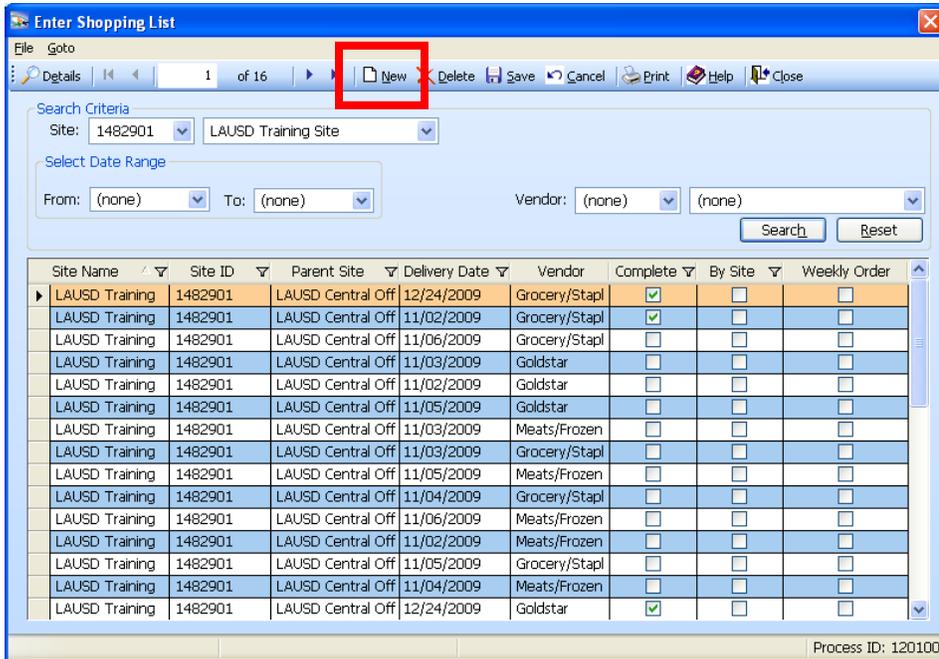


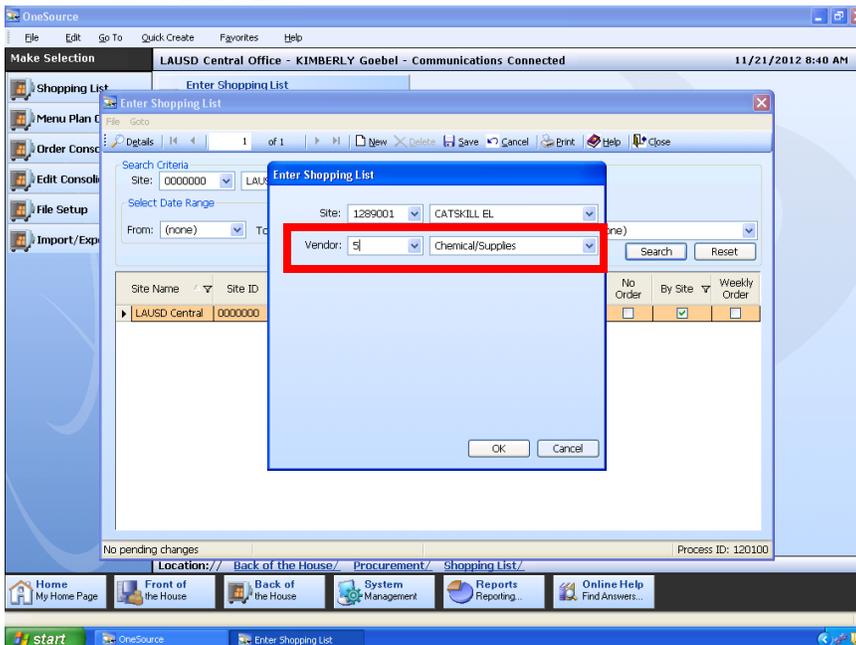
HOW TO ADD A CHEMICAL/SUPPLIES ORDER

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.



- 3) The **Enter Shopping List** popup appears.
 - a. Select the name of the vendor (Chemical/Supplies).
 - a. Click **OK**.



- 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.

The screenshot shows the 'Enter Shopping List' application window. The interface includes a menu bar (File, Goto), a toolbar (Search, List, New, Delete, Save, Cancel, Print, Help, Close), and a main form area. The form is divided into several sections:

- Site:** 1482901 (LAUSD Training Site)
- Delivery Date:** 12/16/2009
- Order Complete:**
- Display Item Details:**
- Quick Entry:** Shopping List Entry | Order Comments
- Stock Number:** NO-Goldstar
- Stock Description:** No Order Required - Goldstar
- Order Quantity:** 1
- Cost:** 0.0000
- Total Cost:** 0.0000
- On Hand Quantities:** Cases: 0, Broken: 0.00
- On Order:** Cases: 0
- Buttons:** OK, Clear
- Last Entry:** (empty text box)
- Item Details:**
 - USAGE HISTORY BY: Item Group
 - Print Shopping List Order
 - View Group List
 - Inventory Group: MISCELLANEOUS
 - Preferred Vendor: Goldstar
 - Location: (empty)
 - Case Weight: 0.00
 - Units per Case: 1 Available: 0
 - Total Cases: 0 Total Order Cost: 0 Order Weight/Volume

Red boxes and letters (a-f) highlight the following elements:

- a:** Delivery Date dropdown
- b:** Stock Number text box
- c:** Order Quantity text box
- d:** OK button
- e:** Order Complete checkbox
- f:** Save button

At the bottom of the window, there is a status bar with the text "Changes pending" and "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.