Just-It-Time Office Supply Program

1. PURPOSE

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, and DAC; and to the staff at the Purchasing and Accounts Payable Departments. The District Purchasing Department is now a member of NJPA, National Joint Power. Just in Time allows Desktop delivery for Office, Computer Supplies and Printed Products such as Business Cards & timesheets. The Just-In-Time program is only for the purchase of last minute purchases of office supplies. For last minute (unplanned) purchases, the District has developed this Just-In-Time program. 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 www.order.StaplesAdvantage.com website. Prior to placing any order, the Requestor will work with Purchasing to setup an “Open Account” PO for each of the affected departments. Only after the “Open Account” PO has been established, can the Requestor begin ordering supplies from Staples Advantage. Orders placed by 4:00PM on a given business day will be delivered the following business day to the desktop of the Requestor. The Requestor will sign for receipt of the supplies, and once a week, Staples will invoice Accounts Payable for the times purchased, and will attach a signed proof of delivery to each invoice. 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 proof of delivery signed by the Requestor or back up personnel.

4. REFERENCES

4.1 Peralta Community College District – Purchasing Procedures
4.2 Staples Advantage website: www.order.StaplesAdvantage.com
4.3 Customer #: 70105819LA
4.4 User ID: is your email address

5. DEFINITIONS AND ABBREVIATIONS

- A/P – Accounts Payable
- JIT – Just-In-time
- PO – Purchase Order
- Requestor – College and DAC personnel authorized to initiate and place orders under “Open Account” PO for this Just-In-Time program.

- 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 $500.00 (this includes tax and shipping).
6. DEPARTMENTS INVOLVED

Mr. David Bui, Buyer in the Purchasing department, is the main program coordinator for the JIT program. Below is the contact information of the parties involved in the Staples JIT program.

Staples Contact Personnel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Cell</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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<td>(925) 828-9178</td>
<td><a href="mailto:martha.mollenauer@staples.com">martha.mollenauer@staples.com</a></td>
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</tbody>
</table>

Purchasing Department Personnel:

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<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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<tbody>
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</tbody>
</table>

Accounts Payable Department Personnel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Fax</th>
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</tr>
</tbody>
</table>
7. PROCEDURE (JUST-IN-TIME)

7.1 College’s and DAC’s Role

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 #) or any office within your department (Name) for anyone in your Department to sign if you are unavailable. 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 Advantage and Staples has loaded your new PO, the Requestor can begin ordering supplies through Staples’ online ordering system: www.order.StaplesAdvantage.com. All JIT orders will be processed only through Staples’ order.StaplesAdvantage.com. (Note: Supply orders under $50.00 will incur a $5.00 shipping charge from Staples Advantage. Please consolidate your orders so that the total exceeds $50.00 plus tax.

7.1.3 Staples’ www.order.StaplesAdvantage.com site will keep track of available funds on the “Open Account”. If the Requestor has exceeded the available funds, your order will be denied.; and you will need to resubmit within your Budget Limits. 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 4:00 PM of a given business day will be delivered the following business day to the Requestor to your Desktop.

7.1.5 When receiving the supplies, the Requestor will be asked to sign for the order on the handheld scanner. The Requestor must verify the carton count they are receiving and signing for, 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 1-877-826-7755. All short orders or problems must be reported to Staples Customer Service within five (5) days of receiving the orders, 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.

7.1.6 Only the Requestor and designated backup personnel within your department are authorized to sign for orders. If no one within your department is available the Staples delivery person will re-deliver the items the following day. After two (2) delivery attempts, the items will be sent back to the Staples warehouse and the order will need to be regenerated.

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 Staples’ Account Manager so that they can close the www.order.StaplesAdvantage.com 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 will process all “Open Account” Pos.

7.2.2 The Open Account PO will be sent to Staples Advantage (by the Staff Assistant); and a copy to the Requestor for their files, if requested.

7.2.3 Upon notification from A/P 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, A/P will verify the proof of delivery signatures and pay the invoice. There will be no receiving transaction by the District Warehouse.

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, A/P will close the open account.

7.3.4 Any payment discrepancy will be handled by A/P, the Requestor, and the Staples Account Manager.

7.4 Staples Advantage’s Role

7.4.1 Train College Personnel in the use of the order.StaplesAdvantage.com on-line 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 a www.order.StaplesAdvantage.com 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 an email) 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 A/P department. Only one invoice shall be provided and each delivery receipt (with the Requestor’s signature) should be attached to the invoice. The invoice should be subtotaled by each affected PO number so that A/P 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 order.StaplesAdvantage.com account upon notification by the Requestor or Purchasing personnel.