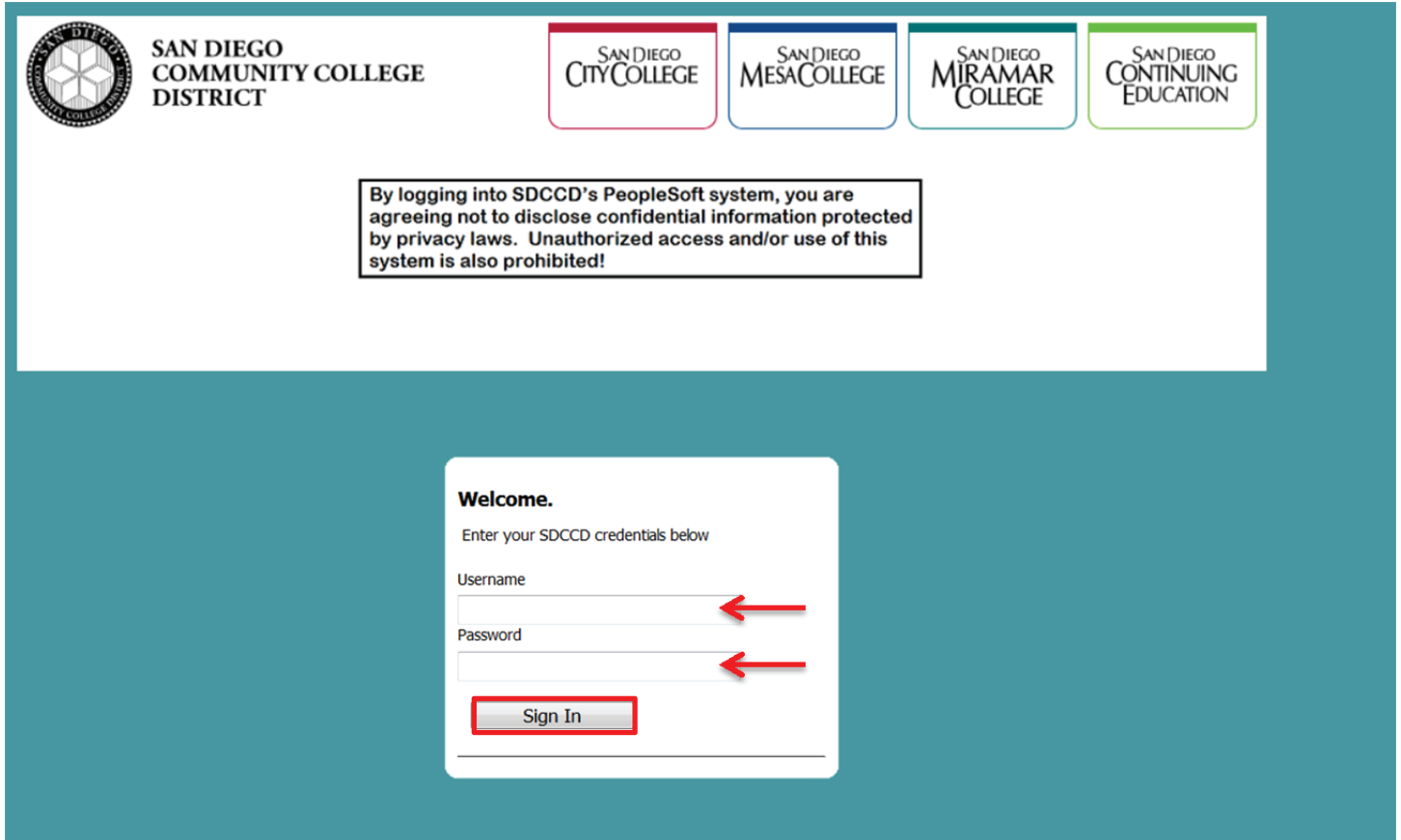


DIRECT CONNECT (OFFICE SOLUTIONS) ORDERS

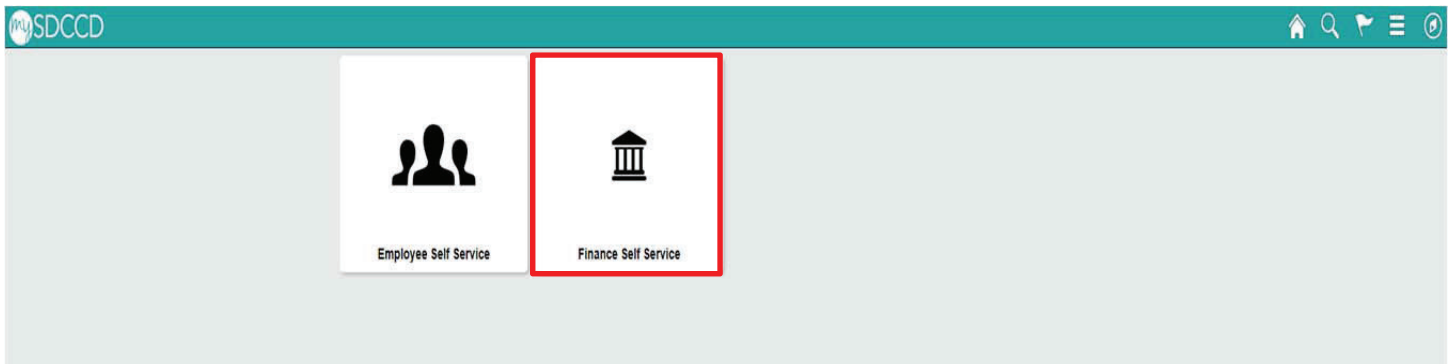
You can access PeopleSoft through the District website by selecting the **Employee Resources** tab, and then navigating to the **PeopleSoft My Portal** link. You can also go directly to the link below in Internet Explorer.

Use the following link: <http://myportal.sdccd.edu/>


****NOTE: Add this website to your internet favorites for easy access.**



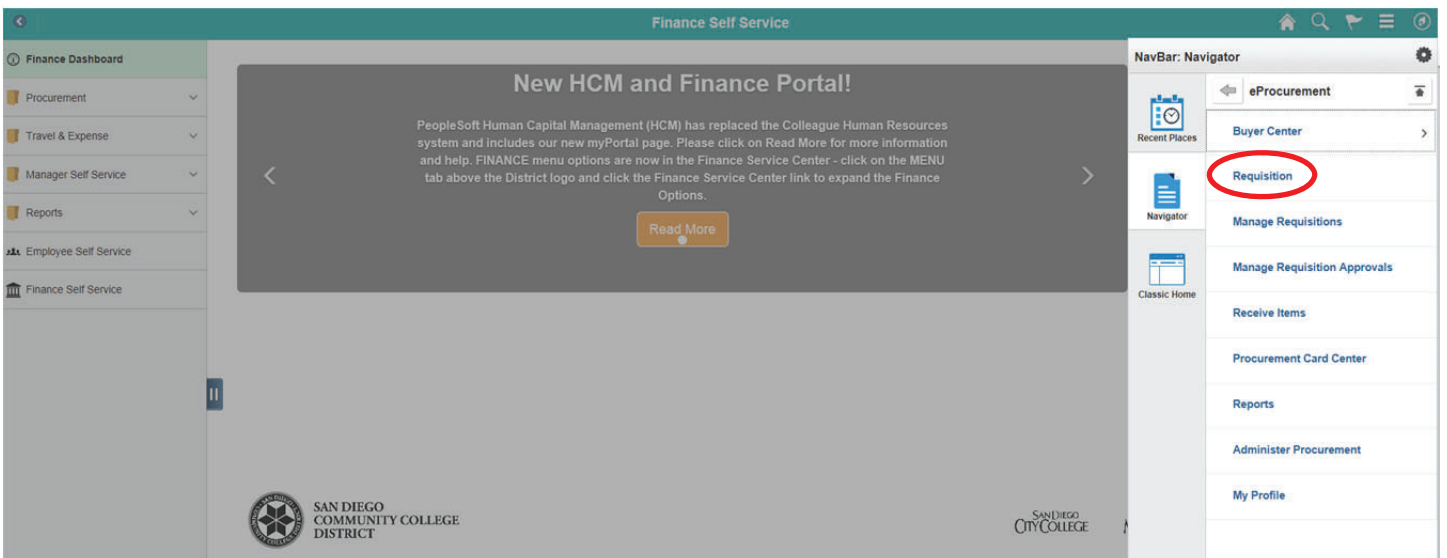
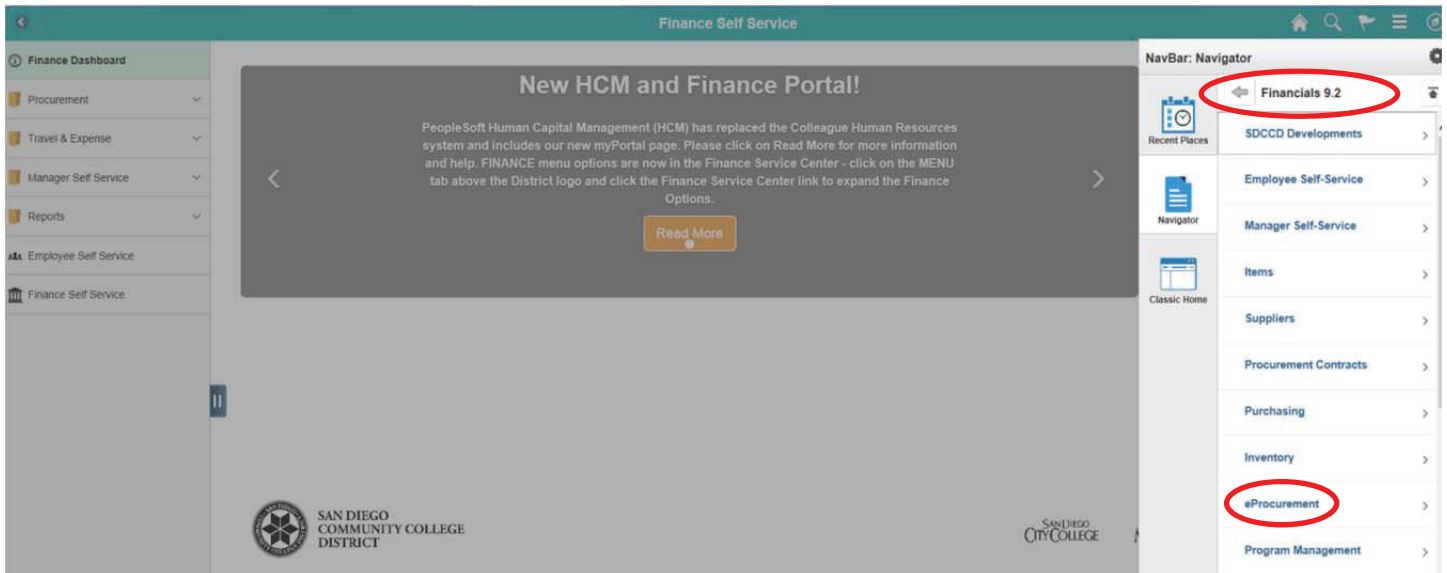
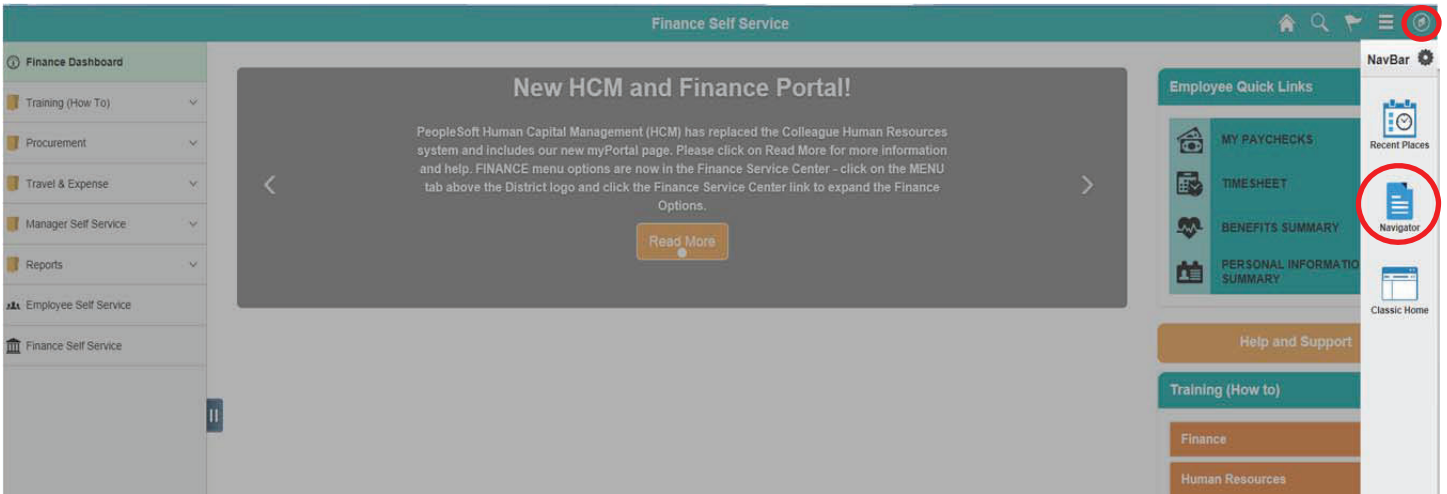
The screenshot shows the top navigation area of the San Diego Community College District website. On the left is the SDCCD logo and the text "SAN DIEGO COMMUNITY COLLEGE DISTRICT". To the right are four colored boxes representing the constituent colleges: San Diego City College (red border), San Diego Mesa College (blue border), San Diego Miramar College (teal border), and San Diego Continuing Education (green border). Below these is a privacy notice box: "By logging into SDCCD's PeopleSoft system, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is also prohibited!". In the center is a white login form titled "Welcome." with the instruction "Enter your SDCCD credentials below". It contains two input fields: "Username" and "Password", both with red arrows pointing to them. Below the fields is a "Sign In" button, also highlighted with a red box.



The screenshot shows the "mySDCCD" dashboard. At the top left is the "mySDCCD" logo. At the top right are navigation icons: a home icon, a search icon, a notification icon, and a menu icon. Below these are two service tiles. The first tile, "Employee Self Service", features an icon of three people. The second tile, "Finance Self Service", features an icon of a classical building and is highlighted with a red border.

To access the Create Requisition screen, click on the **NavBar** icon  in the top right of the screen. Then click the blue **Navigator** icon and use the following navigation:

❖ **Financials 9.2>eProcurement>Requisition**



An alternative navigation to access the **Create a Requisition** screen is as follows:

❖ **Finance Dashboard>Procurement>Create a Requisition**

Finance Self Service New Window | Help | Personalize Page

- [Finance Dashboard](#)
- [Training \(How To\)](#)
- [Procurement](#)
- [Create a Requisition](#)
- [Manage Requisitions](#)
- [Add/Update Supplier](#)
- [Receive an Item](#)
- [Request a Payment](#)
- [Travel & Expense](#)
- [Manager Self Service](#)
- [Reports](#)
- [Employee Self Service](#)
- [Manager Self Service](#)
- [Finance Self Service](#)

Requisition Settings

Business Unit San Diego Miramar College Bid No/Quote

*Requester Rosas, Kelly 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

Supplier Category

Supplier Location Unit of Measure

Buyer

Shipping Defaults

Ship To Add One Time Address

Due Date Attention

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | First | 1 of 1 | Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information
Dist.	Percent	Location	GL Unit	Account
1	<input type="text"/>	DIS <input type="text"/>	DIS01 <input type="text"/>	<input type="text"/>

OK Cancel

On the **Requisition Setting** page, click **Override**, skip all other fields and click **OK** at the bottom to advance to the **Office Solutions Create Requisition** page.

Requisition Settings

Business Unit San Diego Miramar College Bid No/Quote

*Requester Rosas, Kelly Priority

*Currency

Custom Fields

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 ?

Supplier Category

Supplier Location Unit of Measure

Buyer

Shipping Defaults

Ship To Add One Time Address

Due Date Attention

Accounting Defaults

Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information								
Percent	Location	GL Unit	Fund	Dept	Activity	Account	Oper Unit	PC Bus Unit	Project	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

To access the Office Solutions unique website for SDCCD, go to www.officesol.com and enter the following login information:

- ❖ User: sdccdpc
- ❖ Pwd: sdccdpc@

****NOTE:** This site can be utilized for product search and pricing only. The **Check-Out** feature is not active in this site. **Orders must be placed through PeopleSoft using either Internet Explorer (IE) or Firefox as your browser.**

To process with the order through PeopleSoft, click on the **Office Solutions Punch Out** link to be directed to the ordering website. Refer to **page 64** of this manual to review the OS Quick Express Reference Guide.

→ Create Requisition ?

Welcome Rosas, Kelly

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
- Create Requisition
Create a non-catalog request
- 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
SUPLIES
RULER, 3 PACK
TAPE, CORRECTION, 5 PACK
TAPE, SCOTCH
PENCILS, NO 2
More...

****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.

Use the search field to find items to be purchased. Add selected items in the appropriate quantities to the shopping cart. When complete, click **View Cart** to review the order. Then **Checkout** to be transferred to **PeopleSoft's Checkout – Review and Submit** page.

Click to Cancel and return without saving any of your selections.

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

Technology Office Supplies Maintenance & Breakroom Furniture Ink & Toner Finder

Read the Press Release
Click here to learn more!

Advancing Hope
Click here to learn more!

Your Modern Breakroom
Click here to learn more!

Try before you buy!

Shopping Cart: 0 items - \$0.00
Live Chat

Use the **Checkout – Review and Submit** screen to review the order and make any necessary changes or corrections. Click on the arrows on the far left of each line item to expand and review the information in the **Accounting Lines**.

Click on **Select All/Deselect All** and then **Mass Change** to identify **Ship To** and **Accounting Information**.

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 Rosas, Kelly Priority

*Currency

Cart Summary: Total Amount 42.83 USD

Expand lines to review shipping and accounting details

[+ Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Description	Quantity	UOM	Price	Total	Details	Comments	Delete
<input checked="" type="checkbox"/>	1		Mesh Desk Organizer, 1 Vertica	OFFICE SOLUTIONS	1	EACH	42.83	42.83			

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

Total Amount 42.83 USD

In the **pop-up**, enter the **Ship To** location and the appropriate **Accounting Information** in fields below and click **OK**.

Edit Lines/Shipping/Accounting for Selected Lines

[Help](#)

Line Information

Note: The information below 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 ID Supplier Location

Buyer Category

Shipping Information

Ship To Location

Address

Due Date

Attention

Comments

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information		Personalize Find		First	1 of 1	Last	
Percent	Location	GL Unit	Fund	Dept	Activity	Account	Oper Unit
1	<input type="text"/>	<input type="text" value="MIR01"/>	<input type="text" value="1110"/>	<input type="text" value="74300"/>	<input type="text" value="677020"/>	<input type="text" value="4002"/>	<input type="text"/>

[Load Values From Defaults](#)

Click **OK** on the **Distribution Change Options** pop-up message that appears.

Distribution Change Options [X] Help

For the selected requisition lines that are available for sourcing, apply distribution changes to

- All Distribution Lines**
Apply changes to all existing distribution lines.
- Matching Distribution Lines**
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines**
Remove the existing distribution lines and replace with the distribution lines changes.

The **Requisition Comments** field **MUST** include the following information:

- ❖ **Campus/Location, Department, Building, Room Number, and Requestor's First and Last name.**

After entering information above, check the **Send to Supplier** and **Show at Receipt** boxes.

Requisition Comments and Attachments

Enter requisition comments

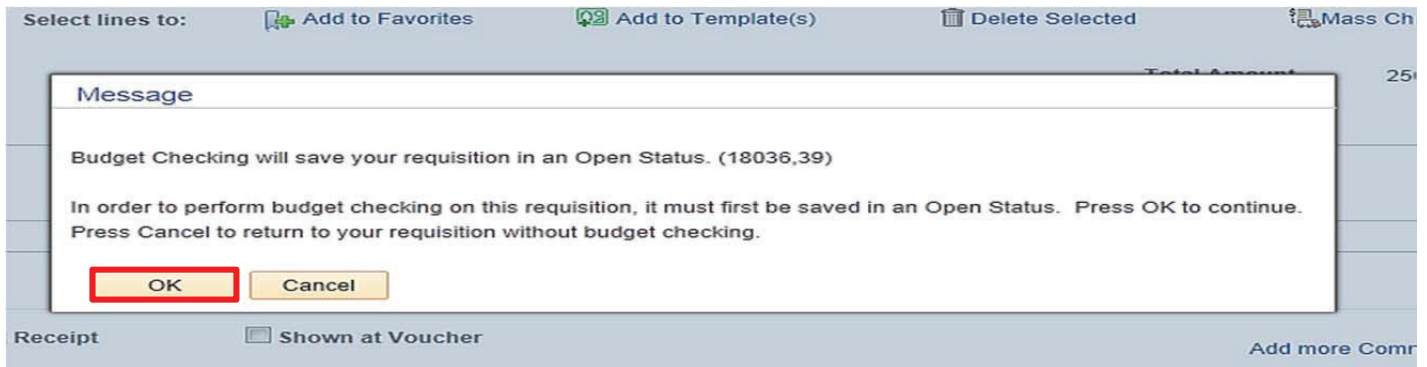
Campus/Location, Department, Bldg., Room Number, Requestor's First and Last Name 

Send to Supplier Show at Receipt Shown at Voucher Add more Comments and Attachments

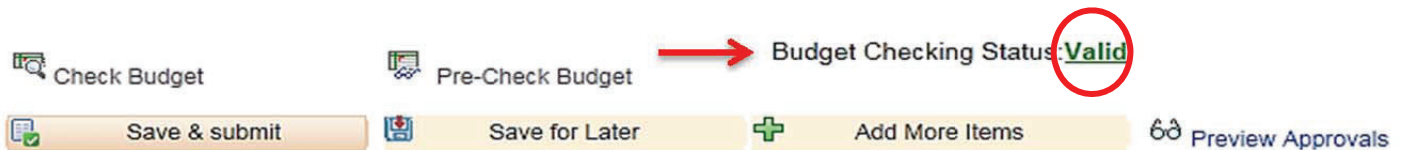
Once the requisition is complete, click on **Check Budget** at the bottom left of the screen.

****NOTE: Requisitions that contain budget errors will not be saved or submitted. Issues with budget errors will need to be resolved with the appropriate person within your department.**

Click **OK** on the **pop-up** message that appears below.



The **Budget Check Status** will show as **VALID** if the requisition has passed **Budget Check** and the system will automatically issue a **Requisition ID** number.



The **Requisition ID** is located at the top right of the **Edit Requisition – Review and Submit** page.

****Note the Requisition ID number for your records.**

→ Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit	MIR01	San Diego Miramar College	Bid No/Quote	MRR0002463
Requester	KROSAS	Rosas, Kelly	Requisition ID	MRR0002463
*Currency	USD		Priority	Medium

Once there is a valid **Budget Check** and a **Requisition ID** number is issued, scroll to the bottom of the screen and click on **Save & Submit**.



The final page is the **Confirmation** page. This is a summary of the requisition and includes all of the approvals necessary to start the process of converting the requisition into a Purchase Order. Once the requisition is approved by the Buyer, a confirmation will be emailed to the requestor.

→ Confirmation

Your requisition has been submitted.

Requested For Rosas, Kelly	Number of Lines 1
Bid No/Quote MRR0002463	Total Amount 42.83 USD
Requisition ID MRR0002463	Pre-Encumbrance Balance 42.83 USD
Business Unit MIR01	
Status Pending	
Priority Medium	
Budget Status Valid	

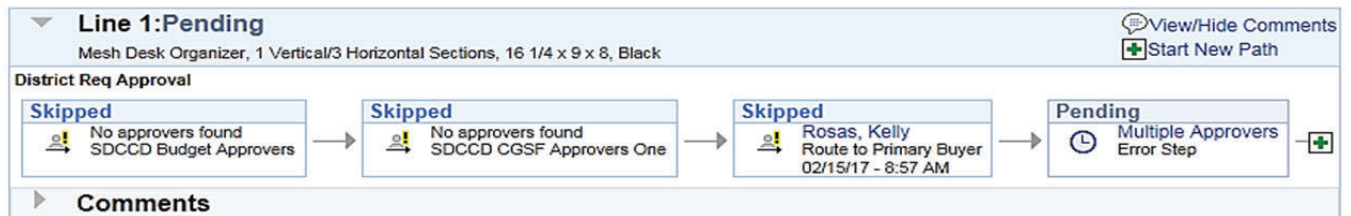
View printable version

Edit This Requisition

Check Budget

Pre-Check Budget

Req Approval



Apply Approval Changes

Create New Requisition

Manage Requisitions

To check the status of the requisition in PeopleSoft, access the **Manage Requisition** screen and use the following navigation:

❖ Navigation > Navigator > Financials 9.2 > eProcurement > Manage Requisition

Enter the **Requisition ID** number and click search. Click on the grey arrow to the left under **Req ID** to expand the details of the requisition. Here the status of the requisition can be reviewed.