

Warehouse Requisition

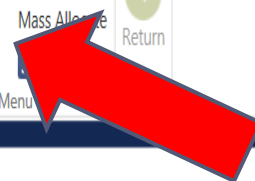
Financial<Purchasing<Purchase Order Processing<Requisition Entry

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Confirm Search Actions Output Office Tools Menu

Switch Form



Main

Dept/Loc: [Dropdown] Status: [Dropdown]

Fiscal year: [Dropdown] Current Next Entered: [Calendar] By: [Dropdown]

Requisition number: [Text] PO expiration: [Calendar]

General commodity: [Dropdown] Receive by: Quantity Amount

General description: [Text] Three way match required

Inspection required By: [Dropdown]

Shipping and Billing

Ship to: [Dropdown]

Address: [Text]

Email: [Text]

Line Items

Line	Inv item	Inv item loc	Inv tran type	Description	Vendor	Qty	Unit Price	UOM	F
[Empty table body]									

Total amount: [Text]

Workflow

My Approvals Approve Reject Forward Hold Approvers

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Main

Dept/Loc: [Dropdown] Status: [Dropdown]
Fiscal year: [Dropdown] Current Next Entered: [Date] By: [Dropdown]
Requisition number: [Text] PO expiration: [Date]
General commodity: [Dropdown] Receive by: Quantity Amount
General description: [Text] Three way match required
General Notes: [Text] Inspection required By: [Dropdown]

Vendor Shipping and Billing

Vendor: [Dropdown] Committed Ship to: [Dropdown]
Name: [Text] Address: [Text]
PO mailing: [Dropdown]
Delivery method: Print Fax E-Mail E-Procurement
Address: [Text]
Vendor/Sourcing Notes: [Text] Vendor Quotes (0)

Choose a Form

Choose an option

BIRD
 MREQ
 WHSE
 NONE

OK

Miscellaneous

Allocation: [Dropdown] [Dropdown]
Type: [Dropdown]
PO: [Text]

Line Items



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Main

Dept/Loc: [] Status: []

Fiscal year: [] Current Next **Entered**: [] By: []

Requisition number: [] PO expiration: []

General commodity: [] Receive by: Quantity Amount

General description: [] Three way match required

General Notes Inspection required By: []

Vendor

Vendor: [] Committed

Name: []

PO mailing: []

Delivery method: Print Fax E-Mail E-Procurement

Address: []

Vendor/Sourcing Notes **Vendor Quotes (0)**

Shipping and Billing

Ship to: []

Address: []

Email: []

Reference: []

Miscellaneous

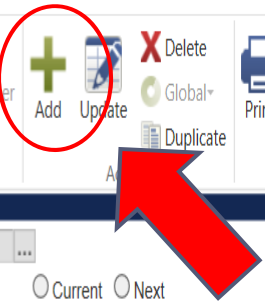
Allocation: []

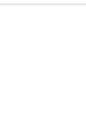
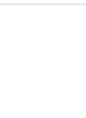
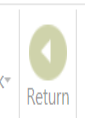
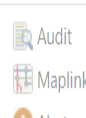
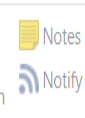
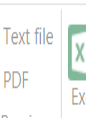
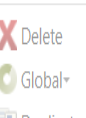
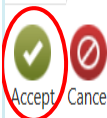
Type: []

PO: []

Line Items

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Main

Dept/Loc: 99PC Purchasing Status: 2 Created

Fiscal year: 2018 Current Next Entered: 07/25/2017 By: b09325

Requisition number: 11800874 PO expiration: [calendar icon]

General commodity: [dropdown] Receive by: Quantity Amount

General description: PAPER FOR COPY ROOM

General Notes: [button]

General Description: List the reason for the requisition.

Shipping: Where does the order go?

Click Accept

Shipping and Billing

Ship to: 847 [dropdown]

Address: BIRD BUSINESS OFFICE
3124 CARSON STREET
[redacted]

HALTOM CITY TX 76117

Email: JEANNIE.FANCHER@BIRDVILLESCHOOLS.NET

Line Items

Line	Inv item	Inv item loc	Inv tran type	Description	Vendor	Qty	Unit Price	UOM	F
[Empty table body]									

Accounts Total amount: [input]

Workflow **Conversion**

My Approvals Approve Reject Forward Hold Approvers Convert

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Requisition

Fiscal year: [] Number: [] Line: []

Detail

Quantity: [] Unit Price: []
Inventory Item: [] UOM: []
Location: []
Type: Pick ticket Purchase
Description: []
Add'l Desc/Notes: []
GROSS: []
Freight: []
Discount: [] %
Credit: []
TOTAL: []
Amount justification: UNKNOWN

Miscellaneous

Manufacturer: []
Manufacturer item no.: []
Vendor item no.: []

Seq	T	Account	Description	Amount	GL Bud



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Requisition

Fiscal year 2018 Number 11800874 Line 1

Detail

Quantity 1.00 Unit Price .00000
 Inventory Item ... UOM EACH ...
 Location ...
 Type Pick ticket Lease
 Description
 GROSS .00
 Freight
 Discount .00 %
 Credit .00
 TOTAL .00
 Amount justification: UNKNOWN

Enter Quantity
 Click the "... " icon next to Inventory Item

Miscellaneous

Manufacturer
 Manufacturer item no.
 Vendor item no.

Seq	T	Account	Description	Amount	GL Bud



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Item	Description	Status	Image
010000	BAG, PLASTIC, (PER BX) HIGH DENISTY POLYTHYLENE BAG, 40-45 GAL, 16 MICRONS,	A	
010001	BAGS, SMALL, TRASH, (PER BX 1000) 6 MICRONS	A	
010010	WRAP, SHRINK FILM, (PER ROLL) 20" X 1000'	A	
010012	WRAP, HAND STRETCH, CLEAR (FOR DISPENSER) 1500'X18" (#15A936)	A	
010040	STEP STOOL, 3 STEP, 300 LB. CAPACITY, COSCO 11839(SINGLE)	A	

Search / Filter Go Record 1 of 2161



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Item	Description	Status	Image
203210	PAPER,BULLETIN WHITE 1000'ROLL	A	
203211	PAPER,BULLETIN BLACK 1000'ROLL	A	
203212	PAPER,BULLETIN ORANGE 1000'ROLL	A	
203213	PAPER,BULLETIN BROWN 1000'ROLL	A	
203216	PAPER,BULLETIN 36X1000' BRITE BLUE		

Type in what you are looking for.
For example, paper.

Search / Filter Description Go

Record (Filtered) 1 of 72

Filter: (Description contains 'paper').



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Item	Description	Status	Image
203210	PAPER,BULLETIN WHITE 1000'ROLL	A	
203211	PAPER,BULLETIN BLACK 1000'ROLL	A	
203212	PAPER,BULLETIN ORANGE 1000'ROLL	A	
203213	PAPER,BULLETIN BROWN 1000'ROLL	A	
203216	PAPER,BULLETIN 36X1000' BRITE BLUE	A	

Highlight the item you would like to order and click accept.

Search / Filter Record (Filtered)

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Filter: (Description contains 'paper').



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Requisition

Fiscal year 2018 Number 11800874 Line 1

Detail

Quantity 1.00
Inventory Item 203212
Location 956
Type Pick ticket Purchase
Description PAPER, BULLETIN ORANGE 1000' ROLL
Add'l Desc/Notes

Unit Price 35.49000
UOM EA
GROSS .00
Freight .00
Discount .00 %
Credit .00
TOTAL 35.49
Amount justification: UNKNOWN

Tab through the fields for the description & pricing to auto-populate.

Miscellaneous

Manufacturer
Manufacturer item no.
Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
01	Exp	- - - - -		35.49	



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Requisition

Fiscal year 2018 Number 11800874 Line 1

Detail

Quantity 1.00 Unit Price 35.49000
Inventory Item 203212 UOM EA
Location 956 Type Pick ticket Purchase
Description PAPER, BULLETIN ORANGE 1000' ROLL
GROSS .00
Freight .00
Discount .00 %
Credit .00
TOTAL 35.49
Amount justification: UNKNOWN

Miscellaneous

Manufacturer
Manufacturer item no.
Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
01	Exp	- - - - -		35.49	

Enter the budget code.

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Requisition

Fiscal year 2018 Order Number 11800874 Line 1

Detail

Quantity: 1.00 Unit Price: 35.49000
 Inventory Item: 203212 UOM: EA
 Location: 956
 Type: Pick ticket Purchase
 Description: PAPER, BULLETIN ORANGE 1000' ROLL
 Add'l Desc/Notes
 GROSS: .00
 Freight: .00
 Discount: .00 %
 Credit: .00
 TOTAL: 35.49

Amount justification: UNKNOWN

Miscellaneous

Manufacturer:
 Manufacturer item no.:
 Vendor item no.:

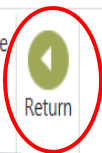
Seq	T	Account	Description	Amount	GL Bud
01	Expens	199-41-6399-po-741-99-290-	SUPPLIES	35.49	

199-41-6399-po-741-99-290- GL Available Budget 28,580.22



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Requisition

Fiscal year 2018 Number 11800874 Line 1

Detail

Quantity	1.00	Unit Price	35.49000
Inventory Item	203212	UOM	EA
Location	956	GROSS	35.49
Type	<input checked="" type="radio"/> Pick ticket <input type="radio"/> Purchase	Freight	.00
Description	PAPER, BULLETIN ORANGE 1000'ROLL		
		Discount	.00 %
		Credit	.00
		TOTAL	35.49

Amount justification: Not Needed

Miscellaneous

Manufacturer
 Manufacturer item no.
 Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
01	Expens	199-41-6399-PO-741-99-290-	SUPPLIES	35.49	U



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Main

Dept/Loc: 99PC Purchasing Status: Allocated
 Fiscal year: 2018 (Current) Entered: 07/25/2017 By: b09325
 Requisition number: 11800874 PO creation: 06/30/2018
 General commodity: ... Receive by: Quantity Amount
 General description: PAPER FOR COPY ROOM Three way match required
 Inspection required By: ...

Shipping and Billing

Ship to: 947
 Address: BIRD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: JEANNIE.FANCHER@BIRDEVILLESCHOOLS.NET

Line Items

Line	Inv item	Inv item loc	Inv tran type	Description	Vendor	Qty	Unit Price	UOM
1	203212	956	Pick Ticket	PAPER,BULLETIN ORANGE 1000'ROLL		1.00	35.49000	EA

Accounts Total amount 35.49

Workflow

My Approvals Approve Reject Forward Hold Approvers Conversion Convert