REGULAR PURCHASE REQUISITION



Double Click on the plus sign on "Purchasing System" then double click on the plus sign on "Purchase Requisition Management"



Click on "Modify Purchase Requisition" and click on "ok".

REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN	
Menu Modify Purchase Requisition	Calaky
Search Details Items Notes Approvals	
County: 133 - RIVERSIDE COUNTY District: 105 - PALO VERDE COMMUNITY COLLEGE	
Fiscal Year: 2013 -	
Purchase Requisition Number:	
Purchase Requisition Prefix: R - PURCHASE REQUISITION	
Purchase Requisition Status:	
Primary Vendor:	
Vendor Name:	
Ship To Location:	
Worksite Location:	
P.R. Originator User ID:	
Purchase Requisition Number:	
Show Previous Year Purchase Requisitions	
Click Here	Find

Click on Add

Modify Purchase Re	equisition - Galaxy TRAIN
Menu Modify P	urchase Requisition
Search Details It	ems Notes Approvals
District: 05 - PALO	VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number: R0000NEW
PR TV	De: N - NORMAL 09/21/2012
P.R. Stat	us: N - NEW (NOT SL 1 st Enter 1 st few letters of name then * arch: QUILL*
P.R. Amou	
Catego	ory: Vendor Address: A
P.R. Request	tor: Bill To Location: CORPORATE A Palo Verde Community College
Approval L	ist: Ship To Location: CORPORATE A Palo Verde Community College
P.R. Originator User	ID: 161181 Worksite Location: PVC PALO VERDE COLLEGE MAIN CAMPUS
Quelo d Divers N	SLAGAN, STEPHANE MARE
Contact Phone N	In Board Rpt. Desc.]
Update User	ID: 1161181 Routing:
Update Timestan	np: j09/06/2012 9:13 AM Misc. Field 2:
	In Rev. Rev Cmt.
@ Print	Save X Cancel

Enter a few letters from the vendor's name, then * and then click on triangle to bring up vendors.

REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN		
Menu Modify Purchase Requisition)	(Calgiry)
Search Details Items Notes Approvals		
District: 05		Delete
Vendor Number Vendor Name 14321 QUILL Select Vendor 11046 QUILL CDBP		
P	QUILL COIN .	Primary Vendor
P.F		
P.R. F		Verde Community College
Apr	Citor OK Cancel	Verde Community College
		COLLEGE MAIN CAMPUS
Contact Phone Nbr:	Board Rpt. Desc:	
Update User ID: 161181	Routing:	
Opdate Timestamp, jusiouzurz 3.13 Am	In Rev. Rev. Cmt	
# Print		Save X Cancel

Select the vendor you would like to use the Click "ok".

Modify Purchase Requisition - Galaxy TRAIN	
Menu Modify Purchase Requisition	n Compo
Search Details Items Notes Approvals	
District: 05 - PALO VERDE COMMUNITY COLLEGE	Fiscal Year: 2013 P.R. Number: R0000NEW
P.R. Type: N - NORMAL	Date Due: 09/21/2012 Primary Vendor
P.R. Status: N - NEW (NOT SUBMITTED FOR)	Al Vendor Name Search: QUILL* 11046
Category	Vendor Address: 1
	P.O. BOX 94080, PALATINE, IL 600944080 USA
P.R. Requestor:	Bill To Location: CORPORATE A Palo Verde Community College
Approval List:	Ship To Location: CORPORATE Palo Verde Community College
P.R. Originator User ID: 161181	Worksite Location: PVC A PALO VERDE COLLEGE MAIN CAMPUS
SLAGAN, STEPHANE MARIE	Reard Bet Dears' OFFICE SUDDUES
Update User ID: 1	And "Routing" Routing: S. SLAGAN
Update Timestamp: 09/06/2012 9:13 AM	Misc. Field 2:
	In Rev. Rev Cmt.
∯ Print	Save X Cancel

Fill in "Board Rpt. Desc." And also "Routing"

REGULAR PURCHASE REQUISITION

	Modify Purchase Re	quisition - Gala urchase Re	axy TRAIN			
Click on "Iter	Vendor: Quill CORP.	Edit Desc.	Discount Amt: 0.00	Fiscal Year: 2013 Pct: 0.000000	P.R. Number: R0000NEW	Acct. Dist.
	Line Nbr. Fiscal Year Iter	n Name	Description	Quantity Unit Price	U/M Amount Discount	Discount Amount Freight Amount Tax
Then click "add	Add Line Add Ad	ct. Add Fav	7. BaDup 1	Delete		All Save Cancel

Click on "items" Tab, then click on "Add Line".

Modify Purchase Requisit	ion - Galaxy TRAIN	
Menu Modify Purch Search Details Items	Add a P.R. Line Nbr.	
Vendor: QUILL P.	Line Nbr. Item Name 0001 ITEM NUMBER FROM CATALOG	R0000NEW Acct. Dist.
1 ST FILL IN ALL INFORMATION	LISTE ITEMS HERE Edit Desc. Quantity Unit Price U/M 1.00 15.990000 EACH	Discount Freight Amount Tax
	Discount 🔽 Freight 🔽 Taxable Delivery Instructions	
	Asset Location Code P.R. Line Fiscal Year: 2013 THEN CLICK SAVE	
<u> </u>		·
	Add Env BaDup	
Add Line Add Acct.		Save A Cancel

Fill in "Item Name", "Description of item", "Quantity", "Unit Price", and "U/M" (Unit of Measure). Also click on "Discount", "Freight", or "Taxable" if any of these items apply to your item. Then click "Save".

REGULAR PURCHASE REQUISITION

Menu Modify Purch	nase Requisition				Calify	
Search Details Items	Notes Approvals	Fiscal Year: 2013 P.R	. Number: R0000NEW		Acct. Dist.	
Show Description Edit P.R. Line Line Nbr. Fiscal Year Item Name P.001 2013 ITEM NUM	t Desc. Discount Amt: 0.00 e Description MBER FROM C LISTE ITEMS HERE	Pct: 0.000000 Fr Quantity Unit Price U/t 1.00 15.99 EAC	eight Amt: 0.00 4 Amount Discount H 5.99 N	Discount Amount Freight	Freight Amount Tar	Add Freight or discount amount. Tax is auto.
ter Budget # Fund School Reso 11 BSV 000	surce PY Goal Function Object 00 4 6720 0000 4550 0 Total	Amount Percent . 0.00 1.000000 0.00 1.000000 Tot	Acct 3 rd enter either amount OR percent at 5.99	0.00	0.00	
			·			
					▶	

-Add freight or discount amount if needed. Tax will be automatically calculated if selected on item.

-If you have more items, repeat the last step until all items have been added.

- Click "Add Acct.", then Enter Budget Number. If you need to add more than one budget number to a line, you can repeat this process. Enter either Amount or Percent, NOT BOTH! If there is more than one budget line, you must split the percentage or amount between the lines. <u>Please make sure your budget</u> <u>number is correct as the system will automatically check budget upon 1st approval!</u>

REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN	
Menu Modify Purchase Requisition	Canay San
1 st Click on "Notes" tab 6 Notes Approvals	
Vendor: QUILL CORP. Fiscal Year	2013 P.R. Number: R0000NEW
Internal	
	PURCHASES, NEW VENDOR INFORMATION, QUOTE NUMBER, ETC.
2 [—] Enter External Notes	THEN CLICK SAVE
/// Attach	// Attach
Attacii	Attacii
	Last Click "Save" Save X Cancel

- Click on "Notes" Tab. Then enter internal and/or External Notes. Remember that internal notes are for the Approvers and will not print on the purchase order. External notes will print on the Purchase Order. When completed, click "save".

S Modify Purchase Requisition - Galaxy TRAIN	X
Menu Modify Purchase Requisition	Galaxy
Search Details Items Notes Approvals	2
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000NEW	
_ Internal External	
Confirmation Confirmation Please confirm your request to s Click "OK Cancel This Should be Your JUSTIFICATION FOR OK Cancel Click "OK Click "OK Cancel Click "OK Cancel Click "OK Cancel Click "OK Cancel Click "OK Click "OK Click "OK Click "OK Cancel Click "OK Cancel Click "OK Cancel Click "OK Click "OK	
<u></u>	
Save X Cancel	1



REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN	\$
Menu Modify Purchase Requisition	laxy
Search Details Items Notes Approvals	
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000NEW	
Internal External	
Approval	
Submit for Approval? Click "Yes" No	
Attach	
Save X Cancel	

Click "Yes".

Modify I	Purchase Requi	sition - G	alaxy TRAIN	100	-			
Menu N	lodify Purc	hase	Requisiti	on				Calajiy 653
Search	Details Items	Notes	Approvals					
Vendor:	QUILL CORP.			Fiscal Year: 2013	P.R. Number:	R0000NEW	4	
Internal		Warning			×			-1
		The fell	uuina Eurada ara	insufficient. De very went te eu	arrida?	FORMATION	You will get this message	if there is no money in the
		Insuffici	ent funds in acco	ount 11-BSV-0000-4-6720-0000-	4550		budget number you are "No" and then submit a	trying to use!Please click a transfer to the business
				Yes	No		of	fice!
				<u></u>				
							12- 1800	
				@ Attach			Attack	
							🌗 Save 🗶 Canc	el
		_						

You will only see this message if there is no money in the account you are trying to use. Please submit a transfer and then resave once the transfer has been completed. You must click no as the only people with override capabilities are the Fiscal Services Staff and they will not override! <u>Your requisition will</u> not move past this point unless there is money in the account!

REGULAR PURCHASE REQUISITION

S Modify Purchase Requisition - Galaxy TRAIN	
Menu Modify Purchase Requisition Search Details Items Notes Approvals	Congey Congey
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000013 This is your Pure	chase Requisition #
Confirmation Confirmation Confirmation Click "OK" OK	R
<u></u>	ach
🚷 Save 🗶 Ca	incel

- Click Ok. You will then be able to see your Purchase Requisition Number.

S Modify Purchase Requisition - Galaxy T	RAIN		_	
Menu Modify Purchase Requ	isition			
Click "Approvals" Tab	ovals			
Vendor: QUILL CORP.	Fiscal Year: 2013	P.R. Number: R0000013		
Seq. Nbr. Alias ID Employee Name 0001 CB0 SLAGAN, STEPHANIE MARIE	Approval Status Update Timestamp	Approval Comment		
<u> </u>				

Click Approvals Tab, This will show you all approvers required for your requisition. Your supervisor is 1st approval, followed by the VP of your service area unless you report directly to the Supt/Pres. and then your requisition will be approved by her/him. Any Purchase over \$10,000.00 goes automatically to the Superintendent. Travel requests, computer items and/or technology, Contracts, as well as funds 12, 33, 41 have additional approval steps. *Purchase Requisition funds will encumber upon first approval!*

REGULAR PURCHASE REQUISITION

Viewing Approvals

Navigation Menu	RDE COMMUNITY COLLEGE	
		So Find

Click on View Purchasing



Click on "View Purchase Requisitions", then click "OK".

REGULAR PURCHASE REQUISITION

E	View Purchase Requisitions - Galaxy TRAIN	
	Menu View Purchase Requisitions	C Cauty
	Search Purchase Requisition Data	
	Eiscal Vear 2013	
	Purchase Requisition Number:	uistion Number or click the
	Purchase Requisition Prefix:	ieingre
	Purchase Requisition Status:	J
	From P.R. Created Date: To:	
	Primary Vendor: Vendor Name:	
	Ship To Location: Worksite Location:	
	P.R. Originator User ID:	
	Category:	
	Item Name:	
	Project	
	Fund School Resource Year Goal Function Object	Find

Enter the Purchase Requisition Number or click the Triangle to look up your requisition.



1st Choose your requisition from the list and then click from the list. Then click "Find"

REGULAR PURCHASE REQUISITION

9	View Pu	irchase Requisit	ions - Galax	ky TRAIN		100	-		
٨	lenu 🚺	/iew Purch	ase Req	uisitions	;				Galaxy
۱	Search	Purchase Requi	sition Data						
ſ	Fiscal Yea	r P.R. Number P.R.	Type P.R. Sta	atus Multi. Yr.	Vendor Vend	lor Name		P.R. Amount P.R. Requestor	Worksite
	2013	R0000013	N N	N	11046 QUIL	L CORP.		17.23	PVC - PALO VERC
	•								
-	District	05 - PALO VERDE C	OMMUNITY CO	LLEGE	Fiscal Year	- 2013 P.R.N	lumber: R		
ſ	Detaile		4 Di-4-ih-4i		with a mineral Day			Click on "Approv	als"
	Details	nems Accour	t Distribution	Notes A	uthorized Pu	rcnaser Approva			
	In or/Door	P.R. Type:	N - NORMAL		_	P.R. Created Date:	09/06/2012	Date I	Due: 09/21/2012
	inci/Deci	P R Status:	N - NEW (NOT	SUBMITTED FOR	R AF	Vendor Address:	1 - P.O. BOX 94	080 PALATINE II 600944080 USA	
		P.R. Amount:	17.23		Aulti. Yr. P.R.	Bill To Location:	CORPORATE - I	Palo Verde Community College	·
		Category:	-			Ship To Location:	CORPORATE - I	Palo Verde Community College	
		P.R. Requestor:				Worksite Location:	PVC - PALO VE	RDE COLLEGE MAIN CAMPUS	
		Approval List:				Board Rpt. Desc:	OFFICE SUPPLIE	ES	
	P.R. 0	Originator User ID:	161181	SLAGAN, STE	PHANIE MARIE	Routing:	S. SLAGAN		
	C	Undate User ID:	161181	09/06/2012 9:2	9 AM	MISC. Field 2:	Y Rev Cmt	161181 -NO MONEY IN BUDGET	
		Override User ID:	161181	09/06/2012 9:2	26 AM	A Print	- nor onic j		Print HTML Report
						Record Contract Contract			internal Report

Click on approvals

I	View Purchas Requisitions - Galaxy TRAIN	
	Menu V 2 nd Click Menu to return to the main menu. Search Purchase Requisition Data	
	Fiscal Year P.R. Number P.R. Type P.R. Status Multi: Yr. Vendor Vendor Name P.R. Amount P.R. Requestor Worksite 2013 R0000013 N N 11046 QUILL CORP. 17.23 PVC - PALO VERC Image: Provide the status Visite N 11046 QUILL CORP. 17.23 PVC - PALO VERC Image: Provide the status Visite N N 11046 QUILL CORP. 17.23 PVC - PALO VERC Image: Provide the status N N 11046 QUILL CORP. 17.23 PVC - PALO VERC Image: Provide the status N N 11046 QUILL CORP. 17.23 PVC - PALO VERC Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status Image: Provide the status <td< th=""><th></th></td<>	
	Details Items Account Distribution Notes Authorized Purchaser Approvals Seq. Nbr. Alias ID Employee Name Approval Status Update Timestamp Approval Comment 1 st You will be able to view the approval Status is update Timestamp Approval Comment supervisors. If the answer is yes, it ment approver, if no, you must make to changes and resubmit.	vals of your oves on the he required

REGULAR PURCHASE REQUISITION

Me Ne	ew Purchase Requisitions - Galaxy TRAIN				
	Payroll System	dor Name	P.	R. Amount P.R. Requesto	r Worksite
	Personne/Position Control System Purchasing System	LL CORP.		17.23	PVC - PALO VERC
	Contract Management				
	표 👝 Location Management				
	🗄 🔄 Purchase Order Management				
L	Purchase Requisition Management				
	Approve Purchase Requisitions	r 2013 P	R Number R00000	13	E Drint
	Modify Open Purchase Requisition				⇒ Print
	Modify Purchase Requisition	Click on "Modify Pur	chase Requisitions"		
	Process Internal Transfer Purchase Requisition	n nuuate ninestaniu	IADDIOVAI COMMER		
	🗄 📺 Receiving Management	19/06/2012 9:30 AN	1 NO MONEY IN BI	UDGET	
	🗄 🔄 Vendor Management 📃 🚽				
	Click "ok"				
		_			

🗃 Modify Purchase Requisition - Galaxy TRAIN
Menu Modify Purchase Requisition
Search Details Items Notes Approvals
County: 33 - RIVERSIDE COUNTY 💌 District: 05 - PALO VERDE COMMUNITY COLLEGE 💌
Fiscal Year: 2013 🗸
Purchase Requisition Number: R0000013 If Enter Requisition number or look up by pressing triangle
Purchase Requisition Prefix: R - PURCHASE REQUINTION 🔽
Purchase Requisition Status:
Primary Vendor:
Vendor Name:
Ship To Location:
Worksite Location:
P.R. Originator User ID:
Copy From
Purchase Requisition Number:
Then click find.

REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN				
Modify Purchase Requisition				Galaky
Search Details Items Notes Approvals				
Vendor: QUILL CORP.	Fiscal Year: 2013	P.R. Number: R000001	3	Acct. Dist.
Show Description Edit Desc. Discount Am	: 0.00 Pct: 0.000000	Freight Amt: 0.00	€ Exp	and C Close
P.R. Line Line Nbr. Fiscal Year Item Name Description	Quantity Unit Price	e U/M Amount Disc	Discount count Amount Freight	Freight Amount Tax
Fund School Resource PY Goal Function	Diject Amount Per	cent Acct. Amount	Change Budge	t Line if Needed.
	Total: 0.00 1.000	0000 17.23		
▲ Add Line Add Acct. Add Fav. BDup	Delete		Save	► ★ Cancel
Modify Purchase Requisition				Cangor Cangor
Vendor, QUILL CORP.	Fiscal Year: 2013	P.R. Number: R0000013	3	
	^d Enter internal notes for approve	rs if		TION FOR
	needed.	ENDOR INFORMA	TION, QUOTE NUMBER, ETC.	ATION FOR
		:K SAVE!		
	@ Attach		<u> </u>	Attach
		Last, Click "Save".	Save	X Cancel

REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN
Menu Modify Purchase Requisition
Search Details Items Notes Approvals 2 nd Click "Approvals"
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000013
Internal External
CHANGED BUDGET NUMBER Confirmation
Attach Attach
Save X Cancel

E	Modif	y Purchas	e Requis	sition - G	alaxy TRAIN						X
	Menu	Modify	/ Purc	hase I	Requisit	ion					Galaxy
	Search	Details	Items	Notes	Approvals						
	Vendor	: QUILL CO	RP.				Fiscal Year: 2013	P.R. Number:	R0000013		
	Seq. Nbi 0001	. Alias ID CBO	Employee SLAGAN,	Name STEPHANI	Appi E MARIE	oval Status	Update Timestamp	Approval Comment		Approvals are now reset.	