Long Lead Time Orders for Fiscal Year 18 Process

Procurement Services
PLACING LONG LEAD TIME ORDERS IN SMART SOURCE

You may have a need to place an order that will be allocated to Fiscal Year 18’s budget but is required to be delivered in early July 2017. Due to the long lead time required to fulfill your order, you can place your order now through Smart Source and have it charged and delivered in Fiscal Year 18.

- Examples include furniture, equipment, etc.

You need to set up a new office by mid July but the furniture will take 8-10 weeks to arrive.
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- Select the appropriate form for your type of purchase (Non-Catalog, Sole Source, etc.)
- Once you have added your order to your cart, you will proceed to checkout
  - Click on your cart and select **Checkout**
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- You will complete the checkout process as usual with the following exceptions:
  - In the Billing section, you will need to update the accounting date to **July 1st, 2017**
  - In the External Notes and Attachments section, you will need to enter an external note to the supplier
UPDATING THE ACCOUNTING DATE

- In the Billing Section:
  - Select the Edit button next to Billing Options: Accounting Date
    - Select July 1\textsuperscript{st}, 2017
In the External Notes and Attachments section:

- Select the Edit button next to Note to all Suppliers and enter the following note:
  
  “This is an order for FY18. All goods/services must be shipped for receipt after Friday, June 30, 2017. We will refuse early deliveries.”
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- Once you have completed the checkout process including updating the accounting date and the external note to the supplier, you can then submit your requisition.