



# PROCUREMENT MANAGEMENT SERVICES PURCHASING FREQUENTLY ASKED QUESTIONS

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# SHOPPING CARTS REQUIREMENTS

## 1. How to initiate shopping carts?

- Instructions for the creation of shopping cart can be found at:

<https://collaborationportal.dadeschools.net/departments/9410/training/erpwu/FT/default.aspx>.

# SHOPPING CARTS REQUIREMENTS (CONT)

## 2. What are the steps for shopping cart procurement process?

- Check if required item is available on the M-DCPS Catalog or the Stores and Mail Distribution (S&MD) Stock item catalog. If so, complete the purchasing through the SAP catalogs procedures.
- If the required item is not found in any of the catalogs get a minimum of three (3) quotes, one which must be a SBE/MBE vendor (verbal quotes must be documented).
- Receive, evaluate and tabulate quotes (if not subject to exemption). Purchase should be processed at the requester's location using the P-Card or Internal Funds (see policy 6610 – Internal Accounts).
- Request for purchases over \$50,000 will be reviewed by Procurement Management Services for action.

# SHOPPING CARTS REQUIREMENTS (CONT)

- **If the cost is less than a \$1000.** One written quote is needed. Attach in SAP the quote and enter detail information in the vendor text section.
- **If the cost is greater than \$1000.** Three written quotes are needed, of which at least one must be a certified minority vendor. Attach in SAP the quotes and enter detail information in the vendor text section.
- **If the cost is greater than \$1000 and there is a ITB in place, firm, fixed prices, attach the following:**
  - a. Copy of the current Board approved item.
  - b. Copy of current contract, if applicable.
  - c. Invoice or quote from vendor.
  - d. Detail information in the Vendor Text.

**NOTE:** Schools are required to maintain documentation of the quote for audit purposes.

# SHOPPING CARTS REQUIREMENTS (CONT)

- If the cost is greater than \$1000 and there is a ITB in place, preapproved vendors, attach the following in SAP?
  - a. Copy of current Boar approved item.
  - b. Copy of current contract/extension sheet, if applicable.
  - c. Three quotes **MUST** be attached. The awarded vendor **MUST** be the lowest bidder, no exceptions. The quotes must request the same information from each vendor.
  - d. Detail information in the Vendor Text

**NOTE:** Schools are required to maintain documentation of the quotes for audit purposes.

# SHOPPING CARTS REQUIREMENTS (CONT)

## 3. What is the procedure for obtaining a purchase order?

- End user must enter a shopping cart in SAP for the purchase of goods or services.
- Procurement processes the requisition utilizing the proper procurement method. M-DCPS has Procurement rules established by State, federal statutes, as well as the Board Rule – 6320, Purchasing .
- The Purchase Order is mailed, emailed or electronically transmitted to the vendor.