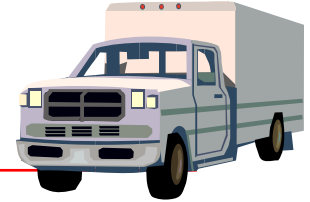




# "Buy"Line



## Purchasing & Warehousing

### Shopping Carts Replace STOR/ADPICS

The new ERP system went "live" on July 6, 2007. STOR and ADPICS requisitions have been replaced with shopping carts. All requests for items including office and instructional supplies, equipment, furniture, and textbooks as well as professional, technical, travel, and consulting services are processed by creating a shopping cart.

The system offers paperless approvals and a catalog of frequently purchased items. Hard copy requisitions (CCF-391) will be accepted if the user does not have access to the system or there is a hard copy attachment. CCF-144 and CCF-174 forms will be accepted for consulting services and travel reimbursements.



#### Monthly BuyLine

July 2007

#### July's ERP Statistics:

##### ☺ Purchase Orders (POs) from ADPICS

4,065 po's were converted

##### ☺ Shopping Carts

71,088 line items on 8,941 shopping carts were created.

##### ☺ Purchase Orders

5,536 purchase orders were created for 44,046 line items.

##### ☺ Catalog Items

General 20,917 items

Maintenance 4,212 items

Food Service 752 items

##### ☺ Receivers

3,710 receivers were processed in the main warehouse.

##### ☺ Deliveries

The general warehouse delivered 11,507 items. The food service warehouse delivered 20,145 items. The Graphic Arts Center processed 317 items.

##### ☺ Help Desk Requests

Over 800 service requests were logged. 230 requests were for help in the Purchasing area. The Purchasing Department is currently working on 42 active requests.

### Help Desk Service Requests

#### Need to Report an Issue?

Please have the following information available when calling the Help Desk:

1. ERP User ID
2. Position/Title
3. Location Number
4. Shopping Cart # (if shopping cart issue)
5. Cost Center # (if cost center issue)



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

#### Common Service Requests:

- Access to additional cost centers
- Access to shop/budget
- Change the default cost center
- Change the default storage (delivery) location
- Change of personnel not yet reflected in system

### Tips for Faster Ordering

1. **Order from the catalog whenever possible.** Purchase orders for catalog items are faxed immediately after approval.
2. **Consolidate orders.** Order office supplies, custodial supplies, and other items on the same shopping cart. The ERP system will automatically split the orders to the correct supplier. **There is a \$10 minimum per shopping cart (except forms).**
3. **Provide complete descriptions on free text items** (Describe requirements). Shopping carts are frequently delayed due to incomplete item descriptions.
4. **Select the correct material group on free text items.** Both the buyer and the gl account are derived by the material group. See listing of top groups on back page.

## Top 30 Material Groups

(All buyers are available via interact)

Product Category	Category Description	Buyer
Apparel-Non-Athletic	Uniforms-maint, bus, transportation	Stephanie Givens
Athletics & Apparel	Sports equipments & uniforms	Pam Dotson
Audio/Visual	Cameras, projectors, VCRs, TVs, whiteboards	JB Dy-Ragos
Cell Phones	Cell phones & service	Pam Dotson
Communications	Phones, radios,	Pam Dotson
Computers/Technology	Computers, printers, scanners	Donna Rush
Copiers/Office Machines	Copiers, toner, calculators	Donna Rush
Custodial/Cleaning	Custodial & cleaning supplies	Marie Mullins
District Forms	CCF forms & district brochures from GAC	Olivia Villanueva-Polis
Dues & Fees	Memberships, CDLs, licenses	Patricia Plowman
Furniture-Administrative	Office furniture, workroom & lounge furniture	Barbara Turang
Furniture-Instructional	Classroom, library & lunchroom furniture	Barbara Turang
Instructional Materials	Maps, globes, manipulatives & play sets	Alicia Torres-Kelly
Law/Security	Police/Law Enforcement/Security Systems	Pam Dotson
Library Books	Library books, opening day collections	Alicia Torres-Kelly
Material Handling	Hand trucks, pallet jacks, & shipping supplies	Rick Smith
Medical/FASA	First aid and health equipment and supplies	Barbara Turang
Mileage	Mileage reimbursements (CCF-174)	Patricia Plowman
Office Supplies	Office Depot & Corporate Express	Robert Davidson
Paper	Copier & bond paper, cardboard boxes	JB Dy-Ragos
Promotional & Recognition	Awards, banners, trophies, certificates	Barbara Turang
Scholarships	Students stipends & cash awards	Darlene Sims
Services Instruct/Consultant	Out-of-District Consultants (Instructional) (CCF-144)	Darlene Sims
Services/Consultant/Ops	Technical & Professional Services (Admin)	Shari MacFawn
Services-Advertising	Advertising—newspaper & magazine	Patricia Plowman
Services-Temporary	Manpower and other temporary labor	Shari MacFawn
Software Admin/Ops	Office software, MS & Adobe products	Roy Higuchi
Software Instructional	Classroom software	Roy Higuchi
Travel-Athletic	Athletic travel expenses	Patricia Plowman
Travel-Non-Athletic	Hotel, airfare, per diem for non-athletic (CCF-174)	Patricia Plowman

### Save A Number!

### Catalog for Non-users

Shopping Cart (SC) numbers are automatically assigned by the system each time the catalog is accessed. The shopping cart number range is rapidly being exhausted as new users experiment and try out the new ERP system. If you're researching items or viewing the catalog for non-ordering purposes, please access the catalog on the district's purchasing website and save a SC number.

Thank you!



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.