If your site requires a delivery for chemical or supplies (detergent, sanitizer, paper, pencils, etc) you must create a new order and add the items needed. Please follow the directions below:

- 1) Go to Back of the House > Procurement > Shopping List > Enter Shopping List (120100).
- 2) Click the **NEW** button.

| 🐱 Enter Shopping List 🛛 🛛 🔀 |   |           |                   |                             |                      |  |            |                     |       |  |
|-----------------------------|---|-----------|-------------------|-----------------------------|----------------------|--|------------|---------------------|-------|--|
| <u>Fi</u> le <u>G</u>       | ioto  |           |                   | _                           |                      |  |            |                     |       |  |
| i 🔎 De                      | etails I 🖬 🔹  | 1 of 16   |                   | w <mark>X</mark> Delete 🔒 : | ave 🐑 <u>C</u> ancel | 🛛 🍃 <u>P</u> rint 🛛 🍕  | Help 🛛 👫 🕻 | ose                 |       |  |
| Search Criteria             |   |           |                   |                             |                      |  |            |                     |       |  |
| 9                           | Site: 1482901 🗸 LAUSD Training Site                 |           |                   |                             |                      |  |            |                     |       |  |
| -9                          | - Select Date Range                                 |           |                   |                             |                      |  |            |                     |       |  |
|                             |   |           |                   |                             |                      |  |            |                     |       |  |
| Fr                          | From: (none) 🔻 To: (none) 💌 Vendor: (none) 👻 (none) |           |                   |                             |                      |  |            |                     |       |  |
|                             |   |           |                   |                             |                      |  | Sea        | arc <u>h R</u> eset |       |  |
|                             |   |           | -                 |                             |                      |  |            |                     |       |  |
|                             | Site Name 🗠 🗸                                       | Site ID 🗸 | Parent Site 🗸     | Delivery Date V             | Vendor               | Complete 🗸   | By Site 🔽  | Weekly Order        | Ê     |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 12/24/2009                  | Grocery/Stapl        |  | <u> </u>   |                     | 4     |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/02/2009                  | Grocery/Stapi        |  |            |                     | 4     |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/06/2009                  | Grocery/Stapl        |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/03/2009                  | Goldstar             |  |            |                     | 4     |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/02/2009                  | Goldstar             |  |            |                     | -     |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/05/2009                  | Goldstar             |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/03/2009                  | Meats/Frozen         |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/03/2009                  | Grocery/Stapl        |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/05/2009                  | Meats/Frozen         |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/04/2009                  | Grocery/Stapl        |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/06/2009                  | Meats/Frozen         |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/02/2009                  | Meats/Frozen         |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/05/2009                  | Grocery/Stapl        |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 11/04/2009                  | Meats/Frozen         |  |            |                     |       |  |
|                             | LAUSD Training                                      | 1482901   | LAUSD Central Off | 12/24/2009                  | Goldstar             | Image: A start of the start |            |                     | ~     |  |
|                             |   |           |                   |                             |                      |  |            | Process ID: 12      | 20100 |  |
|                             |   |           |                   |                             |                      |  |            | FIOCESS 10, 12      | .0100 |  |

## 3) The Enter Shopping List popup appears.

- a. Select the name of the vendor (Chemical/Supplies).
- a. Click OK.

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|----------------|----------------------------------|--|------------------|
| 🐱 OneSource    |                                  |  | 💶 🗗 🗙            |
| Eile Edit      | Go To Quick Create Fg            | avorites Help  |                  |
| Make Selection | LAUSD Cent                       | tral Office - KIMBERLY Goebel - Communications Connected 11  | /21/2012 8:40 AM |
| 🚮) Shopping Li | st Enter Si                      | hopping List   | _                |
|                | 📚 Enter Shopping List            |  | ×                |
| Menu Plan C    | File Goto                        |  |                  |
| 🗾 Order Consc  | ; Details   I I                  | 1 of 1   ▶ ▶   L New X Delete   Save 🗠 Cancel   🔆 Brint   🧶 Help   № Close   |                  |
| 🔟 Edit Consoli | Search Criteria<br>Site: 0000000 | LAUX Enter Shopping List   |                  |
| 📕 File Setup   | - Select Date Range              | Site: 1289001 💌 CATSKILL EL 💌  |                  |
| Import/Exp     | From: (none)                     | Vendor: S Chemical/Supples Search Reset  |                  |
|                | Site Name 4 🗸                    | Site ID<br>Order By Site V Week<br>Orde  | Y                |
|                |                                  |  |                  |
|                |                                  |  |                  |
|                |                                  | OK Cancel  |                  |
|                |                                  |  |                  |
|                |                                  |  |                  |
|                | No pending changes               | Process ID: 120  | )100             |
|                | Location://                      | Back of the House/ Procurement/ Shopping List/   | _                |
| My Home Page   | Front of the House               | Back of System Peports Contine Help System Reports Management Provide State St |                  |
|                |                                  |  |                  |
| 🛃 start 🔰      | Se OneSource                     | 🙀 Enter Shopping List  | 😽 🗞 📎            |

- 4) The **Enter Shopping List** screen appears.
  - a. Select the **Delivery Date** of when you normally receive a grocery/supplies delivery from the drop-down calendar.
  - b. In the text box for **Stock Number\***, enter the stock number(s) of the items needed:
  - c. Using the **Tab** key, navigate down and enter the **Quantity needed**.
  - d. Hit the **Tab** key once more and click the **OK** button.
  - e. Check the **Order Complete Box** when you have added all of the items needed.
  - f. Click the **Save** button.
- 5) Click the **Close** button to close out of the **Shopping List** window.
- 6) Repeat steps 2 *through 4* for all **Delivery Dates** that you require an order.
- 7) Return to the **Homepage**, by clicking the **Home** button.

| 🔉 Enter Shopping List  |   |
|--|---|
| Eile <u>G</u> oto  | f f   |
| Search   | Vew 🗙 Delete 📊 Save 🔽 Cancel 😓 Print 🦃 Help 👫 Close   |
| Site: 1482901 V LAUSD Training Site a                              | Delivery Date 12/16/2009 👻 🗸 Order Complete 🔽 Display Item Details  |
| Ouick Entry   Shopping List Entry   Order Comments                 |   |
| b Stock Number: NO-Goldstar  | On Hand Quantities: On Order:   |
| Stock Description: No Order Required - Goldstar                    | Cases: O Broken: O.OO Cases: O  |
| C Order Quantity: 1 Cost:  | 0.0000 Total Cost: 0.0000   |
| d <u>OK</u> Clear<br>Last Entry:                                   |   |
| - Item Detaik:   |   |
| USAGE HISTORY BY:  Item O Group                                    | Print Shopping List Order Inventory Group: MISCELLANEOUS  |
| Last Year Previous 3 Months 3 Month<br>Dec Jan Feb Nov Oct Sep Avg | View Group List     Preferred Vendor:     Goldstar       Min     Reorder Max     Location:       0     0     50 |
| Total Cases: 0 Total Order Cost: 0                                 | Order Weight/Volume   |
| Changes pending  | Process ID: 120110  |

\*HINT: if you do not know the stock number you can search by item name by clicking on the shopping list entry tab.