Anyone that uses the generic ‘user’ login should contact the bookeeper if eSchoolmall prompts for password to be changed. Bookeeper will notify appropriate staff of new password.
This is considered your HOME screen.

Any requisitions that have been 'Rejected' or that need additional maintenance will show up here. It is important to log in daily to track your requisitions and to make sure none have been 'Rejected' by an approver for you to make changes.
This window displays all requisitions that have been created under a specific log in. For those using the generic ‘user’ login you will be able to see requisitions created by others.
Select the down arrow to view vendors with Catalogs.

**IMPORTANT:** Not all vendors are listed as having a Catalog.

If you are unable to find a vendor, select 'Manual Item Entry'.
If your vendor does not have a catalog, you can search here for your vendor. If a vendor is not in ESM, contact your ESM trainer from Central Office to set it up for you.

Note: Less search information is better. For example: If you search for Barren County Business and it is setup in ESM as Barren Co. Business then it will not show up in your search. Better to use less information as shown above.
## Manual Requisition - Vendor Selection

<table>
<thead>
<tr>
<th>Select</th>
<th>Vendor Name</th>
<th>ESM Vendor Number</th>
<th>C/L Vendor Number</th>
<th>Address</th>
<th>City</th>
<th>State / Province</th>
<th>Postal Code</th>
<th>Contact Name</th>
<th>Email Address</th>
<th>Phone / Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BARREN COUNTY BUSINESS SUPPLY - (KDES)</td>
<td>86063</td>
<td>86063</td>
<td>201 LINCOLN ROAD</td>
<td>GLASGOW</td>
<td>KY</td>
<td>42141</td>
<td>Gina Chambers</td>
<td><a href="mailto:sales@bbsupply.com">sales@bbsupply.com</a></td>
<td>(270)629-2061</td>
</tr>
<tr>
<td></td>
<td>BARREN RIVER HEALTH DEPT (BRU)</td>
<td>5850</td>
<td>5850</td>
<td>P.O. BOX 1157</td>
<td>BOWLING GREEN</td>
<td>KY</td>
<td>421021157</td>
<td>Customer Service</td>
<td></td>
<td>(123)123-1234</td>
</tr>
</tbody>
</table>

Select  | Return
Provide a detailed Description for the items you are purchasing.

**IMPORTANT:** Each item should be on a separate line. You can 'Update - Add Line' and select 'Manual Item Entry' to add additional lines.

**IMPORTANT:** On purchase orders for registrations or hotels that are for multiple people, please provide one line for each attendee.

Ex:
- Description: John Smith, Education Conference, June 30, 2013

- Description: Michael Phelps, Education Conference, June 30, 2013
**Cart/Requisition Name:** first initial last name - brief description of items purchasing (ex: office supplies, registration, etc.)

**Approval Route:** VERY IMPORTANT!! The correct approval route must be selected that will allow your purchase order to go through the appropriate workflow. Approval Route must match Account code provided below.

Ex: If you are coding an expense to ESS, the approval route must be ESS.

**ACCOUNT CODING:** Account codes must be formatted as shown below.
(First 7 #s - expense code - project #). SBDM allocation should have a SC6X or SC7X on the end as the project #.

Ex: 0001118-0610-SC6X or 0002118-0610-1203

**IMPORTANT:** Any technology item must use a 'Technology' Approval Route and a Commodity Code must be provided both in the 'Commodity Code' field and in the internal 'Notes' section of the requisition. See hyperlink below for list of commodity codes.


**IMPORTANT:**

This will auto fill with the user login information, however, it is VERY important to change this to the name of who needs to receive the products.
The purchase order has 4 additional #s. The PO # will have the fiscal year before it (ex: 2013)

**IMPORTANT:** The person submitting the PO is now responsible for ordering their items. Darla will no longer place orders. See below for additional information.

Note the highlighted areas. This is why its VERY important to change the "Deliver to" because this is the only indication of who the PO belongs to and could get VERY confusing when the product arrives.

---

### Vendor Address

**Gina Chambers**  
**BARREN COUNTY BUSINESS SUPPLY - (KEDC)**  
201 LINCOLN ROAD  
GLASGOW, KY 42141

**Phone:** (270)659-2061  
**Fax:** (270)659-9078

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### Billing Address

**Payable, Accounts**  
**WCBE - Administration Building**  
**PO Box 51810**  
**303 Lovers Lane**  
**Bowling Green, KY 42102**  
**Phone:** (270) 781-5150  
**Fax:** (270)781-2392

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### Shipping Address

**See "DELIVER TO", in body of PO**  
**WCBE - Warren East Middle School**  
**7031 Louisville Road**  
**Bowling Green, KY 42101**  
**Phone:** (270) 843-0181  
**Fax:** (270)781-8565

---

### Purchase Order Comments

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Vendor Item</th>
<th>UOM</th>
<th>QTY</th>
<th>Unit Cost</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magic greener tape</td>
<td>MMM-81210P</td>
<td>Each</td>
<td>1</td>
<td>$31.99</td>
<td>$0.00</td>
<td>$31.99</td>
</tr>
<tr>
<td>Deliver To: 205 Bookkeeper, WEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economy woodcase pencil</td>
<td>UNV-55144</td>
<td>Each</td>
<td>3</td>
<td>$9.49</td>
<td>$0.00</td>
<td>$28.47</td>
</tr>
<tr>
<td>Deliver To: 205 Bookkeeper, WEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Summary**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>$ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2051118-0610-SC6X</td>
<td>$60.46</td>
</tr>
</tbody>
</table>

**SubTotal:** $60.46  
**Shipping & Handling:** $0.00  
**Tax:** $0.00  
**Total:** $60.46

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Terms and Conditions:
The Warren County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Warren County Public Schools, 303 Lovers Lane Bowling Green, KY 42103, 1-270-781-5150.

**Approved By:** 000 McIntyre, Chris

**Signature:** ______________

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**IMPORTANT:**

If it says 'Hard Copy' next to the PO #, that means you will need to fax, email or mail the PO to the vendor to submit your order.

If it says 'XML' 'Email' or 'Fax' that means that ESM has already placed your order and no further action is necessary. This will be the case with most Catalog Vendors.
Darla Wood will provide a PDF copy of all purchase orders assigned to each school daily via an email to the bookkeeper. Bookkeeper should then distribute the copies to the person who submitted the requisition. Each person will be responsible for submitting their own orders to the vendor either via fax/email/mail etc. unless ESM has submitted the order for you.

Once products are received, the person who submitted the requisition should go into the 'Receive' tab to document that their items have been received.
Type in Requisition # or PO # and hit submit to update status of requisition to 'Received'.

After you have updated the status in ESM as 'Received' you will need to sign the copy provided to you by the bookkeeper and return to Darla Wood.

**IMPORTANT:** We are unable to pay invoices without documentation supporting the receipt of your items.