



PASS 4.0, the Contracts Module, is Live!

WHAT DOES THIS MEAN FOR ME?

Catalogs are back! When you access Buyer you will be able to search for items and may be able to requisition them from a catalog.

- When you order from a catalog you will no longer require involvement or approval from procurement.
- District-wide contracts that are available now include contracts for:
 - Business Cards
 - Desktops/ Laptops

WHAT IS THE "MY DASHBOARD" LINK I SEE?

Now on the bottom left-hand corner you will see a link called "My Dashboard". This change doesn't impact you unless you are currently an Analysis user. However, with the upgrade of Buyer in early FY2011, the "Swoosh" screen in Buyer will be replaced by the dashboard. There will be additional communication at that time.

WHY CAN'T I SELECT A SUPPLIER WHEN PLACING A NON-CATALOG ORDER?

Procurement Professionals are responsible for making the final selection and adding in the vendor and will add the vendor after the award has been made. The comments field can be used to note some vendors to be considered.

WHERE CAN I FIND RESOURCES?

*Attend **one** of the webinars Tuesday, June 15th through Friday, June 18th to learn how to order from a catalog. The information will be communicated **daily at 3 pm**. To join on the web and phone:*

1. Go to <https://aribameetings.webex.com/aribameetings/j.php?ED=148863177&UID=1148240707&PW=NZTY1OTVkyjUx&RT=MIMxMQ%3D%3D>
2. Enter your name and email address.
3. Enter the meeting password: Contracts
4. Click "Join Now".
5. Follow the instructions that appear on your screen.
6. Dial In: 866-240-5149
7. Conference Code: 000 956 9985#

*Information is also available on the **PASS Help** page:*

<http://passhelp.dc.gov>

Some of the resources available include:

- A Job Aid for Ordering from a Catalog

STILL HAVE QUESTIONS?

*Can't login or you have a **technical** question?
Call the PASS Help Desk at **(202) 727 – 8700**.*