



# Chandler Unified School District Warehouse Ordering

Step-by-step guide on how to use the CUSD Warehouse Catalog

## 1. Accessing the Catalog:

- Go to the [CUSD Home Page](#) and click on the [Departments](#) link.
- From the Department Directory, select [Warehouse](#).
- Click on [Warehouse Ordering](#).
- Click on the [Warehouse Catalog and Return Forms](#). You will be navigated to a new page.
- From here you will find the [Warehouse Catalog](#).
  - Bookmark this webpage so you can have direct access to the catalog
- Log in to your account using your CUSD active directory email and password.

## 2. Browsing the Catalog:

- You will find a list of all available warehouse items categorized by description.
- Use the search bar to quickly find specific items by name, category, or keyword.
  - Ex: pencil, art supplies, computer, etc.
- Product can be sorted by clicking the column headers (item number, description, etc.)
- Placing your cursor on the image will enlarge the photo.

The screenshot shows the Warehouse Catalog interface. At the top, there is a navigation bar with the CUSD logo, a "Home" link, and a user greeting "Welcome, Juan Sign out". Below this is the "Warehouse Catalog" title. A search bar is located at the top right, containing the text "paint". A dropdown menu is open on the left side, showing a list of categories including "ART SUPPLIES", "ATHLETIC/PE SUPPLIES", "CLASSROOM/OFFICE SUPPLIES", "COMPUTER", "CONTAINER", "ELECTRIC", "EQUIPMENT SUPPLIES", "FORMS", "FURNITURE", "GROUNDS", "HEALTH/TRAINING SUPPLIES", "HVAC", "IS EQUIPMENT", "LOCKS", "MAINTENANCE", "PAINTING", "PAPER PRODUCTS", "PLUMBING", and "SAFETY". The main content area displays a table of items with columns for "Item Number", "Image", "Description", "Manufacturer", "Quantity", "Unit of Measure", "Unit Price", "Total", and "Action". The table lists several art supplies items, including brushes and clay. A search bar at the bottom of the table also contains the text "paint".

Item Number	Image	Description	Manufacturer	Quantity	Unit of Measure	Unit Price	Total	Action
67301110		BRUSH, FLAT EASEL, 5"						
11215		BRUSH, WATERCOLOR, #10		<input type="text"/>	PKG/12	7.1300	0	<input type="button" value="Add"/>
11220		BRUSH, WATERCOLOR, #4		<input type="text"/>	PKG/12	4.5300	0	<input type="button" value="Add"/>
11235		BRUSH, WATERCOLOR, #7		<input type="text"/>	PKG/12	5.2921	0	<input type="button" value="Add"/>
11910		CHALK, COLORED ASSORTED, PAPER		<input type="text"/>	SET	1.5122	0	<input type="button" value="Add"/>
12015		CLAY, FIRING, WHITE		<input type="text"/>	50LBS	30.4993	0	<input type="button" value="Add"/>
12020		CLAY, MODELING, ASSORTED		<input type="text"/>	BX/4PC	1.2720	0	<input type="button" value="Add"/>

### 3. Placing an Order:

- Enter the quantity you would like to order on the quantity field.
- Click the “Add” button to add each item individually to your shopping cart or use the “Add All” option to add all items with quantities you’ve inputted on the screen.
- The shopping cart is available on the bottom of the page with the items added.

Showing 1 to 10 of 22 entries (filtered from 631 total entries)

Line Number	Item Number	Description	Quantity	Account	Unit of Measure	Unit Price	Grant Project	Action
1	67305970	PAINT, TEMPERA, YELLOW	1	MANUFACTURER MAY VARY	32OZBT	1.9900		Remove
2	67305965	PAINT, TEMPERA, WHITE	1	MANUFACTURER MAY VARY	32OZBT	1.9800		Remove
3	67305950	PAINT, TEMPERA, VIOLET	1	MANUFACTURER MAY VARY	32OZBT	1.9900		Remove
4	67305945	PAINT, TEMPERA, RED	1	MANUFACTURER MAY VARY	32OZBT	1.9700		Remove

Showing 1 to 4 of 4 entries

### 4. Reviewing your shopping cart

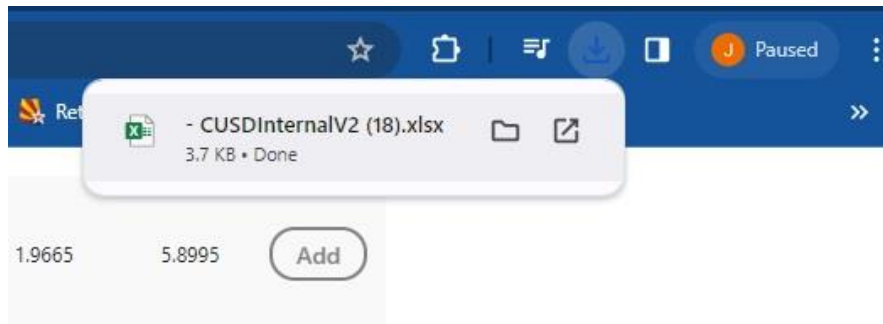
- Once you have added all desired items to your shopping cart, review the list to ensure that the quantities and items listed are accurate.
- The grand total will be listed at the bottom right hand corner of the shopping cart.
- To remove an item, click the remove button.

Showing 1 to 10 of 22 entries (filtered from 631 total entries)

Line Number	Item Number	Description	Quantity	Account	Unit of Measure	Unit Price	Grant Project	Action
1	67305970	PAINT, TEMPERA, YELLOW	1	MANUFACTURER MAY VARY	32OZBT	1.9900		Remove
2	67305965	PAINT, TEMPERA, WHITE	1	MANUFACTURER MAY VARY	32OZBT	1.9800		Remove
3	67305950	PAINT, TEMPERA, VIOLET	1	MANUFACTURER MAY VARY	32OZBT	1.9900		Remove
4	67305945	PAINT, TEMPERA, RED	1	MANUFACTURER MAY VARY	32OZBT	1.9700		Remove

Showing 1 to 4 of 4 entries

**Grand Total: \$7,9300**



A	B	C	D	E	F	G	H
Line Number	Item Number	Description	Quantity	Account	Unit of Measure	Unit Price	Grant Project
1	67305970	PAINT, TEMPERA, YELLOW	2		32OZBT	1.99	
2	67305965	PAINT, TEMPERA, WHITE	1		32OZBT	1.9756	
3	67305950	PAINT, TEMPERA, VIOLET	2		32OZBT	1.99	
4	67305945	PAINT, TEMPERA, RED	3		32OZBT	1.9665	

### 5. Exporting the Order:

- Click the Excel button on the left hand corner of the shopping cart.
- An Excel sheet will download.
- Open the file and save your file in a readily accessible folder.
- Email the file to your site Office Manager to input the order in iVisions.

User List

Excel Print

Line Number	Item Number	Description	Quantity	Account	Unit of Measure	Unit Price	Grant Project	Action
1	67305970	PAINT, TEMPERA, YELLOW	2		32OZBT	1.9900		Remove
2	67305965	PAINT, TEMPERA, WHITE	1		32OZBT	1.9756		Remove
3	67305950	PAINT, TEMPERA, VIOLET	2		32OZBT	1.9900		Remove
4	67305945	PAINT, TEMPERA, RED	3		32OZBT	1.9665		Remove

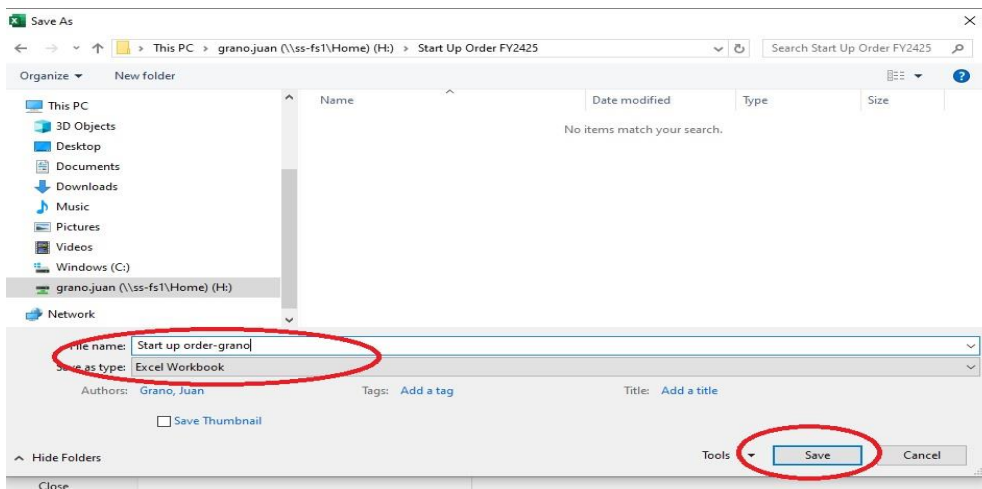
Showing 1 to 4 of 4 entries

Previous 1 Next  
Grand Total: \$15,8351

### 6. Adding Account Codes to File (iVisions Users)

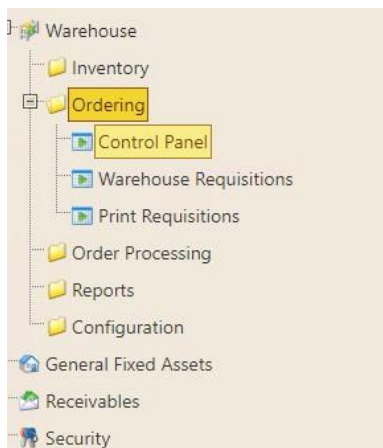
- Open the Excel file with the warehouse items to be ordered
- Column E of the Excel file requires an account code to be added for each item ordered. The required object code for items is listed below. The required object code will be listed next to each item on the warehouse catalog.
  - Supplies (Non Technology)– object 6614
  - Supplies (Technology) – object 6615
  - Furniture – object 6732
  - Technology Equipment – object 6738
- An account code for every item will need to be added to column E, titled Account.
- The account code must be in the format from the example below, including periods. There can be no spaces at the beginning or end of the code for it to import correctly.
  - Ex: 001.100.1000.6614.500.1000.565
- Save your file in a readily accessible folder to upload into iVisions

A	B	C	D	E	F	G	H
Line Number	Item Number	Description	Quantity	Account	Unit of Measure	Unit Price	Grant Project
1	67301235	BRUSH, WATERCOLOR, #7	1	001.100.1000.6614.105.1000.105	PKG/12	5.29	
2	67301220	BRUSH, WATERCOLOR, #4	1		PKG/12	4.53	
3	67301215	BRUSH, WATERCOLOR, #10	1		PKG/12	7.13	

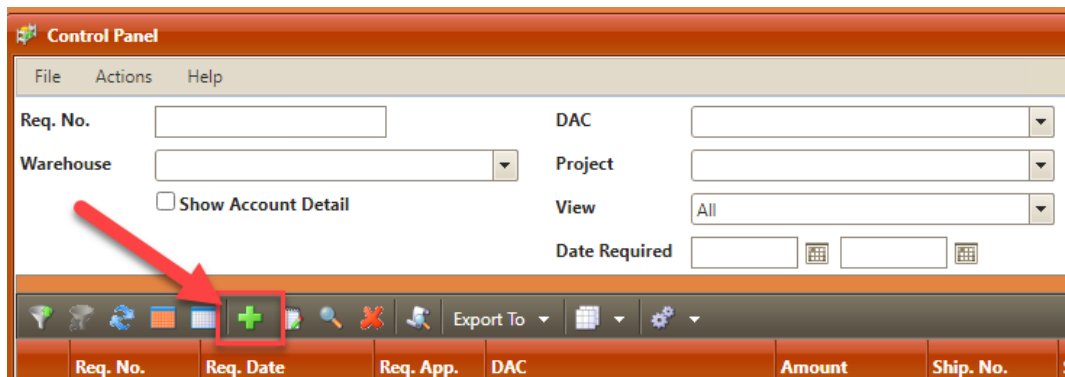


## 7. Submitting the Order in iVisions (iVisions Users)

- From the iVisions Home Screen, go to Warehouse > Ordering > Control Panel.



- From the Warehouse Control Panel, click on the green plus sign to add a new warehouse requisition.



- Complete the required fields highlighted in yellow in the Requisition Information section.
  - For Start-Up orders, select Warehouse – Start Up from the Project drop down menu

Requisition Detail		Notes	
<b>Requisition Information</b>			
Req. Number	<input type="text"/>	Requisition Date	2/14/2024 <input type="button" value="Calendar"/>
DAC	<input type="text"/>	Date Required	2/24/2024 <input type="button" value="Calendar"/>
Requester	<input type="text"/>	Project	NONE
Ship To	<input type="text"/>	Warehouse	<input type="text"/>

- Click the Notes Tab to add pertinent information to the warehouse req.
  - Ex: For Start-Up orders, add the teacher name and room number

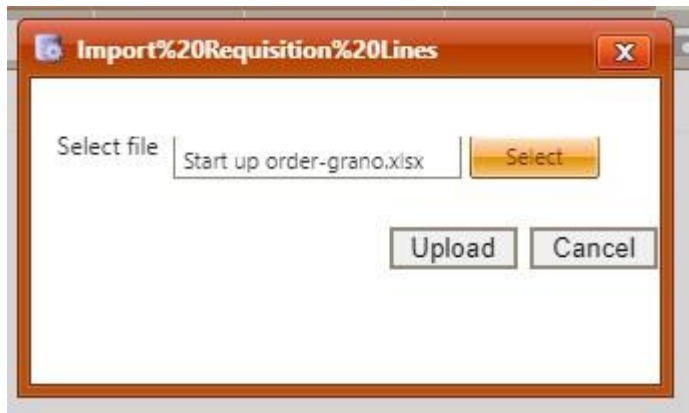
Requisition Detail		Notes	
Requisition Notes		Angela Apple - Room 215B	
Internal Notes		<input type="text"/>	

- Next, click the Actions on the top left hand corner and select Import from Excel from the drop down menu.

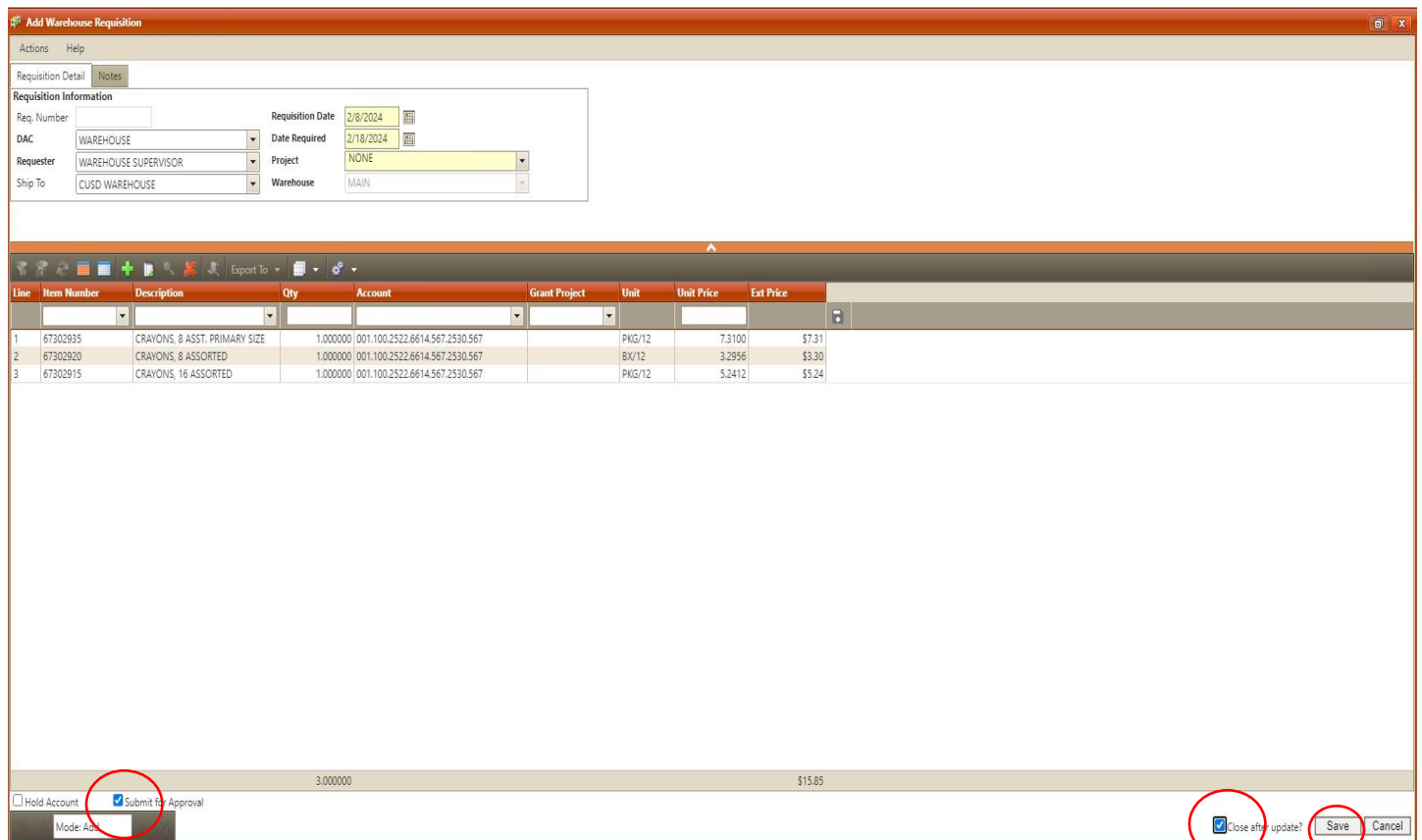
Actions		Notes	
<b>Requisition Information</b>			
Req. Number	<input type="text"/>	Requisition Date	2/14/2024 <input type="button" value="Calendar"/>
DAC	BUSINESS OFFICE	Date Required	2/24/2024 <input type="button" value="Calendar"/>
Requester	ADMIN ASSISTANT	Project	WAREHOUSE - START UP
Ship To	DISTRICT OFFICE	Warehouse	MAIN

Add Warehouse Requisition	
Actions	Help
<ul style="list-style-type: none"> <li>Split Fund</li> <li>Copy Line</li> <li><b>Import from Excel</b></li> <li>Validate Requisition</li> <li>Check Budget</li> <li>Single Line Entry</li> <li>Manage Documents</li> </ul>	

- Select the file with your order items and click the Upload button.



- Check both the Submit for Approval and Close After Update boxes and then click the Save button. Once submitted your order will appear in the Warehouse Control Panel and will continue to the next step of the approval process.



For any assistance with warehouse ordering please contact [Juan Grano](#) at ext. 7227.

For assistance with account codes, please contact the Business Office.