Ordering From a Vendor NOT on the Bid List

1. Log in to 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.
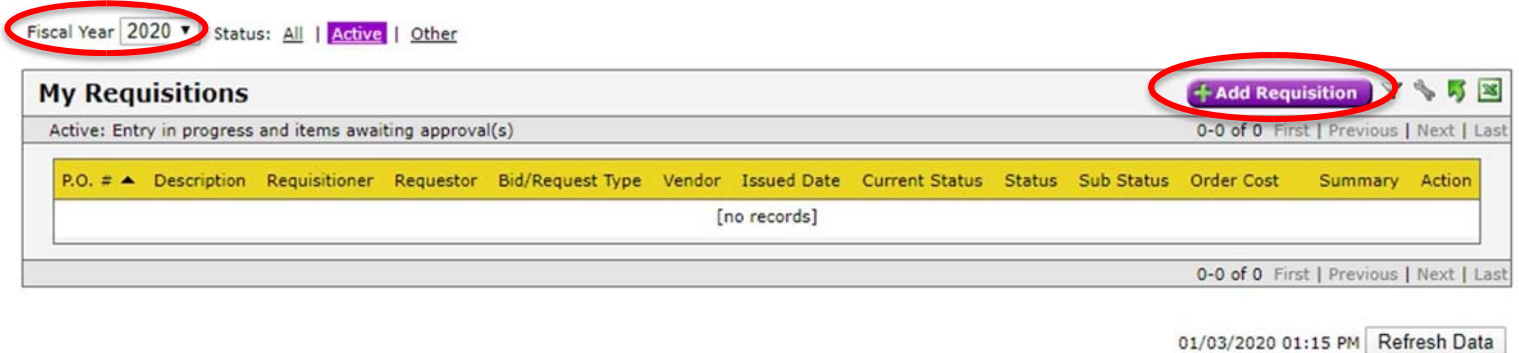

4. Go to Requisitions, then My Requisitions

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

6. Click Add Requisition

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

8. Choose your vendor. If your vendor does not appear in the list, stop here. Send the name and address of the vendor to Tina Long 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

10. Click Add Line Item

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.

12. Next to Budget Account, click Select

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

Budget Codes					
				1-6 of 6 First | Previous | Next | Last	
Budget Account ▲	Description	Fund	Unencumbered Balance	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 | Previous | Next | Last	

Cancel

14. Click Add

Current Distribution Percentage	0 %
Item Amount	$ 440.00
Current Distribution	$ 0.00
Balance to Distribute	$ 440.00

Budget Account 2110-400-20-000-000 - 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 - [search] [select][clear] Add

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	3.00	135.69	135.69	✕
				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

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.

Requisition Line Items

Line Items											
									+Add Line Item		
									1-1 of 1 First | Previous | Next | Last		
Line ▲	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	Field trip on January 22, 2020 to XXXX for 20 students and 2 chaperones		22.00	Each	20.0000	0.00	0.00	0.00	0.00	440.00	✏ ✕
									1-1 of 1 First | Previous | Next | Last		

Extended Cost			440.00
Edit	☐ Auto Distribute Discount	Discount - $	0.00
Edit	☐ Auto Distribute Shipping	Shipping + $	0.00
Total Cost			440.00

Submit   Save for Later   Cancel

"