Department	
Responsibility/Role	
File Name	Add or Delete Contacts_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Add or Delete Contacts

Trigger:

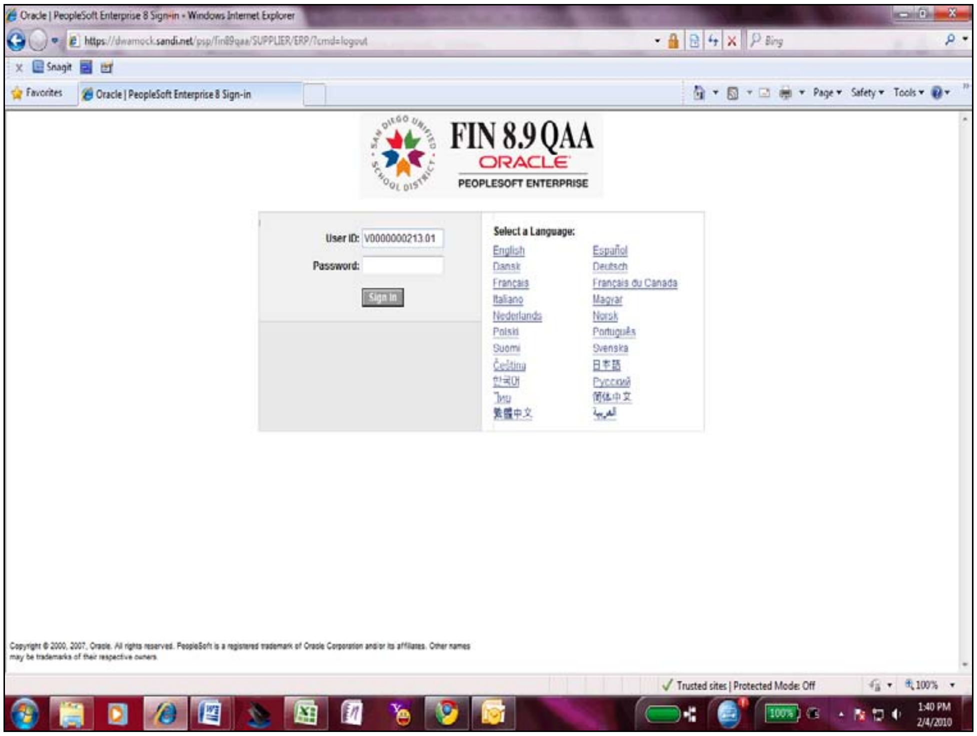
Required Field(s)	Comments

Output - Results	Comments

Additional Information

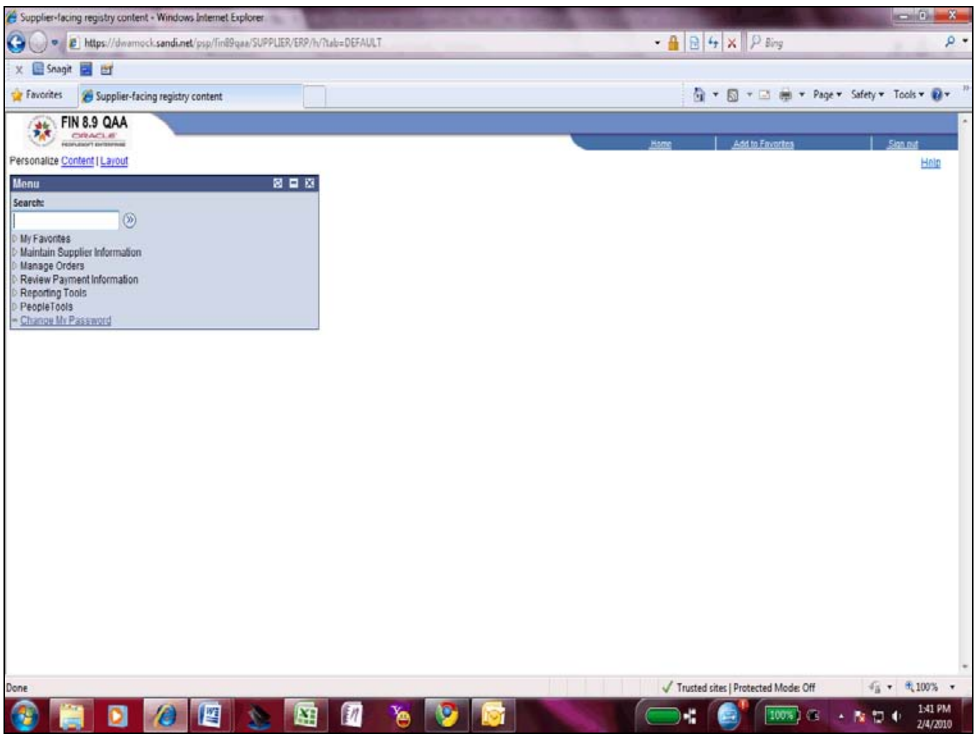
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

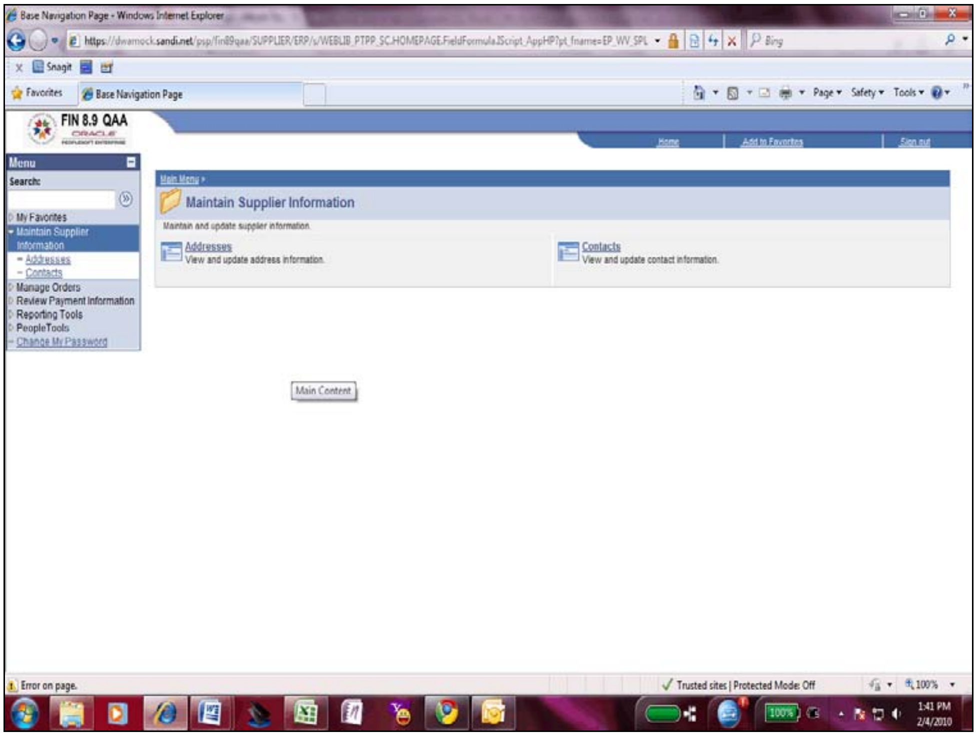


Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**************".
3.	Click the **Sign In** button. Sign In

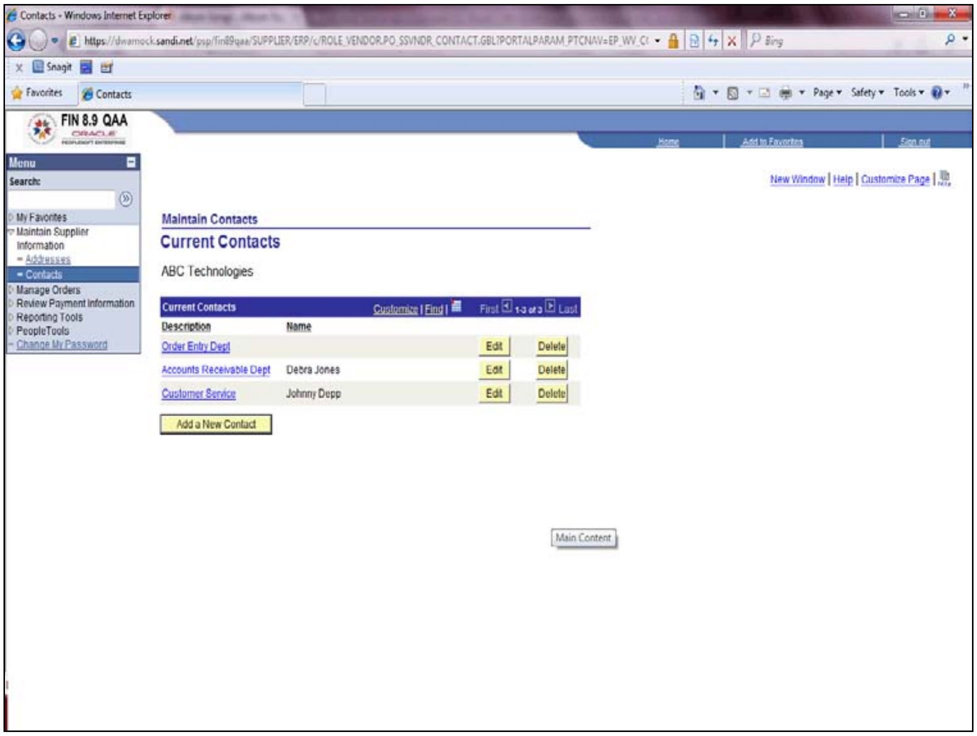
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role tied to your useri ID. In this video we are going to see how you can add a new company contact or delete an existing contact in the SDUSD procurement system. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



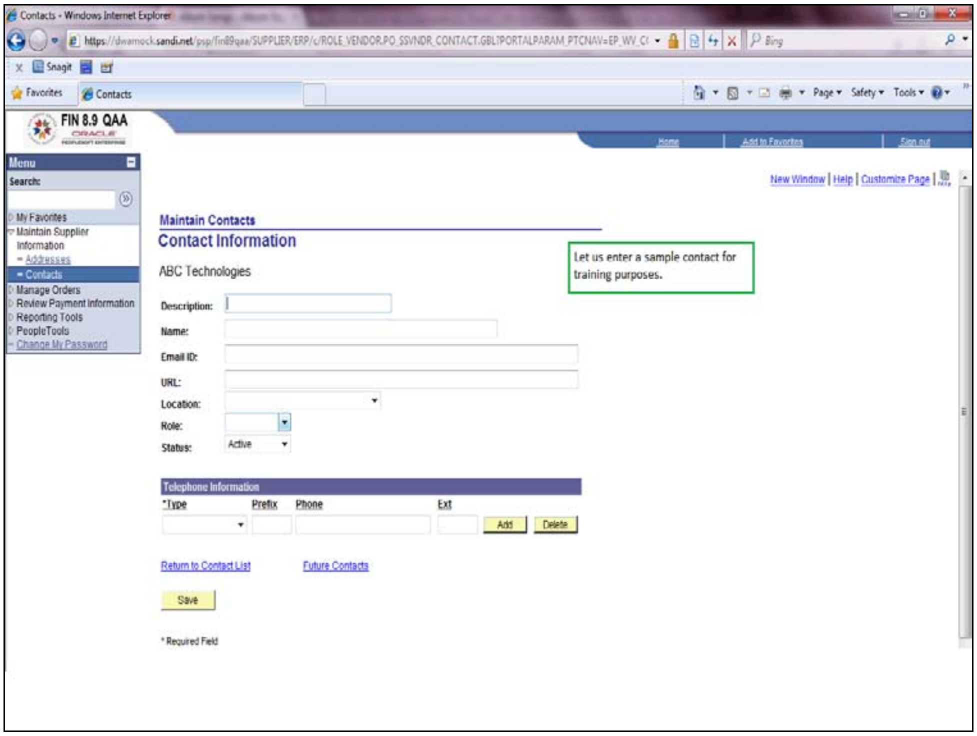
Step	Action
5.	Click the **Maintain Supplier Information** link. ▷ Maintain Supplier Information



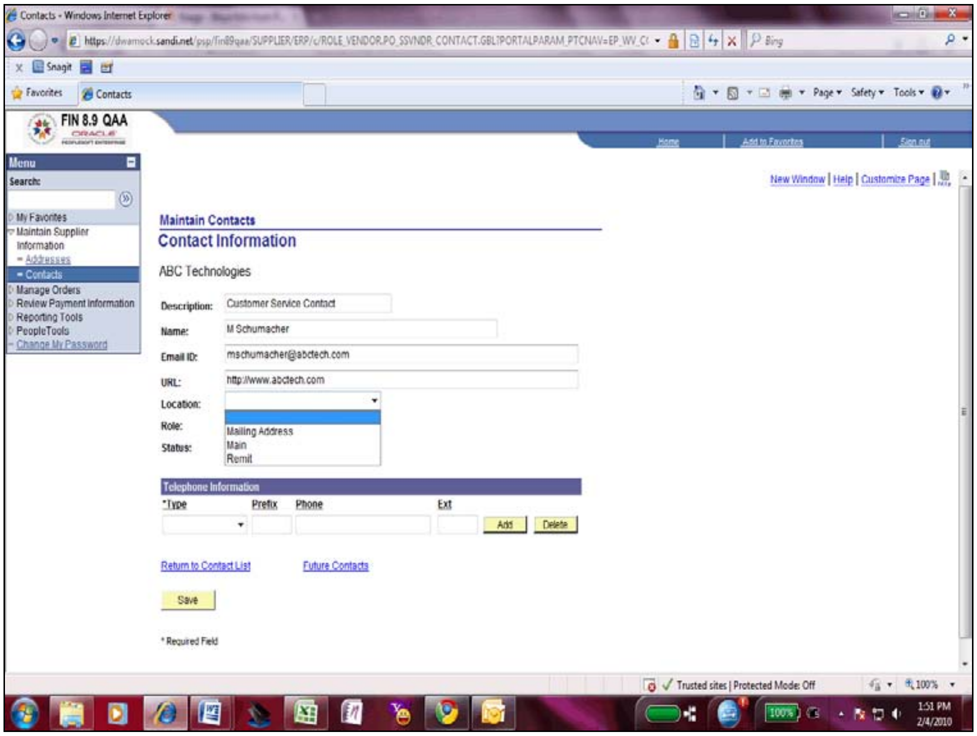
Step	Action
6.	Click the **Contacts** button. 

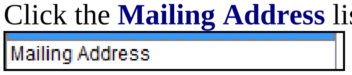


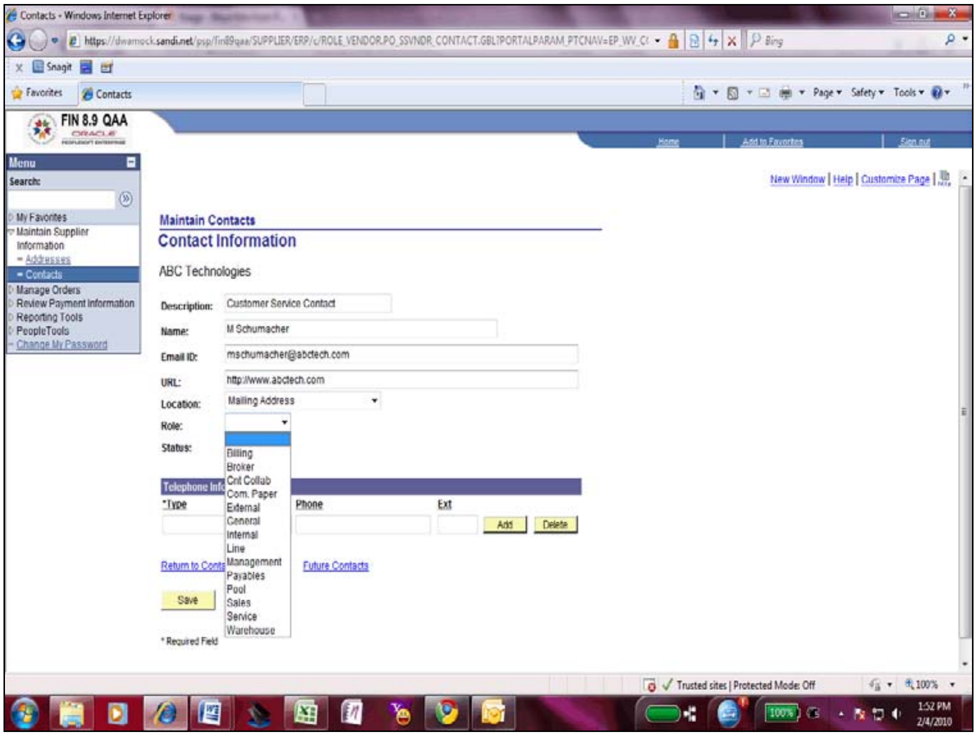
Step	Action
7.	Click the **Add a New Contact** button. Add a New Contact

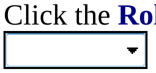


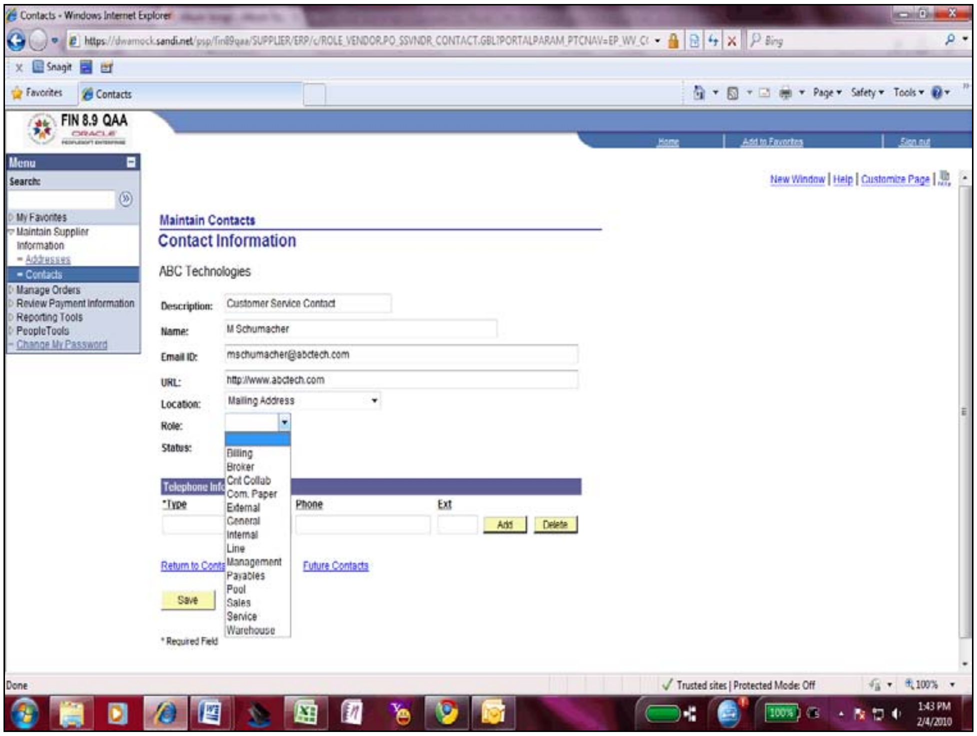
Step	Action
8.	Enter the desired information into the **Description** field. Enter "**Customer Service Contact**".
9.	Enter the desired information into the **Name** field. Enter "**M Schumacher**".
10.	Enter the desired information into the **Email ID** field. Enter "**mschumacher@abctech.com**".
11.	Enter the desired information into the **URL** field. Enter "**http://www.abctech.com**".



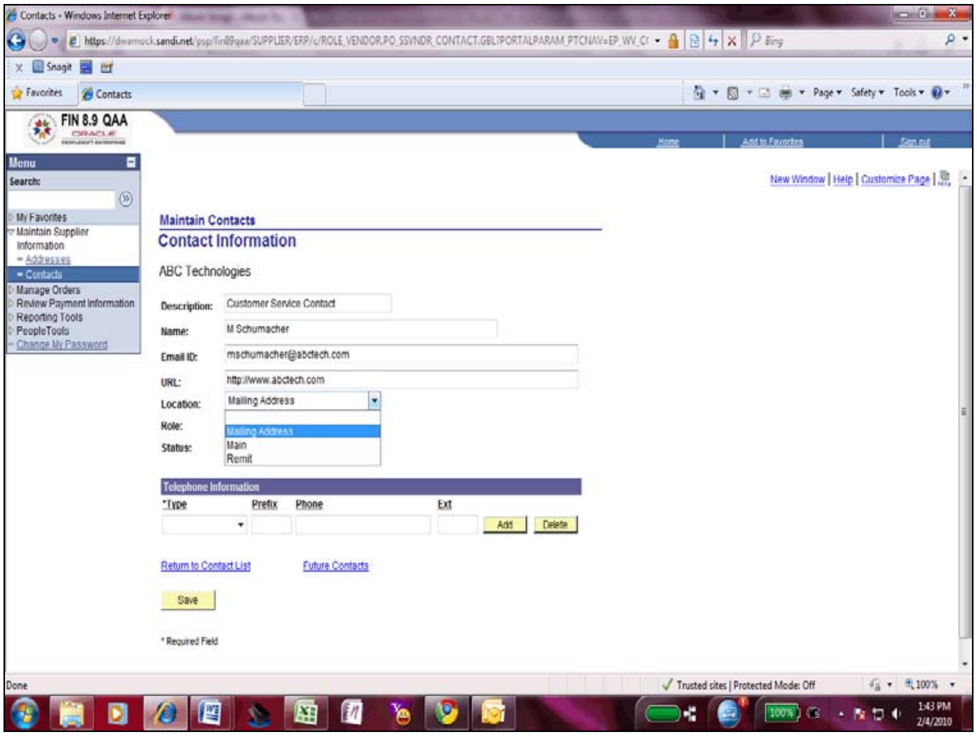
Step	Action
12.	Click the **Mailing Address** list item. 



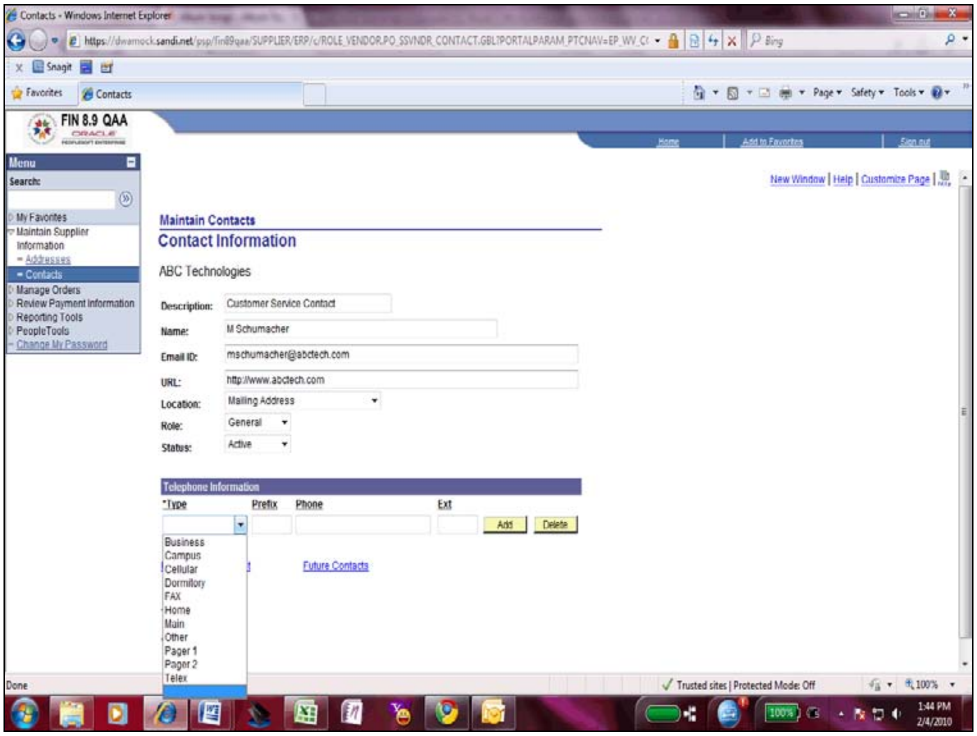
Step	Action
13.	Click the **Role** list. 



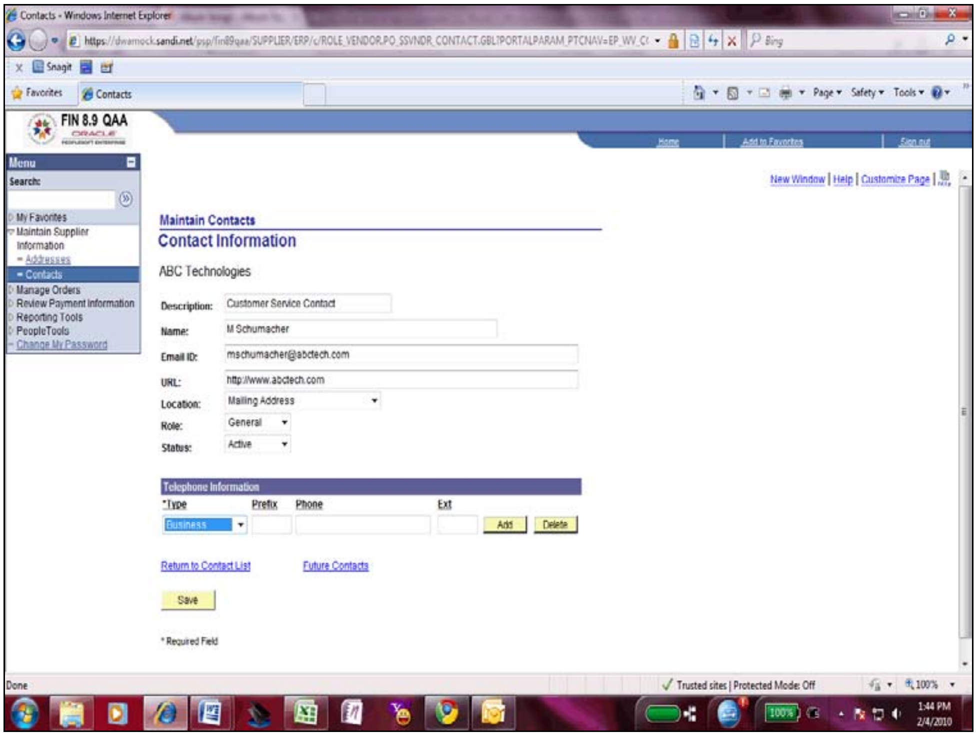
Step	Action
14.	Click the **General** list item. General



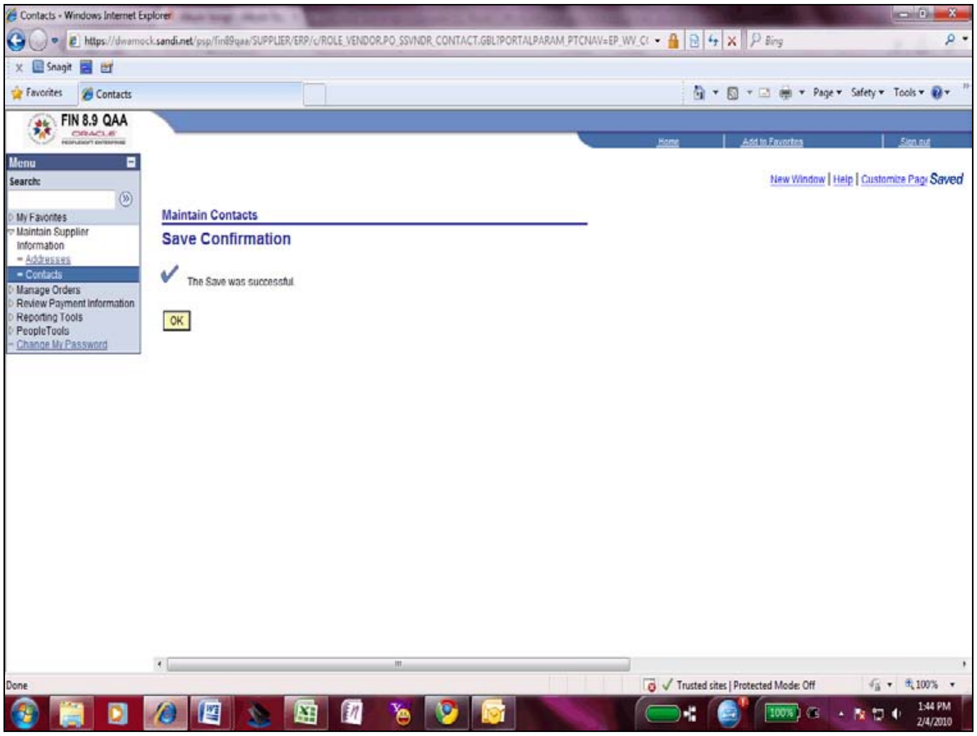
Step	Action
15.	Click the **Type** list.



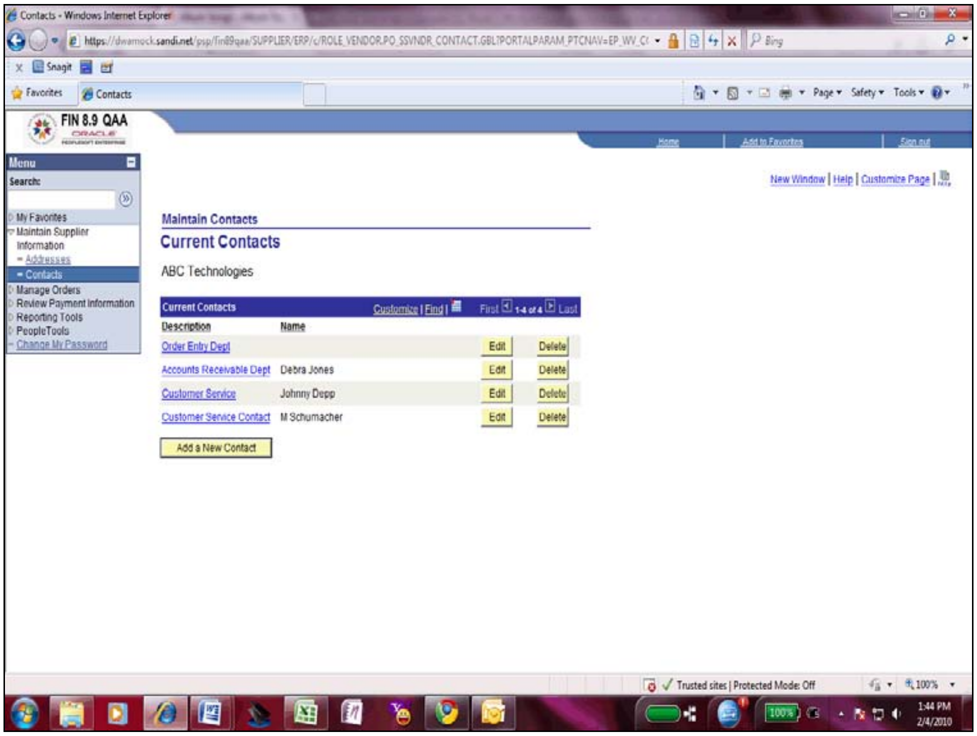
Step	Action
16.	Click the **Business** list item. Business



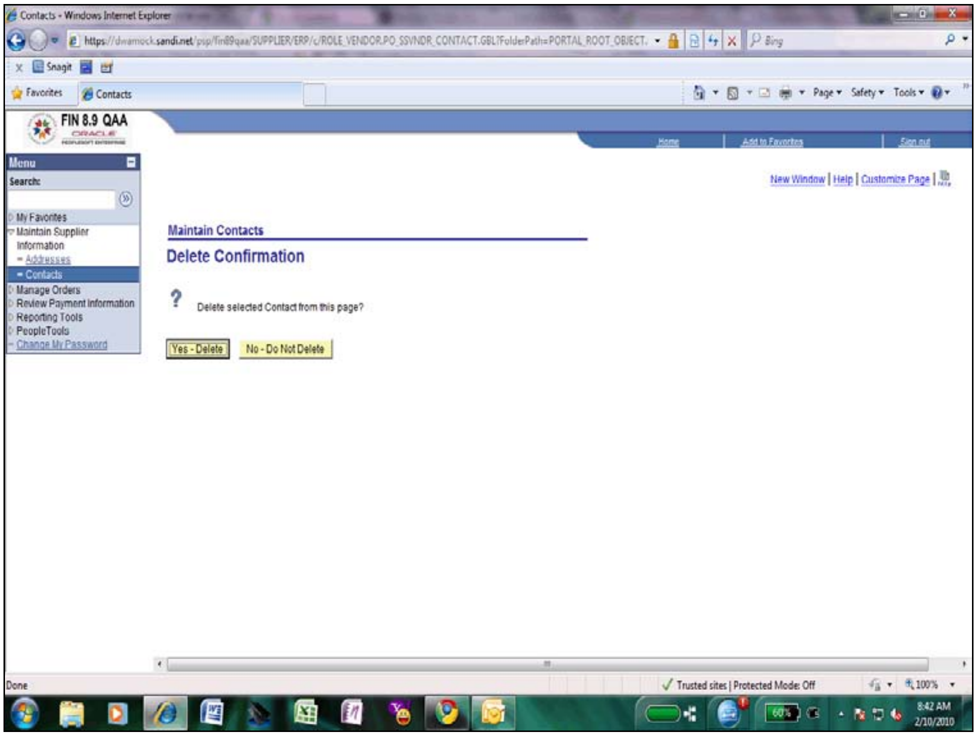
Step	Action
17.	Enter the desired information into the **Prefix** field. Enter "**1**".
18.	Enter the desired information into the **Phone** field. Enter "**4425166676**".
19.	Enter the desired information into the **Ext** field. Enter "**8988**".
20.	Click the **Save** button. Save
21.	You have sucessfully entered a new contact for your company. This information would immediately updated in the SDUSD system.



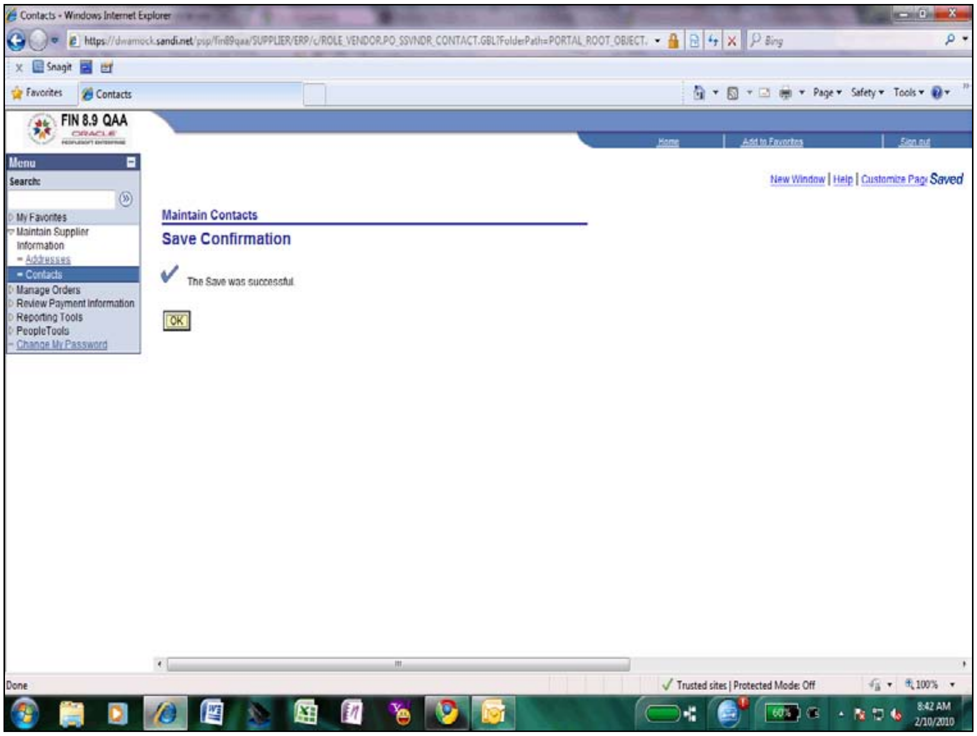
Step	Action
22.	Click the **OK** button. 
23.	Now let us see how we can delete an existing contact. NOTE: Instead of deleteing a contact you could inactivate it in the system. Refer to the video 'Edit existing contact' for details on inactivating a contact.



Step	Action
24.	Click the **Delete** button. Delete



Step	Action
25.	Click the **Yes - Delete** button. Yes - Delete



Step	Action
26.	Click the **OK** button. 
27.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	**Add or Edit Favorites_BUSPROC**
Version	
Document Generation Date	**2/10/2010**
Date Modified	**2/26/2010**
Last Changed by	
Status	

Add or Edit Favorites

Trigger:

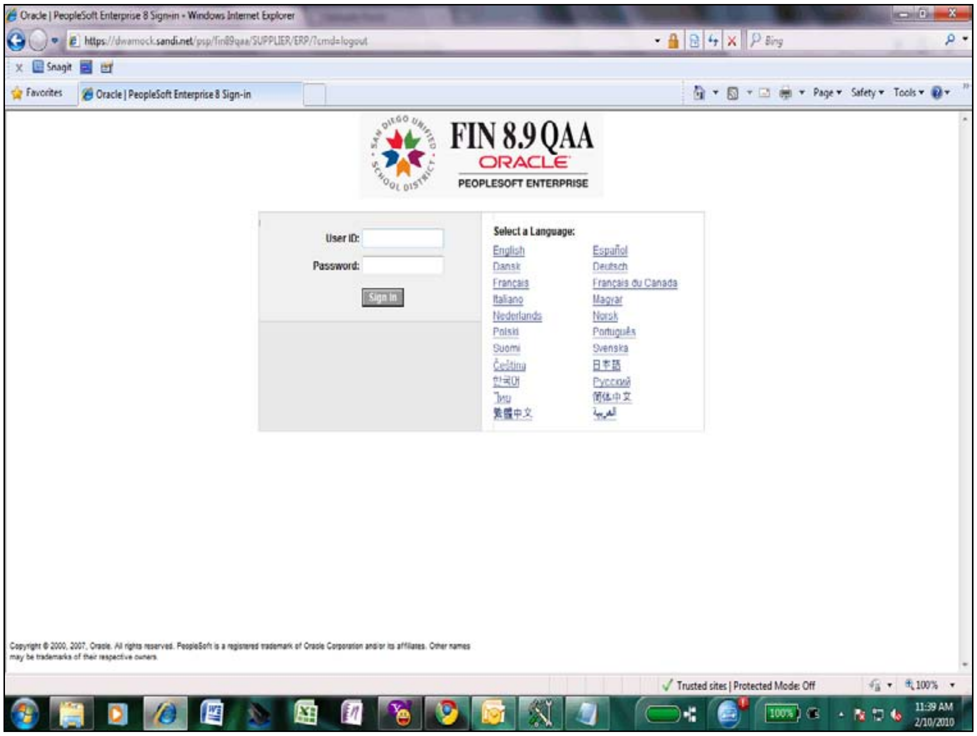
Required Field(s)	Comments

Output - Results	Comments

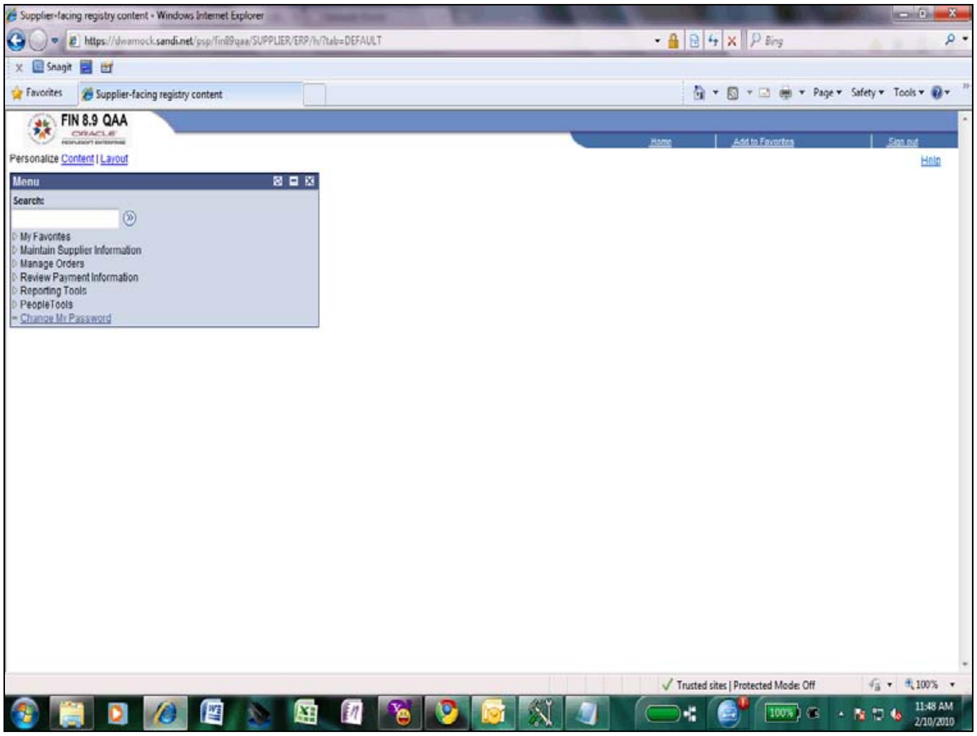
Additional Information

Procedure

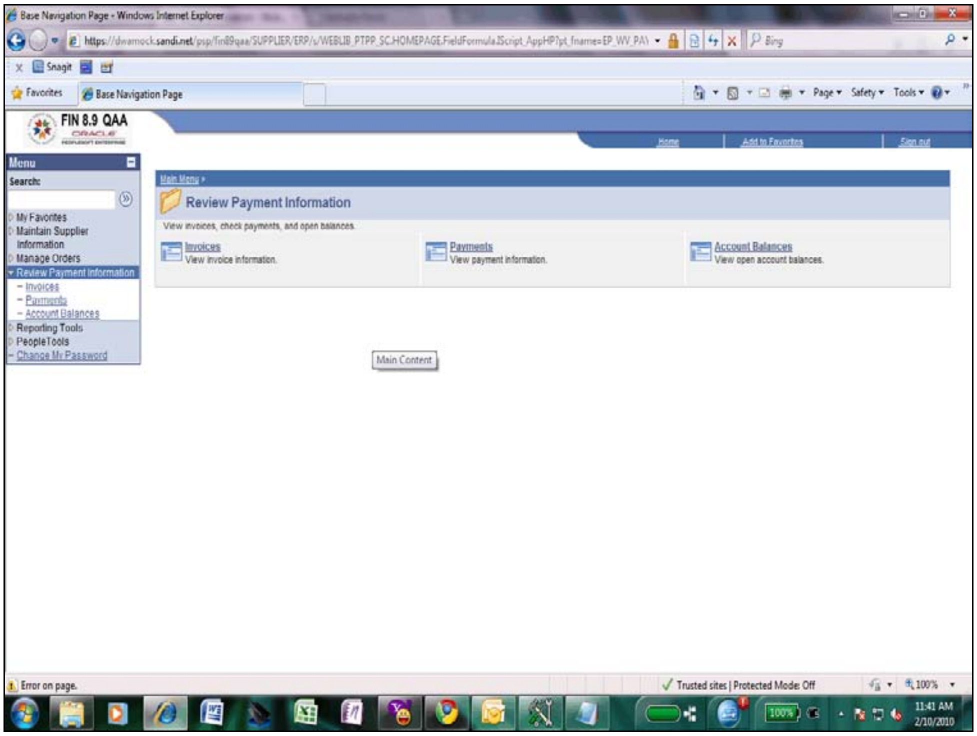
Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

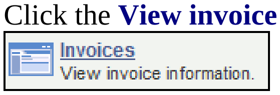


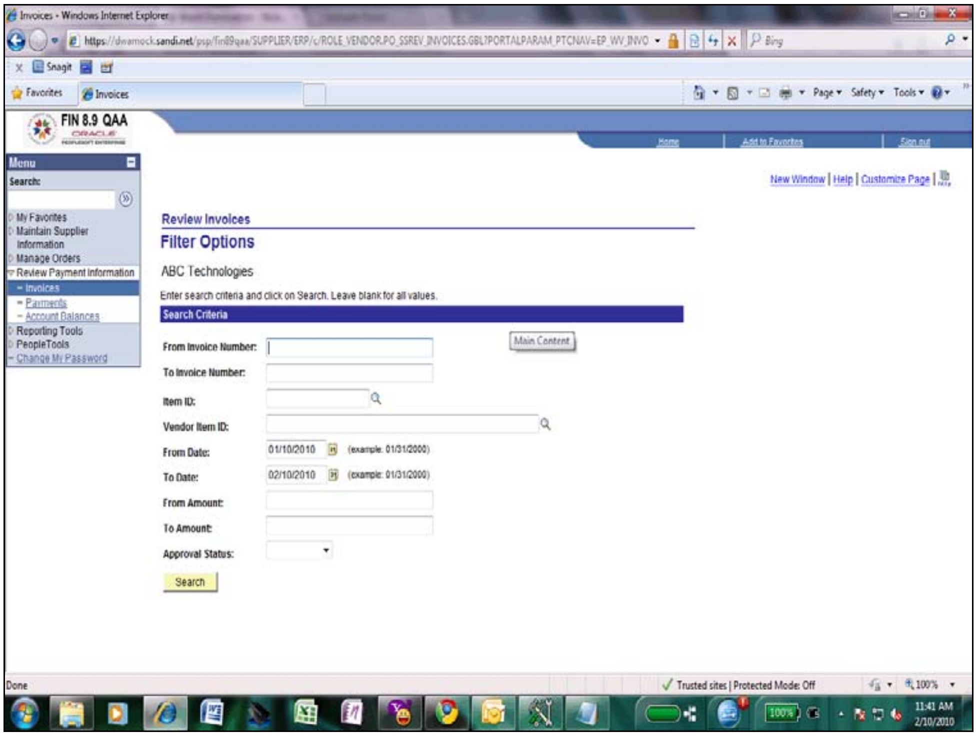
Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**************".
3.	Click the **Sign In** button. Sign In
4.	You are now logged into the SDUSD PeopleSoft supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen based upon the operational role that was tied to your user ID. In this video we are going to see how to maintain your favorites within PeopleSoft. We would see how you can add a page to your favorites and edit the favorites list items.



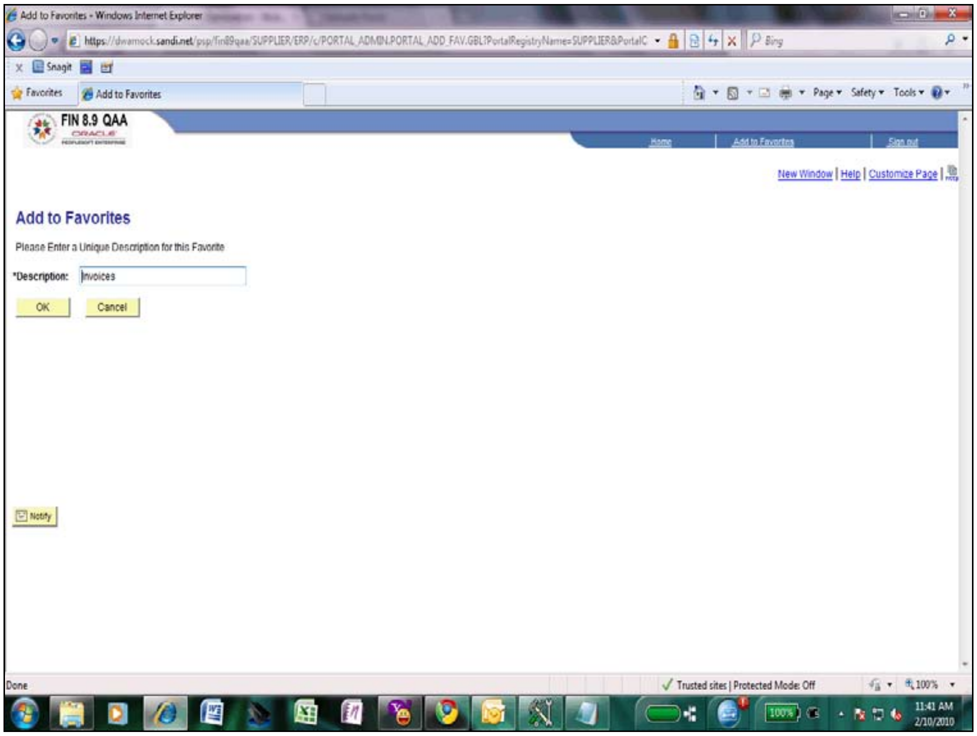
Step	Action
5.	Click the **Review Payment Information** link. ▷ Review Payment Information



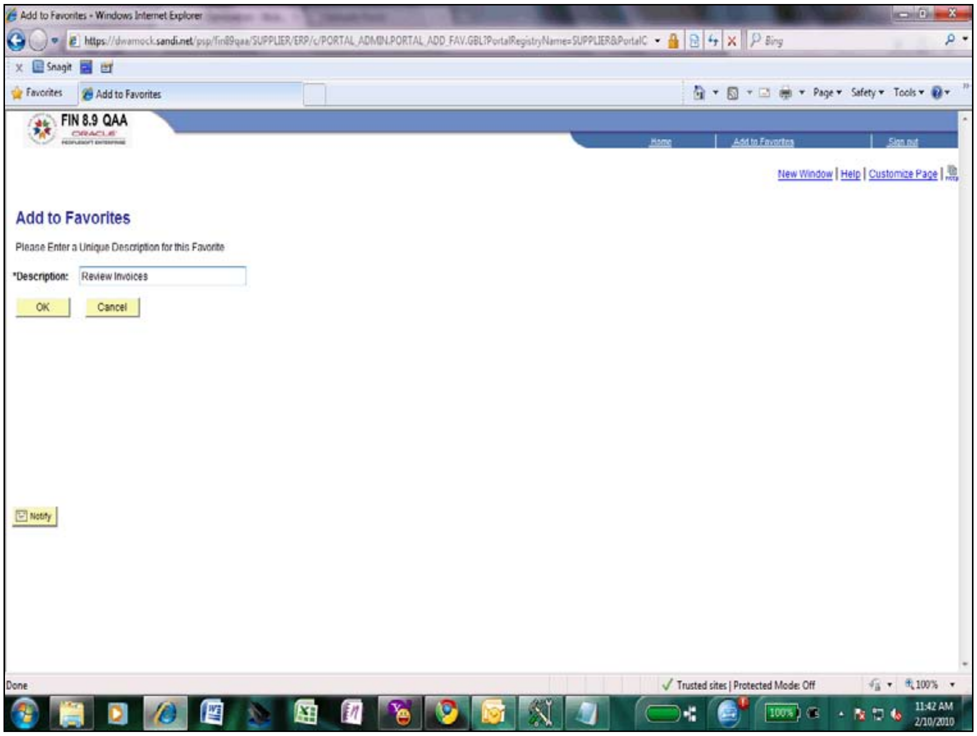
Step	Action
6.	Click the **View invoice information.** button. 

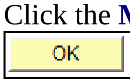


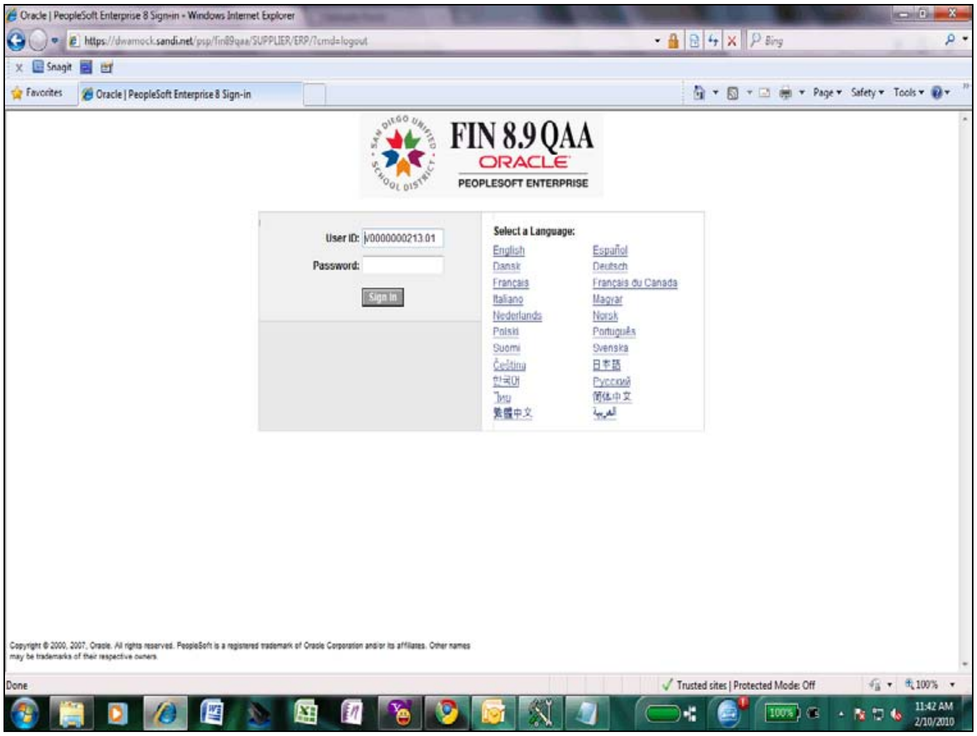
Step	Action
7.	Click the **My Favorites** link. ▷ My Favorites
8.	Click the **Add to Favorites** link. Add to Favorites



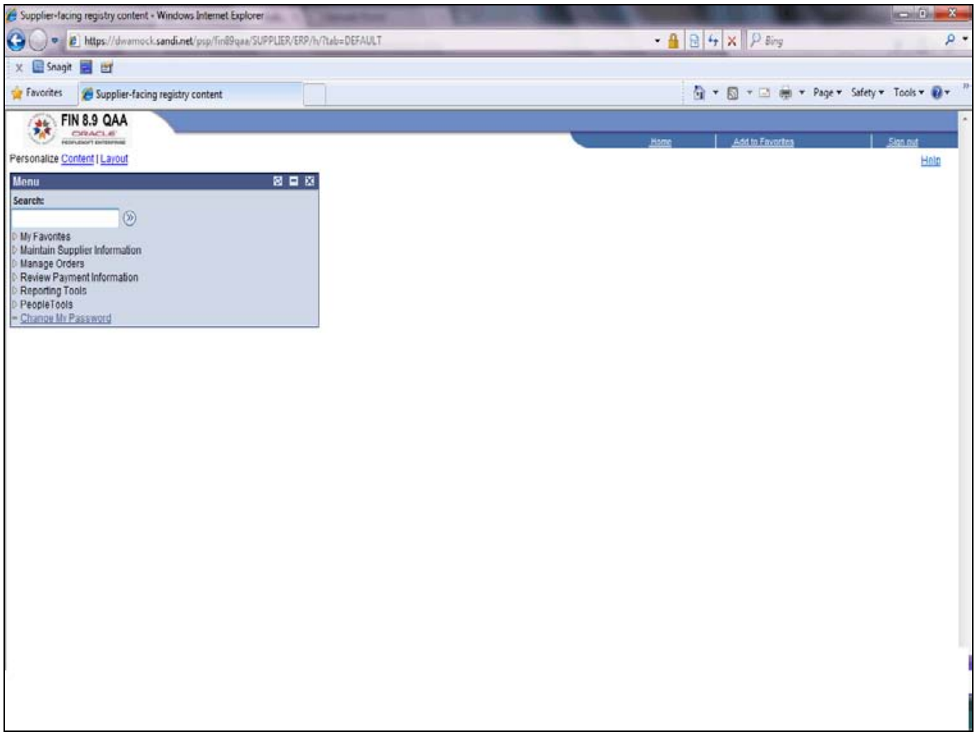
Step	Action
9.	Enter the desired information into the **Description** field. Enter "**Review Invoices**".



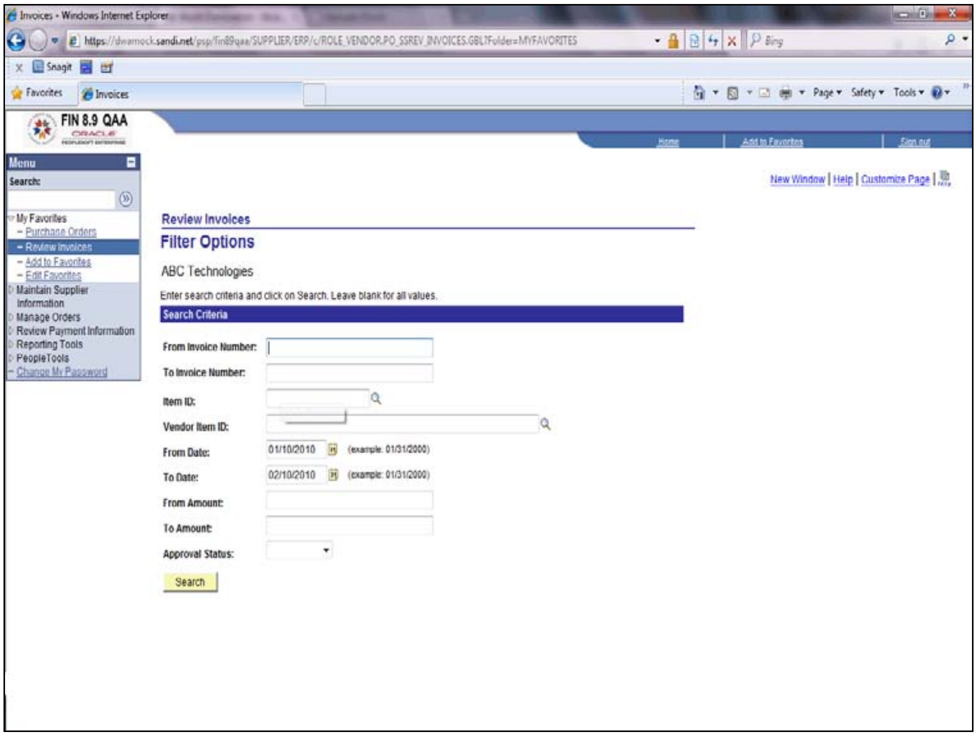
Step	Action
10.	Click the **My Favorites** link. 
11.	You can now see the new link under My favorites with the name "Review Invoices"
12.	Click the **Sign out** link. 



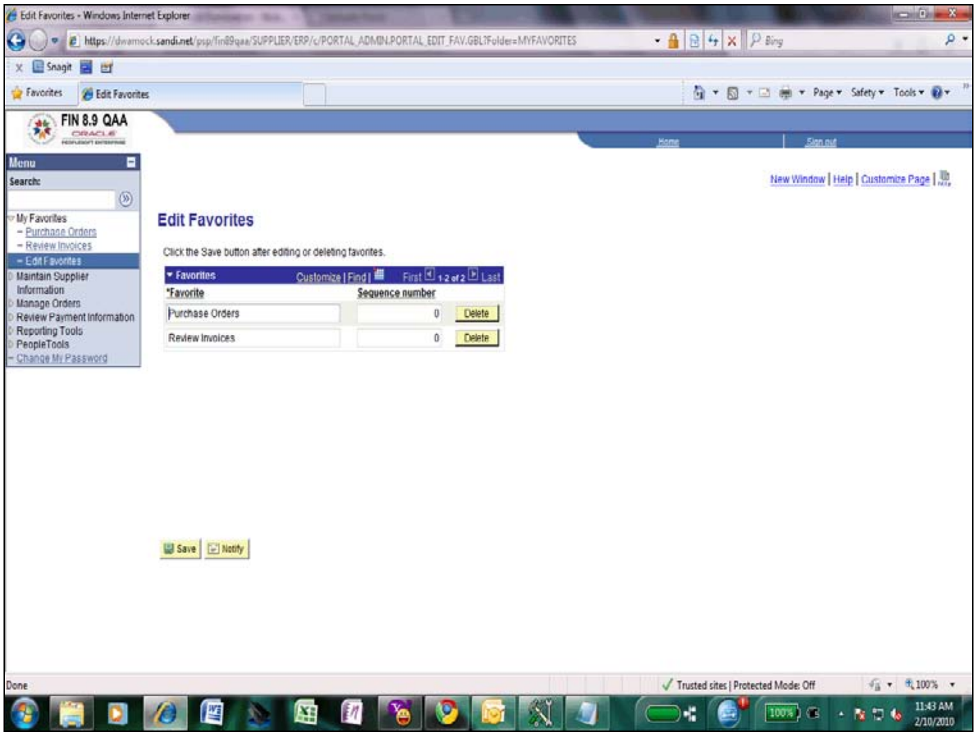
Step	Action
13.	Enter the desired information into the **Password** field. Enter "************".
14.	Click the **Sign In** button. Sign In
15.	Now let us see how we can access the review invoices page from the my favorites folder.



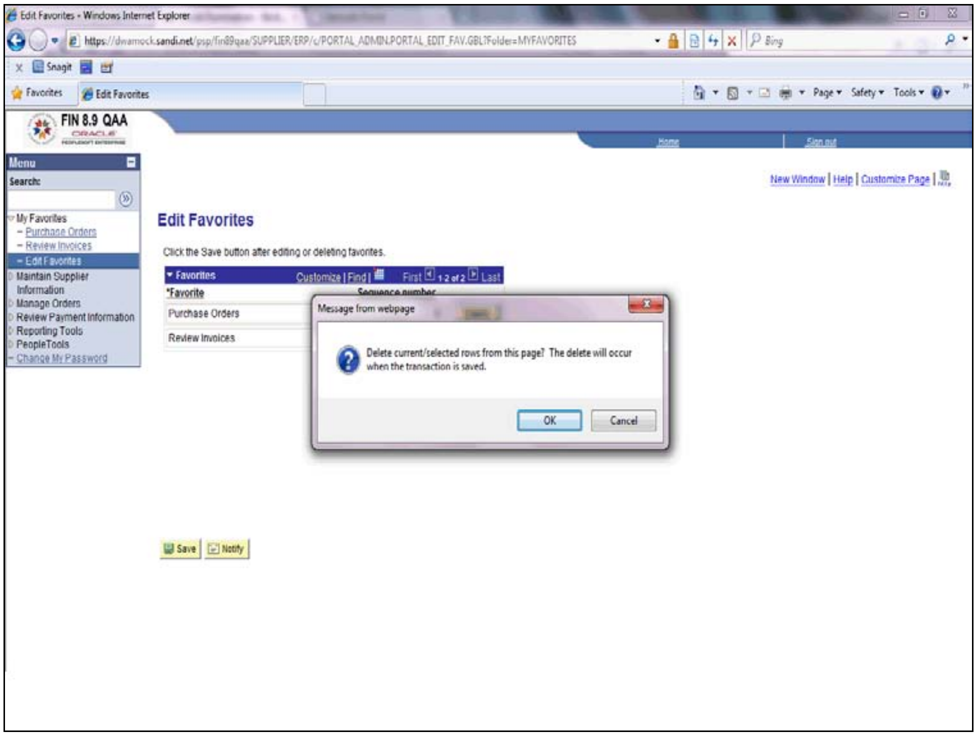
Step	Action
16.	Click the **My Favorites** link. My Favorites
17.	Click the **Review Invoices** link. Review Invoices
18.	You can see that since we added the Review Invoices functionality to our favorites folder, we can directly go to that page instead of going through the usual steps. You can also access this page by going to Review Payment information>Invoices
19.	Now let us see how we can edit the my favorites items.

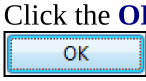


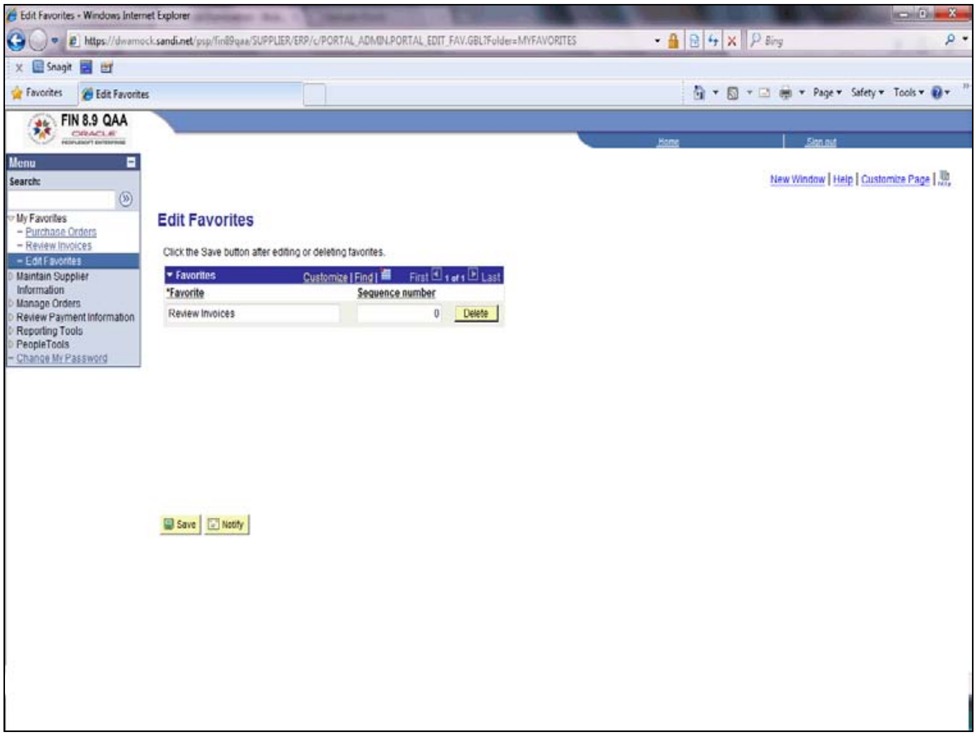
Step	Action
20.	Click the **Edit Favorites** link. Edit Favorites
21.	This screen would show the items in your favorites list. The sequence number option allows you to arrange your favorites list. Let's say you want Review invoice to appear before purchase order, then you give the sequence number 1 to review invoices and 2 to purchase orders. You can also delete items from your favorites list.

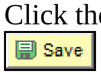


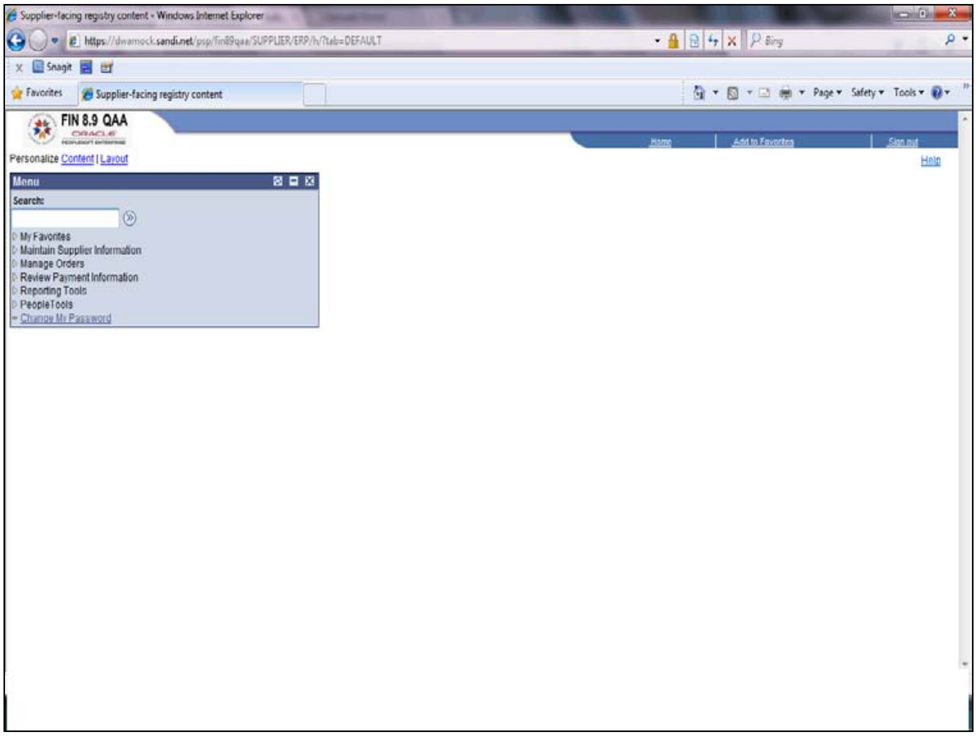
Step	Action
22.	Click the **Delete row 1 (Alt+8)** button. Delete



Step	Action
23.	Click the **OK** button. 



Step	Action
24.	Click the **Save** button. 
25.	Click the **Home** link. 



Step	Action
26.	Click the **My Favorites** link. ▷ My Favorites
27.	You can see that your favorites list has been updated and does not have Purchase Orders in it anymore.
28.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Change Password_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Change Password

Trigger:

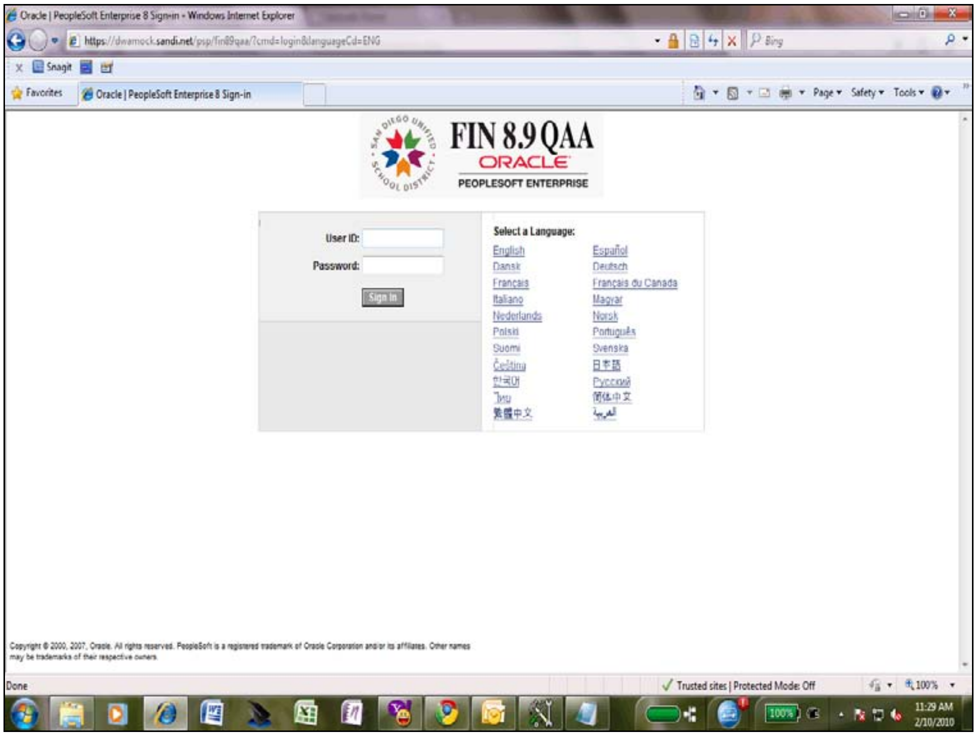
Required Field(s)	Comments

Output - Results	Comments

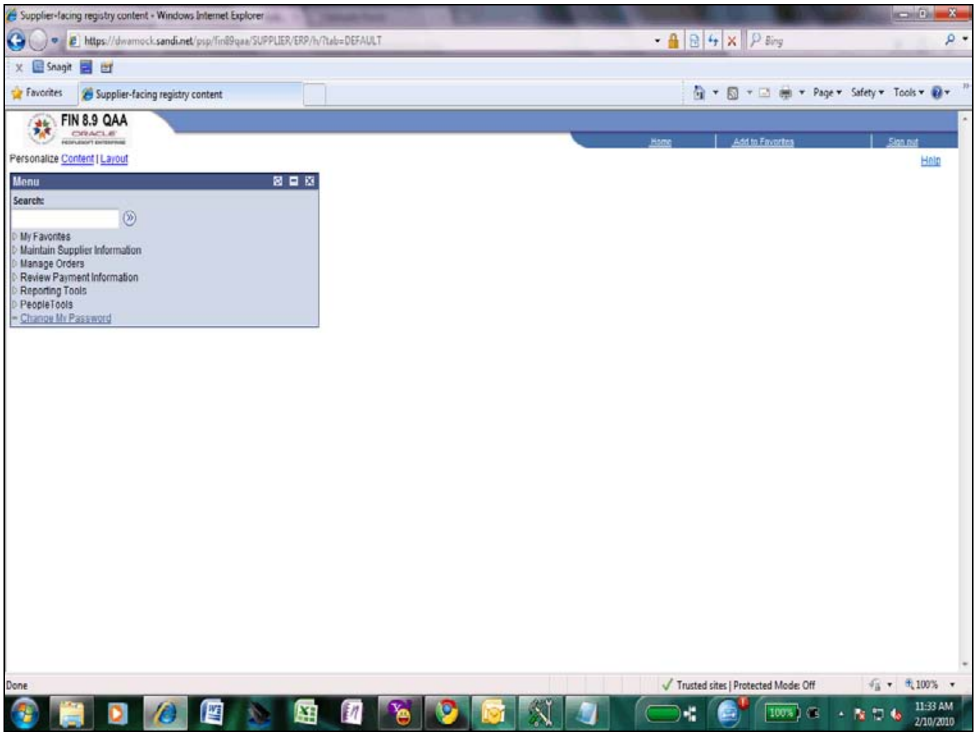
Additional Information

Procedure

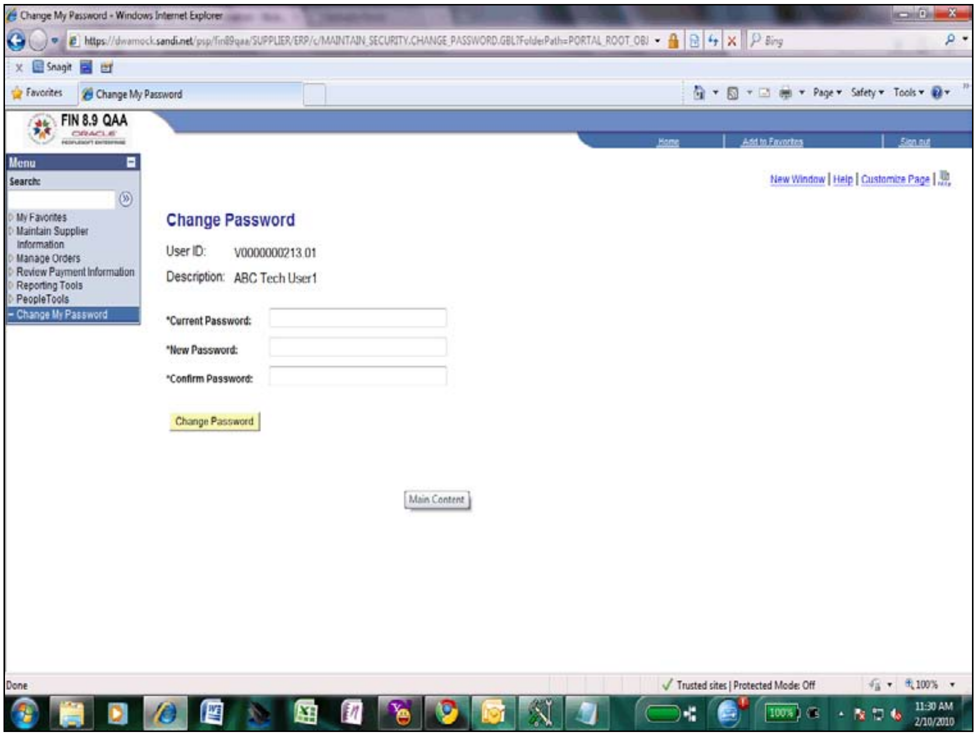
Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.



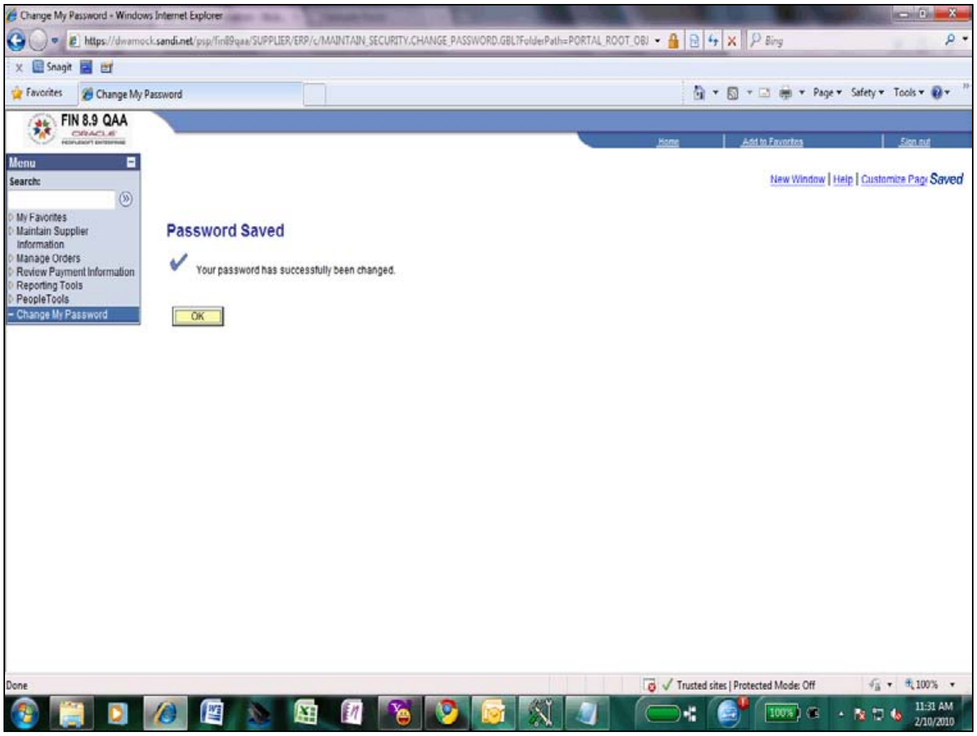
Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "*************".
3.	Click the **Sign In** button. 
4.	You are now logged into the SDUSD PeopleSoft supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen based upon the operational role that was tied to your user ID. In this video we are going to see how to change your login password.



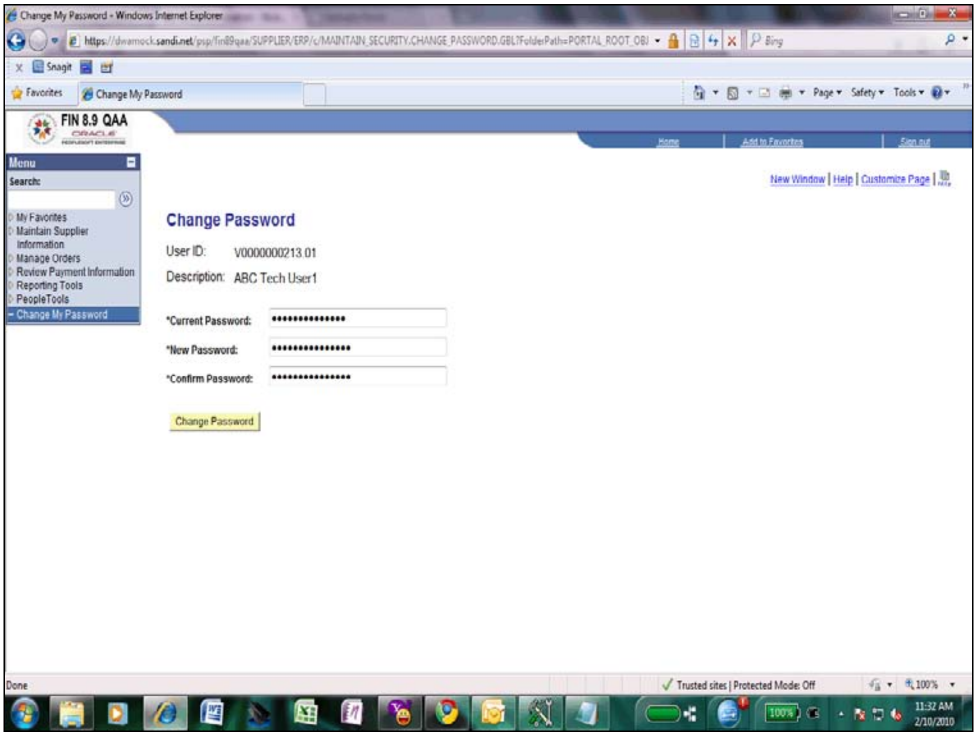
Step	Action
5.	Click the **Change My Password** link. Change My Password



Step	Action
6.	Enter the desired information into the **Current Password** field. Enter "************". This is the password you are currently using to login to the SDUSD PeopleSoft system.
7.	Enter the desired information into the **New Password** field. Enter "*****************". The is the new password you want to use.
8.	Enter the desired information into the **Confirm Password** field. Enter "*****************".
9.	Click the **Change Password** button. Change Password



Step	Action
10.	Click the **OK** button. 



Step	Action
11.	Click the **Home** link. Home
12.	We have now completed this training video. You can use your new password from now on to login to the system. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Download PO into excel_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Download PO into excel

Trigger:

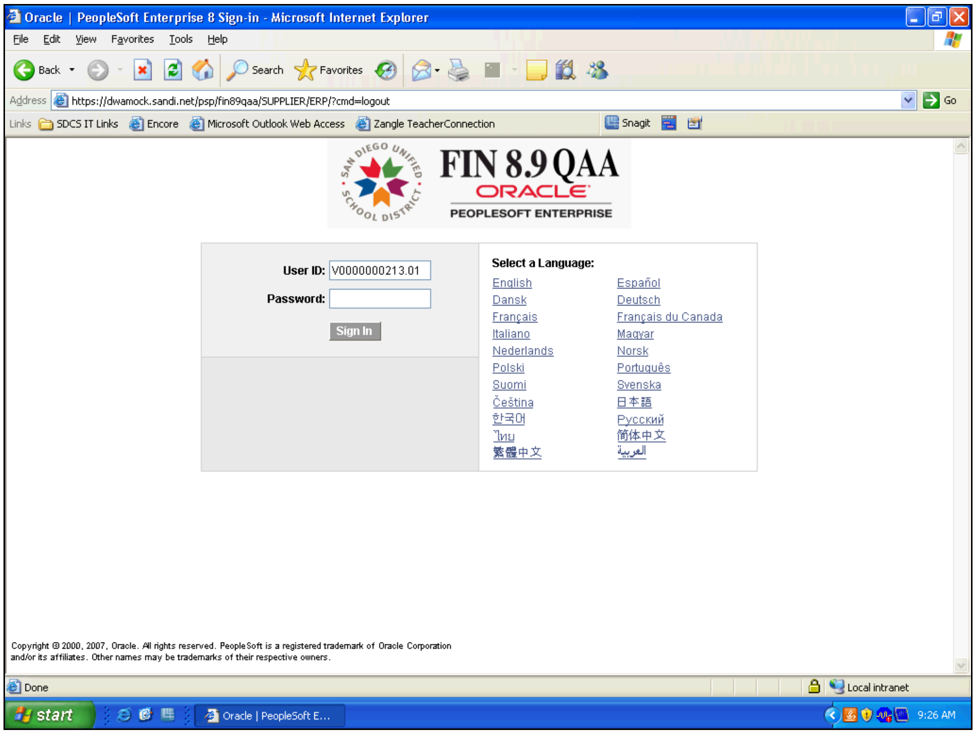
Required Field(s)	Comments

Output - Results	Comments

Additional Information

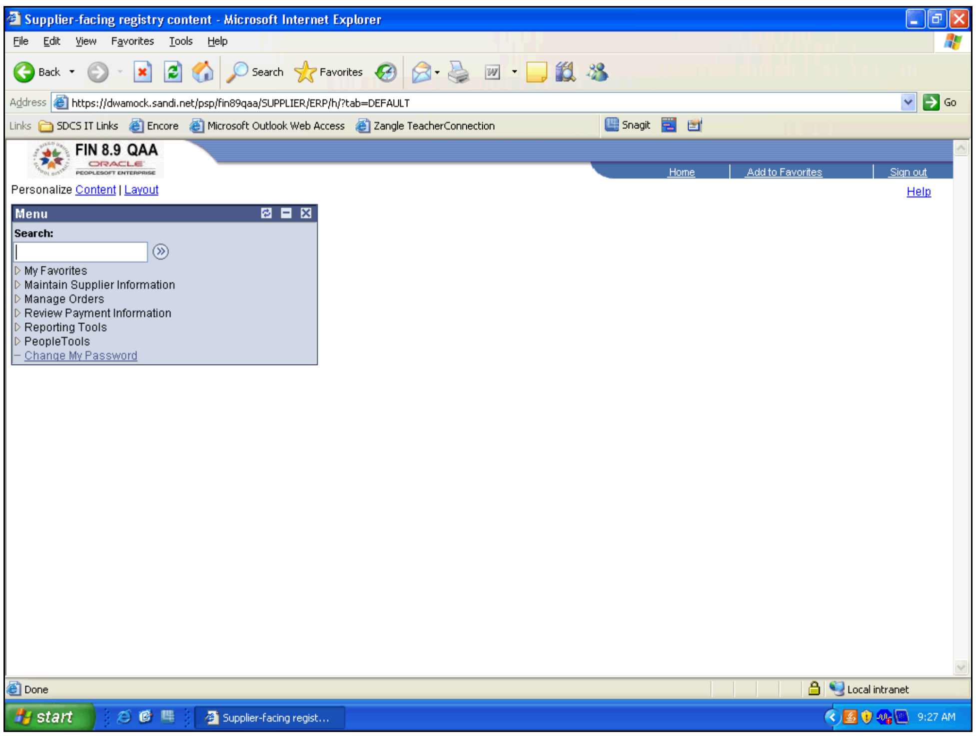
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

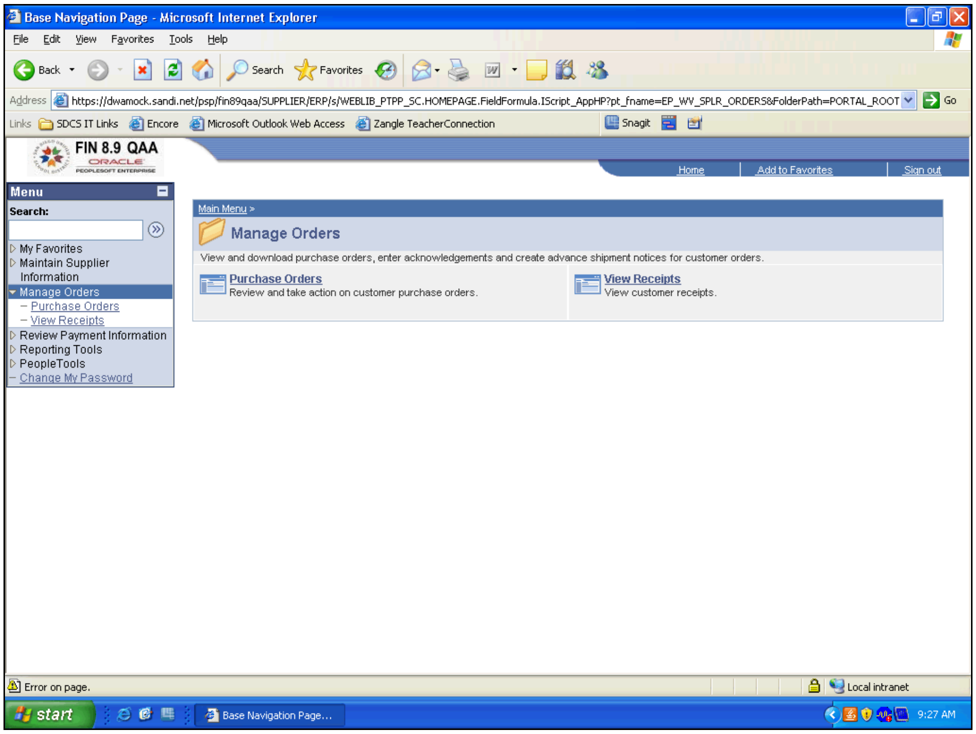


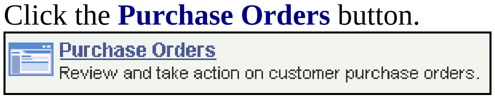
Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "*************".
3.	Click the **Sign In** button. Sign In

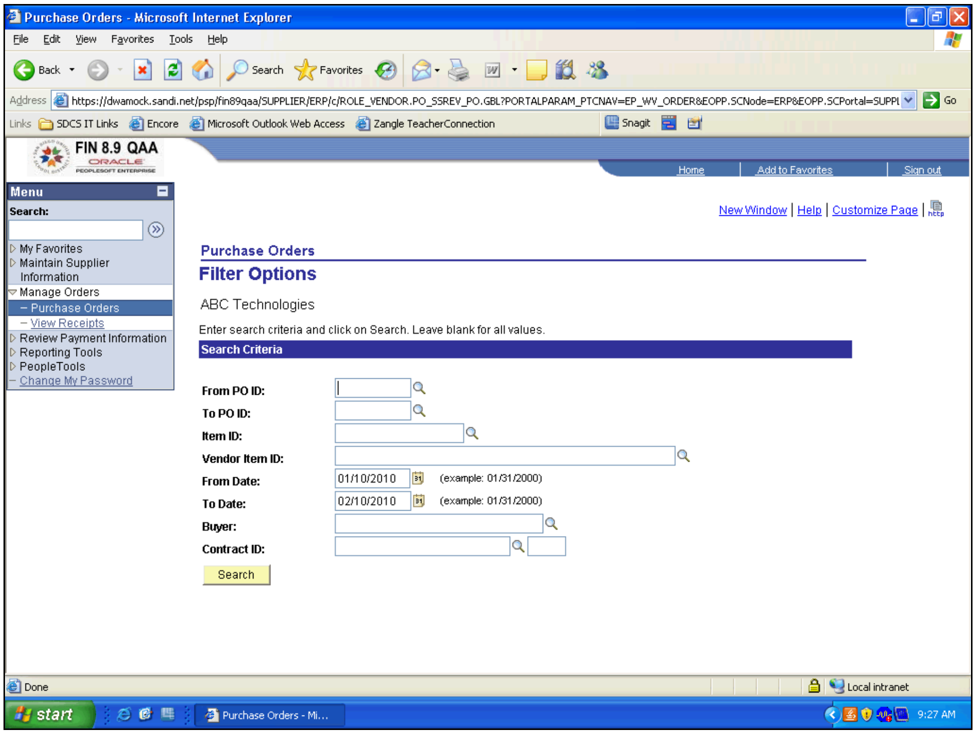
Step	Action
4.	You are now logged into the SDUSD PeopleSoft supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen based upon the operational role that was tied to your user ID. In this video we are going to see how to download your purchase orders into MS excel spread sheet. You can download more than one PO into excel. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



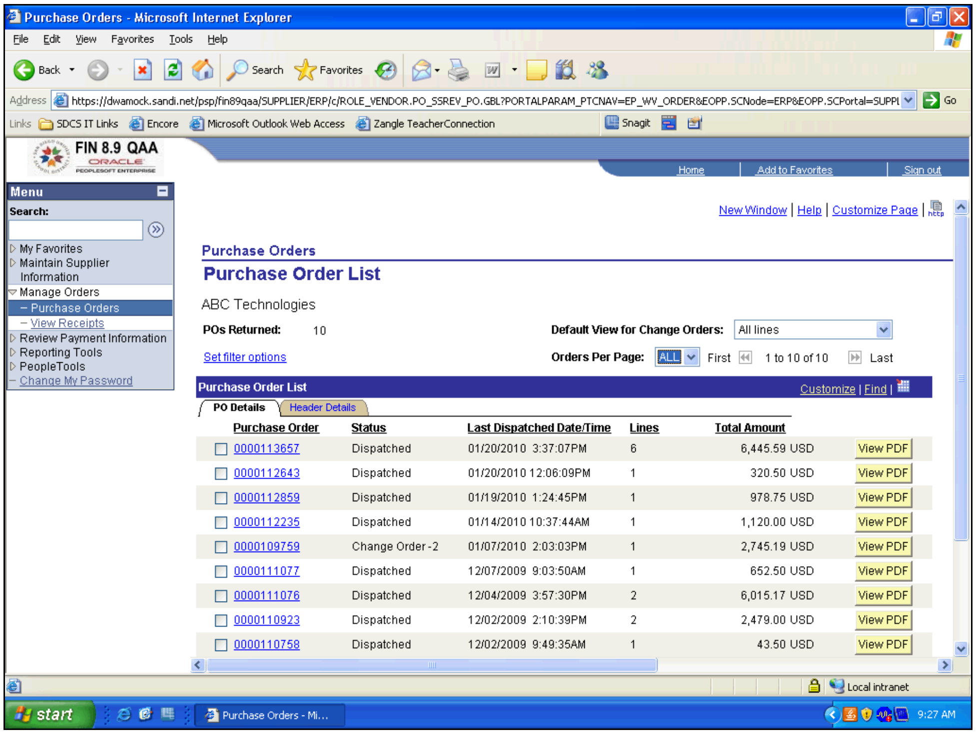
Step	Action
5.	Click the **Manage Orders** link. Manage Orders



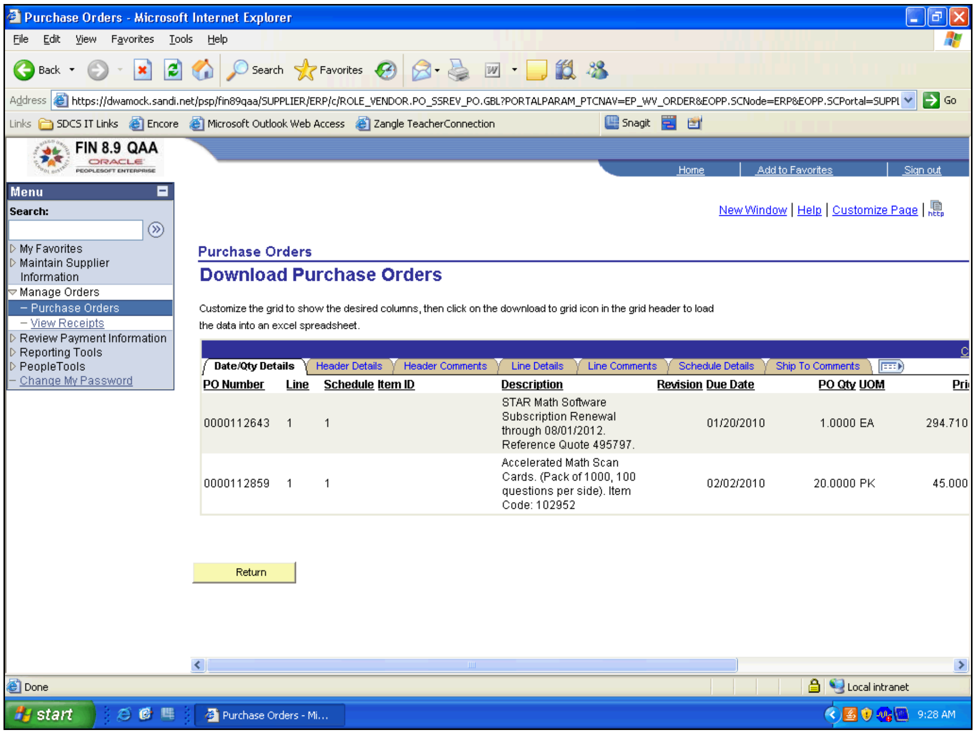
Step	Action
6.	Click the **Purchase Orders** button. 
7.	This is the purchase order search filter options page. You have several search options to look up your PO. We would use the date range option to look up for the POs.



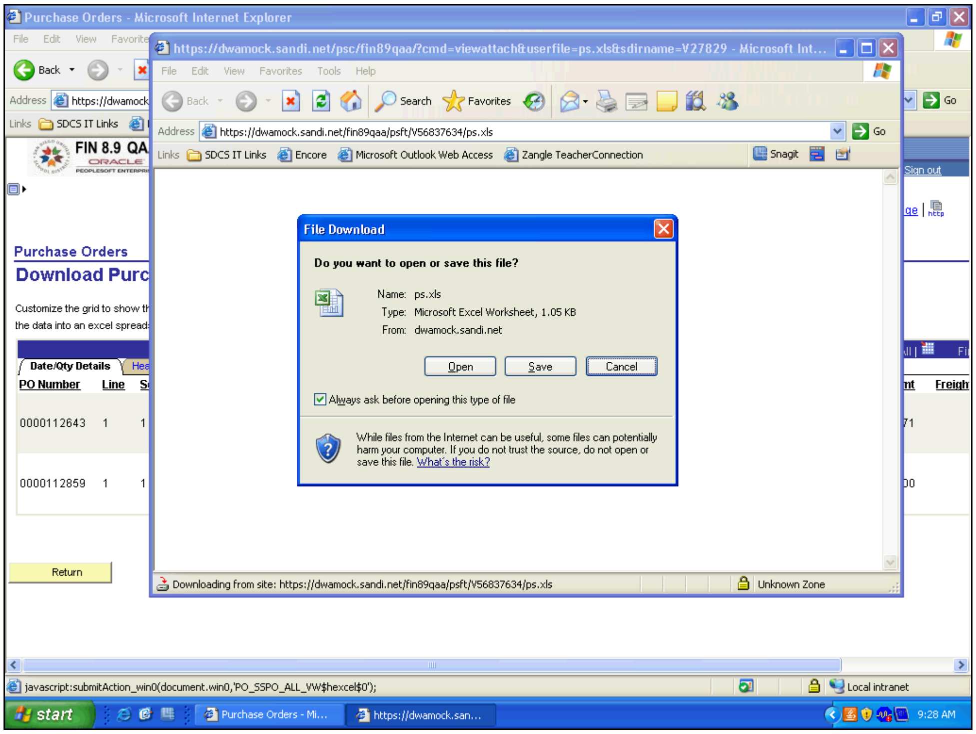
Step	Action
8.	Enter the desired information into the **From Date** field. Enter "**12/01/2009**".
9.	Click the **Search** button. Search
10.	This is the search results page which shows the list of POs which were returned based on our search criteria. You can select one or more POs to download to excel.

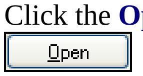


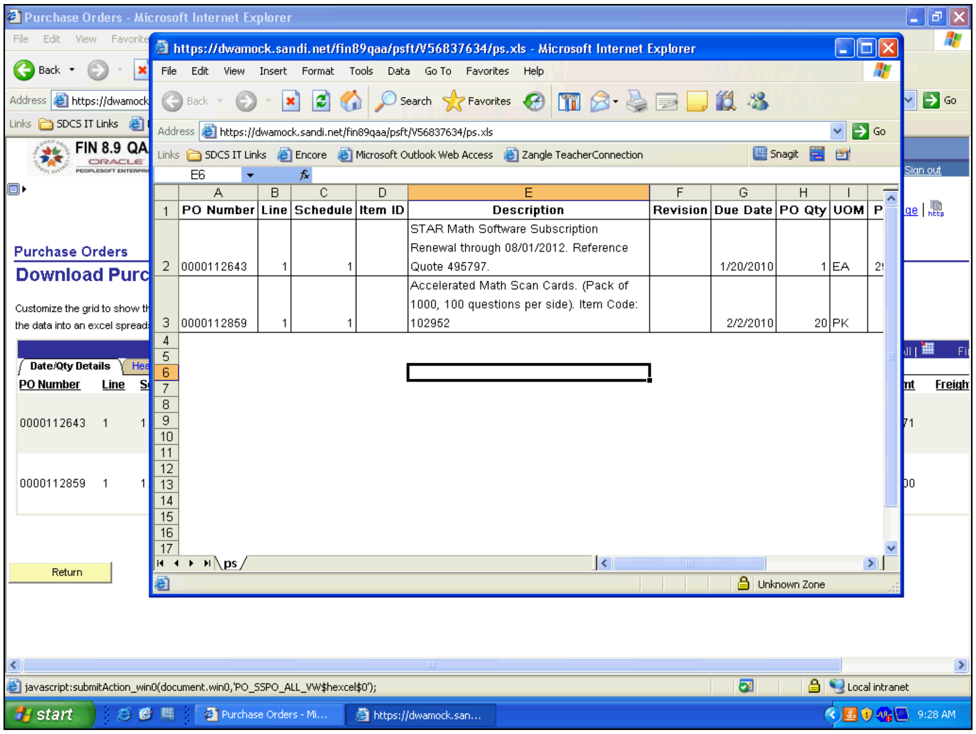
Step	Action
11.	Click the scrollbar.
12.	You can select POs you want to download by checking the check box to the left of each PO ID. Let us select two POs to download into excel in this example.
13.	Click the **View Selected POs in Downloadable Format** button. View Selected POs in Downloadable Format

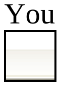


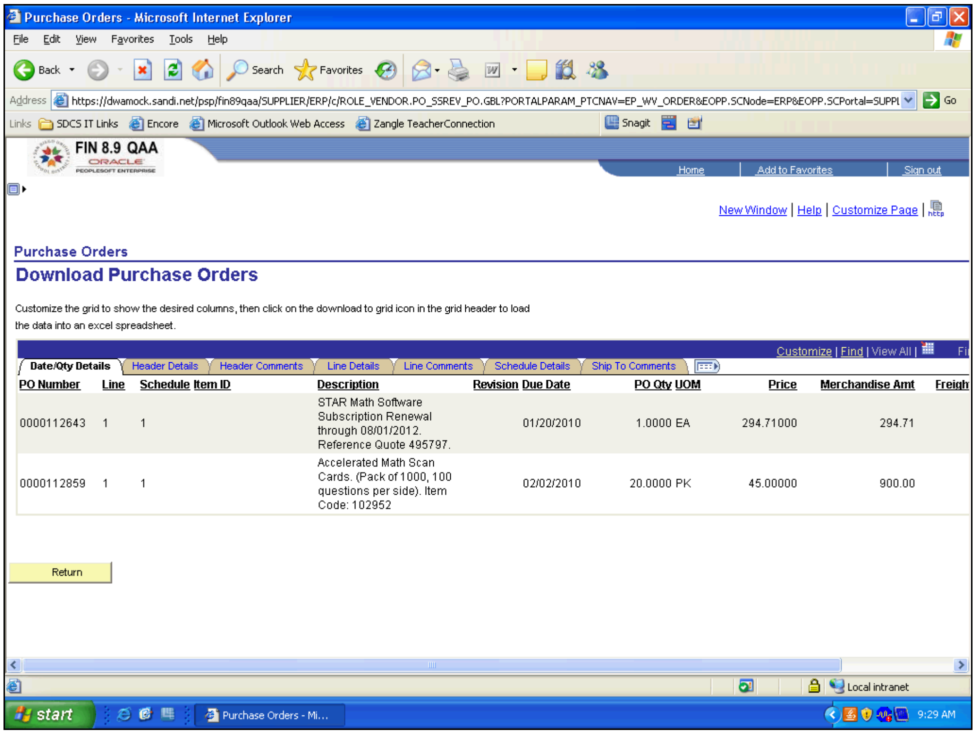
Step	Action
14.	Click the **Collapse (Ctrl+Y) Menu** button. This will help you see the entire page without the navigation menus. 
15.	You can see several tabs in this page. You can download the information in each tab seperately. In this example let us download the information in the Date/Qty details tab. To download the info on any other tab, click on that tab and follow the same procedure we would be seeing in the next steps.
16.	Click the **Download** button. 
17.	When you click the download button an file download window pops up which allows you to either open or save the information into excel. In this example let us just open the info in an excel spread sheet.

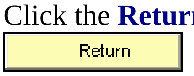


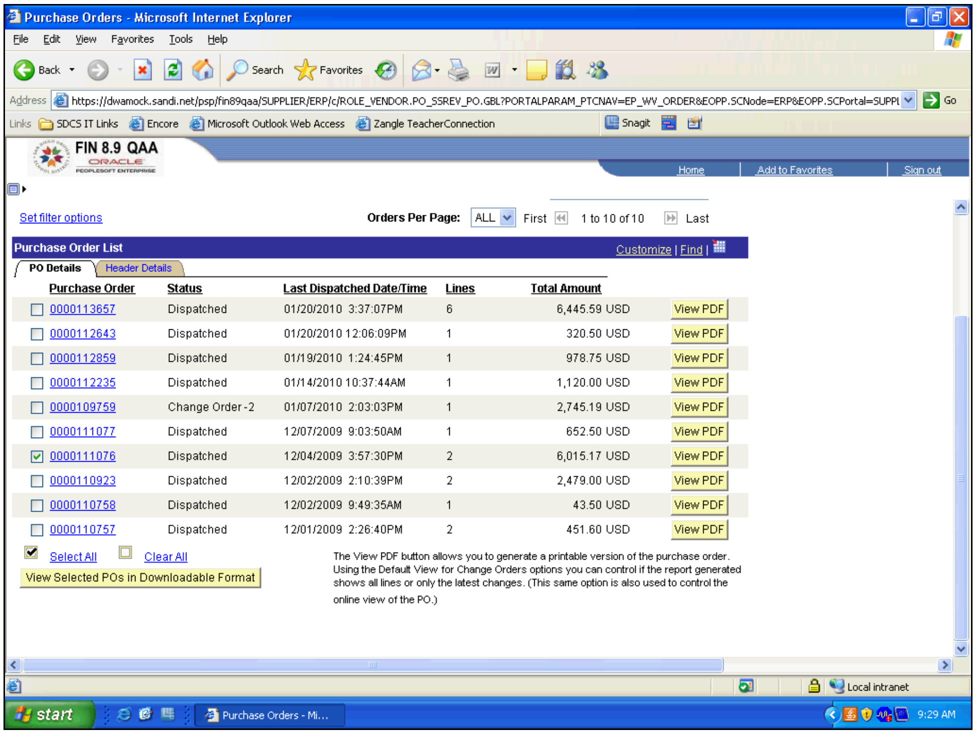
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td rowspan="2">18.</td><td>Click the Open button.

</td></tr>
<tr><td>or
Press [Alt+O].</td></tr>
<tr><td>19.</td><td>Now you can see that all the information in the Date/Qty details tab for the PO are now downloaded and displayed in the excel spread sheet.</td></tr>
</table>



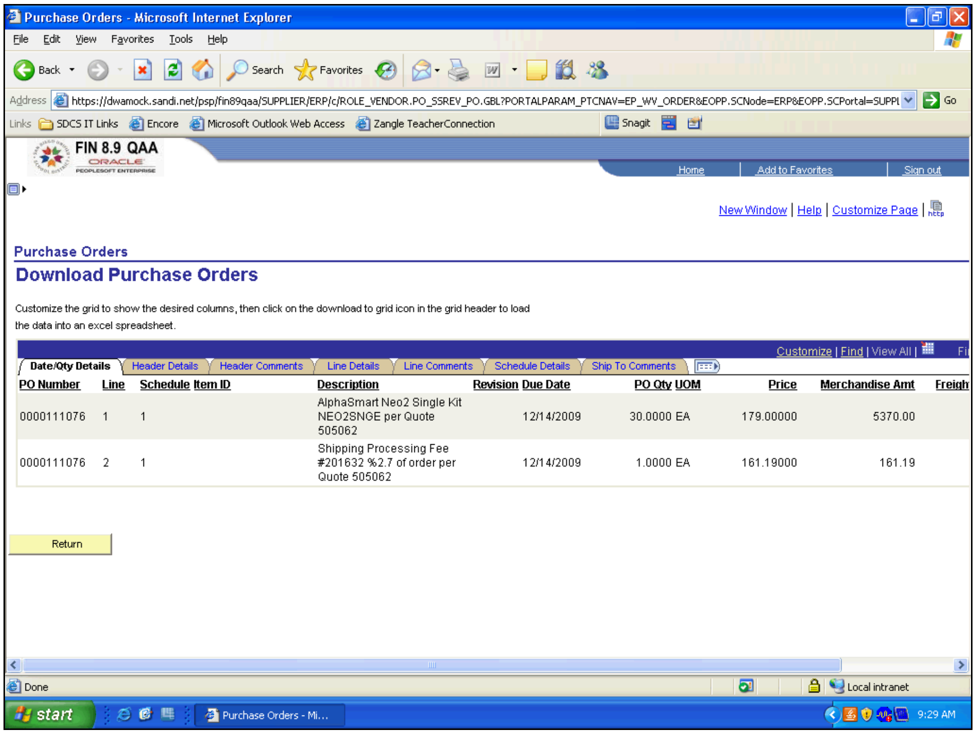
Step	Action
20.	Click the **Maximize** button. 
21.	Click the **Scroll Bar** object. You can review the rest of the PO information. 
22.	Click the **Close** button. when you are done 



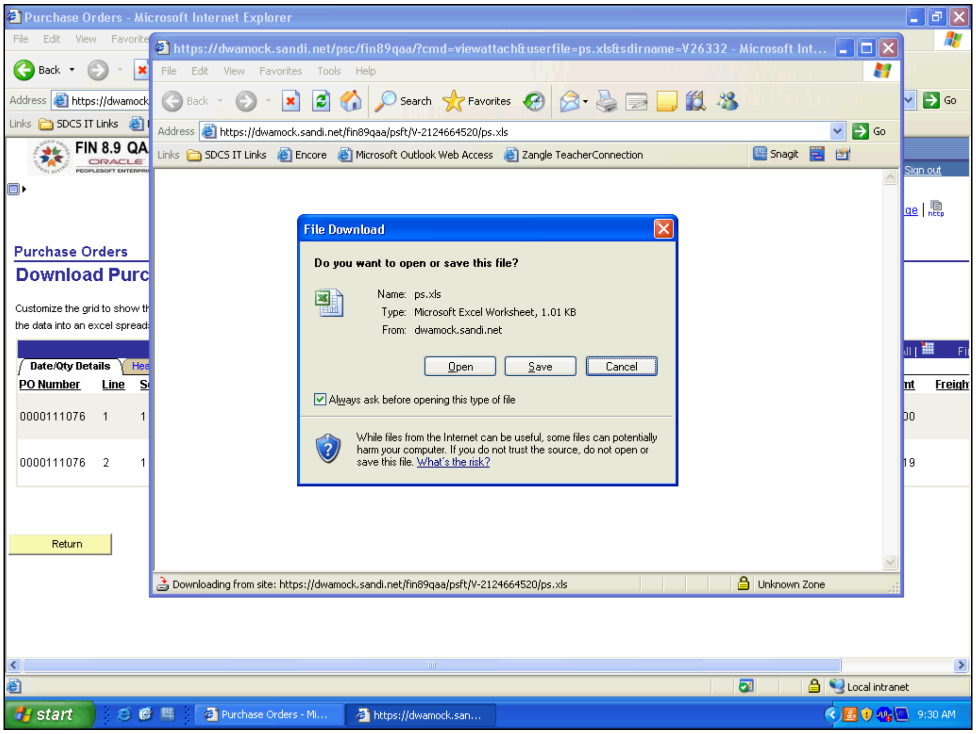
Step	Action
23.	Click the **Return** button. 
24.	Now lets see another example by selecting one PO to download and save the excel sheet in your local system.
25.	Let us select the PO 0000111076 to download

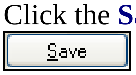


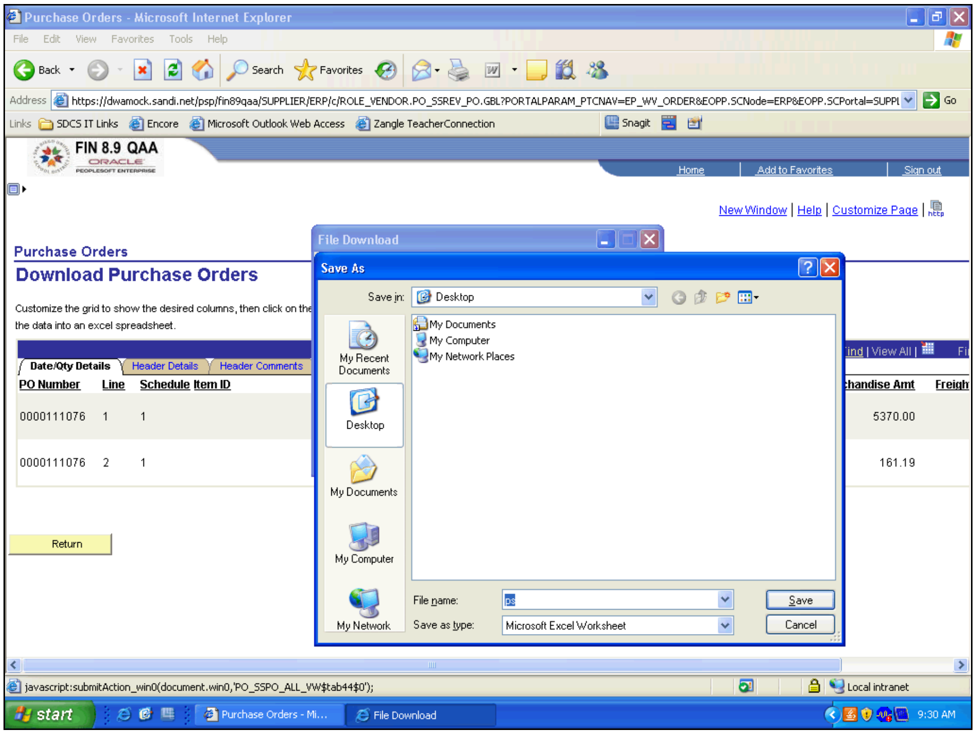
Step	Action
26.	Click the **View Selected POs in Downloadable Format** button. View Selected POs in Downloadable Format

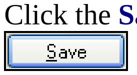


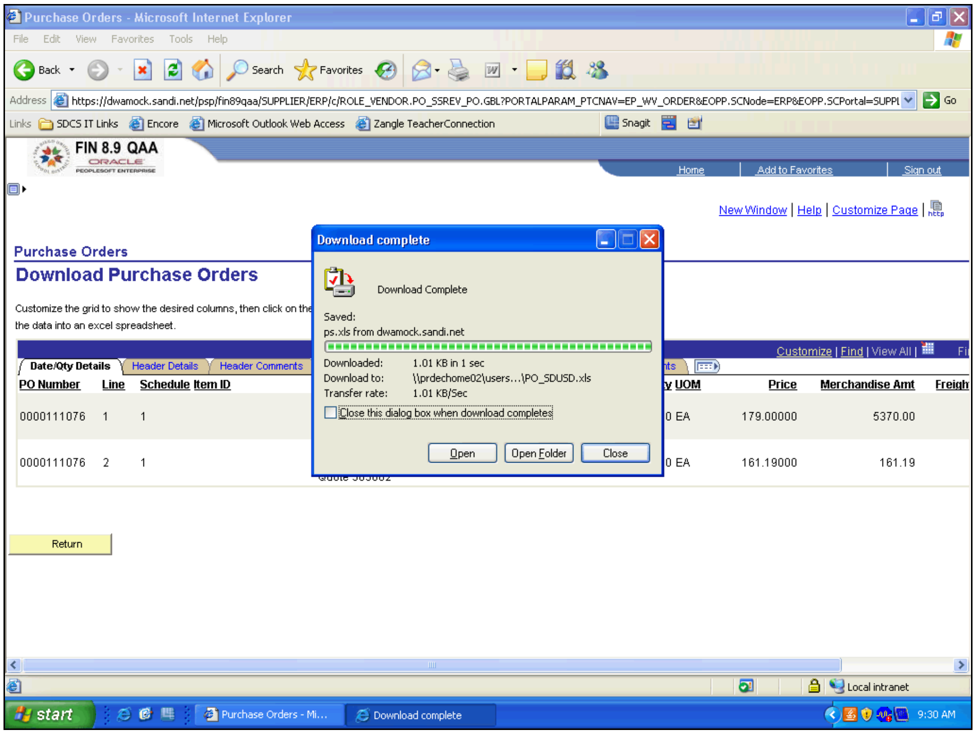
Step	Action
27.	Click the **Download** button. 

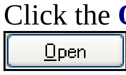


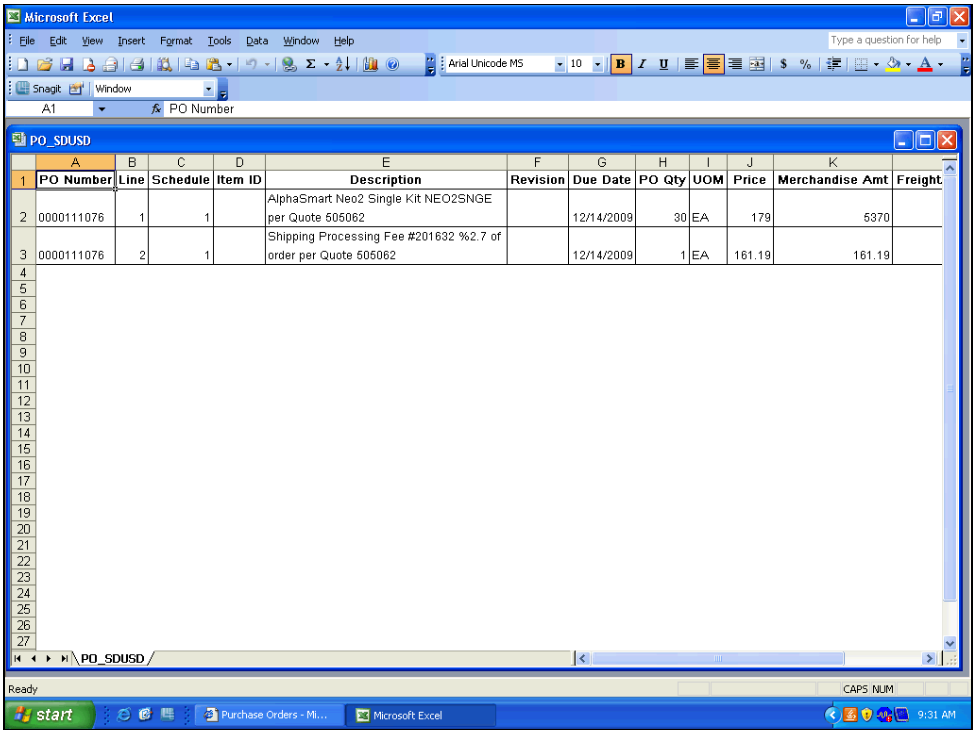
Step	Action
28.	Click the **Save** button. 
	or Press **[Alt+S]**.



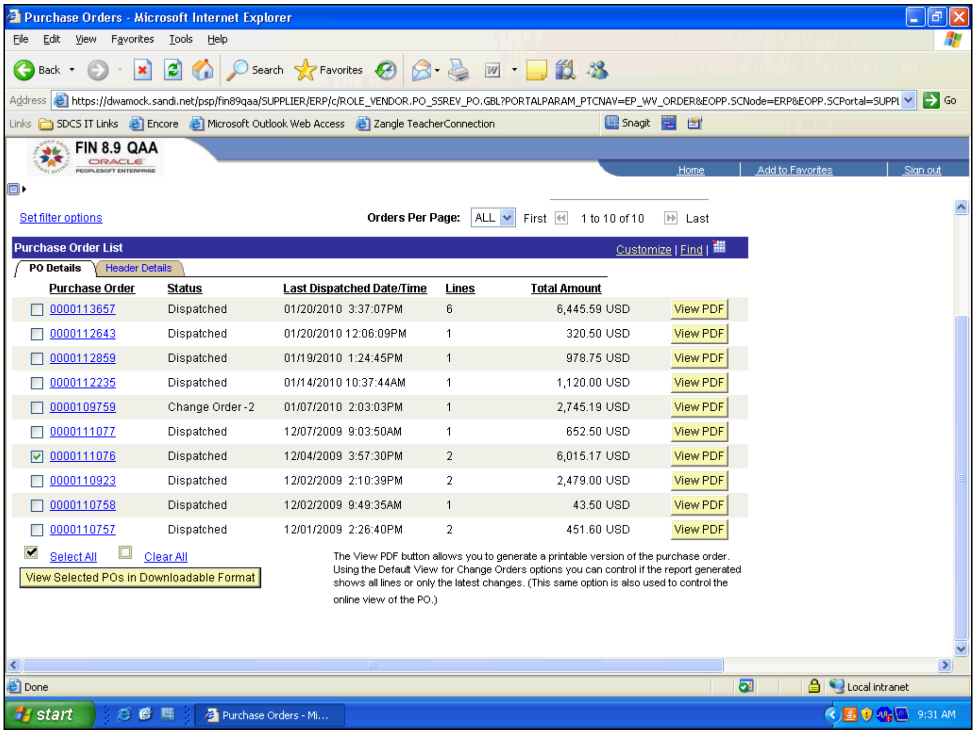
Step	Action
29.	Enter the desired information into the field. Enter "**PO_SDUSD**".
30.	Click the **Save** button. 
	or Press **[Alt+S]**.
31.	The download is now complete. The PO info is now saved in excel spread sheet in your local drive. You can open the PO info in excel now.



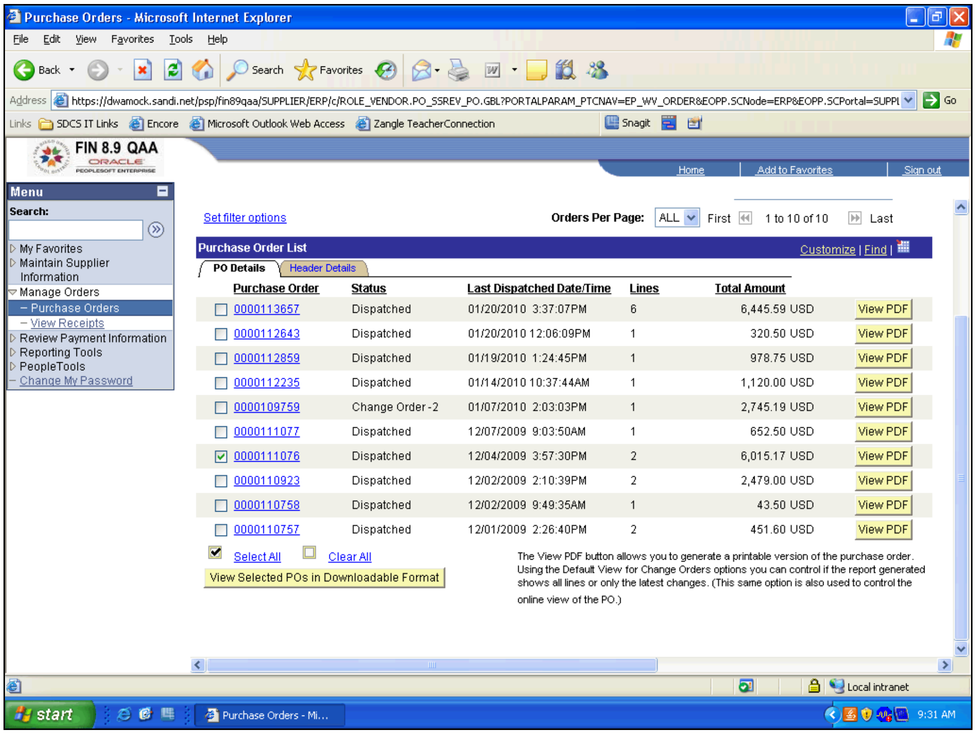
Step	Action
32.	Click the **Open** button. 
	or Press **[Alt+O]**.
33.	The downloaded information is now presented in an excel spread sheet.



Step	Action
34.	Click the **CLOSE** object. and return to your PeopleSoft screen. 



Step	Action
35.	Click the **Expand (Ctrl+Y) Menu** button. 



Step	Action
36.	Click the **Set filter options** object. Set filter options
37.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	**Edit Existing Contacts_BUSPROC**
Version	
Document Generation Date	**2/10/2010**
Date Modified	**2/26/2010**
Last Changed by	
Status	

Edit Existing Contacts

Trigger:

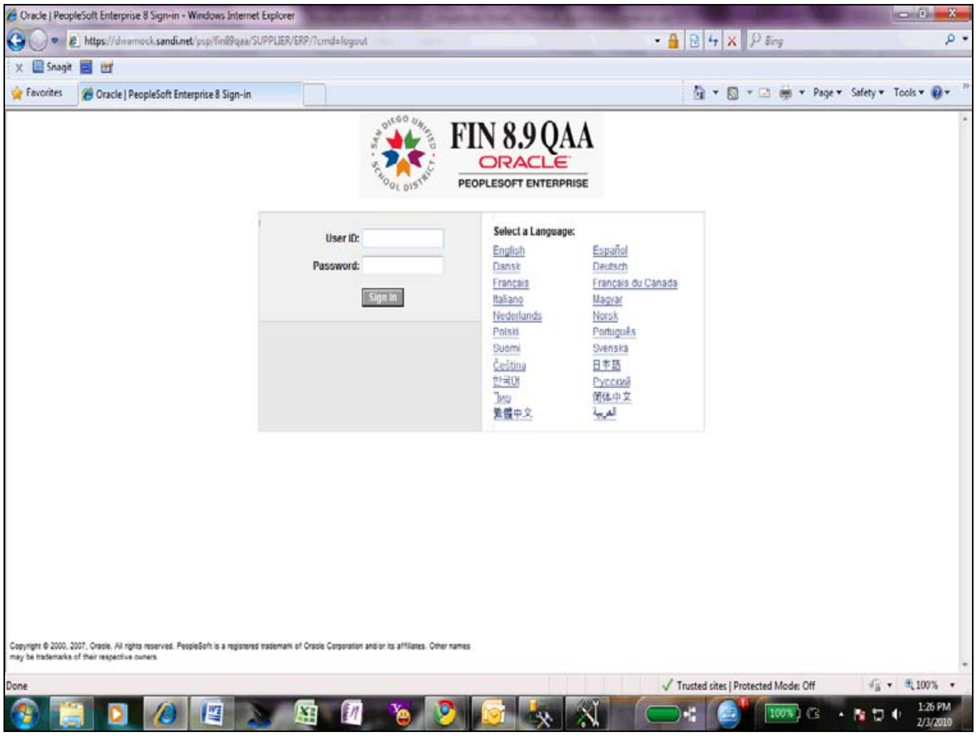
Required Field(s)	Comments

Output - Results	Comments

Additional Information

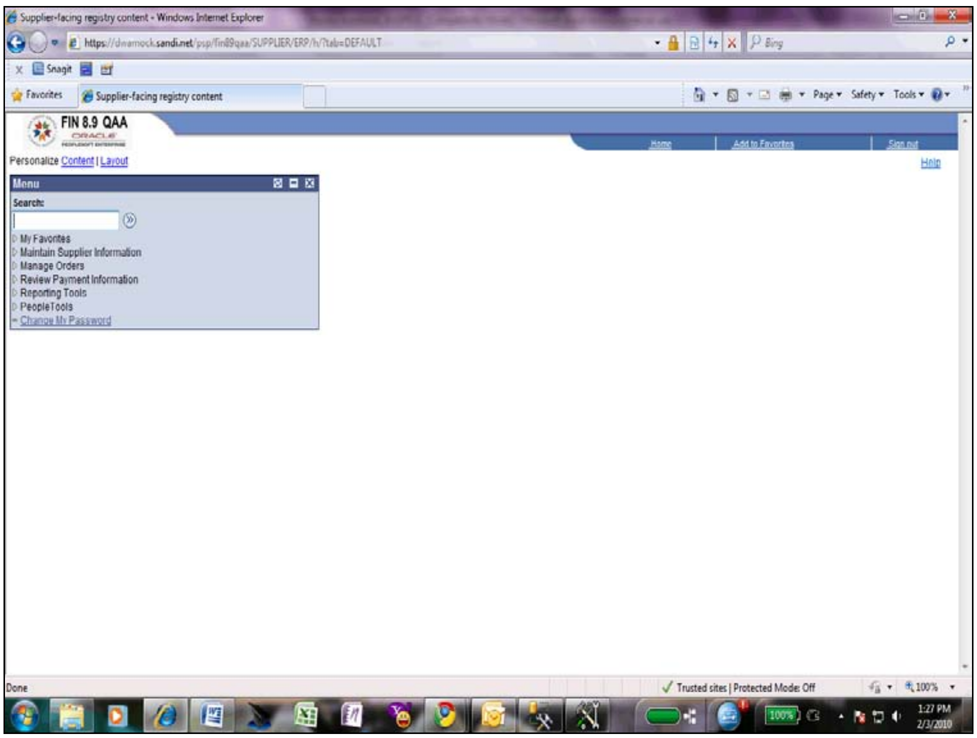
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

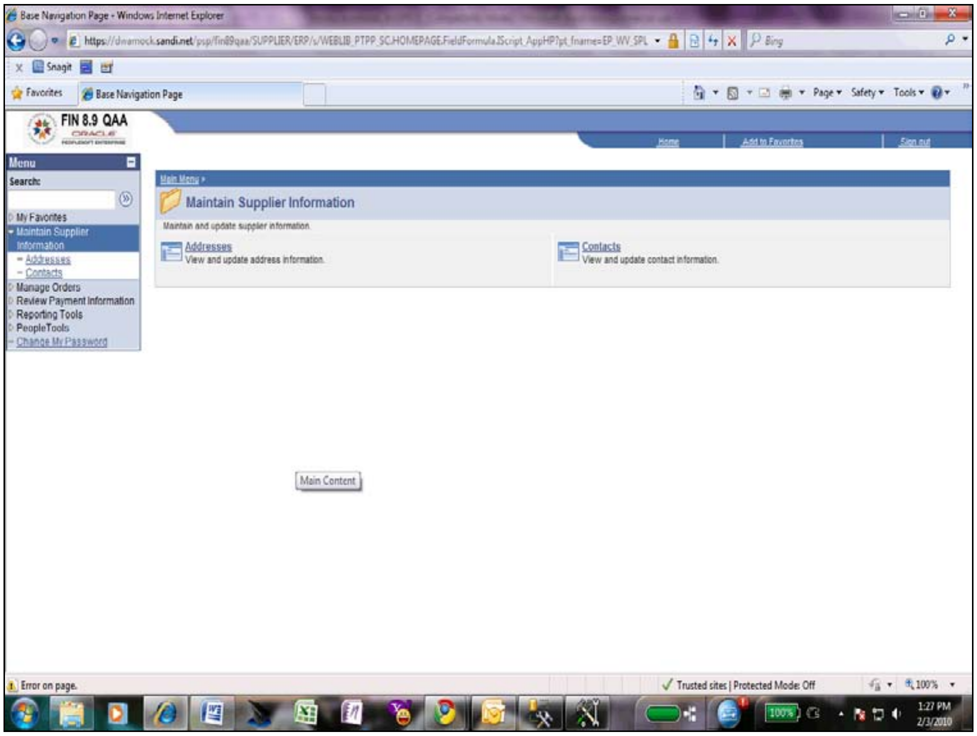


Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "*************".
3.	Click the **Sign In** button. 

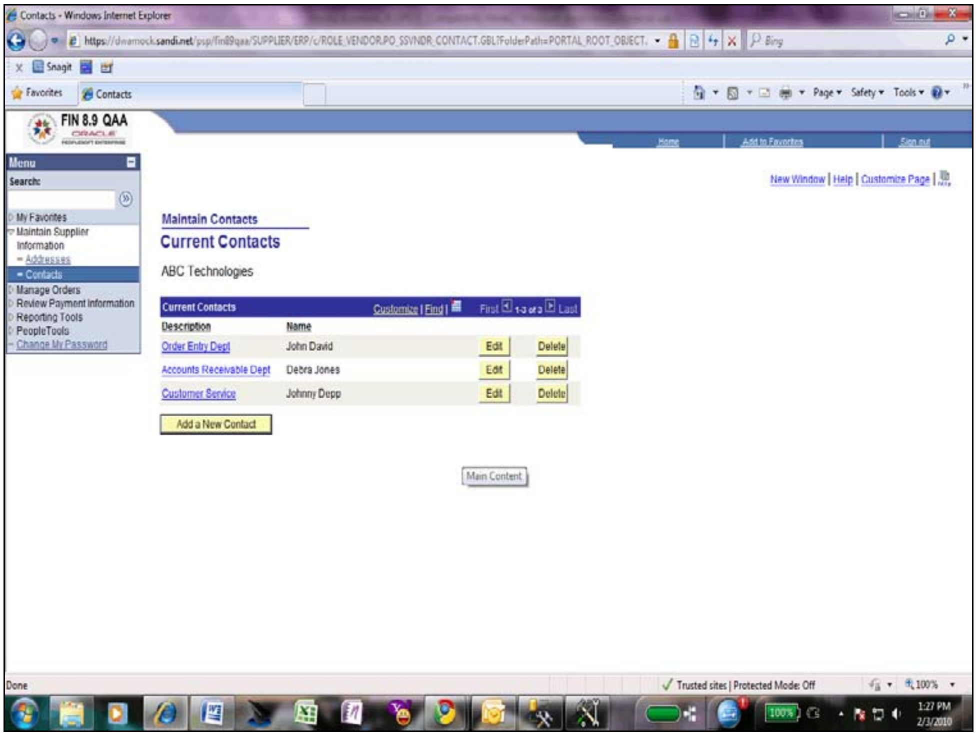
Step	Action
4.	You are now logged into the SDUSD PeopleSoft supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen based upon the operational role that was tied to your user ID. In this video we are going to see how to edit an existing contact, add future dated contacts and inactivate existing contacts for your company. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



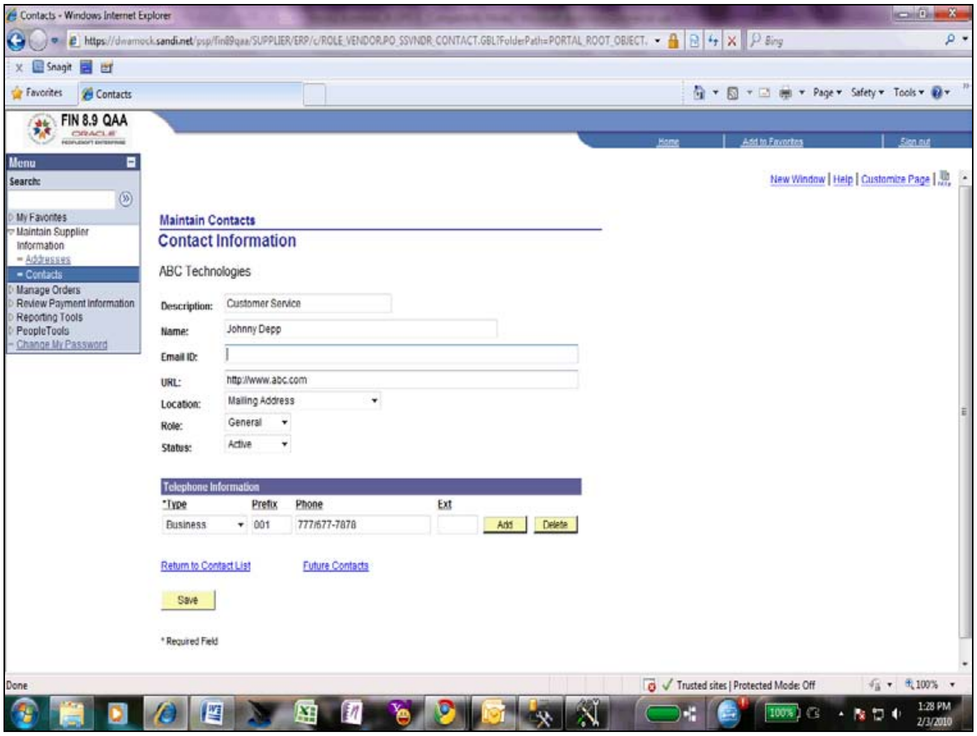
Step	Action
5.	Click the **Maintain Supplier Information** link. ▷ Maintain Supplier Information



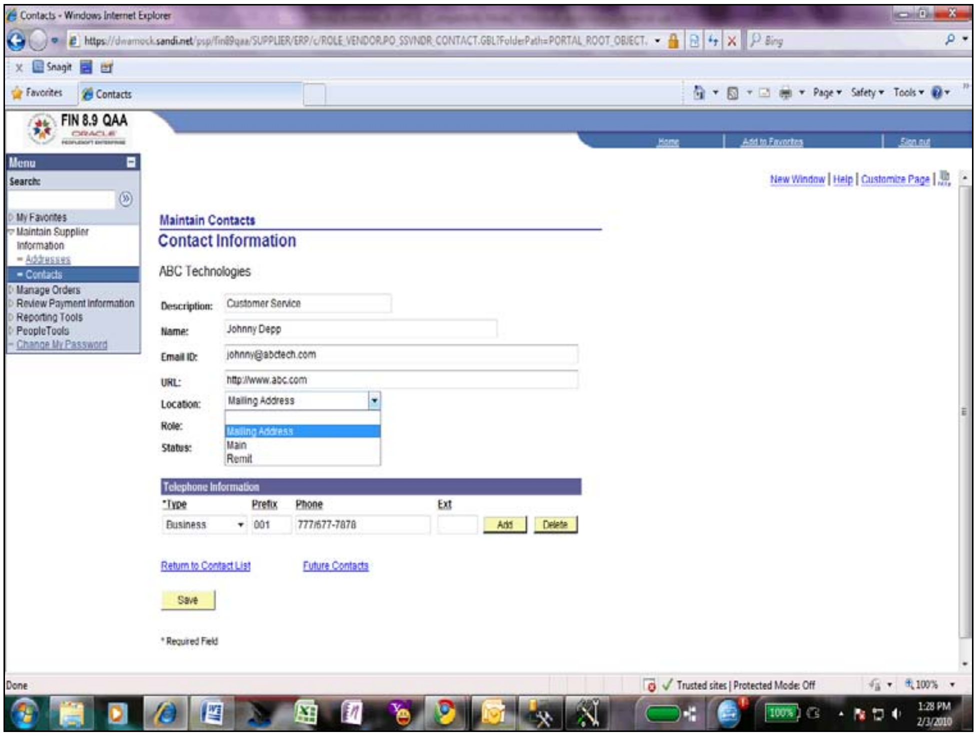
Step	Action
6.	Click the **Contacts** link. Contacts
7.	In this tutorial we have taken the example of a dummy SDUSD supplier "ABC Technologies Inc.,". This supplier has three contacts in file with the district as shown in this screen. Let us first see how we can edit one of the existing conacts and have those changes take effect immediately.



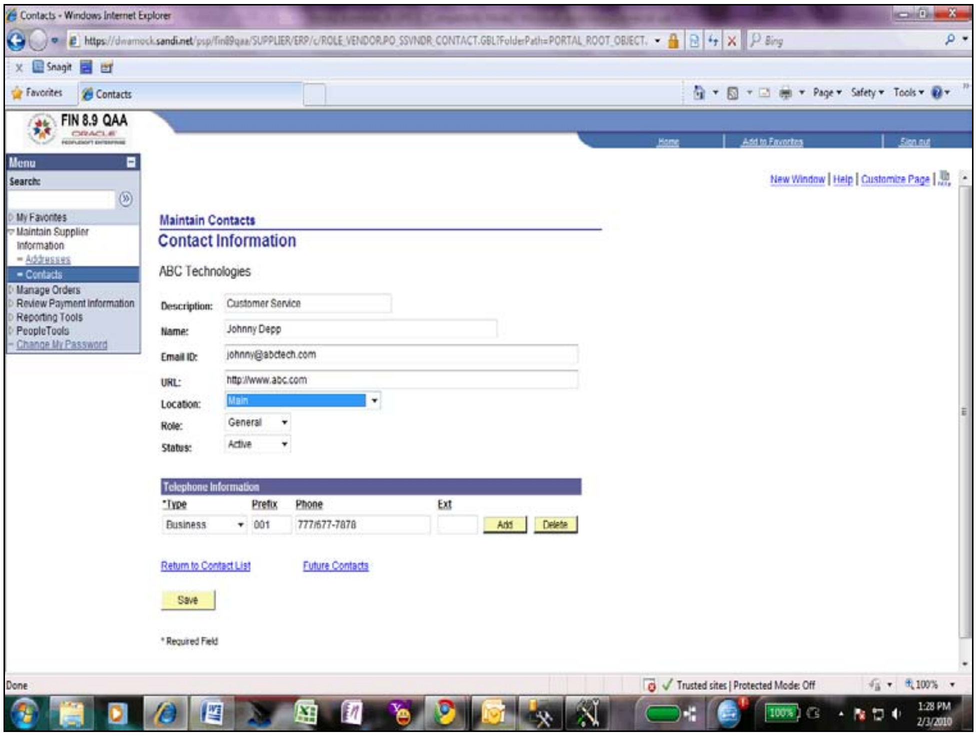
Step	Action
8.	Click the **Edit** button. Edit
9.	Let us edit some information for this contact. The SDUSD system will be immediately updated once the changes have been saved.

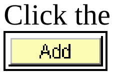


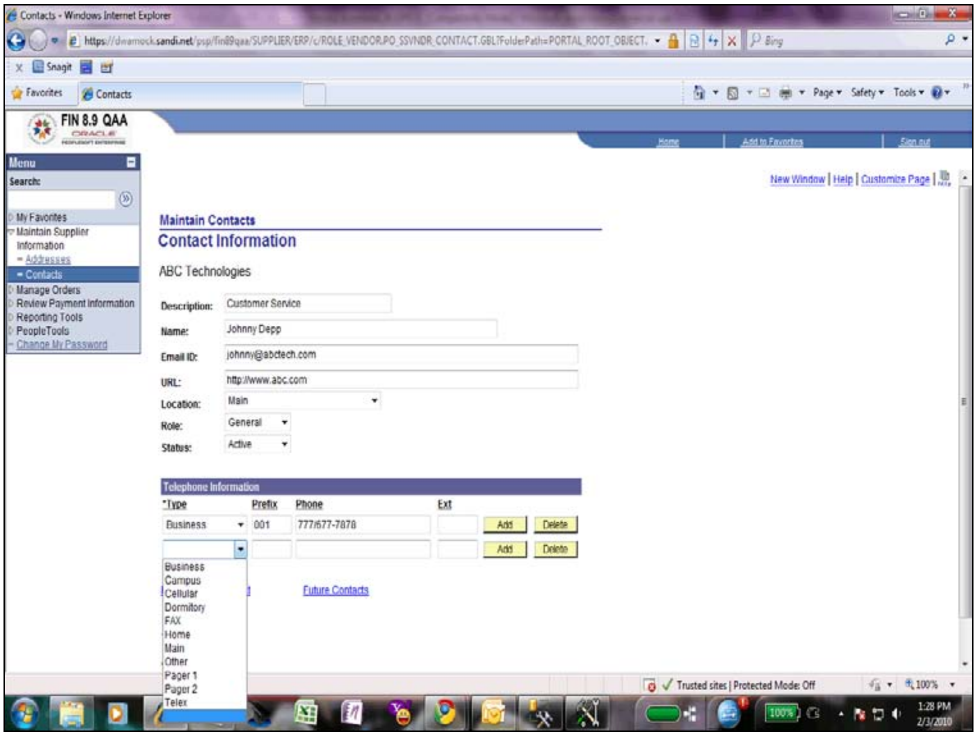
Step	Action
10.	Enter the desired information into the **Email ID** field. Enter "**johnny@abctech.com**".
11.	Click the **Location** list. Mailing Address



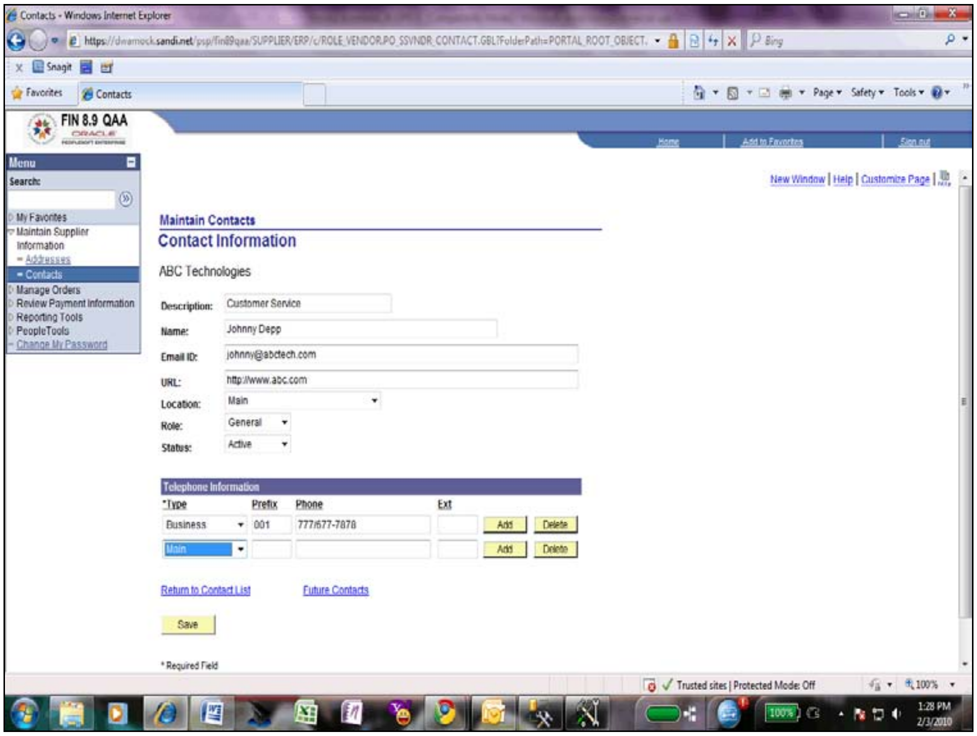
Step	Action
12.	Click the **Main** list item. Main



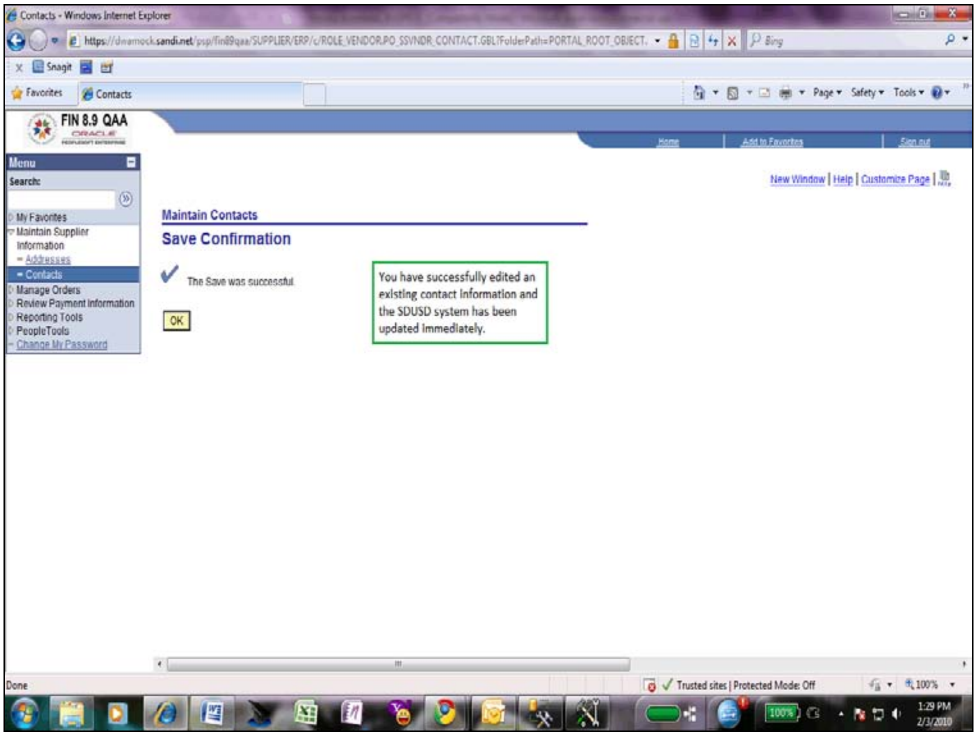
Step	Action
13.	Click the **Add a new row at row 1 (Alt+7)** button. 
14.	Click the **Type** list. 



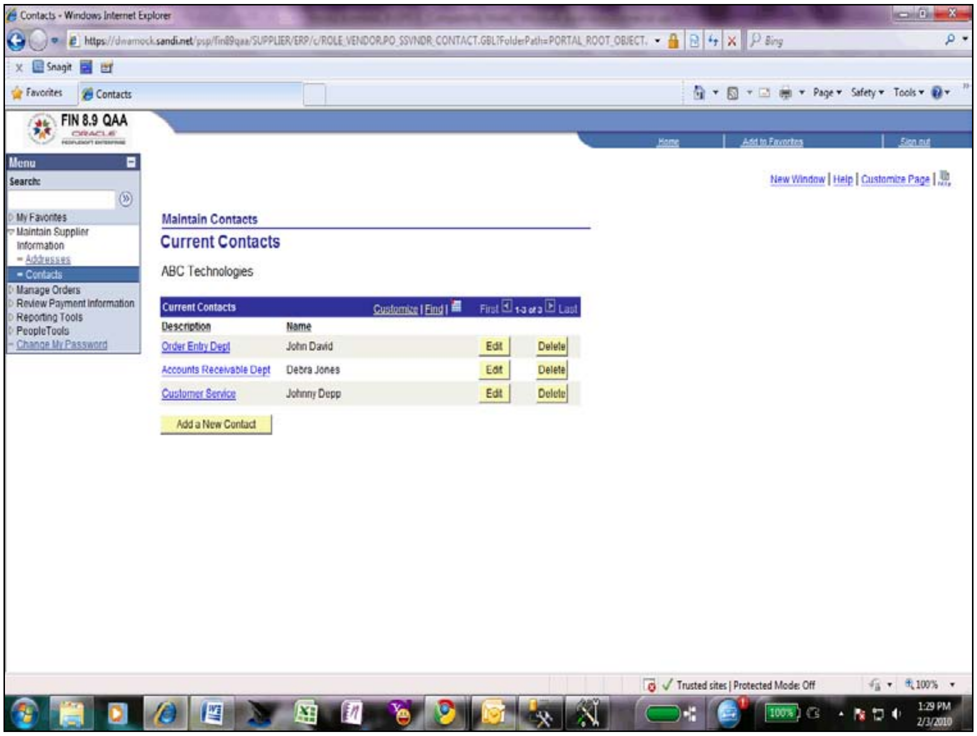
Step	Action
15.	Click the **Main** list item. Main



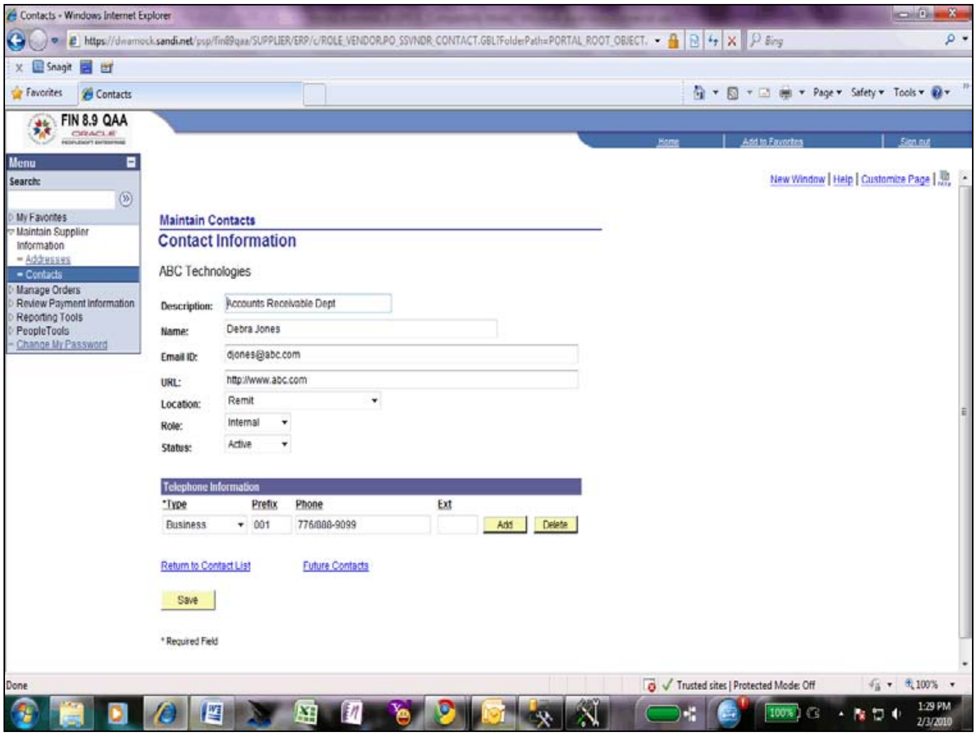
Step	Action
16.	Enter the desired information into the **Prefix** field. Enter "**001**".
17.	Enter the desired information into the **Phone** field. Enter "**7776776766**".
18.	Click the **Save** button. Save



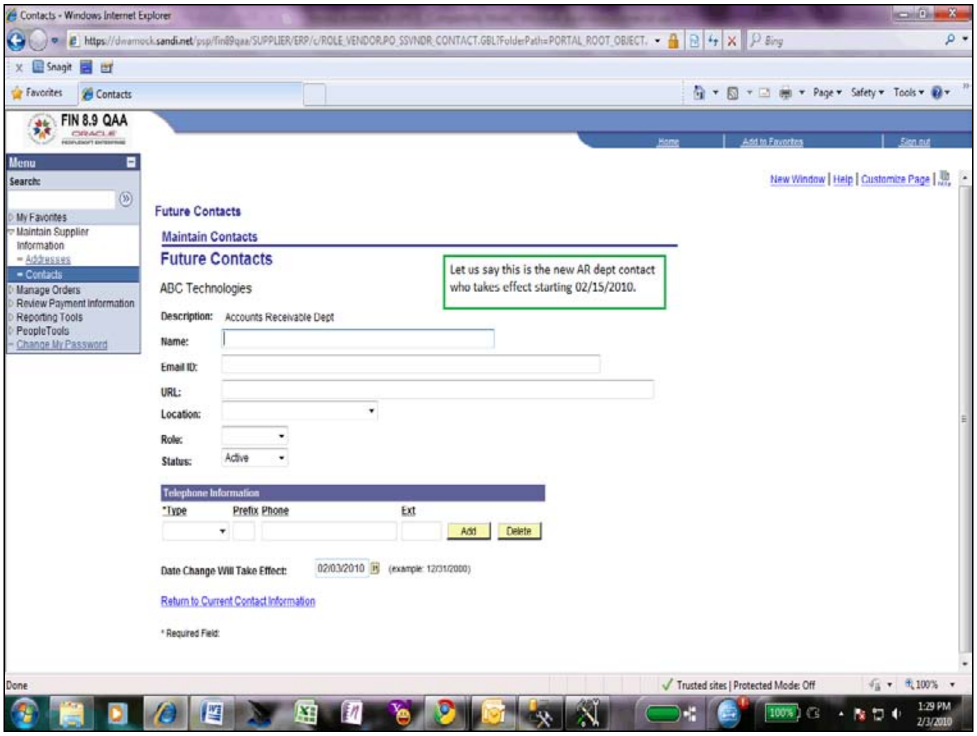
Step	Action
19.	Click the **OK** button. OK
20.	Now let us see how you can edit information for an existing contact and have those changes take effect on a future date. Example Scenario: There may be a new person in your compnay who would be the AR dept contact. But this change takes effect only after two weeks.



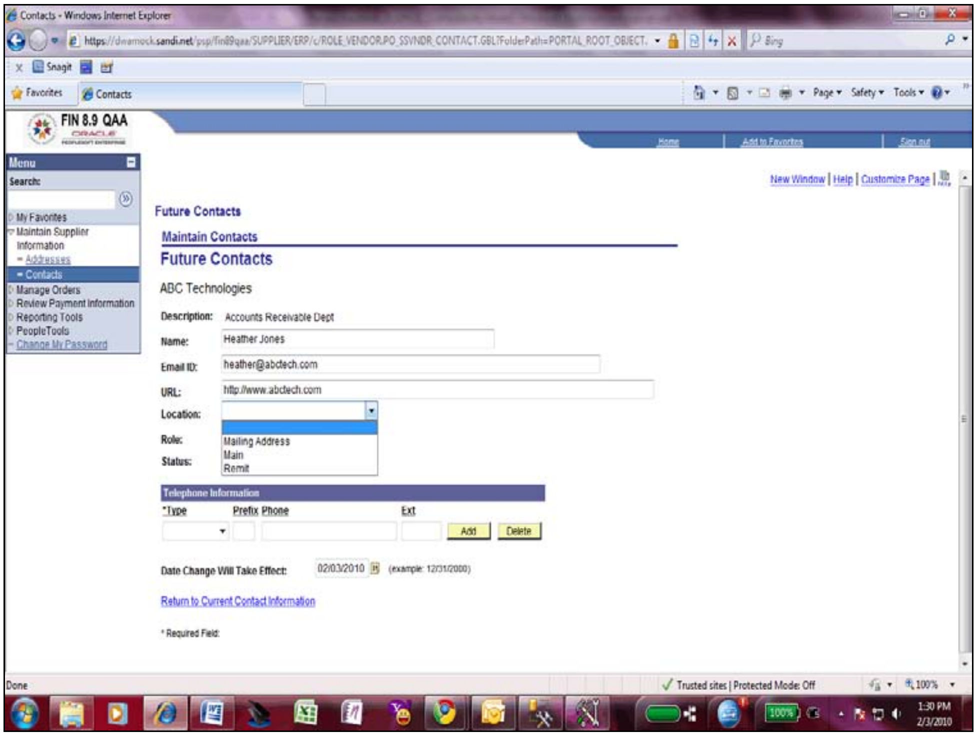
Step	Action
21.	Click the **Edit** button. Edit



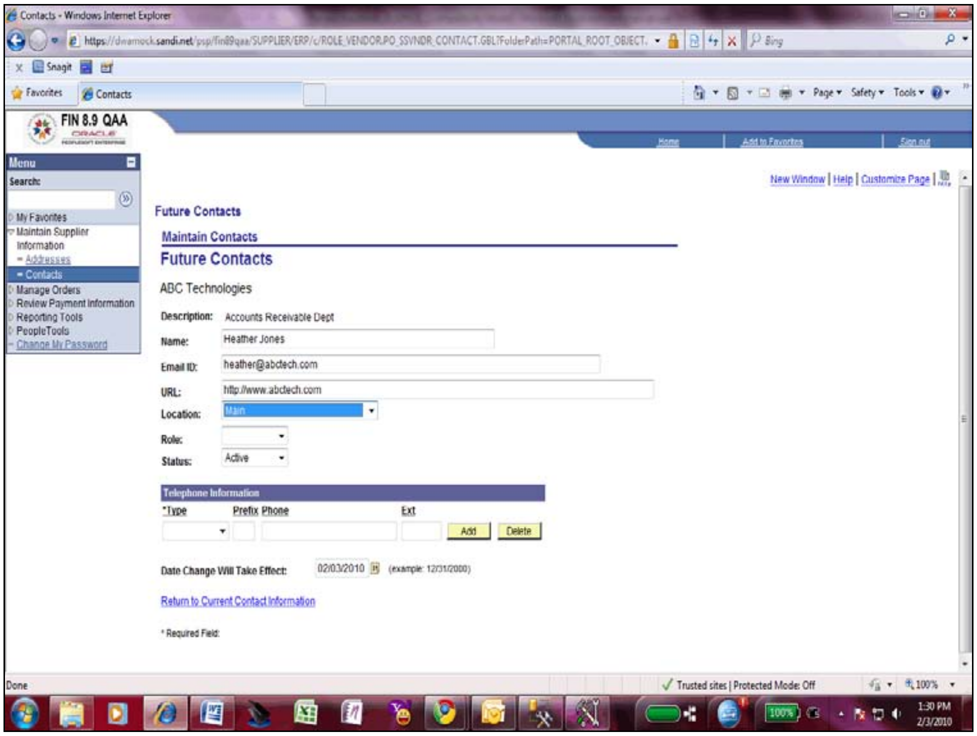
Step	Action
22.	Click the **Future Contacts** link. Future Contacts

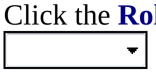


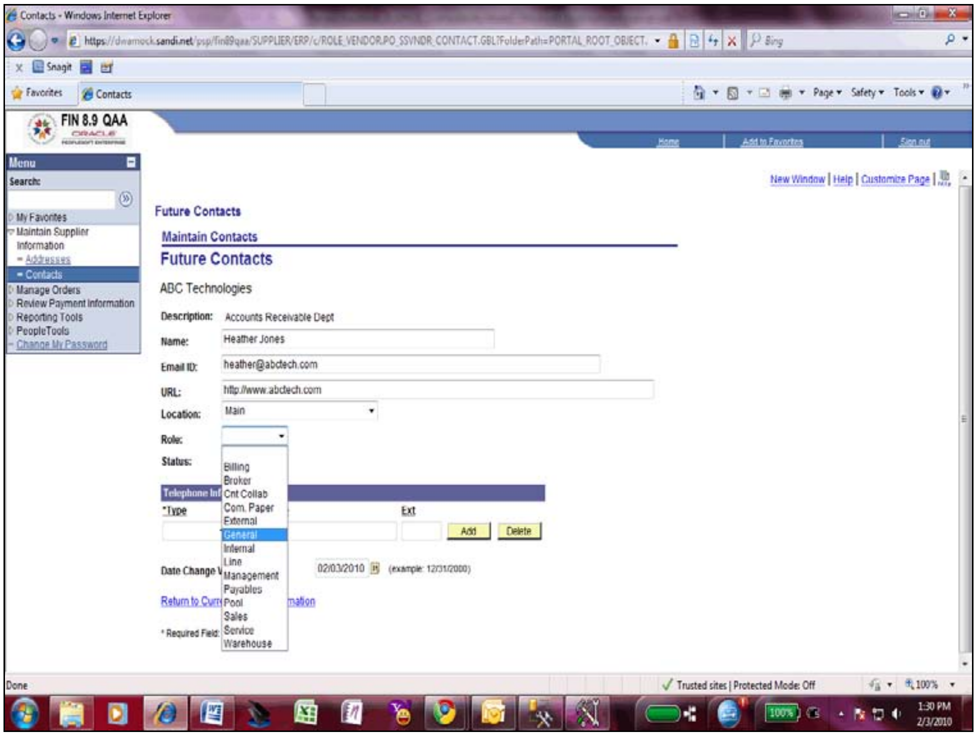
Step	Action
23.	Enter the desired information into the **Name** field. Enter "**Heather Jones**".
24.	Enter the desired information into the **Email ID** field. Enter "**heather@abctech.com**".
25.	Enter the desired information into the **URL** field. Enter "**http://www.abctech.com**".
26.	Click the **Location** list. 



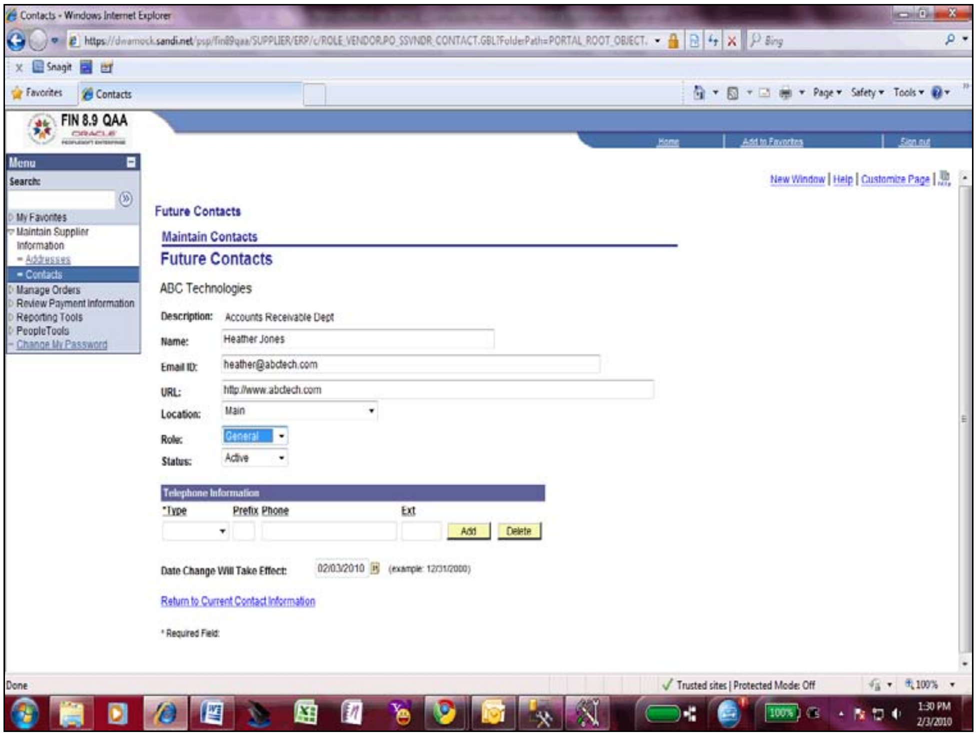
Step	Action
27.	Click the **Main** list item. Main



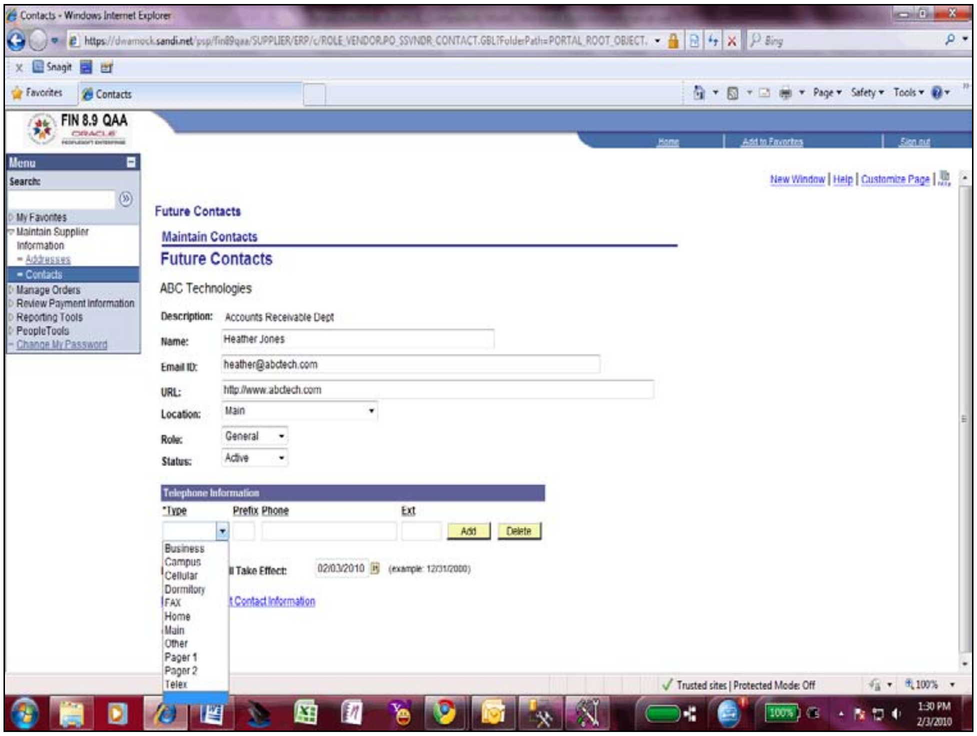
Step	Action
28.	Click the **Role** list. 



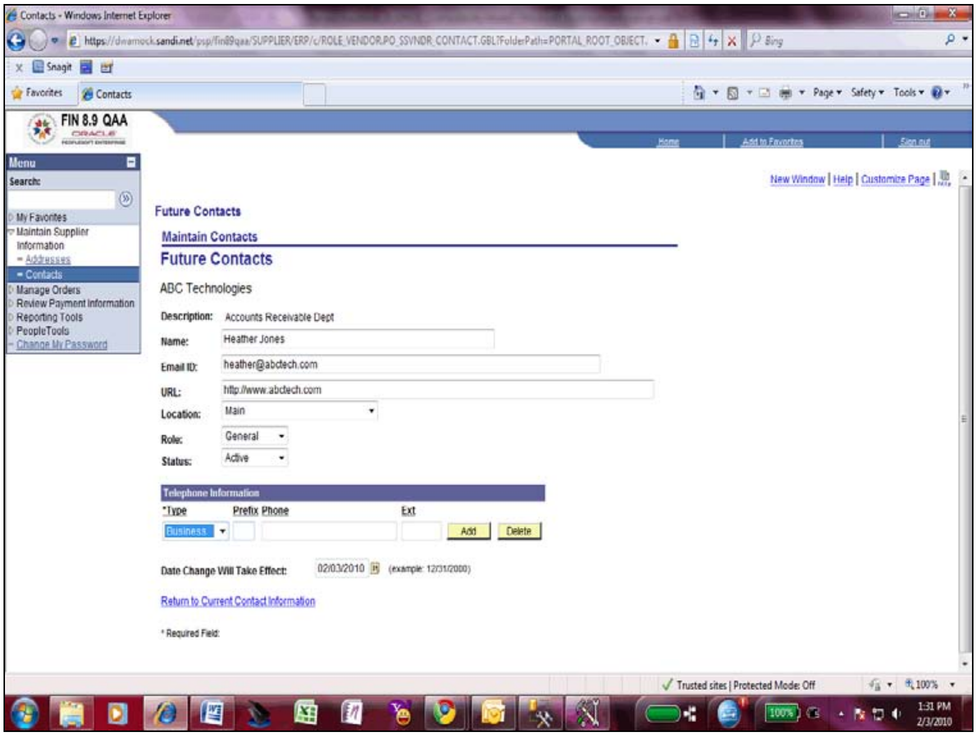
Step	Action
29.	Click the **General** list item. General



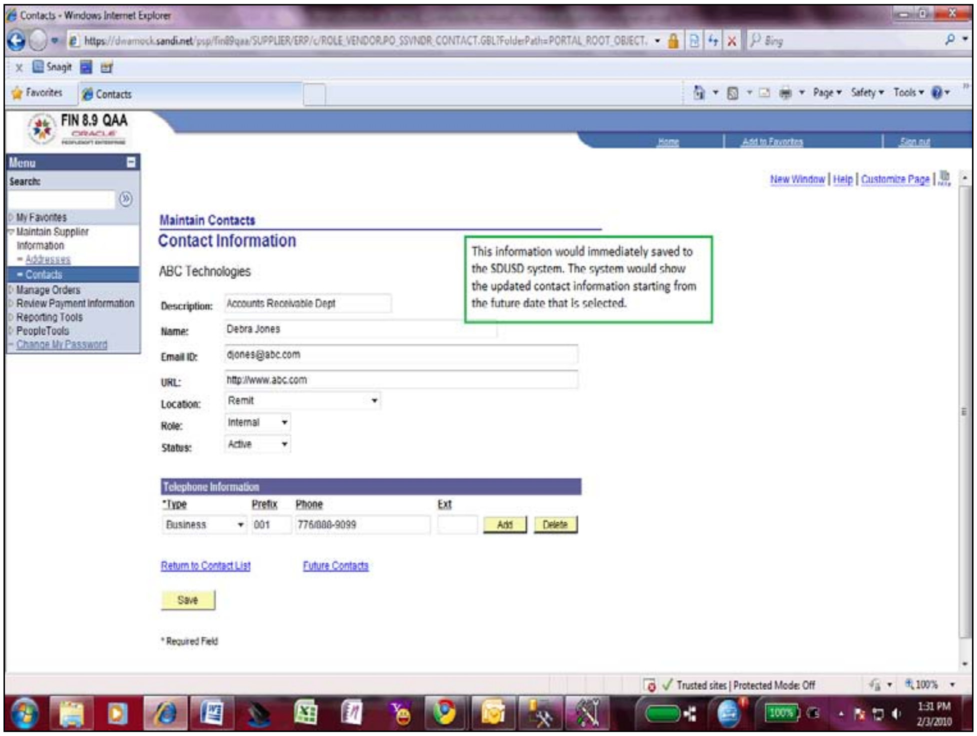
Step	Action
30.	Click the **Type** list.

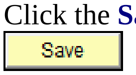


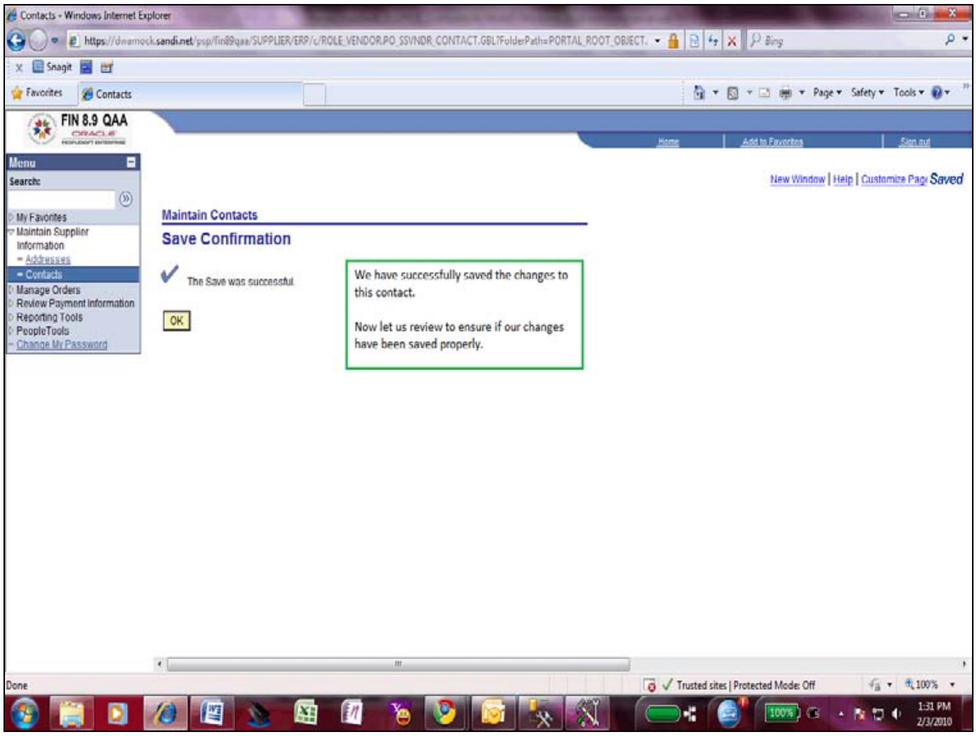
Step	Action
31.	Click the **Business** list item. Business



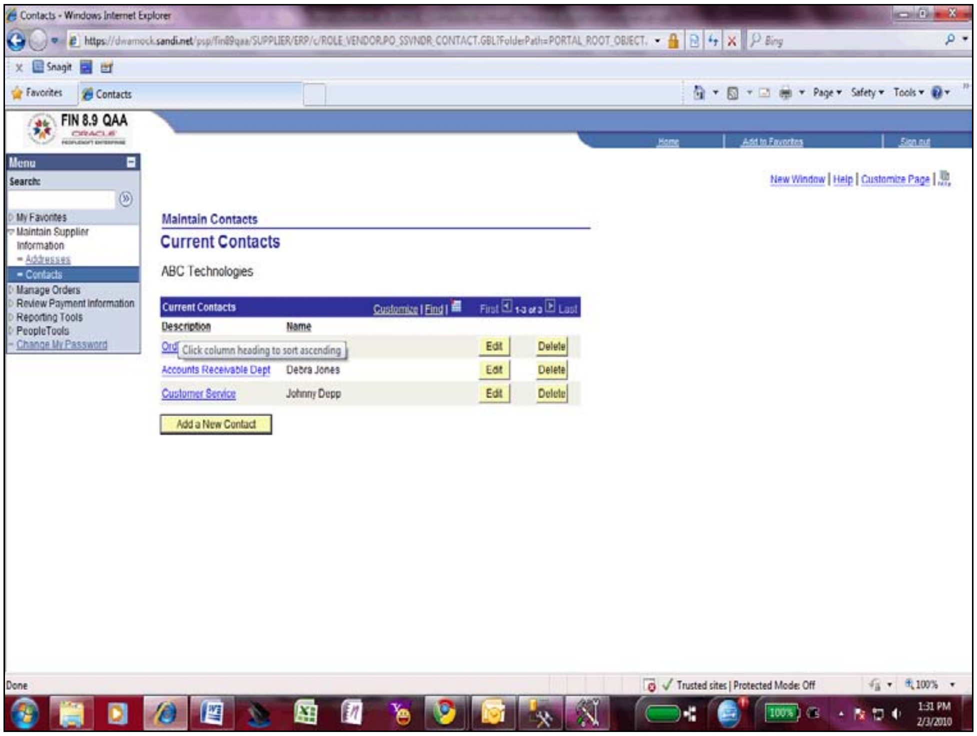
Step	Action
32.	Enter the desired information into the **Prefix** field. Enter "**001**".
33.	Enter the desired information into the **Phone** field. Enter "**6665657777**".
34.	Click the **Choose a date (Alt+5)** button. 
35.	Click the **15** link. Choose the date 02/15/2010. This is the date when this change for the AR dept contact would take effect. 15
36.	Click the **Return to Current Contact Information** link. Return to Current Contact Information



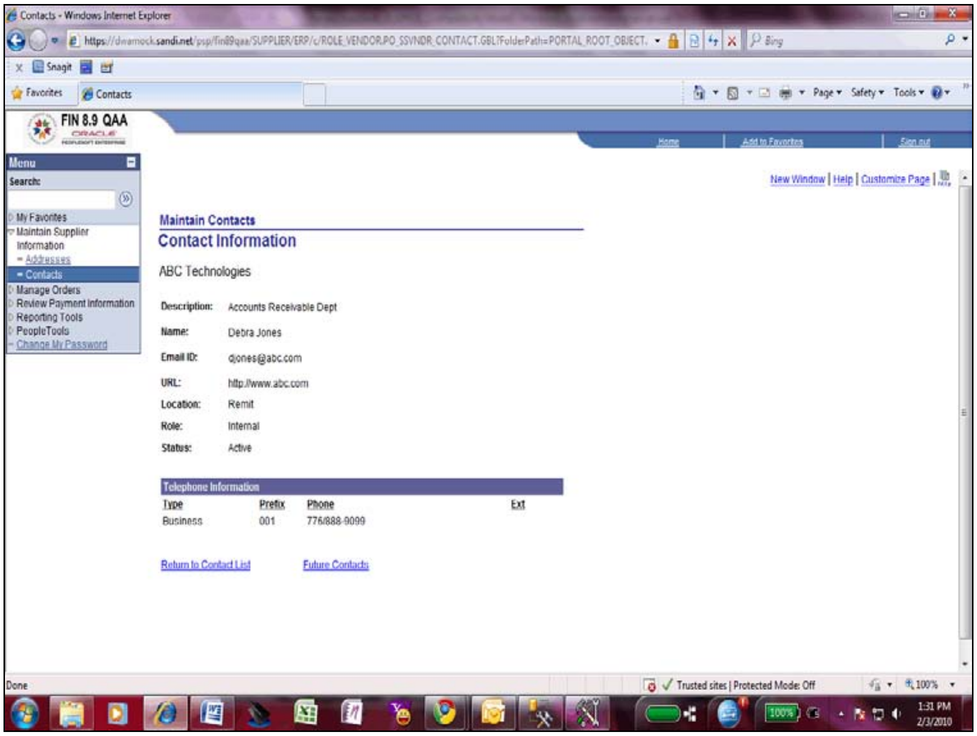
Step	Action
37.	Click the **Save** button. 



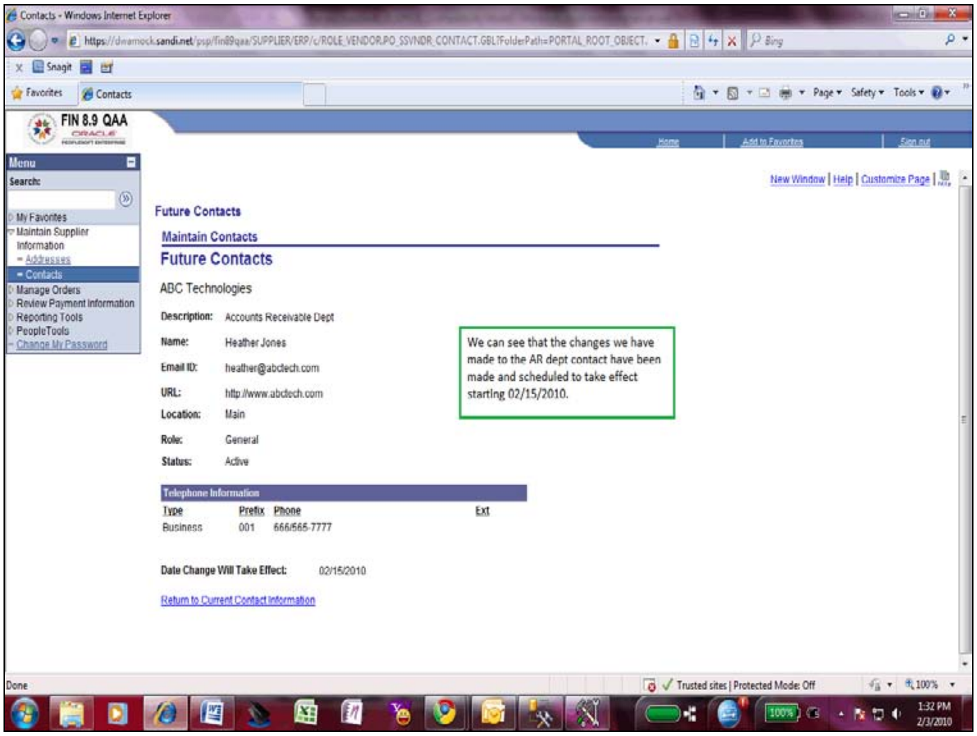
Step	Action
38.	Click the **OK** button. 



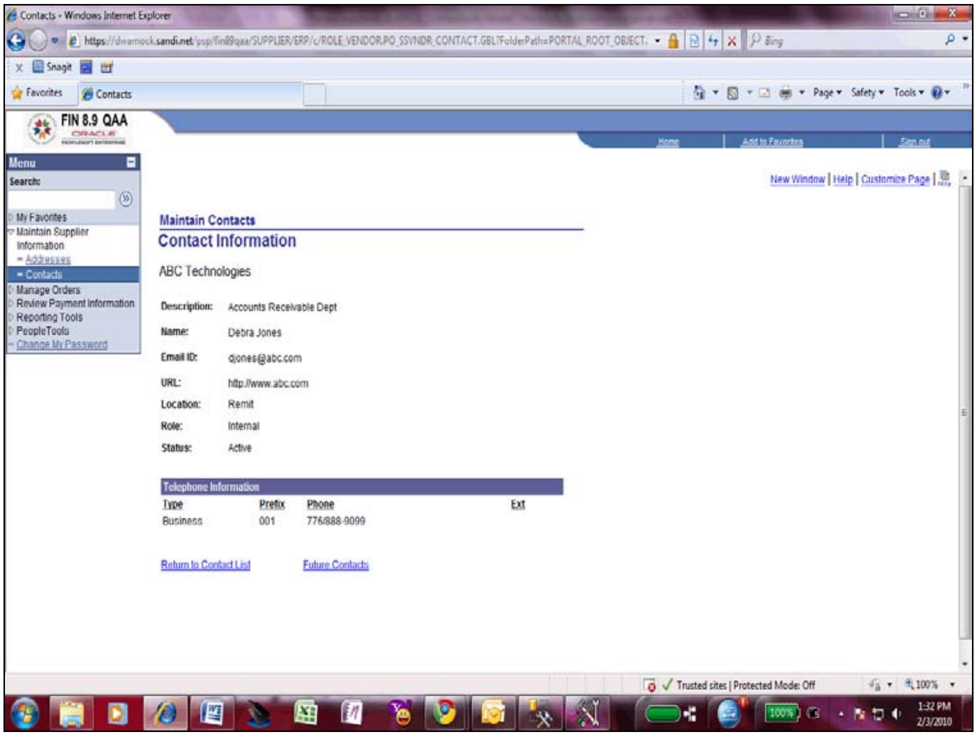
Step	Action
39.	Click an entry in the **Description** column. Accounts Receivable Dept



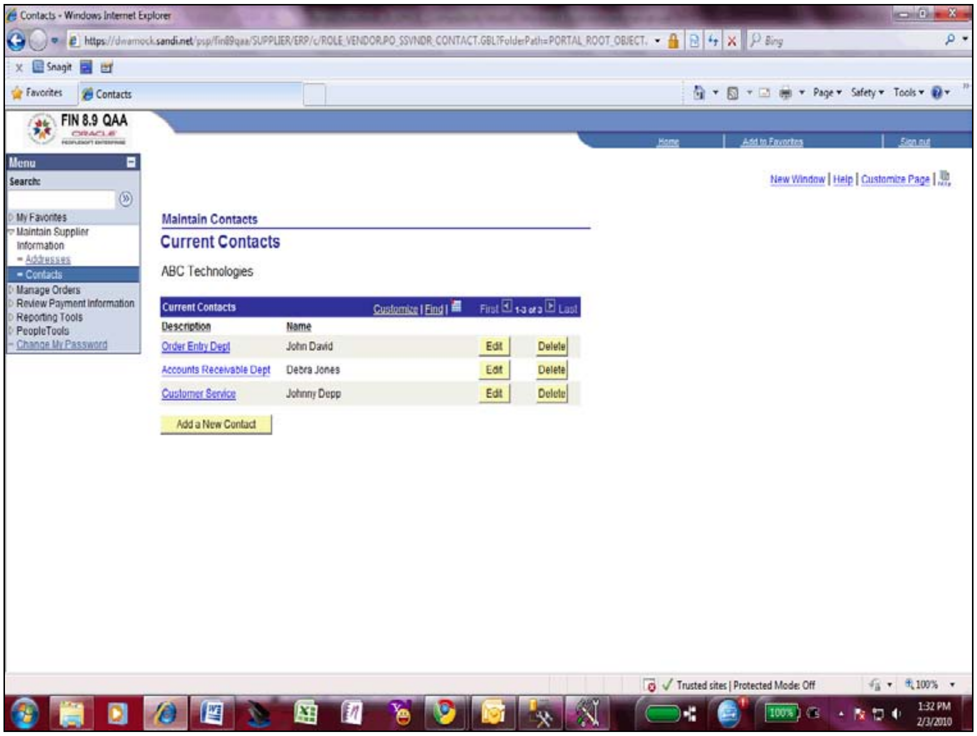
Step	Action
40.	Click the **Future Contacts** link. Future Contacts

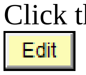


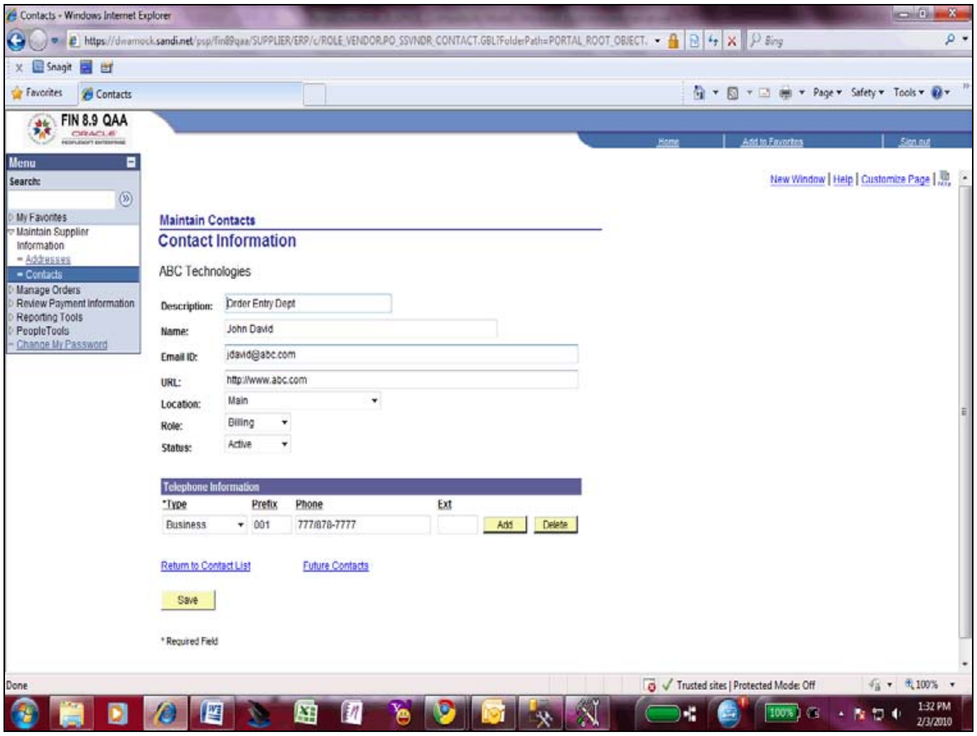
Step	Action
41.	Click the **Return to Current Contact Information** link. Return to Current Contact Information



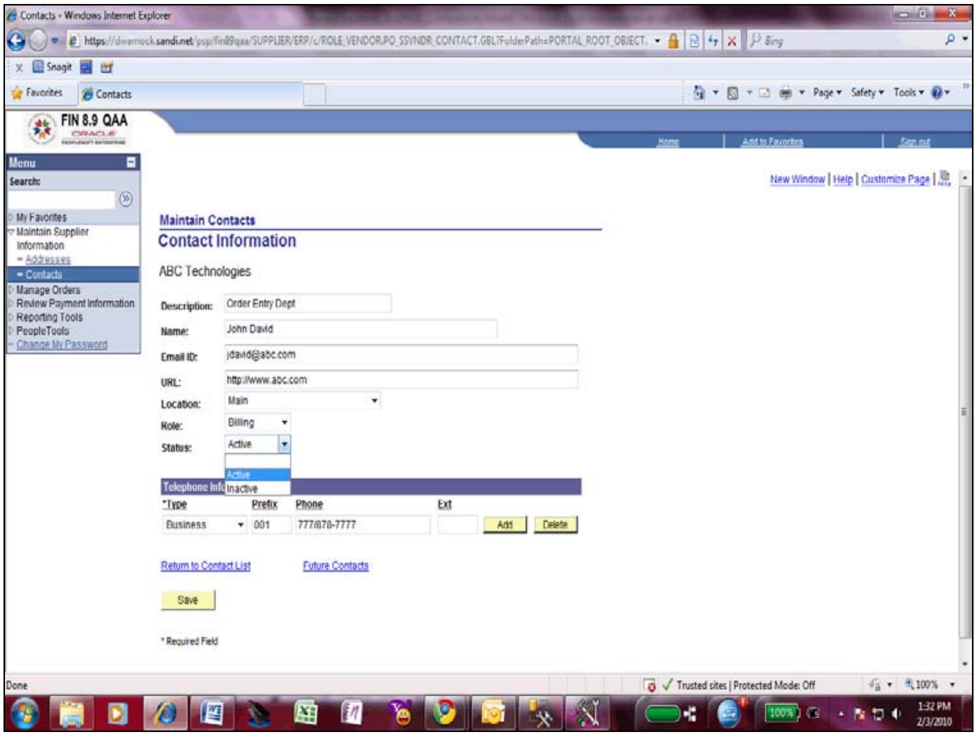
Step	Action
42.	Click the **Return to Contact List** link. Return to Contact List
43.	Now let us see how we can inactivate an existing contact. You may need to do this in circumstances where the contact need not be deleted but needs to stay inactive for a period of time.



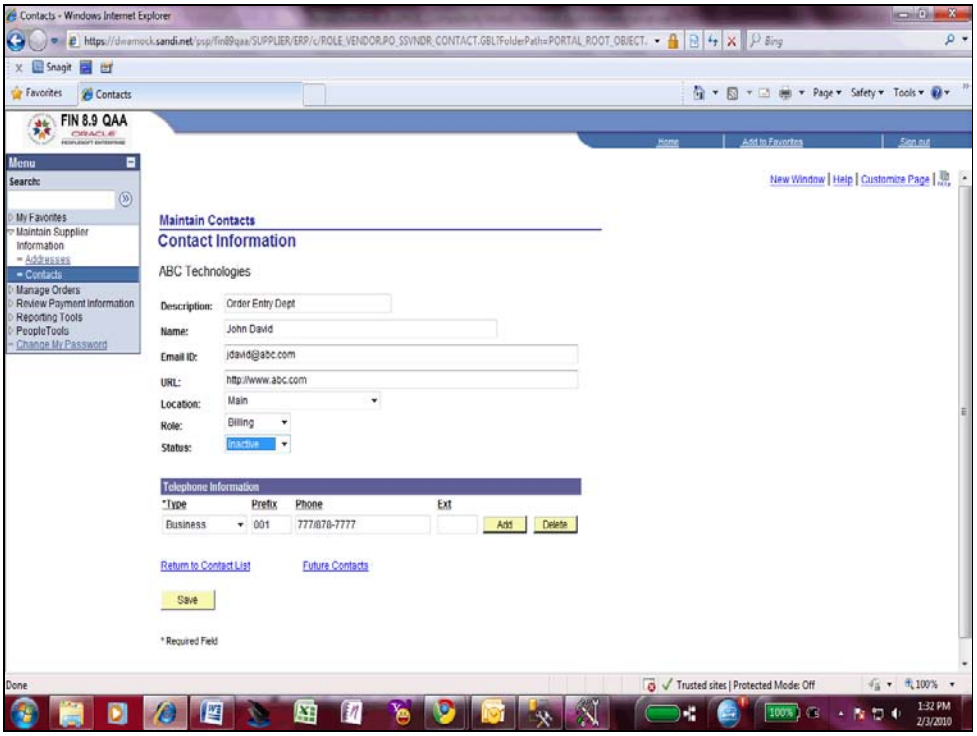
Step	Action
44.	Click the **Edit** button. 

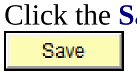


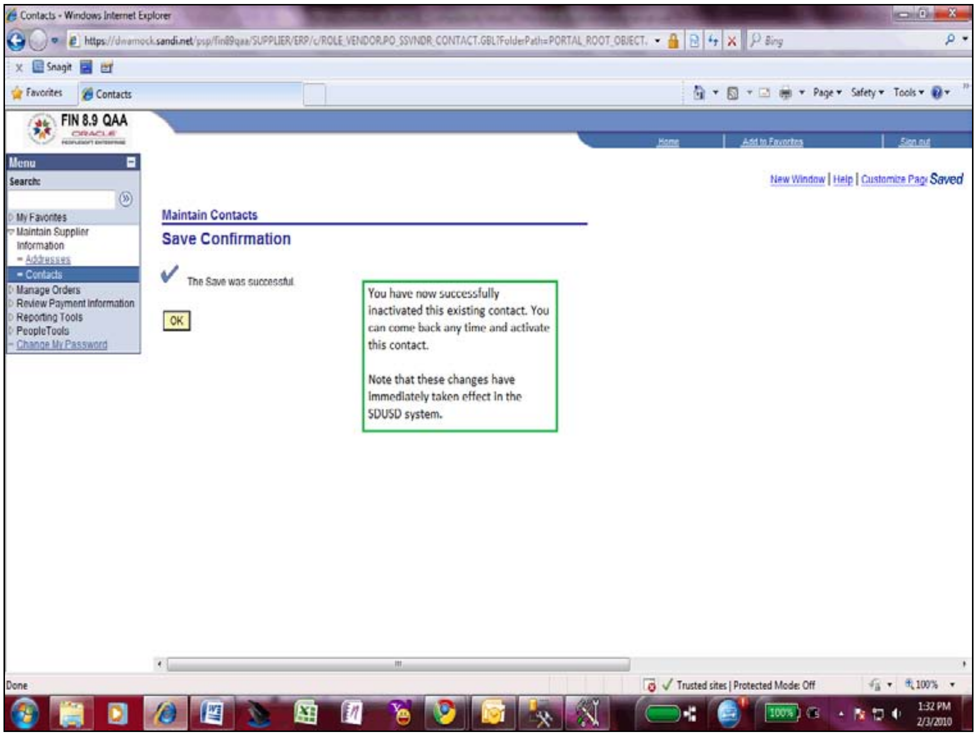
Step	Action
45.	Click the **Status** list. Active



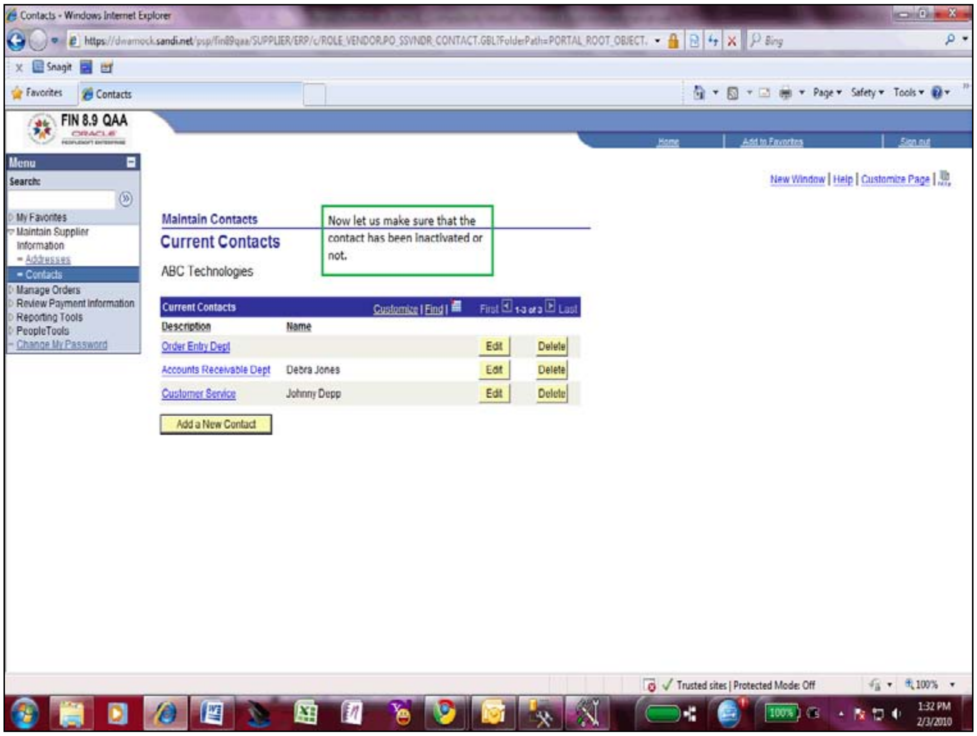
Step	Action
46.	Click the **Inactive** list item. Inactive



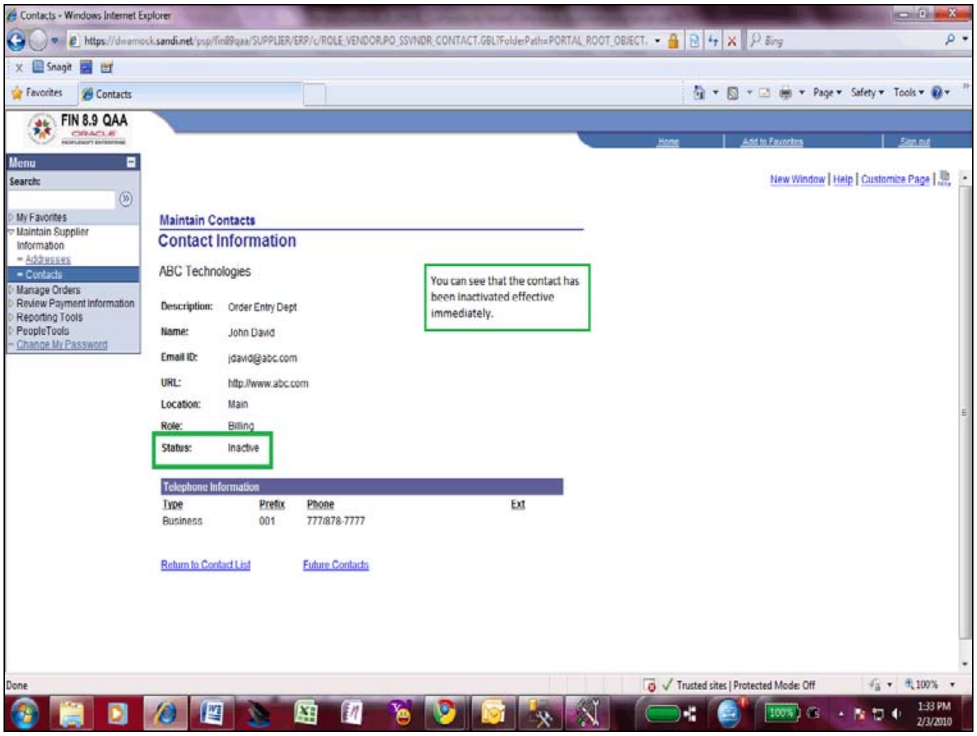
Step	Action
47.	Click the **Save** button. 



Step	Action
48.	Click the **OK** button. 



Step	Action
49.	Click an entry in the **Description** column. Order Entry Dept



Step	Action
50.	Click the **Return to Contact List** link. Return to Contact List
51.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Print Duplicate Purchase Orders_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Print Duplicate Purchase Orders

Trigger:

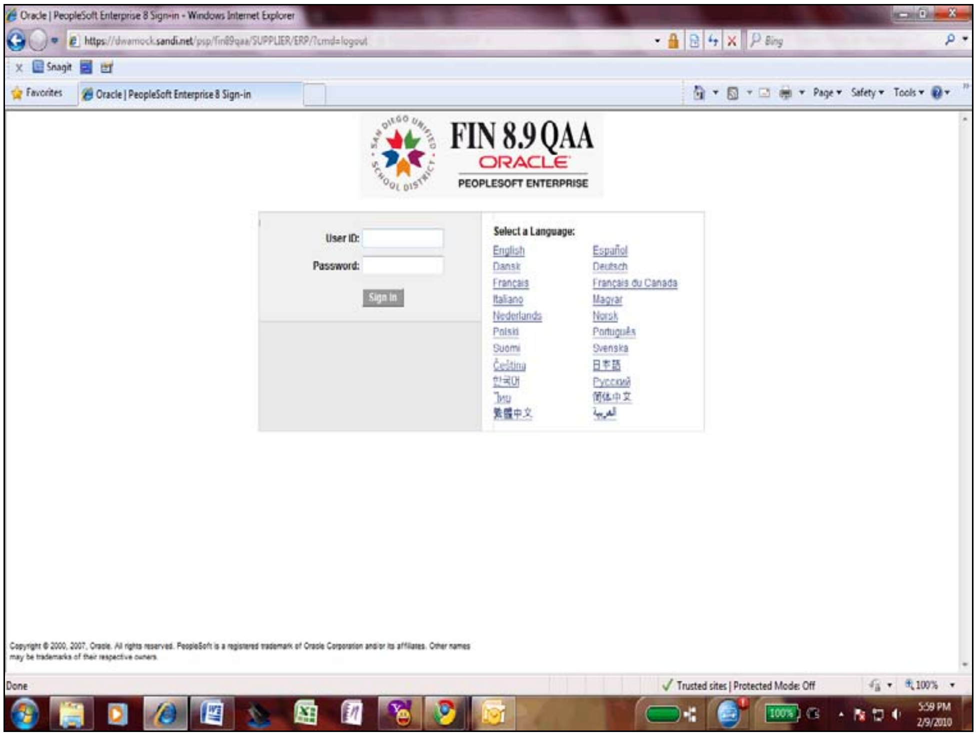
Required Field(s)	Comments

Output - Results	Comments

Additional Information

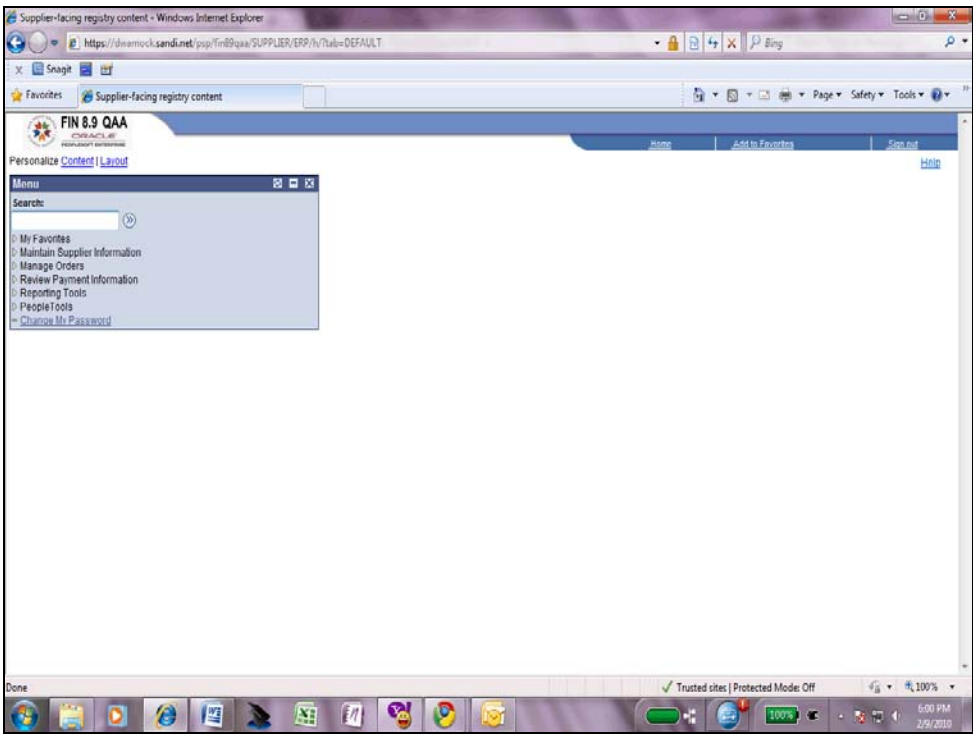
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

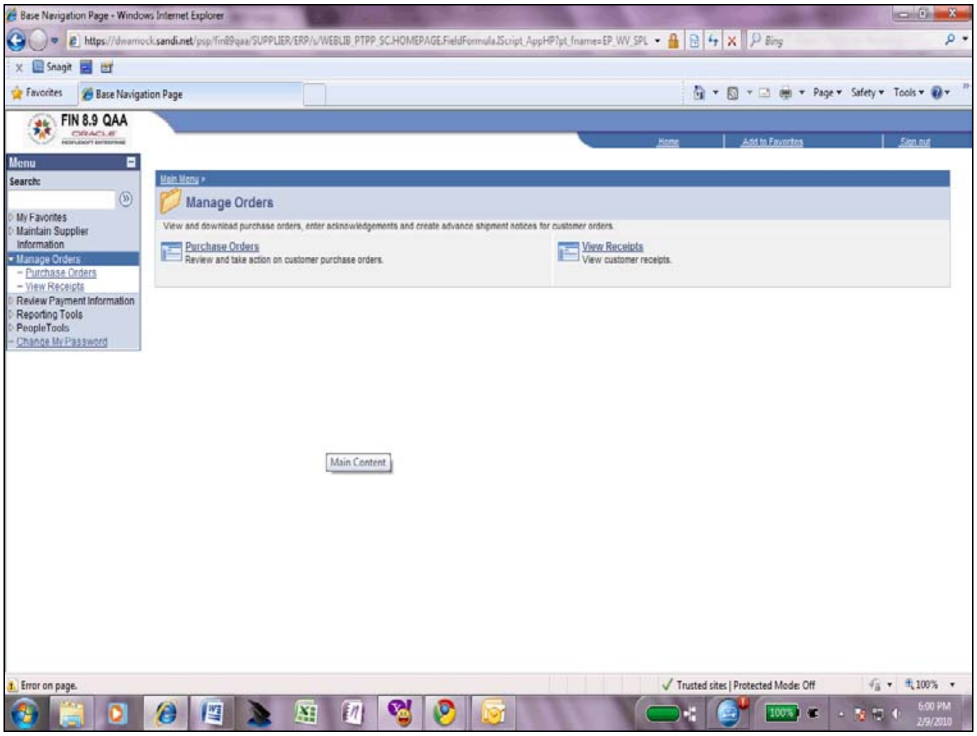


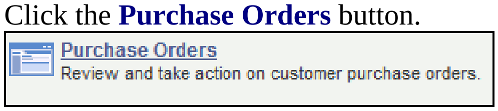
Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**********".
3.	Click the **Sign In** button. 

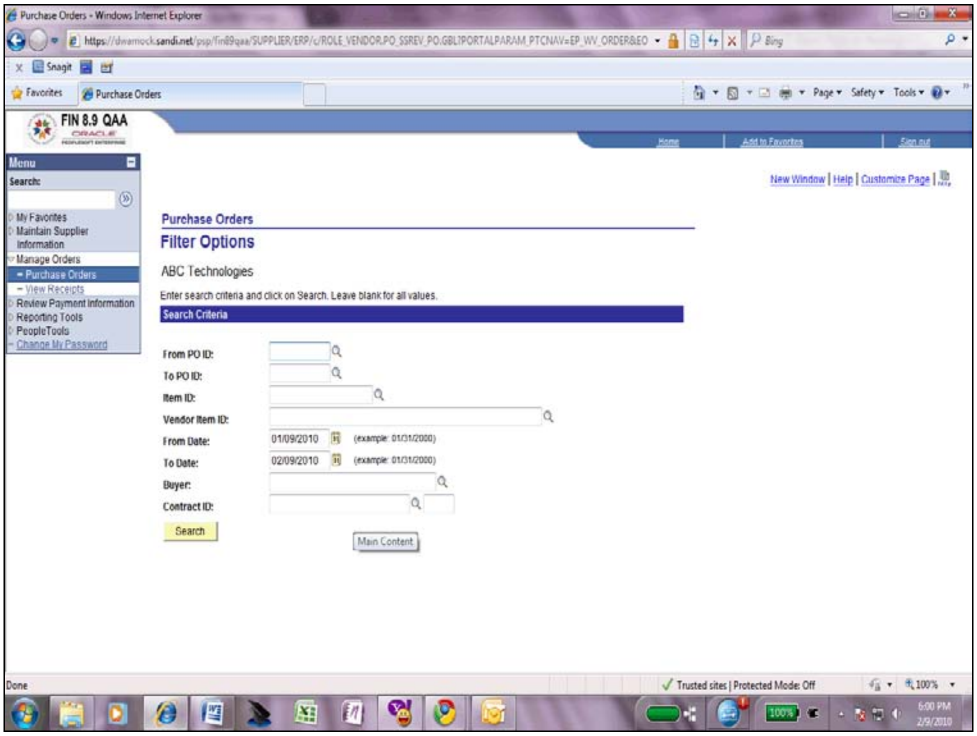
Step	Action
4.	You are now logged into the SDUSD PeopleSoft supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen based upon the operational role that was tied to your user ID. In this video we are going to see how to print a duplicate copy of the purchase order for your company. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



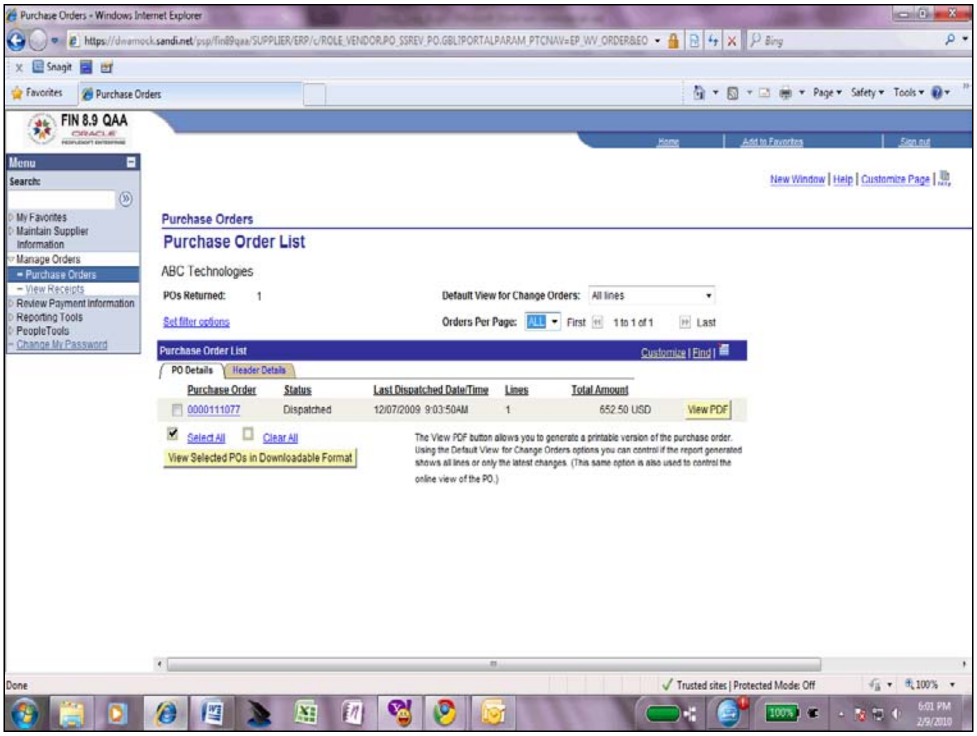
Step	Action
5.	Click the **Manage Orders** link. ▷ Manage Orders

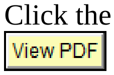


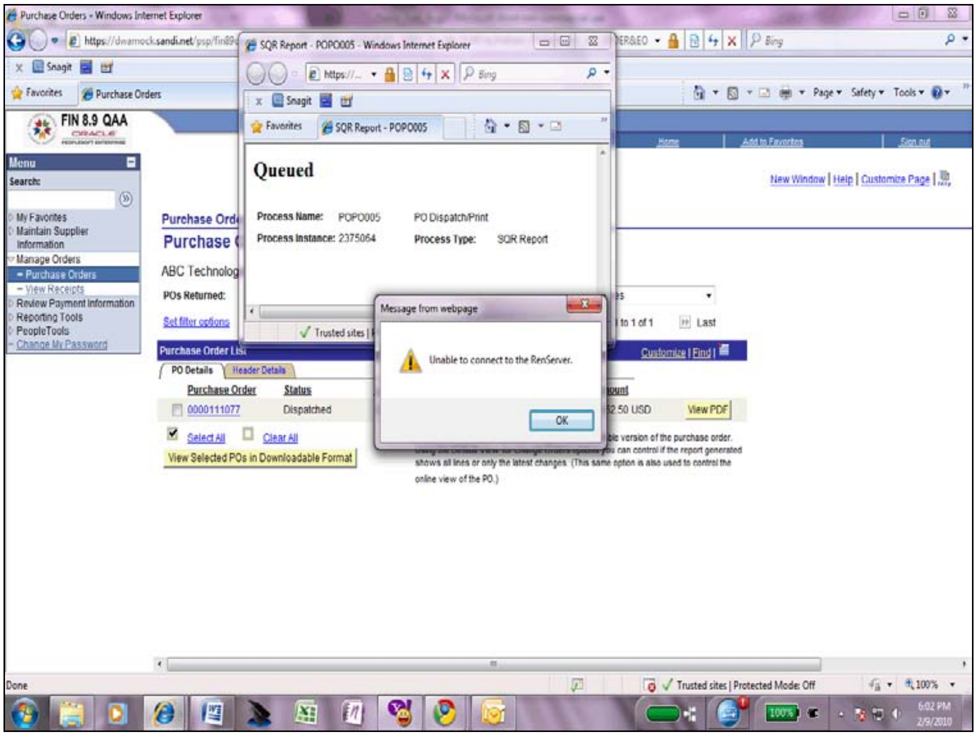
Step	Action
6.	Click the **Purchase Orders** button. 
7.	This is the PO search filter options page. You can use any of the search filter options to look up your POs. In this video we would be using some of the options.



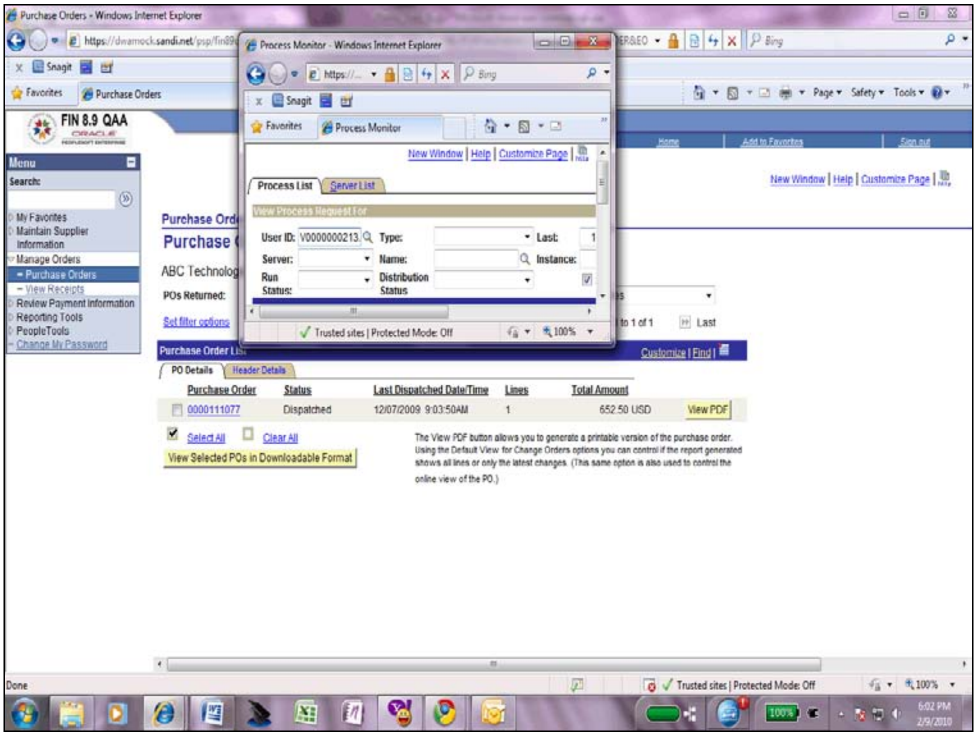
Step	Action
8.	Enter the desired information into the **From PO ID** field. Enter "**0000111077**".
9.	Enter the desired information into the **To PO ID** field. Enter "**0000111077**".
10.	Enter the desired information into the **From Date** field. Enter "**12/01/2009**".
11.	Click the **Search** button. Search
12.	This is the PO search results page which lists the POs which were returned based on our search criteria. Now let us see how we can print a duplicate copy of this purchase order 0000111077



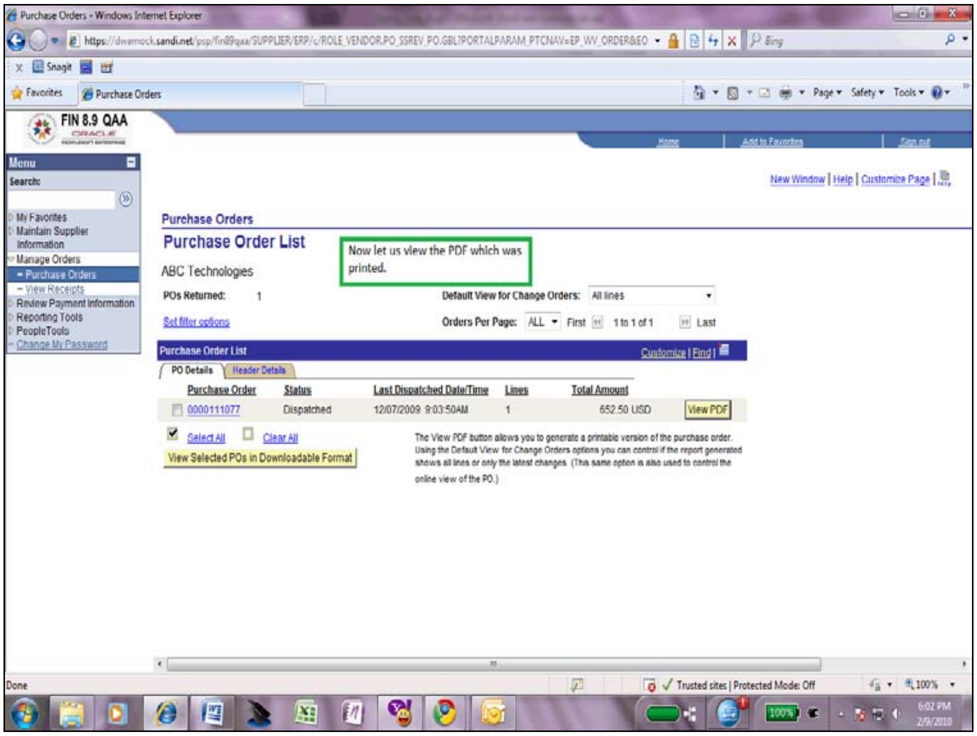
Step	Action
13.	Click the **View PDF** button. 
14.	After clicking the view PDF button, a new window would open up. This indicates that the PO print process is currently in progress. Once the duplicate invoice print process is completed this window would show the process status as SUCCESS.
15.	After the process completes, you might get a message pop-up as shown below. This is just a warning. You can click OK upon which the process monitor page would show up.



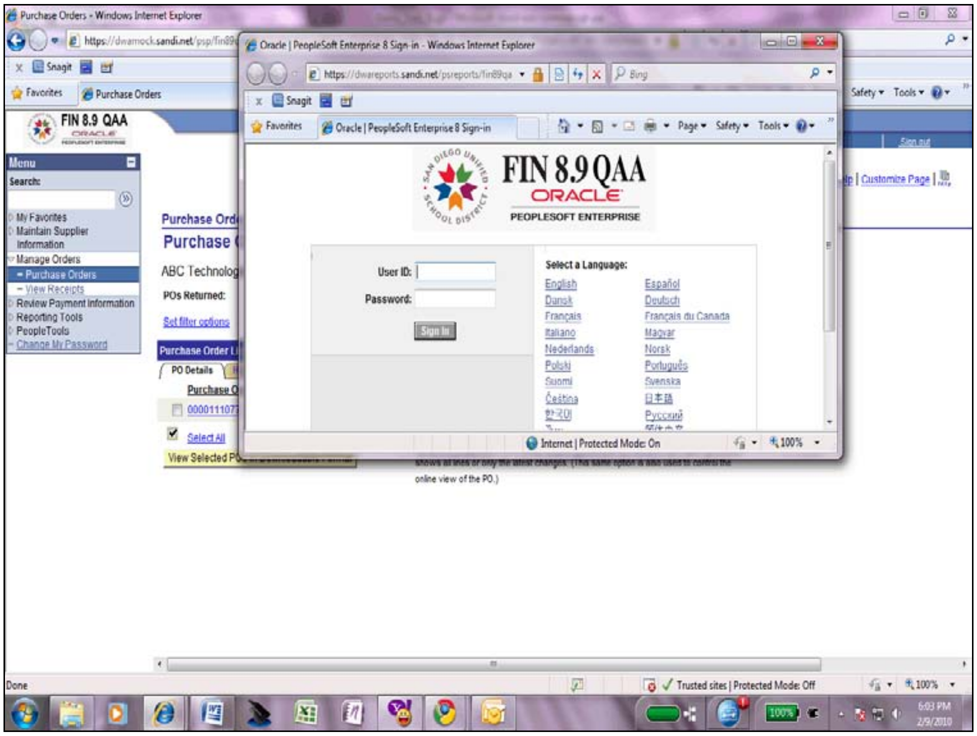
Step	Action
16.	Click the **OK** button. OK



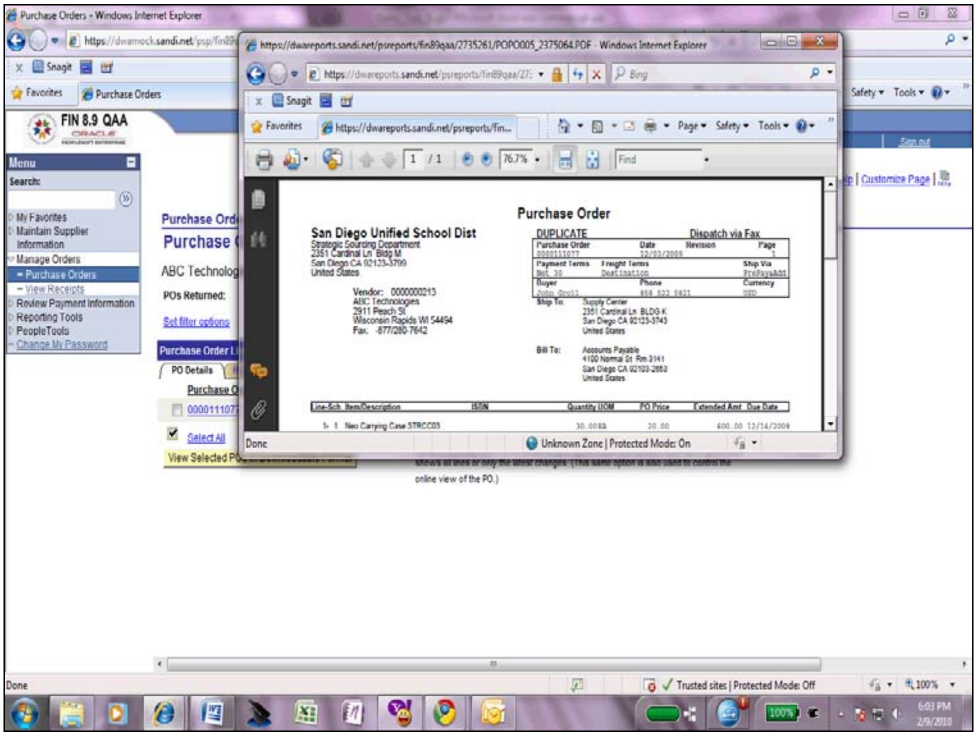
Step	Action
17.	Click the **Maximize** button. 
18.	You can see that the print process is completed and the run status is Success. Go ahead and close this window. If you find that the print process failed then please notify the SDUSD support desk.
19.	Click the **Close** button. You don't need to have this window open anymore. 



Step	Action
20.	Click the **View PDF** button. Note that this is the second time you are clicking this button for this PO. View PDF
21.	Once you click view PDF button the second time, the PeopleSoft login screen might come up requesting you to login to the system again. Go ahead and enter your login user ID and password if such a screen shows up.



Step	Action
22.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
23.	Enter the desired information into the **Password** field. Enter "**********".
24.	Click the **Sign In** button. Sign In
25.	After logging in you would be presented with a duplicate PDF of your purchase order.



Step	Action
26.	Click the **Maximize** button. 
27.	Click the scrollbar.
28.	Click the scrollbar.
29.	You can go ahead print the PDF version of the duplicate PO or close PDF file window. NOTE: As long as you stay in this same PO search results page and do not navigate to any other page, you can look at the PDF again by clicking the view PDF button and the PDF file would open up. But if you navigate away to any other page, you can come back at any time and follow the procedures shown in this video to print any of your Purchase Orders.
30.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	**Review Account Balances_BUSPROC**
Version	
Document Generation Date	**2/10/2010**
Date Modified	**2/26/2010**
Last Changed by	
Status	

Review Account Balances

Trigger:

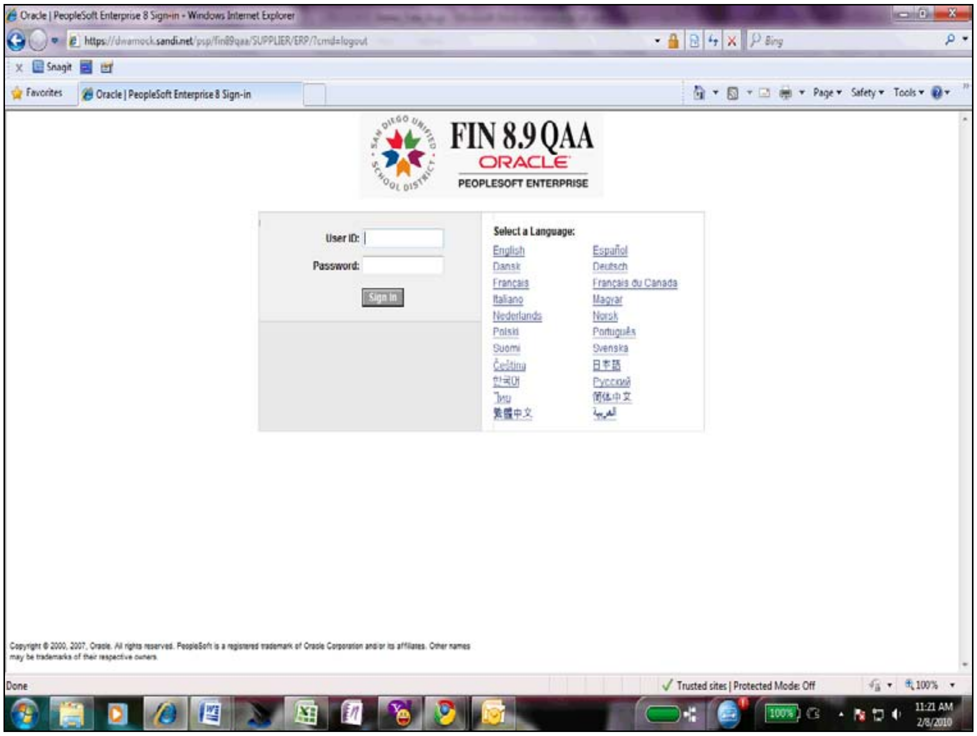
Required Field(s)	Comments

Output - Results	Comments

Additional Information

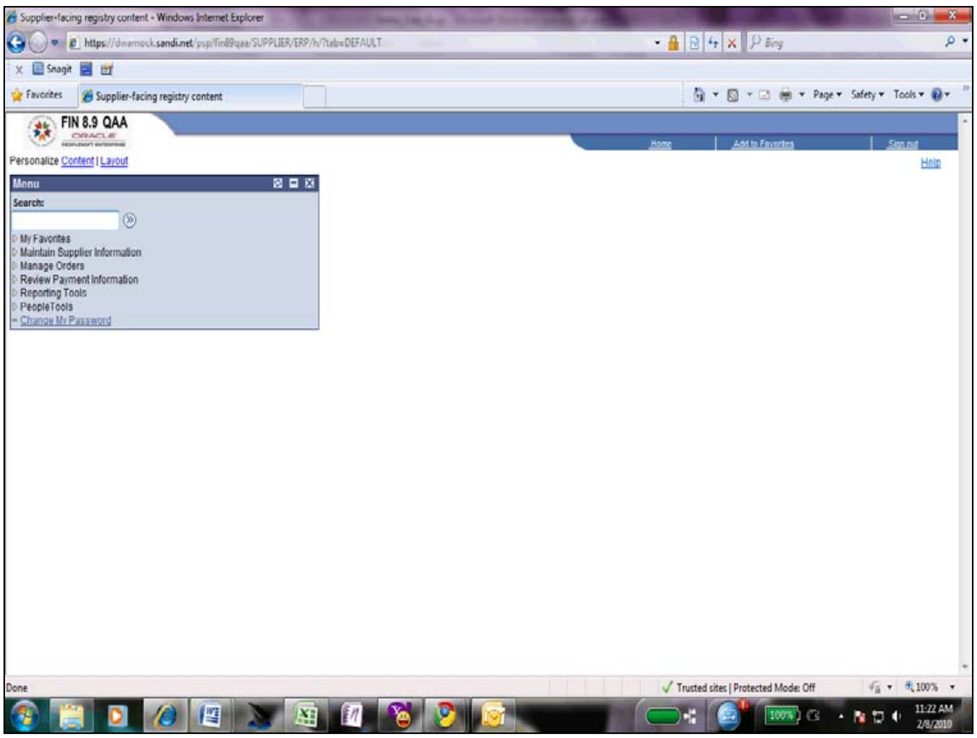
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

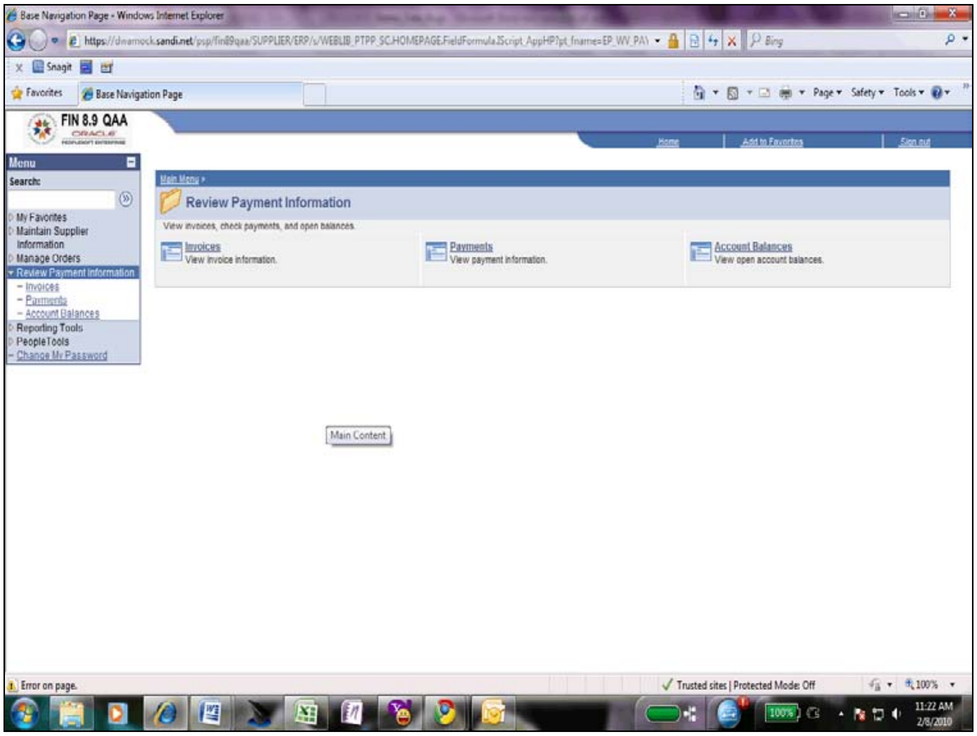


Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**************".
3.	Click the **Sign In** button. 

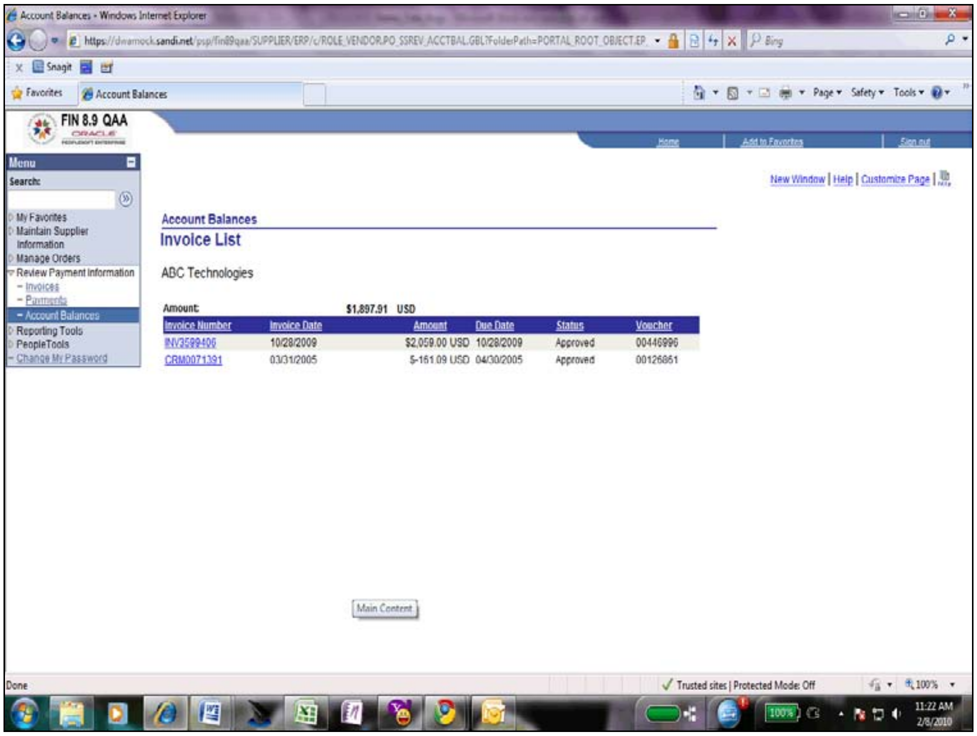
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role assigned to your user ID. In this video we are going to see how to review your account balance information with SDUSD. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



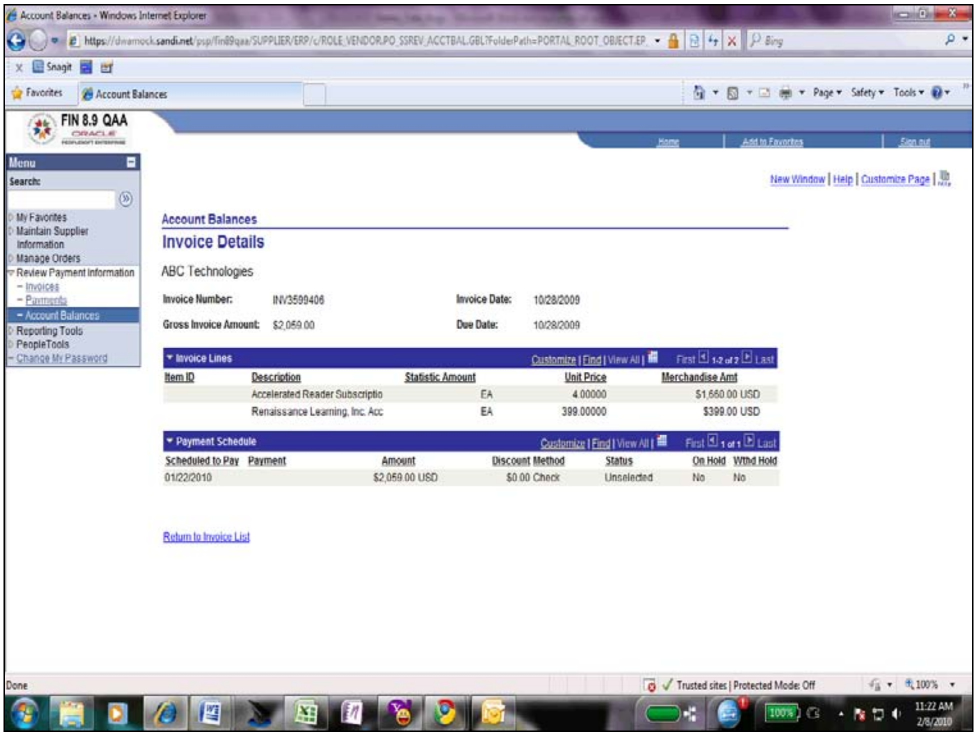
Step	Action
5.	Click the **Review Payment Information** link. ▷ Review Payment Information



Step	Action
6.	Click the **Account Balances** link. Account Balances
7.	This page lists all the open invoices of your company which have not been paid. The screen shows the total amount, provides information on the invoices and also links to drill down to more details on each invoice.



Step	Action
8.	Click an entry in the **Invoice Number** column. INV3599406



Step	Action
9.	Click the **Return to Invoice List** link. Return to Invoice List
10.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Review Addresses_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Review Addresses

Trigger:

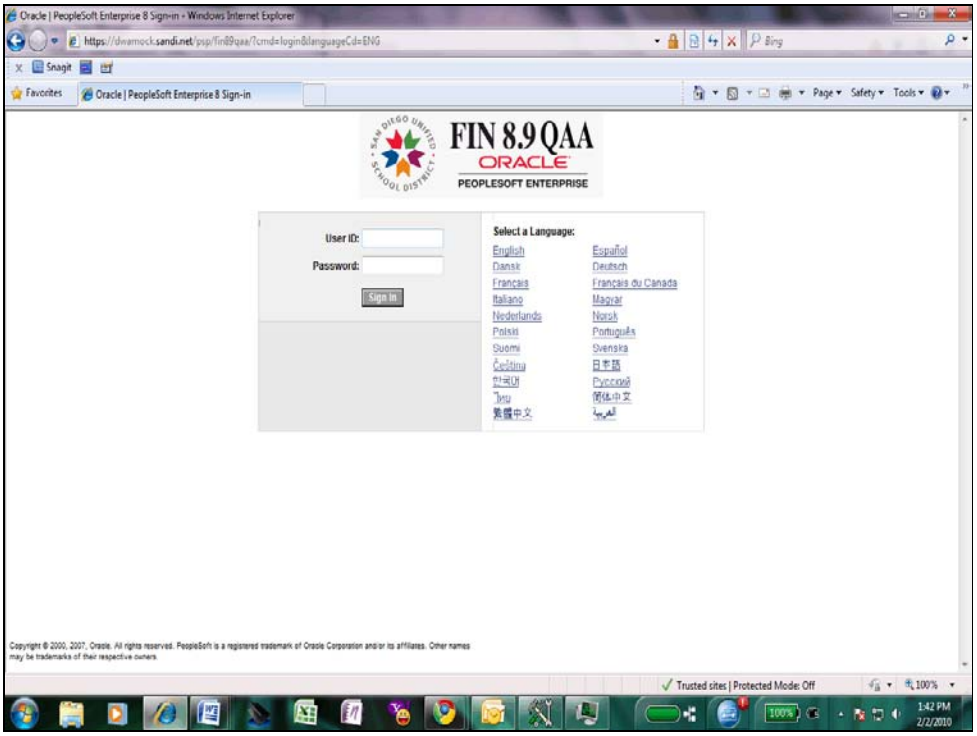
Required Field(s)	Comments

Output - Results	Comments

Additional Information

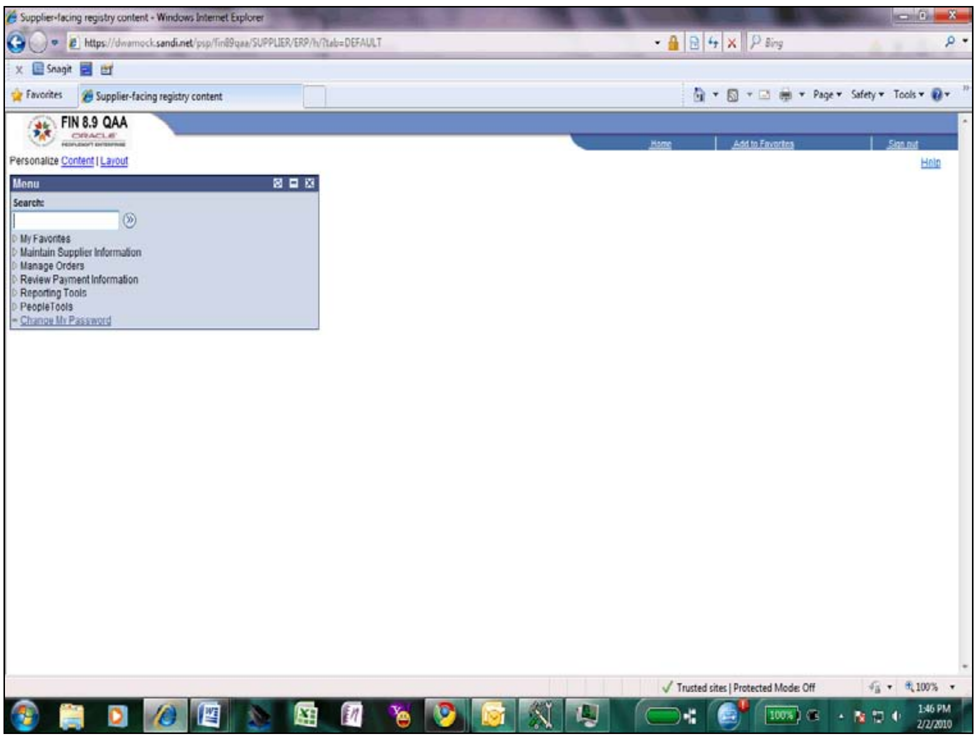
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

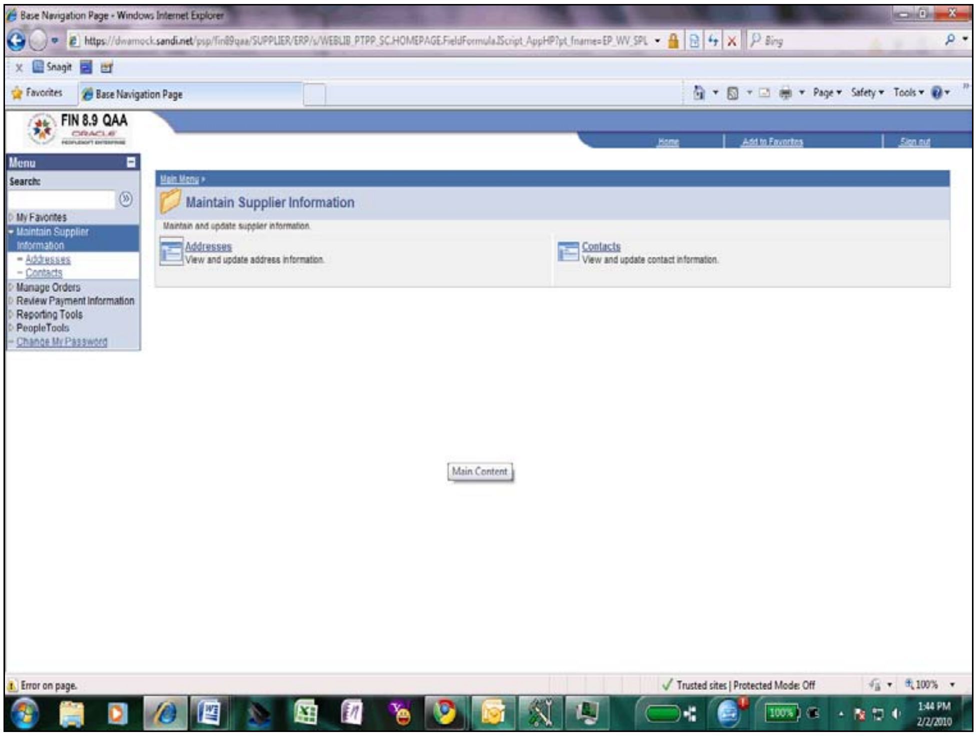


Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**************".
3.	Click the **Sign In** button. 

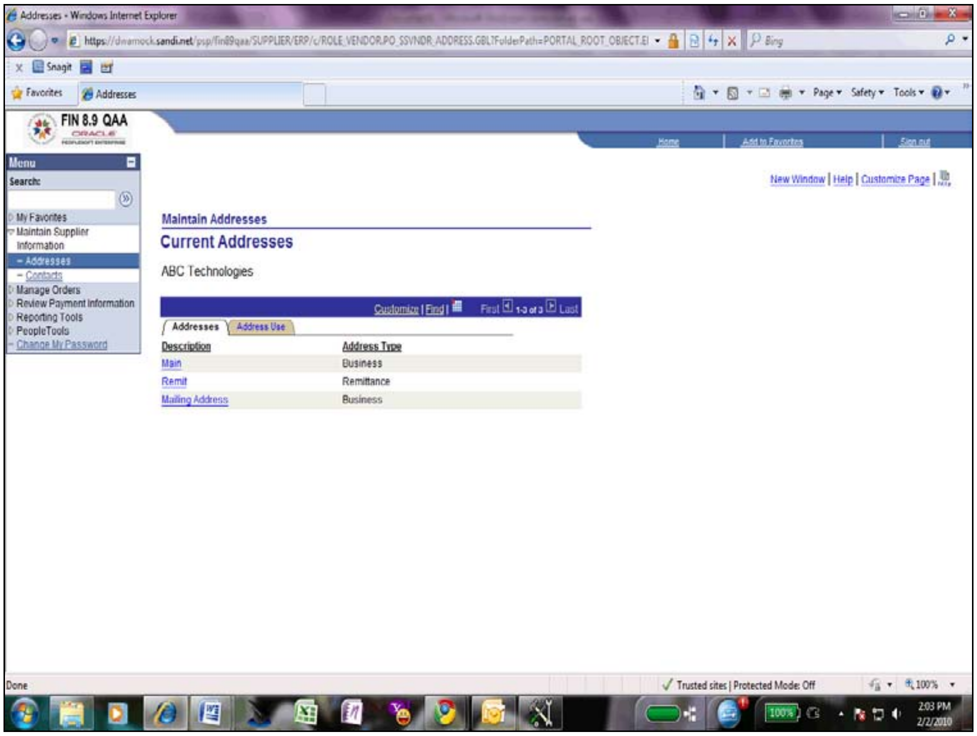
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD technical support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based uponthe operational role that was tied to your user ID. In this video we are going to see how to review your address information. These are your addresses which are currently in file with SDUSD. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



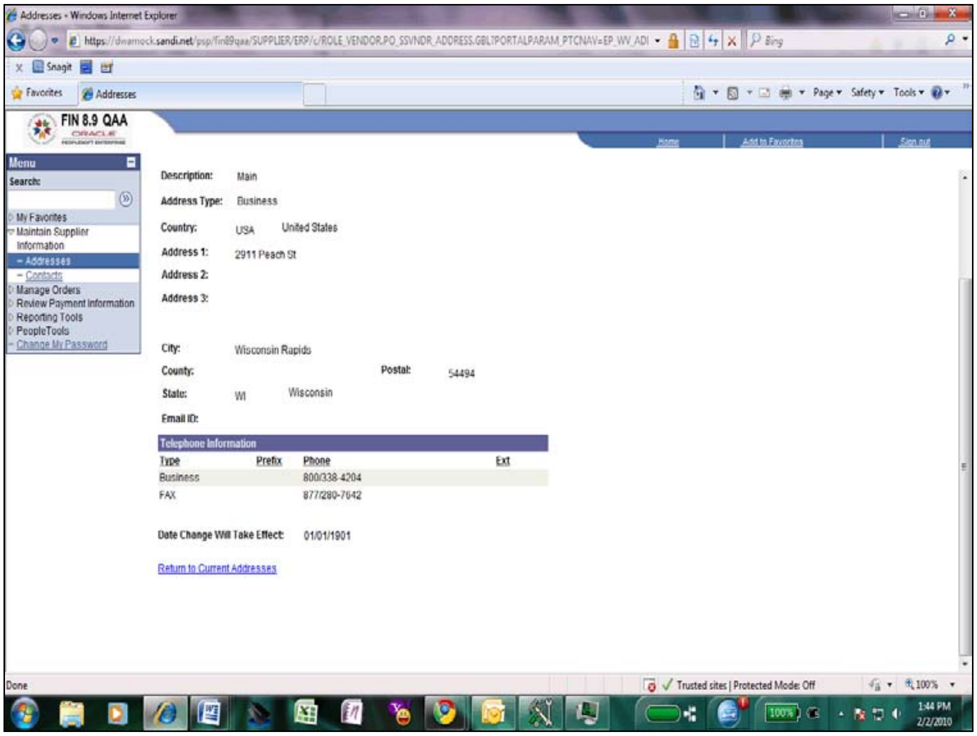
Step	Action
5.	Click the **Maintain Supplier Information** link. Maintain Supplier Information



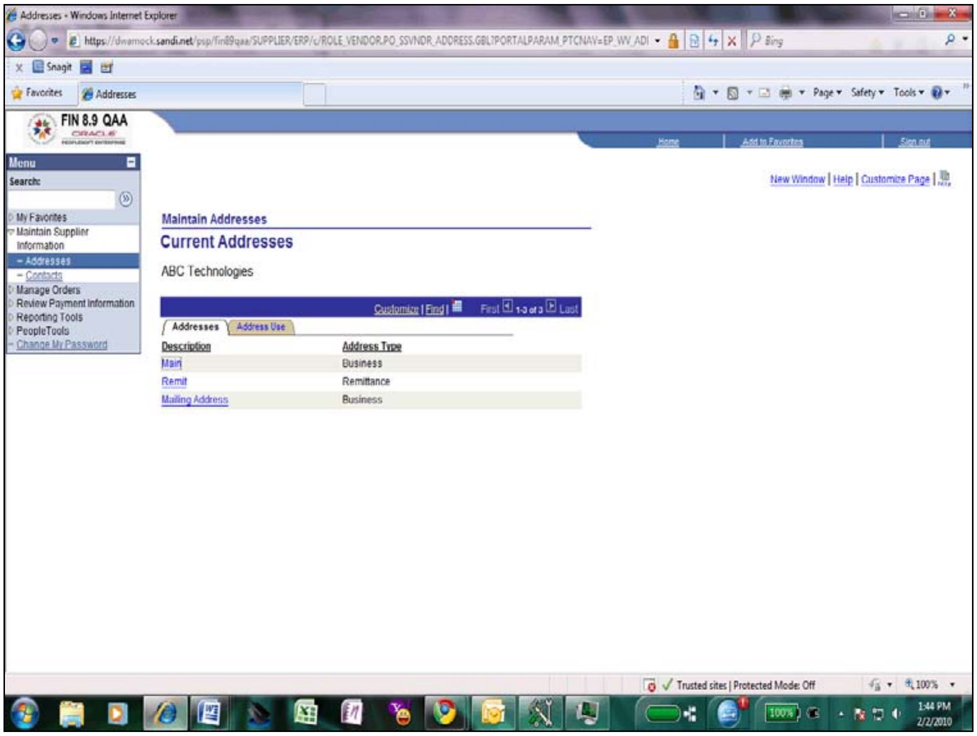
Step	Action
6.	Click the **View and update address information.** button. 
7.	This page would show the addresses which are currently in file with SDUSD for your company. In this tutorial we have taken the example of a dummy SDUSD supplier "ABC Technologies Inc.,". This supplier has three addresses in file, Main, Remit-MN and a mailing address. You can review the information in each address by clicking the corresponding hyperlinks. If you find any of the information out of date, please contact SDUSD's procurement team to update the address information.



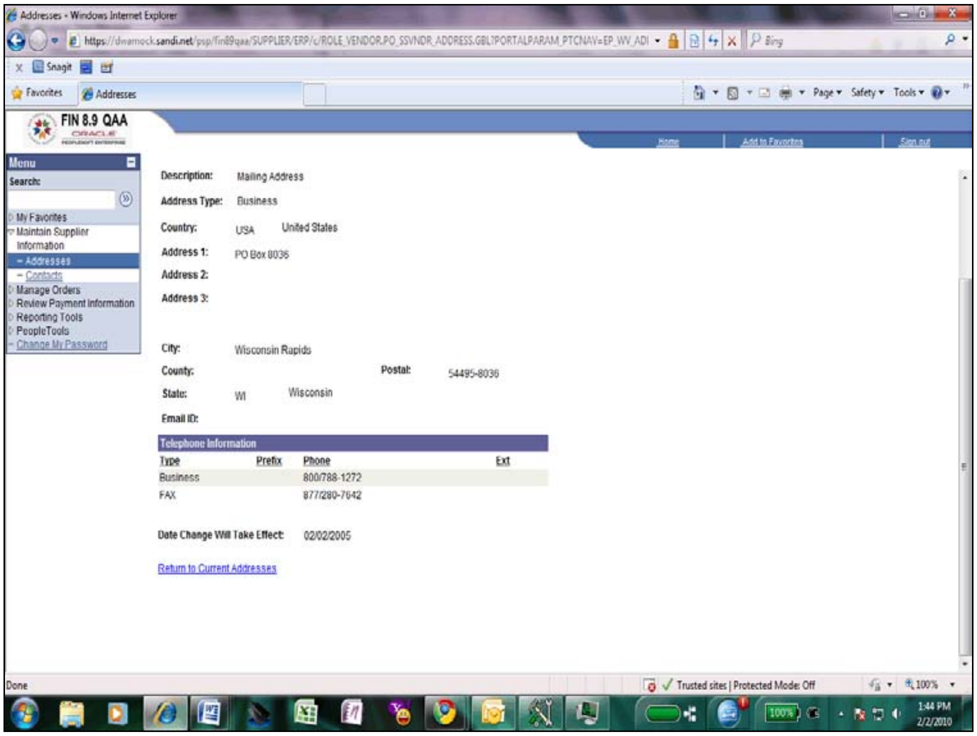
Step	Action
8.	Click the **Address Use** tab. Address Use
9.	This tab shows how each address is used by SDUSD in their procurment system. For instance address 1 (Main) is used as a returning, Ordering, Invoicing & Ship From address. Address 2 (Remit) is used only as a remitting address.
10.	Click the **Main** link. This link is in the "Addresses" tab. Main
11.	This page shows the details of the Main address for this supplier. Scroll down the page to see the rest of the address information.



Step	Action
12.	Click the **Return to Current Addresses** link. Return to Current Addresses



Step	Action
13.	Click the **Mailing Address** link. Mailing Address
14.	This page shows the details of the Mailing address for this supplier. Scroll down the page to see the rest of the address information.
15.	



Step	Action
16.	Click the **Return to Current Addresses** link. Return to Current Addresses
17.	We have now completed the tutorial to review your current addresses in file with SDUSD. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Review Contacts_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Review Contacts

Trigger:

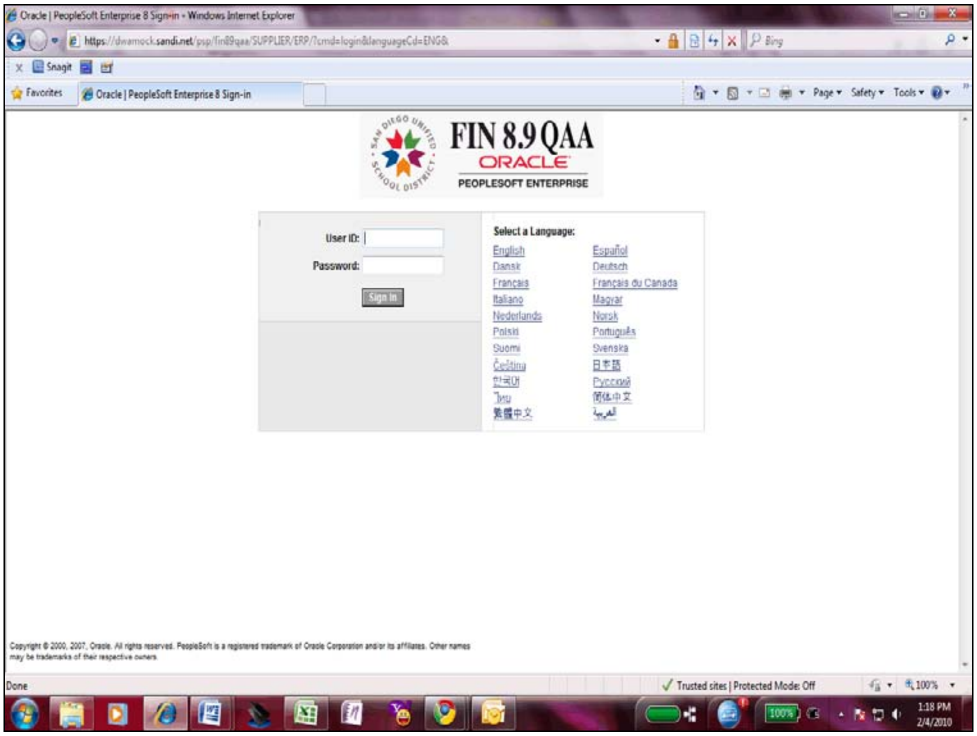
Required Field(s)	Comments

Output - Results	Comments

Additional Information

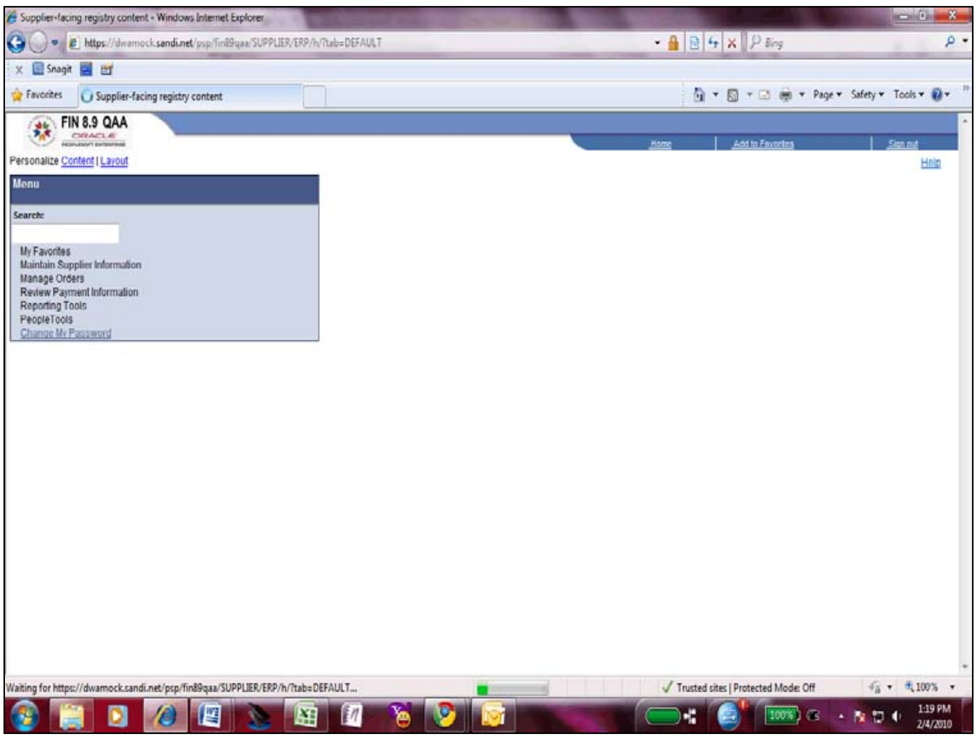
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

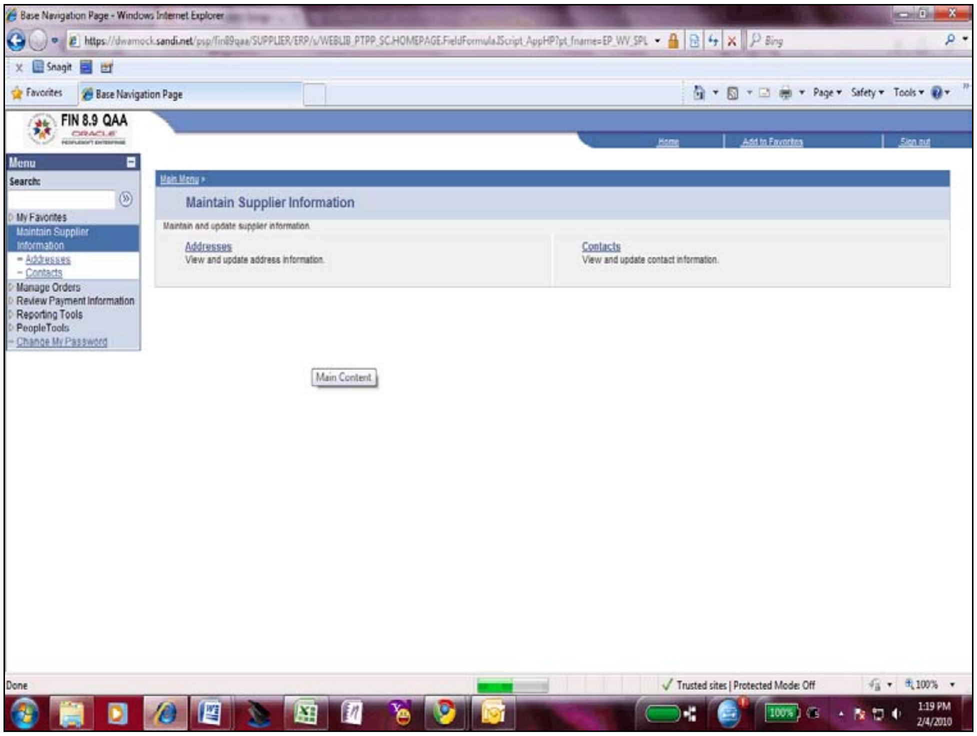


Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**". This is the login user id which was provided by SDUSD for logging into the supplier portal.
2.	Enter the desired information into the **Password** field. Enter "**************".
3.	Click the **Sign In** button. Sign In

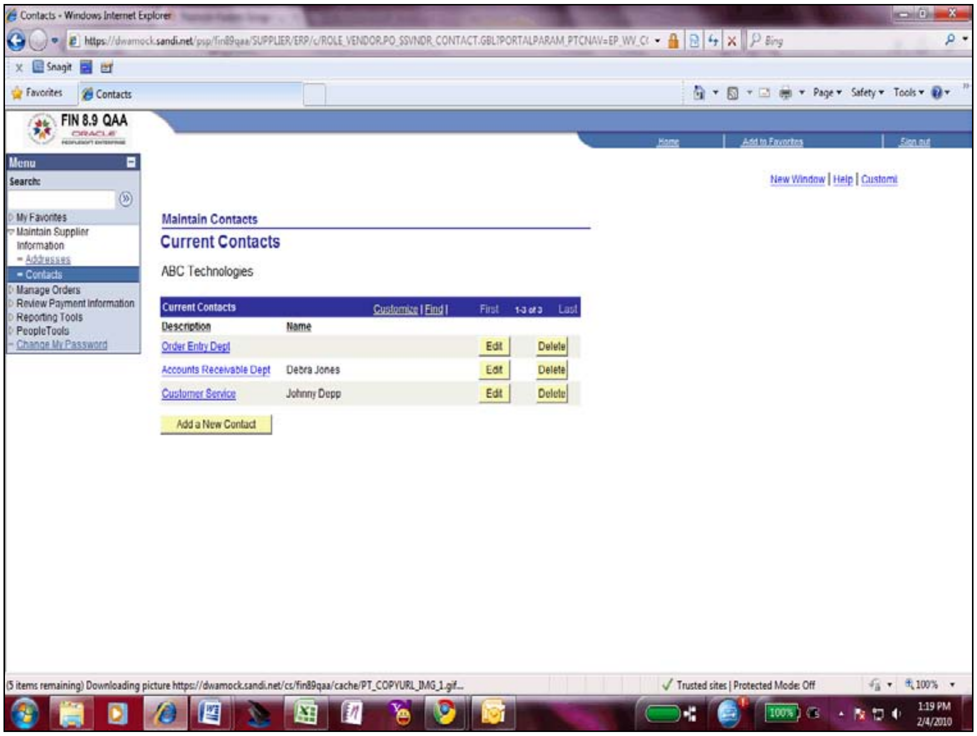
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD technical support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role that was tied to your user ID. In this video we are going to see how we can review your company's contact information which is in file with the district. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



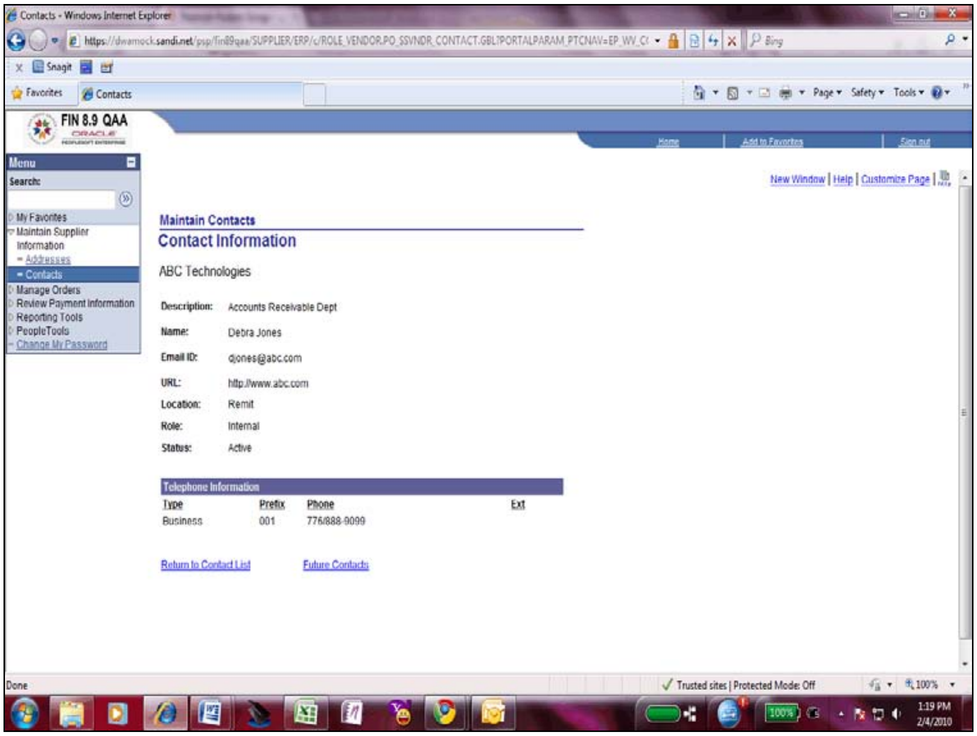
Step	Action
5.	Click the **Maintain Supplier Information** link. Maintain Supplier Information



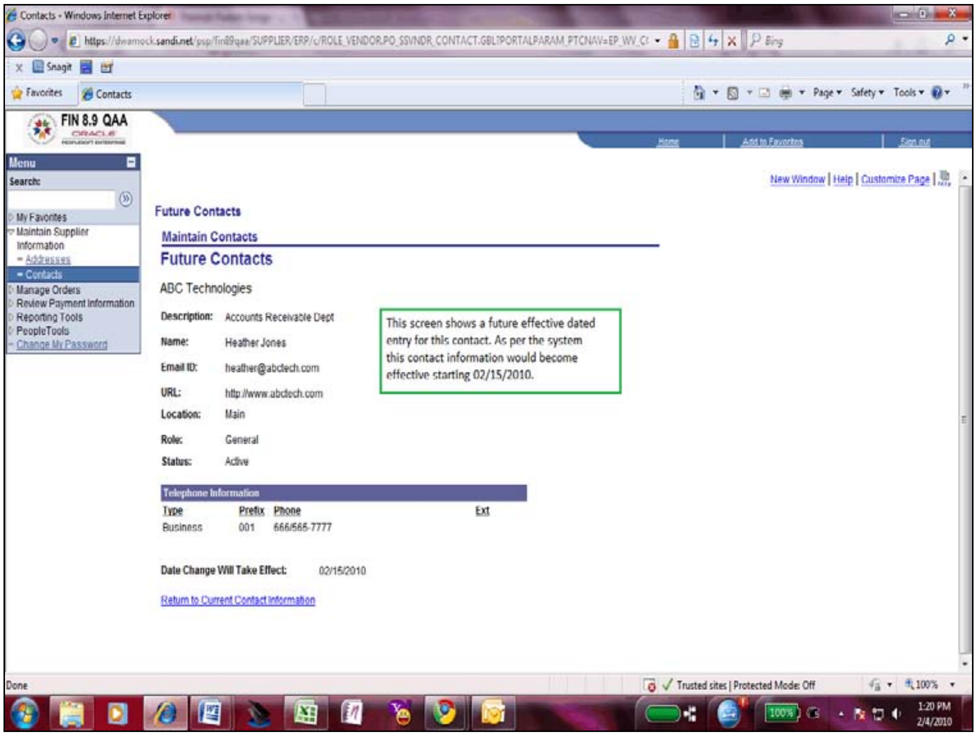
Step	Action
6.	Click the **Contacts** button. 
7.	These are the contacts for your company which are in file with the district's procurement system.



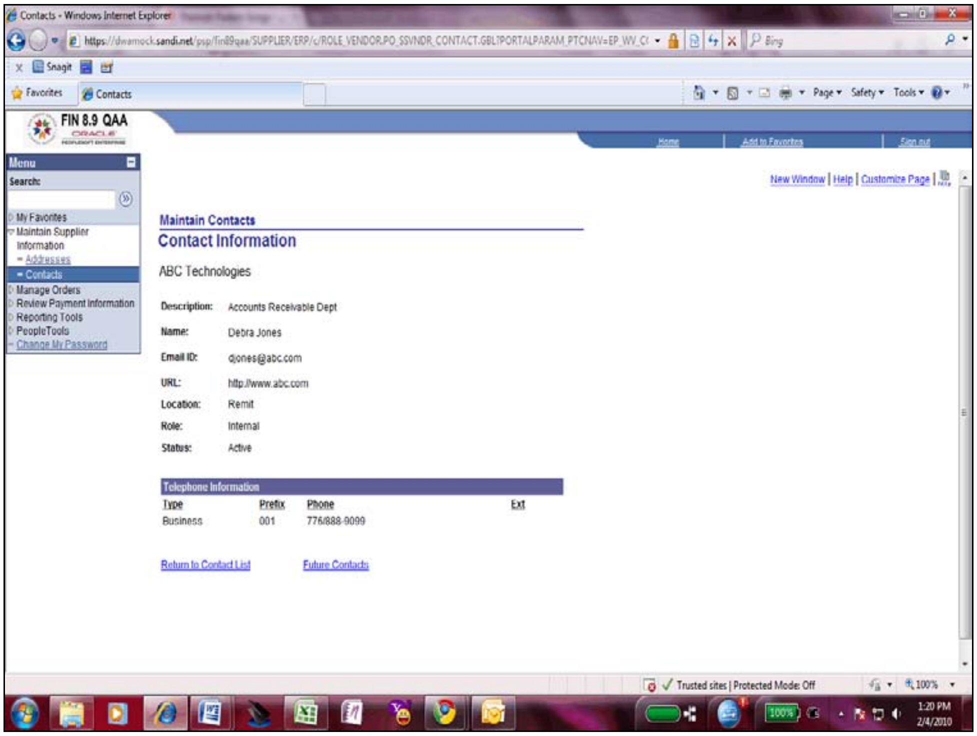
Step	Action
8.	Click an entry in the **Description** column. Accounts Receivable Dept
9.	This screen shows the current information for this contact which is in file with the district's procurement system.



Step	Action
10.	Click the **Future Contacts** link. Future Contacts

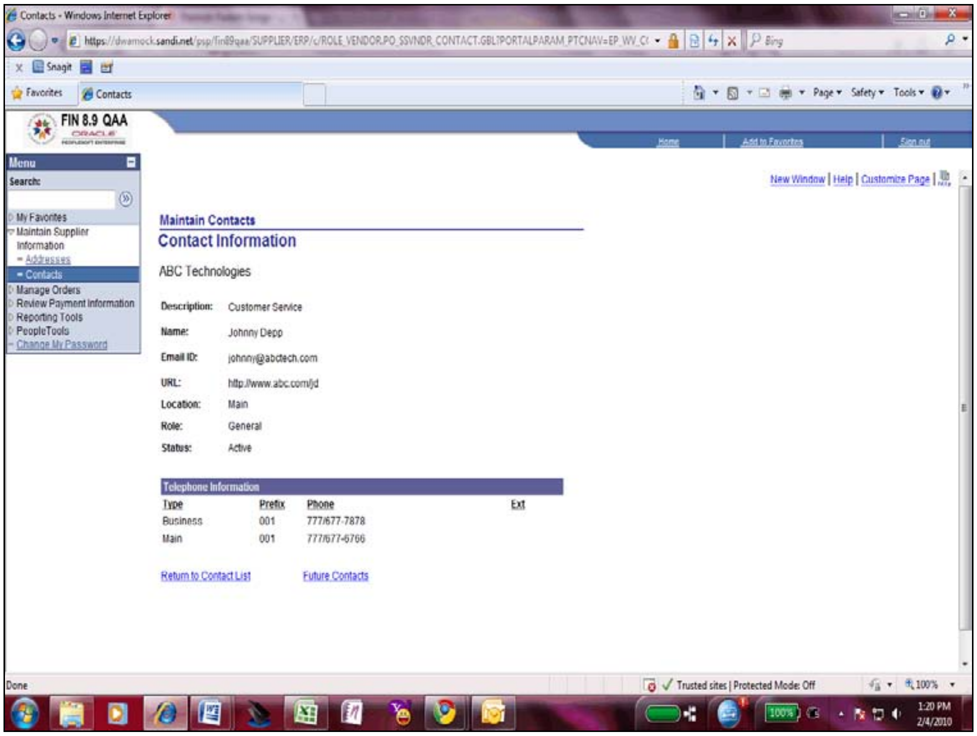


Step	Action
11.	Click the **Return to Current Contact Information** link. Return to Current Contact Information



Step	Action
12.	Click the **Return to Contact List** link. Return to Contact List

Step	Action
13.	Click an entry in the **Description** column. Customer Service



Step	Action
14.	Click the **Return to Contact List** link. Return to Contact List
15.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Review Invoices_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/26/2010
Last Changed by	
Status	

Review Invoices

Trigger:

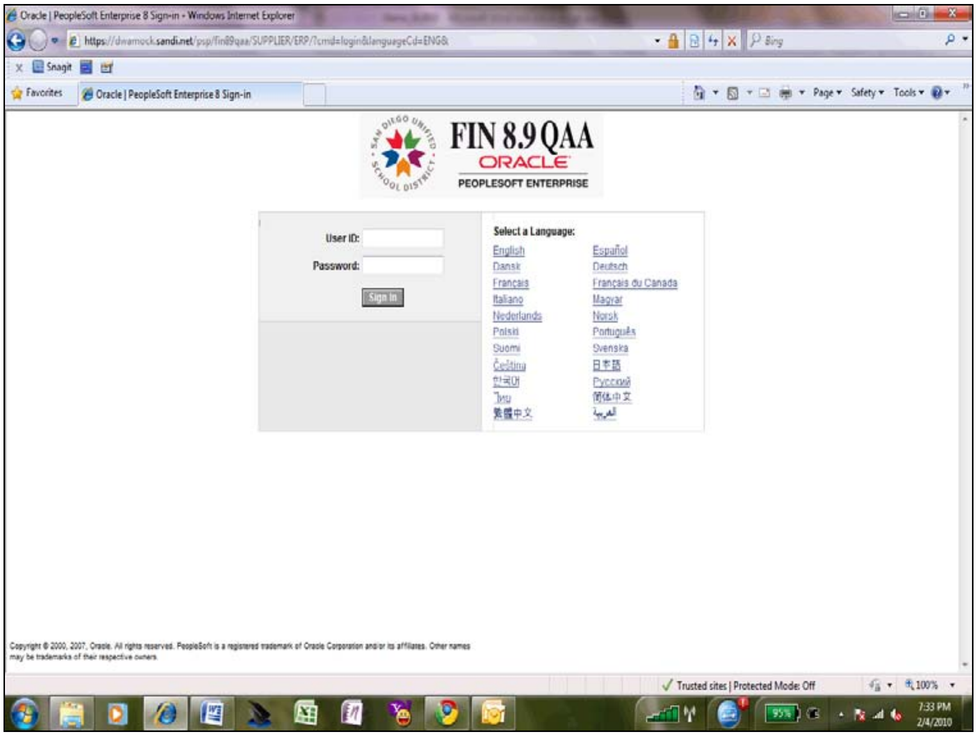
Required Field(s)	Comments

Output - Results	Comments

Additional Information

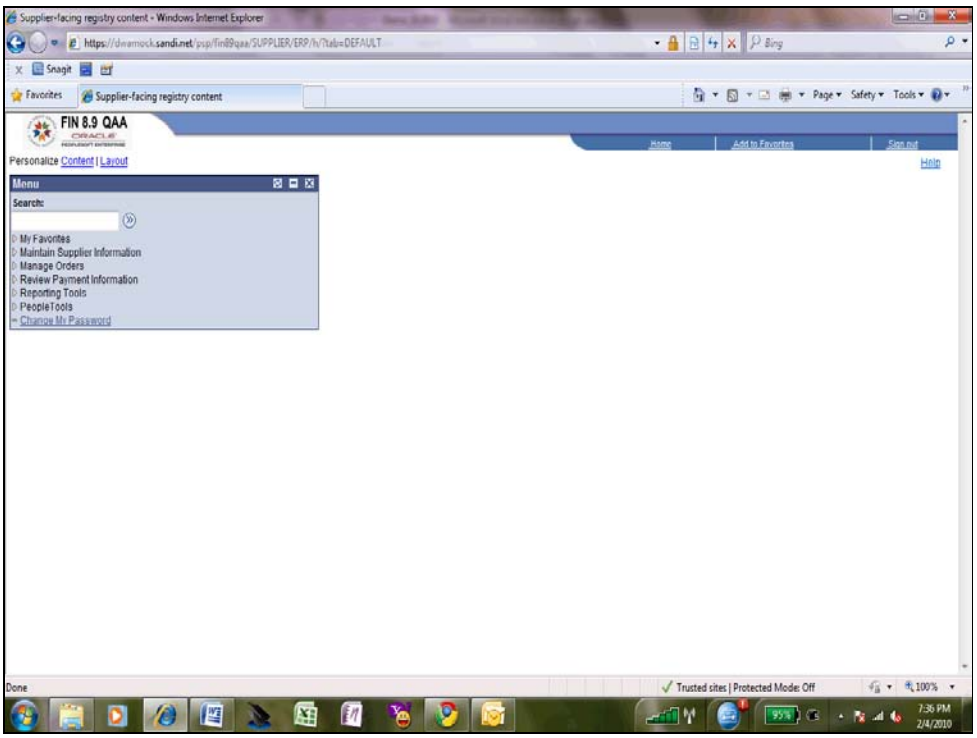
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

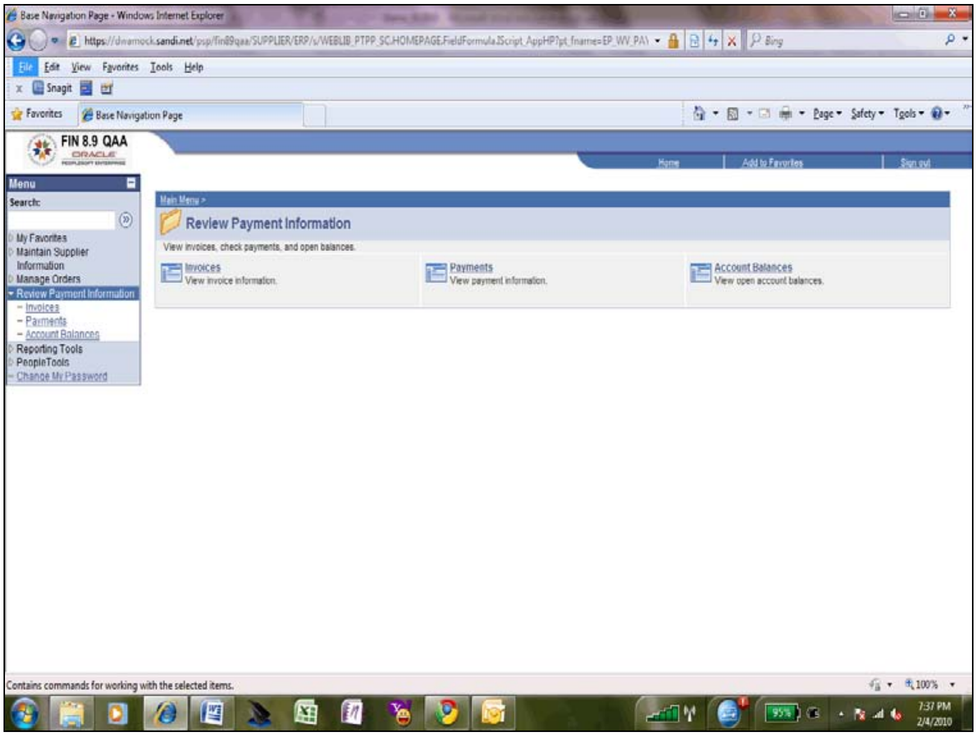


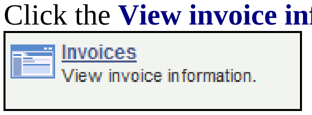
Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "***************".
3.	Click the **Sign In** button. 

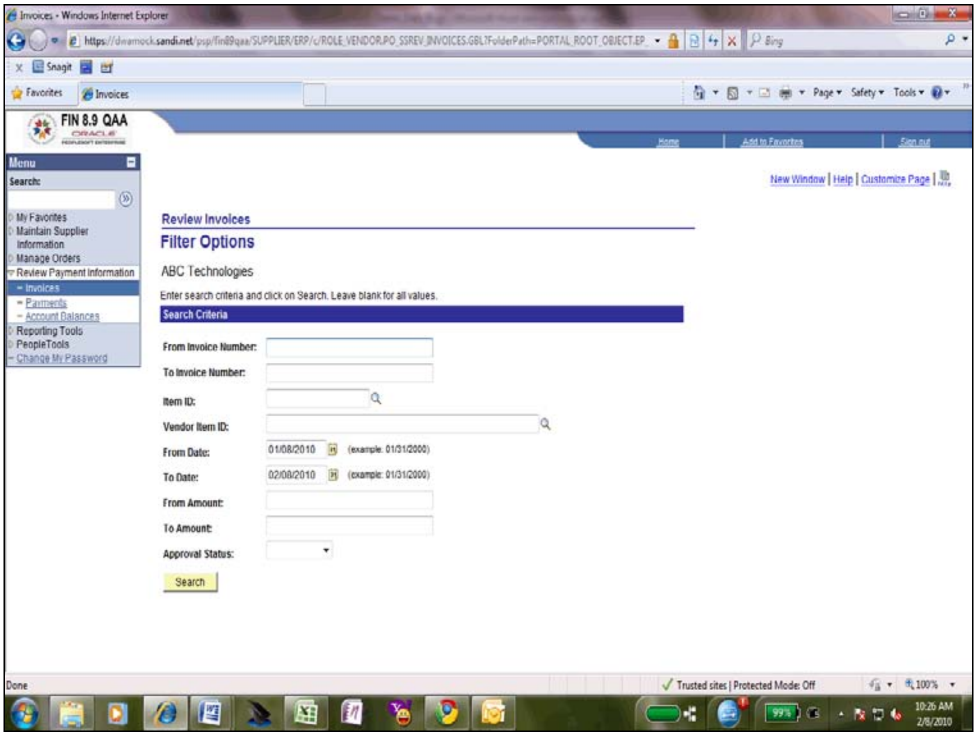
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD technical support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role that was tied to your user ID. In this video we are going to see how to review your invoice information in the SDUSD system and its related payment information if available. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



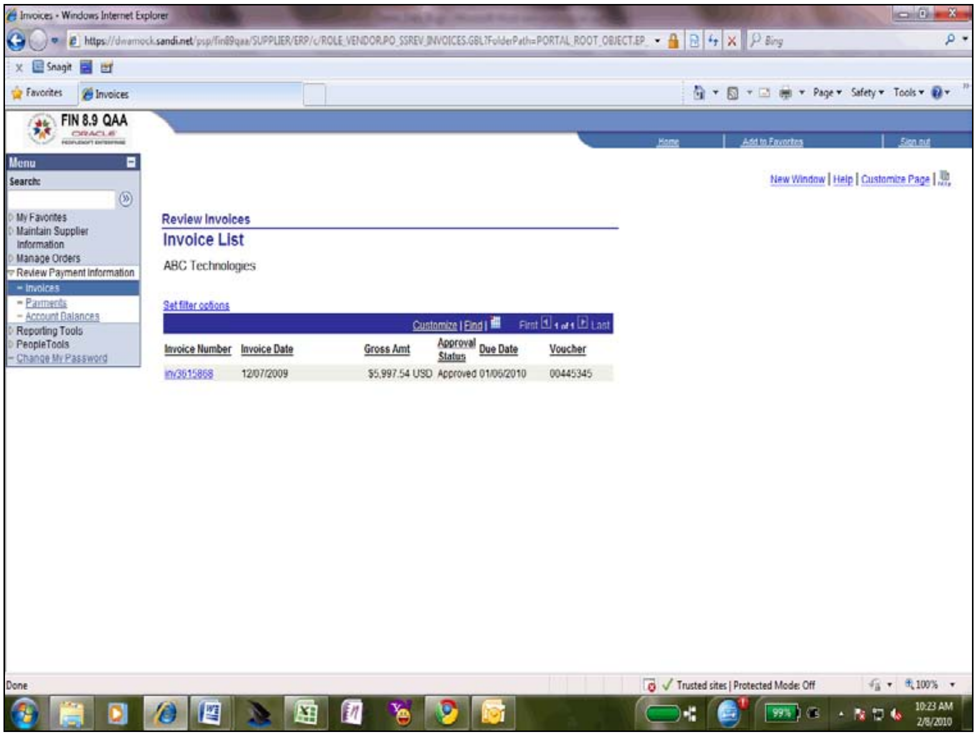
Step	Action
5.	Click the **Review Payment Information** link. ▷ Review Payment Information



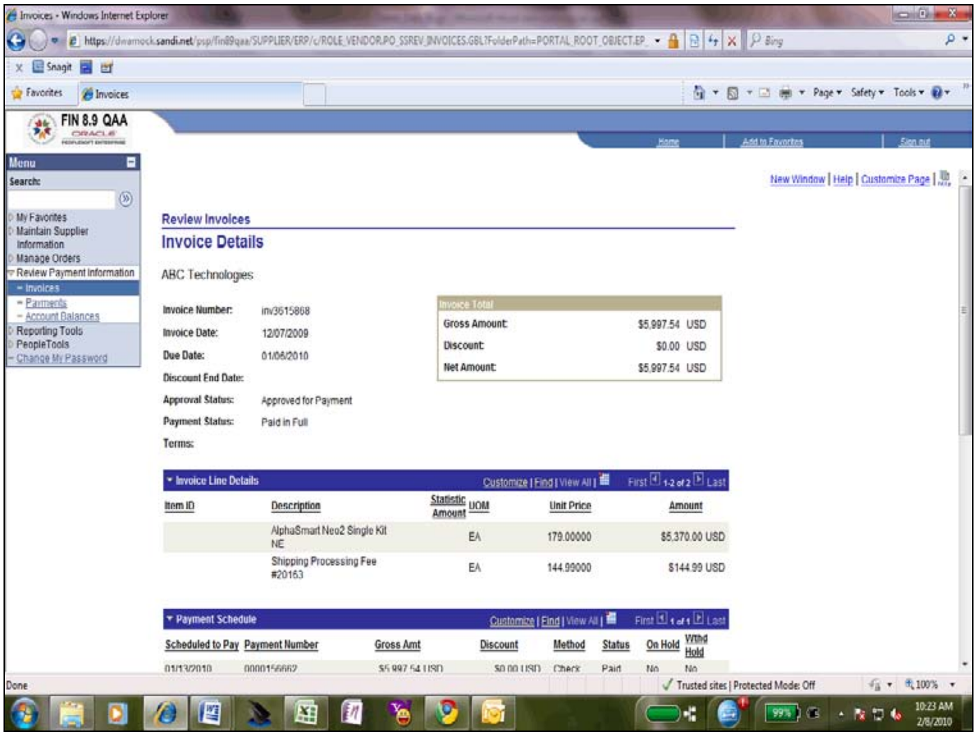
Step	Action
6.	Click the **View invoice information.** button. 
7.	This is the invoice search page. You can use the search options in this page to inquire on your invoices. There are several search options available. The system defaults a invoice date range of one month prior to the current date. You can change the date range and search based on the invoice date. You can also look up by your invoice number (ID) if you have it OR you can use any of the other search fields if you have any of those information. In this video we will search for nvoices using some of these search options.



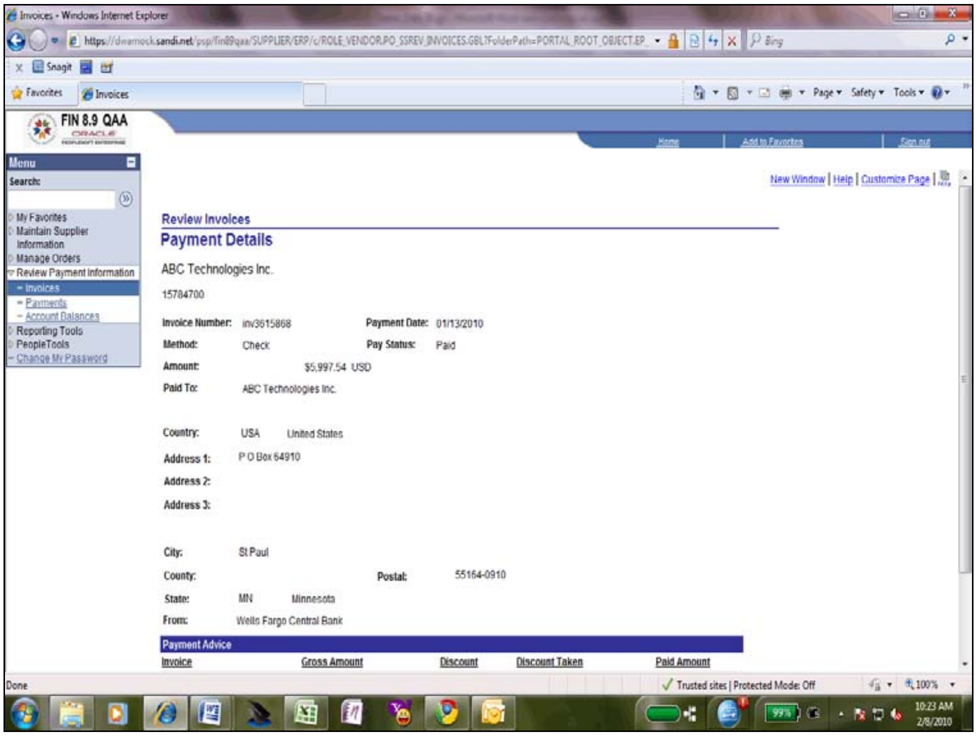
Step	Action
8.	Enter the desired information into the **From Invoice Number** field. Enter "**inv3615868**".
9.	Enter the desired information into the **To Invoice Number** field. Enter "**inv3615868**".
10.	Enter the desired information into the **From Date** field. Enter "**12/01/2009**".
11.	Click the **Search** button. Search
12.	This is search results screen which shows the list of invoices which were returned based on our search criteria.



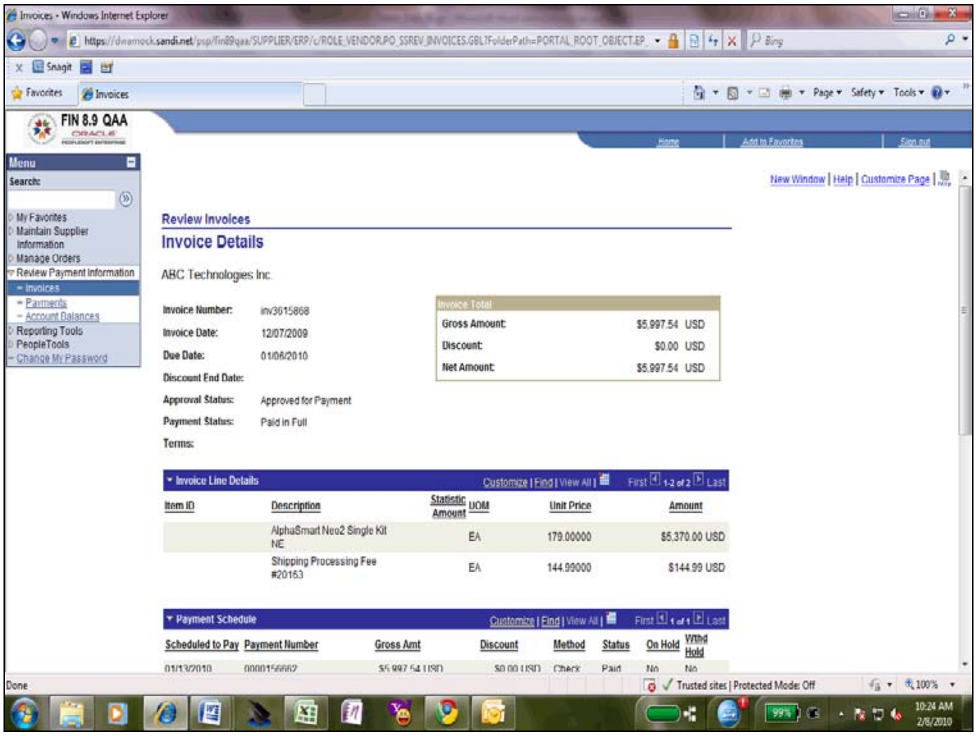
Step	Action
13.	Click an entry in the **Invoice Number** column. inv3615868
14.	This page shows you the details for the invoice inv3615868. It shows the invoice line details which gives the items tied to this invoice, payment schedule information, links to the SDUSD payment reference, details of the PO & receipts tied to this invoice.



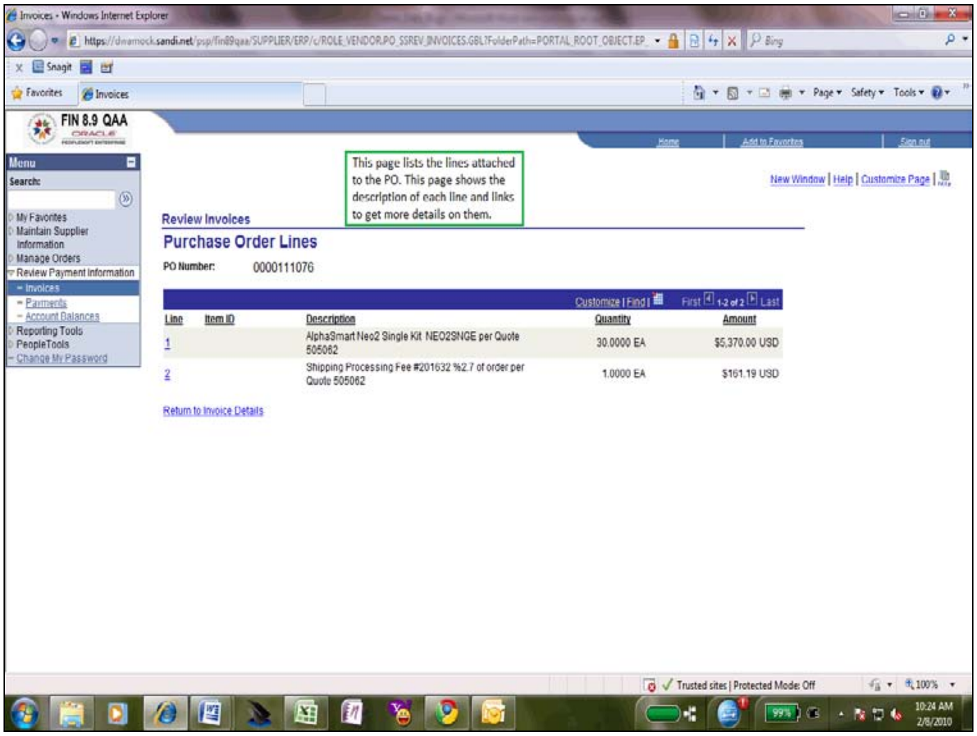
Step	Action
15.	Click the scrollbar. to see more details.
16.	Click an entry in the **Reference** column. This is the payment reference that is in file with SDUSD for this invoice. 15784700



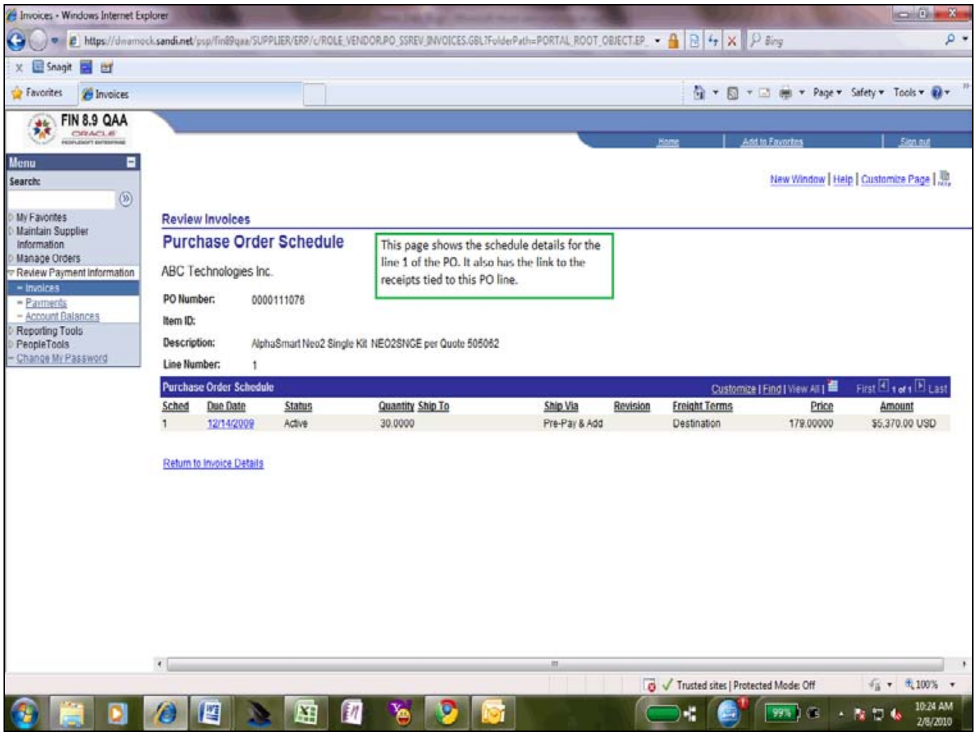
Step	Action
17.	Click the scrollbar.
18.	Click the **Return to Invoice Details** link. Return to Invoice Details



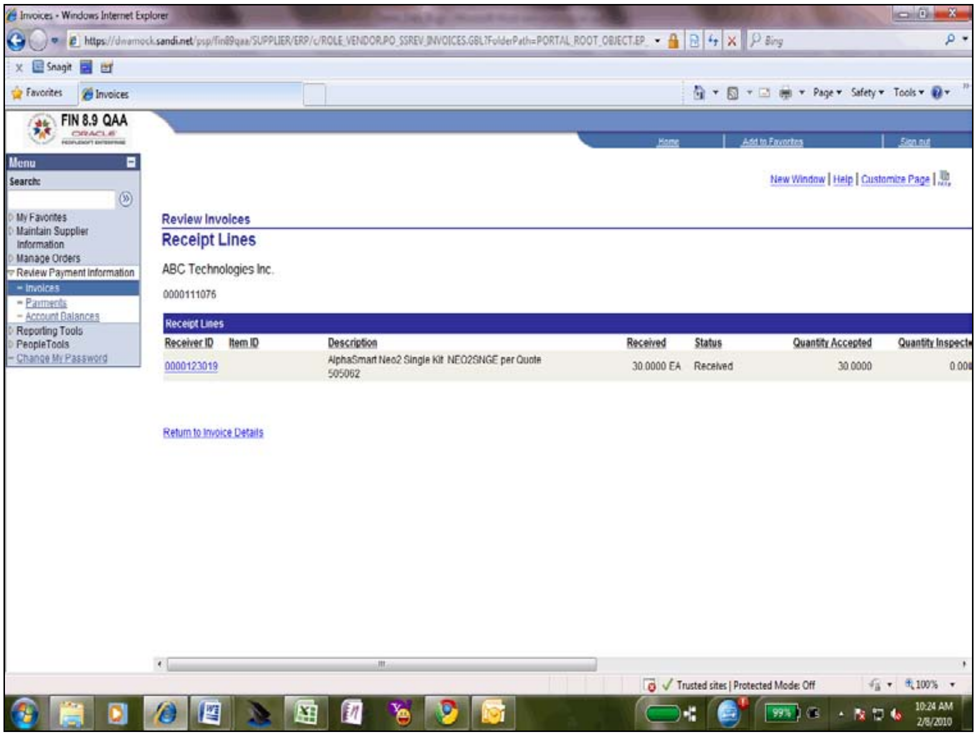
Step	Action
19.	Click the scrollbar.
20.	Click an entry in the **Purchase Order** column. This is the PO tied to this invoice. 0000111076



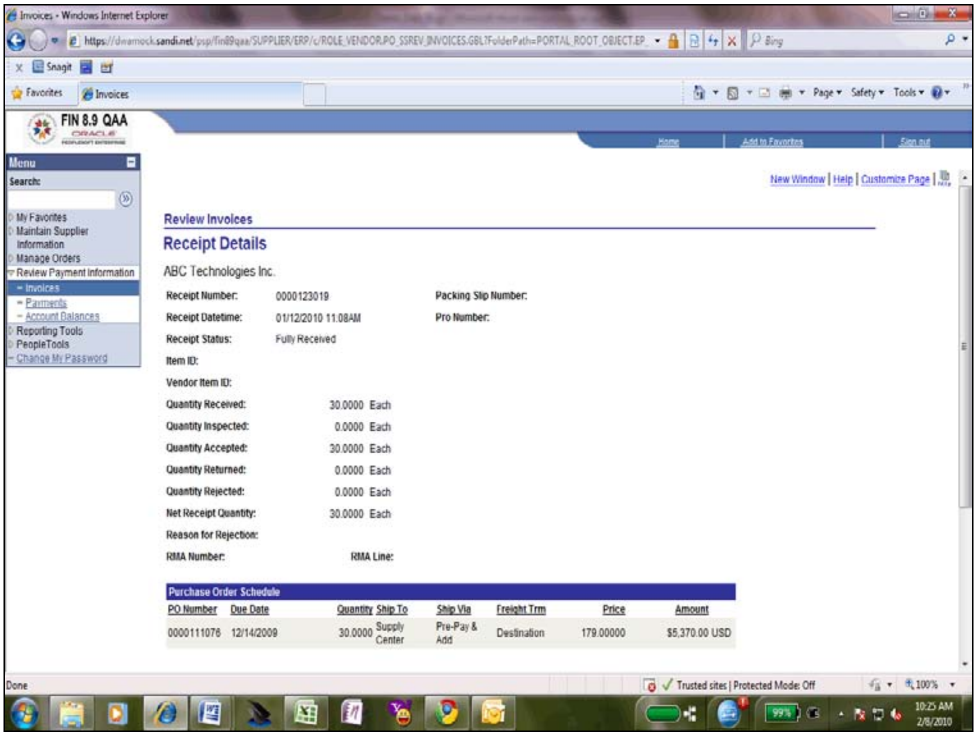
Step	Action
21.	Click an entry in the **Line** column. 1



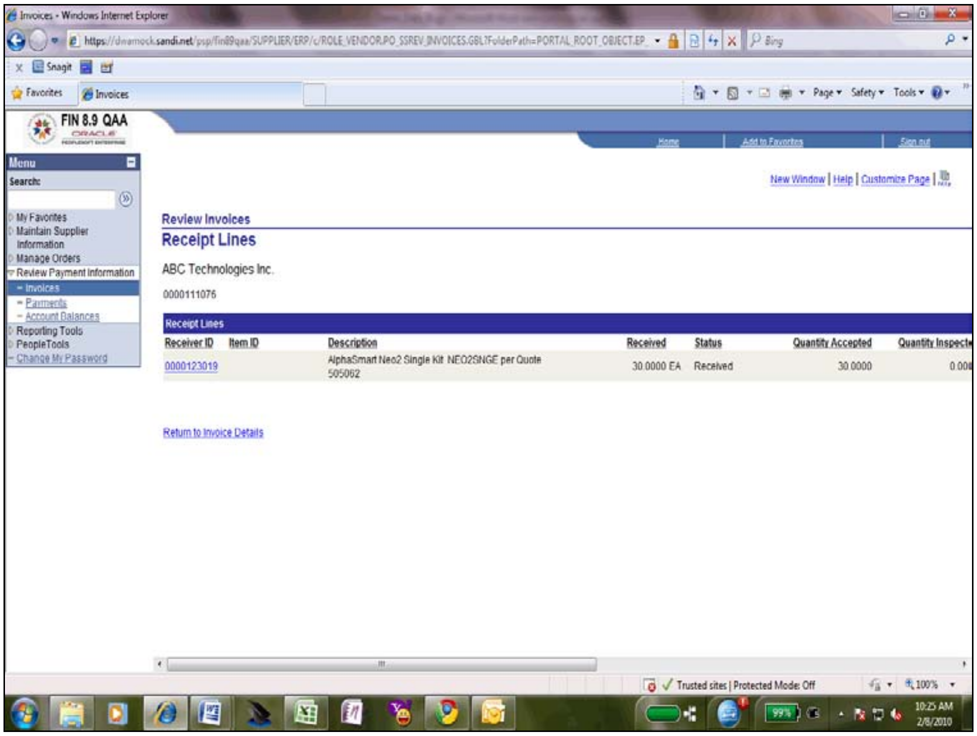
Step	Action
22.	Click an entry in the **Due Date** column. 12/14/2009



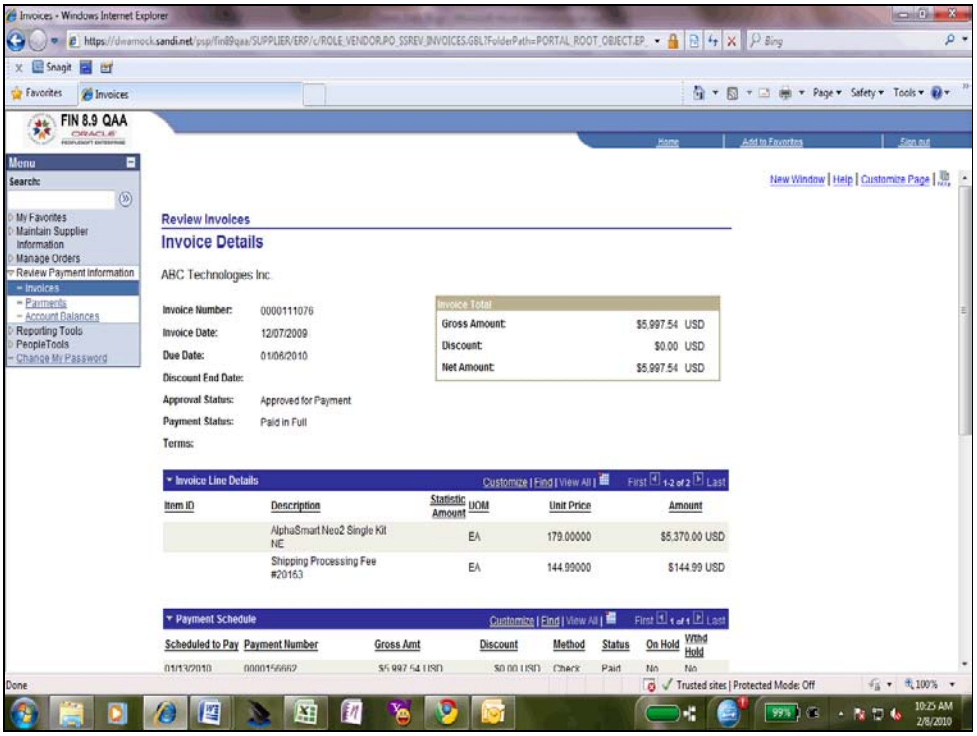
Step	Action
23.	Click an entry in the **Receiver ID** column. 0000123019



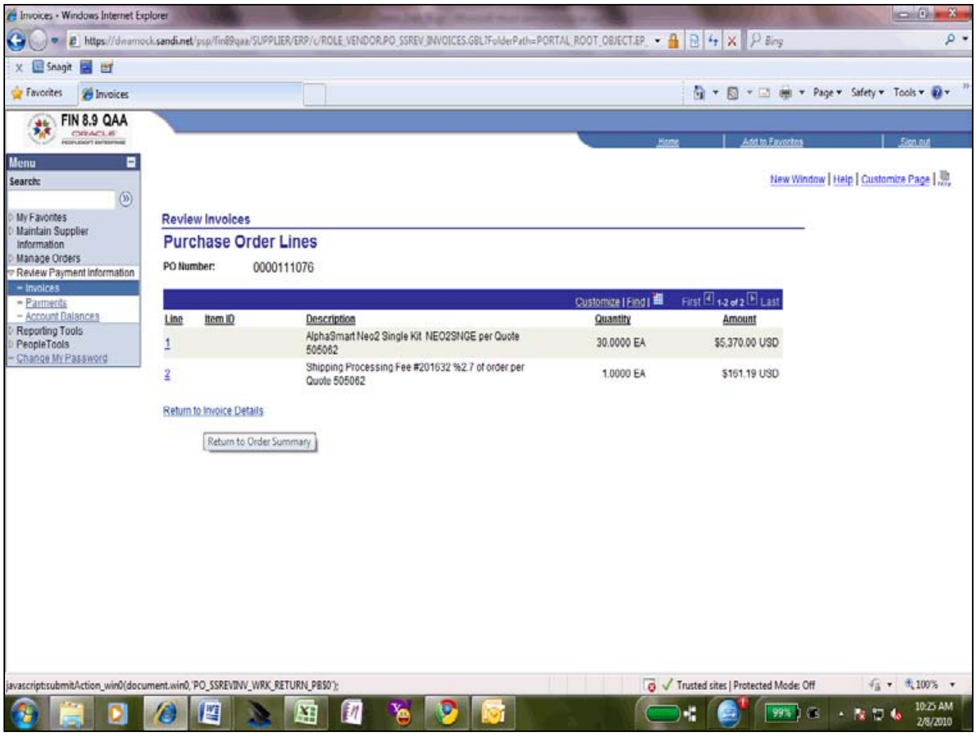
Step	Action
24.	Click the scrollbar.
25.	Click the **Return to Invoice Details** link. Return to Invoice Details



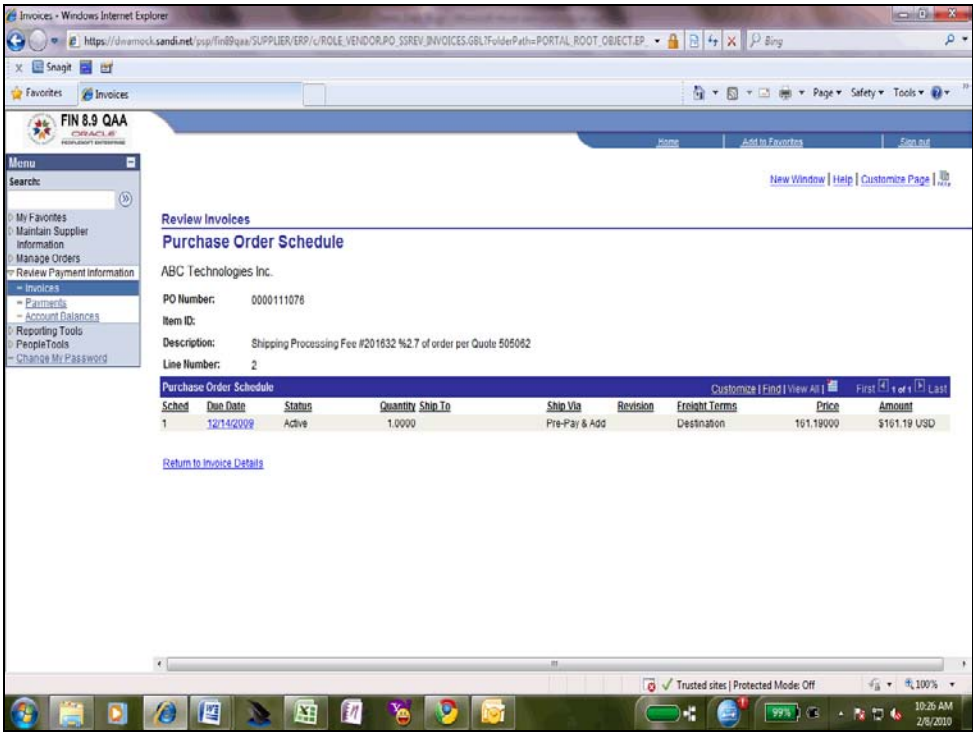
Step	Action
26.	Click the **Return to Invoice Details** link. Return to Invoice Details



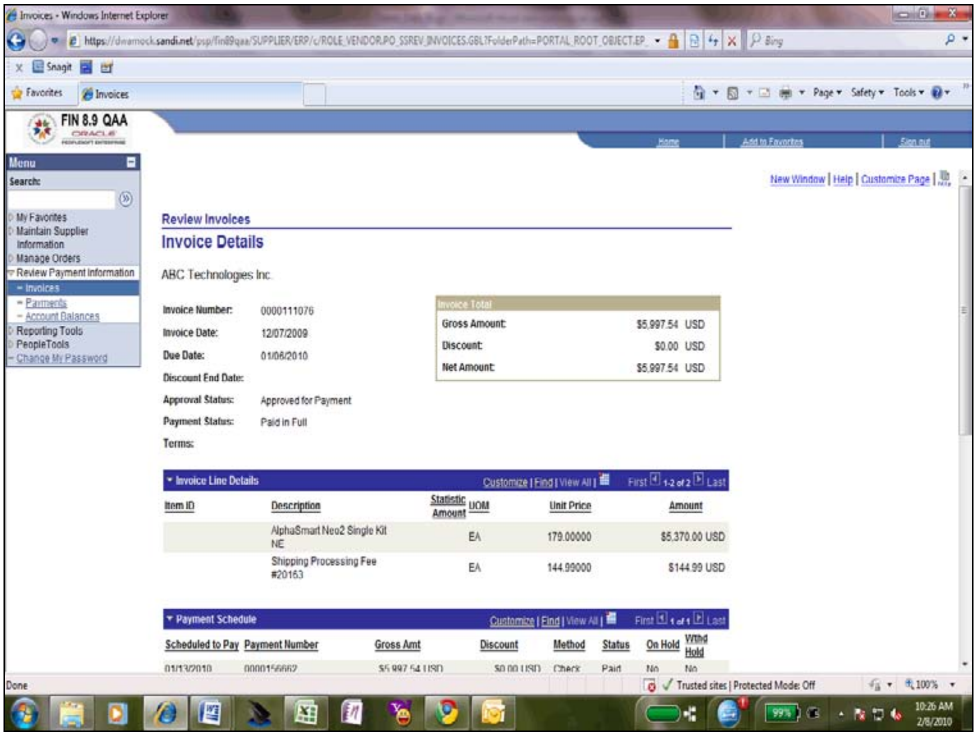
Step	Action
27.	Click the scrollbar.
28.	Click an entry in the **Purchase Order** column. 0000111076



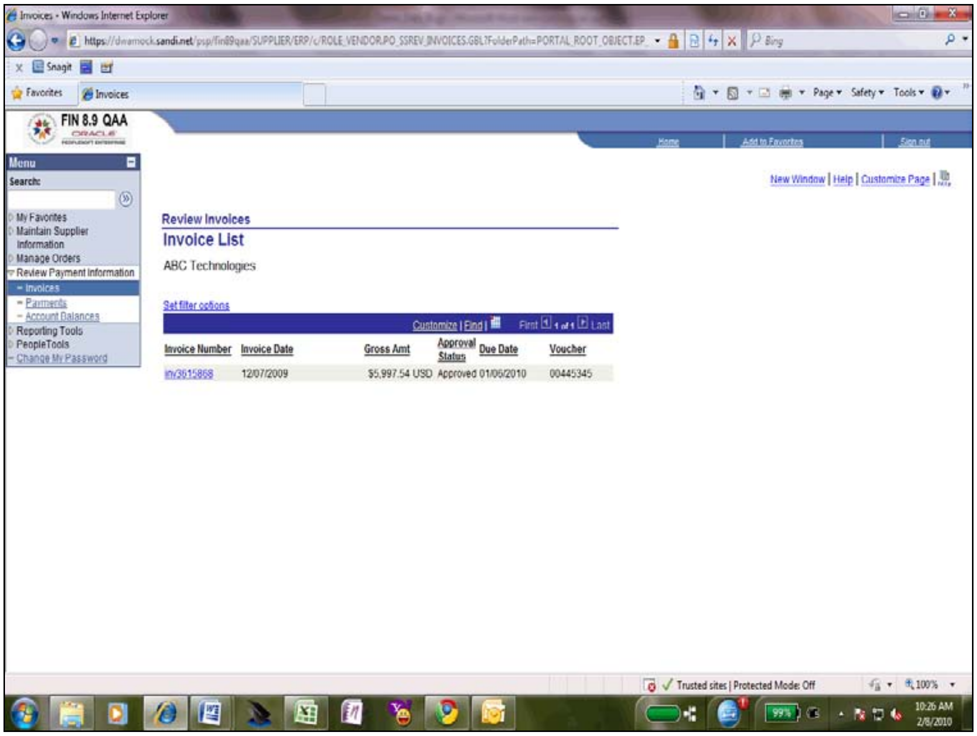
Step	Action
29.	Click an entry in the **Line** column. 2



Step	Action
30.	Click the **Return to Invoice Details** link. Return to Invoice Details



Step	Action
31.	Click the scrollbar.
32.	Click the **Return to Invoice Details** link. Return to Invoice Details



Step	Action
33.	Click the **Set filter options** link. Set filter options
34.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	**Review Payments_BUSPROC**
Version	
Document Generation Date	**2/10/2010**
Date Modified	**2/26/2010**
Last Changed by	
Status	

Review Payments

Trigger:

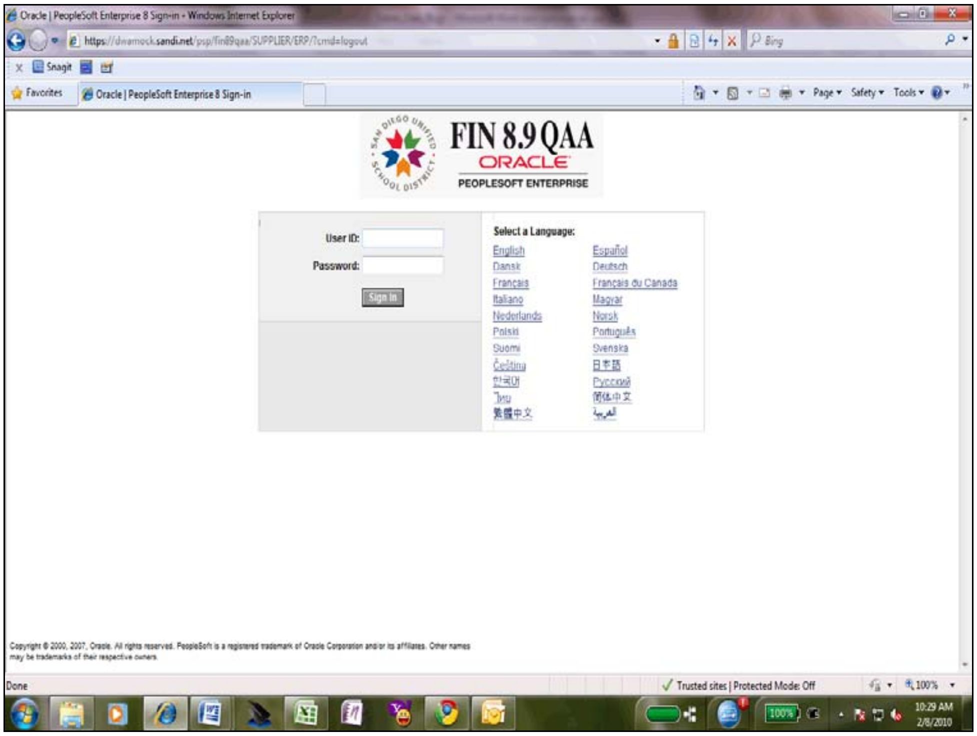
Required Field(s)	Comments

Output - Results	Comments

Additional Information

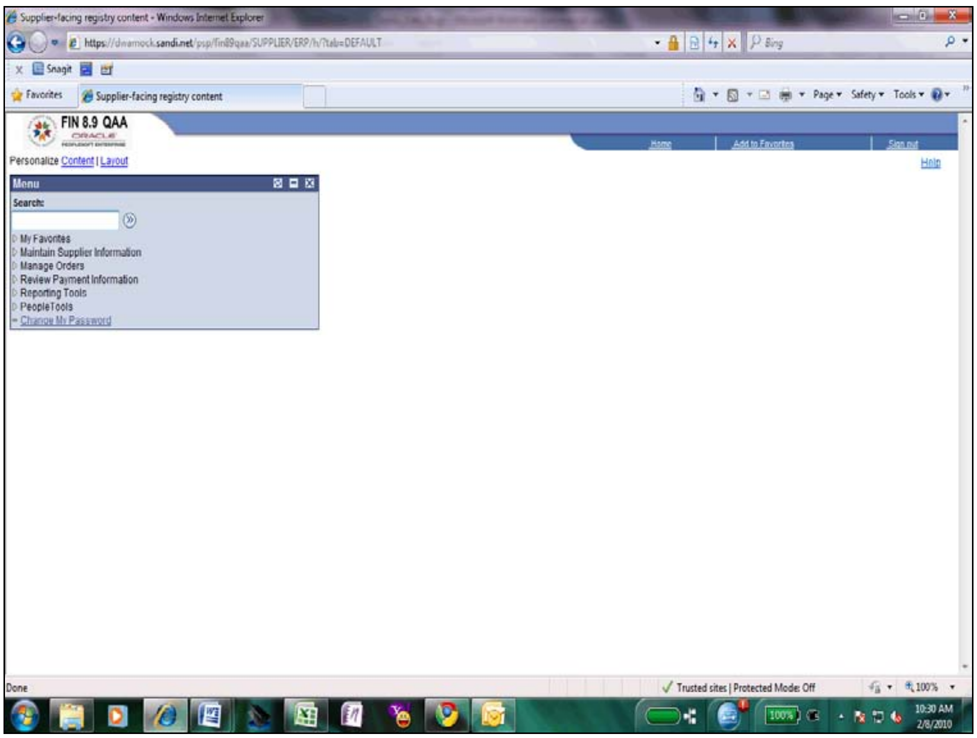
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

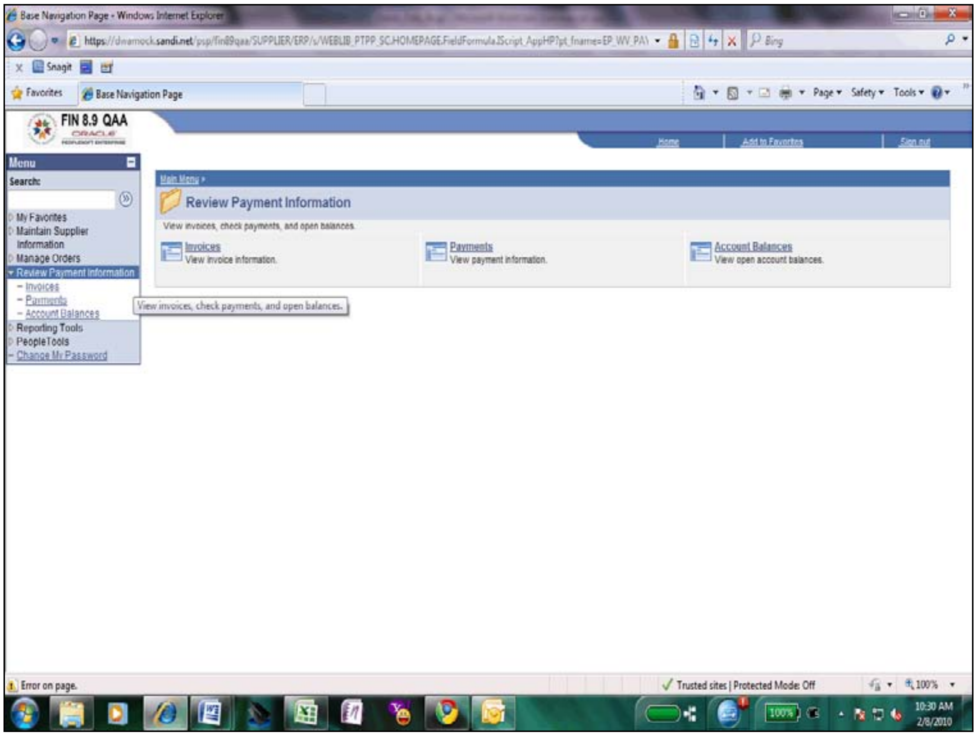


Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**************".
3.	Click the **Sign In** button. 

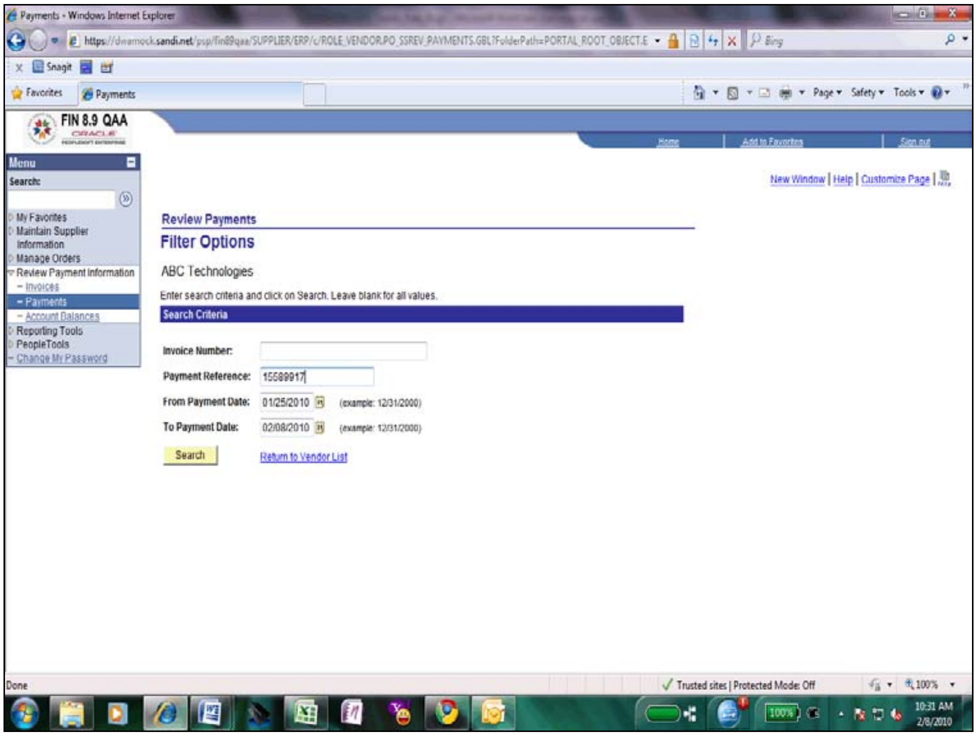
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role that was tied to your user ID. In this video we are going to see how to review the payment information for your invoices in the SDUSD system. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.

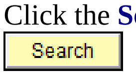


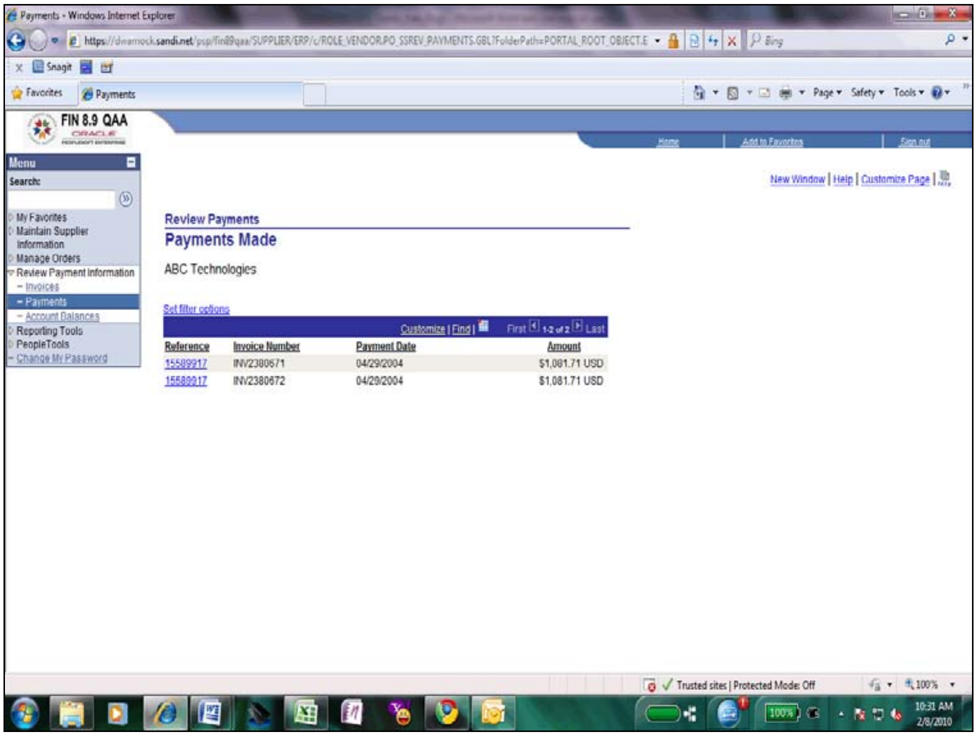
Step	Action
5.	Click the **Review Payment Information** link. ▷ Review Payment Information



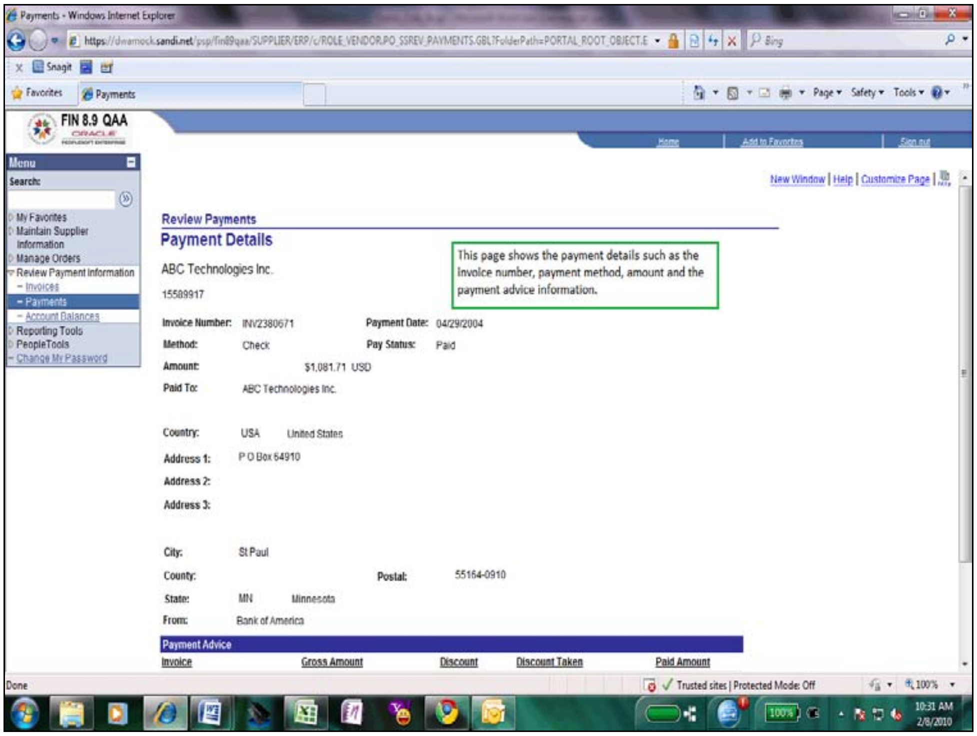
Step	Action
6.	Click the **Payments** link. Payments
7.	This is the payments search page. You can use the search options in this page to inquire on the payments for your invoices. There are several search options available. The system defaults a payment date range of 15 days prior to the current date. You can change the date range and search based on the payment date. You can also look up by the invoice number or payment reference if you have any of those information available. In this video let us search using some of these filter options.



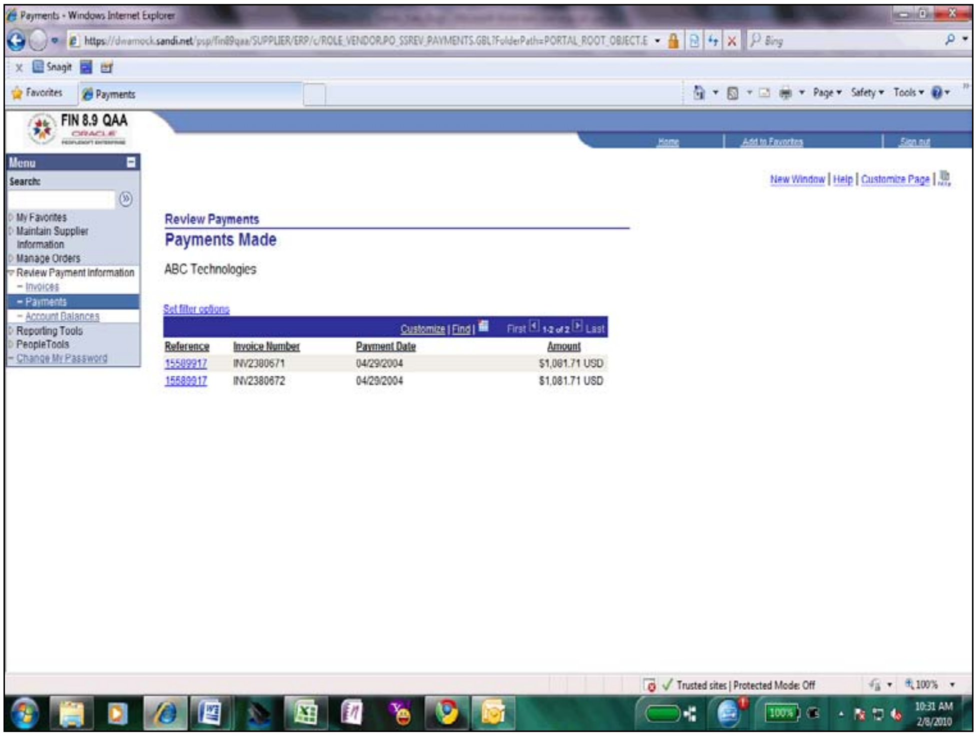
Step	Action
8.	Enter the desired information into the **Payment Reference** field. Enter "**15589917**".
9.	Let us blank out the from and to payment date and search only using the payment reference ID.
10.	Click the **Search** button. 
11.	This page lists the invoice which were returned based on our search criteria. We can see that the payment reference is tied to two invoices.



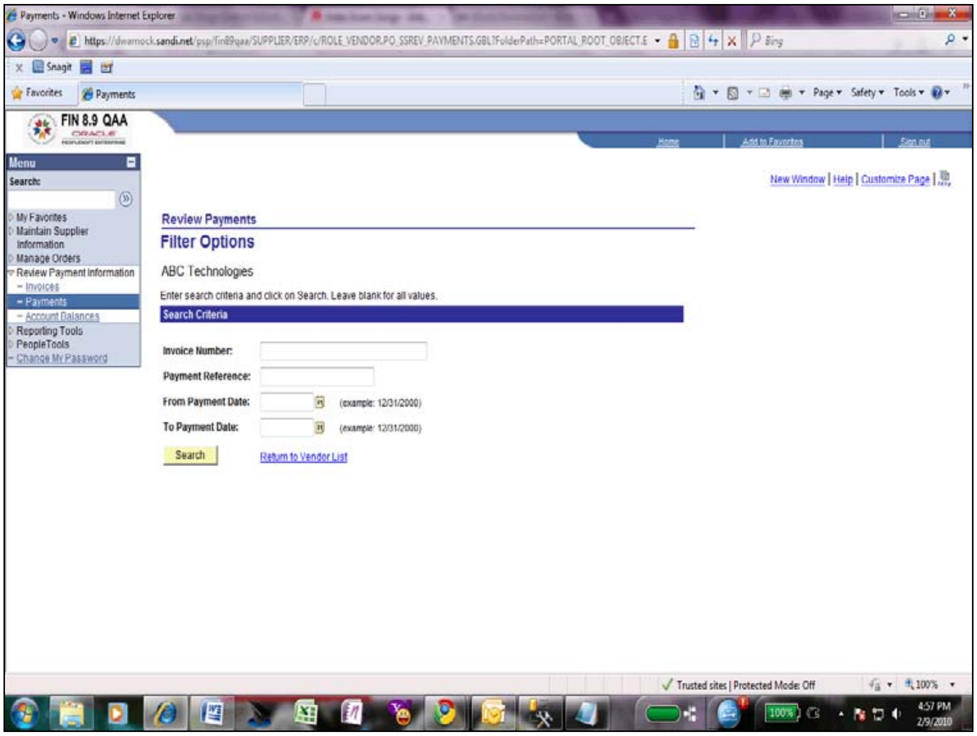
Step	Action
12.	Click an entry in the **Reference** column. 15589917



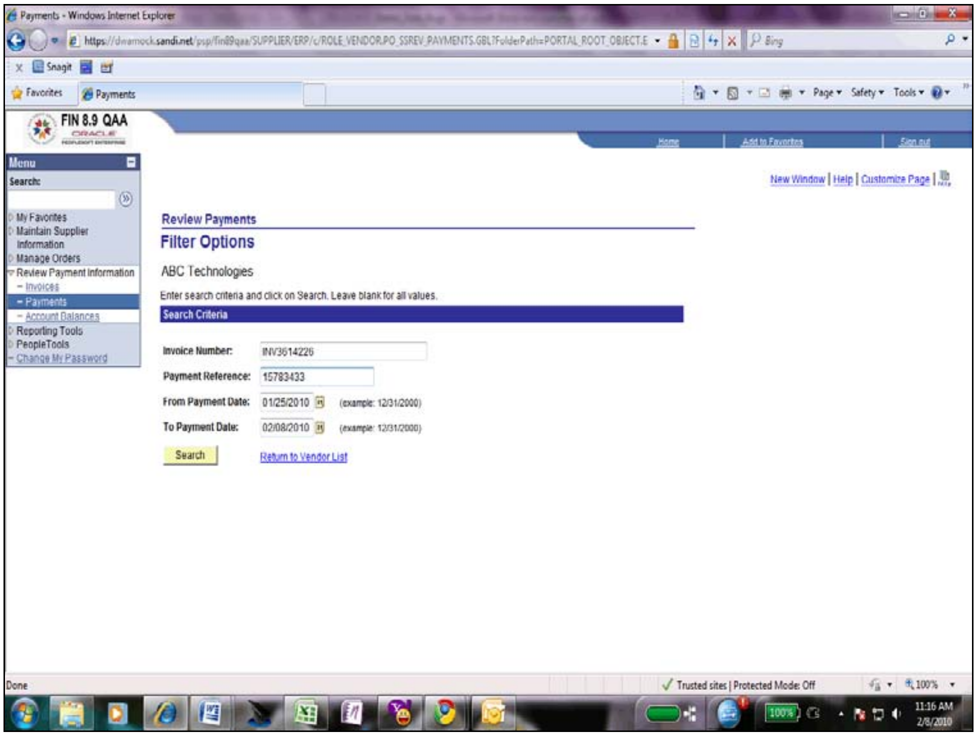
Step	Action
13.	Click the scrollbar.
14.	Click the **Return to Payments Made** link. Return to Payments Made



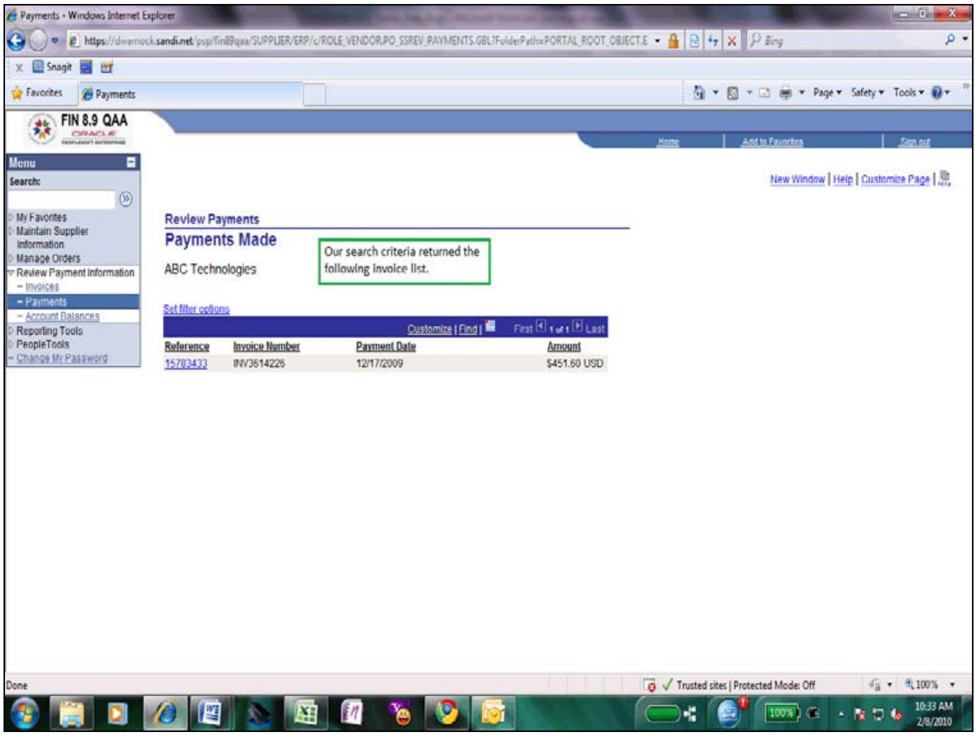
Step	Action
15.	Click the **Set filter options** link. Set filter options
16.	Now let us search using the invoice number and date ranges.



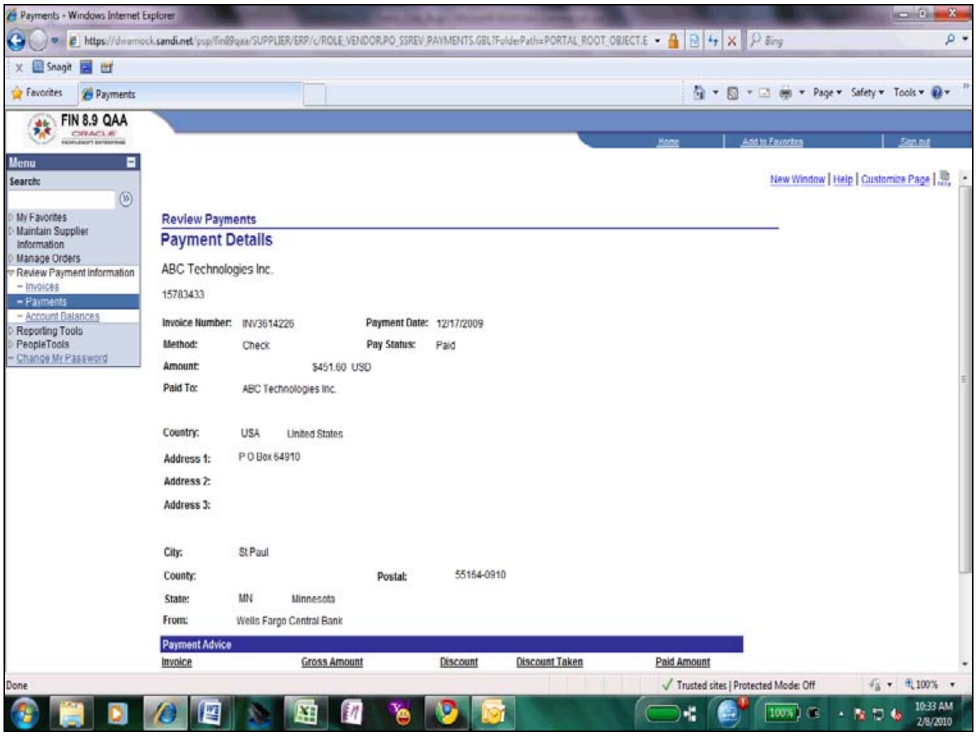
Step	Action
17.	Enter the desired information into the **Set filter options** field. Enter "**INV3614226**".
18.	Enter the desired information into the **Set filter options** field. Enter "**15783433**".



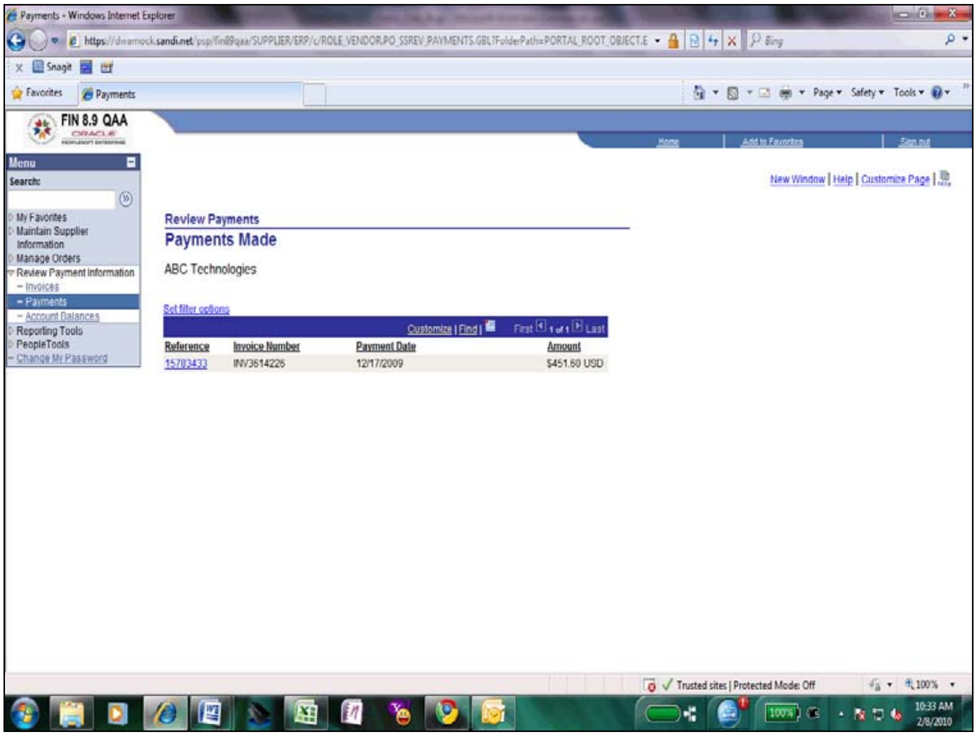
Step	Action
19.	Enter the desired information into the **From Payment Date** field. Enter "**12/01/2009**".
20.	Enter the desired information into the **To Payment Date** field. Enter "**02/08/2010**".



Step	Action
21.	Click an entry in the **Reference** column. 15783433



Step	Action
22.	Click the scrollbar.
23.	Click the **Return to Payments Made** link. Return to Payments Made



Step	Action
24.	Click the **Set filter options** link. Set filter options
25.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Review Purchase Orders_BUSPROC
Version	
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Review Purchase Orders

Trigger:

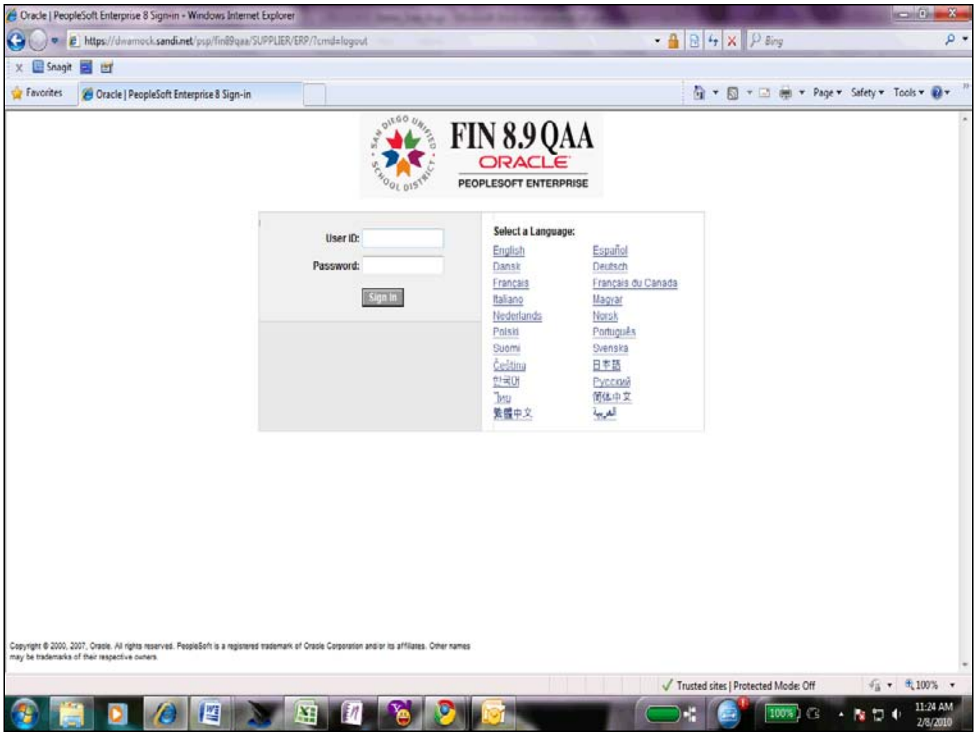
Required Field(s)	Comments

Output - Results	Comments

Additional Information

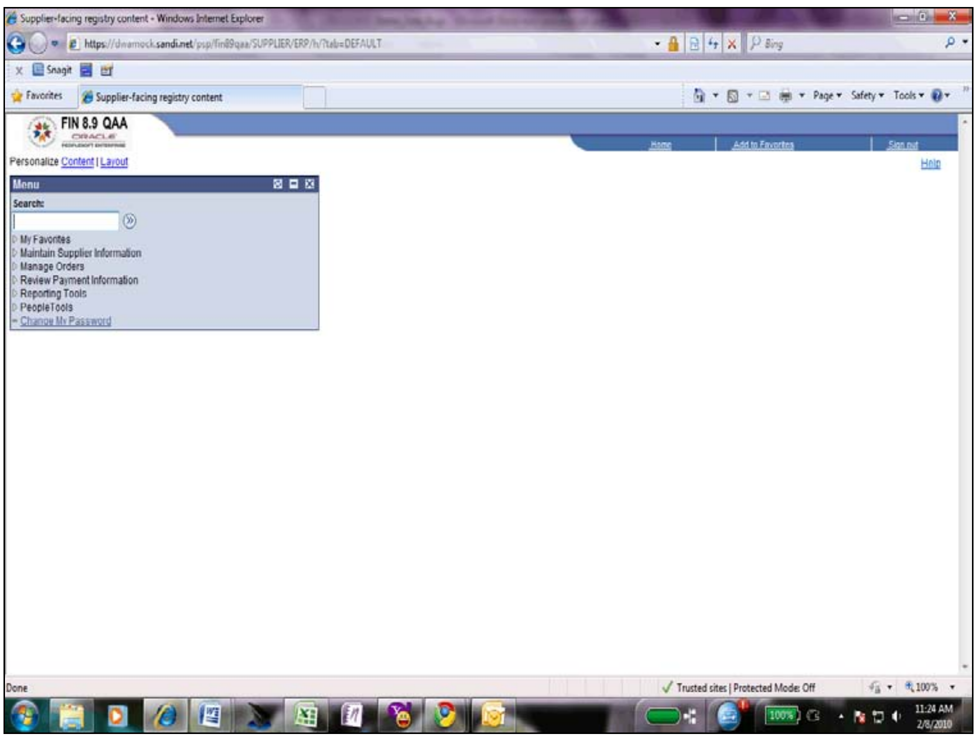
Procedure

Upon clicking the Supplier Portal Access link at www.sandi.net, you would be re-directed to this SDUSD PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

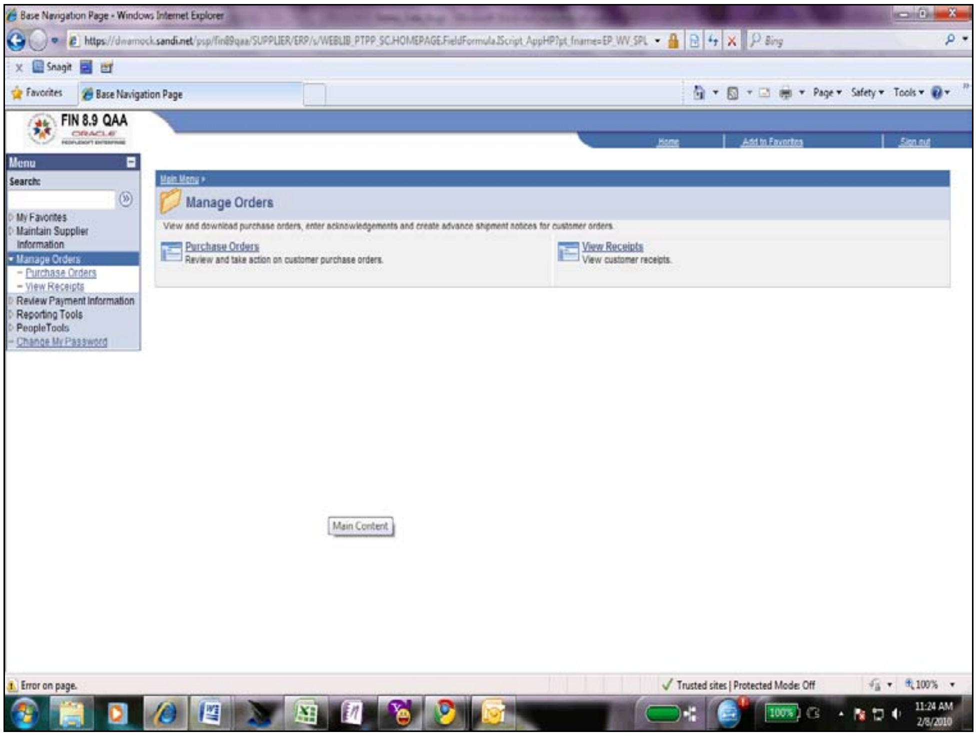


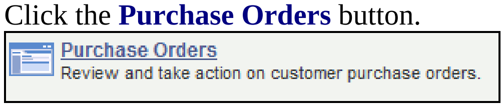
Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "**V0000000213.01**".
3.	Click the **Sign In** button. Sign In

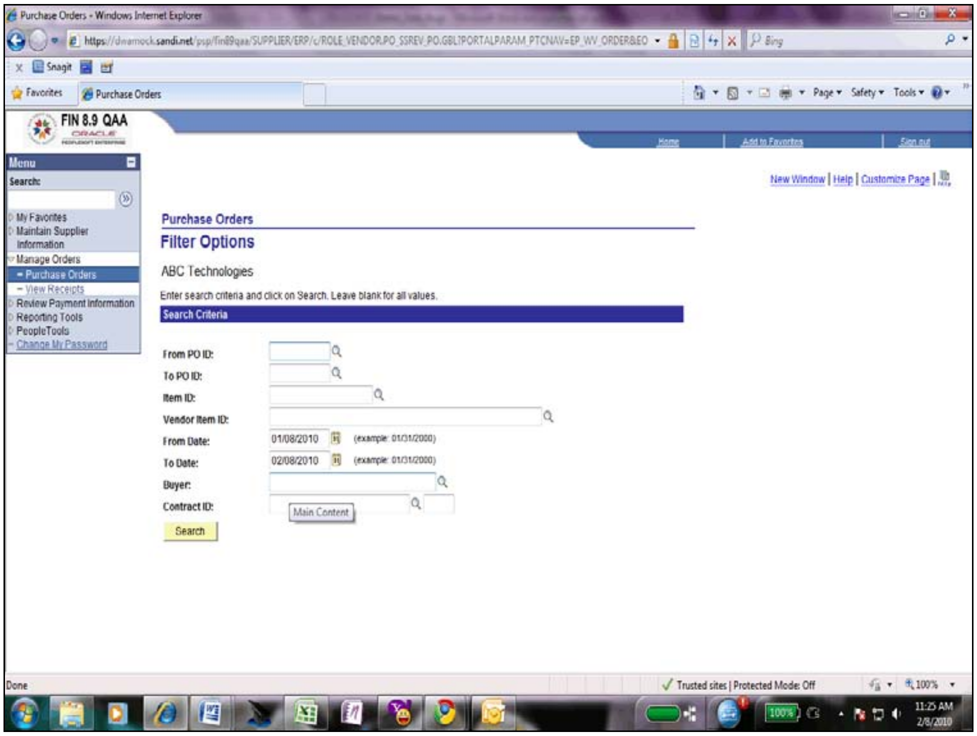
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role that was tied to your user ID. In this video we are going to see how to review your purchase order and change orders information. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



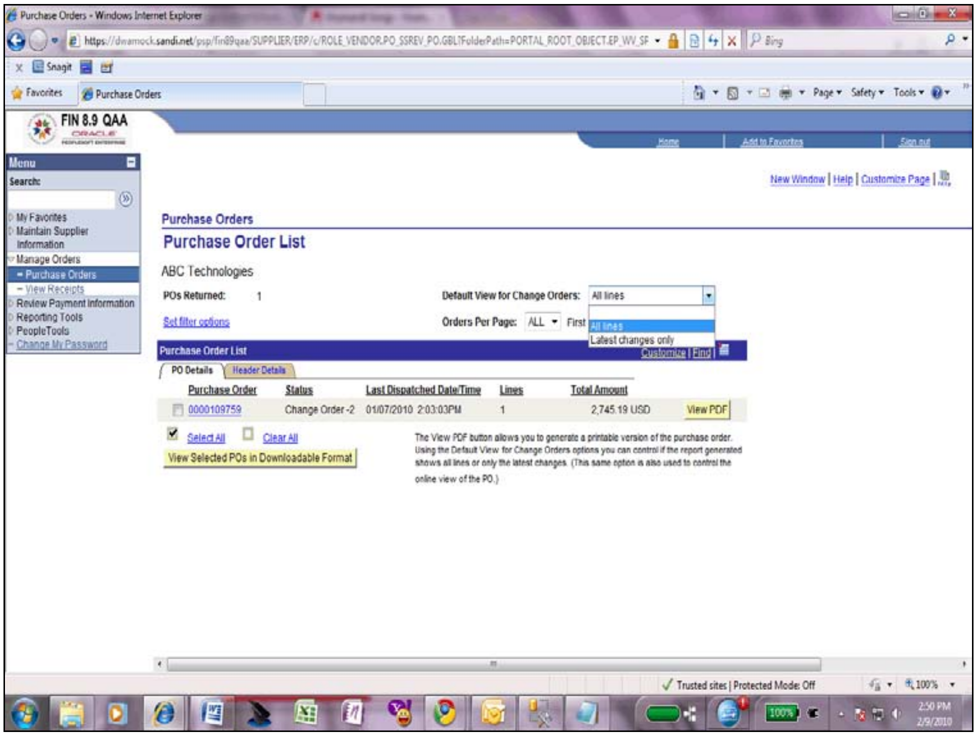
Step	Action
5.	Click the **Manage Orders** link. ▷ Manage Orders



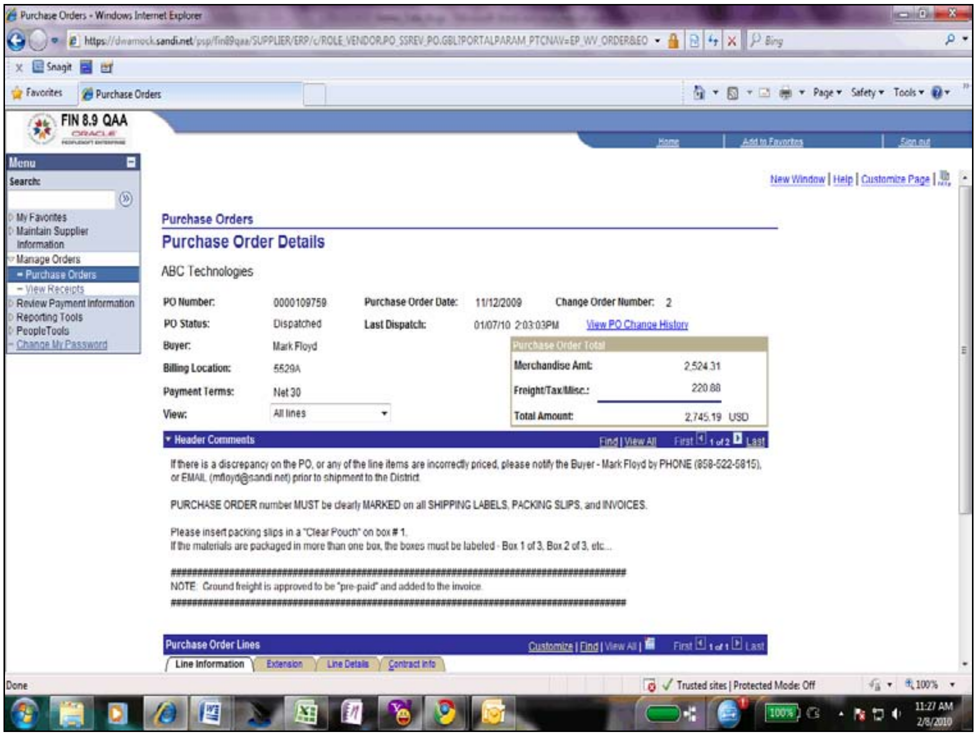
Step	Action
6.	Click the **Purchase Orders** button. 
7.	This is the purchase order search page. You can use the search options in this page to inquire on your purchase orders. There are several search options available. The system defaults a PO date range of one month prior to the current date. You can change the date range and search based on the PO date. You can also look up by the PO ID if you have it OR you can use any of the other search fields if you have any of those information. In this video let us search by some of these available search options.



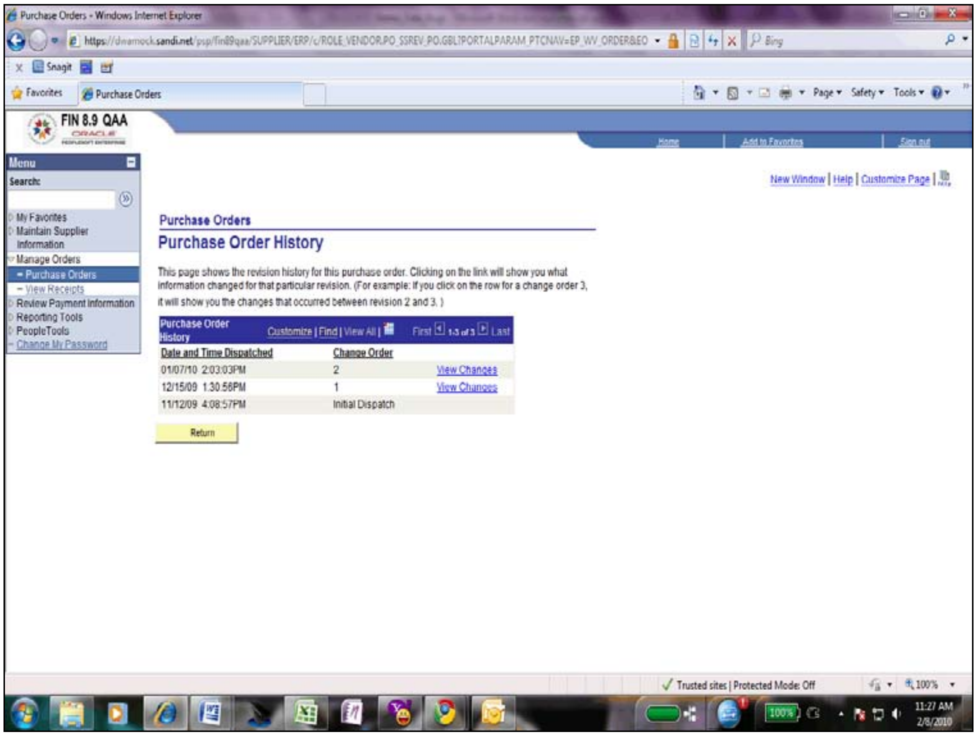
Step	Action
8.	Enter the desired information into the **From PO ID** field. Enter "**0000109759**".
9.	Enter the desired information into the **To PO ID** field. Enter "**0000109759**".
10.	Enter the desired information into the **From Date** field. Enter "**12/01/2009**".
11.	Click the **Search** button. Search



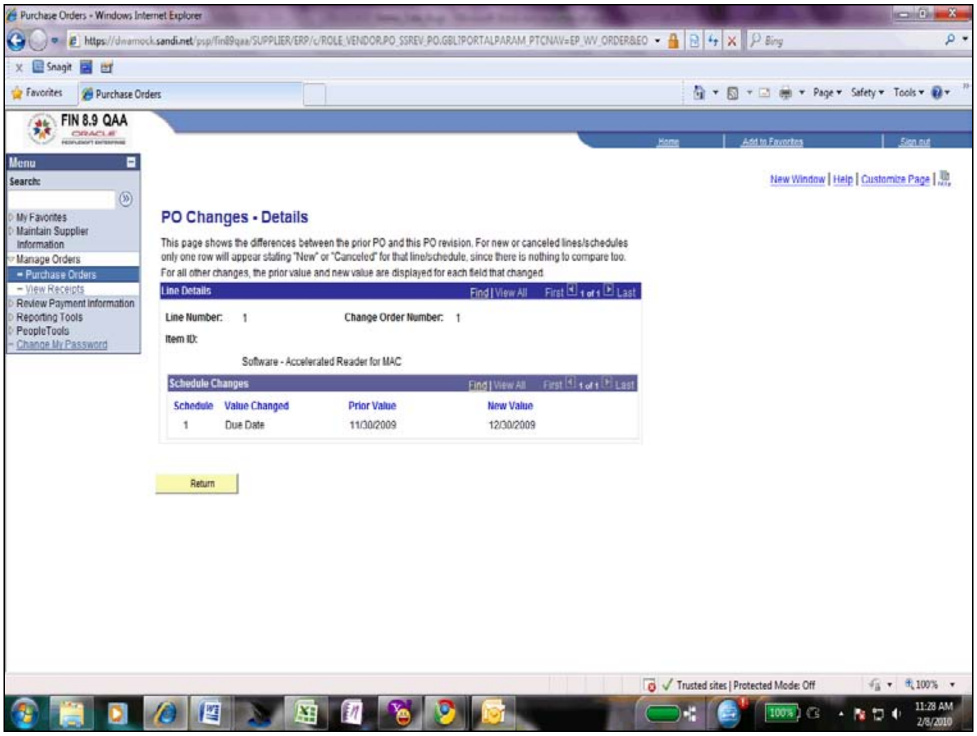
Step	Action
12.	Click the **Default View for Change Orders** list. If you are inquring on change orders, you can change the view to show you only the latest changes in those purchase orders by selecting the option Latest changes only. You can view the entire PO with all the change orders by selecting All lines. All lines
13.	Click the **Orders Per Page** list. Use this option to select the number of POs you want to see in one search result page. This only applies if when your search options returns a long list of POs in your search results. ALL
14.	Click the **0000109759** link. 0000109759
15.	This page shows the PO details. It shows the PO header information, link to PO change history, comments attached to the PO header, links to PO line detail information and links to the payment information.

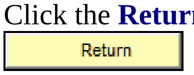


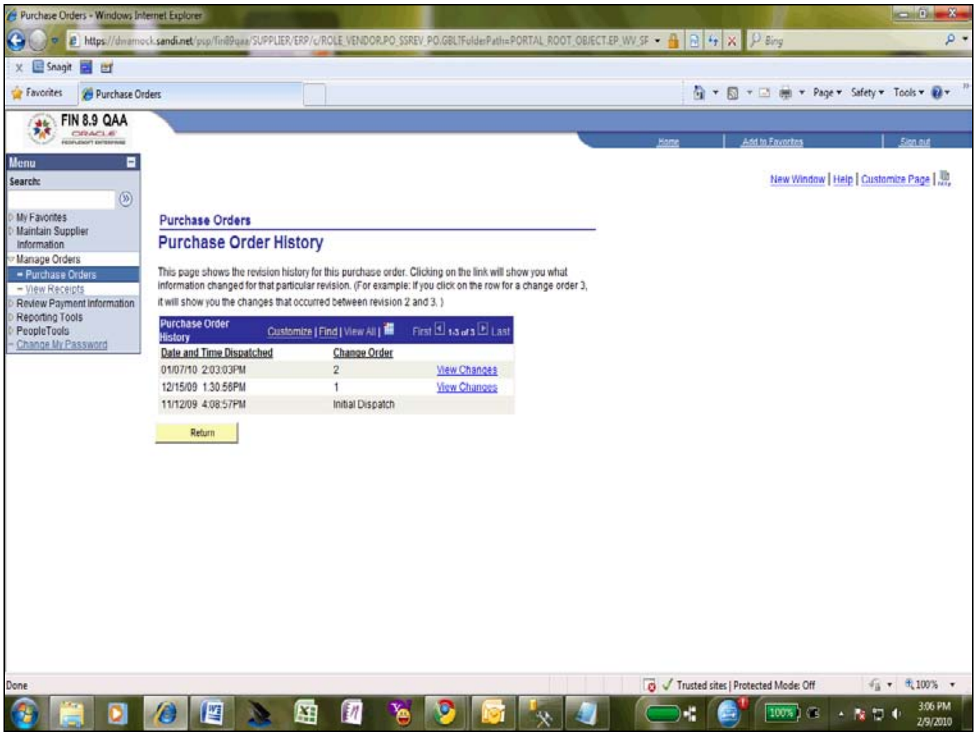
Step	Action
16.	Click the **View PO Change History** link. View PO Change History
17.	This page shows the purchase order revision history and has links to look into each change order detail.



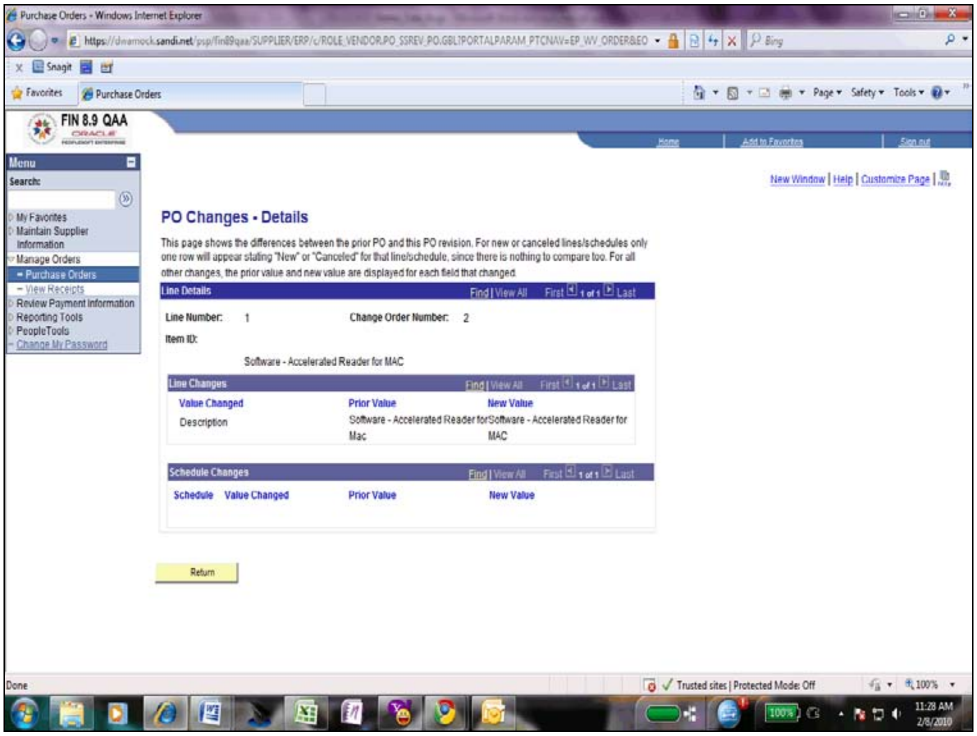
Step	Action
18.	Click an entry in the **View Changes** column. View Changes
19.	This page details the change order 1 details. You can see that there is schedule due date change from 11/30/2009 to 12/30/2009.



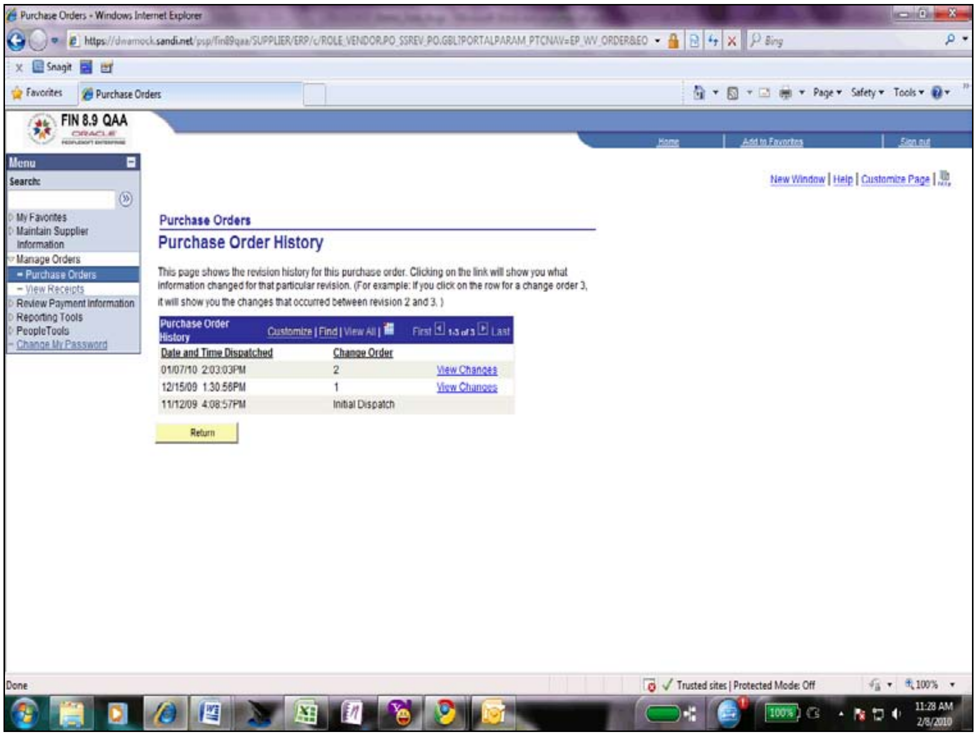
Step	Action
20.	Click the **Return** button. 



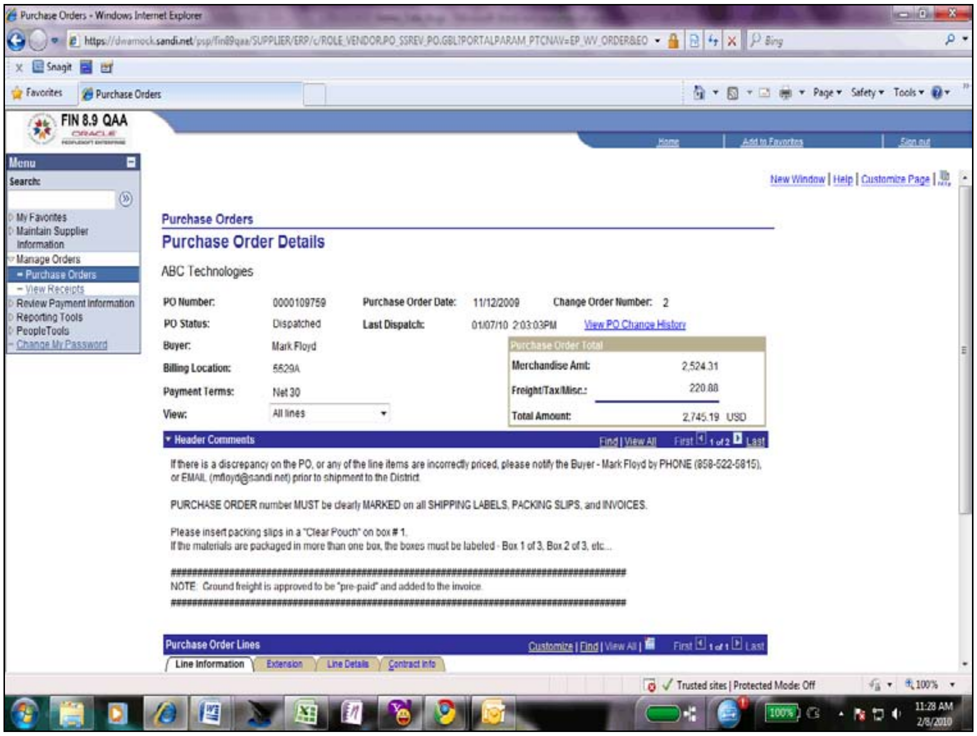
Step	Action
21.	Click an entry in the **View Changes** column. View Changes



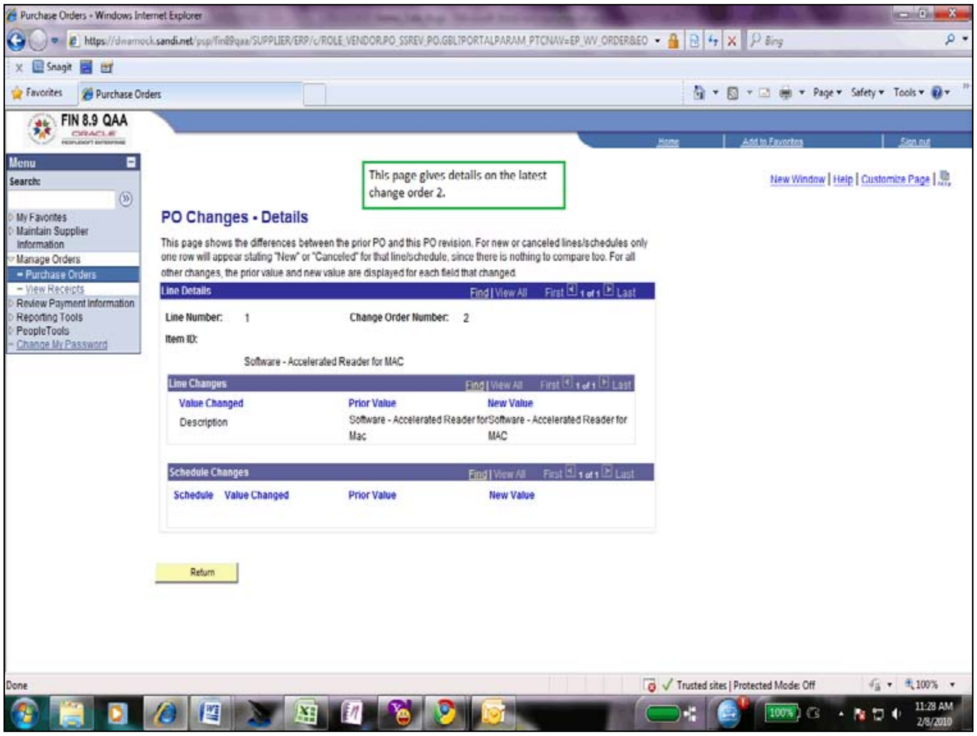
Step	Action
22.	Click the **Return** button. Return



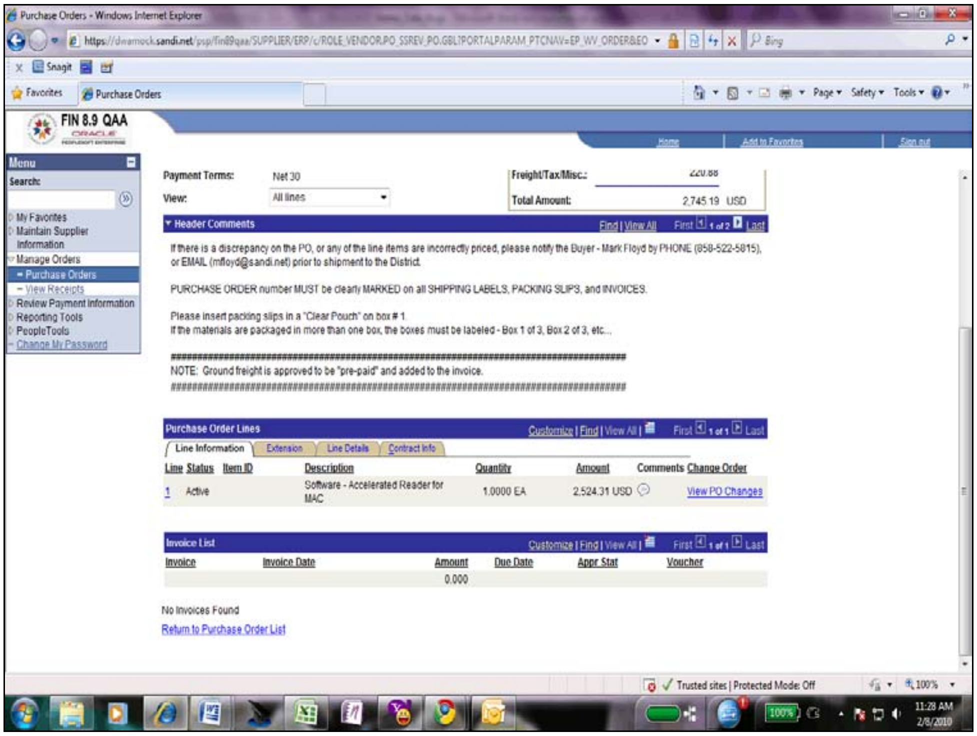
Step	Action
23.	Click the **Return** button. Return



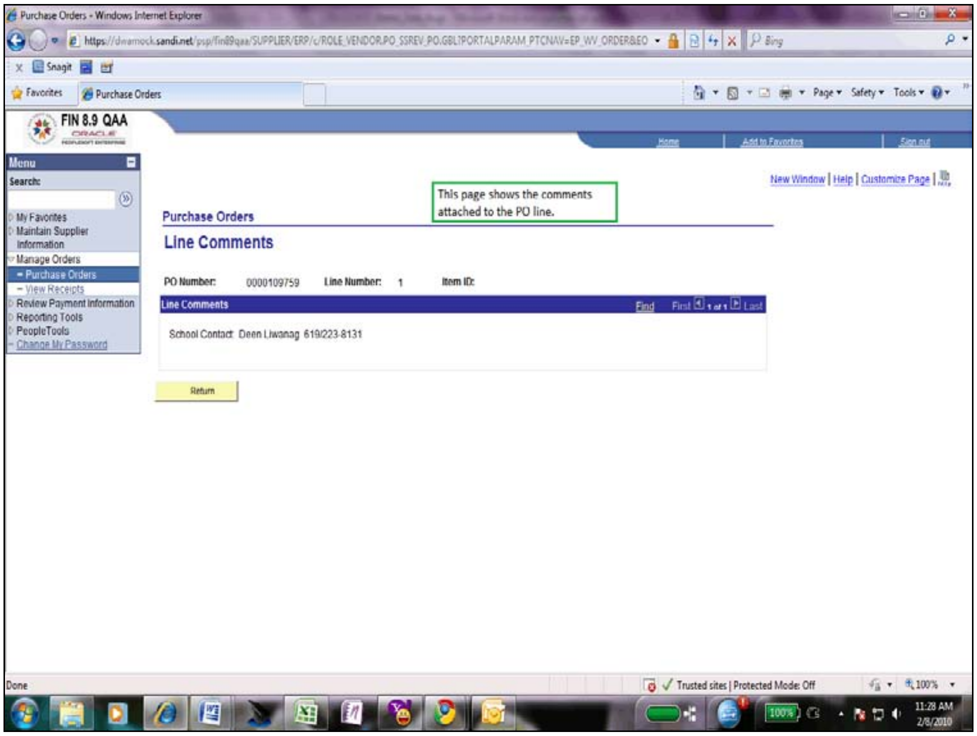
Step	Action
24.	Click the scrollbar.
25.	Click the **View PO Changes** link. View PO Changes



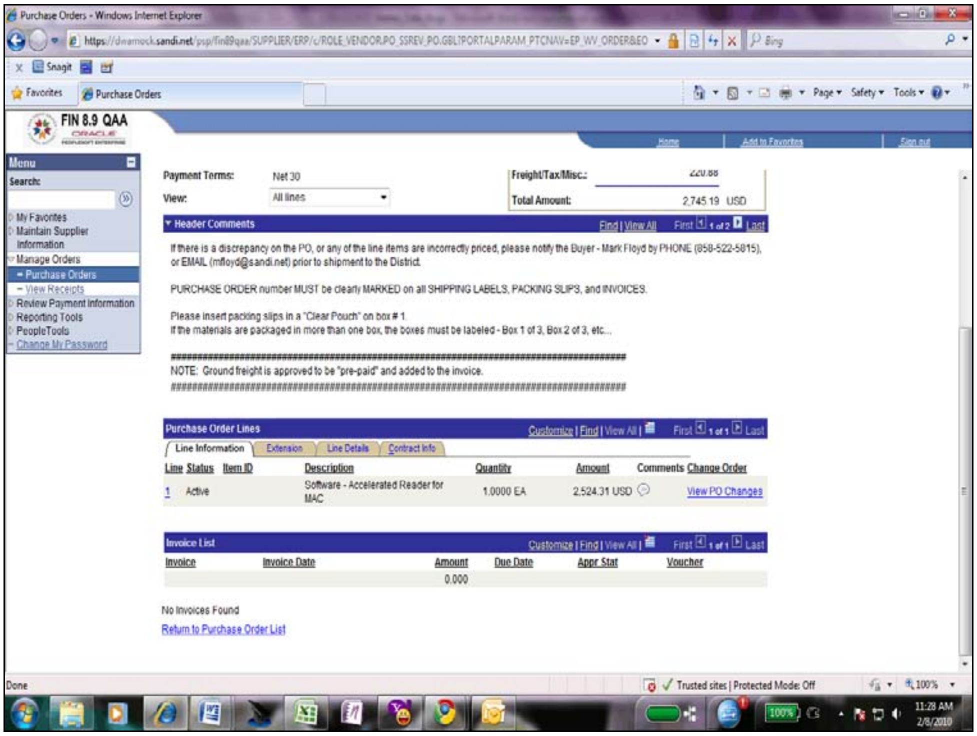
Step	Action
26.	Click the **Return** button. Return



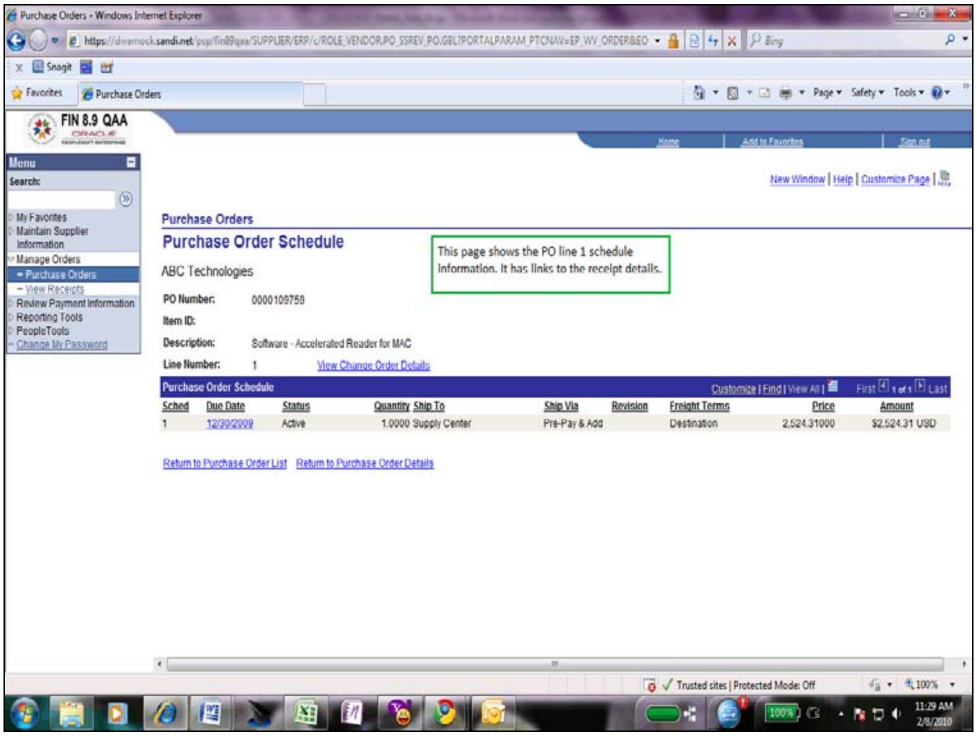
Step	Action
27.	Click the **Comments** button. 



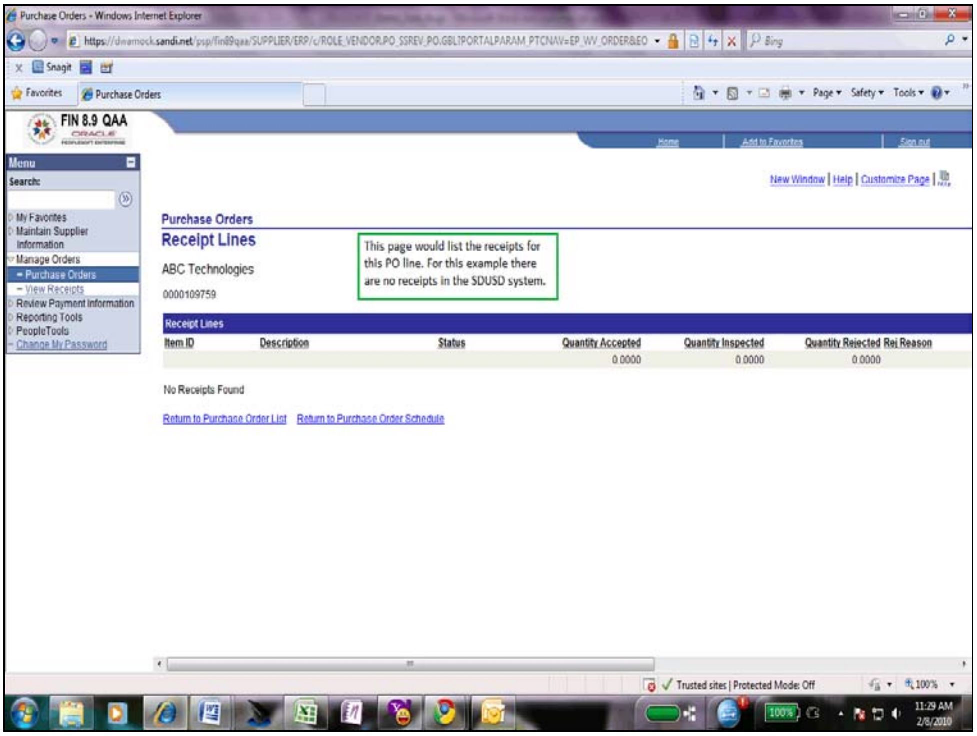
Step	Action
28.	Click the **Return** button. Return



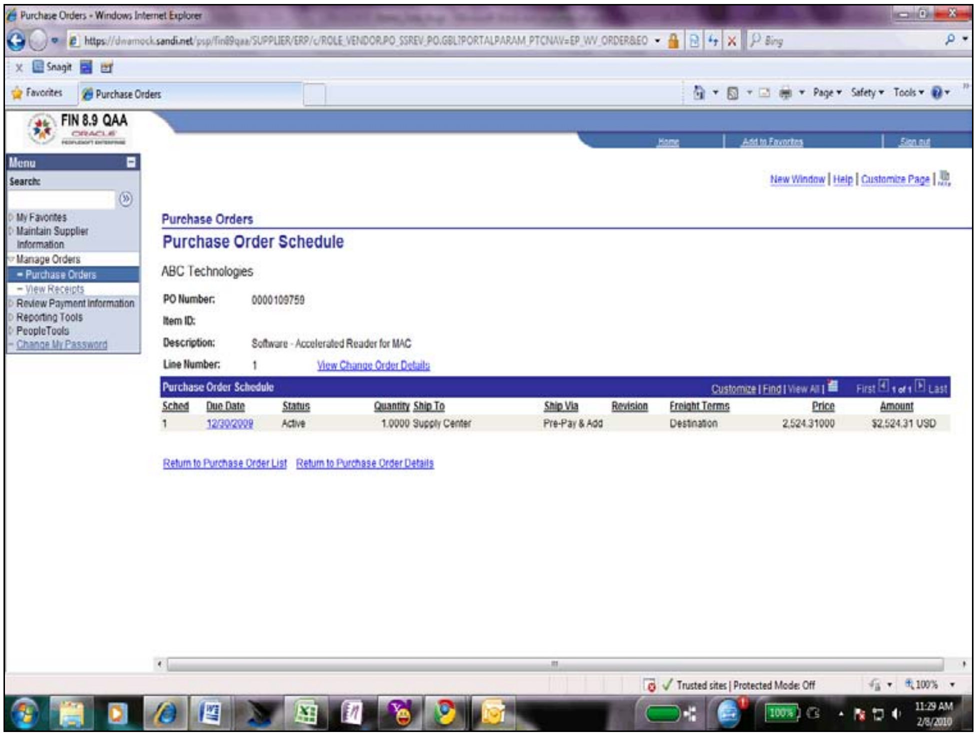
Step	Action
29.	Click the **1** link. 1



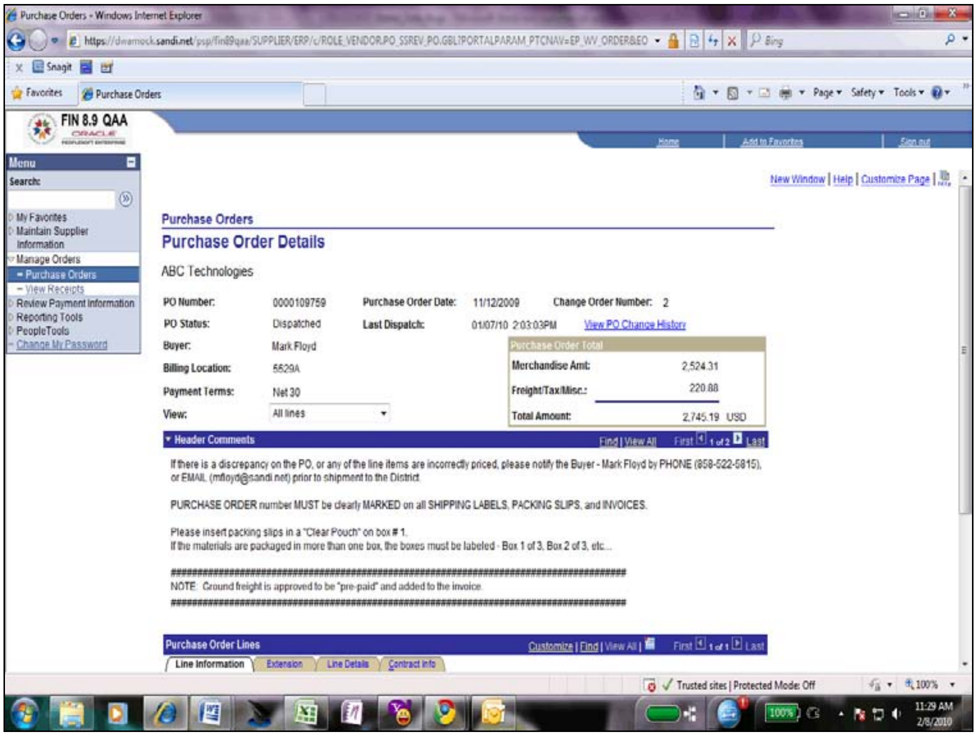
Step	Action
30.	Click an entry in the **Due Date** column. 12/30/2009



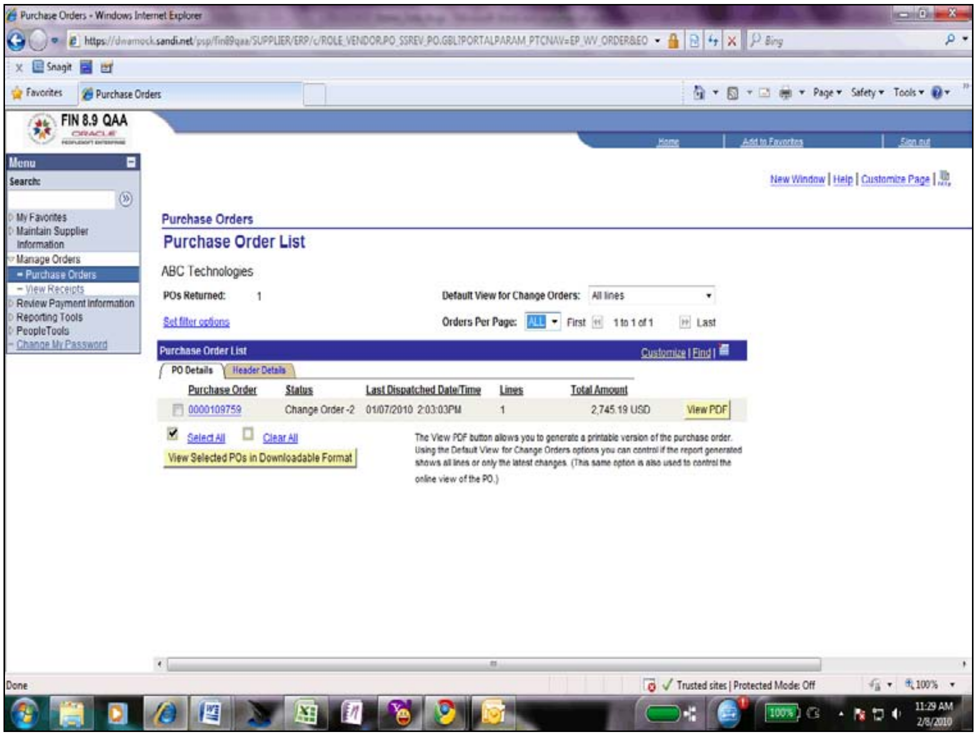
Step	Action
31.	Click the **Return to Purchase Order Schedule** link. Return to Purchase Order Schedule



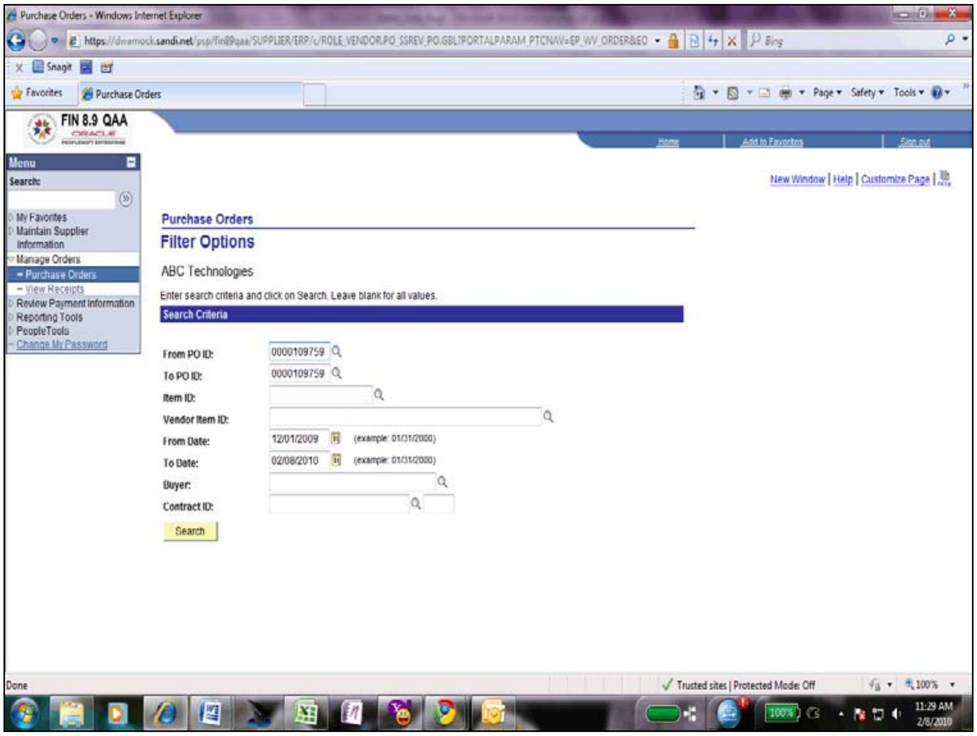
Step	Action
32.	Click the **Return to Purchase Order Details** link. Return to Purchase Order Details

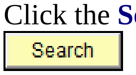


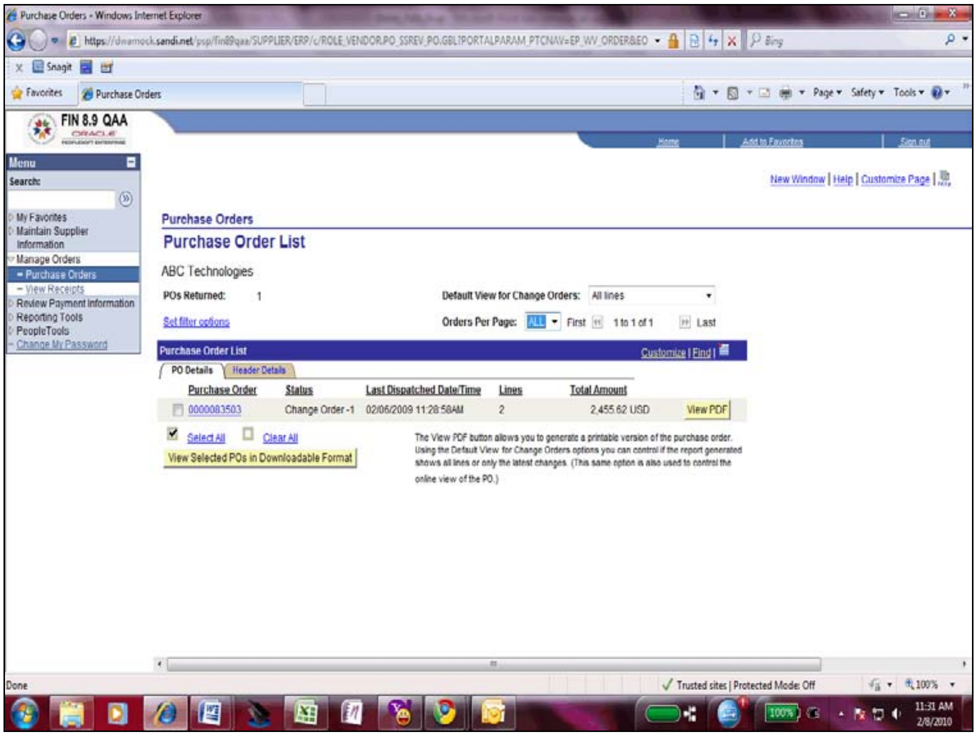
Step	Action
33.	Click the scrollbar.
34.	Click the **Return to Purchase Order List** link. Return to Purchase Order List



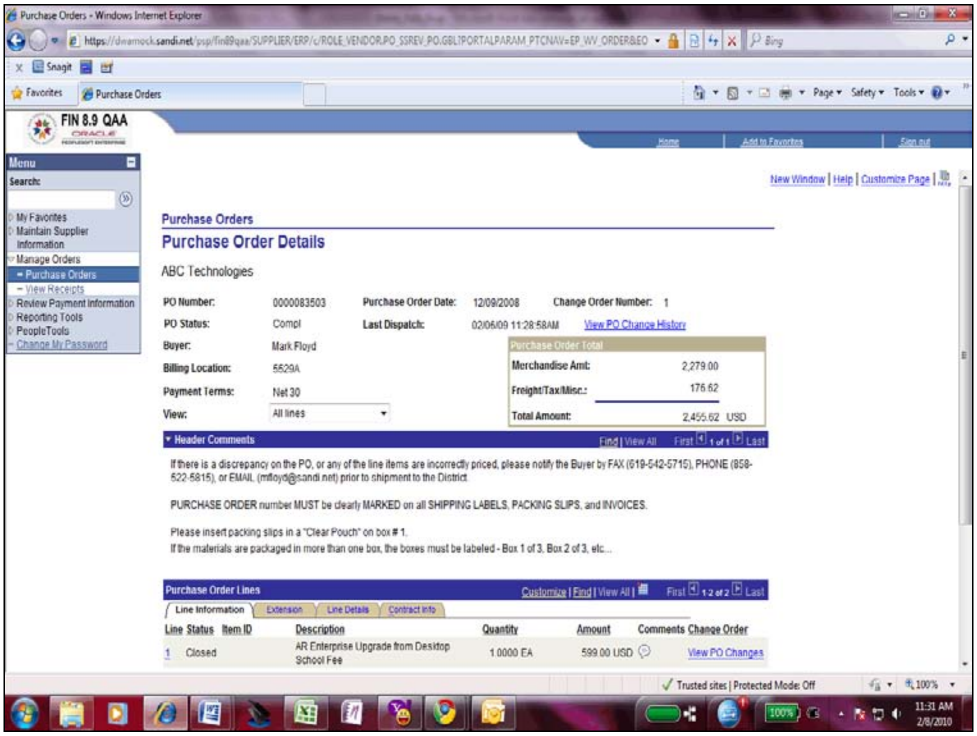
Step	Action
35.	Click the **Set filter options** link. Set filter options



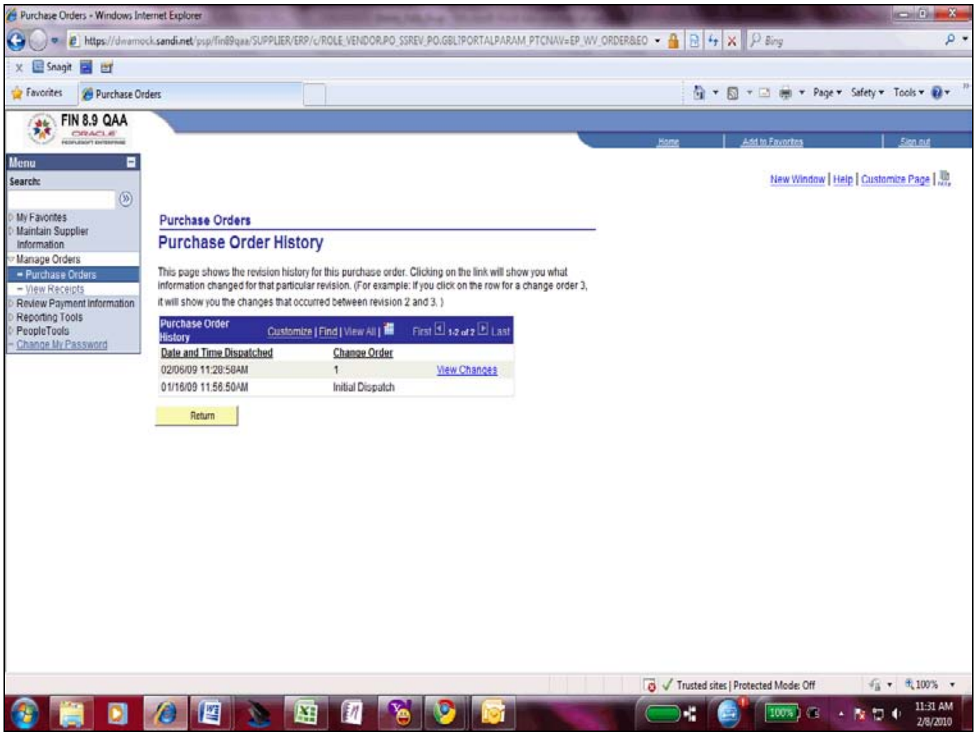
Step	Action
36.	Enter the desired information into the **From PO ID** field. Enter "**0000083503**".
37.	Enter the desired information into the **To PO ID** field. Enter "**0000083503**".
38.	Let us now search only by the PO id without any other search option.
39.	Click the **Search** button. 



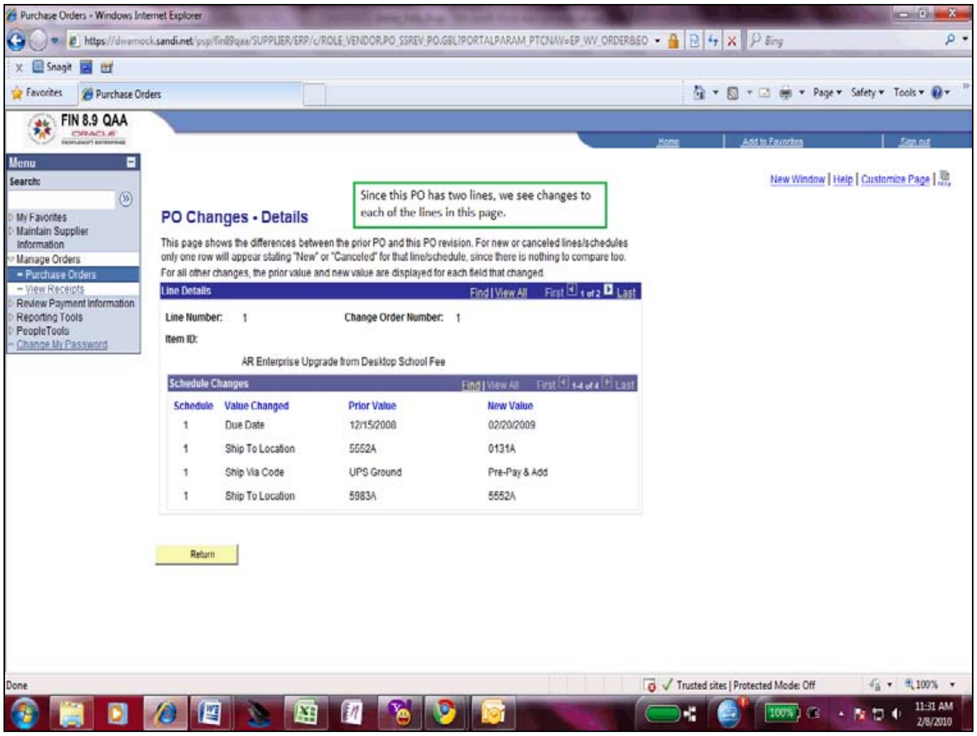
Step	Action
40.	Click the **Header Details** tab. Header Details
41.	Click the **0000083503** link. 0000083503



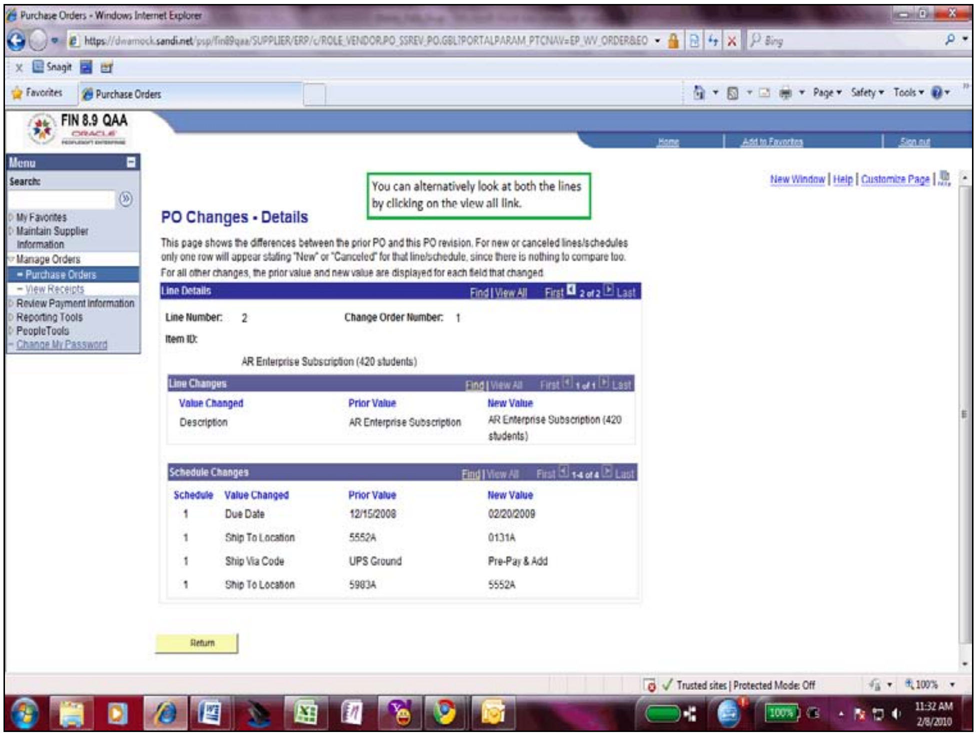
Step	Action
42.	Click the **View PO Change History** link. View PO Change History



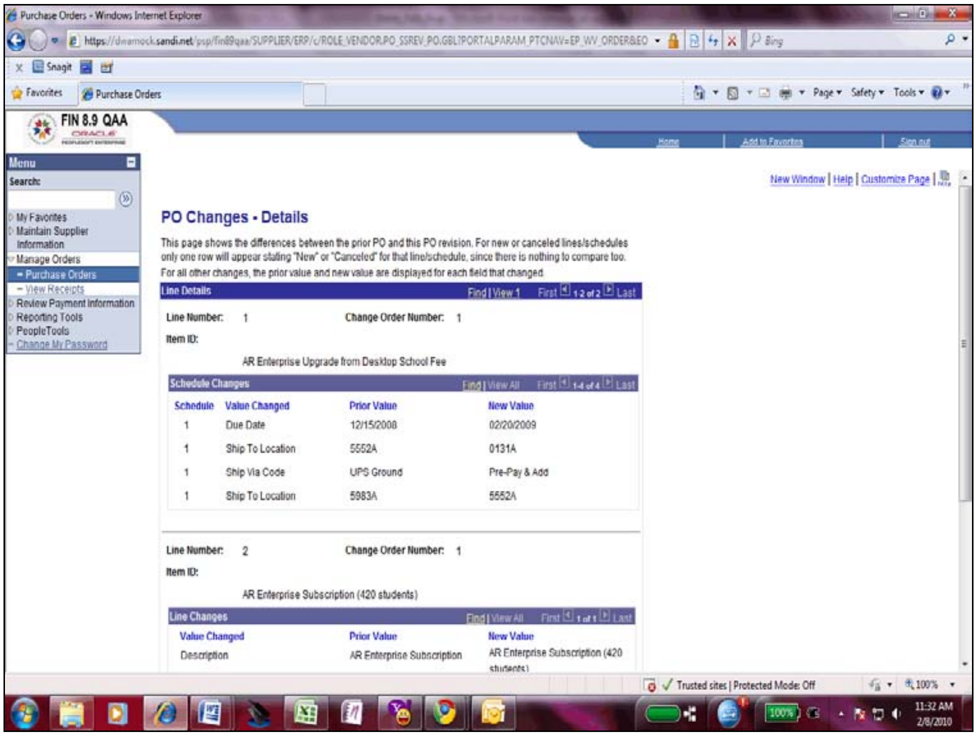
Step	Action
43.	Click an entry in the **View Changes** column. View Changes



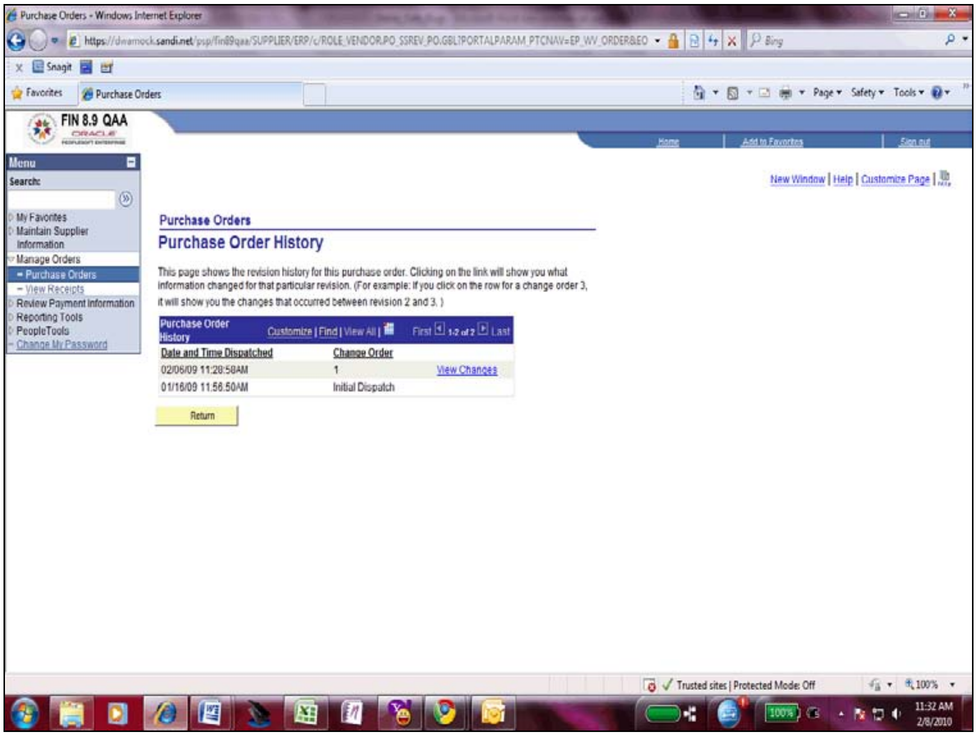
Step	Action
44.	Click the **Show next row (Alt+.)** button.

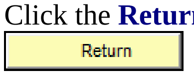


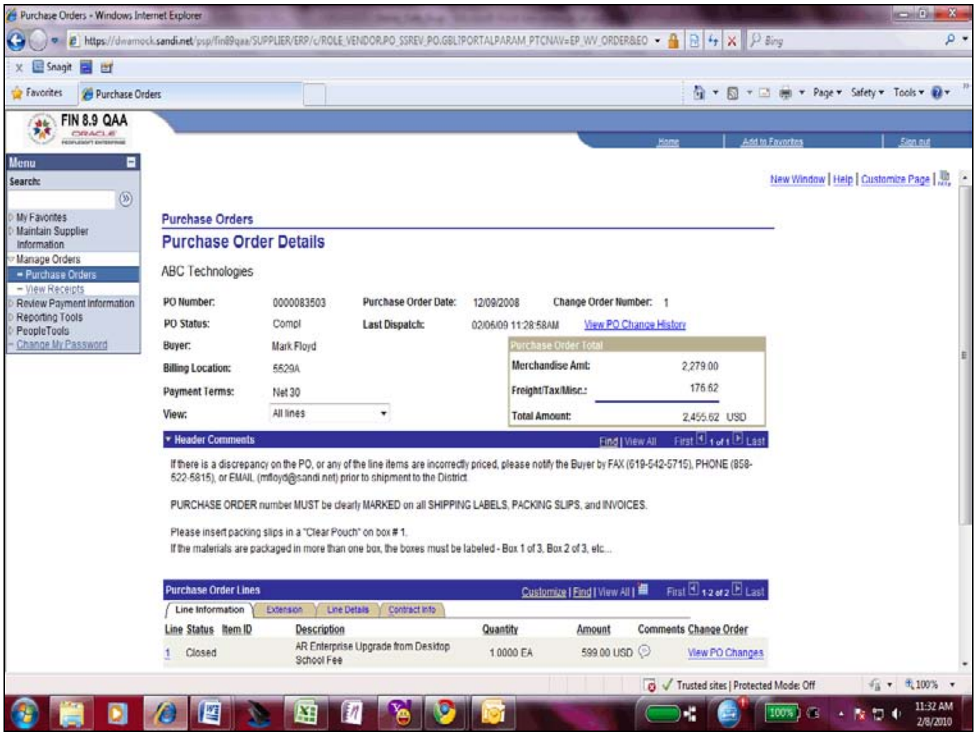
Step	Action
45.	Click the **View All** link. View All



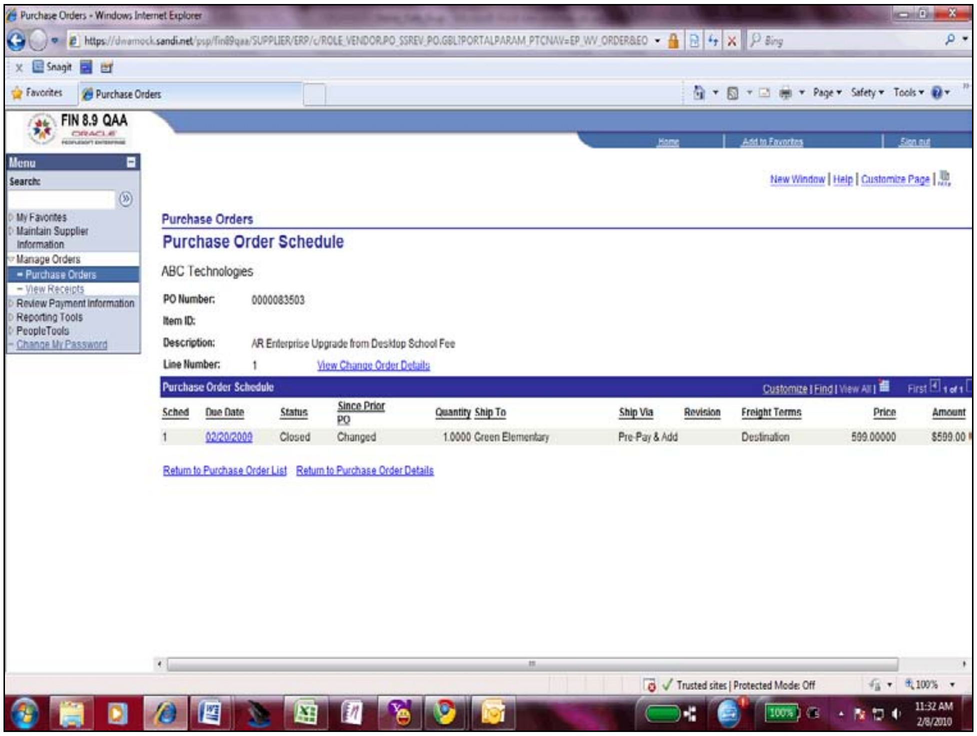
Step	Action
46.	Click the scrollbar.
47.	Click the **Return** button. Return



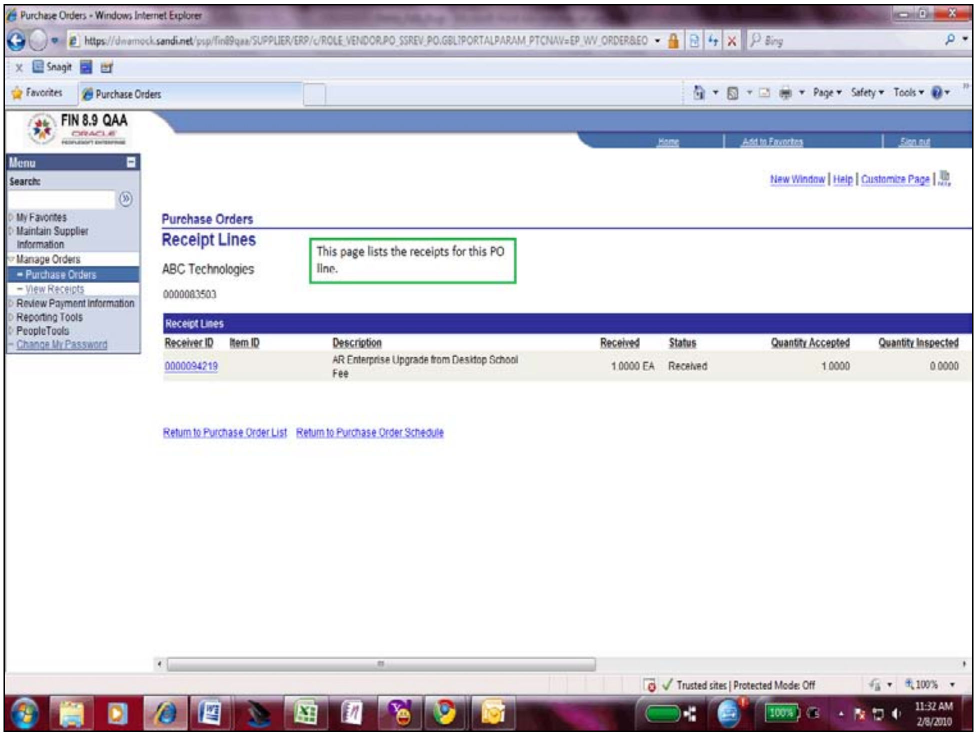
Step	Action
48.	Click the **Return** button. 



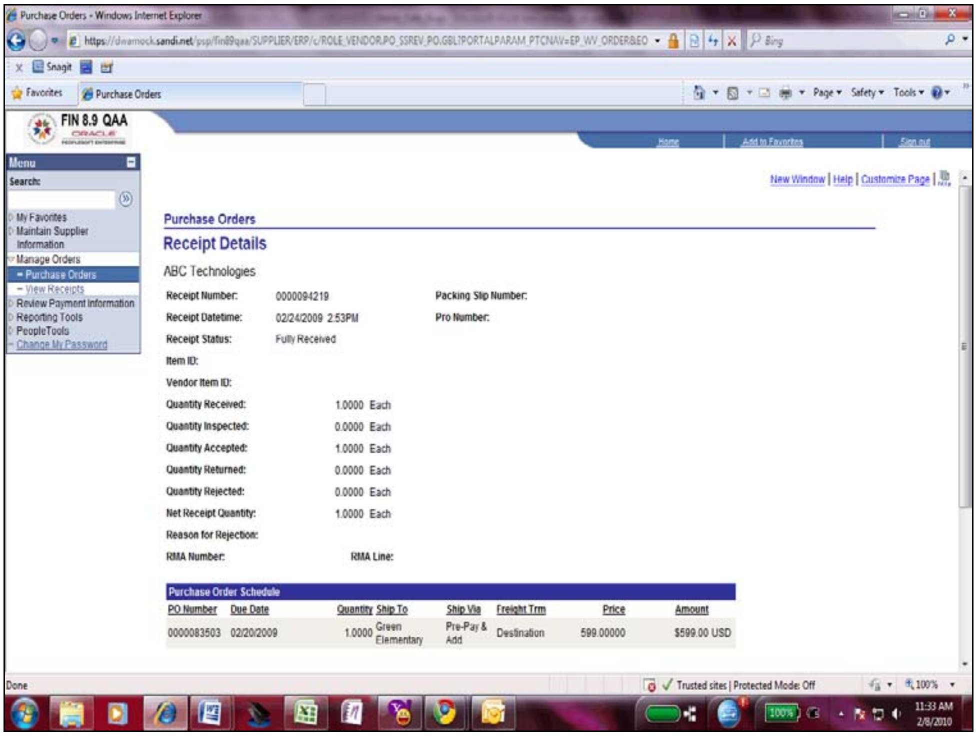
Step	Action
49.	Click the **1** link. 1



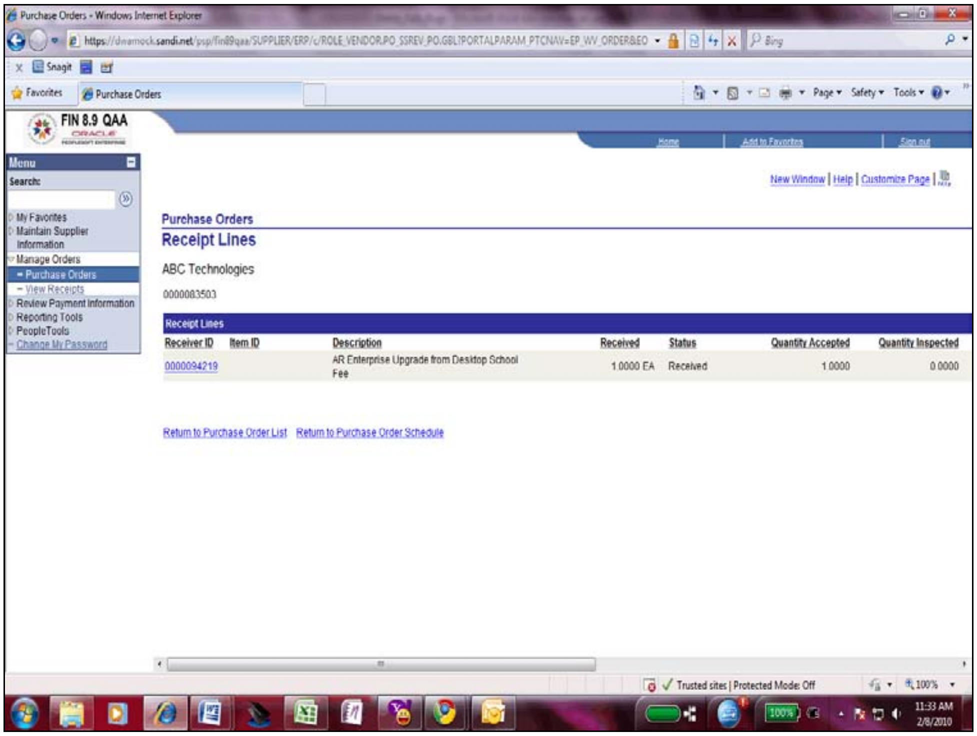
Step	Action
50.	Click an entry in the **Due Date** column. 02/20/2009



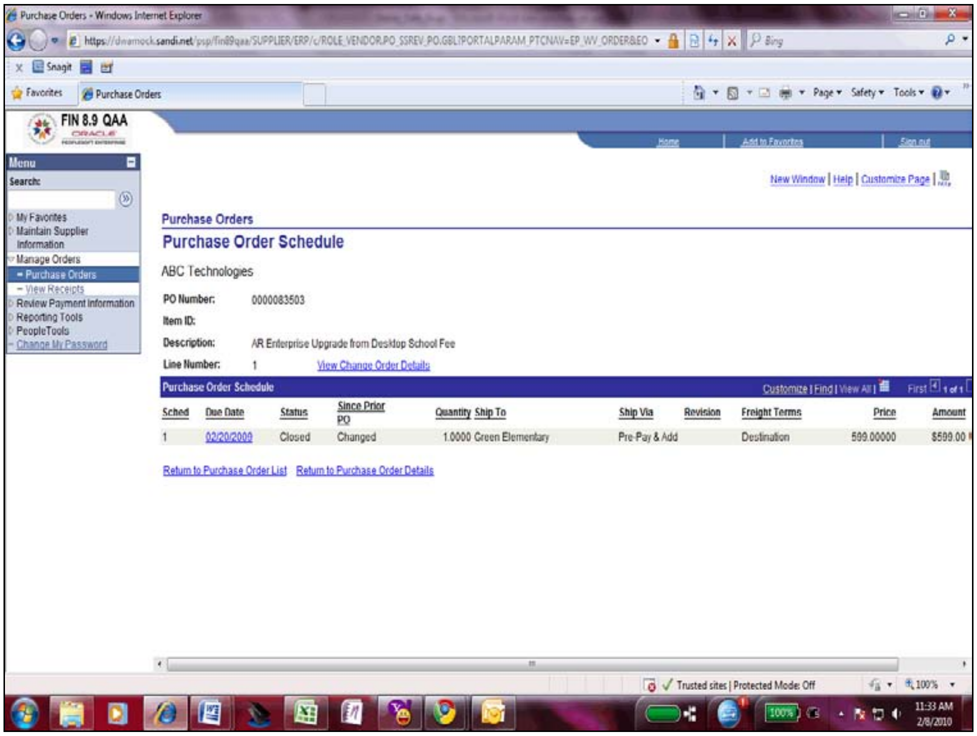
Step	Action
51.	Click an entry in the **Receiver ID** column. 0000094219



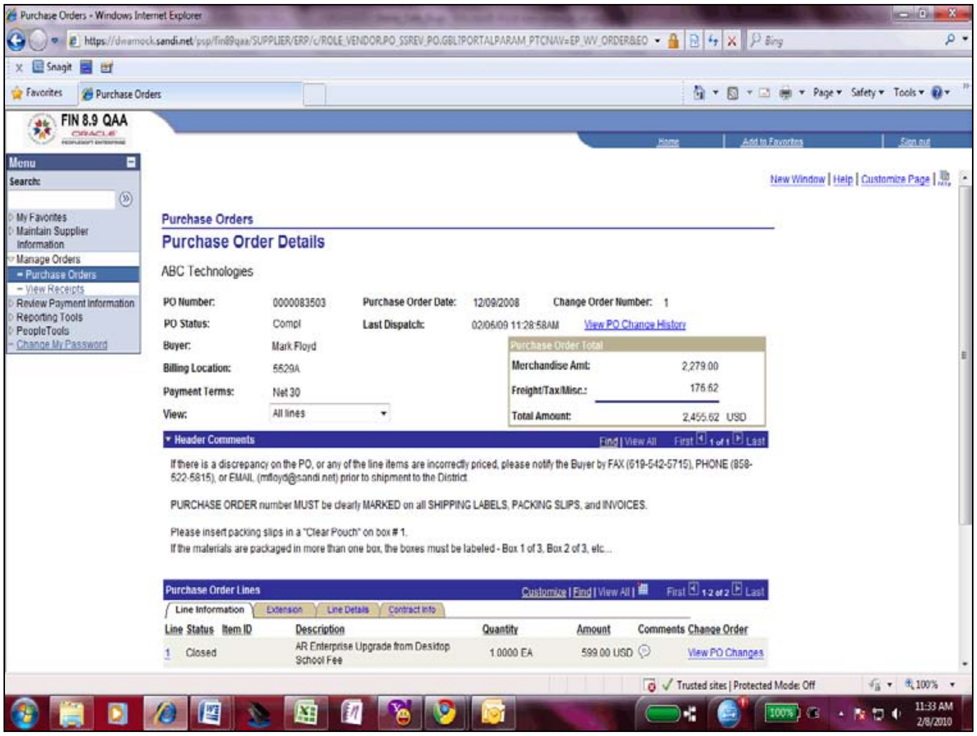
Step	Action
52.	Click the scrollbar.
53.	Click the **Return to Receipt List** link. Return to Receipt List



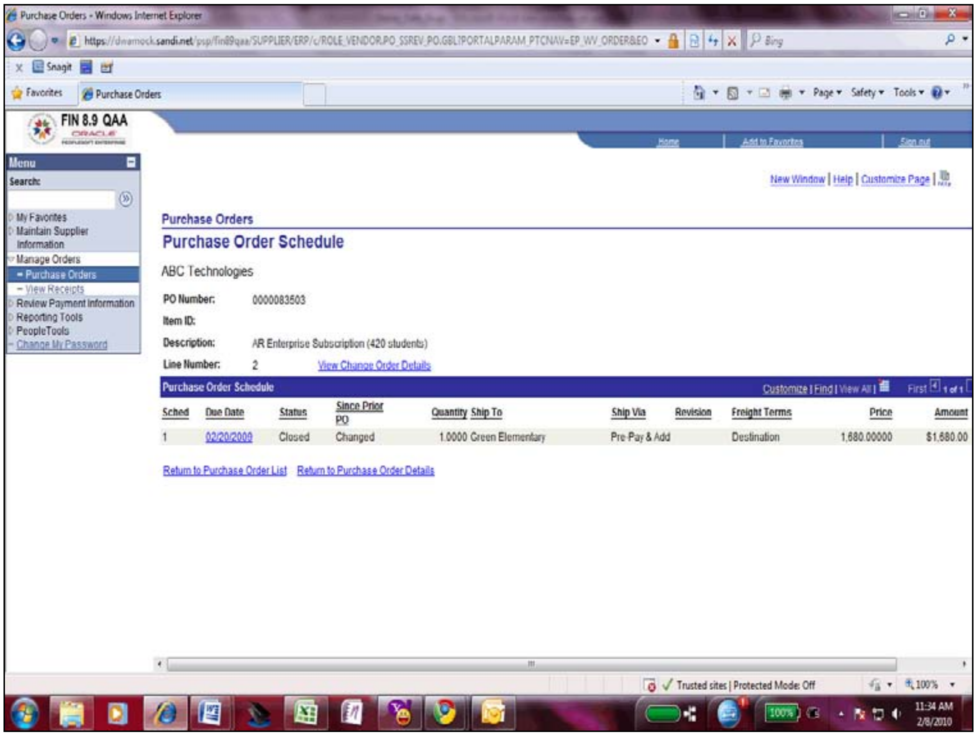
Step	Action
54.	Click the **Return to Purchase Order Schedule** link. This link will take you the page prior to this page. To return to the search results page click on "Return to Purchase order List" link. Return to Purchase Order Schedule



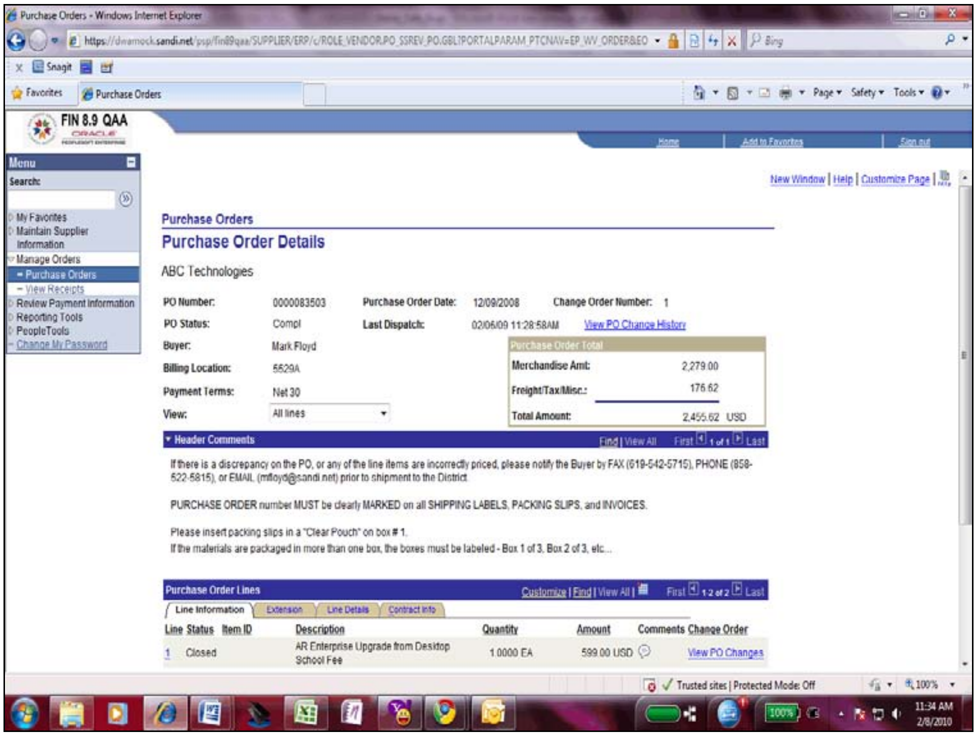
Step	Action
55.	Click the **Return to Purchase Order Details** link. This link will take you the page prior to this page. To return to the search results page click on "Return to Purchase order List" link. Return to Purchase Order Details



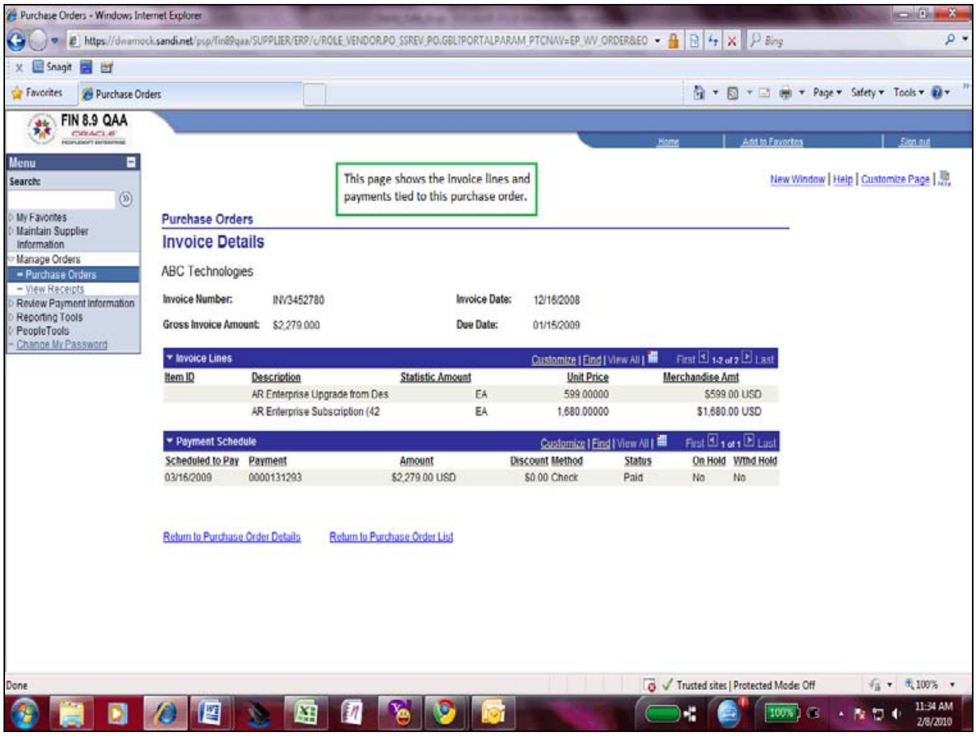
Step	Action
56.	Click the scrollbar.
57.	Click the **2** link. 2



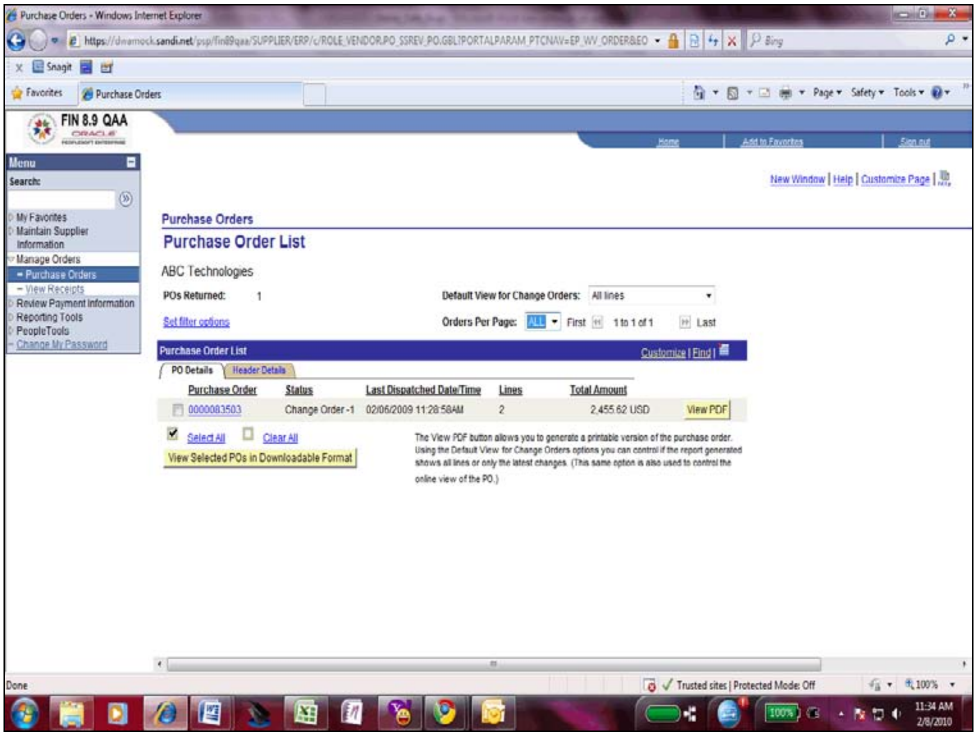
Step	Action
58.	Click the **Return to Purchase Order Details** link. This link will take you the page prior to this page. To return to the search results page click on "Return to Purchase order List" link. Return to Purchase Order Details



Step	Action
59.	Click the scrollbar.
60.	Click an entry in the **Invoice** column. INV3452780



Step	Action
61.	Click the **Return to Purchase Order List** link. This link will take you the page prior to this page. To return to the search results page click on "Return to Purchase order List" link. Return to Purchase Order List



Step	Action
62.	Click the **Set filter options** link. Set filter options
63.	We have now completed this training video. **End of Procedure.**

Department	
Responsibility/Role	
File Name	Review Receipts_BUSPROC
Version	
Document Generation Date	2/10/2010
Date Modified	2/10/2010
Last Changed by	
Status	

Review Receipts

Trigger:

Required Field(s)	Comments

Output - Results	Comments

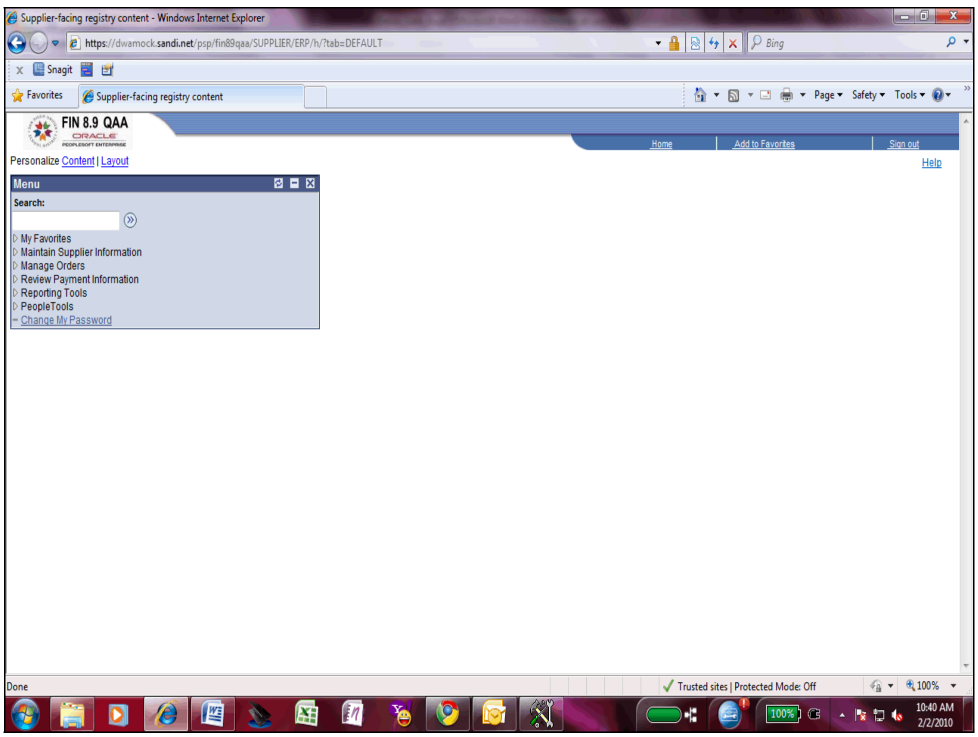
Additional Information

Procedure

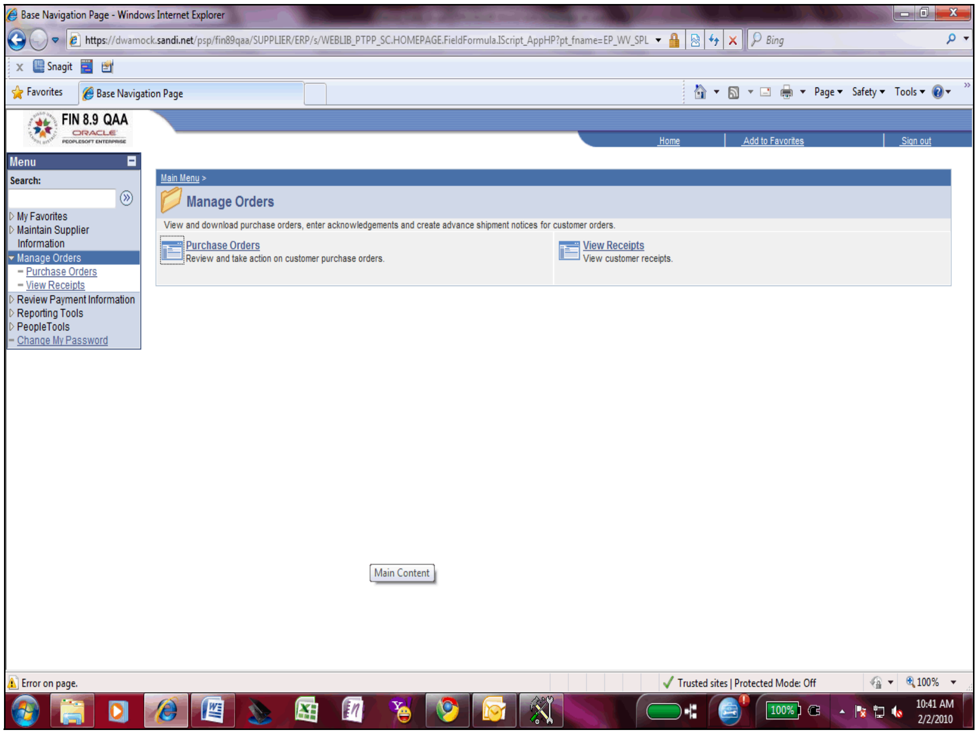
Upon clicking the Supplier Portal Access link in www.sandi.net, you would be re-directed to this PeopleSoft login page. Here you would have to enter your SDUSD supplier login and password.

Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**V0000000213.01**".
2.	Enter the desired information into the **Password** field. Enter "***************".
3.	Click the **Sign In** button. Sign In

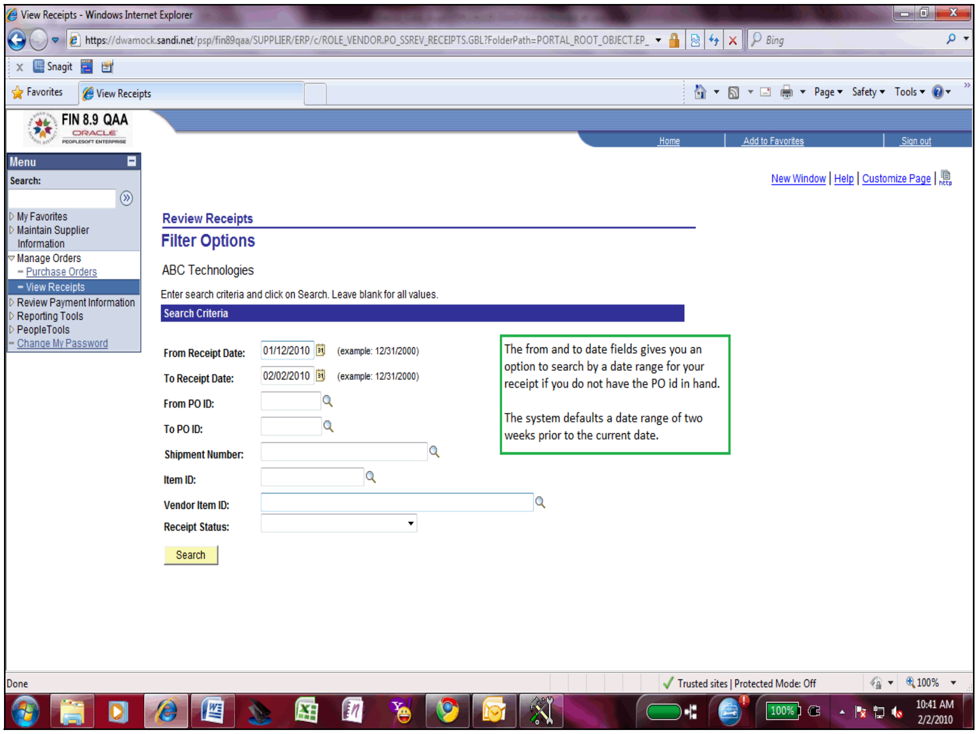
Step	Action
4.	You are now logged into the SDUSD PeopleSoft Supplier portal. If you experience any issues logging into this portal, please contact the SDUSD support desk. Note that you may not be able to see all the menu navigation folders in this screen shot based upon the operational role that was tied to your user ID. In this video we are going to see how to review your receipts information. You can only view receipts for to the POs sent to your company by SDUSD. NOTE: Not all suppliers have receipts in the SDUSD procurement system. If SDUSD does not create receipts for your company, you may not be able to see any receipt information in the system. NOTE: You would only be able to see information pertaining to your company in the SDUSD PeopleSoft system. Likewise no one else except you and the SDUSD procurement team would be able to see your company's information. You can rest assured that all your information in our PeopleSoft system is secure.



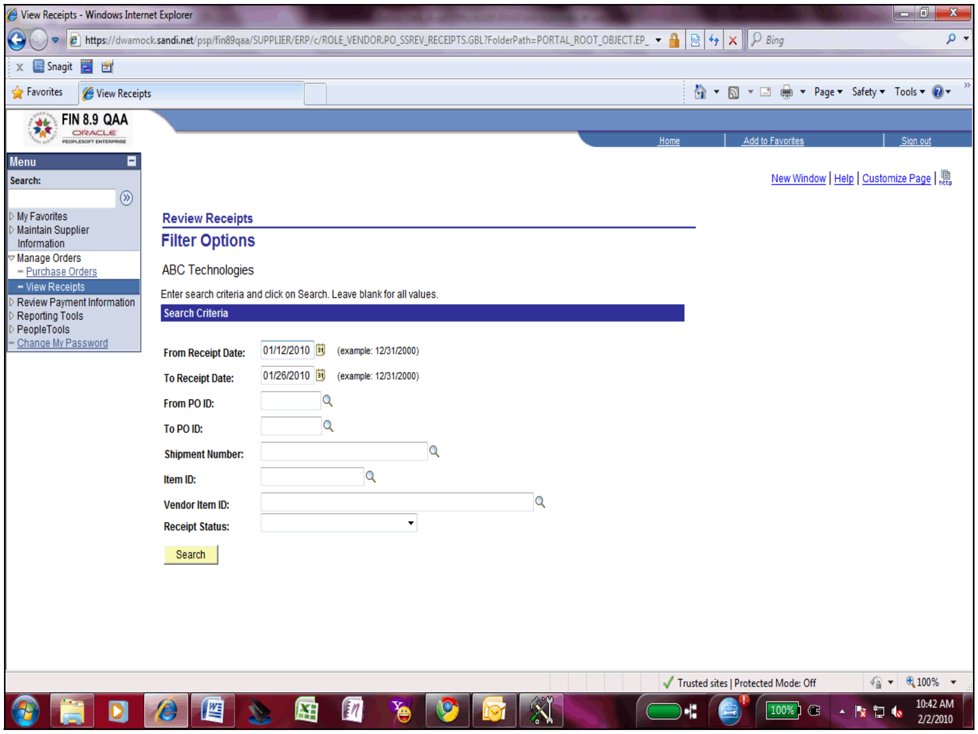
Step	Action
5.	Click the **Manage Orders** link. Manage Orders



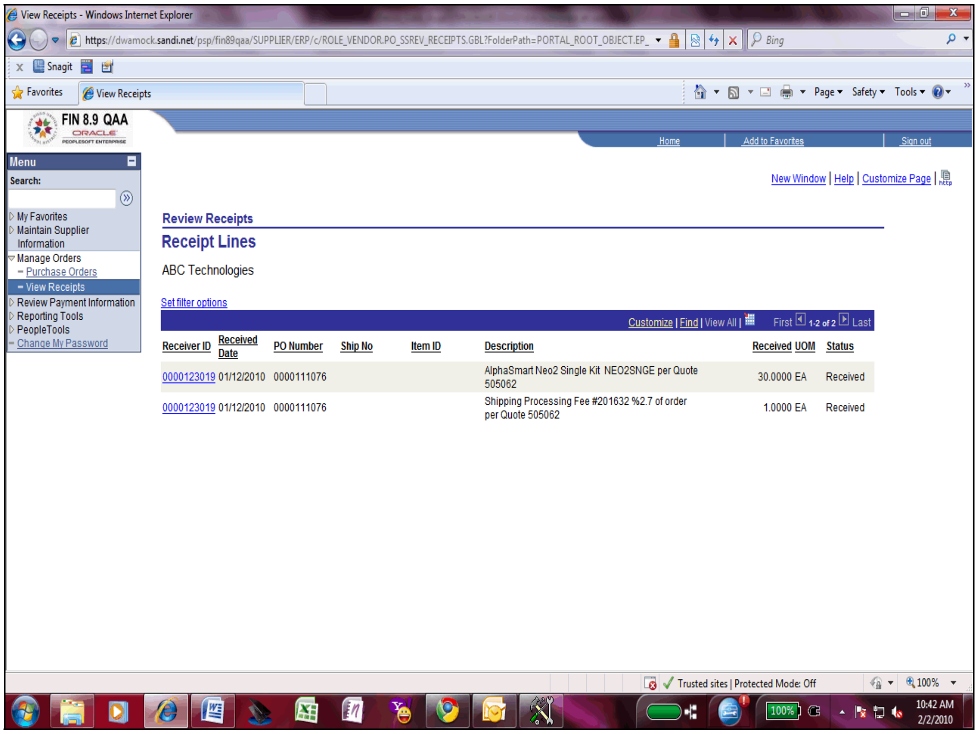
Step	Action
6.	Click the **View Receipts** link. View Receipts
7.	This is the Review Receipts search screen. The system defaults a receipt date range of 15 days prior to the current date. The screen offers several options to search for your receipt. You can search for your receipt based on the receipt dates. You can also look up by PO id. Alternatively you can search using shipment number, Item ID, vendor item ID or receipt status if you have any of those information available for the receipt you are inquring on.



Step	Action
8.	Enter the desired information into the **From Receipt Date** field. Enter "**01/12/2010**".

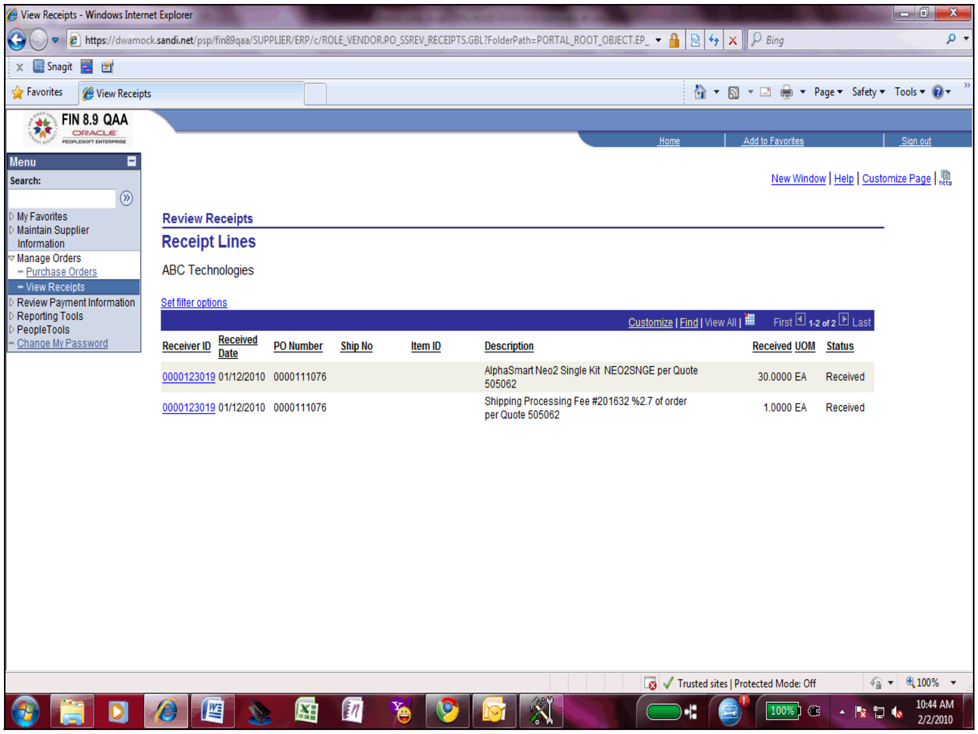


Step	Action
9.	Enter the desired information into the **To Receipt Date** field. Enter "**01/26/2010**".
10.	Enter the desired information into the **From PO ID** field. Enter "**0000111076**".
11.	Enter the desired information into the **To PO ID** field. Enter "**0000111076**".
12.	Click the **Search** button. Search
13.	This screen shows the search results and will list all the receipts that are available in the SDUSD's procurement system for the search options you provided. If you do not find what you are looking for in the search results, click on "Set filter options" to change your search options. Click on any of the receiver IDs to look into the details of that receipt.



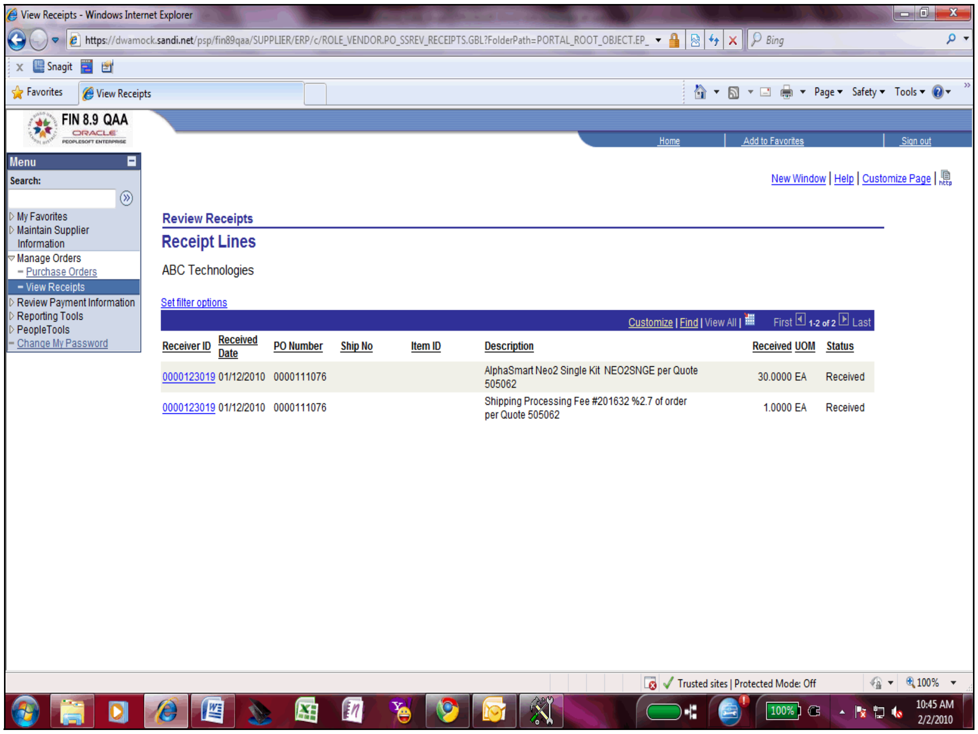
Step	Action
14.	Click an entry in the **Receiver ID** column. 0000123019
15.	This screen shows the details of the receipt ID you clicked on in the previous screen. You can look at the receipt date time, quantity information and the associated PO info. Scroll down the page to see the rest of the details.
16.	Scroll down the page to see more details.

Step	Action
17.	Click the **Return to Receipt List** link. Clicking on this button would take you back to the receipt search results list. Return to Receipt List

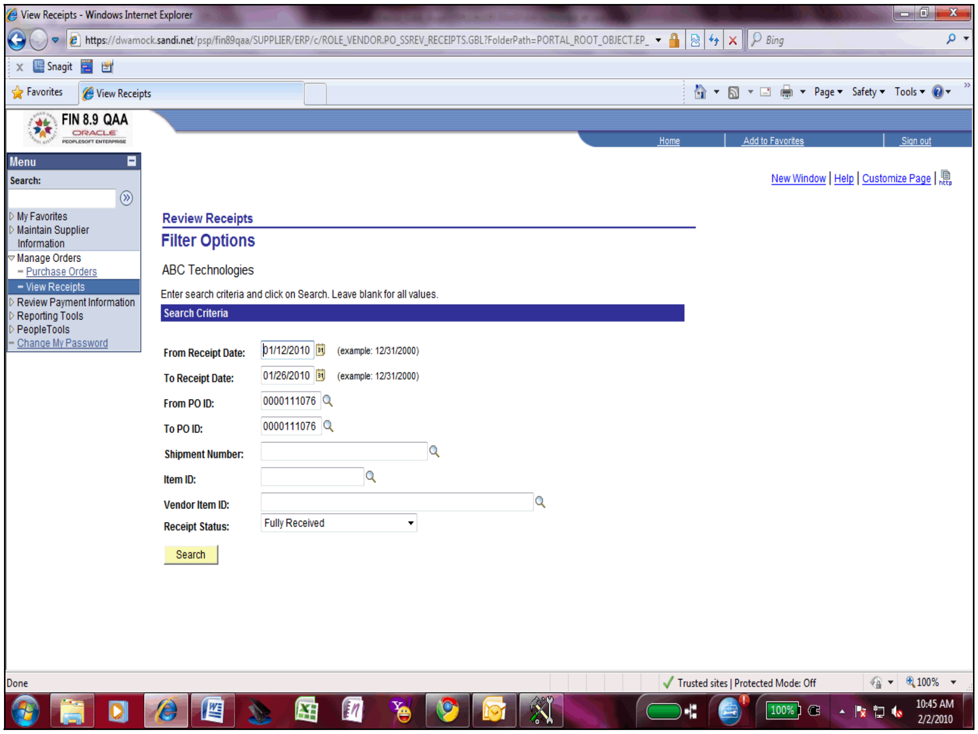


Step	Action
18.	Click an entry in the **Receiver ID** column. You can click on any of the receiver ID hyperlinks in this page to look into the details of that receipt. 0000123019
19.	Scroll down this page to see the rest of the PO receipt details.

Step	Action
20.	Click the **Return to Receipt List** link. Return to Receipt List



Step	Action
21.	Click the **Set filter options** link. If you want to look at any other receipts, you can go back to the search page by clicking this link. Set filter options



Step	Action
22.	Click in the **Item ID** field. You can also search by Item ID if you have that information.
23.	Click in the **Vendor Item ID** field. You can search by vendor item ID if you have that information. Note that this ID is setup using the SDUSD's procurement system.
24.	Click the **Receipt Status** list. 
25.	If you know the status of your receipt then you can narrow down your search by selecting the status of your receipt.
26.	We have completed the tutorial on reviewing receipts in the SDUSD procurement system. **End of Procedure.**