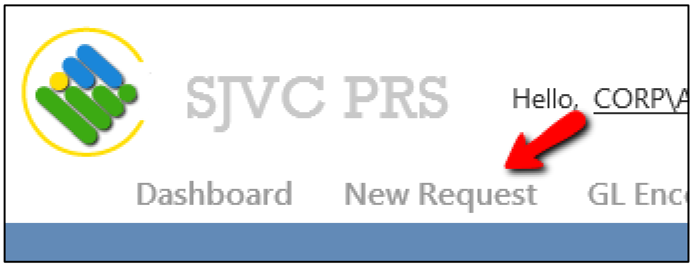
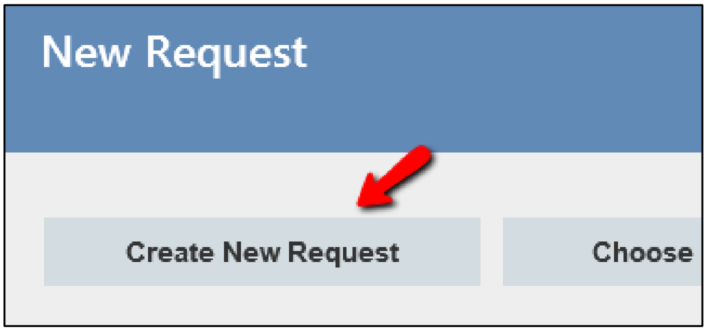
New PRS
User Instructions

This instructional overview will show you how to submit a new **PRS Request**, save an **Order template** and recall an order template to submit a new request.

1. Once you access the **PRS**, you can begin creating a new request by clicking on **New Request.**



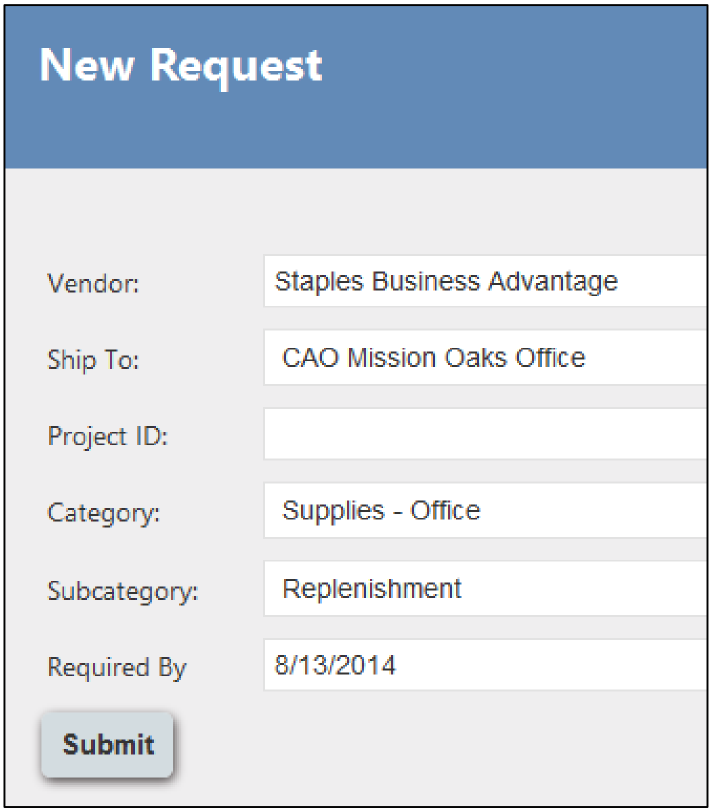
2. From here, you will choose **Create New Request.**



3. In the **New Request** form, you will begin by typing in the **Vendor**. For this example we will use **Staples Business Advantage.**
Following this by selecting a **Ship To**: location from the dropdown menu.

The **Project ID** field is not a required field. You will enter a Project ID if your Purchase Request is in regards to a Project from the Project Site.

Moving down, you will provide a **Category** and **Subcategory.** Lastly, you will provide a **Required By** date.



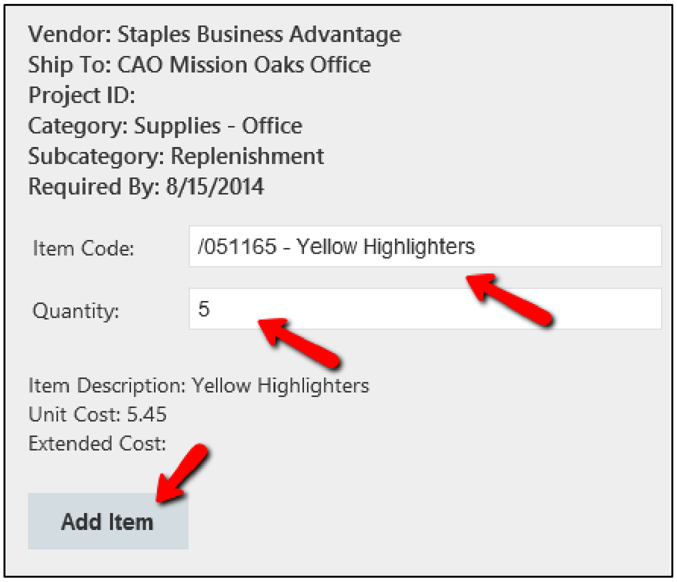
New Request

Vendor: Staples Business Advantage
Ship To: CAO Mission Oaks Office
Project ID:
Category: Supplies - Office
Subcategory: Replenishment
Required By 8/13/2014

4. On this next screen, you will begin typing into the **Item Code** field either the vendor item number of the item description. The field will populate a drop down menu with all approved items matching the characters you have entered.

Please note: The PRS only provides for the purchase of *approved* items.

Provide a **Quantity** for the item and choose **Add Item**. This will add your item to your Request. Repeat this until you have listed all the desired items.



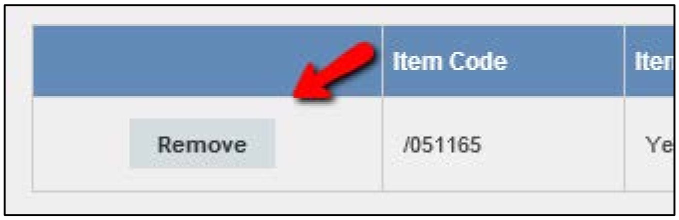
Vendor: Staples Business Advantage
Ship To: CAO Mission Oaks Office
Project ID:
Category: Supplies - Office
Subcategory: Replenishment
Required By: 8/15/2014

Item Code: /051165 - Yellow Highlighters

Quantity: 5

Item Description: Yellow Highlighters
Unit Cost: 5.45
Extended Cost:

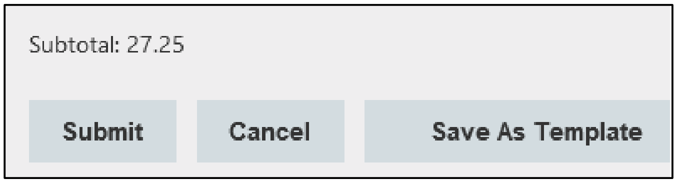
5. After you have added items to your Request, you may remove them one row at a time by choosing **Remove**.



	Item Code	Iten
Remove	/051165	Ye

6. At this point in making the **Purchase Request**, you may choose to **Submit** the request, **Cancel** the request or also **Save As Template.** This will allow you to recall this information in the future and place another **Purchase Request** using this information.

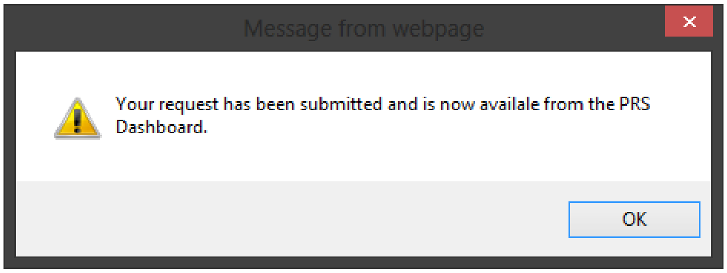
Choosing **Submit** will bring up a confirmation box and then will submit your **Purchase Request.**



Subtotal: 27.25

7. When your **Purchase Request** is successfully submitted, you will get this pop up box display for you.

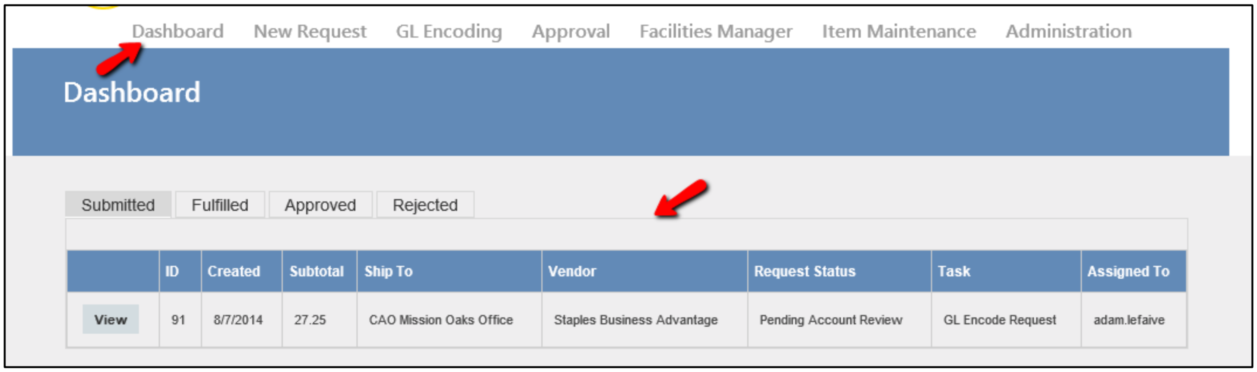
In addition, you will also receive an email confirming that your **Purchase Request** has been submitted.



Message from webpage

Your request has been submitted and is now availale from the PRS Dashboard.

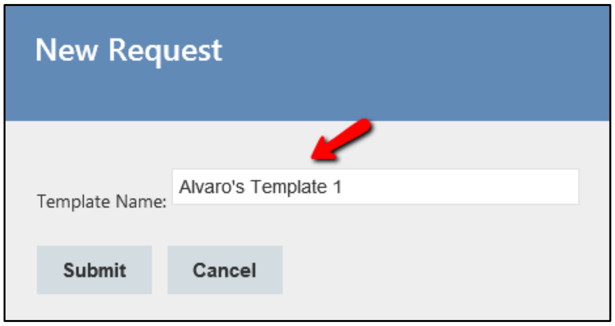
8. After you submit your order, you can track them using the **Dashboard** in the PRS.


Dashboard
New Request
GL Encoding
Approval
Facilities Manager
Item Maintenance
Administration
Dashboard
Submitted
Fulfilled
Approved
Rejected

	ID	Created	Subtotal	Ship To	Vendor	Request Status	Task	Assigned To
View	91	8/7/2014	27.25	CAO Mission Oaks Office	Staples Business Advantage	Pending Account Review	GL Encode Request	adam.lefaive

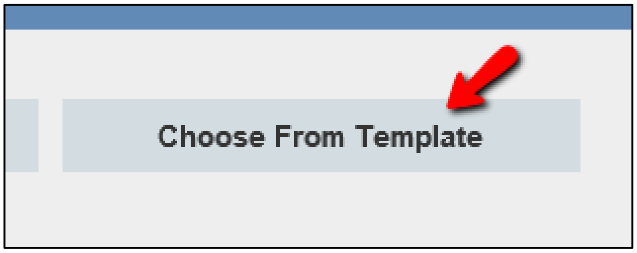
9. From step 6, if you choose **Save As Template**, you will be taken to a screen where you will be asked to provide your template a name.

Once you provide your template a name, select **Submit**. When you choose **Submit**, you will get a confirm message to confirm you'd like to submit. After you do so, you will get a message that your template was saved successfully.

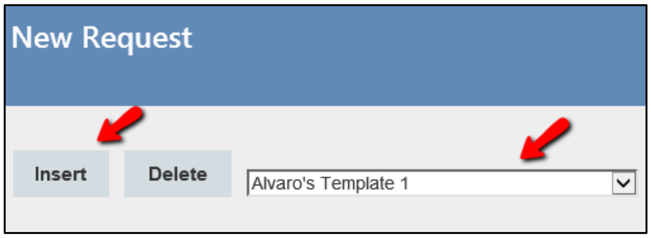

New Request
Submit
Cancel

Template Name: Alvaro's Template 1

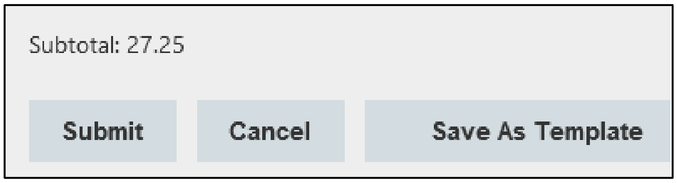
10. You can create a new **Purchase Request** using a saved template. To complete this, choose **New Request** from the upper navigation and then select **Choose From Template.**


Choose From Template

11. Select a template from the dropdown menu and then select **Insert**.

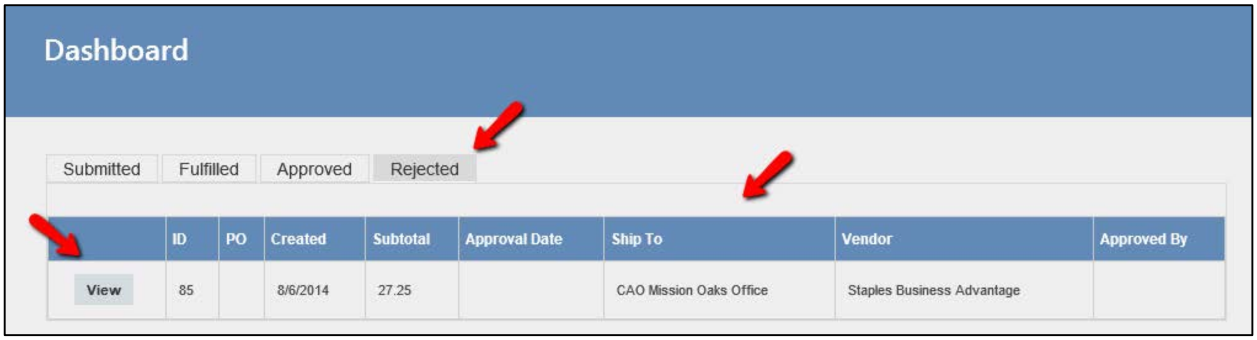

New Request
Insert
Delete
Alvaro's Template 1

12. This will take to Step 6 where you can select **Submit**, and then confirm your **Purchase Request**.


Submit
Cancel
Save As Template

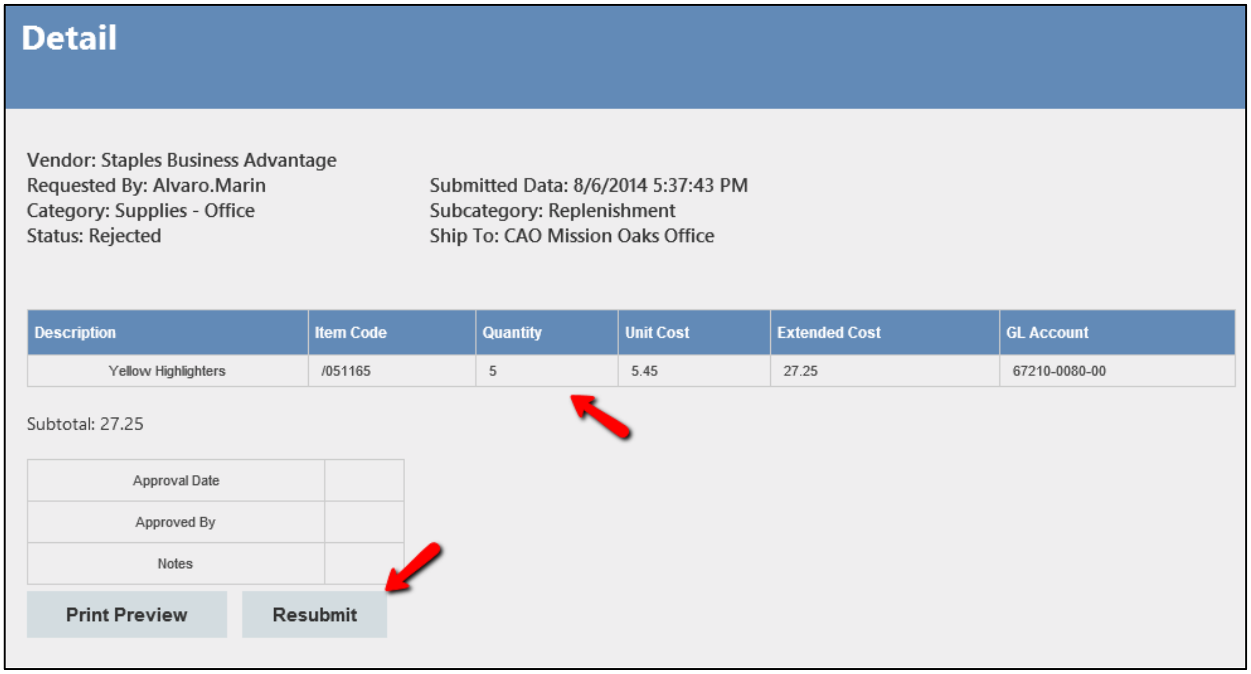
Subtotal: 27.25

13. From the Dashboard, you can also view your **Rejected Purchase Requests**. To pull up an individual request, select **View** from the left hand side of the **Purchase Request.**



	ID	PO	Created	Subtotal	Approval Date	Ship To	Vendor	Approved By
View	85		8/6/2014	27.25		CAO Mission Oaks Office	Staples Business Advantage	

14. You are be able to view all of the information for the rejected **Purchase Request** and if you'd like to **Resubmit** it, you can click on **Resubmit.**



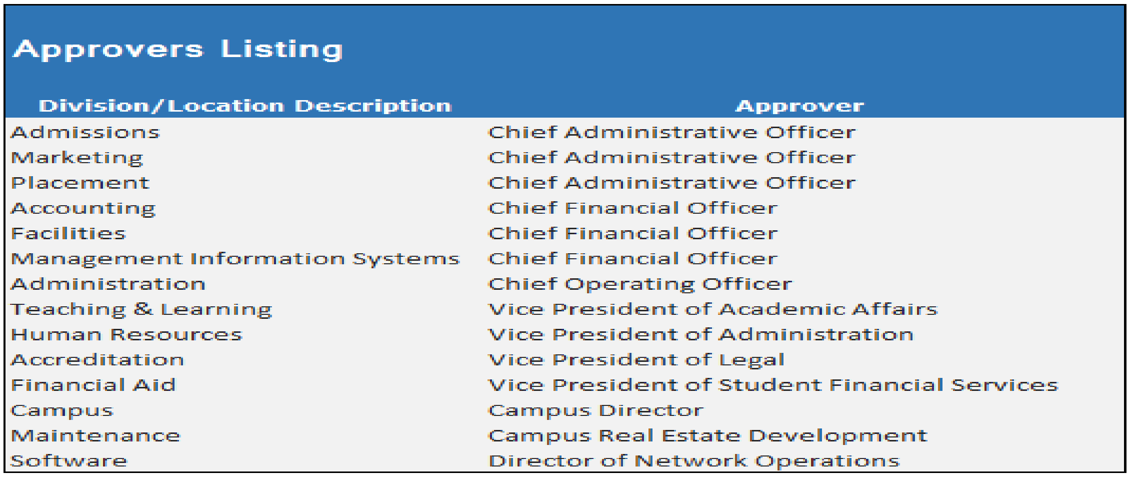
Vendor: Staples Business Advantage
Requested By: Alvaro.Marin
Submitted Data: 8/6/2014 5:37:43 PM
Category: Supplies - Office
Subcategory: Replenishment
Status: Rejected
Ship To: CAO Mission Oaks Office

Description	Item Code	Quantity	Unit Cost	Extended Cost	GL Account
Yellow Highlighters	/051165	5	5.45	27.25	67210-0080-00

Subtotal: 27.25

Approval Date	
Approved By	
Notes	

15. Once you have sucsefully submitted your PRS requests it will travel through an approver workflow process.



Approvers Listing

Division/Location Description	Approver
Admissions	Chief Administrative Officer
Marketing	Chief Administrative Officer
Placement	Chief Administrative Officer
Accounting	Chief Financial Officer
Facilities	Chief Financial Officer
Management Information Systems	Chief Financial Officer
Administration	Chief Operating Officer
Teaching & Learning	Vice President of Academic Affairs
Human Resources	Vice President of Administration
Accreditation	Vice President of Legal
Financial Aid	Vice President of Student Financial Services
Campus	Campus Director
Maintenance	Campus Real Estate Development
Software	Director of Network Operations