



# BAKERSFIELD CITY SCHOOL DISTRICT

## Department of Stores and Purchasing

### Online Ordering Procedures

[Online Ordering Link](#)

If you should have any questions regarding specific vendors please call accordingly;

Name	Ext.	Vendor
Cara Rodriguez	14714	Southwest School Supply/ Stinson's
Samantha Hall	14717	Amazon
Jessica Baca	14673	ODP/Lakeshore
Stephanie Carter	14719	School Specialty

- New Users** - If you are new to the District, or need to set up a log-in for a vendor not previously set up, please submit an [Online Authorization Form](#), found on the purchasing website
- Placing an Online Order:**
  - To begin online ordering for ODP or Stinson's you must create a Requisition for the company of your choosing. For the item description you will type "**Misc. supplies for online ordering**". You will then enter the amount of monies you wish to encumber (\$5,000 max/per requisition) All orders must be at least \$50 and no more than \$5,000 including tax. All monies encumbered must be used within **10 orders** (i.e. – You encumber \$1000 – 1<sup>st</sup> order is \$50 – 2<sup>nd</sup> order is \$110 – you must now use the remaining amount of \$840 in 8 orders or less).
  - For School Specialty, Lakeshore, Amazon or Southwest School Supply, you will create a cart on-line then create a Requisition. In the item description you will itemize the Requisition to match the Cart. On its own description line, you will type "Per Online Order # \_\_\_\_". Your order will be processed in Purchasing.
  - Once Purchasing receives the electronic and hard copy requisition, it will be processed into a Purchase Order and the monies will then be placed On-line for your use. You will be able to order on-line when you receive the blue copy of the Purchase Order.
  - Orders from the On-Line companies are "Ship Direct" meaning supplies are delivered directly to your school site.
- Checking in Orders** – When you receive your order, it is important that you check your order in, sign legibly and date the packing slip. Send the packing slip to Purchasing within 24 hours. Failure to send in the packing slip could result in the suspension of on-line ordering.
- Reporting Discrepancies for Online Vendors** – With the exception of Amazon, all discrepancies for online orders must be reported within **a week** of receiving your order. Please report discrepancies by email to the corresponding company with a "cc" to the designated buyer in Purchasing, linked to the online vendor.
  - For discrepancies for non-online orders**, please email Stephanie Carter @ [carterst@bcisd.com](mailto:carterst@bcisd.com).
- Changing School Sites or Departments** – Your online information is based on the site where you are currently located. If you have changed sites or departments, please submit an [Online Authorization Form](#) and check "site only change" on the form. If your information is not updated and you place an order it will be delivered to your old site or department. **NOTE:** It is not necessary to submit a new authorization form each school year, unless there is a name or site change.

**Forgotten Passwords** – For Southwest School Supply, ODP, Lakeshore and Amazon, please reset your password on-line (forgot password). For School Specialty contact **Stephanie Carter (14719)**. For Stinson's contact **Cara Rodriguez (14714)**.