



Treutlen County Schools

Online Purchase Requisitions



Doc e Fill Portal Information

<http://tcs-softdocs/DoceFill/index.aspx>

Passwords are Case Sensitive

Welcome, Please Log in

Username:

Password:

Timeforce Number: (Last 4 digits)

Icon	Function	Description
	Library	List of all documents available to you for origination
	Drafts	Documents you have saved for later editing
	Received	Documents sent to you from other users in the system
	Submitted	Documents originated by you and sent to others in the system
	Completed	Documents archived for future referencing
	Softdocs on Demand	Access to personal documents from Doc e Scan
	Change Settings	Allows changing of password, archive settings, email settings, report settings, and location
	Print	Allows you to print a document
	Help	Opens the user manual in a new window
	Reports	List of all available reports

Welcome: Teacher Test (logout)

Expand Library
Collapse Library

Document Library ✕

- Purchasing
 - Purchase Requisition
- Request to Use New Vendor
 - Request for New Vendor



Treutlen County Schools Online Purchase Requisitions

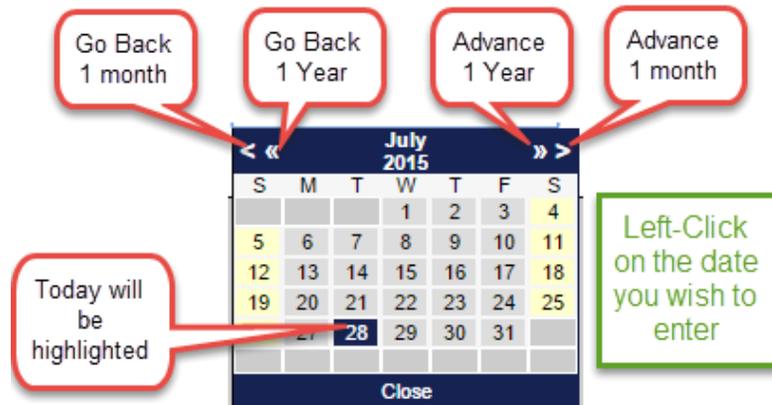


To Complete & Submit Forms:

1. Open (Left-Click) on the form **Purchase Requisition** from the **Library** and it will appear in the **Viewer**.
2. Complete the required fields.
3. Hit **<Send>** at the bottom of the **Viewer** when completed

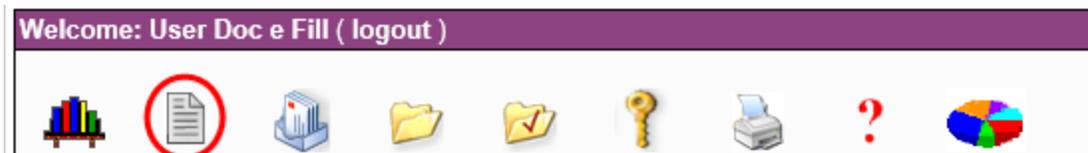
Navigation Notes:

Date Fields: To use Date Picker (Calendar) see below



No time to finish right now? Save your Draft! Click on **<Save Draft>** and come back later to finish.

I'm back, how do I find my Drafts? Click on your **<Drafts>** icon and select the form in the tree to complete.



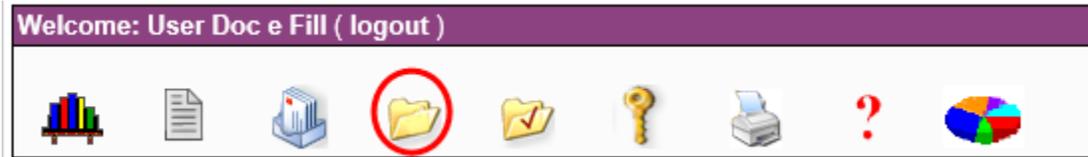


Treutlen County Schools Online Purchase Requisitions



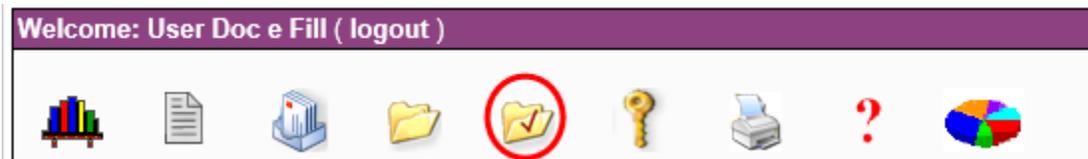
How can I tell which forms I already submitted but haven't been ARCHIVED yet (No PO Number has been issued)?

Click on your <Sent Items> icon.



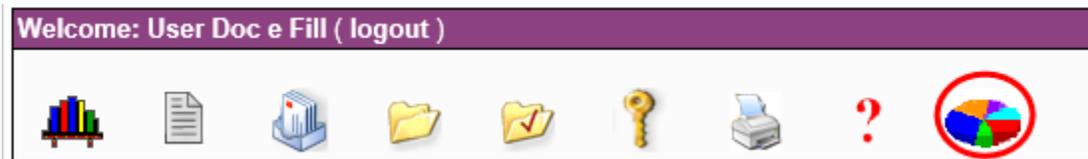
How can I tell which forms I have submitted that have been ARCHIVED (Assigned a PO Number)?

Click on your <Completed Archive> icon.



How can I tell what PO number my requisition was assigned after it has been archived?

Click on your <Reports> icon.



Select a Report.

- Reports
- My Action Summary
- My Activity Detail
- My Form Activity

Reports can be sorted and you can use Ctrl + F to “find” a value such as a PO number or Requisition number



Treutlen County Schools

Online Purchase Requisitions



documents to

Attaching a Form: Attachment "Rules"

- Pop-ups MUST be enabled for this site to be able to attach documents.
- Attachment File Names...
 - CANNOT include special characters (Ex. &, %, etc.)
 - CAN include dashes (-) and periods/decimal points (.)
- Types of Files that CAN be attached: PDF (preferred), TIF (TIFF), JPG, GIF

If you look to the bottom of the screen you may see the following: *(Not all forms allow attachments)*

1. Click on **<Attachment>** button, circled in **blue** above. The **<Add/Download Attachments>** pop-up will appear.
2. Click on **<Browse...>** circled in **red** below, to find the document you wish to attach.

3. Once you have located the document you wish to attach on your computer, "Open" or "double-click" the file.
4. After the file "path" appears in the area circled in **green (1)** below,
5. Click on the **<Attach File>** button will be circled in **green (2)** below.

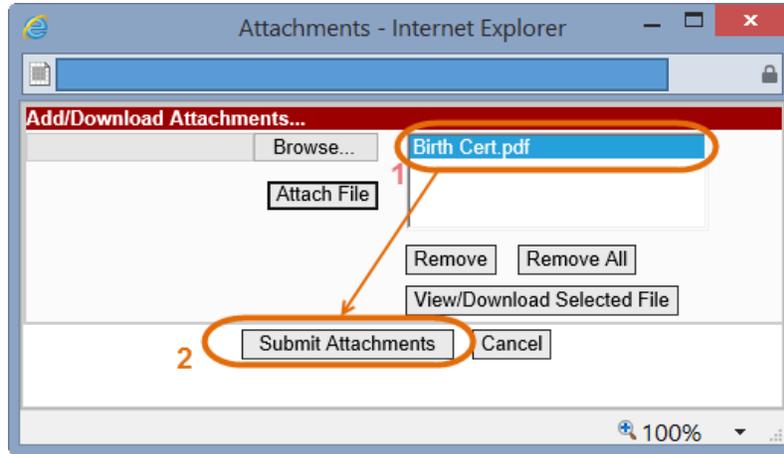


Treutlen County Schools

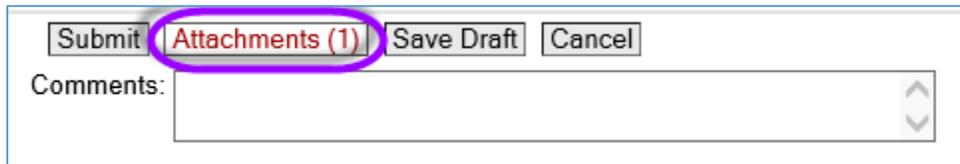
Online Purchase Requisitions



6. After the document's file name appears in the area circled in **orange (1)**, click on the **<Submit Attachments>** button circled in **orange (2)**.



7. The **<Attachments (1)>** button at the bottom of the screen will change to show the number of documents that have been successfully attached, circled in **purple** below.



Once you have finished completing the form AND attaching your document(s), click on **<Send>**.



What if I forget my Username or Password?



You are able to retrieve their username and password by clicking on

“Forgotten your username/password?”



Treutlen County Schools

Online Purchase Requisitions



Password Retrieval



USERNAME AND PASSWORD RETRIEVAL

If you have forgotten your username, password or both, please enter your Timeforce Number below and select the appropriate section.

1 Confirm your Timeforce Number here:

Must be a nine-digit number.
EX: 000006789

PASSWORD RETRIEVAL

Please enter your username and click continue.

2 Username:

3

USERNAME RETRIEVAL

Click continue to have your username retrieved.



An **email** will be sent to the email address included in **Doc e Fill's** database. Username Retrieval



USERNAME AND PASSWORD RETRIEVAL

If you have forgotten your username, password or both, please enter your Timeforce Number below and select the appropriate section.

1 Confirm your Timeforce Number here:

Must be a nine-digit number.
EX: 000006789

PASSWORD RETRIEVAL

Please enter your username and click continue.

Username:

USERNAME RETRIEVAL

Click continue to have your username retrieved.

2



An **email** will be sent to the email address included in **Doc e Fill's** database.



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Online Purchase Requisitions



Purchase Requisition Notes

Select the *Requisition Type* related to your purchase. (What is the source of funding?)

Date: <input style="width: 90%;" type="text" value="8/3/2015"/>	Requisition Type: <input style="width: 95%;" type="text"/>
REQ#: <input style="width: 90%;" type="text" value="3522"/>	
PO#: <input style="width: 90%;" type="text"/>	

Do not attempt to edit the items highlighted in red (Date, Req # & PO #).

Change Billing Information if necessary.

Billing Information

School ID:	<input style="width: 85%;" type="text" value="Central Office - 80101"/>
Address 1:	<input style="width: 95%;" type="text"/>
Address 2:	<input style="width: 95%;" type="text" value="5040 S Third St"/>
City:	<input style="width: 95%;" type="text" value="Soperton"/>
State:	<input style="width: 30%;" type="text" value="GA"/> Zip: <input style="width: 40%;" type="text" value="30457"/>
ATTN:	<input style="width: 95%;" type="text" value="Shelia Coney"/>
Contact:	<input style="width: 95%;" type="text" value="contact"/>
In Care of:	<input style="width: 95%;" type="text"/>

Complete Shipping Information by selecting the appropriate destination

Shipping Information

School ID:	<input style="width: 85%;" type="text"/>
Address 1:	<input style="width: 95%;" type="text"/>
Address 2:	<input style="width: 95%;" type="text"/>
City:	<input style="width: 95%;" type="text"/>
State:	<input style="width: 30%;" type="text"/> Zip: <input style="width: 40%;" type="text"/>
ATTN:	<input style="width: 95%;" type="text" value="purchasing"/>
Contact:	<input style="width: 95%;" type="text" value="Purchasing Purchasing"/>

Tell us a little bit about your order (20 character maximum) in the *Order Description* field.

Order Description



Treutlen County Schools

Online Purchase Requisitions



Select the appropriate Vendor within the *Vendor Information* section.

Vendor Information

Name:

Address 1:

Address 2:

City:

State: Country: Zip:

ATTN:

Contact:

Email:

Fax:

Delivery: Fax Email Other

Detail the item(s) you wish to purchase in the *Product Information* section.

Product Information

Qty	Unit	Item #	Description	Unit Price	Total Amt	Fixed Asset
<input type="text"/>	<input type="checkbox"/>					

GRAND TOTAL:

Disregard the *Account Information* section, it is for Purchasing Use Only.

Account Information (For Purchasing Use Only)

BE SURE TO KEY THE ENTIRE LEDGER ACCOUNT NUMBER(S): XX-XXX-X-XXXX-XXXX-XXXX-XXXX-X-X

Acct. No:

TOTAL AMOUNT:

You may notice the *TOTAL AMOUNT* field turn red. Again, disregard this section