Santa Clara County \bigcirc 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!

A Login - QSSAutoUp [IS][Net4](3320) Ver: 1.38.3 1/18/2013 9:22:09 PM	x
User Name: JDYLIACC	
Password:	
Login <u>C</u> ancel	

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 30^{th.}

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





CREATING A NEW REQUISITION

ENTER VENDOR NUMBER	6 Requisition Entry	90 - SANTA CLARA COUNTY OFF OF EDU	QSS/OASIS	
PO TYPE:	File Options Help	🛉 Close 📄 Items 📰 🌷 🌈 🔂 🖌 📧 🗨 🕨	Notes - 📑 Options -	DELIVERY DATE WILL BE 06/30/2019 FOR THE
PO FOR REGULAR PO				DURATION OF THE
PB FOR BLANKET PO	Requisition			FISCAL YEAR FOR
PE FOR EMERGENCY PO	Requisition: "New" Purchase Order:	Control #: Wa	arehouse: Ctores Order:	BLANKET POs.
	PO Type: PO - REGULAR PURCHASE OF	DERS Delivery By:	Confirming: 0 - No confirmation message	
ENTER DESCRIPTION,	Description:	Tax %: 9.250 % Ship To:	0000 No Shipping Location* (0000)	SELECT SHIPPING
SUBMITTED BY (FIRST	Submitted by:	Terms: NET 30 Co	Commodity:	LOCATION
INITIAL, LAST NAME AND	Site: 0000	FOB: DESTINATION		
EXTENSION ie: JDY-	Buyer: B1 - JAS SOHAL - PURCH MGI	R Program: N	Misc Date: Misc:	
LIACCO X 6854)	Accounts	Room:	Discount: .000 % Shipping %:	SELECT COMMODITY
	Add Row X Delete Selected Row			CODE
SELECT APPROPRIATE	Ln Fnd Resc Y Objt SO Goal F	unc CstCtr Ste Mngr Percent	Budget Balance	
BUYER BASED ON	• 1. L		.00	
COMMODITY CODE	Address (02 Additional Shipping Beg Message	End Message		
CHOSEN ON THE RIGHT	Vendor	Remit		
ENTER ACCOUNT STRING				



ADDING AN ACCOUNT STRING

Requisition Entry		90 - SANTA	CLARA COUNTY OFF OF EDU	Q	IS/OASIS
File Options I	Help				
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					AddMoo
Per islier					
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	Fo: 0000 *No Shipping Location* (0000)	•
Submitted by		Terms:	NET 30	Commodity:	•
Site: 0000		FOB:	DESTINATION		
Buyer	B1 - JAS SOHAL - PURCH MGR	 Program: 		Misc Date: Misc:	
Routing Group	IORIGINATORS	 Room: 		Discount: .000 % Shipping %:	
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Address (00) A	iditional Shipping Beg Message End Messa dor	ge	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 <u>ONLY</u> (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

😳 GL Account Lookup	90 - SCCOE (L)	QSS/OASI	
File Options Help+Video			
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Search by District Year Find I			Ctr Ste Mngr	Show 5	Summary Sh	ow GL Coumns to	Show		
C Advanced ? 90 - 16 ???-	????-?-?????-??-?????	-????-???	777-777-2300	 Show / 	Accounts GL Vi	CALC	Minimal		
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Budget: 16.726.218.00	15,547,009.00 13	077,912.00	Budget	5,819,226.0	0 5,759,3	39.00 5,66	3,875.00		
Expense: 7,947,297.73			Receipt	1,225,485.5	3				
Pending: .00			Pending	.0	0				
Encumpered: 3,664,012.58			Encumbered	1.225.405.6	2				
Total Committee: 11,011,310.31			Total Committed:	1,220,400.0					
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5 130-5310-0-7350-00-0000-	210-609403-000-230 0	6094037350	.00	.00	.00	.00	.00	.00	
6 130-5310-0-8220-00-0000-	3700-609403-000-230 0	6094038220	.00	.00	.00	.00	.00	.00	
7 130-5310-0-8520-00-0000-	3700-609403-000-230 0	6094038520	.00	.00	.00	.00	.00	.00	
8 130-5310-0-8660-00-0000-	3700-609403-000-230 0		.00	.00	.00	.00	.00	.00	
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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.

In Find Reso Y Objt SO Goal Func CatCtr Ste Mngr Percent Budget Balance > 1. [] 130-5310-0-4700-00-03000-5700-609403-000-2300 .00 0.00	Accounts			
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HOW TO DO A VENDOR SEARCH

🌴 QSS ControlCer	nter	9	90 - SCC	OE	QSS/OASIS (1.54.0)	x
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TO DO A VENDOR SEARCH FROM THE QCC MAIN MENU SCREEN -

SELECT VENDOR LOOKUP FROM THE LOOKUPS FOLDER

Vendor Lookup	90 - SCCOE (L)	QS	s/oasi
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District 150 • Date: 177		and datesses IV motion commonly codes	
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- 1099			
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INACTIVE VE			

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



HOW TO DO A VENDOR SEARCH

- CP	Vendor L	ookup			90 - SCCOE (L)			QSS/OASI			x
Fi	e Optio	ns Help+Video		\frown							
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4	Records	Read, 4 Records Matched. Show	wing 27 rows inclu	ding 4 V	endors and 23 Additional A	Addresses.				Page: 1 o	f 1
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	ļ	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 PRAYY	V90013089 TIN: N	(510) 497-5321			4	
1	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	869-650-1222					
	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) 497-5427	(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 P	M //

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#:

e Options H Seve and Return			4		
Seve and Return	ielp.				
	🖬 🛃 Save 🏢 Save Draft 📑 Close	💶 hens 🖂 🌅 🔐 🏠 🖬 🖬 🖬	🛯 🗐 Notes + 🍟 Optiers + 👘		
[Aquistion					
Parasibor.	Tan Parce order.	Control R: Wareho	use: Sloves Older:		
VerdoxiAddsR	S 20000 / 00	 Date: 05/11/2016 			
O Type	PO - REGULAR PURCHASE ORDERS	Delivery By: Confin	ning: 0 - No confirmation message		
Description		Tax %: 8.750 % Ship Te: 00	No Shipping Location* (0000)	•	
Submitted by:		Terms: NET 30 Conve	ndiy:	•	
SHK 0000		 FOB: DESTINATION 			
Buyer	81 - JAS SOHAL - PURCH MGR	Program Misc	Dele: Hac		
Routing Group:	ORGINATORS	Room Dis	ount 000 % Shipping %:		
Accounts					
+ Addition >	< Delete Selected Row				
10 10	A Read V Child RD Coal Trans Carton	s the Most Descent	Rodner Relance		
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Address (10) Address (10) March	Rood Dearry fog Hensye Sol Hensy v	e Test			
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Address (10) Add	three Peersy by Henson End Hense #	ii Pest			
Address (00) Laa Viend	Reviel Presery Day Message Sol Messi or	n Para			
Address (00) jaga	these Starry for House for House 1	in Pers			



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



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

Contraction of the second seco						245
Repairier, "New" Purchase Order.	Curtol #	Viewhouse:		Stores Order		
Venderlagert and COLOS / CORUSANESS SERV	Date: 05/11/2016					
PO TAN I PO - BEOLA 48 PUBCHASE OBDER	 Delvery By 	Conference	R - No conferent		-	
Descriptor	Tes 3: 1750 3	She To: 0000	Tin Stoom Le	ution" (2000)	-	
Submitted by	Terms NET 30	Connodity				
Ster mm	· FOR DESTINATION					
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here all						
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Street Street (Street Street Street)		1	0			
Votrous Tail Jacobs / Status	~ ~	nd				
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New Of Josef Jacob Roberts New Program States and States States Roberts And States States States Roberts And States		PR PR 2 000 7003 5 AMERICA, CA 10014-0025				

THIS WILL ADD THE VENDOR ON THE REQUISITION.



BEGINNING & ENDING MESSAGES

Address (00) Additional Shipping Beg Message* E	ind Message
1: FY1819 2: 3: 4: 5:	FY1819 Image: First imag
Address (00) Additional Shipping Beg Message* En	nd Message*
1: BUYER 1 ▼ 2: ▼ 3: ▼ 4: ▼ 5: ▼	BUYER 1 First Previous Next Last 2 3 4 5 PLEASE DIRECT QUESTIONS REGARDING THIS PURCHASE ORDER TO: BUYER 1 COMMODITIES JAS SOHAL PURCHASING MANAGER JAS_SOHAL@SCCOE.ORG 1(408)453-6858

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

Requisition Entry	90 - SANTA CLARA COUNTY OF	OF EDU	QSS/OASIS	
File Options				
Save Item	/Main 🚰 Main/Save 🥙 Main 斗 Add Item 🚍 S	ave Item/Add Item 🖌 Cancel Ite		
in ourenant in a surenant				
				AddMode
Subject to tax: 0.00	Rate: 8.750 % Sub Total: 0.00	Total Tax: 0.00	Total: 0.00	
Item 1 of 1				
Item Print	Guantity Unit Unit Cos	t lotalCost lax	Stock # Fixed Asset	
	Calculate reice kage v 0 0.0000	0.00	• • • • • • • • • • • • • • • • • • • •	
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	No Discount .0000 %	0.00		
	Description	## lines remaining.		
		<u>^</u>		
		Ψ		
Accounts				
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tems		Cross I Taylor		54 05 0 × 10 × 4
Item Print Split	Guantity Unit Unit Cost Sub-Total	Estimated Tax E	st. lotalw/lax lax Stock#	FA DF Disc% Disc Am
4				

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

Requisition Entry	90 - SANTA CLARA COUNTY OFF O	F EDU Q	SS/OASIS	- 0 <u>- X</u>
ile Options				
Save Item 🔗 Save Iter	n/Main 🚰 Main/Save 🌋 Main 🛛 🐥 Add Item 📰 Save	Item/Add Item 📡 Cancel Item 🕅 🌅		
				AddMode
				Muurioue
Cubication terms 0.00	Date: 0.750 W Sub Tataly 0.00	Total Taux 0.00 Total	0.00	
Subject to tax: 0.00	Nate: 6.750 % Sub Fotal: 0.00	Total Tax: 0.00 Total:	0.00	
Item Print	Solit Quantity Unit Unit Cost	Total Cost Tax Stock #	Fixed Asset	
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	Discust Flor	n Discust Assurt		
	Discount Flag Discount Percenta	ge Discount Amount		
	Description	## lines remaining		
	Description	A A		
		Ŧ		
Lo End Resc Y	Obit SO Goal Euro CatCtr Ste Mngr	Amount	Percent	
hi 1 350-7710-0.	-5265-18-0000-8500-677021-000-2300	0.00	100.00	
		0.00	100100	
tems				
Items Item Print Spli	Quantity Unit Unit Cost Sub-Total	Estimated Tax Est. Total w/ Tax	Tax Stock# FA DF I	Disc% Disc Am
Items	: Quantity Unit Unit Cost Sub-Total	Estimated Tax Est. Total w/ Tax	Tax Stock# FA DF I	Disc% Disc Am
tems tem Print Spli	: Quantity Unit Unit Cost Sub-Total	Estimated Tax Est. Total w/ Tax	Tax Stock# FA DF I	Disc % Disc Am
tems Item Print Spir	Quantity Unit Unit Cost Sub-Total	Estimated Tax Est. Total w/ Tax	Tax Stock# FA DF I	Disc % Disc Am
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kema kem Print Spå	t Quantity Unit Unit Cost Sub-Total	Estimated Tax Est. Total w/ Tax	Tax Stock# FA DF [Disc Am
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tems	t Quantity Unit Unit Cost Sub-Total	Estimated Tax Est. Total w/ Tax	Tax Stock# FA DF I	Dec% Diec Am

ITEM DESCRIPTION

- THIS IS WHERE THE REQUESTOR SPECIFY WHA TIS 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

👩 Pur	chase	Orders / Requisitions		90 - SANTA CLARA COUNTY OF OF EDU Q	
File	Opt	tions Help+Video			
-	2	Show Approved POs		V Notes - W Attachments	
1	- RC	Search	B		COPYING A REQUISITION FROM
	2	Inspect	F4	Purchase Orders	ONE FISCAL YEAR TO ANOTHER IS
*		List Waiting	15	· · · · · · · · · · · · · · · · · · ·	
Req		Copy Requisition			BENEFICIAL FOR BLANKET
		Select User Profile	•	240 - Purchase Order #: - Advanced Search	PURCHASE ORDERS.
		Grid Output	Shift+F11		
	8	Print Screen	F11	Search Kesults	
		Attachments	0.1.01	with Market and Date on the Remote the California	ON THE REQUISITIONS TAB, GO TO
	2	PO Quick View	Ctri+FII	Vendor Vend Vendor Vendor Vend	
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		Next	F6		
		Last	Shift+F6		
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					AND SELECTING THE APPROPRIATI
					FISCAL YEAR.
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	-			Source Requisition No: Source PO No: Fiscal fear: 18 -	Items: Ali 🔹



COPYING AN EXISTING REQUISITION

🔀 Copy Requisition	90 - SANTA CLARA COUNTY OFF OF EDU	QSS/OASIS
File Options		
Process 📗 Save	Edit First Close	
Source Requisition N	Source PO No: Fiscal Y	
Source Requisition W		

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

👩 Copy Requisition	90 - SANTA CLARA COUNTY	Y OFF OF EDU	QSS/OASIS	
File Options				
Process 📄 Save	Edit First 💕 Close			
				.::
Source Requisition N	o: Source PO No:	Fiscal Yea	r: 18 🔻 Items:	Select 🔻
				H.

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

Options H	lelp					
Save and Returr	n 🔚 Save 👔 Save Draft 🌁 Close 📔	Items 📋	🗏 🍔 📝 💽 -		🛞 Notes 👻 📑 Options 👻	
						Add
Requisition						
Requisition:	*New* Purchase Order:	Control #:		Warehouse:	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	1
Description:	LANDSCAPING HS - LYNDALE	Tax %:	8.375 %	Ship To: 0001	SANTA CLARA COE (0001)	j
Submitted by:	K.CAMARENA X6915 / G.RAMIREZ 6	Terms:	NET 30	Commodity:	6LSS - LANDSCAPING	
Site: 0000	· · · · · · · · · · · · · · · · · · ·	FOB:	DESTINATION		LinkLabel1	
Buyer:	B6 - JOSEPHINE DY-LIACCO -	Program:		Misc Date:	Misc:	
Routing Group:		Room:			Shipping %:	
+ Add Row >	✓ Delete Selected Row nd Resc Y Objt SO Goal Func CstCtr	Ste Mngr		Percent	Budget Balance	
▶ 1. L 86	0-5210-3-5500-00-0001-8100-509305-	000-5300		67.0	0 10,218.32	
2. L 86	0-5210-4-5500-00-0001-8100-509405-	000-5300		33.0	3,352.28	
Address (00) Add Vend J & J 355	ditional Shipping Beg Message End Message or LANDSCAPE INC E. MCGLINCY LANE #B	•	Remit J & J LA 355 E. J	NDSCAPE INC. MCGLINCY LANE #B		
CAM	IPBELL, CA 95008		САМРВ	ELL, CA 95008		

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





OPTIONS FOR SAVING

BUTTON	ACTION
Save Item	This button saves the line item and allows you to continue to edit the line item, if needed.
Save Item/Main	 This button performs the following actions: 1. Save the current line item. 2. Close the Requisition Entry dialog box (line items) 3. Return to the <i>Requisition Entry</i> dialog box (header information) without saving the requisition.
Save Item/Main/Save	 This button performs these actions: 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.
Main Main	 This button enables you to: 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 Save Dialog 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).
Save Item/Add Item	Use this button to save the current line item and add another line item.



ADDITIONAL LINE ITEMS

	n Entry			90 - S <i>I</i>	INTA CLARA COL	JNTY OFF OF EDU	J			QSS/OASIS	
Option:	5										
Save Iten	n 🔀 Save It	:em/Main 📶 Sa	ave Item/Main/!	5ave 🥙 Main 🗐	Add Item 🔤 s	ave Item/Add Item		I 🏢 🌅 I		ы	
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						Sav	e Item/Add Item	- Shift + F8			
Subject	t to tax	1.00	Bate: 8	250 % Sub Tota	r 1 (0 Total Tax	0.08	Total	1.08		
Item 2 of 2	2			200 10 000100			0.00	rota.	1.00		
Item	Print	Split		Quantity Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset		
2	Yes	Calculate	e Percentage 💊	1 LOT	2.0	2000	.00 Yes 🗸	000000	×		
				Description		59 lines remaining.					
				TEST ITEM 2	:						
				<u></u>							
Accounts											
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Accounts	Fnd Resc 820-6500- 820-6500-	¥ Objt SO G -0-4300-00-5C - <mark>0-4368-00-5C</mark>	oal Func Cs)01-2700-40)01-2700-40	stCtr Ste Mngr 0800-000-5700 0800-000-5700			Amount 0.27 0.81		Percent 50.00 50.00		
Accounts	Fnd Resc 820-6500- 820-6500-	Y Objt SO G -0-4300-00-50 - <mark>0-4368-00-50</mark>	oal Func Cs)01-2700-40)01-2700-40	etCtr Ste Mngr 0800-000-5700 0800-000-5700			Amount 0.27 0.81		Percent 50.00 50.00		
Accounts	Fnd Resc 820-6500- 820-6500-	Y Objt SO G -0-4300-00-50 -0-4368-00-50	oal Func Cs 101-2700-40 101-2700-40	stCtr Ste Mngr 0800-000-5700 0800-000-5700			Amount 0.27 0.81		Percent 50.00 50.00		
Accounts	Fnd Resc 820-6500- 820-6500-	Y Objt SO G -0-4300-00-50 -0-4368-00-50 iplit Quantity	oal Func Ca 301-2700-40 301-2700-40	itCtr Ste Mingr 0800-000-5700 0800-000-5700	Total Cost	Tax Stock#	Amount 0.27 0.81		Percent 50.00 50.00		
Accounts	Fnd Resc 820-6500- 820-6500-	Y Objt SO G -0-4300-00-50 - <mark>0-4368-00-50</mark> ;plit Quantity SD	oal Func Cs 001-2700-40 101-2700-40 Unit U 1 LOT	itCtr Ste Mingr 0800-000-5700 0800-000-5700 Init Cost 1.0000	Total Cost	Tax Stock#	Anount 0.27 0.81		Percent 50.00 50.00		
Accounts	Fnd Resc 820-6500- 820-6500-	Y Objt SO G -0-4300-00-50 -0-4368-00-50 -0-4368-00-50 -0-4368-00-50 -0-4368-00-50 SD	oal Func Cs 001-2700-40 001-2700-40 Unit U 1 LOT	itCtr Ste Mingr 0800-000-5700 0800-000-5700 init Cost 1.0000	Total Cost	Tax Stock#	Amount 0.27 0.81		Percent 50.00 50.00		

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.

and Return	Save 💕 Close 🔲 Items 🧰			🖗 Notes 👻 📑 Options	*	
						7
ssful.						
uisition						
Requisition:	*New* Purchase Order:	Control #:		Warehouse:	Stores Order:	
dor/Addr#:	🖘 004306 / 01-P0 B0X 70049 🕓	Date:	04/20/2012			
PO Type:	PO - REGULAR PURCHASE ORDERS	Delivery By:	04/20/2012	Confirming:	0 - No confirmation message	~
Description:	TEST	Tax %:	8.250 %	Ship To: 0001	SANTA CLARA COE (0001)	~
abmitted by:	TEST	Terms:	NET 30	Commodity:	AWARDS	~
e: 0000		FOB:	DESTINATION			
Buyer:	B1 - ANDY BURSCHPURCHASING MGR	Program:		Misc Date:	Misc:	
iting Group:	ILTS GROUP	Boom			Shipping %:	
		Requ	isition Entry			
		Rec	uisition Number 225219	has been added.		
Ln Fn	d Resc Y Objt 30 Goal Func CstCtr	Ste M			Budget Balance	
	0 6500 0 4300 00 5001 3300 400000	-000-5	OK	50.0	14	,941.08
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1. L 82 2. L 82	0-5300-0-4300-00-3001-2700-400800 0-6500-0-4368-00-5001-2700-400800	-000-5700		50.0	0	
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1. [] 82 2. [] 82 ess (00) Add	0-6500-0-4368-00-5001-2700-400800 ditional (01) Shipping Beg Message End Me 31 CE DEPOT	-000-5700 ssage	Bemit	50.0 20025		
1. [] 82 2. [] 82 ess (00) Add Vende OFFI BUS 6700	0-6500-0-4300-00-5001-2700-400800 - 6500-0-4368-00-5001-2700-400800 ditional (01) Shipping Beg Message End Me or CE DEPOT INESS SERVICES DIVISION INESS SERVICES DIVISION IAUTO MALL PKWY	-000-5700 ssage	Remit PO BO LOS AI	50.0 X 70025 NGELES, CA 90074-0025		
1. [] 82 2. [] 82 555 (00) Add Vende 0FFI 8US 6700 FREI	0-6500-0-4300-00-5001-2700-400800 afitonal (01) Shipping Beg Message End Me or CE DEPOT INESS SERVICES DIVISION IAUTO MALL PKWY VIDNT, CA. 94539	-000-5700 ssage	Remit PO BO LOS AL	50.0 × 70025 NGELES, CA 90074-0025		
1. [] 82 2. [] 82 55 (00) Add Vend BUS 6700 FREI	0-8500-8-4500-00-5001-2700-400800 0-6500-0-4368-00-5001-2700-400800 ditional (01) Shipping Beg Message End Me or CE DEPD T CE D	-000-5700	Remit P0 80 LOS AI	× 70025 NGELES, CA 90074-0025		



APPROVING QUEUE MANAGEMENT

🚺 Pure	:hase	Ord	lers /	Requisit	ions	90 - SAN	ITA CLARA CO	UNTY OFF O	F EDU			QSS/OASIS
File	Ор	tions	s H	Help V	ideos Videos							
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l C),)ueu	e Ma	nageme	At Requisitions							
	2	(ucu	C 1010	nageme	nequisitions							THE REQUISITIONS ENTERED AND ASSIGNED THEIR NUMBER
							WILL BE AVAILABLE IN THE OUEUE MANAGEMENT TAB. TO SEE					
Queue Management							ALL OF THE REQUISITIONS IN YOUR QUEUE. SELECT THE					
					Requisitions Warb	ng for Action						REFRESH ICON (WHITE FOLDER WITH TWO GREEN ARROWS)
			Se	Reg#	Vendor	Amount	Date	Del By	Subt By	Site	Commodit	AND ALL OF THE REQUISITIONS WILL BE VISIBLE.
			02	944505	TROXELL COMMUNICATIONS INC	8.085.64	Added 04/02/2013	50.07	RAMIREGR	0000	5AVE	
	-		05	944519	RAISING A READER PROGRAM	5,845.50	04/03/2013	05/15/2013	CHEAJ	0000	5PUB	TO APPROVE OUT OF YOUR QUEUE FOR THE REQUISITION TO
			04	944552	HUNTFORD PRINTING & GRAPHICS	4,981.40	04/05/2013	04/30/2013	CHEAJ	0000	5GRA	
			05	944557	HUNTFORD PRINTING & GRAPHICS	4,981.40	04/05/2013	04/30/2013	CHEAJ	0000	5GRA	
												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.
		_	_									· ·
							Select All	Clea	ar Ail			



PO QUICK VIEW





REQUISITION STATUS





PURCHASING STAFF

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

NADA CAVIGLIANO SENIOR BUYER BUYER CODE: 3 PHONE: 1(408) 453-6920 EMAIL: nada cavigliano@sccoe.org

KAREN DONOHO BUYER BUYER CODE: 4 PHONE: 1(408) 453-6657 EMAIL: <u>karen donoho@sccoe.org</u> JOSEPHINE DY-LIACCO BUYER BUYER CODE: 6 PHONE: 1(408) 453-6854 EMAIL: josephine_dy-liacco@sccoe.org

PAULA CARDOZO PURCHASING TECHNICIAN II BUYER CODE: 5 PHONE: 1(408) 453-6855 EMAIL: paula_cardoza@sccoe.org

THE FAX NUMBER FOR ALL PURCHASING STAFF IS 1(408) 453-6856.

PLEASE CONTACT ANYONE IN PURCHASING FOR REQUISITION ENTRY QUESTIONS

