

## Ordering Supplies in Wincap

1. Log in to [www.wincapweb.com](http://www.wincapweb.com)- your password contains a capital letter and a symbol. If you do not know your password, click Forgot Password to reset it.



The image shows the WinCapWEB login page. At the top is the WinCapWEB logo with the tagline 'FINANCIAL & HR MANAGEMENT'. Below the logo is a navigation bar with 'Home', 'Requisitions', and 'Professional Development'. The main content area has a 'myWinCap' login box with fields for 'Username (email):' (containing 'kmceachin@newp') and 'Password:' (masked with dots). There is a 'Login' button and a 'Forgot Password?' link. To the right of the login box, it says '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 30<sup>th</sup>. 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, 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



The image shows the 'My Requisitions' page in WinCapWEB. At the top, there is a 'Fiscal Year' dropdown menu set to '2018' (circled in red), and 'Status' filters for 'All', 'Active' (selected), and 'Other'. Below this is a table with the title 'My Requisitions' and a subtitle 'Active: Entry in progress and items awaiting approval(s)'. In the top right corner of the table area, there is a '+ Add Requisition' button (circled in red). Below the table header, there is a table with columns: 'R.O. #', 'Description', 'Requisitioner', 'Requestor', 'Bid/Request Type', 'Vendor', 'Issued Date', 'Current Status', 'Status', 'Sub Status', 'Order Cost', 'Summary', and 'Action'.

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

**My Requisition Form**

Fiscal Year 2018

**Select Bid/Request Type**

**Bids**

1-20 of 20 First | Previous | Next | Last

Bid/Request Type	Description	Type	Category
<a href="#">CDW-G</a>	CDW-G Online Shopping	Online Bid Catalog	
<a href="#">DELL</a>	Dell On-Line Shopping	Online Bid Catalog	
<a href="#">EDS ATHLETICS</a>	Ed Data On-Line Shopping Athletics	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS CLASSROOM</a>	Ed Data On-Line Shopping Classroom Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS ELEMENTARY SCIENCE</a>	Ed Data On-Line Shopping Elementary Science Suppli	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS FAMILY/CO SCIENCE</a>	Ed Data On-Line Shopping Family/Consumer Science	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS FINE ARTS</a>	Ed Data On-Line Shopping Fine Arts	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS GEN OFFICE</a>	Ed Data On-Line Shopping General Office Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS HEALTH</a>	Ed Data On-Line Health and Trainer Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS PHYSICAL ED</a>	Ed Data On-Line Shopping Physical Education Suppli	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS SCIENCE SUPPLIES</a>	Ed Data On-Line Shopping Catalog Science Supplies	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">EDS TEACHING AIDS</a>	Ed Data On-Line Shopping Catalog Teaching Aids	Online Bid Catalog	Ed Data On-Line Shopping Catalog
<a href="#">GRAINGER</a>	Grainger On-Line Shopping	Online Bid Catalog	
<a href="#">HILLYARD ONLINE</a>	Hillyard Online Shopping	Online Bid Catalog	
<a href="#">KURTZ BROS</a>	Kurtz Bros On-Line Shopping NYS Contract	Online Bid Catalog	
<a href="#">LAKESHORE LEARNING</a>	Lakeshore Learning On-Line Shopping NYS Contract	Online Bid Catalog	
<a href="#">SCHOOL SPECIALTY</a>	School Specialty On-Line Shopping	Online Bid Catalog	
<a href="#">STAPLES</a>	ON-LINE STAPLES STATE CONTRACT BID	Online Bid Catalog	
<a href="#">WB MASON ON-LINE</a>	WB Mason On-Line Shopping	Online Bid Catalog	
<a href="#">WEBREQS2018</a>	Used for Teacher Web Reqs	Requests Before FY Cutover-No Catalog	

1-20 of 20 First | Previous | Next | Last

Cancel

Submit Save for Later Cancel

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

- Click on Line Items

**My Requisition Form**

Fiscal Year 2018

Purchase Order# Other Reference

PO Description

Information **Line Items** History Attachments User Activity 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

Instructions/Notes to Vendor

Instructions/Notes for Internal Processing

Submit Save for Later Cancel

## 8. Click Shop Online

**My Requisition Form**

Fiscal Year: 2019 Status: [Entry In Progress](#)

Purchase Order#: PND-00981 Other Reference: PND-00981

PO Description: ON-LINE STAPLES STATE CONTRACT BID

[Information](#) [Line Items](#) [History](#) [Attachments](#) [User Activity Request](#)

**Requisition Line Items**

**Line Items** [Shop Online](#) [Print](#) [Email](#)

0-0 of 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](#)

Extended Cost 0.00

☐ Auto Distribute Discount Discount - \$ 0.00

☐ Auto Distribute 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.

**educational Data Services, Inc.** **My Requisitions**


2017 - 2018

[Create a new requisition by clicking a category below:](#)

[+ General Classroom Supplies](#) [Close Category Menu](#)

[View or modify an existing requisition by clicking a button below:](#)


	Requisition	Status	Category	Attention	Last Modified
<input type="checkbox"/>					

- 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  icon. **It will open in a new tab.**

Requisition #: 233-8128    Category: General Classroom Supplies    Attention: MCEACHIN, KATHERINE    2017 - Budget Spent: Available

Account #: Select An Account    Ship To: New Paltz HS

Requisition Search

Awarded Vendor: CASCADE SCHOOL SUPPLIES, INC.  Item #:  Qty #: 1 Add

[Hide Order EZ](#)

★	Description	Vendor	Catalog #	EDS Item #	UOM	LY Qty	Current Qty	Price
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.


Or

4. Search for an item using the 'Most Popular Items' or the 'Available Items' tab.

- 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

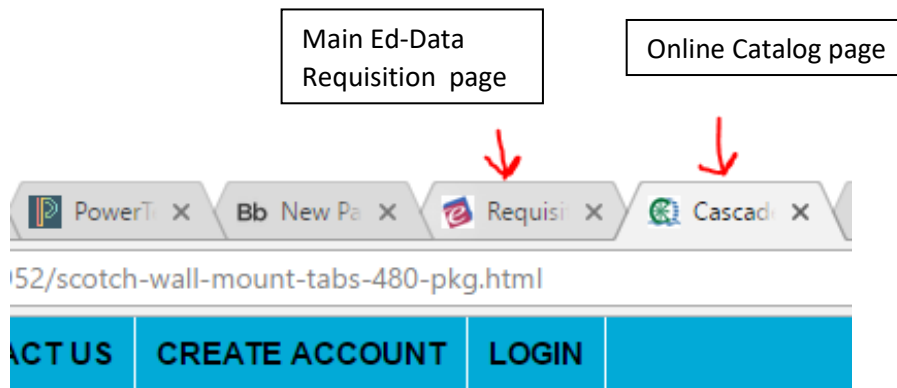
Handy foam tabs with double-sided adhesive - great for displaying lightweight artwork, st...

[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:



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

<b>Requisition #:</b> 232-8128	<b>Category:</b> General Classroom Supplies	<b>Attention:</b> MCEACHIN, KATHERINE
<b>Account #:</b> Select An Account	<b>Ship To:</b> New Paltz HS	

Awarded Vendor: CASCADE SCHOOL SUPPLIES, INC. [Item #:](#)  Qty #:

[Hide Order EZ](#)

★	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/PKG CASCADE 015952 Bid Part Number: 015952	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.

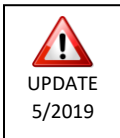
Requisition [Search](#) Status: On Hold

Awarded Vendor: CASCADE SCHOOL SUPPLIES, INC. [Item #:](#)  Qty #:

[Hide Order EZ](#)

★ 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/PKG CASCADE 015952 Bid Part Number: 015952	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

Fiscal Year: 2019    Status: Entry In Progress  
 Purchase Order #: PND-00981    Other Reference: PND-00981  
 Description: ON-LINE STAPLES STATE CONTRACT BID

[Information](#)   [Line Items](#)   [History](#)   [Attachments](#)   [User Activity Request](#)

**Requisition Line Items**

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	Sharpie Permanent Markers, Fine Point, Black, 12/Pack (30001)	125328	5.00	DZN	5.5600	0.00	0.00	0.00	0.00	27.80	

1-1 of 1   First | Previous | Next | Last

[Edit Line Item]

Extended Cost 27.80

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

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

**Requisition Item**

Catalog# 125328

Description Sharpie Permanent Markers, Fine Point, Black, 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
Balance to Distribute	\$ 0.00

Budget Account - [search] [select] [clear] Add

**Requisition Budget Codes**

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2630-450-20-000-000	100.00	27.80	403.07	403.07	X

1-1 of 1 First | Previous | Next | Last

☐ Use as Default Budget Code(s) for remaining Items.

☐ Re-apply this distribution to all existing items.

OK Cancel

Click select to choose a budget code.

If you already see a budget code listed, verify that it is the one you need. A list is available by clicking "select".

Discount 0.00

Shipping 0.00

**Select Budget Code**

**Budget Codes**

Budget Account	Description	Fund	Unencumbered Balance	Available Balance
2110-450-20-000-000	SUPPLIES - HS	A	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

Cancel

**Requisition Budget Codes**

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
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1-1 of 1 First | Previous | Next | Last

Click on the code

2019 Status: Entry in Progress

### Requisition Item

Catalog# 125328  
 Description Sharpie Permanent Markers, Fine Point, Black, 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
Balance to Distribute	\$ 0.00

Budget Account 2110-450-20-000-000 - SUPPLIES - HS [search] [select] [clear] **Add**

### Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2630-450-20-000-000	100.00	27.80	403.07	403.07	X

1-1 of 1 First | Previous | Next | Last

☐ Use as Default Budget Code(s) for remaining Items.  
☐ Re-apply this distribution to all existing items

OK Cancel

Click Ad

2019 Status: Entry in Progress

### Requisition Item

Catalog# 125328  
 Description Sharpie Permanent Markers, Fine Point, Black, 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
Balance to Distribute	\$ 0.00

Budget Account - [search] [select] [clear] **Add**

### Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2110-450-20-000-000	100	27.8	18863.70	19077.05	X
2630-450-20-000-000	100.00	27.80	403.07	403.07	X

1-2 of 2 First | Previous | Next | Last

☐ Use as Default Budget Code(s) for remaining Items.  
☐ Re-apply this distribution to all existing items

Change to 100%

Remove any incorrect budget codes

**CHECK THIS BOX** to apply this budget code to everything in your order!!

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 Form**

Fiscal Year: 2018 Status: Entry In Progress

Purchase Order#: PND-00124 Other Reference: PND-00124

PO Description: Ed Data On-Line Shopping Classroom Suppl

Information Line Items History Attachments User Activity Request

**Requisition Line Items**

**Line Items** Shop Online

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	ADHESIVE-3M WALL MOUNTING TABS, ADHESIVE-3M WALL MOUNTING TABS-NO.7225-480/PKG CASCADE 015952 Bid Part Number: 015952	112B	1.00	EACH	3.0400	0.00	0.00	0.00	0.00	3.04	

1-1 of 1 First Previous Next Last

Default Budget Account: 2630-450-20-000 - PRINTER INK, AV SUPPLIES, [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For New Line Items

Reset/Replace Budget Account: - [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For all Line Items Apply

☐ Auto Distribute Discount Extended Cost 3.04  
☐ Auto Distribute Shipping Discount - \$ 0.00  
 Shipping + \$ 0.00  
 Total Cost 3.04

Submit 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

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

Default Budget Account: 2630-450-20-000 - PRINTER INK, AV SUPPLIES, [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For New Line Items

Reset/Replace Budget Account: - [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For all Line Items Apply


Extended Cost 0.00  
☐ Auto Distribute Discount Discount - \$ 0.00  
☐ 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, MCEACHINIKATHERINE of New Paltz CSD  
(C1275295 - P)


**WHO BUT W.B. MASON**

Enter Keyword 

SHOP | SUPPORT | ORDERS | ACCOUNT CENTER | FAVORITES

Selected List  
[Create Favorites Lists](#)

YOUR SELECTIONS

Showing items 1 to 1 of 1  Sort by: Most Popular Results Per Page: 57

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#) 0 Selected [Grid View](#) [List View](#)

**SHOPPING CART**  
1 Items \$9.24  
[QUICK ORDER](#) [CHECKOUT](#)

- 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**

Fiscal Year: 2019 Status: Entry In Progress  
Purchase Order#: PND-00981 Other Reference: PND-00981  
Description: ON-LINE STAPLES STATE CONTRACT BID

Information | **Line Items** | History | Attachments | User Activity Request

**Requisition Line Items**

**Line Items** [Shop Online](#) 

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	Sharpie Permanent Markers, Fine Point, Black, 12/Pack (30001)	125328	5.00	DZN	5.5600	0.00	0.00	0.00	0.00	27.80	 

1-1 of 1 First | Previous | Next | Last

1-1 of 1 First | Previous | Next | Last [\[Edit Line Item\]](#)

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

**Requisition Item**

Catalog# 125328

Description Sharpie Permanent Markers, Fine Point, Black, 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
Balance to Distribute	\$ 0.00

Budget Account - [search] [select] [clear] Add

**Requisition Budget Codes**

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2630-450-20-000-000	100.00	27.80	403.07	403.07	X

1-1 of 1 First | Previous | Next | Last

☐ Use as Default Budget Code(s) for remaining Items.

☐ Re-apply this distribution to all existing items.

OK Cancel

Click select to choose a budget code.

If you already see a budget code listed, verify that it is the one you need. A list is available by clicking "select".

Discount 0.00

Shipping 0.00

**Select Budget Code**

**Budget Codes**

Budget Account	Description	Fund	Unencumbered Balance	Available Balance
2110-450-20-000-000	SUPPLIES - HS	A	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

Cancel

**Requisition Budget Codes**

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
----------------	-----------	--------	-------------------	----------------------	--------

1-1 of 1 First | Previous | Next | Last

Click on the code

2019 Status: Entry in Progress

### Requisition Item

Catalog# 125328  
 Description Sharpie Permanent Markers, Fine Point, Black, 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
Balance to Distribute	\$ 0.00

Budget Account 2110-450-20-000-000 - SUPPLIES - HS [search] [select] [clear] **Add**

### Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2630-450-20-000-000	100.00	27.80	403.07	403.07	X

1-1 of 1 First | Previous | Next | Last

☐ Use as Default Budget Code(s) for remaining Items.  
☐ Re-apply this distribution to all existing items

OK Cancel

Click Add

2019 Status: Entry in Progress

### Requisition Item

Catalog# 125328  
 Description Sharpie Permanent Markers, Fine Point, Black, 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
Balance to Distribute	\$ 0.00

Budget Account - [search] [select] [clear] **Add**

### Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2110-450-20-000-000	100	27.8	18863.70	19077.05	X
2630-450-20-000-000	100.00	27.80	403.07	403.07	X

1-2 of 2 First | Previous | Next | Last

☐ Use as Default Budget Code(s) for remaining Items.  
☐ Re-apply this distribution to all existing items

Change to 100%

Remove any incorrect budget codes

**CHECK THIS BOX** to apply this budget code to everything in your order!!

Then click OK.

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

**My Requisition Form**

Fiscal Year: 2018 Status: **Entry In Progress**

Purchase Order#: PND-00127 Other Reference: PND-00127

PO Description: WB Mason On-Line Shopping

Information | **Line Items** | History | Attachments | User Activity Request

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**Requisition Line Items**

**Line Items** [Shop Online](#)

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	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	9.24	

1-1 of 1 First | Previous | Next | Last

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Default Budget Account: 2630-450-20-000 - PRINTER INK, AV SUPPLIES, [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For New Line Items

Reset/Replace Budget Account: - [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For all Line Items [Apply](#)

---

Extended Cost: 9.24

Discount - \$: 0.00

Shipping + \$: 0.00

Total Cost: 9.24

☐ Auto Distribute Discount

☐ Auto Distribute Shipping

[Edit](#)

↓ ↓

[Submit](#) [Save for Later](#) [Cancel](#)

To edit an order you have already started:

Click the pencil

PND-00033	WB Mason On-Line Shopping	MCEACHIN\KATHERINE	High School Principal	WB Mason On-Line Shopping	WB MASON	Submitted	Submitted	9	00.27		<a href="#">[Edit Requisition]</a>
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		
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		
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		

1-6 of 6 First | Previous | Next | Last

## IMPORTANT:

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

PND-00032	School Specialty On-Line Shopping	MCEACHIN\KATHERINE	High School Principal	School Specialty On-Line Shopping	SCHOOL SPECIALTY	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	9	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.