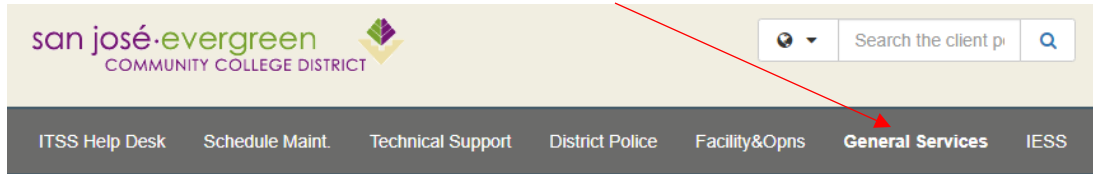


HOW TO: REQUEST A BPO RENEWAL WITH TDX (TEAM DYNAMIX)

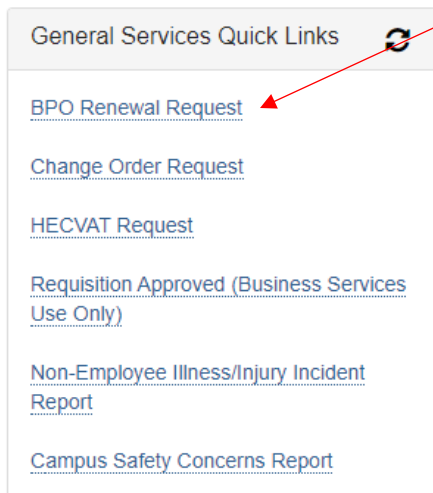
1. Navigate to the SJECDD SSO webpage. [PG2 Single Sign-On \(sjeccd.edu\)](https://sjeccd.edu)
2. Select "Team Dynamix".



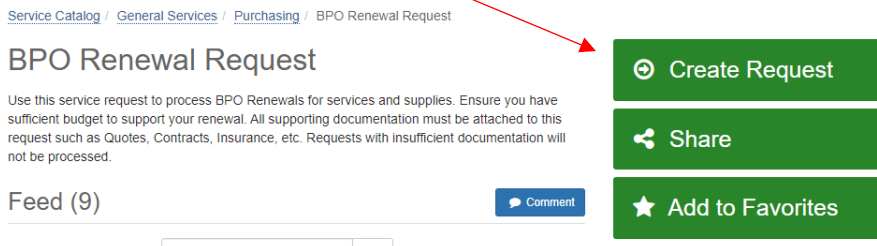
3. Select "General Services" from the tab menu.



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.

The screenshot shows a web application interface for submitting a BPO Renewal Request. At the top, there is a navigation bar with links for ITSS Help Desk, Schedule Maint., Technical Support, District Police, Facility&Opns, General Services, and IESS. Below the navigation bar, the breadcrumb trail reads: Service Catalog / General Services / Purchasing / BPO Renewal Request. The main heading is "BPO Renewal Request" with a "+ Show Help" and "- Hide Help" toggle. A grey box contains instructions: "Use this service request to process BPO Renewals for services and supplies. Ensure you have sufficient budget to support your renewal. All supporting documentation must be attached to this request such as Quotes, Contracts, Insurance, etc. Requests with insufficient documentation will not be processed." The form fields include: "BPO Renewal Request description:" with a text input field; "Requestor:" with a dropdown menu showing "Mark Hua" and search/clear icons; "Date:" with an empty text input field; "Fiscal Year:" with a text input field containing the placeholder "Enter fiscal year as 20XX-20XX applicable to this renewal"; "Location:" with a dropdown menu showing "Start typing..."; "Department:" with a dropdown menu showing "Start typing..."; "Department Manager:" with a dropdown menu showing "Start typing..."; "Previous BPO Number:" with a text input field containing the placeholder "Enter previous BPO or PO Number"; "Vendor Name:" with a text input field containing the placeholder "Enter Vendor Name"; and "Vendor ID:" with a text input field containing the placeholder "Enter Vendor ID".

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

This screenshot shows the document upload section of the form. A red arrow points to a text instruction: "Attach Supporting Documentation such as Contract, Quote/Proposal, Contract Revision Forms, etc. BPO Renewal requests without appropriate supporting documentation will be rejected." Below the instruction is a file upload area with a question mark icon, a "Browse..." button, and the text "No file chosen". Below the file upload area is a blue "Submit" button.

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](#).