

Blanket Order Training Program

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Blanket Order List

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Summary

Blanket Order Training Program

Placing Orders

- Identify yourself (name and SAIC-Frederick, Inc.)
- State that you are placing an order against Blanket Agreement # _____, i.e., B09-001
- If applicable give account number and/or quote number (listed on blanket order report and/or in the blanket order comments section)
- Give correct purchase order/release number. For example JYS1102031

| | |
|------------------------------|------|
| 3-digit user ID | JYS |
| 2-digit <u>contract</u> year | 11 |
| 4-digit date placed | 0203 |
| sequential number | 1 |

| | |
|--------------------------------|------------|
| First order placed on 2/03/11 | JYS1102031 |
| Second order placed on 2/03/11 | JYS1102032 |

- Give catalog number, item description, size, unit of measure, quantity, etc.
- Ask for pricing and availability
- Give complete ship to address: SAIC-Frederick, Inc.
ATTN: PO # xxx / requester name
Building 1050 Boyles Street
Frederick MD 21702-1201
Requester Bldg/Room #
- Ask vendor to reference all of the ship to information above on all packages, mailing labels, packing slips and invoices
- Ask to whom you are speaking
- Ask for reference number (not all orders will have a reference number)
- Note any additional charges (special handling, overnight shipments, etc)

It is very important that all these points are covered and the information is correct.

Blanket Order Training Program

Purchase Considerations

- **Laboratory Supplies – Mandatory Sources** - Presently VWR International (Large Business consideration) & Thomas Scientific (Small Business consideration)
- **Books** – ISBN must be entered in Manufacturers field. Book must be stamped with property of FNLCR stamp, (available from the Central Supply – 75105730).
- **Oligos** – Eurofins MWG Operon or Integrated DNA (Small Business concern), Invitrogen (Large Business consideration)

UNALLOWABLE PURCHASES

The below items CANNOT be ordered even if they are available from an established blanket order vendor:

- Computers to include: laptops, desktops and servers
- Computer Software except Microsoft and Adobe products, (i.e., No Operating Software, Windows 7, Vista, etc.)
- Hard drives
- Personal items such as coffee pots, food/drink (except as allowed for specific areas), greeting cards, medications (except for animals), paper supplies (napkins, plates, forks, spoons), pictures, plants, stationary, toasters.
- Portable electric heaters
- Business cards
- Capital equipment
- Controlled substances
- Ethyl alcohol, ethanol (190 & 200 proof)
- Prescription safety glasses
- Radioisotopes
- Services usually provided by FME through work orders
- Items/item categories that are NOT listed on the blanket order report or in the comments section
- Items specifically stated in the blanket order comments section as NOT authorized to purchase
- Shipping or other fees associated with materials being transferred to SAIC-Frederick, Inc. (i.e., not available for purchase)
- Any costs involving a collaborative effort
- Costs for items or services delivered to or for 1) any entity other than SAIC-Frederick, Inc. or 2) any off-site SAIC-Frederick, Inc. location without prior approval from the Purchasing Department
- Any cost requiring a separate agreement, such as a user license without prior approval from Manager, Purchasing
- Orders placed by individual who have not been authorized as a user/requestor or user/buyer

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Purchases not within these guidelines are considered an unauthorized procurement and require FNLCR contracting office approval (COA) before payment can be made to the vendor. In some cases, such as collaborative or material transfer efforts, costs may be unallowable and thus not able to be sent for FNLCR contracting office approval for ratification.

Do's and Don'ts

- Do**
- Use the current contract year blanket orders
 - Print a blanket order list periodically throughout the contract year
 - Review blanket order comments before placing orders
 - Use the correct purchase order/release number according to date of order
 - Give correct deliver-to information
 - Inspect all deliveries. Contact the Receiving department if there is a discrepancy
 - Notify Purchasing if a user/buyer or user/requestor is no longer a user of the Blanket Order Program
 - Enter the blanket order release the same day that the order was placed.
 - Date, sign and send invoice to A/P for invoices provided directly from vendor, such as for pickups (only when authorized on a blanket)
 - Request vendor to send invoice to our Accounts Payable Department**
 - **By mail – SAIC-Frederick, Inc.**
Attn: Accounts Payable
P.O. Box B
Frederick, MD 21702
 - **By email – apinvoices@mail.nih.gov**
 - **By fax – 301-846-7081**
- Don't**
- Place orders against expired or previous contract year blanket orders
 - Place orders unless you have been authorized as a user/requester or user/buyer
 - Order items listed as unallowable
 - Wait until the invoice arrives to enter your blanket order release
 - Change the bill to address unless authorized in the comments for that specific Blanket Order.
 - Place orders for capital equipment (any system \$5K or more)
 - Forward invoices received by vendor

Blanket Order Release Review

- Releases must be entered into SmartStream the same day the order is placed. Orders not in SmartStream cannot be received and delivered to the requestor
- Use correct purchase order/release number

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- Always enter the release with the same purchase order number that was given to vendor at the time the order was placed, even if it is not correct
- Assign correct item number – refer to **Item Number section** for detailed descriptions
- Ensure that signature authority (the same as for purchase requests) exists for the center number that is being used on the release
- **Releases must be entered by the line items ordered, not by one line for the total cost of all items ordered.**
- Applicable freight, tax and miscellaneous charges such as dry ice are not to be entered on the release. These charges are to be entered as comments

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Smartstream

Matching Exceptions Review



September 2010

What is a matching exception?

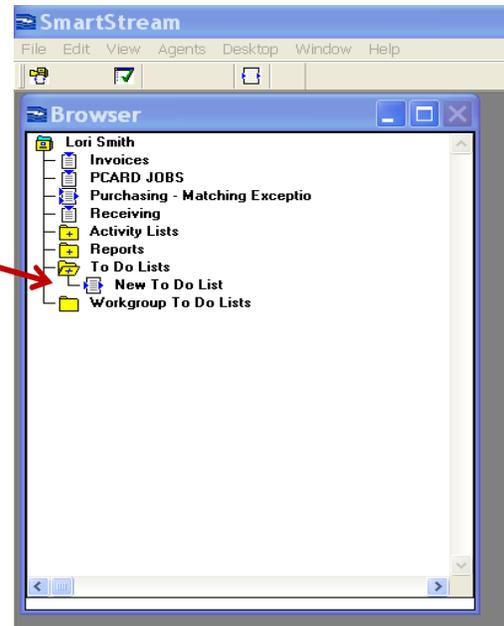
Matching exceptions can occur for two reasons:

- When there is a $>5\%$ discrepancy between the purchase order unit price and the invoice unit price.
- When the invoice is entered, but no receipt has been entered on the purchase order.



How am I notified?

- Once A/P enters the invoice the system automatically generates the exception once the discrepancy is noted.
- If the exception is for the unit price the exception will appear in the Userbuyer's To Do List.
- If the exception is for a receipt, the exception is sent directly to the Receiving Department for confirmation.



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How are the exceptions cleared?

- Each exception must be reviewed and approved or rejected by the Userbuyer.
- Double click on the “To Do List “
- Double click on the “New To Do List Activity”
- Double click on the “Review Matching Exception Details”
- Review discrepancy
- Click on ‘comments’ bubble to enter detailed comment.

Activity Windows

File Edit Options Settings Window Help

Matching Exception Details - 186068

Vendor: 12533 Vendor Name and Rear Address:
Vendor Location: 100 BELMONT INC
Invoice Number: 186068 2004 COLLECTIONS CENTER DR
Invoice Date: 8/15/2010 CHICAGO
Sched Payment Nbr: 0 IL
Invoice Line: 1 60633

Exception Type: Invoice unit price exceeds unit price tolerance

Item Number: BPO 5430 Comments:

Vendor Item:
Description: TCBOT PAIRED END CLUST GEN KIT

| | Purchase Order | Amounts |
|------------------------------------|----------------|---------|
| Currency : | USD | |
| PO Unit Price Per EA : | 4,200.00 | |
| PO Unit Price + Tolerance Per EA : | 4,410.00 | |
| Invoice Unit Price Per EA : | 5,000.00 | |
| Available for Invoicing : | 71,000.00 | |
| Invoice : | 25,000.00 | |

What is a matching exception?

Matching exceptions can occur for two reasons:

- When there is a >5% discrepancy between the purchase order unit price and the invoice unit price.
- When the invoice is entered, but no receipt has been entered on the purchase order.



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What information should be included in the comment?

It is imperative for auditing purposes to enter detailed information about the reason for the price discrepancy.

Activity Windows

File Edit Options Settings Window Help

Comments - Matching Exception

Vendor Identifier: 18536
Vendor Location Code: 100
Payment Request Number: 186068
Payment Request Date: 8/19/2010
Scheduled Payment Number: 0
Line Number: 1

Comments

Okay to pay, \$ 2,500 instead of \$2,100. Data entry error. L.Smith 9/7/10

or

Do not pay invoice price of \$ 2,500. Spoke with John Smith, PO price of \$ 2,100 correct. Per quote/confirmation # XXXXX. L.Smith 9/7/10

Print Close Help

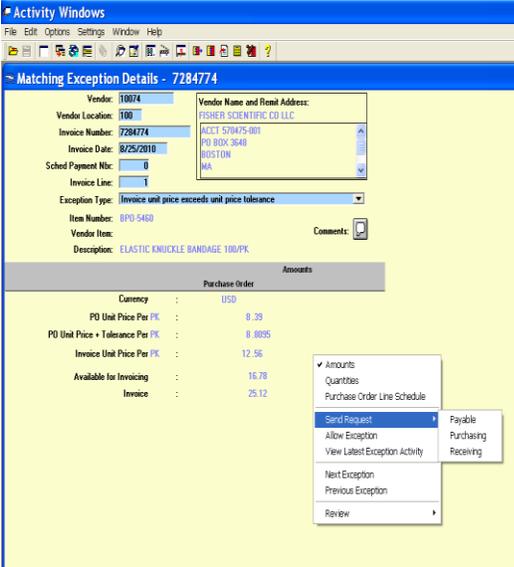
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How do I share this information with A/P?

➤ Once the appropriate comments have been entered this information must be transmitted to the A/P processor's To Do List.

- Right Click
- Select 'Send Request, Payable'

Note: Matching exceptions will remain in the To Do List until the invoice is canceled and re- entered with the correct price or when A/P processes the invoice



What is a Receipt Exception?

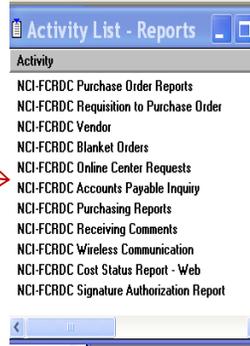
- ▶ Receiving Matching exceptions occur when there is a discrepancy between the quantity received and the quantity invoiced.
- ▶ Unless the purchase is entered as a No Goods Received item a receipt must be entered to pay the invoice.
- ▶ Off site facilities must fax or email receipt confirmations directly to the Receiving Department to ensure payment terms are kept with discount vendors.



Matching Exception Reports

There are reports available in SmartStream to review matching exception details:

- Click on NCI-FCRDC Accounts Payable Inquiry



- Select AP Matched Exception Reports



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If you have any questions regarding how to process Matching Exceptions feel free to contact the Purchasing Department.

Joyce Shelton – 301-846-7043, sheltonja@mail.nih.gov

Rosemary Dawson – 301-846-5820, dawsonrosemary@mail.nih.gov

Blanket Order Training Program

Past Due Report

Lists all blanket order release lines that have not been completely received

Ability to view all releases entered into SmartStream

Located under the activity **FNLCR Blanket Orders**

National Cancer Institute - Frederick

EndUser Blanket Order Report Selection

Blanket Order Reports ...
[Blanket Orders by Buyer/Commodity/Vendor](#)
[Blanket Orders List](#)

Blanket Order Release Reports ...
[Release Selection](#)

SmartStream Tech Support Announcements updated 01/16/2009 - Please Read

| Blanket Order Releases | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Selection Criteria | |
| Select: | <input checked="" type="radio"/> Releases for LAS (Authorized Centers) <input type="radio"/> Releases by User ID |
| Status: | <input checked="" type="radio"/> Open Releases <input type="radio"/> Days Past Due |
| From Date REQUIRED to select All Releases | |
| <input type="radio"/> All Releases | From: Thru: |
| Output Order <input checked="" type="radio"/> Center <input type="radio"/> Days Past Due <input type="radio"/> Requestor <input type="radio"/> Vendor | |
| <input type="button" value="Submit"/> <input type="button" value="Reset"/> | |

Review report:

- If item still needed, expedite with vendor
- If item no longer required, contact vendor and cancel line
- PO lines not received continue to encumber funds in the budget

Blanket Order Training Program

Invoices

Vendors must send invoices to Accounts Payable. For vendor invoices to be processed by accounts payable for payment the following steps should be followed:

- All invoices should be received directly in the Accounts Payable Department for processing.
 - **By mail** – **SAIC-Frederick, Inc.**
Attn: Accounts Payable
P.O. Box B
Frederick, Maryland 21702
 - **By email** – apinvoices@mail.nih.gov
 - **By fax** – **301-846-7081**

If a vendor forwards an invoice to other than Accounts Payable, User/Buyer must contact vendor and request the invoice be resent to Accounts Payable. Accounts Payable will not accept a forwarded invoice for payment.

Should these Blanket Order procedures not be followed in a prudent manner, the blanket order privileges may be suspended until the issues are resolved. It may be necessary for the user/buyer to attend a Blanket Order training session again prior to having these privileges reinstated.

Blanket Order Training Program

RETURN OF GOODS PROCEDURE

Discrepancies, returns and replacements are handled by the users as follows:

DAMAGED ITEM/VENDOR SHIPPED WRONG ITEM

If you receive a damaged item or the condition is not acceptable or if the vendor ships the wrong item, **notify the Receiving Department immediately.**

Receiving Department responsibility:

Pick up item from the requestor
Forward item to Transportation for return shipment to vendor
Return item in system
Make applicable return comments in system

ITEM ORDERED INCORRECTLY – NO REPLACEMENT EXPECTED

If an item was ordered in error and you do not want a replacement -

User/Buyer responsibility:

Contact vendor to make arrangements for return
Initiate Return of Goods Form

<http://web.ncifcrf.gov/campus/safety/wizard/return/>

This form must be completed on-line for returning of goods from the Facility.

If vendor charges a restocking fee, add line to existing Blanket Order Release (see Change Order Procedure – Add Line)
Enter applicable comments on Blanket Order Release

Receiving Department responsibility:

Pick up item from the requestor
Forward item to Transportation for return shipment to vendor
Send copy of Return of Goods Form to Accounts Payable
Return item in system
Make applicable return comments in system

Blanket Order Training Program

ITEM ORDERED INCORRECTLY – NEW ITEM AS REPLACEMENT

If an item was ordered in error and you want another item as the replacement -

User/Buyer responsibility:

Contact vendor to make arrangements for return and order replacement
Initiate Return of Goods Form

<http://web.ncifcrf.gov/campus/safety/wizard/return/>

This form must be completed on-line for returning of goods from the Facility.

Enter new line on Blanket Order Release for replacement and new line for any restocking fees (see Change Order Procedure – Add Line)
Enter applicable comments on Blanket Order Release

Receiving Department responsibility:

Pick up item from the requestor
Forward item to Transportation for return shipment to vendor
Send copy of Return of Goods Form to Accounts Payable
Return item in system
Make applicable return comments in system

NOTE: If you contact a vendor to return an item and it's a small dollar amount, the vendor may tell you to keep it at "no charge". A Return of Goods Form is still required

Blanket Order Training Program

DIRECT BLANKET PURCHASE AGREEMENTS

A Direct Blanket Purchase Agreement (BPA) can be established for one designated department having a repetitive need for a specific service. A BPA subcontract will be awarded to the vendor for a specific statement of work for services. Contract details will be attached in Smartstream for review by users.

Following are the current BPAs established for designated departments:

| | |
|---------------------------------------------|-----------------------------------------------------------------------|
| SAIC-Frederick Human Resources Department | Recruitment, immigration services, temporary staffing services |
| SAIC-Frederick Transportation Department | Relocation services, courier and freight services |
| Occupational Health Services | Lab services, tests and screenings |
| SAIC-Frederick Safety Department | Radiation services |
| Data Management Services, Inc. (DMS) | On-site computer training |
| SAIC-Frederick Animal Health Diagnostic Lab | Research Animal Diagnostic Lab (RADIL) testing and biological samples |

- BPA number begins with “DIR” for one designated department.
- User/Buyer places order with vendor per the BPA terms and conditions, requests that vendor reference the “DIR” BPA number on invoices submitted, and maintains internal program record of order.
- A blanket order release/purchase order is not entered in Smartstream.
- Accounts Payable forwards vendor invoice to designated department for approval prior to payment.

Effective Date: 3/1/2011

Blanket Order Training Program

PROCESSING DIRECT BLANKET PURCHASE AGREEMENTS AND INVOICES

Purchasing

1. Establishes service Blanket Purchase Agreement (BPA) with subcontractor/vendor.
2. BPA's that are established for use by one program or department will be set up as Direct BPA's (BPA number begins with "DIR"). A copy of the agreement terms are attached in Smartstream at the Blanket Order entry screen.

User/Buyer

1. Places order with vendor per the BPA terms and conditions and maintains internal program record of order. A blanket order release/purchase order is not entered in Smartstream.
2. Requests that vendor submit invoice referencing the DIR BPA number (example DIR11XSxxx) as the Purchase Order number.
3. Requests that vendor submit invoice directly to SAIC-Frederick Accounts Payable (A/P) Department either (1) electronically to apinvoices@mail.nih.gov or (2) by mail to SAIC-Frederick, ATTN: Accounts Payable, PO Box B, Frederick, MD 21702. If the vendor sends the invoice directly to the user/buyer in error rather than A/P, user/buyer immediately forwards invoice to A/P.
4. Reviews invoice per BPA terms and conditions.
5. Approval of invoices - Mark invoice "Approved to Pay", provide signature of individual authorized to approve for the center(s) to be charged, printed approver name, date approved, center to be charged, user/buyer email address, forward invoice to A/P within ten days after receipt of invoice.
6. Rejection of invoices – Mark invoice "Rejected", provide detailed explanation for rejection and notify vendor, signature of individual authorized to reject, printed name, date rejected, user/buyer email address, forward invoice and all backup documentation to A/P within ten days after receipt of invoice. Provide direction to A/P if the vendor invoice is to be short paid, if the vendor will be issuing a credit or if the vendor will be sending a revised invoice.

Effective Date: 3/1/2011

Blanket Order Training Program

Accounts Payable

1. Accounts Payable receives invoice from vendor and stamps the date received.
2. Per vendor and DIR BPA number referenced on invoice, A/P forwards invoice to the designated user/buyer for review and approval per BPA terms and conditions.
3. User/buyer marks invoice approved or rejected, provides signature of individual authorized to approve for the center(s) to be charged, printed name, date approved, center(s) to be charged, user/buyer email address, and forwards invoice to A/P.
4. Accounts Payable enters approved invoice in Smartstream per BPA, vendor invoice and user/buyer approval.
 - a. Vendor Number, Location and Name – per BPA and invoice
 - b. Terms – per BPA and invoice
 - c. Invoice Number, Invoice Date, Quantity, Price, Amount, Description – per invoice
 - d. Site – GRP1
 - e. Purchase Order Number – Enter BPA Number
 - f. Account – Per BPA “Renegotiation Days” field
 - g. Center(s) and Project(s) – per user/buyer approval
5. Invoice is paid per BPA and invoice terms due date.
6. Accounts Payable maintains file of original invoice and all backup documentation.

Direct Blanket Purchase Agreement process provided by Karen Toms and Jennifer Thomas.

Effective Date: 3/1/2011

Blanket Order Training Program

BLANKET ORDERS

A Blanket Order agreement is a formal contract with a vendor that sets terms and conditions for procuring goods or services as defined in the contract.

A blanket order (or release) is a delivery order placed against a Blanket Purchase agreement.

Blanket Purchase agreements are established:

- When repetitive purchases are made for specific items, services or categories of items from the same vendor over a period of time
- By Purchasing personnel in accordance with the Federal Acquisition Regulation (FAR) and FNLCR prime contract requirements
- For the convenience of program areas to enable direct ordering
- To streamline the ordering process
- To receive a more favorable price and/or discount through volume commitments

Users

User/requester is authorized to place orders and request services

User/buyer is authorized to place orders, request services AND enter purchase order/release into SmartStream

Responsibilities

Place orders for \$1K and under using Blanket Order vendors, do not submit a Purchase Request.

Note: the procurements are the same regardless of the procurement method, i.e. by purchase request, blanket order or purchase card.

- Selecting vendor:

Multiple Blanket Purchase agreements are established with several vendors for the same item or item category; for example, chemicals, enzymes, media, etc. When selecting a vendor, each user must determine if the item purchased from that particular vendor is the best value/most competitive, thus assuring competitiveness compliance. The determination may be based on price, availability, functionality, past experience, etc. Written documentation, while not required, may be helpful if questions arise as to why one vendor was selected over another.

Give preference to disadvantaged, small veteran and women owned businesses. Refer to the blanket order list for vendor classification.

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- Check the blanket order list and the blanket order comment section for the items or item categories that are allowable before placing order
- Adhere to all blanket order policies, procedures and guidelines
- Assign the correct purchase order/release number when placing orders. Use the 3-digit user ID of the person who phoned in the order (not necessarily the requester)
- User/requesters must complete the Blanket Order Release Form and forward it to the User/buyer immediately after the order is placed.
- User/buyers must enter releases the same day the order is placed. Orders not in SmartStream cannot be received and delivered to the requestor.

Blanket Order Agreements

- Types of blanket orders -

Amount – set up for a dollar amount determined by purchasing personnel

Quantity – set up for specific line items with fixed cost

- Descriptions

General – biologicals, office supplies (see item number listing for definitions)

Items as listed – specific items only (refer to Blanket Order Comments)

- Classifications – give preference to vendors with MIN, SML, VET, and WOB. If no classification listed, vendor is a large business
- Questions about report – call Joyce Shelton, ext. 7043.
- Comments

Blanket Orders have comments that must be reviewed before placing orders.

Comments should be printed and kept on file for reference.

(keep scrolling for example on next page)

Blanket Order Training Program

National Cancer Institute - Frederick Blanket Order Detail

Site: GRP1 Entity: PUR
Blanket Order: B08-018N Open
Vendor: 10088 -100 GEMINI BIO-PRODUCTS
GEMINI BIO-PRODUCTS/FETAL BOVINE SERUM Commodity/NCI Account: 5430
Buyer: CAROLYN EYLER Ordertype: C
Effective Date: 9/26/2008
Expiration Date: 9/25/2009

Maximum Amount: \$25,000.00
Released to Date: \$8,154.00
Amount Remaining: \$16,846.00

THIS BLANKET PURCHASE AGREEMENT WAS ESTABLISHED FOR FETAL BOVINE SERUM.

GL ACCOUNT 5430

THE % OF DISCOUNT OF THE LIST PRICE WILL DEPEND ON THE MARKET CONDITIONS AT THE TIME OF THE PURCHASE AND THE AMOUNT ORDERED.

A NEW QUOTE NUMBER/RELEASE NUM

BER WILL BE ISSUED AT THE TIME OF EACH ORDER/RELEASE.

CONTACT PERSON:
MARY CAMPBELL
PHONE# 800-543-6464 EXT. 4225