**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		alaxy
Search Details Items Notes Approvals		
County: 33 - RIVERSIDE COUNTY   District:	05 - 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:		
Copy From Purchase Requisition Number:	Show Previous Year Purchase Requisitions	

#### Click on Add

Modify Purchase Requisition - Galaxy TRAIN
Menu Modify Purchase Requisition
Search Details Items Notes Approvals
District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number: R0000NEW
P.R. Type: N - NORMAL
P.R. Status: N - NEW (NOT SL 1 <sup>st</sup> Enter 1 <sup>st</sup> few letters of name then * Arch: QUILL*
P.R. Amount: I Multi. Yr. P.R. Category: A Vendor Address:
P.R. Requestor: Bill To Location: CORPORATE Palo Verde Community College
Approval List Approval List Approval List
P.R. Originator User ID: 161181 Worksite Location: PVC PALO VERDE COLLEGE MAIN CAMPUS
Contact Phone Nbr: Board Rpt. Desc:
Update User ID: 161181 Routing:
Update Timestamp: 09/06/2012 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	1	Calify
Search Details Items Notes Annrovals	×	
District: 05	X	- Delete
Vendor Number Vendor Name 14321 QUILL	Payee	
P P 11046 QUILL CORP.	QUILL CORP.	Primary Vendor
P.F		
P.R.F		Verde Community College
Apr		Verde Community College
P.R. Originate	Click OK	COLLEGE MAIN CAMPUS
Contact Phone Nbr:	Board Rpt. Desc:	
Update User ID: 161181	Routing:	
Update Timestamp: 09/06/2012 9:13 AM	Misc. Field 2:	
	in Rev. j Rev Ginc j	
# Print		Save X Cancel

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

S Modify Purchase Requisition - Galaxy TRAIN	
Menu Modify Purchase Requisition	Coupy
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 AF Vendor Name Se	earch: QUILL* 11046
P.R. Amount	QUILL CORP.
Category: Vendor Add	Iress: 1 A P.O. BOX 94080, PALATINE, IL 600944080 USA
P.R. Requestor: Bill To Loc	ation: CORPORATE Palo Verde Community College
	cation: CORPORATE All Palo Verde Community College
SLAGAN, STEPHANE MARIE	
Contact Phone Nbr: Fill in "Board Rpt. Desc." And "Routing" Board Rpt. I	Desc: OFFICE SUPPLIES
	uting: S. SLAGAN
Update Timestamp: 09/06/2012 9:13 AM Misc. Fi	eld 2:
r in	n Rev. Rev Cmt.
(∰ Print	Save X Cancel

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

**REGULAR PURCHASE REQUISITION** 

	Modify Purchase Requisition - Gala	axy TRAIN	100	(m.)	_ <b>_</b> X
М	Modify Purchase Re	equisition			Congity Congity
Click on "Item:	s" Tab Items Notes	Approvals			
	Vendor: QUILL CORP.	Fiscal Ye	ear: 2013 P.R. Nu	mber: R0000NEW	Acct. Dist.
	Show Description Edit Desc.	Discount Amt: 0.00	Pct: 0.000000 Freigh	it Amt: 0.00	Expand C Close
	P.R. Line Line Nbr. Fiscal Year Item Name	Description Quantit		Amount Discount	Discount Freight Amount Freight Amount Tax
			Totat		
N	4				
Then click "add line"	Add Line Add Acct. Add Fav	/. 🖻 Dup 🚺 Delete	2		M Save X Cancel

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

Show Description     Line 1     197 FILL IN ALL INFORMATION     Line Nbr.     Item Name     Description   LIST ITEM HERE   Quantity   1.00   15.990000   EACH     Discount   Image: Control   Image: Control	Modify Purchase Requisition - Galaxy Produces Requisition - Galaxy		
Asset Location Code P.R. Line Fiscal Year: 2016 THEN CLICK SAVE Save Cancel	Search Details Items Notes A Vendor: Show Description Edit Disc.	Add a P.R. Line Nbr.  Line Nbr.  Line Nbr.  Item Name Doscription LIST ITEM HERE  Quantity Unit Price U/M 1.00 15.990000 EACH Discount Freight Taxable	Expand Close     Discount Freight
	1	Asset Location Code P.R. Line Fiscal Year: 2016 THEN CLICK SAVE Save Cancel	Normal Save Cancel

**REGULAR PURCHASE REQUISITION** 

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".

Search Details Items Notes Approvals Cost Distribution         Vendor:       Fiscal Year:       2016       P.R. Number:       R0000NEW       Acct. Dist.         Vendor:       Fiscal Year:       2016       P.R. Number:       R0000NEW       Verw       Expand       Close         Vendor:       Fiscal Year:       2016       P.R. Number:       R0000NEW       Verw       Expand       Close         Vendor:       Fiscal Year:       Discount Amtl       0.00       Petcel       Discount       Amount       Precipit       Amount       Amount       Add Freight or discount         Provide:       Fiscal Year:       Tendel School Resource       PY       Goal Function       Diget       Amount       Percent       Acct       3'' enter either amount       3'' enter either amount OR percent.       3'' enter either	Modify Purchase Requisition - G		Diana Mendez		
Show Description Edit Desc. Discount Amt 0.00 Pct 0.000000 Freight Amt: 0.00     P.R. Line     Hine Nbir. Fiscal Year Item Name     Description     Quantity     Unit Price     U/M     Amount Discount     Amount Freight     Amount Ir     And Freight or discount     amount. Tax is auto.     *Enter Budget     11     BSV     0000     4     6720     000     1000     Total     Style     000     0				9	
P.R. Line Line Nbr. Fiscal Year Item Name Pool 2016 ITEM NUMBER IN CATA LIST ITEM HERE 1.00 15.99 EACH Fund School Resource PY Goal Function Object Amount Percent Acct 11 BSV 0000 4 6720 0000 4550 000 Total 0.000000 Total 0.00000 Total 0.000 0.00	Vendor:	Fiscal Year:	2016 P.R. Number: R0000NEW		
Line Nbr. Fiscal Year Item Name Description Quantity Unit Price U/M Amount Discount Amount Freight Amount Tay Add Freight or discount amount. Tay Add Freight or discount amount. Tay add Freight or discount amount. Tay is auto.		Desc. Discount Amt: 0.00 Pct	0.000000 Freight Amt: 0.00	• Expand C Close	
OO1         2016         ITEM NUMBER IN CATA LIST ITEM HERE         1.00         15.99         EACH         5.93         N         0.00         Y         0.00         amount. Tax is auto.           * Enter Budget #         11         BSV         0000         4         6720         0000         4550         0.00         1.000000         3rd enter either amount OR percent.           * Enter Budget #         11         BSV         0000         4         6720         0.00         1.000000         3rd enter either amount OR percent.           * Enter Budget #         10         Total:         0.00         1.000000         5.93         0.00         0.00         0.00		Description Quantity	Unit Price U/M Amount Discount		Add Freight or discount
11     BSV     0000     4     6720     0000     4550     0.00     1.000000     3rd enter either amount OR percent.       Total:     0.00     1.000000     5.59     0.00     0.00					
Enter Budget #         IT         BSV         0000         4 5/20         0000         4 300         amount OR percent.           Total:         0.00         1.000000         amount OR percent.         0.00         0.					
Total: 3.39 0.00 0.00	Enter Budget # 11 BSV 000		amount OR percent		
			Total: 5.33	0.00	

- You must list out every different item you are purchasing. Please DO NOT say "see attached list" as your requisition will be sent back for correction.

- 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 1<sup>st</sup> approval!</u>

**REGULAR PURCHASE REQUISITION** 

Menu Modify Purchase Requisition
1ª Click on "Notes" tab G Notes Approvals
Vendor: QUILL CORP. Internal  2 <sup>nd</sup> Enter External Notes  Piscal Year: 2013 P.R. Number: R0000NEW  External  Extern
Attach Last Click "Save" Save 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	ζ
Menu Modify Purchase Requisition	alaxy
Search Details Items Notes Approvals	
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000NEW	
Confirmation  Confirmation  Confirmation  Please confirm your request to s  Click "OK"  Cancel  Click "OK"  Cancel  Click "OK  Cancel Click "OK  C	
Attach	
Save X Cancel	



**REGULAR PURCHASE REQUISITION** 

Modify Purchase Requisition - Galaxy TRAIN	
Menu Modify Purchase Requisition	Composition Compositio
Search Details Items Notes Approvals	
Vendor: QUILL CORP. Fiscal Year:	2013 P.R. Number: R0000NEW
Approval Submit for Approval?	E THIS SHOULD BE YOUR JUSTIFICATION FOR ORMATION, QUOTE NUMBER, ETC.
Attach	<b>Attach</b>
	Save X Cancel

#### Click "Yes".

Modify Purchase Requisition - Galaxy TRAIN
Menu Modify Purchase Requisition
Search Details Items Notes Approvals
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000NEW
Warning
The following Funds are insufficient: Do you want to override? You will get this message if there is no money in the budget number you are trying to use ! Please clic
Insufficient funds in account 11-BSV-0000-4-6720-0000-4550 "No" and then submit a transfer to the business office!
Yes No
// Attach
Save X Cancel

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 re-save 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** 

Modify Purchase Requisition - Galaxy TRAIN	ALC: NO	
Menu         Modify Purchase Requisition           Search         Details         Items         Notes         Approvals	on	Cantor
Vendor: QUILL CORP.	Fiscal Year: 2013 P.R. Number	r. R0000013 This is your Purchase Requisition #
Confirmation Database was updated s		THIS SHOULD BE YOUR JUSTFICATION FOR
	<b>Attach</b>	Attach
		A Save Cancel

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

S Modify Purchase Requisition - Galaxy TRA	AIN		
Menu Modify Purchase Requis	ition		
Click "Approvals" Tab	IS		
Vendor: QUILL CORP.	Fiscal Year: 2013	P.R. Number: R0000013	
Seq. Nbr. Alias ID Employee Name A 0001 CB0 SLAGAN, STEPHANIE MARIE	pproval Status Update Timestamp	Approval Comment	

Click Approvals Tab, This will show you all approvers required for your requisition. Your supervisor is 1<sup>st</sup> 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

Contract Management     Item Catalog	<b>_</b>			<u>×</u>
E _ Location Management				
Purchase Order Management           Purchase Requisition Management		RDE COMMUNITY COLLEGE	<b></b>	
Approve Purchase Reguisitions				
Close Out Purchase Requisitions				
Modify Open Purchase Requisition Modify Purchase Requisition				
Process Internal Transfer Purchase	Requisition	•		
표 🔄 Receiving Management				
User Security and Approvals				
Vendor Management	Click on "View Purc	hasing"		
≝ 🔄 Systems Utilities 📃 🔪				
	<u> </u>			
V OK	X Cancel			

#### Click on View Purchasing



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

**REGULAR PURCHASE REQUISITION** 

View Purchase Requisitions - Galaxy TRAIN	N Contraction of the second	
Menu View Purchase Requisition	ons	Calify
Search Purchase Requisition Data		
	05 - PALO VERDE COMMUNITY COLLEGE	
Fiscal Year.	1 <sup>st</sup> Enter Purchase Requision Number or click the	
Purchase Requisition Number. Purchase Requisition Prefix:	munge	J
Purchase Requisition Status:		
From P.R. Created Date:		
Primary Vendor:	Vendor Name:	
Ship To Location:	Worksite Location:	
P.R. Originator User ID:		
Category:	<u>_</u>	
Item Name:		
Item Description:	Project	
Fund School Res	source Year Goal Function Object	S Find

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



1<sup>st</sup> Choose your requisition from the list and then click from the list. Then click "Find"

**REGULAR PURCHASE REQUISITION** 

View Purchase Requisitions - Galaxy TRAIN	
Menu View Purchase Requisitions	Control
Search Purchase Requisition Data	
Fiscal Year   P.R. Number   P.R. Type   P.R. Status   Multi. Yr.   Vendor Vendor Name 2013 R0000013 N N N 11046 QUILL CORP.	P.R. Amount P.R. Requestor Worksite 17.23 PVC - PALO VERD
District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number:	
Details Items Account Distribution Notes Authorized Purchaser Approvals	Click on "Approvals"
P.R. Type: N - NORMAL P.R. Created Date: 09/06/201	
Incr/Decr to Open P.O. Nbr: Primary Vendor: 11046 - C	
	OX 94080, PALATINE, IL 600944080 USA
	ATE - Palo Verde Community College
	ATE - Palo Verde Community College
	LO VERDE COLLEGE MAIN CAMPUS
Approval List. Board Rpt. Desc: OFFICE S	
P.R. Originator User ID: 161181 SLAGAN, STEPHANIE MARIE Routing: S. SLAGA	<u> </u>
Contact Phone Nbr: Misc. Field 2:	
	Cmt 161181 -NO MONEY IN BUDGET
Override User ID: 161181 09/06/2012 9:26 AM	Print HTML Report

#### Click on approvals

View Purchase Requisitions - Galaxy TRAIN	
Menu V: 2 <sup>nd</sup> 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: Comparison of the state of the s	
Sen, Nhr, Alias ID Employee Name Annroval Status Undate Timestamo Annroval Comment 1st You will be able to view the appro	
0001 CB0 SLAGAN, STEPHANIE MARIE N 09/06/2012 9:30 AM NO MONEY IN BUDGET supervisors. If the answer is yes, it m next approver, if no, you must make	
changes and resubmit.	

**REGULAR PURCHASE REQUISITION** 

<ul> <li>Health and Welfare Benefits System</li> <li>Payroll System</li> <li>Personnel/Position Control System</li> <li>Purchasing System</li> <li>Contract Management</li> <li>Item Catalog</li> </ul>	dor Name P.R. Amount P.R. Requestor LL CORP. 17.23	Worksite PVC - PALO VER
<ul> <li></li></ul>	F. 2013       P.R. Number: R0000013         Click on "Modify Purchase Requisitions"         Purchase Transactions	Print
Click "ok"	19/06/2012 9:30 AM NO MONEY IN BUDGET	

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 🔺 1 <sup>st</sup> 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:
Show Previous Year Purchase Requisitions
Then click find.

**REGULAR PURCHASE REQUISITION** 

Modify Purchase Requisition     arch   Details   Items   Notes   Approvals   Cost Distribution     endor:   Fiscal Year:   Stow Description   Edit Desc:   Discount Amtl:   Discount Freight   Amount Precede   Acct.   Discount Precede   Acct.   Add Acct.   Add Fav.   Dup   Delete                          Modify Purchase Requisition - Galaxy TRAIN        Notes   Approvals                             Vendor:   Nucley   Notes   Approvals             Add Acct.   Add Fav.   PD up    Delete <th></th>	
endor: Fiscal Year: 2016 P.R. Number: 00000NEW Verter Show Description Edit Desc. Discount Amt/0.00 Pct 9 000000 Freight Amt/0.00 Verter ine No: Fiscal Year: 100 Pct 9 00000 Freight Amt/0.00 Verter 2001 2016 TTEM NUMBER IN CATA LIST ITEM HERE 1.00 15.93 EACH 15.93 0.00 Y 0.00 V Freight School Resource PY Goal Function Discourt Amount Percent Acct Amount Operation 11 BSV 0000 4 6720 0000 5550 1.0000000 Charge Budget Line if Needed Total 15.93 every verter dd Line Add Acct. Add Fav. BDup Velete Modify Purchase Requisition - Galaxy TRAIN Modify Purchase Requisition - Galaxy TRAIN Modify Purchase Requisition - Galaxy TRAIN Priced Year: 2013 P.R. Number: 80000013 Charge Budget Line Verter Piscal Year: 2013 P.R. Number: 80000013 Charge Budget Line Verter Priced Verte	
Show Description       Edit Desc.       Discount Amt. 0.00       Pet. 0.00000       Freight Amt. 0.00       Discount       Freight Amt. 0.00         0001       2016       ITEM NUMBER IN CALL UST ITEM HERE       1.00       15.39       Act. Anount       Discount       Amount Discount	
Ine Nbt.       Friscal Year       Description       Quantity       Unit Price       U/M       Amount Discount       Amount Price       Amount Price <th></th>	
Jine Nbr. Fiscal Year Item Name       Description       Quantity       Unr Price       U/n       Amount [Freight]       Amount [Tray         80001       2016       ITEM NUMBER IN CATA LIST ITEM HERE       1.00       15.99       EACH       15.99       0.00       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y	
Fund School Resource PY Goal Function Object Amount Percent Acct. Amount Change Budget Line if Needed.   11 BSV 0000 4 6720 0000 5530 1.000000 Change Budget Line if Needed.   10 Total: 1000000 Total: 1535 0.007 0.007   11 BSV 0000 4 6720 0000 5530 1.000000   11 BSV 0000 4 6720 0.007 0.007   12 Add Acct. Add Fav. Dup Delete Save Cancel   Modify Purchase Requisition - Galaxy TRAIN   nu Modify Purchase Requisition 1s Notes Approvals   10 Chanse Approvals 1s Notes Approvals	
Total 1000000   Total 15.95.     dd Line Add Acct.   Add Fav. Dup   Delete Save   X Cancel   Modify Purchase Requisition - Galaxy TRAIN   mu Modify Purchase Requisition   "Click on "Notes" tab. Is   Notes Approvals   Fiscal Year: 2013 P.R. Number: R0000013	
dd Line Add Acct.   Add Fav.   BDup   Delete     Modify Purchase Requisition - Galaxy TRAIN     Modify Purchase Requisition   Multick on "Notes" tab.   Is   Notes   Approvals     Fiscal Year:   2013   P.R. Number:   R0000013	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
dd Line Add Acct. Add Fav.   Imu Modify Purchase Requisition   Internal     Click on "Notes" tab.     Internal	
Modify Purchase Requisition - Galaxy TRAIN  Modify Purchase Requisition  Click on "Notes" tab.  Is Notes Approvals  Vendor: QUILL CORP.  Fiscal Year: 2013 P.R. Number: R0000013  Internal	
nu       Modify Purchase Requisition         * Click on "Notes" tab.       1s         Notes       Approvals         Vendor:       QUILL CORP.         Fiscal Year:       2013         P.R. Number:       R0000013	
Internal	
Internal	
2 <sup>nd</sup> Enter internal notes for approvers if	
CHANGED BUDGET NUMBER PLEASE APPROVE needed. DTES HERE. THIS SHOULD BE YOUR JUSTIFICATION FOR ENDOR INFORMATION, QUOTE NUMBER, ETC.	
THEN CLICK SAVE!	
/ Attach	
Last, Click "Save".	

**REGULAR PURCHASE REQUISITION** 

S Modify Purchase Requisition - Galaxy TRAIN
Menu Modify Purchase Requisition
Search Details Items Notes Approvals 2 <sup>rd</sup> Click "Approvals"
Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000013
CHANGED BUDGET NUMBER Confirmation Database was updated successfully. 1* Click "OK" OK
<u> </u> Attach
Save X Cancel

E	Modify	/ Purchas	e Requis	ition - G	alaxy TRAIN	1		-	-		X
L	Menu	Modify	/ Purc	hase F	Requisit	ion					Galaky
	Search	Details	Items	Notes	Approvals						
	Vendor	QUILL CO	RP.				Fiscal Year: 2013	P.R. Number	R0000013		
	Seq. Nbr 0001	Alias ID CBO	Employee SLAGAN,	Name STEPHANII		oval Status	Update Timestamp	Approval Comment		Approvals are now reset.	