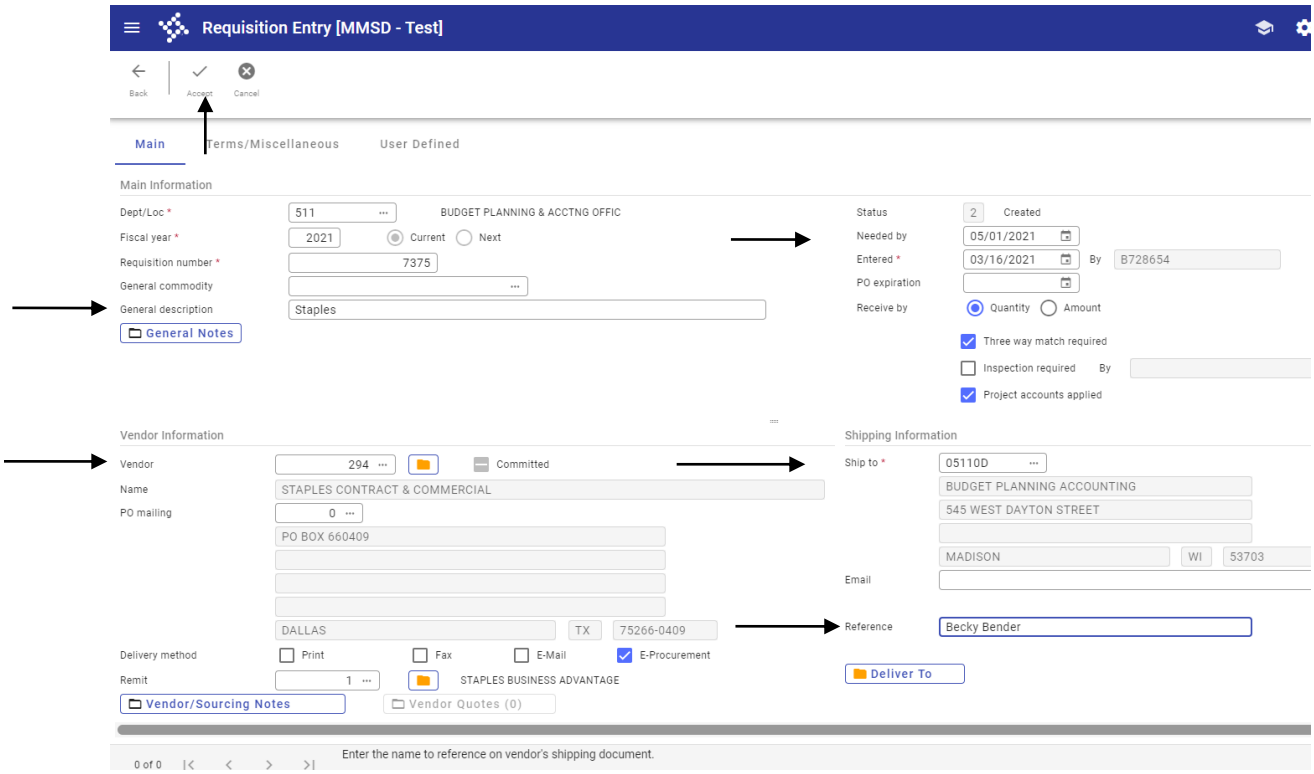
Requisition Entry – Online Shopping

Most items from Nasco, Staples, School Specialty, Lakeshore Learning, School Health, WW Grainger, Really Good Stuff, Follett (library orders only), Amazon and Mackin should be purchased through "Online Shopping." (In Munis we referred to this as "PunchOut.") ***NEVER*** *combine items on a requisition – i.e., online shopping items should not be mixed with items entered manually.*

1. From your DEPARTMENTAL FUNCTIONS folder open REQUISITION ENTRY:



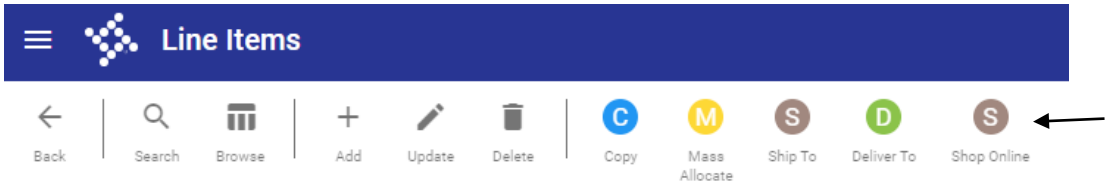
2. To start entering a Req, click the **+** on the tool bar, which is ADD, then TAB.

Field	Description/Data to enter
Dept/Loc	Will auto-fill based upon your user id
Fiscal Year & Req Number	Will auto-fill
General Description	Enter the Vendor Name
Needed by	Enter a date. A date must be entered or your order will not be processed.
Vendor	Type in number or Search. **Nasco** = 242 **School Specialty** = 12811 **Lakeshore Learning** = 1594 **Staples** = 294 **School Health** = 801 **WW Grainger** = 1178 **Really Good Stuff** = 3289 **Follett** = 430 **Mackin** = 12022 **Amazon** = 15622
Shipping Information ***Important!!!!***	This defaults to Pflaum. Leave this as defaulted for **Nasco** and **School Specialty**.

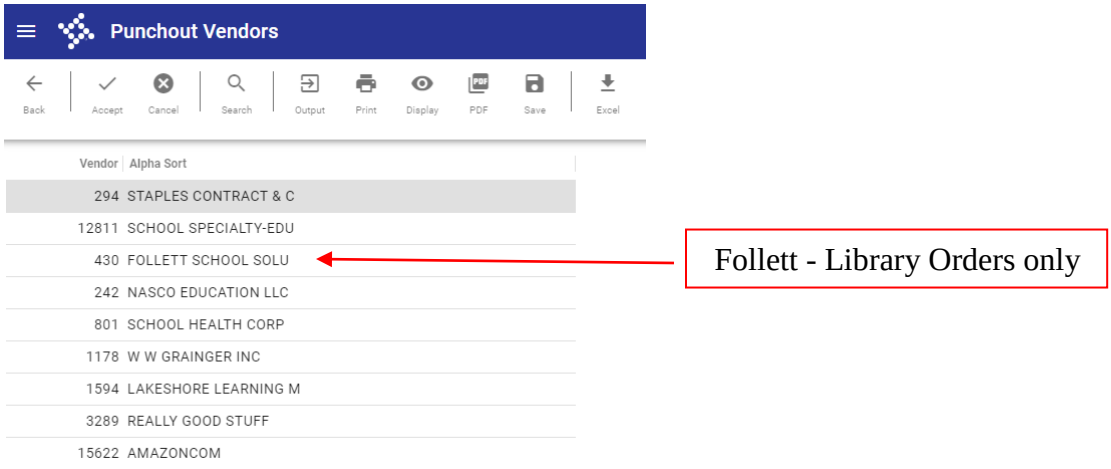
	Change to your "D" location for **Staples**.
Reference (Under Shipping Info)	For **Staples** enter the name of person requesting items on this requisition
Deliver To Button	For **Staples** do not enter any information. For **Nasco** and **School Specialty** enter your school's "D" location. In the "Reference" field enter the name of the staff member that is requesting this item.

3. Click Accept in the upper left. The line detail will open.

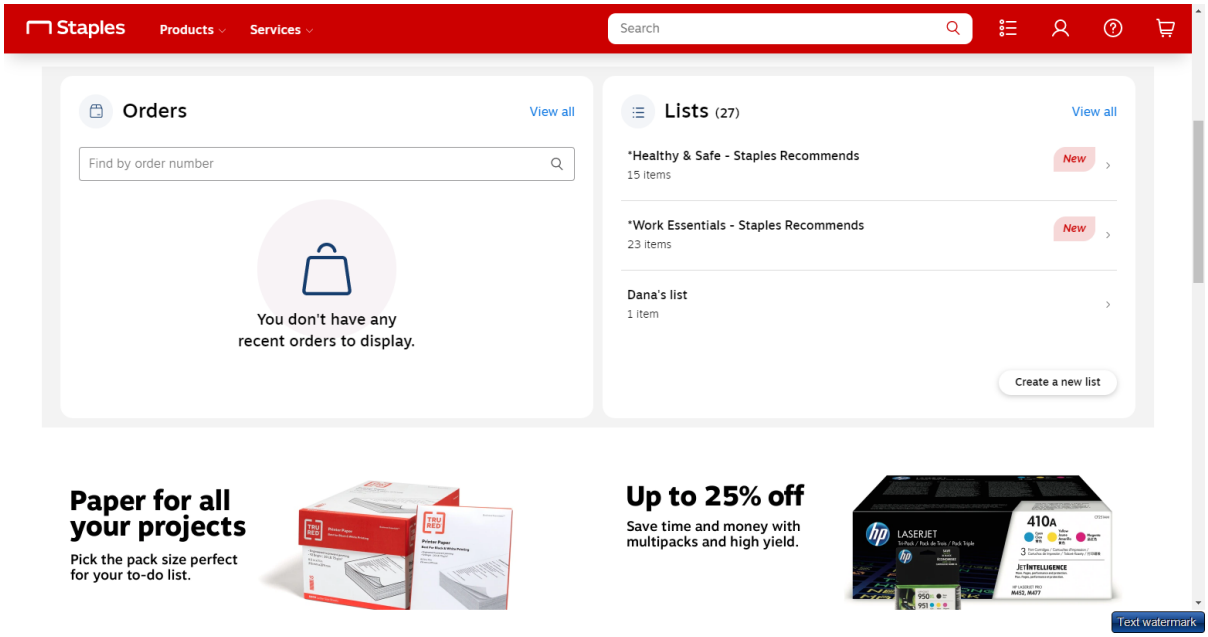
4. Then select the "**Shop Online**" button on the top of your screen.



This will take you to a screen where you will need to select which of the online vendors you wish to use.



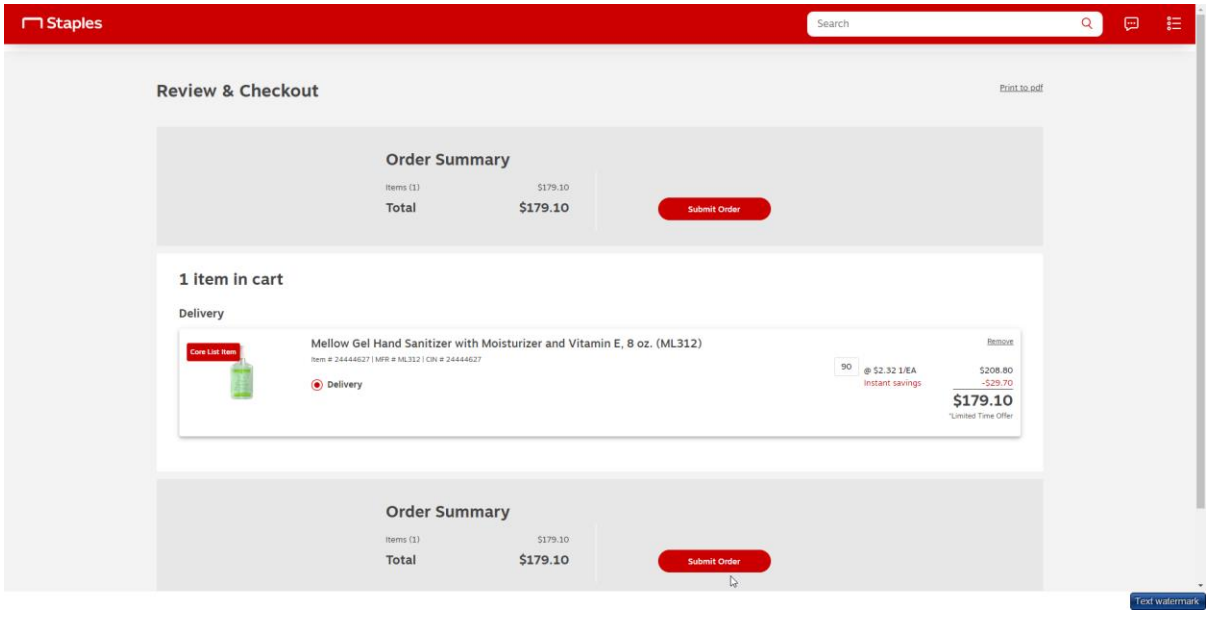
In our example, you should click on Staples and then click **Accept**. This will take you back to the requisition line detail screen. You may see the hourglass or the screen may seem to hesitate slightly, however, in a short time you will be connected to the vendor's site as shown in the next screen.



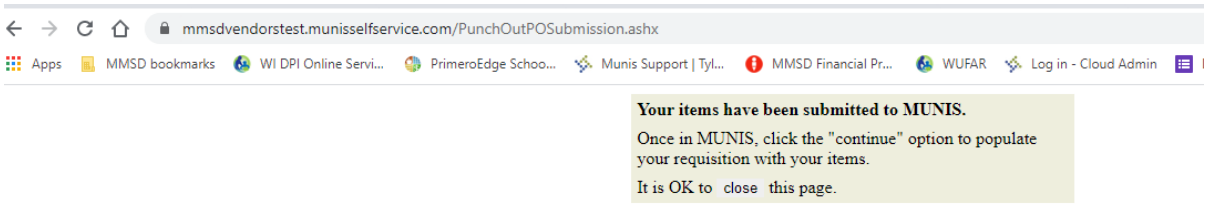
You should shop in the vendor's website.

You can either enter an Item # or Search the "Shop by Category" lists. You will notice that some of the Item numbers have changed, so use the Staples item number. Select the item you want, enter the quantity and click "Add to Cart" then you can either Continue shopping or go to Checkout.

Once you are done shopping, select "Check Out" on the vendor's site. This may be in different areas of your screen depending on which vendor you are using. In the case of Staples you will be asked to "Review Item Information."



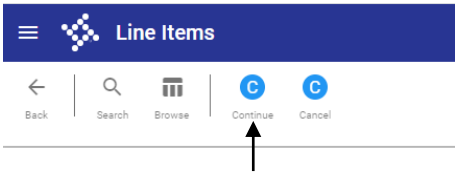
If everything is OK, scroll down and click "**Submit Order**."

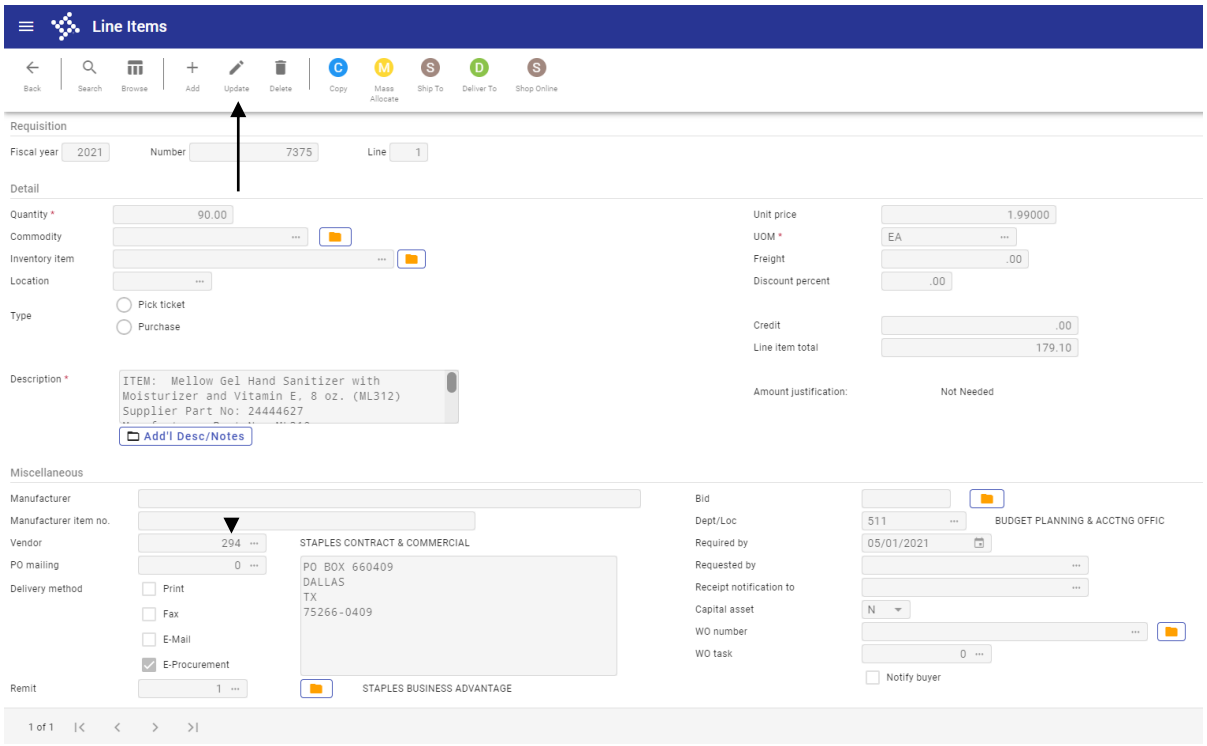


You will receive a message "**Your items have been submitted to MUNIS**."

BE CAREFUL IN THIS SECTION AS YOUR SCREEN AND COMPUTER SETUP MAY BE DIFFERENT THAN THE SCREEN ABOVE.

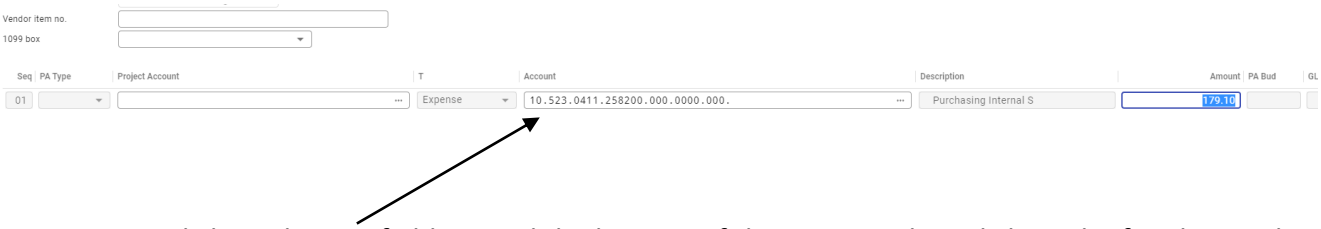
Go back to the Line Detail tab in Munis. Select the **Continue** button as shown below and this will bring the vendor's shopping cart into the Munis requisition.





Note: in the screen above, you have one line that was brought back into your requisition.

5. You now need to add the account number information that the item(s) should be charged to. Begin by selecting **Update** on the ribbon for line one. This will open up available fields on this screen.



6. Click on the **Seq** field toward the bottom of the screen. Then click on the first box within the **Account** field and enter your account number following the new chart of account format. Then click on the **green check mark** to accept this information.

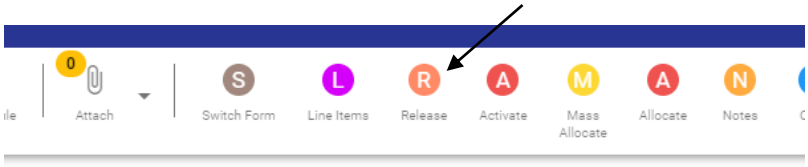
7. Move to the next line (if you have one) of the requisition by clicking using the **arrows** at the bottom of your screen.

8. Again click on update to open the fields and click on the Seq field at the bottom of the screen.

9. Once you are in the **Seq** field you can then click on the **Copy GL Account** button. This will populate the account field with the same information that you keyed in for the first line on the requisition. Repeat steps 6-8 until account numbers have been added to all requisition lines. Click **Accept** after populating the account number in each line.

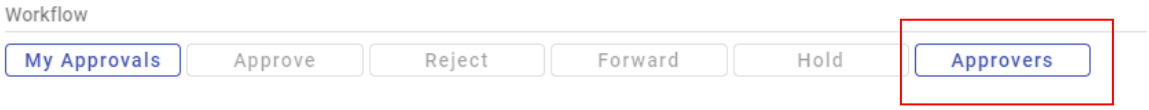
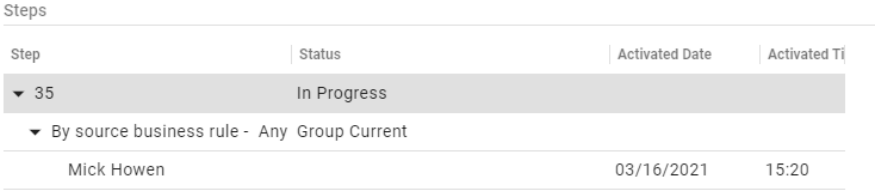
10. Once you have added an account number to each line, click back.

11. You are now back to the header screen for the requisition. Click on **Release** on the ribbon at the top of your screen.



12. Status has changed to 6, Released.

Note: you can check the approval status by clicking on Approvers at the bottom of the screen.



This req is sitting with Mick. If there are more than one approver, you'll see all of them listed and you'll get the date/time each person approves.