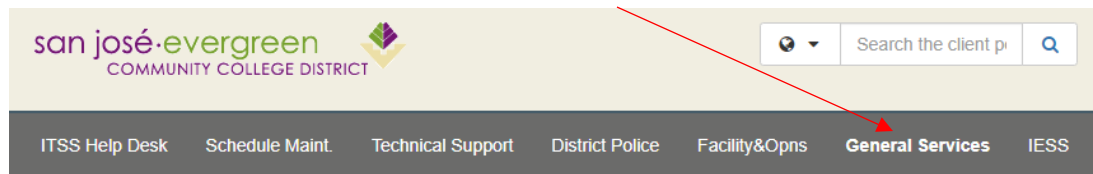


# HOW TO: REQUEST A BPO RENEWAL WITH TDX (TEAM DYNAMIX)

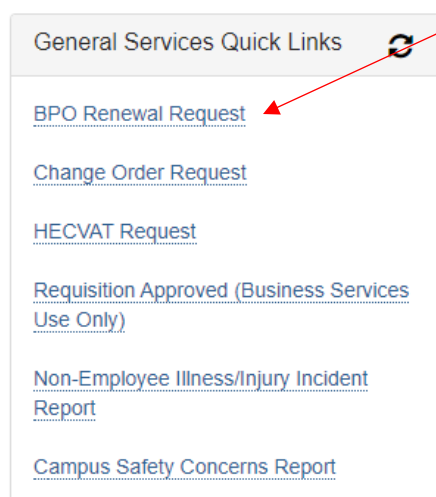
1. Navigate to the SJECDD SSO webpage. [PG2 Single Sign-On \(sjeccd.edu\)](https://sjeccd.edu)
2. Select "Team Dynamix".



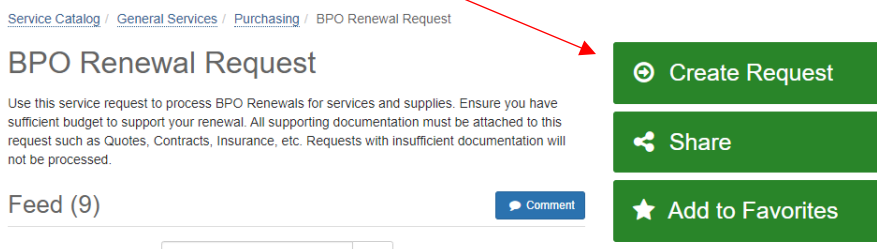
3. Select "General Services" from the tab menu.



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 the 'BPO Renewal Request' form within a web application. At the top is a navigation bar with links: ITSS Help Desk, Schedule Maint., Technical Support, District Police, Facility&Opns, General Services, IESS, and a menu icon. Below the navigation bar is a breadcrumb trail: Service Catalog / General Services / Purchasing / BPO Renewal Request. The form title 'BPO Renewal Request' is displayed with '+ Show Help' and '- Hide Help' options. 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 area and a hint icon; 'Requestor:' with a dropdown menu showing 'Mark Hua' and search/clear icons; 'Date:' with a date picker; 'Fiscal Year' with a text field and a hint; 'Location:' with a dropdown menu; 'Department' with a dropdown menu; 'Department Manager' with a dropdown menu; 'Previous BPO Number' with a text field; 'Vendor Name' with a text field; and 'Vendor ID' with a text field. At the bottom of the form are navigation icons: back, forward, and a submit icon.

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

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

8. Upon submission of your BPO Renewal Request, it will be routed to the following workflow:
- Manager Approval
  - Business Services Approval
  - Purchasing for processing of BPO Renewal.
9. For questions, please contact the Purchasing Department. More Purchasing resources are available on the [Purchasing Toolbox](#).