What to Do When You Receive Your eProcurement Orders

This information is intended for all district employees who create and submit eProcurement requisitions for their site.

To help ensure that your budgets continue to be funded and used the way you want, and to support the timely payment to the vendors and suppliers from whom you make your purchases, please follow these important steps, throughout the year. This information comes straight from our SDUSD Supply Center Supervising Stock Clerk:

Catalog Orders	• No other actions are needed, beyond submitting the ePro requisition.
Web (Direct Connect) Orders	• No other actions are needed, beyond submitting the ePro Requisition.
Special Requests *(Important!)*	• **AS SOON AS YOU RECEIVE THE GOODS OR SERVICES YOU ORDERED:** ➢ Sign and date the accompanying packing slip(s)/invoices ➢ Scan the signed & dated packing slips to create a computer file ➢ Send an email to the Supply Center: supctreq@sandi.net with the scanned computer file attached. ▪ Be sure to type the P.O. number of that order in the Subject Line of the email *(you can find the P.O. # for the order in your Manage Requisitions page in eProcurement online. Don't use the ePro Requisition number).* ▪ In the email message, include any details about any damaged or missing items. State whether or not the items received are in good condition. ▪ The email message should say something like this: **"Please create a receipt on P.O. 1234567"** Additional details are welcome. ▪ **For Term P.O.'s,** attached the scanned packing slip or invoice after you have signed and dated it. Term POs needing dollar amount receipts should indicate the dollar amount for each receipt. Write in, circle or highlight dollar amount on attached packing slip or invoice. ▪ **ALSO IMPORTANT PLEASE:** Send the above emails ***WEEKLY***, not monthly. Please don't save them up and send 1-2 months' worth of these emails all at once. When you send many of them at one go, it backs things up and slows everything down for us… especially near year-end. Plus the vendors need to get paid ASAP, and not months after the order was filled.
If You Have Questions…	• Please ask. Email us at supctreq@sandi.net

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