

## **OFFICE SOLUTIONS PURCHASE REQUISITION**

**PURPOSE:** FOR THE PURCHASE OF OFFICE SUPPLIES FROM OUR CONTRACTED SUPPLIER

**REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:**

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. BUDGET NUMBER AND AVAILABLE FUNDING

**REQUIRED ATTACHMENT:** NONE

**PAYMENT PROCESS TO SUPPLIER:** SUPPLIER PROVIDES ACCOUNTS PAYABLE WITH INVOICE. INVOICE IS PAID AFTER ITEMS ARE RECEIVED AND PO, INVOICE AND RECEIVER ARE “MATCHED” IN PEOPLESOFT.

**NOTE: WHEN ORDERING CUSTOMIZED ITEMS DO NOT USING THE PUNCH-OUT TEMPLATE.**

**These items need to be placed on a separate requisition. Then contact [vsalazar@officesolutions.com](mailto:vsalazar@officesolutions.com) .**

**IMPORTANT – You MUST use either **INTERNET EXPLORER 11** or **FIREFOX** as your browser when placing an Office Solutions Order through PeopleSoft.**

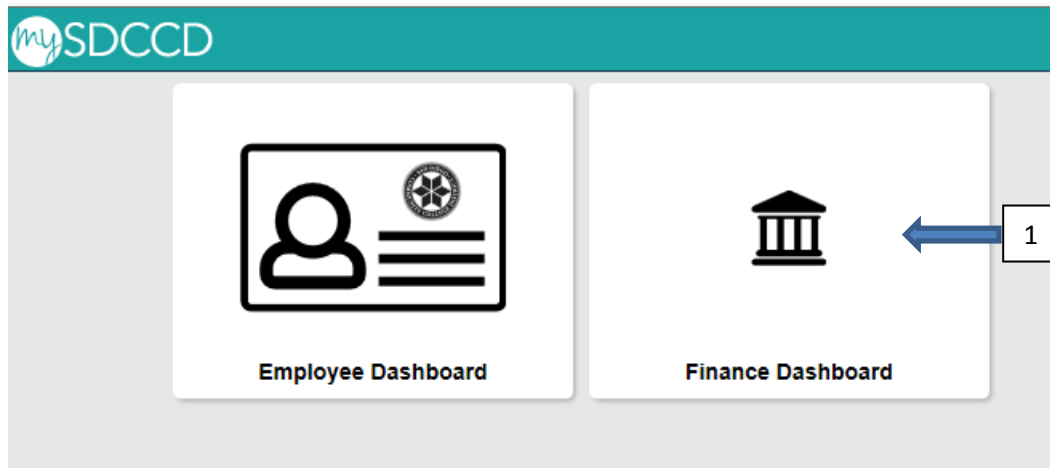
To price check items prior to entering them in the requisition, go to [www.officesolutions.com](http://www.officesolutions.com).

User name: sdccdpc

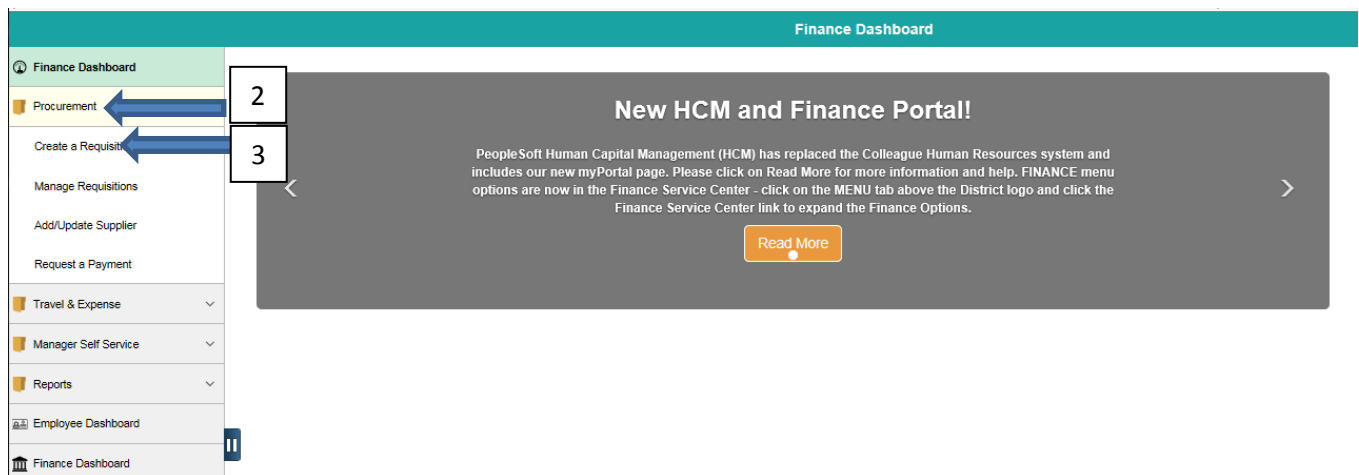
Password: sdccdpc@

Log into PeopleSoft at [myportal.sdccd.edu](http://myportal.sdccd.edu) using your 10 digit Employee ID number as your User ID & enter the PeopleSoft password you created.

Click on Finance Dashboard.



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



On the Requisition Settings Screen, type OFFICE SOLUTIONS in the “Bid No/Quote” box. Then in the default options box, change the status from *Default* to *Override*. Complete the rest of the page as shown below. 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

Supplier Location

Unit of Measure

Buyer

Actual info to input for Office Solutions

### Shipping Defaults

Ship To

Due Date

Attention

Enter name to whom the order is to be delivered

### Distribution Defaults

SpeedChart

### Accounting Defaults

Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information								
Dist	Percent	Location	GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
1		MIR	MIR01							

Enter budget number:  
**Fund – Dept – Product - Account**

On the Create Requisition page click on the “Office Solutions Punch Out” link.

### Create Requisition

Welcome Carrie De Moll

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.

- Web
  - Browse Supplier Websites
  - Office Solutions Punch Out
- Templates
  - Browse Company and Personal Templates

Create Requisition  
Create a non-catalog request

Favorites  
Browse Favorite Items and Services

ePro Services  
Request Services

Fixed Cost Service  
Variable Cost Service  
Time and Materials

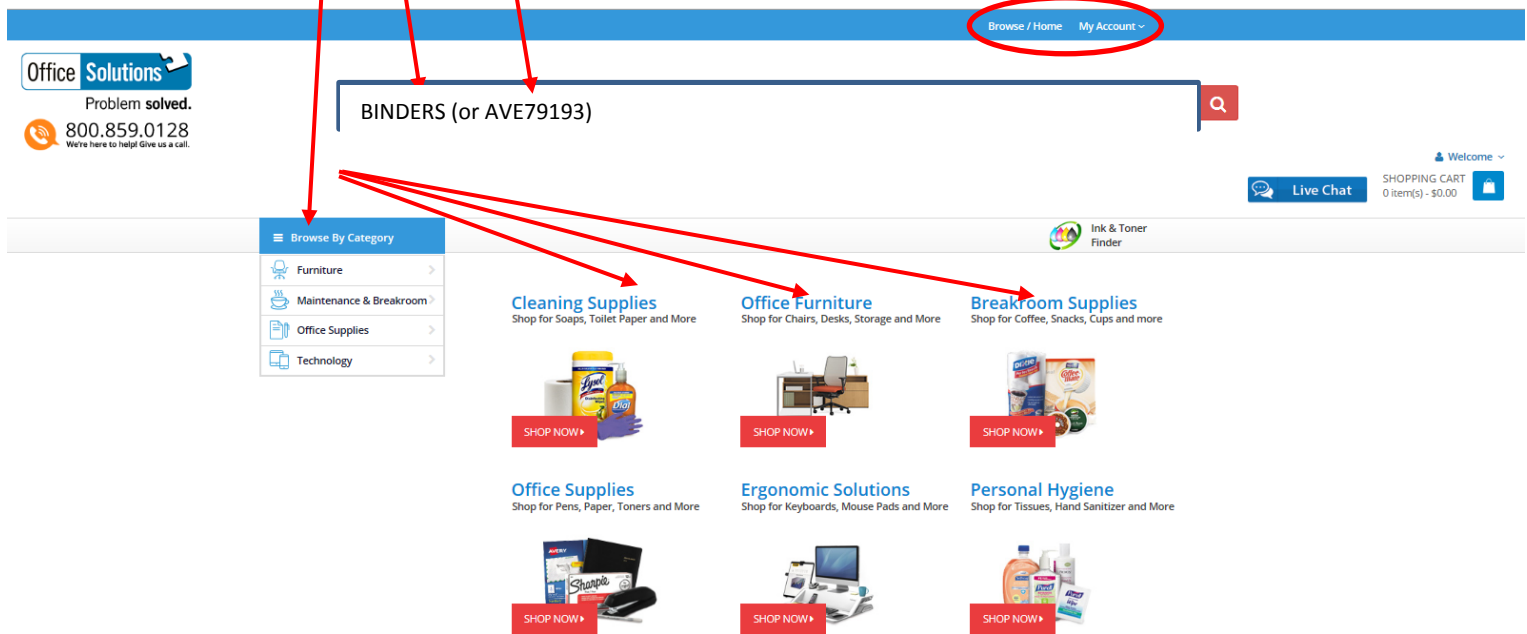
Recently Ordered  
View recently ordered items and services

- AMOUNT ONLY - ENTERPRISE CAR...
- UNIT, CYAN PHOTCONDUCTOR
- SHIPPING & HANDLING
- LABOR
- FEE, SERVICE
- More...

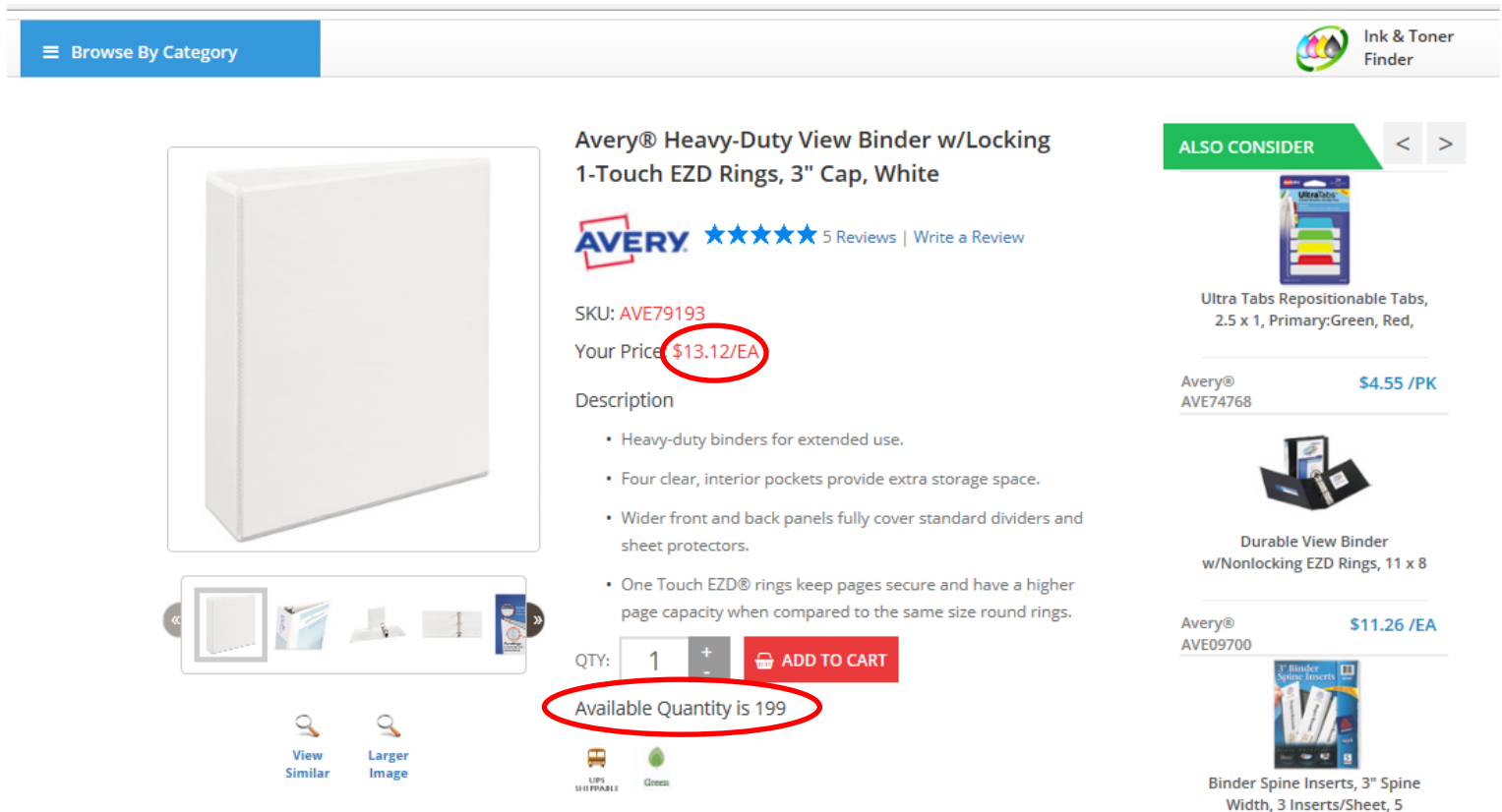
Do NOT use the Office Solutions Punch Out for **CUSTOMIZED ITEMS**. These need to be placed on a separate requisition. Then contact [vsalazar@officesolutions.com](mailto:vsalazar@officesolutions.com) with PO number and customization specs.

In the Search Box, enter a "Keyword" OR "item number" of the product you wish to purchase. Click the search  icon.

You may also browse by Category



Be patient, it takes a while for your item to pop-up. You will see the item you selected, along with District pricing and the available quantity. Select quantity and click "Add to Cart".



You will be able to see the number of items added and the total amount in your Shopping Cart.

Once you have all your items in your cart, click on the words “Shopping Cart”, not the icon bag. You will be taken to another window where you may either Checkout, Continue Shopping, Save Cart or Delete Cart. If you are ready to checkout, click the icon.

**\*\*NOTE: The minimum order amount is \$35.00; before tax. The order will not be moved into PeopleSoft from this Office Solutions online system until your total order is \$35.00 or more.**

Your order will be uploaded into PeopleSoft. A quote does not need to be attached to an Office Solutions requisition. Complete the requisition as you would for any other purchase by entering the following contact information in the “Requisition Comments” section:

### MIR/DEPT/ROOM/CONTACT PERSON/PHONE

#### Checkout - 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 Priority   
\*Currency

Cart Summary: Total Amount 26.24 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	Heavy-Duty View Binder w/Lock		OFFICE SOLUTIONS	2	EACH	13.12	26.24		Add	

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

**Total Amount**    26.24 USD

#### Shipping Summary

[Edit for All Lines](#)    Multiple values exist for one or more schedules. Expand lines to see shipping details.

#### 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](#)

[Save & submit](#)

[Save for Later](#)

[Add More Items](#)

[Preview Approvals](#)

Check “Send to Supplier”, “Show at Receipt” and “Show at Voucher” boxes. Click “Budget Check”.

#### 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**

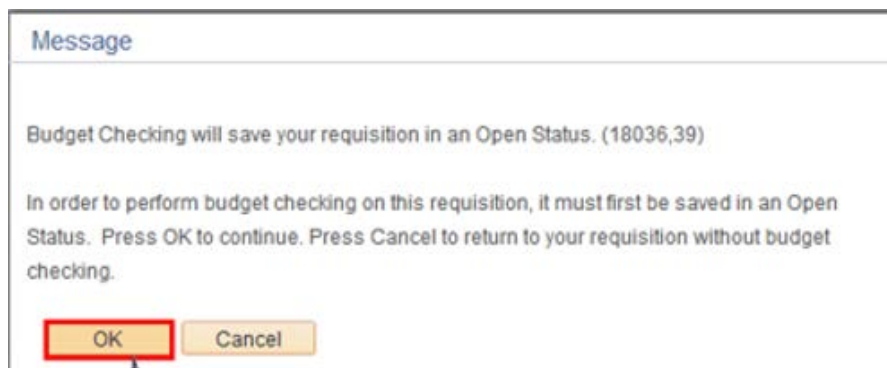
[Save & submit](#)

[Save for Later](#)

[Add More Items](#)

[Preview Approvals](#)

When the following message appears click “OK”.



When Budget Checking is complete the Budget Checking Status will show “Valid”. Click the “Save & Submit” button to launch the requisition into the approval workflow.

Approval Justification

Enter approval justification for this requisition

Check Budget

Pre-Check Budget

Budget Checking Status: **Valid**

Save & submit

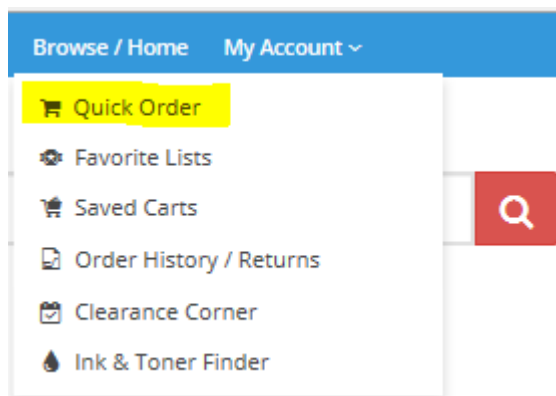
Save for Later

Add More Items

Preview Approvals

Click on “Preview Approvals” to locate requisition in approval process.

**SHORT CUT -** If you know the item numbers you want to order you may create a Quick Order. Click on My Account and select Quick Order.



The Quick Order form appears. Enter the Item No. and the price will self-generate. The quantity (QTY) will default to “1” unless another quantity is entered. Click enter and you will go to the next line. If you want to delete any items, click on the “x”.

## Quick Order

Please Enter the item number(s) you wish to order then hit the TAB key to move through fields. Click on "Add to Cart" button after all item numbers have been entered. No need to click on "Add to Cart" after each item is entered.

**Total \$30.79**

ITEM NO	PRICE	QTY	
<input type="text" value="AVE79193"/>	\$13.12/EA	<input type="text" value="2"/>	<input type="button" value="x"/>
Heavy-Duty View Binder w/Locking 1-Touch EZD Rings, 3" Cap, White			
<input type="text" value="UNV35616"/>	\$4.55/PK	<input type="text" value="1"/>	<input type="button" value="x"/>
Self-Stick Note Pads, 4 x 6, Lined, Assorted Pastel Colors, 100-Sheet, 5/PK			
<input type="text"/>		<input type="text"/>	

**Total \$30.79**

Once you have entered all your items, click Add to Cart. You will then be able to checkout or you may save your cart for use later.

## ADDITIONAL INFORMATION:

When you click on My Account there are a number of options that are very useful.

The screenshot shows a website header with navigation links: Office Supplies, Technology, Furniture, Maintenance & Breakroom, and a cart icon showing 0 items for \$0.00. Below the header is a promotional banner for a FREE KEURIG brewer with a monthly coffee purchase. To the right, a 'My Account' dropdown menu is open, listing several options. Red arrows point from text labels on the right to these menu items:

- Quick Order
- Favorites Lists
- Saved Carts
- Order History/Returns



**PERSONAL PURCHASES:** As an employee of San Diego Community College District, you are eligible to receive special, negotiated pricing the same as for our District for your own personal purchases.



- Receive special, negotiated prices
- Get free next-day delivery
- No minimum order needed
- Access products for the workplace & home
- Convenient & easy to use website



As an employee of San Diego Community College District, you are eligible for special, negotiated pricing for all of your personal purchases. From Keurig K-Cups, Post-It Notes to Clorox Disinfectant Wipes, shop at [OfficeSolutions.com](http://OfficeSolutions.com) to make shopping easy and affordable for you.

#### Convenient and Easy to Use

To receive special pricing on a wide range of office supplies, cleaning supplies, breakroom supplies and furniture, visit [OfficeSolutions.com](http://OfficeSolutions.com).

[Click here](#) to complete the online registration form to create your own online profile.

For additional information, please contact: David Green, Office Solutions' Account Manager at [dgreen@officesolutions.com](mailto:dgreen@officesolutions.com) or Kelly Rosas, SDCCD contact at [krosas@sdccd.edu](mailto:krosas@sdccd.edu).

**Log in and Save Today: [OfficeSolutions.com](http://OfficeSolutions.com)**

[OfficeSolutions.com](http://OfficeSolutions.com) | 800.859.0128



The "Click here" link is not live. To access the Online Registration form click on the link below or copy and paste the url into your browser address bar:

<https://form.iotform.com/63005555974965>