

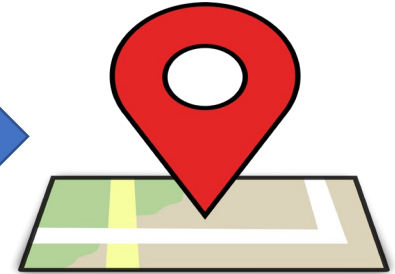
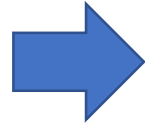
LBCC – Barnes & Noble Direct to Faculty & Staff C-Order Supplies Program

IMPLEMENTATION & FAQ

Background and Overview

- To keep the workforce safe from Covid-19, the District is restricting access to the campuses to only essential operations staff.
- A remote workforce and online education has created a need at LBCC to have office supplies, classroom supplies, and materials shipped directly to home addresses.
- Purchasing items on your own and requesting reimbursement from Revolving Cash Fund puts an increased financial burden on individuals during these difficult and uncertain financial times.
- Our current suppliers who accept a PO, only ship to directly to LBCC and cannot ship to individual home addresses. A solution to providing supplies and materials direct to the homes of Faculty, Staff, and Administrators was necessary.
- A small work group consisting of Purchasing, Business Support Services, Fiscal Services, Academic Affairs, and the Bookstore developed the Direct to Consumers C-Order Supplies Program leveraging the contracts and services from a partnership with Barnes and Noble.

B&N Direct to Employees Program- Process at a Glance...



- Faculty, Staff, Administrator identifies items to be ordered by using
WWW.BNCollege.com
www.ITEMINFO.com
www.Macphersonart.com
(Prices shown are list price...LBCC's prices are less)
- List is provided to the Dept C-Order Coord.

- C-Number Coordinator fills out the fillable PDF form with product info and name and address info for shipment.
- Form is sent for approval through Adobe-sign workflow to Fiscal Services and then the Dean or Director, then onto the Bookstore.

- Adobe-sign sends acknowledgement that the order has been received.
- The Bookstore contacts appropriate vendor and places the order
- Order is packaged and sent to the home address provided

- Items requested will be delivered to the address provided to the Bookstore.
- Scan the packing slip with your phone and email a copy to the Departmental C-Order Coordinator to confirm receipt of the goods and materials.

Solution: How it Works

Orders for Office & Classroom Supplies:

- Open PO's will not be used.
- Orders will be submitted through Adobe-sign to the Barnes & Noble at the LBCC Bookstore and charged to C Number accounts
- Departments have C-Number coordinators which currently place Bookstore orders.
- These C-Number coordinators will now place orders using the fillable PDF Order Request Form using Adobe-sign.
- You can order the same things as you would using your current Open PO's
- All orders will be billed to the department's budget following the existing C number process.
- Items are shipped to the homes of faculty, staff, and administrators.

How it Works:

- The following websites are the first place to look for materials – WWW.BNCollege.com or www.ITEMINFO.com or www.Macphersonart.com (*Prices shown are retail pricing LBCC's price is less. Upon request Mary Fekjar can look up the discounted price for you*)
- If supplies and goods are not available on the site, Barnes and Nobles can source what you need from over 1000 vendors.
- The C-Number Coordinator completes the PDF order form.
- The completed form is then sent using Adobe-sign to Fiscal Services, once approved it moves through Adobe-sign to the appropriate Dean/Director for on-line approval. Then it will move through Adobe-sign to Mary Fekjar in the Bookstore. Mary will sign the document in Adobe-sign which will trigger an email letting everyone know the order has been received.
- Bookstore will place the order. Email the requestor and ship to contact when the item is shipped.
- The person listed as the ship to contact will receive the order at their home and email the C-Number coordinator confirming receipt of the items.

Details and Exceptions

- Direct to Consumers C-Order Program can be used for any equipment less than \$199* in value and for any other supplies that do not exceed \$399 for any one item. The following items cannot be purchased: furniture, whiteboards, bulletin boards, trash cans, rugs, mats, lights, computers, printers, software, fax machines, tablets, phones, projectors, scanners, shredders, televisions, chemicals, service or maintenance agreements, gift cards, clothing, food and beverages, or personal purchases.
- Restricted items may be ordered through purchasing using the Requisition System. Buyers are available to assist you in identifying vendors and answering questions.
- Departments are responsible for obtaining guidance from Fiscal Services and following any restrictions they provide.
- C-Number purchases are for the delivery to your home and not intended for deliveries to the District.
- Do not order any flammable, explosive, or sensitive supplies using the C-Number process.
- **This program is not available for deliveries to student addresses. That program is still in development.**

* Equipment less than \$199 has been determined to be disposable (defined as having a limited useful life, not easily repaired, it's more cost effective to replace than repair)

FAQ's

LBCC – Barnes & Noble Direct to Consumers C-Order Supplies Program

Q. How do I learn about C-Numbers?

A. Please go to the Fiscal Services website <https://www.lbcc.edu/post/c-number-instructions> for instructions on creating a C Number and managing it.

Q: Do I need an Open PO for my existing vendors and a C-Order Supplies Account?

A: During this time of working, teaching, and learning remotely your existing Open PO's may not be necessary.

Q: How do I decrease or close my Open PO?

A: Email the Buyer listed on the original PO with the amount of the decrease or the request to close your PO. The Buyer will process the reduction in the encumbrance in conjunction with Fiscal Services/Accounts Payable. It is up to the department to notify anyone with rights to place orders on the PO that it is no longer valid and to switch to the C-Order Supplies Program. *Placing an order on a closed PO is considered an unauthorized purchase and the person placing the order can be held personally responsible for paying the invoice.*

Q: How do I get home delivery for items that cannot be ordered on an Open PO?

A: Please contact the Buyer assigned to the commodity you are looking to purchase. They will help to identify vendors who can arrange for home delivery of items not allowed on C-Numbers.

Q: Can I ship materials to a student using this program?

A: Orders cannot be shipped to students at this time. We are working on developing that delivery plan to be launched at a later date.



Please email Roland Ticzon rticzon@lbcc.edu with any questions or suggestions for what should be included in the FAQ's