Filling Out and Submitting the Purchase Order

The purchase order form is your link to the project website. Filling it out correctly means that all of your locations will show up on the project map. Once the locations are uploaded you will be able to catalog installation information, maintenance data and photos, and download data for reporting. We will all use the website to monitor, search, compare, and discuss trash capture devices and how they work.

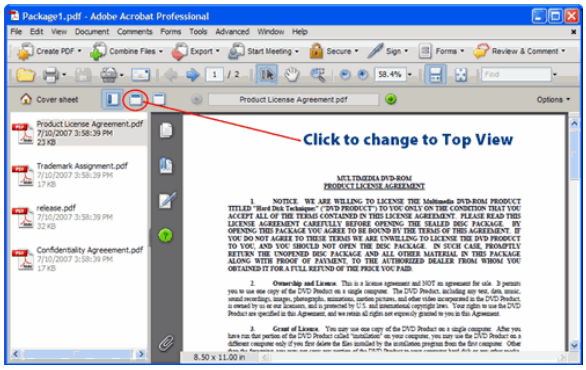
Step 1. Download the PDF package for your vendor. This is a “fill-inable pdf form”.

Fill it in after it is saved to your hard drive, not online.
http://www.bayareatrashtracker.org/content/purchase-order-forms-0

- The PDF packages contain 3 documents. The Purchase Order form, Device ID sheet(s) and these Instructions are all included.

- If you do not have Adobe Acrobat you can download and use Adobe Reader 9 <http://get.adobe.com/reader/> to navigate through the packaged files.

In Adobe Acrobat Standard or Professional click the Side View or Top View Button to view a list of all PDF documents in the PDF package. See image below.



Step 2. Set up the Purchase order

- Create a P.O. number by combining the name of your municipality and a 4-digit number starting with 0001 (Examples: Dublin0001, AlamedaCounty0001, Alameda0001). Type this P.O. number in the “P.O. number” field.

- Fill in the date and municipal contact information fields on the first page.

- As appropriate, fill in the Special Conditions box with any special arrangements or agreements between your municipality and the vendor, specific to the devices and installations on this purchase order. This is the place to type in bulk discount agreements.

Step 3. Enter device information (“Device ID no.” field)

- Select devices using drop-down menus (black triangle in a grey box) in the form. Refer to sizing and price information in the Device ID documents in the PDF package. Device factsheets and full vendor proposals and contracts can be found at: http://www.bayareatrashtracker.org/device-list

Note: The Device ID sheets in the purchase order packages include pricing and sizing options if available. If a range of sizing options is not shown, the device is custom. Contact the vendor to confirm your order.

Step 4. Enter the location of each installation in one of three formats (Google Maps compatible)
Our GIS database that feeds the map on the project website (http://www.bayareatrashtracker.org/device-location-map) can only understand addresses that are formatted like the following examples. You can test whether or not your address formatting will work by copying an address into Google maps. http://maps.google.com/

- Address: 1515 Clay St., Oakland, CA
- Intersection: 16th St. and Clay St., Oakland, CA
- Latitude, Longitude: 37.806512,-122.273583

Optionally, use your "My Municipality" page of www.bayareatrashtracker.org to record additional location description information such as South East corner, in front of restaurant, SDI:123456 etc.

Unfortunately our map database cannot understand additional location descriptions. If your municipality requires that you include additional location description information on the signed purchase order that is OK. Please send us the electronic (Submit by Email) version without the additional information.

Step 5. Complete the line for each device (confirm with vendor)

- Input the estimated delivery date.
- Select the entity (Vendor or City/County) that will perform the installation, using the drop-down menu in the Installation column.
- Input the price of each device in the Price column. (The form will automatically calculate a total for all item lines)

Step 6. Input the total Tax and Shipping costs (if applicable) on the first page of the form.
(Consult with vendor.) Be sure that prices, tax, and shipping costs are correct before the vendor signs.

Step 7. Print, save, and submit the form

- Click on the SUBMIT BY EMAIL button to send the order to SFEP. SFEP will review the electronic version and email you a go-ahead to print and sign the form. Information on the form will populate the "My Municipality" page of the project website.
- Save the filled out form and PRINT for signatures.
- Obtain signatures from your municipality's authorized representative and the vendor.
- Mail the signed order to:

Janet Cox
San Francisco Estuary Partnership
1515 Clay St. Suite 1400
Oakland, CA 94612

SFEP Contacts:
Janet Cox (510) 622-2334
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