

Purchase Orders

Purchase Orders must be filled out online. The link to the Online PO system is below:

<https://www.myscview.com/login.aspx?d=bpevsd>

Choose Microsoft

Enter District Code: BPEVSD

Login using your Microsoft Credentials

The system will first generate a requisition and send it to the Principals, Superintendent, Special Education Coordinator, Technology Coordinator or Treasurer for approval. Please choose technology for the approval path if you are ordering any technology. Once approved, a PO number is generated. The person initiating the requisition will receive an email with the PO number so the order can be placed. This process takes the place of the paper PO. Please see below for instructions.

- If you are using a new vendor, please contact the Administrative Assistant to set up a new vendor.

Instructions:

Submitting Requisition Form Instructions

- Step 1. Go to the link provided above to get to the Requisition Creation Screen:

Requester Email: Attention To:

Requested PO Date: Next Fiscal Year Req. Number:

Vendor:

Approval Path:

Email Vendor:

Deliver To:

Vendor Address:

Name 1:

Name 2:

Line 1:

Line 2:

City: St...: ZIP:

Fund to be used/Notes to Approver:

Order Description:

Who will place the order:

NO ATTACHMENTS

Send With PO

Add a line for shipping charges if necessary...

#	Quantity	Unit	Unit Price	Description	Account Code	Total
No data						

\$ 0.00

- Step 2 (Left Side). Your Bridgeport E-mail address will pop up in the first box provided. Enter the Vendor number in the respective box. If you do not know the Vendor Number, click the binoculars to search the vendor. You can also begin typing the name of the vendor and the list of available vendors will populate automatically. Once this is completed, the vendor’s name and address will automatically appear in the next box. If you cannot find the vendor you are looking for, please contact the treasurer’s office. If necessary, add any notes for the approver in the box below. Also define who will be placing the order.
- Step 3 (Right Side). Select the Approval Path or Supervisor this requisition should go to for approval. The possible options will be presented with a drop-down menu. This selection will also define the location that the goods will be delivered to. If you need a different delivery address than what is presented (or if nothing is presented), you can manually enter the address. If you cannot find the correct approval path, please contact the treasurer’s office.
- Step 4. Add a description to the Requisition Description Box identifying the general description of the requisition request.
- Step 5. Add line item(s) to the requisition. Click on the button that says, “Add Line.” Then fill out the Quantity, Unit, Price per unit and Description. Once all the lines are completed,

click on the “Update” button. If you have more items that need entered, continue adding lines until finished. Here is what a line should look like:

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Add a line for shipping charges if necessary...

#	Quantity	Unit	Unit Price	Description	Account Code	Total	
Quantity: *	<input type="text"/>	Unit: <input type="text"/>	Unit Price: *	<input type="text"/>	Description: <input type="text"/>		
Account Desc:	<input type="text"/>				<input type="button" value="Code: F..."/> <input type="button" value="Func"/> <input type="button" value="Obj"/> <input type="button" value="SCC"/> <input type="button" value="Subj"/> <input type="button" value="O..."/> <input type="button" value="IL"/> <input type="button" value="Job"/> <input type="button" value="Search"/>		
				<input type="button" value="Split By Price"/>	<input type="button" value="Split By Qty"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

\$ 0.00

***DO NOT FORGET TO ADD A LINE FOR SHIPPING CHARGES**

Here is what your screen might look like after adding 2-line items:

Send With PO

Add a line for shipping charges if necessary...

#	Quantity	Unit	Unit Price	Description	Account Code	Total
1	6.000		\$100.00	Science Curriculum	001-1100-510-0000-000000-001-00-004	\$600.00
2	1.000		\$100.00	Estimated Shipping	001-1100-510-0000-000000-001-00-004	\$100.00

\$ 700.00

- Step 6. If you have supporting documents to go along with your requisition, go to the “Attach” button towards the middle right of your requisition form. Once you click the button, you will be able to browse to a location on your computer for a file. You can upload a PDF with this button and your approvers will be able to view your supporting documents.
- Step 7. Go to the bottom left of the screen and select the “Submit” button.