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Use this guide to successfully create purchasing transactions for streamlined review/approval by Procurement. This guide will be updated and distributed with additional information as we move forward with Workday. Updates to Procurement websites are in progress. Please stay tuned.

GENERAL INFORMATION <i>General items to keep in mind.</i>		
General Importance	Tip	What/Why
Overall Considerations	<p>In most instances, a purchase order or supplier contract should be created before receiving goods or services. P-cards are also appropriate for low-dollar value purchases.</p> <p>Note: <u>Personal Reimbursements for items that can be procured using a purchase order or p-card are not best practice nor recommended.</u></p>	<ul style="list-style-type: none"> ✓ Ensures procurement law is followed. ✓ Allows for appropriate review and approval to occur before goods or services are procured. ✓ Allows for evaluation of purchasing alternatives (if applicable) that can result in cost savings.
Legal Review	<p>For purchases that involve supplier terms and conditions (e.g. quotes, estimates, order forms, renting space for functions, etc.) users should attach necessary documentation to the requisition, including a legal review form, and buyer will route to legal as appropriate.</p>	<ul style="list-style-type: none"> ✓ Ensures streamlined review/approval.
Selection Criteria	<p>Always select correct requisition types, spend categories, and/or contract types.</p> <p>For additional guidance refer to:</p> <ul style="list-style-type: none"> • Requisition Types, Requirements, and Examples below; • Workday Spend Category Resource (external link); and • Supplier Contracts below. 	<ul style="list-style-type: none"> ✓ Ensures appropriate routing. ✓ Ensures accurate data and reporting for the Division and UA System.
Clear Descriptions	<p>Always provide clear, concise description of your request by addressing who, what, when, where, why, etc.</p>	<ul style="list-style-type: none"> ✓ Ensures streamlined review/approval/payment.

Complete Information	<ul style="list-style-type: none"> • Always provide complete and accurate information with your transactions. • Memo, Comment, Notes and Description fields are good areas to address additional information, regarding who/what/when/where/why. 	<ul style="list-style-type: none"> ✓ Requests will be sent back if information is incomplete or if the necessary attachments are excluded.
Quotes	Supplier Quotes must have current/valid dates.	<ul style="list-style-type: none"> ✓ Requests will be sent back if supplier quotes are outdated or invalid.
Attachments	<p>Be mindful of attachments as required by Procurement, and as applicable. For example:</p> <ul style="list-style-type: none"> • Sole Source Request • Trade-In Request • Official Function Form for food or entertainment events • Attachments must be in PDF format. <p><u>DO NOT ATTACH AN INVOICE TO A REQUISITION.</u></p>	<ul style="list-style-type: none"> ✓ The system may not always prompt the user to include attachments. ✓ Requests will be sent back if applicable attachments are excluded. ✓ Locate appropriate forms/attachments on the Division Employees page (see templates) or Procurement page. ✓ Ensures appropriate data and reporting. ✓ Ensures consistency to help address potential audit concerns (appropriate, compliant, and non-fraudulent purchases). ✓ PDF versions of attachments ensures consistency and streamlined approval/signature.

Goods or Services?	Determine if your request is for Goods or Services and set up accordingly.	✓ Ensures appropriate data and processing.
Tax or No Tax?	Be sure tax is applied as needed. If you have questions about tax applicability, please contact Procurement.	✓ Helps to ensure payment is successfully applied and streamlined.
Departmental Due Diligence	<ul style="list-style-type: none"> • Complete all required <i>and applicable</i> fields for overall thoroughness. Review each screen from top to bottom and side to side to address each area relevant to the transaction. • Memo, Comment, Notes and Description fields are good areas to provide additional information, regarding who/what/when/where/why. • “Memo to Suppliers” field can be used for special instructions to the Supplier. This field is visible to the supplier. 	<ul style="list-style-type: none"> ✓ Required fields are marked with a red asterisk. ✓ Applicable fields should be completed. ✓ Ensures appropriate data and reporting. ✓ Ensures a complete description for review by all approvers.

	<ul style="list-style-type: none"> • “Internal Memo” field is for internal purposes (can be used to provide additional info to Procurement). • “Note” field is for internal purposes (can be used to provide additional info to Procurement). • “Comment” field is for internal purposes (e.g. can be used to clarify your action or additional information for a transaction during your review). • “Description” field is for internal/external purposes and should describe the goods or services being purchased (the Supplier may see the remarks in this field). 	
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<p>PO Change Orders</p>	<p>Always provide a clear reason for the change at the Header of your Change Order.</p> <ul style="list-style-type: none"> • “Internal Memo” field is for internal purposes and should be used to provide clarity for the change, for approval by Procurement. • “Memo” field is for external purposes and can be used to provide clarity for the change and any special instructions to the Supplier. This field is visible to the supplier. <p>NOTE: is it not possible to update/change suppliers once a PO is issued. The PO must be cancelled and re-established. Contact procurement to re-establish PO with correct supplier details.</p>	<p>✓ Allows for streamlined review/approval.</p>
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REQUISITIONS

There are multiple Requisition Types available for use. See the attached guide titled “Requisition Types, Requirements and Examples” for further clarity.

Note: Be sure to choose the correct requisition type and spend category for your request.

Note: Freight should only be entered at the Line level of your request, not the Header. If freight is to be included, it should be entered as a separate Line using the spend category SC0014-Freight.

SUPPLIER INVOICE REQUESTS

The use of the Supplier Invoice Request (SINVR) is the exception, not the rule, and should be limited to only those transactions where there is no other means of purchasing available.

For further guidance, review the [Supplier Invoice Request Guidelines](#).

Not Acceptable:

- There should be no verbal ordering of items/services.
- Do not create SINVR if a Supplier Contract is already established. These requests will be rejected.
- If a Supplier Contract is already established, then use the option to pay direct from that Contract, not through SINVR.

Acceptable:

- Some circumstances are acceptable, such as payment to avoid interruption in service, pipe breaks due to weather conditions, last minute replacements or cancellations, or direct payments which do not require a purchase order (referred to in previous system UPAY).
- Internal comment/justification MUST be included.

EXPENSE REPORTS

Note: Personal Reimbursements are not best practice nor recommended.

Note: When processing a personal reimbursement, be sure to choose the correct Business Purpose and the correct Expense Item for your request.

Note: NEVER check the Personal Expense box. If this box is selected as Yes, then no payment will be made to the employee.

Expense Report <i>(Employee/Personal Reimbursement)</i>	Description Needed	Attachment Needed
Business Purpose / Expense Items <i>(Non-travel related will route through Procurement)</i> Ex: Moving Expenses →	Need clear and complete description (required in the memo field) Expense Item must be: → “Moving Expenses” <i>(Personal Reimbursements are <u>not</u> recommended; however, it is understood that some moving expenses may need to be handled with personal funds.)</i>	<ul style="list-style-type: none"> ✓ Clear proof of payment that supports your request (itemized receipts) ✓ Official Function Form (food or entertainment events) ✓ Offer Letter should always be attached for moving expenses

REQUESTING QUOTE BIDS

*Use the Create Requisition method for Competitive Bids \$20K-\$75K.
Be sure to choose the correct requisition type and spend category for your request.*

Note: This is the temporary method for quote bids until further notice.

Note: For formal bid requests (IFB or RFP) please contact your Procurement Coordinator for guidance.

Quote Bids	Description Needed	Attachment Needed
Quote Bid (3-quote minimum - \$20K-\$75K)	Use the Create Requisition method and choose/provide the following: <ul style="list-style-type: none"> ✓ Standard Req Type ✓ Non-catalog ✓ Clear/Complete Description ✓ Appropriate Spend Category ✓ Chosen Supplier (must choose lowest cost bidder that meets/exceeds minimum specifications) ✓ Include an Internal Memo that designates your request as a quote bid. 	<ul style="list-style-type: none"> ✓ All Relevant Bid Quotes ✓ Bid Quote Request Form (completed) ✓ Bid Quote Tab Sheet (completed) ✓ Procurement will review requisition/attachments for approval and assign appropriate PO Code (to allow for appropriate data/reporting)

AVAILABLE RESOURCES

Procurement	purchasing@uada.edu
Accounts Payable	accountspayable@uada.edu
Workday	
General Help and Resources	https://uada.edu/Project_One/workday-training.aspx
IT Help (role or access issues)	AES IT CES IT
Workday Intranet	Intranet Support/Resources

Note: When submitting your questions/tickets be sure to provide detailed description. This will allow for accurate and streamlined response.

REQUISITION TYPES, REQUIREMENTS AND EXAMPLES

- Be sure to choose the appropriate requisition type and spend category for each transaction.
- Freight should only be entered at the Line level of your request, not the Header. If freight is to be included, it should be entered as a separate Line using the spend category SC0014-Freight
- Properly setting up Requisitions will prevent delays in processing.

Req Type	Description	Attachment Required	Examples
Bill Only Not Transmitted	Limited use, when invoice is received before PO issuance	Invoice, associated documentation	Officeial Function Meals.
Bill Only Transmitted	N/A	N/A	Do Not Use.
Blanket Order <u>Blanket Order Guidelines</u>	<p>Must select "Service" Line.</p> <p>Only for small, repeated orders of a specified product/service.</p> <p>Limited to \$20K annually for those items/services that are not considered exempt.</p> <p>Recommended: Limit blanket amount to a single fiscal year.</p>	Associated documentation.	<p>Utilities, etc.</p> <p>Funds will be encumbered.</p> <p><u>NOT</u> for contracts or state contract items. <u>NOT</u> for recurring fixed payments.</p>
Capital Equipment/ Projects	<p>Consult with Procurement before using.</p> <p>Capital equipment/projects using Plant Funds.</p>	Associated documentation.	Facilities Management PO's - JOC's.
Check Enclosed	N/A	N/A	Do Not Use.
Check with Order	<p>Used for purchases that may require payment at time of purchase order.</p> <p>NOTE: Advance payment should not be made with state appropriated funds. Contact your Procurement Coordinator for guidance.</p> <p>NOTE: Users should contact Accounts Payable when the requisition is approved for check with order and hold and call.</p>	<p>Associated documentation that lists supplier name/address, description, date, and amount (which must equal the amount entered on the requisition).</p> <p><i>Note: If check is to be held for pickup, choose the "Hold and Call" requisition type.</i></p>	Memberships, subscription, renewals, registration.
Construction/ Renovation/ Projects	<p>Consult with Procurement before using.</p> <p>Used for construction/renovation purchases.</p>	Associated documentation.	Facilities Management PO's-JOC's.

<p>Cooperative Agreement <i>*May require pre-approval. Contact your Procurement Coordinator for direction.</i></p>	<p>Used when the purchase being requested is from a cooperative agreement and is over the bid limit.</p> <p>NOTE: Must be approved by procurement <u>before</u> use.</p>	<p>Supplier Quote with associated Contract Number referenced on quote.</p>	<p>Requests for purchases through cooperative agreements such as E&I, OMNI, TIPS or a state approved contract that does not have a supplier contract established in Workday.</p>
<p>Drop Ship</p>	<p>N/A</p>	<p>N/A</p>	<p>Do Not Use.</p>
<p>Emergency Purchase <i>*Determined by procurement and not for everyday use.</i></p>	<p>Used for the purchase of goods/services over the bid threshold, which if not immediately initiated, will endanger human life or health, state property, or the functional capability of a state agency.</p>	<p>Associated documentation.</p>	<p>Facility floods/fires, etc.</p> <p>Emergency conditions exist when life, health, welfare, assets, or functional operations of an agency are or may be threatened or impaired.</p>
<p>Hold and Call</p>	<p>When a check needs to be held by the Treasurer's Office and sent to Procurement for departmental pick up.</p> <p>NOTE: Users should contact Accounts Payable after requisition approved for hold and call and check with order.</p>	<p>Associated documentation.</p> <p>Associated documentation that lists supplier name/address, description, date, and amount (which must equal the amount entered on the requisition).</p>	<p>Seed Deposits, memberships, subscription, renewals, registration.</p>
<p>Inter-Governmental (not for subawards)</p>	<p>Purchases of goods/services from other state agencies, municipalities, or public institutions, non-UA System.</p>	<p>Associated documentation.</p>	<p>Department of Health, Arkansas Correctional, Public institutions from other states – Texas A & M, University of Colorado, etc.</p>
<p>IT Related Purchases</p>	<p>Requisition for IT-related items.</p> <p>For appropriate routing on all requisition types of IT related items or services.</p> <p><i>Note: Coupled with IT-related spend categories will route your request through appropriate approvals.</i></p>	<p>Associated documentation.</p>	<p>Monitors, software licenses, software-as-a-service, computers, all-in-one computers, etc.</p>
<p>Print Services</p>	<p>N/A</p>	<p>N/A</p>	<p>Do not use until further notice.</p>

Promotional Items and Trade-Mark Licensing	<p>Used for all items with a logo or Division trademark. Routes for licensing approval through the Division Communications Department.</p> <p><i>Note: Coupled with spend categories of Advertising or Promotional Materials will route your request through appropriate approvals.</i></p>	Copy of Artwork/Logo	University of Arkansas Division of Agriculture trademarked items for promotional give away or resale, including items such as pens, cups, branded table cloths, banners, t-shirts, etc. for attending promotional events.
Purchase for Resale	Used in instances in which there is a purchase for Resale ID on the requisition designating that the entire purchase is exempt from tax due to being a purchase for resale.	Associated documentation.	Items purchased for resale but not to be used by the university.
Service	Used for purchases of services. Commonly used with Supplier Contracts.	Associated documentation. Depends on type of service and/or dollar amount. Contact your Procurement Coordinator.	Services of any kind, e.g. professional/consulting services, technical/general services, special (keynote) speakers, trainers, engineers, officials, photographers, etc.
Sole Source	Used when requesting items that can only be supplied by a single supplier that are over \$20,000. Requires the Sole Source form to be completed.	Sole Source Request Form	Requires prior approval from Procurement.
Standard	Most commonly used. Applicable to most purchases if correct spend category or goods/services line is entered correctly.	Associated documentation, e.g. supplier quotes and other relevant documents.	<i>Note: If purchase is from a state contract, State Contract Number must be referenced on the quote from the supplier.</i>
Trade-In	<p>When a trade in of property is used for a discounted rate.</p> <p>Must be approved by UADA Surplus and DFA-Marketing & Redistribution prior to requisition submission.</p> <p>Must use spend category SC0399 on trade-in line.</p>	Trade-In Request Form	When suppliers allow trade-in value for equipment or services.