

ADVANCE PAYMENT REQUISITION

PURPOSE: TO PAY A SUPPLIER IN LESS THAN 30 DAYS (i.e. Membership Fees, Subscriptions, catering)

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. INVOICE/PAYMENT INFORMATION
3. BUDGET NUMBER AND AVAILABLE FUNDING

REQUIRED ATTACHMENT: OFFICIAL INVOICE FROM THE SUPPLIER

CHECK "AMOUNT ONLY" BOX: NO

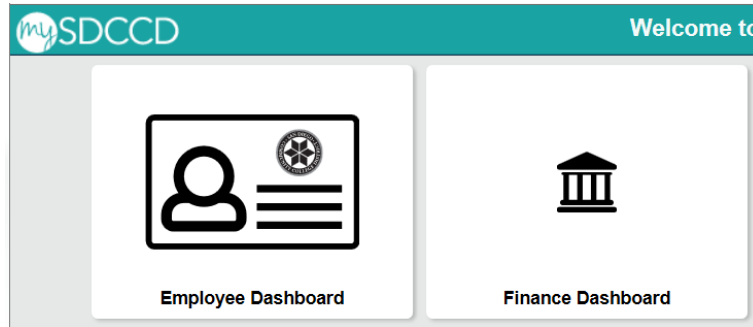
PAYMENT PROCESS TO SUPPLIER: PURCHASING PROVIDES INVOICE TO ACCOUNTS PAYABLE FOR PAYMENT. REQUESTORS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

SPECIAL HANDLING FORM: COMPLETE IF YOU WANT THE CHECK ROUTED TO YOU OR YOUR OFFICE.

ADVANCE PAYMENT REQUISITIONS

Log into PeopleSoft at myportal.sdccd.edu using your User ID and Password.

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, enter info on this page and it will auto populate into each line item of the requisition.



The "Bid No/Quote" field should follow the naming convention "ADVANCE PAYMENT – VENDOR NAME". In the Default Options box, change the status from *Default* to *Override*.

Requisition Settings

This is a detailed view of the Requisition Settings form. A blue arrow points from the text above to the "Bid No/Quote" field, which contains "ADV. PMNT - MIRA MESA LIVING". Another blue arrow points from the text above to the "Override" radio button in the "Default Options" section, which is now selected. The form includes fields for Business Unit (MIR01), San Diego Miramar College, *Requester (CDEMOLL), Carrie De Moll, *Currency (USD), and Priority (Medium).

Business Unit: MIR01 San Diego Miramar College Bid No/Quote: ADV. PMNT - MIRA MESA LIVING

*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.

Next, look up the Supplier by clicking on the magnifying icon. Leave Buyer field blank; it will auto-populate to Miramar's buyer, Kelly Rosas. Enter the appropriate category.

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

Supplier Search

Supplier ID: Find
 Name: Reset
 Short Supplier Name:
 Alternate Supp Name:
 City:
 Country: State:
 Postal Code:

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State
1 0002052865	MIRA MESA LIVING	MAIN	DBA MIRA MESA LIVING	6755 MIRA MESA BLVD #123	SAN DIEGO	CA

Select Cancel

Accounting Defaults

Chartfields1

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

OK Cancel

Click OK

Fill in the complete budget number which should be provided to you by your dean/manager.

To begin creating the requisition, click the **Create Requisition** 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



ePro Services

Request Services

[Fixed Cost Service](#)
[Variable Cost Service](#)
[Time and Materials](#)



Favorites

Browse Favorite Items and Services



Recently Ordered

View recently ordered items and services

[Le Petit Mouse Wrist Cushion...](#)
[Pro Fit Wired Full-Size Mous...](#)
[Write-Out Shake n Squeeze Cor...](#)
[7520014512268, Dual Action C...](#)
[7510013176422, Lead Refill, ...](#)
[More...](#)

The “Item Description” field should contain: ***Advance Payment - Supplier**

Enter the desired information into the ***Price** field. Enter “1” into the ***Quantity** field.

Create Requisition ?

Welcome Carrie De Moll

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[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

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name MIRA MESA LIVING [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

In the **Additional Information** field, enter a full description of the invoice that is being paid. If check is not to be mailed directly to supplier, complete Special Handling form and submit to Accounts Payable.

Check the “Send to Supplier,” “Show at Receipt,” and “Show at Voucher” boxes. Click Add to Cart.

Search Search Advanced Search

Create Requisition [?]

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

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name MIRA MESA LIVING [Suggest New Supplier](#)

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.

Click the **Checkout** button. This will direct you to the *Checkout – Review and Submit* screen

Create Requisition [?]

Welcome Carrie De Moll

[Home](#) [My Preferences](#) [Requisition Settings](#) | [1 Line](#)

Request Options Search Advanced Search

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 2,500.00 USD

Expand lines to review shipping and accounting details

Requisition Lines [?]

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	ADV. PMNT – MIRA MESA LIVING		MIRA MESA LIVING	1	EACH	2500.00	2500.00		Edit	

Select All / Deselect All Select lines to:

Total Amount 2,500.00 USD

Attach invoice in “Comments” field.

Click “Save for Later” which will create a Requisition ID number. Carefully review your requisition and if everything appears correct, click “Check Budget”.

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 Requisition ID
*Currency Priority

Cart Summary: Total Amount 2,500.00 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	ADV. PMNT – MIRA MESA LIVING		MIRA MESA LIVING	1	EACH	2500.00	2500.00		Edit	

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

Total Amount 2,500.00 USD

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

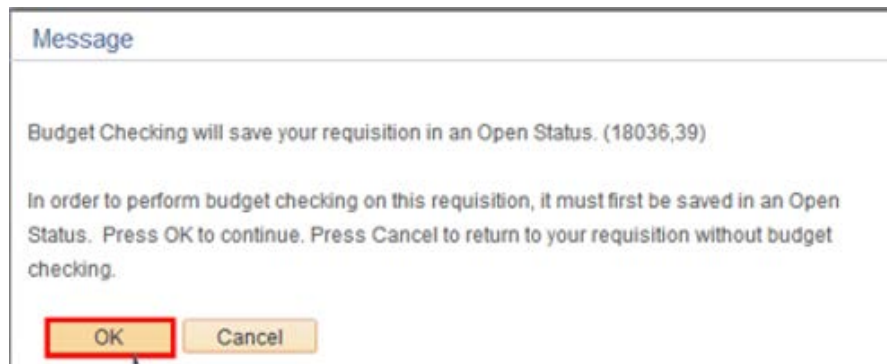
[Add more Comments and Attachments](#)

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 the Budget Checking Status” changes from “Not Checked” to “Valid”, proceed by clicking the “Save & Submit” button. This will launch the requisition into the approval workflow.

Approval Justification

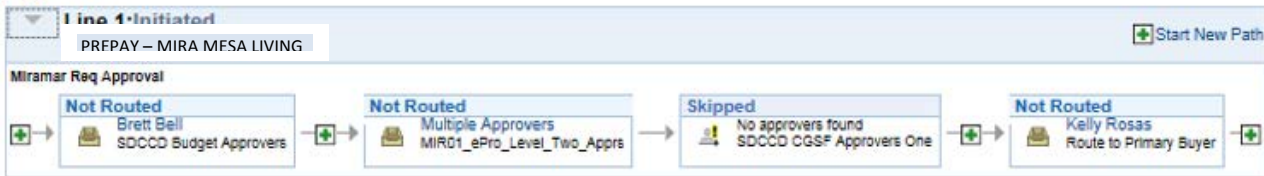
Enter approval justification for this requisition

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

Save & submit Save for Later Add More Items Preview Approvals

The Confirmation page will list the order of the designated approvers based on the budget entered.

Req Approval



FINAL NOTE: The Advanced Payment process is a manual process. Payment is not automatically generated when the requisition is dispatched. Purchasing must manually extract the invoice attached to the Purchase Order and send it to Accounts Payable for payment processing. As such, please follow up with Accounts Payable to ensure that a check is issued in a timely manner.