

# Requisitions: Place Stores Order for KN95 Masks

## 1. CREATE A REQUISITION



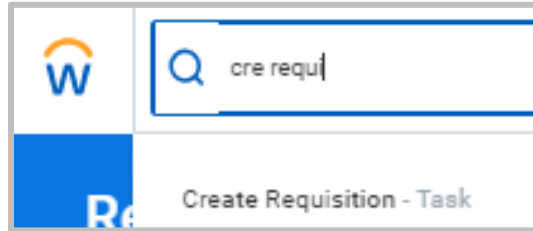
The department places the order(s) on behalf of its employees.

The minimum order is a 100 unit box - 20 packages with 5 masks each. You can order more than one box.

Distribute two packages (10 masks) per employee.

From the **Home** page:

1. Type **cre req** in the search bar and click on the **Create Requisition** task.



2. The **Company, Requester** (your name), **Ship-to** and your **default worktags** will display.
  - a. Select **Stores Requisition** for the **Requisition Type**.
  - b. Enter your regular department worktags. **The KN95 masks are zero cost and do not affect the budget.**
  - c. Enter your office number in the **Location** field and make the appropriate selection if multiple locations will display.

**Create Requisition**

Requester \* x Sandra Camarena (010314) ...

Company \* x South Orange County Community College District ...

Currency \* x USD ...

Requisition Type x Stores Requisition ←

Ship-To \* x 28000 Marguerite Pkwy DELIVER TO WAREHOUSE ONLY Mission Viejo, CA 92692 United States of America ...

Fund x 010 General Fund Unrestricted ...

Cost Center x 13685 SC-Extended Learning ...

Program x 601100 Instructional Deans ...

Location x Saddleback College > SC - HS 244 - Office ...

Additional Worktags

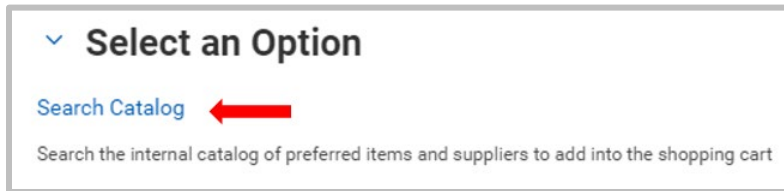
3. Click  .

# Requisitions: Place Stores Order for KN95 Masks

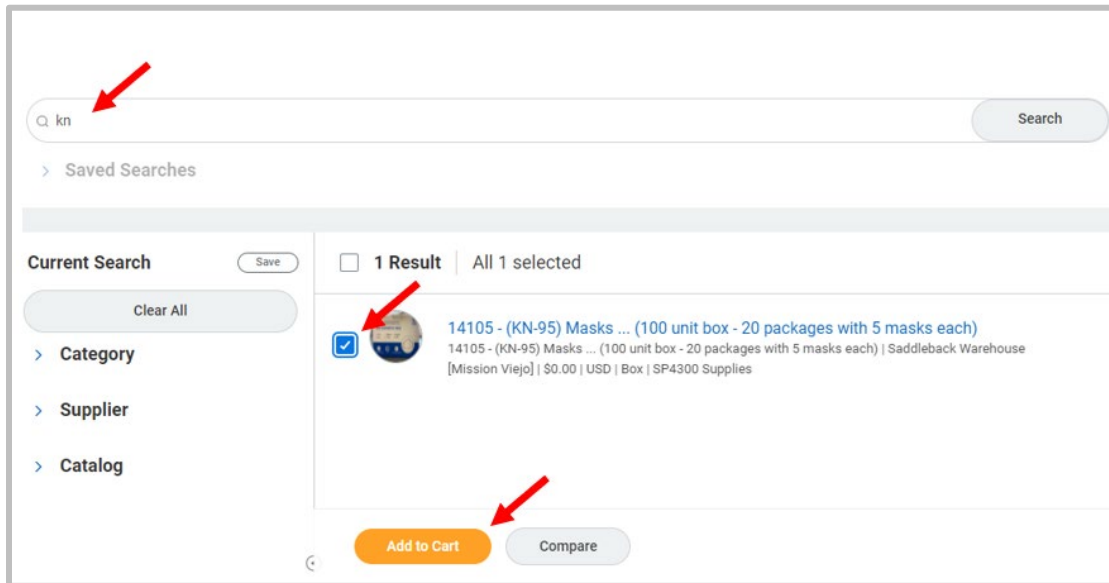
## 2. SEARCH CATALOG

From the **Create Requisition** screen:


1. Click the **Search Catalog** link.

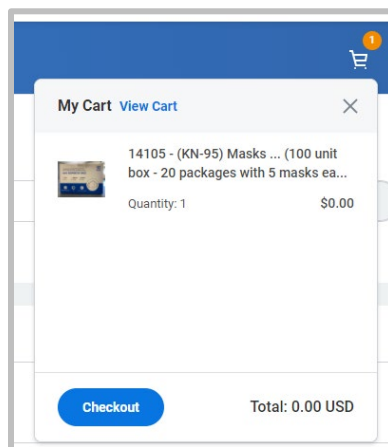


2. Type **KN** in the **Search Catalog** and check the box next to the KN-95 Masks item.



3. Click **Add to Cart** at the bottom of the screen.

4. Click on the **Cart** icon  in the upper right corner. Items in the cart and total amount display.



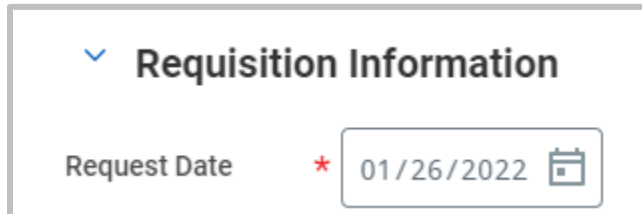
5. Click on the **Checkout** button.

# Requisitions: Place Stores Order for KN95 Masks

## 3. CHECKOUT REQUISITION

From the **Checkout** screen:

- The **Request Date** defaults to today's date.



Requisition Information

Request Date \* 01/26/2022

- If the requisition is processed within the last five calendar days of the month, you will receive an error message instructing to change the **Request Date** to the first day of the next month i.e. 02/01/2022. *This is done to allow the District's monthly close for Workday transactions to be completed in a timely manner.*
- Type to input any notes for Purchasing or Accounting in the **Memo to Supplier** field. **The typical layout does not apply to Stores Requisitions.** It can be left blank.
    - If you need to order more than 1 box update the quantity on the **Goods** line.

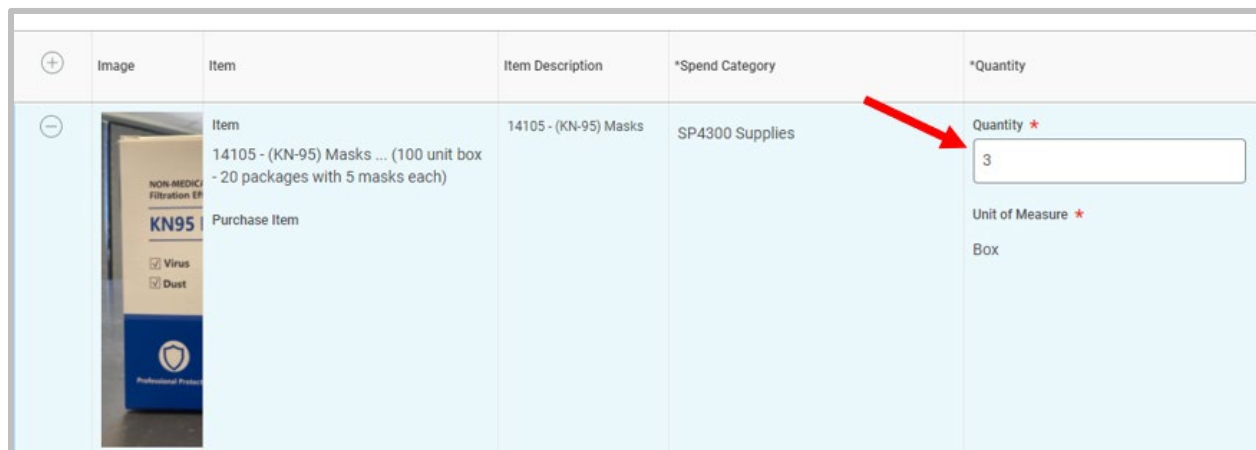




Image	Item	Item Description	*Spend Category	*Quantity
	Item 14105 - (KN-95) Masks ... (100 unit box - 20 packages with 5 masks each) Purchase Item	14105 - (KN-95) Masks	SP4300 Supplies	Quantity * 3 Unit of Measure * Box



Each employee shall receive 2 packages with 5 masks each. Please take this into consideration when you are calculating the **Quantity** for your order.

- Click  to move this along for manager's approval.