

# *Shasta County Office of Education Vendor Requisition Project Share*

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### Completing the Vendor Requisition Form in the Escape software

Form entries should be in ALL CAPS

1. From the Escape Activities tree, select Finance - Requisitions - Vendor Requisitions.
2. Press the **New** button on the activity toolbar.
3. Select the Department from the drop down menu. Many users have access to only one requisition department. When only one fiscal year is open, the Vendor Requisition Form will open. When multiple fiscal years are open, the user will need to enter the fiscal year.
4. Complete the first two tabs of the Form (Requisition and Items).

### ENTERING REQUISITIONS

#### Requisition Tab

Enter the following fields on the *Requisition* tab

1. **Requisitioner:** Defaults to user, can override when desired.
2. **Order Location:** Enter partial location name and press function key F4 for a list matching your entry. Press F4 to view all locations. **Select a Location code beginning with S only.** If you know the location code, you may enter the code.
3. **Delivery Location:** Defaults to the selected Order Location, can override when desired.
4. **Comment:** Enter a short *description of purchase*. **The entry in this field will show on reports.**
5. **Goods and Services Category:** Select appropriate goods and services. The Goods and Services Category controls the approvers of the requisition. If you require assistance with selecting the Goods and Services Category visit Business Services Forms and Procedures webpage and click on the '*How do I know what Goods and Services Category and Order Type to select*' link. Select Goods and Services of Technology for any software licenses.
6. **Order Type:** Default is 'PO with Receiving'. Additional selection of Direct Payment for "confirming" and "payment with order" requests. Direct Payment requisitions will be processed by Share Office.
7. **Vendor Id:** Enter at least two characters of the vendor name. Press F4 to obtain list matching your entry. The more characters entered prior to pressing F4 the smaller the selection list. If you are unable to locate the vendor, contact Amy Morales at [amorales@shastacoe.org](mailto:amorales@shastacoe.org) for assistance. Prior to contacting Amy, please verify that the vendor will accept a purchase order. Include the payee name, address, telephone number and whether the vendor is providing a service or supplies in the new vendor e-mail request.
8. **Vendor Address Id:** After selecting the vendor, verify the address. If address is not the desired address, click on the drop down arrow at end of field. If there are additional addresses for the vendor, you will see them displayed. If the address is not displayed, contact Amy at [amorales@shastacoe.org](mailto:amorales@shastacoe.org) for assistance.
9. **Allows Emailing POs:** This field comes from the vendor address record. We do not email Blanket PO's and this field must have "No". If you are creating a 'Blanket PO', be sure to select the correct address. If you need a new address added contact Amy at [amorales@shastacoe.org](mailto:amorales@shastacoe.org) for assistance.

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10. **Quote Number:** If provided a quote number enter it here. This field is limited to 12 characters. If more character space is needed do not use this field, instead enter the quote number in the *Message Before* field located on the Items tab.
11. **Shipping Amount:** Enter shipping percent or amount when applicable to the purchase. Confirm applicable shipping amount with the vendor.

### Items Tab

Press New button

1. **Order Quantity:** Default is one. Change to desired quantity when applicable.
2. **Order Unit:** Default is EACH. When applicable, change to SET, PKG, QTR, MONTH etc. On a 'Blanket PO', delete and leave blank.
3. **Description:** Enter the vendor's description of item. (i.e. SC115 – WATERCOLOR PENCILS).
4. **Unit Price:** Enter price per unit.
5. **Taxable:** Default is 'Yes'. Change to No if item is not taxable or the requisition is for a 'Blanket PO'. When purchasing supplies we are required to pay sales tax. **SCOE is not tax exempt.** The Sales Tax Return to California Department of Tax and Fee Administration will report uncollected accrued sales tax.
6. **Message Before:** Use for entering a message on the PO *before* the item. Press F4 to see commonly used messages.
7. **Message After:** Use for entering a message on the PO *after* the item. Press F4 to see commonly used messages. Use Message After on a 'Blanket PO' order type.
8. Press Save/New to enter additional items or press Save/Close when done.
9. Press Save/Close on the parent record of the requisition.
10. Review the Requisition Snapshot for accuracy. If a change needs to be made, open the requisition, make the change, press Save/Close (on parent record) and review the Snapshot again
11. E-mail Amy Morales at [amorales@shastacoe.org](mailto:amorales@shastacoe.org) with the requisition number. Amy will review, assign the account(s) and submit the requisition for processing. Please keep in mind that the requisition will require approvals prior to being processed by Business Services. Please plan ahead.

### Attachments Tab

1. Locate the file to attach and name it appropriately
2. Click on the **Attachments** tab
3. Press the **New** button
4. Place cursor in the **File to Attach** field and click on the look up window to the right of the field
5. Locate the file to attach and double click on it. File will populate the *File to Attach* field
6. **In the Description field enter a description of the attachment (i.e. INVOICE, RECEIPT, QUOTE)**
7. Press Save/Close on **both** the *Attachments* tab and the *Form* tab
8. **Open requisition to verify that the file is attached**

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### **CHANGES TO THE REQUISITION**

Contact Amy Morales at [amorales@shastacoe.org](mailto:amorales@shastacoe.org) regarding changes to requisitions.

1. Share Office Staff will make changes to requisitions in a Submitted status
2. Share Office Staff will contact Business Services regarding changes to requisitions in an Approved or Ready for Payment status