

Santa Clara County  Office of Education

QCC PURCHASE ORDER
REQUISITION ENTRY REFRESHER
PURCHASING DEPARTMENT
Fiscal Year 2018-2019

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 6TH 1-4pm
- THURSDAY, JUNE 7TH 1-4pm
- WEDNESDAY, JUNE 13TH 1-4pm
- THURSDAY, JUNE 14TH 1-4pm
- WEDNESDAY, JUNE 20TH 1-4pm
- THURSDAY, June 21ST 1-4pm

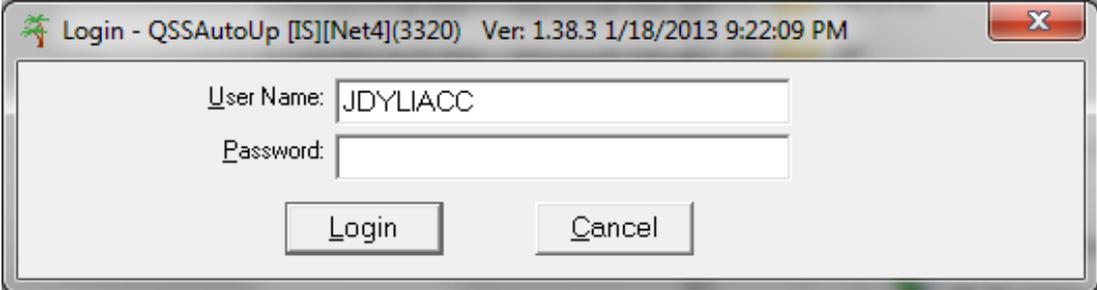
PLEASE MAKE SURE TO HAVE THE FOLLOWING ON HAND WHEN ATTENDING THE OPEN LAB:

- 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 2ND FLOOR, NORTH BUILDING.

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

GETTING STARTED!



Login - QSSAutoUp [IS][Net4](3320) Ver: 1.38.3 1/18/2013 9:22:09 PM

User Name: JDYLIACC

Password:

Login Cancel

CLICK ON THE PALM TREE ICON ON YOUR DESKTOP TO GET STARTED.

YOUR USER NAME AND PASSWORD IS THE SAME AS YOUR QSS LOGIN ID.



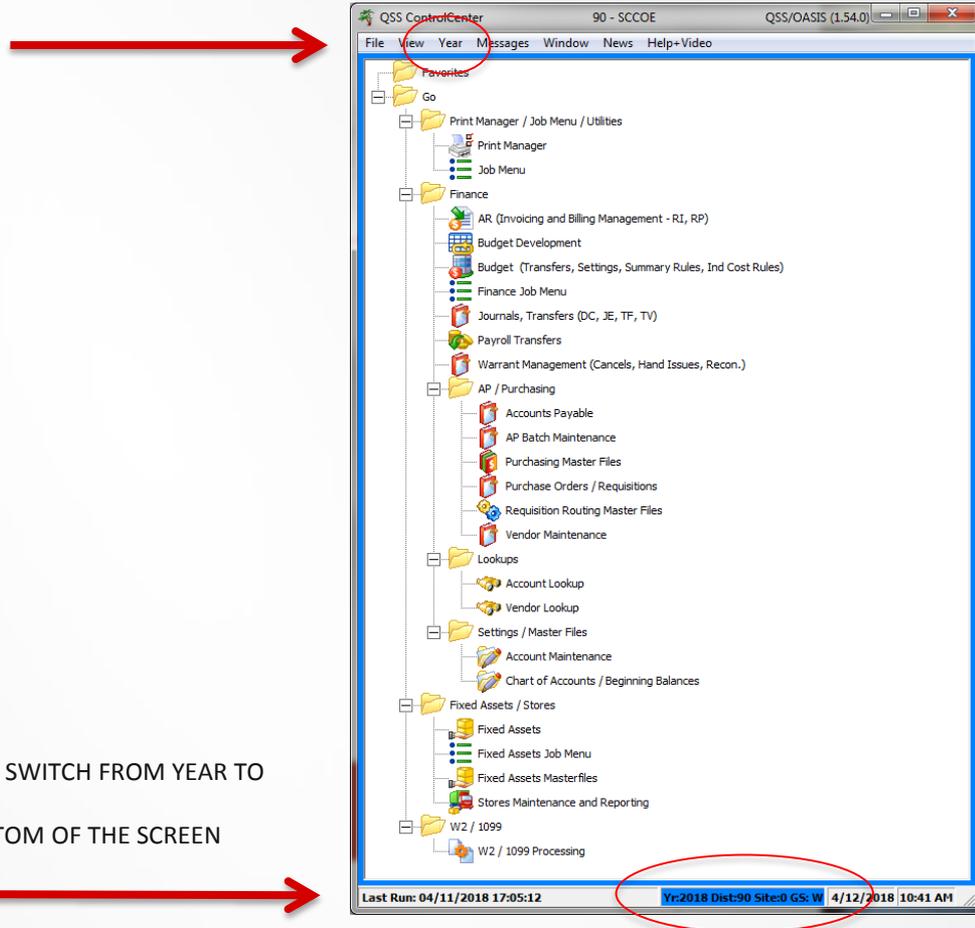
QCC MAIN MENU

THE “YEAR” OPTION ALLOWS YOU TO SELECT FISCAL YEAR. JULY 1ST IS THE BEGINNING OF EACH FISCAL YEAR, AND ENDS AT JUNE 30TH.

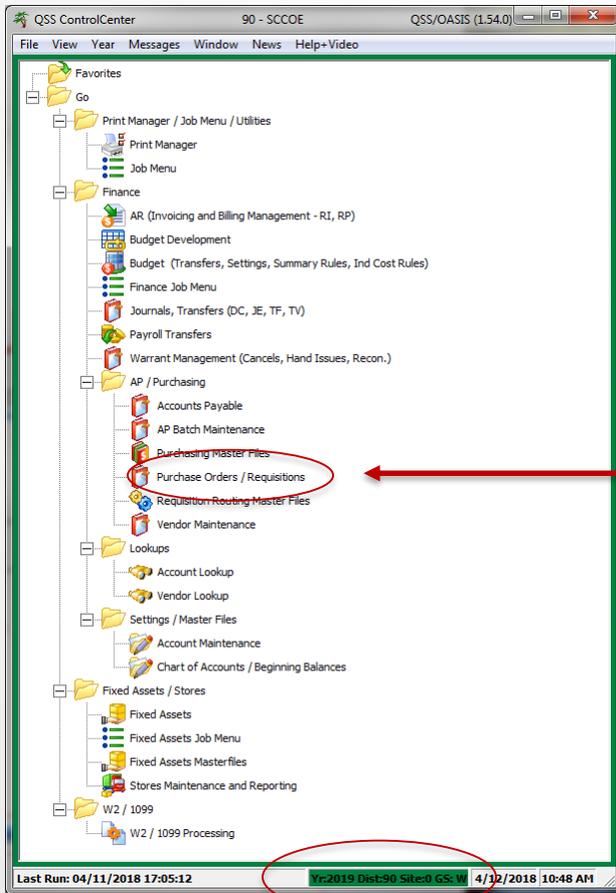
SELECT “2019” ON THE DROP DOWN OPTION.

TIPS:

- THE BORDER COLOR CHANGES WHEN YOU SWITCH FROM YEAR TO YEAR. 2017-18 IS BLUE; 2018-19 IS GREEN
- CURRENT YEAR IS DISPLAYED ON THE BOTTOM OF THE SCREEN



QCC MAIN MENU



TIPS:

- GREEN BORDER MEANS YOU ARE IN THE CORRECT YEAR!
- BOTTOM BORDER DISPLAYS YEAR "2019"

YOU CAN PROCEED TO ENTER REQUISITIONS!!

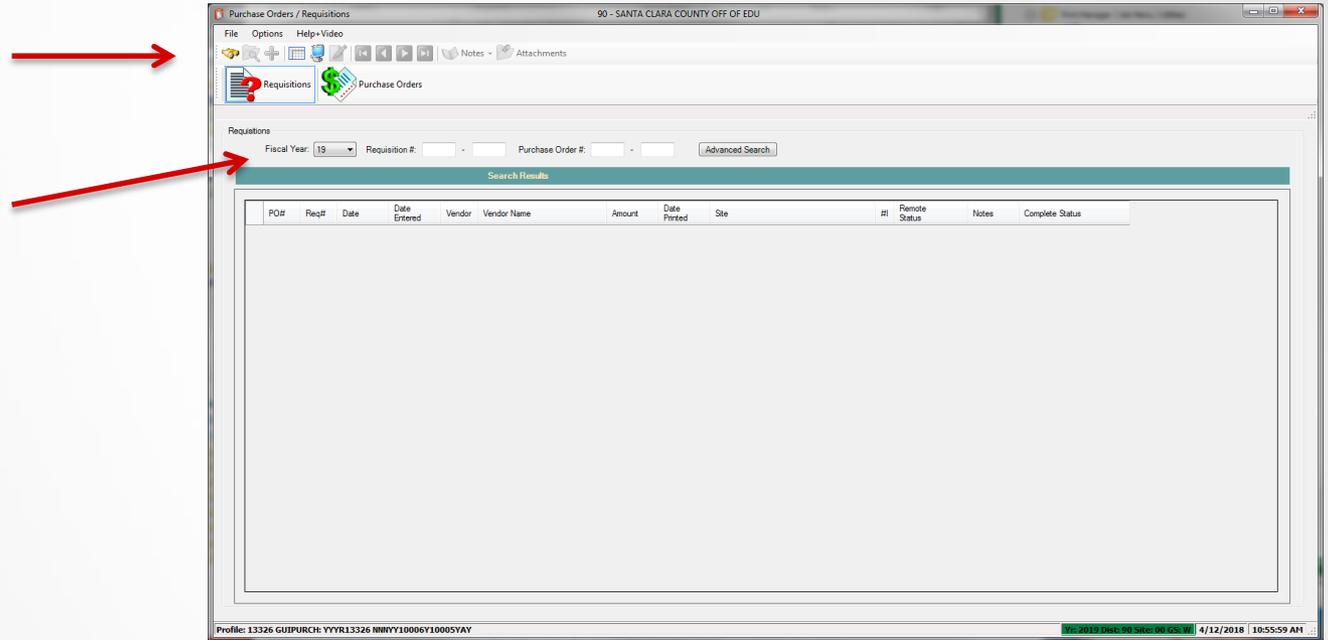
SELECT "PURCHASE ORDERS/REQUISITIONS" TO BEGIN ENTERING REQUISITIONS.

MAKE SURE TO SELECT THE CORRECT FISCAL YEAR. ENTERING REQUISITIONS IN THE CURRENT YEAR FOR NEXT FISCAL YEAR WILL CAUSE YOUR REQUISITION TO BE CANCELED AT THE END OF THE YEAR. IF THE REQUISITION IS ENTERED AFTER JUNE 30TH, THE SYSTEM WILL AUTOMATICALLY ENTER IT IN THE 'NEW' FISCAL YEAR.

CREATING A NEW REQUISITION

SELECT GREEN PLUS ICON TO
BEGIN ENTERING REQUISITION

REMINDER: DOUBLE CHECK THAT
YOU ARE IN THE CURRENT FISCAL
YEAR – **FISCAL YEAR 19**



CREATING A NEW REQUISITION

ENTER VENDOR NUMBER

PO TYPE:
PO FOR REGULAR PO
PB FOR BLANKET PO
PE FOR EMERGENCY PO

ENTER DESCRIPTION,
SUBMITTED BY (FIRST
INITIAL, LAST NAME AND
EXTENSION ie: JDY-
LIACCO X 6854)

SELECT APPROPRIATE
BUYER BASED ON
COMMODITY CODE
CHOSEN ON THE RIGHT

ENTER ACCOUNT STRING

The screenshot shows the 'Requisition Entry' window for Santa Clara County Office of Education. The interface includes a menu bar (File, Options, Help), a toolbar with icons for Save and Return, Save, Save Draft, Close, and various navigation and utility icons. The main form is divided into several sections:

- Requisition Header:** Includes fields for Requisition (set to 'New'), Purchase Order, Control #, Warehouse, and Stores Order.
- Vendor/Addr#:** Set to 999999 / 00-.
- Date:** 04/14/2017.
- PO Type:** PO - REGULAR PURCHASE ORDERS.
- Description:** A text field for entering the requisition description.
- Submitted by:** A text field for the submitter's name and extension.
- Site:** 0000.
- Buyer:** B1 - JAS SOHAL - PURCH MGR.
- Routing Group:** ORIGINATORS.
- Program:** A dropdown menu.
- Room:** A text field.
- Tax %:** 9.250 %.
- Terms:** NET 30.
- FOB:** DESTINATION.
- Delivery By:** A dropdown menu.
- Confirming:** 0 - No confirmation message.
- Ship To:** 0000.
- Commodity:** A dropdown menu.
- Misc Date:** A text field.
- Misc:** A text field.
- Discount:** .000 %.
- Shipping %:** A text field.

Below the header is an 'Accounts' section with an 'Add Row' button and a table with columns: In, Fnd, Resc, Y, Objt, SO, Goal, Func, CstCtr, Ste, Mngr, Percent, Budget, Balance. The table contains one row with values: 1, -, -, -, -, -, -, -, -, -, -, .00.

At the bottom, there are tabs for 'Address (00)', 'Additional', 'Shipping', 'Beg Message', and 'End Message'. Below these are two large yellow rectangular boxes labeled 'Vendor' and 'Remit'.

DELIVERY DATE WILL BE
06/30/2019 FOR THE
DURATION OF THE
FISCAL YEAR FOR
BLANKET POS.

SELECT SHIPPING
LOCATION

SELECT COMMODITY
CODE



ADDING AN ACCOUNT STRING

Requisition Entry - 90 - SANTA CLARA COUNTY OFF OF EDU - QSS/OASIS

File Options Help

Save and Return Save Save Draft Close Items Notes Options

Requisition

Requisition: "New" Purchase Order: Control #: Warehouse: Stores Order:

Vendor/Addr#: 999999 / 00 Date: 05/11/2016

PO Type: PO - REGULAR PURCHASE ORDERS Delivery By: Confirming: 0 - No confirmation message

Description: Tax %: 8.750 % Ship To: 0000 "No Shipping Location" (0000)

Submitted by: Terms: NET 30 Commodity:

Site: 0000 FOB: DESTINATION

Buyer: 81 - JAS SOHAL - PURCH MGR Program: Misc Date: Misc:

Routing Group: ORIGINATORS Room: Discount: .000 % Shipping %:

Accounts

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	Cst	Ctr	Ste	Mngr	Percent	Budget Balance
1	-	-	-	-	-	-	-	-	-	-	-		.00

Address (00) Additional Shipping Beg Message End Message

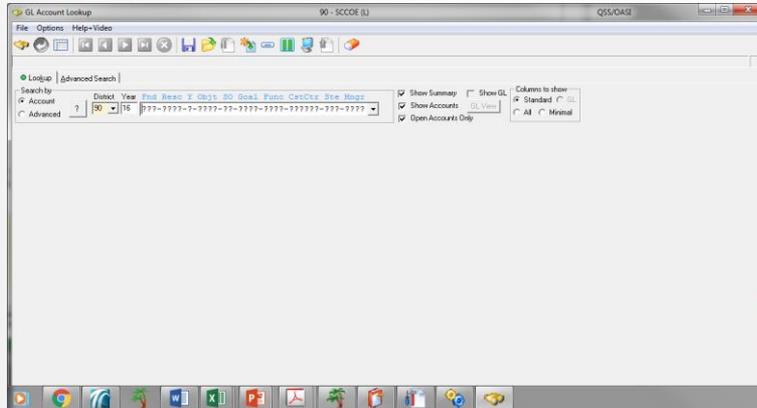
Vendor Remit

QCC AUTOMATICALLY ALLOWS FOR THE REQUESTOR TO ENTER ONE ACCOUNT STRING. THE GREEN PLUS SIGN "+ ADD ROW" ALLOWS REQUESTOR TO ADD ANOTHER ROW IF MULTIPLE ACCOUNT STRINGS WILL BE USED.

PSEUDO CODES MAY BE ENTERED BY USING THE FORWARD SLASH (/) ON THE KEY PAD ONLY (ABOVE THE NUMBER 8).

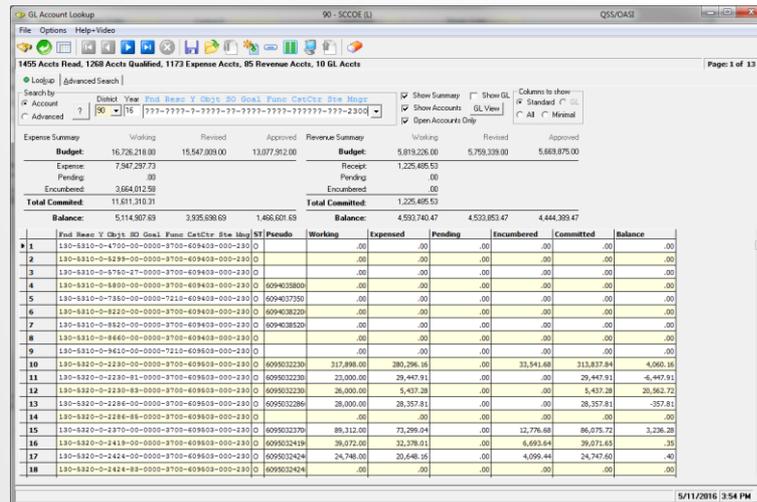
THIS WILL ELIMINATE THE DASHES (--) AND ALLOW YOU TO ENTER THE 12-DIGIT PSEUDO CODE. HIT 'TAB' AND THE COMPLETE ACCOUNT STRING WILL POPULATE ON THE FIELD.

SEARCHING FOR ACCOUNT STRING



IF YOU NEED TO SEARCH FOR AN ACCOUNT STRUCTURE, CLICK ON THE “L” BOX NEXT TO THE EMPTY ACCOUNT FIELD AND THIS WILL ENABLE YOU TO ACCESS THE GL ACCOUNT LOOKUP SCREEN. YOU CAN ENTER WHATEVER INFORMATION YOU HAVE (MANAGER CODE, COST CENTER, OBJECT CODE, FUND, ETC...).

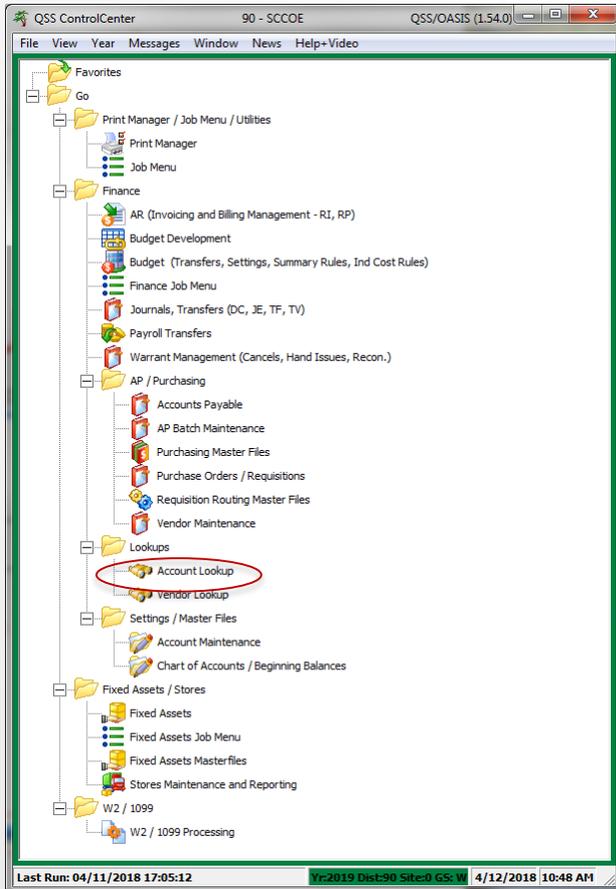
SELECT THE BINOCULARS ICON TO DO THE SEARCH AND THE APPROPRIATE MATCH WILL BE DISPLAYED.



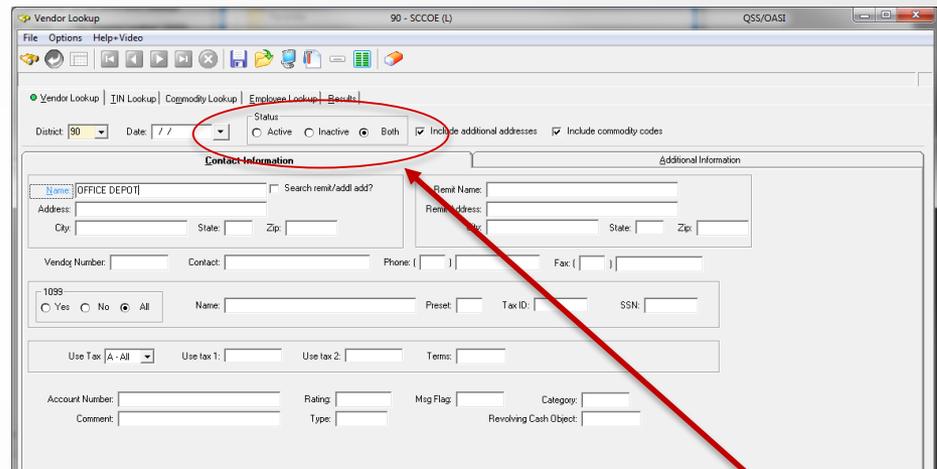
ALL THE ACCOUNTS THAT MATCH WHAT YOU ENTERED IN THE SEARCH FIELD WILL BE DISPLAYED. SELECT THE APPROPRIATE ACCOUNT STRUCTURE TO USE BY MOVING YOUR CURSOR TO THE LINE AND CLICK ON THE GREEN CIRCLE/WHITE ARROW ICON ON THE TOP AND THAT ACCOUNT STRING IS WHAT WILL POPULATE AND BE USED FOR YOUR REQUISITION.



HOW TO DO A VENDOR SEARCH



TO DO A VENDOR SEARCH FROM THE QCC MAIN MENU SCREEN –
SELECT VENDOR LOOKUP FROM THE LOOKUPS FOLDER



RULE OF THUMB, SELECT “BOTH” FOR STATUS SO IT PULLS ACTIVE AND INACTIVE VENDOR INFORMATION.
TYPE IN VENDOR NAME IN THE NAME FIELD AND CLICK ON THE BINOCULARS ICON TO BEGIN THE SEARCH.

HOW TO DO A VENDOR SEARCH

Vendor Lookup 90 - SCCOE (L) QSS/OASI

File Options Help+Video

4 Records Read, 4 Records Matched. Showing 27 rows including 4 Vendors and 23 Additional Addresses. Page: 1 of 1

Vendor Lookup | IIN Lookup | Commodity Lookup | Employee Lookup | **Rel...**

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number	Com Codes	Add'l Addr.
1	OFFICE DEPOT	90 - 004308	I	BUSINESS SERVICES DIVISION 6700 AUTO MALL PKWY	V90013089 TIN: N	(510) 497-5321			4
2		90 - 004308/01	-	2900 FABER ST UNION CITY, CA 94587	Addr Type: V2				
3	OFFICE DEPOT	90 - 004308/02	-	PO BOX 70049 LOS ANGELES, CA	880-650-1222				
4	OFFICE DEPOT	90 - 004308/03	-	PO BOX 70049 SANTA ANA, CA 92725-0049					
5		90 - 004308/04	-	PO BOX 70025 LOS ANGELES, CA					
6	OFFICE DEPOT	90 - 009767	I	3150 DE LA CRUZ BLVD SUITE 201 SANTA CLARA, CA	ANDY CAPRIOTTI X406 TIN: N	(408) 748-9100	(408) 748-0262		3
7	OFFICE DEPOT	90 - 009767/01	-	PO BOX 70049 LOS ANGELES, CA					
8	OFFICE DEPOT	90 - 009767/02	-	DEPT. 56-6186197350 PO BOX 689020 DES MOINES, IA 50368-9020					
9	OFFICE DEPOT	90 - 009767/03	-	PO BOX 70025 SANTA ANA, CA 92725-0025					
10	OFFICE DEPOT - PLS USE V#22592	90 - 004306	A	BUSINESS SERVICES DIVISION 6700 AUTO MALL PKWY	V90025316 TIN: N	(510) 497-5421	(888) 811-7272		6
11		90 - 004306/01	-	PO BOX 70049 SANTA ANA, CA 92725-004					
12		90 - 004306/02	-	PO BOX 70049 LOS ANGELES, CA					
13		90 - 004306/03	-	PO BOX 689020 DES MOINES, IA 50368-9020					
14		90 - 004306/04	-	PO BOX 88040 CHICAGO, IL 60680-1040					
15	OFFICEMAX CONTRACT INC.	90 - 004306/05	-	75 REMITTANCE DRIVE #2698					
16		90 - 004306/06	-	PO BOX 630813 CINCINNATI, OH 452630913					
17	OFFICE DEPOT INC.	90 - 022592	A	6600 NORTH MILITARY TRAIL BOCA RATON, FL 33496	TIN: N	(561) 438-4800			10
18		90 - 022592/01	-	BUSINESS SERVICES DIVISION 6700 AUTOMALL PARKWAY					
19		90 - 022592/02	-	PO BOX 70049 SANTA ANA, CA 92725					
20		90 - 022592/03	-	PO BOX 70049 LOS ANGELES, CA 90074					
21		90 - 022592/04	-	PO BOX 689020 DES MOINES, IA 50368					
22		90 - 022592/05	-	PO BOX 88040 CHICAGO, IL 60680					

5/11/2016 4:04 PM

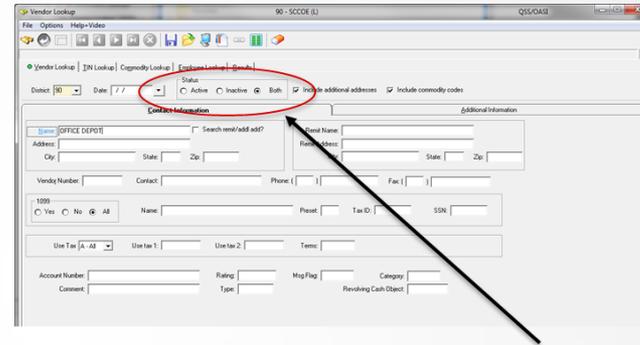
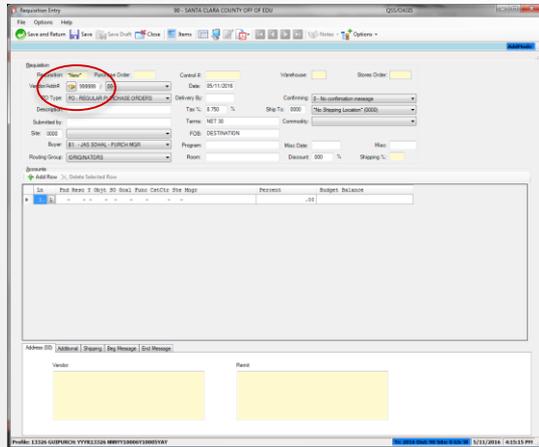
ALL INFORMATION THAT MATCHES WHAT YOU ENTERED IN THE SEARCH FIELD WILL POPULATE.

MAKE NOTE THAT VENDORS WITH "I" STATUS ARE INACTIVE AND VENDORS WITH "A" STATUS ARE ACTIVE. USE THE ACTIVE VENDOR NUMBERS. STATUSES WITH "-" ARE REMITTANCE ADDRESSES.

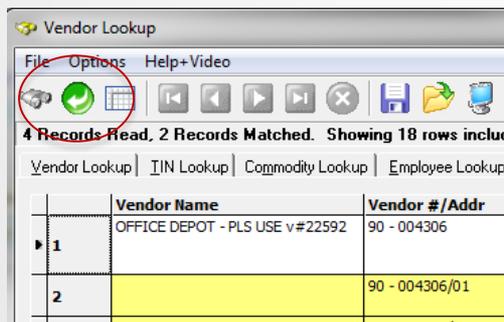
LOOK FOR THE VENDOR NUMBER THAT APPLIES TO WHAT YOU ARE SEARCHING FOR, MOVE YOUR CURSOR TO THE NUMBER AND CLICK ON THE VENDOR MAINTENANCE ICON (WHITE PAPER WITH RED PEN) TO OPEN UP VENDOR INFORMATION.

HOW TO DO A VENDOR SEARCH WITHIN THE REQUISITION

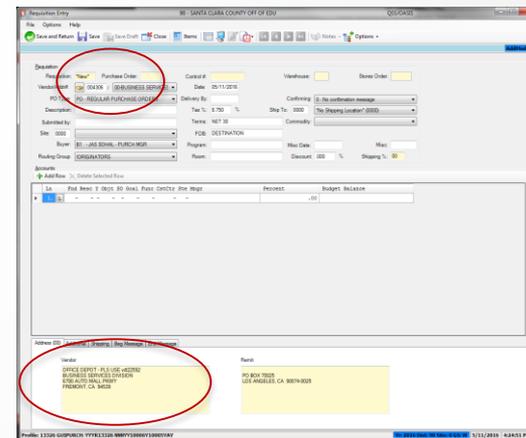
SELECT THE BINOCULARS ICON AFTER THE VENDOR/ADDR#:



TYPE IN VENDOR NAME IN THE NAME FIELD AND CLICK ON THE BINOCULARS ICON TO BEGIN THE SEARCH.



SELECT THE APPROPRIATE VENDOR AND CLICK ON THE ROUND GREEN WITH WHITE ARROW ICON



THIS WILL ADD THE VENDOR ON THE REQUISITION.

BEGINNING & ENDING MESSAGES

The image shows two screenshots of a software interface. The top screenshot shows the 'Beg Message*' tab selected, with a dropdown menu for '1:' set to 'FY1819'. The message content area displays: 'BLANKET PURCHASE ORDER FOR FISCAL YEAR 2018-2019 BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 FOR THE FOLLOWING:'. The bottom screenshot shows the 'End Message*' tab selected, with a dropdown menu for '1:' set to 'BUYER 1'. The message content area displays: 'PLEASE DIRECT QUESTIONS REGARDING THIS PURCHASE ORDER TO: BUYER 1 COMMODITIES JAS SOHAL PURCHASING MANAGER JAS_SOHAL@SCCOE.ORG 1(408)453-6858'. Both screenshots include navigation buttons (First, Previous, Next, Last) and a list of numbers 1 through 5.

MAKE USE OF THE BEGINNING AND ENDING MESSAGES!

BEGINNING MESSAGES:

- FY1819 – SELECT THIS BEGINNING MESSAGE FOR FISCAL YEAR 2018-2019
- FY1819HS – SELECT THIS BEGINNING MESSAGE FOR HEAD START FISCAL YEAR 2018-2019

ENDING MESSAGES SHOULD INCLUDE:

- BUYER (FOR PO QUESTIONS TO BE DIRECTED TO THE APPROPRIATE BUYER)
- BILLING (FOR INVOICES TO GO TO ACCOUNTING)
- PURCHFAX (FOR PURCHASING TO SEND PO TO THE VENDOR)

**FISCAL YEAR BEGINNING
MESSAGES ONLY APPLY TO
BLANKET POs**

REQUISITION ENTRY

Subject to tax: 0.00 Rate: 8.750 % Sub Total: 0.00 Total Tax: 0.00 Total: 0.00

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Accounts

In	End	Resc	Y	Objt	SO	Goal	Func	Cat	Chr	Ste	Mogr	Amount	Percent
1				350-7710-0-6266-18-0000-8500-677021-000-2300								0.00	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA	DF	Disc%	Disc Amt

MAKE SURE THAT THE DROP DOWN FIELD UNDER 'PRINT' IS ALWAYS SELECTED "YES" FOR ALL LINE ITEMS ENTERED!

SPLIT:

- **CALCULATE PERCENTAGE** MEANS 100% OF THE BUDGET WILL BE CHARGED TO THAT ACCOUNT STRING
- **SPECIAL PERCENTAGE** APPLIES TO TWO OR MORE ACCOUNT STRINGS AND ALLOWS THE REQUESTOR TO SELECT SPECIFIC PERCENTAGES OF THE CHARGES TO GO TO A SPECIFIC ACCOUNT STRING.
- **SPECIAL DOLLAR** APPLIES TO TWO OR MORE ACCOUNT STRINGS AND ALLOWS THE REQUESTOR TO SELECT SPECIFIC DOLLAR AMOUNT TO GO TO A SPECIFIC ACCOUNT STRING.

QUANTITY:

- HOW MANY IS BEING ORDERED

UNIT:

- UNIT OF MEASURE (EACH, LOT, BOX, etc...)

TAX:

- SELECT YES IF IT'S AN ACTUAL ITEM BEING ORDERED
- SELECT NO IF IT'S A SERVICE

FIXED ASSET:

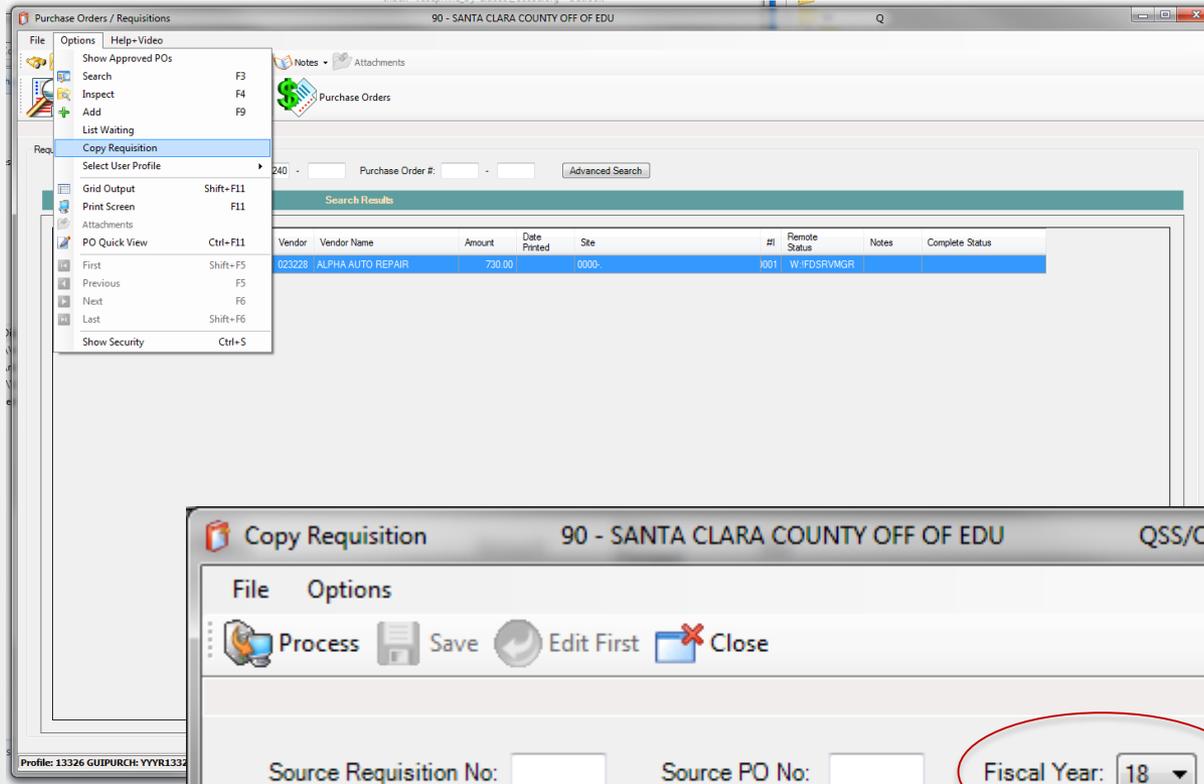
- DROP DOWN FOR YES OR NO TO SELECT IF ITEM IS A FIXED ASSET (ITEM IS MORE THAN \$500)

REQUISITION ENTRY

ITEM DESCRIPTION

- THIS IS WHERE THE REQUESTOR SPECIFY WHAT IS BEING ORDERED.
- PLEASE INCLUDE THE FOLLOWING INFORMATION:
 - VENDOR ITEM NUMBER/PART NUMBER
 - DETAILED ITEM DESCRIPTION (COLOR, SIZE, ETC...)
 - IF THIS IS A CONTRACT, PLEASE INCLUDE RM#
 - IF THIS IS A MEMBERSHIP OR REGISTRATION, PLEASE INCLUDE REGISTRANT INFORMATION, DATE, LOCATION
 - IF THIS IS FOR PAYMENT, INCLUDE INVOICE NUMBER
 - IF THIS IS FOR WARRANT REQUEST, INCLUDE WHETHER WARRANT WILL BE MAILED TO THE VENDOR OR WILL BE PICKED UP
 - OTHER INFORMATION AS NEEDED
- PLEASE ENTER ONE LINE ITEM PER ITEM BEING ORDERED
- PLEASE ADD AND USE LAST LINE ITEM FOR SHIPPING FEES. THIS CAN ALSO INCLUDE THE FOLLOWING INFORMATION:
 - QUOTE # AND DATE
 - VENDOR INFORMATION/CONTACT PERSON
 - PROGRAM AUTHORIZED SIGNATURE
 - OTHER INFORMATION AS NEEDED

COPYING AN EXISTING REQUISITION

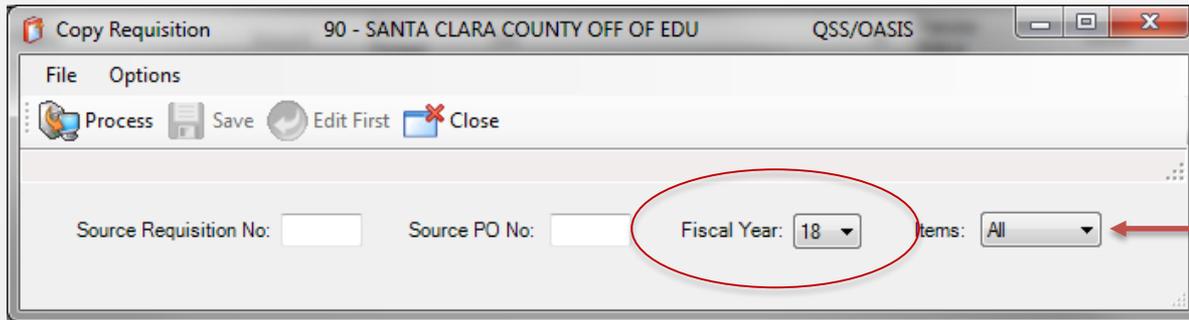


COPYING A REQUISITION FROM ONE FISCAL YEAR TO ANOTHER IS BENEFICIAL FOR BLANKET PURCHASE ORDERS.

ON THE REQUISITIONS TAB, GO TO OPTIONS → COPY REQUISITION

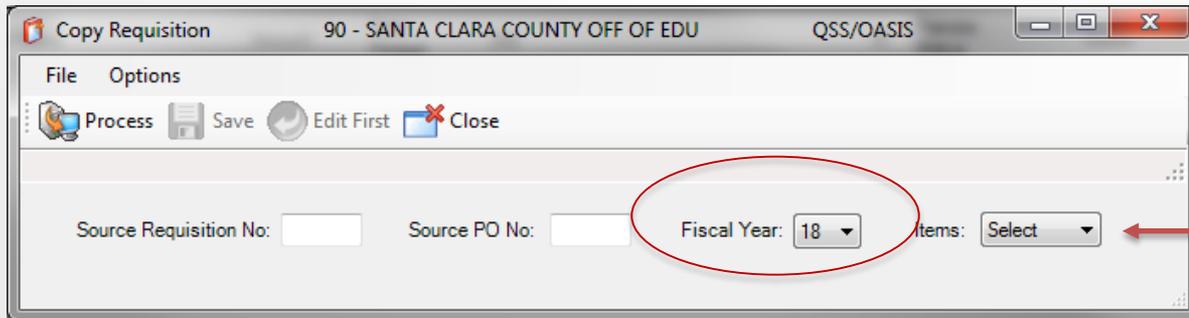
ENTER THE REQUISITION NUMBER OR PO NUMBER TO BE COPIED, AND SELECTING THE APPROPRIATE FISCAL YEAR.

COPYING AN EXISTING REQUISITION



The screenshot shows a window titled "Copy Requisition" for "90 - SANTA CLARA COUNTY OFF OF EDU" in the "QSS/OASIS" system. The window has a menu bar with "File" and "Options", and a toolbar with icons for "Process", "Save", "Edit First", and "Close". Below the toolbar are input fields for "Source Requisition No:", "Source PO No:", "Fiscal Year: 18", and "Items: All". A red circle highlights the "Fiscal Year" dropdown, and a red arrow points from the "Items" dropdown to the explanatory text on the right.

SELECTING "ALL" ITEMS MEANS YOU WANT TO COPY ALL OF THE LINE ITEMS IN THE PO AND TRANSFER IT ALL TO THE NEW REQUISITION.



The screenshot shows the same "Copy Requisition" window, but the "Items" dropdown is now set to "Select". A red circle highlights the "Fiscal Year" dropdown, and a red arrow points from the "Items" dropdown to the explanatory text on the right.

SELECTING "SELECT" ITEMS MEANS YOU ONLY WANT TO SELECT CERTAIN LINE ITEMS TO TRANSFER TO THE NEW REQUISITION. THIS APPLIES TO PO'S THAT HAVE CHANGE ORDERS ON THEM AND THAT WOULD NOT NECESSARILY NEED TO BE INCLUDED IN THE NEW PO.

ONCE DONE, CLICK THE 'PROCESS' ICON AND EDIT FIRST

COPYING AN EXISTING REQUISITION

The screenshot shows the 'Requisition Entry' window for '90 - SANTA CLARA COUNTY OFF OF EDU' in the 'QSS/OASIS' system. The interface includes a menu bar (File, Options, Help) and a toolbar with icons for Save and Return, Save, Save Draft, Close, Items, and Notes. The main form is divided into several sections:

- Requisition:** Includes fields for Requisition (set to 'New'), Purchase Order, Control #, Warehouse, and Stores Order.
- Vendor/Addr#:** 014676 / 00-355 E. MCGLINCY LAI
- Date:** 06/20/2013
- PO Type:** PB - BLANKET PURCHASE ORDERS
- Delivery By:** 06/30/2013
- Confirming:** 0 - No confirmation message
- Description:** LANDSCAPING HS - LYNDALE
- Tax %:** 8.375 %
- Ship To:** 0001 SANTA CLARA COE (0001)
- Submitted by:** K.CAMARENA X6915 / G.RAMIREZ 6
- Terms:** NET 30
- Commodity:** 6LSS - LANDSCAPING
- Site:** 0000
- FOB:** DESTINATION
- Buyer:** B6 - JOSEPHINE DY-LIACCO
- Program:** (empty)
- Routing Group:** IORIGINATORS
- Room:** (empty)
- Shipping %:** (empty)

Below the form is an 'Accounts' section with a table:

In	Fnd Resc Y	Objct SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
1.			860-5210-3-5500-00-0001-8100-509305-000-5300			67.00	10,218.32
2.			860-5210-4-5500-00-0001-8100-509405-000-5300			33.00	3,352.28

At the bottom, there are sections for 'Address (00)', 'Vendor', and 'Remit', each containing a yellow placeholder box for text.

A NEW REQUISITION ENTRY SCREEN WILL NOW BE AVAILABLE TO BE EDITED AS NEEDED.

CHECK TO MAKE SURE THAT THE "SUBMITTED BY" PERSON IS CORRECT, CHECK THE DELIVERY DATE, BEGINNING AND ENDING MESSAGES, ETC...

FOLLOW THE SAME PROCESS WITH CREATING A NEW REQUISITION AND MAKING SURE THAT ALL INFORMATION IS CORRECT.

WHAT INFORMATION TO INCLUDE?

THE BODY OF THE REQUISITION SHOULD INCLUDE AS MUCH INFORMATION AS POSSIBLE

BRIEF DESCRIPTION

DETAILS TO INCLUDE:

- WHO IS IT FOR?
- WHAT IS IT FOR?
- WHERE IS IT FOR?

AUTHORIZED SIGNATORIES

ACCOUNT NUMBER, PART NUMBER, SERIAL NUMBER, MODEL NUMBER, ETC ...

PERTINENT INFORMATION

NOTATION OF THE BLANKET PO NUMBER FROM PREVIOUS FISCAL YEAR OR NEW BLANKET PO IF NEW FOR THE FISCAL YEAR

POSTAGE COSTS - NOT TO EXCEED

FOR THE SCCOE MAILROOM
1290 RIDDER PARK DRIVE,
SAN JOSE CA 95131

AUTHORIZED SIGNATURES:

- JAS SOHAL
- FRANK INDOVINA
- JANE FRY

NEOFUNDS

ACCOUNT NO: 7900-0440-8033-7136
POC ACCOUNT NO: 8033713

*** ACCOUNTING ***

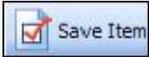
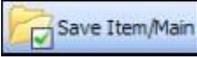
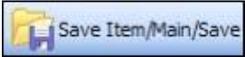
PLEASE MAKE WARRANTS PAYABLE TO
"NEOFUNDS" AND REFERENCE ACCOUNT
NUMBER 7900-0440-8033-7136 ON THE
WARRANT.

PLEASE SEND WARRANTS TO:
PO BOX 30193
TAMPA FL 33630-3193

*** NEW BLANKET PO ***



OPTIONS FOR SAVING

BUTTON	ACTION
	<p>This button saves the line item and allows you to continue to edit the line item, if needed.</p>
	<p>This button performs the following actions:</p> <ol style="list-style-type: none"> 1. Save the current line item. 2. Close the <i>Requisition Entry</i> dialog box (line items) 3. Return to the <i>Requisition Entry</i> dialog box (header information) without saving the requisition.
	<p>This button performs these actions:</p> <ol style="list-style-type: none"> 1. Save the changes to the current line item. 2. Close the <i>Requisition Entry</i> dialog box (line items). 3. Return to the <i>Requisition Entry</i> dialog box (header information). 4. Save the requisition.
	<p>This button enables you to:</p> <ol style="list-style-type: none"> 1. Close the <i>Requisition Entry</i> dialog box (line items) without saving the current line item. If you have not saved the current line item, a <i>Save Dialog</i> box displays. You can select <i>Yes</i> to save before displaying another line item or <i>No</i> to abandon your changes and display another line item or <i>Cancel</i> to resume editing the current line item. 2. Return to the <i>Requisition Entry</i> dialog box (header information).
	<p>Use this button to save the current line item and add another line item.</p>

ADDITIONAL LINE ITEMS

Subject to tax: 1.00 Rate: 8.250 % Sub Total: 1.00 Total Tax: 0.08 Total: 1.08

Item 2 of 2

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
2	Yes	Calculate Percentage	1	LOT	2.0000	2.00	Yes	000000	

Description: 59 lines remaining.
TEST ITEM 2

Accounts

Ln	Fnd	Resc	Y	Objt	\$0	Goal	Func	CstCtr	Ste	Mngr	Amount	Percent
1.	820	6500	0	4300	00	5001	2700	400800	000	5700	0.27	50.00
2.	820	6500	0	4368	00	5001	2700	400800	000	5700	0.81	50.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA
1	Y	SD	1	LOT	1.0000	1.00	Y	000000	

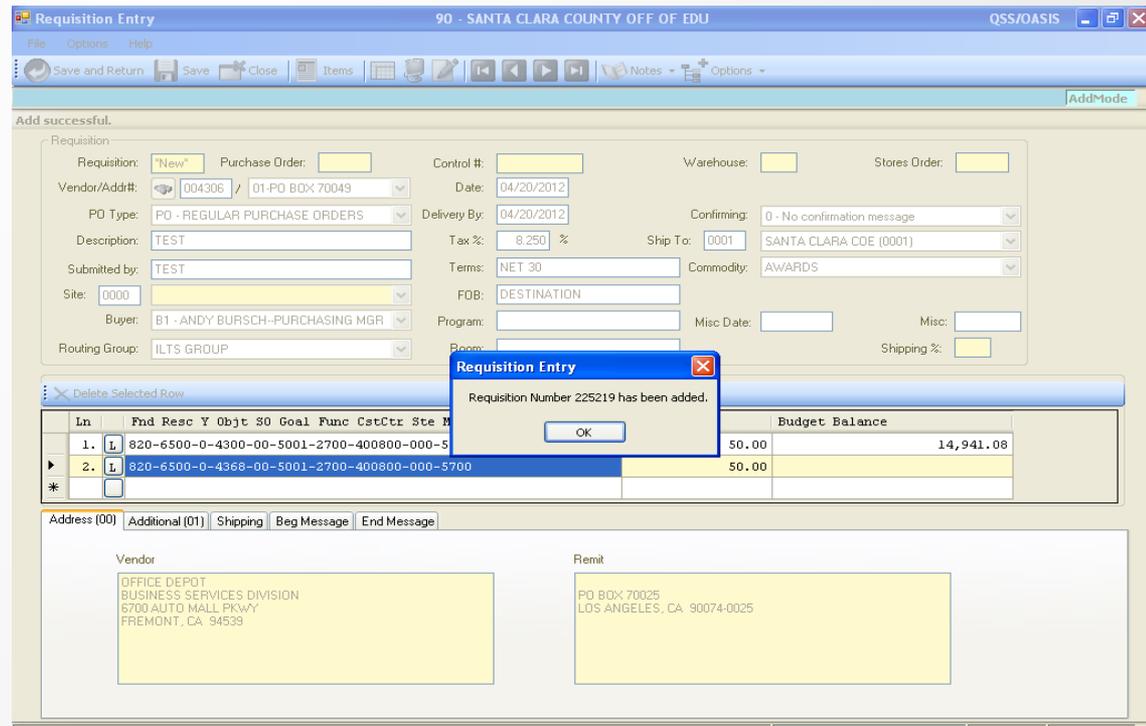
IF THERE IS MORE THAN ONE LINE ITEM, YOU CAN SELECT "SAVE ITEM/ADD ITEMS" WHICH WILL SAVE THE LAST ITEM ENTERED, AND ADD A BLANK LINE ITEM TO ADD MORE ITEMS.

THE BOTTOM SCREEN SHOWS HOW MANY LINE ITEMS HAVE BEEN ENTERED.

ASSIGN REQUISITION NUMBER



ONCE ALL LINE ITEMS HAVE BEEN ENTERED, SELECT "SAVE ITEM/MAIN/SAVE" OPTION AND YOUR REQUISITION NUMBER WILL BE ISSUED.



In	Fnd Resc Y	Objt SO	Goal Func CstCtr	Ste R	Budget Balance
1.	L	820-6500-0-4300-00-5001-2700-400800-000-5			50.00
2.	L	820-6500-0-4368-00-5001-2700-400800-000-5700			50.00
*					

Vendor: OFFICE DEPOT, BUSINESS SERVICES DIVISION, 6700 AUTO MALL PKWY, FREMONT, CA 94539

Remit: PO BOX 70025, LOS ANGELES, CA 90074-0025

APPROVING QUEUE MANAGEMENT

The screenshot shows a software window titled 'Purchase Orders / Requisitions' with the subtitle '90 - SANTA CLARA COUNTY OFF OF EDU' and 'QSS/OASIS'. The interface includes a menu bar (File, Options, Help, Videos, Videos), a toolbar with various icons, and two main tabs: 'Queue Management' and 'Requisitions'. The 'Queue Management' tab is active, displaying a table titled 'Requisitions Waiting for Action'. The table has columns for 'Se', 'Req#', 'Vendor', 'Amount', 'Date Added', 'Del By', 'Subt By', 'Site', and 'Commodit'. Below the table are 'Select All' and 'Clear All' buttons.

Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodit
<input checked="" type="checkbox"/>	02	944505	TROXELL COMMUNICATIONS INC	8,085.64	04/02/2013			
<input type="checkbox"/>	05	944519	RAISING A READER PROGRAM	5,845.50	04/03/2013	05/15/2013	CHEAJ	0000 5PUB
<input type="checkbox"/>	04	944552	HUNT FORD PRINTING & GRAPHICS	4,981.40	04/05/2013	04/30/2013	CHEAJ	0000 5GRA
<input type="checkbox"/>	05	944557	HUNT FORD PRINTING & GRAPHICS	4,981.40	04/05/2013	04/30/2013	CHEAJ	0000 5GRA

THE REQUISITIONS ENTERED AND ASSIGNED THEIR NUMBER WILL BE AVAILABLE IN THE QUEUE MANAGEMENT TAB. TO SEE ALL OF THE REQUISITIONS IN YOUR QUEUE, SELECT THE REFRESH ICON (WHITE FOLDER WITH TWO GREEN ARROWS) AND ALL OF THE REQUISITIONS WILL BE VISIBLE.

TO APPROVE OUT OF YOUR QUEUE FOR THE REQUISITION TO GO THROUGH THE APPROVAL ROUTING, SELECT THE REQUISITION BY CHECKING THE APPROPRIATE BOX, AND SELECT THE YELLOW FOLDER WITH THE GREEN ARROW. THIS APPROVES THE REQUISITION OUT OF YOUR QUEUE AND MOVES IT TO THE NEXT QUEUE FOR APPROVAL.

PO QUICK VIEW

Purchase Orders / Requisitions 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options Help+Video

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

Se	Req#	Vendor	Amount	Date Added	Del By	St
<input checked="" type="checkbox"/>	01	945023 EAGLE SOFTWARE	2,028.35	05/16/2013	08/27/2012	IRA
<input type="checkbox"/>	00	945058 ISTE INTERNATIONAL SOCIETY FOR	1,299.00	05/23/2013		HA

Select All Clear All

Profile: 13326 GUIPURCH: YYYY13326 NYNY00006Y00005YAN

PO QUICK VIEW ENABLES YOU TO SEE THE DETAILS OF YOUR REQUISITION

File Export Format

Total Lines: 22

PO/REQ Quick View

Year: 13 Requisition No: 945023 Purchase Order No: 000000 Stores:
 Vendor No/Addr: 020344/00 EAGLE SOFTWARE
 Site: 0000 . Submitted by: I AGUILAR X6968 3

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock	No	FA
1	P	1.00/	0.00	EA	2,028.3500	2,028.35	N	000000		
889-0561-0-5200-00-3100-2100-676088-000-5200 100.0000%										
1 TRAINING DAY: JUNE 11, 2013										
TRAINING EXPENSES PLUS TRAVEL										
DATE OF REQUISITION APPROVED BY ANDY										
BURSCH PER EMAIL DATED 5/15/13										
I AGUILAR X6968										

Account Summary:

Ln	End	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Amount
1											2,028.35
889-0561-0-5200-00-3100-2100-676088-000-5200											

REQUISITION STATUS

Purchase Orders / Requisitions 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options Help+Video

Queue Management Requisitions Purchase Orders

REQUISITION STATUS ALLOWS YOU TO SEE WHERE THE REQUISITION IS IN THE APPROVAL ROUTE.

Queue Management

Requisitions Waiting for Action

Se	Req#	Vendor	Amount	Date Added	Del By	Su
<input checked="" type="checkbox"/>	01	945023 EAGLE SOFTWARE	2,028.35	05/16/2013	08/27/2012	IRAG
<input type="checkbox"/>	00	945058 ISTE INTERNATIONAL SOCIETY FOR	1,299.00	05/23/2013		HA

Select All Clear All

Profile: 13326 GUIPURCH: YYYY13326 NYMY00006Y00005YAN

Purchase Orders / Requisitions 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options

Close Notes Attachments

Requisition Number: 945023 AERIES TRAINING Group: ASD DIRECTOR ASD DIRECTOR

Ser	Seq	Suf	Queue	Rule	User	Date	Time	Status
00	01	00	IRAGUILA	\$AUTO	IRAGUILA	05/30/2013	12:55p	A
00	02	00	ASD DIRECTOR	\$AUTO	IRAGUILA	05/30/2013	12:55p	A
00	03	00	ASD ACCNT.	ASD FD 92-94	SLATTERR	06/05/2013	8:38a	R
01	01	00	IRAGUILA	\$AUTO	IRAGUILA	05/30/2013	12:55p	A
01	02	00	ASD DIRECTOR	\$AUTO	IRAGUILA	06/07/2013	9:56a	A
01	03	00	ASD ACCNT.	ASD FD 92-94	SLATTERR	06/10/2013	11:16a	A
01	04	00	BUYER LEE	BUYER LEE		06/10/2013	11:16a	W
01	05	00	PUR MANAGER	ANDY 2				
01	06	00	LEE					

Show History Show Approvers Show Change Log

Assigned PO#: Printed: Times Printed:

Yr: 2013 Dist: 90 Site: 0 GS: W 6/18/2013 12:18:10 PM

PURCHASING STAFF

JAS SOHAL
PURCHASING MANAGER
BUYER CODE: 1
PHONE: 1(408) 453-6858
EMAIL: jas_Sohal@sccoe.org

NADA CAVIGLIANO
SENIOR BUYER
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PAULA CARDOZO
PURCHASING TECHNICIAN II
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THE FAX NUMBER FOR ALL PURCHASING
STAFF IS 1(408) 453-6856.

PLEASE CONTACT ANYONE IN PURCHASING FOR REQUISITION ENTRY QUESTIONS

