

PURCHASING
GUIDELINES
&
ePROCUREMENT
REQUESTOR
TRAINING

REVISED 10/01/2019



VALDOSTA STATE
UNIVERSITY

DISCOVER YOUR OPPORTUNITIES

Information contained in this training was provided by:
The Valdosta State University Office of Procurement



Today's Objectives

At the end of today's training, Requesters will have a high level of understanding of:

- Federal, State, USG, & VSU Procurement Policies & Procedures for:
 - Making purchases
 - Contract Review and Execution
 - Conducting Solicitations
 - Submitting requisitions in eProcurement
- Requester and Departmental Responsibilities
- Procurement Tips & Resources



Introduction

Contact Info

- Phone: 229-333-5708
- Fax: 229-333-7408
- Email: procurement@valdosta.edu
 - itpurchasing@valdosta.edu
 - contracts@valdosta.edu
 - pcard@valdosta.edu
 - fuelcard@valdosta.edu

Location

- University Center, Entrance 7
- Office Suite 1200
- Location that previously housed the Office of Centralized Advising.

VSU Procurement Website:

<http://www.valdosta.edu/administration/finance-admin/financial-services/procurement/>

VSU IT Procurement Website:

<https://www.valdosta.edu/administration/it/procurement/>

VSU Financial Services Forms:

<https://www.valdosta.edu/administration/finance-admin/financial-services/forms/>



Our Team

- Antolina Pilgrim – Director, Acct'g & Procurement
- Catherine Storey – University Purchasing Manager & CUPO
- Courtney Stone - Purchasing Card Manager
- Kevin Boyd - Risk Insurance & Fleet Manager
- Heather Craft– Procurement Analyst Buyer
- Teresa Arnold - Senior University Buyer
- Vacant – Senior University Buyer
- Graduate Assistant for pCard: Makayla Clark
- Graduate Assistant for Procurement: Dean Frankenberg



VSU's Dept. of Procurement

The Office of Procurement is part of Accounting & Procurement (aka Financial Services) and is responsible for supporting the campus community with the following:

- **Purchasing Policy & Procedures**
- **Use of eProcurement** *via PeopleSoft Financials portal*
- **Supplier Onboarding** *via Payment Works onboarding tool*
- **Purchasing Card/P-Card Program** *via Process Plan & WORKS portal*
- **Statewide Contracts** *Interpretation of & Use*
- **Contracts** *Review, Negotiations, & Execution*
- **ARI** *State contracted vehicle maintenance program*
- **Fuel Card Program** *via WEX portal & State Office of Fleet Management*
- **Risk Insurance** *& Student Health Insurance*



Buyer Responsibilities

- Ensure all purchases comply with all Federal, State, BOR/USG and VSU policies.
- Assist End Users with ePro, Payment Works, and Interpreting Statewide Contracts
- Review and process Requisitions that are entered by Requesters through eProcurement into Purchase Orders, aka POs.
- IT-related purchases include software, online licenses, hardware, or cloud services that connect to a VSU computer, VSU network, or VOIP device.
 - If you are unsure if your request is IT related, email itpurchasing@valdosta.edu for a determination.
 - Quotes for IT purchases must be obtained by emailing itquotes@valdosta.edu
- Find your Department's Buyer here:
 - <https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/find-a-buyer.php>



How to Make a Purchase

- **GaFirst Marketplace:** Online catalog of Mandatory and Convenience Statewide Contracted items.
 - Catalog is housed in PeopleSoft Financials portal
 - Completely automated work flow
 - Does not require Buyer review since all items are on Statewide Contract
 - Order is submitted directly to the Supplier after Req is fully approved & reaches valid budget check
- **P-Card:** Point of sale payment – charge is made at Supplier location
 - Requires pre-approval via ProcessPlan before transaction can be made for each individual transaction
 - Must be a permissible transaction per State pCard and VSU pCard policy
 - Pre-approvals require
 - Description & Justification of purchase,
 - Name of anticipated Supplier,
 - Anticipated dollar amount of transaction,
 - Budget Approver name/email,
 - Cardholder name/email,
 - Formal quote or screenshot of online cart showing Supplier pricing
- **VSU pCard Policy:**
<https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/documents/vsu-purchasing-card-procedures-.pdf>



How to Make a Purchase Con't

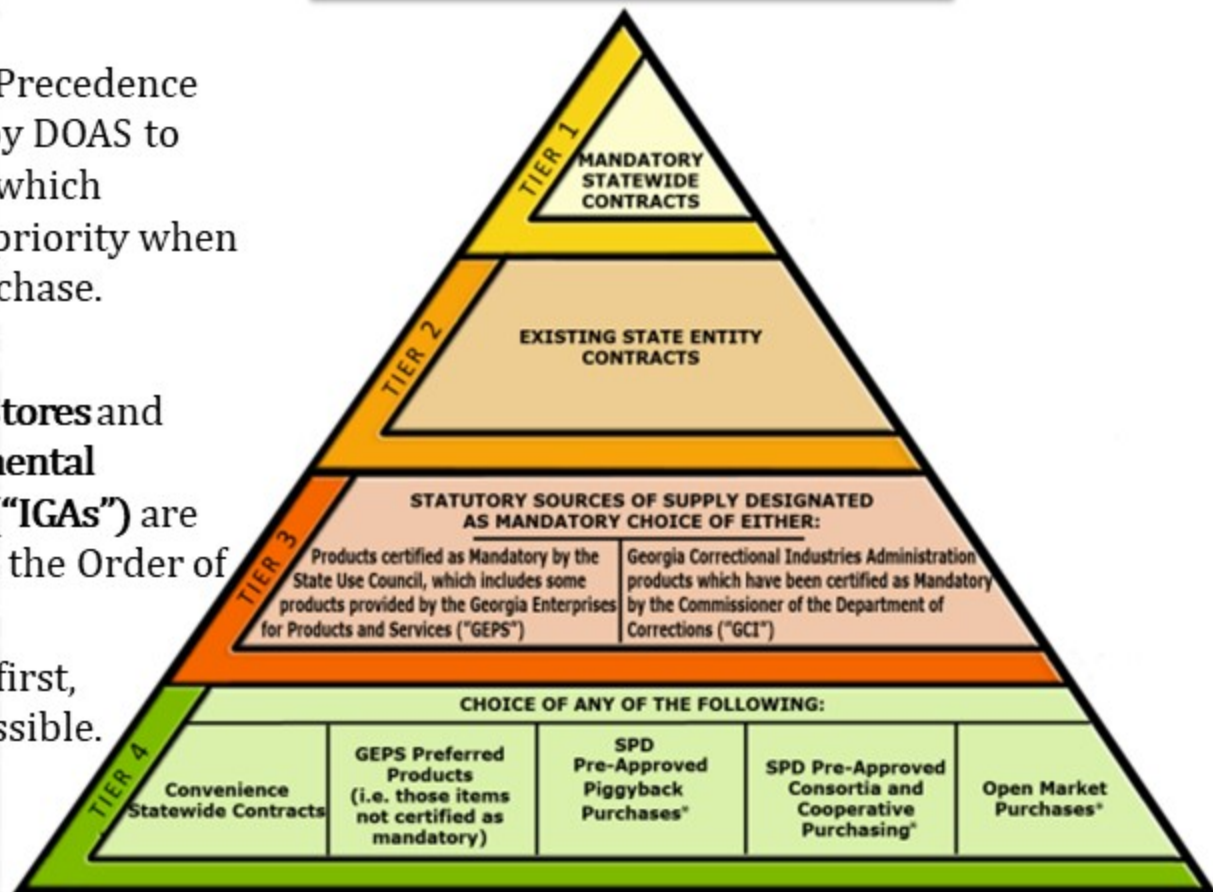
- **Special Item Request:** Items that are not available in GaFirst Marketplace; aka Open Market
 - Open Market Purchases are goods/services not available from another VSU Department, items not on Statewide Contract, all purchase requests for service related purchases, and all Furniture related purchase requests
 - Requires Buyer review and processing.
 - Requires documents such as, but not limited to, a current formal quote or service agreement.
 - Requires Supplier to be active in Peoplesoft Financials or a Payment Works invitation to be sent
 - *Buyers authorizes the Supplier to fulfill purchase via a signed PO – NOT the department*
- **Fuel Card:** Purchasing fuel for State owned vehicles and equipment:
 - If you do not have a Fuel Pin, a Fuel Card application must be completed and submitted to fuelcard@valdosta.edu in order to be assigned a Fuel ID
 - Your assigned Fuel ID is tied to the budget chart string designated on the submitted application
 - Physical Fuel Cards are kept in their assigned State vehicle
 - Fuel IDs are not to be shared with others, State employees or otherwise
- **Fuel Card Application:**
<https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/documents/fuel-card-agreement-and-application-form-03082019.pdf>



Order of Precedence

VSU Central Stores or IGA

- The Order of Precedence was created by DOAS to demonstrate which sources take priority when making a purchase.
- VSU Central Stores and Intergovernmental Agreements ("IGAs") are not subject to the Order of Precedence.
 - Use these first, if at all possible.





VSU Central Stores

- Stocks standard white 8.5" x 11" copy paper
- Standard copy paper **MUST** be purchased from Central Stores.
- Standard copy paper that is purchased in GAFirst Marketplace will result in the **ENTIRE ORDER** being rejected at the time of delivery to Central Receiving.
 - Any other items on the rejected delivery will need to be re-ordered by the Requestor.
 - Requestor must request Procurement to cancel the associated PO in order to free up funds for the re-order of rejected items



Intergovernmental Agreements

- **Intergovernmental Agreements (aka IGAs):**
 - Contracts/purchases between government entities.
 - States Agencies & Programs, State Funded Higher Education Institutions, and Local Municipalities.
 - Does NOT include the Federal government.
 - Do not require competitive bidding.
 - Do not require Contract Review or
 - Available for Piggy Back purchases
 - Provides greater purchasing power resulting in savings from bulk purchases among more than one agency/institution



Security & Immigration Contractor Affidavit

- State and Federal law require VSU to confirm that any Supplier performing a service for or on behalf of VSU, where there is human involvement/interaction, are enrolled in the Federal eVerify program.
- This requirement applies to “*any physical performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99...*” (O.C.G.A. 13-10-90)
- Purpose of Affidavit is to ensure that all services provided are through and by individuals who are authorized to work in the United States.
- Requirement does not apply to any services performed in another country



Special Item Request

- **Items/services not available through VSU or a State Agency/Institution**
 - VSU provides Print Shop, Creative Services, Central Stores, Recycling & Employee Development
- **Items that are not available or have price listed in GaFirst Marketplace**
- **Required additional actions & documents** (as applicable):
 - Payment Works Invitation if:
 - Supplier that is not active or up-to-date in PeopleSoft
 - Active Supplier that has not set up Direct Deposit information
 - Completed Service Agreement & HR-Approved Determination of Status Form:
 - For services provided by an individual; who agree to VSU terms & conditions
 - Valid quote
 - Must not be expired or be more than 30 days old, whichever is greater
 - Does not reference Company terms & conditions **or** the Company agrees to VSU's terms



Special Item Request Cont.

Required additional actions & documents cont. (as applicable):

- **Security & Immigration Contractor Affidavit:**
 - Services provided by a Company that totals \$2,500+ per service.
 - Required for each service/job regardless of when the last services was provided
 - For an Individual/Independent Contractor – a copy of a Government issued ID
 - Such as a drivers license, passport, work visa, etc.
- **Fully Executed Contract** from VSU Contract Officer; to include Contracts resulting from a successful bid award



VSU Amazon Business Prime

- VSU Amazon Business Prime account provides Prime discounts and delivery times.
- To purchase through the Amazon Business Prime account:
 - Confirm items are not on a Statewide Mandatory Contract.
 - Send a compiled a list of the items being requested to amazonvsu@valdosta.edu
 - Requests MUST include the following:
 - the Amazon link to the item(s), and item/part number(s) if available,
 - requested quantity and any specific options such as color, packaging sizes, etc. if applicable
 - budget chart string to be used
 - Name of Requestor that the requisition should be assigned to for tracking purposes
 - Name of Department Point of Contact that can answer questions regarding the order (if different than Requestor)
- Procurement will submit a requisition on behalf of the Requestor
- A reply email will be sent with the Requisition number for Req tracking purposes

Important Note: Price changes between the time of requisition creation and final order submission may result in parts or all of the order not being accepted by Amazon. Budget Managers **MUST** approve Amazon requisitions within 72 hours.



VSU Copier Program

- **Multifunction Printers/Copiers:**
 - Purchases, leases, and maintenance agreements are coordinated through Procurement.
 - For all inquiries, issues, or requests contact vsucopiers@valdosta.edu
- **Annual Copier Renewals:** each fiscal year you will submit an ePro Requisition for your departmental machine(s) to be renewed.
 - Requisitions for renewals must follow these guidelines:
 - Enter a single line per machine on the requisition (whether a lease or maintenance plan) - encumber enough funds for all 12 months of charges
 - Enter a single line that combines black/white and color prints. Enter a quantity of 1, and a dollar value that will encumber adequate funding for the entire fiscal year for both types of prints (as applicable)
- **Our Xerox-Specific Service provider is **American Business Center.****
 - Have your machine's serial number(s) on hand **BEFORE** calling :
 - To order supplies call **800-599-2198**
 - For servicing of machine call **800-821-2797**



Requesting Contract Approval

Allow least 30 days for review & negotiations

- STEP 1: Confirm that no Statewide or Agency contract will suffice
- STEP 2: Read contract. Does it meet the need and is it within your price point?
- STEP 3: Verify there is enough funding for the entire length of the initial term.
- STEP 4: Complete Monetary Contract Approval Routing Form.
- STEP 5: Submit Routing Form and Contract/Agreement to contracts@valdosta.edu

This will kick off the **Contract Review Process**.

Contracts are reviewed by Procurement and Legal Affairs- as well as HR, Creative Services, and IT as applicable.

Once fully executed an email notification will be sent to the Requester & Budget Manager that an ePro Special Item Request can be submitted for Budget Approval.

Be sure to attach all Contract documents to the Requisition



Solicitation Process

- Purchases of \$25,000.00+ and are not on Statewide Contract or IGA, must be competitively bid.
- 3 types of solicitations satisfy the state's requirement:
 - Request for Proposal (RFP)
 - You know the outcome needed, but want bidders to tell us how to achieve it
 - Price is not the top concern
 - Request for Quote (RFQ)
 - You know what you want and lowest price is top concern.
 - Sole Source Purchase
 - Sole Sources are very rare as they limit competition

Contact Procurement
AS EARLY AS POSSIBLE

if the anticipated purchase request is \$25,000.00 or more to determine what type of solicitation, if any, is required.



Requester Responsibilities **BEFORE** Submitting an ePro Request

- Depending on the method of purchase:
 - Work with department to:
 - Identify the need(s)
 - Find a Source/Supplier following the Order of Precedence
 - Confirm adequate funding
 - Notify Procurement of anticipated purchase requests of \$25K+;
 - Submit documents for Contract Routing/Approval if applicable;
 - Send Payment Works Invitations to Suppliers;
 - Requisitions can be submitted for approvals regardless of the Supplier's registration progress in Payment Works.
 - Make sure quote is valid and not expired



Submitting an ePro Request

- Enter the requisition into eProcurement
 - Notate in line 1 comments if/when a Payment Works invitation was sent to the supplier
- Attach required documents, as applicable, to the ePro Request:
 - Valid quote; or an invoice for subscriptions, registrations, or licenses;
 - Service Agreement Form & DOS form;
 - eVerify Affidavit Any other appropriate documents.
 - Fully executed contract or agreement
- If your request is **URGENT**– mark the email as important and send to procurement@valdosta.edu
 - Provide the requisition number, the reason for urgency,
 - Date the goods need to be on campus or services need to begin



Requester Responsibilities **AFTER** Submitting an ePro Request

- Track the status of requisitions in ePro through Manage Requisitions
- Inspect and accept or reject purchased items when delivered to your Department by VSU Central Receiving
- Submit invoices and request for payment forms to Accounts Payable via accountspayable@Valdosta.edu
- Document and alert Procurement to any problems with Supplier(s) or with purchased items/services RIGHT AWAY.



Purchasing Tips & Limitations

- Requisitions (Reqs) are processed by a Buyer in the order they are approved & pass Req budget check.
 - Enter your Req when all required documents are obtained or a fully executed contract is provided back to the Department by the VSU Contracting Officer.
- Requisitions do **NOT** secure funds out of your budget; Req budget check only determines if funds are available at the time of Req submission & Approval
 - Funds are not actually secured out of your budget until you receive a signed PO back from Procurement
- Procurement authorizes and places Special Item orders/services with the Supplier; **not** the Department
 - Submitted a Special Item Requests are not to give authorization to Supplier to begin order/service fulfillment
- Only those employees with Delegated Signing Authority have the right to incur debt on behalf of VSU.
- Delegated Signing Authority is different than a Budget Manager's signing authority.
 - Budget Managers are authorized to sign VSU related documents confirming that funds are available for the request.
 - Requestors are authorized to sign VSU related documents confirming that they are the End User making the request.
- If you do not have Delegated Signing Authority, but authorize a Supplier to proceed with fulfillment of an order or begin providing services without the funds being secured on a PO - you are in direct conflict with State and USG policy and may be held liable to cover the cost of the purchase out of personal funds.



Purchasing Tips & Limitations Cont.

- USG and SACs requires all payments are made via ACH/EFT Direct Deposit
 - ACH is more secure, but takes longer to deposit into the Supplier's bank account
 - EFT is less secure, but will deposit into the Supplier's bank account sooner than an ACH payment
- Request for Payment forms submitted to Accounts Payable without a PO must be <\$2,499.
 - Requests for Payment that do not have an established PO will require the Requesting End User's, Budget Manager's, & the Department's VP's signature, acknowledging that proper Procurement Policy was not followed by the Department.
- Request for Payment forms submitted to Accounts Payable will be sent back to the department if the purchase was \$2,500+ and no PO was established before purchase was made.
 - Departments that receive a returned Request for Payment form for a purchase that was \$2,500+ must submit the invoice for the purchase & the Request for Payment form, into ePro as a Special Item Request.
 - A Request for Payment with your VP's signature must be attached to the Special Item Request.
 - Accounts Payable will not remit payment for purchases that were \$2,500+ without an established after-the-fact PO & signed Request for Payment Form.
- Requisitions submitted with a quote or agreement that include Supplier terms OR there are Supplier terms are included on the quote or agreement by reference via a web link will require contract review.
 - This review is required of all Supplier provided terms & conditions regardless of dollar value.
 - This requirement because a breach of Supplier terms may result in legal action & fees to resolve the breach.



If You Need Assistance With:

eProcurement Approval, Workflow, or Login Issues

pshelp@valdosta.edu

Contract Review Requests, Questions, or Issues

contracts@valdosta.edu

General Procurement; Supplier Onboarding

procurement@valdosta.edu; supplier@valdosta.edu

pCard or Fleet Management

pcard@valdosta.edu; fuelcard@valdosta.edu

IT Purchasing or IT Quotes

itpurchasing@valdosta.edu; itquotes@valdosta.edu

Amazon Business Prime Requests:

amazonvsu@valdosta.edu;



If You Need Assistance With Cont.:

Multifunction Copier Requests, Issues or Questions:

vsucopiers@valdosta.edu

Determination of Status for Independent Contractors

vsuindependentcontractor@valdosta.edu

Travel; Accounts Payable

travel@valdosta.edu; accountspayable@valdosta.edu

Budget

budgets@valdosta.edu

Training Requests

training@valdosta.edu