

EXHIBIT E PROCUREMENT SUITE

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
PROCUREMENT SUITE			
PURCHASING-SPECIFIC REQUIREMENTS			
588. Ability to create combination purchase orders with inventory and non-inventory items.			
589. System can combine multiple requisitions for items requested from the same vendor into one purchase order.			
590. System can combine identical items for different inventories and departments into a single order.			
591. Purchase orders are identified by buyer and user-defined purchase order type.			
592. Allows users to email purchase orders to vendors from within the application.			
593. Proposed purchase orders can be edited on screen with automatic update of master files.			
594. System supports one-time purchase of supplies, equipment, and services.			
595. Due dates for orders can be specified by purchase order.			
596. Receiving against purchase orders can be done on screen from workstation in the receiving area.			
597. Purchase orders can be recalled using vendor name or purchase order numbers.			
598. System is able to receive items in multiple units of measure.			
599. On-screen inquiry and printed reports available to track open and completed purchase orders and receipts history.			
600. System will not allow a purchase order to be completed without an appropriate vendor file record to access.			
601. When composing a purchase order to vendor not currently existing in the vendor file, system will allow buyer to window into the vendor file for reference, or create a new vendor record without having to leave the purchase order function.			
602. System may prompt user of existing purchasing orders placed to a particular vendor while in the compose purchase order mode.			
603. In the compose purchase order mode, a purchase order type field is available and			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
captured for future reports to track orders designated by such categories as inventory, non-stock, special, and service.			
604. Buyer has capability to add or override information defaulted from the vendor file at designated manager level.			
605. When composing a purchase order, buyer can add purchase order notes that will be stored and can be printed on the purchase order document and accessed electronically by the accounts payable department at designated manager level.			
606. When composing a purchase order, buyer can add receiving notes that can be stored and accessed online by the Receiving department for delivery instructions at Manager Level			
607. When composing a purchase order, the following fields of information can be defaulted from the item field when a new item is added to the order:			
a. Description			
b. Price			
c. Vendor catalog number			
d. Order/Issue Units of Measure (UOM)			
e. Order/Issue contents			
f. Manufacturer code			
g. Manufacturer catalog number			
h. Expense code			
608. After a purchase order has been composed and saved, it can be accessed and changed at any time as long as it is prior to the order being received on or transmitted to a vendor, subject to appropriate approval from management.			
609. Non-inventory and inventory items can be included on the same purchase order or printed on separate purchase orders.			
610. When composing a purchase order, system will validate a general ledger chart of accounts and can prevent a buyer from completing order until validation is complete.			
611. Once saved, a purchase order can be printed via the system, at any time.			
612. When printing a purchase order, the user can select from the following options:			
a. All orders			
b. Orders by vendor or groups of vendors			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
c. Orders by purchase order number			
d. Orders by purchase order date range			
e. Orders using multiple selection criteria			
613. The system supports a paperless environment, where users can choose not to print any purchase order document, and this choice will not prevent future transactions to take place (i.e., receiving, order transmission, order deletion).			
614. Supports multiple authorization levels for purchase orders by:			
a. Dollar amount			
b. Buyer			
c. Other user-defined criteria			
615. Purchase order types include the following:			
a. Inventory			
b. Non-stock			
c. Special			
d. Service			
616. Online requisition entry available.			
617. User can inquire online for purchase order status using the following:			
a. Vendor			
b. Purchase order date			
c. Purchase from location			
d. Status of purchase order			
e. Purchase order code			
f. Item			
g. Purchase class			
h. Ship-to location			
i. Accounting unit			
618. Provides security for online inquiry, maintenance, and all master files.			
619. Priority requests can be accommodated.			
620. Purchase order file includes the following:			
a. Purchase order number			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
b. Vendor catalog number			
c. Item number			
d. Order dates			
e. Vendor number			
f. Vendor address			
g. Quantity ordered			
h. Latest unit price			
i. Extended price			
j. Method of shipment			
k. Activity number			
l. Freight expense			
m. Delivery address			
n. Packaging information (unit of measure)			
o. Account numbers			
p. Inventory category			
q. Manufacturer			
r. Quantity received			
s. Quantity back ordered			
t. Approval status			
621. Provides a purchase order revision log.			
622. System provides visibility of transaction as it moves through the procurement cycle.			
623. Procurement transactions are routed automatically for electronic approvals prior to arriving in purchase department for processing.			
624. Ability to handle partial payments against purchase orders or contracts.			
625. Purchase orders keep same PO transaction number after year-end rollover process.			
626. Ability to enter discounts by dollar amount or percentage.			
627. Ability to enter line items at list price and take discounts off total order amount.			
628. Ability to add shipping by dollar amount or percentage.			
629. Allows multiple account codes for one purchase order.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
630. Edits against already issued purchase order numbers to prevent the entry of duplicate purchase order numbers.			
631. Allows purchasing transactions to be put on hold.			
632. Provides a batch import process to create purchase transactions from an input file.			
633. Provides ability to default selected data (example –ship-to address, etc.) and the ability to override defaults.			
634. Ability to print purchase orders onsite, real time, via laser or ink jet printer.			
635. Ability to electronically deliver purchase orders based upon the vendor’s profile, including e-mail, fax, Electronic Data Interchange (EDI), Vendor Portal and e-Commerce.			
636. Provides full drill down capability on all PO fields.			
637. Provide a user-friendly report writer to access Purchase Order information.			
638. Ability to attach digital documents (bids) to purchase orders			
639. Provide ability to track the bank detail Purchasing Card and Credit Card transactions			
640. Allow specified users to modify purchase orders after printing – Manager Level			
641. Provide inventory of purchase orders sorted by associated building – Manager Level			
642. Provide a field for contract, RFP or RFI numbers on POs			
643. Provide ability to track emergency, blanket and immediate POs			
644. Track changes to purchase orders and associated approval date			
645. Classify purchase orders into categories for bond issues, budget, operational			
646. Retain images of purchase orders			
REQUISITION PROCESS			
647. Provides online requisition process for various types of requisitions including warehouse for filling supply orders, processing print jobs and issuing purchase orders to vendors.			
648. Ability for employees to enter requisition information online from system or web-base applications with automatic system review of the account code validity and budget capacity.			
649. Provide requisition templates for frequently ordered items.			
650. Automatically assigns a District-defined, sequential requisition number.			
651. Allows requisitions to be sent out for electronic approval with warning messages			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
available when budget capacity has been exceeded and optionally turn off the warning messages.			
652. Allows for the following requisition changes:			
a. override of budget code;			
b. reject by line item.			
653. Allows multiple levels of approval.			
654. Inquiry function allows requestors to view requisition status at any point in the process, including:			
a. Date requisition approved/or returned			
b. Date purchase order issued			
c. Purchase order number			
d. View of entire purchase order (online)			
e. Date materials received from vendor, date printing job was completed or materials delivered from the warehouse.			
f. Date invoice paid and amount.			
655. Accommodates multiple description lines that are printed on the purchase order form for each line item.			
656. Ability to create a purchase order without a requisition (with proper security)			
657. Information can be transferred from multiple requisitions to a single purchase order with references to source documents.			
658. Ability for an audit trail at the requisition line item level to allow for requisition tracking when a requisition is split into multiple purchase orders.			
659. Ability to enter comments and/or special instructions on requisitions			
660. Standard Purchase Order comments are provided in system via a drop down box.			
661. Closed purchase orders and requisitions can be purged and saved offline.			
662. Allows drop down search for vendors and vendor's mailing address.			
REQUISITION MANAGEMENT REQUIREMENTS			
663. System is capable of online inventory and non-inventory requisitioning from any designated location.			
664. Ability to create customized department requisitions for:			
a. Inventory			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
b. Non-stock			
c. Service items			
665. Generates unique, sequential requisition number, which can be used to cross-reference to all applicable purchase orders.			
666. Online requisitions can be entered into the system by departments (users) for inventory, non-stock, and service items.			
667. Supports emergency (demand) requisitions.			
668. Holds online requisitions until they are verified online by appropriate personnel.			
669. Comments or notes entered by user in requisition mode will pass along to the purchase order during processing by the buyer, and may be modified or expanded upon as required to correctly place the order.			
670. Allows requester to load items automatically into a requisition from a pre-designed template.			
671. Allows online inquiry of requisitions by:			
a. Location			
b. Item			
c. Status			
d. Requisition number			
672. Ability to upload District's Purchasing Card information into the system on a regular basis to update encumbrances until monthly card payment is made.			
PURCHASE ORDERS			
673. Provides conversion of quantities when vendor order units do not match inventory-tracking units.			
674. Ability to encumber against a blanket purchase order at the time the purchase order is issued.			
675. Ability to process blanket orders requiring multiple shipping dates for each item ordered.			
676. Ability to track the following on a blanket order:			
a. Payments made			
b. Number of orders			
c. Quantities			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
d. By organization and account number			
e. Cumulative totals			
677. Allows blanket purchase orders that permit partial payments.			
678. Allows Purchasing to consolidate and centralize purchase requirements from multiple schools/cost centers.			
679. Enables Purchasing to issue multiple purchase orders against one requisition.			
680. When a purchase order is allocated across multiple accounts, ensures that the total allocated balances with the total value of the purchase order.			
681. Permits fast tracking of purchase orders that meet certain District-defined criteria, e.g., under a certain amount or of a certain type, and include a reason for the fast track.			
RECEIVING-SPECIFIC REQUIREMENTS			
682. Provide for receiving of goods ordered via Purchase Order at locations including central receiving, schools, and other District facilities.			
683. Allows user to enter receipts by exception (i.e., quantity received matches quantity ordered on all lines, user overrides).			
684. Receipts adjustments can be entered on partially received or closed purchase orders.			
685. Provides online inquiry of current receipt status for any purchase order or requisition.			
686. In receipt mode, the following fields default to the screen from the purchase order:			
a. Delivery date			
b. Vendor number			
c. Purchase order line number			
d. Description			
e. Vendor/manufacture catalog number			
f. Order quantity			
g. Unit of measure			
h. Quantity remaining to be received			
i. Item number			
687. System will calculate and display the issue unit of measure based on the order unit of measure for a line item provided the contents breakdown is reflected in the Item File.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
688. Receipts of items allows:			
a. Multiple receipt locations			
b. User ID code of person receiving			
c. Receiving comments			
d. Receiving status			
689. In receipt mode, system can prompt user for invoice (packing slip) number.			
690. In receipt mode, the receiving person's name or user ID is automatically filled in on screen based on the user's sign-on.			
691. System allows multiple receiving reports to be entered for a single purchase order.			
692. Provides capability to default expected quantities from the purchase order into the receiving report entry screen, or to suppress expected quantities from being displayed.			
693. System automatically defaults all information from the purchase order to the receiving report entry screen.			
694. System automatically matches receiving information against purchase order information to determine if an invoice is ready for payment.			
695. Provides capability for mass receiving of all expected quantities from the purchase order.			
696. Ability to track partially filled purchase orders.			
697. Ability to allow receiving by line item number or by entire purchase order.			
698. Ability to allow adjustments to received items and provides a complete audit trail.			
699. Ability to make immediate correction of any discrepancies.			
700. Ability to make incoming goods quickly available.			
701. Ability to handle overages, shortages, wrong or missing items.			
702. Ability to apply text to purchase orders to track vendor communications for returns, exchanges, warrants for current and previous fiscal years.			
PURCHASING/RECEIVING MANAGEMENT REPORTS			
703. Purchasing and receipts management reports can be generated from purchase order status (all open orders)			
704. Provides vendor list containing vendor information.			
705. Receiving can be done for items from other warehouse locations.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
706. Once backordered supply is received, a process is available to release it to the original requestor, if still required.			
707. Provide detail cost reports by vendor			
708. Provide detail cost and summary reports by PO item			
709. Provide a user-friendly report writer to access Purchase Order information			