


Track Requisitions and Purchase Orders that are Delivered to the Warehouse

If the items ordered go to the Warehouse, this report allows you to track the items.

Go to the following web address.	https://sbcusdapps.sbcusd.com/PWHT/ Username: firstlastname Password: District email password
Input your school or department site code number.	 <div style="border: 1px solid blue; padding: 5px; background-color: #0070C0; color: white; text-align: center; font-weight: bold; margin: 5px 0;">Purchase/Warehouse Tracking Report</div> Site / Location * <input style="width: 100px;" type="text" value="824"/>
Change the date range as needed.	Requisition Dates * <input style="width: 100px;" type="text" value="07/01/2021"/> <input style="width: 20px;" type="button" value="📅"/> <input style="width: 100px;" type="text" value="09/30/2022"/> <input style="width: 20px;" type="button" value="📅"/>
To limit the report results, enter the Requisition Number and/or PO Number .	Requisition Number <input style="width: 100px;" type="text" value="123456"/> P O Number <input style="width: 100px;" type="text" value="678910"/>
Click the Submit button.	<input style="width: 100px; height: 30px; border: 1px solid gray; background-color: #ccc;" type="button" value="Submit"/>

The report will display.

Loc	ReqNum	Req.Date	Requisition Description	Requestor	PO Num	St	Requisition Status	Byr	Buyer Name	Vendor Name
824	526213	09/29/2022	Office Supplies-Magnetic Board	Emilie Ortiz		06	Approved, to N.			AMAZON BUSINESS
824	525850	09/23/2022	Overage Coverage - Software Ad	Emilie Ortiz		06	Approved, to N.	103	Lenore McCall	SOFTCHOICE CORPORA...
824	525785	09/22/2022	Electric duster	Emilie Ortiz		06	Approved, to N.	107	Eva Ramirez	CDWG GOVERNMENT INC.
824	525771	09/22/2022	Aruba ClearPass Initial Order	Emilie Ortiz		07	Rejected, Sent			VECTOR RESOURCES INC.
824	525765	09/22/2022	Panduit network termination to	Emilie Ortiz		06	Approved, to N.	107	Eva Ramirez	CDWG GOVERNMENT INC.
824	525763	09/22/2022	Blanket - Additional 500GB Sof	Emilie Ortiz		06	Approved, to N.	103	Lenore McCall	ECS IMAGING INC.
824	524986	09/07/2022	Project - Erate - Aruba Switch	Emilie Ortiz	913880	14	PO Created	107	Eva Ramirez	GOLDEN STAR TECHNOL...