Vermilion Local Schools – anonymous requisition form completion

Step 1. Go to - https://www.myscview.com/requisitions/requisition.aspx?d=vls

Step 2. Enter the requestor's email address in box 1.

Step 3. Enter the Vendor No in Box 2 (If you do not know the Vendor No see below for instructions). Once this is completed the vendor's name and address will automatically appear in Box 4. If you cannot find the vendor you are looking for please contact the board office.

Step 4. Enter the Deliver to Vendor No in Box 3, this is the location that the goods will be delivered to. This box will usually be the same every time for the person submitting a requisition. Here are a few commonly used deliver to codes:

VHS – 890139   SMS – 890140   VES – 890141   BUS GARAGE – 890142   BOE - 890143

If you cannot find the Deliver To Vendor No please contact the board office. Box 5 will auto populate.

Instructions continue on the next page -

| Submit | Cancel |

Requester Email
1

Requisition No
(Auto)

Vendor No
2

Deliver To Vendor No
3

Vendor

4

Deliver To

5

Requested PO Date
2/8/2016

Requisition Fund to be used/Description

6

Who will place the order
7

| Add Line | Edit Line | Delete Line | Add a line for shipping charges if needed |

#	Quantity	Unit	Description	Unit Price	Total

No data to display

Step 5. Add a description to Box 6 identifying the fund to be used for this requisition if known or a general description of the requisition request.

Step 6. Select who will place the order in Box 7. You have the choice of placing he order yourself or having the treasurer's office place the order.

Who will place the order

7

I will place order
Treasurer to place order

Step 7. Add line item(s) to the requisition. Click on the button that says "Add Line." Then fill out the Quantity, Unit, Price per unit and Description. Once all of the lines are completed click on the "Update" button. If you have more items that need entered, continuing adding lines until finished. Here is what a line should look like:

Add Line	Edit Line	Delete Line	Add a line for shipping charges if needed		
#	Quantity	Unit	Description	Unit Price	Total

Quantity: 6   Unit: Chairs   Price:
$155.00
Description: Hon Task Chairs

Update   Cancel

*Don't forget to add a line for shipping charges if needed

Here is what your screen might look like after adding 3 line items:

Add Line	Edit Line	Delete Line	Add a line for shipping charges if needed		
#	Quantity	Unit	Description	Unit Price	Total
1	6.000	Chairs	Hon Task Chairs	$155.00	$930.00
2	6.000	Floor Mat	Classroom floor mats for chairs	$45.00	$270.00
3	1.000	Desk	Desk for science lab	$235.00	$235.00

Step 8. Go to the top of the screen and select the "Submit" button.

Submit   Cancel

Here is instructions on how to lookup a Vendor No.

Step 1. Next to Box 2, click on the binoculars icon

Vendor No

2

Step 2. In the Vendor Name box type in the first few letters of the vendors name, the more letters you enter the fewer the results will be. Then select the "find" button, a list of results will display in the lower grid. Once the vendor you are looking for is in the results grid double click on that line and you will be taken back to the main form where the vendor number and address will be populated for you.   This is the same process for the Deliver To Vendor No.

Select Vendor

Vendor Name

stan

Status

Active

Starting Vendor No

Ending Vendor No

Find   Close

No	Name	Phone	Address
79212	STANBURY UNIFORMS, INC	(660) 258-2246	PO BOX 100
78760	STANDARD CHAIR OF GARDNER		1 S MAIN ST
78770	STANDARD DISPLAYS	(216) 771-2449	1615 E 25TH STREET
79050	STANDARD STATIONERY CO	(312) 810-1335	2251 S FOSTER
79200	STANDARD WELDING CO	(800) 523-1898	1864 E 28TH STREET
79205	STAN HWYETT HALL	(330) 836-5533	714 N. PORTAGE PATH
625249	STANLEY HUGHES		37675 DOOVYS ST
628405	STANLEY J KIELAR		1005 SANTA FE COURT
8135	STANLEY SECURITY SOLUTIONS,INC	(800) 758-2378	2350 ELDO ROAD