

QSS Customer Education



Welcome to the QSS/OASIS Purchasing Seminar

The **QSS/OASIS Purchasing** seminar will present a broad overview of QSS/OASIS that supports purchasing operations and provides an update on the latest enhancements to QSS/OASIS Purchasing.

When is it?

Wednesday, **October 23, 2013**, from **9:00 am to 4:00 pm** (Pacific)

Who might be interested?

Purchasing Supervisors and Clerks, Accounting Supervisors and Clerks, Chief Business Officials and Technical Support Staff

Why attend?

The **QSS/OASIS Purchasing** seminar covers:

- Maintaining Vendor, Purchasing, and Requisition Routing Master Files
- Using Requisition Entry for purchase orders (PXENCD)
- Using Queue Management for requisition approval (RQRQMG)
- Using Purchase Order Encumbering (POENCM)
- Printing purchase orders and prelist reports
- Using PO Report Writer (PORSUB)
- Managing and printing PO Change Orders (POCO)
- Entering PO Receipts (PR0002) and using the PO Receipts Report Writer (PRVSUB)
- Uploading attachments for online viewing (Version "L")
- Discussing how to integrate PDF PO forms using QCC Online Document Management

What does it cost to attend?

- **\$250** for each participant attending the seminar.

How to register?

- Complete the registration form included with this flyer and return it to **QSS no later than October 16, 2013.**
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

Where's the seminar?

Sacramento COE
10474 Mather Boulevard
Mather, CA 95655
Contact: **Marie Wagnon -- 916.228.2343**

Please complete the registration form included with this flyer.

Registration Form
QSS/OASIS Purchasing Seminar
Wednesday, October 23, 2013 from 9:00 am to 4:00 pm

Please register the following people from my organization for the **QSS/OASIS Purchasing** seminar at Sacramento COE, on **Wednesday, October 23, 2013** from **9:00 am to 4:00 pm**.

Organization Name _____

Persons attending: (Please list name and title for each person attending.)

_____ Title _____

_____ Title _____

_____ Title _____

Contact Name _____ Telephone # _____

Contact Email Address _____
(Provide the email address QSS will use to confirm the registration form and PO or check were received.)

Required: Purchase Order # _____ or Enclosed Check # _____

1. Three persons per customer may register for this **QSS** seminar. If more than 3 want to participate, please list the additional names below. You will be notified on or after Thursday, October 17, 2013, if any vacancies occur.
2. Cost is **\$250.00 per person** to attend.
3. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations received **after Wednesday, October 16, 2013**.
4. Your purchase order number or check **must** accompany this registration form to reserve seats for the seminar. The **purchase order** or **check must be received** by **QSS on or before Wednesday, October 16, 2013**. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Thursday, October 17, 2013.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Please **fax** your **completed registration form** to **QSS** at **888.601.3786**, or **mail** your **completed registration and PO** or **check** payable to **Quintessential School Systems** to the following address:

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

Additional Person(s): List the **name and title** of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified by Thursday, October 17, 2013.

Name and title: _____

Name and title: _____

NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to duane@gss.com.