

## Instructional Supply Order Instructions

### Estimated 2022-2023 Enrollment:

K	1	2	3	4	5	6	7	8	9	10	11	12
65	59	78	68	62	54	63	57	75	68	62	71	48

### 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](http://www.schoolspecialty.com)

To see your discounted price, use the information below:

Login: byronbergenpricing

Password: bbpricing1

**WB Mason**

[www.wbmason.com](http://www.wbmason.com)

To see your discounted price, use the information below:

Login: [default@bbschools.org](mailto: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.\*\*\****