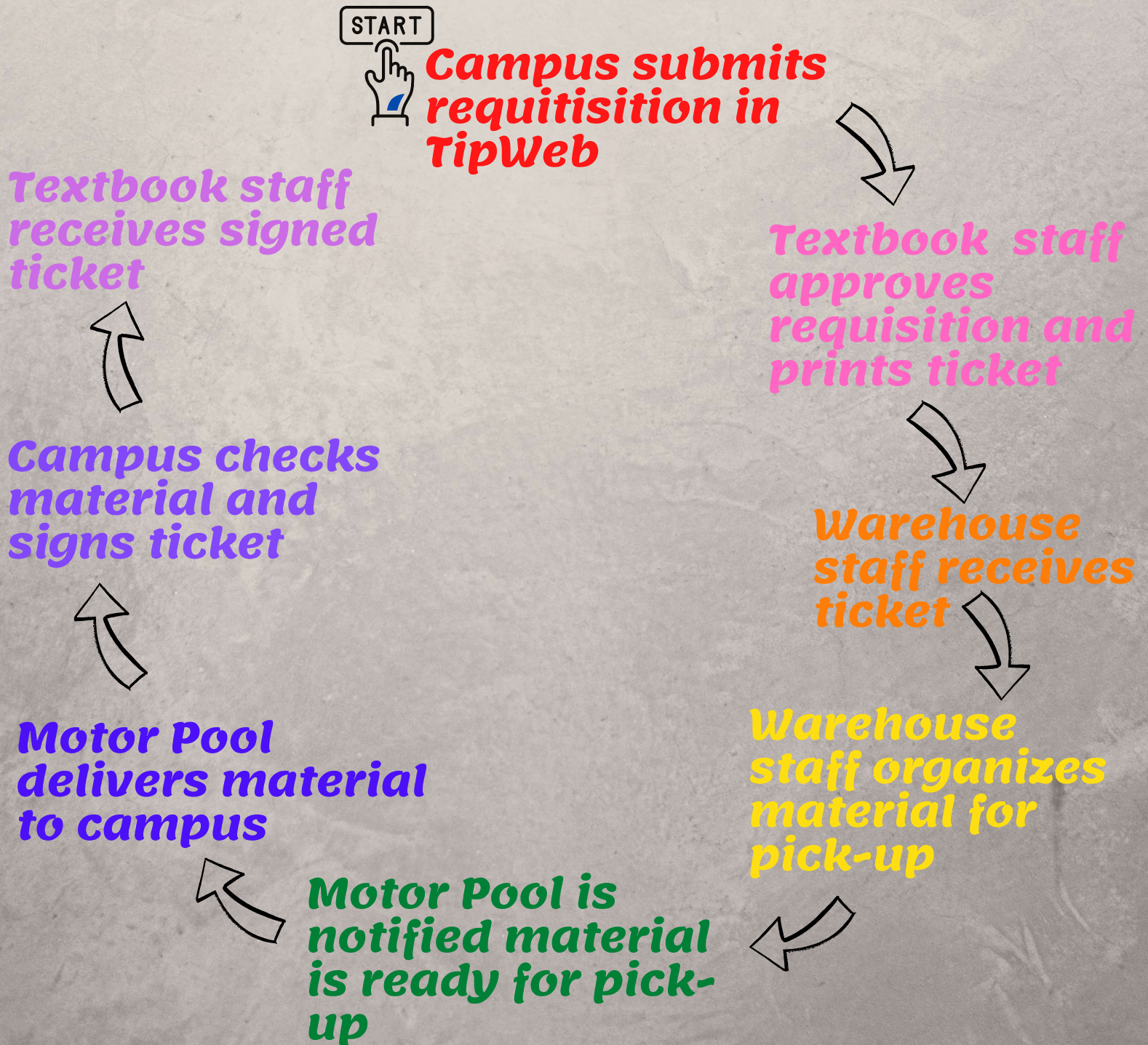


Textbook Ordering Process

WHAT TO EXPECT FROM BEGINNING TO END



TIPWeb-IM ICONS

A LIST OF MOST COMMON ICONS



PREVIOUS PAGE



NEXT PAGE



CANCEL



SEARCH



REFRESH



PRINT REPORT



DETAILS



EDIT



SAVE



ADD



DELETE

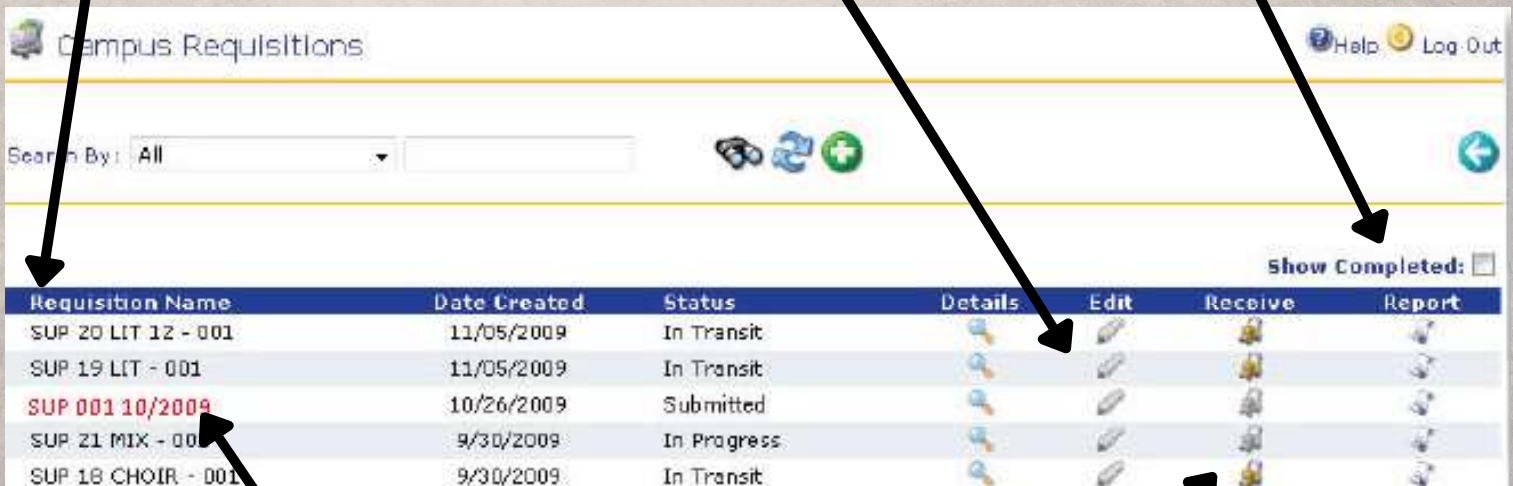
Single Campus Requisition

INTRODUCTION TO REQUISITION SCREEN

Grid Header is clickable and will sort your requisitions.

Edit Icon allows you to change quantities of items currently in the campus requisition and add or delete items. Only campus requisitions in the status of submitted are eligible to be edited.

Show Completed check box allows you to view campus requisitions where the status of the requisition is Complete.



The screenshot shows the 'Campus Requisitions' interface. At the top, there is a search bar with 'All' selected. Below the search bar is a table with columns: Requisition Name, Date Created, Status, Details, Edit, Receive, and Report. The table contains five rows of requisitions. The third row, 'SUP 001 10/2009', has its name in red. To the right of the table is a 'Show Completed' checkbox. Arrows point from the text blocks to the 'Grid Header', 'Edit Icon', 'Show Completed' checkbox, and the red requisition name.

Requisition Name	Date Created	Status	Details	Edit	Receive	Report
SUP 20 LIT - 001	11/05/2009	In Transit				
SUP 19 LIT - 001	11/05/2009	In Transit				
SUP 001 10/2009	10/26/2009	Submitted				
SUP 21 MIX - 001	9/30/2009	In Progress				
SUP 18 CHOIR - 001	9/30/2009	In Transit				

Red Requisition Name indicates a campus requisition with at least one item in the status of back order.

Receive allows the campus to indicate shipment was received from warehouse.

Single Campus Requisition

INTRODUCTION TO DETAILS SCREEN

Campus Requisition

Status indicates the overall status of your requisition

Campus Requisition

Help Log Out

Name: SUP GERMAN I

Status: New

Created by: Debbie Disler

Notes: --- No Notes entered for this requisition ---

Total # of Books Ordered: 2

Total Value of Requisition: \$106.00

Date Submitted to District: 09/30/2009

Textbooks Ordered On Requisition: SUP 01 GERMAN I

Status	ISBN	Title	SLIC	Ordered	Received
Pending	0030372542	Holt German 1, Komm m...	94G1	2	0

Title Status indicates the actual status of each item in your requisition

Notes a place to make notes for your campus or the Textbook Staff

Single Campus Requisition

ITEM STATUS AND REQUISITION STATUS

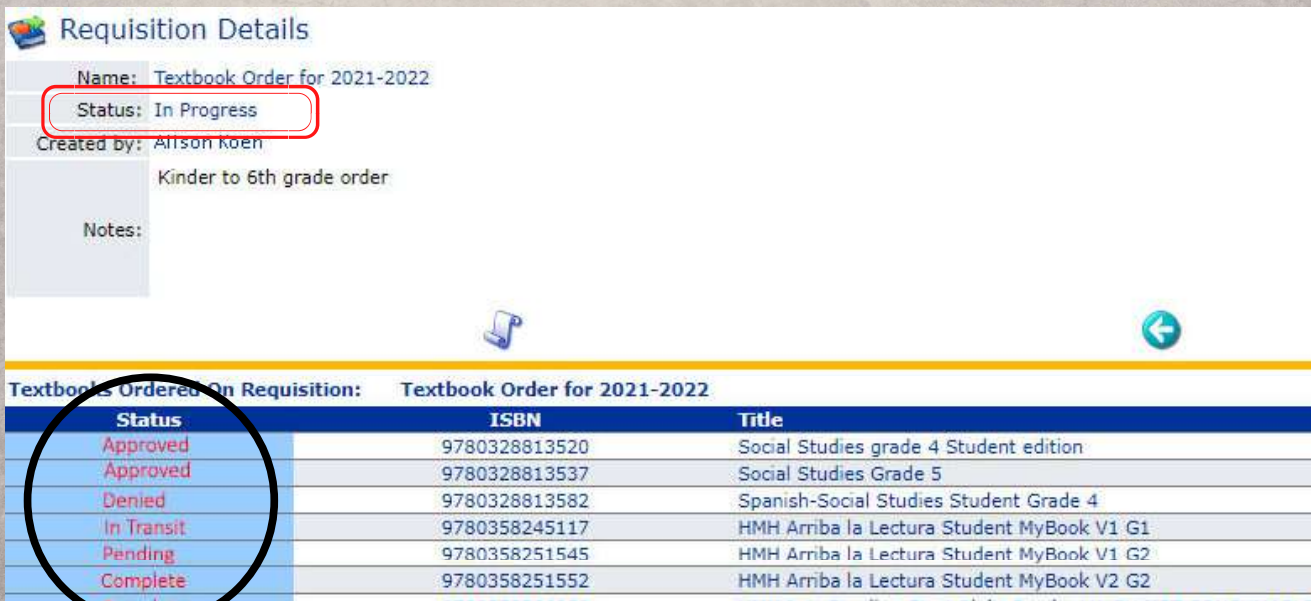
■ Campus Requisition Status: overall status

Submitted- campus created requisition and submitted to Textbook Department

In Progress- being reviewed

In Transit- at least one item has been shipped

Complete- all items have been ordered, approved and/or denied, ticketed, shipped and received



Requisition Details

Name: Textbook Order for 2021-2022
Status: In Progress
Created by: Allison Koen
Kinder to 6th grade order

Notes:

Textbooks Ordered On Requisition: Textbook Order for 2021-2022

Status	ISBN	Title
Approved	9780328813520	Social Studies grade 4 Student edition
Approved	9780328813537	Social Studies Grade 5
Denied	9780328813582	Spanish-Social Studies Student Grade 4
In Transit	9780358245117	HMH Arriba la Lectura Student MyBook V1 G1
Pending	9780358251545	HMH Arriba la Lectura Student MyBook V1 G2
Complete	9780358251552	HMH Arriba la Lectura Student MyBook V2 G2

● Title Status: status of each item

Pending- waiting for approval







Denied- no copies will be approved or shipped

Approved- quantity listed for item has been approved

Ticketed- a ticket has been created for warehouse personnel to pull and ship the approved quantity of the respective item(s)

Single Campus Requisition

HOW TO CREATE A NEW REQUISITION

1. Click on  Inventory
2. Click on Campus Requisitions
3. Click on  Add
4. Enter a name for the requisition in the Requisition Name field
5. Click on  Validate Requisition Name
6. **Search** for desired ISBN or SLC. Click on the title and the row will highlight **ORANGE**
7. Enter quantity into Copies to Order field
8. Click on  Add
9. Repeat steps 6-8 to add more material
10. Click  Save to return to Campus Requisitions page or Click  Submit to place order