

## WinCapWEB Requisitions – Adding Online Shopping Catalog

Add a requisition, click on the purple ADD button

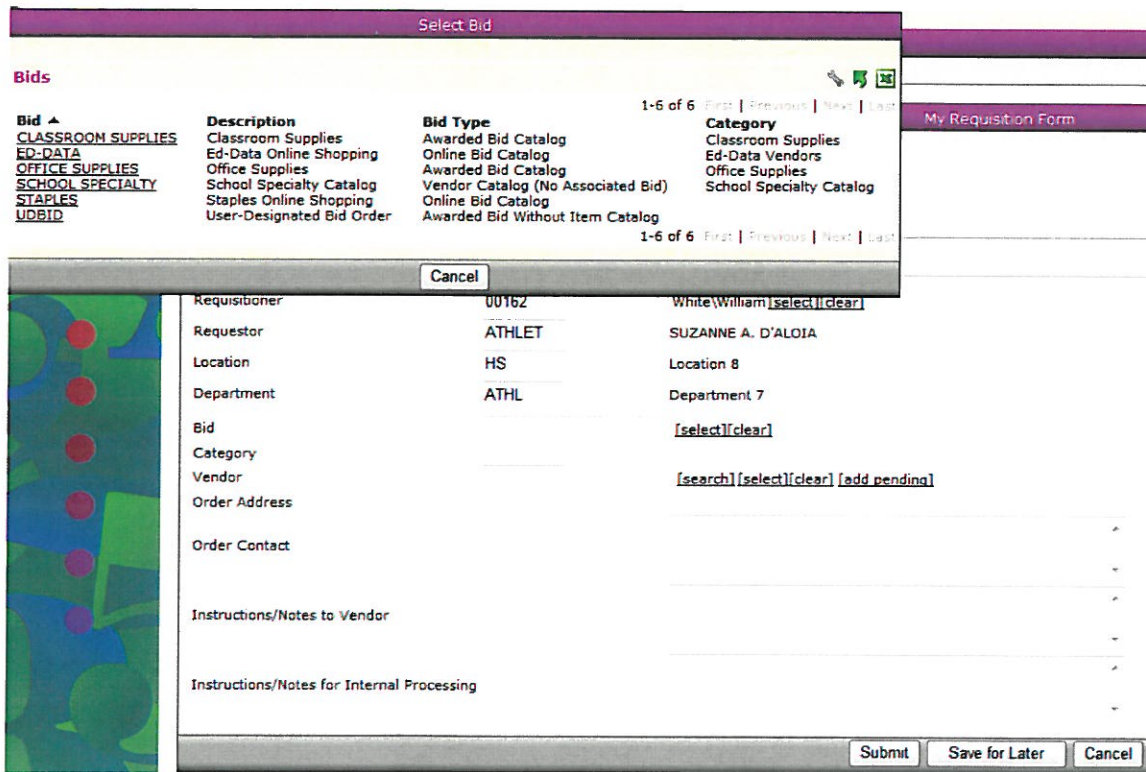


This directs you to the Information Tab of the WEB Requisition.

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



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

Requisitioner	00162	White(William) <a href="#">select</a> <a href="#">clear</a>
Requestor	ATHLET	SUZANNE A. D'ALOIA
Location	HS	Location 8
Department	ATHL	Department 7
Bid		<a href="#">select</a> <a href="#">clear</a>
Category		
Vendor		<a href="#">search</a> <a href="#">select</a> <a href="#">clear</a> <a href="#">add pending</a>
Order Address		
Order Contact		
Instructions/Notes to Vendor		
Instructions/Notes for Internal Processing		

Once selected, appropriate information will default in

When selecting “Shop Online”, requisitioner will be redirected to Online Shopping Catalog



My Requisition Form

Fiscal Year 2010  
 Purchase Order# \_\_\_\_\_ Other Reference \_\_\_\_\_  
 PO Description \_\_\_\_\_

Information | **Line Items** | History | Instructions

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**Requisition Line Items**

**Line Items** [Shop Online](#)  

Line ▲	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount	Shipping	Extended Cost	Action
[no records]									
Extended Cost									0.00
Discount - \$									0.00
Shipping + \$									0.00
Total Cost									0.00

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After selecting appropriate items and checking out, requisitioner will be redirected to the line items tab, where the items are imported into the WEB Requisition.

Proceed to enter a requisition as normal