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# ORDERING WAREHOUSE ITEMS THROUGH PEOPLESOFT E-PROCUREMENT

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**San Diego Unified**  
**SCHOOL DISTRICT**

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MATERIEL CONTROL

To eProcurement Requesters:

Ordering items carried in the Supply Center Warehouse could not be easier if you know the Item number. This is a simple step by step guide to ordering Stock items through Peoplesoft eProcurement.

For any questions please contact Joe Tedesco  
[jtedesco@sandi.net](mailto:jtedesco@sandi.net) or 858-522-5862.

From Peoplesoft Main Menu Select/click on eProcurement

The image shows two side-by-side screenshots of the Peoplesoft Main Menu. The left screenshot, titled 'Menu', shows a search bar and a list of menu items. The 'eProcurement' item is highlighted with a yellow background. A red arrow points from the 'eProcurement' text in the top instruction to the highlighted 'eProcurement' item in the list. The right screenshot, titled 'Main Menu', shows a detailed view of the 'eProcurement' menu, including sub-items like 'Employee Self-Service', 'Manager Self-Service', 'Supplier Contracts', 'EPM Reports', and 'Items'.

**Menu**

Search:

- ▶ My Favorites
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ EPM Reports
- ▶ Items
- ▶ Cost Accounting
- ▶ Suppliers
- ▶ Procurement Contracts
- ▶ Purchasing
- ▶ Inventory
- ▶ eProcurement**
- ▶ Services Procurement
- ▶ Travel and Expenses
- ▶ Accounts Payable
- ▶ Asset Management
- ▶ Commitment Control
- ▶ General Ledger

**Main Menu**

- Employee Self-Service**
  - Mobile Applications
  - Employee Project Center
  - Travel and Expense Center
  - 2 More...
- Manager Self-Service**
  - Budgets
  - Procurement
- Supplier Contracts**

Manage Contract Life Cycle activities including Contract Creation, Authoring, Syndication, and Compliance.

  - Supplier Contracts Setup
  - Reports
  - Contract Release Processes
  - Related Links
- EPM Reports**

SDUSD EPM Report Menu

  - SDUSD Budget Tran Det Report
  - SDCS Budget CF Summary
  - Payroll Expense Reports
  - Budget Status Report
- Items**

Manage all item-related options.

  - Define Controls
  - Define Items and Attributes

# Select/click on Requisition



eProcurement



Set up eProcurement, manage or approve eProcurement requisitions or POs.



**Requisition**

Create a new requisition by browsing or searching company or external catalogs.



**Manage Requisitions**

Review requisitions, edit or view status, cancel, receive, and Return To Vendor (Supplier).



**Manage Requisition Approvals**

Take actions on requisitions that require your approval.



**Buyer Center**

Create/edit/approve purchase order; source requisition; process change request.

- Manage Purchase Orders
- Expedite Requisitions
- Quick Source Requisitions
- 5 More...



**Receive Items**

Create, edit, and process receipts and Return To Vendor (Supplier).



**Reports**

Create a report of purchase orders, requisitions, and catalog-item usage.



**My Profile**

Modify personal information and preferences.

Select/click on **Advanced Search**

## Create Requisition ?

Welcome Tammi Moffett


 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

- Assets - Items over 500
- Textbooks - Elementary
- Textbooks - Secondary
- Items - Goods
- No Charge Textbook Materials
- Items - Services



### Web

Browse Supplier Websites

- Fisher Science Products
- Frey Sceince
- Grainger
- Graybar
- Lakeshore Learning
- More...



### Express Item Entry

Create an Express Requisition



### Special Requests

Create a non-catalog request



### Forms

Create and Submit Forms



### Templates

Browse Company and Personal Templates

- D.6.N.04.26.05 Contract Sch....
- OCCUP. THERAPIST SVCS CAREER...
- SURFACE PRO 4 TABLET
- 8.B.17.06.13.06 EBS PSYCH
- PROMETHEAN ACTIVBOARD 595PRO...
- More...

In Item ID box type in 4 digit item number and click Search or hit your enter key

### Advanced Search

#### Advanced Item Search

\*Search Contains  of the following search fields entered.

Description

Manufacturer

Supplier

Item ID  7640

GTIN

Supplier Item ID

Manufacturer Item ID

#### Search By Contract ID

Contract

Item will pop right up. Put in **quantity and click Add**. To order more items click on Advanced Search and repeat the process. Make sure the number of lines in your shopping cart match the number of items on your order. Then click on Checkout. (\*\*Verify your quantities. If you click on Add more than once for the same item it will increase the quantity each time.)

The screenshot displays the Oracle Financials Requisition system interface. The browser address bar shows the URL: [https://dwa.sandl.net/psp/Financials/EMPLOYEE/ERP/c/PV\\_MAIN\\_MEI](https://dwa.sandl.net/psp/Financials/EMPLOYEE/ERP/c/PV_MAIN_MEI). The page title is "Requisition". The breadcrumb navigation is "Main Menu > eProcurement > Requisition".

The main content area is titled "Create Requisition" and includes a search bar with "Catalog" selected. Below the search bar, the results for "PAPER XEROGRAPHIC 8-1/2 X 11" are displayed. The item details include:

- Item ID: 00000000000007640
- Supplier Item ID: 000000000000000000
- Mfg Item ID: 000000000000000000
- Price: 31.4500 USD
- UOM: Case

The quantity field is set to 10,000, and the "Add" button is highlighted in yellow. A "Checkout" button is also highlighted in yellow. A summary table shows:

Description	Qty	UOM
PAPER XEROGRAPHIC 8-1/2 X 11	10	CS
Total Lines: 1		Total Amount: 314.50

Red arrows point to the "Add" button, the "Checkout" button, and the "Quantity" field.

Click on **Select All/Deselect All** and then **Mass Change**

### Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

#### Requisition Summary

Business Unit  San Diego Unified School Dist Requisition Name   
Requester  Tammi Moffett Priority   
\*Currency

Cart Summary: Total Amount 314.50 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 checked="" type="checkbox"/> 1	PAPER XEROGRAPHIC 8-1/2 X 11	000000000000007640	LinkMax Paper Ltd	<input type="text" value="10.0000"/>	Case	31.4500	314.50		Add	

**Select All / Deselect All**

Select lines to:

[Add to Favorites](#)

[Add to Template\(s\)](#)

[Delete Selected](#)

**Mass Change**

Total Amount 314.50 USD



Fill in your **budget information** and remember when ordering Inventory items from the Warehouse the **Location field** determines where the order will be delivered. **Click OK**

**Edit Lines/Shipping/Accounting for Selected Lines**

**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 [Add One Time 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
Chartfields1	Details	Item Information									
Percent	Location	GL Unit	DeptID	Resource	Bud Ref	Account					
1	<input type="text" value="5554a"/>	<input type="text" value="SDUSD"/>	<input type="text" value="5554"/>	<input type="text" value="00000"/>	<input type="text" value="00"/>						

[Load Values From Defaults](#)

Make sure All Distribution Lines is selected and click OK



### Distribution Change Options

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.

OK

Cancel

## Click Check Budget

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

## Once Budget Checking Status says Valid Click Save and submit

Budget Checking Status: Valid

Check Budget    Pre-Check Budget

**Save & submit**    Save for Later    Add More Items    Preview Approvals

Your order will be assigned a **Requisition ID number** and forwarded to your site Approver

### Confirmation

Your requisition has been submitted.

Requested For Tammi Moffett

Nu

Requisition Name REQ342727

**Requisition ID REQ342727**

Pre-Encumbr

Business Unit SDUSD

Status Pending

Priority Medium

Budget Status Valid



[View printable version](#)



[Edit This Requisition](#)



[Check Budget](#)

### Requisition Approval



**Line 1: Pending**

PAPER XEROGRAPHIC 8-1/2 X 11 INCH



[Start New Path](#)

## THINGS TO REMEMBER WHEN ORDERING INVENTORY ITEMS

- DO NOT ORDER DIRECT-CONNECT AND INVENTORY ITEMS ON THE SAME REQUISITION.
- PAPER HAS TO BE PURCHASED USING ACCOUNT CODE 5733.
- ALWAYS CHECK THE UNIT OF MEASURE SO YOU ARE NOT OVER ORDERING; EXAMPLE: IF YOU NEED 200 FORMS AND THE UNIT OF MEASURE IS 25 PER PACKAGE, YOUR ORDER QUANTITY WILL BE 8.
- IF YOU PUT A DUE DATE ON YOUR REQUISITION YOUR ORDER DOES NOT START PROCESSING UNTIL THAT DATE; SO LEAVE THE DUE DATE FIELD BLANK.
- ON ITEMS ORDERED FROM THE WAREHOUSE THE “LOCATION FIELD” IS WHAT DETERMINES WHERE THE MATERIALS WILL BE DELIVERED TO; NOT THE “SHIP TO” LOCATION.
- IF YOUR DELIVERY DAY IS FRIDAY, YOUR ORDER MUST BE SUBMITTED AND APPROVED IN E-PROCUREMENT BY WEDNESDAY EVENING.
- FOR EMERGENCY ORDERS CONTACT JOE TEDESCO by e-mail @ [jtedesco@sandi.net](mailto:jtedesco@sandi.net) OR CALL (858) 522-5862.

## WAREHOUSE ITEM LISTING

ITEM	DESCRIPTION	UOM	PRICE	ITEM	DESCRIPTION	UOM	PRICE
3371	ABSENCE EXCUSE FOR PARENTS SIGN SECON 50/PK	PK	\$1.24	3020	PARENT NOTIFICATION ENG K-12 50/PK	PK	\$0.00
3412	ABSENCE REPORT BY TEACHER 250/PAD	PAD	\$1.31	3037	PARENT NOTIFICATION (SEC HMONG) 25/PK	PK	\$0.00
3413	ABSENCE REPORT CANCELLATION 50/PAD	PAD	\$0.80	3026	PARENT NOTIFICATION CAMBODIAN K-12 50/PK	PK	\$0.00
3372	ABSENCE VERIFICATION RECORD FORM 50/PAD	PAD	\$0.62	3024	PARENT NOTIFICATION K-6 (HMONG ) 25/PK	PK	\$0.00
6177	APPLICATION REFUND PAYMENT MADE F/LOST BOOK 25/PK	PK	\$5.81	3022	PARENT NOTIFICATION K-6 (VIET) 25/PK	PK	\$0.00
7918	CELDT SCORE PLACARD 25/PK	PK	\$0.00	3023	PARENT NOTIFICATION LAO K-12 50 PK	PK	\$0.00
2073	COVERS PROMOTION CERTIFICATE MIDDLE 25/PK	PK	\$10.98	3504	PARENT NOTIFICATION SOMALI K-12 50/PK	PK	\$0.00
6370	DEPOSIT BAGS 50/PK	PK	\$0.00	3021	PARENT NOTIFICATION SPANISH K-12 25/PK	PK	\$0.00
2064	DIPLOMA COVER HIGH SCHOOL 8-1/2 X 6-1/2	EA	\$2.34	3013	PARENTAL ELECTION AFFID (ENGLISH) 25/PK	PK	\$0.00
8759	DISPENSER DUAL TAMPON/PADS	EA	\$0.00	3014	PARENTAL ELECTION AFFID (SPAN) 25/PK	PK	\$0.00
1953	ELEMENTARY PUPIL CUMULATIVE RECORD 100/PK	PK	\$7.96	2624	PASS BLANK 3-5/8 IN X 2-5/8 IN 50/PAD 20 PADS/PK	PK	\$5.35
2991	ENGLISH LEARNER RECLASS PROFILE 20/PK	PK	\$0.00	2625	PASS TO OFFICE SECONDARY GREEN 50/PAD 50 PADS/PK	PK	\$14.92
1958	EQUIPMENT REPAIR ORDER 5 PART NCR SET 50/PK	PK	\$9.65	5126	PE OFFICIALS FEE REQUEST 100/PK	PK	\$8.95
1974	FIRST AID REPORT TO PARENT 2 PRT NCR 25/PK	PK	\$1.67	2627	PERMIT TO LEAVE SCHOOL GROUNDS 100/PK	PK	\$2.36
1976	FIRST AID REPORT TO PARENT SPANISH 25/PK	PK	\$2.18	2629	PHYSICAL ED ADJUSTED PE ASSIGNMENT 50/PK	PK	\$2.78
1962	FOLDER FILE REPORT CARD 5 X 17 IN 100/PK	PK	\$13.42	2644	RECEIPT BOOK SDUSD 2 PART 4 PER PAGE 100/BOOK	BK	\$3.70
2059	HEALTH INFORMATION EXCHANGE CONSENT 50/PK	PK	\$3.13	3009	RECLASS FEP PARENT (CAM) 25/PK	PK	\$0.00
2058	HEALTH PROFILE ENVELOPES 25/PK	PK	\$4.71	2995	RECLASS FEP PARENT (ENG) 25/PK	PK	\$0.00
3043	HOME LANGUAGE SURVEY 100/PK	PK	\$0.00	2996	RECLASS FEP PARENT (SPAN) 25/PK	PK	\$0.00
2990	INTERVENTION CHECKLIST 2006 50/PAD	PAD	\$0.00	2997	RECLASS FEP PARENT (TAG) 25/PK	PK	\$0.00
3401	IPT/ORAL TEST BOOKLET ELEM SPAN 20/PK	PK	\$0.00	3006	RECLASS FEP PARENT (VIET) 25/PK	PK	\$0.00
3402	IPT/ORAL TEST BOOKLET SEC SPANISH 20/PK	PK	\$0.00	3005	RECLASS FEP PARENT LAO 25/PK	PK	\$0.00
3393	IPT/READING BOOKLET 1 SPAN GR 3 20/PK	PK	\$0.00	3004	RECLASS FEP PARENT HMONG 25/PK	PK	\$0.00
3399	IPT/READING TEST ANSWER SHEET 3 7-12 20/PK	PK	\$0.00	3018	REDESIGNATION BILITERACY (ENG) 25/PK	PK	\$0.00
3396	IPT/READING TEST ANSWR SHEET 2 4-6 SPAN 20/PK	PK	\$0.00	3019	REDESIGNATION BILITERACY (SPAN) 25/PK	PK	\$0.00
3398	IPT/READING TEST BOOKLET 7-12 MIDDLE SPAN 20/PK	PK	\$0.00	2647	REFERRAL REPORT 4-PART NCR 50/PK	PK	\$3.70
3395	IPT/READING TEST BOOKLET SPAN 4-6 20/PK	PK	\$0.00	2651	REIMBURSEMENT CLAIMS F/ REVOLNG CASH 10/PK	PK	\$2.54
3394	IPT/WRITING BOOKLET 1 SPAN GR 3 20/PK	PK	\$0.00	2654	REPORT OF STUDENT PROGRESS 8 X 5 IN. 50/PK	PK	\$1.19
3400	IPT/WRITING TEST BOOKLET 3 7-12 SEC SPAN 20/PK	PK	\$0.00	2661	REQUEST FOR ELEM. PUPIL CUMULATIVE RECORD 100/PK	PK	\$6.26
3397	IPT/WRITING TESTS BOOKLET 2 4-6 ELEM SPAN 20/PK	PK	\$0.00	2666	REQUEST FOR MAINTENANCE SERVICE 25/PK	PK	\$2.44
8758	MAXIPADS BOXED 250 PER CASE	CS	\$0.00	2664	REQUEST STUDENT RECORDS POST CARD 50/PK	PK	\$3.69
8485	MONEY STRAPS 1000/PK	PK	\$0.00	3502	REQUISITION NON-STOCK 50/PK	PK	\$9.53
3414	P E ROLL CARD GREEN 50/PK	PK	\$0.70	2766	SIGN IN SHEET STAFF-HOURLY 13 X 10 IN 10/PAD	PAD	\$4.14
7640	PAPER 8-1/2 X 11 WHITE 10 REAMS/CASE	CS	\$31.64	2764	SIGN-IN SHEET STAFF MONTHLY 13 X 10 IN 10/PAD	PAD	\$4.59
7641	PAPER 8-1/2 X 14 WHITE 10 REAMS/CASE	CS	\$42.76	3017	SPECIAL NEEDS INVENTORY (SPAN) 50/PK	PK	\$0.00
7642	PAPER 8-1/2X11 3-HOLE PUNCH 10 REAMS/CASE	CS	\$36.49	2744	STUDENT ASSISTANCE REFERRAL PASS 100/PK	PK	\$7.02
7643	PAPER 11X17 5 REAMS/CASE	CS	\$39.43	3011	STUDENT BODY & DISTRICT FUNDS RECEIPT ELEM 75/PK	PK	\$9.31
3010	PARENT EXCEPTION WAIVER ENGLISH 50/PK	PK	\$0.00	3016	STUDENT BODY & DISTRICT FUNDS RECEIPT SEC 250/PK	PK	\$21.47
3012	PARENT EXCEPTION WAIVER SPANISH 50/PK	PK	\$0.00	3003	STUDENT BODY ACCOUNTS JOURNAL VOUCHER 25/PK	PK	\$4.00
3869	PARENT NOT PRIM LANG PROF ASSESS/CAMB 25/PK	PK	\$0.00	3025	STUDENT BODY REQUISITION NCR WHITE & PINK 25/PK	PK	\$1.92
3865	PARENT NOT PRIM LANG PROF ASSESS/ENG 25/PK	PK	\$0.00	1955	STUDENT CHANGE OF ASSIGNMENT 25/PK	PK	\$3.83
3868	PARENT NOT PRIM LANG PROF ASSESS/LAO 25/PK	PK	\$0.00	8757	TAMPON IN TUBE 500 PER CASE	CS	\$0.00
3870	PARENT NOT PRIM LANG PROF ASSESS/SOMALI 25PK	PK	\$0.00	3096	TARDY SLIP (400/PK) 2-PART CARBONLESS FORM	PK	\$3.13
3866	PARENT NOT PRIM LANG PROF ASSESS/SPAN 25/PK	PK	\$0.00	3104	TO NURSES OFFICE & NURSES REPORT TO TEACHER 100/PK	PAD	\$1.03
3867	PARENT NOT PRIM LANG PROF ASSESS/VIET 25/PK	PK	\$0.00	3110	TRANSFER NOTICE ELEM 4-PART NCR SET 25/PK	PK	\$3.42
3863	PARENT NOT RECLASS to FLUENT ENG/SOMALI 25/PK	PK	\$0.00	3133	VERIFICATION OF PUPIL ABSENCE OR TARDI ELEM 50/PD	PAD	\$1.64