



Updated
12/2021



TABLE OF CONTENTS:**ORDERING ONLINE THROUGH BUSINESS PLUS**

1)	GENERAL SUPPLIES	5
	a. PRINTED FORMS	7
	b. HEALTH SERVICES SUPPLIES:	7
	c. MULTIPURPOSE PAPER	7
	d. MEETING SUPPLIES	8
	e. ATHLETIC SUPPLIES	9
	f. CUSTODIAL SUPPLIES	9

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

Ordering From SUSD Warehouse Stock

- Back on the home page click the highlighted link:

The screenshot shows a web application interface for a user named 'SCHOOL SITE USER'. At the top, there is a navigation bar with the following items: 'Personal Dashboard', 'SCHOOL SITE USER' (highlighted with a yellow background and a blue underline), 'HRTECH', 'SITE_WEB_FORM', and 'EMPLOYEE'. Below the navigation bar is a section titled 'Activities' which contains a list of links, each with a small icon to its left:

- POUPPR** Purchase Requests
- POUPRC** Receiving Information
- SIOEUB** Create/Update Orders
- GLBUBATR** Create/Update Transfers Set
- Employee Credit Leave Report**
- BUDACT_GL_SUSD_SM_BA120301 - BUDGET TO ACTUAL WITH ENCUMBRANCES - NO PAGEBREAKS**

Steps to creating your Stores Order

1. Order ID* – Click the lightning icon
2. Description* – purpose of request
3. Requested By*
4. Requested Date*
5. Required Date*
6. Customer ID / Site Code*

The screenshot shows a web form for creating a Stores Order. Blue arrows point from the numbered steps to the following fields:

- Step 1: Lightning bolt icon in the top left corner.
- Step 2: Description* field.
- Step 3: Requested By* field.
- Step 4: Requested Date* field.
- Step 5: Required Date* field.
- Step 6: Customer ID* field.

 Other visible fields include Order ID*, Status*, Site Warehouse, Price Code, Order Total, Approved By, Approval Date, Add, Main, Items, Add, Contact, End User, Customer PO, Misc, Prep CD, Transaction Code, Pick Total, Transaction Fee, Purchasing PI, and a grid of Order Codes (1-10).

Once Entries are filled, click your *Items* Tab

- The blue arrows point to the only information needed
- After each entry press enter
- 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

The screenshot shows the 'Items' tab of the Stores Order form. Blue arrows point to the following fields:

- Line Number: 0001
- Warehouse: [Field]
- Account: [Field]

 Other visible fields include Sequence, Line Status, CM, Units, Description, Total, Remaining, Price Code, Quantity Available, Unit Price, and Total Price.

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
Prod ID	Description	UN	.	Cost
0010010	BOX, MOVING STORAGE CARTON 10/	PKG	.	7.35
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	.	20.12
0010560	FLAG, U.S., OUTDOOR,	EAC	.	0.00
0010561	FLAG, U.S., INDOOR, 16" X 24"	EAC	.	5.41
0010562	BRACKET, FLAG INDOOR CLASSROOM	EAC	.	1.35
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		
0015091	MASTERS,RISO,#S568,RC/RA4000	CAS	.	408.81
0015099	MASTERS,RISO,S3879LA GR SERIES	CAS	.	124.31
HEALTH SERVICE SUPPLIES:				
17003	MOUSE, LOGITECH MARTHON #M705	EAC	.	38.15
17004	MOUSE, CONTOUR ROLLER, #RM-RED	EAC	.	279.02
17005	DOCUMENT HOLDER, 18" #VU18DC	EAC	.	72.5
17006	HEADSET, WIRELESS, #CS510	EAC	.	61.26
0025030	APPLICATORS, COTTON TIPPED, 6"	BOX	.	6.07
0025065	BANDAGE, TRIANGLE, BOX OF 12	BOX	.	3.53
0025070	BAND AIDS, PLASTIC, PLAIN	BOX	.	2.95
0025080	BAND AIDS, PLASTIC, 3/8" X 1-1	BOX	.	1.12
0025085	BAND AIDS, PLASTIC, 2" X 4-1/2	BOX	.	3.17
0025090	GLOVES, POLY ONE SIZE, 100 PAC			0.82

NEW

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
Prod ID	Description	UN	.	Cost
0025135	COTTON BALLS, 300 COUNT	PKG	.	2.23
0025140	PILLOW COVER, 20" X 30",	PKG	.	42.16
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	.	4.27
0025165	GAUZE PADS, STERILE, 4" X 4"	BOX	.	5.17
0025167	ICE PACK,3"X5" BLUE ICE	EAC	.	0.33
0025168	ICE PACK,4"X6" BLUE ICE	EAC	.	0.67
0025171	FIRST AID KIT, EMPTY	EAC	.	4.26
0025174	FACIAL TISSUE, 100 COUNT	CAS	.	13.08
0025175	BAG, ZIP LOCK, 1 QT 500/BX	BOX	.	16.90
0025201	SANITARY NAPKINS, BELTLESS, 25	CAS	.	27.55
0025205	ICE PACK, KWIK KOLD, JR.	EAC	.	0.45
0025206	ICE PACK, KWIK KOLD, REG.	EAC	.	0.51
0025207	MICROSHIELDS, C.P.R., POCKET S	EAC	.	6.65
0025212	SHARPS CONTAINER 1 GALLON	EAC	.	3.07
0025214	THERMOMETER, FEVER, DIGITAL	EAC	.	4.77
0025215	THERMOMETER COVERS SURETEM	PAC	.	10.77
0025216	COVER, THERMOMETER, DIGITAL	BOX	.	3.15
0025220	TWEEZERS, SPLINTER	EAC	.	2.28
0025252	ANTISEPTIC SOLUTION, BACTINE	BTL	.	6.25
0025260	TONGUE BLADE, DEPRESSOR 100/PK	PKG	.	3.72
0025265	VASELINE, INDIV. TUBE SIZE	TUB	.	1.52
0025270	WIPES,(BABY) TOWELETTE, 80/PKG	CAS	.	25.30
0025273	WIPES, FLUSHABLE PERSONAL	CAS	.	22.88
0025280	SAFETY VEST W/POCKETS, S/MED	EAC	.	8.45
0025281	SAFETY VEST W/POCKETS, L/XL	EAC	.	8.45
0025283	SAFETY VEST W/POCKETS, 2XL	EAC	.	16.35
0025284	SAFETY VEST W/POCKETS, 3XL	EAC	.	16.35
0025285	SITE VEST, LIME W/POCKETS, SM/MED	EAC	.	8.18

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0025285	SITE VEST, LIME W/POCKETS, L	EAC	.	8.18
0025287	SITE VEST, LIME W/POCKETS, XLG	EAC	.	13.07
0025289	SITE VEST, LIME W/POCKETS, 3XLG	EAC	.	12.43
0025292	SITE VEST, LIME W/POCKETS, 4XLG	EAC	.	19.57
0025293	SITE VEST, LIME W/POCKETS, 5XLG	EAC	.	19.56
<u>PRINTED FORMS:</u>				
PLEASE NOTE: PRINTED FORMS THAT ARE NO LONGER LISTED CAN BE ORDERED THROUGH REPROGRAGHICS				

MULTIPURPOSE PAPER

0031292	ENVELOPE, BUSINESS, WHT	BOX		4.00
0031293	ENVELOPE, BUSINESS, WHT	BOX		4.00
0031370	TAGBOARD, MANILA, 3-1/2" X 10"	PKG	.	9.18
0031430	MULTIPURPOSE PAPER,8-1/2X11 WHITE new unit size	CAS	.	27.85
0031432	MULTI PURPOSE PAPER, BUFF, 20#	REA	.	4.88
0031433	MULTI PURPOSE PAPER, BLUE, 20#	REA	.	4.89
0031434	MULTI PURPOSE PAPER, CANARY, 2	REA	.	5.24
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	.	5.32
0031438	MULTI PURPOSE PAPER, SALMON, 2	REA	.	5.30
0031439	MULTI PURPOSE PAPER, CHERRY, 2	REA	.	5.21

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
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	.	4.21
0031462	MULTI-PURP PAPER, 11X17, WHITE	REA	.	8.95
0800001	MULTI PURPOSE PAPER, 3-HOLE	REA	.	4.36

MEETING SUPPLIES

0026001	*NEW, NUEVO, TSHIAB, BAGO* WATER 16.9oz 24PK	CAS	.	4.83
0026002	*NEW, NUEVO, TSHIAB, BAGO* WATER 8oz 28PK	CAS	.	5.95
0090267	PLATE, 9", 125/PKG	PKG	.	4.04
0090268	COFFEE STIRRERS, 1000/BOX	BOX	.	1.60
0090271	COFFEE, DECAFFINATED, REGULAR	EAC	.	8.54
0090272	NAPKINS, WHITE, 9-3/8 X 9-3/8"	PKG	.	3.18
0090273	COFFEE, 36 SINGLE POT SERVING	PKG	.	24.53
0090274	COFFEE, REG, ROAST 8oz	EAC	.	5.41
0090275	COFFEE, PREMIUM , ROAST 20oz	EAC	.	10.00
0090278	PLATE, 6", 125/PKG	PKG	.	2.59
0090280	CUTLERY, FORKS, PLASTIC	PKG	.	4.04
0090281	CUTLERY, SPOONS, PLASTIC	PKG	.	4.03
0090282	CUTLERY, KNIVES, PLASTIC	PKG	.	4.03
0090393	CREAMER, COFFEE, 12 OZ.	EAC	.	2.76
0091580	SUGAR PACKETS, 1000/BOX	BOX	.	19.77
0094047	CUP, STYROFOAM, 10 OZ, 1000/CA	CAS	.	32.15
0095060	CUP, 5 OZ., WATER, NON-PLEATED	TUB	.	4.68

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0095100	CUP, COLD, 9 OZ, 100/TUBE	TUB	.	2.40
SUSD PRODUCT CODES	ATHLETIC SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0006011	BEAN BAG, 5" X 5"	EAC	.	0.67
0006030	BASKETBALL, INTERMEDIATE	EAC	.	4.56
0006031	BASKETBALL, REGULATION, P.E.	EAC	.	4.79
0006040	BASKETBALL, JR.	EAC	.	4.67
0006070	FOOTBALL, RUBBER W/RUBBER	EAC	.	4.53
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	.	3.71
0006170	PLAYGROUND BALL, 13"	EAC	.	8.41
0006179	SOCCERBALL,#5 REGULATION SIZE	EAC	.	4.04
0006265	TETHERBALL, RUBBER	EAC	.	7.59
0006280	VOLLEYBALL, RUBBER	EAC	.	3.82
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	.	19.61
0006791	JUMP ROPE, COTTON #10, 100'	EAC	.	19.12
0006794	JUMP ROPE, SEGMENTED 8'	EAC	.	4.80
0006798	JUMP ROPE, SEGMENTED 16'	EAC	.	4.45
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>
0010026	Recycling/rubber waste basket, 28 qt	EAC	.	3.36

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
Prod ID	Description	UN	.	Cost
0010027	WASTE BASKET LINER, PLASTIC	CAS	·	20.16
0010068	SOAP, HANDWASH, FOAM FMX	CAS	·	22.70
0010069	DISPENSER, SOAP	EAC	·	0.00
0010415	TOILET SEAT COVER, 1/2 FOLD	CAS	·	23.54
0010465	DISPENSER, FOR TOILET SEAT COV	EAC	·	11.88
0010471	DISPENSER, ROLL TISSUE, DUAL R	EAC	·	64.30
0010475	DISPENSER, FOR ROLL TOWELS	EAC	·	54.38
0010537	FLAG, CALIFORNIA, OUTDOOR,	EAC	·	25.84
0010560	FLAG, U.S., OUTDOOR,	EAC	·	31.96
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
0011153	LINER, 33 GAL. GARBAGE CAN	BOX	·	17.94
0011154	LINER, 44 GAL.GARBAGE CAN	CAS	·	26.44
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	·	40.48
0011363	GLOVES, VINYL, MED CLR, 100/BOX	EAC	·	10.56
0011364	GLOVES, VINYL, LRG CLR, 100/BOX	EAC	·	10.70
0011365	GLOVES, VINYL, XLG CLR, 100/BOX	EAC	·	5.01
0011366	GLOVES, VINYL, SM CLR, 100/BOX	EAC	·	5.01
0011530	VACUUM FILTER BAG,10/PKG,KRCHR	PKG	·	10.35
0011635	DISINFECTANT, AEROSOL SPRAY	CAS	·	43.91
0011740	TOILET TISSUE, 2-PLY, 80 ROLLS	CAS	·	33.01

SUSD PRODUCT CODES	GENERAL SUPPLIES	ORDER PROPERTIES		
<u>Prod ID</u>	<u>Description</u>	<u>UN</u>	.	<u>Cost</u>
0011780	TOWEL, ROLL, 12 ROLL/CASE, 7"	CAS	·	26.38
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
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