RANCHO SANTIAGO
Community College District
2323 N. Broadway, Room 109, Santa Ana, California 92706-1640
Purchasing Department • Phone: (714) 480-7370 - Fax: (714) 796-3907

Requisition Maintenance Quick Guide (REQM)

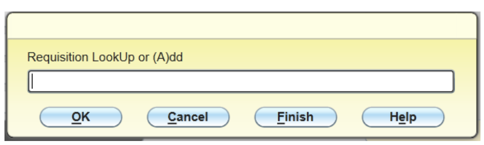
Changes have been made to the REQM, Requisition Maintenance screens in Colleague in order to streamline and simplify the process of creating Purchase Requisitions.

Key

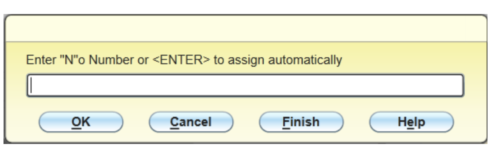
- Fields outlined in **RED** are required fields. You will not be able to continue without completing these fields.
- Fields that are **BLACKED OUT** are unused fields. Disregard all blacked out fields.
- Fields with a **YELLOW BACKGROUND** are visible, but can not be entered or changed. Some will auto populate.
- Fields without a colored border or background are optional, autofill, or will need to be drilled into to complete additional information.
- The  icon indicates that you can drill into the field to provide more details. Click the icon to proceed.

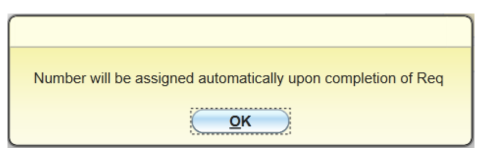
Creating a New Purchase Requisition

1. Type "REQM" into the Colleague search bar in the upper left hand corner.
2. Type in "A" and press enter to add a new Purchase Requisition

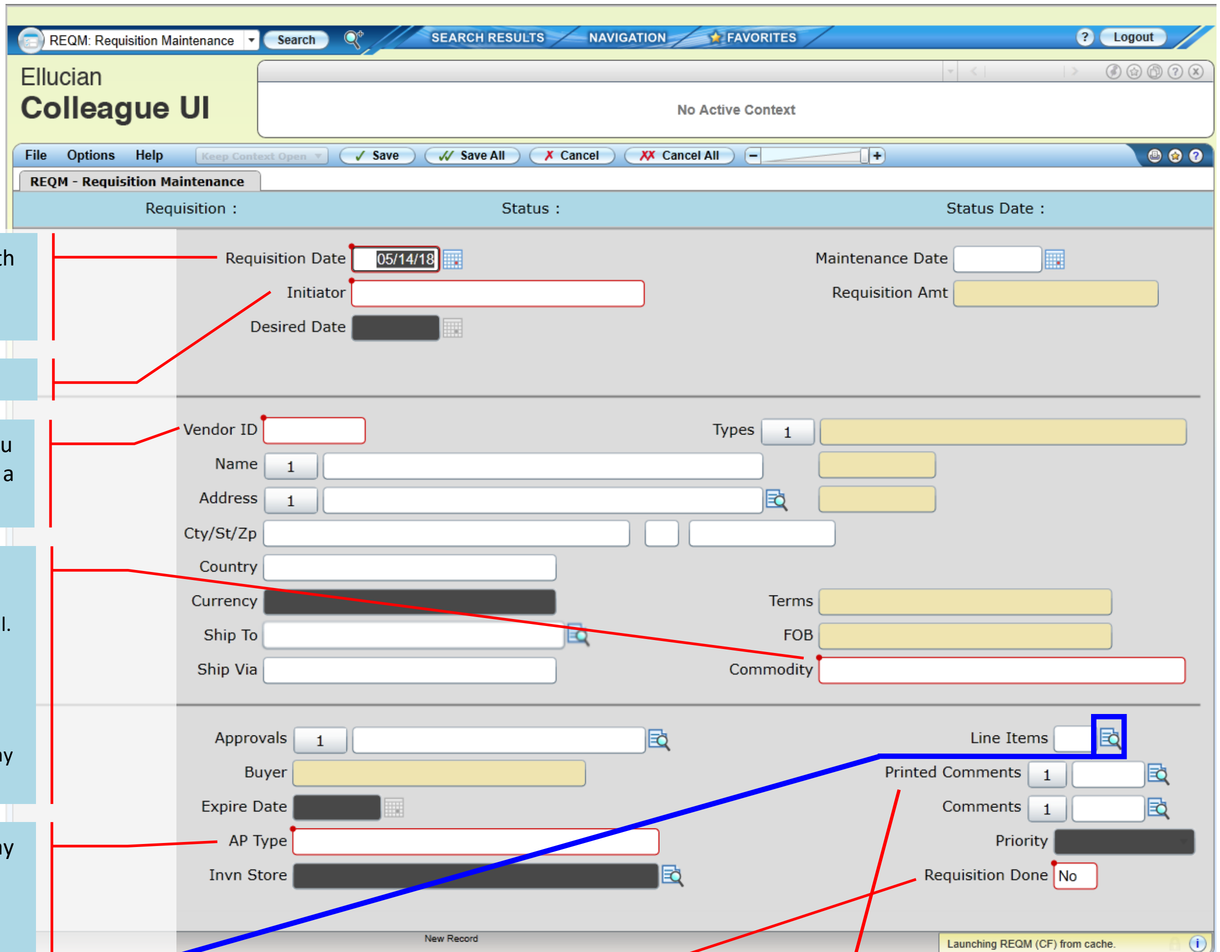


3. Type in "N" and press enter—or—just press enter to automatically assign a Purchase Requisition number.





4. A new Requisition screen will appear, all required fields must be entered.



Will auto populate with the current date; but can be overwritten.

Your credentials.

Vendor ID number. You may browse by typing a name or Vendor ID.

Enter your location:
SAC: Santa Ana Coll.
SCC: Santiago Canyon Coll.
CEC: Centennial Edu. Ctr. & Remington
OEC: Orange Edu. Ctr.
DMC: Digital Media Ctr.
OCS: OC Sheriff's Academy
DO: District Office

Account fund. You may browse by typing "…" into the field and pressing enter.

Drill into line items to continue.

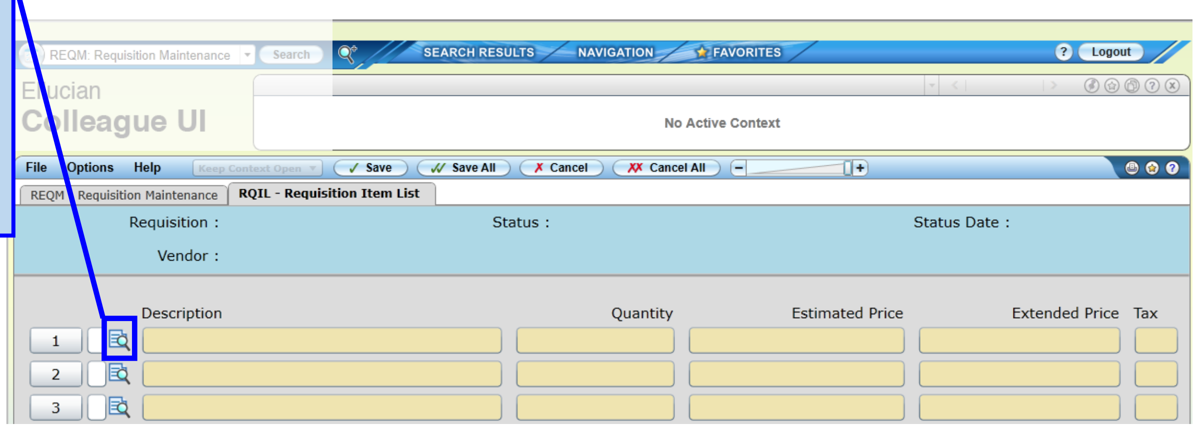
Cooperative/lease agreements and Board approval date if applicable

Final Step: Once PR is ready for approval, ie all lines and accounts have been added, change to "Y"

Tip: Tabbing through the form will take you to all required fields.

Tip: The Vendor Address should auto populate. Drilling into the field will provide more options.

Drill into the first line item to open the Requisition Item Maintenance screen and begin adding lines to your Purchase Requisition.



Will auto populate from prior screen

Drill into the field to enter information

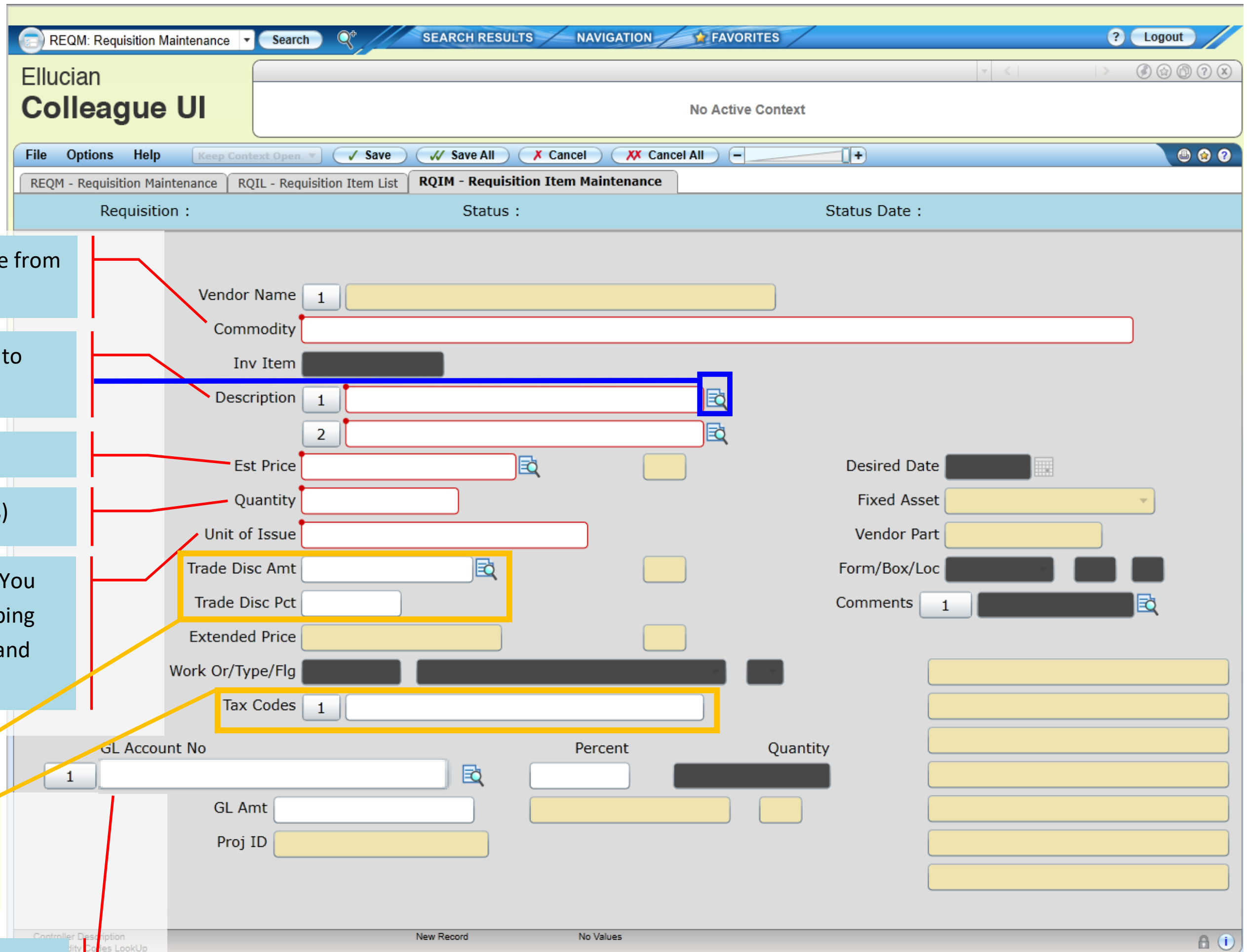
Price for line item

Quantity of item(s)

Unit for line item. You may browse by typing "…" into the field and pressing enter.

If applicable

If applicable, enter "ST" for Sales Tax



Account String must be provided in order to complete the Purchase Requisition, however it may be saved and exited prior to entering this information.

Tip: Verify account information before entering. Once entered, it cannot be changed. If adjustments are needed, a new PR will need to be issued. (Please be sure to request any issued, but unused PRs are deleted by contacting the Purchasing Services Department)

5. Once all required sections are completed, Save (by clicking the save button along the top banner or pressing the F9 key on your keyboard) and Update (by clicking the update button on the pop up or pressing the return key on your keyboard).

6. Add additional line items as needed. Once all line items are entered, Cancel out of the blank Requisition Item Maintenance screen. This will return you to the Requisition Item List screen.

7. Review Requisition Item List screen and Save if complete and Update. This will return you to the Requisition Maintenance screen.

8. Once completed, update the Requisition Done field from "No" to "Y" to move it forward for approval.