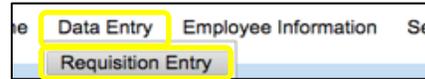


Web Link Requisition Entry Instructions

1. Login to [Weblink](#): User ID = First 4 of last name + First 4 of first name. *Example: John Smith = SMITJOHN*
 Password = Last 4 numbers of your Social Security Number (unless you changed it)

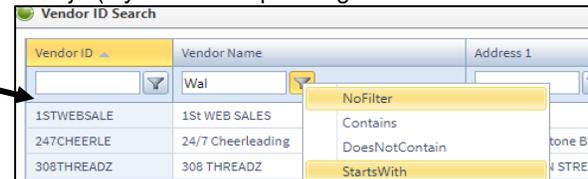
2. From the top bar menu, choose **Data Entry > Requisition Entry**



A separate requisition must be created for each vendor that you are requesting items from.

3. Enter Requisition details

Approval Tree ID: Select **ELEMENTARY, HIGHSCHOOL, or ACTIVITIES** (used for activity/athletic accounts),
Vendor ID: Click on the **magnifying glass icon** to search for the vendor. Type the first few letters of the vendor in the **Vendor Name box**; then click on the Vendor Name **filter icon** (looks like a funnel). {The best filter options are “Contains” or “Starts With”}. (If you need help finding a vendor or need a new vendor created please contact the Business Office.)



Requisition Amount: Enter the total amount of the requisition, or leave blank until all the detail lines have been entered and then click the **Calculate button** to have the system automatically display the total in this field.

Requisition Description: Enter a short summary description for what is included on the requisition. Examples: “Supplies for Food Lab”, “Registration for Conference”, “Replacement Part for Vacuum”

Ship to Address: Choose the same as what you selected for **approval tree**

Comments: Add comments if needed (upper right hand side of requisition entry):

Some examples of comments include:

- Need items ordered from Amazon
- Need credit-card for this request
- Need a check for this request
- Need to complete registration by mm/dd/yy
- Need a purchase order for this request
- Summer order for 22-23

4. Enter Detail Information Line(s)

Each item you are requesting needs to be entered on a separate detail line. If you are requesting more than ten items, you can add more rows by clicking on the + sign by “Add Rows”.

Detail Information								
Account Number	Detail Description	Item Number	Cost Center ID	Quantity	Unit Price	Unit Description	Amount	URL
LEAVE BLANK	Description of item	Number from catalog/site	LEAVE BLANK	Amount Needed	Price Listed	Each/Set/Pack/Etc.	AUTO CALCULATED	URL Link

SHIPPING If you are requesting an item(s) that have shipping costs, please be sure to add a detail line for **SHIPPING**.

Enter the word “shipping” in the detail description of your last line with either an exact or estimated shipping cost.

5. Save & Submit

You should get a message box that states “Requisition was successfully saved and submitted”. Click on **OK**.



QUICK VIDEO TUTORIAL EXAMPLES:

Entering & Submitting a Requisition:

<https://drive.google.com/file/d/19JdB9CE45Zej9BZIndx64qB2e8IxAbAT/view>

Checking Requisition Status:

<https://drive.google.com/file/d/1TV9GMC83OaFQM5bLN9m4cU35R-tuXefp/view>

Retrieving a Saved (not yet submitted) Requisition:

<https://drive.google.com/file/d/1SwjoAleyKVkUpqc4NOKXivlqE58focty/view>

Deleting a Requisition:

https://drive.google.com/file/d/1RkleqfI9QBrC811IBN_bJlSkYsNjMnAR/view