

WinCap New Requisitioner ID Field

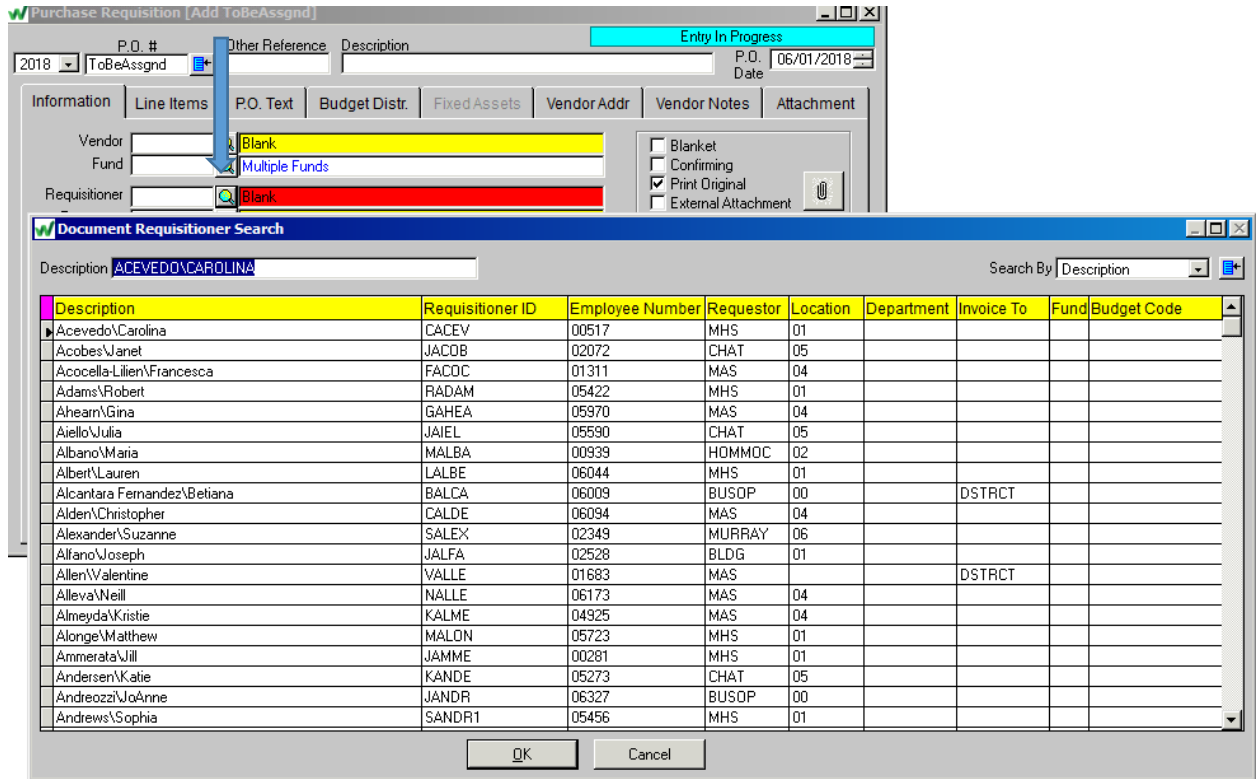
The new field on the information screen for PO Entry (arrow below) replaces the old End User field which is no longer there. Instead of YOUR information, the Requisitioner (Teacher or person requesting the purchase) will be populated here. All District Staff has been set up with Requisitioner ID codes which are comprised of their first initial and first four letters of their last name. For example, Lauren Leone would be LLEON.

The screenshot shows the 'Purchase Requisition [Add ToBeAssgnd]' window. The 'Information' tab is active. The 'Requisitioner' field is highlighted with a blue arrow. The 'Vendor' field is 'Blank', 'Fund' is 'Multiple Funds', 'Requestor' is 'Blank', 'Location' is 'Blank', and 'Department' is 'Blank'. The 'Bid/Ctlg.' field is also 'Blank'. The 'Shipping Address' field is populated with 'Mamaroneck Union Free School District, 1000 West Boston Post Road, Mamaroneck, NY 10543'. The 'Attachment' section has 'Print Original' checked.

The beauty part of this is that each Requisitioner ID has been set up with their Department and ship to location. Once you enter the Requisitioner ID everything else auto populates!

The screenshot shows the 'Purchase Order [18-03280]' window. The 'Information' tab is active. The 'Requisitioner' field is highlighted with a blue arrow and contains 'JFERR'. The 'Requestor' is 'MAS', 'Location' is '04', and 'Department' is 'MAS'. The 'Vendor' is 'FOLLETT SCHOOL SOLUTIONS, INC.', 'Fund' is 'TE', and 'Description' is 'SEE ATTACHED - LIBRARY'. The 'Shipping Address' is 'Mamaroneck Avenue School, 850 Mamaroneck Avenue, Mamaroneck, NY 10543'. The 'Attachment' section has 'Print Original' checked.

If you have trouble figuring out someone's Requisitioner ID there is an hourglass search available. If you still cannot find someone please contact Lauren in Purchasing X3035



Everything else stays the same.

1. The person entering the Pending will now show here
2. If you don't have a specific Requisitioner, but a department, for example, "Library " in this case, you can modify the shipping address contact information on the information tab. Otherwise the person who requested and for whom the Requisitioner ID is populated will auto populate in the Ship to Attention location.

PO Date
5/31/2018

PURCHASE ORDER
Mamaroneck Union Free School District
1000 West Boston Post Road
Mamaroneck, NY 10543

Purchase Order No.
18-03280

Replacement 5/31/2018

Order To:
FOLLETT SCHOOL SOLUTIONS, INC.
1340 RIDGEVIEW DRIVE
MCHENRY, IL 60050-7047

Contact: SUE BUCARO
800-435-6170
E-Mail: FSSorders@follett.com
028775
LORUSSO

Ship To:
Mamaroneck Avenue School
850 Mamaroneck Avenue
Mamaroneck, NY 10543

Attention: Ferreri\Johnna - Library

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Requestor	Location	Department	Requisitioner
Mamaroneck Ave Principal-Zisa	Mamaroneck Avenue School	Mamaroneck Avenue Elementary	Johnna Ferreri
Order Quantity	Item Description	Unit Cost	Extended Cost
1.00 EA	MAS LIBRARY BOOK FUND QUOTE # 9590086 SEE ATTACHED - LIBRARY	682.1800	682.18