



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FISCAL SERVICES

May 20, 2022

Dear Valued Suppliers of the Hawaii State Department of Education:

Re: Aukahi FMS Purchase Order - New Format

The Hawaii State Department of Education (Department) transitioned from the decades old Legacy financial system to the modern Aukahi Financial Management System (AFMS) nearly one year ago. To further the modernization effort, reformatted Purchase Orders (PO) will be issued beginning July 2022.

When will this change occur?

Reformatted POs will be issued **beginning July 2022**, to coincide with the start of the fiscal year 2022-2023.

What's changed?

The components of the PO have been rearranged and/or updated for a more compact and simplified presentation. Key information can now be located quickly on the initial page of the PO. Highlights of the changes are included on the attached sample PO.

What's not changing?

1. POs will be transmitted to Suppliers by Schools and Offices via email, facsimile, or mail, when orders are placed.
2. Invoices, including those submitted via email, must be clearly legible, and in a generally accepted invoice format, including the Supplier's name and address, remittance address (if different), invoice number, invoice date, name and address of the Department school/office being invoiced, description of the goods/services provided, and the amount of payment requested for the described goods/services. Non-conforming invoices may be rejected, delaying payment.

Who do I contact if I need more information?

Questions about the order or payment status may be directed to the Buyer listed in the PO CONTACT section of the PO. General information about doing business with the Department can be found at:

<https://www.hawaiipublicschools.org/ConnectWithUs/Vendors/Pages/home.aspx>

We thank you for your continued support in providing the products and services essential to fulfilling the Department's mission and vision of student education.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Hallett".

Brian Hallett
Assistant Superintendent and Chief Financial Officer

BH:cm
Attachment

SAMPLE REFORMATTED PURCHASE ORDER

Highlights of Changes

Effective July 1, 2022

Invoice to the address indicated & mail or email invoices in an acceptable format.

Note delivery address may differ from the invoice address.

Change orders (if any) are indicated between the PO number & PO issue date.

Note special instructions about the order. This may include different ship/bill to addresses.

Contact the Buyer for clarification, questions, or for payment status.

Verify Supplier information is correct. Note: payment remit to address may differ.

"Conditions of Purchase" now appears on first page of the PO.


PO totals now in this fixed position on first page

Authenticating signature is now below the PO Total.

Note the description of the items ordered and any special instructions.

Look for this indicator to ensure the PO you received includes all items.

Check that all PO pages were received.



STATE OF HAWAII DEPARTMENT OF EDUCATION
PURCHASE ORDER

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PO00000000
Change Order 1
Date: 07-01-2022

MAIL ORIGINAL INVOICE TO:
HIDOE Organization
Mailing Address Line 1
Mailing Address Line 2
City, HI Zip Code

PO CONTACT:
Buyer: Name of Buyer
Email: 00000000@k12.hi.us
Phone: 808-000-0000
Fax: 808-000-0000

ISSUE TO SUPPLIER: 0000000

Supplier Name
Mailing Address Line 1
Mailing Address Line 2
City, State, Zip Code

SHIP/DELIVER FOB Destination TO:
HIDOE Delivery Address
OR
See "Special Instructions to Supplier" and/or
PO Line Item Details.

SPECIAL INSTRUCTIONS TO SUPPLIER:
Special shipping, delivery, handling, additional information and instructions provided by the Buyer will be included here.

PURCHASE ORDER TOTAL:

Subtotal:	0.00
Freight:	0.00
Tax:	0.00
Total:	0.00

Do not exceed Purchase Order Total

VOID

Authorized Signature

CONDITIONS OF PURCHASE. Please read carefully. Payment may be delayed if all steps are not followed.

1. This is not a purchase order unless authenticated by an AUTHORIZED SIGNATURE.
2. Purchase order total will not be exceeded unless prior agreement has been made by purchaser.
3. ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID, and items must be delivered to the "SHIP/DELIVER FOB Destination TO" address listed above.
4. Any and all items not received by the delivery date may be subject to cancellation.
5. We reserve the right to reject item supplied that is not in accordance with specifications even though payment has been made to obtain discounts.
6. Invoices must reference the purchase order number and include any discounts allowed. The complete purchase order number must appear on all invoices, correspondence, packing slips, shipping papers, containers, etc.
7. All ORIGINAL invoices must be transmitted to the "MAIL ORIGINAL INVOICE TO" address listed above.
8. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE.
9. Supplier and purchaser recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, Supplier hereby assigns to purchaser any and all claims for such overcharges as to goods and materials purchased in connection with this order or contract, except as to overcharges which result from antitrust violations commencing after the price is established under this order or contract and which are not passed on to the purchaser under an escalation clause.
10. HRS §103-10 provides that payment on invoices shall be made thirty (30) calendar days after receipt of an acceptable invoice or satisfactory delivery of goods or performance of services. In the event circumstances prevent HIDOE from complying with this section, the Supplier shall be entitled to interest from HIDOE on the principal amount remaining unpaid at a rate equal to the prime rate for each calendar quarter plus two percent, commencing on the 30th day following receipt of the statement or satisfactory delivery of the goods or performance of the services, whichever is later, and ending on the date of the check.

PURCHASE ORDER ITEM DETAILS

LINE	ITEM	QUANTITY	UOM	PRICE	ORDERED
1	HIDOE item code & description is followed by product/purchase specifications entered by Buyer	00	UOM	0.00	0.00
2	↓	00	UOM	0.00	0.00
3	↓	00	UOM	0.00	0.00

END PURCHASE ORDER ITEM DETAILS

Page 1 of 1

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