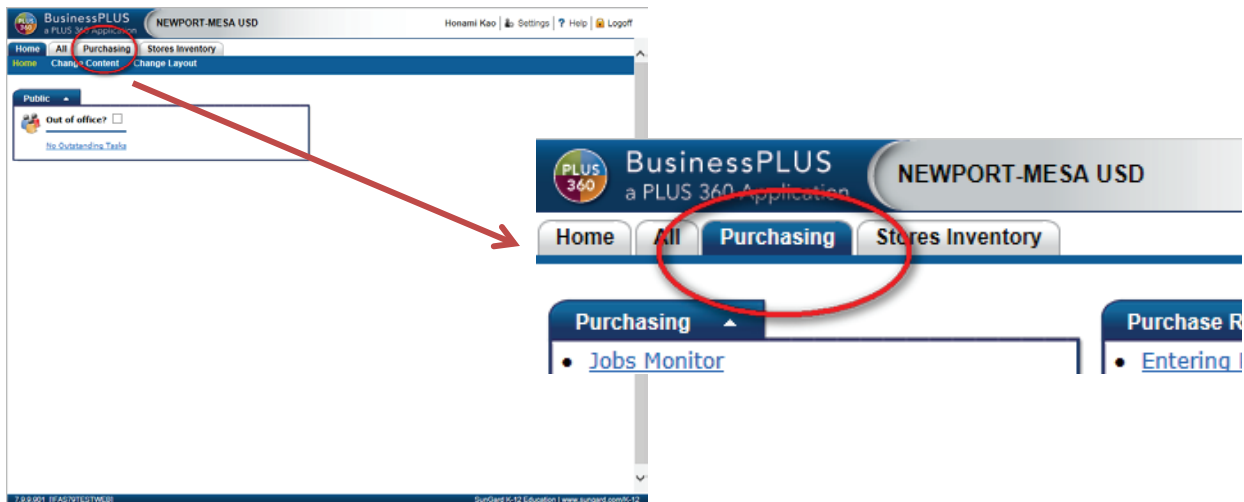
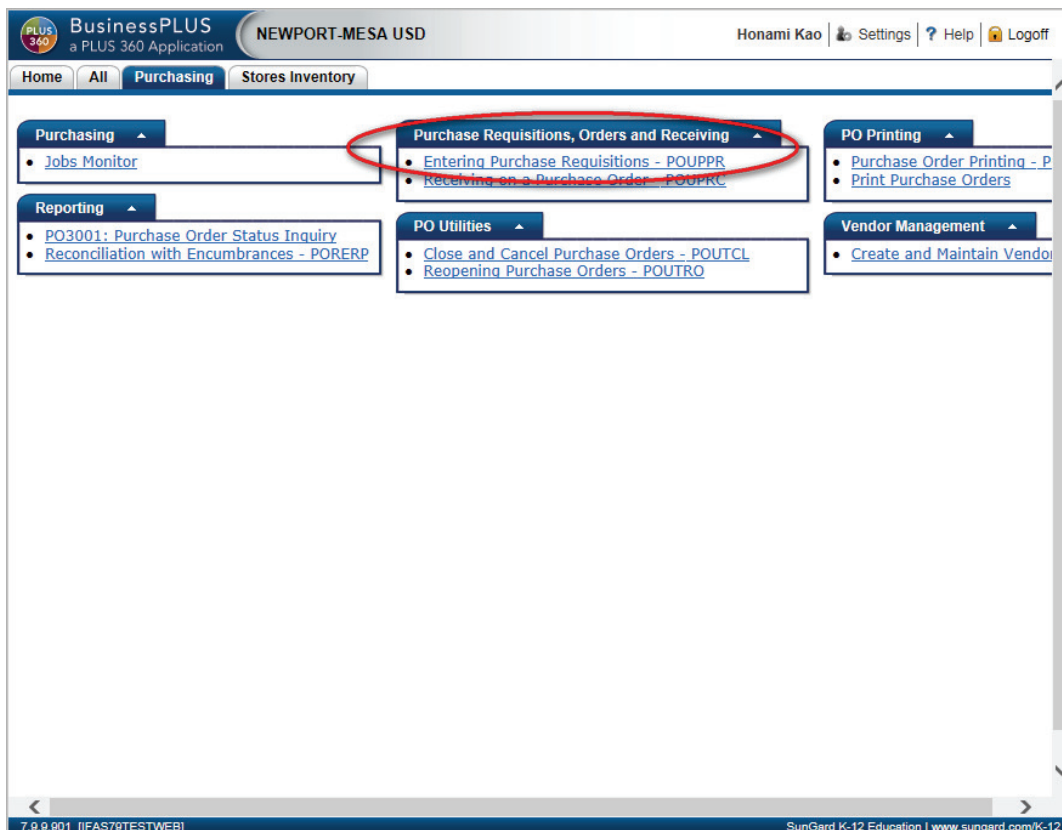


## How To Enter A Purchase Requisition (Business PLUS)

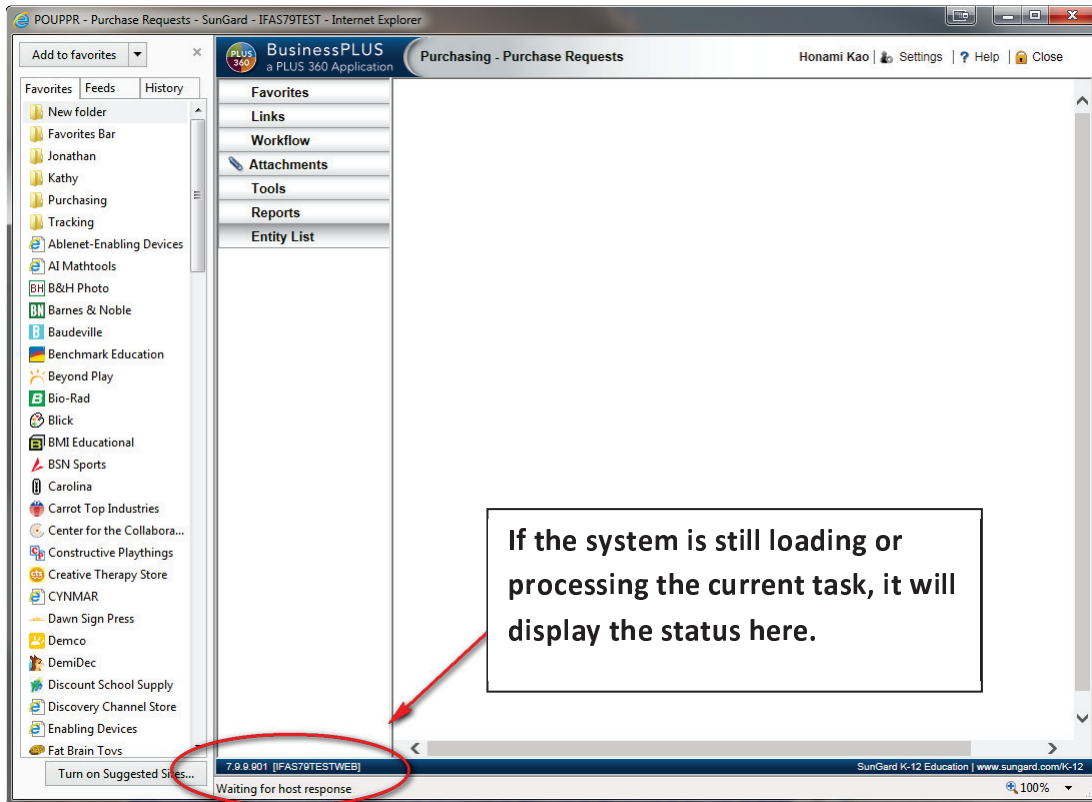
**Step 1:** Once you are logged into BusinessPLUS, click on the 'Purchasing' tab at the top of the page. A blue tab indicates the current selected page.



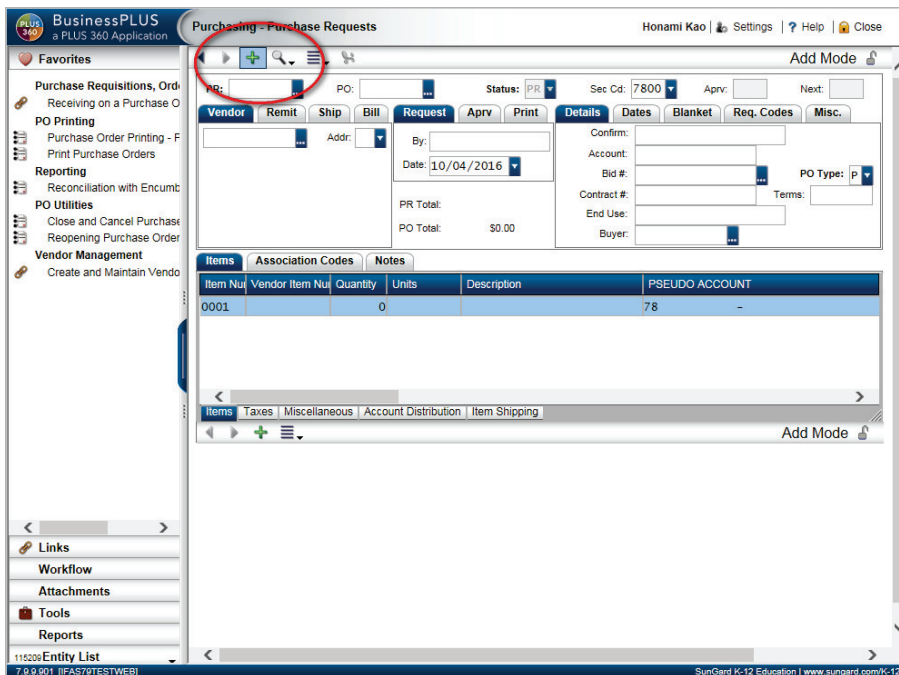
**Step 2:** In the center of the screen, click on '*Entering Purchase Requisitions- POUPPR*'.



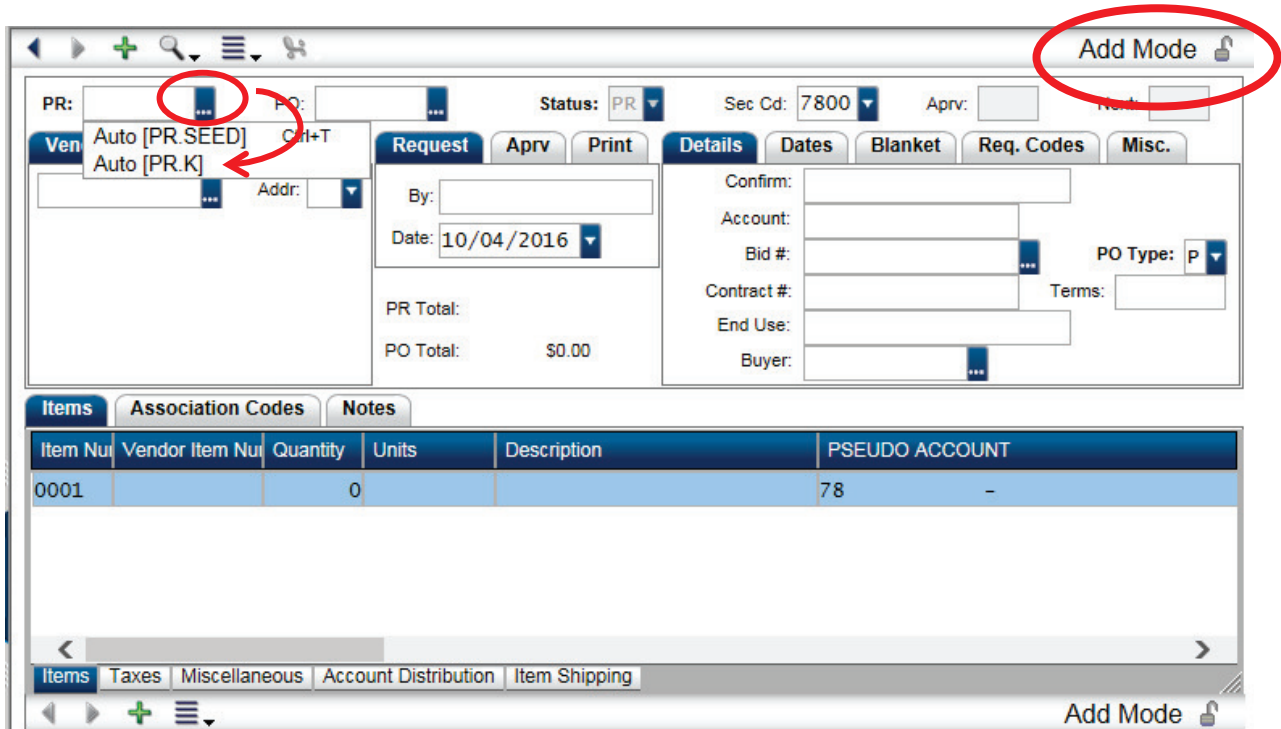
**Step 3:** A new window should pop up. This is your new POUPPR screen. It may take a few seconds to fully load.



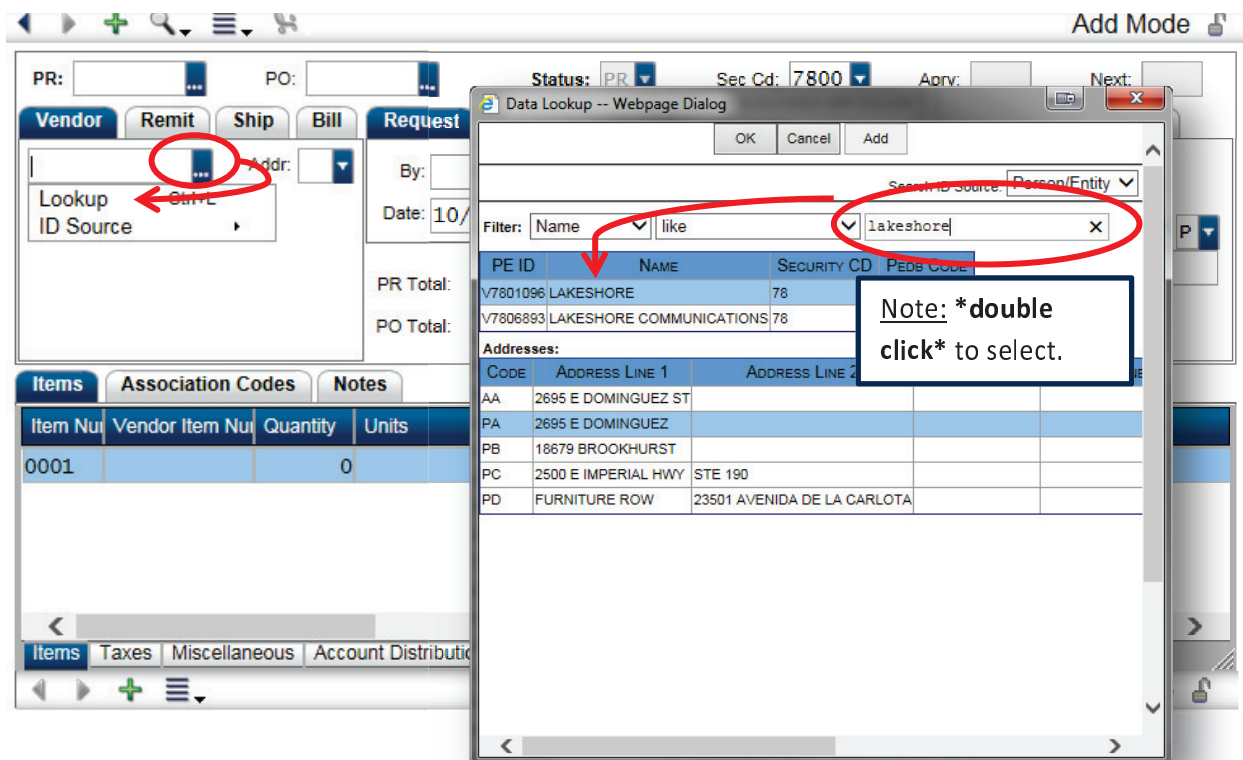
**Step 4:** At the top of the screen, click on the green '+' icon to go to Add Mode.



**Step 5:** Make sure you are in “Add Mode”. Click on the ellipsis (...) next to “PR” and select “Auto [PR.K]”.



**Step 6:** Next, type in the Vendor ID. If you don't know the Vendor ID, click on the ellipsis (...) and click 'Lookup'. A Screen should pop up. Enter your search and **double click** to select your vendor.



**Step 7:** On the same page, enter the rest of the information. Required fields for PR's are:

- **By** (your name)
- **End Use** (end user's name)
- **Buyer** (Jonathan- B7800002, Kathy- B7800003, Honami- B7800005)

PR: [ ] PO: [ ] Status: PR Sec Cd: 7800 Aprv: [ ] Next: [ ]

Vendor Remit **Ship** Bill Request Aprv Print Details Dates Blanket Req. Codes Misc.

By: [ ] Confirm: [ ]  
 Date: 10/04/2016 Account: [ ]  
 Bid #: [ ] PO Type: P  
 Contract #: [ ] Terms: [ ]  
 End Use: [ ]  
 Buyer: [ ]

PR Total: [ ]  
 PO Total: \$0.00

Item Num	Vendor Item Num	Quantity	Units	Description	PSEUDO ACCOUNT
0001		0			78 -

Items Association Codes Notes

Items Taxes Miscellaneous Account Distribution Item Shipping Add Mode

**Step 8:** Next, click on the 'Ship' tab at the top. Enter your Site Code (S78 \_\_\_\_\_), or click the ellipsis (...) to look it up.

PR: [ ] PO: [ ] Status: PR Sec Cd: 7800 Aprv: [ ] Next: [ ]

Vendor Remit **Ship** Bill Request Aprv Print Details Dates Blanket Req. Codes Misc.

Lookup ID Source [ ] By: [ ]  
 Date: 10/04/2016 Account: [ ]  
 Bid #: [ ] PO Type: P  
 Contract #: [ ] Terms: [ ]  
 End Use: [ ]  
 Buyer: [ ]

PR Total: [ ]  
 PO Total: \$0.00

Item Num	Vendor Item Num	Quantity	Units	Description	PSEUDO ACCOUNT
0001		0			78 -

Items Association Codes Notes

Items Taxes Miscellaneous Account Distribution Item Shipping Add Mode

Data Lookup -- Webpage Dialog

Search ID Source: Person/Entity

Filter: Name like NMUSD

PE ID	NAME	SECURITY CD	Pedb Code
S7800020	NMUSD ADAMS SCHOOL	78	P
S7800164	NMUSD ADDRESS VERIFICATION	78	P
S7800014	NMUSD ADULT EDUCATION		
S7800022	NMUSD ANDERSEN SCHOOL		
S7800096	NMUSD ASSESSMENT		
S7800010	NMUSD ASST SUPT ELEMENTARY ED		
S7800006	NMUSD ASST SUPT HUMAN RESOURCE		
S7800004	NMUSD ASST SUPT OF BUSINESS SRVC		
S7800008	NMUSD ASST SUPT SECONDARY ED		
S7800064	NMUSD BACK BAY HIGH SCHOOL		
S7800094	NMUSD BENEFITS MANAGEMENT		
S7800146	NMUSD BESST MEYER PLACE		
S7800100	NMUSD BTSA		
S7800024	NMUSD CALIFORNIA SCHOOL		
S7800154	NMUSD CENTRAL INDEX		
S7800018	NMUSD CHILDCARE NHHS		
S7800084	NMUSD CLASSIFIED PERSONNEL		
S7800160	NMUSD COLLEGE AND CAREER EDUCATION		

**Note:** To Search your Site Code, type in "NMUSD [site name]".

The search results should automatically appear.

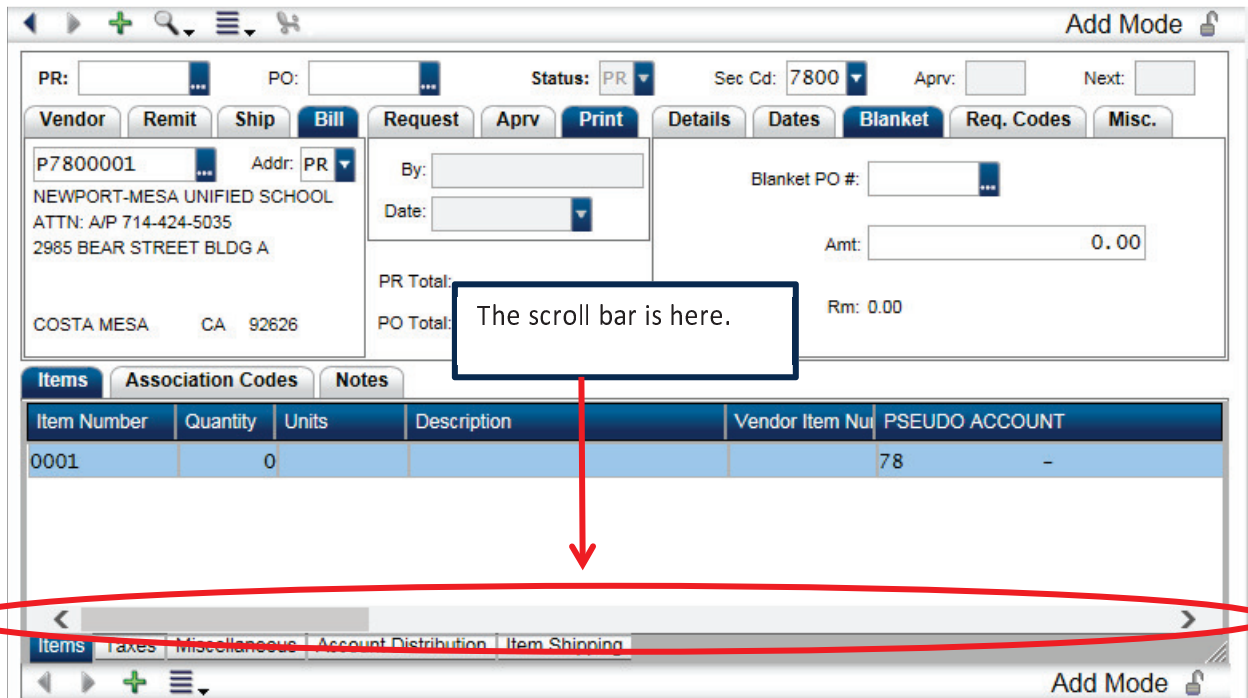
**\*double click\*** to select your school site. (Odd# = warehouse, Even# = direct to site)

**Step 9:** Hit 'Enter' to save the header information. A green message at the top of the screen should read, "Record Accepted".

**Step 10:** Moving on to the bottom half of the page, begin entering the items. Required fields include:

- Quantity
- Unit Price
- Units (EA, BX, PKG, etc. You can click the dropdown menu for a list of options.)
- Account #
- Catalog # (vendor item number)
- Description (description of the item)

In order to find all these fields, use the scroll bar and drag it across (see screenshot on the next page).



The screenshot displays a software interface for managing purchase orders. At the top, there are fields for PR, PO, Status (PR), Sec Cd (7800), Aprv, and Next. Below these are tabs for Vendor, Remit, Ship, Bill, Request, Aprv, Print, Details, Dates, Blanket, Req. Codes, and Misc. The Vendor information includes P7800001, NEWPORT-MESA UNIFIED SCHOOL, ATTN: A/P 714-424-5035, 2985 BEAR STREET BLDG A, COSTA MESA, CA 92626. The Bill section has fields for By, Date, Blanket PO #, Amt (0.00), PR Total, and PO Total. The Items table has columns for Item Number, Quantity, Units, Description, Vendor Item Num, and PSEUDO ACCOUNT. The first row shows Item Number 0001, Quantity 0, Units, Description, Vendor Item Num 78, and PSEUDO ACCOUNT -. A red arrow points to the scroll bar at the bottom of the Items table, which is circled in red. A text box above the arrow says "The scroll bar is here."

Item Number	Quantity	Units	Description	Vendor Item Num	PSEUDO ACCOUNT
0001	0			78	-

**Step 11:** If you want to add any additional notes, click on the 'Notes' tab.

**Note:**  
PR Notes= will *not* print on PO.  
Print Before= will print before Item 1.  
Print After= will print after last entered item.

**Step 12:** Press **Shift + Enter** to save the notes. (**WARNING:** This will *only* save the notes.)

**Step 13:** Click Back to the 'Items' tab and hit 'Enter' to save the entire requisition. A green message at the top of the screen should read, "Record Accepted".

Item Number	Quantity	Units	Description	Vendor Item Num	PSEUDO ACCOUNT
0001	2	EA	#9126B003 CANON EOS REBEL	78	0176011050-4301
0002	0			78	-

**Step 14:** Give the system a few seconds/minutes to process the new requisition. Lastly, click on **'Workflow'** located on the left hand side of the screen. If needed, click **'Refresh'** or hit **'F5'** so that your new PR shows up in your queue. Click the **green arrow button** to approve your requisition.

