

Awarded Vendor - Daniel Office Products #41001318

RFP #18-10-01–Office Supplies (Online Ordering) Exp. May 2022

RFP #19-08-01A-Instructional Supplies Exp. July 2024

RFP #20-07-02-Personal Protective Equipment Exp. Sept. 2023

The contract does not cover the full Daniel's catalog, so you need to login under CISD to view the items you ARE allowed to purchase and the contracted prices. If you need an item that is not on the contract, contact Janet Bradley, 936-709-7650, for assistance.

**Make sure you use the correct commodity code on the purchase requisition:
Supplies 525-005, Personal Protective Equipment 500-004, Instructional Supplies
Specific Commodity based on Class**

Log on to www.danielofficeproducts.com.

Enter a **USERNAME** and **PASSWORD**.

- For **Browsing Only** (to obtain item # and pricing without placing orders)
Use the following
Office Supplies: Username: browse Password: cisd
Instructional Supplies: Username: browse Password: instructional
- To place an online order (for allowed personnel only):
Enter your username and password for Office Supplies or Instructional Supplies (will be different log-ons.). Send an email to Rachel Wood if you do not have a log-on and password for Office Supplies. Call Janet Bradley with log-on questions for Instructional Supplies.

Click **LOGIN**.

You are now ready to shop. Click on **CONTRACT ITEMS** at top right of screen.

Click on the category you need from the **LIST MANAGER** menu on the left.

Note: For more detailed instructions on navigating the site, see the Daniel Office Products – How to Browse instructions on the Purchasing Website.

When you find an item you want, enter a quantity and click on **ADD TO CART**.

When you are ready to check out, click on the **Cart (picture)** at top of screen.

You can update, delete items, or add Line Item Notes here.

To complete the order:

Click on **CONTINUE**

Shipping Address – should default to your school address

Attention to – should default to your name.

Click on **CONTINUE**

Purchase Order # - enter **XX** (you must enter something here)

Click on **CONTINUE**

Click on **SUBMIT MY ORDER**

At the top of the page you will see **Success Your Order #__ is Complete.**

Print a PDF copy of the order and attach it to your purchase requisition. Go back to the homepage and log out.

You now need to go into **eFinancePlus** and create a requisition for this order.

When entering the Requisition:

For **vendor** 41001318 (Daniel Office Products)

For **comments** RFP #18-10-01 (supplies) or 19-08-01A (instructional) or 20-07-02 (PPE supplies)

For **commodity** **525-005** (supplies), **500-004** (PPE supplies)

Instructional Supplies Specific Commodity based on Class

For **description** ONLINE ORDER # ---- (not your requisition #)

For **quantity** enter 1 (you have 1 online order)

For **Unit price** enter total amount of online order

Delivery:

Print and sign your full name on the delivery ticket

Receive the order in eFinance

Reminders:

- Enter separate purchase requisitions for Office Supplies, Personal Protective Equipment, and Instructional Supplies. (Office Supplies, Personal Protective Equipment can be on the same requisition)
- Attach a copy of your cart to the purchase requisition.
- Only 1 online order per requisition.
- Be sure to use the correct RFP number on the purchase requisition, we cannot tell from looking at the cart which log on you used to place the order.
- Custom orders such as stamps cannot be done online. Call Daniel's, 281-292-3355 for prices.