Bureau of Purchase & Supplies

Guide for Advantage Financial 3.8 for Procurement Documents

4/1/2013

Bureau of Purchase and Supplies Guide updated to 3.8

Guidelines for Ordering

The Bureau of Purchase and Supplies has the authority to execute contracts for the purchase, sale, rental, maintenance or repair of supplies, materials, and equipment and for incidental services related to those items.

The Purchase Requisition is the most common method of purchasing items through the Bureau of Purchase and Supplies. To begin the process, a purchase requisition is entered in the Advantage 3.8 Financial System.
Requisitions are assigned to the buyer responsible for purchasing that category of items.
Visit the County Internet to see an up to date Buyer Directory.
The Buyer determines the appropriate method of bidding or otherwise meeting all legal requirements for the purchase and follows procedures to do so.

Other methods of ordering items are Delivery Orders against Master Agreement contracts, BPS File Price contracts, BPS Formal Contracts, Emergency Authorizations, and Procurement Cards (credit card)

The Bureau of Purchase and Supplies follows General Municipal Law, State Finance Law, the County Charter, and the County Laws.

Items are purchased under established contracts, such as New York State Office of General Services contracts, County contracts (Westchester's or other counties within NYS), Preferred Sources (Corcraft, National Industries for the Blind, or Industries for the Disabled), or after an RFQ (request for Quote) or RFB (Request for Bid) has established pricing and terms.

RFQs and RFBs are published on the Empire State Purchasing Group's Website.
RFBs are formal bids and so they are also published on the Westchestergov/bps webpage as well as advertised in The Journal News.

Surplus

The Bureau of Purchase and Supplies is charged with the responsibility of disposal of all surplus property. Read the Surplus Property Policy which is published on the Finance Intranet for complete instructions.

Methods of Purchasing

Master Agreements
A Master Agreement is created by the Bureau of Purchase and Supplies for items that are purchased on a regular basis and for which the market price does not fluctuate often. A bid is created and awarded to allow for prices to be held firm for a set contract period, for very specific items, with one vendor. The specifications and prices are locked for the term of the contract. The items are entered into the Advantage Financial system as a Master Agreement (MA) document and departments order the items from it by entering a Delivery Order (DO) document.

File Price Contracts
A File Price Contract is established by the Bureau of Purchase and Supplies to produce a term agreement that provides a specific percentage off or discounted price for categories of items. This differs from the Master Agreement in that the items are not specific, and the prices may change during the course of the agreement, based on the manufacturer's published list price or other agreed upon methods. Departments obtain a copy of the agreement from BPS, contact the awarded vendor directly to place orders and pay the invoices via a GAX document. It is the department's responsibility to audit all invoices prior to making payment. Additionally, if a department needs to order $2,500.00 or more at one time under a File Price agreement, they must submit a requisition instead of placing the order directly.
Examples of File Price Agreements are auto parts; plumbing; electrical, etc.

Formal Contracts
A Formal Contract is created by the Bureau of Purchase and Supplies for service contracts for items we have purchased, such as microscopes, and for other purchases that require more detail in the agreement, such as liability clauses, etc. Formal contracts may be encumbered by the department as a CT document.

Emergency Authorizations
When items are required to remedy a true emergency, the department should contact the appropriate buyer at the Bureau of Purchase and Supplies to obtain an Emergency Authorization. Authorizations should not exceed $1,000.00 and they are for items needed immediately. Departments are required to obtain a GAX number prior to being given an AUTH number. The authorization MUST be obtained prior to the purchase.

Procurement Cards
The County's Procurement Card program is administered by the Finance Department/Accounts Payable division. Departments are required to agree to the rules of usage prior to accepting a P-Card and using it.

System Information

Advantage Financial 3.8
http://finprod/

System Security
To obtain system access for new system users, to modify the level of security, or to reset passwords, contact Cindy Slade of the Finance Department at 914-995-2758.

Ship To Codes / Procurement Location Code Table
Ship To codes are three digit codes associated with specific delivery locations
In Advantage 3.8 the table name for these codes is PLOC.
Contact the Bureau to add/change/delete information on this table.

In the event that there are special delivery instructions, departments may enter SPI instead of their usual department code and then enter the special instructions in the body of the requisition.

Unless special circumstances are discussed with the buyer, each requisition should have only one ship to or procurement location code and it should be entered in the header section of the document.

Three Way Match
Purchase Orders and Delivery Orders are paid in Accounts Payable when the system has a three way match. This consists of the PO or DO, the vendor invoice and the department's RC.

Page Codes

VCUST	To look up vendor codes
ESUM	To look up account balances
COMM	To look up commodity codes
PLOC	To look up Ship To location codes

Purchase Order Folders
A Purchase Order folder is set up for each department.
When a purchase order is created, it is audited by the buyer and signed by the purchasing agent. When the purchase order has been signed it is official. At this point, a copy is placed in the department's folder.
To gain access to this folder, departments must contact their Information Technology coordinator and request access for a specific user and computer ID.

Reporting
Info View is the reporting tool available to department users to run financial related reports on demand. Contact Cindy Slade of the Finance Department for security access to this system.

Policy

Sole Source
Requisitions for items that are a Sole Source must be submitted to the Bureau of Purchase and Supplies with a Sole Source form with the original signature (hard copy must be sent prior to BPS processing). Additionally, a recently dated letter, signed by the vendor, must be obtained by the department and sent to the Bureau of Purchase.

Prepayments
Prepayments of orders are not permitted.

Contract requests and renewals
To request the creation of a new contract or to request that a current contract is renewed, departments should enter a purchase requisition for zero dollar amount (Type is Item; never Service) and should include the current contract number, if it is a renewal or complete specifications if it is a new request

Item restrictions on requisitions
No tissues, personal sized hand sanitizers, over the counter drugs
No coffee/sugar/artificial sweetener for staff use
No calendars or business cards without CEO review and approval
No Styrofoam*
No extension cords or space heaters without DPW/Risk Management approval
No Invasive plants*
Appliances must be Energy Star unless their category is exempt*

*These items are restricted due to policies published in Executive Orders

EPP
Environmentally Preferable Purchasing (EPP) involves procuring products that have a reduced impact on human health and/or the environment. Products that contain recycled content, minimize waste, conserve energy or water, or reduce the amounts of toxic substances disposed of or consumed by the user. Environmentally Preferable products are items that have fewer negative consequences for human health and the environment. Departments are required to indicate whether or not an item being ordered is EPP or not.

Partial Receipts
A department may choose to enter an RC for items received even though there are outstanding items on the order. Make certain the RC document indicates Partial.

Shipping Charges on Requisitions
If a department is 100% sure that shipping charges will apply to their request, then enter a commodity line on the requisition using commodity code 96286, “Transportation of Goods/Freight”

No mixed accounts with mixed years on one document
Requisitions and Delivery Orders may have multiple account lines. Departments should not mix multi-year accounts with operating accounts on the same document.

How to Enter a Purchase Requisition in Advantage 3.8

Sign on to Advantage Financial 3.8
Click on Search and then on Document Catalog in the left side menu
Click on Create link
Type RQS in the Document Code field
Type your two digit department code in the department field
Type your two digit department code in the ID field
Then click the box indicating Auto Numbering and click Create

Header section
<u>Contact tab</u>
The User ID field will default to the person signed on to the system
The Requestor ID field should be occupied with information about the person requesting the order.
If the requestor is registered in the Advantage Financial System, enter their User ID and click Save.
If the requestor is not registered in the system, leave the Requestor ID field blank and type the person's name and phone number in the appropriate fields. This field carries forward to the resulting purchase order document.
<u>Extended Description Field tab</u>
If there is information regarding this RQS that is pertinent to the entire requisition, type that information in the Extended Description field. e.g. "Quote Attached" or "Items needed by 07/02/2013"

<u>Default Shipping/Billing tab</u>
Enter a shipping location code, use the arrow/chooser if needed.
Enter the billing location code, which is always FINBIL.
Enter an estimated delivery date using the calendar provided or type the date into this field.
Click save and the address will update.

Vendor section
Click the Vendor tab on the left side menu
Click Insert New Line
Type the vendor number if know it. Otherwise, use the arrow/chooser
Click save and the address fields will update
Many vendor numbers have multiple addresses, use the arrow/chooser to choose the correct address, otherwise allow the system to default to the address displayed

If the suggested vendor is not in the system, then discard the inserted line by clicking on the garbage pail on the far right on the pale orange line, and proceed to the Free Form Vendor section of the document.

Free Form Vendor Section
Click on the Free Form Vendor tab in the left side document. Click insert New Line and complete all fields possible. Click save.

Accounting Distribution section
Click on the Accounting Distribution section in the left side menu.
Click Insert New Line
Type 100.00 in the Distribution % field.

Charges may also be split among different accounting scripts by assigning varying percentages to several accounting lines. To add additional accounting lines, click Insert New Line.
The total must equal 100.00%

Click on Fund Accounting tab and complete the following fields: Fund, Department, Unit, Sub Unit, Appropriation Unit, Object, Sub Object (if your department uses subs)
Click on Detail Accounting tab and complete the following fields: Activity and Function
Accounting fields required for Capital Projects are different, they include project codes, etc. Click save.

Commodity section
Click on Commodity tab in the left side menu
Click on Insert New Line
Enter the Commodity Code if it is known; otherwise use the arrow/chooser to search for it.

Instructions regarding Commodity Codes:
Only five digit commodity codes are used on RQS documents
Ten digit commodity codes are for Delivery Orders only

Line Type is always Item (do not use anything other than Item on an RQS document)
Enter Quantity, Unit of Measure, estimated unit cost and complete item description (specifications) in the Extended Description field. Click Save.
Open the Specifications tab
In the EPP field choose one of the following: No, Yes, N/F.

No, this item is not Environmentally Preferable
Yes, this item is Environmentally Preferable
N/F, there is an Environmentally Preferable version of this product, however it is not feasible to purchase it instead of the non EPP version. This is usually due to higher cost or lack of availability. N/F does not mean “Non Applicable”; please do not use it in this manner.

Add additional commodity lines by returning to General Information tab and clicking Insert New Line and repeating the process.
A user may also copy lines by using the Copy Line function (different from the Copy Document function)
Go to the pale orange line up top, click on the symbol of two pieces of paper which is located at the right side of the pale orange line. Then click Insert Copied Line (***check this) which is located near the bottom of the screen.
Once copied, adjust as needed (Quantities, Descriptions, Unit Prices, etc.) and click Save.

Shipping Billing Locations do not need to be completed on the commodity sections of the RQS document. This information is entered on the header level and applies to the entire document.

Now that all commodity lines have been added, the accounting line needs to be distributed to all the commodity lines.
If another commodity line is added after distributing the accounting lines, the process must be repeated.

Accounting Distribution section (again)
Click on the Accounting Distribution tab in the left side menu.
Click on the Distribute Accounting Lines link (bottom right)

Click Validate. Click Submit. Obtain approvals.

Errors
Click View All in the top left section where the errors are being displayed. Pay attention to the errors identified as “Error” or “Severe”. Others are identified as “Warning” or “Informational” these are not causing your document to fail. Focus on the errors identified as “Error” or “Severe”.
Usually these errors identify a specific commodity line or a specific section of the document. Read the errors and try to fix them one at a time. Validate after fixing an error. Very often one error will kick off others, so if you fix one, some of the others will also be resolved.

Commodity Codes
The commodity codes utilized are NIGP codes (National Institute of Governmental Purchasing)
These codes are recognized throughout the industry by purchasers as well as vendors/bidders.

Requisitions are automatically routed to specific approvers and also to the appropriate buyer, based on the commodity code entered in the requisition document. Please be accurate and specific when choosing commodity codes.

RQS documents use five (5) digit codes only. Do not use a ten (10) or an eight (8) digit code on a requisition. Ten digit codes are used on Delivery Orders.

All toner purchases must be entered using commodity code 20772.

Attachments
Any electronic document may be attached to a requisition, provided it is not too large.
Attaching documents does not take the place of specifications and/or descriptions typed into the commodity extended description field.

The document you wish to attach must be available on your computer, saved to desktop or another file.
Attachments may be attached to the Header level or the Commodity level. They will attach to the area of the document that is displayed when you attach the document.
While the Header or Commodity section is displayed,
Click on File in the lower right corner
Click on Attachments
Click Upload and an Upload Attachment box will appear
Click Browse and locate your document
Click on the document and then click Open
Type the description of the document in the Description box
Click Upload
Click Return to Document.

The Header section will indicate the number of attachments.

Free Form Vendor
On the RQS document, departments may opt for utilizing the Free From Vendor field when the suggested vendor they wish to provide is not already in the vendor table in the Advantage Financial system.

To delete a line Commodity line

While the Commodity section is displayed on the screen, note the pale orange strip with the commodity line information. Follow that line to the far right and see a garbage pail icon. Click on the garbage pail to delete that line. The system will ask for confirmation before deleting it.

Two pieces of paper to copy a line

While the Commodity section is displayed on the screen, note the pale orange strip with the commodity line information. Follow that line to the far right and see the icon that looks like two pieces of paper. Click on the icon, then go to the bottom of the screen and click Insert Copied Line.

Contact section: Requested By field can be left blank

When entering requisitions that have a Requestor that is not registered in the Advantage Financial system, the Requestor ID field on the Header section, may be left blank and the person's name and phone number should be typed in the Requestor name and Requestor Phone Number fields. The system will issue a warning error, but this error will not prevent the requisition from validating and submitting correctly.

Searching using the chooser or arrow

Searching for Commodity codes or Vendor numbers within the system should be done using wildcards, which are asterisks. When searching for a vendor such as *WW Grainger, Inc.,* a system user should enter **grainger** in the legal name field. This will allow the system to give results for any vendor name that has grainger after or before any other character. Staples Business Advantage is another good example of the importance of using an asterisk as a wildcard during a system search. Search for the word *Staples* in the legal name field and the system will not return any results. Search for *Staples** and the system will return *Staples Business Advantage, Inc.*

How to Enter a Delivery Order in Advantage 3.8

Sign on to Advantage Financial 3.8
Click Search
Click Page Search and type *Master Agreement* in the description field, click Browse
In the results, see Master Agreement Search and click on it
On the Master Agreement Search page, search for MA documents based on Description or Vendor by using the search fields, remember to use asterisks as wildcards (*) in searches. e.g. to order paper, type *paper* in the description field and click browse.
Select the Master Agreement document containing the items to be ordered by checking the box to the left of the MA. Then click on Select Lines
In the Results section, the Department Code should be inferred, otherwise enter it, then type a unit code (if using one) and then place a check mark to the right of Auto Numbering.
Next click on the box to the left to indicate the item to be ordered, then type the quantity in the appropriate field.
Continue this process for other items to be ordered from the same Master Agreement.
(use the navigation of First; Prev; Next; and last to get to 2nd and 3rd screens and back to the first, etc.)
When finished selecting, go to the bottom of the screen and click Create Delivery Order
The system will open a Delivery Order document. This is similar to every other document in the system.

Header Section
Click on Requestor Issuer Buyer tab and type the requestors user id in the Requestor ID field.
Click on Default Shipping/Billing tab and type the ship to code in the Shipping Location field
The FOB field defaults, do not change it
Enter a delivery date
The Billing Code field should default, if it does not, enter FINBIL
Click Save

Accounting Distribution Section
Click Insert New Line
Enter the Distribution as 100%. Splitting charges may be done by changing the percentages and inserting additional lines.
Click on Fund Accounting tab and type the following items in the appropriate fields:
Fund, Department, Unit, Sub Unit (if using), Appropriation Unit, Object, Sub Object (if using)
Click on Detail Accounting tab and type the Activity and the Function
Click the Distribute Accounting tab in the lower right of the screen.
*note—if quantities are changed after distributing the accounting lines, then the Distribute Accounting Lines tab must be clicked again, to redistribute.

Vendor Section
The vendor will be inferred based on the Master Agreement referenced.

Click Validate. Click Submit. Obtain approvals. Go back into the document and click print to send the DO to the Bureau for processing.

Workflow-What is it and how does it work?

Workflow is the tool used within the Advantage Financial system to route documents to their prescribed approvers.

When a requisition is entered into the system, it must be approved by the department being charged for the order. This approval is the equivalent to an electronic signature, granting permission to begin the procurement process as an approval of the expenditure of funds.

Some departments have one layer of internal/departmental approvals; other departments have two or three layers of internal/departmental approvals. This is set up by the department by their own preference.

Once a requisition is approved on the departmental level (all of them, if applicable), the requisition may then routed to other approvers. This depends upon a few different factors.

Requisitions charged to object codes 2300 or 2400, or capital project funds are automatically routed to the Budget Office for approval.

Requisitions utilizing the commodity code 96600, which is printing, are routed to Graphics for approval.

Requisitions utilizing commodity codes for Computer Related items (including printer Toner) are automatically routed to DoIT for approval.

Requisitions utilizing commodity codes for Gas Driven Equipment are automatically routed to the Garage for approval.

Many of these levels of approval work together, for example, a requisition for a new truck will be charged to an equipment account, so the requisition will be approved by the requesting/ordering department, then it will be routed to the Budget office, then it will be routed to the Garage.
The requisition does not reach the Bureau of Purchase until all approvals are applied in the system.

Requisitions may also be rejected, instead of approved.

All requisitions for Computer Related items should be discussed with DoIT before entering a requisition. Generally DoIT enters the req and uses the department's accounting codes.

All requisitions for Gas Driven Equipment should be discussed with the Head Automotive Mechanic prior to submitting a requisition. The Head Automotive Mechanic will supply specifications. Also the ship to code for Gas Driven Equipment is the Central County Garage, code 462.

How to check the status of a requisition

Click Search
Click Document Catalog

In the Code field, type RQS
In the Department field, type the two digit department code
In the ID field, type the entire requisition number. Or, type part of the requisition number and use asterisks/wildcards to aid in the search.

e.g. for requisition number 42022713000295, the user may type the entire number, or may choose to type *13000295, or may choose to type 42*295.

Click Browse

In the results, locate the requisition number

First take notice, is it in Final and Submitted status? Or is it in Pending status?

<u>Pending status:</u>
Click on the document ID to open it
If it is in Pending status, go to the bottom right of the screen
Click on Workflow and then click on Track Work in Progress
This lists the necessary approvers and the status (status may be Pending, Approved or Rejected)
For more detailed information, click on View Log
This will display the exact dates and times of approvals and/or rejections.

Use the Back link at the right top of the screen to go back, and once more to return to the document.

<u>Final and Submitted status:</u>
Click on the document ID to open it
If it is in Final and Submitted status, go to the downward facing arrow located approximately two inches from the top, middle of the screen. It is directly to the right of the words Phase: Final.
Click on the arrow
Click on Document References
Click on Forward Reference

Related Bids/Purchase Orders/Cancellations will appear.
To open any of these documents, click on the appropriate Document ID.

To find payment information, click on the Purchase Order, use the same arrow, click on Document References, and Forward Reference.

Note: A requisition is not at the Bureau until it is in Final and Submitted status.

How to Cancel or Modify a Requisition

To cancel or modify a requisition that is in Final and Submitted status, the first step is to contact the buyer. The buyer is indicated in the header section of the requisition document in the Contact section.

Once it has been discussed and the buyer agrees to the cancellation or modification, follow these instructions:

To cancel:
Open the document
Click Discard, at the bottom of the screen
A warning dialog box will appear asking the user to confirm the intention to cancel the document
Click OK
The system will bring up a cancellation version of the requisition
Click Validate
Click Submit
The cancellation document will go through Workflow so that the cancellation may be approved.

The buyer will note on the requisition that the department requested the req be canceled, and it will be filed at the Bureau of Purchase.

To modify:
Open the document
Click Edit on the bottom left side of the screen
Go to the section to be modified and make the appropriate changes.
e.g. to change the quantity from 1 to 10 on commodity line 2, click on the Commodity section and click on commodity line 2. Clear the field and then type 10. Click Save.
Next, click on the Accounting section of the requisition, clear the Line Amount field so that it is blank.
Click Validate
Click Submit

The modified version of the requisition will go through Workflow so that the changes may be approved.

The buyer will attach the modified version to the original version and process the modified version.

How do I get a copy of my Purchase Order or Delivery Order?

Purchase orders are placed in department's folders when they are complete.

How to Cancel or Modify a Purchase Order or Delivery Order

POs and DOs are contracts and they represent a financial obligation on the part of Westchester County. Therefore any modifications or cancellations must be done on an official level, in writing.

The first step in cancelling a PO or DO is to contact the buyer listed on the order.
If the buyer agrees, he or she will contact the vendor and write an official letter documenting the reason.
After that is done, the Bureau will cancel the order in the financial system.

How to liquidate encumbrances (POs and DOs) from prior years

One of the purposes of a financial encumbrance is to hold money for a specific purpose/purchase. It represents an obligation on the part of the county. It is for this reason that liquidating a PO or DO encumbrance must be taken seriously and be done with thought and careful consideration.
With that said, it is also extremely important that departments do not roll forward a purchase order encumbrance year after year. With very few exceptions, if the item ordered on a PO has not been delivered within one year of the order, then action should be taken to cancel the order and the financial encumbrance.
Prior to liquidating the PO or DO, answer the question, Is this still considered a viable order? Is there any chance that the vendor may deliver on this order? If the answer is Yes, then contact the buyer. If the answer is no, proceed as follows:
If the order must be canceled entirely, contact BPS. If part of the order is incomplete, however some of it has been received, then there is a little more to consider. Depending upon the reason for the open (undelivered) lines, you may need to contact the buyer to discuss. Remember that an encumbrance should be liquidated only if there is no chance that the items will be delivered and therefore need to be paid.

If the open amount is low and there is no chance that the remaining items will be delivered, close out the encumbrance by entering a PRC document. Open the document (PO or DO) and click Copy Forward. On the PRC document, delete all lines with no balance and then change the quantity to zero of all commodity lines with a balance, and change the Reference Type to Final. Also make sure the accounting line is zero and Final for each commodity line. Click Validate. The PRC will go into rejected status which is okay to submit and forward printed PRC <u>with authorized signature</u> to Accounts Payable, Attention Johnson Thomas. Johnson will override and process to complete the transaction.

It is good accounting and budgeting practice to check on open encumbrances periodically. Both the Finance Department as well as the Budget Office encourages departments to check on and clean up open encumbrances on a regular basis. There is a report available in the reporting tool InfoView named **<u>FIN-Outstanding Encumbrances (A642) .</u>**

How to enter an RC – Receiving Document

Sign on to Advantage Financial 3.8
Click on Search
Click on Page Search
In the description field type Receiving* and click Browse. Do not forget to use the asterisk.
Click on the Receiving Search link
Search for the appropriate PO or DO by typing PO or DO in the Doc Code field
In the Department field type your two digit department code
Narrow the search further by entering part or all of the order number in the Doc ID field. Use asterisks if it is a partial number.
Click Browse or press enter
The order should appear either on it's own or within a list.
Click on the appropriate line so it is highlighted
Click Select Lines To Receive
Indicate items received in one of the following ways:

> If this is a complete shipment of all items on the PO or DO, place a check mark in the box on the top left Receive All Lines and click the Receive link.
>
> If this is a partial shipment, check the boxes for the lines that were received and click the Receive link.

An RC document will open
Header Section
Enter the Receiving Location (ship to code)
In the Received Date field, enter the date the items were actually received. Otherwise this field defaults to the date the RC document is being entered.
Commodity Section
If this is a complete receipt, skip the Commodity section.
If this is a partial receipt, click on the Commodity Section and enter the actual quantity received in the Received Quantity field.
If this line is complete and you expect nothing further to be delivered on it, change the Partial/Final flag to Final. If there is a back order and further deliveries are expected on this line, leave the flag as Partial and enter a Condition in the appropriate field as well as a reason in the Reason field.
Repeat this process for each line on the RC document.

Click Validate
Click Submit
Click Print and a copy will be sent to the user's Outlook inbox.

Once the RC is done, print a copy of the Purchase Order or Delivery order, write the RC number on it and the approval signature. Do not staple the top near the barcode on the PO or DO. Departments Departments do not need to print the RC.

How to Enter a Storeroom Requisition

Sign on to Advantage Financial 3.8
Click Search
Click on Document Catalog
Click on the Create link
In the Code field, type SRQ
In the Department field, type your department code (two numerical digits)
In the ID field, type your department's three digit initials
(For example, the Department of Health is DOH; the Parks Department is PRC)
Click on the box for Auto Numbering and click Create
The SRQ document will open and a 13 digit document ID number will be assigned.
Header Section
On the General Information tab enter 02 in the Warehouse field
In the Requesting Unit field, type your department's Unit code
In the Issuer ID field, type your User ID.
Click Save

Click on the Delivery Information tab
Type the ship to code in the Shipping Location field.
In the Delivery Date field, type the next day or a few days from the date of entry.

Click on the **Accounting Distribution section**
Click on the Insert New Line link
Enter 100.00 in the Distribution % field
In the Fund Accounting section, type the following: Fund, Department, Unit, Sub Unit, Appropriation, Object, and Sub Object, if using.
In the Detail Accounting section, type the Activity and the Function codes.

Click on the **Commodity section**
Click on Insert New Line link
In the Stock Item field, enter one of the two item numbers that are currently available to be ordered.
77545003 is Rock Salt and 77545001 is Calcium Chloride
Type the quantity in the Requested Quantity field
Repeat and insert another line if ordering another item
When completely finished with the commodity section, go back to the Accounting Distribution section and click on Distribute Accounting Lines

Click Validate. Click Submit.

The SRQ will be pending approvals and enter workflow.
Once the SRQ is approved by your own department, it will be available for the Bureau to fill the order
Departments must coordinate pick up with the Storeroom Clerk who can be reached at 914-231-1429.

SRQs are billed by a CI document (Confirmation Issue)

Staples Advantage Instructions to County Departments
There is an established contract for the purchase of office supplies and departments are strongly encouraged to utilize it by ordering from Staples, via the Staples Advantage online ordering system.

Departments should contact Ladia Montalvo at 914-231-1174 to register as a new user for Staples Advantage. Below are the instructions for ordering.

- Obtain a requisition number from the Advantage Financial system and save the document which will be completed after the Staples Advantage online order has been submitted to BPS for approval.
- Log in to Staples Advantage using the user id and password provided by the Staples Advantage registration site. Verify and/or select the ship to code to be used for this order. Click OK.
- Use the "Search" box/field to search by item number or by the name for the item you wish to find. Add items to your order by entering the quantity desired and click "ADD TO ORDER" and continue searching and selecting items and add to order accordingly. When finished click "View" (Cart Symbol), located at the top right and verify the information. Click "Submit"
- "Review" page will be displayed, enter the requisition number obtained earlier from Advantage Financial (AMS). The payment method defaults to "Invoice this account", click "Submit Order"
- Staples Advantage will provide an Order Number in the "Order Status Details" section, make note of the number and the total dollar amount of the order.
- If you wish to print a copy of this detailed list or save a copy electronically, click "View Printable Version". Here you can print a copy or copy and paste it into a MS Word document (or email) and save the document (or email it). Be sure to click BACK to return to the previous page—do not click the "X" in the top right. Click OK & log out if you are finished.
- Return to the Advantage Financial system, search and bring up the reserved requisition number, complete the requisition as usual, however there should be only one commodity line, using commodity code 61500, with a quantity of one, unit of measure is "lot", and the unit price must be the total of the order entered on Staples Advantage. EPP is "no" (we get the EPP info from Staples). Include the Staples order number in the Commodity Extended Description field of the requisition. The Staples order number is the only way For BPS to cross reference your pending order. The order cannot be processed until a requisition has been received at BPS and has the necessary Staples order number identified within the requisition.
- Departments may also attach the electronic copy of the order, with the details, to the requisition in the Advantage Financial system. This is not necessary for BPS, however it may be helpful to ordering departments.
- The requisition must have all departmental approvals prior to being received at BPS and conversion to purchase order.

- In the event that a change must be made at any point in this process after the Staples Advantage order is submitted, BPS should be notified, and the buyer will either make the change or reject the order so the department can modify.

- The RC should be done for the one commodity line, indicating the entire order has been received. Do not enter the RC until all items have been received!
  Minimum order is $50.00
- Do not order toner from Staples (enter a separate req using comm. code 20772)
- Do not order Tylenol, Aspirin, Tissues, Coffee, Splenda Packets, etc. for staff use
  Only contract items may be ordered on Staples Advantage. Non contract items should be submitted on a separate requisition and ordering non contract items is strongly discouraged.
- Contact Ladia Montalvo at BPS if you require assistance: 231-1174
- Staples Customer Support: 877-285-8852 for ordering questions or Staples Advantage Technical Support: 800-633-6080 for Staples Advantage questions.

If there are questions or problems that are not covered within this guide, please contact us at 914-231-1872 and press zero to speak with the receptionist.