB.
Home Requisitions Pro	fessional Development
Username (email): kmceachin@newp; Password:	Your session has (
Login Forgot Password?	

4. Go to Requisitions, then My Requisitions



5. Make sure you are in the correct Fiscal Year. Orders entered prior to June 30<sup>th</sup> should be entered into the current fiscal year. Those entered after June 30<sup>th</sup> will be in the next fiscal year.





01/03/2020 01:15 PM Refresh Data

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

				My Requisition	Form
Fiscal Year Purchase Order# PO Descriptio	2020		Other Reference	ce	
Information	Line Items	History	Attachments	User Activity Reques	5
Requisitio	on Informa	ation			
Requisitione	r				[select][clear]
Requestor			HS		High School Principal
Location			20		High School
Department			L		
Bid/Request	Туре				[select][clear]
Vendor					[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 Yancy So 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 F	orm		
Fiscal Year Purchase Order# PO Description	2020	Othe <mark>r</mark> Reference	e			
Information Requisition	Line Items History	Attachments	User Activity Request			
Requisitioner		[			[select][clear]	
Requestor		HS		ligh School	Principal	
Location		20		ligh School		
Department		\$				
Bid/Request T	уре	1		[select][cle	ar]	
Vendor				[search] [s	elect][clear]	

10. Click Add Line Item

Information Line Items History Attachments User Activity Request

## **Requisition Line Items**

requis	naion Line It	CIIIS									
Line I	tems								(±A	dd Line Item	
									0-0 or 0	First   Previous	Next   Last
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

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, you must include the ASIN number for each item in the Catalog # field. This can be found by scrolling down the page to the "product information" section. Then copy and paste the entire item description into the Description field.\*\*

Catalog# 123456	>		
Description scotch	tape		
Description			
Quantity 1			
Unit of Measure Each (E	A) V		
Unit Cost 3.00			
	Discount % 0	08 \$ 0	
Discount 0.00			

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 [s	elect][lear] A	dd				
Requisition Budget Co	odes					
Budget Account % Dist	rib Amount	Avail	able Balan	0-0 ( Ice Un	of 0 First   Previous encumbered Balan	Next   Last
		Line	records]			
				0-0	of 0 First   Previous	Next   Last
Use as Default Budget Co Re-apply this distribution	de(s) for remain to all existing it	ning Item ems	is,			
		OK	Cancel			

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

30	Sele	ect Bud	get Code	
Budget Codes				s 🕫 🗷
Budget Account 🔺	Description	Fund	1-6 of 6 First Unencumbered Balance	t   Previous   Next   Last 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
			1-6 of 6 First	t   Previous   Next   Last
		Cano	cel	

## 14. Click Add

Tobase callear bisrupare	<u>, 12 (</u>	
Current Distribution Percen	tage 0 %	
Item Amount	\$ 440.00	
Current Distribution	\$ 0.00	
Balance to Distribute	\$ 440.00	
		$\frown$
Budget Account 2110-40	0-20-000-000 - 0	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 2630-450-20-000-000% DistribAmountAvailable BalanceUnencumbered Balance100.003.00135.69135.69	LEPONE TERM
2630-450-20-000-000 100.00 3.00 135.69 135.69	Action
	×
1-1 of 1 First   Previous	Next   Las

16. If there are additional items 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.

Line 🔺 Des									-	Add Line Item	\$ 5
Line A Des									1-1 of	1 First   Previous	Next
1 Field XXX char	cription d trip on January 22, 2020 to X for 20 students and 2 parages	Catalog#	Quantity 22.00	Unit of Measure Each	Unit Cost 20.0000	Discount % 0.00	Discount 0.00	Shipping % 0.00	Shipping 0.00	Extended Cost 440.00	Act
cita	per onea								1-1 of	1 First   Previous	Next
Extended Cor Edit Edit Total Cost	st Auto Distribute Discount Auto Distribute Shipping	Discount - \$ Shipping + \$	440.00 0.00 0.00 440.00								