

CONSULTANT AGREEMENT PURCHASE REQUISITION

PURPOSE: TO RECORD AND ENCUMBER FUNDS FOR A CONSULTANT AGREEMENT CONTRACT

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. APPROVED CONSULTANT AGREEMENT CONTRACT
3. DETAILED SCOPE OF WORK AND PAYMENT PROVISIONS
4. COMPLETED AND SIGNED EVALUATION OF EMPLOYER-EMPLOYEE RELATIONSHIP FORM
5. BUDGET NUMBER AND AVAILABLE FUNDING

REQUIRED ATTACHMENT: CONSULTANT AGREEMENT CONTRACT, INCLUDING SCOPE OF WORK, SIGNED BY CONSULTANT AND DISTRICT PURCHASING SUPERVISOR

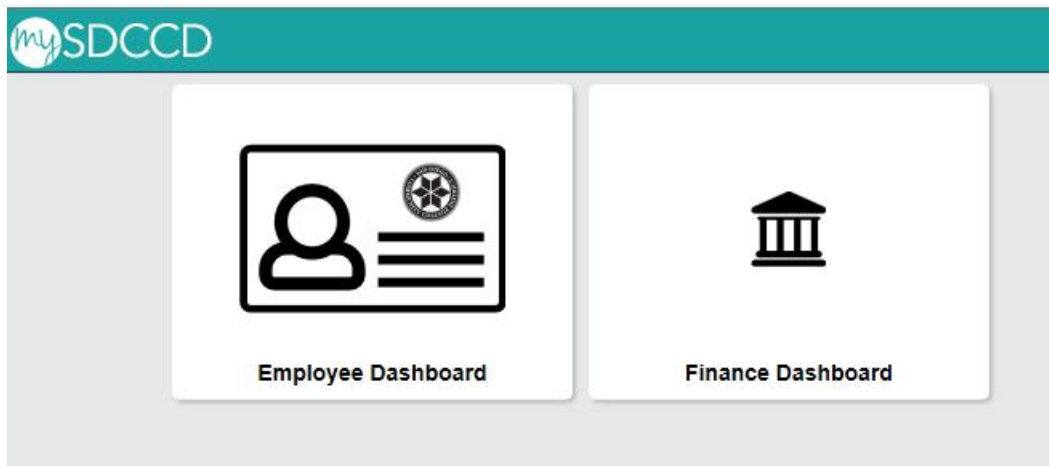
CHECK “AMOUNT ONLY” BOX: YES

PAYMENT PROCESS TO SUPPLIER: SUPPLIER PROVIDES REQUESTER OR CAMPUS WITH INVOICE. INVOICE IS ELECTRONICALLY ROUTED WITHIN PEOPLESOFT FOR APPROVAL. BUSINESS OFFICE VALIDATES APPROVAL TO PAY WITH END USER’S CONSENT. REQUESTORS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

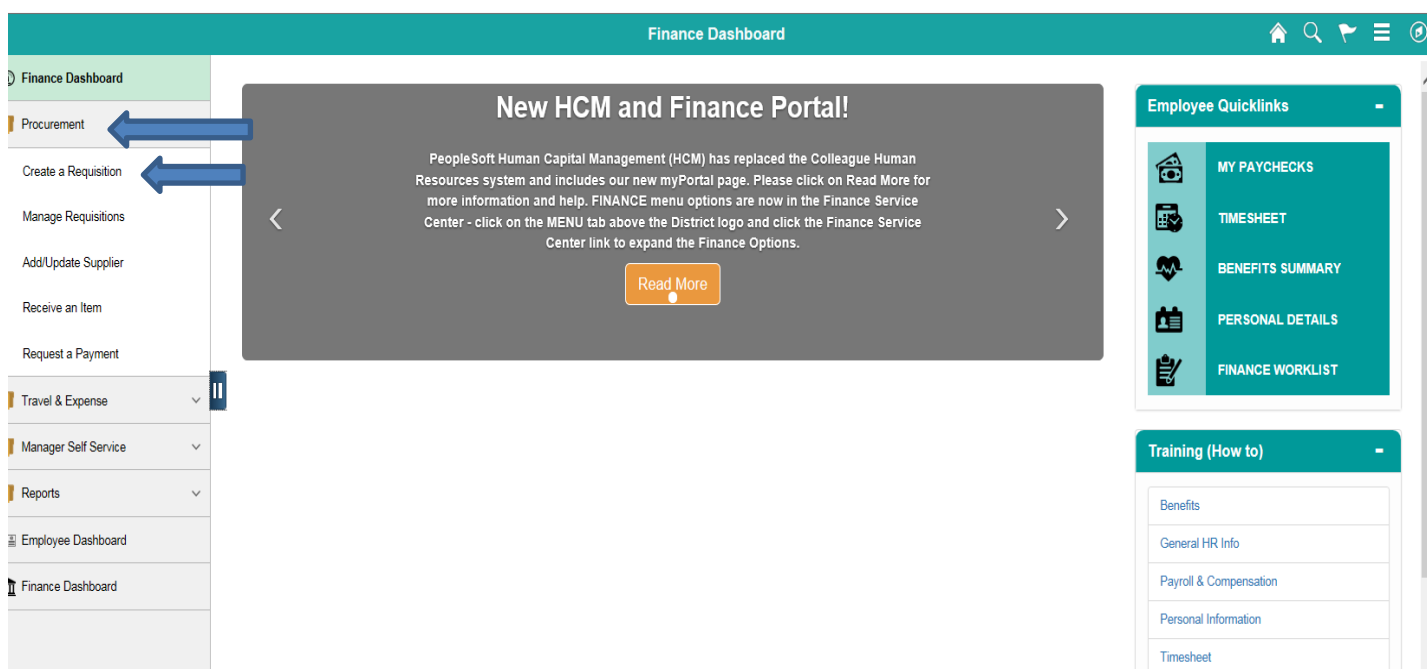
Note: The process for Lecture Agreements and Consultant Agreements is currently under review and changes will be forthcoming. When the new process is established, instructions will be updated and disseminated to the campus.

Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & enter the PeopleSoft password you created.

Click on Finance Dashboard



Next, click on Procurement, then Create a Requisition.



To create a requisition, enter information on this page and it will auto populate into each line item of the requisition.

Requisition Settings

Business Unit

MIR01

San Diego Miramar College

Bid No/Quote

*Requester

CDEMOLL

Carrie De Moll

Priority

Medium

*Currency

USD

Default Options

☒ Default

If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☐ Override

If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Supplier

Category

Supplier Location

Unit of Measure

EA

Buyer

Shipping Defaults

Ship To

MIR

Due Date

Attention

Distribution Defaults

SpeedChart

Accounting Defaults

Personalize | Find | 1 of 1 | Last

Chartfields1

Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account
1		MIR	MIR01				

OK

Cancel

The “Bid No/Quote” field should follow the naming convention “CONSULTANT AGRMT – VENDOR NAME”. Click “Override”.

Requisition Settings

Business Unit

MIR01

San Diego Miramar College

Bid No/Quote

CONSULTANT AGRMT - J COLLINS

*Requester

CDEMOLL

Carrie De Moll

Priority

Medium

*Currency

USD

Default Options

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Line Defaults

Supplier

Category

Supplier Location

Unit of Measure

EA

Buyer

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

Find

Reset

Enter search criteria to find a supplier.

Select

Cancel

Click the Magnifying Glass Icon for Supplier
Enter Supplier’s Name. Click Find.

Supplier’s ID # and related information will pop up. Click on the circle to select vendor and click “Select”.

Supplier Search

Supplier ID Find

Name JAMES C. COLLINS Reset

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Search Results Personalize | Find | View All | First 1 of 1 Last

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input checked="" type="radio"/>	1 0000590433	JAMES C. COLLINS	MAIN	16203 SPANGLER PEAK RD	16203 SPANGLER PEAK RD	RAMONA	CA	

Select Cancel

Enter Category Code (918-38), Buyer (Maria Briney) and to whose attention this should go (typically the requester). Enter budget number (Fund, Dept, Product, Account). You should obtain this from your dean or manager.

Click OK. Requisition Settings

Business Unit San Diego Miramar College Bid No/Quote

*Requester Carrie De Moll Priority

*Currency

Default Options ?

☐ Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☒ Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier Category 918-38 918-38 is the Category Code for all Consultant Agreements

Supplier Location Unit of Measure

Buyer Maria Briney / Miramar's Buyer

Shipping Defaults

Ship To

Due Date

Attention

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | First 1 of 1 Last

Chartfields1

Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account
1		MIR	MIR01				

OK Cancel

To begin creating the requisition, click the **"Special Requests"** link.

Create Requisition ?

Welcome Elizabeth Ann Whitsett

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs
CATEGORY

Web
Browse Supplier Websites
Grainger Punch Out
Office Solutions Punch Out

Express Item Entry
Create an Express Requisition

Special Requests
Create a non-catalog request

Forms
Create and Submit Forms

Favorites
Browse Favorite Items and Services

Templates
Browse Company and Personal Templates

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered
View recently ordered items and services
INSTALLATION MATERIALS
LABOR, PROJECT MANAGEMENT
LABOR, CABLE INSTALLATION, I...
PRINTER, LJ HP M610dn Printe...
BPO

Enter Item Description starting with **"CONSULTANT AGREEMENT – SUPPLIER'S NAME"**. Add the amount of the Consultant Agreement and enter the quantity as **"1"**. In the Additional Information box, enter the Consultant Agreement Language shown below. Click **"Add to Cart"**.

Create Requisition ?

Welcome Carrie De Moll

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

Web
Office Solutions Punch Out

Create Requisition

Favorites

Templates

ePro Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered

Create Requisition ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description CONSULTANT AGREEMENT - JAMES C. COLLINS

*Price 5000.00

*Quantity 1

*Category 018-38

*Currency USD

*Unit of Measure EA

Due Date

Supplier

Supplier ID 0000590433

Supplier Name JAMES C. COLLINS

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

CONSULTANT SERVICES TO DESCRIBE SERVICES FOR CAMPUS/DEPT/PROGRAM
EFFECTIVE XX/XX/XXXX TO XX/XX/XXXX
CONTACT PERSON: NAME/PHONE AND/OR EMAIL

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Request New Item

☐ Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

PROFESSIONAL SERVICES TO PROVIDE DESCRIPTION OF SERVICE FOR CAMPUS/DEPT/PROGRAM
EFFECTIVE XX/XX/XXXX TO XX/XX/XXXX
CONTACT PERSON: NAME/PHONE/AND/OR EMAIL
SEND INVOICES AND MONTHLY STATEMENT TO ACCOUNTS PAYABLE AT APINVOICE@SDCCD

Highlighted areas require you to provide specific information for each agreement.

On the next page, click “Checkout”.

Create Requisition ?

Welcome Carrie De Moll



My Preferences

Requisition Settings

0 Lines

Checkout

Request Options

Search

All

Search

Advanced Search

On the Checkout page, attach the district-signed Consultant Agreement under Comments

Checkout - Review and Submit

Review the Item Information and submit the req for approval.



My Preferences



Requisition Settings

Requisition Summary

Business Unit **MIR01**

San Diego Miramar College

Bid No/Quote **CONSULTANT AGRMT - J COLLINS**

*Requester **CDEMOLL**

Carrie De Moll

Priority **Medium**

*Currency **USD**

Cart Summary: Total Amount 5,000.00 USD

Expand lines to review shipping and accounting details



Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	CONSULTANT AGREEMENT - JAMES C		JAMES C. COLLINS	1	EACH	5000.00	5000.00			

☐ Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 5,000.00 USD

Click Icon under Details to select Amount Only

Shipping Summary

Edit for All Lines

Ship To Location **MIR**
Address **10440 Black Mountain Road
San Diego, CA 92126-2999**
Attention To **CARRIE DE MOLL**
Comments

Requisition Comments and Attachments

Enter requisition comments

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Check Budget

Pre-Check Budget

Save & submit

Save for Later

Add More Items

Preview Approval

Line Details

Line Details

No Image Line 1 **CONSULTANT AGREEMENT - JAMES C** Line Status Open

Item Details

Merchandise Amount 5000.00 USD
Item ID
Category
Original Substituted Item Description
Physical Nature **Goods**
Buyer **KRDSAS**
Buyer Information
Configuration Info

☐ RFID Required
☐ Device Tracking
☒ Amount Only

Contract Information

☒ Use Contract if Available
Contract ID
Contract Details
Version
Contract Line
Category Line

Supplier Information

Supplier ID **000050432** **JAMES C. COLLINS**
Supplier Location **SDMIR** **16202 SPRINGLER PEAK RD**
Supplier Item ID
Supplier's Catalog

Manufacturer Information

Manufacturer ID
Manufacturer
Manufacturer's Item ID
C10N

Sourcing Controls

☐ Consolidate with other Hops
☐ Calculate Price
☒ Override Suggested Supplier

OK Cancel

Click OK

When the following message appears, click “Yes”.

Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes

No

Review all your information carefully. Click “Save for Later”, which will create a Requisition ID number. If everything appears correctly, click “Check Budget”.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.



My Preferences



Requisition Settings

Requisition Summary

Business Unit San Diego Miramar College Bid No/Quote
 Requester Carrie De Moll Requisition ID
 *Currency Priority

Cart Summary: Total Amount 5,000.00 USD

Expand lines to review shipping and accounting details



Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input type="checkbox"/> 1	CONSULTANT AGREEMENT - JAMES C		JAMES C. COLLINS	<input type="text" value="1"/>	EACH	5000.00	5000.00		Edit	
<input type="checkbox"/> Select All / Deselect All		Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Mass Change				
							Total Amount	5,000.00 USD		

Shipping Summary

Edit for All Lines

Ship To Location
 Address

 Attention To
 Comments

Requisition Comments and Attachments

Enter requisition comments

☒ Send to Supplier ☒ Show at Receipt ☒ Shown at Voucher

Add more Comments and Attachments

Approval Justification

Enter approval justification for this requisition

Check Budget
 Pre-Check Budget
 Budget Checking Status: **Not Checked**

Save & submit
 Save for Later
 Add More Items
 Preview Approvals

When the “Budget Checking Status” changes from “Not Checked” to “Valid”, proceed by clicking the “Save and Submit” button. This will start the approval process.

Check Budget
 Pre-Check Budget
 Budget Checking Status: **Valid**

Save & submit
 Save for Later
 Add More Items
 Preview Approvals

NOTE: If the check should be delivered to someone other than the supplier, complete a Special Handling Form and email it to APspecialhandling@sdccd.edu.