

FURNITURE ORDERING PROCEDURES 04/28/14

Your District DOMM and or DE will designate an employee(s) with authorization to process CSI stock item orders on-line.

Log on to CSI web site www.nebraska.gov/apps-csi/ and click on Apply for an Account.

Complete the on-line application form using the NDOR Warehouse as the Shipping Address (The NDOR Warehouse makes delivery runs to the Districts more frequently than CSI schedules delivery runs to out-state locations). Use your District Mailing Address as the Billing Address (See attachments for partially completed application form).

CSI will assign an Account Code (User Name) which will require a password for placing orders on-line.

You may access your CSI Account to view their catalog for product details and pricing; request demo items (although it is quicker to request demo's by calling Jessie Ball at 402-471-1271 or E-Mail jessica.ball@nebraska.gov); view the CSI Corner for discontinued items that have been discounted for quick sale; and place on-line orders (**PO numbers are required when placing orders on-line with CSI**). You may address any specific questions about CSI products to A. J. Divis at 402-471-1233 or aj.divis@nebraska.gov).

District personnel will be responsible for maintaining their own files, tracking orders and initiating payment of IBT's generated by CSI for any orders they place. Once you have received the IBT you will simply need to use the stamp provided by Controller Division to code the document and forward it to Joyce Haring in Controller Division for payment. The IBT's may either be mailed directly to the District or forwarded by e-mail from Controller or Operations personnel.

There are current contracts in place for Panels and Carpet; any requests for these items will be placed through Anita Tate, Buyer II, NDOR Operations; via E-Mail at anita.tate@nebraska.gov or by phone at 402-479-4326. Requests for any Furniture which is not available from CSI must be processed by Anita with pre-approval and authorization from AS.