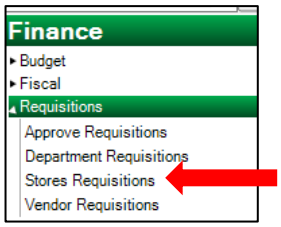
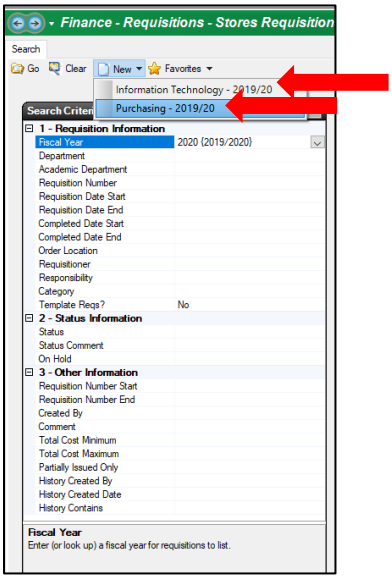
WAREHOUSE REQUISITIONS

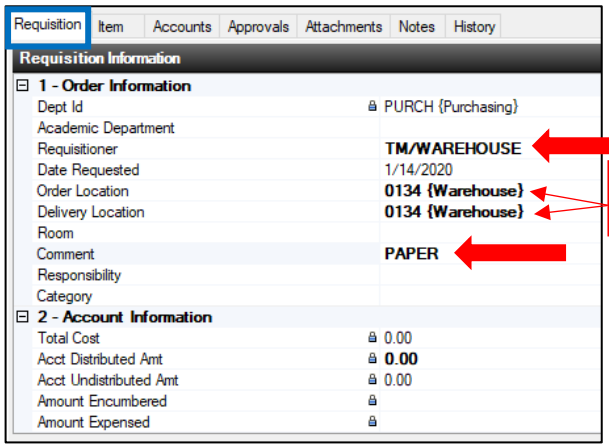
1) FINANCE> REQUISITIONS> STORES REQUISITIONS



2) "NEW" (@ THE TOP)> CHOOSE PURCHASING 2019/20 OR INFORMATION TECHNOLOGY 2019/20

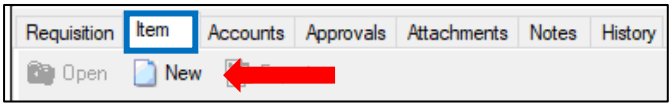


3) MUST ENTER THE REQUISITIONER NAME AND COMMENT.

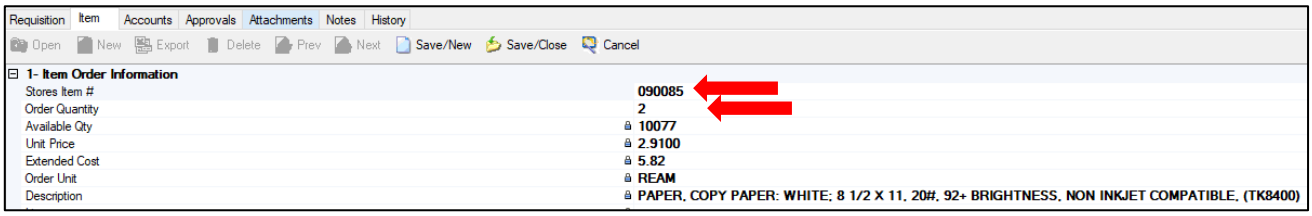


ORDER LOCATION & DELIVERY LOCATION WILL AUTOMATICALLY POPULATE WITH YOUR SITE/DEPT.

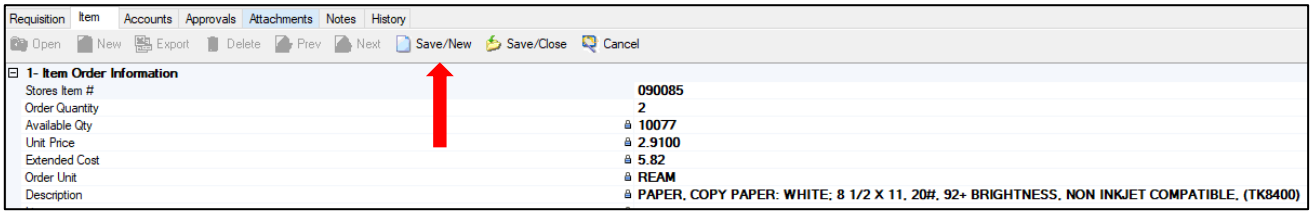
4) ITEM TAB> NEW



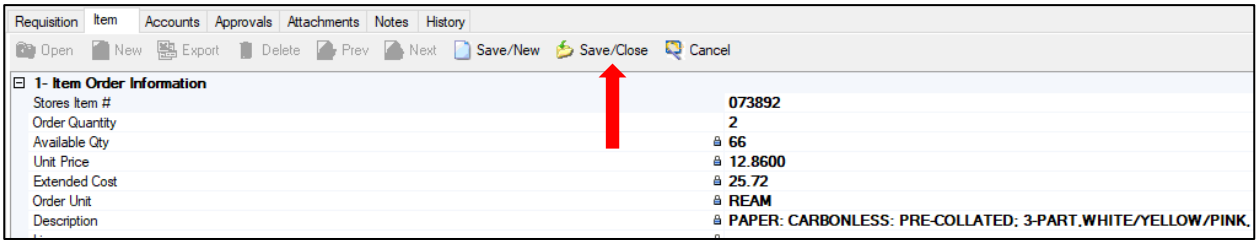
5) ENTER THE STORES # AND ORDER QUANTITY
   - THE REST WILL POPULATE ONCE YOU HIT ENTER



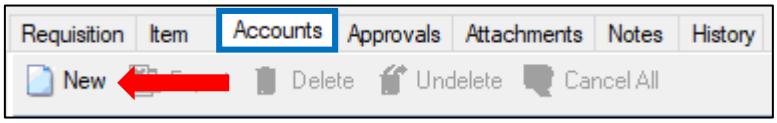
6) SAVE/NEW (IF THERE ARE MULTIPLE ITEMS)



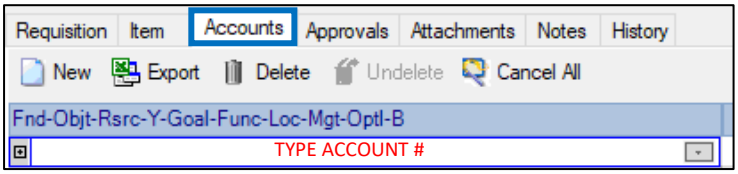
7) SAME STEPS AS 5 & 6
8) ONCE FINISH ENTERING ITEMS> SAVE/CLOSE



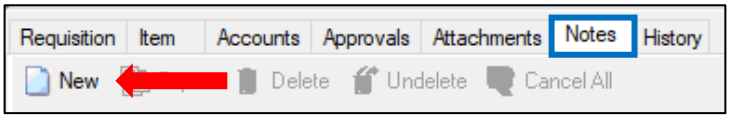
9) ACCOUNTS TAB> NEW



10) ENTER ACCOUNT #> ENTER



11) ENTER ANY NOTES PERTAINING TO THE ORDER THAT YOU WOULD LIKE THE WAREHOUSE TO KNOW



12) DOUBLE CHECK REQUISITION BEFORE SUBMITTING

13) TASKS> SUBMIT

