



"Buy"Line



Purchasing & Warehousing

Upcoming New Features

Watch for new features and functionality coming soon:

- ⇒ Default cost center at header level of shopping cart
- ⇒ Default storage location at header level of shopping cart
- ⇒ Default delivery date at header level of shopping cart
- ⇒ Cost center description added to cost center number in Account Assignment screen.
- ⇒ Early childhood and kindergarten furniture to be added to catalog

Recently Asked Questions

- ◆ **My suppliers are calling and complaining that they haven't been paid. Who do I contact?** There are three main reasons for the delays in payment:
 1. The purchase order (PO) was closed in old system and a purchase order in the new system has not yet been established. If the supplier is referencing a PO number that starts with an "E", please submit a shopping cart to establish a purchase order in the new system.
 2. Invoice has not been approved for payment. Invoices either need to be approved by the budget administrator in his/her Universal Worklist or invoices must match goods receipt performed by the Purchasing or Warehousing department or designee. Please verify that invoices in the Universal Worklist have been processed.
 3. The invoice has not been forwarded to Accounts Payable. Please contact the appropriate buyer or accounts payable technician for assistance.
- ◆ **My shopping cart was rejected but I don't know why?**
The reason for a rejection should be included in the Notes for Approval section of the Shopping Cart.

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Monthly Specials

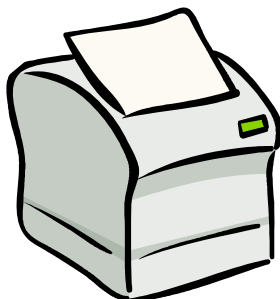
Upcoming monthly specials:

October 2007

Xerox Printer Toner

November 2007

Pallet of Paper Program



Help Desk



Call the Help Desk!
799-3300, ext. 1

Monthly BuyLine

August/September 2007

Monthly Statistics:

☺ Shopping Carts

July	8,941
August	12,709
September	13,518

☺ Average Line Items Per Shopping Cart

July	7.95
August	5.99
September	10.23

☺ Purchase Orders (PO's)

July	5,536
August	8,404
September	7,119

% of PO's created in one day or less

July	48.7%
August	50.4%
September	50.5%

☺ % of PO's created in one week or less

July	82.8%
August	82.1%
September	81.5%

☺ Average Days from Shopping Cart to PO

July	3.6
August	4.5
September	5.2

Recently Asked Questions continued from page one.

- ◆ **Can I submit a shopping cart and scan and attach the CCF-144 form for Out-of-District Consultants?** No, the original signature on the original contract documents are needed in Purchasing. Please submit the hard copy CCF-144 form without entering it into the Shopping Cart. Purchasing will create the Shopping Cart to avoid duplicating the approval process. We are re-designing the CCF-144 forms and they will be pre-numbered.
- ◆ **Can we scan and attach information for catalog items?**
The system will allow you to put an attachment on a catalog item, however the buyer is not able to view attachments on catalog items. Catalog items skip the buyers and automatically create purchase orders. If you would like to request a variation of a catalog item, please submit a free text item with the attachment. Buyers are able to view attachments on free text items
- ◆ **Can I put more than one item on a Shopping Cart?** Yes, please.
- ◆ **Should I put both catalog and free text items in one Shopping Cart?** If the items are dependent on each other, it is a good idea to put them in the same Shopping Cart. Example-if you're buying a computer from the catalog and want additional software. The Shopping Cart should be processed at the same time for both items. If items are not dependent on each other, the free text items will slow down the ordering of the catalog items. You may want to submit different shopping carts to expedite the ordering of the catalog items.
- ◆ **The price on my Shopping Cart is different than the price on the Purchase Order. Which is correct?** The price on the purchase order is correct. Prices are updated every two weeks in the catalog. If we've experienced a price increase, the purchase order will reflect the new price while the shopping cart will not. If the price is significantly different on a free text item, the buyer will call the requestor to approve the higher price.
- ◆ **My default Cost Center is not correct. Who do I contact?** Please submit a service request by contacting the Help Desk (799-3300, ext.1) and we will update your default Cost Center or Storage Location
- ◆ **My Principal is absent, how does the Assistant Principal become the substitute approver?** Please submit a service request by contacting the Help Desk. We'll need the principal's and assistant principal's names, user id's (if you have them), and the anticipated length of absence. We will contact the region for approval to set up the substitution. We can forward the shopping carts in the principal's inbox to the assistant principal's inbox.
- ◆ **Why are the Purchase Order amounts zero on my Budget Inquiry report?**
The progress of each transaction is currently reflected in the Budget Inquiry report. We're working on another report to show the net changes only. Also, on EDI orders (office and custodial supplies), the purchase order is paid with a credit card.
- ◆ **The catalog changed. My item was there and it isn't anymore. What happened?** The catalog is updated every two weeks. It is possible that the description was changed or the item was discontinued and replaced with a newer item. Please try to search again using more generic terms or call the Buyer for additional assistance.

Not in the Catalog?

Suggestions for new catalog items or improvements to existing catalog items are welcome!! Please call the Help Desk (799-3300, ext. 1) and submit a service request or send an email to purquestions@interact.ccsd.net

Your input is very important to us!



Catalog for Non-users

The shopping cart catalog is available for viewing on the district's purchasing website:

<http://pur.ccsd.net>

The Mountain State Textbook Catalog is also available from the district's purchasing website.