

 MATERIAL LOGISTICS BULLETIN: National Contract Ordering Instructions	ORIGINATOR <i>Jeremy Baker Purchasing Specialist, Employee, Financial, & Tactical Services CMC, 303-743-1216</i>	APPROVED BY Asset Management National Materials Customer Service
	DATE ISSUED 10/21/2016	EXPIRATION DATE 11/30/2016
No. MLB-CO-12-006	SUBJECT: Mandatory Strategic National Contract for Postal Support Employees (PSE) Uniforms awarded to Postal Products Unlimited. - Contract #3DVDIE-11-B-0009.	

Comment Section: To update MLB dated 09/15/2016 to change the Expiration Date and update the first paragraph of Section II Background. There are no additional changes.

I. Purpose:

This announcement provides **mandatory** ordering instructions for purchasing uniforms for Postal Support Employees (PSE) assigned to work the window. This specially negotiated contract with (a) strategic supply partner is a mandatory **source** for the purchase of PSE uniforms. Use of this contract is designed to maximize and leverage the Postal Service's purchasing power. **All** postal locations **must utilize** this mandatory **strategic national contract**.

Compliance and use of this specially negotiated contract support the guidelines published in Supply Management's Supplying Principles and Practices found at <http://blue.usps.gov/policy/> and is also in line with the USPS Transformation Plan 2006-2010 objectives.

Exception: This is a **mandatory priority source** and **must be used** as outlined in this Material Logistics Bulletin (MLB). However, if this supplier cannot satisfy emergency delivery requirements, an exception can be granted. Contact the Originator of this MLB for authorization to deviate.

II. Background:

PSEs are not covered under the uniform program. PSE Sales/Service & Distribution Associates who meet established criteria are eligible to purchase three (3) Type 2 shirts worn by employees assigned to retail operations, with an allowance of up to \$42 per shirt. The criteria is as follows: 1) Completed 90 work days, or have been employed for 120 calendar days, whichever comes first; 2) Successfully completed required training; and 3) Meet the requirements of the Employee and Labor Relations Manual (ELM), Section 932.11.G, which includes "Retail personnel whose official assignment at a retail counter is for a minimum of 4 hours daily for 5 days a week on a continuing basis, or for not less than 30 hours a week." For PSEs not covered in the category above, it is local management's discretion whether the PSE is required to wear a uniform. If local management requires PSEs working the window to wear uniforms, the Postal Service will purchase the uniforms. PSEs are not authorized to purchase uniforms with personal funds. Specific funding has been allocated to each District as part of their base non-personnel budget to purchase PSE uniforms. Please contact your local District Finance Officer with any questions regarding PSE uniform funding.

On July 23, 2012, the U.S. Postal Service utilized an existing contract, Postal Products Unlimited, Contract Number (3DVDIE-11-B-0009), to provide a full range of uniforms for PSE's assigned to work the window. The period of performance for this contract is a base period of 3 years. This

contract is a **mandatory** priority source of supply for all postal locations and **must be** used for the purchase of PSE uniforms when needs cannot be satisfied through existing assets (reference Supplying Principles and Practices, Process Step 4: Deliver and Receive Requirements, Topic: Place Order).

III. **Effective Date:**

Effective 07/30/2012, all Postal facilities with Internet access that plan to purchase uniforms for PSEs assigned to work the window, must order the uniforms via eBuy2.

IV. **Order Placement/Required Action:**

eBuy2 On-Catalog Orders:

Before placing an order, you must have a valid Federal Standard Requisitioning and Issue Procedures (FEDSTRIP #) and ensure that locally established buying procedures have been followed including obtaining prior funding approval for ALL ORDERS. Management and funding approvals are automated in eBuy2. When you submit your requirement(s), eBuy2 automatically generates an approval request to the approvers in your approval chain. eBuy2 provides the requester with status updates and should be reviewed to assure that requests have been approved, forwarded to the supplier for fulfillment, acknowledged by the supplier, shipped by the supplier, invoiced by the supplier and Invoice certified by eBuy2.

Alternate Ordering Instructions: (If there is no access to the web)

Ordering for **all** PSE uniforms products must be requested through eBuy2; however, if postal facilities do not have access to the web, orders should be placed by utilizing any of the following alternate methods:

Postal Products Unlimited:

Telephone (Order Placement and Customer Service): 800-229-4500

Fax: 800-570-0007

Mailing Address: 500 West Oklahoma Avenue

Milwaukee, WI 53207

Offices will order PSE uniforms from either the electronic catalogs available in eBuy2 or the printed catalogs furnished by Postal Products Unlimited. These catalog offerings may include commercial and Javits-Wagner-O'Day (JWOD) items at contract discount pricing. Contract pricing is available from the electronic catalogs on eBuy2 and by calling the order placement/customer service numbers shown above for each supplier. This pricing information is proprietary and should not be disclosed to anyone outside the Postal Service.

All questions concerning the eBuy2 system should be directed to the eBuy2 Help Desk at 1-800-USPS-HELP (say "eBuy" when prompted). Questions concerning contract requirements, supplier performance, pricing should be directed to the Contracting Officer or to the mailing address for the PSE Uniform Team.

Exception: (This is a **mandatory priority source** and **must be used** as outlined in Section I of this Material Logistics Bulletin (MLB). However, if this supplier cannot satisfy emergency delivery requirements, an exception can be granted. Contact the Originator of this MLB for authorization to deviate.

V. Transportation:

Items will be shipped (FOB) destination by the suppliers' transportation network or through the mail stream (Standard Mail). The exception is if delivery is made other than mail stream to postal locations in the Caribbean, Hawaiian Islands and Alaska. If a delivery is made by a Postal Service competitor, advise the Contracting Officer.

VI. Delivery requirements:

This contract requires shipment within twenty-four (24) hours after the supplier receives the order, (except Saturday, Sunday and Holidays). All deliveries will be made by (the supplies transportation network or through the U. S. Postal Service mail stream). Deliveries will be made Monday through Friday between the hours of 8:00 am until 4:30 pm). Orders will be delivered to the address associated with the requiring office's assigned FEDSTRIP number. Additionally, the finance number assigned to this FEDSTRIP number will normally be charged for the items ordered. The eBuy2 system will allow address and finance number overrides during the ordering process. The supplier will mail address override orders to the Postal client.

VII. Receipt of Orders:

A packing slip must accompany each order. The packing slip shows the FEDSTRIP number used to fund the purchase; the "SHIP TO" address including the ZIP+4 of the requiring/receiving office; the invoice number for that order; the Customer P.O. number, the item number(s), item description(s), quantity(s) ordered, quantity(s) shipped, and unit of measure. Also, if items have been substituted or backorder(s) created for ordered items, a note to that effect will be included.

Optional section:

Upon receipt of orders via drop shipment, Postal Service receiving personnel must:

- Verify the number of boxes received.
- Sign the delivery manifest. If the number of boxes verified does not match the number noted on the delivery manifest, a notation should be made of the discrepancy on the manifest, make a copy of the manifest, and contact Postal Products Unlimited customer service representative for resolution.
- Receiving personnel/Ordering office must obtain the packing slip(s) from the order/supplier for reconciliation with the Postal A/P Billing Summary.
- To resolve order discrepancies. In the event of an unsatisfactory resolution, notify your assigned Postal district point of contact.

Upon receipt of orders via the mail stream, Postal Service receiving personnel must:

- Review the packing slip(s) and note on the packing slip(s) any discrepancy between what is listed and what was actually delivered.
- Hold all packing slips received during the billing cycle and forward all copies to the ordering office for reconciliation with the Postal A/P Billing.
- To resolve order discrepancies. In the event of an unsatisfactory resolution, notify your assigned Postal district point of contact or CO.
- Batch all credit memos received from supplier and forward to the ordering office for reconciliation with the AP Billing Summary.

In the event a discrepancy exists, the following action must be taken:

- **Missing item:** If missing item(s) are not marked backordered on the packing slip, you must notify Postal Products Unlimited customer service representative.
- **Optional:** (Backordered items should be delivered within (30) calendar days from the receipt at the initial order.)
- **Wrong Item Received:** If you receive an item(s) that you did not order, notify your Postal Products Unlimited customer service representative who will make arrangements for the delivery of the correct item and will advise you what to do with the original item(s) received.
- **Damaged Item(s):** If item(s) are damaged, notify Postal Products Unlimited customer service representative who will arrange to have the item(s) replaced at no additional cost.
- **Wrong Item(s) Ordered:** If you have ordered a wrong item(s), notify the Postal Products Unlimited customer service representative to arrange for credit and return of item(s).

NOTE: In order to obtain credit, all returned merchandise, except items received damaged, must be in new condition and packed in their original container.

VIII. Obligation and Payment:

On Catalog invoicing and payment will be made through Electronic Data Interchange (EDI) using the FEDSTRIP Process and be automatically charged to the associated finance number through the San Mateo ASC. Off Catalog via Credit Card invoicing and payment will be made in accordance with Credit Card Handbook AS-709 found at <http://blue.usps.gov/cpim/ftp/hand/as709.pdf>. See other **Local Buy payment processes for payment of Off Catalog purchases when the credit card cannot be used.**

IX. Payment Reconciliation Procedures: (Use the reconciliation process directed by this MLB.)

eBuy2 “On Catalog” Catalog Order Payment Reconciliation Procedures:

As directed by the December 19, 2007, Policy Memorandum located under [PolicyNet](#) on Blue: <http://blue.usps.gov/cpim/ftp/policy/coo/12192007.pdf>, each ordering office **must reconcile** the Billing Summary Report against orders received during the specified month.

General:

- Obtain Billing Summary Report (log into eBuy2, go to Reports Tab, search for and select USPS Billing Summary Report)
- Reconcile for accuracy with “on catalog” purchases made and received during the month.
- Sign and date the Billing Summary report to indicate you have verified its accuracy, attach supporting documentation (packing slips, credit memos, etc.).
- Retain locally for two years, unless a longer period is required in the associated MLB.

Specific:*Billing Summary Report*

A Billing Summary Report for a specified Month, FY, and Fedstrip may be generated and viewed on line through eBuy2 under Reports. Access to eBuy2 and the "analyzer" role is required to access this report. Once logged in eBuy2, click on the Reports tab menu and then search for and select the USPS Billing Summary Report. The Billing Summary Report may be run at any time for your convenience.

Reconciliation Process

This Billing Summary, for orders placed during the month, must be reconciled with the packing slip(s). If the ordering office is different from the receiving office, and the ordering office is doing the reconciliation, the receiving office must forward the packing slip(s) and the Billing Summary to the ordering office. Copies of the packing slips (submitted by the receiving office) **must be** used as back-up documentation for reconciliation. If pricing discrepancies are found, contact the supplier from whom you received your order (or as identified in the associated MLB). If a satisfactory resolution cannot be reached, notify your assigned (Postal district point of contact Contracting Officer). After reconciliation, always sign and date the Billing Summary. The signature and date indicates verification of the accuracy of the Billing Summary. Copies of the billing summary must be retained locally for two years, unless a longer period is required in the associated MLB.

Purchase Credit Card Payment Reconciliation Procedures for "Off Catalog" eBuy2 Purchases:

Document your purchase and reconcile monthly with other credit card local buys in accordance with the requirements outlined in Handbook, AS-709, Credit Card Policies and Procedures for Local Buying found at <http://blue.usps.gov/cpim/ftp/hand/as709.pdf>. Any deviations to this policy must be forwarded for approval to the address included in Handbook AS-709. (See Exhibit 1-1).

Other Local Buy payment processes for "Off Catalog" when purchase credit card not available:

The payment hierarchy for other local buy payment processes for Off-Catalog purchases when the purchase card is not available can be found in the Administrative Support Manual (ASM), Chapter 72 Purchasing, Section 722.64, Purchasing found at <http://blue.usps.gov/cpim/ftp/manuals/asm/asmtc.pdf>. For detailed information on these means of payment see Handbook F-1 and other related finance documents. Follow reconciliation and retention requirements detailed in these policies.

X. Warranty:

Standard manufacturer's commercial warranty applies and varies by manufacturer; however you must contact Postal Products Unlimited to resolve warranty issues. If not resolved to your satisfaction you must contact the Supply Management Point of Contact Jeremy Baker at 303-743-1216.

XI. Product Data:

This or These (contract(s)) requires Postal Products Unlimited to provide a full-range of PSE uniforms.

This contract may require that the supplier must also provide products that are in compliance with the AbilityOne (formally known as Javits-Wagner-O'Day (JWOD) Act) which requires that Postal Service purchase selected items from the National Industries for the Blind (NIB) and National Institute of the Severely Handicapped (NISH).

XII. Future Updates:

Communications with customers about future events, corrections or changes will be accomplished through updates to this MLB, articles published in the Postal Bulletin and/or through the eBuy2 web site.