

Submitting Purchase Requisitions Online Electronically

Submissions for electronic PRs are only for purchasing a specific item(s) or setting up an “Open Purchase Order” with chosen vendor.

Not to be used for:

Cal Cards (Open order to US Bank is ok)

Reimbursements

Invoice already received

Bond Funds

To obtain electronic PRs:

1. Go to <http://mympc.mpc.edu> (Intranet) and sign in
2. Click Purchase Requisitions link (Scroll to the right side under the “eTools for Staff” or “eTools for Faculty”)
3. To create a PR click “Add document” at the bottom of the page.



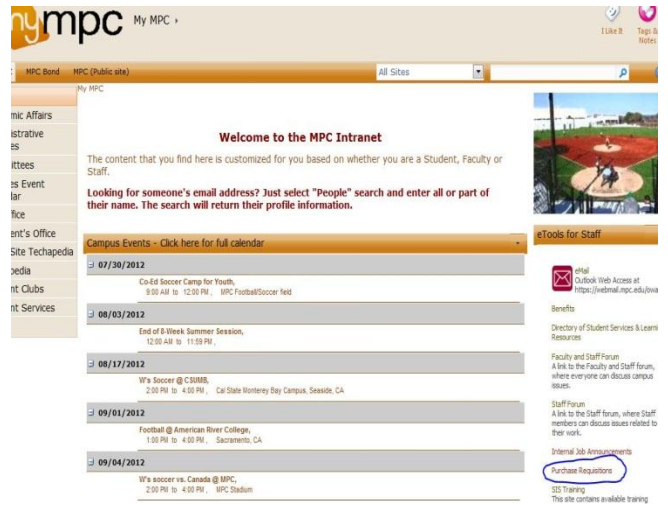
In the PR Form:

1. Select the correct **Organizational Area**
2. Is this an **Open PO**? If you select, NO, then tax will be added, if you select YES, then no tax will be added.

Academic Division or Administrative Department : []
(This field will auto-complete based on the Account Number)

Organizational Area: []
 Academics
 Student Services
 Administration (HR, PIO, Pres. Office)
 Administrative Services (IT, Facilities, Fiscal)

Open PO? No Yes



3. Enter the **Recommended Vendor** and their address if known

4. **Your name** and the date will be automatically entered. If your name does not show here then please close the form and start again as there is an authentication error.
5. Enter the correct **budget code**, the Account Description will show up and indicate the budget account and the Division or Department name will be filled in. If the budget code is not correct, no Account Description will show up.
6. In the **Item** area, please list the **quantity** and give detailed specifications for the item or service to be purchased. If there are any special instructions –date the item is needed by, please note that information here in the **Description** area. Enter the **unit price**.

If you are establishing an Open Purchase Order with a vendor, ex. Office Depot, please list in the description, Open Purchase Order for FY 12-13, and also list the names of those authorized from your department to make purchases with the vendor.

7. If you have more than one item for this vendor click “**New item**” and another line will appear. If you need to remove a line just click the arrow to the left of the line and select “Remove line item”
8. Quotes can be scanned and attached.

9. Press “Submit”.

10. Once submitted, an email will notify the next person in line for the approval process. You can track your PR by accessing the “Purchase Requisitions”. This will let you know the status of whose electronic signature approval the Online PR is waiting for.

Purchase Requests						
PRNumber	Name	PO Number	PR Workflow	Submit Date	Department Nam	
Div Dept : Academic_Affairs (1)						
Div Dept : Administrative_Services (5)						
2012-675-0905	Administrative_Services 2012-07-17T09_32_35	130158	Complete - PO created	7/17/2012	Gen. Institutional Support/Insuranc	
2012-676-0905	Administrative_Services 2012-07-17T09_36_17	130159	Complete - PO created	7/17/2012	Gen. Institutional Support/Insuranc	
2012-677-0905	Administrative_Services 2012-07-17T09_38_40	130160	Complete - PO created	7/17/2012	Gen. Institutional Support/Insuranc	
2012-678-0908	Administrative_Services 2012-07-17T09_43_25	130161	Complete - PO created	7/17/2012	Self Insurance	
2012-679-0901	Administrative_Services 2012-07-19T09_08_58		Waiting for Director/Chair	7/19/2012	Office of VP for Admin. Services	
Div Dept : Athletics (1)						
Div Dept : Facilities (52)						
Div Dept : Fiscal_Services (8)						