



***REQUEST FOR INFORMATION
FOR THE
OREGON YOUTH AUTHORITY***

**Inventory Management
Information System
RFI #415-1215-09**

Responses due: November 23, 2009 (Monday) at 12:00 noon

**Contact: Oregon Youth Authority
Attn: Margaret H. Taylor, Senior Contracts Specialist
530 Center Street, N.E., Suite 200
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INTRODUCTION

The Oregon Youth Authority (OYA or Agency) is conducting market research about inventory management and reporting software. The state agency has approximately 1100 employees who work in ten 24-hour youth correctional and transitional facilities, as well as probation field offices, and central office staff. The central warehouse is located at the MacLaren Youth Correctional Facility (“MacLaren”) in Woodburn, Oregon.

BACKGROUND

The warehouse staff at MacLaren currently use a FileMaker system to order, supply and track office supplies, household supplies, clothing, personal hygiene items and other materials needed to provision and operate all of the 24-hour facilities.

One of the facilities also has a duplicate system. The Hillcrest Youth Correctional Facility uses the MacLaren FileMaker system, however, uses an Excel tracking systems to manage unique items or those traditionally ordered directly from the vendor. These items are kept in a supply room that acts as a mini-warehouse. Hillcrest property management staff and student workers check items in-and-out of the supply room to fulfill orders from their cottages and other campus locations.

This request for information does not include inventory management for: technology purchases, and food items. Food items are procured through a Department of Corrections system, VBOSS, a module of their EFAMIS financial system.

TECHNOLOGY SUMMARY

This section summarizes the hardware and software supported by the Oregon Youth Authority, OYA. OYA’s preference is for the Inventory system to utilize an Oracle or SQL Server database platform. However, we are open to considering other technical architectures.

1. Desktop Hardware and Operating Systems: All of the equipment in OYA locations share a commonality of platforms and operating systems. The desktop workstations, acquired from different manufacturers, use the Intel PC Bus Architecture and are at various processor levels depending on their age. All desktop workstations purchased in the last year are HP – Hewlett Packard or CTL – Computer Technology Link systems. Microsoft Windows XP is the OYA standard desktop operating system (OS).
2. Servers: Windows 2003 servers support business and network applications. Windows supports front end processing for most client/server applications; Oracle, and Email.
3. Networks: OYA sites employ routers to connect to a Wide Area Network (WAN) for communications between machines and locations. All connections are Ethernet. TCP/IP is the primary communications protocol. The majority of sites are connected via frame relay connections to the network, but the State Data Center, SDC, has been working to convert them to direct digital. Access control, security, and content management are provided by hardware and software solutions.
4. Internet / Intranet Architecture and Development: OYA has very limited experience with web technologies. Web browsers provide access to the Internet via SDC, the most popular being Microsoft’s Internet Explorer. All of OYA’s web sites have static content.

LOCATION OF SERVICES TO BE PERFORMED

Woodburn or Salem, Oregon or close vicinity

ESSAY QUESTIONS

1. Provide the following information about your firm:
 - a. Company Name
 - b. Physical Address of Main Location
 - c. Size of Organization
 - d. Contact Information: Name, Address, Phone, Fax, Email
 - e. Company Web Address

2. Briefly describe the following elements of your firm and its products/services:
 - a. Inventory System Components:
 - Software
 - Hardware (note any special requirements)
 - b. Technical Software Architecture: Describe the software technologies supported or required for your firm's Inventory product. Describe the client/server architecture, including web based options. Include requirements for client and server hardware and software if applicable.
 - c. Professional Services: Describe the professional services offered by your company including business consulting, installation and configuration, hardware and software integration, data conversion, training, customization, etc.
 - d. Implementation: Describe the process for installation and implementation, include timelines.
 - e. Maintenance: What is your system maintenance and upgrade model? How do you support your system after implementation?
 - f. What is the estimated life cycle of the product? Is full-scale re-implementation required at some point? If so, when?
 - g. Is there a web demo available?
 - h. Application Security: Describe your methods of application security.
 - i. Method of product licensing.
 - j. Your support of industry standards and any product certifications you may have.
 - k. Experience in developing inventory management software for end users with multiple facilities.
 - l. Experience in establishing interfaces between your firms Inventory system and a state's financial and purchasing system.

- m. Provide product descriptions for your Inventory System and other related products offered by your firm. Include any features and capabilities that make your products unique.
- n. GSA Contracts: If your firm has a current GSA contract for applicable product(s), provide contract number(s) and a description of the products/services included.
- o. Describe how the various features of the Inventory System will improve the quality of Inventory Management in an end user multi-facility environment.
- p. Provide any other information as applicable.

3. Please provide a cost estimate for each of the following Inventory System components. If your company prices individual product modules separately, please include the module pricing breakdown in your estimate. (NOTE: These estimates are non binding and are being requested solely to aide OYA in determining potential budgetary requirements.)

- a. Software & Licensing
- b. Hardware
- c. Implementation
- d. File/Data Conversion
- e. Service/Maintenance/Upgrades

4. Other Considerations (Training and etc.)

FUNCTIONALITY & COMPATIBILITY

OYA would prefer to replace multiple systems with an integrated modular system. Exhibit A is a Functionality and Compatibility Checklist. The information contained in the checklist is not intended as a comprehensive list of requirements, but rather a guide to assist OYA in determining what features might reasonably be expected from the Inventory systems currently in the marketplace. OYA does not expect all systems to offer all of the features described in the checklist.

INSTRUCTIONS AND INQUIRIES:

Due Date: If you would like to respond to this RFI, please send your emailed, faxed or mailed responses to the Essay Questions and the Functionality and Compatibility Checklist to the following address or mail box to be received no later than **12:00 noon on Monday, November 23, 2009:**

Oregon Youth Authority
Attn: Margaret H. Taylor #1215-09
530 Center Street NE, Suite 200
Salem, Oregon 97301
(503) 373-7341
Fax # (503) 373-7921
margaret.h.taylor@oya.state.or.us (for questions)
oya.rfpsubmittals@oya.state.or.us (for submittals)

Questions and requests for clarification must be submitted electronically to the above point of contact. Questions and requests for clarification will not be accepted after Monday, November 16, 2009 at 4:00 PM (Pacific Time).

EXHIBIT A

Please indicate whether your firm’s Inventory Management System offers the features listed in the Functionality & Compatibility Checklist by checking the appropriate Yes or No box next to each listed feature. Should you desire to provide additional information on a listed feature, or describe other features not included in the Checklist, please do so on a separate sheet of paper, label it as Attachment A - Functionality and Compatibility, and include it with your RFI submission.

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
A. GENERAL SYSTEM REQUIREMENTS	
1. Real-time inventory tracking and valuation	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Single application with central administrative control and information repository	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Able to work within OYA’s existing network	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Compliance with OYA Information Technology standards and Information System support for application user training and help/user support	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Security Management	
a. Individualized ‘log-ins’ and passwords	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Ability to set individual and role specific ‘access and user rights’	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Assign signature authority	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Audit and tracking functionality	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Workflow enabled using an approval path with electronic signatures and “paperless handoffs”	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Expandable – allows addition of fields and functions by technical staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Provides search, lookup, and filter functions of predefined user fields	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Has “comment” or “note” field capability for primary transactions/functions and screens	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Ability to export data to Microsoft Excel	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Allows up to 10 concurrent users	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Allows access and functionality from all OYA user sites	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Supports data conversion and data import functionality (information currently stored in a FileMaker database).	<input type="checkbox"/> Yes <input type="checkbox"/> No

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
14a. Supports internal billing of item ordered: Maintains default account/billing codes	<input type="checkbox"/> Yes <input type="checkbox"/> No
14b. Supports internal billing of item ordered: Ability to have more than one set of accounting codes per facility/site order	<input type="checkbox"/> Yes <input type="checkbox"/> No
14c. Capacity to allocate additional costs (ie handling or shipping), either proportionately or other user defined methodology, across a set of items received.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Tracks orders and fulfillment by cost centers, users, location and allows cost distribution to sub-units when direct shipped.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Allows “price” of goods to end users to be set by various methods included: actual cost, average cost, cost plus overhead, or other user defined pricing rules.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Supports annual inventory count and reconciliation	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Has “User Help” and on-line support	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Full System Documentation. If product is purchased, code should be in escrow to protect OYA from vendor failure or bankruptcy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. ORDERS BY END USERS (INSTITUTIONS/FIELD/COTTAGE STAFF)	
1. Placing Orders	
a. On-line inventory lists displayed (at minimum) in whole, by category or price	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Allows unlimited, multiple and/or different items to be ordered at same time on same screen	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Communicates real time item availability	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. User-friendly	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Allows users to keep running draft order for continuous update before sending	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Calculates order total cost as items are added or subtracted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Includes customer and unit information (i.e. Unit name, contact person, phone number)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Online product/goods/price list with lookup, filter and search capacity: commodity, size, color, description and other user defined fields:	
a. Lookup list contains current information/real time data	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Maintains historical data	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Ability to manage items as active/not active and update them as needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Ability to track and convert multiple unit size for the same commodity (e.g. “Lots” to individual items).	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Supports “encumbrance” or “soft hold” on goods (based on administrators rules; i.e., management approval) at initial order	<input type="checkbox"/> Yes <input type="checkbox"/> No

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
4. Expanded back order tracking and related functions such as communication to and from the buyer and customer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Allow requests for items not listed on inventory including:	
a. Items new to OYA (given appropriate approvals and access). Warehouse personnel will have the ability to approve these requests, edit for naming convention appropriateness and save them as inventory items on the product/item table.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Special one-time only orders (given appropriate approvals and access). Warehouse personnel will have the ability to approve these requests, edit for naming convention appropriateness and save them as inventory items on the product/item table.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Controlled or secure/sensitive items	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Ability to grant this ability through user roles.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Allows “hide or display” views/ list of items for different users/units to be set based on user defined rules including special items, one time only purchases, secure/sensitive items	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Allows users to see “back order” list or out-of-stock notices	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Tracks order status and allows user to lookup status of order including approval level.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Allows user to see order history	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Provides approval path for orders using electronic signatures for up to 5 layers set by user defined rules including approval authority, budget availability etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Locks orders after first approval and requires notice of change back to originating level	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Allows cancellation or change in order by end user/ approver up according	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. PURCHASES FROM VENDORS BY WAREHOUSE STAFF	
1. Sets reorder levels and notifies “purchasing” staff when level reached	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Maintains purchase orders history and information including quantity, description, and vendor	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Maintains purchasing methodology (ie. corporate credit card) history and information including quantity, description, and vendor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Notifies warehouse purchasing staff of user generated request for out-of-stock, specialty, one time only, sensitive/ secure orders	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Allows scanning packing slip for goods received and verification	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Supports reconciliation of inventory	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. RECEIVING FROM VENDOR BY WAREHOUSE STAFF	
1. Tracks goods received and returned from vendors including a field(s) to maintain Associated PO and other user defined fields specific to the means of purchase and vendor information.	<input type="checkbox"/> Yes <input type="checkbox"/> No

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
2. Allows received goods to be entered into inventory system as "available to purchase"	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Automatically updates online product availability	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Maintains inventory items by warehouse location	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Updates back order list as goods are received and entered into system	<input type="checkbox"/> Yes <input type="checkbox"/> No
E. FULFILLMENT AND SHIPPING BY WAREHOUSE STAFF	
1. Tracks order status	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Printed "pull list with predefined user fields"	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Maintains accounting/billing codes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. by item ordered	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. tracks returns from end users	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. calculates and posts associated adjustments to billing.	
d. As items are received that have been back ordered, the system needs to track and report the pull list of fulfillment obligations by date order was approved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Form designed for user friendly hand entry of items and quantity by warehouse students	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Allows electronic approval/verification check-off by warehouse staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Prepares shipping documents noting "under-filled or back-ordered" items	
7. Documents shipping date/ time enter by staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Tracks returns from end users and adjusts billings	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Removes "soft hold" / encumbrance as items are shipped.	<input type="checkbox"/> Yes <input type="checkbox"/> No
F. RECEIVING AN ORDERING AT SUBUNITS	
1. Allows facilities/field office to track "sub-orders" by individual units.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G. REPORTS/QUERIES	
1. Accurate reporting/tracking of real time inventory	
a. Including encumbrance of inventory ordered and not yet shipped.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Tracking of back-orders pending from vendors	
2. Ad hoc report capacity including ability to download/export data from inventory system to Microsoft Excel for analysis by end-user.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Customizable standard reports for business services staff, purchasing and warehouse operations that may be modeled on existing reports or redefined. Report should be printable and at minimum include:	<input type="checkbox"/> Yes <input type="checkbox"/> No

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
a. Catalogue of goods/items	
b. Buy/reorder report	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Pull lists for order fulfillment	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Packing lists	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. facility order history and cost center information	<input type="checkbox"/> Yes <input type="checkbox"/> No
o product history	<input type="checkbox"/> Yes <input type="checkbox"/> No
o inventory valuation	<input type="checkbox"/> Yes <input type="checkbox"/> No
o monthly statements of account by agency, site or account code	<input type="checkbox"/> Yes <input type="checkbox"/> No
o annual inventory reports	<input type="checkbox"/> Yes <input type="checkbox"/> No
o current inventory lists with current quantities, valuations and location detail	<input type="checkbox"/> Yes <input type="checkbox"/> No
o Open and closed purchase orders and associated history	<input type="checkbox"/> Yes <input type="checkbox"/> No
o Backorder fulfillment obligation report that determines pull list by date order was approved or other user defined value.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. System level/function reports such as, but not limited to:	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Security	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Available user roles	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. User list (with or without associated roles)	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. User access status	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Log of "archived" or deleted data by user/role	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Trend analysis: frequently purchased, seldom used, usage reports etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Data quality control reports for auditing data accuracy, compliance, validity and completeness of information and system operations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Audit and user transaction reports	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. All reports would need to be requested and available for a user specified period of time	<input type="checkbox"/> Yes <input type="checkbox"/> No
H. FIELDS AND INFORMATION	
1. Product Information: Minimum Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Item ID: a unique identification number	<input type="checkbox"/> Yes <input type="checkbox"/> No

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
b. Product Name: a commonly known name	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Product description: a description of each item	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Product size: for clothes that have them	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Unit of Purchase: cs, ea, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Quantity in unit of purchase	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Unit of Distribution: in what quantity/container do we "sell" this item.	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Quantity in unit of distribution	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. PCA/Index (accounting codes/cost centers)	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. AOBJ (accounting code)	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Category: clothing, janitorial, etc	
l. Cost at each incremental purchase	<input type="checkbox"/> Yes <input type="checkbox"/> No
m. Sell cost (may be FIFO, LIFO or rolling average)	<input type="checkbox"/> Yes <input type="checkbox"/> No
n. Quantity in inventory	<input type="checkbox"/> Yes <input type="checkbox"/> No
o. Value of Inventory	<input type="checkbox"/> Yes <input type="checkbox"/> No
p. Reorder threshold	<input type="checkbox"/> Yes <input type="checkbox"/> No
q. Reorder quantity	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Purchasing Information:	
a. Purchasing method	
i. Price Agreement: (Yes/No)This field would be marked yes if the item is available through a State Price Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Purchase order information: PO #, effective date and product details	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Bid information	<input type="checkbox"/> Yes <input type="checkbox"/> No
iv. SPOTs Transaction (including SPOT user details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Vendor Information:	
a. Company name	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Address	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Accounting dept phone	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Accounting dept fax	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Sales Rep/Contact person	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Sales rep phone	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Sales rep fax	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Facility Information	
a. Facility name	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Facility requestor: person(s) approved to make orders for this facility or cottage	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Facility approver: person(s) required to approve requests	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Orders from Users	

FUNCTIONALITY & COMPATIBILITY CHECKLIST	
a. Date of request	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Order Number: unique request number	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Facility requesting (see Facility Information above)	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Person requesting (see Facility Information above)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Person approving (see Facility Information above)	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Approved : yes / no	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Approval date	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Pulled date: date it comes out of warehouse inventory	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Stock pulled by:	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Order reviewed by:	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Delivery date: date it is delivered and signed for	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Completed date: date we have filled and entered into computer	<input type="checkbox"/> Yes <input type="checkbox"/> No
m. Order detail: A list of items ordered, their quantities, the cost, and total cost (see product information above)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Receiving/Orders from/to Vendors	
a. Items ordered: list of items ordered from vendors, their amounts and their quantity	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Purchasing Information : SPOTS (who's), PO number	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Date items ordered	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Date items received	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Order Number	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Cost of order by item	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Total order cost.	<input type="checkbox"/> Yes <input type="checkbox"/> No