

Purchasing Guide

Thanks for everything, and I really hope this helps!

-Bernice

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Use Ctrl + Click to navigate if in .docx format or you can simply click if you're using the PDF format.

This guide is stylized for the NCI-CAR contract only.

Abbreviations used:

PO = Purchase Order

AP = Accounts Payable

Nav = Navision

G/L = I wish I knew

PM = Preventative Maintenance

Master Folder Files

Purchase order request file NCI CAR.xls

Purchase order request file DMID.xls

I use these files to look at the history of orders that Amanda or other people have made for NCI-CAR and DMID. I kept DMID history as there are some items, I believe, that are useful here at NCI-CAR from DMID. These original files are found in the Teams page for POs.

Phone Directory - NCI-CAR_CenturyBlvd_Updated10Nov2022.docx

Phone Directory - NCI-CAR_CenturyBlvd_Old.docx

Phone Directory - NCI-CAR_CenturyBlvd_Formatted.xls

These are the original phone directory files I created for Ricky. The _Updated10Nov2022 file is the one taped up around the lab and building right now. **If you need to do any *major* updates, use the .xls file.** Editing from within Word instead of Excel will make formatting difficult. Edit on Excel, delete everything in the Word document, and paste what you formatted in Excel. It will look much cleaner, trust me. Edit as needed in case there are any errors.

NCI-CAR_contactList.xls

This file will be for whoever takes over budgeting and purchases. I tried to compile as many of the vendors as I could. To add new entries, make sure to insert a row first so the sheet formats the patterns correctly. To insert:

1. Click the row you want to add a row above (rows will always add above). It will look like so:
2. Right click in the green section > Insert

Avery45160_invoiceStickers

A template for Avery 45160 labels to put on completed invoices. See pg. 13 for more details.

Century Boulevard Emergency Phone List_revised_22JUL2022

This is the small print out version of the longer phone director. Print and cut around as necessary.

Master Folder > Other Projects

NCI-CAR BS.xls

These were projects that did not come into fruition. BSCs was supposed to be for keeping track of yearly maintenance done on fume hoods or balance configurations.

NCI-CAR E-Waste.xls

This project was for counting what was in the E-Waste section in the lab. Please edit as needed.

NCI-Car On Call Sheet.xls

Template that was used for the Teams sheet.

Helpful Drives to Map

Drive: B: [v]
Folder: \\usro1-filesvr01\apdrive\$ [v] Browse...
Example: \\server\share
 Reconnect at sign-in
 Connect using different credentials
[Connect to a Web site that you can use to store your documents and pictures.](#)

Drive to Map (you can copy/paste these)	Purpose
\\usro1-filesvr01\apdrive\$	AP Drive to access invoices for your contract
\\usro1-filesvr02\nci-car\$	NCI-CAR drive
\\usro1-filesvr01\public\$	Public drive to access Scanner folder

Sending Scans to Scanner Folder

Go to the scanner in the supply room > click energy saver button if it's on (green) > Workflow Scanning > NCI_Scans > Pick your type > rename your DOC if you wish > hit green **START** button

You will find your file here: \\usro1-filesvr01\public\$ > Scanner > NCI_Scans

For the love of all that is holy, PIN THIS FOLDER. It's a pain to navigate to. Right click the folder and click "Pin to Quick access". You'll thank me later.

Tip: Order by "Date modified" if you can't see it at the top.

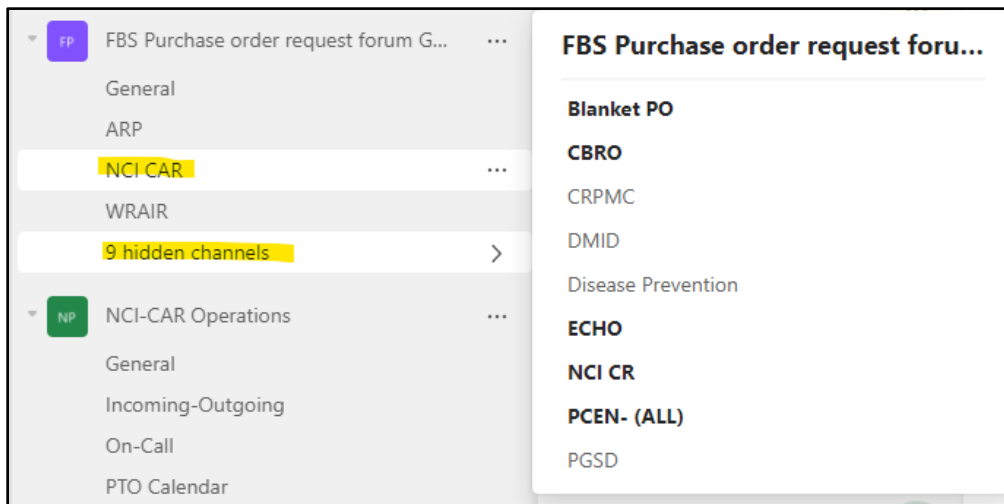
Requesting Quotes for Purchase Orders

1. Find the email for the vendor you need to send a request to from the **NCI-CAR_contactList.xls** file. I will put examples in the master folder for you to reference if you need it. Be mindful of CCing the right people too, as this can be important.
2. Either get a price check or a quote. Either is fine, but you most likely want to get an official quote in PDF form to submit to Sarah Taylor.
3. If an official quote is not possible, you can also save the email that has the direct pricing in it. To do so, you will go to the email in Outlook, **File > Save as Adobe PDF**. If you do not have that option available, **Save As** also works. You can save it in an email format, though PDF would be preferred.
4. Once obtained, save to the Quotes folder in **N:\Administration\Quotes**. Your drive letter may be different as I mapped NCI-CAR to my N Drive.
5. Use the following nomenclature: **VendorName_DDMonthYYYY**. See the “Quotes” folder for examples. The quote will be used in the next step.

Requesting Purchase Orders

Ensure you are part of the “FBS Purchase order request form Group” on Teams. If not, ask someone who is to invite you or email Sarah Taylor (sarah.taylor@thermofisher.com) if you do not have anyone to ask.

1. Open Group > NCI-CAR Channel > Files > Purchase Order request file NCI CAR.xlsx



If you do not see the NCI-CAR Channel, go to the hidden channels section, and select it.

2. Fill entries across. If you need references, look at the **Purchase order request file NCI CAR.xls** file in the “Master Folder” for how to format your purchase order.
3. If you have a quote, fill out the quotes section with the exact name of the file.
4. Back on the “Files” tab, go to the “Quotes 2022” folder or whatever year you need in case this is outdated > Upload, and you should be good. Reference this file on the line you’re putting in an order for under the column (D) “QUOTE”.
5. Wait for Sarah Taylor to send you the completed PO or to let you know that your order has been put through. Once that is sent over, you can finalize your order via email with the vendor.

Requesting Edits to a Purchase Order

If you need to revise a purchase order due to needing to add more quantities to an item, merge multiple orders together, or having to request an alternative item due to backorder, you can easily request a change through the Teams sheet.

1. Let Sarah Taylor know that you're putting in a new line to request a change to a PNCI PO.
2. Create a new line, do NOT edit the old line, with the new information. Under the "Description" column (K), leave a note that this is editing a previous PNCI that was placed already.
3. If you need an example, go to the sheet and use ctrl+F to find "PNCI001497". Look at Line 1059 and Line 1067 to see the edit request I put in.

Receiving a Purchase Order on Navision (Dollars)

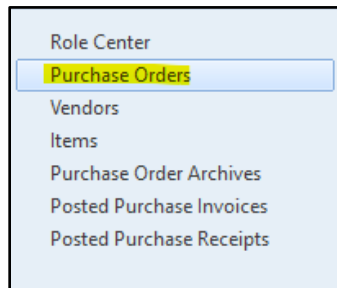
IMPORTANT: If you need Navision access ASAP, [direct message David Yee on Teams](#). He can expedite this process. That or ask Dennis Eyler (dennis.eyler@thermofisher.com).

1. Some invoices, not all, are placed in your Accounts Payable folder on the apdrive (see [Helpful Drives to Map](#) section). Navigate to:

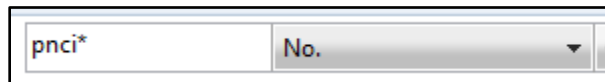
A:\Account Payable\2022 AP Invoices\PNCI - BERNICE SIMON

and open the corresponding folder you need to access (mm-2022). Invoices will be placed here without notice to you, so **check daily**. Copy and paste new invoices into the **N:\Administration\Invoices** folder on the NCI-CAR drive. “PROCESSED INVS” and “RECEIVED INVS” are folders for AP and not you, so you don’t have to worry about it.

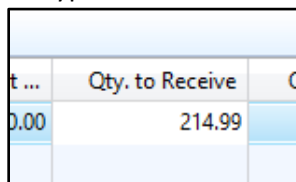
2. Open Navision once you have access.
3. On the left menu, double click “Purchase Orders”.



4. In the filter box, type “pnci*” and hit enter. The * is important, yes. It’s a wildcard and will focus all search entries to PNCI entries only. PNCI is the corresponding PO nomenclature for NCI purchases.

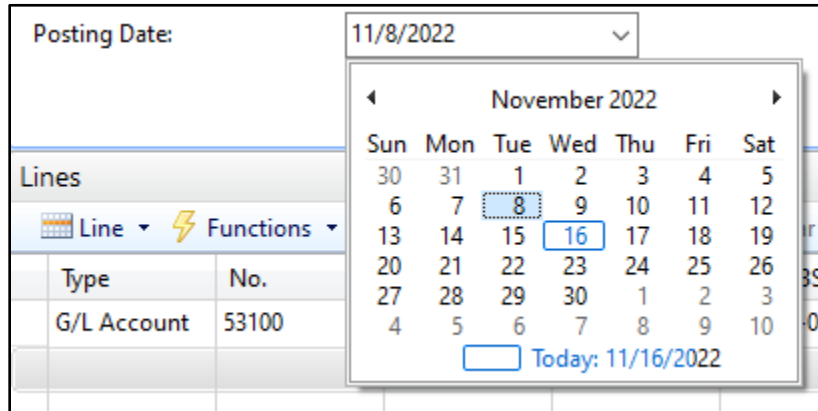


5. Look at your invoice and find the PO you’re looking for. For example, I will use PNCI001434. This is a blanket PO which I will get into more in the [Special Notes](#) section. You can look up direct POs in the search bar as well. PO numbers are on different places on invoices as each invoice from each vendor is unique. Typically, just look for “PNCI” or “Customer PO” or “PO”. *If a PO number is unavailable, then this is an invoice that needs a purchase order created in Teams for Sarah Taylor to process, then you can receive it later.*
6. Find your PO and double click it. Look at your invoice and see how much you need to receive. For the Airgas example I am using, there is an amount to receive in **dollar** amounts. There are other POs that have you receiving in **quantity** amounts. I’ll use a quantity example later.
7. Find the “Qty. to Receive” column and type in that amount:

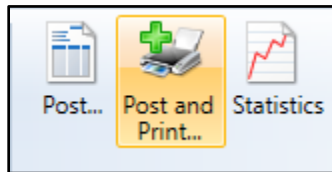


t ...	Qty. to Receive	Q
0.00	214.99	

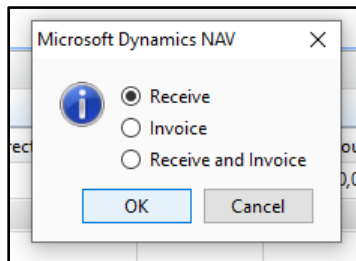
- Find the “Posting Date” section and change it to today’s date as that is the day you are posting the invoice. An easy way to do it is to just click “Today:” at the bottom.



- Click “Post and Print...” at the top. This will print your posting.

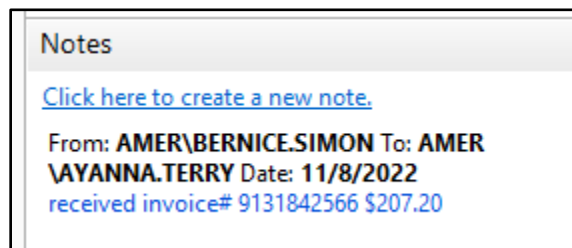


- Change “Receive and Invoice” to “Receive” then hit OK. Grab your printed sheets.



- On the bottom right, you will enter your note. I format my notes as:

received invoice #9132086809 \$214.99



- In the “To:” section, type “amer\ayanna.terry”.

Tip: If you only type partially like "amer\ayan" and hit "tab", the text field will auto populate for you.

- Tick “Notify” then “Save”. Click “OK” at the bottom to close out or just close out of the page.

Receiving a Purchase Order on Navision (Quantities)

1. Repeating the same-ish steps above, I will now use an example using quantities instead of dollars. A vendor you will see yourself doing this often for will be RAS Enterprises, LLC.

Description	Quantity	Outstanding Q...	Reserved Qu...	Unit of Mea...	Direct Unit Cost...	Tax Group ...	Line Amount ...	Qty. to Receive
Uline jumbo economy reinforced kraft tape, 2.83"x1,000', 6/cs	1	1		CS	164.14		164.14	
Uline antistatic peanuts, pink, 20 ...	3	3		BAG	42.37		127.11	
Uline Custom Wrap cellulose wa... rolls - 6 ply, 1/8" thickness, 24"x2... 2 rolls/bundle	1	1		BUND	169.18		169.18	
Quote # RAS FB 022-307-001		0						

RAS Enterprises, LLC Navision Entry

Description	Quantity	Outstanding Q...	R
Dry Ice	10,000	3,290.39	
Blanket PO for March 2022 - February 2023		0	

Airgas Navision Entry

Do you notice the difference between these two entries? The quantity in RAS is in number of cases and Airgas is in dollars. In the RAS entry, you would put the quantity in cases you'd like to receive, like so:

Quantity	Outstanding Q...	Reserved Qu...	Unit of Mea...	Direct Unit Cost...	Tax Group ...	Line Amount ...	Qty. to Receive
1	1		CS	164.14		164.14	1
	0						
3	3		BAG	42.37		127.11	3
1	1		BUND	169.18		169.18	1
	0						
	0						
	0						

Quantities received for RAS Enterprises, LLC entry

2. Proceed with steps from previous section to post, print, note, and receive entry. All other steps are the same, you just need to be more careful about receiving in quantities vs. dollars. This will become easier to identify in the future.

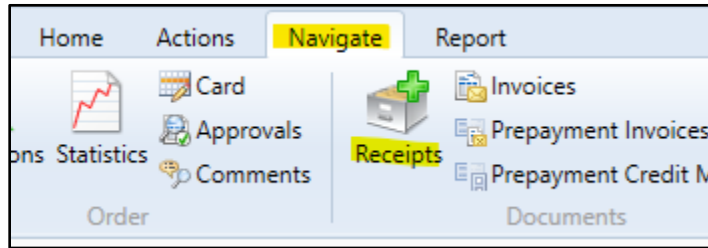
Unposting/Un-Receiving an Invoice

Made a mistake on your post? No worries, we can remedy that! 😊 You need to catch your mistake fast, though! If the “Qty. Rcd. Not Invoiced” section still has a number under it instead of 0, that means you’re safe:

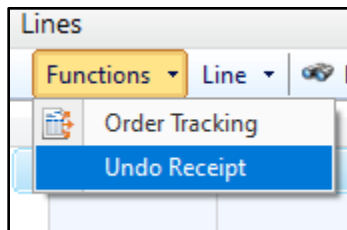
Qty. Rcd. Not Invoiced	\$
214.99	
0	
0	

If not, you’ll need to contact fbsfinance.apinv@thermofisher.com or ayanna.terry@thermofisher.com and let them know what happened and ask for next steps.

1. Find the PNCI you need to unreceive.
2. At the top menu, find “Navigate”, then click “Receipts”



3. In the new window that popped up, scroll all the way to the last entry or if it’s not a long list, then the final entry.
4. Double click the last entry which will open a new page. Your last entry will be the last quantity you received. DOUBLE CHECK that the numbers of what you want to unreceive MATCH.
5. Highlight the line with the quantity entry.
6. Functions > Undo Receipt



7. Close out and receive again to fix the mistake.

Updating the Spending Tracker

1. The Spending Tracker can be found in the following path:

N:\Administration\NCI-CAR Purchasing\Spending Tracker for NCI-CAR.xls

2. You will want to update this after you have received all your invoices on Navision or have put in a purchase order request for Sarah Taylor on Teams.
3. When receiving blanket POs such as **Cintas, Airgas, UPS, and FedEx**, you will want to find their sections in the Excel sheet and update by adding a new line within their PO section. You want to keep PNCI numbers together.
4. When you don't have a blanket PO, you can add these new entries to the end of the sheet in a new line.
5. You can pull most of the information you need to populate from the PO request form on Teams. What you can't pull is the following and only comes from the invoice:

	J	K	L
	Invoice #	Amount Paid	Date Received
2	62055428	\$373.46	4-Nov-2022
2	RAS FB 022-300-001	\$873.67	3-Nov-2022
2	9493551288	\$19.02	31-Oct-2022
	waiting for item and invoice, 2 backorderd	-	-
2	104705	\$631.55	8-Nov-2022
2	7909342	\$55.24	10-Nov-2022
	2 waiting for item and invoice	-	-
	2 waiting for item and invoice	-	-

“Invoice#” is self-explanatory, but “Amount Paid” may differ from the AMOUNT column (D), so record what is on the invoice. Date Received is the date you received it on Navision, also known as the posting date.

6. I have rules set up in the sheet such that if you put keywords “waiting for item and invoice”, the cell will format like so above or if the dollar amounts and date received are empty, they will also blank out. This is to remind you they're coming, and you need to update the sheet when they do come in. You can remove the rules after I leave if you find them a nuisance, though.
7. To find the rules, go to Conditional Formatting > Manage Rules > Show formatting rules for: > This Worksheet and edit from there as necessary. I wouldn't recommend editing unless you know what you're doing.

Updating the Budget Tracker

1. The budget tracker can be found in the following path:

N:\Administration\NCI-CAR Purchasing\NCI-CAR AOP and Contract Tracker_15Nov22

The date will change at the end as Mary Tang updates it weekly.

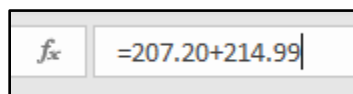
2. After updating the spending tracker, you need to update your budget tracker. Honestly, you can do this in either order as long as both are done.
3. Find the GL code your purchase was ordered under. For example, Airgas will be under 53100 Materials – Dry Ice. Find the corresponding date your invoice was received on Navision.

10/02/2022	11/06/2022
11/05/2022	12/03/2022
Oct-22	Nov-22

If your invoice was created 11/05/2022 but received on Nav after that date, say 11/06 or 11/07, you will be recording that amount under 11/06/2022 – 12/03/2022

4. Right click and make a new comment or edit your current comment and record your invoice amount like so:


5. Check my previous comments if you need to see how to format it. Click the check to save.
6. In the formula bar, type “=214.99” to enter the value into the cell. For future additions, keep using + to add to the value in the cell. So, using the values in the comment above, type “=207.20+214.99” and so on as more Airgas invoices come in. **Only do this for columns that are forecasted and not hard numbers. You can tell by when the column is labeled “ACTUAL” and “ESTIMATED”.**



7. Do the same for other invoices received and be mindful of dates.
8. You CAN add future purchases or invoices that you know are coming, just mark with a * or whatever you need to do to differentiate between posted invoices vs. incoming invoices.
9. Remove *s when you’ve updated the official invoice on Navision.

Sending a Notice Email

1. Once you're done receiving, you'll need to send an email with the invoices you received and under what POs.
2. Send directly to fbsfinance.apinv@thermofisher.com, CC ayanna.terry@thermofisher.com, ricky.schrock@thermofisher.com, and timothy.taylor@thermofisher.com
3. Remember to **attach your invoices, use the PNCIs as your email subject**, and format like so (you can word this any way you want):

	To	<input type="radio"/> FBS Finance APINV;
	Cc	<input type="radio"/> Terry, Ayanna; <input checked="" type="radio"/> Schrock, Ricky; <input type="radio"/> Taylor, Timothy K.;
	Subject	RE: PNCI001431, PNCI001432, PNCI001506

Please see attached for invoices received on Navision. Thank you! 😊

PNCI001431
UPS, Invoice# 000050R04F462

PNCI001432
Cintas, Invoice# 4137226725

PNCI001506
Polar Tech Industries, Invoice# 0463860-IN

Bernice Simon
Laboratory Scientist I – Chemistry (Contractor)
NCI-Chemotherapeutic Agents Repository

Thermo Fisher Scientific
20301 Century Boulevard | Building 6, Suite 800 | Germantown, MD 20874

4. Send off and you're done!

IMPORTANT: When receiving Fisher Scientific and Staples invoices, CC Wanda Melton (wanda.melton@thermofisher.com) instead of Ayanna Terry.

Stapling and Filing Physical Receipts/Invoices

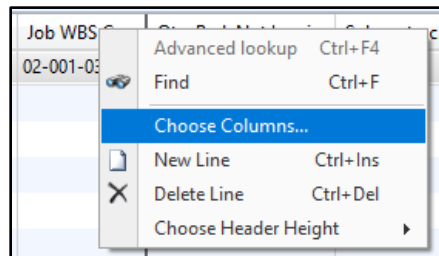
1. If you have the packing list or notice of delivery, keep it.
2. Order of records is as follows:

Packing List (if available) > Original Invoice (print from invoice folder) > Posting on Nav (this is what prints when you click "Post and print... > Receive) > Avery 45160 label sticker

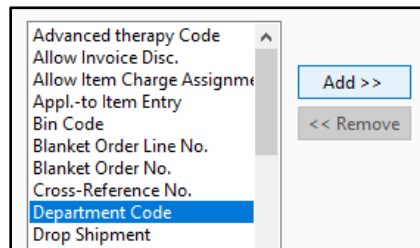
3. On the Nav posting, write the GL code/Department code like so:

Item No.	Description	Unit	Received
	Dry Ice Blanket PO for March 2022 - February 2023	Each 53100/506	214.99

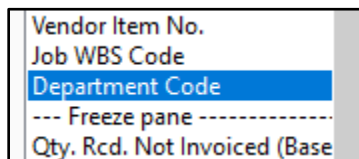
4. The 506 comes from the "Department Code" column on Nav. You most likely will not have this on hand immediately so you'll need to add it.
5. Right click the headers section > Choose Columns...



6. Find "Department Code" and Add >>

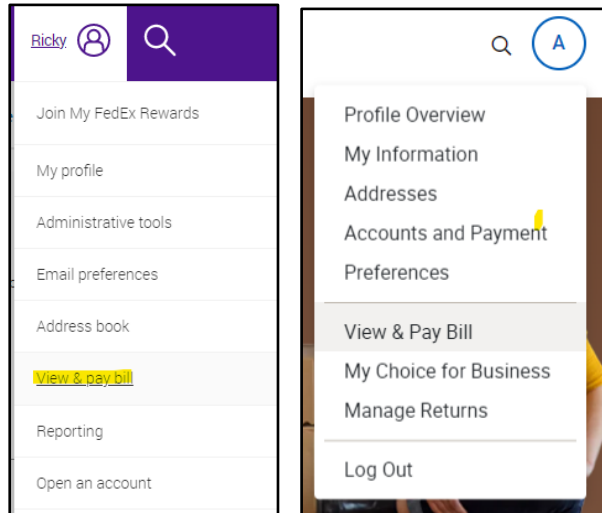


7. You don't have to do this, but I recommend it. Highlight "Department Code" at the bottom of the list and use the "Move Up" button to move it above the Freeze Pane at the top. You'll have easier access to it in the future.

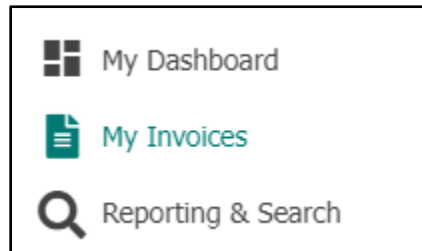


Check Daily – FedEx and UPS

1. You'll need to check UPS and FedEx daily for new invoices. Login info:
UserID: NCI-CAR1
Password: ***** **Please ask Timothy Taylor or Amanda Idstein for the password.**
2. For FedEx and UPS, go to "View & pay bill"



3. FedEx will take you directly, but for UPS, you need to go to Invoices on the right:



4. Save downloads to **N:\Administration\Invoices** and process as usual.

Check Daily – Accounts Payable Folder

1. Check **A:\Account Payable\2022 AP Invoices\PNCI - BERNICE SIMON** daily, as mentioned earlier.
This is where all your invoices for purchases go for the most part.
2. Put these invoices in the Administration\Invoices folder, too.

Direct and Indirect (Overhead) Costs

When you're making purchase orders, you need to be mindful of Direct and Indirect costs. Direct costs are costs you can charge to your government contract. Indirect costs, also known as Overhead costs, are purchases that you cannot. Below are a few examples:

Item	Direct/Indirect	Can you charge to the govt?
Hand sanitizer	Direct	Yes
Office supplies (500 series)	Direct	Yes
Admin work (700 series)	Direct	Yes
Coffee/food (700 series)	Indirect	No
Cintas	Indirect	No
Lab coats	Indirect	No
Disposable lab coats	Direct	Yes

A big one you will see often is Cintas.

IMPORTANT: Indirect costs such as Cintas are NOT recorded on the Budget Tracker but ARE recorded on the Spending tracker.

All expenses must be tracked, but not all of them make it on the budget tracker. If you have questions, ask Mary Tang.

Special Notes

The following are notes that I cannot find a place for in the guide:

- Send Fisher Scientific and Staples Invoices to **Wanda Melton (amer\wanda.melton, wanda.melton@thermofisher.com)**. This means you'll be notifying her in Nav and emailing her instead of Ayanna.
- If you ever run out of money, go to the Teams spreadsheet and make a new line in the PO sheet to request more (estimate how much you'll need for the month)
 - Email sarah.taylor@thermofisher.com: "Please modify PNCI###, add \$\$ more to domestic shipping" (example)
- Sometimes you'll see on the invoice that there was a charge for shipping and handling or taxes. If you're receiving dollar amounts and there's no line for that, don't worry about. AP and Ayanna will take care of it and edit the Nav entry to reflect these changes, hence why you attach invoices to your email notice.
- If you're receiving multiple line items in Nav and only one line item needs more money, you can't receive it because you need to receive everything. Make a new PO request to add more money, like I stated above. The numbers will still save in Nav, but you just don't post it till it's ready to edit.