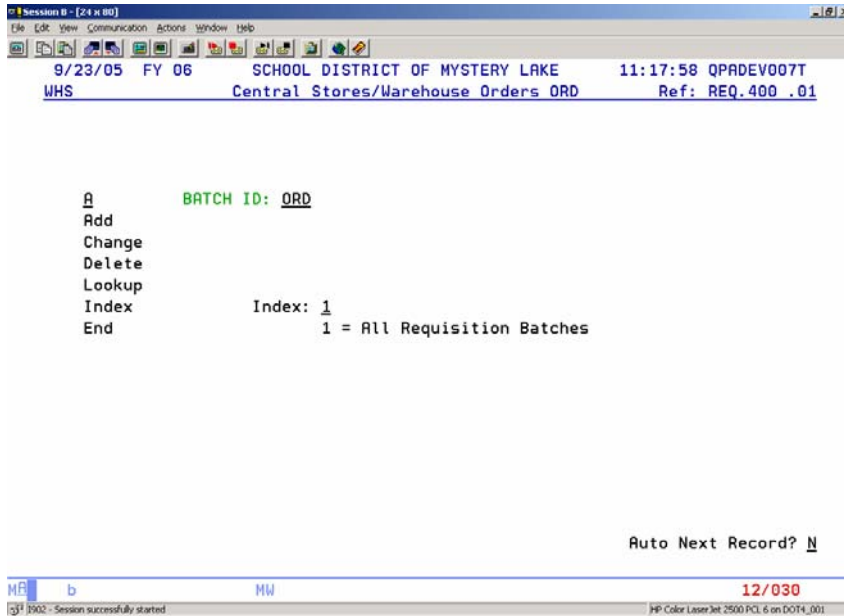


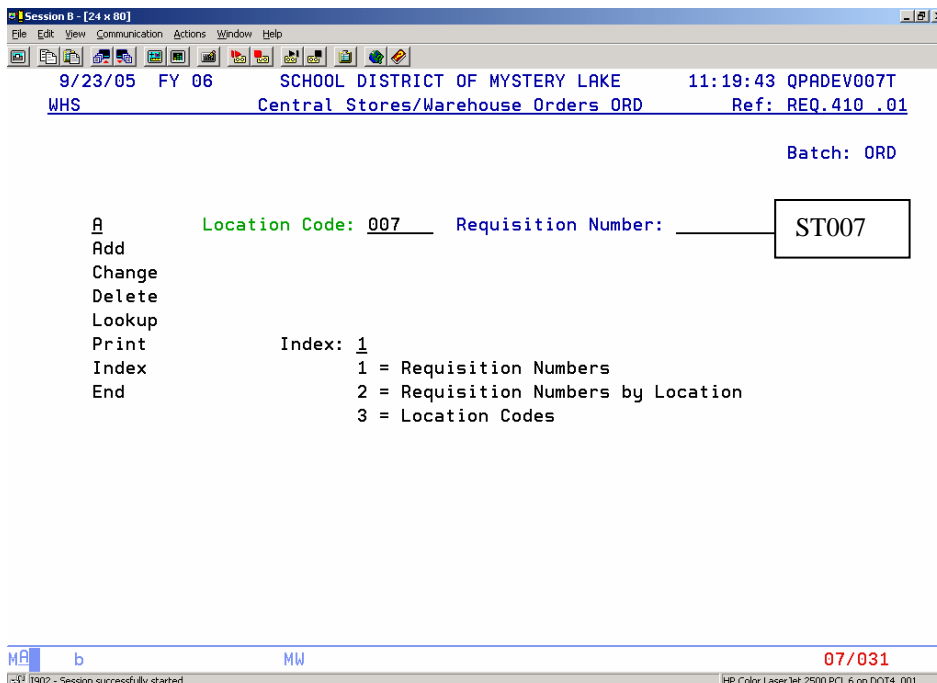
How to Complete Central Stores Orders

Use REQ.410 - Central Stores Orders

Orders will be processed daily by the Warehouse ... First person in may have to 'A'dd ... If the system indicates "ALREADY ON FILE" .. then choose to 'C' ORD.



Within the order batch you can add as many orders as you need. You can add separate requests for departments if you want them separated when the order arrives to your school. The requisition screen should have your location and STXXX already filled in, simply choose to 'A'dd



On the header/default screen indicate who the order is for and what default account you want the order charged to.

```

Session B - [24 x 80]
File Edit View Communication Actions Window Help
9/23/05 FY 06 SCHOOL DISTRICT OF MYSTERY LAKE 11:26:27 QPADEV007T
WHS Central Stores/Warehouse Orders ORD Ref: REQ.410 .11

Requisition Number: 70001 CS007

Location Code: 007 Entered By: DONNA
Name: BURNTWOOD ELEMENTARY SCHOOL Batch: ORD
Address: 103 ARTIC DRIVE Date Posted: 0/00/00

City, St, Zip: THOMPSON

Attention: CUSTODIAL DEPARTMENT
Requisition Date: 9/23/05 Reference:
Allow Backorders: Y

Default Account Code: 01.110.000.711.002
GENERAL SUPPLIES

Special Instructions:
PLEASE DELIVER BEFORE FRIDAY.

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

MA b MW 19/040
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001
  
```

On the subsequent screen - complete your order. If you know the numbers you can simply type them in, else use "F4" positioned on the stock item field to search for items based on Description.

```

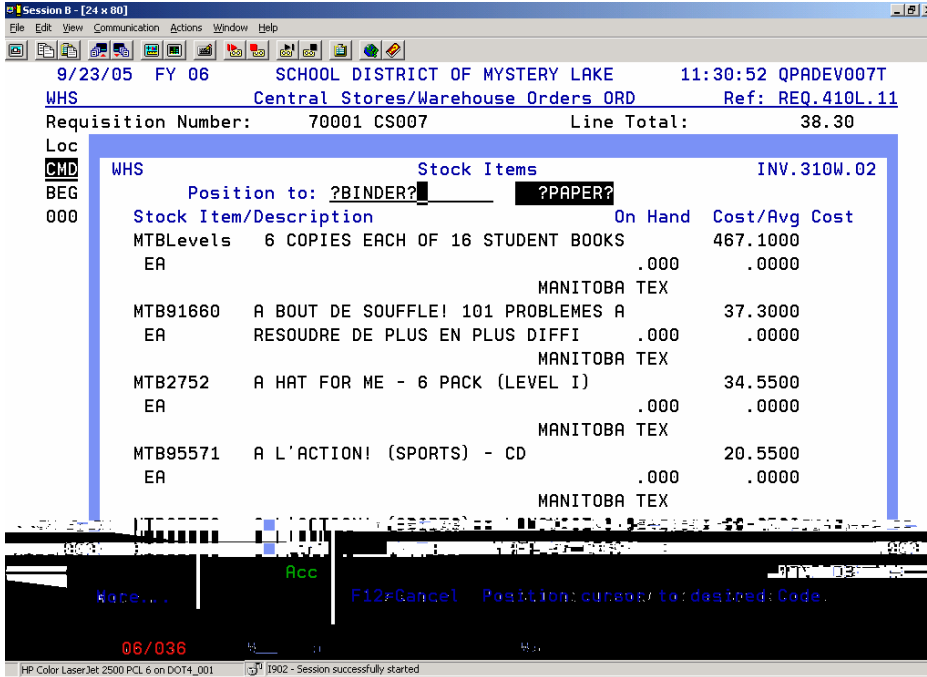
Session B - [24 x 80]
File Edit View Communication Actions Window Help
9/23/05 FY 06 SCHOOL DISTRICT OF MYSTERY LAKE 11:27:58 QPADEV007T
WHS Central Stores/Warehouse Orders ORD Ref: REQ.410L.11
Requisition Number: 70001 CS007 Line Total: .00
Location Code: 007
CMD Quantity Stock Item Description Unit Cost Extended
BEGIN

Line: 1.000 Quantity Ordered: 10.000 Stock Item:
Account Code: 01.110.000.711.002
F3=Exit F4=Index F5=Reset F12=Cancel

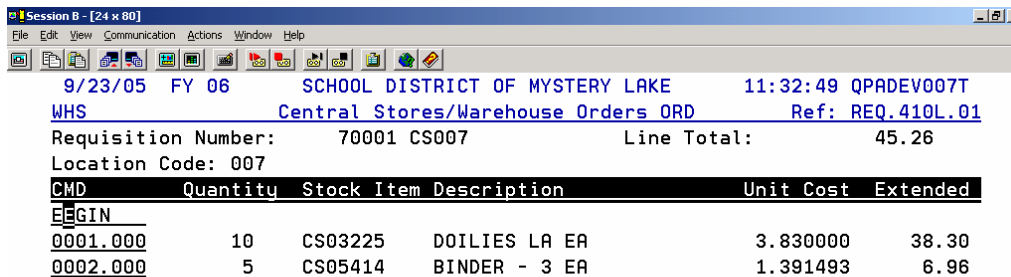
MA b MW 21/061
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001
  
```

The warehouse/inventory file contains Manitoba Textbook and other standard items. Know that you can order only items with stock item numbers CSXXXXX from the warehouse!!!!

In order to search for ?BINDER?



The order will grow identical to doing purchase orders .. Use 'E' to End.

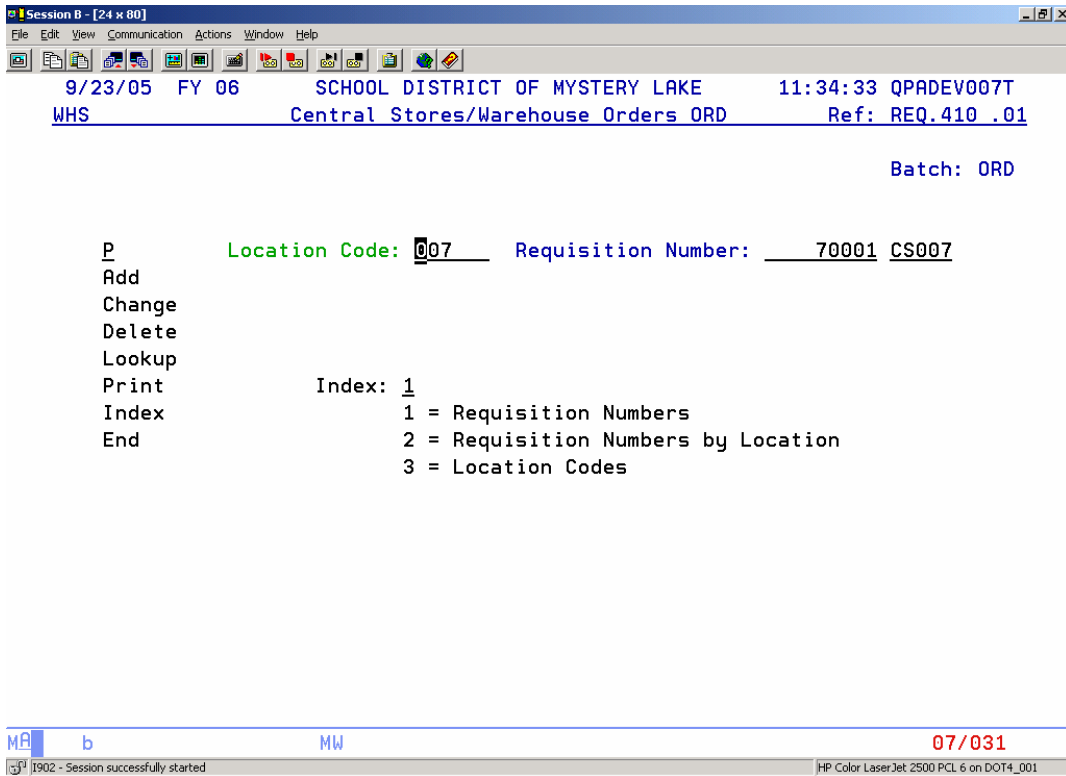


COMMANDS: A C D L F T # E

POSITION: +n,n.n,-n, Roll-up, Roll-down



For a copy of your order, use 'P'rint. Then 'E'nd from your order.



It is CRITICAL to NOT remain in an order, ie: warehouse cannot post daily orders if you are still sitting in the batch completing an order.