

WinCapWEB Requisitions – Adding Bid Catalog

Add a requisition, click on the purple ADD button

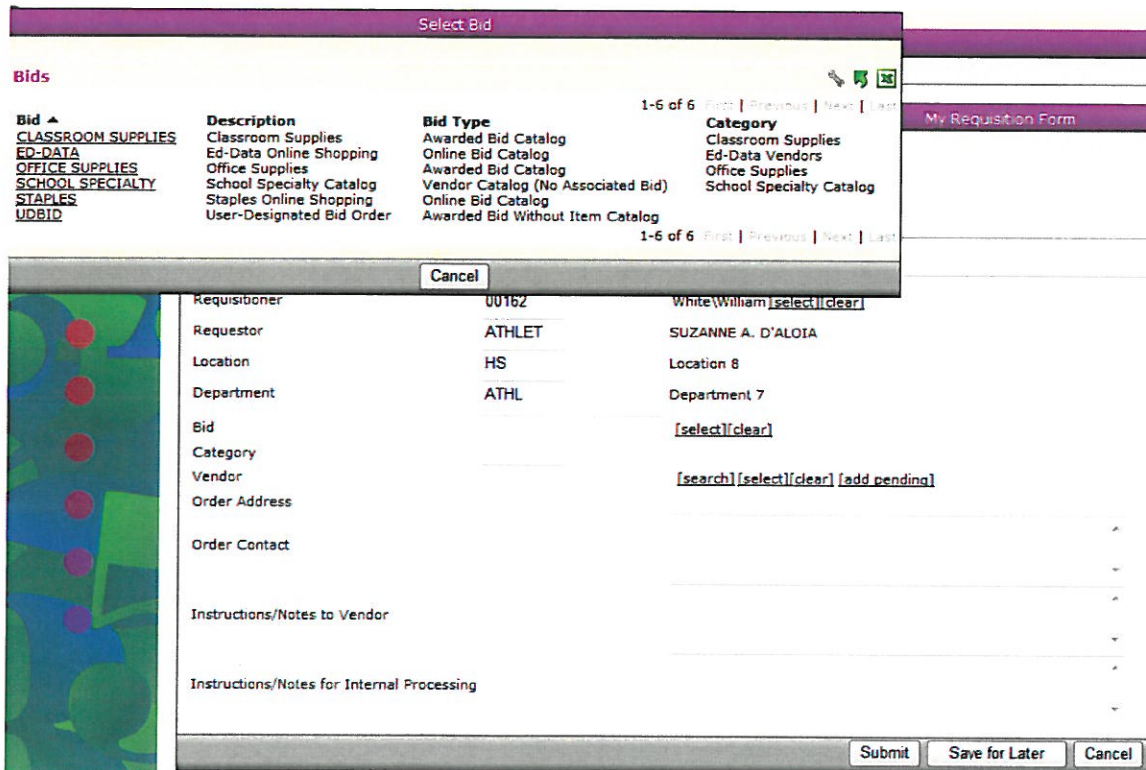


This directs you to the Information Tab of the WEB Requisition.

At the top of the screen, a PO Description can be added if desired; otherwise, a PO description will default in based on the line items entered.

If you have one requisitioner ID, it will automatically default in (this is generated and synced from WinCap), if you have multiple, you will be required to select the appropriate requisitioner.

Creating Bid/Catalog – when clicking select next to the Bid, a list of active bid/catalogs will appear to select from:



Select Bid

Bids

Bid	Description	Bid Type	Category
CLASSROOM SUPPLIES	Classroom Supplies	Awarded Bid Catalog	Classroom Supplies
ED-DATA	Ed-Data Online Shopping	Online Bid Catalog	Ed-Data Vendors
OFFICE SUPPLIES	Office Supplies	Awarded Bid Catalog	Office Supplies
SCHOOL SPECIALTY	School Specialty Catalog	Vendor Catalog (No Associated Bid)	School Specialty Catalog
STAPLES	Staples Online Shopping	Online Bid Catalog	
UDBID	User-Designated Bid Order	Awarded Bid Without Item Catalog	

1-6 of 6 First Previous Next Last

1-6 of 6 First Previous Next Last

Cancel

Requisitioner: 00162 White(William) [select] [clear]
Requestor: ATHLET SUZANNE A. D'ALOIA
Location: HS Location 8
Department: ATHL Department 7
Bid: [select] [clear]
Category: [select] [clear]
Vendor: [search] [select] [clear] [add pending]
Order Address: _____
Order Contact: _____
Instructions/Notes to Vendor: _____
Instructions/Notes for Internal Processing: _____

Submit Save for Later Cancel

Once selected, appropriate information will default in

When clicking on “Add Catalog”



The appropriate catalog will pop up to allow for quantities to be entered:

Requisition Item Catalog

Only show items with quantity

Catalog Items

Item ▲	Description	Catalog#	Quantity	Unit of Measure	Unit Cost
ART00001	CAMEL HAIR WATERCOLOR BRUSH #10			Dozen	2.0000
ART00007	ACRYLIC BRUSH SERIES 825 FLAT #4			Each	8.0000
ART00053	MAYCO CRYSTAL GLAZE/NORTHERN LIGHTS 4 OZ			Jar	10.0001
ART00054	MAYCO CRYSTAL GLAZE/PEACOCK EYES 4 OZ			Jar	20.0000
ART00055	MAYCO CRYSTAL GLAZE/PISTACHIO 4 OZ			Jar	15.0000
ART00056	MAYCO CRYSTAL GLAZE/PLUM JELLY- 4 OZ			Jar	11.0000
ART00057	MAYCO CRYSTAL GLAZE/RAIN FOREST- 4 OZ			Jar	20.0000
ART00058	MAYCO CRYSTAL GLAZE/SAND PETAL- 4 OZ			Jar	10.0000

1-8 of 8 First Previous Next Last

OK Cancel

After entering appropriate quantities, click ok and items will be added to line items

Proceed to enter a requisition as normal