

ONLINE ORDERING

August 5, 2013

City Carrier Assistants (CCAs)—Online and Mail Order Uniform Allowance Purchases Only

In the instance when it is necessary to place online and mail orders, the process is as follows:

Step 1. Local management submits an eBuy2 for funds approval for CCA uniform allowance in the amount of \$390.

Step 2. CCA employee provides local management with his/her order of uniform items. CCAs are not permitted to place online or mail orders.

Step 3. Local management makes the purchase online from a USPS authorized vendor using the office Smartpay Purchase Card.

Note: Effective October 1, 2013 the PS Form 8230, *Authorization for Payment*, method will become obsolete and will no longer be accepted for the local purchase of goods and services. To find out how to obtain a purchase card, please go to the following Blue Page site: http://blue.usps.gov/purchase/operations/ops_impachome.htm or contact the Purchasing Shared Services Center (PSSC) at 877-293-2410.

Step 4. Local management retains a copy of the itemized invoice or order confirmation email from the vendor.

Step 5. CCAs are required to confirm receipt of orders to local management.

If you have any questions, please email uniformprogram@usps.gov or call the Uniform Program hotline at 202-268-8391