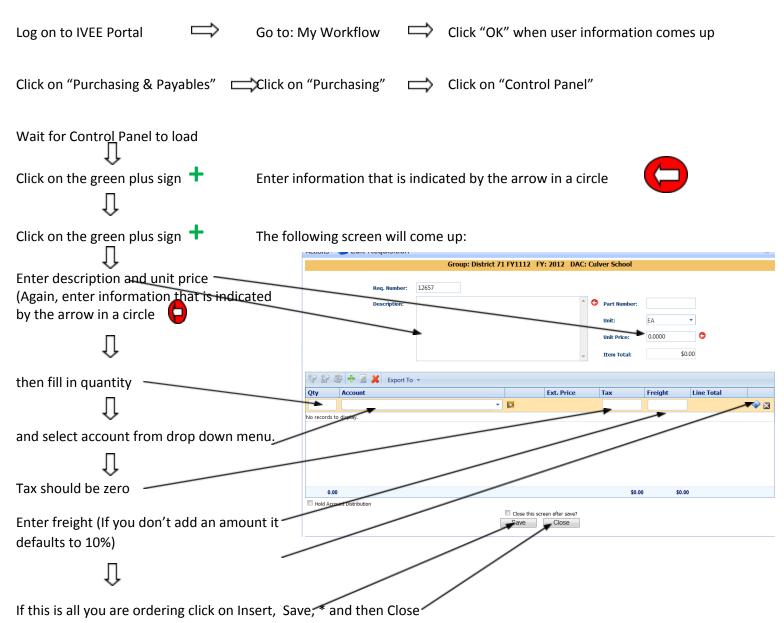
## **Directions for Placing an Order**



A screen will come up with your request. There is a box to check next to a message "Submit for approval. Check this box, click save, and you are done.

		Reg. Number: Reg. Date:	12657	-	Order Via: Project:	Fax		- O	
		Vendors	DEMCO  Culver School  Niles Elementary School District 71		Date Required.	None 12/21/2011	18	o	
		Ship To: Requester			Reference:	Purchase Order		,	
		PO Notes:	Janice Gelsheker	0	Award #: Internal Notes			*	
		Buyeri	W9 Received		Hea	Append Inter	nai Notes	¥	
					Documenta:	Manage			
	1		1	1			1-		
	Part No. W\$12815950 W\$12815910	EA EA	Unit Price	8.7400 2.7400	1	t. Price	53.74 52.74	50.00 50.00	\$0.00 \$0.00
	W\$12815920	5A 5A		3.7400	1		\$3.74	\$0.00	\$0.00
*If you are ordering more than one item, click on Insert, and	W512815940 W512816960	EA		3.7400	1		\$3.74 \$2.74	\$0.00 \$0.00	\$0.00 \$0.00
	\$W12815970	EA		8.7400	1		\$8.74	\$0.00	\$0.00
Save and it will take you to a new screen like this with the									
same Req. Number. Continue to add items until you are done.									
Click Insert and Save after the last one and click on Close. It will				Dear	hit for Approval	\$	22.44	\$0.00	\$0.00
Click insert and save after the last one and click on close. It will	Save Close								
show you a listing of items requested under this number.									
Charle the how next to submit for energy all alightering and you are									
Check the box next to submit for approval, click save, and you ar	e done.								