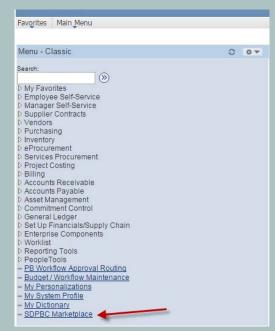
Warehouse Orders for Charter Schools (1 of 5)

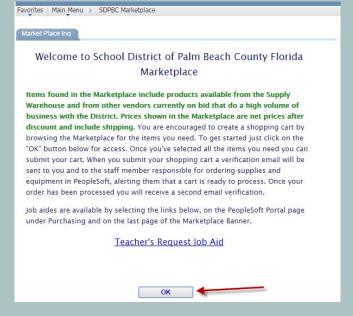
1. Go into Peoplesoft and click on **Financial Management**

2. Click on SDPBC Marketplace

3. Click on OK





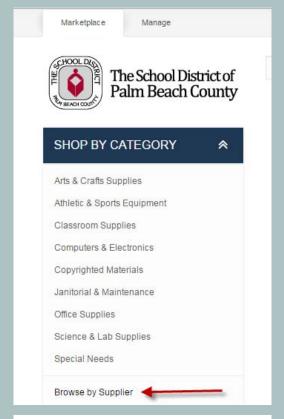


Warehouse Orders for Charter Schools (2 of 5)

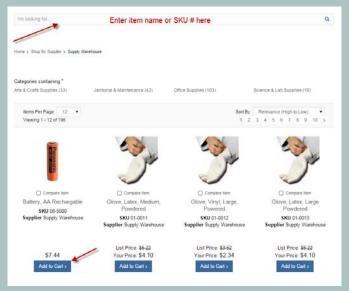
4. Click Browse by Supplier

5. Click on Supply Warehouse

6. Locate the item by entering the SKU # or Name in the search field, hit **enter**) or scroll to locate item and click on **Add to Cart** located under the item

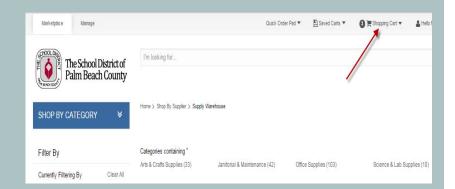




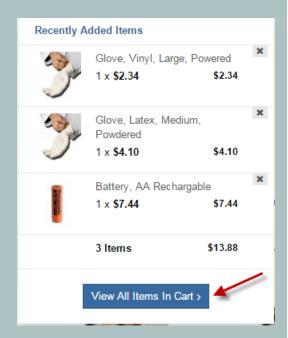


Warehouse Orders for Charter Schools (3 of 5)

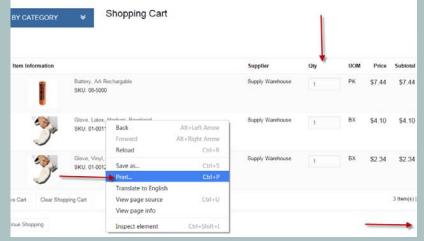
7. Click on Shopping Cart



8. Click on View All Items in Cart



- 9. Update the quantity of each item and enter
- 10. Right click to print screen



Warehouse Orders for Charter Schools (4 of 5)

11. Collect the cart printout from your printer and pull up the original PeopleSoft page (you may close the Buyerquest Shopping page if you are done ordering items).

You will begin to create a warehouse order:

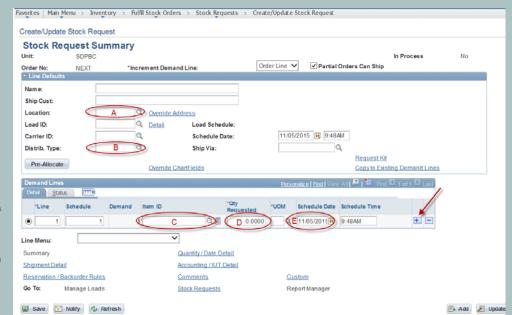
12. Navigation:

Inventory > Fulfill Stock Orders > Stock Request > Create / Update Stock Request



- Favorites Main Menu Search Menu Personalize Content | Layout (%) Menu - Cla Search: Maintain Storage Locations Data Expansion Tools Putaw ay Stock Employee Self-Service Manage Inventory Manager Self-Service Fulfil Stock Orders Employee Supplier Contracts Fulfilment Rules Replenish Inventory Customers Routes and Loads Replenish Par Locations Partners Stock Requests Inventory Counts Customer Products Picking Express Issue Partners Maintain Containers Create/Update Stock Request Catalog Management Track Material Usage Shipping Approve Stock Request Catalog M Promotions Shipping Reports Forecast Items Manage Returned Materia
 Inventory Planning Messa Alocate Lots Customer Contracts Vendor Managed Invento Review Fulfilment Inform Reserve Materials Process Order Management Allocation Workbench Shipping Excise IND Order Pegging Pricing Co Pricing Configuration Correct Demand Errors Customer Customer Returns Fulfilment Workbench Fulfil Work Orders PB IM Order Information | Shortage Workbench Maintain Stock Requests Cost Accc Items Update Unreserved Orders Delivery Management Wo Cost Accounting Purge Inventory Data Vendors ☐ Cost Acco Procurem ☐ Vendors Kit Re-Explode Process Screen for Denied Parties Release Inventory Locks PB Inventory Sales Repor Undo Fulfilment Request Purchasir Procurement Contracts Process Deliveries/Freight Inventory Purchasing Material Pick Plan Report Services F 🗀 Inventory D Sourcing 🦰 eProcurement

- 14. Enter the following information:
- A. **Location**, which is your Charter School Number
- B. **Distrib Type**, which is your Charter School Number
- C. Enter the **Item ID** (Found on your printout)
- D. Enter the **Quantity** (Found on your printout)
- E. Enter the **Schedule Date** (Request date)



15. Click on the plus sign to add rows to order additional items

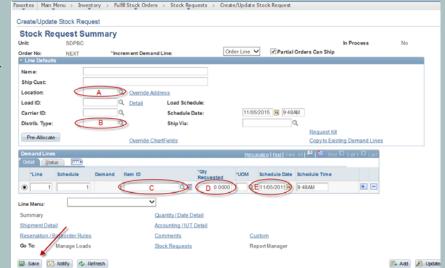
Warehouse Orders for Charter Schools (5 of 5)

16. Enter the number of rows to add, which should equal the number of items on your shopping cart.

17. Click **OK**



- 18. Enter the following information:
- A. **Location**, which is your Charter School Number
- B. **Distrib Type**, which is your Charter School Number
- C. Enter the **Item ID** (Found on your printout)
- D. Enter the **Quantity** (Found on your printout)
- E. Enter the **Schedule Date** (Request date)
- 19. Click Save when completed



The order is now sent to the Warehouse. Please contact the Warehouse if you have any changes.