




REQUISITIONS



Login to Weblink

Once logged into Weblink go to the Data Entry Tab, Click on Requisition Entry

- If you know the vendor click on the magnifying glass to look up, once the lookup screen comes up click on
- Vendor Name


- type in the name of Vendor, click on  and then click contains, then the vendor should come up, click on the vendor, then click 
 - If vendor is not in our vendor file keep the vendor name REQVENDOR in vendor name. Please place Name of Vendor and address/phone number in the Your Comment section

Your Comment

- Requisition Amount Type in total amount of purchase here
 - Requisition Date  Today's date goes here
 - Expected Date  When you expect shipment to come in, or at least your best guess
 - Requisition Description
Detail Description
-
- in this section type in what you're getting: Elementary or Classroom supplies
- Detail Description
- type in a short description of what you're getting.. ex: Folders

Item Number

- if there's an item # place it here

Quantity

- Place quantity here

Unit Price

- Price per unit here

Unit Description

- Here you would place ea for each or dz for dozen..etc

Amount

- It should automatically place the unit price here

URL

- If you're doing an Amazon order please copy your URL address in this box so that I can order exactly what you need

- Next scroll to bottom of page and click  to save

- Last is to click 
- You should be done now.