

SCHOOL USERS

DELIVERY CHANGES TO COMPUTER HARDWARE ORDERS FEBRUARY 2012

Purchasing: Computer Hardware

^ Purchasing / Payments ^ Approval ^ Inquiry ^ Miscellaneous

[Back to Purchasing Menu](#)

Note: For the attention to field, please enter the first and last name of the person at the location receiving delivery.

Select Location: PUBLIC SCHOOL 15 [Look Up](#) | [Favorites](#) |

***Required Information**

Location Name*:	PUBLIC SCHOOL 15	Location*:	M015		
District*:	01	Telephone*:	(212)228-8730		
Attention*:		Room#:			
Address*:	333 EAST 4TH STREET	State*:	NY	Zip Code*:	10009
City*:	NEW YORK				

Optional Information

Delivery Instructions:

Comments (Max 972 Char)

When you first come to the hardware application (FAMIS>PURCHASING>CONTRACTED>ECATALOG>COMPUTER HARDWARE), you will be taken directly to the delivery information screen. This is very similar to the Delivery Address screen today except for the district and location being added to the screen.

Once you have selected the address you wish to deliver to and hit next, you will be informed of your Personal Computing Service (PCS) package (same alert box as the central users will receive).

The rest of the process will be similar to what you experience today.

CENTRAL USERS & DISTRICT 97 CITYWIDE
DELIVERY CHANGES TO COMPUTER HARDWARE ORDERS
FEBRUARY 2012

Purchasing: Computer Hardware

[Back to Purchasing Menu](#)

Delivery Address Selection

Please select your delivery location.

Enter a location code or address here...

District	Location	Address	
<input type="radio"/>	83	A002	83A002 0000 MANHATTAN, NY 00000
<input type="radio"/>	33	A033	LUMP SUM ALLOCATION FOR DISTRICT 33 52 CHAMBERS STREET MANHATTAN, NY 10007
<input type="radio"/>	34	A034	LUMP SUM ALLOCATION FOR DISTRICT 34 52 CHAMBERS STREET MANHATTAN, NY 10007
<input type="radio"/>	35	A035	LUMP SUM ALLOCATION FOR DISTRICT 35 52 CHAMBERS STREET MANHATTAN, NY 10007
<input type="radio"/>	36	A036	LUMP SUM ALLOCATION FOR DISTRICT 36 52 CHAMBERS STREET MANHATTAN, NY 10007

1 2 3 4 5 6 7 8 9 10 ... Page 1 of 1755, items 1 to 5 of 8775.

When you first come to the computer hardware application (FAMIS>PURCHASING>CONTRACTED>ECATALOG>COMPUTER HARDWARE), you will notice you will be asked to enter a delivery address. Because you have access to multiple locations (offices and schools), you will be required to search for the address or key elements the address contains for delivery.

In the example below, a search is entered for 65 Court St for the delivery address. All delivery locations that contain '65 Court St' (be it the street address, name, etc) will appear for the user to select. You can then select one of these addresses and hit next.

Purchasing: Computer Hardware

^ Purchasing / Payments ^ Approval ^ Inquiry ^ Miscellaneous

[Back to Purchasing Menu](#)

Delivery Address Selection

Please select your delivery location.

District	Location	Address
<input type="radio"/>	46 C00U	OFF. OF FINANCIAL OPERATIONS 65 COURT STREET BROOKLYN, NY 11201
<input type="radio"/>	46 C00V	OFF. OF NON-PEDAGOGIC SUPPORT. 65 COURT STREET BROOKLYN, NY 11201
<input type="radio"/>	46 C00W	TEACHER CERTIFICATION & LICENSING 65 COURT STREET BROOKLYN, NY 11201
<input type="radio"/>	46 C00X	HSR/SYSTEMS SUPPORT 65 COURT STREET BROOKLYN, NY 11201
<input type="radio"/>	46 C00Y	CENTRAL SUPPORT SERVICES 65 COURT STREET BROOKLYN, NY 11201

1 2 3 4 5 6 7 8 9 10 ... Page 1 of 28, items 1 to 5 of 137.

Purchasing: Computer Hardware

^ Purchasing / Payments ^ Approval ^ Inquiry ^ Miscellaneous

[Back to Purchasing Menu](#)

Selected Address

District: 46
Location: C00U
Suffix: 0001

OFF. OF FINANCIAL OPERATIONS, 65 COURT STREET, BROOKLYN, NY 11201

Additional Information

Attention To (required)

Phone Number (10 digits, required)

Delivery Instructions (45 characters)

Comments

From there, you will be shown the district, location, suffix, and address you selected. To proceed, enter an 'Attention To' and 'Phone Number'. You also have the option to enter delivery instructions and any additional comments.

Purchasing: Computer Hardware

^ Purchasing / Payments ^ Approval ^ Inquiry ^ Miscellaneous

[Back to Purchasing Menu](#)

Selected Address

District: 46
Location: C00U
Suffix: 0001

OFF. OF FINANCIAL OPERATIONS, 65 COURT STREET, BROOKLYN, NY 11201

Additional Information

Attention To (required)
Jake Dawson

Phone Number (10 digits, required)
(718)935-4290

Delivery Instructions (45 characters)

Comments

⚠ You are about to place a hardware order for district 46 with location C00U which has Standard services from DELL MARKETING L.P..

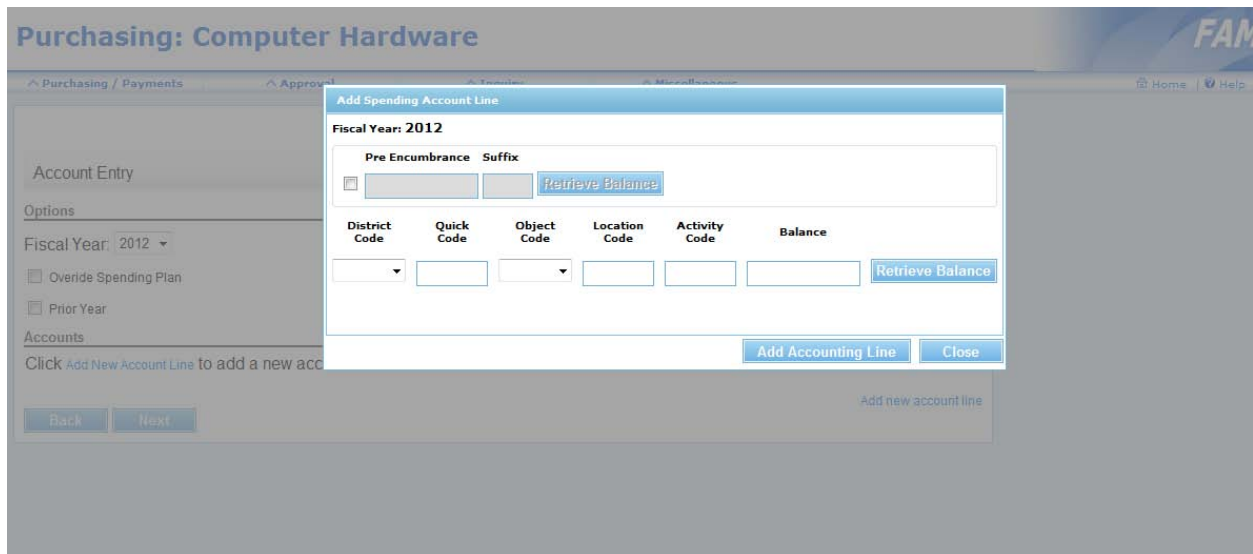
If this is not the PCS package and provider for the location where the hardware is ultimately being delivered, please be advised that you may incur additional delivery and administrative costs.

Do you wish to continue?

After you have input the necessary information and selected next, a text alert will inform you which district and location you have selected along with the Personal Computing Service (PCS) package associated with this location. Please note that any central office (such as the one above) will automatically default to the Dell Standard package.

In addition, you will be informed that if the information you provide is incorrect, additional costs may be incurred.

If you select 'Cancel', you can make changes to the delivery address. Once you select 'OK', you will be taken to the accounting screen.



After the delivery information is entered, the rest of the application will be very similar to what you enter today. You'll be required to enter the accounting information; proceed to order the items; be prompted for component services where necessary; and be required to allocate the accounting information to each item (in cases where more than one accounting line exists).

Please note you will notice a few design changes (specifically to the accounting page), but the functionality will remain the same.