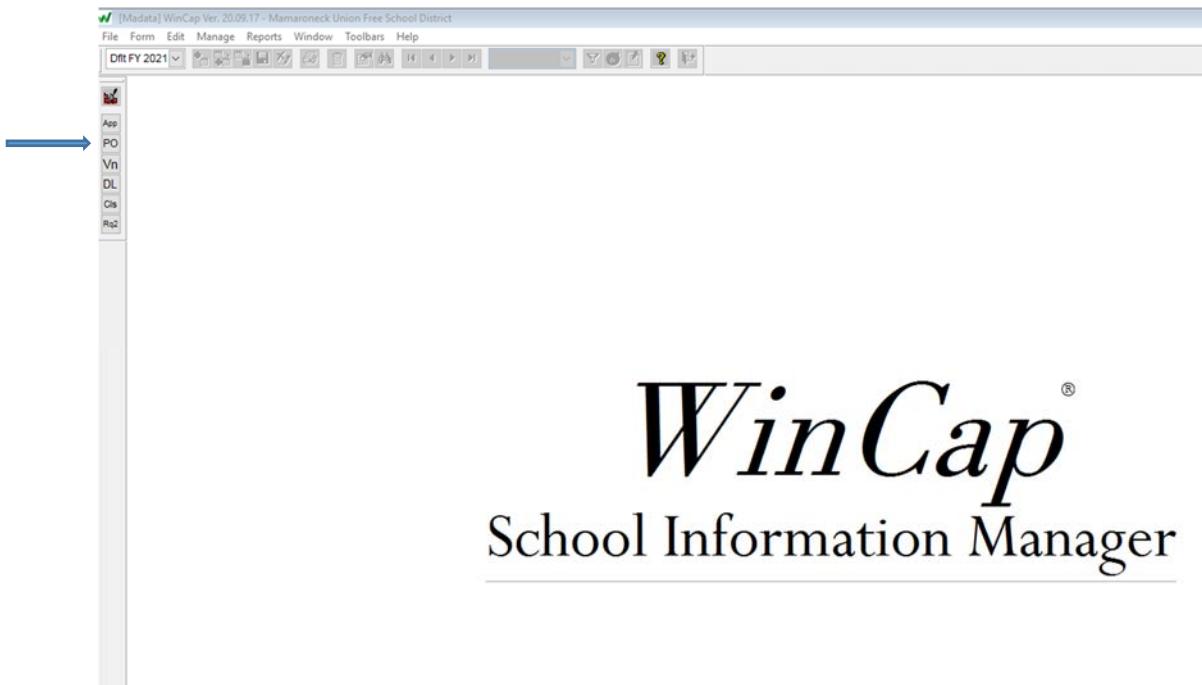


## Entering a Pending



Click on the “building block” for PO.

A screenshot of the WinCap Purchase Order entry screen. The title bar says "Purchase Order [21-01668]". The main area has tabs for "Information", "Line Items", "P.O. Text" (which is selected), "Budget Distr.", "Fixed Assets", "Vendor Addr", "Vendor Notes", and "Attachment".  

P.O. #	Other Reference	Description	Open-Printed	P.O. Date
2021	21-01668	PND-01740 BLICK ART MATERIALS	Open	09/23/2020

Information tab details:

Vendor	022029	BLICK ART MATERIALS
Fund	A	GENERAL FUND
Requisitioner	SWALL	Wallach\Sylvia Fassler
Requestor	BUSOP	Asst Sup Business Operation-Wallach
Location	00	Central Administration
Department	ADMN	Business Administration

Right panel checkboxes (under Open-Printed):

- Blanket
- Confirming
- Print Original
- External Attachment
- Recurring
- Issue & Pay
- Prepay
- Manual

Order Address section:

Address ID	BLICK ART MATERIALS 1849 GREEN BAY RD STE 310 HIGHLAND PARK, IL 60035
------------	--

Contact information:

E-Mail:	purchaseorders@dickblick.com
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Shipping Address section:

Address ID	DSTRCT Mamaroneck Union Free School District 1000 West Boston Post Road Mamaroneck, NY 10543
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Contact information:

Contact	Giovanna Mascoli
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Click on the “Add” icon.

This is what a NEW PND request looks like

The screenshot shows the WinCap Purchase Order [Add ToBeAssgnd] window. At the top, there's a toolbar with icons for file operations like Save, Print, and Exit. Below the toolbar, the menu bar includes File, Form, Edit, Manage, Reports, Window, Toolbars, and Help. The main window title is "Purchase Order [Add ToBeAssgnd]".

The window has several tabs at the top: P.O. #, Other Reference, Description, and a cyan-colored tab labeled "Entry In Progress". The "P.O. #" field contains "2021" and "ToBeAssgnd". The "P.O. Date" field shows "09/28/2020".

The main area contains several input fields and dropdown menus. Under "Information", fields include Vendor (Blank), Fund (Multiple Funds), Requisitioner (Blank), Requestor (Blank), Location (Blank), and Department (Blank). To the right of these fields is a group of checkboxes for document types: Blanket, Confirming, Print Original (which is checked), External Attachment, Recurring, Issue & Pay, Prepay, and Manual.

Below the information section are "Bid/Ctg." and "Order Address" sections. The "Order Address" section includes an "Address ID" field and a "Contact" field. To the right is a "Shipping Address" section with an "Address ID" field, a "Contact" field, and a "No Delivery" checkbox.

1. Choose a vendor - use the looking glass icon to search for the vendor and click OK.

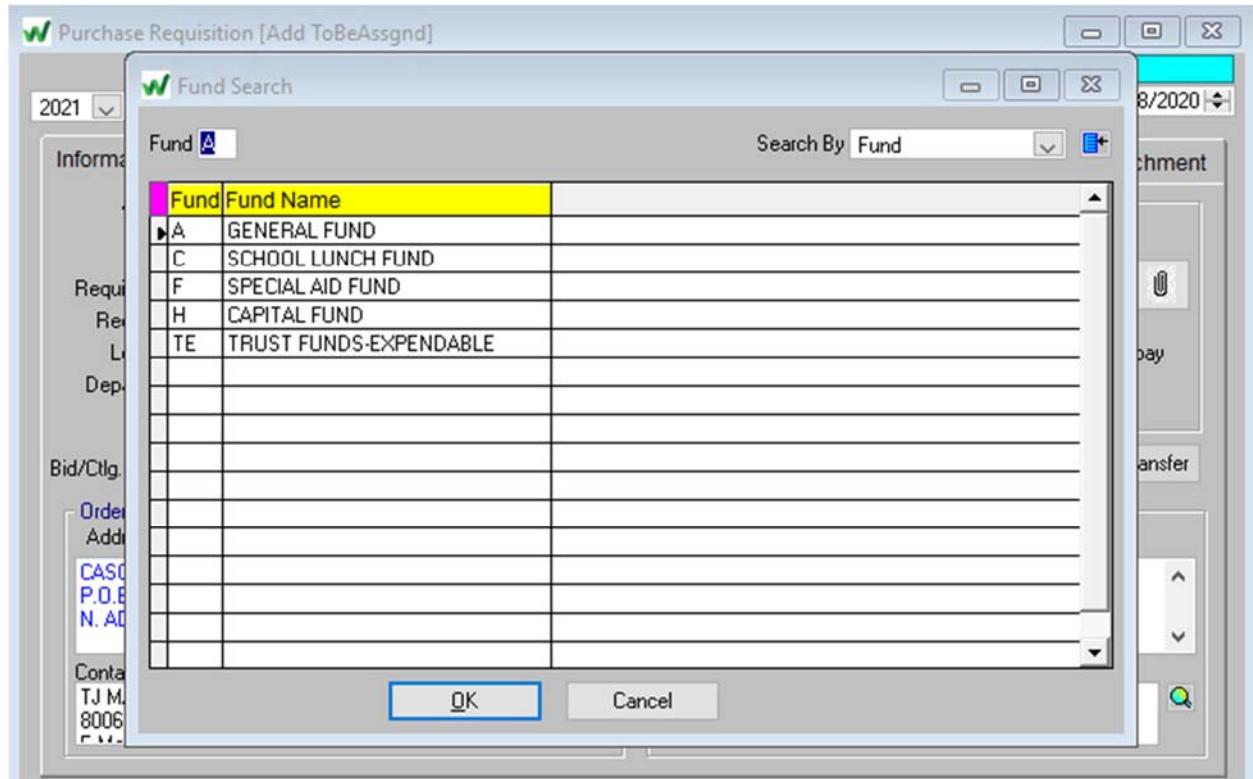
The screenshot shows the Vendor Search window. It has a search bar at the top with the text "Sort Name CASCAD". Below the search bar is a table with columns: Sort Name, Address line 1, ID, Emp, Addr ID, QuickRef, City, State, Zip, Name line 2, Address line 2, Name, and TaxID.

The table lists numerous vendors, including:

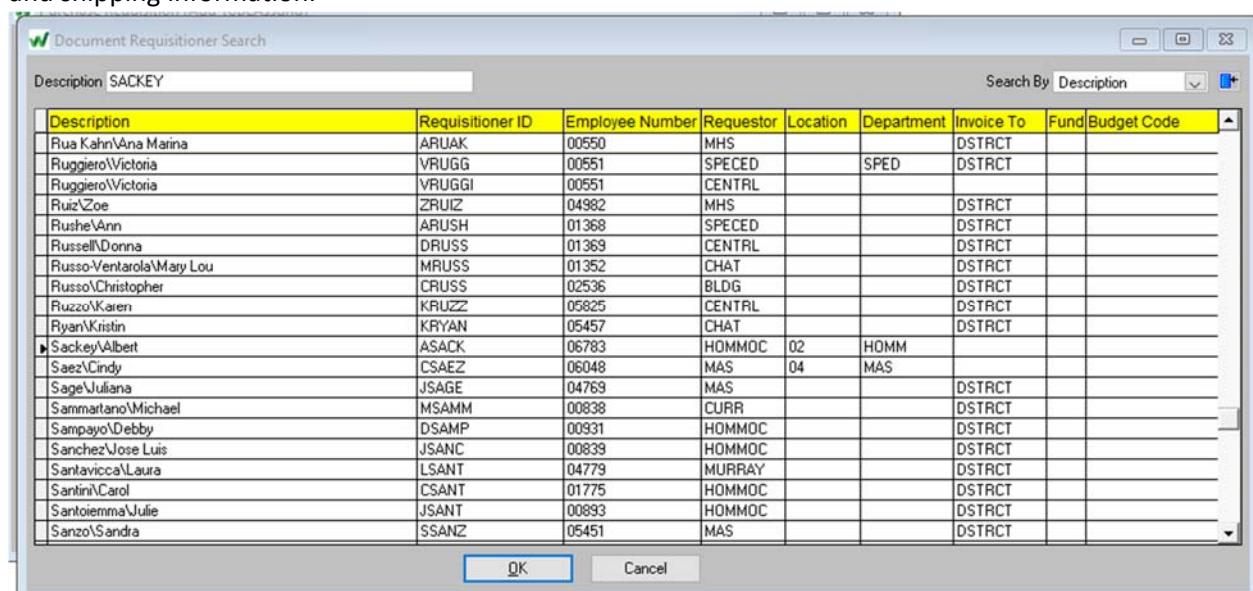
- CARSON DELLOSA PUBLISHING COMPANY, LLC
- CARTER PERTAINE
- CARTER PERTAINE INC.
- CARUS PUBLISHING COMPANY
- CARUS PUBLISHING COMPANY
- CARUSO, GLORIA
- CARUSO, NIKKI ANN
- CARUSO, SUSANNE
- CARVER JR, TYRONE
- Carver, Jr,Tyrone
- CASA CONFERENCES
- CASABRRO CONSULTING INC.
- CASCADE SCHOOL SUPPLIES
- CASEY MR. & MRS. RICHARD & JUDITH
- Cash Class Debt Service
- CASH CLASS GEN FUND
- Cash Class Tax Cert Reserve G/F
- CASPER PH.D.\ MAUREEN
- CAST
- CASTAR\ STEVE

At the bottom of the table are "OK" and "Cancel" buttons.

2. Vendor will populate in PND. Next click on looking glass for Fund and choose A-General Fund and click OK.



3. The Requisitioner is the person asking for the order. In general the Requisitioner ID is the first initial and first four letters of the last name but you can also search the name by clicking on the looking glass, typing in the last name, choosing and clicking OK. This will populate the location and shipping information.



At this point, the Information page of the PND is complete. Example below.

Purchase Requisition [Add ToBeAssgnd]

P.O. #	Other Reference	Description	Entry In Progress	
2021	ToBeAssgnd		P.O. Date	09/28/2020
Information	Line Items	P.O. Text	Budget Distr.	Fixed Assets
Vendor Fund	014413 A	CASCADE SCHOOL SUPPLIES GENERAL FUND		Requisitioner Requestor Location Department
SACKY ALBERT	SACKY ALBERT	HOMMOCKS MIDDLE SCHOOL PRINCIPAL-SACKY		
02	02	HOMMOCKS MIDDLE SCHOOL		
HOMM	HOMM	HOMMOCKS MIDDLE SCHOOL		
			<input type="checkbox"/> Blanket <input type="checkbox"/> Confirming <input checked="" type="checkbox"/> Print Original <input type="checkbox"/> External Attachment <input type="checkbox"/> Recurring <input type="checkbox"/> Issue & Pay <input type="checkbox"/> Prepay <input type="checkbox"/> Manual	
Bid/Dir. <input type="text" value="Blank"/> Add to <input type="checkbox"/>			Transfer	
Order Address Address ID <input type="text"/> <input type="button" value="Search"/>		Shipping Address Address ID <input type="text" value="HOMM"/> <input type="button" value="Search"/> <input type="checkbox"/> No Delivery		
CASCADE SCHOOL SUPPLIES P.O.B. 780 N. ADAMS, MA 01247		HOMMOCKS SCHOOL 130 HOMMOCKS ROAD LARCHMONT, NY 10538		
Contact TJ MASSELLI 8006285078 Fax:8662986578 E-Mail:1000000000@CASCADESCHOOLSUPPLIES.COM		Contact Albert Sackey		

Click on the “Line Item” Tab to continue. Below is the BLANK line item screen.

Input Line item description, qty, unit price, the fund will automatically populate as A, then using the looking glass choose the budget code.

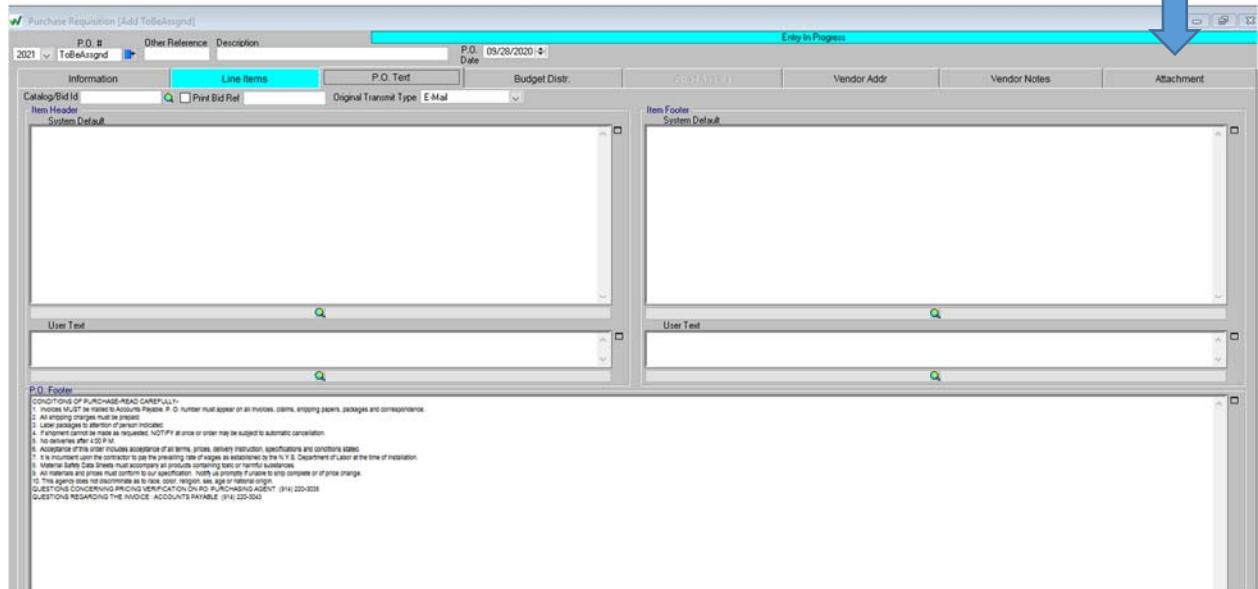
Once all like items are input click on the “P.O. Text” tab. In the lower left “User Text” box input the contract information and or any special notes to the vendor.

**P.O. #** Other Reference Description **P.O. Date** **Entry In Progress**

2021 **ToBeAssigned**  **Original Transmit Type** E-Mail

Information	Line Items	P.O. Text	Budget Distr.	Comments	Vendor Addr	Vendor Notes	Attachment
Catalog/Bid Id <input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/> Print Bid Ref	Original Transmit Type E-Mail					
Item Header System Default				Item Footer System Default			
User Text <input type="button" value="Search"/>				User Text <input type="button" value="Search"/>			
<b>P.O. Footer</b> <b>CONDITIONS OF PURCHASE-READ CAREFULLY:</b> 1. This document is a Purchase Requisition. P. O. number must appear on all invoices, claims, shipping papers, packages and correspondence. 2. All shipping charges must be prepaid. 3. Late packages to attention of person indicated. 4. Failure to pay shipping charges will result in rejection of P.O. and/or order may be subject to automatic cancellation. 5. No deliveries after 4:00 P.M. 6. Acceptance of this P.O. constitutes acceptance of all terms, prices, delivery instructions, specifications and conditions stated. 7. If required, the contractor to file the prevailing rate of wages as established by the N.Y.S. Department of Labor at the time of installation. 8. Material Safety Data Sheets must accompany all products containing toxic or harmful substances. 9. Any changes in quantity, description, price, delivery date, or delivery point must be approved by company or of price change. 10. This agency does not discriminate as to race, color, religion, sex, age or national origin. <b>QUESTIONS CONCERNING PRICING VERIFICATION ON P.O. TO PURCHASING AGENT (914) 222-3028</b> Questions concerning the awards, kickbacks, kickouts etc. call							

Once notes have been entered, skip to the last tab, the “Attachment” tab. Follow instructions on how to attach a document to a PO.



Once all documents are attached go back review all information to confirm correct and once reviewed, click on the “Line Item” tab and click on the Approve button. (Mine says Issue, yours will say Approve). This will save the PND to the approval level of your Administrator so they are able to view and approve.

