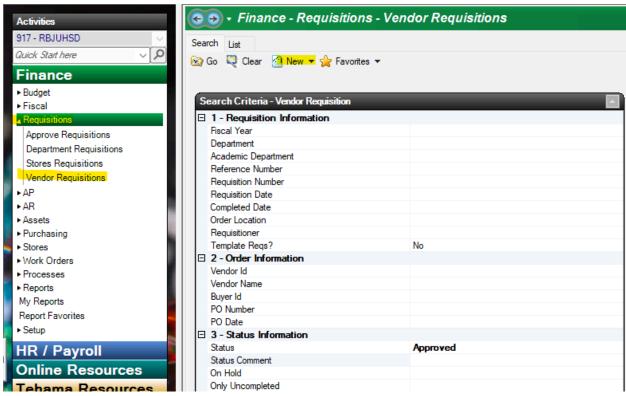
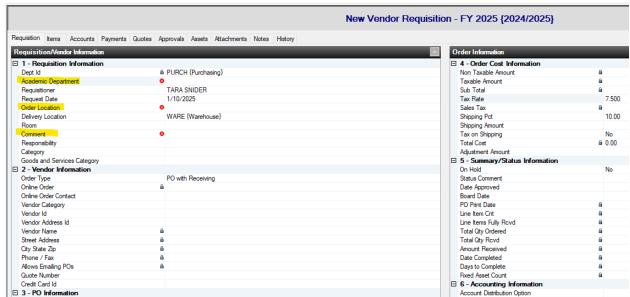
VENDOR REQUISTION GUIDE

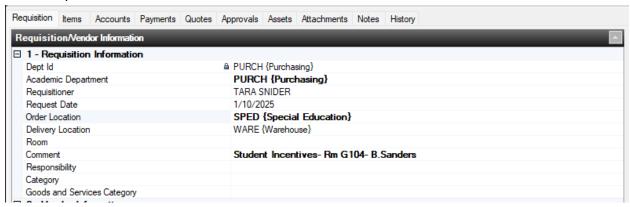
1. To start a new vendor requisition, click on Finance, Vendor Requisition, then New, and purchasing in the dropdown.



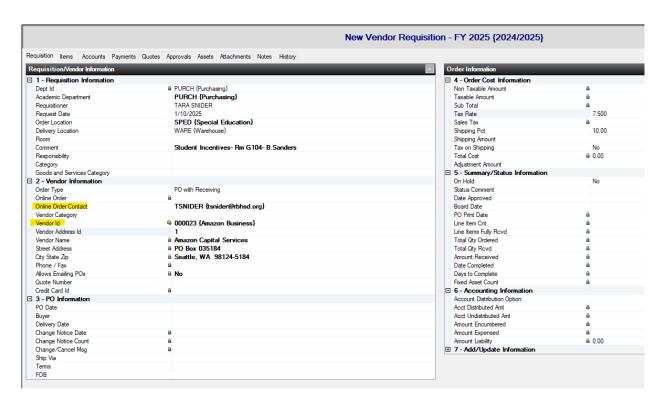
2. Fill in all red highlighted fields with proper dept, location, and in the <u>comment field</u> write the description and what room the order needs to be delivered to.



2a. Example:



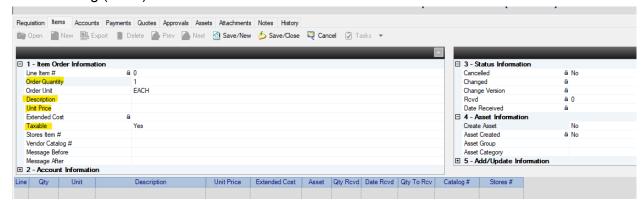
3. Fill in Vendor Information (who we are purchasing from: Amazon, Calcard, Zelma's, Etc) **Note:** When ordering from Amazon and Office Depot they are online orders, and you must enter my email address (tsnider@rbhsd.org) under **Online Order Contact**. Also if using entering **Calcard, type in vendor ID #: 000947.** *If no vendor is available, please contact the vendor, request a W-9 from them and email it to me, I can then add them as a vendor in Escape.*



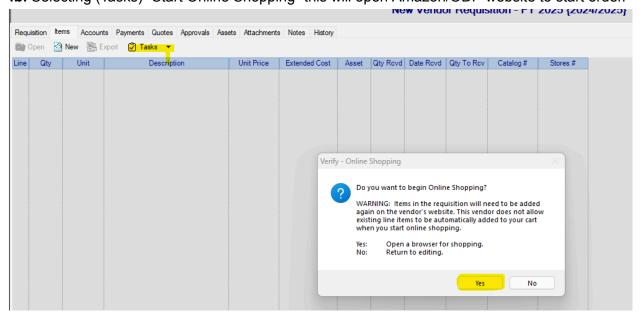
4. Next click on **ITEMS** Tab, and choose either NEW or TASKS. TASKS should be used for Online Orders for Amazon & Office Depot.



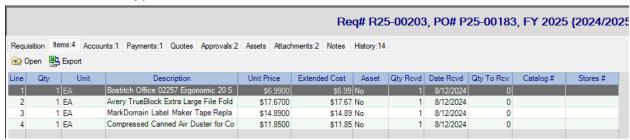
4a. Selecting (NEW)



4b. Selecting (Tasks)- Start Online Shopping- this will open Amazon/ODP website to start order.



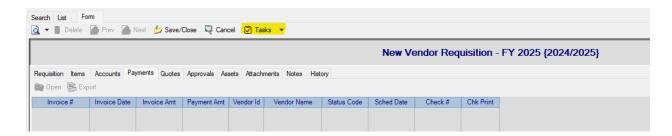
4c. For Online Orders, once you are done shopping on website, checkout. Then go back to Escape (task) and select Get Online Shopping Cart, and it will pull the order into Escape. The line items will then appear:



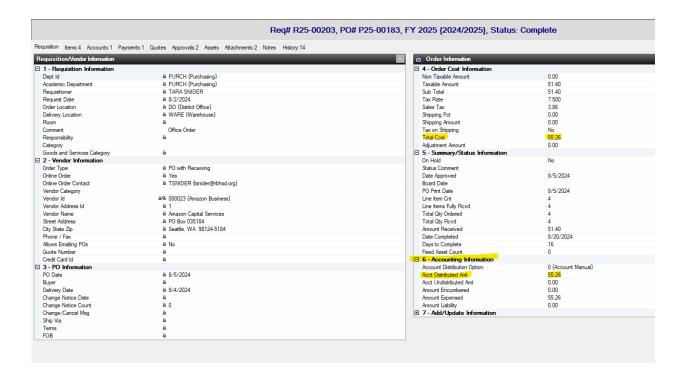
5. Click on Accounts Tab next, and put in your budget code.



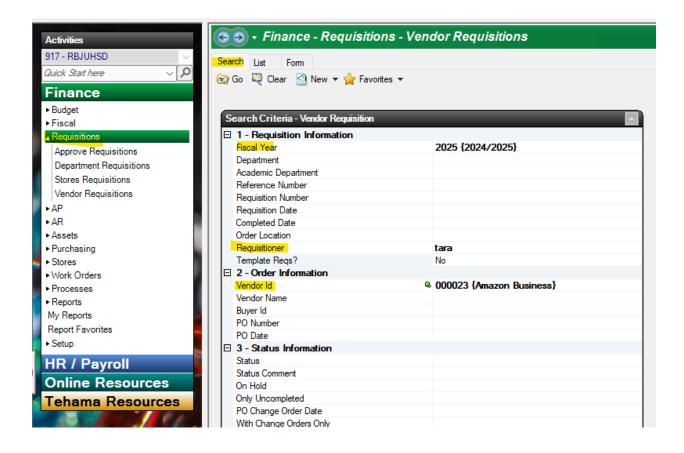
6. Click on top task drop down, and select submit.



7. If you should get an error that funds are not distributed correctly, you may need to click on **Apply Distributed Amount**, then try to submit again. This happens when the total cost of the line items does not add up to the accounting Information part 6, on the Requisition Tab: (see next page).



8. Once you hit submit Escape will then give you a requisition #, you can always go back into Escape and search under (Requisition, Year, name of requisitioner, and vendor to pull it up)



9. Once the requisition is approved by all Admin it becomes a purchase order, I will print and sign it and either email the purchase order to the vendor to fulfill the request, or to you to take to the vendor (if needed). All Amazon and Office Depot orders will then be sent automatically and electronically.

At any time, should you have any questions, please give me a call or shoot me an email. I truly believe in helping others, and hope this helps!

Tara Snider 530-529-8701 tsnider@rbhsd.org