



How to setup a contract for Lawn Mowing

The process for setting up lawn mowing contract is nearly identical to a snow plowing contract or any other reoccurring off-catalog expense.

The first step is to get at least 2 bids for service, although we prefer to have 3. Find some local vendors and get some estimates in writing. The vendor that provides that best value gets the contract.

Create an off-catalog ebuy2 to cover the season. Let's pretend that vendor charges \$30 per mow and that you estimate you'll have 25 visits. You'll create a bulk fund for $\$30 \times 25 = \750 . If they charge \$60 for the initial cleanup, add that to the total. So, your ebuy2 would be for \$810 in bulk funding.

Here's an example of how you'll set it up in ebuy2:

The screenshot shows the 'My ProcureIT' interface. At the top, there are tabs for 'Procurement', 'Invoicing', 'Reports', and 'Excess Items'. Below the tabs, there is a search bar with the text 'lawn mowing FY##' and a 'GO' button. To the right of the search bar, there is a message: 'No items were found matching your criteria. Please click the back button and revise your search. Your Search Criteria: Keywords : lawn mowing FY##'. Below this message, there is a warning icon and a message: 'Didn't find what you were looking for? Order [lawn mowing FY##](#) Off-Catalog'.

You can search to see if someone has used this company before (use A) or you might have to add the vendor (use B):

The screenshot shows the 'Off-Catalog Order Request' form. At the top, there is a header with the text '[2 items] [+ speedlink] MONTGOMERY, THOMAS C - BUFFALO, NY June 29, 2011' and an 'Add Supplier' button. Below the header, there is a message: 'Please select or add a supplier before entering item information'. The form has a table with the following columns: 'Item No', 'Item Description*', 'Category*', 'Qty*', 'Unit*', and 'Unit Price*'. The 'Item Description*' column contains the text 'lawn mowing FY##'. The 'Unit*' column contains the text 'A-EACH/PIECE'. There are two red arrows pointing to the 'Supplier*' field (labeled 'A') and the 'Add Supplier' button (labeled 'B').

Item No	Item Description*	Category*	Qty*	Unit*	Unit Price*
	lawn mowing FY##			A-EACH/PIECE	

The 'item no' is not important, but does require something to be entered. In the item description, state the basic terms of your contract. For 'category', click on the magnifying glass (see A) and type lawn. Select 'Lawn care services'. Qty is 1, Unit is year and unit price is the sum of the contract.

The screenshot shows the 'Off-Catalog Order Request' form. At the top, it says 'Supplier *' with 'TERRY'S LAWN MOWING' selected. Below is a table with columns: Item No, Item Description, Category, Qty, Unit, and Unit Price. The first row contains: Item No '1', Item Description 'lawn mowing FY## 30 per mow and 60 for initial cleanup', Category 'Lawn care services' (with a magnifying glass icon labeled 'A'), Qty '1', Unit 'YR-YEAR', and Unit Price '810'. At the bottom are 'Clear Entries' and 'Process' buttons.

After this has been added to your cart, you'll need to select a 'GL Code' for the ebuy2. I'd recommend typing in '52313'.

The screenshot shows a shopping cart for 'TERRY'S LAWN MOWING'. The table has columns: (ID), Name & Description, Unit, Cost, Quantity, GL Code, and Action. The first row shows: (91), 'lawn mowing FY## - 30 per mow and 60 for initial - cleanup [TERRY'S LAWN MOWING PLUS]', 'YEAR(1)', '\$ 810.0000', '1', and a GL Code field with a magnifying glass icon labeled 'A'. Below the table, it says 'Estimated Order Total: \$810.00' and has buttons for 'Entries', 'Revise Request', 'Set Line Codes', and 'Finish Request'.

For Requisition Name (see A), you can type whatever you'd like. In Justification (see B), write out the terms of the contract. Most lawn ebuy2's are denied because the bill to/ship to don't match up. So, make sure that (see C) match up to the Retail Station that the contract is for. Finally, change (see D) the purchasing method to 'Local' and method to 'Purchase Card'.

The screenshot shows a requisition form with several fields. Red arrows point to specific areas: 'A' points to the 'Requisition Name' field; 'B' points to the 'Justification' field; 'C' points to the 'Retail Station' field; and 'D' points to the 'Purchasing Method' field. The 'Purchasing Method' is set to 'Local' and the 'Payment Method' is set to 'Purchase Card'. The 'Order Type' is set to 'Expense'. At the bottom, there is a total of '\$ 810.0000' and a button to 'Add an internal attachment to this Cart'.

That covers the ebuy2 portion. If they don't accept credit cards onsite, you'll need to pay the vendor through paypal. Instructions for doing this are on the same webpage where you found these instructions.

If you have any questions, feel free to ask!

Thanks

Thomas Montgomery

Thomas.c.montgomery@usps.gov