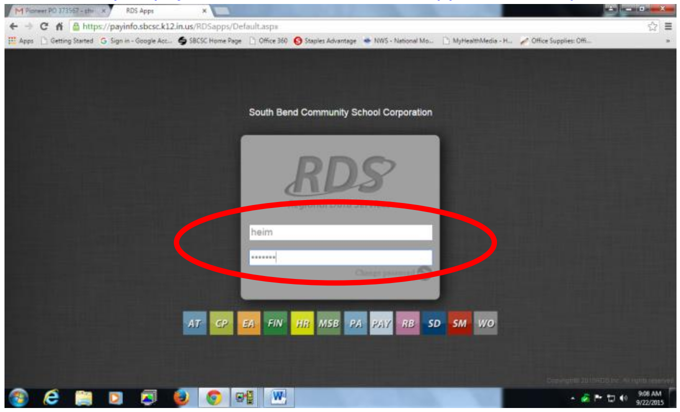
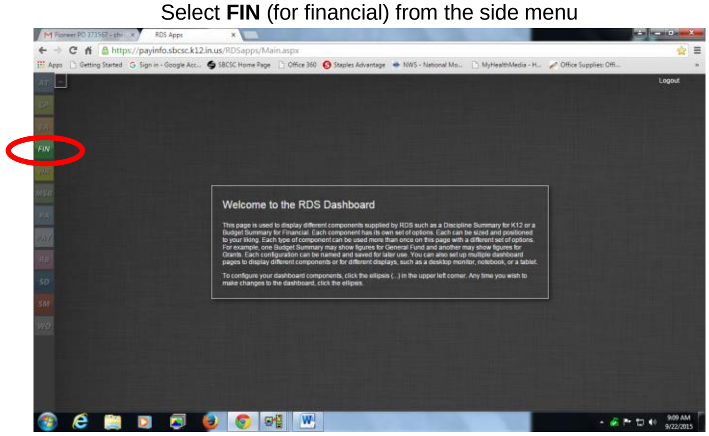
On Line Purchase Orders

Entering a Purchase Order.

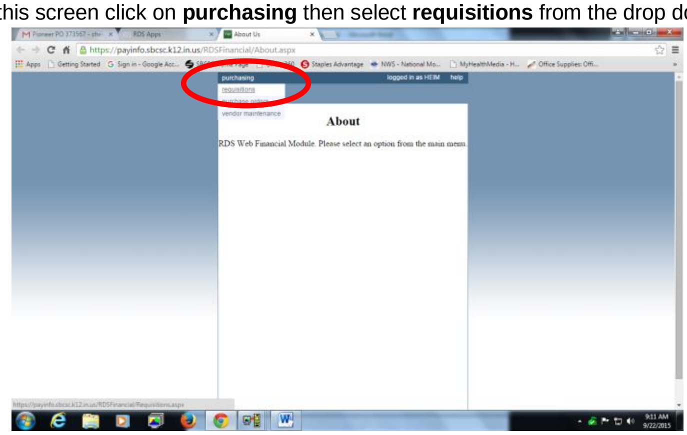
Using your AS400 username and passcode, log in at
https://payinfo.sbcsc.k12.in.us/RDSapps/default.aspx



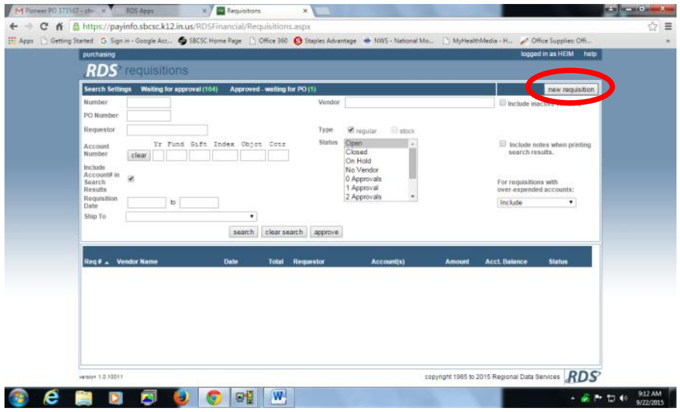
Select **FIN** (for financial) from the side menu



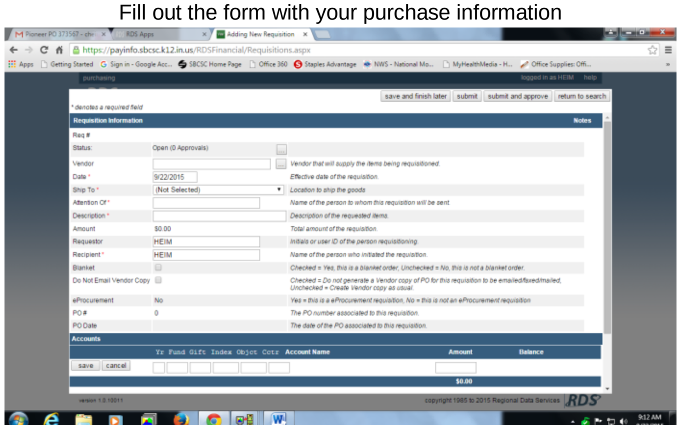
In this screen click on **purchasing** then select **requisitions** from the drop down



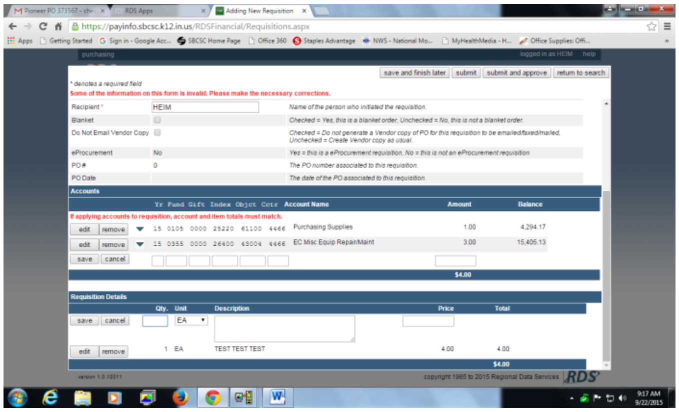
Select **new requisition**



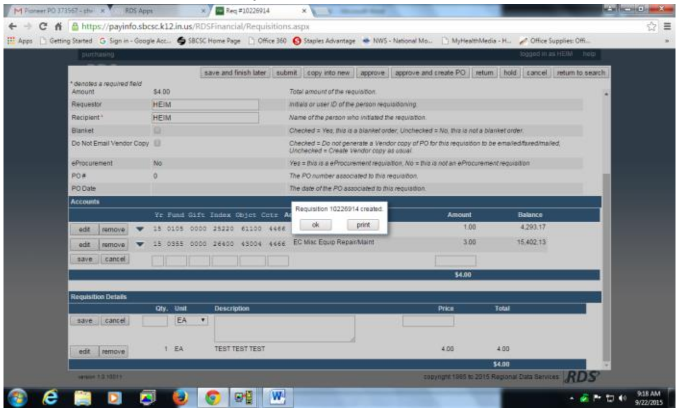
Fill out the form with your purchase information



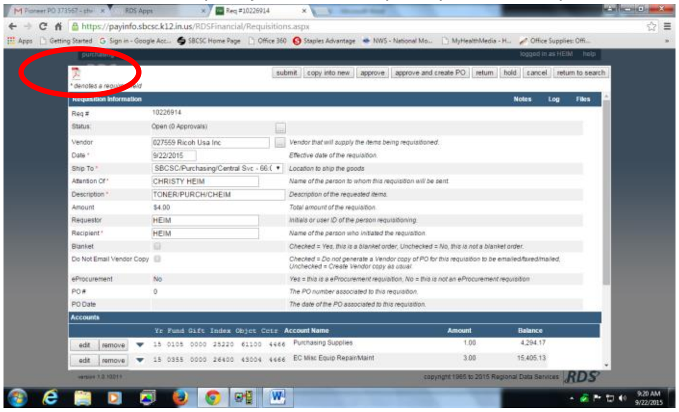
You can add more than one account if by clicking save and adding the additional account number and the amount you would like to come out of each account. If your calculations happen to be incorrect, the system will flag you and show the correct amount. If required, correct your price information and click **submit**



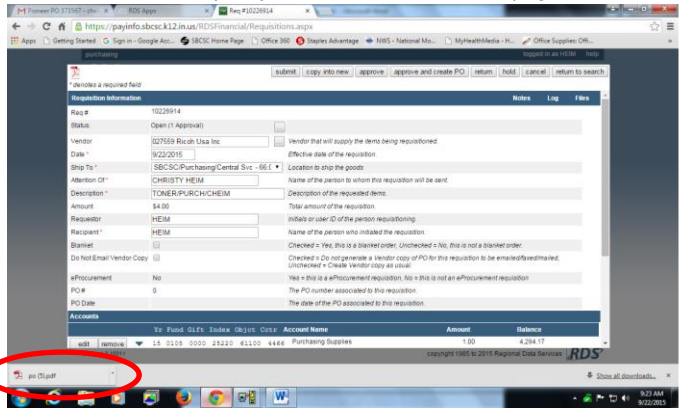
Do not hit print at this screen, select **ok**



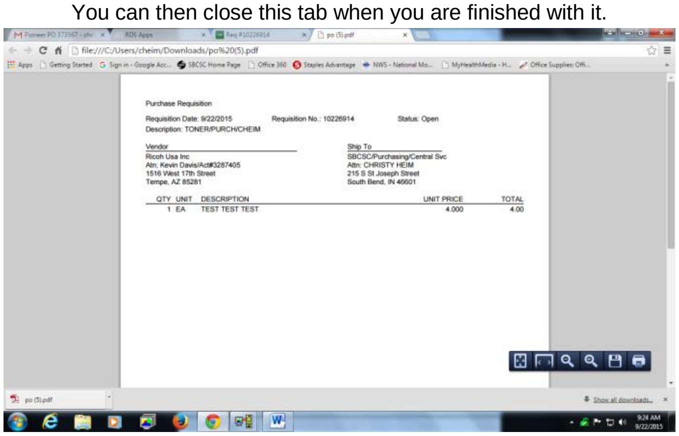
Click the pdf symbol to view/print purchase req



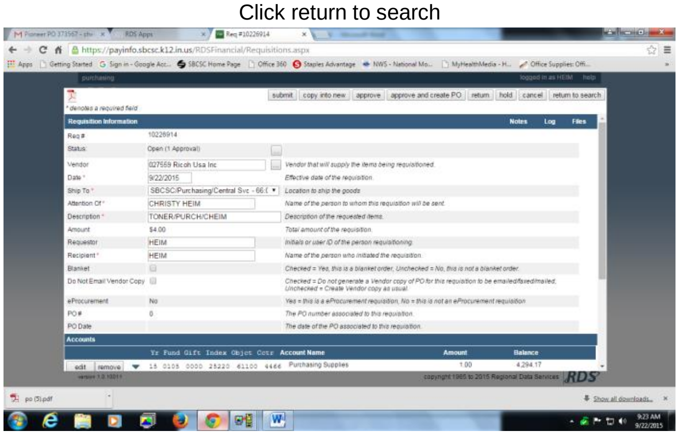
Click the pdf symbol at the bottom of the page



Print out copies of the P.O. and give one to your Building Administrator so he or she knows to approve the P.O. You can then close this tab when you are finished with it.

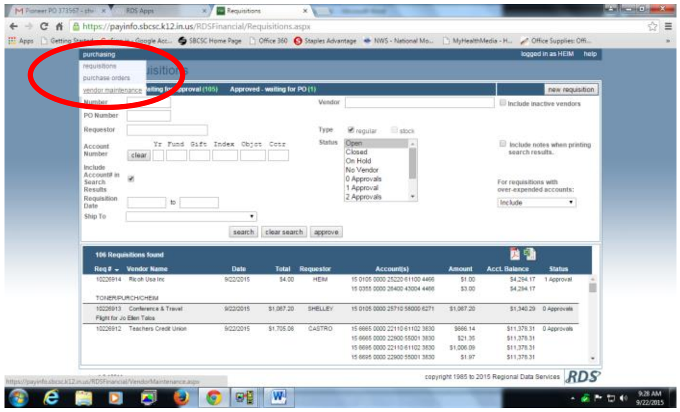


Click return to search

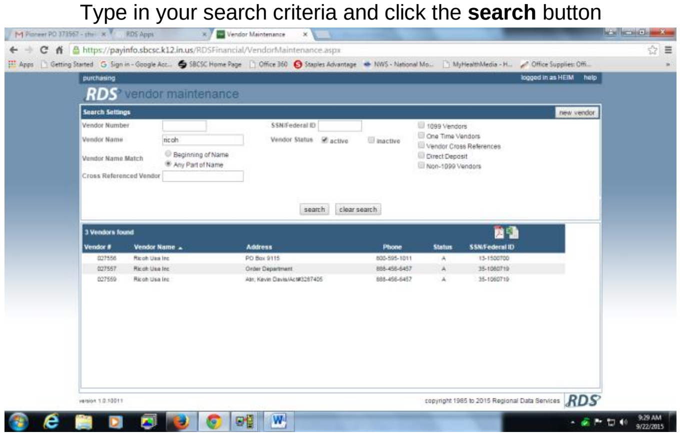


Vender Search

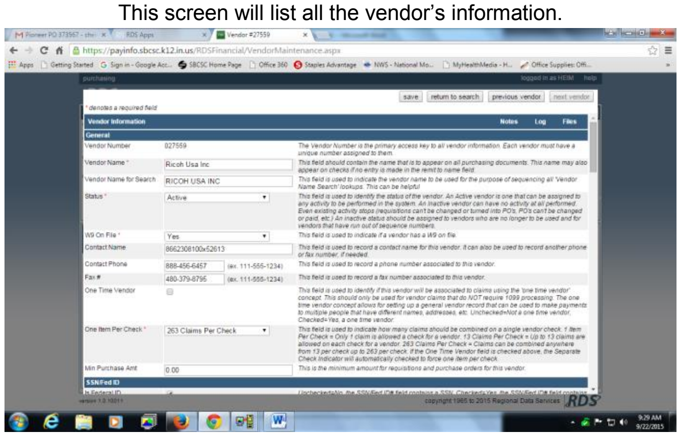
Click on **purchasing** then select **vender maintenance** from the drop down



Type in your search criteria and click the **search** button

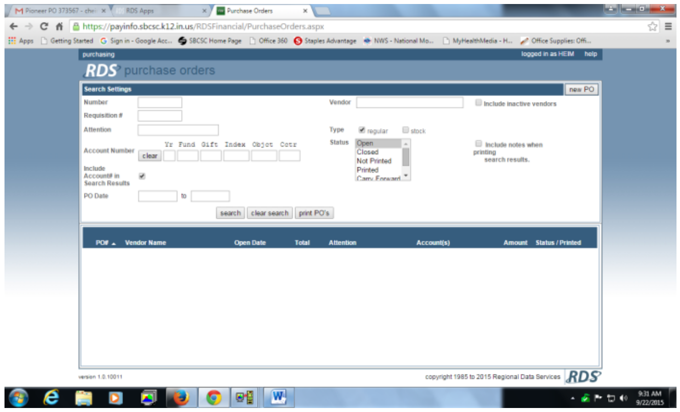


This screen will list all the vendor's information.

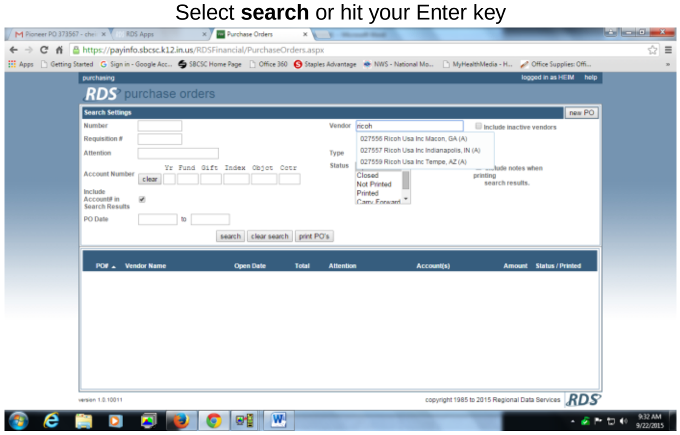


Purchase Order Inquiries

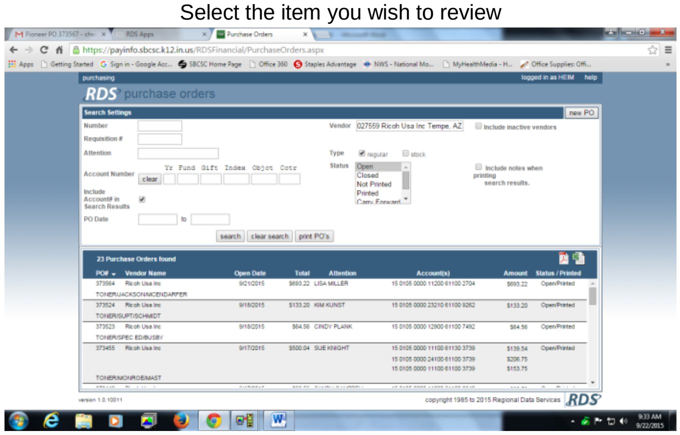
Type in your known search criteria such as the req. number, date range, vender name, etc.



Select **search** or hit your Enter key

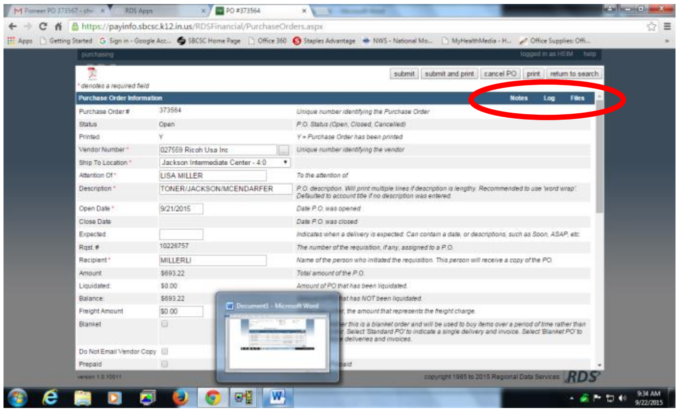


Select the item you wish to review

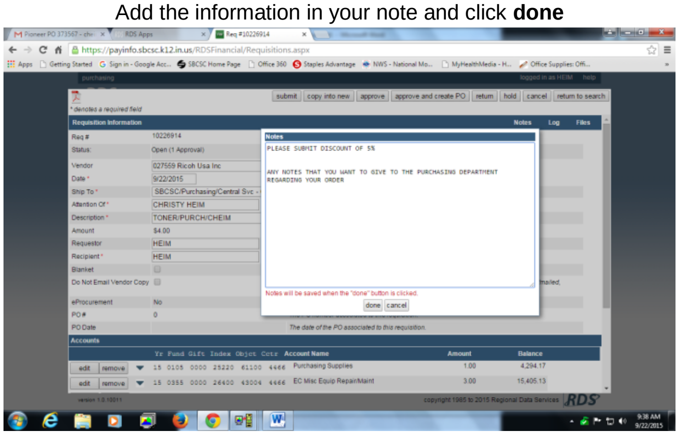


Notes, Logs and Files (attachments)

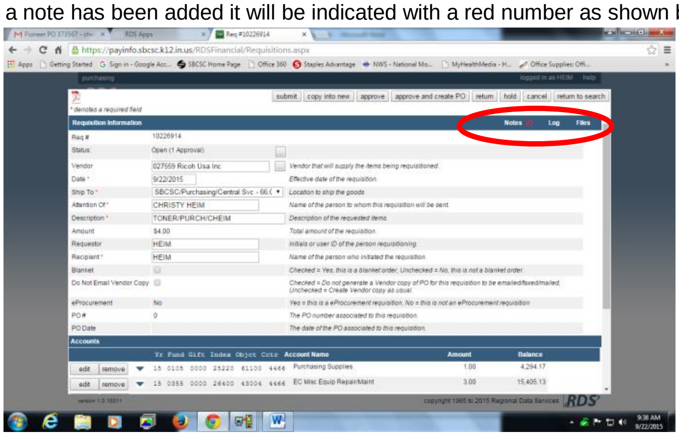
Click on **Notes**



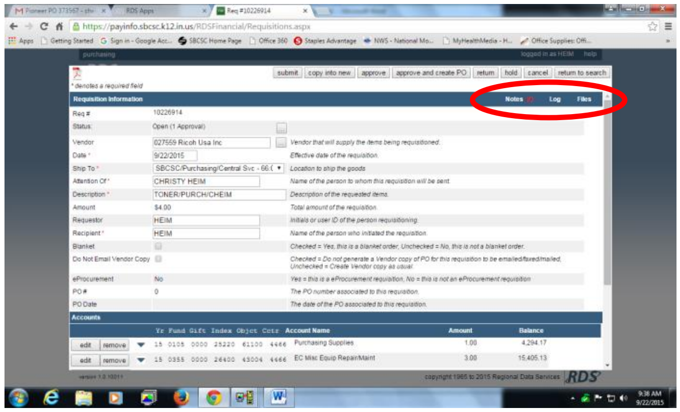
Add the information in your note and click **done**



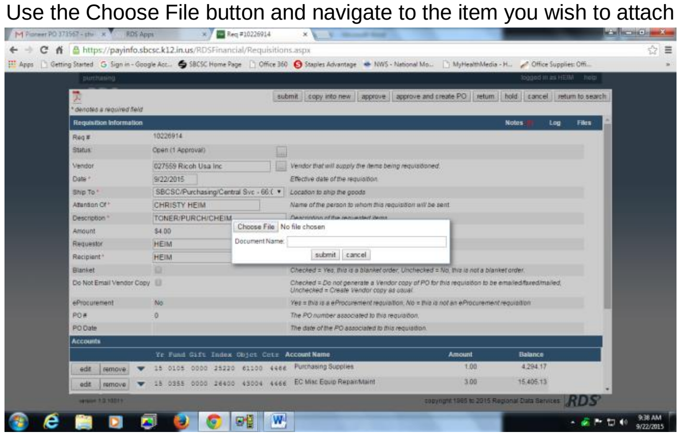
Once a note has been added it will be indicated with a red number as shown below

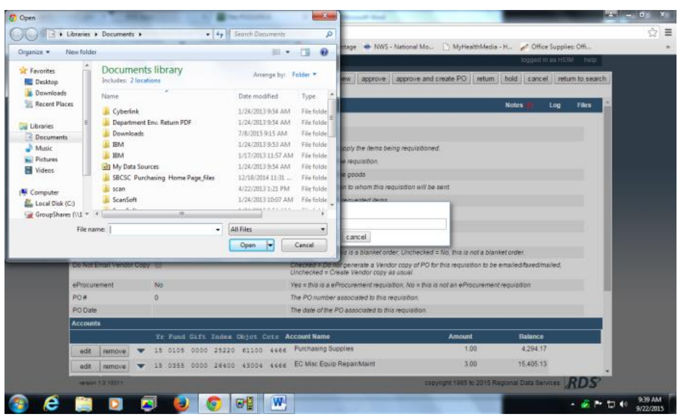


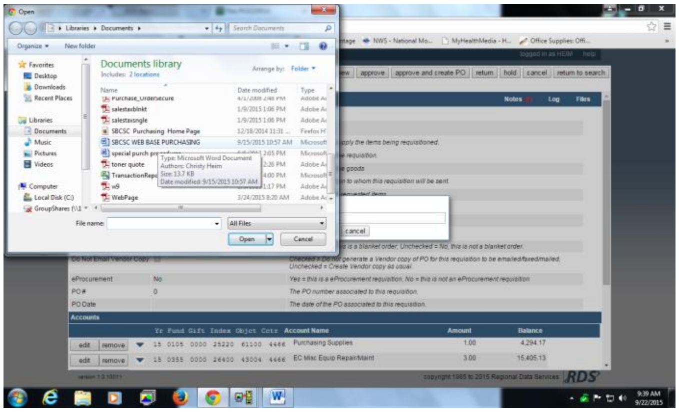
To add an attachment to your P.O. select **Files** then



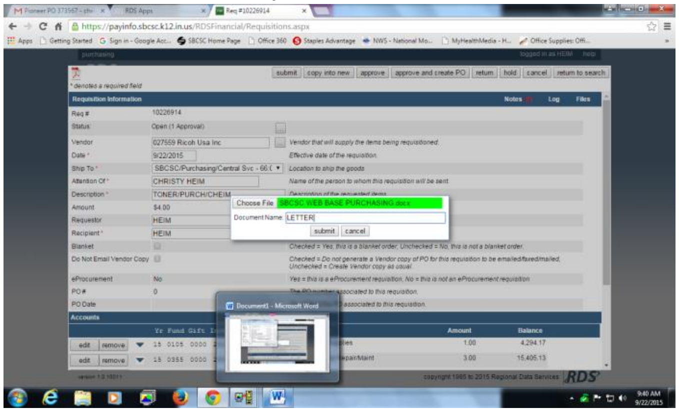
Use the Choose File button and navigate to the item you wish to attach



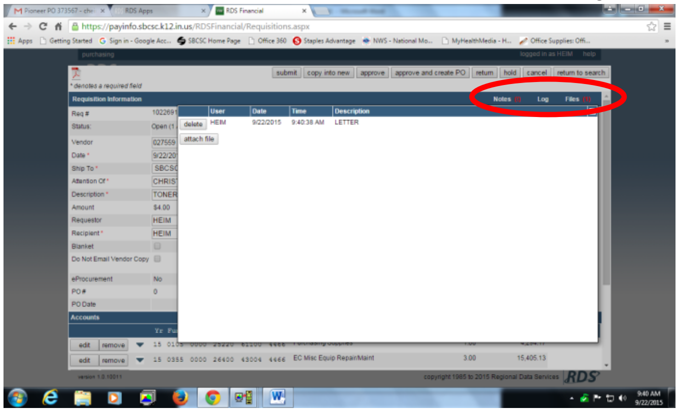




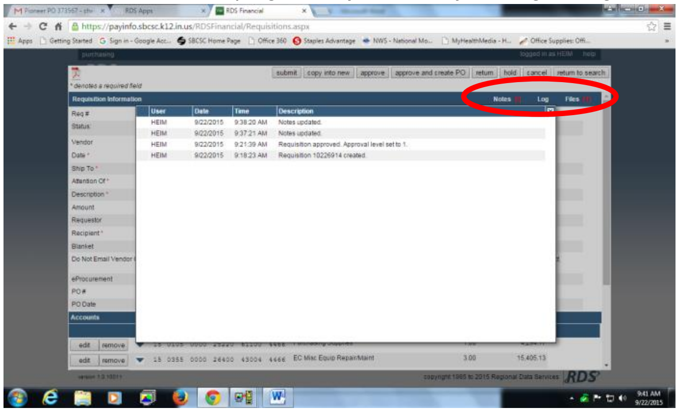
Name your item and submit



If you wish you can add more files. Note that there is now a red number at **Files** indicating that this P.O. has an attachment.

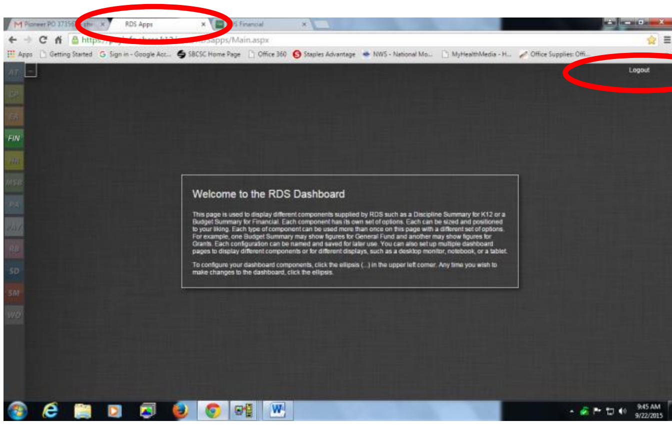


You can view the progress of your P.O. by clicking on Log

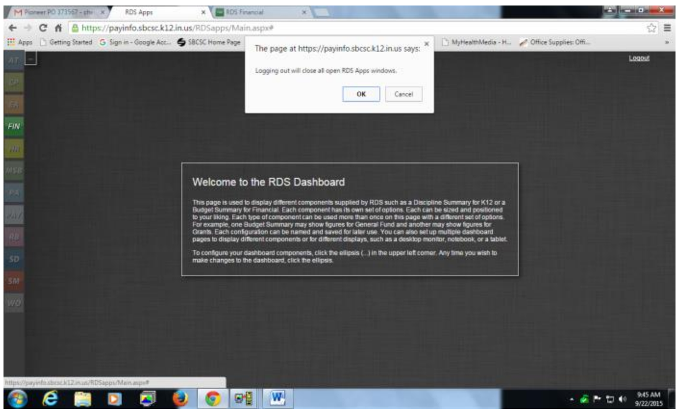


Logging out

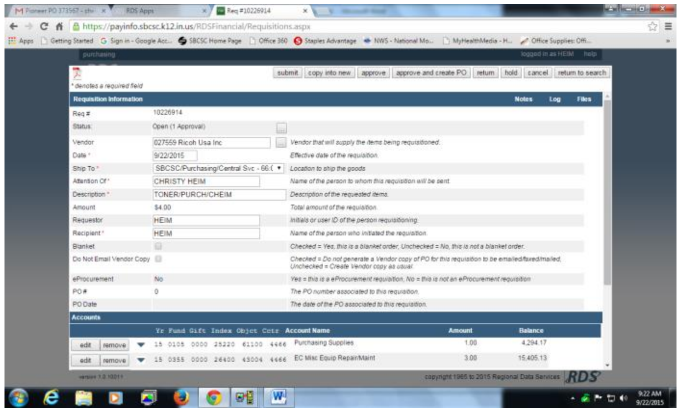
You MUST log out each time you are finished using the Purchase Order System
To log out select the tab named RDS Apps and clicking Logout



Click OK



After doing an inquiry to locate the ticket and of course reviewing the order, click on the **approve** button



Click **OK** to approve the P.O.