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.

A Wind	apyres.
Home Requisitions	Professional Development
Username (email): kmceachin@newp: Password: Login Forgot Password?	Your session has

2. Go to Requisitions, then My Requisitions





3. Make sure you are in the correct Fiscal Year. Orders should be placed in the *current* year until June 30th. For example, if you are placing your order before June 30, 2019, you will need to be in Fiscal Year 2019. If you are placing your order after June 30^o 2019, you need to be in Fiscal Year 2020. This pattern will continue every school year. (Orders placed before June 30, 2020 will be in 2020, after that date, will be in 2021, and so on)

4. Click Add Requisition

1	Fiscal Year 2018 🔻 Status: 4	All Active Other										
	My Requisitions									(+ Add Requi	sition 🔊 🗖 🛙
	Active: Entry in progress and	l items awaiting approv	al(s)								1-4 of 4 First P	Add Requisit
	RO. # A Description	Requisitioner	Requestor	Bid/Request Type	Vendor	Issued Date	Current Status S	itatus Su	b 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	
Bids			S 🖪 🗵
Bid/Request Type 🔺	Description	Туре	1-20 of 20 First Previous Next La: Category
CDW-G DELL EDS ATHLETICS EDS CLASSROOM EDS ELEMENT SCIENCE	CDW-G Online Shopping Dell On-Line Shopping Ed Data On-Line Shopping Athletics Ed Data On-Line Shopping Classroom Supplies Ed Data On-Line Shopping Family/Consumer Science Ed Data On-Line Shopping Fine Arts Ed Data On-Line Shopping General OIfice Supplies Ed Data On-Line Health and Trainer Supplies Ed Data On-Line Shopping Physical Education Suppli Ed Data On-Line Shopping Catalog Science Supplies Ed Data On-Line Shopping Catalog Science Supplies Ed Data On-Line Shopping Catalog Teaching Aids Grainger On-Line Shopping WYS Contract Lakeshore Learning On-Line Shopping NYS Contract School Speciality On-Line Shopping ON-LINE STAPLES STATE CONTRACT BID WB Mason On-Line Shopping	Online Bid Catalog Online Bid Catalog Nine Bid Catalog	Ed Data On-Line Shopping Catalog Ed Data On-Line Shopping Catalog
WEBREQS2018	Used for leacher Web Keqs	Requests Before FY Cutover-	1-20 of 20 First Previous Next La
	Cano	cel	
			·

- 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 Req	auisition Form
Fiscal Year 2018		
Purchase Order#	Other Reference	
O Description		
Information Line Items Hist	ory Attachments User Activity F	Request
Requisition Information		
Requisitioner	00143	MCEACHIN\KATHERINE [select][clear]
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 P	Processing	
	Submit Sav	re for Later Cancel

8. Click Shop Online

0-0 0+0 First Previous Next	
Order# PND-00961 Reference PND-00961 PO Description ON-LINE STAPLES STATE CONTRACT BID Information Line Items History Attachments User Activity Request Requisition Line Items Line Items Line Items Line ▲ Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost A	
Information Line Items History Attachments User Activity Request Requisition Line Items Line Items User Activity Request Line Items O-0 040 First Previous Next Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost A	
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Line A Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost A	×
[ho records]	tion
0-0 of 0 First Previous Next	Last
Extended Cost 0.00 Auto Distribute Discount Discount + 0.00	
Auto Distribute Discount Shipping Shipping + \$ 0.00	
Total Cost 0.00	
Submit Save for Later 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	ucational Service	The second se	equisitions			
	201	7 - 2018					
(ral Classroom		clicking a catego	y below:		
						ĺ	Close Category Menu
\rightarrow	📔 View	or modify	an existing re	equisition by click	king a button belo	w:	
		Requisition	Status	Category	Attention	Last Mod	ified

- 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 ¹ icon. It will open in a new tab.

oom Supplies count 🔹	Attention: MCEACHIN,KATHER Ship To: New Paltz HS	RINE				2017 - Budget Spent: Availa
)						
OL SUPPLIES, INC.	Item #:		Qty #: 1 A	ld		
			Hide Order EZ			
Vendor	Catalog #	EDS Item #	UOM	LY Qty	Current Qty	Price
		N	o records found.			-0
	To create	a requisition	:			Ī
	2. Using the awa 3. Enter a quant Or	arded vendor's catalog, ity and click Add to ente	, enter an item numbe er the item into the rec	uisition.	-	
	OL SUPPLIES, INC.	Ship To: New Paltz HS	Ship To: New Paltz HS OL SUPPLIES, ING Item #: Vendor Catalog # EDS Item # N To create a requisition 1. Please select an account code (if ap 2. Using the awarded vendor's catalog 3. Enter a quantity and click Add to ent Or	Ship To: New Paliz HS OL SUPPLIES, INC Item #: Qty #: 1 AC Hide Order EZ Vendor Catalog # EDS Item # UOM No records found. To create a requisition: 1. Please select an account code (if applicable). 2. Using the awarded vendor's catalog, enter an item number 3. Enter a quantity and click Add to enter the item into the req Or	Ship To: New Paliz HS OL SUPPLIES, INC Item #: Qty #: 1 Add Hide Order EZ Vendor Catalog # EDS Item # UOM LY Qty No records found. To create a requisition: 1. Please select an account code (if applicable). 2. Using the awarded vendor's catalog, enter an item number from the selecte 3. Enter a quantity and click Add to enter the item into the requisition. Or	Ship To: New Paitz HS OL SUPPLIES, INC Item #: Qty #: 1 Add Hide Order EZ Vendor Catalog # EDS Item # UOM LY Qty Current Qty No records found. To create a requisition: 1. Please select an account code (if applicable). 2. Using the awarded vendor's catalog, enter an item number from the selected awarded vendor's catalog. 3. Enter a quantity and click Add to enter the item into the requisition.

• 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-Dat Requisition	-	Online Catalog page
Powe	To X Bb New Par X	↓ Ø Requisit ×	Cascade ×
52/scotch	-wall-mount-tabs-480-p	kg.html	
ACTUS	CREATE ACCOUNT	LOGIN	

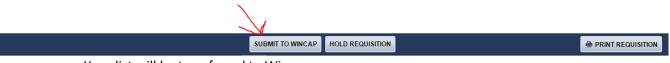
• Enter your item # and the quantity, then click Add

_	Requisition #: 232-8128	General Classroom Supplies Account #:	Attention: MCEACHIN,KATHERINE Ship To: New Paltz HS	E							
Awar	ded Vendor: CASCADE SCHOOL SUPPLIES, INC. 🗗		Add								
		Hide Or	/der EZ								
*	Description		Vendor	Catalog #	EDS Item #	UOM	LY Qty	Current Qty	Price	Total	Delete
	ADHESIVE-3M WALL MOUNTING TABS, ADHES	IVE.3M WALL MOUNTING TABS NO 7225-480/F									
*	CASCADE 015952 Bid Part Number: 015952		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 Requisition	Form					
cal Year 20)19	Status	Ent	ry In Progre	SS							
chase P ler#	ND-00981	Other Reference	PND	-00981								
Description 0	N-LINE STAPL	ES STATE CO	NTRAC	T BID								
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Point, B	lack, 12/Pack (3	0001)								4.4.4	1 First Previou	
										1-1 01	I FIISL Previou	[Edit Line
Extended Cost			27.80									
	ibute Discount	Discount - \$	0.00									
Auto Distr	ibute Shipping	Shipping + \$	0.00		r							
Total Cost			27.80)		Click on	the penci	l next to	o any one	item ir	n your orde	er
							· ·		,		<u> </u>	

Submit Save for Later Cancel

	Requisitio	on Item	
Catalog#	125328		
Description	Sharpie Permanent Marker 12/Pack (30001)	rs, Fine Point, Black,	
Quantity	5		
Unit of Measure	5 Gallons (5GAL) 🔻		
Unit Cost	5.56		
Discount			
Shipping	0.00 (Note: Any changes to discount and	d chianing will be calculated aft	ar clicking (K)
(Update Current Distributions)			
Current Distribution Percentage	100 %		
Item Amount	\$ 27.80 Cli	ick select to choose a	budget code.
Current Distribution	\$ 27.80		
Balance to Distribute	\$ 0.00		
Balance to Distribute Budget Account - <u>[search] [select][clea</u>	\$ 0.00		
	\$ 0.00		
Budget Account - [search] [select][clear Requisition Budget Codes	\$ 0.00 r] Add	Available Balance	1-1 of 1 First Previous Next La
Budget Account - [<u>search] [select][clea</u>	\$ 0.00	Available Balance 403.07	1-1 of 1 First Previous Next La Unencumbered Balance Actio 403.07
Budget Account - [search] [select][clear Requisition Budget Codes Budget Account % Distrib	\$ 0.00 <u>r</u>] Add <u>Amount</u>		Unencumbered Balance Action 403.07
Budget Account - [search] [select][clear Requisition Budget Codes Budget Account % Distrib	\$ 0.00 <u>r</u>] Add <u>Amount</u>		Unencumbered Balance Action 403.07
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ick on the code	е	1 Budget Codes					
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:a	r 2019 Status	Entry in Progress	
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ri	Catalog#	125328	
at is	Description	Sharpie Permanent Mark 12/Pack (30001)	kers, Fine Point, Black,
_	Quantity	5	
_		5 Gallons (5GAL) 🔻	
I			
	Unit Cost		
	Discount		
	Unipping		and shipping will be calculated after clicking OK.)
-	(Update Current Distributions)		
-	Current Distribution Percentage	100 %	
٦d	Item Amount	\$ 27.80	
	Current Distribution	\$ 27.80	Click Ad
1	Balance to Distribute	\$ 0.00	
d			
	Budget Account 2110-450-20-000-000	- SUPPLIES - HS [search] [select	[[clear] Add
	-		
	Requisition Budget Codes		
	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 r	emaining Items.	
	Re-apply this distribution to all exist	ting items	
		OK	Cancel

aj	r 2019 Status	Entry in Progress	S				
		F	Requisition Item				
i	Catalog #	125328					
t	Description	Sharpie Permanent 12/Pack (30001)	t Markers, Fine Point,	Black,			
	Quantity	5				_	
-	Unit of Measure	5 Gallons (5GAL)	T				
ľ	Unit Cos	5.56					
	Discoun					1	
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ł		(Note: Any changes to di	iscount and snipping will be ca	culated after clicking	UK.)		
	(Update Current Distributions)					-	
-	Current Distribution Percentage	100 %					
	Item Amount	\$ 27.80					
	Current Distribution	\$ 27.80					
	Balance to Distribute	\$ 0.00					
d							
	Budget Account - [search] [select][clea						Remove any
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	100.00	21.00	<u>, </u>	1-2 of	2 First Previous Next Last		
Ĩ							
ł	Use as Default Budget Code(s) for	Ch	HECK THIS BOX to ap	ply this		۰.	
-	Re-apply this distribution to all exis		udget code to everyt	hing in your		_	
	 Kerappiy this distribution to all exist 	-	rder!!				
		Th	hen 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 Reference	
PO Description	
Information Line Items History Attachments User Activity Request	
Requisition Line Items	
Line Items 🛛 💓 Shop Online 🚺 🐬	×
0-0 of 0 First Previous Next	
Line Description Catalog# Quantity Unit of Measure Unit Cost Discount % Discount Shipping % Shipping Extended Cost Act [no records]	tion
0-0 of 0 First Previous Next	Lact
	COSC
Default Budget Account 2630-450-20-000 - PRINTER INK, AV SUPPLIES, [search][select][clear]	
Reset/Replace Budget Account For all Line Items - [search][select][clear] Apply	
Extended Cost 0.00	
A contract of the second secon	
Auto Distribute Shipping Shipping + \$ 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)	THERINE of New Paltz CSD	WHO BUT		1 Items	
	Enter Key	word	ب		
SHOP	SUPPORT O ORDERS	* ACCOUNT CENTER	♥ FAVORITES	Selected List Create Favorites Lists	
YOUR SELECTIONS	Showing items 1 to 1 of 1 M Add Selected to Cart Com	▲ ▶ ₩ pare Selected \ Add To List ▼	Sort by: 0		Per Page: 57 ▼ w ≣ 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 Requisition Form										
scal Year	2019 5	Status	Entry In Progre	ss							
irchase rder#		Other Reference	PND-00981								
D Descrip	tion ON-LINE STAPLE	S STATE CONT	RACT BID								
nformatio	n Line Items History	Attachments U	Jser Activity Reg	Jest							
Line It	tion Line Items ems									Shop Online	s 🔊 🗷
									1-1 of :	1 First Previous	Next Last
Line 🔺	Description	Catalo	g# Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	Sharpie Permanent Marke Point, Black, 12/Pack (300		5.00	DZN	5.5600	0.00	0.00	0.00	0.00	27.80	/ ×
1-1 of 1 First Previour Mart L Last [Edit Line Item]											

Extended Cost Auto Distribute Discount Auto Distribute Shipping Total Cost	Discount - \$ Shipping + \$	
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Submit Save for Later Cancel

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

Budget Account% DistribAmountAvailable BalanceUnencumbered BalanceAction2630-450-20-000-000100.0027.80403.07403.07403.07		Requisi	idon item	
Description 12/Pack (30001) Quantity 5 Unit of Measure 5 Gallons (5GAL) Unit Cost 5.56 Discout 0.00 Shipping 0.00 (Note: Any changes to discount and shipping will be calculated after clicking OK.) (Ubdate Current Distributions) Current Distribution 27.80 Balance to Distribute 90.00 Budget Account 96 Distrib Amount 2530-450-20-000 100.00 27.80 Strib Amount Available Balance Unencumbered Balance Add Requisition Budget Codes 1-1 of 1 First Previous Next Li 2530-450-20-000-000 100.00 27.80 403.07 1-1 of 1 First Previous Next Li 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 already see a budget code listed, that it is the one you need. A list is	Catalog#	125328		
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 Balance to Distribute \$ 0.00 Budget Account - [search] [select][clear] Add Requisition Budget Codes Budget Account % Distrib Amount Available Balance Unencumbered Balance Action 2530-450-20-000-000 100.00 27.80 403.07 403.07 1-1 of 1 First Previous Next Li Use as Default Budget Code(s) for remaining Items. Re-apoly this distribution to all existing Items. Balready see a budget code listed, that it is the one you need. A list is	Description		ers, Fine Point, Black,	é
Unit Cest 5.56 Discount 0.00 Shipping 0.00 (Note: Any changes to discount and shipping will be calculated after clicking OK.) (Uedate Current Distributions) Current Distribution Percentage 100 % Item Amount \$27.80 Balance to Distribute \$0.00 Budget Account - [search] [select] [clear] Add Requisition Budget Codes Budget Account % Distrib Amount Available Balance Unencumbered Balance Action 2530-450-20-000-000 100.00 27.80 403.07 403.07 1-1 of 1 First Previous Next Li Use as Default Budget Code(s) for remaining Items. Re-apply this distribution to all existing items. already see a budget code listed, that it is the one you need. A list is	Quantity	5		
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	Discour				
		Select	Budget	Code	
<u>= C</u>					% 5 💌
: Dis	unt	Description	Fund	1-2 of 2 First Previo Unencumbered Balance Availab	
: Dis 2 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 Previou	us Next Last
C AC			Cancel		
ick on the code	n Budget Codes				Sant L Dans Sana L
et	Account % Distrib	Amount			irst Previous ered Balance

a	2019	Status	Entry in Progress			
е			Requ	isition Iten	n	
ri		Catalog#	125328			
at		Description	Sharpie Permanent Ma 12/Pack (30001)	rkers, Fi	ne Point, Black,	
-		Quantity	5		//	1
_	U		5 Gallons (5GAL) V			
I		Unit Cost				
		Discount	0.00			
-		Shipping	0.00			
			(Note: Any changes to discou	nt and shippi	ng will be calculated afte	er clicking OK.)
	(Update Current Distribution	<u>15)</u>				
_	Current Distribution Percent	age	100 %			
10	Item Amount		\$ 27.80			
	Current Distribution		\$ 27.80		(Click Add
	Balance to Distribute		\$ 0.00			
d						
	Budget Account 2110-450	-20-000-000 -	SUPPLIES - HS [search] [sele	<u>ct][clear]</u>	Add	
	Requisition Budget	Codes				
						1-1 of 1 First Previous Next Last
	Budget Account 2630-450-20-000-000	% Distrib	Amount			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 Budge	t Code(s) for re	emaining Items.			
	Re-apply this distribution	tion to all existi	ng items			
			OK	Cancel		

- 1	2019 Status	Entry In Progress	
		Requisition Item	4
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.)	0
		(note: Any changes to discount and simpling will be calculated after clicking ort.)	
	(Update Current Distributions)		1
-	Current Distribution Percentage	100 %	
	Item Amount	\$ 27.80	
- 1	Current Distribution	\$ 27.80	
	Balance to Distribute	\$ 0.00	
C	Budget Account - [search] [select][clear Requisition Budget Codes	Change to 100%	Remove any incorrect budget
	Budget Account % Distrib	1-2 of 2 First Previous Next Last Amount Available Balance Unencumbered Balance Action	
	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 re Re-apply this distribution to all exist		

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

My Requisition Form												
Fiscal Year	2018	Status E	ntry In Progress									
Purchase Order	r# PND-00127	Other Reference PN	D-00127									
PO Description	WB Mason On-I	Line Shopping										
Information	Line Items Histor	y Attachments U	ser Activity Reque	st								
Requisition Line Items												
Line Item	s										🛒 Shop Online	% K 🕱
										_	of 1 First Previous	Next Last
	scription	Recorder Ribbon, Blue	Catalog#		Unit of Measure	Unit Cost 9.2400	Discount %	Discount 0.00	Shipping % 0.00	Shipping 0.00	Extended Cost 9.24	Action
1 20	0106002 Print Time	Recorder Ribbon, Blue	ACP200106002	1.00	EA	9.2400	0.00	0.00	0.00		of 1 First Previous	/ 🗙 Next Last
Default Budg		2630-450-20-000 -	PRINTER INK, AV	SUPPLIES, I	[search][select][clea	rl						
For New Line Reset/Replac	: Items :e Budget Account											
For all Line It		- [search][select][lear			Apply	(
	Auto Distribute D	Extended Co Discount										
	Auto Distribute D	scourie										
Lun	Auto Distribute Si	- PP-119	st 9.24									
		local co	51 5.24									
					∖ /							
					¥ ¥							
				S	Submit Save for	Later Car	ncel					

To edit an order you have already started:

Click the pencil

00033	Line Shopping		nign achoor Principal	WB Mason On-Line Shopping			Submitted	Submitted	7	00.27	==		/
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		E (
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		E [Ed	dit Requisitio
	1-6 of 6 First Previous Next Las												

IMPORTANT:

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

00032	School Speciality On-Line Shopping	MCEACHIN/KATHERINE		School Speciality On- Line Shopping	SCHOOL	Entry In Progress	Entry In Progress	IN Progress	0.00
PND- 00033	WB Mason On- Line Shopping	MCEACHIN\KATHERINE	High School Principal	WB Mason On-Line Shopping	WB MASON	Submitted	Submitted	>	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.