

Below are the next steps in the workflow process after a requisition has been submitted:

- ❖ **APPROVALS:** The requisition will move through the workflow approval process. If the requisition is denied it will be routed back to the end user for corrections and/or additional information. If the requisition is approved by all approvers, it will then be routed directly to the Buyer.
- ❖ **PURCHASE ORDERS:** The Buyer will review the requisition for accuracy. If all is correct, the Buyer will process the requisition and dispatch a Purchase Order. Purchase Orders are dispatched directly to the supplier via the email address in PeopleSoft. If the requisition is denied, it will be routed back to the end user for corrections and/or additional information.
- ❖ **CHANGE ORDERS:** Changes that need to be made to a Purchase Order after it has been dispatched to the supplier, will require a change order. Change Orders must be initiated by the end-user at the requisition level. This allows for review and workflow approvals. Once approved, the Purchase Order will then be updated and sent back to the supplier via email. Please refer to the step by step tutorial for end users regarding the Change Orders process that starts on **page 36** of this manual.
- ❖ **RECEIVING:** End users should not accept deliveries; instead, re-route the suppliers to the Stockroom/Distribution Center so the ordered items can be received into PeopleSoft. District Office, DSC, and Continuing Education receiving needs to be processed through the Distribution Center as well.

As a reminder, end users are **NOT** to receive items in PeopleSoft. If the item(s) were delivered directly to the end user, then the end user will need to contact the appropriate Stock Room/Central Distribution Center within **48 hours of receipt of goods** to notify them that the order has been received.

All tangible items must be received in PeopleSoft. If goods are not received in PeopleSoft, this will cause a Match Exception at invoicing and could potentially delay payment to the supplier until the match exception is resolved.

Receiving Contacts Per Location:

LOCATION	CONTACT	PHONE	EMAIL
District Office / Continuing Ed	Gary Waldrop / Ernie Ueckert	619-388-1180	distributioncenter@sdccd.edu
Miramar College	Joshua Beall	619-388-7445 619-388-7819	jbeall@sdccd.edu
Mesa College	Frank Fernandez	619-388-2761	ffernand@sdccd.edu
City College	Francisco Navallez	619-388-3292	fnavallez@sdccd.edu

****NOTE:** All assets must be shipped to the Distribution Center at Miramar College with the exception of Mesa College.

- ❖ **RETURNS:** See Return & Exchanges Policy at: <http://bussrv.sdccd.edu/purchasing/employees.cfm>. If you need further assistance, contact the Stockroom/Distribution Center or contact the appropriate Buyer.
- ❖ **INVOICE:** All suppliers invoices should be submitted directly to the Accounts Payable Department. Once received, Accounts Payable will process the invoice.
- ❖ **PAYMENT** – All supplier payments are processed by Accounts Payable. For questions regarding supplier payments, please contact the **Accounts Payable Department** at **619-388-6554**.