HOW TO: REQUEST A BPO RENEWAL WITH TDX (TEAM DYNAMIX)

1. Navigate to the SJECCD SSO webpage. [PG2 Single Sign-On (sjeccd.edu)]
2. Select “Team Dynamix”.
3. Select “General Services” from the tab menu.
4. Select “BPO Renewal Request” from the Quick Links menu.
5. Select “Create Request”
6. Enter details for your BPO Renewal Request on the following screen. Ensure all required fields are completed.

7. Attach supporting documentation as necessary. Select “Submit”.

8. Upon submission of your BPO Renewal Request, it will be routed to the following workflow:
   a. Manager Approval
   b. Business Services Approval
   c. Purchasing for processing of BPO Renewal.

9. For questions, please contact the Purchasing Department. More Purchasing resources are available on the Purchasing Toolbox.