

Mary Serna

From: Debra E. Cadena
Sent: Friday, September 9, 2022 3:06 PM
To: Mary Serna; Carlos Guerra
Cc: Cesar A. Guerra; Elizabeth M. Ortiz; Judge Robert Quintana; Joe A. Lopez
Subject: RE: Credit Application for PO

Good Afternoon Mr. Guerra,

Please note email from Cymax. Order was placed before PO could be issued.

This is the reason we asked Mary to submit a GRP one items and invoice is received.

Quick Steps % Move Tags Find Add-ins

Fri 9/2/2022 10:59 AM

 Cymax Customer Support <CS@cymax.com>
Order

To: Debra E. Cadena

 You forwarded this message on 9/2/2022 1:39 PM.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Thank you for your message.

In regard your inquiry, the order has been confirmed and per the estimated shipping dates provided to you, your order is expected to ship by [Fri, 02 Sep 2022].

We will continue to monitor its progress and provide you with updates as they become available.

In the meantime, should you require any further assistance, please don't hesitate to let us know.

Kind Regards,

Cymax Customer Support

On Friday, September 2, 2022 at 6:42 AM, Decadena@webbcountytx.gov wrote:



Debra E. Cadena

Webb County Purchasing Department
1110 Washington Street, Suite 101
decadena@webbcountytx.gov

Phone (956)523-5936

Fax(956)523-5010

Please visit our eProcurement portal, <https://webbcountyebid.ionwave.net/> for online access to all Webb County Purchasing Solicitations



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From: Mary Serna

Sent: Friday, September 09, 2022 3:00 PM

To: Debra E. Cadena <decadena@webbcountytx.gov>

Cc: Cesar A. Guerra <ceguerra@webbcountytx.gov>; Elizabeth M. Ortiz <emortiz@webbcountytx.gov>; Judge Robert Quintana <bquintana@webbcountytx.gov>

Subject: FW: Credit Application for PO

Mrs. Cadena,

Judge Quintana asked me to check with Auditor's before we deleted any requisition as we are being advised by purchasing.

Carlos E. Guerra is saying no to "GRP".

Please look over the chain of events included in this email trail. Please just issue the PO. We have jumped through all the hoops to get this in before this fiscal year ends.

Regards,

Mary g. Serna De Clemente

Court Administrator, JP Pct. 2, PL1

I thought purchasing was going to help you get a purchase order. I advised them and your office that procurement policies had to be followed.

If the dates of application and order are in compliance ask them to issue PO.

We cannot process GRP payment for goods not ordered by Purchasing agent.

Thank you.

Carlos E. Guerra, CPA

Chief Deputy Auditor/First Assistant

From: Mary Serna
Sent: Friday, September 9, 2022 1:07 PM
To: Carlos Guerra <cguerra@webbcountytx.gov>
Cc: Elizabeth M. Ortiz <emortiz@webbcountytx.gov>
Subject: FW: Credit Application for PO

Mr. Guerra,

This is how it all started with a quote.

I'm reaching out to you because Mrs. Cadena says I have to change this to a GRP now.

Purchasing was helpful and completed the application, see attached email trail.

Then, I followed up 8/30/2022 email trail attached.

Our order was approved on 08/30/2022 at 2:25 pm. But really I did not think it meant that they were going to ship without a PO, I thought they meant we had been approved as a customer to buy from them with a P.O.

Then on 8/31/2022 we got email with order confirmation but it does not say "Invoice."

I'm sharing with you before we make a bigger mess with this furniture purchase. Please review and call me.

Regards,

Mary g. Serna De Clemente

Court Administrator, JP Pct. 2, PL1

From: Grace.M@cymax.com <Grace.M@cymax.com>
Sent: Friday, August 26, 2022 11:17 AM
To: Mary Serna <mserna@webbcountytx.gov>
Subject: Fw: Credit Application for PO

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mary,

See attached the credit application and the quote for that.

Please also send in your tax exemption form for our finance team.

PS: if you can, please confirm receipt.

Thanks,

Grace M

Residential Sales Agent | **cymaxbusiness/homesquare**

grace.m@cymax.com | nyasha.mbb@cymax.com | 1.866.740.9830 x 2 | cymax.com | homesquare.com

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