

# How to Fill Out an Online Procurement Form

Filling out a procurement form can be tricky. Follow the numbered instructions to help us collect the correct information for each donated item. Pay special attention to the tips in **bold**.

**NOTE: Each donated item needs its own procurement form.**

Fill in the following information about the **item** being donated:

The screenshot shows the 'Donate a Wonderful Auction Item Here!' form. The navigation bar includes 'PROVIDENCE CATHOLIC EDUCATION SYSTEM', 'Home', 'Cash Donation', 'Be a Sponsor', 'Item Donation', and 'How Online Bidding Works'. A note states 'Fields marked \* require an entry.' The form fields are: Item Name:\*, Estimated Value \$:\*, Item Description:\*, PCCS Solicitor Name and Phone Number:, I am a(n):\* (with radio buttons for Individual Donor and Business Donor), and I would like to remain anonymous:\*. To the right, six numbered instructions are listed with arrows pointing to the corresponding fields: 1. Briefly summarize the donated item. 2. Enter the value of the item. 3. Describe the donated item with as much detail as possible. **If the donation is for a Grammar Class/Secondary House project, include that info ("For 1st grade project").** 4. **Type the first name, last name, and phone # of the PCCS family who contacted you for this donation. If you're donating the item yourself, type your info. This step ensures that this donation counts as 1 of the 5 donations for this PCCS family.** 5a. Select if a **person/family** is donating the item; this person/family will be the donor. 5b. Select if a **business** is donating the item; this business will be the donor. 6. Select if you'd like to be an anonymous donor.

Fill in the information about the **donor** of the item. The online form changes if a person/family or a business is the donor, so be sure to fill in the correct information.

For an **individual donor**, fill in the boxes about the **person/family who is donating the item**, and then click Submit.

This form is titled 'Contact Information' and includes the following fields: First Name:\*, Middle Name:, Last Name:\*, Address:\*, Address2:, City:\*, State:\*, Postal Code:\*, Country:\*, and United States. Below these fields, it states 'At least one phone number is required.\*' and includes fields for Mobile Phone:, Home Phone:, Work Phone:, and Email:\*. At the bottom are 'Submit' and 'Reset' buttons.

For a **business donor**, fill in the boxes about the **business** that is donating the item, and then click Submit. **NOTE: Fill in the First Name and Last Name boxes with the business contact's name.**

This form is titled 'Contact Information' and includes the following fields: Company:\*, First Name:\*, Middle Name:, Last Name:\*, Address:\*, Address2:, City:\*, State:\*, Postal Code:\*, and United States. Below these fields, it states 'At least one phone number is required.\*' and includes fields for Mobile Phone:, Home Phone:, Work Phone:, and Email:\*. At the bottom are 'Submit' and 'Reset' buttons.