

Instructional Supply Order Instructions

Estimated 2021-2022 Enrollment:

| K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 68 | 62 | 63 | 52 | 63 | 55 | 75 | 67 | 59 | 73 | 51 | 61 | 59 |

Procurement Guidelines:

| Amount of Purchase | Procedure/Requirements | Provide Documentation |
|----------------------|---|--------------------------------|
| \$0 - \$1,499.99 | No quotes or documents. Purchaser must find best rates possible | n/a |
| \$1,500 - \$2,999.99 | Two catalog or price sheet comparisons, may be verbal | Description box of requisition |
| \$3,000 - \$19,999 | Three written quotations, name of vendor & date of quote | Attached to requisition |
| \$20,000 + | Public bid in conformance with NYS General Municipal Law | Attached to requisition |

*****Vendors listed on the Vendor Contract List do NOT need quotes submitted. *****

For lost or changed nVision passwords:

1. Call Edutech at 1-800-722-5797
2. #2 for Administrative Applications
3. #8 for password resets

What goes into nVision?

1. Instructional supplies that are not available in BB Central Supplies (list attached)
2. Textbooks
 - a. Books, instructional materials in electronic format, workbooks, manuals, newspapers & news magazines that are printed at least biweekly for school distribution (other criteria apply-see attached), graphing calculators
 - b. Encyclopedias, almanacs, atlases, dictionaries, teacher's editions, review books, kits, religious books, on-line services, fiction, magazines & newspapers not accounted for above
3. NO SOFTWARE LICENSES
 - a. These go on a regular requisition to run through the technology dept.

Ordering with nVision:

- 1) Enter Requisitions (left)
- 2) New Record (top)
- 3) Enter Vendor (use binoculars to find your vendor)
- 4) Brief Description
 - a. Include price comparisons, verbal quote info (company, date, amount), & bid award name if not NYS contract
- 5) Date- change date to 7/1 if ordering for the next school year
- 6) Req Source
 - a. Select State Contract or Other if using a vendor on the Approved Vendor Contract list
 - b. Sole Source – product not available anywhere else (must provide letter from vendor)
- 7) Contract/Bid Ref
 - a. Enter the award number using the Vendor Contract list
- 8) Select your building
- 9) Select your name
- 10) Under "Requisition Detail" select the "Requisition Items" tab.
 - a. Leave Item Number blank- this is for an nVision catalog numbering system
 - b. Orders will not submit if these categories are blank:
 - 1) Description – include item number here
 - 2) Account code
 - 3) Unit of measure

- 4) Qty
- 5) Unit Price
- 6) Shipping Amount- **Calculate 20% shipping on every item/order if you do not know shipping total**
- 7) Discount if available

c. If quotes are available, attach them under the "File Attachments" tab.

11) Save & Submit

12) Optional: Print Requisitions (left)

For discounted pricing use the vendors and login information below:

School Specialty

www.schoolspecialty.com

To see your discounted price, use the information below:

Login: byronbergenpricing

Password: bbpricing1

WB Mason

www.wbmason.com

To see your discounted price, use the information below:

Login: default@bbschools.org

Password: wbmason

****In most cases, items will be free next-day shipping. Occasionally, it will be free two-day shipping.*

******If you are shopping at Amazon or Walmart, print your cart and send it to the Business Office.******