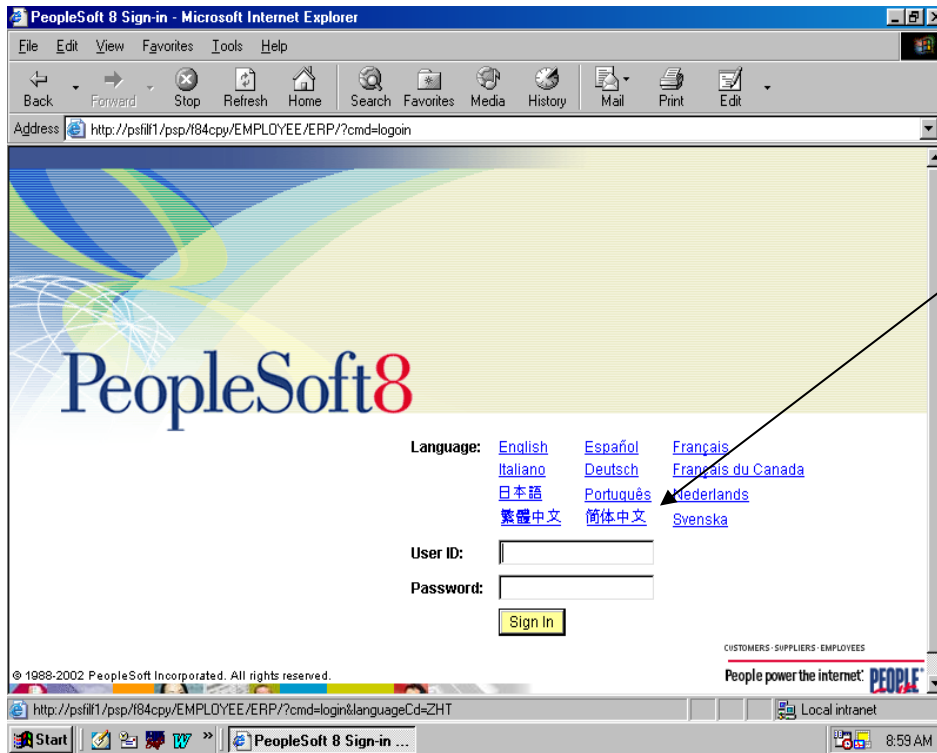


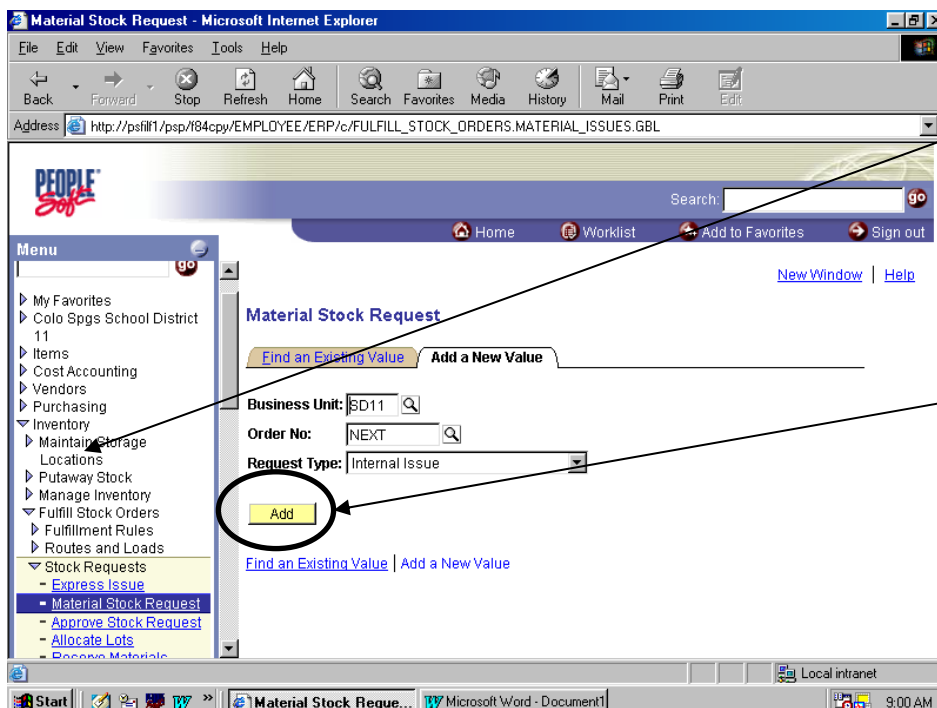
Warehouse Supply Ordering Steps – UPDATE FORTHCOMING!



When you are ready to order supplies from the Warehouse, log into the People Soft 8.4 screen.

Enter your **User ID**: in all capital letters and enter your **Password**. Please keep your password in a secure place and enter it *exactly* as you have made it – it is case-sensitive and you will be closed out from the system after three attempts to enter PeopleSoft. If this happens, call the call center @ 02211.

Click on “Sign In”



Go to:
Inventory, Fulfill Stock Orders, Stock Requests, Material Stock Request

When you click on the Material Stock Request link, the following screen will appear.

Click on Add to start your ordering process.

Material Stock Request - Microsoft Internet Explorer

Address: http://psfill1/psp/f84cpy/EMPLOYEE/ERP/c/FULFILL_STOCK_ORDERS.MATERIAL_ISSUES.GBL

Unit: SD11
Order No: NEXT
Increment Demand Line: Order Line
Partial Orders Can Ship

Line Defaults

Customer Name: LOU
Location: 770 [Override Address](#)
Load ID: [Detail](#)
Carrier ID: [Detail](#)
Dist Type: ISSUE [Override Chartfield](#) [Copy to Existing Demand Lines](#)

Load Schedule:
Ship Via: INTERNAL

*Line	*Sch Line	Item ID	*Qty Requested	*UOM	*Sched Date	Sched Time
1	1.00				04/24/2003	8:59AM

Stock Request Summary [Quantity / Date Detail](#) [Shipment Detail](#) [Accounting / IUT Detail](#) [Comments](#) Manage Loads

Save Notify Refresh Add Update/Display

Enter:
Customer Name
Location (school number)

Click on the Override Chartfield link

Material Stock Request - Microsoft Internet Explorer

Address: http://psfill1/psp/f84cpy/EMPLOYEE/ERP/c/FULFILL_STOCK_ORDERS.MATERIAL_ISSUES.GBL

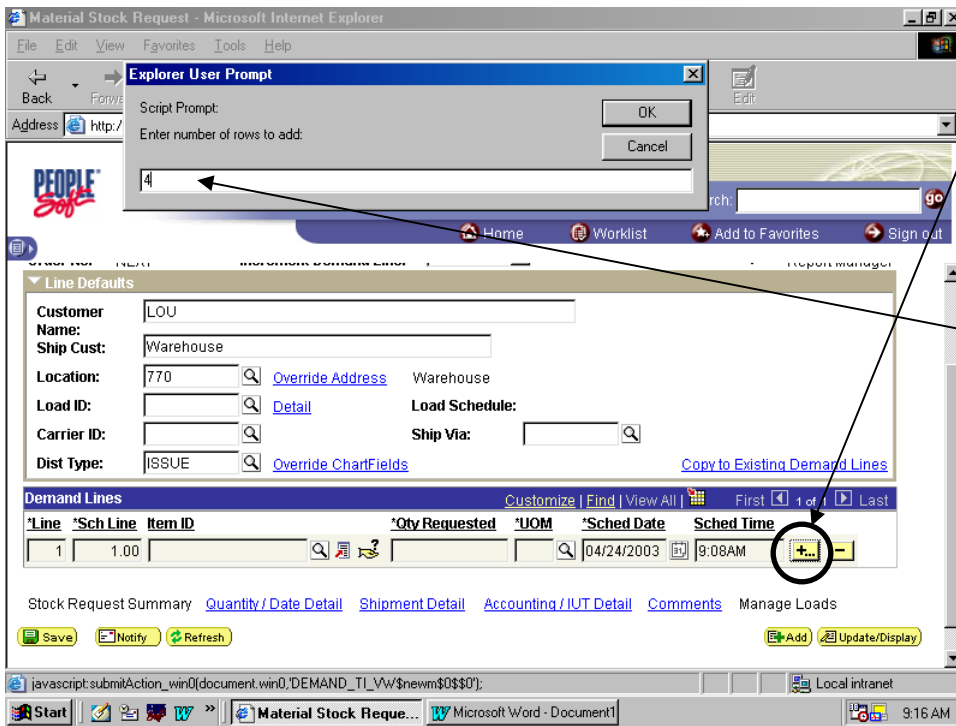
ChartField Overrides

Fund Code	Department	SRE	Program Code	Account	Project
10	XXX	00	00100	064000	0000

OK Cancel Refresh

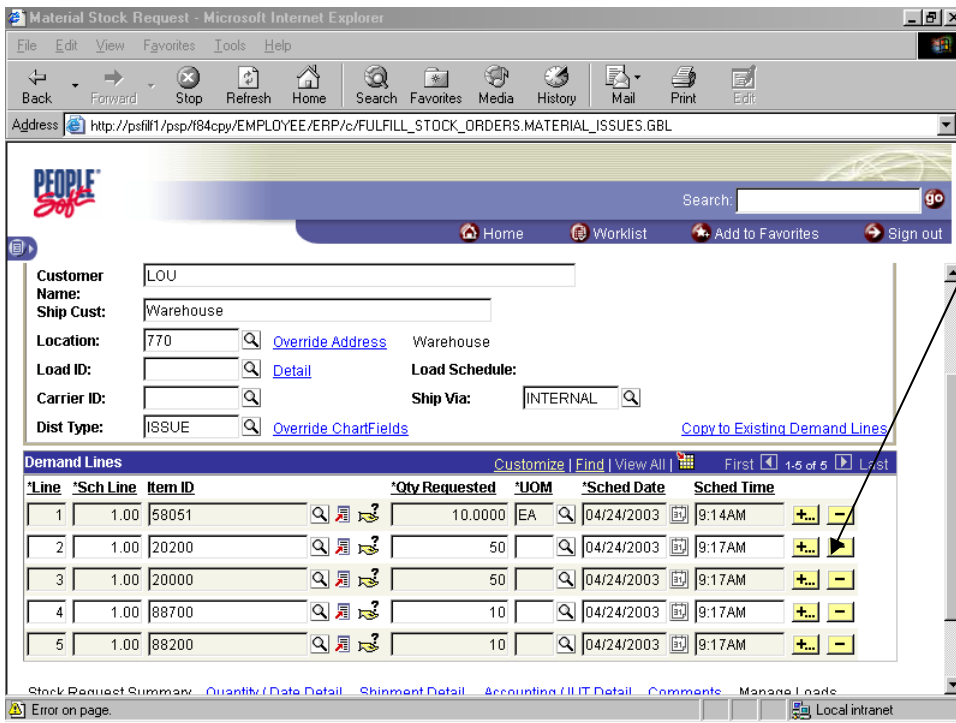
Enter your chartfield account number.

Click on "OK" to return to the previous page.

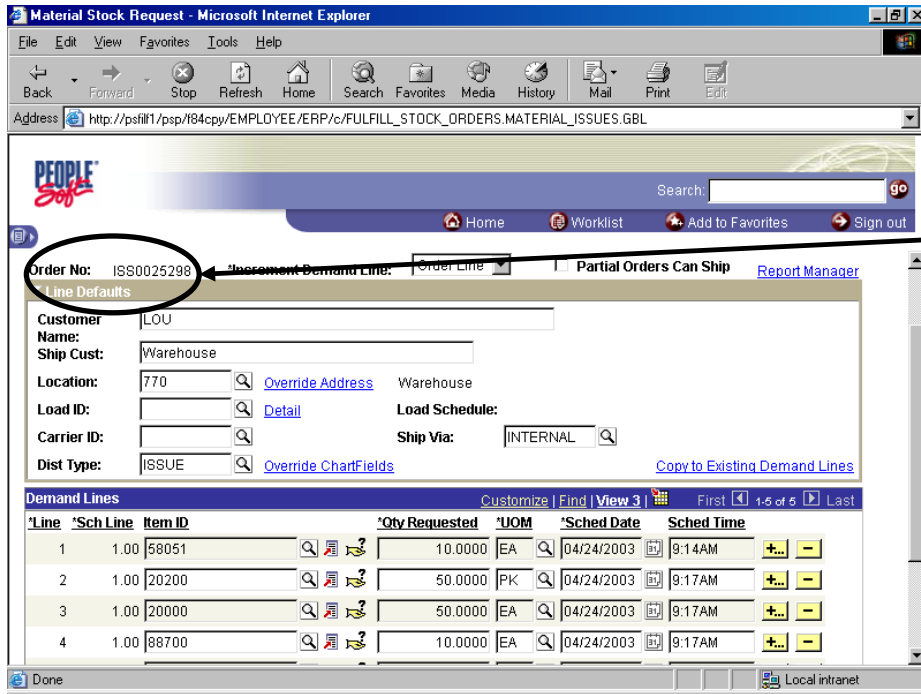


If you need to order more than one line of stock, click on the + link next to the order line.

You will be prompted to enter the number of lines you wish to add. The sample shows (4) extra lines. Click on "OK" when ready.



Complete each line as needed. You may still add or delete lines at this point by clicking on the (+) or (-) sign at the end of the line.



Once you have entered all your lines, click on the “Save” button at the bottom left hand of your screen to be given an Order Number.

Now your order is in the system for delivery by the Warehouse.

If this will be a “walk-in”, please telephone in the Order No. (ISS00XXXXX) to the warehouse so it can be pulled for you.

If you have any questions or have problems with the Warehouse Ordering system, PLEASE feel free to call the Warehouse at 520-2921 and we will be happy to help you.