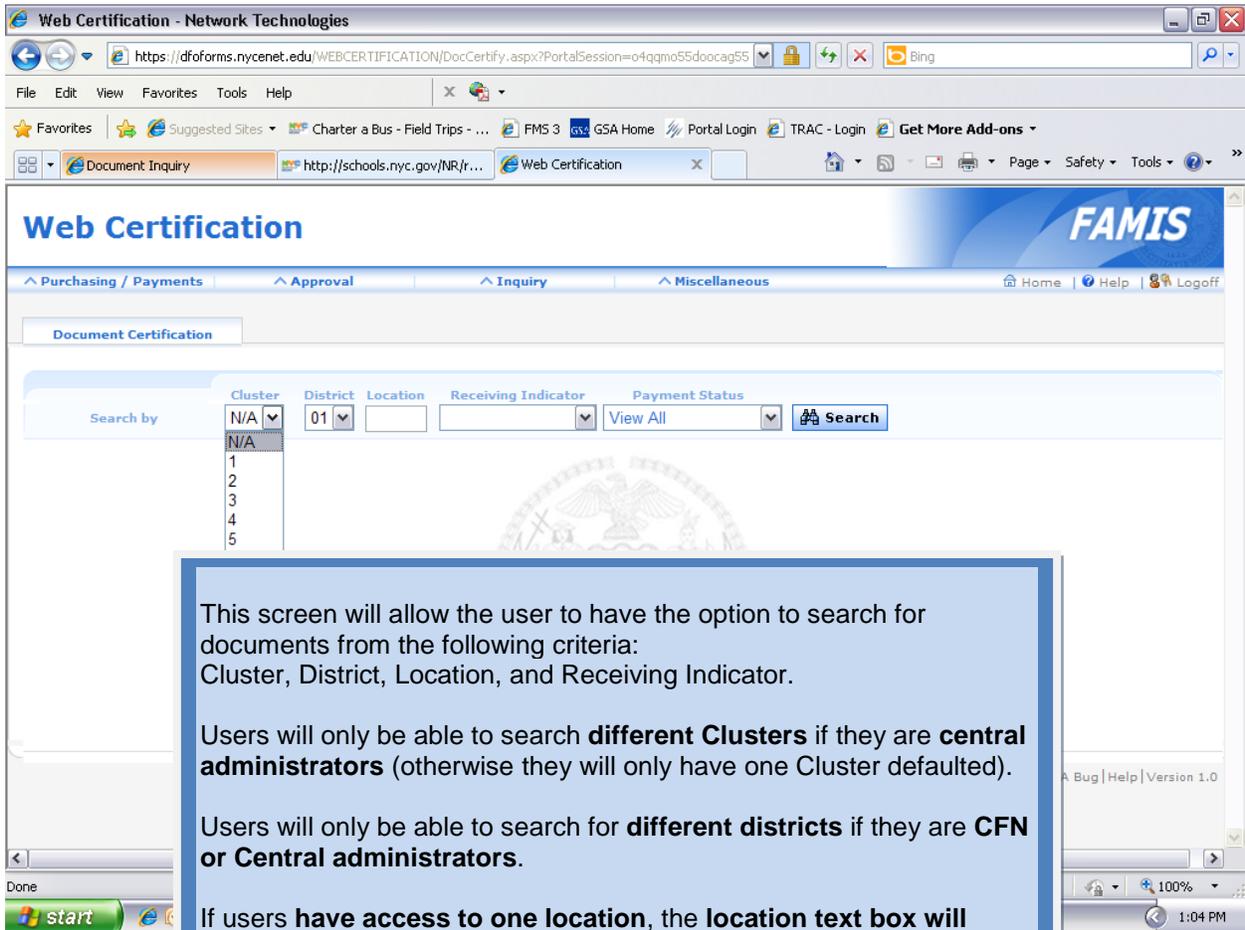


# USER GUIDE

## CERTIFICATION OF DELIVERY

- Sign into the FAMIS Portal
- Click “Certification of Delivery” in Purchasing/Payments Section.



This screen will allow the user to have the option to search for documents from the following criteria:  
Cluster, District, Location, and Receiving Indicator.

Users will only be able to search **different Clusters** if they are **central administrators** (otherwise they will only have one Cluster defaulted).

Users will only be able to search for **different districts** if they are **CFN or Central administrators**.

If users **have access to one location**, the **location text box will default to that location**. If users have access to more than one location (but those locations are specified), the location search will turn into a drop down menu. If users have access to any location, they will be able to type in the name of a location in the textbox.

**Web Certification**

Cluster: N/A, District: 01, Location: , Receiving Indicator: [Dropdown], Payment Status: View All, Search

Received in Full  
Partially Received  
Not Received  
Uncertified

**Receiving Indicator**

Besides the site, the only required field to enter when searching for documents is the receiving indicator field. The user will have three options:

***Not Received***-Indicates that the items from the document have not been certified.

***Partially Received***-Indicates that the document had previously been certified, but that only part of the order had been received and certified before.

***Received in Full***-Indicates that all of the items from the order have been received and have already been certified.

Once a user has entered all of the necessary search criteria, they will need to Click Search.

This will pull up all of the documents that fit under the given criteria.

Web Certification - Microsoft Internet Explorer

Address: http://projectroom/WEBCERTIFICATION/certifyDoc.aspx?PortalSession=sfppwkiteaxoufadbsg33o551118728

## Web Certification

[Purchasing / Payments](#) | [Approval](#) | [Inquiry](#) | [Miscellaneous](#)

Document Certification

Search by: ROC: A, District: 01, Location: ms01, Receiving Indicator: Not Received

Filter: Document Number [ ] Find Refresh Data Save Print Download

62 records found. 1 2

Doc. #	# Of Suffix	Created Date	Location	Vendor Number	Vendor Name	Fiscal Yr	Balance
<a href="#">FV9501490</a>	03	6/16/2005	MS01	RFC988190	RESEARCH FOUNDATION	2005	\$42,200.00
<a href="#">MG0116657</a>	01	11/19/2004	MS01	BHP035000	B & H PHOTO VIDEO INC	2005	\$69.01
<a href="#">MG0124382</a>	01	12/10/2004	MS01	BHP035000	B & H PHOTO VIDEO INC	2005	\$69.01
<a href="#">MG0180562</a>	02	4/1/2005	MS01	DEL041000	DELL MARKETING L.P.	2005	\$30.00
<a href="#">MG0186169</a>	01	4/8/2005	MS01	BHP035000	B & H PHOTO VIDEO INC	2005	\$2,177.44
<a href="#">MG0192908</a>	01	4/15/2005	MS01	BHP035000	B & H PHOTO VIDEO INC	2005	\$797.13
<a href="#">MG0192908</a>	02	4/15/2005	MS01	BHP035000	B & H PHOTO VIDEO INC	2005	\$1,874.75
<a href="#">MG0192993</a>	01	4/15/2005	MS01	CHA222000	CHASE OFFICE SUPPLIERS	2005	\$1,470.00
<a href="#">MG0193165</a>	01	4/15/2005	MS01	DEL041000	DELL MARKETING L.P.	2005	\$575.90
<a href="#">MG0193171</a>	01	4/15/2005	MS01	DEL041000	DELL MARKETING L.P.	2005	\$1,151.80
<a href="#">MG0193172</a>	01	4/15/2005	MS01	DEL041000	DELL MARKETING L.P.	2005	\$1,151.80
<a href="#">MG0193173</a>	01	4/15/2005	MS01	DEL041000	DELL MARKETING L.P.	2005	\$1,936.00
<a href="#">MG0193184</a>	01	4/15/2005	MS01	DEL041000	DELL MARKETING L.P.	2005	\$575.90

Click on a document. If it was posted through the PORTAL, all of the items associated will appear.

Web Certification - Microsoft Internet Explorer

Address: http://projectroom/WEBCERTIFICATION/CertifyDocView.aspx?Doc=WR0554221&Suffix=01&FYear=2005&RecInd=N

## Web Certification

[Purchasing / Payments](#) | [Approval](#) | [Inquiry](#) | [Miscellaneous](#)

View Items

Document # WR0554221 Fiscal Year 2005 Date Current Change Notice None Receiving Indicator None Prior Rec. Report None

Item #	Description	U/M	QTY Ordered	Prior QTY Received	New QTY Received	Net Price	Amount Ordered	Amount Received
769001688	RELEARNING TO TEACH ARITHMETIC KITS: MULTIPLICATION AND DIVISION	EACH	5	0	0	\$129.00	\$645.00	\$0.00
76900167X	RELEARNING TO TEACH ARITHMETIC KITS: SUBTRACTION AND ADDITION	EACH	5	0	0	\$129.00	\$645.00	\$0.00
Number of item(s): 2						<b>Sub Total</b>	<b>\$258.00</b>	<b>\$1,290.00</b>

Comments (800 characters remaining)

Received Date Examined By

Cancel Save

Report A Bug | Help | Version 1.0

Web Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail New Tab Links

Address http://projectroom/WEBCERTIFICATION/CertifyDocView.aspx?Doc=WR0554221&Suffix=01&FYear=2005&RecInd=N

## Web Certification

FAMIS powered by TIER

Purchasing / Payments Approval Inquiry Miscellaneous Home Help Logoff

View Items

Document # WR0554221 Fiscal Year 2005 Date Current Change Notice None Receiving Indicator Partially Received Prior Rec. Report None

Item #	Description	U/M	QTY Ordered	Prior QTY Received.	New QTY Received	Net Price	Amount Orderd	Amount Received	
769001688	RELEARNING TO TEACH ARITHMETIC KITS: MULTIPLICATION AND DIVISION	EACH	5	0	3	\$129.00	\$645.00	\$0.00	
76900167X	RELEARNING TO TEACH ARITHMETIC KITS: SUBTRACTION AND ADDITION	EACH	5	0	1	\$129.00	\$645.00	\$0.00	
Number of item(s): 2						<b>Sub Total</b>	<b>\$258.00</b>	<b>\$1,290.00</b>	<b>\$0.00</b>

Recalculate

Comments (800 characters remaining)

Received Date 06/29/2005 Examined By NYCDOE

Cancel Save

Report & Print Help | Version 1.0

Done start local intranet 11:22 AM

This screen shows a partially received order. You may choose this if only part of the order was received. Once this option is chosen, the user will have to enter the number of items received on their most recent shipment.

**Please Note:** Do not state how many items were received for all shipments.

Each time an order is partially certified, the system will keep track of the quantity of each item received.

**Web Certification**  
powered by FAMIS

Home | Help | Logoff

View Items

Document # WR0554221 Fiscal Year 2005 Date Current Change Notice None Receiving Indicator Received in Full Prior Rec. Report None

Item #	Description	U/M	QTY Ordered	Prior QTY Received.	New QTY Received	Net Price	Amount Ordered	Amount Received	
769001688	RELEARNING TO TEACH ARITHMETIC KITS: MULTIPLICATION AND DIVISION	EACH	5	0	5	\$129.00	\$645.00	\$645.00	
76900167X	RELEARNING TO TEACH ARITHMETIC KITS: SUBTRACTION AND ADDITION	EACH	5	0	5	\$129.00	\$645.00	\$645.00	
Number of item(s): 2						<b>Sub Total</b>	<b>\$258.00</b>	<b>\$1,290.00</b>	<b>\$1,290.00</b>

Comments (800 characters remaining)

Received Date 06/29/2005 Examined By NYCDOE

Cancel Save

Report A Bug | Help | Version 1.0

This screen shows an order that has been received in full. The user will choose "Received in Full." Once the user has chosen this option, the application will automatically include in the received box the remaining quantity of items that were still outstanding.

Whether the user is fully certifying or partially certifying an order, they will need to enter the received date, and the name of the person who has examined the shipment. They will also have the option to enter any other comments.

Web Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail Stop

Address http://projectroom/WEBCERTIFICATION/CertifyDocView.aspx?Doc=PR3Y42283&Suffix=01&FYear=2005&RecInd=N

## Web Certification

Purchasing / Payments Approval Inquiry Miscellaneous Home Help Logoff

View Items

⚠ Item detail unavailable since order not processed through FAMIS PORTAL, Please update the information below.

Document #	Fiscal Year	Received Amount	Receiving Indicator
PR3Y42283	2005	10.00	Partially Received

Comments (800 characters remaining)

Received Date 07/01/2005 Examined By NYCDOE

Cancel Save

Report A Bug | Help | Version 1.0

Done start Local intranet 11:27 AM

If a document has not been posted through PORTAL, the list of items will not appear when clicking on the document to certify.

However, you will still be able to enter whether the items from the document were partially or fully received. The user will also need to enter the value (dollar amount) of the items received.