

Interoffice Pickup and Distribution

Help ?

Introduction

FAMIS Special Pickup and Distribution allows authorized users to create an interoffice pickup and delivery service document which immediately posts to the financial system and is sent directly to the courier.

Log On

- To log on to the Interoffice Pickup and Distribution application, a valid authorized FAMIS User ID and Password must be entered. If you experience difficulties logging in, please contact the Help Desk at 718-935-5100.

User Guide

- Once in the Portal, you will find “Special Deliveries” under the “Purchasing” option.
- Once you are in the application, you will see the vendor information by default. It includes vendor name, address, contact information and contract # for this delivery service.
- Click ‘Continue’ to go to ‘Pick Up’ screen.
- On the ‘Pick Up’ screen, enter ‘Pick-up Date’ (which has to be today or after today’s date), ‘Name/Code of site’, ‘Address’, ‘Phone’, etc. Certain fields are required; make sure you enter all of them. In addition, enter ‘Number of Delivery Points’ or check ‘See Attached’ box to attach a list of delivery points.
- Enter ‘Name of Site’, ‘Number of Units to be Delivered’, ‘Address’, etc for the first delivery point. After all required fields are filled in, Click ‘Add’ to add this delivery point to the list.
- If you entered more than 1 delivery point on ‘Pick-up’ screen, you will get another blank delivery point screen allowing you to enter the next delivery point information.
- You have the option to make changes to the delivery point information you previously entered. Simply click the number on ‘Editable Delivery Points’ to go back to update.
- Once you entered all delivery points information, click ‘Continue’ to go to ‘Service’ screen.
- Select the delivery service you desire, such as ‘Two Day Delivery’, ‘One Day Delivery’, or ‘Same Day Service’.
- Once you pick the service type, the service cost for each delivery point will be automatically calculated. Please note that there will be a ‘Toll Price’ for

each delivery. The toll price is determined by the boroughs of pickup point and delivery point.

- Click 'Continue' to go to 'Account' screen.
- Enter the account code information you want to charge this service, such as district, quick code, object, location, and activity; then click 'Retrieve Balance' to retrieve the account balance. If you have already pre-encumbered the fund, enter the pre-encumbrance number and then click 'Retrieve Balance' to retrieve the account information and account balance.
- Make sure the account balance is greater or equal to the service amount. Otherwise, you will get an error when click 'Continue'.
- Click 'Continue' to go to 'Confirm' screen.
- Verify all information entered is correct. If you need to change anything, simply click the 'Edit' in each section or click the tab on the top of the screen to go back.
- Once you confirm everything is correct, click 'Complete Interoffice Form' to post the document.
- If the total cost is less than \$500, no approval is required and the document will be posted immediate; if the total cost is greater than \$500 but less than \$1500, principal approval will be required; if the total cost is more than \$1500, both principal and ROC approval will be required to post the document.

Anytime during the processing, the user can click any link on the main header to switch to other portal applications.