

How to Order Copy/Printer Paper

Please follow the steps in this Job Aid when you want to order paper for your copier or printer. Order paper from the eProcurement preset Catalogs as a regular inventory/stock item. **Do not order paper from a vendor or supplier.**

IMPORTANT: When ordering paper, be sure to create a single eProcurement requisition. Do not add any other items to the requisition.

1. Login to PeopleSoft-Financials. Click the Navbar icon. Select **Navigator > eProcurement > Requisition.**

Create Requisition ?

Welcome Carlos Cernuda

Home My Preferences Requisition Settings | 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

- Catalog**
Browse Catalogs
 - Assets - Items over 500
 - Secondary Textbooks
 - Textbooks - Elementary
 - Textbooks - Secondary
 - Elementary Textbooks
 - More...
- Web**
Browse Supplier Websites
 - Fisher Science Products
 - Frey Science
 - Grainger
 - Graybar
 - Lakeshore Learning
 - More...
- Express Item Entry**
Create an Express Requisition
- Special Requests**
Create a non-catalog request
- Forms**
Create and Submit Forms
- Favorites**
Browse Favorite Items and Services
- Templates**
Browse Company and Personal Templates
 - D.6.N.04.28.05 Contract Sch...
 - OCCUP. THERAPIST SVCS CAREER...
 - I21 YR4 (11 EA) NO CART
 - 8.B.17.06.13.06 EBS PSYCH
 - 8.B.7.03.28.06 STEIN/TRANSIT...
 - More...
- ePro Services**
Request Services
 - Fixed Cost Service
 - Variable Cost Service
 - Time and Materials
- Recently Ordered**
View recently ordered items and services
COMPUTER
- External Catalogs**
Browse Supplier Website Items

2. Always begin with a new, blank requisition form. Select the **Advanced Search** link.

Home My Preferences Requisition Settings | 0 Lines Checkout

Search Catalog Search Advanced Search

Click the Advanced Search link.

3. Go to the **Item ID field**. If it doesn't already say it, select **"Contains"** from the drop-down menu. Enter a percent sign first (%), and then enter the **4-digit Item ID number** there, for the size paper you want. Click the **Search** Button.

The list to choose from is displayed below. All four types of paper are standard white bond.
(If you want to order colored or other specialty paper, use a Web supplier such as Independent Stationers or Office Depot)

Item ID

- 7640 — 8 1/2 inch x 11 inch
- 7641 — 8 1/2 inch x 14 inch
- 7642 — 8 1/2 inch x 11 inch, 3-hole punched
- 7643 — 11 inch x 17 inch

Type the Item ID number with a % sign in front of it here.

Then, click the "Search" button.

Advanced Item Search

*Search Contains **All** of the following search fields

Description **Contains**

Manufacturer **Contains**

Supplier **Contains**

Item ID **Contains** %7640

GTIN **Contains**

Supplier Item ID **Contains**

Manufacturer Item ID **Contains**

Search

Search By Contract ID

Contract

Contract Search

4. The item information will appear. Enter the **Quantity** of cases you want, and then click the **Add** button. This places the item on your ePro requisition form.

Enter the number of cases you want in the Quantity field.

Then, click the Add button to add this item to your order.

Search
Catalog - 1 result returned.

Catalog Search Results

Find First 1 of 1 Last

PAPER XEROGRAPHIC 8 1/2 X 11
Contract Inven (available)
Item ID 000000007640
Supplier Item ID
Mfg Item ID
Price 31.60 USD
UOM Case
Quantity **Add**

Supplier Unisource, a Veritiv Co Preferred
Supplier ID 0000002617
Manufacturer
Manufacturer ID
Lead Time

Select All/Deselect All Add Selected To: Cart Compare Favorites Templates

5. Once you add the paper to your requisition, the system provides you with a message that the item has been added and your shopping cart updates with the number of line items you have on the order.

Home My Preferences Requisition Settings **1 Line** Checkout

Search Catalog Search Advanced Search

Search
Catalog 1 result returned.

Catalog Search Results Find First 1 of 1 Last

PAPER XEROGRAPHIC 8-1/2 X11

Contract Inventory (Available)

Item ID 00000000000007640 Supplier Unisource, a Veritiv Co Preferred
Supplier Item ID 0000002617 Supplier ID
Mfg Item ID Manufacturer
Manufacturer ID
Lead Time

Price 31.6400 USD
UOM Case

Quantity 1.0000 Add Add to Favorites Add to Template(s)

Select All/Deselect All Add Selected To: Cart Compare Favorites Templates

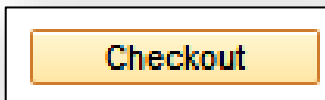
1 Line Checkout

Description	Qty	UOM
PAPER XERO. 8-1/2 X 11 WH...	1	CS

Total Lines 1 Total Amount 31.64

6. To view information about the added items, hover your mouse over the **Line Field** next to the shopping cart.

7. Click on the **Checkout** Button to Submit the requisition.



8. On the Checkout-Review and Submit page, type a **Requisition Name** for the order.

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit SDUSD San Diego Unified School Dist
Requester 162015 Carlos Cernuda
*Currency USD

Requisition Name Printer Paper for Office
Priority Medium

9. Complete the rest of the requisition normally: Enter the **Budget String** to indicate which funds will pay for the order; run a successful **Check Budget** ; and then **Save & submit** the requisition. Remember that the “Pre-Check Budget” feature is optional, and only tells you whether there are enough funds to cover this order by saying “Provisionally Valid”. If you don’t know where to enter the Budget String, please refer to the Job Aid entitled “How to Order Keyword Catalog Items” or “Where to Enter Budget Strings”.



Important Things to Remember When Ordering

- Never combine Web items (such as Independent Stationers or Waxie) with Catalog stock/ inventory items (ePro Catalog items) on the same requisition. **Always create separate requisitions.**
- Order from only one supplier per requisition.

For more information about how to use the PeopleSoft , or find training opportunities and support, go to the PeopleSoft webpage:

<https://www.sandi.net/itd/it-resources/peoplesoft>

or follow this navigation path:

SDUSD Staff Portal > Technical Support/Help Desk > under IT Resources, Peoplesoft