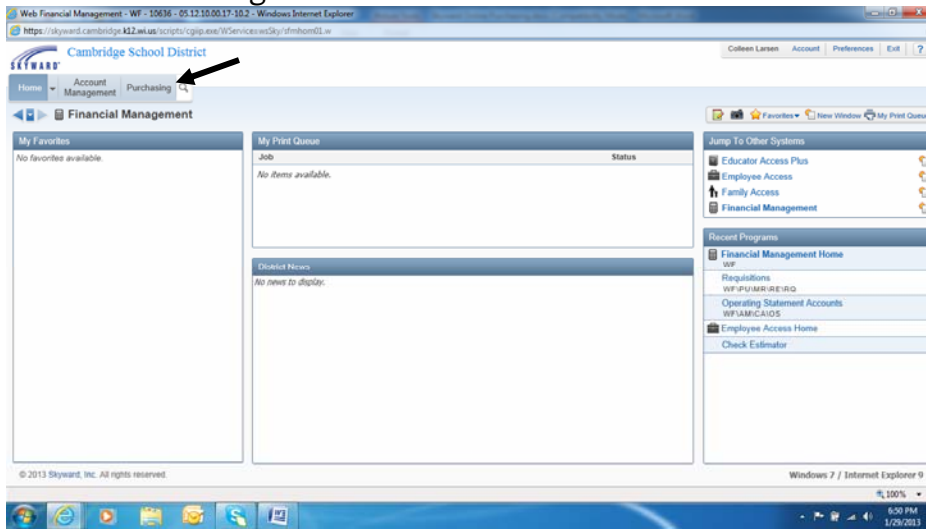


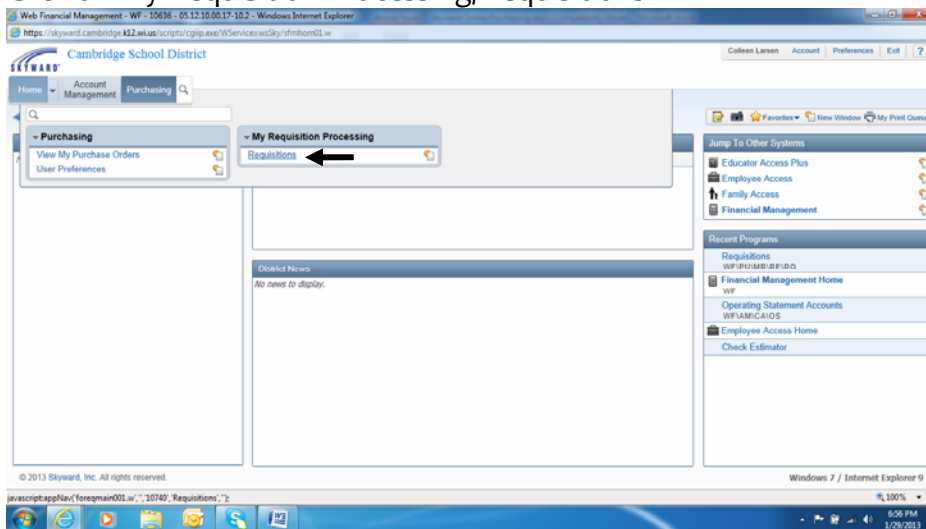
# Create a Requisition for Staples

WEB - Financial Management System

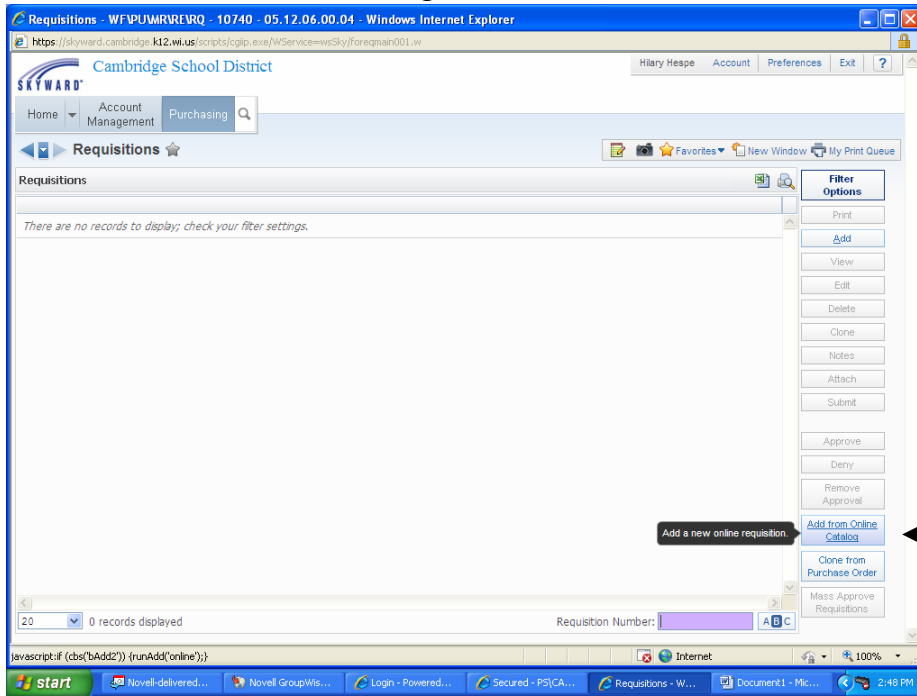
Click on Purchasing



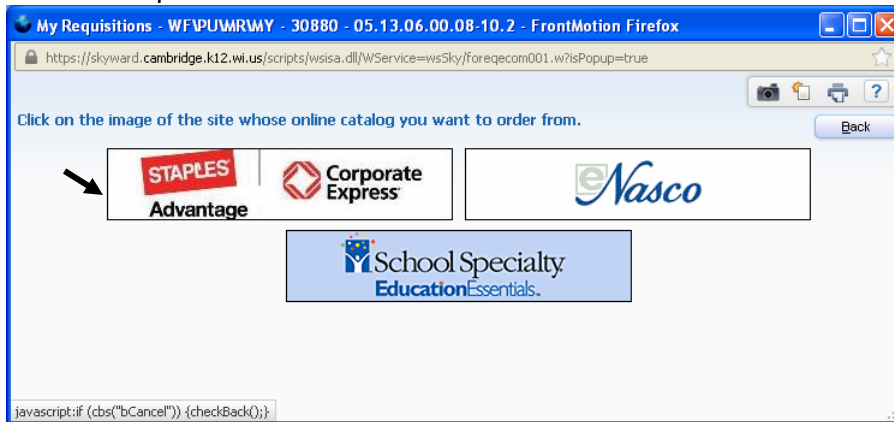
Click on My Requisition Processing/Requisitions



## Click on Add from Online Catalog



## Click on Staples



## Confirm/Select Requisition Group

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

## Confirm/Select Fiscal Year

## Enter a Description

## Confirm/Select Ship To

## Confirm/Enter (Ship To) Attention

## Click Save and Add Detail (on right)

Requisition Master Information - WFPURRWY - 30880 - 05.13.06.00.08-10.2 - FrontMotion Firefox

https://skyyard.cambridge.k12.wi.us/scripts/wssia.dll/WService=wsSky/foreqmast001.w

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

**Requisition Setup Information**

Requisition Group: 000 - DEFAULT GROUP  
Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014

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

**Requisition Information**

\* Batch Number: 07  
\* Description:  
Vendor: CORPORATE EXPRESS  
\* Ship To: SCHOOL DISTRICT OF CAMBRIDGE 403 BLUE JAY WAY CAMBRIDGE WI 53523  
Attention:  
\* Due Date: 10/07/2013 Monday  
Ship Date: 10/07/2013 Monday  
Ship Via:  
Contract:

Asterisk (\*) denotes a required field

Save and Add Detail  
Back

## Find the item you would like to order

Home Page - FrontMotion Firefox

https://ac-order.staplesadvantage.com/webapp/wcs/stores/servlet/home?TheParty=3PP&ShipTo=70000000001&269654&display>WelcomeMsg=Y&langId=-1&cs=1381163084546&portalCount

Customer ID: 14401760ET

Home | Customer Service | Messages(0)

STAPLES Advantage

0 Items \$6.00  
View Checkout

Shop By Category

- Ink & Toner Finder
- Apple
- Boards | Easels | Dry-Erase
- Calendars | Planners
- Cleaning | Maintenance
- Coffee | Water | Snacks
- Custom: Imprint | Stamps
- Envelopes | Labels | Mailing
- Filing | Binders | Organizers
- First Aid | Medical Supplies
- Furniture | Chairs | Cabinets
- Paper | Notebooks | Cards
- PCs | Drives | Accessories
- Pens | Desk Supplies | Tape
- Printers | Machines | Cameras
- Safety Supplies
- School | Awards | Art
- Security | Banking | Cash

My Orders My Account Ink & Toner Finder Special Offers

Quick Order City: Your Shopping Lists  
Quick Order Item # 1 Add to Cart Order Multiple Items Please select a list

**Choose pink.**  
Get the supplies you need and support a great cause.  
Shop now

Products listed will reflect your company's assortment.

Featured Products View All

Enter Quantity  
Click on Add to Cart

The screenshot shows the Staples Advantage website interface. At the top, the search bar contains '554c' and the search button is visible. The cart icon shows '0 Items \$0.00'. Below the search bar, there are navigation links for 'My Orders', 'My Account', 'Ink & Toner Finder', and 'Special Offers'. The search results section displays two items: 'Southworth Linen Business Paper, 24-lb., White, 8 1/2" x 11", 500 Bx' and 'Southworth Linen Business Paper, White, 24 lb, 8 1/2" x 11"'. Each item has a quantity input field set to '1' and an 'Add to Cart' button. A red arrow points to the 'Add to Cart' button for the first item.

Continue Shopping until your Cart contains all desired items  
Click on your Cart

This screenshot shows the same website interface as the previous one, but the cart icon now displays '1 Item \$35.49'. A red arrow points to the cart icon. The search results for '554c' remain visible below. The 'Add to Cart' button for the first item is now highlighted in orange, indicating it has been added to the cart.

Click on Submit

**Your Shopping Cart - FrontMotion Firefox**

https://ac-order.staplesadvantage.com/webapp/wcs/stores/servelet/yourorder?ts=1381164772649&operationMode=onProdAltYourOrder&ordAdj=0.00&langId=-1&ts=13811647726472022947

**Southworth Linen Business Paper, 24-lb., White, 8 1/2" x 11", 500/Bx** \$35.49 BX:500 \$35.49 Qty: 1

Staples Item # 719260  
MFR Item # 554C

View all delivery dates Item Total Remove an Item

Sort By Please select

**Order Summary**

Subtotal: \$179.23  
Total: \$179.23

Continue shopping Clear cart Update cart **Submit**

**Your Shopping List Options**

Save this order as a new shopping list or add to an existing shopping list.

Enter list name Create new list

Save this order to an existing list Select a list Save to list

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

Click on Add Requisition Accounts

**Requisition Detail Lines/Accounting - 05.13.06.00.08.10.2 - FrontMotion Firefox**

https://skyward.cambridge.k12.wi.us/scripts/wsisia.dll/WServiceWWSky/foreqdet001.w

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Master Information**

Batch Number: 07  
Requisition Number: 0000014823 Accounting: Account allocation by total requisition amount. Edit Master  
Group: (000) DEFAULT GROUP Amount: 179.23 Notes  
Fiscal Year: 2013 - 2014 Ship To: SCHOOL DISTRICT OF CAMBRIDGE Attachments  
Vendor: STAPLES BUSINESS ADVANTAGE Description: DO Order  
DEPT DET PO BOX 83689  
CHICAGO IL 60696-3689  
\*\*\* This is an Ecommerce Requisition \*\*\*

Submit For Approval  
Save and Finish Later  
Back

**Requisition Detail Line Items**

Views: General Filters: Skyward Default Clone

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost
100	719260	Southworth Linen Business Paper, 24-lb., White, 8 1/2" x 11", 500/Bx	1	BX	35.49000	35.49
110	515975	At-A-Glance 2014 QuickNotes Recycled Desk Calendar Refill, Jan.-Dec., Desk, 3 1/2" x 6"	1	EA	7.99000	7.99
120	515839	At-A-Glance 2014 QuickNotes Recycled Desk Pad, Jan.-Jan., Desk Pad, 22" x 17"	1	EA	14.99000	14.99
130	636620	Paper Mate Profile Ballpoint Stick Pens, Bold Point, 1.4 mm, Assorted Ink / Assorted Barrel, 4/Pk	1	PK	5.16000	5.16
140	811758	Avery Name Badge Label Pad, Portable Label Pads, Blue Border, 3" x 4", 40/Pk	3	PK	3.79000	11.37
150	437354	Nu-Dell Leatherette Certificate/Document Frame, Black, 8	7	PK	14.89000	104.23

6 records displayed Line:

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)

Account Distribution - FMPURQRQ - 2220 - 05.13.06.00.08-10.2 - FrontMotion Firefox

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	Loc	Obj	Func	Pri	Funds Available	Selected	
10	E	800	411	232000	000	\$9,700.46	<input type="checkbox"/>
10	E	800	411	240000	000	\$0.00	<input type="checkbox"/>
10	E	800	411	252000	000	\$712.14	<input checked="" type="checkbox"/>
10	E	800	411	253000	000	\$20,715.41	<input type="checkbox"/>
10	E	800	411	253000	888	\$1,300.00	<input type="checkbox"/>
10	E	800	411	253200	000	\$0.00	<input type="checkbox"/>
10	E	800	411	253300	000	\$0.00	<input type="checkbox"/>
10	E	800	411	253300	887	\$0.00	<input type="checkbox"/>
10	E	800	411	253400	000	\$0.00	<input type="checkbox"/>
10	E	800	411	253700	000	\$2,000.00	<input type="checkbox"/>
10	E	800	411	253700	329	\$0.00	<input type="checkbox"/>
10	E	800	411	254200	000	\$0.00	<input type="checkbox"/>
10	E	800	411	254300	000	\$0.00	<input type="checkbox"/>

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
800	DISTRICT WIDE
411	GENERAL SUPPLIES
252000	FISCAL
000	NO PROGRAM PROJECT

2013-2014 Available Funds By Individual Account

Total Amount to Distribute: \$179,23100.00%  
Total Distributed: \$179,23100.00%  
Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
10 E 800 411 252000 000	179.23	100.00

Buttons: Remove, Remove All, Save Account Distrib, Back

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

Requisition (Main Screen) - FMPURQRQ - 2220 - 05.13.06.00.08-10.2 - FrontMotion Firefox

Requisition Master Information

Batch Number: 07

Requisition Number: 000014823

Group: (000) DEFAULT GROUP

Fiscal Year: 2013 - 2014

Vendor: STAPLES BUSINESS ADVANTAGE  
DEPT DET PO BOX 93689  
CHICAGO IL 60696-3689  
\*\*\* This is an Ecommerce Requisition \*\*\*

Accounting: Account allocation by total requisition amount.

Amount: 179.23

Ship To: SCHOOL DISTRICT OF CAMBRIDGE

Description: DO Order

Buttons: Submit for Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments

Requisition Accounts

Account Number	Account Amount	Account Percent	Over Budget
10 E 800 411 252000 000	\$179.23	100.00%	

Buttons: Update Account Distrib, View Requisition Detail Lines

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).

Requisition Number	App Sts	Today's Sts	A/O Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000014772	WIP		0	06	General supplies for main office	STAPLES BUSINESS ADVANTAGE	IL	244.78	BARNETT, J