1. Go into Peoplesoft and click on **Financial Management**

2. Click on **SDPBC Marketplace**
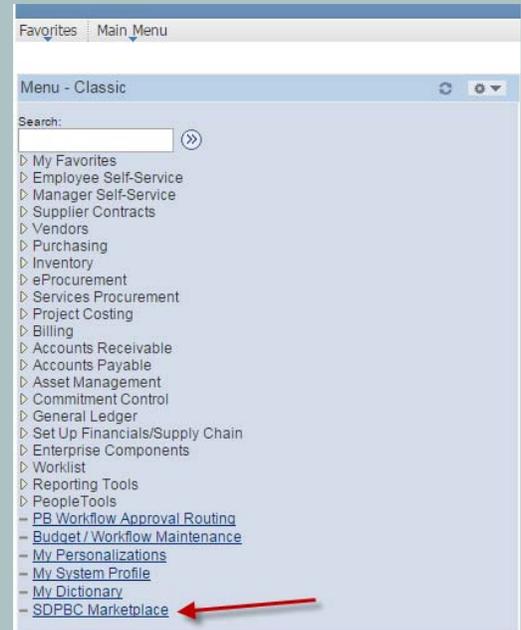
3. Click on **OK**
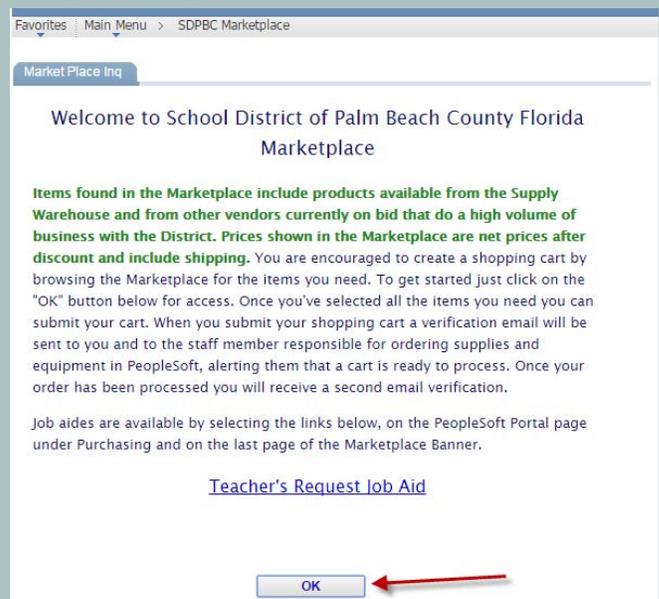
4. Click **Browse by Supplier**

5. Click on **Supply Warehouse**

6. Locate the item by entering the SKU # or Name in the search field , hit **enter**) or scroll to locate item and click on **Add to Cart** located under the item
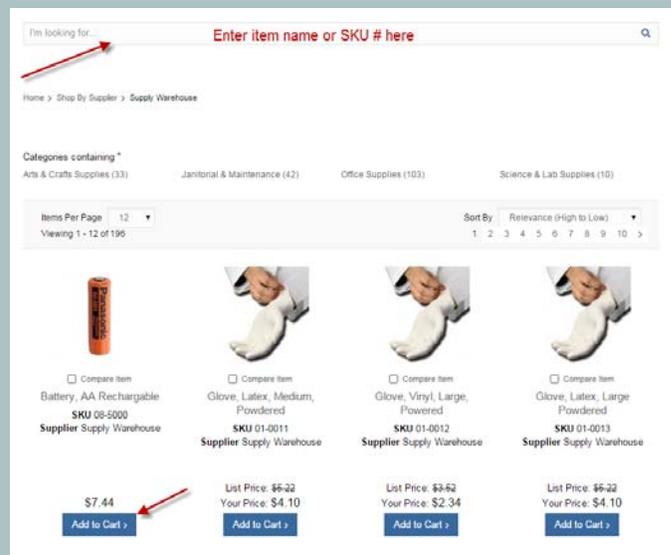
7. Click on **Shopping Cart**
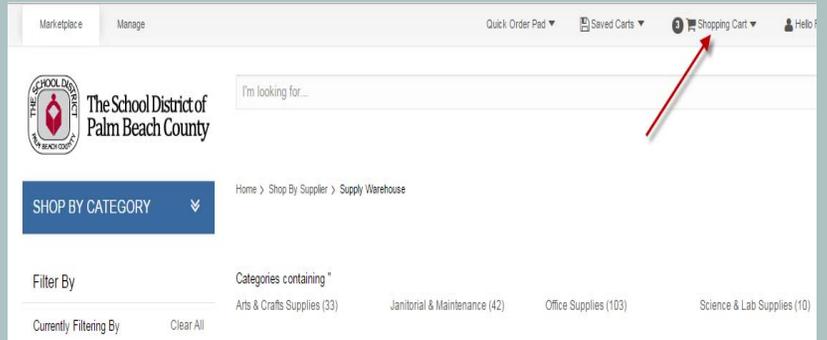
8. Click on **View All Items in Cart**
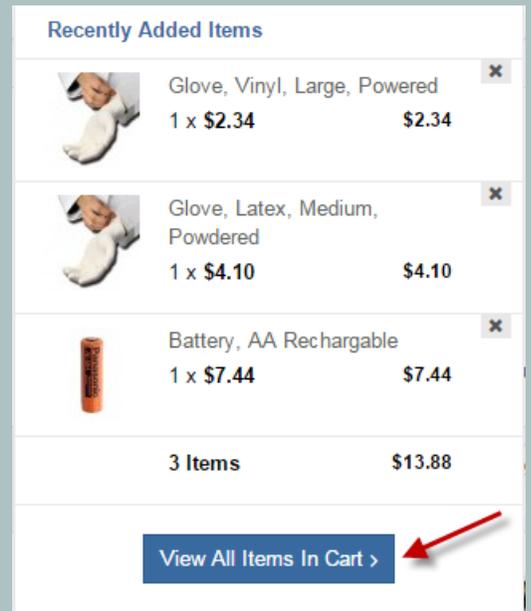
9. Update the quantity of each item and enter

10. Right click to print screen
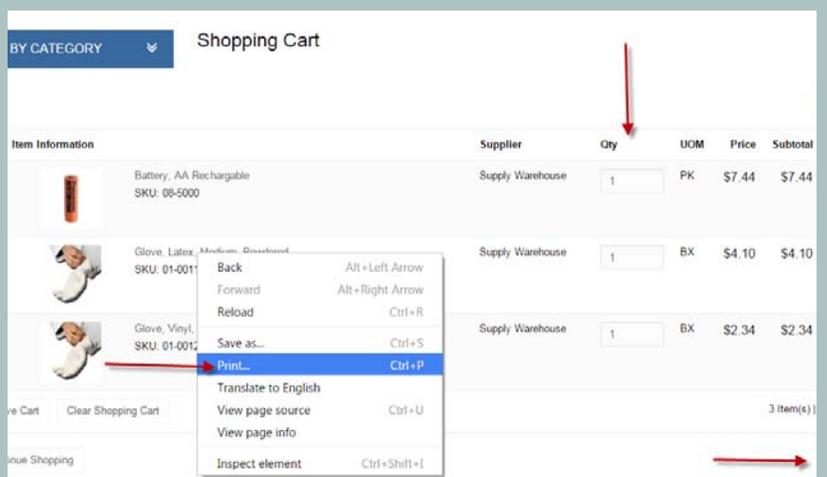
11. Collect the cart printout from your printer and pull up the original PeopleSoft page (you may close the Buyerquest Shopping page if you are done ordering items).

*You will begin to create a warehouse order:*

12. Navigation:
Inventory > **Fulfill Stock Orders** > **Stock Request** > **Create / Update Stock Request**
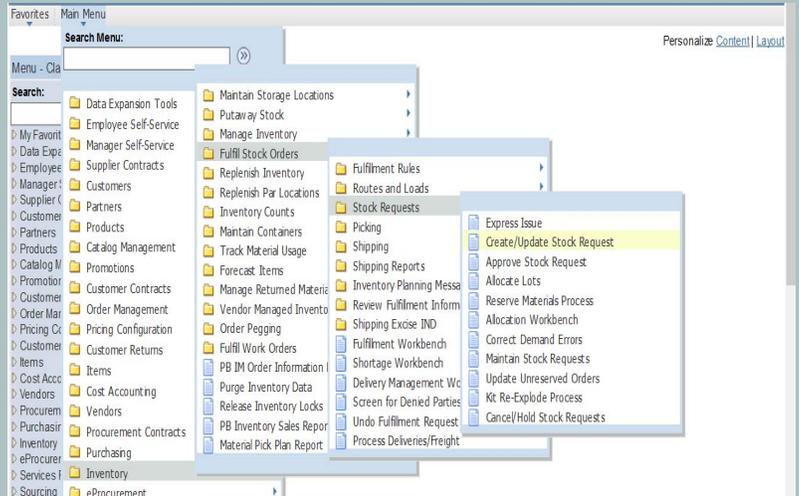
13. Click **Add**
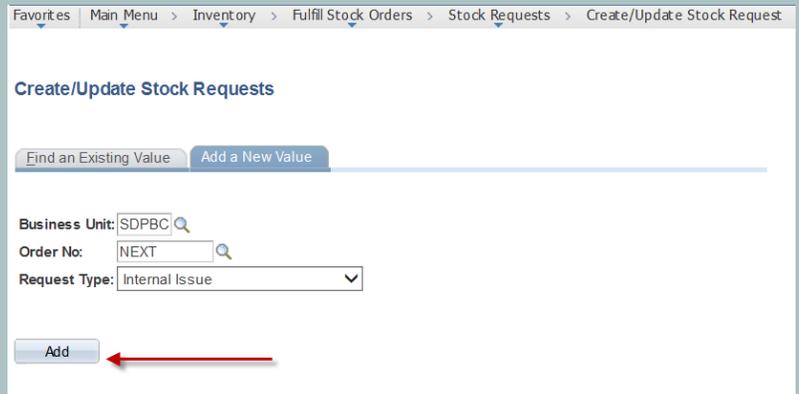
14. Enter the following information:

A. **Location**, which is your Charter School Number

B. **Distrib Type**, which is your Charter School Number

C. Enter the **Item ID** (Found on your printout)

D. Enter the **Quantity** (Found on your printout)

E. Enter the **Schedule Date** (Request date)
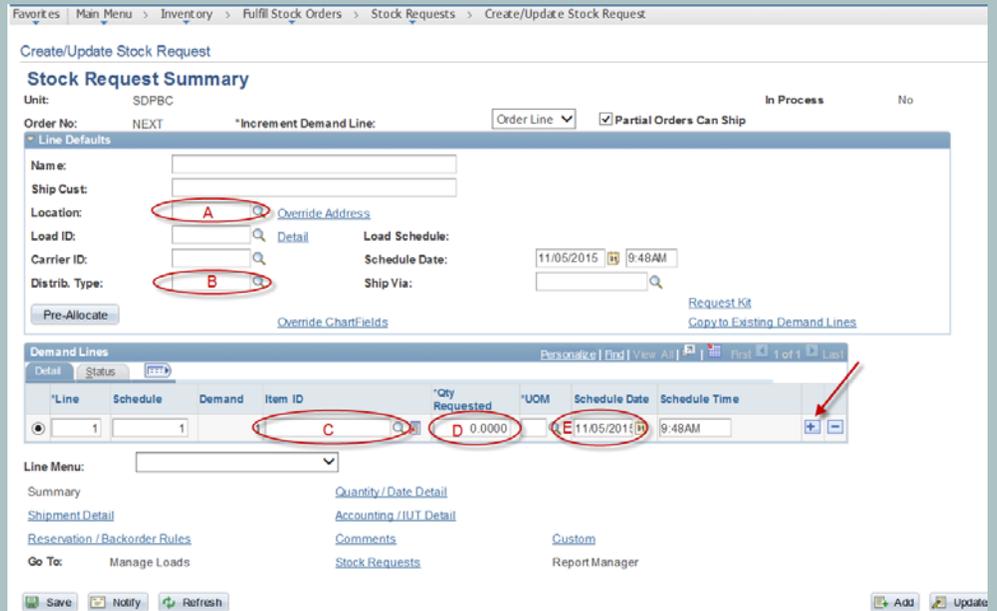
15. Click on the plus sign to add rows to order additional items

*16. Ent*er the number of rows to add, which should equal the number of items on your shopping cart.

17. Click **OK**
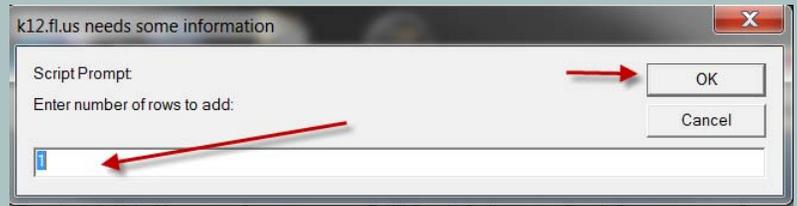
18. Enter the following
    information:

A. **Location**, which is your Charter School Number

B. **Distrib Type**, which is your Charter School Number

C. Enter the **Item ID**
   (Found on your printout)

D. Enter the **Quantity**
   (Found on your printout)

E. Enter the **Schedule Date**
   (Request date)
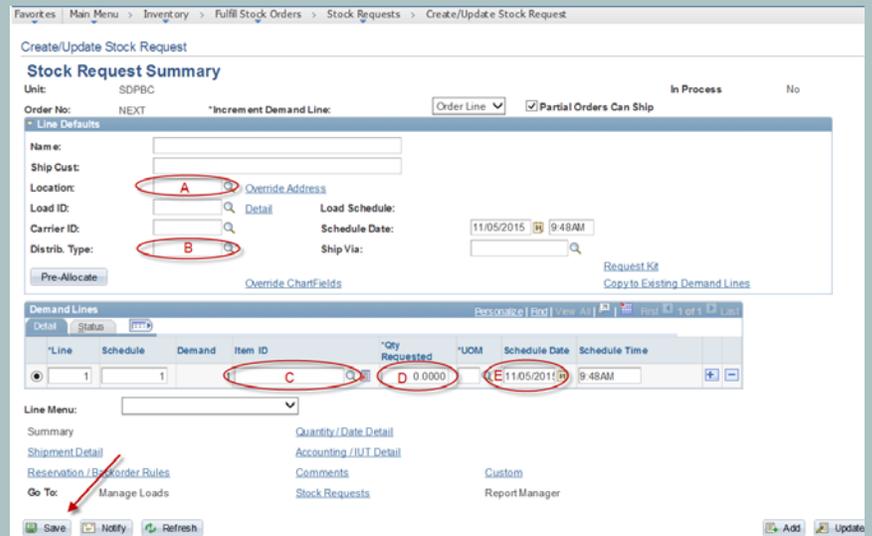
19. Click **Save** when completed

The order is now sent to the Warehouse. Please contact the Warehouse if you have any changes.