

## PROCEDURES FOR ATTACHMENTS

If vendor is NOT E-Procurement:

Make 3 copies of your attachment: 1 to be sent to vendor  
1 to attach to pink sheet  
1 to attach to yellow sheet

If attachment is to be mailed with Purchase Order, once you have keyed your requisition, forward a copy of your requisition and attachments to Amanda Lewis. Requisition copy and attachments must have requisition number on each page in order to match with corresponding purchase order.

If attachment is to be faxed to vendor, please so note in the comment section, and include fax number. Amanda Lewis will fax the attachment once the Purchase Order is approved. This will help avoid duplication of order, such as one being filled under a requisition number and one under purchase order.

If you have already faxed the order to the vendor, in the comments section of your requisition include the wording: DO NOT MAIL, ORDER HAS BEEN FAXED to avoid duplication. Also, remember, if you have faxed the order to company you do not list the items when keying in your requisition, key To Encumber funds only – Fill Per Quote/Confirmation Number/Attachment.

If vendor IS E-Procurement: (vendor number starts with 9000)

Make 2 copies of your attachment: 1 for pink sheet  
1 for yellow sheet  
(White copy is not mailed to vendor as order is received by e-mail or fax, however vendor has designated)

Attachment may be sent direct with your requisition if performed on E-Procurement website. E-Procurement recognizes: HTML, PDF, TIFF, Postscript, Word, Excel, and Powerpoint. This is the simplest and quickest way. (Each attachment must be added, ie, if you have separate orders for several teachers)

If you are using AS400 and NOT EP website, and you have attachments, with an EP vendor you will need to CALL VENDOR and get a quote/confirmation number. Write this number on the pages you fax, as well as referring back to this number in the body of the requisition. **Amanda WILL NOT** fax attachments to E-P vendors. They are to be sent from website or faxed by you.

If you do fax your attachments, it is best not to list items separately when you key requisition as this may result in order being filled twice: once with the fax, once when PO goes thru EP. Rather than listing items, put quantity of 1, then for description: to encumber funds only, please fill per quote/confirmation number, order has been faxed, then total your order. (including tax if applicable)

If for any reason you already have an invoice and are typing a PO after the fact, and it's an EP vendor, DON'T list items on PO. Just state: to encumber funds to cover Invoice number. This will also help avoid duplication of orders.

Please do not fax an order with a requisition number. You should only fax an order with a PO# or Confirmation/Quote #. Remember, the PO # is 6 digits if regular vendor (example: 110259) or if an EP vendor, it will be 16000110259. EP adds 16000 in front of our PO numbers. This defines our unit from other local education authorities. (160) EP numbers must fill 11 spaces.

When calling with questions about a Purchase Order to vendor, remember if it is an EP order, the PO will have 16000 added in front of the number. When we talk about an EP vendor, it doesn't matter if your requisition was keyed on AS400 or website, when the PO goes through to the vendor it will have 16000 in front of it. Therefore, if you call to question if they have received order, make sure you put 16000 in front of the purchase order number.

**\*Detailed Purchase Orders, where you physically list the items on each line when you are keying them in, does not require you sending us a copy of the requisition. We only need copies of the requisition and attachments when you are doing a purchase order that states "Fill Per Attached or Fill Per Quote.**