Order from Web Suppliers  
Office Supplies, Custodial Supplies, etc...

Please follow the steps in this Job Aid when you want to order items from our Web (a.k.a. Direct Connect) suppliers, such as Office Depot, or Waxie, for example.

1. Be sure you create a separate eProcurement requisition. Do not add any other items to the requisition. First, login to PeopleSoft-Financials and navigate to the eProcurement home page: 

   - Main Menu —> eProcurement —> Requisition

   Always begin with a new, blank requisition form.

2. Click the Web link.
3. Scroll down the list of suppliers until you find the one you want to order from, and then single-click its link (to the right of its name). That will open a window to that supplier’s ordering website, which has special pricing for our school district.

4. When finished choosing items to purchase and placing those items in the shopping cart, look for a button or link that indicates you can “Check Out” from that supplier’s website. Follow the website’s instructions to checkout, which should automatically return you to the eProcurement requisition.
5. DO NOT add any other items to this requisition. Use a separate requisition for each order placed with a single supplier.

Give the Requisition a name so you can track it easily later on.

6. Place a checkmark into the **Select All/Deselect All** checkbox, at the lower left corner just below the last item.

7. Towards the right side of the page, click **Mass Change**.

8. Ignore all the textboxes along the top half of the page, and go directly to the bottom, where you need to fill in the budget Chartfield string. Do this, and then click **OK**.
9. Leave the default choice as **All Distribution Lines**, and then click **OK**.

10. Complete the rest of the requisition normally: Run a successful **Check Budget**; and then **Save & submit** the requisition. Remember that the “Pre-Check Budget” feature is optional, and only tells you whether there are enough funds to cover this order by saying “Provisionally Valid”.

**Important Things to Remember When Ordering**

- Never mix Web items (*such as Office Depot or Waxie*) with Catalog stock/inventory items (*ePro Catalog items*) on the same requisition.
- Order from only one supplier per requisition.

For more information about how to use the PeopleSoft software system in our school district, as well as to find training opportunities and support, go online to www.sandi.net and follow this clicking navigation:

**Staff —> Technical Support & Resources —> PeopleSoft**

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