

The following notes will be used to fill out electronic forms and view your payroll checks/Direct Deposit Slips

Access the Doc e Fill website via the following web address. <https://softdocs.tattnall.k12.ga.us> This link is also available from Tattnall Schools main web page under Quick Links.

- Your **user name** is the last five digits of your social security number.
- Your **initial password** for your first login is:
 - Your user name (last five of your social) **and** the last 4 digits of your social security number


You will be prompted to choose a new password after your initial login.

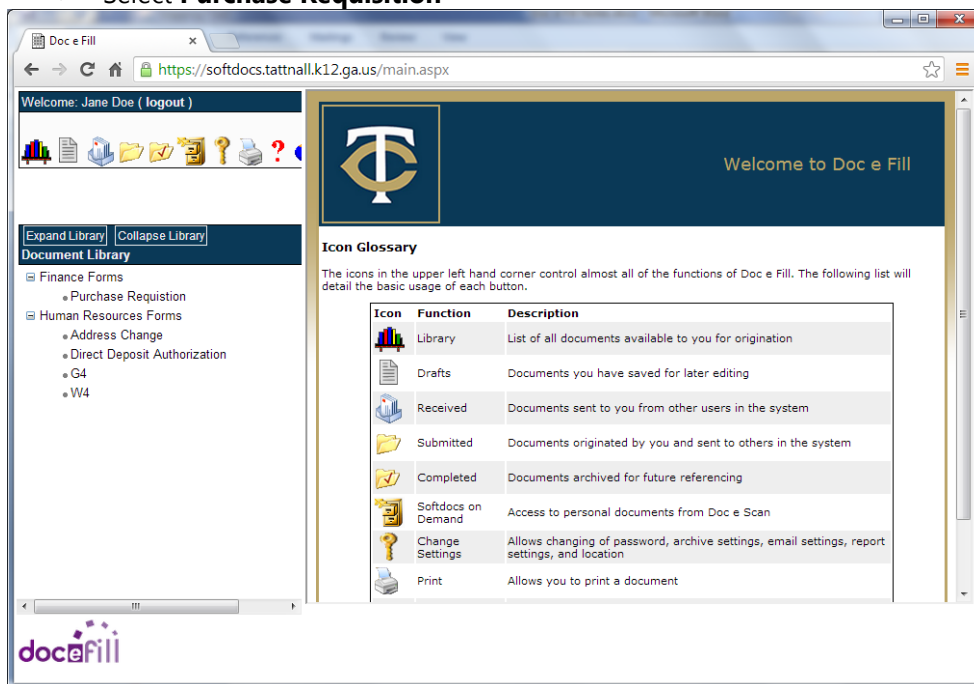
- Your **last 4 digits of SSN**

You will get an email notifying you that your password has been changed. The email will come from docefill@tattnall.k12.ga.us. Please note your password as you will need it each time you login to Docefill; the login information box will remain on the login screen.

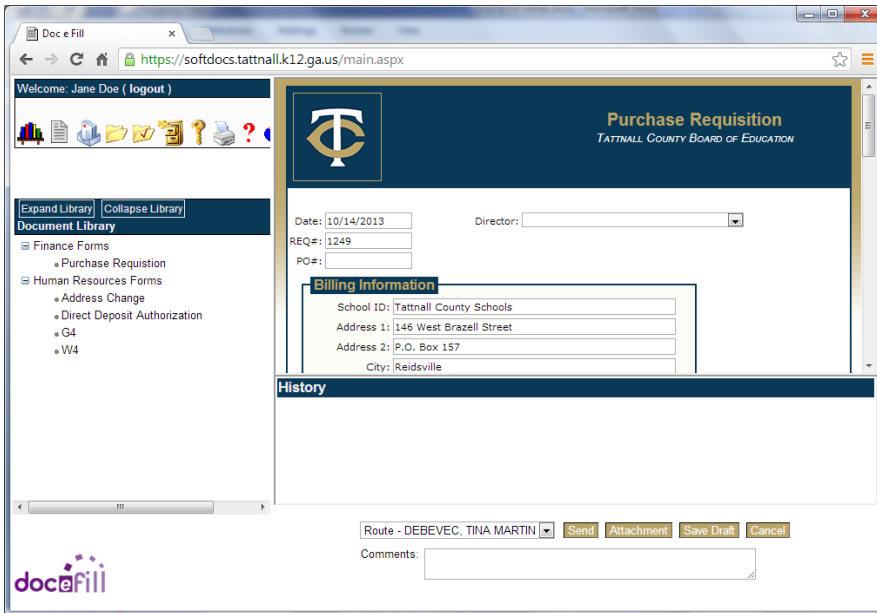
Purchase Requisition

To Begin Purchasing process:

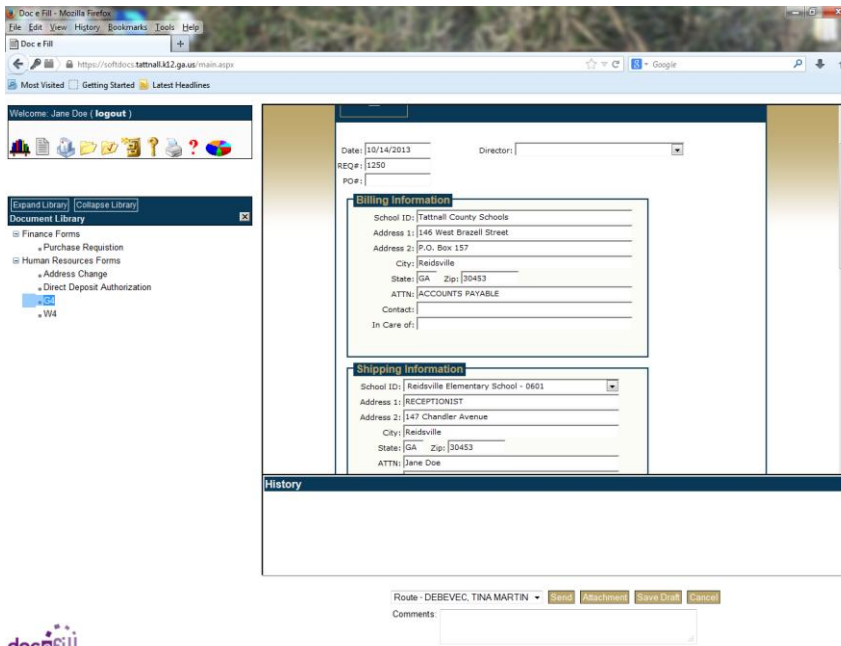
- Click on the Library icon 
- Select **Purchase Requisition**



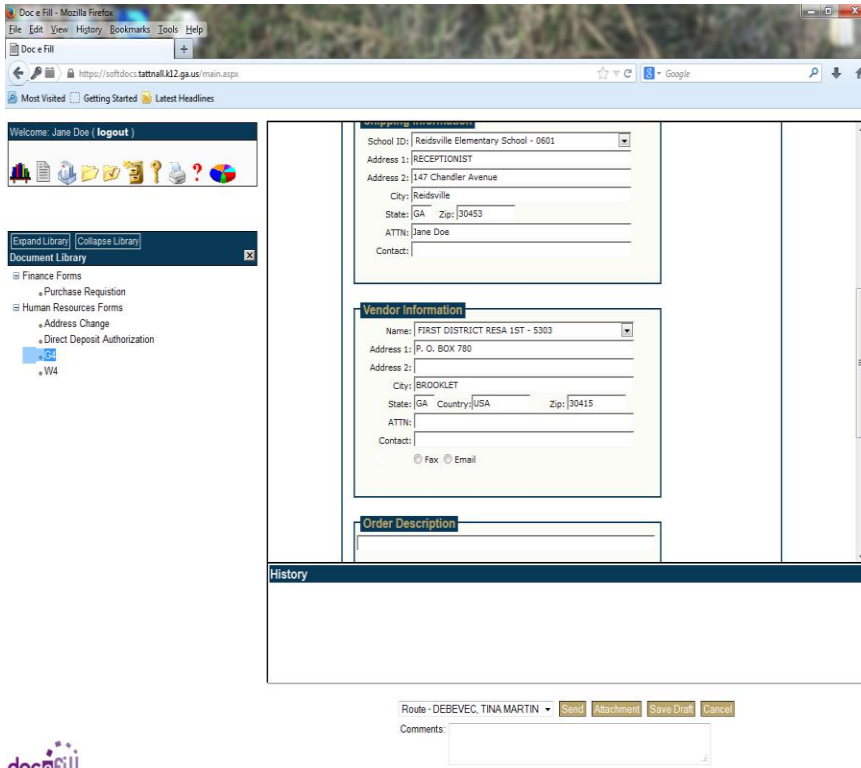
The Purchase Requisition form will open on the right



- Fill out the Purchase Requisition form:
 - Date and Req. # will default in.
 - Make note of the Purchase Requisition number (This is in case you need to stop your process and come back to it before you finish and send to next step)
 - It is also suggested to save changes before exiting
 - The Billing information will be automatically entered for you.



- Scroll down using the space bar on the right hand side to the Shipping Information Block
- Using the drop down key, pull the Shipping information from the menu. Once you have selected the school to have the items delivered to, the program will automatically populate the address for you. It will also default to the user who is filling out the form in the Attn: line.



- You will be able to select any vendor that is in our database with the vendor drop down menu, but if you would like to add a new vendor to order from, then you will need to send the ordering information to your principal/supervisor to get approval and then they will send to Debbie Baker to get the vendor added to the system before the Purchase requisition can be done.
- Enter the description of the items to purchase-this can be anything but must be less than 20 letters/numbers long.
- The product information is where you enter the items that you would like to order. You should use the **tab** button instead of using the enter button.
- If you have more than one item you need to order, click on the + button, and another line will appear. Continue in this manner until you have entered all the items on your form.
- If you know the account number to charge, enter it in the account information block; however, this is not a required field.

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 Doc e Fill
 https://softdocs.tattnall.k12.ga.us/main.aspx
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Welcome - Jane Doe ([logout](#))

[Expand Library](#) [Collapse Library](#)
 Document Library

- Finance Forms
 - Purchase Requisition
 - Human Resources Forms
 - Address Change
 - Direct Deposit Authorization
 - G4
 - W4

Contact:
 Fax Email

Order Description

Product Information

Qty	Unit	Item #	Description	Unit Price	Total Amt
1	cs	1500	White Copy paper	29.50	29.50
1	rm	1530	Green Copy Paper	4.73	4.73
GRAND TOTAL:					34.23

Account Information
 BE SURE TO KEY THE ENTIRE LEDGER ACCOUNT NUMBER(S):000-0000-X-0000-0000-0000-0000-X-X
 Acct. No: TOTAL AMOUNT:

History

Destination:
 Comments:



- After you have filled in all of the above information, you are ready to send to your Supervisor/Principal.
- Use the Destination Drop Down key to select the person to send the requisition for approval.
- Click the send button to complete the process.
- You will receive an email from docefill@tattnall.k12.ga.us acknowledging your sending of the requisition. You will receive additional emails as your requisition moves through the process.

When you receive and have checked your items, please use the Xerox copiers at your locations to scan the packing slips in to your email and forward it to your Purchasing Clerk. You will know who the Purchasing clerk by the email that is sent to you as the last step in purchasing saying that _____ had archived your order.