

To: All FMS Users

Subject: Athletic Field Maintenance

Bid 9706.2, Athletic Field Maintenance was awarded to the prequalified vendors on the attached list. [CLICK HERE for list](#). End users must obtain up to 3 quotes for field maintenance and field repair services from the prequalified vendor list. Prepare a non catalog request following the instructions below to setup your requisition for approval and payment.

In iProcurement select Non-Catalog Request this screen will appear:

The screenshot shows the Oracle iProcurement Non-Catalog Request Store interface. The browser address bar shows the URL: http://cescentdb183.mcpsmd.org:8035/OA_HTML/OA.jsp?page=/oracle/apps/cx/catalog/shopping/webui/NonCatalogRequestPG&_ti=3. The page title is "Financial Management System iProcurement PFMS". The navigation menu includes "Stores | Categories | Shopping Lists | Non-Catalog Request". The main content area is titled "Non-catalog Request Store" and contains a form with the following fields:

* Request Type	Goods or Services Billed by US \$	Contract Number	
Item Type	Goods or services billed by amount	<input type="checkbox"/> New Supplier	
* Item Description	Mowing schedule for Fescue field, Comprehensive soil analysis, Painting Field Stripes, Quote 5632	Supplier Name	Harrington Jr., Kevin M
* Category	988.03	Site	COLLEGIATE LAND
* Amount	12,500.00	Contact Name	Harrington Jr, Kevin
Currency	USD	Phone	240 252-9533
		Supplier Item	

Buttons: Clear All, Add to Cart, Add to Favorites. Shopping Cart: Your cart is empty.

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1. In Request Type -- select Goods or Services Billed by US\$
2. Item Description – type a description of the service(s) being provided: i.e., Moving schedule for Fescue, Comprehensive soil analysis, Turf rolling, Irrigation adjustments, Painting field stripes/field markings, etc. Include the Quote # provided by the vendor
3. Select Category Code 988.03
4. Type in the total dollar amount provided on the quote
5. Select the vendor providing these services, then hit the Tab Button --the fields will automatically populate
6. Choose -- Add to Cart
7. Save as FYxx , School Name – Brief Description
8. Continue following the prompts for check-out