

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 USE THE PUNCH-OUT TEMPLATE. These items need to be placed on a separate requisition. Then contact vsalazar@officesolutions.com .

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

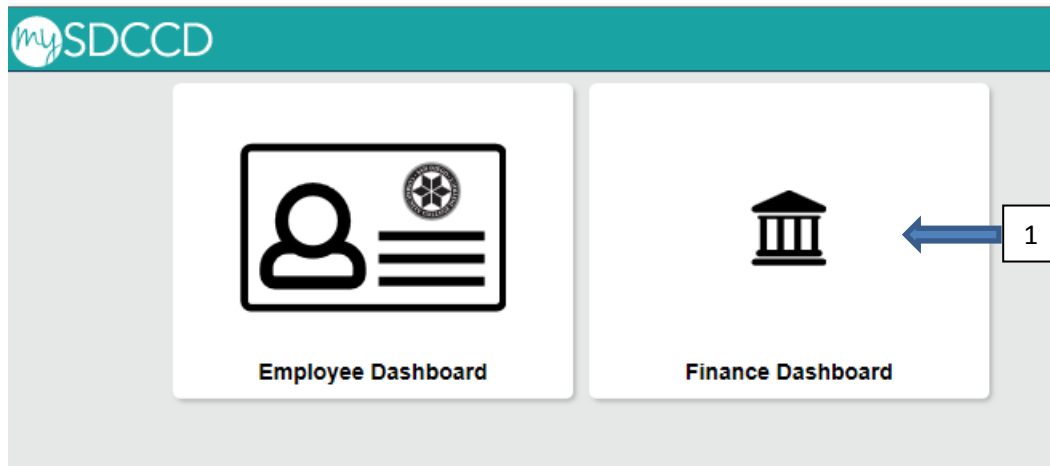
To price check items prior to entering them in the requisition, go to www.officesolutions.com.

User name: sdccdpc

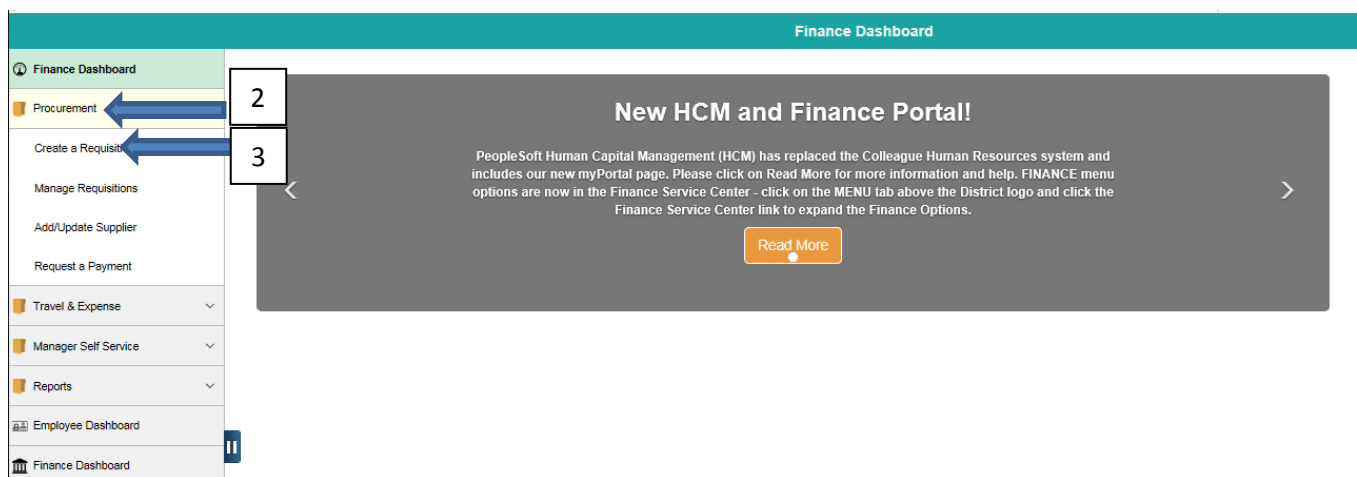
Password: sdccdpc@

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.



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

Buyer Field Must Be Blank

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

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

OK

Cancel

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

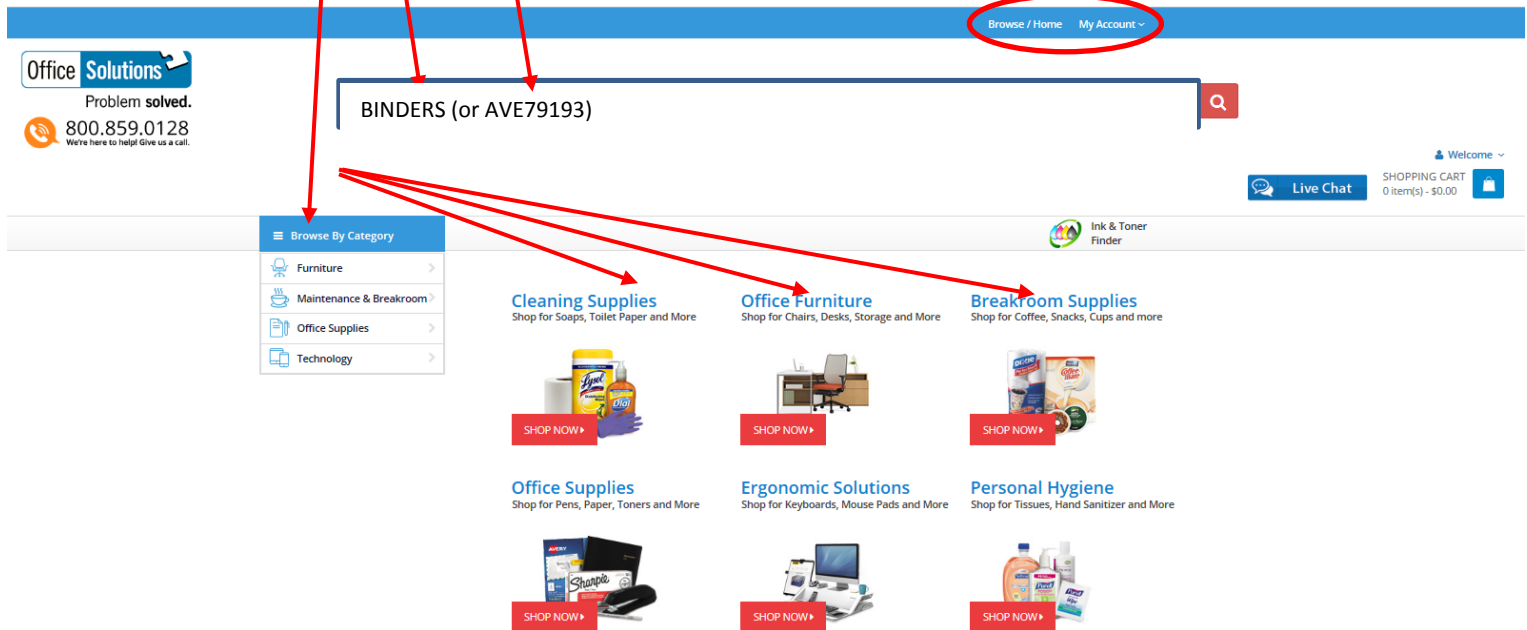
ePro Services
Request Services

Recently Ordered
View recently ordered items and services
Write-Out EZ Correct Correct...
G2 Premium Gel Pen, Retracta...
Durable View Binder with Dur...
Boutique White Facial Tissue...
COAT AND PANTS, USED TURNOUT
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 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



Office Solutions
Problem solved.
800.859.0128
We're here to help! Give us a call.

Browse / Home My Account

BINDERS (or AVE79193)

Welcome

Live Chat SHOPPING CART 0 Item(s) - \$0.00

Ink & Toner Finder

Browse By Category

- Furniture
- Maintenance & Breakroom
- Office Supplies
- Technology

Cleaning Supplies
Shop for Soaps, Toilet Paper and More

Office Furniture
Shop for Chairs, Desks, Storage and More

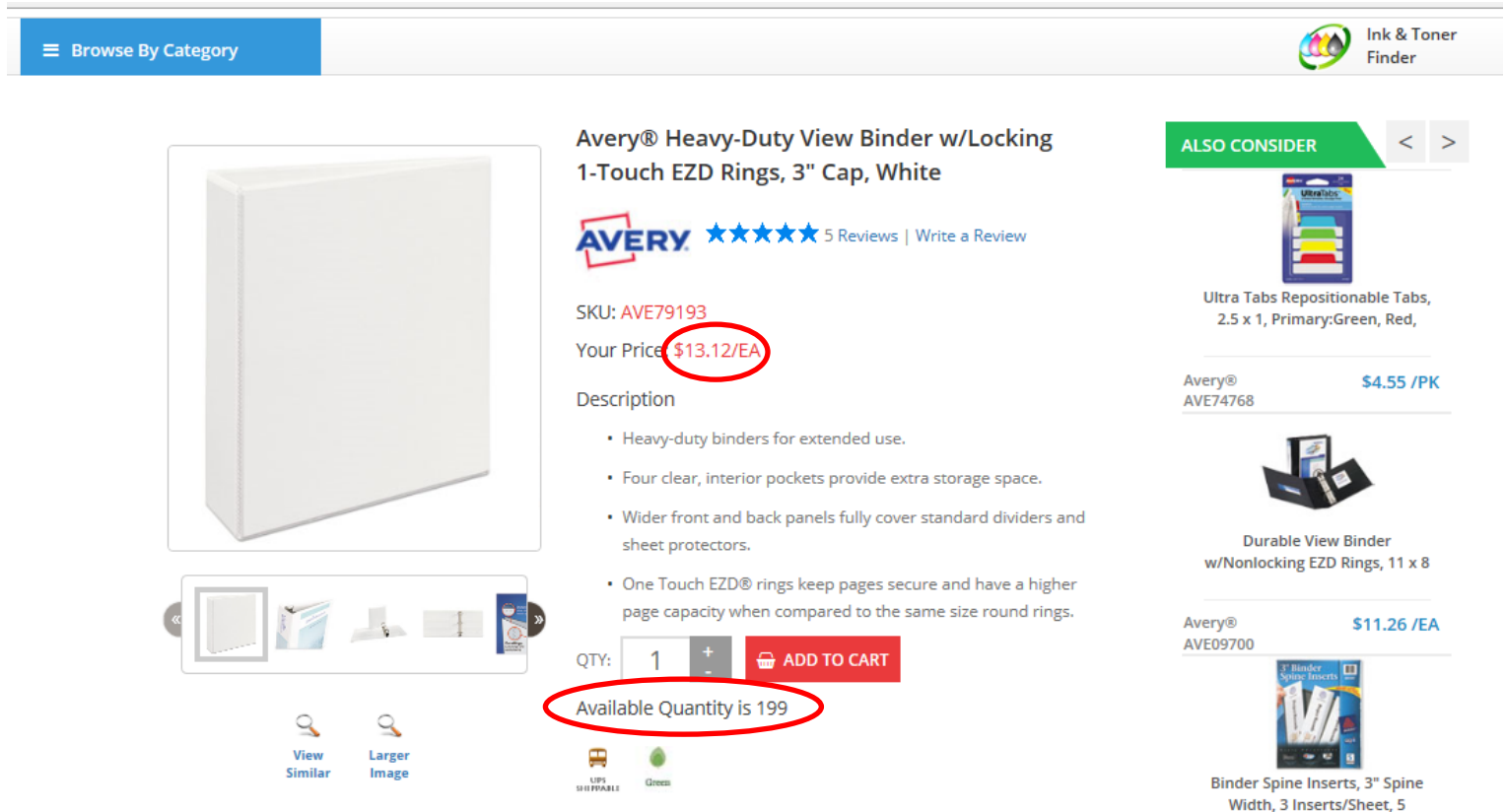
Breakroom Supplies
Shop for Coffee, Snacks, Cups and more

Office Supplies
Shop for Pens, Paper, Toners and More

Ergonomic Solutions
Shop for Keyboards, Mouse Pads and More

Personal Hygiene
Shop for Tissues, Hand Sanitizer and More

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".



Browse By Category

Ink & Toner Finder

Avery® Heavy-Duty View Binder w/Locking 1-Touch EZD Rings, 3" Cap, White

AVERY ★★★★★ 5 Reviews | Write a Review

SKU: AVE79193

Your Price **\$13.12/EA**

Description

- Heavy-duty binders for extended use.
- Four clear, interior pockets provide extra storage space.
- Wider front and back panels fully cover standard dividers and sheet protectors.
- One Touch EZD® rings keep pages secure and have a higher page capacity when compared to the same size round rings.

QTY: 1 **ADD TO CART**

Available Quantity is 199

View Similar Larger Image

UPS SHIPPABLE Green

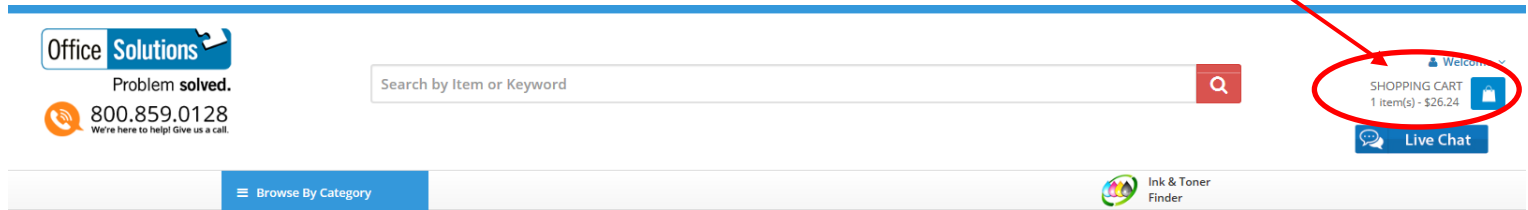
ALSO CONSIDER

Ultra Tabs Repositionable Tabs, 2.5 x 1, Primary:Green, Red, \$4.55 /PK

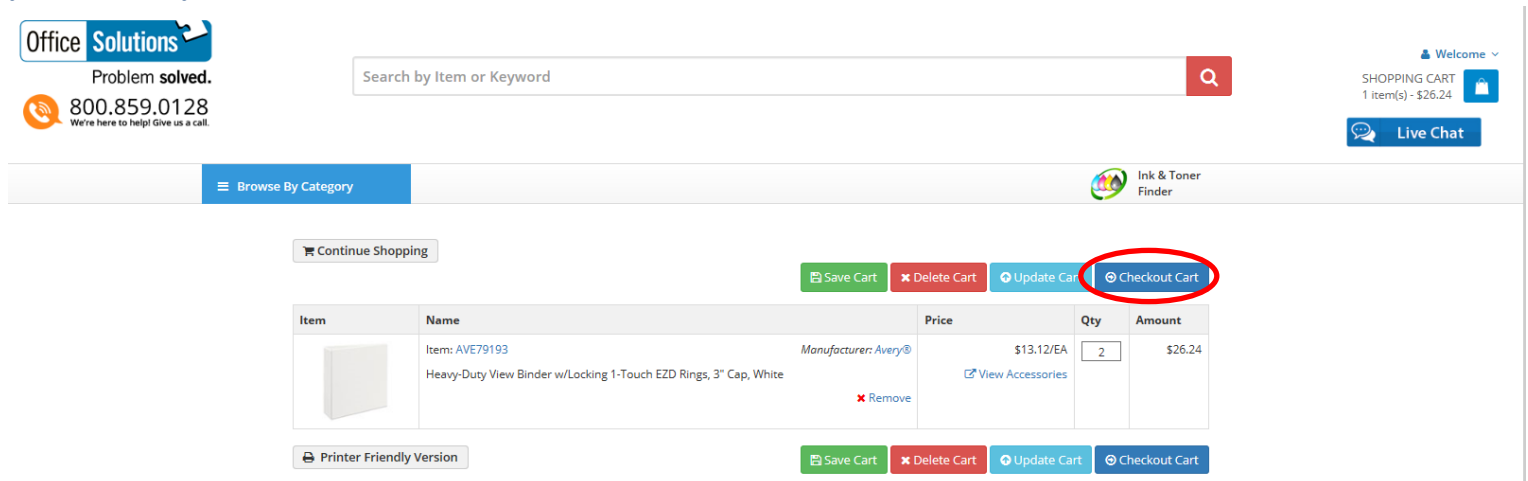
Durable View Binder w/Nonlocking EZD Rings, 11 x 8, \$11.26 /EA

Binder Spine Inserts, 3" Spine Width, 3 Inserts/Sheet, 5

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	
▶ <input type="checkbox"/> 1	<input type="checkbox"/> Heavy-Duty View Binder w/Lock		OFFICE SOLUTIONS	2	EACH	13.12	26.24		Add		
<input type="checkbox"/> 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**

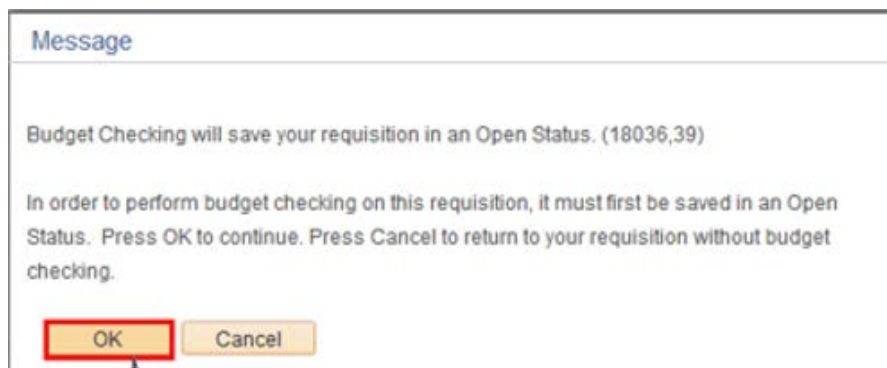
[Save & submit](#)

[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

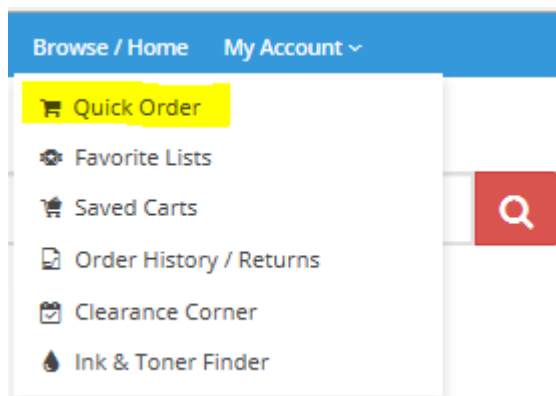
Save for Later

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 navigation menu titled "My Account" with the following items: Quick Order, Favorites Lists, Saved Carts, Approve Orders, Order History/>Returns, New Products, Ink & Toner Finder, My User Information, and Begin Now Order. Red arrows point from labels on the right to the corresponding menu items: "Quick Order" points to "Quick Order", "Favorites Lists" points to "Favorites Lists", "Saved Carts" points to "Saved Carts", and "Order History/Returns" points to "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 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.

[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 or Kelly Rosas, SDCCD contact at krosas@sdccd.edu.

Log in and Save Today: OfficeSolutions.com

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>