Online Purchasing instructions

Login to PS
Include quote and send it to Kim Tevares, ktevares@scu.edu
Always start new req. per order

➢ Purchasing
➢ Requisitions
➢ Add/Update requisitions
➢ Add new Value
➢ Requisition defaults: (Enter distribution string) save
➢ Add Comments: (Indicate delivery address and or instructions, contact person, contact number, and quote number) save
➢ Enter # of lines (if applicable)
➢ Enter description, quantity, OUM=EA, category, price: (discounted price, if applicable) save
➢ Record generated requisition number

(*Mey Saechao and Jay Ramirez are trained Online Purchasing Requestors*)