Paperless Procurement FAQ

The requisition process will soon be changing for anyone who orders supplies, equipment or contract services for their department. Beginning May 20, all new requisitions will be created, documented and approved online in the PeopleSoft Financials system. This will greatly reduce the time from submitting and approving a requisition to dispatching the related PO, as well as reduce the impact on our environment by eliminating the paper process.

Please take note of these important dates:

**May 15:** The last day to enter requisitions and PO dispatch in the current system. Any new and existing requisitions should be approved and the PO dispatched by the end of the day. If you cannot have the PO dispatched by the end of the day, you will need to hold the requisition until May 20. On May 20, you will need to re-enter them.

**May 16-17:** “Blackout” dates. No requisitions will be entered and/or processed during this time.

**May 20:** The new online procurement process is effective. Requisitions are to be entered using the new process.

**How will the transition affect the procurement process?**
The current process will end on Wednesday, May 15. All requisitions should be entered and POs dispatched by the end of the day. Otherwise, you should hold on to them until the following week when the new system becomes available. There will be a “blackout” period from May 16 - 17, and the new process will take effect on Monday, May 20.

**Will there be more training sessions?**
You may contact Sharon SanMiguel (ssanmiguel@ccc.edu) to set up an individual training session or click here to view a recorded session.

**Can I practice using the new online process?**
After you become familiar with the process, you can practice entering requisitions and submitting approvals in this PeopleSoft test site. Use your CCC username (all caps) and “1234” as the password. Only employees that regularly enter and approve requisitions will be able to access the site.

**Who will monitor requests?**
Two Workflow Administrators will monitor requests for 48 hours. After this period, the requests will be escalated to the appropriate Officer of the District.

**Which budget gets hit first when a Budget Check is done - the Vendor budget or Chart field budget?**
Both are checked at the same time.
What will happen in the new Paperless Procurement system if someone stops/starts being a requester/approver? How will you add/change the security? How will a reassignment happen (e.g. a person goes on leave)?
The System Administrator will reassign all work to new person based on the request form.

Some vendors do an Annual PO; how will we enter this when we are limited by Origin Code?
The process for annual POs has not changed. The origin code drives the VC approver only.

How are Grants and Agency requisitions handled in the new Paperless Procurement system when they only use one Origin Code?
The current process will remain. The origin code drives the VC approver only.

Accidental budget check - how will this be addressed?
Ask next approver to recycle or deny or make a change order to the requisition if you need to add information.

On Central Purchasing approval and PO cut, who (vendor and/or ED) and how will be notified that the PO is cut?
The current process will remain. Central Purchasing will send to vendor and email the item to the college Executive Director.

Are requesters getting a Generic Approval Routing Matrix?
This will have to be provided by the EDs of your respective college

Are requesters getting an Origin Code Map for the type of purchase needed?
An Origin Code map will be provided and available on the Procurement webpage.

If I am an approver, and I need to ask someone about a requisition, what is the best way to notify that person?
Approvers can use the "Notify" button to communicate to others with a link to the requisition in question. Requesters do not have the “Notify” functionality.