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!

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.
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

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

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

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.

### Table: Vendor Lookup

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor #/Addr</th>
<th>Status</th>
<th>Address</th>
<th>Contact/Comment/Type/TIN</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Com Codes</th>
<th>Add/Addr</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004308</td>
<td>1</td>
<td>BUSINESS SERVICES DIVISION 670 AUTO MAIL PLAZA</td>
<td>VS001126899 TIN: N</td>
<td>(510) 437-3531</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004308/02</td>
<td>-</td>
<td>1900 FOLSOM ST UNION CITY, CA 94587</td>
<td>Add: Type: Y</td>
<td>(510) 437-0099</td>
<td>(510) 437-3979</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004308/03</td>
<td>-</td>
<td>PO BOX 70049 SANTA ANA, CA 92713-0049</td>
<td>B6E-0032</td>
<td>(510) 437-1232</td>
<td>(510) 437-1232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004308/04</td>
<td>-</td>
<td>PO BOX 70049 LOS ANGELES, CA 90049</td>
<td>B6E-0032</td>
<td>(510) 437-1232</td>
<td>(510) 437-1232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 009167</td>
<td>2</td>
<td>3110 DE LA CRUZ, #100 SUITE 201 SANTA CLARA, CA</td>
<td>ANDY CARDIOTTI X456 TIN: N</td>
<td>(408) 784-9230</td>
<td>(408) 784-0362</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 009167/01</td>
<td>-</td>
<td>PO BOX 70049 LOS ANGELES, CA</td>
<td>(408) 784-9230</td>
<td>(408) 784-0362</td>
<td>(408) 784-0362</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 009167/02</td>
<td>-</td>
<td>DEPT. 56-386 075950 PO BOX 68050 ICS HOUSING, IA 50316-9030</td>
<td>(408) 784-9230</td>
<td>(408) 784-0362</td>
<td>(408) 784-0362</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 009167/03</td>
<td>-</td>
<td>PO BOX 70049 LOS ANGELES, CA</td>
<td>(408) 784-9230</td>
<td>(408) 784-0362</td>
<td>(408) 784-0362</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT - IRS USE #2292</td>
<td>90 - 004306</td>
<td>A</td>
<td>BUSINESS SERVICES DIVISION 670 AUTO MAIL PLAZA</td>
<td>VS001126316 TIN: N</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004306/01</td>
<td>-</td>
<td>PO BOX 70049 SANTA ANA, CA 92713-0049</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004306/02</td>
<td>-</td>
<td>PO BOX 70049 LOS ANGELES, CA</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004306/03</td>
<td>-</td>
<td>PO BOX 70049 LOS ANGELES, CA</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004306/04</td>
<td>-</td>
<td>PO BOX 880100 CHICAGO, IL 60608-0010</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004306/05</td>
<td>-</td>
<td>PS REMITTANCE DRIVE H8955</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 004306/06</td>
<td>-</td>
<td>PO BOX 6309 13 CINCINNATI, OH 45205-0002</td>
<td>(510) 437-0429</td>
<td>(510) 811-7772</td>
<td>(510) 811-7772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT INC</td>
<td>90 - 002592</td>
<td>A</td>
<td>6600 NORTH MILITARY TRAIL BOCA RATON, FL 33434</td>
<td>TIN: N</td>
<td>(561) 438-4800</td>
<td>(561) 438-4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 002392/01</td>
<td>-</td>
<td>BUSINESS SERVICES DIVISION 670 AUTO MAIL PLAZA</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 002392/02</td>
<td>-</td>
<td>PO BOX 70049 SANTA ANA, CA 92713-0049</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 002392/03</td>
<td>-</td>
<td>PO BOX 70049 LOS ANGELES, CA 90049</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 002392/04</td>
<td>-</td>
<td>PO BOX 880100 CHICAGO, IL 60608-0010</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>90 - 002392/05</td>
<td>-</td>
<td>PO BOX 880100 CHICAGO, IL 60608-0010</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td>(305) 438-4800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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
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

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

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

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.
## OPTIONS FOR SAVING

<table>
<thead>
<tr>
<th>BUTTON</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save Item" /></td>
<td>This button saves the line item and allows you to continue to edit the line item, if needed.</td>
</tr>
</tbody>
</table>
| ![Save Item/Main](image) | 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 Requisition Entry dialog box (header information) without saving the requisition. |
| ![Save Item/Main/Save](image) | This button performs these actions:  
  1. Save the changes to the current line item.  
  2. Close the Requisition Entry dialog box (line items).  
  3. Return to the Requisition Entry dialog box (header information).  
  4. Save the requisition. |
| ![Main](image)          | This button enables you to:  
  1. Close the Requisition Entry 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 Yes to save before displaying another line item or No to abandon your changes and display another line item or Cancel to resume editing the current line item.  
  2. Return to the Requisition Entry dialog box (header information). |
| ![Save Item/Add Item](image) | Use this button to save the current line item and add another line item.                                                                |
**ADDITIONAL LINE ITEMS**

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.
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 ENABLES YOU TO SEE THE DETAILS OF YOUR REQUISITION.
REQUISITION STATUS

REQUISITION STATUS ALLOWS YOU TO SEE WHERE THE REQUISITION IS IN THE APPROVAL ROUTE.
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: karen_donoho@sccoe.org

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