

# Non-Public Information System (NPIS) User Guide

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## For School Users

June 2019



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

333 Market Street  
Harrisburg, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)



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## Introduction

Welcome to the **Non-Public Information System (NPIS)**, Pennsylvania Department of Education's (PDE) online system for ordering instructional materials. The new **NPIS** is a web-based application designed to make the purchasing of textbooks, eBooks, electronics, and instruction materials for non-public schools, vendor notification, and payment processing more efficient.

## About School Users

**NPIS** is a secured internet system. When a new account is created for you, only information for your school is available.

Every school has a User ID and Password. The User ID is always the AUN number for the school and cannot be changed. The password can be changed by the school administrator at any time.

You can maintain your own personal information, personalize your settings, and manage your password.

## Logging in to the System

After you receive your **NPIS** user ID and password, follow the instructions below to log in to the system.

To start your NPIS session:

After you have received your user ID and password, go to the NPIS website at <https://www.npis.pa.gov> to log in.

1. The **NPIS Login** screen appears.

The screenshot shows the NPIS login interface. At the top left is the Pennsylvania Department of Education logo. The main header reads 'NPIS Nonpublic Information System'. On the right, there are links for 'Account Login' and 'Training Materials'. The central form is titled 'Login for Schools and Dioceses' and contains two input fields: 'User ID' and 'Password'. An arrow points from a box labeled 'AUN #' to the User ID field. Below the fields is a 'Login' button and a 'Forgot Password' link. At the bottom of the form, it says 'New Vendor? Click [here](#) to register.' The footer contains contact emails: 'For questions about Item Eligibility and Allocations send an email to ra-nppss@pa.gov' and 'For questions about Purchase Orders and Payments send an email to ra-act195-90@pa.gov'.

2. Complete the fields then click the **Login** button.

<b>User ID</b>	Text / Required	This will be the AUN# for the school.
<b>Password</b>	Text / Required	<p>The first time you log in, you will be prompted to create a password. Type your password. Passwords must have a minimum eight characters, and:</p> <ul style="list-style-type: none"> <li>• one or more uppercase characters</li> <li>• one or more lowercase characters</li> <li>• one or more numeric values</li> <li>• one or more special characters</li> </ul> <p>Note that passwords are case-sensitive. The first time you log in, and at the beginning of each school year, will be prompted to change your password.</p>

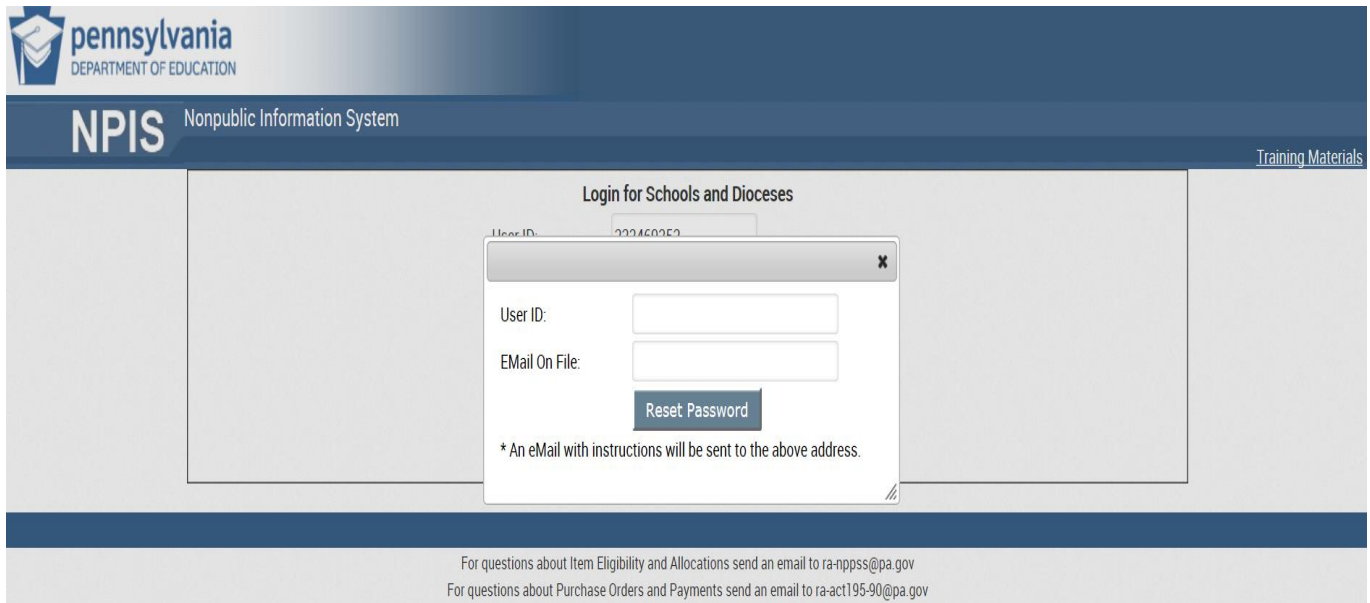
3. Click **Login**. The **NPIS Dashboard** will appear.

## Reset Password

We do not store NPIS passwords so we are not able to provide you with the password for your school. If you do not know the email address on file for your school, we are able to provide you with that information and change it for you, if necessary.

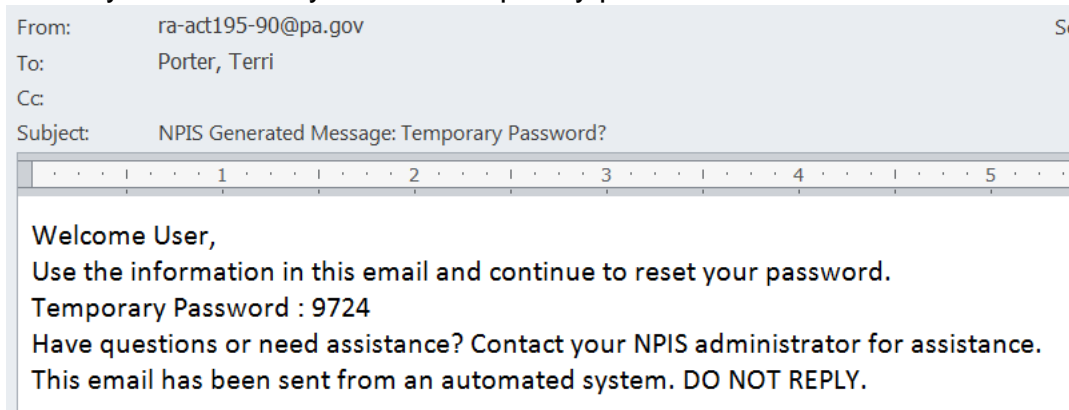
If you forget your **NPIS** password, you can receive a new temporary password by email.

1. Type your user ID (AUN number).
2. Click **Forgot Password**.
3. When the popup appears, enter your user ID (AUN number) and email address tied to your school in NPIS, then click **Reset Password** (If you are not sure what email address is on file for your school, email us at [ra-act195-90@pa.gov](mailto:ra-act195-90@pa.gov) to inquire).

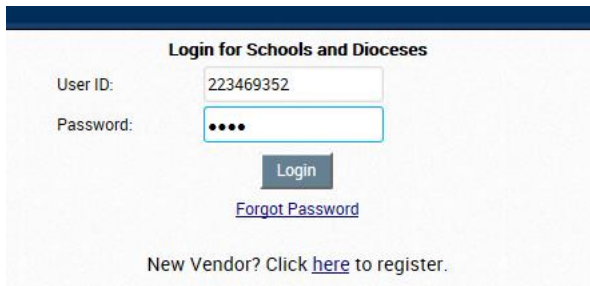


The screenshot shows the NPIS (Nonpublic Information System) login page for schools and dioceses. The page header includes the Pennsylvania Department of Education logo and the text 'NPIS Nonpublic Information System'. A 'Login for Schools and Dioceses' form is visible, with a 'User ID' field containing '222460953'. A modal popup window is open, titled 'Reset Password', with fields for 'User ID' and 'EMail On File'. A 'Reset Password' button is present, and a note states: '\* An eMail with instructions will be sent to the above address.' At the bottom of the page, contact information is provided: 'For questions about Item Eligibility and Allocations send an email to ra-nppss@pa.gov' and 'For questions about Purchase Orders and Payments send an email to ra-act195-90@pa.gov'.

4. Check your email for your new temporary password.

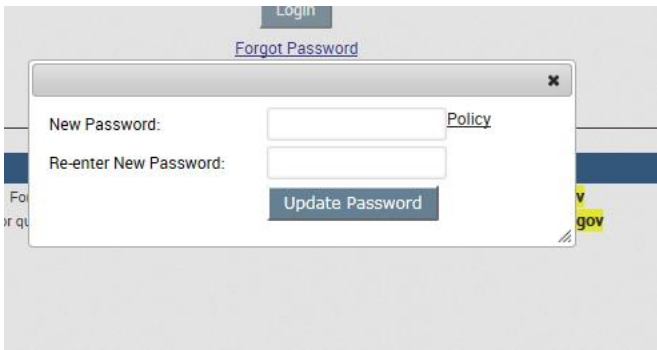


5. Log in using your temporary password.



The screenshot shows a login form titled "Login for Schools and Dioceses". It contains two input fields: "User ID:" with the value "223469352" and "Password:" with four dots. Below the password field is a "Login" button and a "[Forgot Password](#)" link. At the bottom, there is a link for "New Vendor? Click [here](#) to register."

After you click **Login**, a pop-up box will appear for you to type in a new password and confirm the new password.



The screenshot shows a pop-up box titled "Update Password" with a close button (X) in the top right corner. It contains two input fields: "New Password:" and "Re-enter New Password:". To the right of the "New Password:" field is a "[Policy](#)" link. Below the input fields is an "Update Password" button. The background shows a blurred view of the login page with "Login" and "[Forgot Password](#)" buttons visible.

# The School User's Dashboard

After you log in to NPIS, this **Dashboard** appears for an open school.

NPIS Nonpublic Information System
 Dashboard | Vendors | Items | Purchase Order | Receive Order | Logout
Training Mater

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**Contact Information**

Name:\*  Phone:\*  Extn:

Email:\*  Address: 450 Lancaster Ave, Haverford, PA, 19041

**Update Password**

Current Password:

New Password:  [Policy](#)

Re-enter New Password:

**Allotment Status for Year:** 2017-2018

Allotment Amount: \$132,593.92 Date Allotted : 5/24/2017

Re-Allotment Amount: N/A

Spent Amount: \$0.00

Remaining Amount: \$132,593.92

Note: Items requested by you in the past if Approved or Rejected by PDE will not be shown here. Go to 'Items' tab to search for your items.

Items Pending with PDE	Items Pending with School	Purchase Order Status																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EZ Store privacy shields</td> <td style="text-align: center;"><a href="#">Select</a></td> </tr> <tr> <td>word families activity journal</td> <td style="text-align: center;"><a href="#">Select</a></td> </tr> <tr> <td>All about me</td> <td style="text-align: center;"><a href="#">Select</a></td> </tr> <tr> <td>gel bead sensory shapes</td> <td style="text-align: center;"><a href="#">Select</a></td> </tr> <tr> <td colspan="2"><b>Total Record(s) : 23</b></td> </tr> </tbody> </table>	Item Name	Action	EZ Store privacy shields	<a href="#">Select</a>	word families activity journal	<a href="#">Select</a>	All about me	<a href="#">Select</a>	gel bead sensory shapes	<a href="#">Select</a>	<b>Total Record(s) : 23</b>		<p><b>No Record(s) Found</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PO Status</th> <th>Count</th> <th>Action</th> </tr> </thead> <tbody> <tr><td>Incomplete</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Pending PDE Approval</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Transmitted to Vendor</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Cancelled</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Disputed</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Partially Paid</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Fully Paid</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Pending Dispute</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Payment In Process</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> <tr><td>Liquidated</td><td style="text-align: center;">0</td><td style="text-align: center;"><a href="#">Select</a></td></tr> </tbody> </table>	PO Status	Count	Action	Incomplete	0	<a href="#">Select</a>	Pending PDE Approval	0	<a href="#">Select</a>	Transmitted to Vendor	0	<a href="#">Select</a>	Cancelled	0	<a href="#">Select</a>	Disputed	0	<a href="#">Select</a>	Partially Paid	0	<a href="#">Select</a>	Fully Paid	0	<a href="#">Select</a>	Pending Dispute	0	<a href="#">Select</a>	Payment In Process	0	<a href="#">Select</a>	Liquidated	0	<a href="#">Select</a>
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Liquidated	0	<a href="#">Select</a>																																													

For new schools only, the first time you log in, the dashboard will display only your school address.

NPIS Nonpublic Information System
 Dashboard | Vendors | Items | Purchase Order | Receive Order | Logout

---

**Contact Information**

Name:\*

Email:\*

Phone:\*

Extn:

Address: 450 Lancaster Ave, Haverford, PA, 19041

**Update Password**

Current Password:

New Password:  [Policy](#)

Re-enter New Password:

**Allotment Status for Year:** 2017-2018

Allotment Amount: \$132,593.92 Date Allotted : 5/24/2017

Re-Allotment Amount: N/A

Spent Amount: \$0.00

Remaining Amount: \$132,593.92

Note: Items requested by you in the past if Approved or Rejected by PDE will not be shown here. Go to 'Items' tab to search for your items.

Items Pending with PDE	Items Pending with School	Purchase Order Status



After you log in for the first time, enter the contact information in the text boxes in the **Contact Information** section.

Contact Information		
Name:*	<input type="text"/>	Phone:*
Email:*	<input type="text" value="EG. JOHN@LIVE.COM"/>	Extn:
		Address: 550 Sleepy Hollow Rd, Mount Lebanon, PA, 15228 - 2645

<b>Name</b>	Text box/Required	Displays the user's name.
<b>Phone</b>	Text box/Required	Displays the user's phone number.
<b>Extn</b>	Text box/Optional	Displays the user's extension if applicable.
<b>Email</b>	Text box/Required	Displays the user's email address.
<b>Address</b>	Read-only field	Displays the user's address.

You can update this information at any time. The contact name you entered will appear in the upper right corner of every screen above the school name.

### Update Password

You can change your password using the text boxes in the **Update Password** section.

Update Password	
Current Password:	<input type="text"/>
New Password:	<input type="text"/> <a href="#">Policy</a>
Re-enter New Password:	<input type="text"/>

<b>Current Password</b>	Text box/Required	Type your current password in the text box.
<b>New Password</b>	Text box/Required	Type the new password in the text box.
<b>Policy</b>	Link	Click to see the following guidelines for creating a password: <ul style="list-style-type: none"> <li>• Length must be greater than or equal to 8</li> <li>• Must contain one or more uppercase characters</li> <li>• Must contain one or more lowercase characters</li> <li>• Must contain one or more numeric values</li> <li>• Must contain one or more special characters</li> </ul>
<b>Re-enter New Password</b>	Text box/Required	Type the new password in the text box.

Click the **Save** button to save changes to the fields.

## Allotment Status

If you log in before the budget has been passed, the tentative allotment for the current year appears. When the budget is passed, the final allotment amount will appear.

<b>Allotment Amount</b>	Read-only field	Displays the allotment amount for the current year.
<b>Spent Amount</b>	Read-only field	Displays the allotment amount spent.
<b>Remaining Amount</b>	Read-only field	Displays the allotment amount remaining.

## Items Pending with PDE

Items that are waiting for approval from PDE appear by name. Click **Select** to open the **Item Details** screen.

Items Pending with PDE	
Item Name	Action
EZ Store privacy shields	<a href="#">Select</a>
word families activity journal	<a href="#">Select</a>
gel bead sensory shapes	<a href="#">Select</a>
Pete the cat: I love my white shoes	<a href="#">Select</a>
<b>Total Record(s) : 23</b>	

## Items Pending with School

Items that the school has requested for approval and that PDE requires a clarification on by the school appear by name. Click **Select** to open the **Item Details** screen.

Items Pending with School	
Item Name	Action
All about me	<a href="#">Select</a>
<b>Total Record(s) : 1</b>	

**\*\*You must enter the requested information and resubmit to PDE\*\***

**Item Details**

Item Name:\* ALL ABOUT ME

Vendor Name:\* LAKESHORE LEARNING MATERIALS

Item Type:\* Material  No Charge Item:

ISBN #:  Item #:\* GG688

Item Eligibility Status:\* Pending School  Vendor Item Availability:\* Available

Web Address Of The Item:\* HTTP://WWW.LAKESHORELEARNING.COM/PRODUCT/PRODUCTDET.JSP?PRODUCTIT [Click Here](#)

Purpose of the Item:\* KINDERGARTEN

Comments To Date: PDE: PLEASE PROVIDE PDE WITH MORE INFORMATION

New Comment:\*

Enter additional info

Then click "Save"

## Purchase Order Status

You can see the status of your current year purchase orders from your Dashboard. See screenshot below. Purchase order status and counts appear, with links to the **Purchase Order (PO)** screen.

Purchase Order Status		
PO Status	Count	Action
Incomplete	1	<a href="#">Select</a>
Pending PDE Approval	2	<a href="#">Select</a>
Transmitted to Vendor	0	<a href="#">Select</a>
Cancelled	1	<a href="#">Select</a>
Disputed	0	<a href="#">Select</a>
Partially Paid	0	<a href="#">Select</a>
Fully Paid	0	<a href="#">Select</a>
Pending Dispute	0	<a href="#">Select</a>
Payment In Process	0	<a href="#">Select</a>
Liquidated	0	<a href="#">Select</a>

In the example below, we have clicked on the **Select** button for “Incomplete” POs. This school has one PO that they started but never completed and submitted. Incomplete POs do not consume any allocation. Only POs that a school submits consume any allocation. Be sure to delete any Incomplete POs if you do not intend to submit them.

Purchase Order #	Vendor Name	Submitted Date	Transmitted to Vendor Date	Total Qty Ordered/ Received	Purchase Order Status	Purchase Order Amount	Action
PO1606151015	HOUGHTON MIFFLIN HARCOURT ACCOUNT 173758			4/0	Incomplete	\$500.00	<a href="#">Select</a>
Total Record(s) : 1							

In the example below, we have clicked on the **Select** button for “Cancelled” POs. This school has one PO that was either cancelled by the school, diocese or PDE. Cancelled POs do not consume any allocation. When PDE cancels a PO, the NPIS system sends an auto-generated email to the email address on file for the school in NPIS. Log in to NPIS and open the PO in question to view the comments which will inform the school of the reason(s) why the PO was cancelled. A school cannot resubmit a cancelled PO, it must create a new PO and submit it following the comments made by PDE.

Purchase Order #	Vendor Name	Submitted Date	Transmitted to Vendor Date	Total Qty Ordered/ Received	Purchase Order Status	Purchase Order Amount	Action
PO1606156787	BARNES & NOBLE PITTSBURGH #2898	06/15/2017		17/0	Cancelled	\$250.00	<a href="#">Select</a>
Total Record(s) : 1							

Some reasons why PDE will cancel a PO are as follows:

**Valid quote** – A shopping cart, screenshot of vendor’s website, or sales order will not be accepted as valid quotes. Schools must contact each vendor and obtain an actual quote. A valid quote must contain the following: vendor’s name and address, quote number, quote expiration date, ISBN and/or item numbers, description of items, quantity of each item, unit price of each item, total price for each item, discount (if any), shipping and total cost.

**Invoice is attached instead of quote** – If an invoice (except proforma) is attached, the PO will be cancelled. Schools are not permitted to place orders and submit the invoice as the quote. PDE will no longer contact vendors to determine whether the attachment is a quote or an invoice for an order already received.

Reminders:

- Only PDE can transmit ACT195 POs to vendors.
- Schools may not give PO number to vendor with a promise of an official PO later.
- Schools may not place ACT195 orders with vendor directly.
- If an invoice arrives at PDE with a canceled PO number listed, it is evident that the order was placed directly by school with vendor. School will be required to pay the invoice(s) for that order.

**Expired quote** – Once a quote expires, a vendor has no obligation to honor the prices on the quote. Therefore, PDE will not approve and send a PO to a vendor which has an expired quote attached to it. Once we cancel a PO, you cannot attach an updated quote to the PO. A new PO will need to be created and submitted with the updated quote. Quote expiration dates should be good for at least two more weeks from the date of PO submission. Due to volume, if we do not have time to transmit the PO to the vendor prior to the quote expiration date, we will cancel the PO.

**PDE could not open/view quote** – If PDE is not able to open/view the attached quote, the PO will be cancelled. PDE will no longer contact you for a copy of the quote. All quotes uploaded need to be in PDF, Excel or Word format.

**PO and quote do not match exactly** – ALL items on the PO must match the items on the quote exactly. This includes the following: ISBN numbers, item/catalog numbers, colors, sizes, descriptions, etc.

For example: If the wrong item numbers are pulled into a PO and do not match the quote, the PO will be cancelled. The following is an example of actual comments made by PDE informing a school why the PO was cancelled.

PDE - 08/12/2016: Cancelled - The item numbers placed on the PO are actually the item numbers of single copies of the student edition books and not the complete sets as quoted. The item numbers that should have been on the PO are 309789, 309790 and 309810. To ensure you receive the correct products, please create a new PO using the correct--quoted--item numbers.

## SHIPPING

**All quotes must mention shipping** – There must be shipping quoted on the quote or there must be a statement on the quote that indicates shipping will be free of charge. Far too many times, there is no shipping listed on the quote or PO but when the invoice arrives, they charge shipping. We cannot pay shipping if it was not on the PO because there is no funding to cover the shipping in the PO. Therefore, we will cancel the PO if shipping is not mentioned in some way, on the quote.

**McGraw-Hill Shipping** – For any McGraw-Hill PO, PDE is charged a flat 8 percent shipping fee. When you call for a quote, give them PDE's customer number which is 389781. That will ensure that the quote will compute the shipping rate at 8 percent. We have NPIS hardcoded to automatically calculate 8 percent shipping to all POs which you cannot override. If that shipping amount is placed in the discount field, the PO will be cancelled.

**Teacher Materials** – PDE cannot pay for any teacher materials. This includes teacher editions, guides, resources and materials. If the vendor is providing them free of charge, you may pull them into the PO and enter zero (0) for the price. If the vendor is charging for them, you will need to obtain a new quote without these items. If the quote lists teacher materials for a cost, we will cancel the PO.

**Discounts** – If there is no discount listed on the quote, do not place an amount in the discount field of the PO. If the quote has already deducted the discount from each item price, that is how you must enter the item price on the PO. Remember, POs and quotes must match exactly.

**Ship-To Address on quote** – This must reflect your school's information not another school or PDE.

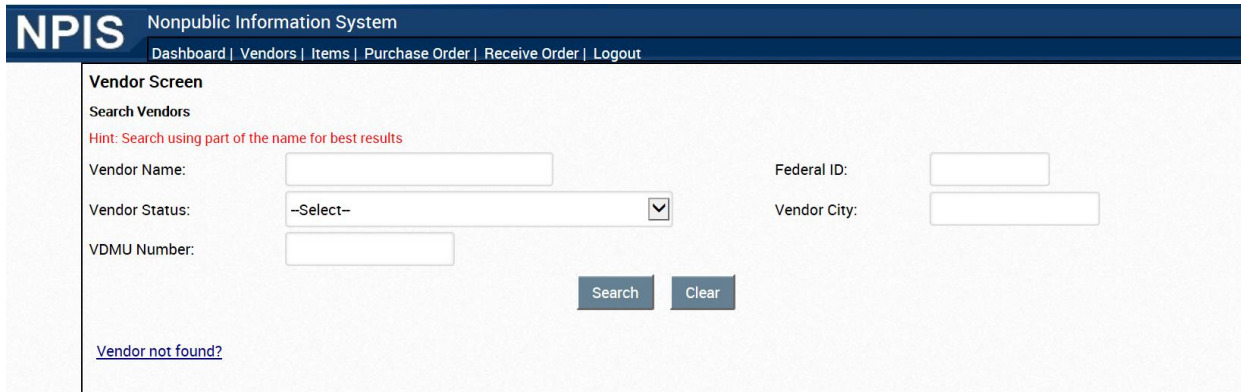
**Sales Tax** – PDE is tax exempt and does not pay sales tax. Please inform your vendors when you obtain quotes that there should be no tax on the quote. Do not enter sales tax on the PO in any field.

## Vendors Tab

School users can search for vendors.

### Search for a Vendor

To search for a vendor, click **Vendors** and the **Vendor Screen** appears.



The screenshot shows the NPIS (Nonpublic Information System) interface. At the top, there is a navigation bar with the NPIS logo and the text "Nonpublic Information System". Below this, a menu bar contains links for "Dashboard", "Vendors", "Items", "Purchase Order", "Receive Order", and "Logout". The main content area is titled "Vendor Screen" and contains a "Search Vendors" section. A red hint reads "Hint: Search using part of the name for best results". The search form includes four input fields: "Vendor Name" (text), "Vendor Status" (drop-down menu with "--Select--" selected), "VDMU Number" (text), "Federal ID" (text), and "Vendor City" (text). Below the fields are "Search" and "Clear" buttons. At the bottom left, there is a link labeled "Vendor not found?".

Search for a Vendor using any of the fields.

When you are searching in NPIS, you can type a full name, the first few letters of the name, or the % sign followed by the last few characters of the name, for instance, "%School".

<b>Vendor Name</b>	Text	Type the vendor name.
<b>Federal ID</b>	Text	Type the vendor's federal identification number.
<b>Vendor Status</b>	Drop-down list	Select the vendor's status: Open, Closed, Pending Approval, Hold.
<b>Vendor City</b>	Text	Type the vendor's city.
<b>Search</b>	Button	Click to search.
<b>Clear</b>	Button	Click to clear the fields.
<b>Vendor not found?</b>	Link	Click to access the web address a vendor uses to fill out the new vendor registration form.

When you click the **Search** button, a list of the vendors that meet the search criteria appears in a grid at the bottom of the screen. To see additional pages, click a page number at the bottom of the page or click the double arrow (>>) to see the last page.

If you want to use a vendor that is not listed, click the **Vendor Request link** at the top of your dashboard. See instructions further in this user guide for new vendor requests.

When a vendor applies, the vendor will appear with the status of **Pending Approval**. After PDE has reviewed and approved the vendor application completely, the vendor status will be **Open**. If the vendor is not approved, the status will be **Rejected or Closed**.

NPIS Nonpublic Information System

[Dashboard](#) | [Vendors](#) | [Items](#) | [Purchase Order](#) | [Receive Order](#) | [Logout](#)

**Vendor Screen**

**Search Vendors**

Hint: Search using part of the name for best results

Vendor Name:  X Federal ID:

Vendor Status:  Vendor City:

VDMU Number:

[Export Search Results to Excel](#)

Name	Address	VDMU No.	Status	Action
ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)	731 CHAPEL HILLS DRIVE, COLORADO SPRINGS, CO, USA, 80920	0000509185	Open	<a href="#">Select</a>
BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A	1500 MELROSE HIGHWAY, PENNSAUKEN, NJ, USA, 08110 -1410	0000209896	Open	<a href="#">Select</a>
BOUNTIFUL BOOKS SCHOOL & LIBRARY SERVICE	2704 KIMBERLY RD, LANCASTER, PA, USA, 17603	0000425504	Open	<a href="#">Select</a>
CHRISTIAN SCHOOLS INTERNATIONAL	3350 EAST PARIS AVE SE, GRAND RAPIDS, MI, USA, 49512		Closed	<a href="#">Select</a>
CLASSROOM DIRECT, A DIV. OF SCHOOL SPECIALTY INC.	P.O. BOX 1639, APPLETON, WI, USA, 54912 -1639	163758901	Open	<a href="#">Select</a>
DAVIS PUBLICATIONS SCHOOL ARTS	50 PORTLAND STREET, WORCESTER, MA, USA, 01608	0000419080	Open	<a href="#">Select</a>
DELTA EDUCATION LLC, A DIV. OF SCHOOL SPECIALTY INC.	80 NORTHWEST BLVD, NASHUA, NH, USA, 03063	163758901	Open	<a href="#">Select</a>
DISCOUNT SCHOOL SUPPLY DBA EARLYCHILDHOOD	2 LOWER RAGSDALE STE 200, MONTEREY, CA, USA, 93940	0000415079	Open	<a href="#">Select</a>
EARLYCHILDHOOD LLC DBA DISCOUNT SCHOOL SUPPLY	2 LOWER RAGSDALE DR. #200, MONTEREY, CA, USA, 93940	0000415079	Closed	<a href="#">Select</a>

<b>Name</b>	Read-only Text	The vendor's name.
<b>Address</b>	Read-only Text	The vendor's address.
<b>VDMU Number</b>	Read-only Text	The vendor's Commonwealth Vendor Number which is required to the vendor to receive payment.
<b>Status</b>	Read-only Text	The vendor's current status (Pending Approval; Open, Closed)
<b>Action/Select</b>	Link	Click <b>Select</b> to see the vendor details in the <b>Vendor Details</b> screen.



When you click **Select**, the **Vendor Details** screen appears, displaying vendor details for the vendor you selected.

Vendor Details			
Vendor Name:*	BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A		
Fed ID:*	XX-XXX7078	VDMU Number:*	0000209896 <a href="#">No VDMU Number?</a>
Ordering Department Phone #:*	800-523-1490	Extn: 2	(Note: Not the Old Tim #)
Ordering Department Fax #:	856-792-4500	Ordering Department Email: (For Automatic PO Transmission Only)	
Accounts Receivable Phone #:*	800-523-1490	Extn: 108	Ordering Department Email (For Information):
Accounts Receivable Email:*	MAGGIE.LAWRENCE@CJBINC.COM	Accounts Receivable Fax #:	856-792-4500
		Vendor Website:	WWW.SHIPBECKER.COM
<b>Address to mail Purchase Orders</b>		<b>Vendor Payment Address</b>	
Street:*	1500 MELROSE HIGHWAY	Payment Vendor Name:*	CHARLES J BECKER & BRO INC
City:*	PENNSAUKEN	Street:*	1500 MELROSE HWY
Country:*	USA	City:*	PENNSAUKEN
State:*	NJ-New Jersey	Country:*	USA
Zip Code:*	08110-1410	State:*	NJ-New Jersey
		Zip Code:*	08110-1410
Accepts Mastercard for Purchase Order purchases after presentation of Invoice:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Vendor Status:*	Open	Status Date:	05/02/2014
Contact Details:	NAME	PHONE NUMBER	EMAIL ADDRESS

If you only want to see all **Open** vendors, select **Open** from the **Vendor Status** dropdown. This search will return a large number of results. By clicking on the **Export Search Results into Excel** link, the search results will be exported in an Excel spreadsheet which you can then sort in a variety of ways to find a specific vendor.

**Vendor Screen**

**Search Vendors**

*Hint: Search using part of the name for best results*

Vendor Name:  Federal ID:

Vendor Status:  Vendor City:

VDMU Number:

[Export Search Results to Excel](#)

Name	Address	VDMU No.	Status	Action
1-WORLD GLOBES & MAPS LLC	1605 S JACKSON ST, SEATTLE, WA, USA, 98144	0000418599	Open	<a href="#">Select</a>
12:34 MICROTECHNOLOGIES, INC.	119 REESE AVE., LANCASTER, PA, USA, 17602	0000389674	Open	<a href="#">Select</a>
3D MOLECULAR DESIGNS LLC	1050 N MARKET STREET CC130A, MILWAUKEE, WI, USA, 53202	0000471123	Open	<a href="#">Select</a>
3P LEARNING	1261 BROADWAY, SUITE 1001, NEW YORK, NY, USA, 10001	0000509141	Open	<a href="#">Select</a>
95 PERCENT GROUP INC.	495 HALF DAY ROAD, SUITE 350, LINCOLNSHIRE, IL, USA, 60069	0000519111	Open	<a href="#">Select</a>
A BEKA BOOK, INC.	PO BOX 19100, PENSACOLA, FL, USA, 32526	422784	Open	<a href="#">Select</a>
A TOY GARDEN	2020 UMBREIT RD, QUAKERTOWN, PA, USA, 18951	0000524737	Open	<a href="#">Select</a>
AARDVARK COMPUTERS INC	437 E NORTH ST, CARLISLE, PA, USA, 17013	0000352822	Open	<a href="#">Select</a>
ABBAY PRESS	1 HILL DRIVE, ST. MEINRAD, IN, USA, 47577	0000417383	Open	<a href="#">Select</a>
ABC'S BOOK SUPPLY, INC.	P.O. BOX 832914, MIAMI, FL, USA, 33283 -2914	417308	Open	<a href="#">Select</a>

1 2 3 4 5 6 7 8 9 10 ... >>

**Total Record(s) : 847** [Vendor not found?](#)

Click on this link to export search results into an Excel spreadsheet

## Items Tab

School users can search for items and request item pre-approval.

### Search for an Item

To search for an item in NPIS, click the **Items** tab. The **Item** screen appears.

You can search for an item using any of the available fields.

The screenshot shows the NPIS (Nonpublic Information System) interface. At the top left is the Pennsylvania Department of Education logo. Below it, the text 'NPIS Nonpublic Information System' is displayed. A navigation bar contains links for 'Dashboard', 'Vendors', 'Items', 'Purchase Order', 'Receive Order', and 'Logout'. The main content area is titled 'Item Screen' and contains a 'Search Items' section. A red hint reads: 'Hint: Search using part of the name for best results'. The search form includes the following fields: 'Item Name' (text input), 'Vendor Name' (text input), 'ISBN #' (text input), 'Item #' (text input), 'Item Eligibility Status' (drop-down menu with '--Select--'), 'Vendor Item Availability' (drop-down menu with '--Select--'), 'Item Type' (drop-down menu with '--Select--'), and 'No Charge Items' (checkbox). At the bottom of the form are three buttons: 'Search', 'Clear', and 'Request New Item'.

<b>Item Name</b>	Text	Type the item name.
<b>Vendor Name</b>	Text	Type the vendor name.
<b>ISBN Number</b>	Text	Type the ISBN number.
<b>Item Number</b>	Text	Type the item number.
<b>Item Eligibility Status</b>	Drop-down list	Choose one from the list: Eligible, Not Eligible, Pending School, and Pending PDE.
<b>Vendor Item Availability</b>	Drop-down list	Choose one from the list: Available, Out of Stock, Obsolete, Not Eligible and Cancelled.
<b>Item Type</b>	Drop-down list	Choose one from the list: Textbook, Electronics, Material, eBook.
<b>No Charge Items</b>	Checkbox	Click to select No charge items.
<b>Search</b>	Button	Click to search.
<b>Clear</b>	Button	Click to clear the fields.
<b>Request New Item</b>	Button	Click to open the <b>Request Item Pre-Approval</b> screen.

## **IMPORTANT INFORMATION ABOUT ITEMS LISTED IN THE NPIS CATALOG:**

**Items in the NPIS system are assigned by vendor.** Many vendors sell the same items. However, you cannot pull an item into a PO unless the item is listed in NPIS under the vendor for which you are creating the PO. You may find the item in the NPIS catalog for one vendor, but not another vendor. For example: If an item is listed in the NPIS catalog for Pearson only, but you are doing the PO with Follett, you will need to submit the item for approval in NPIS for Follett and once it is marked eligible for Follett, you can then pull it into a PO for Follett.

**Only schools can enter items for eligibility review.** All items are entered into the NPIS system by schools. We do not load vendor catalogs in the NPIS catalog. PDE does not have the ability to enter items into the NPIS system for you.

**No prices are listed in the NPIS catalog.** There are no prices associated with items in the NPIS catalog. The only place you will enter a price for an item is in the **Purchase Order** screen.

**Search for items in NPIS prior to creating PO.** When you obtain a quote, the very first thing you should do is search for all of the quoted items in NPIS to be sure the items are marked as **Eligible** items and are already in the NPIS catalog for the vendor who issued you the quote.

Do not begin to create a purchase order until you have searched the NPIS catalog and know that all quoted items are marked as **Eligible** and are eligible for use **with the vendor** who issued the quote to you.

**Items listed as Not Eligible.** If you find that items on your quote are in the NPIS catalog but are marked as **Not Eligible**, you will need to obtain a new quote from the vendor without those items. You will not be able to add items marked as **Not Eligible** to a PO which means that the PO will not match the quote and the PO will be cancelled.

**Changed ISBN or Item Numbers.** If you find an item in the NPIS catalog with the same name/description but it now has a different item number or ISBN number or is listed in a different color, edition, etc., you must request it as a new item using the quoted information and wait for PDE approval before adding it to the PO.

**Exact matches.** It is very important that the items you pull into your PO, match the items on your quote exactly. If the item found in the NPIS catalog does not match your quoted item exactly, do **not** pull that item into the PO. Instead, request your quoted item as a new item for PDE approval. Example: Schools often pull incorrect technology items into POs. Items such as iPads, computers, tablets, and Chromebooks change model numbers frequently. You must have the correct item number on the PO to receive the correct item from the vendor. The quote is not sent to the vendor with the PO, so if you do not list the correct item on the PO, you will most likely receive the wrong item. If PDE sees that the model or item number on the quote, does not match what you pulled into the PO, we will cancel the PO.

**Entering Items into NPIS for approval.** Please be very careful when entering items for approval. How you enter the item information is how it will appear in the NPIS catalog forever and on the actual purchase order. Keep in mind that you are probably not the only school that will be ordering this item. Other schools will need to be able to find the item in NPIS as well. Use the entire item name, including the edition. Do not abbreviate.

For example, if the title of the textbook you are requesting is "Algebra 2: Concepts and Skills", that is what you need to enter as the item name. Do not use "Math" as an item name. Other schools and vendors will have no idea what textbook it is, unless you list the entire proper name of the item.

Do not enter the quote number in the item description when you enter items for approval. The quote number is unique to your order only.

When you are searching for an item in NPIS, you can type a full name, the first few letters of the name, or the % sign followed by the last few characters of the name, for instance, "%Paint." In the example below, we searched using "%paint". This will bring up all items which contain the word "paint" in the item name.

When you enter the search criteria and click the **Search** button, a list of the items appears in a grid at the bottom of the screen. Click on any of the underlined headers to sort by that criteria.

Nonpublic Information System

Dashboard | Vendors | Items | Purchase Order | Receive Order | Logout

**Item Screen**

**Search Items**  
Hint: Search using part of the name for best results

Item Name:  Vendor Name:

ISBN #:  Item #:

Item Eligibility Status:  Vendor Item Availability:

Item Type:  No Charge Items:

[Export Search Results to Excel](#)

<u>Item Name</u>	<u>ISBN #</u>	<u>Item #</u>	<u>Item Eligibility Status</u>	<u>Item Eligibility Date</u>	<u>Vendor Name</u>	<u>Vendor Item Availability</u>	<u>No Charge</u>	<u>Submission Details</u>
FINGERPAINT		000000001316K	Eligible	05/02/2014	BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A	Available	No	Submitted User: PDE Internal User Submitted Date: 05/02/2014 4:27PM <a href="#">Details</a>
9 GAL. SET WASHABLE PAINT		00000000WG28K	Eligible	05/02/2014	BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A	Available	No	Submitted User: PDE Internal User Submitted Date: 05/02/2014 4:27PM <a href="#">Details</a>
PACON FINGERPAINT PAPER		00000000PC5316	Eligible	05/02/2014	BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A	Available	No	Submitted User: PDE Internal User Submitted Date: 05/02/2014 4:27PM <a href="#">Details</a>
CRITICAL PAINT SCRAPPERS		00000000R54560	Eligible	05/02/2014	BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A	Available	No	Submitted User: PDE Internal User Submitted Date: 05/02/2014 4:27PM <a href="#">Details</a>

Search results appear in the following order:

<b>Item Name</b>	Text/Read only	The name of the item.
<b>ISBN Number</b>	Text/Read only	The ISBN (for books), or the model number.
<b>Item Number</b>	Text/Read only	The catalog item number.
<b>Item Eligibility Status</b>	Text/Read only	Item eligibility status: Eligible, Not Eligible, Pending School, Pending PDE.
<b>Item Eligibility Date</b>	Text/Read only	Date the item's eligibility was determined.
<b>Vendor Name</b>	Text/Read only	The vendor name.
<b>Vendor Item Availability</b>	Text/Read only	Values: Available, Out of Stock, Obsolete, Not Eligible and Cancelled.
<b>No Charge</b>	Text/Read only	Whether or not this is a No-Charge item.
<b>Submission Details</b>	Text/Read only	School that submitted the item for approval and date and time of submission.  PDE Internal User was used for items that were pulled in from the old system.
<b>Detail Link</b>	Link	Click to see the item details in the <b>Item Details</b> screen.

Since you will not know how another school entered item information, it is recommended that if you are having difficulty finding a specific item, pull up all of a specific vendor's items and then use the **Export Search Results to Excel** link. All the items will be exported to an Excel spreadsheet which you can then sort in a variety of ways to find an item. Also, in Excel, you can use the "Find and Select" feature to search for keywords. Just keep in mind that items are added to the NPIS catalog daily so if you save the spreadsheet, it may no longer be accurate in as little as a day or two.

**Item Screen**

Search Items  
Hint: Search using part of the name for best results

Item Name:  Vendor Name:

ISBN #:  Item #:

Item Eligibility Status: --Select--  Vendor Item Availability: --Select--

Item Type: --Select--  No Charge Items:

[Export Search Results to Excel](#)

Item Name	ISBN #	Item #	Item Eligibility Status	Item Eligibility Date	Vendor Name	Vendor Item Availability	No Charge	Submission Details	
PAINTBRUSH ASSORTMENT T(5)		000000000BA918	Eligible	05/02/2014	LAKESHORE LEARNING MATERIALS	Available	No	Submitted User: PDE Internal User Submitted Date: 05/02/2014 4:27PM	<a href="#">Details</a>
BEAR SNORES ON		000000000BB325	Eligible	05/02/2014	LAKESHORE LEARNING MATERIALS	Available	No	Submitted User: PDE Internal User Submitted Date: 05/02/2014 4:27PM	<a href="#">Details</a>

Click here to export results to Excel

The Excel spreadsheet will open.

ItemName	ISBNModelNo	ItemNo	ItemURL
PAINTBRUSH ASSORTMEN T(5)		00000000BA918	#
BEAR SNORES ON		00000000BB325	#
ENG/SPAN BOARD BOOKS		00000000BK267	#
EASY-BUILD BRICKS CLASS SET		00000000BR574	#
TUB OF ANIMALS		00000000BT183	#
GIANT BUG COLLECTION		00000000BT224	#
STACK AND BUILD ANIMALS		00000000BT749	#
PAINT AND COLLAGE TRAYS (SET OF 4)		00000000CA269	#
LISTEN READ & RHYME WITH DR. SUESS		00000000CB783	#
I CAN READ I PAPERBACK LIBRARY		00000000CR429	#
I CAN READ! LEVEL 13 SET FOR STUDENT USE		00000000CR693	#
BIG BOLT CONSTRUCTION		00000000CS833	#
HOPSCOTCH CARPET		00000000CS846	#
CLASSROOM CASSETTE PLAYER/RECORDER		00000000CU660	#
WOODEN PATTERN BLOCKS		00000000DA334	#
JUMBO CHALK BUCKET		00000000DB159	#
PLAYSTIX		00000000DB251	#
UPPERCASE DOUGH BUILDING CARDS		00000000DB501	#
LOWERCASE DOUGH BUILDING CARDS		00000000DB502	#
CLASSIC DINOSAUR MANIPULATIVES		00000000DC346	#
WRITE & WIPE MARKERS BLK		00000000DD105	#
WRITE & WIPE BLACK MARKERS		00000000DD107	#
WRITE & WIPE MARKERS		00000000DD108	#
SCIENCE DISCOVERY CHEST		00000000DD228	#
WHITE FAMILY		00000000DD312	#
TWIST AND TURN WORD BUILDERS		00000000DD316	#

You will then be able to sort the spreadsheet in a variety of ways (item name, item number, eligibility status).

The screenshot below shows the list sorted in alphabetical order by Item Name.

ItemName	ISBNModelNo	ItemNo	ItemURL	Vendor
"Launch-It" Money Game		TT-526	mhobel@lakeshorelearning.com	LAKESHORE LEARNING MATERIALS
1 1/2 Rules chart Tablet		BJ7471	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
1 Explain Your Reasoning! Math Prompts - Gr. 3		PP673	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
1 Graphing Paper		1 Graphing Paper	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
1' Graphing Paper		TA531	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
1" Graphing Chart Pad		rc244	http://www.lakeshorelearning.com/product	LAKESHORE LEARNING MATERIALS
1, 2, 3 Treasures in the Sea Counting Game		FG533	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
10 frames card decks		DD144	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
10 MINUTE SAND TIMER		00000000EA295	#	LAKESHORE LEARNING MATERIALS
10 PLAYER RHYTHM SET		00000000LC1410	#	LAKESHORE LEARNING MATERIALS
10" red playground ball		ub10	lakeshorelearning.com	LAKESHORE LEARNING MATERIALS
100 blocks master set		aa612	www.ttgo.com	LAKESHORE LEARNING MATERIALS
100 grammar minutes masters		GR114	www.lakeshorelearning.com	LAKESHORE LEARNING MATERIALS
100 Grammar Minutes Warm-Ups Grade 1		GR111	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
100 Grammar Minutes Warm-Ups Grade 2		GR112	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
10-Player Rhythm Set		lc1410	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
1-10 puzzles		ll567	http://www.lakeshorelearning.com/product/productDet.jsp	LAKESHORE LEARNING MATERIALS
1-10 Stair		TY217	www.lakeshore.com	LAKESHORE LEARNING MATERIALS
1-100 pocket chart kit		cf616	www.lakeshorelearning.com	LAKESHORE LEARNING MATERIALS
12X18" WHITE TAG BOARD "		00000000TD273	#	LAKESHORE LEARNING MATERIALS
15 PLAYER RHYTHM BAND SET		00000000LC1415	#	LAKESHORE LEARNING MATERIALS
15-Player Preschool Rhythm Set		lc1415	www.lakeshorelearning.com/product/productDet.jsp?produ	LAKESHORE LEARNING MATERIALS
24 HOOPS "		00000000CZ1224X	#	LAKESHORE LEARNING MATERIALS

The screenshot below shows the list sorted in numerical order by Item Number:

	A	B	C	D
1	ItemName	ISBNModelNo	ItemNo	ItemURL
2	Sound Sorting Game	HH735X		http://www.lakeshorelearning.com/product/productf
3	multicultural rhythm stick fun cd	km132		lakeshorelearning.com
4	Multipurpose Headphones with Volume Control	DD220X		http://www.lakeshorelearning.com/product/productf
5	let's learn phonics! interactive game show - class license cd-rom	pp146cp		http://www.lakeshorelearning.com/product/productf
6	best buy listening center	ff280x		http://www.lakeshorelearning.com/product/productf
7	Alphabet INT games CD-ROM	pp312cp		www.lakeshorelearning.com
8	Sorting Adventures Int. Act.	pp463cp		www.lakeshorelearning.com
9	Ready-to-go listening center for 4	ce764		http://www.lakeshorelearning.com/product/productf
10	Classroom cd/cassette player w- bluetooth	CE326		http://www.lakeshorelearning.com/product/productf
11	Student CD Player - set of 4	FF335X		http://www.lakeshorelearning.com/product/productf
12	PHONEMIC AWARENESS MAGNETIC ACTIVITY TIN		#DD646	WWW.LAKESHORELEARNING.COM
13	Wild animals theme box		#FF921	Lakeshorelearning.com
14	multicultural rhythm stick fun cd		#km132	WWW.LAKESHORELEARNING.COM
15	true tune song cards		#lc1192	WWW.LAKESHORELEARNING.COM
16	lakeshore magic board set of 10		#pp717x	www.lakeshorelearning.com
17	draw and write journal set of 10		#rr630	WWW.lakeshorelearning.com
18	LAKESHORE DOUGH RED		00000000000AX2	#
19	LAKESHORE DOUGH BLUE		00000000000AX4	#
20	LAKESHORE DOUGH YELLOW		00000000000AX6	#

Note this item number, AX6 with the preceding zeros.

Example: Your quote from the vendor has item number AX6. When you put the quoted item number in the Item # field and search from the Item screen, you receive a “No Records Found” message.

**Item Screen**

**Search Items**  
Hint: Search using part of the name for best results

Item Name:  Vendor Name:

ISBN #:  Item #:

Item Eligibility Status:  Vendor Item Availability:

Item Type:  No Charge Items:

**No Record(s) Found**

If you export the vendor’s items into an Excel spreadsheet, you will find that it **is** in the system but has preceding zeros.

Items pulled into NPIS from the old system have preceding zeros in front of the item number. This could be why you were not able to find this particular item if you just searched by the quoted item number.



Exporting the vendor's items into an Excel spreadsheet is a great way to find items which may have been entered with preceding zeros in front of the actual item number. PDE will not cancel a PO if your item number has preceding zeros in front of the actual quoted item number.

**HELPFUL HINT:** If the item you want to purchase does not show in the NPIS catalog as eligible for use with the vendor you want to purchase the item from, it needs to be requested as a new item for use with that vendor.

If the item is already marked as **Eligible** for use with a different vendor and all of the information is still accurate you can enter the item information for the vendor you wish to order from and as long as you enter it exactly how it already is listed for the other vendor, once you click on **Save**, the item will automatically be marked eligible for use with the vendor you entered. You will not have to wait for PDE approval for this particular item.

If you do not enter it exactly as it is listed already in NPIS for the other vendor, it will not approve automatically. It will go through the normal approval process.

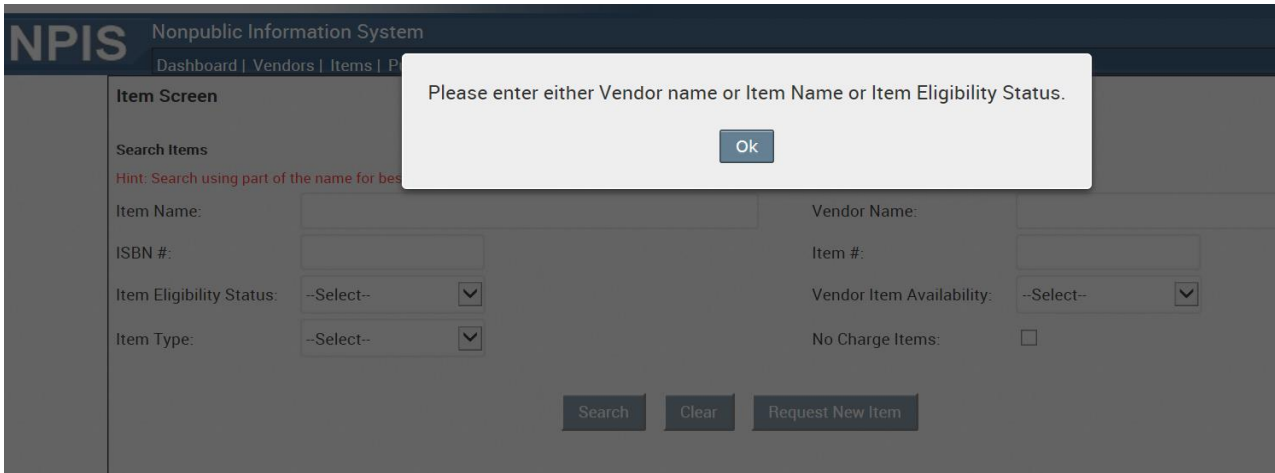
A good example of this is with Barnes & Noble. You may find items **Eligible** for some Barnes & Noble stores and not others. Each store is a separate vendor in NPIS. If you enter the item for approval exactly the way it is listed for one of the other stores, it will approve automatically for the store you entered. The ISBN number must be listed exactly the same, and in the same field, etc.

The following screenshots are some common examples of error messages received while searching for items.

If no available items correspond to your search criteria, a **No Records Found** message appears.

The screenshot shows the NPIS (Nonpublic Information System) interface. At the top, there is a navigation bar with the NPIS logo and the text 'Nonpublic Information System'. Below the navigation bar, there are links for 'Dashboard | Vendors | Items | Purchase Order | Receive Order | Logout'. The main content area is titled 'Item Screen' and contains a 'Search Items' section. A red hint reads 'Hint: Search using part of the name for best results'. The search form includes the following fields: 'Item Name' (text input), 'Vendor Name' (text input), 'ISBN #' (text input with the value '9781122563'), 'Item #' (text input), 'Item Eligibility Status' (dropdown menu with '--Select--'), 'Vendor Item Availability' (dropdown menu with '--Select--'), 'Item Type' (dropdown menu with '--Select--'), and 'No Charge Items' (checkbox). Below the search fields are three buttons: 'Search', 'Clear', and 'Request New Item'. At the bottom of the search area, the message 'No Record(s) Found' is displayed.

If you click the **Search** button without typing any search criteria in the fields, an error message appears.



To view item details, click the **Details** link to the right of an item. The **Item Details** screen appears.

**NPIS** Nonpublic Information System  
 Dashboard | Vendors | Items | Purchase Order | Receive Order | Logout

\* - Indicates mandatory fields [Back](#)

**Item Details**

Item Name:\* FINGERPAINT

Vendor Name:\* BECKERS SCHOOL SUPPLIES CHARLES J. BECKER'S & BRO., INC. D/B/A

Item Type:\* Material  No Charge Item:

ISBN #: Item #: 0000000001316K

Item Eligibility Status:\* Eligible  Vendor Item Availability:\* Available

Web Address Of The Item:\*

Purpose of the Item:\* FINGERPAINT

<b>Item Name</b>	Text/Read only	The item name.
<b>Vendor Name</b>	Text/Read only	The vendor name.
<b>Item Type</b>	Drop-down list/Read only	Textbook, Electronics, Material, eBook.
<b>No Charge Item</b>	Checkbox/Read only	Check indicates the item is no charge.
<b>ISBN #</b>	Text/Read only	The ISBN number (for books).
<b>Item Number</b>	Text/Read only	The item number.
<b>Item Eligibility Status</b>	Drop-down list/Read only	Item eligibility status: Eligible, Not Eligible, Pending School, Pending PDE.
<b>Vendor Item Availability</b>	Drop-down list/Read only	Item availability from the vendor: Available, Out of Stock, Obsolete, Not Eligible and Cancelled.
<b>Web Address of the Item</b>	Link	Click the link to see the item on the webpage.
<b>Purpose of the Item</b>	Text/Read only	Description of the item's purpose.

## Request Item Pre-approval

Your school can request an item that is not available at any time during the school year. When you click the **Request New Item** on the **Item** screen, the **Item Details** screen appears. Fill in the required fields.

<b>Item Name</b>	Text/Required	Type the item name.
<b>Vendor Name</b>	Text/Required	Type the vendor name.
<b>Item Type</b>	Drop-down list/Required	Choose one from the list: Textbook, Electronics, Material, eBook.
<b>No Charge Item</b>	Checkbox	Check if the item is no charge – always use for teacher materials.
<b>ISBN Number</b>	Text	Type the ISBN number for books.
<b>Item Number</b>	Text	Type the item number of the item.
<b>Web Address of the Item</b>	Text/Required	Type or copy the web address for the item (be sure to include the HTTP://).
<b>Purpose of the Item</b>	Text/Required	Type a description of the item's purpose.
<b>Comments to Date</b>	Read only	Displays comments.
<b>Save</b>	Button	Click to save the request.

When you click **Save**, the following message will appear:

Item status is now **Pending PDE**. PDE will review the item and the status will change to one of the following:

- **Eligible:** The item is approved, and it can now be included on a purchase order.
- **Not Eligible:** The item is rejected and cannot be included on a purchase order.
- **Pending School:** PDE is requesting more information about the item in the comments section of the **Item Details Screen**. You will need to provide the requested information and save, changing the item status back to **Pending PDE**.

Below is an example of an item request that is **Pending School** (returned to the school from PDE requesting additional information).

**Item Details**

Item Name:\* ALL ABOUT ME

Vendor Name:\* LAKESHORE LEARNING MATERIALS

Item Type:\* Material  No Charge Item:

ISBN #: Item #:\* GG688

Item Eligibility Status:\* Pending School  Vendor Item Availability:\* Available

Web Address Of The Item:\* HTTP://WWW.LAKESHORELEARNING.COM/PRODUCT/PRODUCTDET.JSP?PRODUCTIT [Click Here](#)

Purpose of the Item:\* KINDERGARTEN

Comments To Date: PDE: PLEASE PROVIDE PDE WITH MORE INFORMATION

New Comment:\* Enter additional info

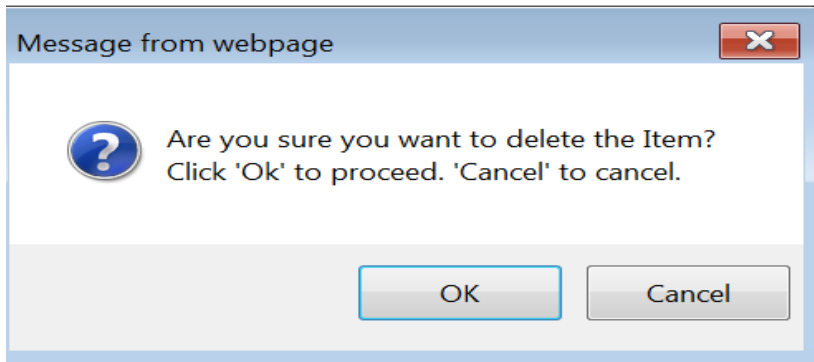
Then click "Save" → Save Delete

Item Name	Text/Required	Displays the item name.
Vendor Name	Text/Required	Displays the vendor name.
Item Type	Drop-down list/Required	Choose one from the list: Textbook, Electronics, Material, eBook.
No Charge Item	Checkbox	Check if the item is no charge – always use for teacher materials.
ISBN Number	Text	Type the ISBN number for books.
Item Number	Text	Type the item number of the item.
Web Address of the Item	Text/Required	Type or copy the web address for the item (be sure to include the HTTP://).
Purpose of the Item	Text/Required	Type a description of the item's purpose.
Comments to Date	Read only	Displays comments.
New Comment	Text	Type comments.
Save	Button	Click to save the request.
Delete	Button	Click to Delete the item request.

If you decide you do not want to resubmit the item for approval, delete it.

Click the “Delete” button to delete the item.

The following message will appear. Clicking **OK** will delete the item request. Clicking **Cancel** will return you to the **Item Details** screen.



## Purchase Order Tab

School users can search for and create purchase orders.

### Search for a Purchase Order

To search for a purchase order, click **Purchase Order**, and the **Purchase Order ACT 195/ ACT 90/ ACT 35** screen appears. You can search by school year, and any combination of other criteria.

**NPIS** Nonpublic Information System  
 Dashboard | Vendors | Items | Purchase Order | Receive Order | Logout

**Purchase Order - ACT 195 / ACT 90 / ACT 35**

**Search Purchase Order**  
 Hint: Search using part of the name for best results

Purchase Order Number:

Vendor Name:

School Year: 2017-2018

PO Status: --Select--

Order Date From:

Order Date To:

Shipment received by School for entire PO:

Shipment not received by School for entire PO:

<b>Purchase Order Number</b>	Text	Type the purchase order number.
<b>Vendor Name</b>	Text	Type the vendor name.
<b>School Year</b>	Drop-down list	Select the school year from the list. This will always default to the current school year.
<b>PO Status</b>	Drop-down list	Select the purchase order status from the list: Incomplete Pending Diocese Approval Pending PDE Approval Transmitted to Vendor Cancelled Disputed Partially Paid Fully Paid Pending Dispute Payment in Process Liquidated
<b>Order Date From</b>	Text	Type or select the date from the calendar.
<b>Order Date To</b>	Text	Type or select the date from the calendar.
<b>Shipments Received by School</b>	Checkbox	Shipments that have been received by the school.
<b>Shipment not received by School for entire PO</b>	Checkbox	Shipments not received for the entire PO.
<b>Search</b>	Button	Click to search.
<b>Clear</b>	Button	Click to clear the fields.
<b>Create Purchase Order</b>	Button	Click to create a purchase order.

When you click the **Search** button, a list of the purchase orders appears in a grid at the bottom of the screen. Click on any of the underlined headers to sort by that criteria.

**Purchase Order - ACT 195 / ACT 90 / ACT 35**

**Search Purchase Order**  
 Hint: Search using part of the name for best results

Purchase Order Number:  Vendor Name:

School Year: 2016-2017  PO Status: --Select--

Order Date From:  Order Date To:

Shipment received by School for entire PO:  Shipment not received by School for entire PO:

[Export Search Results to Excel](#)

<u>Purchase Order #</u>	<u>Vendor Name</u>	<u>Submitted Date</u>	<u>Transmitted to Vendor Date</u>	<u>Total Qty Ordered/Received</u>	<u>Purchase Order Status</u>	<u>Purchase Order Amount</u>	<u>Action</u>
PO1609303151	IAT INTERACTIVE, LLC DBA IT'S ABOUT TIME			0/0	Incomplete	\$0.00	<a href="#">Select</a>
PO1611022899	BLICK ART MATERIALS LLC DBA DICK BLICK COM	11/02/2016		1163/0	Cancelled	\$4,994.20	<a href="#">Select</a>
PO1611024809	BARNES & NOBLE VALLEY FORGE #2869			0/0	Incomplete	\$9,092.57	<a href="#">Select</a>
PO1608012949	REALLY GOOD STUFF	08/01/2016	08/02/2016	27/0	Fully Paid	\$905.95	<a href="#">Select</a>
PO1608019924	REALLY GOOD STUFF	08/01/2016	08/02/2016	18/0	Fully Paid	\$572.86	<a href="#">Select</a>
PO1608017963	BENCHMARK EDUCATION COMPANY	08/01/2016	08/02/2016	10/0	Fully Paid	\$394.90	<a href="#">Select</a>
PO1608014247	BENCHMARK EDUCATION COMPANY	08/01/2016	08/02/2016	2/0	Fully Paid	\$2,029.50	<a href="#">Select</a>
PO1608015965	REALLY GOOD STUFF	08/01/2016	08/02/2016	13/0	Fully Paid	\$606.66	<a href="#">Select</a>
PO1608019966	REALLY GOOD STUFF	08/01/2016	08/02/2016	2/0	Fully Paid	\$53.93	<a href="#">Select</a>
PO1608013909	LAKESHORE LEARNING MATERIALS	08/01/2016	08/02/2016	6/0	Fully Paid	\$185.94	<a href="#">Select</a>

1 2 3 4 5 6 7 8 9 10 ... >>

**Total Record(s) : 105**

<b>Purchase Order Number</b>	Text/Read only	The purchase order number.
<b>Vendor Name</b>	Text/Read only	The vendor name.
<b>Submitted Date</b>	Text/Read only	The date the purchase order was submitted.
<b>Transmitted to Vendor</b>	Text/Read only	The date the purchase order was approved by PDE.
<b>Total Qty Ordered/Received</b>	Text/Read only	The number of items ordered on the PO/The number of items received on the PO.
<b>Purchase Order Status</b>	Text/Read only	The purchase order status.
<b>Purchase Order Amount</b>	Text/Read only	The purchase order amount.
<b>Action/Select</b>	Link	Click <b>Select</b> to see the purchase order details.

When you click **Select**, the **Purchase Order** screen appears, with details about the purchase order you selected. The fields are read-only.

**Purchase Order for School Year -** 2016-2017 and **PO Number -** PO1608013909

School AUN, Name and Address: 223469352  
 Haverford School  
 Location Address: 450 Lancaster Ave, Haverford, PA, 19041  
 Delivery Address  Same as location address  
 450 LANCASTER AVE ADDRESS LINE 2 HAVERFORD PA 19041

PO Creator Information: MEG YEATON 610-642-3020 MYEATON@HAVERFORD.ORG

Vendor: LAKESHORE LEARNING MATERIALS Vendor not found?  
 Address: 2695 E. DOMINGUEZ ST., CARSON, CA, USA, 90895  
 Vendor Phone Number: 800-424-4772

**Quote Details**

Quote Number: 80215  
 Quote Expiration Date: 08/22/2016  
 Quote Amount: (inc. shipping) \$185.94  
 Upload Quote: [View Quote](#)  
 Minimum amount should be \$15\*

[Export Cart Items to Excel](#)

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Qty Received
Material		jj518	classroom magnetic letters kit	2	Kit	\$42.99	\$85.98	0
Material		DD144	10 framee card decks	2	Set	\$24.99	\$49.98	0
Material		rr632	Ten Frame activity dice	1	Set	\$19.99	\$19.99	0
Material		RA991	place value blocks	1	Set	\$29.99	\$29.99	0
Sub Total Price							\$185.94	

**Total Record(s) : 4**

**Order Summary**

Discount Type:  Discount Percentage  Discount Amount

Vendor Discount in Percentage: 0 Discount Amount: \$0.00

Est. Shipping: \$0.00 Order Total: \$185.94

Primary Email: MYEATON@HAVERFORD.ORG

PDE Approved By: Bridgette Seiberlich-Hess PDE Approved Date: 08/02/2016 3:45:41 PM

School Notes:

School Notes to Date:

[Print Order](#) [Save Comments](#)

**Shipment Details**

Shipment Received:  Yes, I certify that this shipment was received in full.  
 Shipment Received Date:   
[Create Partial Shipment Receipt](#) [Submit Order Receipt for full shipment](#)

Click the **Print Order** button to print a copy of the purchase order. This should be done for your records only. **Never** send a copy of a PO which you print to a vendor for processing. Schools are **not** authorized to place orders directly with vendors that will be paid for with Act 195 funds.

Click the **Save Comments** button to save comments you enter in the **Comments** field. PDE is not notified when there are comments entered in a PO and we do not look in each PO screen on a daily basis. If you place comments in a PO, please also email us at [ra-act195-90@pa.gov](mailto:ra-act195-90@pa.gov) to advise us of any problems or issues.



The **Cancel Order** button appears if the order status allows the order to be canceled by the school. If you do not have the Cancel Order button, you must contact PDE via email at [ra-act195-90@pa.gov](mailto:ra-act195-90@pa.gov) to request the PO be cancelled. Please be sure that you provide the PO number, vendor used on the PO and date you submitted the PO. However, if the PO status shows as **Transmitted to Vendor**, we will not be able to cancel the PO as it has already been sent to the vendor for processing.

**Purchase Order for School Year -** 2016-2017 and **PO Number - PO1608056798**

School AUN, Name and Address: 223469352  
 Haverford School  
 Location Address: 450 Lancaster Ave, Haverford, PA, 19041  
 Delivery Address  Same as location address  
 450 LANCASTER AVE \* ADDRESS LINE 2 HAVERFORD \* PA \* 19041 \*

PO Creator Information: MEG YEATON \* 610-563-6172 \* MYEATON@HAVERFORD.ORG \*

Vendor: SCHOOL SPECIALTY INC [Vendor not found?](#)  
 Address: PO BOX 1579, APPLETON, WI, USA, 54912  
 Vendor Phone Number: 888-388-3224

**Quote Details**

Quote Number:\* 7781231662  
 Quote Expiration Date:\* 10/11/2016  
 Quote Amount: (inc. shipping) \$249.81  
 Minimum amount should be \$15\*

Upload Quote:\*  [View Quote](#)

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
 \* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>

\* - Your order is not complete until you click on 'Submit Order' button.

**Items In Cart**

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Action
Material		1496882	school specialty Dr. Seuss book set 1	1	Each	\$201.59	\$201.59	<a href="#">Edit</a> <a href="#">Delete</a>
Sub Total Price							\$201.59	

**Total Record(s) : 1**

**Order Summary**

Discount Type:  Discount Percentage  Discount Amount


Vendor Discount in Percentage:  Discount Amount:

Est. Shipping:\*  Order Total: \$201.59

Primary Email: MYEATON@HAVERFORD.ORG

If you attempt to leave the NPIS Purchase Order screen without selecting either the **Hold PO**, **Submit Order** or **Cancel Order** button, the following message will appear:

Windows Internet Explorer


 **Are you sure you want to leave this page?**


Message from webpage:

If you don't hold or submit the order, you will lose all the data entered on PO screen.

If you click 'Hold PO' button, the system will create a Incomplete Purchase Order which you can work on and submit later.  
If you click 'Submit Order' button, the system will submit the Purchase Order and it can no longer be edited.

On click of 'Leave this Page' button, the NPIS system will leave the Purchase Order screen.  
On click of 'Stay on this Page' button, the NPIS system will stay on the Purchase Order screen.

 [Leave this page](#)

 [Stay on this page](#)

# Create a Purchase Order (There is a limit of 50 items per PO)

Click **Purchase Order**. The **Purchase Order – ACT 195 / ACT 90 /ACT 35** screen appears.

Click the **Create Purchase Order** button. The **Purchase Order for School Year** screen appears.

Enter all required information in the fields.

## Purchase Order for School Year

Your school AUN, name and address will appear. If you want the order shipped to your school’s address as shown above, click the “Same as location address” box. It will auto-populate your school’s location address into the **Delivery Address** section. If you want the order shipped to a different location, do not click on the “Same as location address” box and enter the address where you would like the order delivered.

## PO Creator Information

This is the name, phone number and email address of the person at your school creating this PO. We will use this information to contact you if we have any questions regarding the PO. Do not enter the vendor’s information in this section.

<b>Delivery Address Same as location address</b>	Checkbox	Check if the delivery address is the same as the location address.
<b>Address fields</b>	Text box	The location address appears if the <b>Delivery Address Same as location address</b> is checked. If the delivery address is not the same, enter the address information in the fields.
<b>PO Creator Information</b>	Text box	This is your information – not the vendor’s information. We will use this information to contact you if we have any questions regarding the PO.
<b>NAME</b>		Name of Person from school creating PO.
<b>PHONE NUMBER</b>		Phone Number of Person from school creating PO.
<b>EMAIL ADDRESS</b>		Email Address of Person from school creating PO.

## Vendor

Start typing the name of the vendor you want to use on the purchase order. As you type, vendors will appear below the box. Select the vendor you want to use and the vendor's address and phone number will auto-populate below.

The screenshot shows the NPIS Purchase Order form. The 'Vendor' field is active, and a dropdown menu is open, displaying a list of vendors including 'SCHOOL HEALTH CORPORATION (ENABLEMART)', 'SCHOOL HOUSE GLOBAL ENTERPRISES', 'SCHOOL OUTFITTERS', 'SCHOOL SPECIALTY INC', 'SCHOOL TECH INC DBA WOLVERINE', 'SCHOOL ZONE PUBLISHING COMPANY', 'SCHOOL-CONNECT', 'SCHOOLMEDIA, INC', and 'SCHOOL'S IN, LLC'. A 'Vendor not found?' link is also visible next to the dropdown. The form includes fields for School AUN, Name and Address, PO Creator Information, and Quote Details.

<b>Vendor</b>	Text box	Type the vendor's name. If the vendor is in the system, the name will appear in a drop-down list. Click the name and the remaining vendor information will appear on the screen.
<b>Vendor not found?</b>	Link	Click to access the web address a vendor uses to fill out the new vendor registration form.

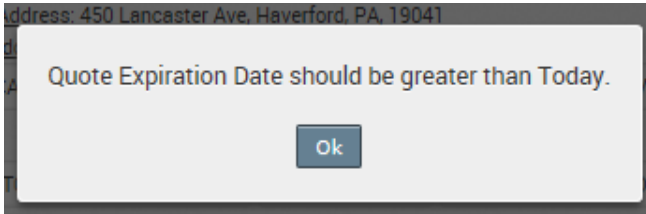
## Quote Details

Enter the information from the quote obtained from the vendor and upload the quote.

The screenshot shows the 'Quote Details' form. It includes fields for 'Quote Number:\*', 'Quote Expiration Date:\*', and 'Quote Amount:(inc. shipping)'. There is a 'Browse...' button for 'Upload Quote:\*' and a 'Save Quote' button. A red note states 'Minimum amount should be \$15\*'. The form is enclosed in a dotted border.

<b>Quote Number</b>	Text box/Required	Type the quote number.
<b>Quote Expiration Date</b>	Text box/Required	Type the date the quote expires.
<b>Quote Amount</b>	Text box/Required	Type the total amount of the quote.
<b>Upload Quote</b>	Browse Button/Required	Click the Browse button to upload the file containing the quote.
<b>Save Quote</b>	Button	Click the button to save the quote.

If you attempt to save a quote that has already expired, the following message will appear. Quote expiration dates should be valid for at least two more weeks from the date of PO submission. Due to volume, if we do not have time to transmit the PO to the vendor prior to the quote expiration date, we will cancel the PO.



All quotes uploaded need to be in PDF, Excel or Word format.

### Add Item to Cart

**\*\*ENTER ALL ITEMS IN THE ORDER IN WHICH THEY APPEAR ON THE QUOTE\*\***

**\*\*THERE IS A LIMIT OF 50 ITEMS ON A PO.\*\***

**NOTE: The “Submit PO” button only appears after at least one item is added to the cart.**

### Item Type

This is a read-only field. Information will auto-populate in this field once an ISBN or Item Number is entered.

Add Item to Cart

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.

\* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>

**NOTE:** You must check NPIS catalog to see which field your item number is listed before pulling it into the PO. If the school who entered the item into NPIS for approval initially put the ISBN in the item # field rather than the ISBN field, it will need to be typed in the Item # field on the PO.

Note: If you pull an item into a PO and it will not allow you to put a cost in for the item, it means the item is listed in NPIS as a “no charge” Item. You can pull it into the PO but only if it is free. Examples are Teacher Materials which we cannot pay for.

## ISBN #

Begin typing the quoted ISBN number from the vendor's quote. As you type, a drop-down list will appear with a list of numbers. Select your ISBN number from the drop-down list. If it does not appear, try the item # field. If it still does not appear, then it is not in the catalog under that vendor.

The screenshot shows the 'Add Item to Cart' section of the NPIIS Purchase Order system. The browser address bar shows the URL: <https://www.npis.beta.pa.gov/Screens/School/PurchaseOrder?AD=1>. The page title is 'NPIIS - Purchase Order'. The main content area is titled 'Add Item to Cart' and contains the following instructions: '\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.' and '\* Provide ISBN # or Item # to add an item'. Below these instructions is a table with columns: Item Type, ISBN #, Item #, Book Title/ Description, Qty\*, Unit Type\*, Unit Price\*, and Total. The 'ISBN #' field is active, showing a dropdown list with the following items: 978-0-030-36771-7, 978-0-030-55213-7, 978-0-030519499, 978-0-15-366515-8, 978-0-153-12043-5, 978-0-153-397875, 978-0-153592966, 978-0-325-04285-5, 978-0-325-04288-6, 978-0-325-04762-1, 978-0-54-7485034, 978-0-544-085121, 978-0-544-613737, and 978-0-544-83288-6. The 'Item #' field is empty. The 'Book Title/ Description' field is empty. The 'Qty\*' field is empty. The 'Unit Type\*' field is set to '--Select--'. The 'Unit Price\*' field is empty. The 'Total' field is empty. Below the table are 'Add To Cart' and 'Clear' buttons. To the left of the table, there is a section for 'Items In Cart' (empty) and 'No Record(s) Found'. Below the table, there is a section for 'Order Summary' with a 'Discount Type' dropdown set to 'Discount Percentage' and a 'Discount Amount' field set to '\$0.00'. There is also an 'Order Total' field set to '\$0.00' and a 'Remaining Amount' field. A note states: '\$130,868.92 Funds are not deducted from Available Balance for Incomplete POs.' The 'Primary Email' field is set to 'MYEATON@HAVERFORD.ORG'. The Windows taskbar at the bottom shows the time as 12:18 PM on 6/26/2017.

## Item #

Begin typing the quoted item number from the vendor's quote. As you type, a drop-down list will appear with a list of numbers. Select your quoted item number from the drop-down list.

The screenshot shows the 'Add Item to Cart' section of the NPIIS Purchase Order system. The browser address bar shows the URL: <https://www.npis.beta.pa.gov/Screens/School/PurchaseOrder?AD=1>. The page title is 'NPIIS - Purchase Order'. The main content area is titled 'Add Item to Cart' and contains the following instructions: '\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.' and '\* Provide ISBN # or Item # to add an item'. Below these instructions is a table with columns: Item Type, ISBN #, Item #, Book Title/ Description, Qty\*, Unit Type\*, Unit Price\*, and Total. The 'Item #' field is active, showing a dropdown list with the following items: 1037501, 1053570, 1100386, 1153371, 1170349, 1183504, 1183510, 1188388, 1461488, 1462692, 1466407, 1502797, 1505113, 1505948, and 1505950. The 'ISBN #' field is empty. The 'Book Title/ Description' field is empty. The 'Qty\*' field is empty. The 'Unit Type\*' field is set to '--Select--'. The 'Unit Price\*' field is empty. The 'Total' field is empty. Below the table are 'Add To Cart' and 'Clear' buttons. To the left of the table, there is a section for 'Items In Cart' (empty) and 'No Record(s) Found'. Below the table, there is a section for 'Order Summary' with a 'Discount Type' dropdown set to 'Discount Percentage' and a 'Discount Amount' field set to '\$0.00'. There is also an 'Order Total' field set to '\$0.00' and a 'Remaining Amount' field. A note states: 'are not deducted from Available Balance for Incomplete POs.' The 'Primary Email' field is set to 'FORD.ORG'. The Windows taskbar at the bottom shows the time as 12:18 PM on 6/26/2017.

## Book Title/Description

Information in this field will auto-populate based on the ISBN or Item number entered.

Also, note that the Item Type has now auto-populated.

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
\* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
Textbook		1037501	MATH IN FOCUS SINGAPORE MATH STUDENT EDITION		--Select--		

## Qty

Type the quoted quantity.

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
\* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
Textbook		1037501	MATH IN FOCUS SINGAPORE MATH STUDENT EDITION	24	--Select--		

## Unit Type

Select the Unit Type from the drop-down list (Each, Box, Kit, Set or Pack).

Quote:   [View Quote](#)

Minimum amount should be \$15\*

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
\* Provide ISBN # or Item # to add an item

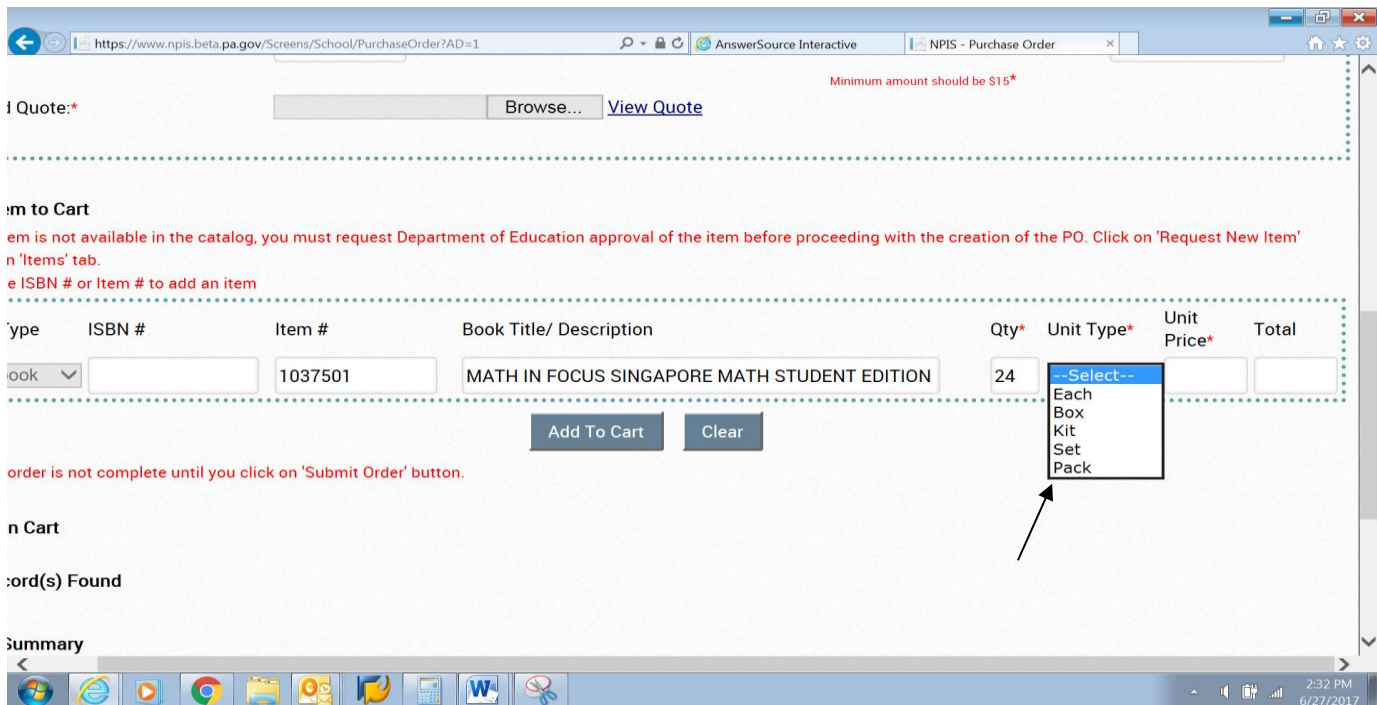
Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
Textbook		1037501	MATH IN FOCUS SINGAPORE MATH STUDENT EDITION	24	--Select--		

Order is not complete until you click on 'Submit Order' button.

Item in Cart

Order(s) Found

Summary





## Unit Price

Enter the quoted price per unit.

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
\* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
Textbook		1037501	MATH IN FOCUS SINGAPORE MATH STUDENT EDITION	24	Each	24.00	576.00

After entering the item information, click the Add to Cart button

Enter the quoted unit price

Total will auto-populate

## Total Price

When the quoted price per unit is entered, the total will auto-populate.

After you have entered all of the information for the item, click on the “Add To Cart” button. The item will then appear in the **Items in Cart** section below.

## Total Records

This will display the number of items that have been added to the cart in the PO.

Items In Cart

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Action
Textbook		1037501	Math in Focus Singapore Math Student Edition Book A Part 2 Grade K	24	Each	\$24.00	\$576.00	<a href="#">Edit</a> <a href="#">Delete</a>
Sub Total Price							\$576.00	

Total Record(s) : 1

**ERRORS.** If the incorrect item was entered or an error was made in any of the fields, you can edit the information or delete the item using the **Edit** or **Delete** buttons in the **Action** column.

## Edit

By selecting the **Edit** button, the **Qty**, **Unit Type** and **Unit Price** fields become editable. You are able to change one or all editable fields.

Items In Cart

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Action
Textbook		1037501	Math in Focus Singapore Math Student Edition Book A Part 2 Grade K	24	Each	\$24.00	\$576.00	<a href="#">Edit</a> <a href="#">Delete</a>
Sub Total Price							\$576.00	

Total Record(s) : 1

After making changes, click **Save**. If you need to cancel the changes before saving, **click Cancel**.

Items In Cart

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Action
Textbook		1037501	Math in Focus Singapore Math Student Edition Book A Part 2 Grade K	24	Each	\$24.00	\$576.00	<a href="#">Save</a> <a href="#">Cancel</a>
Sub Total Price							\$576.00	

In the screenshot below, an error was made in the unit price. It has been changed to \$25.00 and the **Save** button was selected.

The **Items in Cart** section now shows the new unit price and new total for this item.

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
 \* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
--Select--					--Select--		

\* - Your order is not complete until you click on 'Submit Order' button.

**Items In Cart**

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Action
Textbook		1037501	Math in Focus Singapore Math Student Edition Book A Part 2 Grade K	24	Each	\$25.00	\$600.00	<a href="#">Edit</a> <a href="#">Delete</a>
Sub Total Price							\$600.00	

Total Record(s) : 1

If the **Delete** button is selected, the following message will appear.

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
 \* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
--Select--					--Select--		

Message from webpage

Are you sure want to delete this Item?  
Click 'Ok' to proceed. 'Cancel' to cancel.

\* - Your order is not complete until you click on 'Submit Order' button.

**Items In Cart**

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Action
Textbook		1037501	Math in Focus Singapore Math Student Edition Book A Part 2 Grade K	24	Each	\$25.00	\$600.00	<a href="#">Edit</a> <a href="#">Delete</a>
Sub Total Price							\$600.00	

Total Record(s) : 1

If **OK** is selected, the item will be removed from the cart.

**Add Item to Cart**

\* If an item is not available in the catalog, you must request Department of Education approval of the item before proceeding with the creation of the PO. Click on 'Request New Item' button in 'Items' tab.  
 \* Provide ISBN # or Item # to add an item

Item Type	ISBN #	Item #	Book Title/ Description	Qty*	Unit Type*	Unit Price*	Total
--Select--					--Select--		

\* - Your order is not complete until you click on 'Submit Order' button.

**Items In Cart**

No Record(s) Found

Once all quoted items have been added to the cart in the PO, proceed to the **Order Summary** section of the PO screen.

**Order Summary**

Discount Type:  Discount Percentage  Discount Amount

Vendor Discount in Percentage:  Discount Amount:

Est. Shipping:\*

Order Total: \$600.00

Available Balance: \$130,868.92 Funds are not deducted from Available Balance for Incomplete POs. Remaining Amount: \$130268.92

Primary Email:

## Order Summary

This is where any quoted discounts and/or shipping is added to the PO.

### Discount Type

Select the appropriate **Discount Type**:

**Discount Percentage** – This should only be selected if the quote shows a discount in a percentage off from the entire quoted price. For example, if the vendor is giving a 5 percent discount off the entire order.

Type 5.00 in the **Vendor Discount in Percentage** field and the **Discount Amount** field will auto-populate.

**Order Summary**

Discount Type:  Discount Percentage  Discount Amount

Vendor Discount in Percentage:  x ← Type the discount percentage amount

Discount Amount:  ← The discount amount will auto-populate

Est. Shipping:\*

Order Total: \$570.00

The following example is if the vendor is giving a \$10.00 discount.

Select the **Discount Amount** button and enter \$10.00 in the **Discount Amount** field.

**Order Summary**

Discount Type:  Discount Percentage  Discount Amount

Vendor Discount in Percentage:

Discount Amount:

Est. Shipping:\*

Order Total: \$590.00

## Est. Shipping

Enter the quoted shipping amount or zero if there is free shipping. You must enter something in this field.

Order Summary				
Discount Type:	<input type="radio"/> Discount Percentage <input checked="" type="radio"/> Discount Amount			
Vendor Discount in Percentage:	<input type="text" value="0.00"/>	Discount Amount:	<input type="text" value="\$10.00"/>	
Est. Shipping*:	<input type="text" value="\$50.00"/>	Order Total:	\$640.00	
Available Balance:	\$130,868.92 <small>Funds are not deducted from Available Balance for Incomplete POs.</small>		Remaining Amount:	\$130,228.92
Primary Email:	<input type="text" value="YOUREMAILADDRESS@EMAIL.COM"/>			
<input type="button" value="Hold PO"/> <input type="button" value="Submit Order"/> <input type="button" value="Cancel Order"/>				

If you attempt to submit a PO without entering a number in the **Est. Shipping** field, the following message will appear.

Est. Shipping is required.

## Order Total

The system will automatically calculate the total of the items in the cart and deduct the discount (if any) and add the shipping. This amount needs to be equal to the amount placed in the **Quote Total** field in the **Quote Details** section of the PO screen. If the **Quote Total** field and the **Order Total** field do not match, you will receive an error message when you click on **Submit Order**.

## Available Balance

This is the remaining allotment amount before the current purchase order. The amount of the PO being created is not yet deducted from this balance. This amount does not include any POs that are in **Incomplete** status.

## Remaining Amount

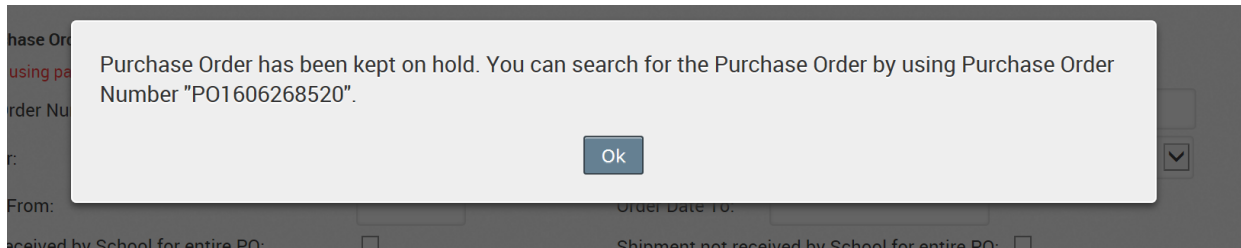
This is the allotment amount after the current purchase order. This will be the amount of your school's allocation that is remaining after submission of this PO.

## Primary Email

Displays the main email address on file for your school. You can change this at any time from your **Dashboard**.

## Hold PO

By selecting the **Hold PO** button, a PO number is assigned and the PO is placed in **Incomplete** status. The PO can then be completed and submitted at a later time. The following message will appear when the **Hold PO** button is selected.

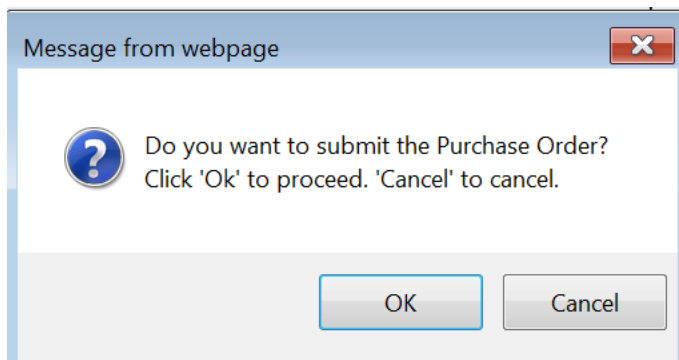


## Submit Order

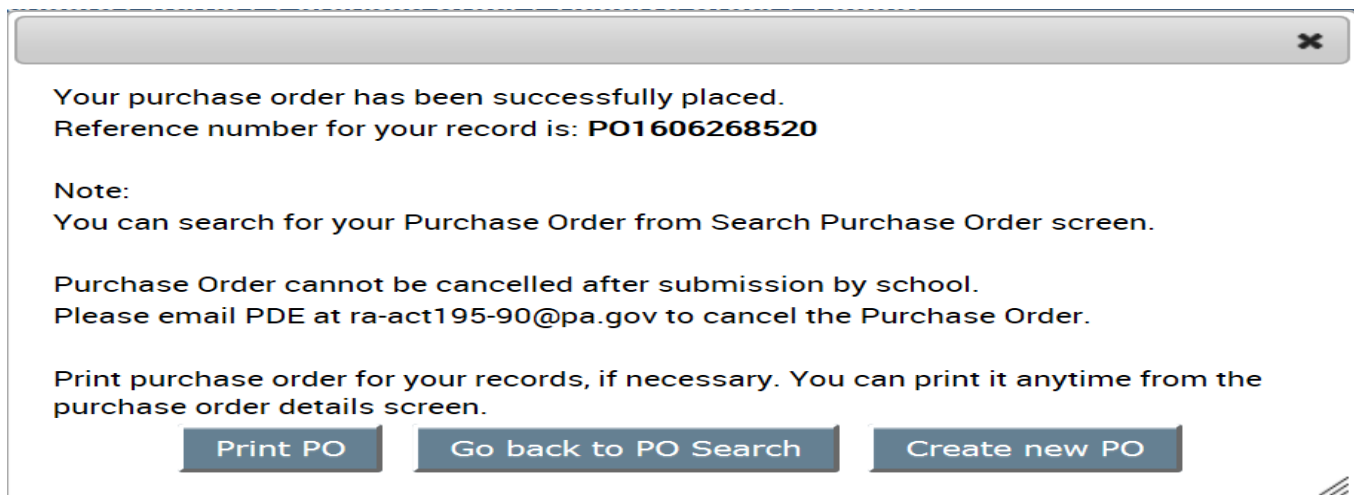
Once all sections of the PO screen are completed, select the **Submit Order** button.

**\*\*No edits can be made to the PO after the **Submit Order** button is selected\*\***

The following message will appear. Select **OK** to submit the PO. Select **Cancel** to return to the PO screen.

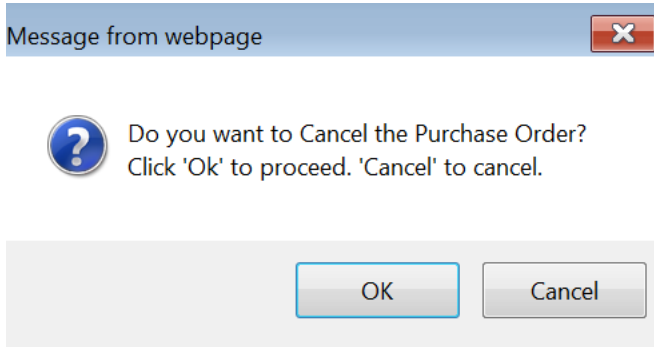


By clicking **OK**, the following message will appear.



## Cancel Order

The PO can be cancelled at any point up until the PO is submitted. The following message will appear when the **Cancel Order** button is selected. Select **OK** to cancel the PO. Select **Cancel** to return to the PO screen.



## Receive Order Tab

School users can search for and create order receipts.

This is not mandatory and invoices will be paid even if no Order Receipt has been submitted.

### Search for an Order Receipt

To search for an order receipt, click **Receive Order**, and the **Receive Order Screen** appears. You can search by school year, and any combination of other criteria.

<b>Vendor Name</b>	Text	Type the vendor name.
<b>Program Year</b>	Dropdown	Select the school year from the list. This will always default to the current school year.
<b>PO Number</b>	Textbox	Enter the PO number.
<b>NPIS Order Receipt Number</b>	Textbox	Enter the NPIS Order Receipt Number.
<b>Submitted Date</b>	Text Box	Type or select the date(s) from the calendar.
<b>Shipment Received Date</b>	Text Box	Type or select the date from the calendar.
<b>Receive Order Status</b>	Dropdown	Choose one from the list: Submitted by School Cancelled
<b>Entire PO Shipment Received</b>	Checkbox	Check if the entire shipment has been received.
<b>Search</b>	Button	Click to Search once you have entered criteria.
<b>Clear</b>	Button	Click to clear search fields.
<b>Create Order Receipt</b>	Button	Click to Create an Order Receipt.

When you click the **Search** button, a list of the order receipts appears in a grid at the bottom of the screen. Click on any of the underlined headers to sort by that criteria.

In the example below, we searched by using school year 2016-2017

**Receive Order Screen**

**Search Receive Order**  
 Hint: Search using part of the name for best results

Vendor Name:  Program Year: 2016-2017

PO Number:  NPIS Order Receipt #:

Submitted Date:  To  Shipment Received Date:

Receive Order Status: --Select--  Entire PO Shipment Received

[Export Search Results to Excel](#)

NPIS Order Receipt #	Submitted Date	PO Number	Vendor Name	School AUN	School Name	Shipment Received Date	Entire PO (Ship. Received)	No. Of Items (Rec. Order)	Receive Order Status	Action
RO1604273860	04/27/2017 3:39:53 PM	PO1610143165	CAROLINA BIOLOGICAL SUPPLY CO	226519532	Kohelet Yeshiva High School	04/27/2017	Yes	4	Submitted by School	<a href="#">View</a>
RO1604271677	04/27/2017 3:37:37 PM	PO1602217076	CAROLINA BIOLOGICAL SUPPLY CO	226519532	Kohelet Yeshiva High School	04/27/2017	Yes	9	Submitted by School	<a href="#">View</a>
RO1612123900	12/12/2016 11:31:34 AM	PO1611077207	VERNIER SOFTWARE & TECHNOLOGY LLC	226519532	Kohelet Yeshiva High School	12/08/2016	Yes	2	Submitted by School	<a href="#">View</a>

Search Results will appear in the following order

<b>NPIS Order Receipt Number</b>	Read-only	The NPIS Order Receipt Number.
<b>Submitted Date</b>	Read-only	The date/time that the Order Receipt was submitted.
<b>PO Number</b>	Read-only	The purchase order number.
<b>Vendor Name</b>	Read-only	The name of the vendor used on the PO.
<b>School AUN</b>	Read-only	AUN number of your school.
<b>School Name</b>	Read-only	Name of your school.
<b>Shipment Received Date</b>	Read-only	The date your school received the order.
<b>Entire PO (Ship. Received)</b>	Read-only	If the entire order was received by your school.
<b>No. of Items (Rec. Order)</b>	Read-only	Displays the number of items received.
<b>Receive Order Status</b>	Read-only	Submitted by School Cancelled
<b>Action</b>	Link	Click <b>View</b> to see the receive order details.



## Create Order Receipt

Click on the **Create Order Receipt** button and the **Receive Order** screen appears.

Receive Order Screen

\* - Indicates mandatory fields [Back](#)

Process Receive Order Details

Hint: Search need appropriate details

PO Number:\*  Shipment Received Date:\*

Enter the PO Number and the Date the Shipment was received and click on **Search**.

Receive Order Screen

\* - Indicates mandatory fields [Back](#)

Process Receive Order Details

Hint: Search need appropriate details

PO Number:\*  ← Shipment Received Date:\*  ←

The following screen will appear.

Receive Order Screen

\* - Indicates mandatory fields [Back](#)

Process Receive Order Details

PO Number:  Shipment Received Date:\*

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **08/05/2016 9:54:45 AM** Vendor Name: CDW GOVERNMENT LLC  
[View Purchase Order](#)

**Receive Order Items** [Export Receive Order Items to Excel](#)

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button.

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	3534544	kindle	Each	\$86.36	6	6		<input type="checkbox"/>	<a href="#">Edit</a>
<b>No. of Items received orders: 0</b>							<b>Total Qty Received:</b>	<b>0</b>	

Total Record(s) : 1

Comments:   Comments to Date:

Click on **Select** if you received all of the open quantity of items on the PO.

**Receive Order Screen**

\* - Indicates mandatory fields ➔ Back

**Process Receive Order Details**

PO Number:  Shipment Received Date:\*

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **08/05/2016 9:54:45 AM** Vendor Name: CDW GOVERNMENT LLC  
[View Purchase Order](#)

**Receive Order Items**

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button. [Export Receive Order Items to Excel](#)

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	3534544	kindle	Each	\$86.36	6	6	6	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
<b>No. of Items received orders: 1</b>						<b>Total Qty Received:</b>	<b>6</b>		

Total Record(s) : 1

Comments:  Comments to Date:

If you only received some of the open quantity of items on the PO, click on the **Edit** link next to that item in the **Action** column. You will then be able to edit the quantity of that item to the amount actually received.

**Receive Order Screen**

\* - Indicates mandatory fields ➔ Back

**Process Receive Order Details**

PO Number:  Shipment Received Date:\*

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **10/20/2016 8:38:51 AM** Vendor Name: EDUCATORS PUBLISHING SERVICE (EPS) LITERACY AND INTERVENTION, A DIV. OF SCHOOL SPECIALTY  
[View Purchase Order](#)

**Receive Order Items**

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button. [Export Receive Order Items to Excel](#)

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	1556	COMPLETE STARTER SET PRIMARY PHONICS (SET OF 80 DECODABLE READERS)	Each	\$148.85	2	2	1	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
ORG	838876022 & 7602	ww3000 book 2	Each	\$8.75	10	10		<input type="checkbox"/>	<a href="#">Edit</a>
ORG	083887603 & 7603	ww3000 book 3	Each	\$8.75	10	10	8	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
ORG	7604	WORDLY WISE 3000 3RD EDITION SUTDENT BOOK 4	Each	\$13.15	3	3	<input type="text"/>	<input checked="" type="checkbox"/>	<a href="#">Save</a> <a href="#">Cancel</a>
ORG	7605	WORDLY WISE 3000 BOOK 5-3RD EDITION	Each	\$13.15	5	5		<input type="checkbox"/>	<a href="#">Edit</a>
ORG	7606	WORDLY WISE 3000 STUDENT BOOK GRADE 6	Each	\$13.15	2	2		<input type="checkbox"/>	<a href="#">Edit</a>
<b>No. of Items received orders: 2</b>						<b>Total Qty Received:</b>	<b>9</b>		

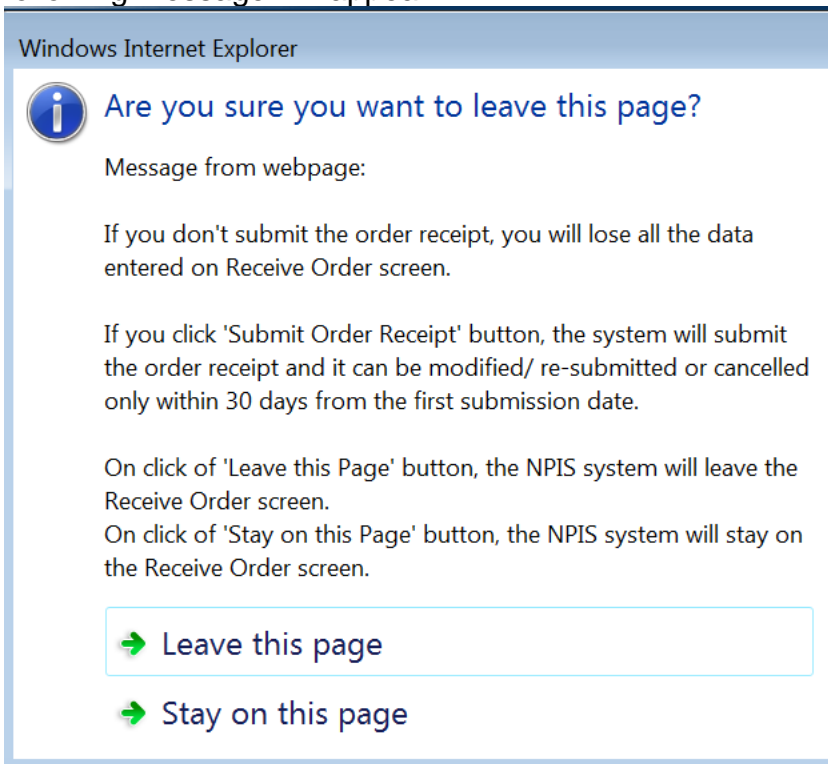
Total Record(s) : 6

Comments:  Comments to Date:

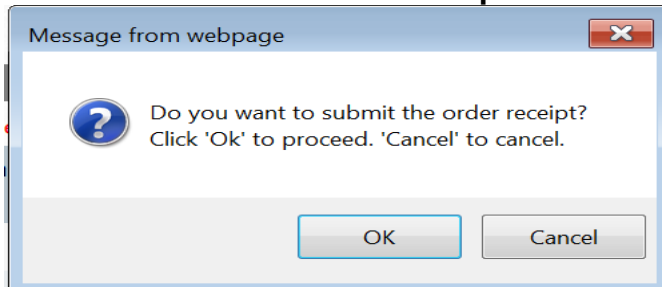
Enter qty

Click Save

If you attempt to click on another tab or the “back” arrow before you submit the Order Receipt, the following message will appear.

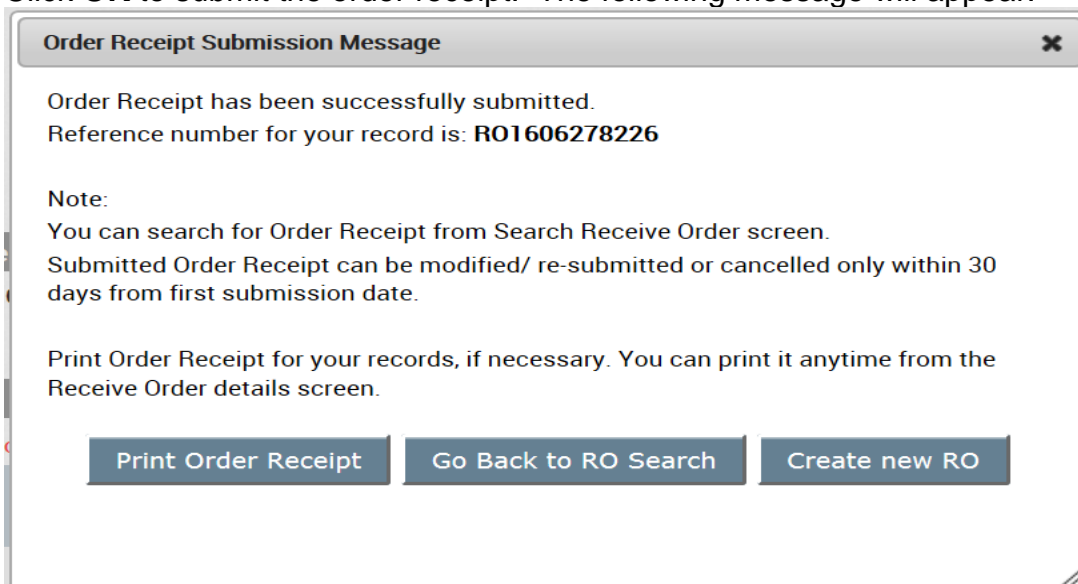


Click on the **Submit Order Receipt** button. The following message will appear.



Click **Cancel** to return to the **Receive Order** screen.

Click **OK** to submit the order receipt. The following message will appear.



If you attempt to enter an Order Receipt for a PO that you already submitted an Order Receipt for all of the items on the PO, the following message will appear.

New Receive Order cannot be created since Shipment already received for all the Purchase Order Items.

Ok

You can modify, resubmit or cancel an order receipt within 30 days from the first submission date.

Full and partial **Order Receipts** can also be created from any PO which is in **Transmitted to Vendor** status.

**Purchase Order for School Year -** 2017-2018 and PO Number - **PO1606155363**  
 School AUN, Name and Address: 223469352  
 Haverford School  
 Location Address: 450 Lancaster Ave, Haverford, PA, 19041  
 Delivery Address  Same as location address  
 450 LANCASTER AVE ADDRESS LINE 2 HAVERFORD PA 19041

PO Creator Information: YOUR NAME 717-772-2317 YOUREMAILADDRESS@PA.GOV  
 Vendor: BRAINPOP LLC Vendor not found?  
 Address: 71 W 23RD STREET, 17TH FLOOR, NEW YORK, NY, USA, 10010  
 Vendor Phone Number: 212-574-6000

**Quote Details**  
 Quote Number:\* 123456789777700  
 Quote Expiration Date:\* 07/02/2017 Quote Amount: (inc. shipping) \$400.00  
 Upload Quote:\* [View Quote](#)  
 Minimum amount should be \$15\*

[Export Cert Items to Excel](#)

Item Type	ISBN #	Item #	Item Description	Qty	Unit Type	Unit Price	Total	Qty Received
Material		000000US26388R	SCHOOL COMBO. UNLIMITED ACCESS TO BRAINPOP (BRANPOP.COM) BRAIN POP JR. (BRA	2	Each	\$200.00	\$400.00	0
							Sub Total Price	\$400.00

**Total Record(s) : 1**

**Order Summary**  
 Discount Type:  Discount Percentage  Discount Amount  
 Vendor Discount in Percentage: 0 Discount Amount: \$0.00  
 Est. Shipping:\* \$0.00 Order Total: \$400.00  
 Primary Email: TEPORTR@PA.GOV

PDE Approved By: Wendy Anthos PDE Approved Date: 06/27/2017 5:31:16 PM  
 School Notes:  
 School Notes to Date:

[Print Order](#) [Save Comments](#)

**Shipment Details**  
 Shipment Received:  Yes, I certify that this shipment was received in full.  
 Shipment Received Date:  [Submit Order Receipt for full shipment](#)  
[Create Partial Shipment Receipt](#)

Go to the very bottom of the **Purchase Order** screen for **Shipment Details**.

**Shipment Details**  
 Shipment Received:  Yes, I certify that this shipment was received in full.  
 Shipment Received Date:  [Submit Order Receipt for full shipment](#)  
[Create Partial Shipment Receipt](#)

Click on the Yes, I certify that this shipment was received in full **checkbox**, enter the Shipment Received Date and click on the Submit Order Receipt for full shipment **button**

**Order Summary**

Discount Type:  Discount Percentage  Discount Amount

Vendor Discount in Percentage:  \$0.00

Est. Shipping\*:  \$400.00

Primary Email:

PDE Approved By: Wendy Anthos 16 PM

School Notes:

School Notes to Date:

[Print Order](#) [Save Comments](#)

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**Shipment Details**

Shipment Received:  Yes, I certify that this shipment was received in full.

Shipment Received Date:  [Submit Order Receipt for full shipment](#)

[Create Partial Shipment Receipt](#)

Message from webpage

Do you want to submit the order receipt for full shipment?  
Click 'Ok' to proceed. 'Cancel' to cancel.

[OK](#) [Cancel](#)

Click on OK to proceed.

The following message will appear.

Shipment Details have been saved successfully. You can search for the NPIS Order Receipt # "RO1606289110" in Receive Order Screen..

[OK](#)

Click on **OK**.

In the shipment details section of the PO Screen, there is now a link to **View Receive Order(s)**.

**Shipment Details**

Shipment Received:  Yes, I certify that this shipment was received in full.

Shipment Received Date:

[View Receive Order\(s\)](#)

Click on the **View Receive Order(s)** link. The **Receive Order Details** will appear.

**Receive Order Details**

NPIS Order Receipt #	Submitted Date	Shipment Received Date	Entire PO (Ship. Received)	No. of Items (Rec. Order)	Receive Order Status	Action
RO1606289110	06/28/2017 9:36:35 AM	06/28/2017	Yes	1	Submitted by School	<a href="#">Details</a>

Click on Details link and the Receive Order Screen will appear.

From here you are able to view the details, place comments in the Receive Order and print the Order Receipt.

**Receive Order Screen**

\* - Indicates mandatory fields  [Back](#)

**View Receive Order Details**  
*Redirected to "Receive Order Details" from another screen*

NPIS Order Receipt #: **RO1606289110**      Receive Order Status: **Submitted by School**

PO Number:       Shipment Received Date:

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **06/27/2017 5:31:16 PM**      Vendor Name: **BRAINPOP LLC**

**Receive Order Items** [Export Receive Order Items to Excel](#)

PO - Org / Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	000000US26388R	SCHOOL COMBO. UNLIMITED ACCESS TO BRAINPOP (BRANPOP.COM) BRAIN POP JR. (BRA	Each	\$200.00	2	2	2	<input checked="" type="checkbox"/>	Edit
<b>No. of Items received orders: 1</b>							<b>Total Qty Received:</b>	2	

Total Record(s) : 1

Comments:  Comments to Date:

[Print Order Receipt](#)

From the **Shipment Details** section of the PO screen, you will see a **Create Partial Shipment Receipt** link.

**Shipment Details**

Shipment Received:  Yes, I certify that this shipment was received in full.

Shipment Received Date:  [Submit Order Receipt for full shipment](#)

[Create Partial Shipment Receipt](#)

By clicking the Create Partial Shipment Receipt link, the Receive Order screen will appear with the PO number already filled in.

**Receive Order Screen**

\* - Indicates mandatory fields  [Back](#)

**Process Receive Order Details**  
*Hint: Search need appropriate details*

PO Number:\*       Shipment Received Date:\*

[Search](#)   [Clear](#)

Enter the **Shipment Received Date** and select **Search**. The **Receive Order** Screen will appear.

**Receive Order Screen**

\* - Indicates mandatory fields ➔ Back

**Process Receive Order Details**

PO Number:  Shipment Received Date:\*

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **06/28/2017 9:19:01 AM** Vendor Name: BRIGHT IDEAS PRESS, LLC  
[View Purchase Order](#)

**Receive Order Items**

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button. [Export Receive Order Items to Excel](#)

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	ecc3wt	grade 3 common core english weekly tests	Each	\$50.00	4	4		<input type="checkbox"/>	<a href="#">Edit</a>
<b>No. of Items received orders: 0</b>						<b>Total Qty Received:</b>	<b>0</b>		

Total Record(s) : 1

Comments:  Comments to Date:

You are now able to click on the **Edit** link to enter the number received in the **Qty Received** textbox.

**Receive Order Screen**

\* - Indicates mandatory fields ➔ Back

**Process Receive Order Details**

PO Number:  Shipment Received Date:\*

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **06/28/2017 9:19:01 AM** Vendor Name: BRIGHT IDEAS PRESS, LLC  
[View Purchase Order](#)

**Receive Order Items**

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button. [Export Receive Order Items to Excel](#)

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	ecc3wt	grade 3 common core english weekly tests	Each	\$50.00	4	4	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	<a href="#">Save</a> <a href="#">Cancel</a>
<b>No. of Items received orders: 0</b>						<b>Total Qty Received:</b>	<b>0</b>		

Total Record(s) : 1

Comments:  Comments to Date:

Then click **Save** link in the **Action** column.

Receive Order Screen

\* - Indicates mandatory fields



Process Receive Order Details

PO Number: PO1606287770

Shipment Received Date\*: 06/28/2017

Purchase Order & Previous Receive Order Summary Details

PO Submitted Date: 06/28/2017 9:19:01 AM

Vendor Name: BRIGHT IDEAS PRESS, LLC

[View Purchase Order](#)

Receive Order Items

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button.

[Export Receive Order Items to Excel](#)

PO - Org / Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	ecc3wt	grade 3 common core english weekly tests	Each	\$50.00	4	4	2	<input checked="" type="checkbox"/>	Edit
						<b>No. of Items received orders: 1</b>	<b>Total Qty Received:</b>	2	

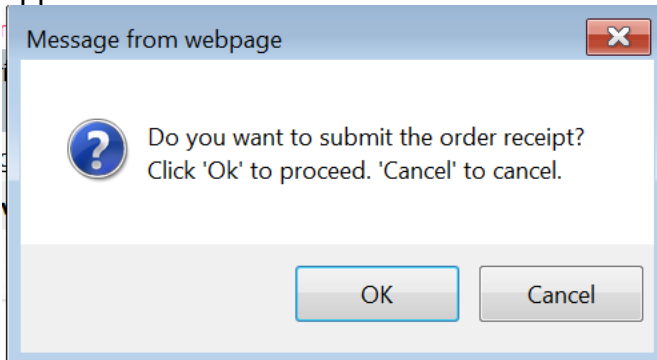
Total Record(s) : 1

Comments:

Comments to Date:

Submit Order Receipt

If everything is correct, click on the **Submit Order Receipt** button. The following message will appear. Click on **Cancel** to return to the **Receive Order Screen**



Click on **OK** to submit the Order Receipt. The following message will appear. From here you are able to do the following:

**Print Order Receipt**

**Go Back to RO (Receive Order) Search**

**Go Back to PO Search**

**Create new RO (Receive Order)**

**Order Receipt Submission Message** ✕

Order Receipt has been successfully submitted.  
Reference number for your record is: **RO1606287900**

Note:  
You can search for Order Receipt from Search Receive Order screen.  
Submitted Order Receipt can be modified/ re-submitted or cancelled only within 30 days from first submission date.

Print Order Receipt for your records, if necessary. You can print it anytime from the Receive Order details screen.

**Print Order Receipt**   **Go Back to RO Search**

**Go Back to PO Search**   **Create new RO**



If you return to the RO (Receive Order) Search Page and select school year 2017-2018. A list of Order Receipts submitted will be displayed.

**Receive Order Screen**

**Search Receive Order**  
Hint: Search using part of the name for best results

Vendor Name:  Program Year: 2017-2018   
 PO Number:  NPIS Order Receipt #:   
 Submitted Date:  To  Shipment Received Date:   
 Receive Order Status: --Select--  Entire PO Shipment Received:

[Export Search Results to Excel](#)

NPIS Order Receipt #	Submitted Date	PO Number	Vendor Name	School AUN	School Name	Shipment Received Date	Entire PO (Ship. Received)	No. Of Items (Rec. Order)	Receive Order Status	Action
RO1606287900	06/28/2017 10:34:32 AM	PO1606287770	BRIGHT IDEAS PRESS, LLC	223469352	Haverford School	06/28/2017	No	1	Submitted by School	<a href="#">View</a>
RO1606289110	06/28/2017 9:36:35 AM	PO1606155363	BRAINPOP LLC	223469352	Haverford School	06/28/2017	Yes	1	Submitted by School	<a href="#">View</a>

Total Record(s) : 2

By clicking the **View** link in the **Action** column, the **Receive Order Screen** appears. In the screenshot below, we have selected the first Order Receipt which did not have the entire shipment received.

**Receive Order Screen**

\* - Indicates mandatory fields  [Back](#)

**View Receive Order Details**

NPIS Order Receipt #: **RO1606287900** Receive Order Status: **Submitted by School**  
 PO Number:  Shipment Received Date:

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **06/28/2017 9:19:01 AM** Vendor Name: BRIGHT IDEAS PRESS, LLC

**Receive Order Items**

[Export Receive Order Items to Excel](#)

PO - Org / Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	ecc3wt	grade 3 common core english weekly tests	Each	\$50.00	4	4	2	<input checked="" type="checkbox"/>	Edit
<b>No. of Items received orders: 1</b>						<b>Total Qty Received:</b>	<b>2</b>		

Total Record(s) : 1

Comments:   Comments to Date:

Note the following details for this PO number:

**No. of Items received orders:**  
**Total Qty Received**

From here you are only able to enter comments in the Receive Order or **Print the Order Receipt**. No edits can be made to the **Qty Received**.

When the rest of the items are received, a new Order Receipt will need to be created. Click on the **Receive Order** tab. Select **Create Order Receipt**.

**Receive Order Screen**

**Search Receive Order**  
 Hint: Search using part of the name for best results

Vendor Name:  Program Year: 2017-2018

PO Number:  NPIS Order Receipt #:

Submitted Date:  To  Shipment Received Date:

Receive Order Status: --Select--  Entire PO Shipment Received

Enter the **PO Number** and **Shipment Received Date**. Click **Search**.

**Receive Order Screen**

\* - Indicates mandatory fields

**Process Receive Order Details**  
 Hint: Search need appropriate details

PO Number:\*  Shipment Received Date:\*

The **Receive Order Screen** opens.

**Receive Order Screen**

\* - Indicates mandatory fields

**Process Receive Order Details**

PO Number:  Shipment Received Date:\*

**Purchase Order & Previous Receive Order Summary Details**

PO Submitted Date: **06/28/2017 9:19:01 AM** Vendor Name: BRIGHT IDEAS PRESS, LLC

[View Purchase Order](#) [View Previous Order Receipt](#)

**Receive Order Items** [Export Receive Order Items to Excel](#)

\* - Receive Order is not complete until you click on 'Submit Order Receipt' button.

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	ecc3wt	grade 3 common core english weekly tests	Each	\$50.00	4	2		<input type="checkbox"/>	<a href="#">Edit</a>
<b>No. of Items received orders: 0</b>						<b>Total Qty Received:</b>	<b>0</b>		

Total Record(s) : 1

Comments:  Comments to Date:

From this screen, you can also **View the Purchase Order** or **View Previous Order Receipts** submitted for this PO number by clicking on the links in the **Purchase Order & Previous Receive Order Summary Details** section.

At this point, since you have received the rest of the order, click on the checkbox in the **Select** column and then click **Submit Order Receipt** button. The **Order Receipt Submission Message** will appear.

From here, the following options are available:

**Print Order Receipt**

**Go Back to RO (Receive Order) Search**

**Create New RO (Receive Order)**

**Order Receipt Submission Message** ✕

Order Receipt has been successfully submitted.  
Reference number for your record is: **RO1606282558**

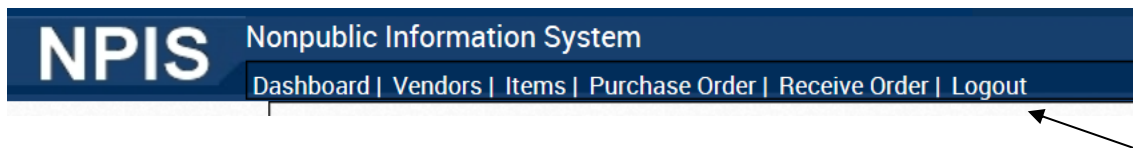
Note:  
You can search for Order Receipt from Search Receive Order screen.  
Submitted Order Receipt can be modified/ re-submitted or cancelled only within 30 days from first submission date.

Print Order Receipt for your records, if necessary. You can print it anytime from the Receive Order details screen.

[Print Order Receipt](#) [Go Back to RO Search](#) [Create new RO](#)

## Logout Tab

When you are done in the NPIS system, click **Logout** on the menu bar to log out of **NPIS**.



The NPIS Login for Schools and Dioceses will appear.

**NPIS** Nonpublic Information System

**Login for Schools and Dioceses**

User ID:

Password:

[Login](#)

[Forgot Password](#)

New Vendor? Click [here](#) to register.

## COMMON PROBLEMS ENCOUNTERED WHEN USING NPIS SYSTEM

**LOGGING IN:** If the person who previously used NPIS at your school has left the school and you do not have their password, you can write to PDE and we can change the email address in the NPIS system tied to your school, to your email address, so that you can change the password.

Write to: [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov).

Give us your school's name, AUN number (if known), and your name and email address, and indicate that you need the email address updated so that you can change the password.

Please note that the user ID is always the school's AUN number. The user ID in NPIS cannot be changed. If you do not know your school's AUN number, please write to the above address and request it.

### QUOTE ISSUES:

**Incorrect Quote Attached by Mistake:** Once a school has uploaded a quote into the PO, they cannot delete it or upload a different quote. The person creating the PO can view the quote they just uploaded but if they realize it is not the correct quote, they must cancel the PO and create a new PO. If the school has already submitted the PO, they cannot cancel the PO. When PDE reviews the quote and PO, they will see that they do not match, and PDE will cancel the PO. The school can then do a new PO. Also, keep in mind that POs for Catholic schools first route to the Diocese for approval. PDE will not have the PO until the Diocese has approved it. You can contact the Diocese to cancel the PO if you are in a hurry. If you are not a Catholic school, after you submit the PO, it goes right to PDE. In those cases, if you are in a hurry, you can email PDE at [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov) to cancel the PO.

**Sales Tax on Quote:** PDE is tax exempt and does not pay sales tax. Please inform your vendors when you obtain quotes that there should be no tax on the quote. Do not enter sales tax on the PO in any field. If you enter the sales tax from the quote in the shipping field, so that the PO and quote totals match, we will cancel the PO. Instead obtain a quote without sales tax.

**Expiration Date on Quote:** When you request a quote from a vendor, be sure to ask for a 30, 60 or 90 day quote. During peak periods, PDE is receiving thousands of purchase orders a week to review and it may take up to two weeks for staff to get to your PO for review. Making sure the quote will not expire for at least 30 days when you create the PO is important. If we receive a PO that will expire in a short period of time, we may have to cancel the PO.

### ITEM ISSUES

**Items Submitted for Approval Disappear from Dashboard:** Items submitted by a school for eligibility approval will show up on the school's dashboard in the *Items Pending PDE* box. If they disappear from that area, that means PDE acted on them. Check the *Items Pending School* box to be sure there are not items that PDE sent back to the school for additional info. If the item is not in either of those boxes on the school Dashboard, you can search for the item using the ITEMS tab, to see whether PDE marked the item Eligible or Not-Eligible. If the item is marked Eligible, it can be pulled into a Purchase Order.

**Items not found in NPIS:** PDE does not load every vendor's catalog, so the only items in the NPIS catalog for a vendor are items that a school has submitted for eligibility approval. To add items, log in to the NPIS system, click on Items tab. On this screen, you will see a *Request New Item* button. Clicking on this button opens the *Item Details* screen, where you can provide the details of the new item to be added. Clicking on the *Save* button will send the item to PDE for approval.

**Items are in NPIS Catalog but cannot pull them into Purchase Order:** If you have found your item in NPIS but are not able to pull it into your PO, it is most likely because the item is not already approved for the vendor you are using on the PO. The item must be approved for the vendor for which you are creating the PO. Remember an item can be sold by many different vendors. Items are tied to individual vendors in NPIS. If an item is in NPIS for one vendor, it does not mean it is in NPIS for another vendor.

If the item is in NPIS under your vendor, check the eligibility status. If it does not indicate eligible, you cannot pull it into a PO.

If the item is in NPIS under your vendor and it is marked eligible, you must look at where the ISBN number or item number is listed in NPIS. If the ISBN number is not listed under the ISBN number field, but is listed under the item number field, that is where you have to type the number in the PO. Remember schools input every item into NPIS for eligibility approval and they sometimes put the ISBN number in the wrong field, and then it remains in the NPIS catalog that way. You have to look up each item you wish to pull into a PO and determine how it is listed in NPIS before doing the PO.

#### **PURCHASE ORDER WAS CANCELED:**

If PDE cancels a Purchase Order in NPIS, the NPIS system will send an auto-generated email to the email on record for the school in NPIS notifying the school that the PO was canceled. It will instruct the school to pull up the PO in NPIS and read the PDE comments, to find out why the PO was canceled. Sometimes the person who creates the PO does not have the same email address as the email address of record in the NPIS system. In those cases, whoever receives the email should make sure to communicate with the person who creates the POs, so that they know to create a new PO to replace the one canceled.

See pages 10-11 in this guide for a list of common reasons that POs are canceled by PDE.

#### **NO CHARGE ITEMS OR TEACHER MATERIALS**

Some vendors offer free items or no charge items as incentive for ordering certain quantities of textbooks or materials. This can include "buy one, get one free" or other types of incentives.

Many times free items are "teacher editions or teacher materials" to go along with textbooks and materials being ordered in larger quantities.

PDE cannot pay for any teacher materials. This includes teacher editions, guides, resources and materials. If the vendor is providing them free of charge, you may pull them into the PO and enter zero (0) for the price. If the vendor is charging for them, you will need to obtain a new quote without these items. If the quote lists teacher materials for a cost, we will cancel the PO.

## **NO CHARGE ITEMS OR TEACHER MATERIALS continued**

If you submit teacher materials or teacher editions for eligibility approval in NPIS, be sure to check the No Charge box on the screen. That is the only way that PDE will mark the item eligible. Items submitted for approval that are teacher materials that do NOT have the No Charge box checked, will be marked ineligible. You will not be able to pull them into a PO if they are marked ineligible. PDE cannot pay for any teacher materials.

Items that you are obtaining for “Free” that are not teacher materials, should not have the No Charge box checked, because another school may need to order them for a cost. Just because you are obtaining some free product does not mean another school will receive the same product for free. Please remember that other schools use the NPIS system and may order items that you have submitted for eligibility determination. Accuracy is important.

No charge items do not have to be on the Purchase Order from PDE’s perspective, but many vendors will not ship the items if they are not listed on the PO. So, do try to pull them into the PO to make sure you receive them. But remember, if they are teacher materials, they have to be No Charge.

## **DISCOUNTS**

**Percentage Discount:** If your vendor has given you an overall percentage discount, input that percentage in the discount field. If certain items have a different percentage discount from other items, you cannot input more than one percentage in the discount field. Instead, for this PO, you must calculate the discount for each item, and input the items into the PO with the discount already deducted.

**BOGO or Buy one, Get One Offers:** If your vendor is giving you some free items for buying some items. Input the item into the PO with the cost. Then input the same item into the PO with a zero cost on the next line.

**Flat Rate Discount:** If you are receiving a flat discount amount, such as \$10 off, you should input that amount in the discount amount field.

## **SHIPPING**

**MCGRAW-HILL 8 PERCENT FLAT RATE SHIPPING:** For any McGraw-Hill PO, PDE is charged a flat 8 percent shipping fee. When you call for a quote, give them PDE’s customer number which is 389781. That will ensure that the quote will compute the shipping rate at 8 percent.

We have NPIS hardcoded to automatically calculate 8 percent shipping for all McGraw-Hill POs which you cannot override.

If your quote lists something other than 8 percent shipping, you must call McGraw-Hill back and let them know that for account 389781, there is a standard 8 percent shipping fee, and obtain a new quote. Do not try to enter something in the discount field, etc., to account for anything different than the 8 percent shipping fee. If you have contacted the vendor and they will not assist you with revising the quote, contact PDE at [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov).

## **VENDORS:**

Vendors must be registered to participate in the ACT195 Program. We have more than 1000 vendors currently registered and open in the NPIS system. If you wish to purchase from a vendor that is not registered, you must first determine if the items are unique to that vendor. If the items can be purchased from another vendor that is already registered, please use that vendor. See New Vendor instructions in this manual for steps for requesting a new vendor.

## **ORDER WAS NEVER RECEIVED AT SCHOOL:**

Only POs that show “transmitted to vendor” as a status were sent to the vendor by PDE. Any POs with a status of “canceled” or “incomplete” have never been sent to the vendor. If a PO shows “transmitted to vendor” and it has been more than a month, please reach out to the vendor for a status on shipment. If they indicate they never received the PO from PDE, do not send the PO to them. Instead, email PDE at the following address and ask us to work with the vendor to retransmit the PO to them again: [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov).

Incomplete POs are POs that were started by your school, but they were never submitted by your school in NPIS, so PDE did not receive them to review. You must submit a PO for it to workflow to PDE. Incomplete POs do not consume any allocation. Only POs that have been submitted consume allocation.

Canceled POs do not consume any allocation either. They also cannot be resubmitted. You must create a new PO and submit it.

## **RETURNING MATERIALS TO VENDOR**

- **DEFECTIVE ITEMS**
  - Schools may return a defective item and receive same exact item.
  - No new PO is needed.
  - Contact vendor to arrange for pickup and replacement.
  - Email PDE at [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov) and notify us of exact problem.
  - Go to PO and put info in School Notes about the problem.
  - Communication with PDE is very important.
- **VENDOR MISTAKES**
  - Schools may return vendor mistakes and receive correct item that was listed on the PO.
  - No new PO is needed.
  - Example: PO lists Algebra 2 book. Vendor ships Algebra 1 book.
  - Email PDE at [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov) and list PO number, and exact items/quantities being returned due vendor mistake.
  - Also add School Notes to the PO, listing the exact items and quantities you returned.
  - Communication with PDE is very important.
  -

## RETURNING MATERIALS TO VENDOR continued

### ○ SCHOOL MISTAKES OR SCHOOL CHANGED MIND

- Schools may not return items that they ordered in error or have changed their mind about and then authorize the vendor to ship something in place of the returned item.
- Example: You ordered Algebra 1 books on PO but meant to order Algebra 2 books.
- Even if the price is the same, you must do a new PO for any items you wish to order to replace the incorrect items that you return.
- Only items listed on a PO can/will be paid for by PDE.
- Schools will be responsible to pay invoices for any items they authorize over the phone or email, that are not on a valid PDE PO.
- If you order the wrong thing, contact vendor to return the item and issue a credit memo.
- Email PDE at [RA-ACT195-90@pa.gov](mailto:RA-ACT195-90@pa.gov) and list PO number, exact items/quantities being returned and state that a credit memo will be coming.
- Also add School Notes to the PO itself, listing the exact items & quantity you returned.
- Communication with PDE is paramount.
- When credit memo arrives, PDE will add the funds back to the school balance.
- A new PO must be created for the replacement items.
- Do not authorize the vendor to ship any replacement items.
- Only a new PO can be used to order any replacement items.
- Use caution when ordering to insure the correct items are being ordered to avoid costly restocking fees, and added labor to all involved.

**INVOICES:** Forward any invoices your school receives directly from the vendor to PDE immediately upon receipt. If you receive the invoice directly, that means PDE has not received it and therefore cannot pay it. Please do not ignore invoices which can result in late fees.

You may mail invoices to PDE at:

Pennsylvania Department of Education  
Bureau of Management Services  
333 Market Street, 15<sup>th</sup> Floor  
Harrisburg, PA 17101

Or email to [ra-act195-90@pa.gov](mailto:ra-act195-90@pa.gov)



## **HELP WITH USING NPIS SYSTEM, PURCHASE ORDERS, PAYMENTS**

- EMAIL [RA-ACT195-90@PA.GOV](mailto:RA-ACT195-90@PA.GOV).
- Describe your exact problem, provide screen shots if possible.
- Provide your phone number and a good time to call.
- Same day response is our goal.
- Answer may not be provided the same day during peak periods.
- Many answers are in this guidebook.

## **HELP WITH ITEM APPROVALS AND ALLOCATIONS**

- EMAIL [RA-NPPSS@PA.GOV](mailto:RA-NPPSS@PA.GOV).
- Describe your exact problem, provide screen shots if possible.
- Provide your phone number and a good time to call.
- Same day response is our goal.
- Answer may not be provided the same day during peak periods.
- Many answers are in this guidebook.

## **New Vendor Requests**

The procedure for new vendor registrations has changed.

Schools must now request a new vendor via the NPIS system.

PDE will review the request and if we agree that the vendor should be added, we will conditionally approve the "request" and then NPIS will send an invite to the vendor to begin the registration process. The school will be copied on the email to the vendor.

Vendors cannot just go to the NPIS system and register as a vendor any longer. It is by invitation of PDE only.

If a school finds new material that they wish to order, and it cannot be purchased from one of the 1000 vendors that are already registered in NPIS, the school may request a new vendor.

PDE will not automatically add a vendor unless there is a need. Some vendors sell copyrighted items or are the only distributor of materials. Whenever that is the case, the vendor will most likely be approved as a new vendor request.

If that is not the case and there are already several other vendors in NPIS to purchase from, you will most likely be asked to use one of those already existing vendors in NPIS.

Vendor data has to be managed. Every time a vendor moves, or changes banks, or changes addresses, or merges with another company, or changes email addresses, etc., PDE and or the Vendor Data Management Unit (VDMU) must work with the vendor to make the changes.

Please note that at the current time only vendors with addresses in the US, Canada and the United Kingdom can be approved.

To start the process, a school must double click on the Vendor Request tab at the top of their NPIS Dashboard.

The school will fill in the required fields.

Be very careful with the Vendor Contact email address because that is where the NPIS system will send the vendor the invite to begin to register.

**NPIS** Nonpublic Information System  
Dashboard | Vendor Search | Vendor Request | Items | Purchase Order | Receive Order | Logout

\* - Indicates mandatory fields

[Back](#)

**Vendor Request Details**

**Vendor Details**

Vendor Name:\*

Address Line 1:\*  Address Line 2:

City:\*  Country:\* --Select--

State:\*  Zip Code:\*

Web Address:\*  Federal ID:\*

Vendor Contact Details:\*

**Questions**

1. Why do you want to add this Vendor to NPIS?\*

The picture below illustrates the Vendor Request form filled out by a school. In this case, the school has indicated that the vendor is the only vendor that can sell the books. (school may be asked to provide proof from the vendor that they are the only authorized seller)

This is a case where PDE would be inclined to approve adding the new vendor because no one else sells the items.

Vendor Request Details

Vendor Details

Vendor Name:*	FANTASTIC NEW BOOK STORE		
Address Line 1:*	1234 BOOK LANE	Address Line 2:	
City:*	BOOKVILLE	Country:*	USA
State:*	PA-Pennsylvania	Zip Code:*	17101
Web Address:*	WWW.FANTASTICBOOKS.COM	Federal ID:*	12-3456789
Vendor Contact Details:*	BOB SMITH	717-555-1212	BOBSMITH@FANTASTICBOOKS.ORG

Questions

1. Why do you want to add this Vendor to NPIS?\*

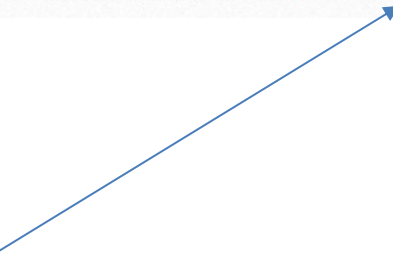
THIS IS THE ONLY SELLER OF THE MATH BOOKS WE WANT TO ORDER

2. What Item(s) do you want to buy from this vendor?\*

A BRAND NEW MATH SERIES THAT ONLY THIS VENDOR SELLS CALLED "MATH

3. Are these Items(s) sold only by this Vendor?\*

Yes  No



The picture below illustrates the bottom section of the form.

List as much info as you can to help PDE decide if this vendor should be invited to register. Put this information in the New Comment field

Fill in the fields and click SAVE. This will submit the request to PDE for review.

**School Details**

School Contact Details:\* SUE JONES 717-123-4567 SUEJONES@SCHOOL.ORG

New Comment: OUR SCHOOL REALLY WOULD LIKE TO ORDER THIS NEW MATH SERIES BECAUSE IT IS HIGHLY RATED BY PRIVATE SCHOOLS AND WILL HELP OUR STUDENTS ENORMOUSLY. THIS IS THE ONLY VENDOR WHO CAN SELL THE ITEMS AS THEY ARE COPYRIGHTED MATERIAL.

Comments To Date:

Save

The request will go to PDE and if the request is rejected, you will receive an email letting you know. Please review the comments for a reason we rejected the new vendor.

If PDE “conditionally approves” the request, you will get an email letting you know that PDE will now work with the vendor on the remainder of the registration process.

Once the vendor is “fully approved” you will receive an email letting you know and the vendor will appear in NPIS as Open. This can take some time, so do not email PDE for at least 3 weeks upon submission of a new vendor request.