

Just-In-Time Office Supply Program

1. PURPOSE

Provide an overview of the Just-In-Time office supply program for the Colleges and the District Administrative Center (DAC). Staples Advantage Just-In-Time program is only for ordering Office & Computer Supplies delivered to your desk Next Business Day. Absolutely no equipment or fixed assets can be purchased under this program.

2. SCOPE

This procedure only applies to a limited number of personnel at the Colleges, District Administrative Center and to the staff at the Purchasing and Accounts Payable Departments. The District Purchasing Department has selected Staples Advantage as the vendor to supply its office supplies. The Just-In-Time program is only for the purchase of last minute (unplanned) purchases of office supplies. The program provides desktop delivery for office and computer supplies as well as printed products such as business cards. The majority of office supplies purchased by the District should be purchased under the District's normal purchasing procedures of issuing a requisition and having Purchasing issue a Purchase Order (PO) to the vendor. This program is only for ordering supplies; absolutely no equipment or fixed assets can be purchased under this program.

3. OVERVIEW

A select number of personnel (Requestors) will be authorized to place orders directly on Staples Advantage website (www.order.staplesadvantage.com). Prior to placing any order, the Requestor will work with Purchasing to setup an "Open Account" PO for each of the participating departments. Once Open Account POs have been dispatched and an individual Staples Advantage web account has been created and loaded with the encumbered funds, may the Requestor can begin ordering supplies from Staples. Depending on the availability of specific items, orders placed by before 4:00 PM on a given business day will be delivered as early as the following business day to the desktop of the Requestor. The Requestor will sign for receipt of the supplies, and once a month, Staples will invoice Accounts Payable for the items purchased, and will attach to the back of the invoice all the signed proof of deliveries. Accounts Payable will process the payment without any additional receiving transaction by the District Warehouse Staff or Storekeeper at the college. The only receiving transaction for these purchases will be the signed proof of delivery form signed by the Requestor.

4. REFERENCES

- 4.1 Staples Advantage—website: www.order.staplesadvantage.com
- 4.2 Customer # **70105819LA**
- 4.3 User ID: end-user Peralta email address

5. DEFINITIONS AND ABBREVIATIONS

- A/P - Accounts Payable
- Equipment and Fixed Assets - Equipment and fixed assets are any tangible, freestanding property (for example: furniture, laptops, computer monitors, printers) valued at greater than or equal to \$200.00 (this includes tax and shipping).

- JIT - Just-In-Time
- PO - Purchase Order
- Requestor - College and DAC personnel authorized to initiate and place orders under Open Account POs for this Just-In-Time program.

6. DEPARTMENTS INVOLVED

Only Requestors that have been trained in Staples' www.order.staplesadvantage.com website are authorized to order supplies under the JIT program for the Colleges and DAC. Requestor will need to attend an annual training course at the beginning of each new fiscal year. After an Open Account PO is initiated by the trained and authorized Requestor, Staples will then setup the Requestor with a login to their website.

Staples Contact Personnel:

Name	Department	Phone	Cell	Fax	Email
Martha Mollenauer	Account Manager - Staples	(510) 608-6609	(510) 504-3107	(925) 310-3210	martha.mollenauer@staples.com

Purchasing Department Personnel:

Name	Department	Phone	Fax	Email
Marie Hampton	Purchasing Compliance Manager	587-7895	587-7873	mhampton@peralta.edu
David Bui	Buyer for ALL JIT Requisitions/POs	466-7255	587-7873	dbui@peralta.edu

Accounts Payable Department Personnel:

Name	Department	Phone	Fax	Email
Dianna York	Accounting Services Technician	466-7253	835-4078	dyork@peralta.edu
Earvin Robinson	Accounting Services Technician	466-7226	835-4078	erobinson@peralta.edu
Nicholas Shere	Accounting Services Technician	466-7241	835-4078	nshere@peralta.edu
Nicanor Custodio	Accounting Services Technician	587-7860	835-4078	ncustodio@peralta.edu
Tina Du	Accounting Services Technician	587-7872	835-4078	tdu@peralta.edu

7. PROCEDURE (JUST-IN-TIME)

7.1 College's and DAC's Role

Only staff who attend the yearly JIT training session can initiate an "Open Account" PO and place orders for supplies. This JIT program is only for ordering supplies; absolutely no equipment or fixed assets can be purchased under this program. Any Requestor caught ordering equipment will be restricted from participating in this JIT program and may be formally disciplined. The Business Office will be the project coordinator for Colleges.

- 7.1.1 At the beginning of the program, the Requestor must initiate an "Open Account" PO for the anticipated purchases during the fiscal year. Each Requestor is to establish a separate Open Account PO for each of their Departments. The Requestor must indicate in the Description field of the requisition that this "*Open Account PO is for Just-In-Time purchases made by Requestor Name, Phone Number, Email Address, Bldg # and Room # and only, Requestor Name, and a backup person to receive the items (in case you are not available), Name, Phone Number, Email Address, Bldg # and Room# are authorized to receive the order.*" Once the funds are encumbered and the requisition is budget checked, the Prompt system will forward the requisition for approval, and then on to Purchasing for the issuance of a PO.
- 7.1.2 Once the PO has been issued to Staples and Staples has setup the individual www.order.staplesadvantage.com account, the Requestor can begin ordering supplies through Staples' web ordering system. All JIT orders will be processed only through Staples' website: www.order.staplesadvantage.com. (Note: SUPPLY ORDERS MUST MEET THE \$50.00 MINIMUM BEFORE TAX or ELSE YOU WILL BE CHARGED \$5.00 for Shipping. Please consolidate your orders so that the total exceeds \$50.00.)
- 7.1.3 Staples' www.order.staplesadvantage.com will keep track of available funds on the Open Account. If the Requestor has exceeded the available funds, e-way will not allow the Requestor to place the order. The Requestor will need to generate a new Open Account PO to add additional funds (see above procedure).
- 7.1.4 Any orders placed through www.order.staplesadvantage.com by no later than 4:00 PM of a given business day will be delivered the following business day to the Requestor, given that the items are in stock.
- 7.1.5 When receiving the supplies, the Requestor will be asked to sign for the order on the handheld Staples scanner. The Requestor should verify the order, sign for the order, and provide the spelling of their name to the Staples delivery person, so that they can type it into the scanner. Any short orders or problems should be noted to the Staples delivery person, and followed up with the Staples Customer Service at 877-826-7755. All short orders or problems must be reported to Staples Customer Service within five (5) days of receiving the order, so that Staples can research the problem and provide the missing items. Any items that need to be returned to Staples must be returned to Staples within thirty (30) days of receipt. Staples will not accept items after 30 days.
- 7.1.6 Only the Requestor and a designated backup person are authorized to sign for the order. If those two personnel are not available, the Staples delivery person will re-deliver the items the following day. After three (3) delivery attempts, the

items will be sent back to the Staples warehouse and the order will need to be re-generated.

- 7.1.7 At the end of the fiscal year (or when you want to close the Open Account PO) the Requestor must notify A/P to close the account. This way any available funds remaining on the open account will revert back to the department's available budget. Do not inform A/P to close the account until all invoices have been paid. When closing the Open Account, the Requestor must also notify the CE Account Manager so that they can close the e-way account too.
- 7.2 Purchasing's Role**
- 7.2.1 The Buyer will verify the Open Account PO to make sure it states "*Open Account PO is for Just-In-Time purchases made by Requestor Name, Phone Number, Email Address, Bldg # and Room # and only, Requestor Name, and a backup person to receive the items (in case you are not available), Name, Phone Number, Email Address, Bldg # and Room# are authorized to receive the order,*" and will process all Open Account POs.
- 7.2.2 The Open Account PO will be sent to Staples.
- 7.2.3 Upon notification from Accounts Payable regarding unauthorized purchases of equipment or fixed assets, the Buyer will coordinate with the Business Manager to either cancel or restrict the Requestor's ability to order under the JIT program, and will notify the Warehouse Supervisor so that the unauthorized fixed assets can be properly tagged.
- 7.3 Account Payable's Role**
- 7.3.1 Upon receipt of the invoice and all backup documentation from Staples, Accounts Payable will verify the proof of delivery signatures and pay the invoice. There will be no receiving transaction by the District Warehouse or Storekeepers.
- 7.3.2 Verify the invoices are for supplies only and if any equipment or fixed assets were purchased, notify the College Program Coordinator and Purchasing personnel.
- 7.3.3 Upon notification by the Requestor, Accounts Payable will close the open account.
- 7.3.4 Any payment discrepancy will be handled by Accounts Payable, the Requestor, and the Staples Advantage Account Manager.
- 7.4 Staples' Role**
- 7.4.1 Train College Personnel in the use of the www.order.staplesadvantage.com online ordering system.
- 7.4.2 Setup www.order.staplesadvantage.com accounts for each Open Account PO issued by the Purchasing department.
- 7.4.3 Deliver orders within 24 hours of receipt of an e-way order, to the building and room number indicated above in the Department Involved section.
- 7.4.4 Make a minimum of three (3) delivery attempts to reach the Requestor before sending the order back to the Staples Warehouse. Leave a note at each delivery attempt.

- 7.4.5 Notify the Requestor (via e-way) when insufficient funds exist. Do not process any order without sufficient funds.
- 7.4.6 Staples Advantage Customer Service at 877-826-7755 is to resolve all short shipment and order problems. Staples to have a No-Fault Clause with the District to ship any missing items and resolve the problem after the fact.
- 7.4.7 Once a week, invoice the District Accounts Payable department. Only one invoice shall be provided and each delivery receipt (with the authorized Requestor's signature) should be attached to the invoice. The invoice should be subtotaled by each affected PO number so that Accounts Payable can properly allocate payment to the correct PO number. Failure to properly identify each PO number on the invoice or not providing proof of delivery receipt, will delay the payment. The District will only pay for supplies that have authorized signatures.
- 7.4.8 Close the e-way account upon notification by the Requestor or Purchasing personnel.