



Ordering Items Using the Contract Summary Index

There are three easy ways to search and order basic school supplies and equipment that have been uploaded into *FMS iProcurement*. Use the **Contract Summary Index** posted on the Division of Procurement's website to:

- Locate a specific external (outside supplier) item using an Excel spread sheet
- Locate a specific internal warehouse item using an Excel spread sheet
- Locate all items under a specific contract (internal and external) using the **Search Term** column

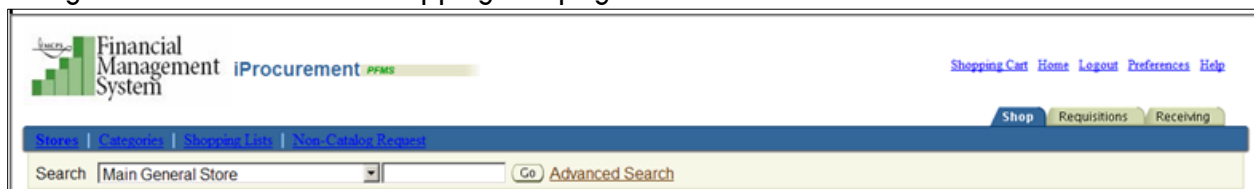
NOTE: Staff who do not have access to *iProcurement* may use the *Contract Summary Index* to create a list of items to order.

Best Practices using the Contract Summary Index to avoid delays in receiving items due to workflow errors in the approval process:

- Items on the Excel spread sheets may include both warehouse items and external items. However, warehouse and external items should **NEVER** be combined under one requisition. **They must be ordered under separate requisitions** due to different workflow paths.
- **DO NOT combine** more than one category per order for **external** items. Exception, ordering through the *OfficeMax Store*.
- **ONLY** use the **DMM Warehouse Store** to search/order internal warehouse items
- **DO NOT** add a **Non-Catalog Request** (NCR) item to the same cart. NCR items must be ordered separately.

You will need two *Internet Browsers* open. One *Browser* opened to the **iProcurement** shopping page and the second *Browser* opened to the **Contract Summary Index** listing.

- Navigate to the *iProcurement* shopping webpage.



- Open another Browser and navigate to the **Procurement Unit Contract Summary Index** at the following address:
http://montgomeryschoolsmd.org/departments/procurement/Contracts/Contract_Summaries.shtm

The **Procurement Unit Contract Summary Index** webpage opens. The **Art Equipment** contract will be used as an example. It contains both warehouse items and external items as indicated under the **Go To** and **Search Terms** columns. The **Main General Store** is used to search and order **external** items. **ONLY** use the **DMM Warehouse Store** for **warehouse** items.

NOTE: DO NOT combine external items and internal warehouse items under one requisition even though they are under the same contract.

Procurement
 We get the best... for less!

Procurement Unit -- Contract Summary Index

The following contract summary information is here to help you find the products you need from the companies currently under contract with MCPS.

Formerly known as "bids", these contracts have been put in place to provide you with quality products at reasonable prices from reputable companies.

The contract summaries listed below are updated frequently, although may not have the most up to date data (pricing, item descriptions, etc.). You should always check FMS for the most up to date pricing as this can change on a daily basis and it is not immediately reflected on the contract summary.

If you have any questions, please contact the buyer directly associated with the contract for assistance or email procurement@mcpsmd.org.

Finding the products you need is as easy as 1, 2, 3!

1. Find the summary from the Contract Summary Descriptions listed below.
2. Then 'Go To:' the FMS Store shown next to it (or follow other special instructions).
3. Then use the 'Search Term:' to find the items you need!

Find what you need...	Find on FMS...	Then enter...
Contract Summary Description:	Go To:	Search Term:
Art Equipment	Main Store	ARTEQ
Art Supplies	DMM Store	Whse # or Description
Art Tools	Main Store	Description
	DMM Store	Whse # or Description

1. To Order a Specific External Item:

- 1a.** Under the **Contract Summary Description** column, locate the bid/contract description for the item(s) needed.

Contract Summary Description:	Go To:	Search Term:
Art Equipment	Main Store	ARTEQ

- 1b.** Note the **store** indicated under the **Go To** column. To open the Excel spread sheet, click on the bid/contract description.

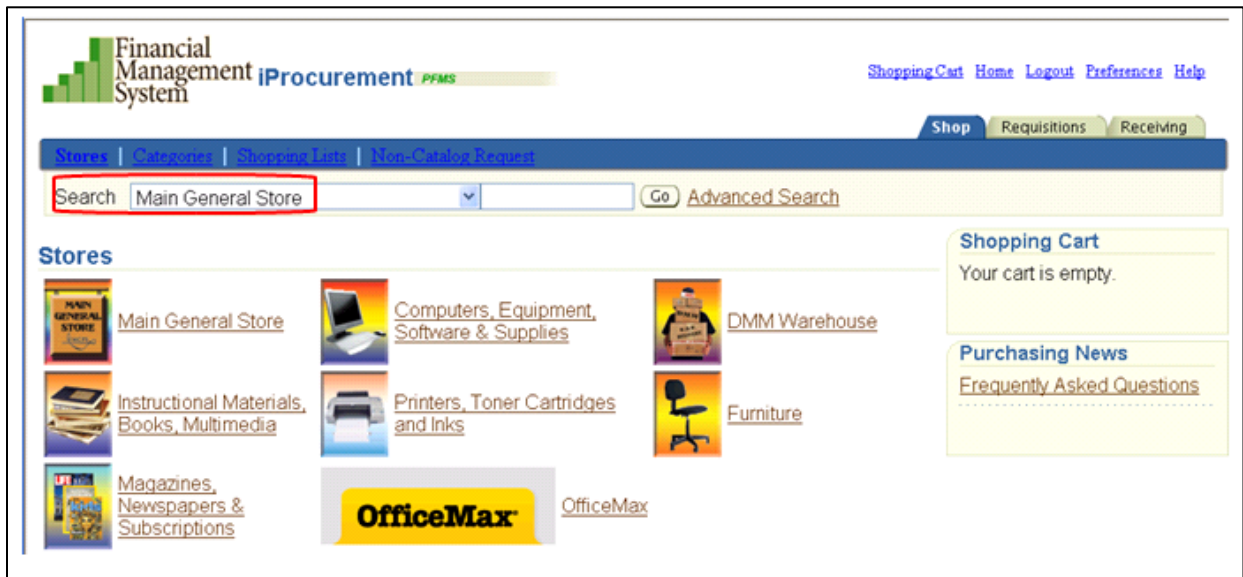
Contract Summary Description:	Go To:
Art Equipment	Main Store

The **Art Equipment** Excel spread sheet opens listing all the items under the specific *Contract Summary*. If the item is an internal purchase from the warehouse, the warehouse number is indicated under the **WHSE NO.** column. In the example below, the first item is an external purchase through *Midwest Technology Products* and the second item is a warehouse item. **DO NOT** combine internal and external items under one requisition, even though they are under the same contract. **They must be ordered separately.**

1c. Click in the **Description** field of the external item and copy the item description.

		Procurement Unit Department of Materials Management		iProcurement Catalog: DMM Warehouse OR Main General		
		MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland		Keyword Search: WHSE Item No. OR ARTEQ		
		Contract Summary: 4081 Art Equipment Contract Term: 10/15/2012 through 10/14/2014		Buyer: Emily Anderson 301-279-3136		
WHSE No.	Supplier	Category	Description	UOM	Price	Notes
	Midwest Technology Products	050.00	Bench, Art, 4 Work Station With Locks (Natural Maple Finish Top Not Included. See Item #21482 For Top. Hann LCB-3130-MOD. For middle and high schools. ARTEQ	Each	\$1,358.99	
0833720	DMM Warehouse	050.00	Easel, Elementary, 52", Custom, Glover	Each	\$341.00	

1d. Navigate to the **iProcurement** shopping page and select the **Main General Store** as indicated under the **Go To** column.



1e. Click in the **Search** field and paste the description into the field.

1f. Click **Go**



1g. **iProcurement** will refresh to display the exact item you specified in the **Results** region.

1h. Change quantity, if applicable, and click **Add to Cart**. Continue the **Copy** and **Paste** process if more **external** items are needed under the **Contract Summary**.

1i. After all needed items under the contract have been added to your **Shopping Cart**, proceed to **View Cart and Checkout** to start the checkout process.

2. To Locate All External Items Under a Specific Bid/Contract:

2a. Under the **Contract Summary Description** column, locate the bid/contract description for the item(s) needed.

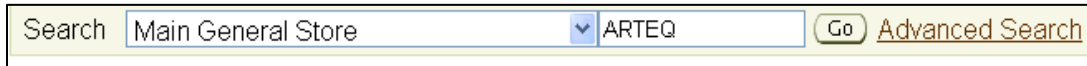
Contract Summary Description:	Go To:	Search Term:
Art Equipment	Main Store	ARTEQ

2b. Under the **Search Term** column of the bid/contract, copy the search term indicated and note the **Store** under the **Go To** column.

Find what you need...	Find on FMS...	Then enter...
Contract Summary Description:	Go To:	Search Term:
Art Equipment	Main Store	ARTEQ

2c. Navigate to the **iProcurement** shopping page and select the **Main General Store** as indicated under the **Go To** column.

2d. Click in the **Search** field and paste the **Search Term**

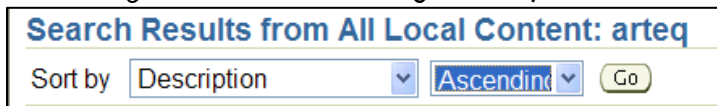


2e. Click **Go**.

2f. **iProcurement** will refresh to display all the **external** items under the *Contract Summary* available for ordering in the **Results** region.



2g. Use the **Sort By** field, if needed, to rearrange the listing by description and *Ascending* or *Descending* order. After choosing the sort, click **Go**.



2h. Locate item needed. Change the quantity, if applicable and click the **Add to Cart** button. Continue the process if other **external** *Art Equipment* items are needed.



2i. After all needed items have been added to your *Shopping Cart*, proceed to **View Cart and Checkout** to start the checkout process.

NOTE: The **Search Term** can be found in most of the item descriptions for the *Contract Summaries* listed. However, not all warehouse items or bid/contract items have this feature.

3. To Locate Warehouse Item(s) Under a Specific Bid:

NOTE: ONLY use the **DMM Warehouse Store** when searching/ordering warehouse items. Also, **DO NOT** combine internal and external items under one requisition, even though they are under the same contract. **They must be ordered separately.**

3a. Under the **Contract Summary Description** column, locate the contract description containing the internal warehouse item(s) needed. The **DMM Store** will also be listed under the **Go To** column for contracts that have both internal and external items.

<u>Contract Summary Description:</u>	<u>Go To:</u>	<u>Search Term:</u>
Art Supplies	DMM Store	Whse # or Description
	Main Store	Description

3b. To open the Excel spread sheet, click on the bid/contract description.

Art Supplies	DMM Store	Whse # or Description
	Main Store	Description

3c. The **Art Supplies** Excel spread sheet opens listing all the items under the **Contract Summary**. If the item is an internal purchase from the warehouse, the warehouse number is indicated under the **WHSE NO.** column.

3d. Locate the warehouse item needed and under the **Warehouse No.** field copy the warehouse number.

Procurement Unit			FMS Order Location: DMM Warehouse OR		
Department of Materials Management			Main General Store		
MONTGOMERY COUNTY PUBLIC SCHOOLS					
Rockville, Maryland			Keyword Search: Warehouse No. OR		
Contract Summary: Art Supplies			Item Description		
Contract Term: 03/16/2013 through 03/15/2015			Buyer: Emily E. Anderson		
			301-279-3136		
Warehouse No.	Supplier	Category	Description	UOM	Price
0504002	DMM Warehouse	050.00	Bookbinder Awl, 1 1/2", CS Osborne, 418162	Each	2.07
	Chesapeake Ceramic Supply Inc	050.00	Breaking/Grozer Pliers (ARTGLASS)	Each	6.75
0504015	DMM Warehouse	050.00	Burlap, Black, 48" Wide, 5 Yards/Pkg, A/S, 63202-2036-5	Package	11.95
0504035	DMM Warehouse	050.00	Burlap, Brown, 48" Wide, 5 Yards/Pkg, A/S, 63202-8036-5	Package	11.95
0504023	DMM Warehouse	050.00	Burlap, Green, 48" Wide, 5 Yards/ Pkg, A/S, 63202-7236-5	Package	11.95
	Commercial Art Supply	050.00	Canvas Board, 16"X20", 3/16" Thick Laminated Board, Warp-Resistent, 6/Pkg Brand: Lyons Model: 8135	Package	16.08
0531040	DMM Warehouse	050.00	Canvas, Cotton, Unprimed, 6 Yards, J & S, 10 oz.	Each	28.9
	Commercial Art Supply	050.00	Canvas, Portrait Texture, Raw Linen. 100% Unprimed Linen. Smooth For Portrait Painting. 8.85 Oz Medium. 54" X 3 Yds. Brand: Cas Model: 390	Yard	37.5

3e. Navigate to **iProcurement**. Click on the **Shop** tab and choose the **DMM Warehouse** store.

3f. Paste the warehouse number in the **Search** field of the **DMM Warehouse** Store and click **Go**:

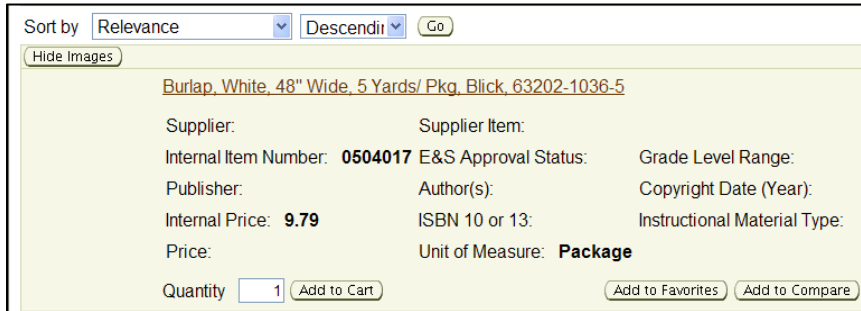
Search [Advanced Search](#)

OR

Copy and paste the warehouse description in the **Search** field and click **Go**:

Search [Advanced Search](#)

- 3g. **iProcurement** will refresh to display the exact item in the **Results** region, whether using the warehouse description or number, provided the search is performed under the **DMM Warehouse Store**.



Sort by

[Burlap, White, 48" Wide, 5 Yards/ Pkg, Blick, 63202-1036-5](#)

Supplier: Supplier Item:

Internal Item Number: **0504017** E&S Approval Status: Grade Level Range:

Publisher: Author(s): Copyright Date (Year):

Internal Price: **9.79** ISBN 10 or 13: Instructional Material Type:

Price: Unit of Measure: **Package**

Quantity

- 3h. Change the quantity, if applicable and click the **Add to Cart** button. Continue the process if other warehouse items are needed. You can combine categories for warehouse items, so you may order under other contracts. However, **DO NOT** add any external items to the order.
- 3i. After all warehouse items have been added to your *Shopping Cart*, proceed to **View Cart and Checkout** to start the checkout process.

NOTE: If a warehouse order has been approved by the account manager, and a change order is needed, contact the warehouse. **DO NOT** make a change or cancel the warehouse order. *iProcurement* appears to let you perform a change after approval, but it is not reflected on the warehouse side.
