

# BLANKET PO OPEN LAB DATES JUNE 2018

PURCHASING SERVICES HAS RESERVED THE LOS GATOS LAB FOR THE FOLLOWING DATES AND TIMES FOR REQUESTORS TO COME AND ENTER THEIR BLANKET PO REQUISITIONS:

- WEDNESDAY, JUNE 6<sup>TH</sup> 1-4pm
- THURSDAY, JUNE 7<sup>TH</sup> 1-4pm
- WEDNESDAY, JUNE 13<sup>TH</sup> 1-4pm
- THURSDAY, JUNE 14<sup>TH</sup> 1-4pm
- WEDNESDAY, JUNE 20<sup>TH</sup> 1-4pm
- THURSDAY, JUNE 21<sup>ST</sup> 1-4pm

PLEASE MAKE SURE TO HAVE THE FOLLOWING ON HAND WHEN ATTENDING THE OPEN LAB:

- QCC LOGIN AND PASSWORD
- ACCOUNT STRINGS
- PREVIOUS YEAR'S BLANKET POs
- ANY OTHER INFORMATION YOU MAY NEED TO ENTER YOUR BLANKETS
  - ACCOUNT NUMBER
  - CUSTOMER NUMBER
  - SITE INFORMATION/LOCATION
  - SERIAL NUMBERS (IF APPLICABLE)
  - MODEL NUMBERS (IF APPLICABLE)

THE TSB LOS GATOS LAB IS LOCATED ON THE 2<sup>ND</sup> FLOOR, NORTH BUILDING.

THE PURCHASING TEAM WILL BE ON HAND TO ASSIST WITH ANY REQUISITION ENTRY QUESTIONS.

