



## Web Requisitions

### Overview

#### What are Web Requisitions?

Employee-initiated requisitions. Employees themselves can electronically initiate the procurement process and then track their own requests via the web

These can be accessed from any internet-connected device by any district employee that has been authorized to use them (simply based on their *WinCap* employee position). Access is provided through the *WinCapWEB* my*WinCap* employee access portal.

2012-13 functionality will not include web-based approvals by district administrative staff - only initiation and tracking of the requisition status by the employee

#### What types of requisitions can they be used for?

“Standard” requisitions

Bid Requests - for district sponsored bids or regional cooperative bids – accesses the standard list catalog items utilized for each bid

Orders utilizing the On-Line Shopping/Electronic Ordering feature

#### What are the benefits?

Completes the *WinCap* electronic workflow cycle by allowing data to be entered at the source of the request

Standardizes on one requisition form for all purchasing requests by staff

Web requisitioners do not need to be *WinCap* users, so they will not require a *WinCap* user profile or Citrix client-server access

Improves accuracy, eliminates redundancy, increases efficiency, and reduces requisition processing time

Greener solution - eliminates paper requisitions