

# **QSS Customer Education**



## **Welcome to the QSS/OASIS Purchasing Seminar**

The **QSS/OASIS Purchasing** seminar will present a broad overview of QSS/OASIS that supports purchasing operations and provides an update on the latest enhancements to QSS/OASIS Purchasing.

### ***When is it?***

Wednesday, **October 23, 2013**, from **9:00 am to 4:00 pm** (Pacific)

### ***Who might be interested?***

Purchasing Supervisors and Clerks, Accounting Supervisors and Clerks, Chief Business Officials and Technical Support Staff

### ***Why attend?***

The **QSS/OASIS Purchasing** seminar covers:

- Maintaining Vendor, Purchasing, and Requisition Routing Master Files
- Using Requisition Entry for purchase orders (PXENCD)
- Using Queue Management for requisition approval (RQRQMG)
- Using Purchase Order Encumbering (POENCM)
- Printing purchase orders and prelist reports
- Using PO Report Writer (PORSUB)
- Managing and printing PO Change Orders (POCO)
- Entering PO Receipts (PR0002) and using the PO Receipts Report Writer (PRVSUB)
- Uploading attachments for online viewing (Version "L")
- Discussing how to integrate PDF PO forms using QCC Online Document Management

### ***What does it cost to attend?***

- **\$250** for each participant attending the seminar.

### ***How to register?***

- Complete the registration form included with this flyer and return it to **QSS no later than October 16, 2013.**
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

### ***Where's the seminar?***

Sacramento COE  
10474 Mather Boulevard  
Mather, CA 95655  
Contact: **Marie Wagnon -- 916.228.2343**

**Please complete the registration form included with this flyer.**