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2018-2019 WAREHOUSE ROUTES

<i>JOHNNY</i>	<i>BRAD</i>	<i>HENRY</i>	<i>JOHN G</i>
<u>MONDAY</u>	<u>MONDAY</u>	<u>MONDAY</u>	<u>MONDAY</u>
RIO* BUSH* PITTMAN S.E.C.A./VAPA	ADAMS* KINGSTON* CURR/LANG	ELMWOOD* HENRY* MERLO	VICTORY* WEBER TECH STOCKTON ALT JANE FREDERICK CHANNEL STREET
<u>TUESDAY</u>	<u>TUESDAY</u>	<u>TUESDAY</u>	<u>TUESDAY</u>
HAMILTON* MONTEZUMA* NIGHTINGALE	MARSHALL* SAN JOAQUIN* WASHINGTON	HOOVER* SKILLS* ST. BERNADETT	TAFT* TAYLOR* SPANOS
<u>WEDNESDAY</u>	<u>WEDNESDAY</u>	<u>WEDNESDAY</u>	<u>WEDNESDAY</u>
FRANKLIN* ROOSEVELT* HEALTH CAREERS POLICE	CHAVEZ* PEYTON* ADMIN	STAGG* WALTON* PACIFIC LAW KOHL	EDISON* N.A.I.C SPECIAL ED
<u>THURSDAY</u>	<u>THURSDAY</u>	<u>THURSDAY</u>	<u>THURSDAY</u>
GRUNSKY* HARRISON* WILSON	MADISON* TYLER*	HAZELTON* MCKINLEY* HUERTA	AUGUST* KING* TRANSPORTATION PLAN/MAINT/GROUNDS
<u>FRIDAY</u>	<u>FRIDAY</u>	<u>FRIDAY</u>	<u>FRIDAY</u>
FREMONT* FILLMORE* HEALTH SERV	KENNEDY* PULLIAM*	CLEVELAND* EL DORADO* P.Y.A. ADULT ED.	VAN BUREN* MONROE* FOOD SERVICE PURCHASING

BusinessPLUS
a PLUS 360 Application

SUSD Production Account

Home All
Home Change Content Change Layout

WorkFlow Tasks ▲
Out of office?
[Purchase Requisition Pending](#)

DocumentsOnline ▲
• [Business Plus Reports](#)
• [CDD Reports](#)

DocumentsOnline ▲
• [Business Plus Reports](#)
• [CDD Reports](#)

Purchasing Dept Activities ▼

Activities ▲

- [Purchase Requests](#)
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- [Create/Update Orders](#)
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- [BUDACT_GL_SUSD_SM_BA120301_TDP - Budget to Actual with Encumbrances NOPAGEBREAKS](#)
- [Employee Credit Leave Report](#)

BACK ON THE HOME PAGE

➤ **PAGE COMMAND OPTIONS** FOR CREATING AND REVIEWING ORDERS

Order ID: ADD Description:
Primary Warehouse:

Order ID:

Find/Search Ctrl+F
Find Extended
Count Records

SIX STEPS TO CREATING YOUR STORES ORDER: ON YOUR Main TAB

1. ORDER ID, click ellipse
2. DESCRIPTION, purpose of request
3. REQUESTED BY,
4. REQUESTED DATE
5. REQUIRED DATE,
6. CUSTOMER ID/SITE CODE

The screenshot shows the 'Main' tab of a software interface. It features several input fields and dropdown menus. Red circles with numbers 1 through 6 are overlaid on the form to indicate key fields: 1 (Order ID), 2 (Description), 3 (Requested By), 4 (Requested Date), 5 (Required Date), and 6 (Customer ID). Other visible fields include Primary Warehouse, Secondary Warehouse, Sec Cd, Price Code, Year, Status, Route, Order Total, Requested Date, Approval Date, Customer ID, Addr, Contact, End Use, Customer PO, Misc, Prep ID, Transaction Code, Transaction Format, and Order Codes.

ONCE ENTRIES ARE FILLED CLICK YOUR Items TAB

The screenshot shows the 'Items' tab of the software interface. It displays fields for item entry. Two blue arrows point to the 'Product ID' field and the 'Quantity Ordered' field, indicating the required information. Other visible fields include Line Number, Sequence, Line Status, Warehouse, Units, Quantity Available, Unit Price, and Total Price.

THE **BLUE** ARROWS POINT TO THE ONLY INFORMATION NEEDED

➤ AFTER EACH ENTRY PRESS ENTER

PLEASE NOTE:

- AS MANY ITEMS AS NEEDED MAY BE ENTERED IN ON THIS PAGE
- IF YOU RECEIVE A MESSAGE INDICATING THAT INVENTORY STOCK IS OUT, PRESS ENTER AGAIN AND THE ITEM WILL BE LOGGED IN AS BACK ORDERED

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	<u>.</u>	<u>Cost</u>
0010010	BOX, MOVING STORAGE CARTON 10/	PKG	.	22.67
0010062	SOAP, HAND, REGULAR, 1-LITER	CAS	.	33.56
0010064	DISPENSER, SOAP, 1-LITER, GRAY	EAC	.	0.00
0010065	DISPENSER, SOAP, 1-LITER, FACE	EAC	.	0.00
0010067	DISPENSER, HAND SANITIZER	EAC	.	0.00
0010204	GARBAGE CAN, 32 GAL, PLASTIC	EAC	.	26.01
0010355	CLEANER FOR VIDEO AND COMPUTER	EAC	.	3.59
0010420	CUP, PAPER, WATER, 3 1/2 OZ,	TUB	.	3.72
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	.	20.12
0010560	FLAG, U.S., OUTDOOR,	EAC	.	15.63
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	.	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	.	1.35
0010961	GLOVES, NITRIL POWDER-FREE SM	BOX		4.20
0010962	GLOVES, NITRIL POWDER-FREE MD	BOX		4.20
0010964	GLOVES, NITRIL POWDER-FREE LGE	BOX	.	4.20
0010963	GLOVES, NITRIL POWDER-FREE XLG	BOX		4.20
0001690	CHIPBOARD, 9" X 12",	PKG	.	8.39
0002310	POSTER PAPER, ASSORTED COLORS	PKG	.	5.29
0014700	FILM, LAMINATE, 25" X 500'	ROL	.	16.07
0014702	TRANSPARENCY, TYPE E (COPIER)	BOX	.	15.32
0014858	INK,BLACK,RISO,S539 GR SERIES	CAS	.	55.01
0014859	INK,BLACK,RISO,S569,RC/RA4000	CAS	.	292.01
0014963	LAMP, PROJECTION, ENX-5	EAC	.	4.36
0015050	MASTERS, DUPLO 31S	CAS	.	391.91
0015060	INK, DUPLO 21L,220L,31S,DP4035	CAS	.	267.05
0015062	INK, DUPLO 330L, 330LE	CAS	.	257.24
0015063	MASTERS, DUPLO S510, U510 YOU CAN NOW ORDER THIS DIRECT FROM THE VENDOR	VENDOR V095273		
0015065	MASTERS, DUPLO F510	CAS	.	382.59
0015091	MASTERS,RISO,#S568,RC/RA4000	CAS	.	408.81

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0015099	MASTERS,RISO,S3879LA GR SERIES	CAS	.	124.31
HEALTH SERVICE SUPPLIES:				
0025025	ALCOHOL, ISOPROPYL	PINT	.	1.28
0025030	APPLICATORS, COTTON TIPPED, 6"	BOX	.	5.65
0025065	BANDAGE, TRIANGLE, BOX OF 12	BOX	.	4.19
0025070	BAND AIDS, PLASTIC, PLAIN	BOX	.	3.79
0025080	BAND AIDS, PLASTIC, 3/8" X 1-1	BOX	.	1.01
0025085	BAND AIDS, PLASTIC, 2" X 4-1/2	BOX	.	2.36
0025135	COTTON BALLS, 300 COUNT	PKG	.	2.29
0025140	PILLOW COVER, 20" X 30",	PKG	.	40.92
0025147	GLOVES, VINYL POWDER-FREE LGE	BOX	.	4.31
0025148	GLOVES, VINYL POWDER-FREE XL	BOX	.	4.94
0025149	EXAM TABLE TISSUE, 28" X 48"	EAC	.	177.67
0025150	GAUZE PADS, STERILE,	BOX	.	3.00
0025160	GAUZE PADS, STERILE, 3" X 3"	BOX	.	3.43
0025165	GAUZE PADS, STERILE, 4" X 4"	BOX	.	5.18
0025167	ICE PACK,3"X5" BLUE ICE	EAC	.	0.65
0025168	ICE PACK,4"X6" BLUE ICE	EAC	.	0.85
0025170	FACIAL TISSUE, 100 COUNT	BOX	.	0.43
0025171	FIRST AID KIT, EMPTY	EAC	.	4.26
0025172	GLOVE, POWDER-FREE VINYL, MED	BOX	.	4.37
0025201	SANITARY NAPKINS, BELTLESS, 25	CAS	.	23.96
0025205	ICE PACK, KWIK KOLD, JR.	EAC	.	0.46
0025206	ICE PACK, KWIK KOLD, REG.	EAC	.	0.68
0025207	MICROSHIELDS, C.P.R., POCKET S	EAC	.	9.78
0025212	SHARPS CONTAINER 1 GALLON	EAC	.	3.08
0025214	THERMOMETER, FEVER, DIGITAL	EAC	.	4.16
0025216	COVER, THERMOMETER, DIGITAL	BOX	.	2.97
0025220	TWEEZERS, SPLINTER	EAC	.	2.28
0025252	ANTISEPTIC SOLUTION, BACTINE	BTL	.	6.96

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0025260	TONGUE BLADE, DEPRESSOR 100/PK	PKG	.	3.63
0025265	VASELINE, INDIV. TUBE SIZE	TUB	.	1.51
0025267	DISINFECTANT WIPE, 160/TUB	TUB	.	7.55
0025270	WIPES,(BABY) TOWELETTE, 80/PKG	CAS	.	26.82
0025273	WIPES, FLUSHABLE PERSONAL	CAS	.	22.88
0025284	SAFETY VEST W/POCKETS, 3XL	EAC	.	16.35
0025287	SITE VEST, LIME W/POCKETS, XLG	EAC	.	13.07
<u>PRINTED FORMS:</u>				
PLEASE NOTE: PRINTED FORMS THAT ARE NO LIONGER LISTED CAN BE ORDERED THROUGH REPROGRAGHICS				
0028767	RECEIPT BOOK, SUSD	EAC	.	2.67

MULTIPURPOSE PAPER

0031370	TAGBOARD, MANILA, 3-1/2" X 10"	PKG	.	9.18
0031430	MULTIPURP PAPER,8-1/2X11 WHITE new unit size	CAS	.	31.13
0031432	MULTI PURPOSE PAPER, BUFF, 20#	REA	.	4.86
0031433	MULTI PURPOSE PAPER, BLUE, 20#	REA	.	4.89
0031434	MULTI PURPOSE PAPER, CANARY, 2	REA	.	5.15
0031435	MULTI PURPOSE PAPER, GOLD/GLDN	REA	.	4.89
0031436	MULTI PURPOSE PAPER, GREEN, 20	REA	.	4.89
0031437	MULTI PURPOSE PAPER, PINK, 20#	REA	.	5.28
0031438	MULTI PURPOSE PAPER, SALMON, 2	REA	.	5.15

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0031439	MULTI PURPOSE PAPER, CHERRY, 2	REA	.	5.05
0031452	BOOK TEXT STOCK, BLUE	REA	.	9.80
0031453	BOOK TEXT STOCK, GOLD	REA	.	9.80
0031454	BOOK TEXT STOCK, GREEN	REA	.	9.80
0031455	BOOK TEXT STOCK LIME GREEN	REA	.	9.80
0031456	BOOK TEXT STOCK, ORANGE	REA	.	9.80
0031457	BOOK TEXT STOCK, RED	REA	.	9.80
0031458	BOOK TEXT STOCK, YELLOW	REA	.	9.80
0031461	MULTIPURP PAPER,8-1/2X14 WHITE	REA	.	4.20
0031462	MULTI-PURP PAPER, 11X17, WHITE	REA	.	9.38
0800001	MULTI PURPOSE PAPER,	REA	.	4.35
0800080	PAPER, WHITE, 9-1/2 X 11, 2-PL	CAS	.	52.97

MEETING SUPPLIES

0090267	PLATE, 9", 125/PKG	PKG	.	4.04
0090268	COFFEE STIRRERS, 1000/BOX	BOX	.	1.63
0090271	COFFEE, DECAFFINATED, REGULAR	EAC	.	8.54
0090272	NAPKINS, WHITE, 9-3/8 X 9-3/8"	PKG	.	2.79
0090273	COFFEE, 36 SINGLE POT SERVING	PKG	.	24.53
0090274	COFFEE, REG, ROAST 8oz	EAC	.	4.65
0090278	PLATE, 6", 125/PKG	PKG	.	2.73
0090280	CUTLERY, FORKS, PLASTIC	PKG	.	4.04
0090281	CUTLERY, SPOONS, PLASTIC	PKG	.	4.03
0090282	CUTLERY, KNIVES, PLASTIC	PKG	.	0.70
0090393	CREAMER, COFFEE, 12 OZ.	EAC	.	2.91
0094047	CUP, STYROFOAM, 10 OZ, 1000/CA	CAS	.	29.75
0095060	CUP, 5 OZ., WATER, NON-PLEATED	TUB	.	3.27
0095100	CUP, COLD, 9 OZ, 100/TUBE	TUB	.	2.40

SUSD PRODUCT CODES	ATHLETIC SUPPLIES	ORDER PROPERTIES		
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SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0006010	BEAN BAG, 5" X 5"	EAC	.	0.69
0006030	BASKETBALL, INTERMEDIATE	EAC	.	4.56
0006031	BASKETBALL, REGULATION, P.E.	EAC	.	4.79
0006040	BASKETBALL, JR.	EAC	.	4.66
0006070	FOOTBALL, RUBBER W/RUBBER	EAC	.	4.54
0006130	PLAYGROUND BALL, 6"	EAC	.	2.69
0006140	PLAYGROUND BALL, 7"	EAC	.	2.92
0006150	PLAYGROUND BALL, 8-1/2"	EAC	.	3.05
0006160	PLAYGROUND BALL, 10"	EAC	.	3.60
0006170	PLAYGROUND BALL, 13"	EAC	.	8.44
0006179	SOCCERBALL,#5 REGULATION SIZE	EAC	.	4.04
0006265	TETHERBALL, RUBBER	EAC	.	8.65
0006280	VOLLEYBALL, RUBBER	EAC	.	3.70
0006333	BELT, TAG-A-FLAG, YELLOW	EAC	.	1.09
0006334	BELT, TAG-A-FLAG, RED	EAC	.	1.08
0006391	CHESS & CHECKERS GAME SET	SET	.	11.77
0006575	NEEDLE, INFLATOR, BALL	EAC	.	0.19
0006590	NET, BADMINTON 21' X 30",	EAC	.	5.24
0006790	ROPE, NYLON, TETHERBALL	EAC	.	19.47
0006791	JUMP ROPE, COTTON #10, 100'	EAC	.	15.09
0006794	JUMP ROPE, SEGMENTED 8'	EAC	.	4.80
0006798	JUMP ROPE, SEGMENTED 16'	EAC	.	3.95
0006921	SNAP HOOK, TETHERBALL, 3"	EAC	.	2.17
0007040	WHISTLE, METAL, W/WOODEN BALL	EAC	.	0.87

SUSD
PRODUCT
CODES

CUSTODIAL SUPPLIES

ORDER
PROPERTIES

<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0010027	WASTE BASKET LINER, PLASTIC	CAS	.	15.92
0010068	SOAP, HANDWASH, FOAM FMX	CAS	.	18.90
0010064	DISPENSER, SOAP	EAC	.	0.00
0010465	DISPENSER, FOR TOILET SEAT COV	EAC	.	4.90

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	<u>.</u>	<u>Cost</u>
0010471	DISPENSER, ROLL TISSUE, DUAL R	EAC	·	43.59
0010475	DISPENSER, FOR ROLL TOWELS	EAC	·	39.18
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	·	20.12
0010560	FLAG, U.S., OUTDOOR,	EAC	·	15.63
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	·	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	·	1.35
0011128	LAMP, FLUORESCENT, COMPACT,	EAC	·	4.47
0011131	LAMP FLUORESCENT, 34W, 48", T1	CAS	·	54.96
0011137	LAMP FLUORESCENT, LOW WATTAGE,	EAC	·	1.84
0011138	LAMP, FLUORESCENT, 18 WATT,	EAC	·	8.42
0011139	LAMP FLUORESCENT, T8, 48" 30/CASE	CAS	·	90.58
0011140	LAMP, FLUORESCENT, 7 WATT,	EAC	·	2.55
0011156	LINER, 33 GAL. GARBAGE CAN	BOX	·	17.87
0011157	LINER, 44 GAL. GARBAGE CAN	CAS	·	20.60
0011158	LINER, RED, BIOHZRD, 33 GAL 25/RL	ROL	·	15.26
0011159	LINER, RED, BIOHZRD, 44 GAL, 10/RL	ROL	·	7.63
0011161	RECEPTACLE, SANITARY NAPKIN	EAC	·	18.69
0011510	SHAMPOO, CARPET, FOR	EAC	·	0.00
0011530	VACUUM FILTER BAG, 10/PKG, KRCHR	PKG	·	10.35
0011740	TOILET TISSUE, 2-PLY, 80 ROLLS	CAS	·	30.52
0011780	TOWEL, ROLL, 12 ROLL/CASE, 7"	CAS	·	25.56
0011830	WAX STRIPPER, NON-AMMONIATED,	EAC	·	27.25
0011850	FLOOR WAX, 2 X 2.5 GAL/CASE	CAS	·	41.10
0011852	FLOOR WIWAX, MONDO 1 GAL	GAL	·	21.80
0011853	FLOOR CLEANER, MONDO 1 GAL	GAL	·	14.14
0011854	FLOOR WAX, 5 GAL/CS, CAREFREE	CAS	·	102.35
0011616	8, SUPER SHINE ALL, 2.5L	EAC	·	19.61
0011617	32 SUPROX DSNFCTNT CLR 2.5L	EAC	·	19.82
0011618	37 SUPROX HEAVY 2.5L	EAC	·	18.95

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0011619	39-SUPROX GLASS & FLOOR 2.5L	EAC	·	18.95
0011621	ENZYME, ENTRAL, CHERRY ALMOND	EAC	·	10.68
0011622	38-SUPROX MULTI PURPOSE	EAC	·	20.16