

Liberty Office Products (formerly Daniel Office Products) Instructions

**Liberty is awarded under three categories and contracts. Each is listed in detail below. Requisition entry instructions are at the bottom of this document.

Bids/Contracts:

1. RFP #21-10-04 – Office Supplies (Online Ordering) Exp. May 2025

- **Federal Funds - DO NOT NEED** 2nd quote and completed quote form

USERNAME and PASSWORD.

- For **Pricing Only** (to obtain item # and pricing only)

Office Supplies: Username: browse

Password: cisd

- For **Ordering** (for allowed personnel only):

Enter your login for Office Supplies or Instructional Supplies (will be different log-ons.).

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

- **Federal Funds – MUST HAVE** 2nd quote and completed quote form

USERNAME and PASSWORD.

- For **Pricing Only** (to obtain item # and pricing only)

Instructional Supplies: Username: browse

Password: instructional

- For **Ordering** (for allowed personnel only):

Enter your login for Office Supplies or Instructional Supplies (will be different log-ons.).

Liberty Online Ordering:

Log on to www.libertyoffice.com with appropriate login listed above. **Do not register.**

(email Laura Davidson if you need a login and password)

**Note: Custom orders such as stamps cannot be done online. Email Lou Ann Tiger at tiger@libertyoffice.com or call Liberty at 281-292-3355 for prices

Create new cart:

- Hover on “Support” at the top right of the website and click “Shopping Carts” in the drop-down Menu.
- In the column “Create a New Cart”, name the cart and make sure you include the date you created the cart. **At the end of each month we will delete all carts that are two months old. If the cart does not have a date it will be deleted at the end of the month.** Click on Create.

Activate cart:

- In the Drop-Down box Under Select Cart, Click on the Name of your Cart.
- A Red Message will appear with “[Cart Name] is now the Active Shopping Cart.”

If you make any changes be sure to open your cart and click “Update Cart” in the lower right near the totals.

Complete the order:

- Verify the Shipping Address is correct.
- Special Instructions - put notes to Daniels in this box

- Purchase Order # - enter **XX**
- Click on "SUBMIT FOR APPROVAL"
- If successful, a red message will appear with "Your order has been submitted for approval"
- When you are finished, click "Print Cart".

eFinance & Receiving:

When entering the purchase requisition:

****Reminder:** RFP# 21-10-04 is the only one that does not require the 2nd quote and tabulation form when using federal funds

| | |
|---------------------|--|
| Bid Awarded Vendor: | 41001318 - Liberty Office Products (formerly Daniels Office Products) |
| Comment Line: | RFP #21-10-04 x5/25 for <u>Office Supplies</u> RFP #19-08-01A x7/24 for <u>Instructional Supplies</u> RFP #20-07-02 x9/23 for <u>PPE</u> |
| Commodity: | 525-005 for <u>Office Supplies</u> 300-0XX for <u>Instructional Supplies</u> ; choose code most appropriate 500-004 for <u>PPE</u> |
| Account Code: | 6399 |
| Description Lines: | "Online order #..." (<u>not</u> requisition #) |
| Quantity: | 1 (you have 1 online order) |
| Unit Price: | Order Total |
| Notes: | N/A |
| Ship To: | Campus or Department; <u>not</u> the warehouse |

***Attach PDF copy of the cart/order to the requisition**

Delivery:

Print and sign your full name on the delivery ticket and receive the order in eFinance

Reminders:

- Enter separate purchase requisitions for Office Supplies, Instructional Supplies and Personal Protective Equipment,
- Only 1 online order per requisition.
- You must ship to campus or department; no pickups
- Be sure to use the correct RFP number on the purchase requisition.
- Custom orders such as stamps cannot be done online. For custom prices, email Lou Ann Tiger at tiger@libertyoffice.com, or call Liberty at 281-292-3355.

Contact Laura Davidson in purchasing to delete a cart/online order.

Contact Buyer Graciela Lopez in purchasing with questions.