

iProcurement Reminders and Updates

Version 1.0

09/04/2007

What's Inside?

Reminders

- Receiving orders in FMS
- Changing requisitions after purchase order numbers are assigned

Update

Evaluating non-catalog requests for instructional materials

Receiving Orders



If you are a registered Financial Management System (FMS) user, remember to check the Receiving tab on your iProcurement desktop frequently. Complete any receiving for orders that suppliers deliver so that the suppliers can be paid.

If after searching on the Receiving tab your order is not displayed, you do not have to complete any receiving for that order.

The Department of Materials Management (DMM) will complete receiving for OfficeMax orders. As in the past, report any issues with an OfficeMax order to your new contact, Bonnie Butt in DMM, via e-mail. She will resolve issues to your satisfaction. Please do not call OfficeMax.

Changing Requisitions



You cannot change a requisition in FMS after the requisition has been assigned a purchase order number. At that point, the buyer must make all changes, which include cancellations, quantity changes, and price changes. Contact the buyer directly by e-mail to change your requisition. If you attempt to change a requisition after a purchase order number has been assigned by clicking the **Change** button on the Requisitions tab, the change will not be smoothly routed to the Division of Procurement.

Evaluating Non-catalog Requests for Instructional Materials



Definition

Instructional materials are print and non-print items that are designed to impart information to the learner in the teaching and learning process. Instructional materials may be consumable and expendable and include such items as charts; kits; textbooks; magazines; newspapers; pictures; recordings; slides; transparencies; videos; workbooks; and electronic resources such as software, CD-ROMs, and online services.

Non-catalog Requests (NCRs): Instructional Materials (continued)

Requirement

Instructional materials for single-school use must be evaluated by more than one professional staff member.

Evaluation Procedures

Previously:

- For items that needed to be evaluated:

Previously, if an item that needed to be evaluated could not be found in FMS, you were to e-mail a print screen of the evaluation to Giles Benson. After the evaluation was quickly reviewed, instructions were sent back to you.

- For items that did not need to be evaluated:

All other items were ordered using the request type Goods and Items.

Now:

- For items that need to be evaluated:

Submit MCPS form 365-25, Record of Evaluation for Instructional Materials, to the Evaluation and Selection Unit, Lincoln Center.

If you send an e-mail to Giles Benson indicating that you have submitted a new evaluation, when the item is added to FMS, you will receive a confirmation e-mail indicating that the item has been ordered for you *for free* for following the evaluation procedures. This offer is valid only for the first evaluator of the item.

- For items that do not need to be evaluated:

For items for classrooms and offices that do not require evaluation, continue ordering the items using the request type Goods and Items.

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