

REGULAR PURCHASE REQUISITION

PURPOSE: FOR THE PURCHASE OF GOODS AND SERVICES.

GOODS PRICED UNDER \$500.00 PER UNIT (INCLUDING TAX AND SHIPPING) ARE CONSIDERED A "SUPPLY" PURCHASE.

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. CURRENT QUOTE FROM THE SUPPLIER
3. CURRENT EMAIL ADDRESS FROM THE SUPPLIER
4. BUDGET NUMBER AND AVAILABLE FUNDING
5. END LOCATION/ROOM NUMBER

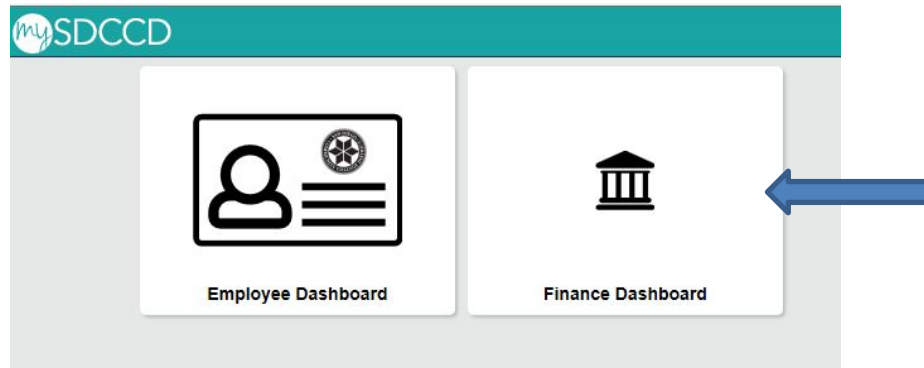
REQUIRED ATTACHMENT: CURRENT QUOTE FROM THE SUPPLIER. IF QUOTE IS MORE THAN \$20,000 (INCLUDING FREIGHT AND TAX), TWO COMPETITIVE QUOTES MAY BE REQUIRED. CONTACT THE BUSINESS OFFICE x7815 FOR ASSISTANCE IF NEEDED.

PAYMENT PROCESS TO SUPPLIER: SUPPLIER PROVIDES ACCOUNTS PAYABLE WITH THE INVOICE VIA EMAIL TO APINVOICE@SDCCD.EDU. INVOICE IS PAID AFTER ITEMS ARE RECEIVED AND PO, INVOICE AND RECEIVER ARE "MATCHED" IN PEOPLESOFT.

REGULAR REQUISITIONS

Log into your SDCCD account and open PeopleSoft.

Navigate to *Create a Requisition* from the home page by selecting: Finance Dashboard/Procurement/ Create a Requisition.



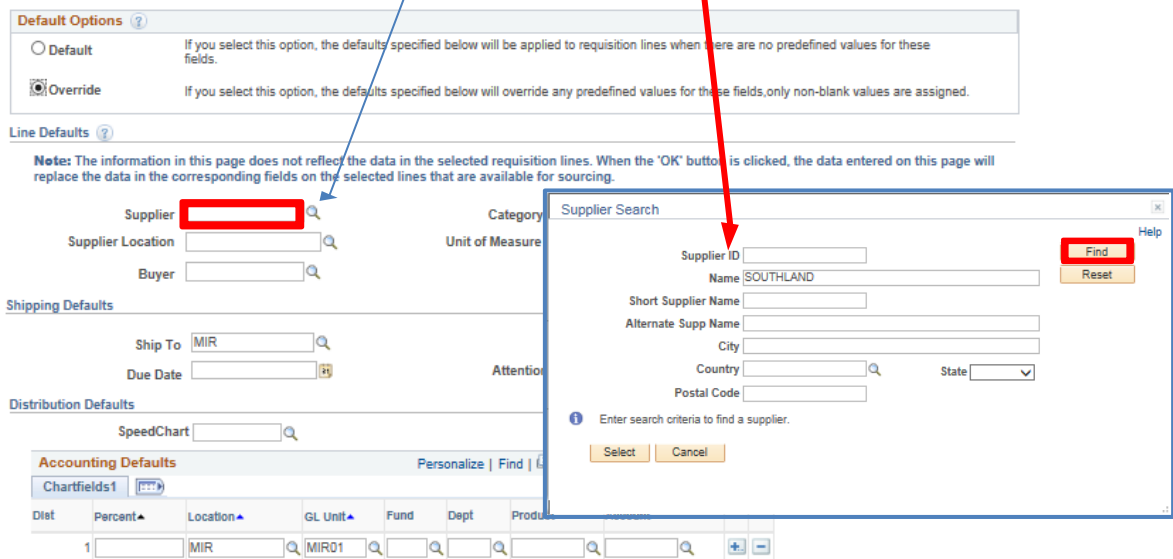
This is the *Requisition Settings* page. When creating a requisition, information entered on this page will populate into each line item of the requisition.

The image shows the 'Requisition Settings' page. Fields include Business Unit (MIR01), San Diego Miramar College, Bid No/Quote (OFFICE SUPPLIES-BUS. OFFICE), *Requester (0000569264), Elizabeth Ann Whitsett, *Currency (USD), Priority (Medium), and Custom Fields. There are sections for Default Options (Default/Override), Line Defaults (Supplier, Supplier Location, Buyer, Category, Unit of Measure), and Shipping Defaults (Ship To, Due Date, Attention). The 'Bid No/Quote' field is highlighted with a yellow box. A blue arrow points from this field to the 'Bid No/Quote' field in the second screenshot.

The “Bid No/Quote” field – a notation field for your personal reference. Enter something that will help you easily identify this particular requisition when looking under Manage Requisition. (i.e., Supplier Name, Quote Number, etc.)

The image shows the 'Requisition Settings' page, similar to the previous one. The 'Bid No/Quote' field is highlighted with a yellow box. A blue arrow points from this field to the 'Bid No/Quote' field in the second screenshot.

To enter the Supplier, click the magnifying  icon. Type in the Supplier Name. Click "Find".



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 [Redacted]  Category Supplier Search

Supplier Location  Unit of Measure

Buyer 

Shipping Defaults

Ship To 

Due Date  Attention

Distribution Defaults

SpeedChart 

Accounting Defaults Personalize | Find | 

Chartfields1 

Dist	Percent	Location	GL Unit	Fund	Dept	Product
1		MIR	MIR01			

Supplier Search Help

Supplier ID Find Reset

Name

Short Supplier Name

Alternate Supp Name

City

Country  State

Postal Code

 Enter search criteria to find a supplier.

Select Cancel

If more than one supplier appears, select the correct Supplier ID number with appropriate address and click "Select".

Supplier Search Help

Supplier ID Find Reset

Name

Short Supplier Name

Alternate Supp Name

City

Country  State

Postal Code

Search Results Personalize | Find | View All |  First 1-4 of 4 Last

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
	1 0002002986	SOUTHLAND TECHNOLOGY	MAIN	8053 VICKERS ST	8053 VICKERS ST	SAN DIEGO	CA	
☐	2 0002005913	SOUTHLAND MEDICAL CORP	MAIN	PO BOX 6148	486 W MEATS AVE	ORANGE	CA	
☐	3 0002054107	SOUTHLAND AQUATIC MANAGEMENT LLC	MAIN	P O BOX 916	P O BOX 916	MENEFEE	CA	
☐	4 0003002765	SOUTHLAND PUBLISHING	MAIN	3047 UNIVERSITY AVE STE 202	3047 UNIVERSITY AVE STE 202	SAN DIEGO	CA	

Select Cancel

To enter the Category, click the magnifying  icon.

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
 Supplier Location Unit of Measure
 Buyer

Shipping Defaults
 Ship To
 Due Date

Distribution Defaults
 SpeedChart

Accounting Defaults
 Chartfields1

Dist Percent Location

Dist	Percent	Location
1		MIR

You can search by *Category*, which is the actual category code number; or by *Description* where you type in a key word for the item you are ordering. For example, enter "computer", for anything computer-related.

BY CATEGORY

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By

Catalog	Category	Description
1 Non Catalog	204-13	Cables: Printer, Disk, Network, etc.
2 Non Catalog	204-32	Drives, External Jump Drives, Flash Drives, etc.
3 Non Catalog	204-33	Drives, Compact Disk CD ROM, DVR, etc.
4 Non Catalog	204-37	Drives, Tape
5 Non Catalog	204-53	Microcomputers, Desktop or Tower based
6 Non Catalog	204-54	Microcomputers, Handheld, Laptop, and Notebook
7 Non Catalog	204-60	MONITORS, ALL TYPES
8 Non Catalog	204-64	Network Components: Adapter Cards, Bridges, Connectors
9 Non Catalog	204-68	Peripherals, Miscellaneous: Keyboards, Graphic Digitizers, L
10 Non Catalog	204-69	Computer Hardware Maintenance Fees
11 Non Catalog	204-72	Power Supplies and Power Related Parts, Internal
12 Non Catalog	204-76	Printers, Inkjet
13 Non Catalog	204-77	Printers, Laser
14 Non Catalog	204-80	Printers, Thermal

BY DESCRIPTION

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By

Catalog	Category	Description
1 Non Catalog	204-00	COMPUTER HARDWARE AND PERIPHERALS
2 Non Catalog	208-00	COMPUTER SOFTWARE
3 Non Catalog	210-00	Ancillary Computer Supplies (Cables, Mice, Keyboards, etc)
4 Non Catalog	212-00	PRINTERS, COMPUTER
5 Non Catalog	929-00	Computer Software (contract needed)
6 Non Catalog	929-01	HH COMPUTER SOFTWARE (CONTRACT NEEDED)

Since the item being ordered in this example is a mouse for a computer, the category code number entered would be 204-00

Leave the Buyer field blank; it will automatically default to the Buyer assigned for the type of commodity or service to be purchased.

Requisition Settings

Business Unit: MIR01 San Diego Miramar College Bid No/Quote: SQ-118735 SOUTHLAND
 *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

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: 0002002986 Category: 207-00
 Supplier Location: MAIN 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

Enter the Unit of Measure. The system will automatically populate the Unit of Measure as “EA” (Each). If necessary, click the magnifying icon for more options.

Requisition Settings

Business Unit: MIR01 San Diego Miramar College Bid No/Quote: CDW
 Requester: 0000569264 Elizabeth Ann Whitsett Requisition ID: MRR0014990
 *Currency: USD Priority: Medium

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: 0003001377 Category: 204-00
 Supplier Location: 1 Unit of Measure: EA
 Buyer:

Shipping Defaults

Ship To: MIR
 Due Date: Attention: ELIZABETH WHITSETT

Distribution Defaults

SpeedChart:

Accounting Defaults Personalize Find 1 of 1 Last

Chartfields1	Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus U
1		100.0000	MIR	MIR01						

OK Cancel

Look Up Unit of Measure Help

Unit of Measure: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-39 of 39 Last

Unit of Measure	Description	Short Description
BA	BARREL	BARREL
BF	BOARD FOOT	BOARD FT
BG	BAG	BAG
BO	BOTTLE	BOTTLE
BX	BOX	BOX
CD	CARD	CARD
CS	CASE	CASE
CT	CARTON	CARTON
DL	DOLLARS	DOLLARS
DR	DRUM	DRUM
DZ	DOZEN	DOZEN
EA	EACH	EACH
FT	FOOT	FOOT
GL	GALLON	GALLON
GR	GROSS	GROSS
HR	HOURLY RATE	HOURLY RTE
HU	HUNDREDS	HUNDREDS
JB	JOB	JOB
K	THOUSAND	THOUSAND
KT	KIT	KIT
LB	POUND	POUND
LF	LINEAR FOOT	LINEAR FT
LT	LOT	LOT
MM	MEMBERSHIP	MEMBERSHIP
PD	PAD	PAD
PK	PACK	PACK
PL	PALETTE	PALETTE
PR	PAIR	PAIR
PT	PINT	PINT
QT	QUART	QUART
RL	ROLL	ROLL

Confirm “MIR” is listed in the *Ship To* field. Enter point of contact and room number in *Attention* field.

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				

Use the **Location** field to identify the end location for the order to be delivered. This will populate the location information you choose into every subsequent line item you create in the requisition. Select the magnifying icon next to the location field.

Change the search criteria from “begins with” to “contains” for both the **Location Code** and **Description** and input the appropriate search information to identify a specific room number as the end location. You must input information into the search field to pull up Miramar locations. The system will only show the first 300 locations for the district, which do not include Miramar. In the **Location Code** field, input **MIR00**. In the **Description** field, input the **alpha** character for the appropriate building.

(for example: for the Administration Building, enter N). Click “Look Up”

Look Up Location

SetID SHARE

Location Code

Description

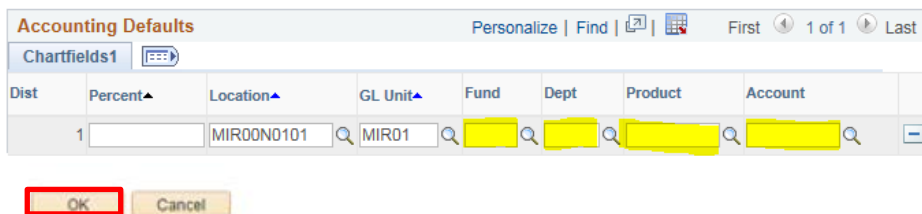
Search Results

View 100 First 1-43 of 43 Last

Location Code	Description
MIR00C0121	MIRAMAR C BUILDING RM 0121
MIR00RANGE	Miramar College - Range
MIR00F200N	Miramar College Bldg F-Rm 200N
MIR00H110N	Miramar College Bldg H-Rm 110N
MIR00K203N	Miramar College Bldg K-Rm 203N
MIR00L023N	Miramar College Bldg L-Rm 023N
MIR00L101N	Miramar College Bldg L-Rm 101N
MIR00L114N	Miramar College Bldg L-Rm 114N
MIR00M107N	Miramar College Bldg M-Rm 107N
MIR00M211N	Miramar College Bldg M-Rm 211N
MIR00M217N	Miramar College Bldg M-Rm 217N
MIR00N0101	Miramar College Bldg N-Rm 0101
MIR00N0102	Miramar College Bldg N-Rm 0102
MIR00N0103	Miramar College Bldg N-Rm 0103
MIR00N0104	Miramar College Bldg N-Rm 0104
MIR00N0105	Miramar College Bldg N-Rm 0105
MIR00N0106	Miramar College Bldg N-Rm 0106
MIR00N0201	Miramar College Bldg N-Rm 0201
MIR00N0202	Miramar College Bldg N-Rm 0202
MIR00N0203	Miramar College Bldg N-Rm 0203
MIR00N0204	Miramar College Bldg N-Rm 0204
MIR00N0205	Miramar College Bldg N-Rm 0205
MIR00N0206	Miramar College Bldg N-Rm 0206
MIR00N0207	Miramar College Bldg N-Rm 0207
MIR00N101A	Miramar College Bldg N-Rm 101A
MIR00N101B	Miramar College Bldg N-Rm 101B
MIR00N101C	Miramar College Bldg N-Rm 101C

Then select the room # from the list.

Enter the budget number (Fund, Dept, Product, and Account). Click OK.



The image shows a software window titled "Accounting Defaults". At the top, there are links for "Personalize", "Find", and a "First" button. Below this is a "Chartfields1" section with a table. The table has columns: "Dist", "Percent", "Location", "GL Unit", "Fund", "Dept", "Product", and "Account". The first row contains the values: "1", an empty field, "MIR00N0101", "MIR01", and four yellowed-out fields. Below the table are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle.

Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account
1		MIR00N0101	MIR01				

The Requisition Settings page is complete. Click the [Special Requests](#) link. For Office Solutions and Grainger, use the "Web" links.

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 a brief description in the **Item Description** field using the following naming format: **Noun, description, manufacturer, product number**

The description should always start with the **noun**, followed by the description, manufacturer (if applicable) and finally the model or product number (if provided).

Example: **CONTOUR PRO3 MOUSE #RM-PRO3**

Create Requisition ⓘ

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

Item Details

*Item Description

*Price

*Quantity

*Category

*Currency

*Unit of Measure

Due Date

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

☒ 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.

You may continue to enter more items on this next page.

Home My Preferences Requisition Settings 1 Line Checkout

Search Advanced Search

Create Requisition ⓘ

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

Item Details

*Item Description

*Price

*Quantity

*Category

*Currency

*Unit of Measure

Due Date

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Enter the next item's description, amount, and quantity. The category code will automatically populate based on the first item entered. Click "Add to Cart" to add each line item to the order.

Freight entry – Please enter freight how it is shown below in terms of quantity, price, unit of measure, and category (962-86). This will allow Accounts Payable to voucher the line multiple times if needed. If the freight cost is \$25, that will be the **quantity** and **the price will always be a \$1.00** with the unit of measure listed as DL for dollars.)

Create Requisition

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

Item Details

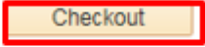
*Item Description	FREIGHT		
*Price	1.00		
*Quantity	25		
*Category	962-86		
*Currency	USD		
*Unit of Measure	DL		
Due Date			

Supplier

Supplier ID	0002002986	
Supplier Name	SOUTHLAND TECHNOLOG	
Supplier Item ID		

[Suggest New Supplier](#)

Once all line items have been entered, click the **Checkout** button. This will direct you to the **Checkout – Review and Submit Screen**.

 Home  My Preferences  Requisition Settings |  2 Lines 

Search All 

Search

Advanced Search

Create Requisition

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

Item Details

*Item Description	FREIGHT		
*Price	1.00		
*Quantity	25		
*Category	962-86		
*Currency	USD		
*Unit of Measure	DL		
Due Date			

Supplier

Supplier ID	0002002986	
Supplier Name	SOUTHLAND TECHNOLOG	
Supplier Item ID		

[Suggest New Supplier](#)

On the Review & Submit screen, in the “Requisition Comment and Attachments” field, input:

Line 1 - Sales quote #, Supplier Name;

Line 2 - Site/Department/End Location Room #/Contact Person Name & Phone #

Line 3 - Supplier’s email address (Please confirm you have a current email address)

Line 4 – Nontaxable Lines (Example: 1, 3, 7)

Then check the “Send to Supplier,” “Show at Receipt,” and “Show at Voucher” check boxes. This information will then be visible to those checked.

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 237.00 USD

Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
☐ 1	MOUSE, CONTOUR, PRO3, #RM-PRO3		SOUTHLAND TECHNOLOGY	1	EACH	219.00	219.00		Add	
☐ 2	FREIGHT		SOUTHLAND TECHNOLOGY	1	EACH	18.00	18.00		Add	

☐ Select All / Deselect All Select lines to:

Total Amount 237.00 USD

Shipping Summary

Edit for All Lines

Ship To Location:
Address:
San Diego, CA 92126-2999
Attention To:
Comments:

SQ-118735 SOUTHLAND
MIR/BUSINESS OFFICE/N-101/ELIZABETH WHITSETT
619-388-7401 icanfield@southland.com
NONTAXABLE LINES (if any)

Requisition Comments and Attachments

Enter requisition comments

SQ-118735 SOUTHLAND
MIR/BUSINESS OFFICE/N-101/CARRIE DEMOLL/619-388-7401

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

Approval Justification

Enter approval justification for this requisition

Budget Checking Status:

ASSET INFORMATION

Enter Asset Information into a requisition **only** if:

- Any singular item is over \$1,000, including shipping and tax
- Any line item contains computer/AV/IT equipment with a value of \$200 or greater
- Any line item contains software (hard disk or download) with a value of \$200 or greater
- Any line item contains a firearm and/or ammunition.

If the item you are ordering meets the above criteria, you will need to click the gray triangle in front of that particular item line. Click on the 5th tab "Asset Information".

Then enter the following information on the accounting lines for that item(s) that: AM Business Unit (MIR01) **AND** a Profile ID.

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

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

Cart Summary: Total Amount 237.00 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	MOUSE, CONTOUR, PRO3, #RM-PRO		SOUTHLAND TECHNOLOGY	1	EACH	219.00	219.00			
Shipping Line 1										
	*Ship To	MIR	Address	10440 Black Mountain Road San Diego, CA 92126-2999	Quantity	1	Price	219.00	Price Adjustment	
	Attention To	CARRIE DE MOLL							Pegging Inquiry	
	Due Date								Pegging Workbench	

Accounting Lines

*Distribute By:

SpeedChart

Line	Status	Dist Type	*Location	Quantity
1	Open		MIR00N0101	

2 FREIGHT

☐ Select All / ☐ Deselect All

Select lines to:

[Add to Favorites](#)

[Add to Template](#)

Accounting Lines

AM Business Unit: Profile ID: Tag Number:

Look Up Profile ID:

Asset Profile ID begins with:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#) [Help](#)

Search Results

AM Business Unit	Asset Profile ID	Description	Capitalized Asset
MIR01	BLIFE50	Building Improvements Life 50	Y
MIR01	BLDG IMP	Building Improvements	Y
MIR01	BLDG ROOFS	Building Roofs	Y
MIR01	BUILDINGS	Buildings	Y
MIR01	COMPUTERS	Computers	Y
MIR01	EPCOE	Equipment Food Cont. Ed.	Y
MIR01	EQBCE	Equipment Bookstore Cont. Ed.	Y
MIR01	EQBCT	Equipment Bookstore City	Y
MIR01	EQBMM	Equipment Bookstore Miramar	Y
MIR01	EQBMS	Equipment Bookstore Mesa	Y
MIR01	EQEX	Other Enterprise equipment	Y
MIR01	EQFCT	Equipment Food City	Y
MIR01	EQFMM	Equipment Food Miramar	Y
MIR01	EQFMS	Equipment Food Mesa	Y
MIR01	EQUIPMENT	Equipment	Y
MIR01	FORKLIFTS	Forklifts	Y
MIR01	FRT	Capital Asset Freight	Y
MIR01	FURNITURE	Furniture	Y
MIR01	GIFT	Gifts	Y
MIR01	INFRALIFE00	Infrastructure - Life 00	Y
MIR01	INFRSTRCT	Infrastructure	Y
MIR01	IT-OTHER	IT Equip - Other	Y
MIR01	LABEQUIP	Lab Equipment	Y
MIR01	LABFURNIT	Lab Furniture	Y
MIR01	LAND	Land	Y
MIR01	LAND IMP	Land Improvements	Y
MIR01	LEASE CAP	LEASE CAPITAL	Y
MIR01	LEASE NON	LEASE NON CAPITAL	Y
MIR01	MONITORS	Computer Monitors	Y
MIR01	PARKING	Parking Areas	Y
MIR01	PRINTER	PRINTER	Y
MIR01	SERVERS	Servers	Y
MIR01	SOFTWARE	Software	Y
MIR01	VEHICLES	Vehicles / Cars	Y
MIR01	WEAPONS	Weapons	Y

If you do not know the Profile ID, click on the magnifying glass icon to determine the proper ID.

Attach the quote in the Line 1 “Comments” field by clicking on “Add”.

Requisition Summary

Business Unit: MIR01 San Diego Miramar College Bid No/Quote: SQ-118735 SOUTHLAND
 *Requester: CDEMOLL Carrie De Moll Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 237.00 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	MOUSE, CONTOUR, PRO3, #RM-PRO		SOUTHLAND TECHNOLOGY	1	EACH	219.00	219.00		Add	
2	FREIGHT		SOUTHLAND TECHNOLOGY	1	EACH	18.00	18.00		Add	

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

Total Amount 237.00 USD

Attach supplier quote here.

Shipping Summary

[Edit for All Lines](#)

Ship To Location: MIR
 Address: 10440 Black Mountain Road
 San Diego, CA 92128-2999
 Attention To: CARRIE DE MOLL
 Comments:

Requisition Comments and Attachments

Enter requisition comments

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

[Add more Comments and Attachments](#)

Do NOT attach quote here.

In the “Line Comment” screen, click “Add Attachments”, then “OK”.

Line Comment

Business Unit: MIR01 Requisition Date: 02/12/2019
 Requisition ID: MRR0005975 Status: Open

Line 1

Comments

Use Standard Comments Entered On:

1

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

[Add Attachments](#)

[OK](#) [Cancel](#)

Click on Browse to find the file you want to attach.

Line Comment

Business Unit: MIRD1
Requisition Date: 02/12/2019
Requisition ID: MRR0005975
Status: Open

Line: 1

Comments

Use Standard Comments

1

☐ Send to Supplier

Add Attachments

OK Cancel

File Attachment

Upload Cancel Browse...

Choose File to Upload

« Miramar (G:) » DATA » BUSINESS » Carrie's Desk » Quotes » Search Quotes

Organize New folder

Recent Places

Creative Cloud Files

Libraries

Documents

Music

Pictures

Videos

Computer

Local Disk (C:)

Miramar (G:)

DATA

NETUTILS

Name

Date modified

Type

SOUTHLAND SQ-118735 - Mouse Quote 2/13/2019 11:14 A... Adobe

GST 48790 2/11/2019 8:24 AM Adobe

GST 45922 2/8/2019 8:26 AM Adobe

SOUTHLAND 116957 - Presidents Comp 4/19/2018 8:47 AM Adobe

EMBI Quote#12435 3/28/2018 10:12 A... Adobe

PREPAY - THERMO ELECTRON 3/22/2018 11:15 A... Adobe

fisher quote protein 10-19-17 2/27/2018 9:17 AM Adobe

Sports Imports Volleyball Poles 1/18/2018 10:47 A... Adobe

20 foot Cal Fire Ladders 1/12/2018 10:30 A... Adobe

Rescue Mannikins 1/12/2018 10:25 A... Adobe

WASHER-DRYER 1/5/2018 9:20 AM Adobe

GM BUSINESS INTERIORS 147466 12/15/2017 11:26 ... Adobe

File name: SOUTHLAND SQ-118735 - Mouse Quote All Files (*.*)

Open Cancel

Line Comment

Business Unit: MIRD1
Requisition Date: 02/12/2019
Requisition ID: MRR0005975
Status: Open

Line: 1

Comments

Use Standard Comments

1

☐ Send to Supplier

Add Attachments

OK Cancel

File Attachment

Upload Cancel Browse...

G:\DATA\BUSINESS\Carrie's Desk\Quotes\SOUTHLA... Browse...

Click "Upload".

IMPORTANT: Check the "Send to Supplier" box or they will not get the quote to fulfill your order!
Then click "OK".

Line Comment

Business Unit: MIRD1
Requisition Date: 02/12/2019
Requisition ID: MRR0005975
Status: Open

Line: 1

Comments

Use Standard Comments

Entered On: 02/13/2019 11:06:06AM

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

Add Attachments

Attachments

Attached File	User/Date Time	View	Send to Supplier
SOUTHLAND SQ-118735_-_Mouse_Quote.pdf	CDMOLL2019-02-13-11.38.52.174	View	☒

OK Cancel

Be sure to check this box

This pencil icon  will appear under “Comments” to indicate there is an attachment.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: MIR01 San Diego Mesa College Bid No/Quote: SQ-118735 SOUTHLAND

Requester: CDEMOLL Carrie De Moll Requisition ID: MRR0005975

*Currency: USD Priority: Medium

Cart Summary: Total Amount 237.00 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	MOUSE, CONTOUR, PRO3, #RM-PRO3		SOUTHLAND TECHNOLOGY	1	EACH	219.00	219.00		 Edit	
2	FREIGHT		SOUTHLAND TECHNOLOGY	1	EACH	18.00	18.00		 Add	

Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 237.00 USD

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

SQ-118735 SOUTHLAND
MIR/BUSINESS OFFICE/N-101/CARRIE DEMOLL/619-388-7401

☒ 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](#) 63 Preview Approvals

It is recommended to save your work by selecting the “Save for Later” link before submitting the requisition.

To submit requisition, click the “Check Budget” link. *Be patient*, it may take a while for this to process.

Edit Requisition - 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	SQ-118735 SOUTHLAND
Requester	COEMOLL	Carrie De Moll	Requisition ID	MRR0005975
*Currency	USD		Priority	Medium

Cart Summary: Total Amount 237.00 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	MOUSE, CONTOUR, PRO3, #RM-PRO3		SOUTHLAND TECHNOLOGY	1	EACH	219.00	219.00			
2	FREIGHT		SOUTHLAND TECHNOLOGY	1	EACH	18.00	18.00			

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

Total Amount 237.00 USD

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

SQ-118735 SOUTHLAND
MIR/BUSINESS OFFICE/N-101/CARRIE DEMOLL/619-388-7401

☒ 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 budget checking is complete, the Budget Checking Status will change from “Not Checked” to “Valid”, if the funds are available.

Requisition Comments and Attachments

Enter requisition comments

SQ-118735 SOUTHLAND
MIR/BUSINESS OFFICE/N-101/CARRIE DEMOLL/619-388-7401

☒ Send to Supplier ☒ Show at Receipt ☒ Shown at Voucher Edit more Comments and Attachments

Approval Justification

Enter approval justification for this requisition

Check Budget Pre-Check Budget Budget Checking Status: Valid

Save & Submit Save for Later Add More Items Preview Approvals

If Budget Checking Status is “Valid”, the “Save and Submit” button will become available. Click “Save and Submit” to launch into the approval process.

CONFIRMATION PAGE:

- The requisition “Pre-Encumbrance Balance” will not include any Sales Tax. If applicable, sales tax will be added when the PO is approved.
- Status will show “Pending” indicating it has been submitted, but not yet approved.
- Approval process steps are visible to see the flow from the first approver to the last.

Confirmation

Your requisition has been submitted.

Requested For: Carrie De Moll Number of Lines: 2

Bid No/Quote: SQ-118735 SOUTHLAND Total Amount: 237.00 USD

Requisition ID: MRR0005975 **Pre-Encumbrance Balance: 237.00 USD**

Business Unit: MIR01

Status: Pending

Priority: Medium

Budget Status: Valid

[View printable version](#) [Edit This Requisition](#) [Check Budget](#) [Pre-Check Budget](#)

Re Approval

Line 1: Pending
MOUSE, CONTOUR, PRO3, #RM-PRO3

Miramar Reg Approval

Pending: Multiple Approvers (MIR01_eProc_Level_One_Apprs) → Not Routed: Brett Bell (SODCD Budget Approvers) → Not Routed: Multiple Approvers (MIR01_eProc_Level_Two_Apprs) → Skipped: No approvers found (SODCD C&SF Approvers One) → Not Routed: Kelly Rosas (Route to Primary Buyer)

Line 2: Pending
FREIGHT

Miramar Reg Approval

Pending: Multiple Approvers (MIR01_eProc_Level_One_Apprs) → Not Routed: Brett Bell (SODCD Budget Approvers) → Not Routed: Multiple Approvers (MIR01_eProc_Level_Two_Apprs) → Skipped: No approvers found (SODCD C&SF Approvers One) → Not Routed: Kelly Rosas (Route to Primary Buyer)

[Apply Approval Changes](#)

[Create New Requisition](#) [Manage Requisitions](#)

Once the requisition has been submitted, you can track its approval status in the Manage Requisitions Screen.

Finance Dashboard

Procurement

Create a Requisition

Manage Requisitions

Add/Update Supplier

Request a Payment

Travel & Expense

Manager Self Service

Reports

Employee Dashboard

Finance Dashboard

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: MIR01 Bid No/Quote: Requisition ID: Request State: Budget Status: Date From: 02/06/2019 Date To: 02/13/2019 Requirer: CDEMOLL Entered By: PO ID: Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Bid No/Quote	BU	Date	Request State	Budget	Total	
MRR0005975	SQ-118735 SOUTHLAND	MIR01	02/12/2019	Pending	Valid	237.00 USD	[Select Action] Go

In the Drop Down Menu, you can select the following options: **Approvals, Cancel, Copy, Edit, or View Print.** Then click “Go”.