

*****IMPORTANT NOTE*****

Office Depot items for FY20 must be entered into FMS after July 1, 2019.

This applies to all Office Depot items for FY20 that may be included in your FMS early ordering.

Early Ordering Guidelines & Reminders

- ▶ **Early ordering starts May 13, 2019.** The Procurement Unit will begin to release purchase orders to suppliers starting in late June and early July. **Warehouse orders are due by June 21st** to ensure summer delivery.
- ▶ **Change of staff?** Avoid delivery delays due to workflow errors created when staff leave or relocate within MCPS. When a requisitioner or account manager terminates or is on long term leave, their account is end dated. Any pending notifications will error out or cause the order to be "Returned." When the *workflow* "Returns" an order, the commitment is *not* released.
 - **Best Practice:** Prior to staff leaving, verify there are no requisitions pending approval for the requisitioner or account manager. It is recommended that staff who create requisitions delegate the responsibility to another staff member *30 days prior to departure*. For account approvers, send a request to set up a new or acting account owner prior to ordering to the Division of Controller at fmsmaintenance@mcpsmd.org.
- ▶ **Create separate requisitions** for Main General Store items, non-catalog requests (one for each supplier), warehouse orders, and Office Depot orders.
- ▶ **Don't use the "Copy to Cart" feature** or "Personal Favorites" to copy old requisitions, because contracts, suppliers, brands, pricing may have changed since last time!
- ▶ **Requisitions will automatically be rejected if the order is not approved within 21 days.** Funds that were committed *will* go back into the account. (See memo dated July 23, 2009.)
- ▶ **\$100 minimum.** The Procurement Unit has established \$100 as the minimum order amount for non-catalog requests (NCRs). Best Practice: Use your P-card when ordering items totaling less than \$100.
- ▶ **Do not use your P-card prior to July 1st for FY20 purchases.**
- ▶ **Need to make a receipt correction for FY19 POs after July 1st?** Email the Controller's Office at fmsmaintenance@mcpsmd.org for assistance. DO NOT perform a correction in iProcurement.
- ▶ Do not receive any FY20 items **prior to July 1st.**
- ▶ Schools/offices will continue to be responsible for receiving their Office Depot and Cox subscription orders in iProcurement.

- ▶ **Office Depot** has extended the return deadline to September 30, 2019 for purchases placed **between May 13, 2019 and July 30, 2019**. All other Office Depot returns must be made within 30 days of the original delivery date.

Please do **not** contact Office Depot directly—instead, please use the MCPS online form at [Office Depot Issues Form](#), or contact Malee Martins or Tina Booth at 301-279-3555.

Best Practices for Ordering

- ▶ **Do not make changes/cancellations to an order if there is a PO or Sales Order number assigned.** Instead, you must communicate changes as follows:
 - Email Library Materials changes to Media Processing at MPS@mcpsmd.org
 - Email Textbooks changes to [Annmarie Crump@mcpsmd.org](mailto:Annmarie_Crump@mcpsmd.org)
 - Email Warehouse changes to Ms. Pamela Sier at [Pamela S. Sier@mcpsmd.org](mailto:Pamela_S_Sier@mcpsmd.org)
 - Email all other changes to Procurement at procurement@mcpsmd.org
 - Email Accounting/Controller if needed at ControllerSOS@mcpsmd.org
- ▶ **Remember to receive by the Purchase Order number and do not receive unless item(s) have been delivered.** You may receive on partial shipments. You do not need to receive warehouse items.
- ▶ **If you receive an invoice from the vendor forward it to Accounts Payable**, 45 W. Gude Drive, Suite 3200. Be sure the PO number is on the invoice. However, if the invoice is for Library Materials, send the invoice to Media Processing.
- ▶ **If item(s) ordered have not arrived within 30 days**, contact the supplier to verify the status of the PO. If further action is needed, email a request for assistance as follows:
 - If Library Materials items, email Media Processing at MPS@mcpsmd.org
 - If Textbooks, email [Annmarie Crump@mcpsmd.org](mailto:Annmarie_Crump@mcpsmd.org)
 - For all other items, or if the supplier has cancelled the item, email Procurement at procurement@mcpsmd.org
- ▶ **If FMS “End-of-Month Activities” are scheduled**, do not start, submit, or approve requisitions, process receiving, or place journal entries.
- ▶ **Allow an extra 10% for shipping charges** when ordering textbooks, reading and/or instructional materials. Prices in FMS don’t always reflect shipping charges for these materials.

Reminders for Contract (Bid) Ordering

- ▶ Use the **technology shopping lists** that are available in FMS.
- ▶ View and search [Contract Summaries \(Bids\)](#) on the Procurement website to find bid items available in the FMS Main General Store.

The following 2019 catalogs have been uploaded into FMS. Enter the item number in the search field for the Main General Store. Note that some catalog items are not available because they are not approved or may be under contract with other suppliers.

BSN Sports

School Specialty Art Education

NASCO Math

Fisher Scientific

Lakeshore Learning

- ▶ To order toner cartridges, search the FMS Main General Store to see what cartridges are available. The Procurement Unit has 2 kinds of contracts: *Toner Cartridge Original Equipment Manufacturer (OEM)* and *Remanufactured (REMAN) Toner Cartridge*.

To find toner cartridges in FMS:

- Search by the cartridge number followed by the wildcard % i.e. *Q6001%*
- Or, search by the printer name or number followed by the wildcard % i.e. *HP 2600%*

Reminders for Non-Catalog Requests

- ▶ When ordering Non-Catalog Request (NCR) items with a percentage-off discount, **set up your NCR based on the quote** so that it will match the invoice. Add the quote number to the Description and in the "Note to Buyer" and, if possible, scan the quote as an attachment to the requisition.
- ▶ Use the supplier's most current catalog when preparing a NCR order. Using current pricing will help ensure timely deliveries and prevent payment delays to suppliers.
- ▶ Remember to prepare a separate NCR for each supplier.

Checking Out in FMS

when ordering items in the Financial Management System (FMS) before July 1, 2019, using FY20 funds, the following instructions must be followed and applied to each submitted requisition. Due to the 21-day timeout process, all account manager approvals should be completed within 21 days of the Requisition Creation Date.

▶ Step 1 of Checkout

1. In the **Requisition Description** field type a description for your order. Use a naming convention such as: the fiscal year, department or class (or office), general description.

* **Requisition Description**

FY20 Math Department Supplies

2. Change the **Need-By Date** to 07/31/2019
3. Change the **General Ledger (GL) date** to the first day in the new fiscal school year to 07/01/2019. This will ensure that expenses will be charged to the FY20 allocation:

GL Date **7/01/2019**



4. Verify the **Charge Account** and make any necessary account changes. (Be sure to do this **AFTER** changing the GL Date.)



If the GL Date is changed AFTER the account number is changed, you must go back and verify the account number. The account number should always be the last action taken in this step.

▶ Step 2 of Checkout

5. In the **Justification** field type the 6-digit account number that is being charged for this requisition, along with a description of the account, i.e. instructional materials, textbooks, media. This will enable the account approver to verify that the requisition was charged to the correct account. (Example provided after #6)
6. In the **Note to Buyer** field, type **FY20**. Specifying **FY20** distinguishes early orders from current year orders so the buyer can process accordingly.

Justification	503003 (Instructional Materials)
Note To Buyer	FY20

For a Non-Catalog Request (NCR), please provide **New Supplier** information after the fiscal year noted in **Note to Buyer**. Include: company name, company representative, address, phone, fax (if available).

Note: Step 2 is also where you may Add Approver(s) if your requisition should be routed to other officials before or after your account approver. For changes to the first approver, click "Change First Approver." To add an approver after the listed first approver, click "Add Approver."

▶ **Step 3 of Checkout**

7. No changes during this final step of checkout are necessary for early ordering. Proceed through this step as you normally would to submit a requisition.

iProcurement Best Practices

Practices that make working in iProcurement easier and more successful!

- Establish a standard naming convention for all of your FMS order descriptions. The order description must always begin with the fiscal year (e.g.: <FY20> <Department/Grade> <Description>).
- Create separate requisitions for main store items, non-catalog requests, warehouse orders, and Office Depot orders.
- The Department of Materials Management (DMM) will complete the receiving process on any vendor items that are shipped to the Warehouse prior to being delivered to the end user. If necessary, bar coding will be done at the warehouse prior to delivery to individual locations.
- Schools/offices will continue to be responsible for receiving their Office Depot and Cox subscription orders in iProcurement.
- Receive FMS orders within 10 days of the delivery date on the packing slip. Verify the contents of your shipments, and follow up with vendors as needed. Use the purchase order number (PO), not the Requisition Number. Note that orders from the MCPS warehouse do not need to be received.
- Do not set up receiving dates on orders for FY20 prior to 7/1/19.
- Establish a process for receiving and checking shipments over the summer months when 10-month staff is not available.
- See the technology website first for a list of approved and available products.
- Do not use "personal favorites", or the "copy to cart" option to copy requisitions from FY19 or earlier. Contracts vendors, brands, and pricing can change from year to year. The copy to cart option should only be used to create requisitions in the same fiscal year (such as when a requisition is returned or cancelled for changes.)