

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/ix/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 \$
- Item Type: Goods or services billed by amount
- * Item Description: Mowing schedule for Fescue field, Comprehensive soil analysis, Painting Field Stripes, Quote 5632
- * Category: 988.03
- * Amount: 12,500.00
- Currency: USD
- Contract Number: [Empty]
- Supplier Name: Harrington Jr., Kevin M
- Site: COLLEGIATE LAND
- Contact Name: Harrington Jr, Kevin
- Phone: 240 252-9533
- Supplier Item: [Empty]

Buttons for "Clear All", "Add to Cart", and "Add to Favorites" are present. A "Shopping Cart" notification box on the right states "Your cart is empty." The footer includes "Copyright (c) 2006, Oracle. All rights reserved." and "Privacy Statement".

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