



## Purchase Request Entry Top 10

1. Refer to Product Catalog on Purchasing website.
2. TBA Vendor information should be placed in Line Item #1.
  - a. Vendor Name
  - b. Order Address
  - c. Phone number, fax number email
3. DO NOT touch the REMIT Tab.
  - a. The correct information is auto filled for you.
4. DO complete the SHIP Tab with your site RC.
  - a. OR for computer orders (iPads, desktops, laptops, servers), please use RC 098 (Purchasing Warehouse).
5. Requested By field is auto completed, but please change to First Initial/Last Name/Phone (ex: KCase 789-3438).
  - a. This helps if anyone has questions about the PR/PO later on.
6. End Use is a required field.
7. DO NOT touch the BLANKET Tab.
  - a. If you use this option, you will NOT be able to receive on the PO.
  - b. Please see Job Aid for sample Blanket PR.
8. ALWAYS add a shipping line.
  - a. If no actual shipping, enter a \$0 item.
9. Run the DW2001 (Purchase Order Summary Report) to view all PO's for your site in any one fiscal year.
  - a. Dates default to the current fiscal year. Only change if you need a different fiscal year.
  - b. Enter your site RC in the "Ship-to ID" field. (You can also enter your site RC,098 to ensure you capture all computer related orders as well....all computers ship to the Warehouse 098, not your site.)
  - c. Click submit.
10. Run the DW2002 (Purchase Request Summary Report) from the ALL TAB to view all PR's (not fully approved) for your site in any one fiscal year.
  - a. Dates default to the current fiscal year. Only change if you need a different fiscal year.
  - b. Enter your site RC in the "Ship-to ID" field. (You can also enter your site RC,098 to ensure you capture all computer related orders as well....all computers ship to the Warehouse 098, not your site.)
  - c. Click submit.

Call if you need help:

- Kelly Case, Business Process Trainer, 789-3438, [klcase@washoeschools.net](mailto:klcase@washoeschools.net)
- Accounts Payable Supervisor, 348-0274