Welcome to the Purchasing Process Entry Options Webinar

The **Purchasing Process Entry Options** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, provides a step-by-step demonstration of the QCC requisition entry screens.

When is it?

Friday, **December 7, 2012** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Business Services administrators; Purchasing staff; Buyers; Technical Support staff; other staff interested in learning more about the QSS/OASIS requisition entry process.

Why attend?

The **Purchasing Process Entry Options** webinar covers:

- Creating a requisition, including prerequisites and field definitions
- Choosing the proper account split
- Checking requisition status
- Cancelling or changing a requisition
- Searching for vendors and verifying vendor records
- Managing requisition "Notes"
- Viewing purchase orders
- Adding attachments (Version H / Version L)

What does it cost to attend this webinar?

- **Members** of the QSSUG PSFA Committee: no charge**; compliments** of the Committee.

- **Non-members** of the PSFA Committee: **$250** per registration must be **pre-paid**. Mail a check to the *QSS* San Carlos office **prior** to the webinar.

If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Linda Crawford, LCrawford@stancoe.org or Rose Garcia, rosegarcia@berkeley.net).

How to register?

Participants must <u>self-register</u>. To self-register:

- The email you received from *QSS* includes a link for online registration. Please use the link to register. You can also find the link posted on the QSSUG listserv and at www.qss.com.

- **After registering**, you'll automatically be approved and you'll receive a confirmation email from the registration site once you complete the registration.

  - Please carefully check that you've provided your correct email address
  - If this is your first time registering for a *QSS* webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- *QSS* will give the PSFA Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

- **<u>Non-members</u> of the PSFA Committee**: Mail a **$250** check per registration, payable to:

  Quintessential School Systems
  867 American Street, 2nd Floor
  San Carlos, CA 94070

- The **deadline for registrations** is **<u>9:00 am</u>** (Pacific), **Friday, December 7, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the *QSS* SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Mike Smith at mike@qss.com.

Register now by clicking the link below:

https://www1.gotomeeting.com/register/848230136

Please be sure to check your email for your registration confirmation.