



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP00-04**

DATE: November 23, 1999

TO: Department Undersecretaries, Information System Directors, Purchasing, Accounts Payable and Receiving Personnel

FROM: Denise Lea, Director of State Purchasing

RE: Catalog Contracts

To assist the State in making purchases through web based catalog contracts, suppliers for approved commodities are requested to maintain a web presence for their catalog on the Internet, with the universal resource locator (URL) linked from the Office of State Purchasing website, [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm).

Guidelines for this process are currently being finalized and are attached for your review. The Dell and Compaq Brand Name Microcomputer contracts are the first contracts approved for this program. Others will be considered shortly. As other contracts are approved, this information will be made available for you via our web site.

Prior to making use of these contracts, an agency must determine its own internal approval policy and ensure that the internal policy can be complied with. Once you are satisfied that your internal approval guidelines for ordering these contract items will not be jeopardized by participation in this program, please contact the Office of State Purchasing or the applicable contract vendor for assistance in using the web to obtain the required information specific to the contract(s) you will be using.

Training for use of the specific supplier's catalog contract will be coordinated with the supplier. Please advise who in your facility should participate in this training when contacting the supplier. Contact our office should you need assistance with this matter.

**NOTE: Until further notice, placing on-line orders via the Internet is not part of the program. All AGPS Users are to enter orders into AGPS. The orders may then, be faxed to the vendor(s). Phase Two of this project will include implementation of on-line order placement.**

Please contact this office with any questions you may have concerning this process.



# Appendix A

## Catalog Contract

### Required Information

The following information will be required in all catalogs. If a catalog URL is submitted and does not include all the information below, the URL will **not** be approved until all information is included. The required information must include:

1. Brand Name of Products authorized to be sold or identifiable contract name (i.e. ABC Brand Microcomputer Contract)
2. Supplier's name
3. Supplier's Fein Number
4. Supplier's ordering address
5. Supplier's remit-to address
6. Supplier's Louisiana's contract support team including state marketing representatives, technical staff, customer service representatives, etc. with contact information (email address/fax/toll-free telephone number, etc.)
7. Website must clearly identify this as a Louisiana catalog contract; including the applicable contract and commodity number
8. List and contact information for contract distributors with their Fein numbers, if applicable
9. Supplier's delivery, maintenance, warranty, and support plans
10. Printable list of items selected by entity detailing items, sku numbers, prices and unique quote number. The electronic quote must be valid and retrievable for a minimum of 30 days.
11. E-mail icon to supplier
12. If catalog contract is for items requiring configuration – i.e. microcomputers, a configurator will be required
13. A link to a page maintained by OSP for general ordering instructions

### Optional Information

The following information is optional to the supplier. These enhancements are suggested to enhance the 'user friendliness' of the supplier site.

1. Various link options: Supplier "general public" home page, questions and answers, order status, etc.
2. Various query options: order, stock levels, manufacturer specs, product compatibility and comparative charts
3. Internal search engine
4. On-line capabilities: reporting, ordering (with a warning statement that use of this capability is currently not approved for AGPS users and requires legislative auditor approval through the OSP for all others), electronic funds transfer (EFT), etc.
5. Delivery and other special terms of the contract between the State and the Supplier

## **Prohibited Information**

The following information will not be associated with or allowed in a supplier's catalog URL site. If the URL site is found to have any of the these features or any others that from time-to-time may be identified by OSP as not acceptable, the URL will be suspended until such time the reason for the suspension has been resolved.

1. Files for download
2. Drawings for prizes
3. Free give-aways
4. Inappropriate advertising including advertising of products not approved for sale through this catalog contract
5. Customer information **cannot** be sold to outside interests.
6. Terms and conditions that are in conflict with the laws of the State of Louisiana

## Appendix B

### Guidelines for Obtaining Electronic Quote & Order Placement

Rev. 11/23/99

#### A. Generating the OnLine Electronic Quote

*The agency buyer or technical contact responsible for initial selection or configuration of the orders may find these guidelines helpful. Suppliers are charged with providing necessary training specific to the use of their Louisiana Contract Page.*

1. Access the Office of State Purchasing (OSP) website: [www.state.la.us/osp/osp/htm](http://www.state.la.us/osp/osp/htm)
2. Click on the "Approved Catalog Contracts link under the "Statewide Contracts" button.
3. Select the catalog contract from which you wish to shop from the listing provided. You will be taken directly to the Louisiana contract page website for the selected supplier.
4. Create a "Shopping Basket"/electronic quote following the instructions provided on the supplier's Louisiana contract page.
5. If you are shopping for microcomputers, it will be necessary to configure the system with required features and accessories (Ex. Processor speed, memory, hard drive, operating system, modem, CD-ROM, network card, zip drive, speakers, batteries and any other options desired for the order). Once satisfied with the configuration selected, "update" the price and quantity(s) for final configuration.
6. Another review of order is recommended. If satisfied with order, save "shopping basket"/electronic quote. **Jot down the electronic quote number assigned and screen print the page for your file .**
7. Some websites allow you to save the "shopping basket" / electronic quote as an HTML document. This could be attached to an email and viewed with a browser by any agency approvers. If quote can be saved as HTML document, click on "File" on the title bar, then click "save as", and select "htm" as the file type. You should use a descriptive file name that will help you find this order easily (Ex. your name and the electronic quote number).

**Once the supplier has confirmed receipt of the electronic quote (or, during the time this is occurring) the following steps may be completed:**

1. Retrieve the electronic quote using the electronic quote number and print this page for future reference. Compare quote content to screen print to ensure that your order is as requested. **The same process as described in Item #7 above, can be used to save this as an HTML document to be attached to an email and forwarded to approvers.**
2. Forward quote via email, or manually, for approvals in compliance with your internal policy.

## B. Placing the Order

The purchasing agent should generate the order only after:

1. The "shopping basket"/electronic quote has been finalized.
2. Supplier has assigned a quote number.
3. All internal approval requirements have been satisfied.

### General Instructions for all Users:

1. When printing the electronic quote off the web, one may need to adjust the margins to ensure the entire page is printed.
2. Writing the Contract Number, Contract Release Order (CRO)\*, or Purchase Order (PO) number on the quote is recommended.
3. Fax a copy of the electronic quote with your order to the vendor.
4. Since PC contract terms are "price in effect at time of shipment". If price on invoice is lower than order price, pay lower price invoiced.
5. Questions related to configuration, pricing, or hardware options, should be directed to the applicable vendor. Administrative questions related to the contract or AGPS assistance should be directed to the Office of State Purchasing.

**\* Contract Release Order (CRO) flow chart and Requisition (REL) flowchart are attached for your reference.**

### Ordering Information for Non-AGPS Users:

- Follow standard internal procedure for order processing.
- Fax the purchase order to the vendor, once approved and signed.

### Ordering Information for AGPS Users:

- The contract number and commodity code required for order processing is noted on the first page of the supplier's "Louisiana Online Store", or catalog contract, page.
- Catalog contracts will have a limited number of contract lines, generally only one. This contract line will be repeated for additional order lines and the description changed as required.
- A brief description in OMOD and attaching the electronic quote for detailed information, is recommended.
- Prior to entering order in AGPS, entity should consider how order will be received. It is recommended that a different order line be entered for each set of units to be delivered; or, for each different units of measure.** (Ex. 4 ea. monitors and 4 ea. CPUs--would be issued as two order lines; 1 lot of 4 PCs complete with monitor and CPUs--would be issued as one order line; or 4 ea. Monitors and 2 pr. Speakers--would be issued as two order lines.)
- The quote number **must** be entered in the CAT IND field (catalog indicator field). You may also enter in the order title line and OMOD.
- Leave price field blank.

- ❑ Enter the **total amount of the applicable order line** in the CAT \$ field.
- ❑ Review the electronic quote to ensure that all items have been entered on AGPS order.
- ❑ Fax the purchase order to the vendor, once approved and signed.

**Receiving Information for AGPS and Non-AGPS Users:**

- ❑ Use detailed information on electronic quote to compare the items received against the items ordered.