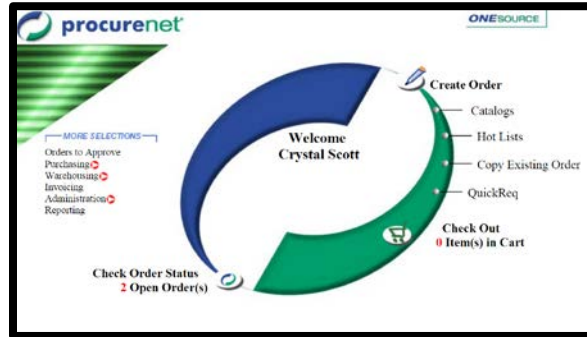
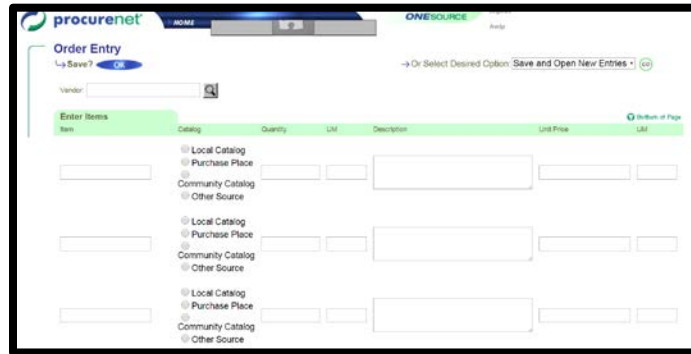


DESERT SANDS UNIFIED SCHOOL DISTRICT ONE SOURCE/WAREHOUSE ORDERING

1. Log into one source by typing <http://realweb.roe.k12.ca.us/iscola.dll?colaid=desertsands> into your browser and using the login name and password provided.

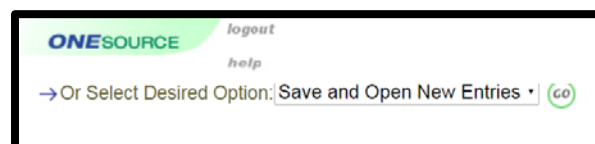


2. In the Welcome screen, click on **QuickReq**



3. On the Shopping Cart screen, enter items using only the 5-digit stock number from the most current Warehouse Catalog in the **Item** field and quantity in the **Quantity** field (*leave all other fields blank – they will automatically populate later*). You can enter five items per page. If you need additional pages for your order, click on **“Save and Open New Entries”** and click **GO** on the top right side of the screen. Continue entering until you are finished or have reached 30 items (30 item maximum).

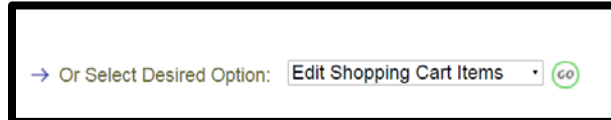
Item	Catalog	Quantity	UM
16452	<input type="radio"/> Local Catalog <input type="radio"/> Purchase Place <input type="radio"/> Community Catalog <input type="radio"/> Other Source	2	
03069	<input type="radio"/> Local Catalog <input type="radio"/> Purchase Place <input type="radio"/> Community Catalog <input type="radio"/> Other Source	2	



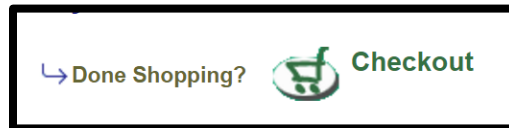
4. When you have finished entering your items click on **Order Entry Save/OK** in the upper left hand side of the screen (do not click on the “save and open new entries” again if you are done entering all of your items or have reached the maximum of 30 items).



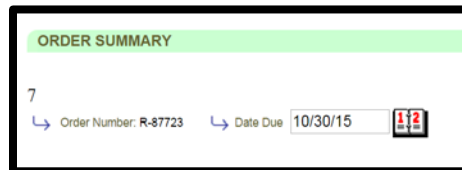
5. On the Shopping Cart page, check your order. You may edit the list by selecting which item you'd like to edit and then clicking the “**Edit Shopping Cart Items**” on the upper right side of the screen.



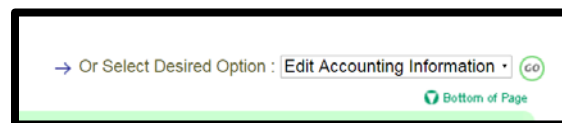
6. When you are done editing, click **Checkout** in the upper left hand corner of the screen.



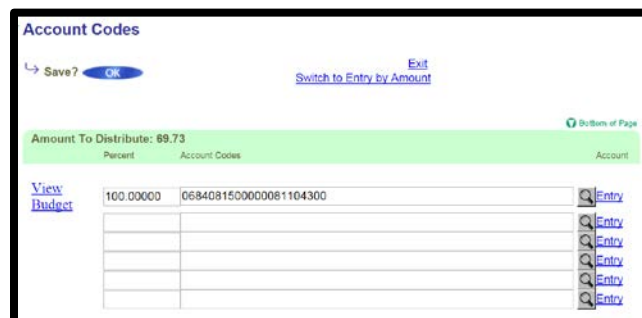
7. On the Order Summary page, most information will default to your settings. The only thing you need to change is the **due date** near the top of the page, change this date to your next regularly scheduled warehouse delivery date. Also, note the Order Number (Requisition Number) for your records unless you plan on printing the order.



8. On the same Order Summary page, using the drop down menu in the upper right hand corner, select “**Edit Accounting Information**” and click **GO**.



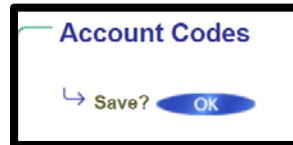
9. On the Account Codes screen, enter the appropriate SACS account string (no dashes or spaces).



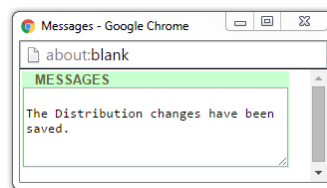
10. You can enter more than one account code and distribute by percent (50%/50%) or select **“Switch to entry by Amount”** to distribute by dollar amount.



11. Click the **Save/OK** button at the top left side of the screen.



12. You will receive a message stating **“The Distribution changes have been saved”**.



13. Click **Exit** near the top of the screen.

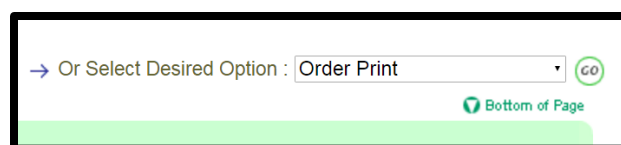


14. Again on the Order Summary page, Scroll to the bottom of the page to see your total amount.

ORDER ITEMS							
Detail	Item Number	Description	Quantity	Unit	Price	Item Total	
			Units	U/M	U/M		
Edit	16452	8.5x11" White Copy Paper, 92 Bright 20# Wt. - Gestatner,	2.00	CS	23.567	CS	47.13
Edit	03069	9x12" Masonite Clipboard - C Leonard #89003 Only **NO SUBS**	2.00	EA	0.669	EA	1.34
Edit	20320	Dryline Grip Correction Tape, White Opaque Film 1/16"x335"	2.00	EA	1.290	EA	2.58
Edit	19260	6x9" Steno pad, green tint 80/Sheets - Ampad #25-274,	6.00	EA	0.646	EA	3.88
Edit	20101	Yellow Note Pad, 50 Sheets Ruled 8.5x11" - Everett, Ampad	6.00	EA	0.498	EA	2.99
Edit	19229	Full Size Stapler, Silver - Rapid #E14 Only **NO SUBS**	2.00	EA	3.320	EA	6.64
						Item Total	64.56
						Tax	5.17
						Shipping	0.00
						Total	69.73

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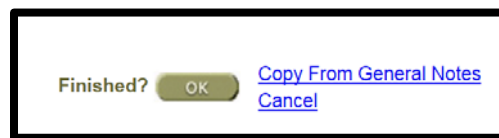
15. You may print this page for your records by selecting **“Order Print”** from the drop down menu in the upper right hand corner of the screen and clicking **GO**.



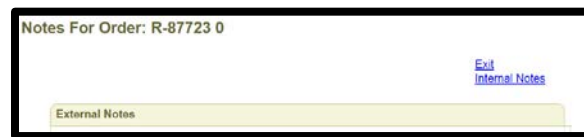
16. Still on the Order Summary page, and using the drop down menu in the upper right hand corner, choose “**Edit Notes**” and click **GO**. Warehouse will only see External Notes, enter the department or name of a specific for delivery (ex. Joel Parks/Custodial)



17. Click the **Finished?/OK** button near the top of the screen.



18. Click on the **Exit**, in the upper right hand side of the screen.



19. Back on the Order Summary screen, on the upper left area of the screen, click **Submit Now** to finalize your order requisition.



- Warehouse requisitions do not require approvals. The system will check for funds, so as long as funds are available, the order will be processed.
- Check back on the status of your requisitions, they should show “Ready to Print”.
 - If a requisition is “future” status could be in Override. It will be your responsibility to transfer funds or contact Fiscal Services to release the requisition. Your requisition will not be processed until it is released.
 - If a requisition is in “creation” status or those in future status that are not held up for funding should be reported to Purchasing Administrative Assistant.
 - Email: mary.hendricks@desertsands.us, 760-771-8567, X18567
- Please pay close attention to the annual Purchasing Deadlines when planning your ordering activities