

ORDERING MATERIALS AND SUPPLIES

SUMMARY

A complete line of commonly used office supplies and other work place support items are stocked and available for order through the Internal Services Department (ISD), Business Supplies Unit.

Employees with access to the Information Technology Department (ITD) Main Frame System or the ISD Online Automated System are advised to order electronically by visiting the Business Supplies website.

PROCEDURE

Electronic Orders

1. First time users must call the ITD Help Desk at (305) 596-HELP to request a User ID and Access Code to access the site.
2. After receiving login credentials, log on to <http://s0143970.miamidade.gov/businessSupplies/>.
3. To begin ordering, click on "Order Business Supplies" and locate the Business Supplies catalog.
4. After selecting the appropriate items, click on "Submit" to complete the order.
5. Delivery of catalog items will be made within one to three working days after the order is filled by warehouse personnel. Deliveries are made to the street address indicated on the supply order that was submitted online.
6. Non-stocked items: Occasionally, departments require non-routine office supplies that are not listed in the ISD On-Line Supply Catalog. The ISD Business Supply Unit will acquire these supplies on a special order basis. Departments must contact the Business Supply Unit at (305) 592-3015.

CONTACT(S):

Department/Division

Information Technology Department/Help Desk
Internal Services Department, Materials Management

REFERENCE DOCUMENT(S):

ISD Business Services On-Line Supply Catalog