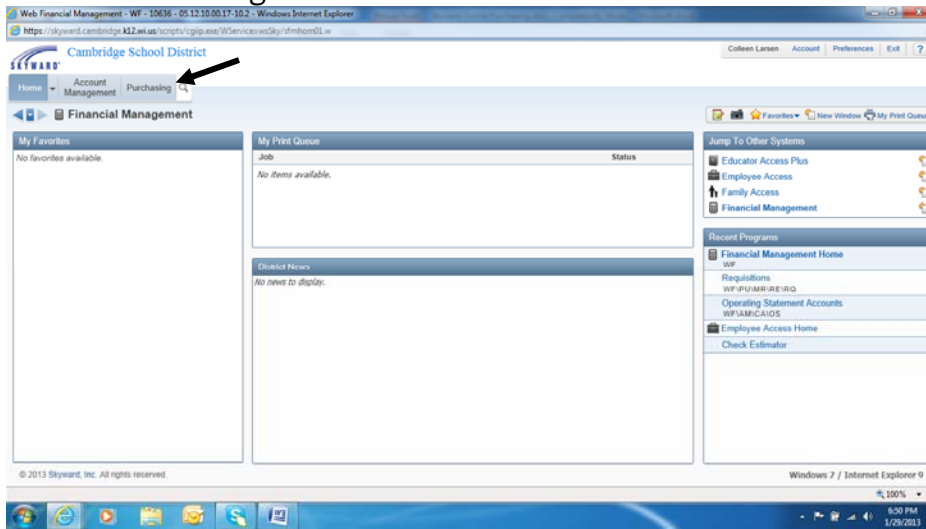
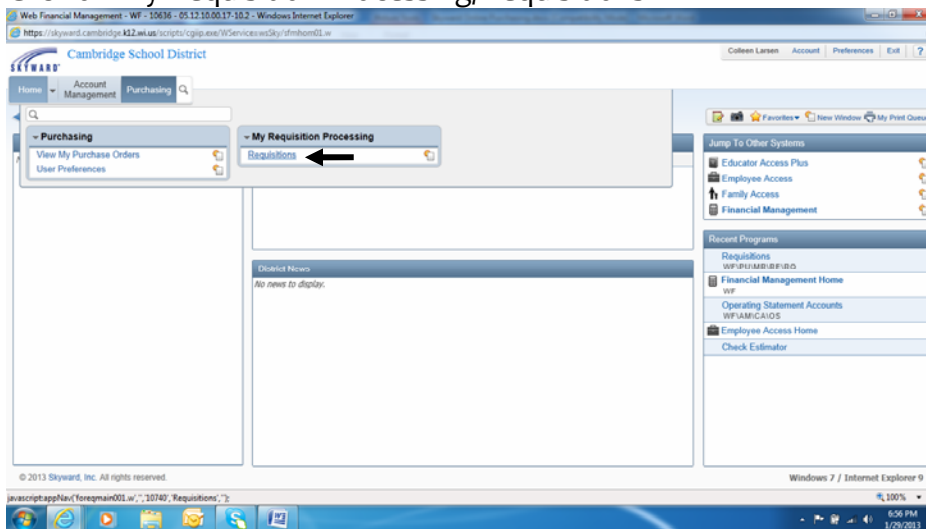


# Create a Requisition for NASCO

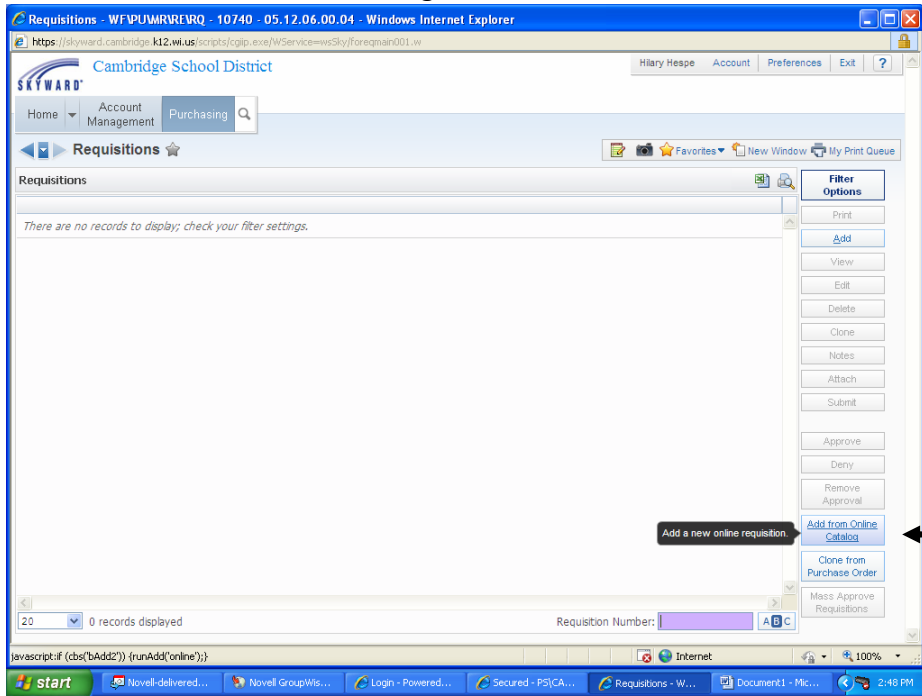
WEB - Financial Management System  
Click on Purchasing



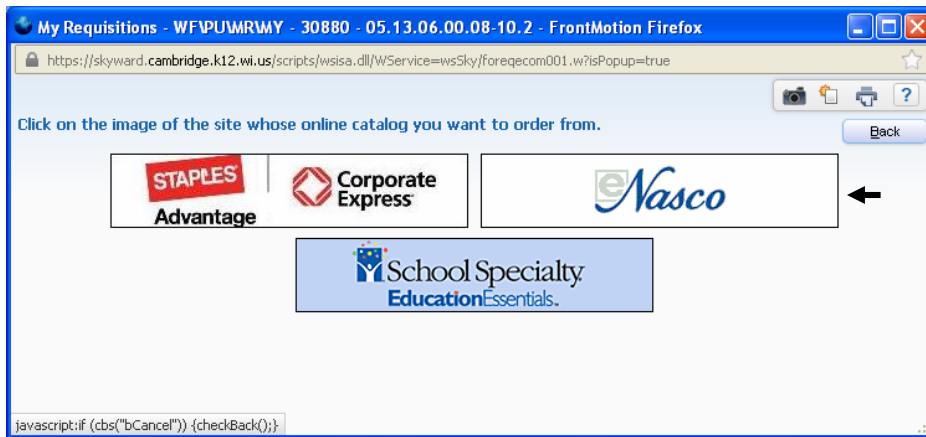
Click on My Requisition Processing/Requisitions



## Click on Add from Online Catalog



## Click on Nasco



## Confirm/Select Requisition Group

This determines who the requisition goes to for approval so choose accurately!

## Confirm/Select Fiscal Year

## Enter a (short) Description

## Confirm/Select Ship To

## Confirm/Enter (Ship To) Attention

## Click on Save and Add Detail (on right)

Requisition Master Information - WFPUWRVREQ - 10740 - 05.12.06.00.04 - Windows Internet Explorer

https://skyward.com/ridge.k12.wi.us/scripts/cgip.exe/WService=msSky/reqmaster001.wi

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

**Requisition Setup Information**

Requisition Group: 200 - MIDDLE SCHOOL  
Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

Account allocation by total requisition amount (YMA).  
Account allocation by each requisition detail line (YDA).

**Requisition Information**

\* Batch Number: 29  
\* Description: ENTER A DESCRIPTION

Vendor: NASCO  
\* Ship To: NIKOLAY MIDDLE SCHOOL 211 SOUTH STREET CAMBRIDGE WI 53523  
Attention: HILARY HESPE  
\* Due Date: 06/29/2012 Friday  
Ship Date: 06/29/2012 Friday  
Ship Via: Best Method  
Contract:

Asterisk (\*) denotes a required field

Save master information and add a single detail item.

Save and Add Detail  
Back

javascript:if (cbs("bnext1")) {initSave("addDetail")};

Internet 100%

Page 3 Sec 1 3/3 At 2.3" Ln 8 Col 1 REC TRK EXT OVR

start Novell-deliv... Novell Grou... Login - Pow... Secured - P... Requisitions... Requisition... Document1... 2:53 PM

## Find the item you would like to order

eNasco Online Catalogs Worldwide Service To Education, Health, Agriculture, Industry - Windows Internet Explorer

http://www.enasco.com/action/default

# eNasco

Dedicated to Delivery

eNasco PunchOut! | Order Status | Contact Us | 1-800-558-9595

Home Arts & Crafts Education Farm Supplies / Ag Science Health Training Lab Sampling / Whirl-Pak® Senior Activities

Search term or Product number GO Quick Order Form Sign-up for Email Updates

### Customer Care

"What you need... When you need it!"  
Dedicated to Delivery!

About Us  
eNasco has what you're looking for - school supplies, farm and ranch products, art materials, health care trainers, educational and teacher resources, senior care items, and more! Learn more about Nasco.

### Highlights

- Quick Order Form
- Type-in PDF Order Form
- Write-in PDF Order Form
- Educational Kits
- Free Activities/ Lesson Plans
- Xenopus

**eNasco - fast and friendly**  
The smart shoppers choice for 70 years.  
Browse or shop online by clicking on one of our categories below.

|                       |                            |                      |
|-----------------------|----------------------------|----------------------|
| FARM & RANCH          | ARTS and CRAFTS            | SCIENCE              |
| Agricultural Sciences | Family & Consumer Sciences | Dissection Materials |
| Showing & Grooming    | Nutrition                  | Math                 |
| HEALTHCARE            | Early Learning             | TEAM SPORTS          |
| WHIRL-PAK             | SENIOR ACTIVITIES          | HANDS-ON HEALTH      |
| Reading Resources     | SPECIAL ED EDUCATION       |                      |

### Customer Service

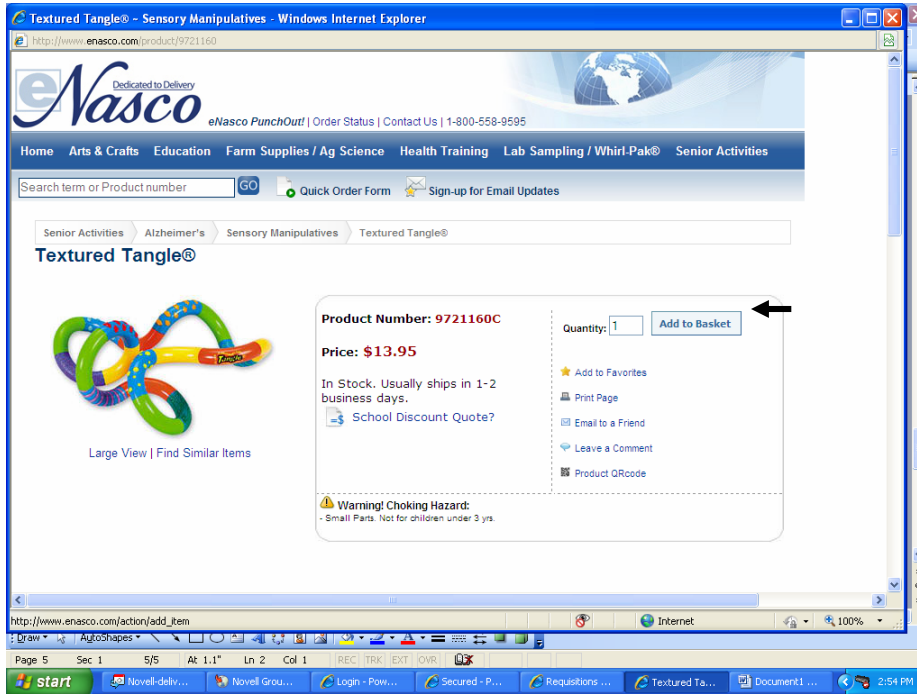
Your phone representative is available:  
1-800-558-9595  
Weekdays 7 a.m. - 6 p.m.  
Saturday 8 a.m. - 12 noon  
Order on-line anytime  
When will my order ship?

Internet 100%

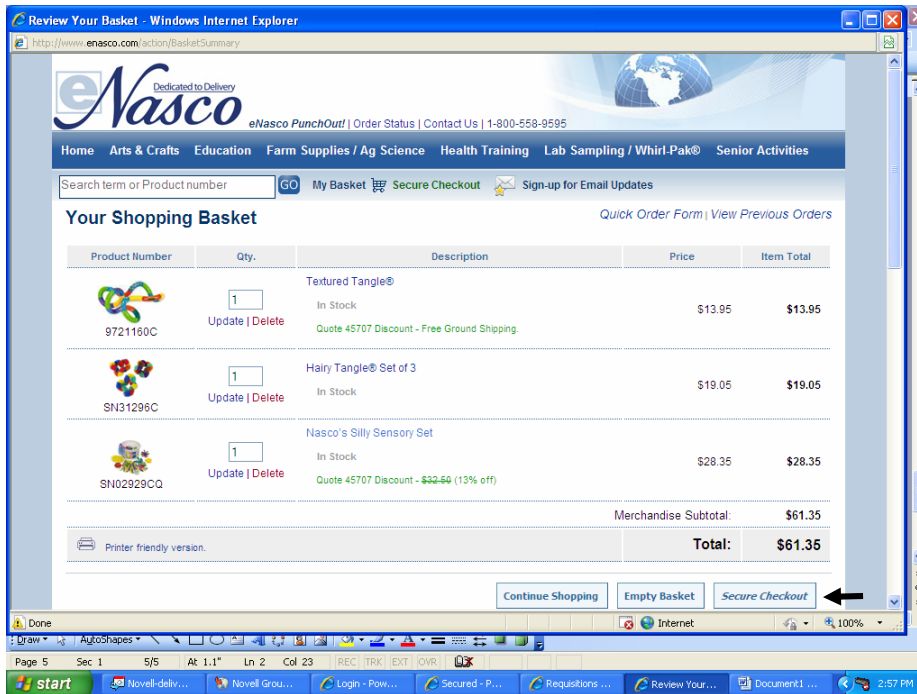
Page 4 Sec 1 4/4 At 1.1" Ln 2 Col 1 REC TRK EXT OVR

start Novell-deliv... Novell Grou... Login - Pow... Secured - P... Requisitions... eNASCO On... Document1... 2:53 PM

Enter Quantity  
Click on Add to Basket



Continue Shopping until your basket contains all desired items  
Click on Secure Checkout



If you receive this screen, select your shipping option  
 Click on Continue to Payment & Review

**Nasco Checkout - Shipping Options - FrontMotion Firefox**

https://www.enasco.com/action/Checkout/Shipping

**eNasco** Dedicated to Delivery

Address Information | Review & Payment | Order Complete

CHOOSE SHIPPING OPTION FOR SHIPPING FROM 53523-9547

- USPS Priority Mail - \$7.07
- Ground Service - \$10.68
- Three Day Select - \$12.52
- Second Day Air - \$18.18
- Next Day Air - \$29.83

**Continue to Payment & Review**

**Having trouble placing your order?**

U.S.A. and Canadian Customers: Call toll-free 1-800-558-9595

For all other international inquiries: Call 1-920-563-2446 and ask for the International Sales Department.

**Shopping Help**  
 Bilingual Products  
 How to Place an Order  
 Search Help  
 Program Supplies  
 Register or Login  
 Summer Camp

**Distributors-Dealers-Vendors**  
 Got a New Product for Us?  
 Purchase Order Terms & Conditions  
 Sales Directors and Buyers  
 Second Source Form  
 Supplier Guidelines  
 Vendor Shipping & Routing Guides

**Safe & Secure Shopping**  
 Check Order Status  
 Coupon Exceptions  
 Frequently Asked Questions  
 International Orders  
 Privacy Policy  
 Shipping & Delivery

**Company Information**  
 About Us  
 Customer Service  
 Catalog Outlet Stores  
 Request a Catalog  
 Site Directory  
 Sustainability

**2013 Updates**

Find us on Facebook

**Life form. NASCO Guard**

Click on Send Punchout Document

**Nasco Punchout - Final Review - FrontMotion Firefox**

https://www.enasco.com/action/Checkout/Review/Punchout

**eNasco** Dedicated to Delivery

Address Information | Review & Payment | Order Complete

**Order Details:** [Modify This Basket](#)

| Product Number            | Qty. | Description                 | Price   | Item Total     |
|---------------------------|------|-----------------------------|---------|----------------|
| 9721160C                  | 1    | Textured Tangle® (In Stock) | \$14.95 | \$14.95        |
| Merchandise Subtotal:     |      |                             |         | \$14.95        |
| Shipping: Ground Service: |      |                             |         | \$10.68        |
| <b>TOTAL:</b>             |      |                             |         | <b>\$25.63</b> |

**Send Punchout Document**

**Having trouble placing your order?**

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**Shopping Help**  
 Bilingual Products  
 How to Place an Order  
 Search Help  
 Program Supplies

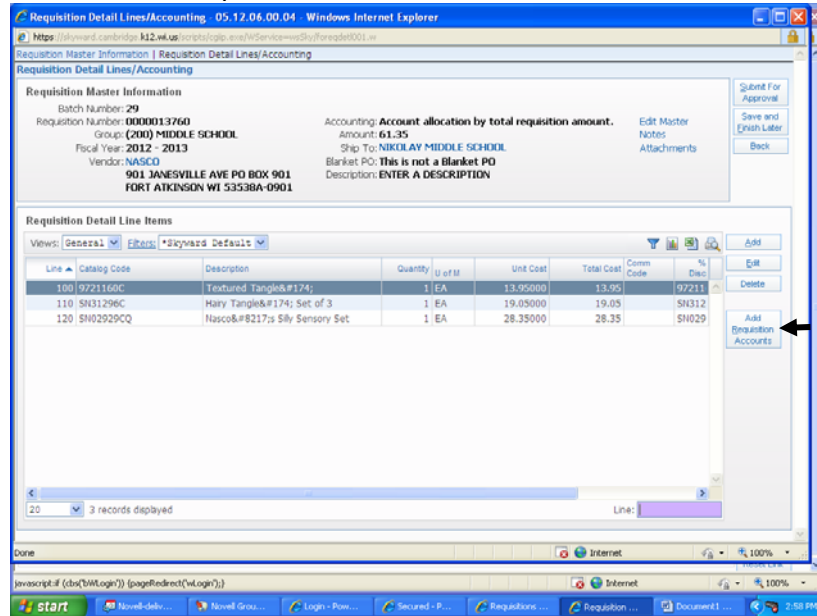
**Distributors-Dealers-Vendors**  
 Got a New Product for Us?  
 Purchase Order Terms & Conditions  
 Sales Directors and Buyers  
 Second Source Form

**Safe & Secure Shopping**  
 Check Order Status  
 Coupon Exceptions  
 Frequently Asked Questions  
 International Orders

**Company Information**  
 About Us  
 Customer Service  
 Catalog Outlet Stores  
 Request a Catalog

Your items will be populated into the Purchase Order. All pricing and shipping will be correct based on our agreement with NASCO. **DO NOT add Requisition Detail Line for shipping.**

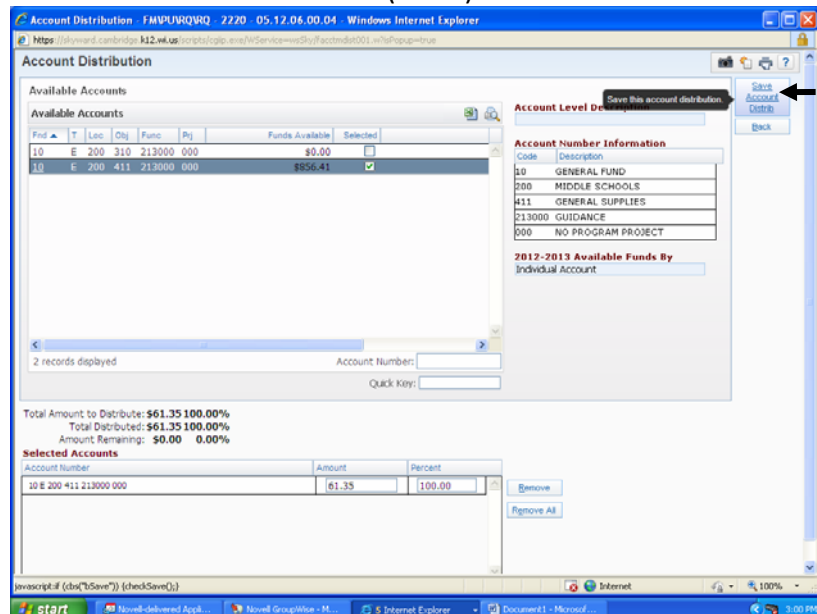
### Click on Add Requisition Accounts



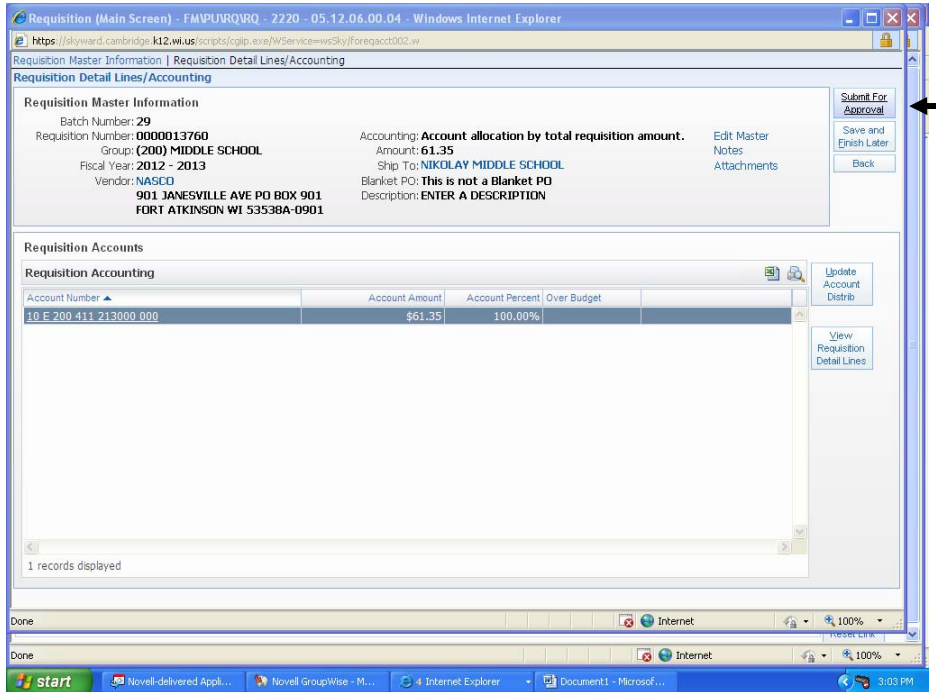
Select the Account(s) that should be used to pay for the purchase.

- Multiple Account(s) can be selected if expense should be split
- Selected Account(s) must have funds available in order for the requisition to be submitted.
- Activity Account balances display in reverse sign so can and should be used when displaying as a “negative”.
- **If you don't have access to the account that should be charged, please contact the District Office.**

### Click on Save Account Distrib(ution)



Click on Submit for Approval  
(or Save and Finish Later)



The Requisition will be in the list

If Status is WFH – The requisition has been submitted and is Waiting For Higher (approval)

If Status is WIP – The requisition was saved only – you will need to submit when ready

Special processing CANNOT be done for these orders, please DO NOT include Notes or Attach(ment).

