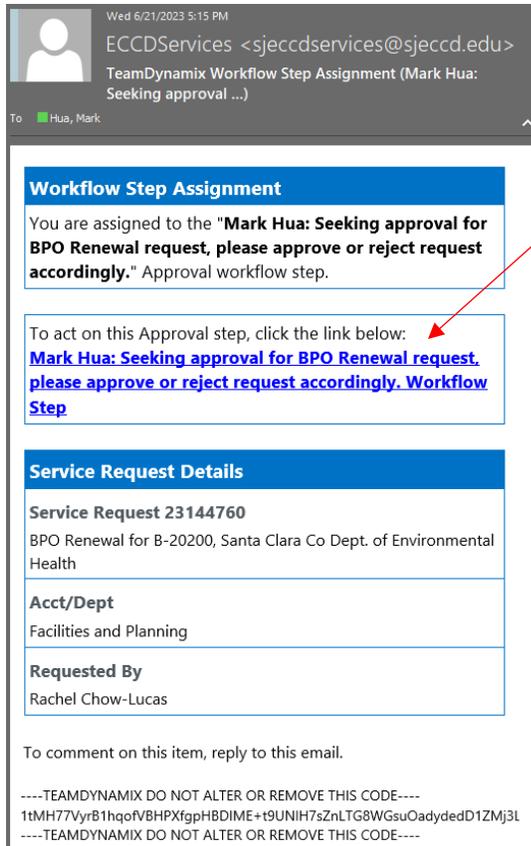# HOW TO: APPROVE BPO RENEWALS/CHANGE ORDERS IN TDX (TEAM DYNAMIX)

1. You will receive an email notification from (sjeccdservices@sjeccd.edu) 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.

2. You will be directed through your browser to TDX. Click "Service Request" to view details of the BPO Renewal Request or Change Order.
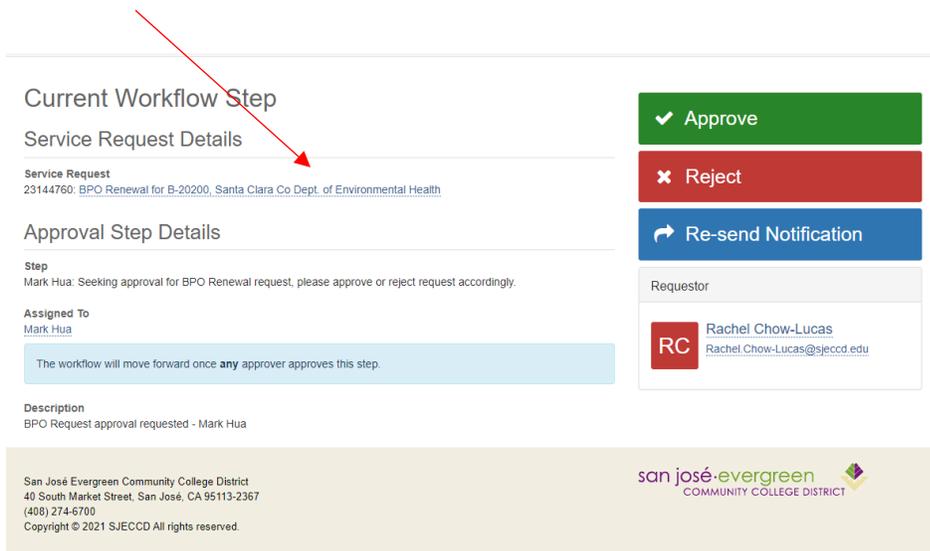
3. Review your BPO Renewal Request or Change Order and check for appropriate GL accounts and funding. Ensure supporting documents are attached such as Contracts, Quotes, or updated Certificates of Insurance if applicable. Click the back button in your browser to return to the Approval screen.
4. After 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.

Enter comments to your requestor as needed, then click save.
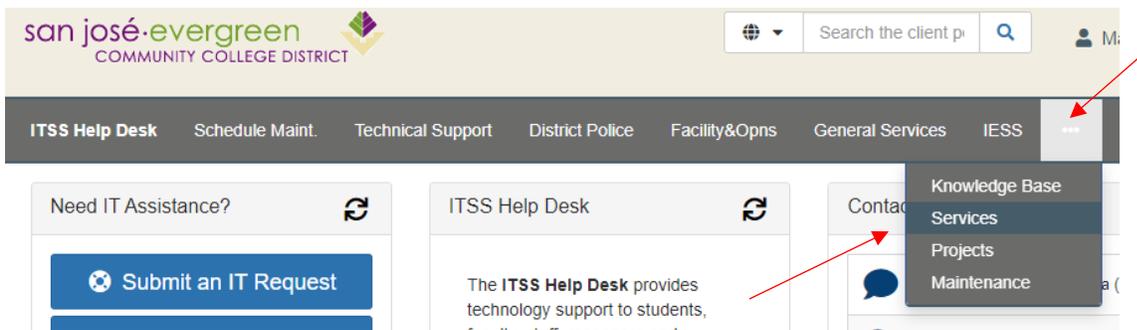
Current Workflow Step

Approve

Comments

[💾 Save] [Cancel]

TO VIEW YOUR APPROVAL QUEUE

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

Team Dynamix

Help Desk (ITSS, IESS, Maint, Cust. & Grounds)

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

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COMMUNITY COLLEGE DISTRICT

ITSS Help Desk   Schedule Maint.   Technical Support   District Police   Facility&Opns   General Services   IESS   •••

Need IT Assistance?   ITSS Help Desk   Contac   Knowledge Base
                                                                                        Services
  ⊗ Submit an IT Request   The **ITSS Help Desk** provides   Projects
                              technology support to students,   Maintenance

4. Click on "My Approvals".

5. Choose the selection from the drop-down menu under "Status" and click "Search". A listing of your items will appear.
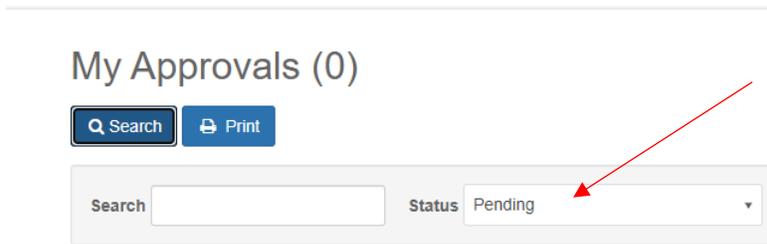
6. For questions, please contact the Purchasing Department. More Purchasing resources are available on the Purchasing Toolbox.

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