How to Enter a Stores Order in Business PLUS

**Step 1:** Once you are logged into BusinessPLUS, click on the “Stores Inventory” tab on the top right. A blue tab indicates the current selected page.

**Step 2:** In the top left of the screen, click on “Create Warehouse Orders – SI0EUB”.
**Step 3:** A new window should pop up. This is your new SIOEUB screen. It may take a few seconds to fully load. At the top left of the screen, click on the green “+” icon to go to Add Mode.

**Step 4:** Make sure you are in “Add Mode”. Click on the ellipsis (…) next to the “Order ID” and select “Auto[K1.K]”.
**Step 5:** Enter the following three fields:
Description (site name, department, teacher, room number etc.)
Requested By: Your name
Customer ID: Your ship to ID

**Step 6:** Hit enter to save the header information. Make sure a green message at the top of the screen reads “Record Accepted”.
**Step 7:** Click on the “Items” Tab and enter the following:
- **Quantity Ordered**
- **Product ID**
- **Account number**

Hit enter and look for the green message “Record Accepted” at the top left of the screen. If you have more items you can continue entering them one by one hitting enter after each one.

**Alternate view:** To see multiple items on one screen, click on the grid icon on the bottom of screen and choose “Show Grid”.
This will show you multiple items all on one screen.

**Step 8:** Once you are done entering all your items, click “Links” on top left of screen and select “Print Pick Ticket”.
**Step 9:** This screen should pop up, hit **Submit** and your order will print to the Warehouse. You are done!