

3.2.1 ORDERING PROCESS

The Division of Contracts and Purchasing and the Division of Financial Operations has developed a web-based purchasing application (FAMIS Portal). The goal of this project is to provide an enhanced purchasing tool for users and vendors.

The process for ordering library materials with NYSLIB funds through the FAMIS Portal should be as follows:

Step 1: Login using FAMIS login and password (your school secretary will do this)

- Select "*Purchasing.*"

Step 2: Select purchasing options (Contracted vs. Non-Contracted)

Is it a contracted vendor or item?

- Click on *Inquiry* and then *Vendor Inquiry* to determine if the vendor has an active contract.
- Please note, having a vendor number does not by itself indicate the existence of an active and current contract.

Contracted → Select *contracted* to order from the E-Catalog (textbooks, general supplies, computers, audio visual media, instructional materials, etc.) or to use the **Listing Applications** option.

The Listing Applications option is generally the option chosen for library materials. Resources ordered for the library under this option do not have to be individually NYSTL approved. Instead, the resources are selected using a library selection process and they are ordered as a group.

The Division of Contracts and Purchasing maintains a current list of approved vendors for purchasing of Library and Reference Materials, Magazines and Newspapers, and Maps and Globes at <http://schools.nyc.gov/Offices/DCP/Commodities/LibraryReferenceMaterials/Default.htm>. Please note, you may want to print this list before starting the purchasing process.

Non-Contracted → Select *non-contracted* for ordering non-contracted items, including 3-bids, No Bids, Sole Vendor, Exception to Bid, and Competitive Grant. Typically, library supplies (e.g., classification labels, mylar covers) are not listed in the e-catalog and must be purchased using one of these options.

SELECT APPROACH FOR PURCHASING →
USING LISTING APPLICATIONS (Steps 3-11 in Section 1)
or
USING E-CATALOG (Steps 3-11 in Section 2)

SECTION 1: PURCHASING USING LISTING APPLICATIONS

Step 3: Enter Vendor Number

- If you do not know the vendor number, click on the magnifying glass next to vendor number search box. Type in a vendor's name and click on search. Once you locate the vendor's name with an active vendor number, click on the vendor number in the list and it will automatically fill in the information.
- If you do know the vendor number, type it in and click on "retrieve vendor information."

Step 4: Enter Contract Number

After you have retrieved the vendor information, you need to select a contract number by using the drop down menu titled "select contract/bids." Select the contract applicable to your purchase. For example, a Library and Reference contract is used to purchase library materials.

Once you select a contract, click on "Next."

Step 5: Enter Invoice Information

All invoices should be sent to the New York City Department of Education, Attn: Accounts Payable, 65 Court Street, Room 1001, Brooklyn, NY 11201, Telephone (718) 935-2850.

Once you enter the invoice information, click on "Next."

Step 6: Enter Delivery Information

1. Enter the school's address of where the delivery should be sent. Please make sure you indicate the librarian's name.
2. Type "inside delivery" in the optional field under "Special Delivery Instructions."

Click on "Next."

Step 7: Enter Account Detail Information

To enter the funding information, you need to know beforehand your District, Quick Code, Object Code (338 for Library and Reference Materials), Location Code, Activity Code and total amount of order. Click on "recalculate." FAMIS will then determine if

you have enough money in that object code in your budget. If you do not have enough money in the specified object code, FAMIS will not allow you to move further.

Click on "Next."

Step 8: Enter Item Details

Contracted →

- Item # - Enter N/A
- In the Description box, type "Library Books"
- Units of Measure - Select "Each"
- Quantity - Enter "1"
- Net price per unit - Enter the total cost of your order
- Hit "Recalculate"
- Additional Information box - Indicate any additional information about your order, such as "See attached list," "Follow library processing specifications on file," and a "Do Not Exceed" amount.

Use a "Do Not Exceed" (DNE) Amount

If you are ordering from a jobber, place an order for 20-30% more than your available budget because not all items will be available. Be sure to indicate a "Do Not Exceed" amount on your order in the "Additional Information" box. If you are ordering from a sole source vendor, you may place an order for exactly what you want to receive because the order will most likely be filled completely.

Click on "Next."

Non-Contracted →

- If you have a specialized need that cannot be satisfied by a contracted vendor, you may contact three contracted vendors who supply a comparable product, acquire bids from each, and purchase from the lowest bidder or the one that satisfies your criteria most closely. Must be under threshold; go to <http://schools.nyc.gov/NR/rdonlyres/4898D649-3CE7-40F9-997D-A3B27819C3A9/0/otpspurchasesMarch06.pdf> (pp. 11-12) standard operating procedures manual for OTPS to see threshold for different order amounts.
 - Get the bids in writing.
- You can also purchase from non-contracted vendors that are sole source (but must be sole copyright or publisher). You must have a letter on file from the vendor documenting that it is a sole source provider.

- The sole source purchase order may be approved by the school for purchases of under \$15,000.
- The system-wide purchases for sole-source vendors will be aggregated to determine if the vendor can remain a non-contracted sole source.
- Sole source companies are encouraged to get their own contract.

Step 9: View Order Summary

Review/confirm order details.

Click on box that says, “I will send the paper order to the vendor instead of the automatic transmission.”

Step 10: Complete Purchase Order

Click on “Complete Purchase Order” button at the bottom of the screen to generate a “WR” purchase order number. **PRINT!!!! Print a copy of your order and hold it for your records.**

Step 11: Send your list to the vendor with the Purchase Order

After the order is approved, the list needs to be sent to the vendor with a printed copy of the purchase order.

SECTION 2: PURCHASING THROUGH E-CATALOG

Step 3: Choose E-Catalog Option

If the e-catalog option is chosen, you will be able to choose among several categories, including Textbooks, Computer Software, Audio/Visual Media, and Supplies, hardware & Instructional Materials.

Step 4: Preview items for purchase

Before selecting the appropriate category, you may preview items by clicking on:

- Preview All Commodities

Or

- Preview _____ (e.g., Audio/Visual Media)

The preview screens are arranged alphabetically by title of item. You may also use the Search Box at the top to find specific topics/items.

Make a note of the items you wish to purchase.

Step 5: Choose the item category

Click on the category for your order (e.g., Audio/Visual Media).

Step 6: Enter Account Detail Information

To enter the funding information, you need to know beforehand your District, Quick Code, Object Code (e.g., 199 for Instructional Software), and Location Code. Click on “recalculate.” FAMIS will then determine the amount of money available in that object code in your budget. You will not be able to add e-catalog purchases that exceed the amount of money you have available.

Step 7: Enter Item Details

You can search the e-catalog for the items you wish to purchase by Description, Item #, and other key terms.

Click the “Add” button to the left of each item you wish to purchase.

Click on “View Cart” to review and confirm order.

Click on “Proceed to Checkout.”

Step 8: Enter Delivery Information

- Enter the school’s address of where the delivery should be sent. Please make sure you indicate the librarian’s name.
- Type “inside delivery” in the optional field under “Special Delivery Instructions.”

Step 9: Invoice Information is automatically filled in

All invoices should be sent to the New York City Department of Education, Attn: Accounts Payable, 65 Court Street, Room 1001, Brooklyn, NY 11201. Telephone: 718 935-2850.

Step 10: View Cart/Update Quantities

Review/confirm order details.

Step 11: Submit Order

Click on “Process Order.” By pressing the Process Order button, you generate a “WR” purchase order number. **PRINT!!!! Print a copy of your order and hold it for your records.**

SIPP

Due to the New York City Comptroller’s Office regulations concerning payments and reimbursements, the Department of Education (DOE) revised the **SIPP (formerly imprest)** business process. Accordingly, the Division of Financial Operations (DFO) has enhanced **SIPP** transaction processing through the FAMIS portal. This enhancement has a twofold purpose: (a) to ensure that payments made to individuals and sole proprietors will be reported accurately and expeditiously to federal, state and local government entities for tax reporting, and (b) to ensure Standard Operating Procedures (SOP) compliance.

Vendor Payment:

For payments that do not exceed \$2,500 the **SIPP** transaction will require a valid FAMIS vendor number. This means; the vendor must be activated in the FAMIS Vendor File before a payment request can be processed and in addition, will allow for the name and address of the payee to be retrieved from this file. The subsequent check will be generated in five to seven business days by the City's Department of Finance.

Please Note: Please advise vendors NOT listed in the FAMIS Vendor File, that a W-9 form must be submitted to the Division of Contracts and Purchasing (DCP).

DFO recognizes the possibility that payments may have to be made to vendors or employees that do not have valid vendor numbers or employee reference numbers. If this rare situation should occur, the principal/site supervisor must get approval for such a transaction by calling DFO's Bureau of Finance (BOF) attention Connie O'Keefe at 718-935-2655. Upon presenting the reasons for such an exception/emergency, the principal/site supervisor will be advised if an emergency/exception payment will be made. You are urged to keep these emergency requests to a minimum.