

UPDATE: MRO QPAS

Fastenal, QPA# 11179

Information as of October, 2010



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Presentation Overview

Revised Order Procedure when using Fastenal

- Going to Auto-Dispatch
- In-Store purchases

Review of Repetitive Order Procedure: e-VMI

- Quotes
- Repetitive Orders



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Review: MRO

MAINTENANCE, REPAIR AND OPERATING SUPPLIES (MRO)*:

Materials or supplies that do not become part of finished goods and, generally, are repetitive, generic, high-transaction and have a low-unit cost.

***Source: ISM, Institute of Supply Management**

KEY POINTS:

- State of Indiana estimated 12 month spend: \$15 million
- MRO distributor sales globally: \$500 billion



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Revised Ordering Procedure using Fastenal

POs will be Auto-Dispatched beginning **Monday, 11/1/2010**

- Review, Save and Submit procedure is **same as Staples** (excludes justification process for non-market basket items)
- Reminders
 - Modifying items on the Requisition**: Modifications must be performed the same day as when the Requisition was originally created: If you are missing item(s), you can return to the Fastenal catalog by clicking the Add Items and Services link again. If you do add any new items, you must edit your line default information or those new line(s) will have the information for your default settings.
 - Dispatch Method**: Do not modify the Dispatch Method – leave as EDX.



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Revised Ordering Procedure using Fastenal (cont'd)

Emergency, In-Store purchases will continue to be **handled manually**

- **After pickup:** Using the packing slip provided by the store at pickup, a Requisition using the information on the Store Receipt must be created immediately.
- **Fax the PO:** Change the Dispatch Method to 'Print', the fax to the store where the purchase was made.



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Repetitive Order Procedure through Fastenal: e-VMI

The e-VMI (Electronic Vendor Managed Inventory) feature through Fastenal's punch-out.....

- Allows users easily transfer quotes into POs
 - Standard quotes, or
 - Quotes for items not found in the catalog
- Works as a template for repetitive orders.
 - Quotes remain in the punch-out for future use
 - Can be easily modified

KEY POINTS:

- Use of e-VMI reduces your agency's total cost of ownership.
- e-VMI retains quote data for future orders.



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Repetitive Order Procedure through Fastenal: e-VMI

Using Fastenal's e-VMI feature is *EASY*. First, setup the quote...

1. After determination of what is to be listed on the quote, local store personnel create quote in e-VMI.
2. Local store personnel will assign an e-VMI quote number.
3. The quote is then posted in the e-VMI section of the punch-out.



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

ENGCOMPASS

Home | Worklist | Add to Favorites | Sign out

Vendor Managed Inventory

Find Quote Number: Location:

Quote Status: Pending Processed Deleted

These Quotation(s) represent Vendor Managed Inventory Programs that are provided nationally through the Fastenal network of stores to locations within your organization. Please locate your Fastenal store's city and state, or if provided a quote number applicable to your location.

These were inventory replenishment recommendations made at the time of a site visit or in response to a quote request. This is a quotation and will not be processed until such time when you have completed the order and submitted a valid Purchase Order through your e-procurement application. Unless otherwise stated, all quoted prices are subject to expiration after 30 days.

Your search returned 596 result(s)

Select	Quote Number	Quote Date	Store City, State	Quote Reference	Quote Status	Last Update	Total
<input type="checkbox"/>	94655	10/07/2010	KOKOMO, IN		Pending	10/07/2010	\$61.17
<input type="checkbox"/>	77106	10/07/2010	BLOOMINGTON, IN	Quote# 77106	Pending	10/07/2010	\$84.06
<input type="checkbox"/>	56961	10/07/2010	CRAWFORDSVILLE, IN		Pending	10/07/2010	\$202.61
<input type="checkbox"/>	49171	10/07/2010	ANDERSON, IN		Pending	10/07/2010	\$221.13
<input type="checkbox"/>	49168	10/07/2010	ANDERSON, IN		Pending	10/07/2010	\$237.78
<input type="checkbox"/>	49167	10/07/2010	ANDERSON, IN		Pending	10/07/2010	\$62.78

Local intranet | Protected Mode: Off | 100% | 3:18 PM 10/7/2010



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Repetitive Order Procedure through Fastenal: [e-VMI](#)

Next, select the quote from the punch-out...

1. After entering the PeopleSoft Fastenal Punch-out, click on e-VMI in the upper right hand corner.
2. Select the quote number that was provided by local store personnel. The quote numbers (links) are listed in **BLUE**.
3. Click the **ADD TO CART** button. All the items listed on the quote will now show in your shopping cart.
4. You can edit your quote at this time by adding or removing items.
5. Once your order had been edited, select the **CHECKOUT** button.
6. The punch-out will return you to PeopleSoft so the order can be expedited to a PO.



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Shopping Cart

Shopping Cart

Fast Order Pad

Quantity	Description	Ext.Qty.	Price/Pkg	Total
500	#10 Green THHN Stranded Wire SKU: 0700379 Qty/Pkg: 1	500	\$0.2937	\$146.85
500	#6 THHN Black Wire SKU: 0700396 Qty/Pkg: 1	500	\$0.9548	\$477.40
Total (USD):				\$624.25

Add Selected Items To:



UPDATE: MRO – Fastenal, QPA# 11179

October, 2010

Follow-up / Training: e-VMI

- Your e-VMI quote will remain in the system for future use as a template. The item numbers and pricing are always up to date, and you can purchase the items again by selecting them from your e-VMI quote number.
- Training on e-VMI will be provided during Requisitioner and Requisitioner / Buyer classes.
- Training documents will be available on the MRO Website the week of 10/25/2010.

References

MRO Website: <http://www.in.gov/idoa/2451.htm>

