



## Order Entry

### For Supplies Warehouse, Surplus and PPE

These steps partner with the visual guide found on following pages: pages 4.

Check for availability of items before placing your order. You can run the [DW4001 Inventory Information Report](#) from your BusinessPLUS dashboard. If you are unsure about availability, please contact the Warehouse at 775-348-0295.

To get started, click the grey + sign

1. Select the **Order ID number**
  - a. SIORDERN for Supplies Warehouse, for Surplus, or for PPE
  - b. Always write your order number down for your records
2. Type a **Description**
  - a. You can type whatever you like: office supplies, supplies, PPE, etc.
3. Choose the **Primary Warehouse**
  - a. WHS1 for Supplies Warehouse
  - b. SURPLUS for your no-cost Surplus Property
  - c. PPE for no-cost PPE orders
4. Select a **Security Code**
  - a. This may be auto filled for you, if not, use the pull-down to select the correct code
  - b. When placing a Surplus order, the Security Code will also be SURP
  - c. When placing a PPE order, the Security Code will also be PPE
5. Select a **Required Date**
  - a. Choose a date that you would like your items delivered
6. Type your **Customer ID**
  - a. This is your 3-digit site RC number
7. Type your phone number in the **Contact** field
  - a. This will help folks contact you if they have questions about your order
8. Type the **End Use**
  - a. This will help identify where your order should end up
  - b. You can type whatever you like: office number, school name, site name, etc.
9. Click on the **Items tab**
10. Type the **Quantity Ordered**
  - a. Be sure to pay attention to how the warehouse catalog has items grouped in per unit quantities
11. Type the **Product ID**
  - a. You can free type in this field or use the look-up to browse the catalog listings
  - b. After typing in the Product ID, make sure the **Description field** matches what you want to order. If it does not, correct the Product ID.
12. Type the **Account number**
  - a. Type the fully qualified NL account number
  - b. All (non-custodial) Supplies Warehouse, Surplus or PPE orders will use **object code 66111**
  - c. There is no charge for Surplus or PPE, but the system needs a place holder in the account number fields, you won't be charged for these items.

13. Hit **Enter** on your keyboard

- a. You will get a Record Accepted message in the upper right-hand corner
  - i. If you get an error message, read it carefully and reach out to the Business Process Trainer if you have questions
- b. This saves the order and your Item Number 1
- c. This moves you to Item Number 2

**Repeat steps 10-13 as needed.**

Once all line items are in, and you have **hit Enter for a final time** (getting a final Record Accepted). To submit your order into workflow, complete these steps that also partner with the visual guide found at the end of the job aid (pages 6-14)

- Look to the **left-hand side bar**
- Expand the menu by **clicking on the equal sign (=) at the top**
- Click on **Pending Tasks** to approve your order forward
- If you want a PDF or printed version of your order, run the DW4000 Order Item Information Report