

Tips for Library Book Requisitions in eProcurement

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This is not a walk-you-through, step-by-step procedure. Rather, it's a set of tips based on my collaboration with Karl Bunch, book buyer for San Diego City Schools (Karl is responsible for creating all Purchase Orders for "Special Request" book requisitions.) Since the PeopleSoft system is really not designed for library book orders, we've had to figure out how to use it for them in a way that will work, given the inherent design of the system.

While this is primarily designed to help you with ePro requisitions for *library* books, it does mention textbooks and trade books, and some of the tips here may well prove useful to you for those and other kinds of book requisitions as well. –S. G.

General notes

- **All library book orders must be "Special Request"** (as opposed to "Search Catalog").
 - ✓ If you have a truly urgent "RUSH" order, contact Purchasing Customer Service by phone (858.496.046) or fax (858.571.3920) and identify the ePro requisition number, and when the books are needed by.
 - ✓ *Textbook* orders for most *District-adopted* texts and related materials can be done as "Search Catalog" orders.
 - ✓ "Special Request" orders are for all other books not listed in the "Search Catalog" section. "Search Catalog" choices are for the books that used to be ordered by the "T00" numbers on the EFRA short form, and SIMM orders from Textbook Services. If you're doing a "Search Catalog" requisition and looking there for a District-adopted textbook or material related to it but can't find it, call either Anna Cornett (858-496-8462) or Anne Mealiffe (858-496-8465). The prices in the catalog are only updated once a year. If you are going to order a large quantity, you may want to verify the correct price first, and then notify Textbook Services to update those particular "items" in the Peoplesoft catalog (if the price has increased). Do this prior to your ePro requisition, as there are about 2,000 titles, so it is a huge task to keep track of all of the price changes throughout the year.
- **Selecting the right Category for an item...** It's very important to be as accurate as possible when selecting a "category" because Budget codes and the appropriate Purchasing Buyer is associated to this field, along with Peoplesoft "Reporting" functions. **For library books, select Category 737.**
 - ✓ There are now several new 700-range categories available from the "Special Request" form, some of which as an LMT you'll be using a lot (all kinds of books, periodical subscriptions, etc.) To see them all, click on the magnifying glass next to the "Category" field to search, type in the number seven (7) in the search category field with the search parameter set at "begins with", then click "Look Up". Bolded below are the ones you're most likely to need:
 - 700 Publications and Materials** (for "curriculum sets" – teacher resource kits, binder materials packaged with teaching aides like CD-ROMs, overheads, etc. where this is bought as a complete "set")

710 Magazines, Publications (for “subscriptions” to magazines, journals, etc.)

715 Textbooks: K thru 5th Grade

725 Telecommunication Equipment (Phones, 2-way radios, etc.)

734 Book Miscellaneous (trade books, professional books, proprietary curriculum books, etc.)

737 Library Books (any books for libraries—including “Library Act”-funded—which require cataloging & processing)

784 Textbooks, Special Education

785 School Equipment and Supplies (for anything considered a “teaching aid”...typically physical objects such as manipulatives, globes, wall maps, etc.)

786 Textbooks: 6th thru 8th Grade

787 Textbooks: 9th thru 12th Grade

- **Tax... ePro does not calculate tax and show it to you on the requisition** as EFRA did. For you to accurately track how much money you spend, you'll need to **calculate the tax yourself (7.75%) and add it to your own log of the cost of the order**. When the PO is generated, ePro will automatically add the tax... but you won't know that unless you go back and look up the PO amount in ePro once the PO has been “DISPATCHED” (something most of us don't have time to do).
- **Shipping...** Karl has to add shipping manually as he generates the PO. However, **he needs you to tell him in the requisition** how much shipping costs for that vendor. If you don't, then the PO won't include the shipping cost (it will only read “pre-pay and add”), and the cost will not be added and paid until the invoice is paid by Accounts Payable; at this point, your budget *will* pay that cost, but you'll have no easy way of knowing that. Bottom line is, **calculate shipping cost in advance (if you don't know, estimate 10%) and include that info. in the requisition!** ePro will not include the amount in the total, however, so **this is another cost you'll want to include in your own cost log**.
- **Do not select vendor from ePro's built-in choices!** Always use “Suggest Vendor” or leave vendor blank.
 - ✓ You'll name the vendor in the “Comment Text” for the first item (see below). **If these books will be ordered from a major vendor, ignore the “Vendor ID” link**, since Karl will already have the information he needs on a major book vendor. **If not a major vendor** (or if you're not sure if it's “major” or not), fill in the information for the vendor by clicking “Vendor Lookup”, then “Suggest Vendor”.
 - ✓ Note: Selecting the vendor from ePro's built-in list runs the chance that your order may become “merged” with an order from another school site at the time it is converted into a PO in the Purchasing “queue”. (Peoplesoft's criteria is “grouping” requisitions by vendor and consolidating them into fewer POs to vendors). As you can imagine, this would create havoc with mismatched processing spec.s at the vendor, and at the district's Receiving Department when they try to separate orders to figure what goes to which site!
- **Lot orders can only be submitted for 41 or more titles(!)** If you're ordering 40 or fewer, you must enter the information for each title as a separate line item.
 - ✓ Depending on how many titles you're ordering, this can be hugely time-consuming. Consider instead typing a list (or marking pages in a catalog), getting that to the vendor, and ordering with your procurement card. Even if you do a procurement card order, **if**

you will charge it to a Library Act budget, you must send a list of all titles to Chuck Painter (in Budget—see below).

- ✓ For **any lot order** you submit as an ePro requisition (regardless of budget), you must **send a list of all titles to Karl** (Purchasing, Cardinal Lane; fax: 858.571.3920). If it's ordered on a **Library Act budget, you must also send the list to Chuck Painter** (Budget, Room 3209, Ed Center; fax: 619.725.7127). **Be sure to put your ePro requisition number on the list!** Also include with the list your **processing specifications (with barcode ranges)**, unless you specify in the “Comments Text” that the specs are on file with the vendor.
- ✓ For lot orders, you'll enter only one item in the requisition. Its Description will read something like, **“Lot order, library books, NTE \$___.”** Its Comment Text will read, **“[Your name and phone]. One lot of cataloged and processed library books from [vendor name & phone] per attached list, not to exceed \$___ including all processing, tax, and shipping. [followed by either...] Process per specs on file with vendor for [your school name] [...or...] Process per attached specifications.”** See below for details. The Qty will be 1, and the Price will be your “not to exceed” (NTE) amount.

Example lot order:

Description: **Lot order, library books, NTE \$2,179**

Category: **737**

Qty: **1**

Unit of measure: **EA**

Price: **2179.00000**

Comment Text: **Steve Grant 858.454.3081 x2228. One lot of cataloged and processed library books from Follett 800.435.6170 per attached list, not to exceed \$2,179 including all processing, tax, and shipping. Process per specs on file with vendor for La Jolla High School.**

- ✓ Any ePro requisition for books—including a lot order—should be set for delivery to the Supply Center (5983A, the default “Ship To Location”). See last section, “Online Orders...”, p.6, for explanation of why... and what to do if you *must* have them shipped directly to your site.
- ✓ Note: At the PO stage, the NTE line will be changed to reflect two delivery dates: one at 60 days out (with 2/3rds of the NTE money) for all books that are available to be shipped out, and the other at 90 days out (with 1/3rd of the NTE money) for any remaining back-ordered books. The order will be considered “closed out” after this last shipment. Peoplesoft only allows two payments against a “LOT” order, and then considers it complete. This will also prevent books from dribbling in over the course of an entire year with the order remaining open all that time. If there is any money left over, it will be allocated back into your budgeted account, once Accounts Payable pays the invoice.
- ☞ **Warning!** While working in a requisition (making any changes to it), **any time you get interrupted be sure to click the “Save For Later” button before you get up from your computer!!!** I lost about an hour's worth of work by forgetting to do this: ePro timed me out, and when I logged back in, my entire requisition was gone without a trace. ☹

Notes on particular fields in the requisition

Description:

- Limited to 40 characters, but when he's searching the general requisition queue to select requisitions for conversion into a PO, Karl only sees the first 20 or so. For that reason, **enter the ISBN or catalog number first**, then a **colon**, then as much more of the title as will fit (you can abbreviate). **Do not use hyphens in the ISBN and do not space after the colon** (ePro doesn't have a problem with them, but they eat up some of those 40 characters.)

Example Description:

0761470506:Peoples of the Americas

Category:

- For library books, use **737**... you can type it in directly.
 - ✓ For District- and State-adopted textbooks, you should only be using a "Special Request" requisition if you were not able to find this item from a "Search Catalog" requisition attempt.
 - ✓ For student textbooks, textbook-related teacher materials, periodical subscriptions, "miscellaneous" books (i.e. not-to-be-cataloged/processed for inclusion in the library collection), etc., use the magnifying-glass icon to search for 700-series Categories, or see the list which begins at the bottom of p.1 of this document.

Comment Text:

For the *first item only*, **begin with additional information which will apply to all items on this requisition...**

- **Type your name and phone number** first, followed by...
- **Name of the publisher/vendor**, followed by...
- **Exact cost (or estimated % of total) of shipping/handling for the entire requisition**, followed by...
 - ✓ If you don't know this up front, you can't include it here... but you're making a lot more work for Karl since in many cases he'll have to contact the vendor to determine it. If I don't already know the exact cost (usually as a % of total), I always call the vendor myself to determine this in advance before beginning the requisition. It is always better to overestimate than have the unspent money automatically added back into your account. If you underestimate, then one has to try to retrofit the order with site and Budget approvals later—nearly impossible in ePro.
- **Any other info. you know which might be helpful** (e.g. vendor rep. name & phone, fax # to which PO can be faxed, etc.), followed by...
- **"This item:" and any more info. about this title**, if you feel what you entered in Description will not be enough to clearly specify it for Karl.

Example first-item Comment Text:

Steve Grant 858.454.3081 x2228; Nullmeyer and Associates; s/h 7%. Price reflects discount per Nullmeyer rep. Bernie Daley 949.786.0443 (see quote faxed to Bunch). Can fax PO to 714.998.6893 (Nullmeyer). This item: Peoples of the Americas, c1999, 11 vol.s, ISBN 0-7614-7050-6.

- ✓ I know, I've included the ISBN and title again here even though I already put it in the Description, but I figured it couldn't hurt to repeat it. Too much information for Karl is way better than not enough!
 - Note that if you're looking this information up on the Web (with a second browser window open), you can Copy-Paste from the Web page directly into the Comments Text box. You can do the same from another document like Word or Excel. This is especially helpful with ISBNs, where it's so easy to mistype a digit. Remember, though, that if you Copy-Paste the ISBN into the Description field, you'll need to then delete any hyphens it contains.
- All subsequent items' Comment Texts can begin with more in-depth title info. if necessary; if not, just leave them blank. No need to repeat your name/phone, vendor, shipping amount, or other vendor info. since you already listed all that under the first item. Remember that **all items on a given requisition should be from the same vendor.**

Example of a complete first item:

Description: **0761470506:Peoples of the Americas**

Category: **737**

Qty: **1**

Unit of Measure: **EA**

Price: **329.95000**

Comment Text: **Steve Grant 858.454.3081 x2228; Nullmeyer and Associates; s/h 7%. Price reflects discount per Nullmeyer rep. Bernie Daley 949.786.0443 (see quote faxed to Bunch). Can fax PO to 714.998.6893 (Nullmeyer). This item: Peoples of the Americas, c1999, 11 vol.s, ISBN 0-7614-7050-6.**

Cataloging/Processing Costs

- Add as the last item. This will assure that the amount your requisition encumbers in ePro will be sufficient to cover the amount for which the PO is issued (after Karl adds tax & shipping).
 - ✓ Sometimes this will be a cost-per-volume figure the vendor gives you. In this case, enter the total number of volumes as "Qty", and the cost-per-volume as "Price".
 - ✓ Other times you will have a vendor-quoted exact price for all processing for this order, or you will have a vendor-specified %-of-total number (in which case multiply the total by that percentage to calculate the dollar amount yourself). In either of these cases, enter it here as "Qty: 1" and "Price: [total dollar amount]".

- ✓ Be sure to include in the Comment Text a reference as to **how this cost was determined**. Also include an indication of **how the vendor will know what processing specifications to use**.

Example last-item cataloging/processing costs—

Known \$ per volume:

Description: Cataloging and processing

Category: 737

Qty: 92

Unit of Measure: EA

Price: 2.00000

Comment Text: Cataloging and processing on this order @ \$2/vol. Specifications on file with vendor [or] Specifications faxed [or mailed] to Purchasing.

Example last-item cataloging/processing costs—

Known exact cost... vendor quote or calculated by you based on vendor-specified % of total:

Description: Cataloging and processing

Category: 737

Qty: 1

Unit of Measure: EA

Price: 119.74000

Comment Text: Cataloging and processing on this order based on vendor-specified 5% of total. Specifications on file with vendor [or] Specifications faxed [or mailed] to Purchasing.

***Online Orders You Submit Directly via a Vendor's Web Site
(e.g. Titlewave, School Select, Perma-Bound, etc.)***

- **Consider changing your profile with the vendor so books are shipped to Supply Center instead of directly to your site.** ePro does not allow Karl to print Receiver versions of POs, so generating something you can sign off and return to indicate complete receipt of an order will be extremely difficult to track and ensure that it is paid for. (Vendors not paid are vendors who refuse to accept orders in the future.)
- **If you must have books shipped directly to your site,** consider using your procurement card instead of ordering via requisition in ePro.
 - ✓ Contact the vendor for how to do this; I'm sure they'll be happy to accommodate you! While I don't think the Titlewave, School Select, or Perma-Bound ordering Web sites are set up to accept procurement card numbers instead of PO numbers, you should be able to use them to generate a list, print and fax/snailmail it to the vendor, then order it by phone on your procurement card. In fact, depending on the technical sophistication of the vendor, you may never have to print it at all.
 - ☞ Remember that any time you make a procurement card order which you will charge to a Library Act budget, you need to send a printed list of titles ordered—along with

copies of your card statement and the monthly reporting form—to Chuck Painter (Budget department, Room 3209, Ed Center).