



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension

Service and Leadership • www.sbceo.org

September 27, 2010

IS-2002

TO: All Departments

FROM: Kelly L. Kavanaugh *KLK*
Fiscal Services Controller

SUBJECT: **Online Supply Ordering**

Changes to Supply Ordering Process

In past years, departments have submitted supply requisitions to obtain their office supplies. Technology has advanced to the point where one can place an order with an office supply vendor online and usually receive the items by the next business day or so. In order to take advantage of these new efficiencies, departments will now place their own supply orders online.

The three most commonly used vendors have offered to coordinate an online ordering process that maintains appropriate controls. This is not to be used to purchase equipment costing \$500 or more. Here is the new process to order and receive supplies:

1. Departments will submit purchase orders for these office supply vendors in the desired amounts for encumbrance.
 - a. Staples Advantage
 - b. Office Depot
 - c. Southwest School & Office Supply.
2. Fiscal Services will encumber these purchase orders and add the amounts to the vendor websites.
 - a. To increase or decrease the amount on a purchase order, send the pink copy to Fiscal Services where the encumbrance change indicated will be made both on the financial system and the vendor website.
3. Departments will go to the following websites and login:
 - a. Staples Advantage: <https://www.eway.com/>
 - b. Office Depot: <https://business.officedepot.com/>
 - c. Southwest School & Office Supply:
<http://www.ecinteractive.com/102861/Default.aspx>

4. Departments will be able to find and order their office supplies directly.
 - a. The balance remaining on approved purchase orders will be available on the vendor websites.
 - b. Orders greater than \$50 will not be charged shipping.
 - c. For special requests and orders, contact the account managers at the following phone numbers:
 - i. Staples Advantage: Mike Crystal (818) 678-4042
 - ii. Office Depot: David Sparkes (805) 692-5581
 - iii. Southwest School & Office Supply: Natallia Kaminskaya (909) 980-7777
5. Supplies ordered will be shipped directly to the department.
6. If there are any questions about the order, departments can reach customer service at the following phone numbers:
 - a. Staples Advantage Customer Service: 1-888-238-6329
 - b. Office Depot Customer Service: 1-888-263-3423
 - c. Southwest School & Office Supply Customer Service: 1-800-227-7159
7. Departments will receive invoices and must submit them with the pink copies of the purchase orders for payment.

If you have any questions about the above procedure, need help working with the vendors, or need to set up a new user, call Rachel Hamamoto at ext. 5204.

Departments should send in their purchase orders and contact Fiscal to receive a login for online ordering by Monday, Oct. 4, 2010.

Please call Keith Strohmaier at ext. 5294, or call me at ext. 5257 if you have any questions regarding the outlined procedure.

vlr