

REGULAR PURCHASE REQUISITION

PURPOSE: FOR THE PURCHASE OF GOODS AND SERVICES

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

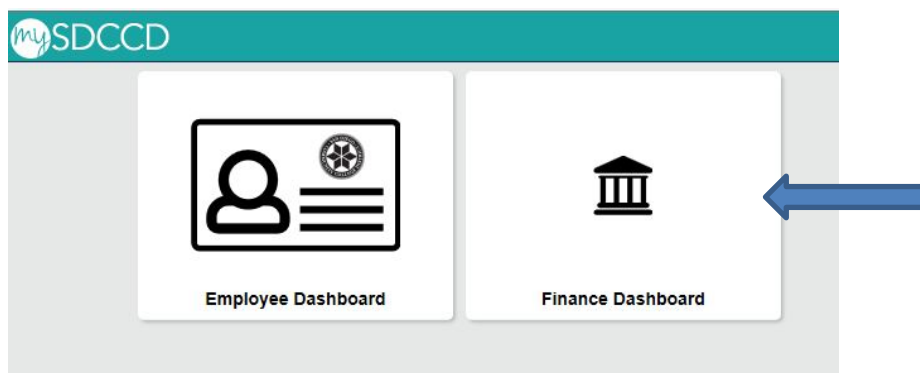
REQUIRED ATTACHMENT: CURRENT QUOTE FROM THE SUPPLIER. IF QUOTE IS MORE THAN \$10,000 (INCLUDING FREIGHT AND TAX), TWO COMPETITIVE QUOTES MAY BE REQUIRED. CONTACT THE BUSINESS OFFICE x7815 FOR ASSISTANCE IF NEEDED.

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

REGULAR 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, information entered on this page will populate into each line item of the requisition.

The image shows the "Requisition Settings" page. On the left is a navigation menu with "Procurement" selected and "Create a Requisition" highlighted. The main content area includes fields for Business Unit (MIR01), San Diego Miramar College, Bid No/Quote, *Requester (CDEMOLL), Carrie De Moll, *Currency (USD), and Priority (Medium). Below these are sections for Default Options (Default selected), Line Defaults (Supplier, Category, Supplier Location, Unit of Measure, Buyer), and Shipping Defaults (Ship To, Due Date, Attention). Several fields are highlighted in yellow.

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.)

This is a close-up of the "Requisition Settings" page. A blue arrow from the text above points to the "Bid No/Quote" field, which contains the text "SQ-118735 SOUTHLAND". Other visible fields include Business Unit (MIR01), San Diego Miramar College, *Requester (CDEMOLL), Carrie De Moll, *Currency (USD), and Priority (Medium). The "Default Options" section shows "Default" selected.

In the Default Options box, change the status from *Default* to *Override*.

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 Attention

Due Date

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 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 Category

Supplier Location Unit of Measure

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Shipping Defaults

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Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find |

Chartfields1

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

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Enter search criteria to find a supplier.

Select Cancel Find Reset

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

Supplier Search

Supplier ID Find

Name Reset

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 8148	488 W MEATS AVE	ORANGE	CA
3 00020064107	SOUTHLAND AQUATIC MANAGEMENT LLC	MAIN	P O BOX 916	P O BOX 916	MENIFEE	CA
4 0003002785	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: MIR01 San Diego Miramar College Bid No/Quote: SQ-118735 SOUTHLAND
 *Requester: CDEMOLL Carrie De Moll Priority: Medium
 *Currency: USD

Default Options Default Override

Line Defaults

Supplier: 0002002988 Category:
 Supplier Location: MAIN Unit of Measure: EA
 Buyer:

Shipping Defaults

Ship To: MI Due Date:

Distribution Defaults

SpeedChart:

Accounting Defaults

Chartfields1:

Look Up Category

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

Search Categories

Search By: Category Find

Browse Category Tree

Return

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: Category 204 Find

Categories	Personalize	Find	View All	First	1-16 of 16	Last
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: Description COMPUTER Find

Categories	Personalize	Find	View All	First	1-10 of 10	Last
Catalog	Category	Description				
1 Non Catalog	918-28	Computer Hardware/Software Consulting				
2 Non Catalog	204-53	Microcomputers, Desktop or Tower based				
3 Non Catalog	204-54	Microcomputers, Handheld, Laptop, and Notebook				
4 Non Catalog	204-69	Computer Hardware Maintenance Fees				
5 Non Catalog	204-91	Servers, Microcomputer Application, Database, File, Mail				
6 Non Catalog	207-00	Computer Accessories And Supplies				
7 Non Catalog	208-80	Software, Microcomputer				
8 Non Catalog	208-91	Software For Computer Software Training				
9 Non Catalog	208-86	Sound or Music Editing Software, Microcomputer				
10 Non Catalog	395-00	Forms, Computer Paper, Form Labels, Preprinted				

Since the item being ordered in this example is a mouse for a computer, the category code number entered would be 207-00

Leave the *Buyer* field blank; it will automatically default to the Buyer assigned to Miramar.

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 | First 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: 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: KROSAS

Shipping Defaults

Ship To: MIR 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

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: MIR

Due Date: []

Attention: CDEMOLL

Distribution Defaults

SpeedChart: []

Accounting Defaults

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: contains MIR00

Description: contains N

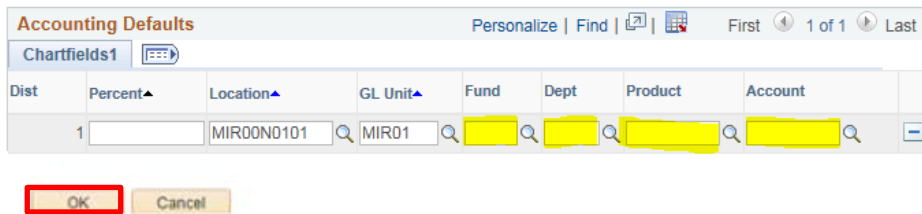
Look Up Clear Cancel Basic Lookup

Search Results

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 dialog box titled "Accounting Defaults" with a "Chartfields1" tab. It contains a table with columns: Dist, Percent, Location, GL Unit, Fund, Dept, Product, and Account. The "Fund" column contains "MIR01" and the "Dept" column contains "MIR01". The "Product" and "Account" columns are highlighted in yellow. Below the table are "OK" and "Cancel" buttons, with "OK" highlighted by a red box.

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

*Quantity *Unit of Measure

*Category Due Date

Enter the Price.

Enter the Quantity.

Supplier

Supplier ID

Supplier Name SOUTHLAND TECHNOLOGY [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Enter any additional description notes in the Additional Information box.

Additional Information

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

Send to Supplier Show at Receipt Show at Voucher

Then click “Add to Cart”.

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

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 SOUTHLAND TECHNOLOGY [Suggest New Supplier](#)

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		Suggest New Supplier
Supplier Item ID			

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 **Checkout**

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		Suggest New Supplier
Supplier Item ID			

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: MIR01 San Diego Miramar 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

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: 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:

SQ-118735 SOUTHLAND
MIR/BUSINESS OFFICE/N-101/CARRIE DE MOLL 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 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

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:
Address: 10440 Black Mountain Road, San Diego, CA 92126-2999
Attention To:
Due Date:

Add Shipto Comments Quantity: Price: 219.00

Price Adjustment
Pegging Inquiry
Pegging Workbench

Accounting Lines

*Distribute By: SpeedChart:

Accounting Lines

Line	Status	Dist Type	*Location	Quantity
1	Open		MIR00N0101	

Accounting Lines

AM Business Unit: Profile ID: Tag Number: Look Up Profile ID:

Asset Profile ID begins with:

Select lines to:

Basic Lookup

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	EFOE	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	INFRIFE00	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: MIRD1 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](#)

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			
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

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

Line 1

Comments

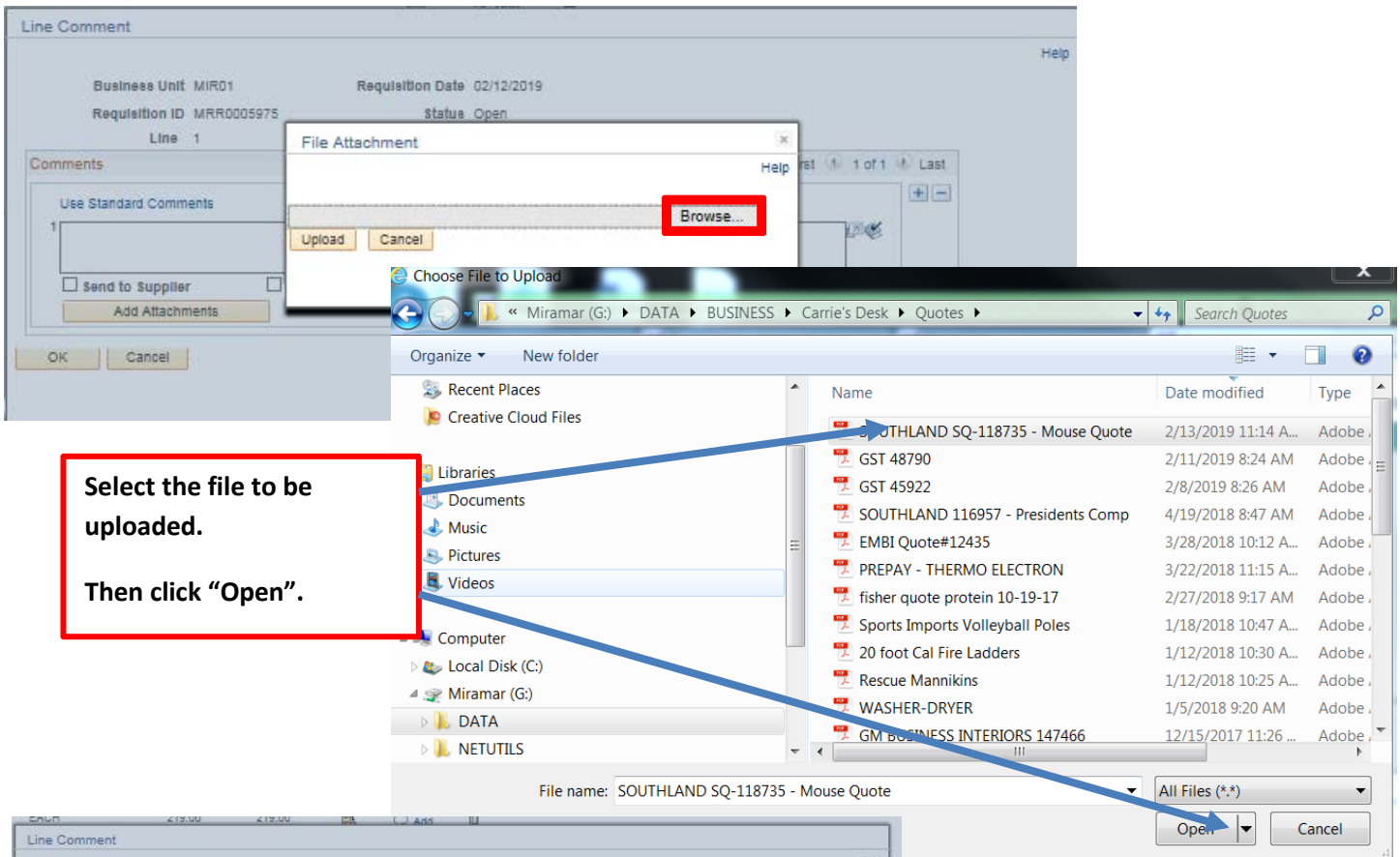
Use Standard Comments Entered On:

Send to Supplier Show at Receipt Show at Voucher

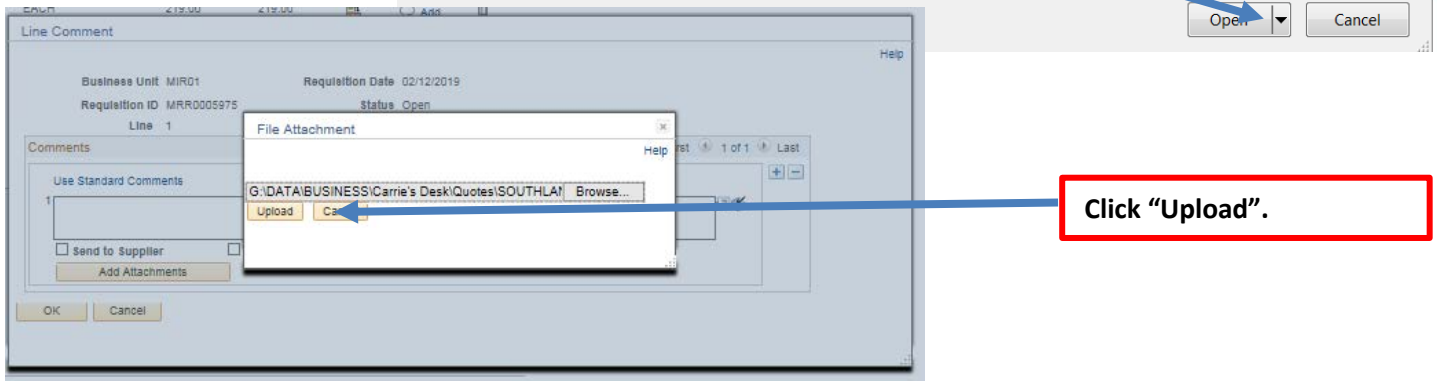
Add Attachments

OK Cancel

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

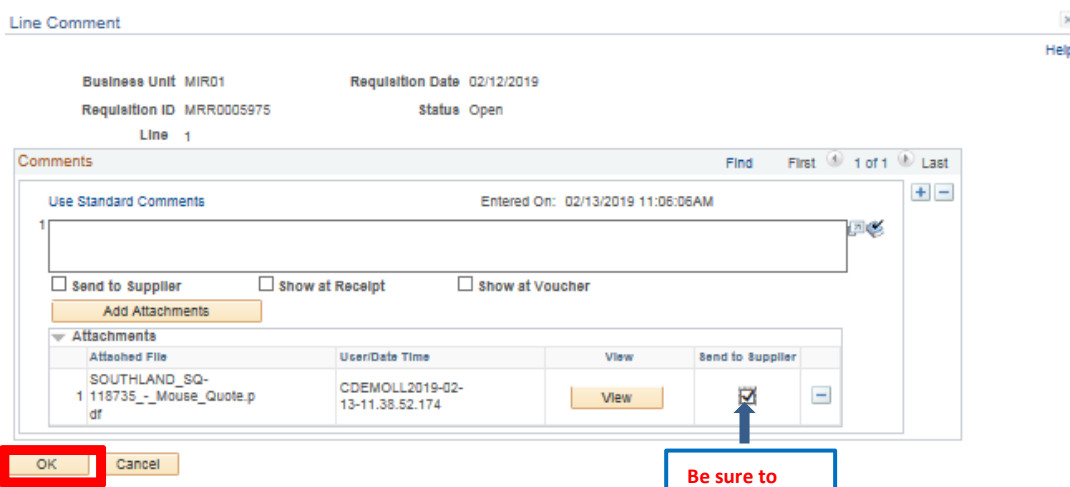


Select the file to be uploaded.
Then click "Open".



Click "Upload".

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



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 Miramonte 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](#) [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: CDEMOLL Carrie De Moll Requisition ID: MRR0005975
*Currency: USD Priority: Medium

Cart Summary: Total Amount 237.00 U \$D

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

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.

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

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