HOW TO: APPROVE BPO RENEWALS/CHANGE ORDERS IN TDX (TEAM DYNAMIX)

1. You will receive an email notification from (<u>sjeccdservices@sjeccd.edu</u>) to request your approval for Purchasing requests such as BPO Renewals or Change Orders. An example of the email notification is shown below. Click the link as prompted.

Wed 6/21/2023 5:15 PM ECCDServices <sjeccdservices@sjeccd.edu> TeamDynamix Workflow Step Assignment (Mark Hua: Seeking approval)</sjeccdservices@sjeccd.edu>	
Workflow Step Assignment	
You are assigned to the "Mark Hua: Seeking approval for BPO Renewal request, please approve or reject request accordingly." Approval workflow step.	
To act on this Approval step, click the link below: Mark Hua: Seeking approval for BPO Renewal request, please approve or reject request accordingly. Workflow Step	
Service Request Details	
Service Request 23144760 BPO Renewal for B-20200, Santa Clara Co Dept. of Environmental Health	
Acct/Dept Facilities and Planning	
Requested By Rachel Chow-Lucas	
To comment on this item, reply to this email. TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE 1tMH77VyrB1hqofVBHPXfgpHBDIME+t9UNIH7sZnLTG8WGsuOadydedD1ZMj3L	

2. You will be directed through your browser to TDX. Click "Service Request" to view details of the BPO Renewal Request or Change Order.



- 3. Review your BPO Renewal Request or Change Order and check for appropriate GL accounts and funding. Ensure supporting documents are attached such as Contracts, Quotes, or updated Certificates of Insurance if applicable. Click the back button in your browser to return to the Approval screen.
- 4. After clicking "Approve", the next screen is shown below. Enter any comments as necessary to your requestor and then click "Save". Your approval is now complete.

Current Workflow Ston	Enter comments to your requestor as needed, then click save.			
Current worknow Step				
Approve				
Comments				
Save Cancel				

TO VIEW YOUR APPROVAL QUEUE

- 1. Alternatively, to view all your approval requests, navigate to the SJECCD SSO webpage. <u>PG2 Single Sign-On</u> (sjeccd.edu)
- 2. Select "Team Dynamix".



3. Click on the 3 dots at the upper right tab and select "Services."



4. Click on "My Approvals".

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Ticket Requests	My Favorites	My Recent	My Appro	vals Services	sA-Z S	earch			

5. Choose the selection from the drop-down menu under "Status" and click "Search". A listing of your items will appear.

My Approvals (0)		
Q Search Print		
Search	Status Pending	×

6. For questions, please contact the Purchasing Department. More Purchasing resources are available on the <u>Purchasing Toolbox</u>.

Please note that all guides, forms and templates are located in the Purchasing Toolbox https://sjeccd.edu/district-services/general-services/purchasing-toolbox