

QSS Customer Education



Welcome to the Purchasing Process Entry Options Webinar

The **Purchasing Process Entry Options** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, provides a step-by-step demonstration of the QCC requisition entry screens.

When is it?

Friday, **December 7, 2012** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Business Services administrators; Purchasing staff; Buyers; Technical Support staff; other staff interested in learning more about the QSS/OASIS requisition entry process.

Why attend?

The **Purchasing Process Entry Options** webinar covers:

- Creating a requisition, including prerequisites and field definitions
- Choosing the proper account split
- Checking requisition status
- Cancelling or changing a requisition
- Searching for vendors and verifying vendor records
- Managing requisition "Notes"
- Viewing purchase orders
- Adding attachments (Version H / Version L)

What does it cost to attend this webinar?

- **Members** of the QSSUG PSFA Committee: no charge; **compliments** of the Committee.
- **Non-members** of the PSFA Committee: **\$250** per registration must be **pre-paid**. Mail a check to the **QSS** San Carlos office **prior** to the webinar.

If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Linda Crawford, LCrawford@stancoe.org or Rose Garcia, rosegarcia@berkeley.net).