# Anonymous Requisition Form Instructions

Step 1. Go to the link provided by your district in order to get to the requisition form.

This will take you to the Requisition Creation Screen:

| Submit | Cancel | Attach |
|---|---|---|

**Requester Email**     **Attention To**     **Requested PO Date**    8/8/2016    **Requisition No** (Auto)

**Vendor No**     **Supervisor/Approver**

**Vendor**     **Deliver To**

**Fund to be used/Notes to Approver**     **Requisition Description**

**Who will place the order**

| Add Line | Copy Line | Edit Line | Delete Line | Upload |
|---|---|---|---|---|

| # | Quantity | Unit | Description | Unit Price | Total |
|---|---|---|---|---|---|
| | | | No data to display | | |

| Submit | Cancel |
|---|---|

Step 2 (Left Side). Enter your E-mail address in the first box provided.  Enter the Vendor No in the respective box.  If you do not know the Vendor No, you can click the binoculars to search on your vendor.  You can also begin typing the name of the vendor and the list of available vendors will populate automatically.  Once this is completed the vendor's name and address will automatically appear in the next box.  If you cannot find the vendor you are looking for please contact the board office.  If necessary, add any notes for the approver in the box below.  You should also define who will be placing the order.

Step 3 (Right Side).  Select the Approval Path or Supervisor this requisition should go to for approval.  The possible options will be presented with a drop-down menu.  This selection will also define the location that the goods will be delivered to.  If you need a different Deliver To address than what is presented (or if nothing is presented), you can manually enter an address.  If you cannot find the correct Approval Path please contact the board office.

Step 4.  Add a description to the Requisition Description Box identifying the general description of the requisition request.

Step 5.  Add line item(s) to the requisition. Click on the button that says "Add Line." Then fill out the Quantity, Unit, Price per unit and Description.  Once all of the lines are completed click on the "Update" button.  If you have more items that need entered, continuing adding lines until finished.  Here is what a line should look like:

| Add Line | Copy Line | Edit Line | Delete Line | Upload | | | |
|---|---|---|---|---|---|---|---|
| # | Quantity | Unit | Description | | Unit Price | Total | |

Quantity: [    ]  Unit: [    ]   Price: $0.00
Description: [                    ]

Update   Cancel

Submit   Cancel

*Don't forget to add a line for shipping charges if needed

Here is what your screen might look like after adding 3 line items:

| Add Line | Edit Line | Delete Line | Add a line for shipping charges if needed | | |
|---|---|---|---|---|---|
| # | Quantity | Unit | Description | Unit Price | Total |
| 1 | 6.000 | Chairs | Hon Task Chairs | $155.00 | $930.00 |
| 2 | 6.000 | Floor Mat | Classroom floor mats for chairs | $45.00 | $270.00 |
| 3 | 1.000 | Desk | Desk for science lab | $235.00 | $235.00 |

Step 6.  If you have supporting documents to go along with your requisition, go to the "Attach" button towards the top of your requisition form.

| Submit | Cancel | Attach |
|---|---|---|

Requester Email [            ]          Attention To [            ]

Once you click the button, you will be able to browse to a location on your computer for a file.  You can upload a PDF with this button and your approvers will be able to view your supporting documents.

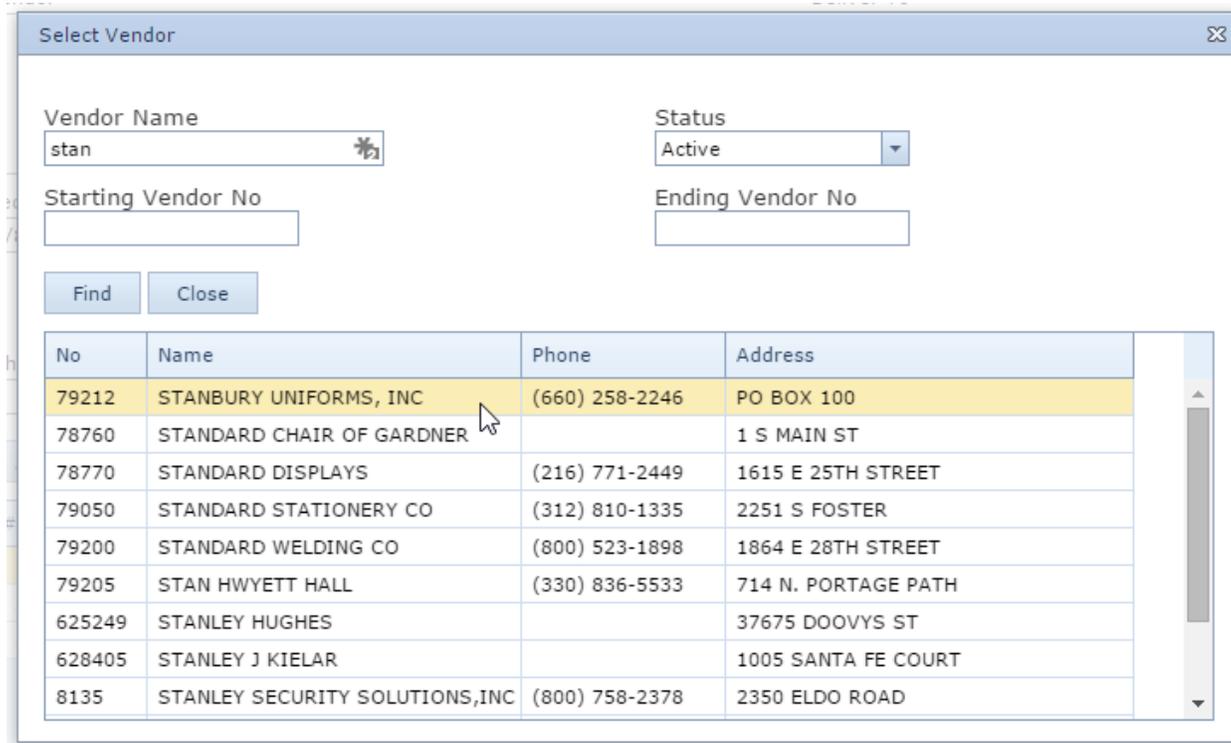Step 8.  Go to the top of the screen and select the "Submit" button.

| Submit | Cancel |
|---|---|

## Instructions on How to lookup a Vendor No.

Step 1.  Next to the "Vendor No" box, click on the binoculars icon:
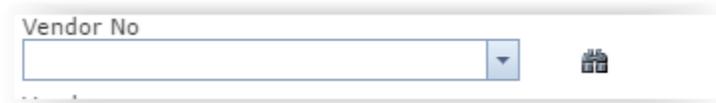
Vendor No

Step 2. In the Vendor Name box type in the first few letters of the vendors name, the more letters you enter the fewer the results will be.  Then select the "Find" button, a list of results will display in the lower grid.  Once the vendor you are looking for is in the results grid, double click on that line and you will be taken back to the main form where the vendor number and address will be populated for you.

### Select Vendor

Vendor Name: stan

Status: Active

Starting Vendor No

Ending Vendor No

**Find**     **Close**

| No | Name | Phone | Address |
|---|---|---|---|
| 79212 | STANBURY UNIFORMS, INC | (660) 258-2246 | PO BOX 100 |
| 78760 | STANDARD CHAIR OF GARDNER | | 1 S MAIN ST |
| 78770 | STANDARD DISPLAYS | (216) 771-2449 | 1615 E 25TH STREET |
| 79050 | STANDARD STATIONERY CO | (312) 810-1335 | 2251 S FOSTER |
| 79200 | STANDARD WELDING CO | (800) 523-1898 | 1864 E 28TH STREET |
| 79205 | STAN HWYETT HALL | (330) 836-5533 | 714 N. PORTAGE PATH |
| 625249 | STANLEY HUGHES | | 37675 DOOVYS ST |
| 628405 | STANLEY J KIELAR | | 1005 SANTA FE COURT |
| 8135 | STANLEY SECURITY SOLUTIONS,INC | (800) 758-2378 | 2350 ELDO ROAD |