HOW TO PURCHASE

REVIEW OF STEPS TO PLACING AN ORDER

- Research the parts/service you need.
- 2. You need a work order number.
- 3. Create purchase requisition (preq).
- 4. Send any quotes, justification, etc. to Materials Management.
- 5. Once preq is approved and required paperwork verified, Materials Management will place the order.

BIGGEST MISCONCEPTION

- That a preq means you have authority to order the part/have vendor come for service.
- WRONG a preq is a request to order the part or service. It still has to go through the approval process and get placed on a purchase order.
- Violations of this policy mean that we must send the preq to the Director and then to the SAVP to sign along with a reason why the policy was not followed.
- Exception is if it was an emergency.

APPROVAL LIMITS

- Every employee has an approval limit in Famis
 - Mechanic, Administrative \$0
 - Supervisor/Planner Scheduler \$5,000
 - Manager \$25,000
 - Assistant Director/Business Manager \$100,000
 - Director \$250,000
 - SAVP \$500,000
 - Even after preq has been approved in Famis by all parties, if over \$25,000 it still has to go through an approval process in Materials Management as a second check.

Emergency Vs Rush

- Emergency
 - You had to call in a vendor for service or order the part without having a PO# first.
 - Example a flood at night.
 - Preq must be done the next business day.

- Rush
 - You need the part or service ordered right away.
 - Rush should be the first word in the description field on the preq line for each item so Materials Management knows to process it first.

GENERAL RULES REVIEW

- 1) Must have a PO# before ordering any part or service. You cannot verbally order something or use the preq# as your order (unless it is an emergency).
- 2) Have clear and complete description i.e. do not just put "per quote" must list details. If you have spoken to someone at the vendor, note it.
- 3) Cannot split job into multiple preq's.
- 4) Must be an approved vendor.
- 5) Only one part per line on the preq.

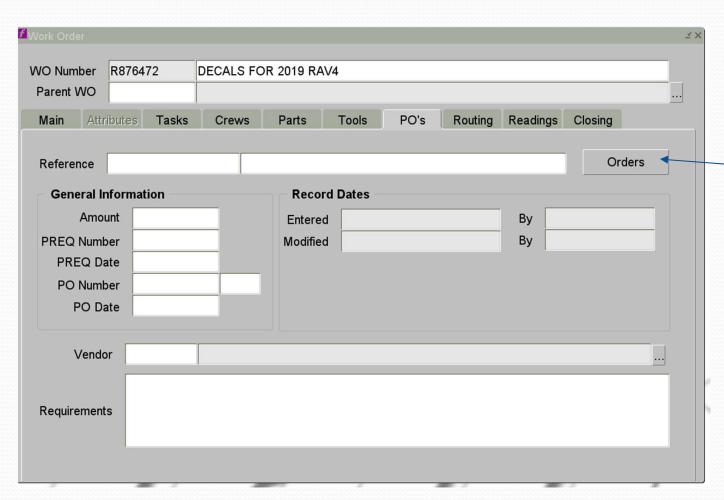
Creating A Preq

• There are 2 options to get to the Purchase Requisition Form 1st - Start on work order form

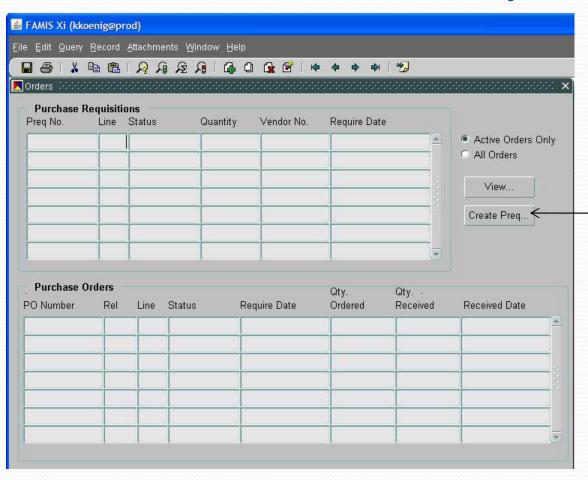
Work Order							
WO Number	R876472	DECALS	FOR 2019 RAV4				
Parent WO							j.
Main Attrib	outes Tasks	Crews	Parts	Tools PO's	Routir	ng Readings	Closing
Asset Class							Print
Equipment							Library
General Info	rmation	Current Status / Dates				Fracking 1	Request
Туре	ROUTINE		Status	CLOSED			Related WO
Priority	4		Material Status			Tracking 2	
Method	·		Start Date	12/29/2022	_:: [Create WO
Assigned To			Due Date	1/8/2023		Non-Available	Billing
Outage Class	: [Completed		1/25/2023		NOII-AVAIIADIE	Estimates
Primary Lab	or		Location	1			
Crew	MAT MGMT		Site	RC	_	Travel Time	Dates
Craft			Building				Audit
Crew Size			Floor				Conv to Proj
Est Hrs/ Current Est Hrs			Room Zone]		Print Ticket (On Next Batch Run

Click on PO tab

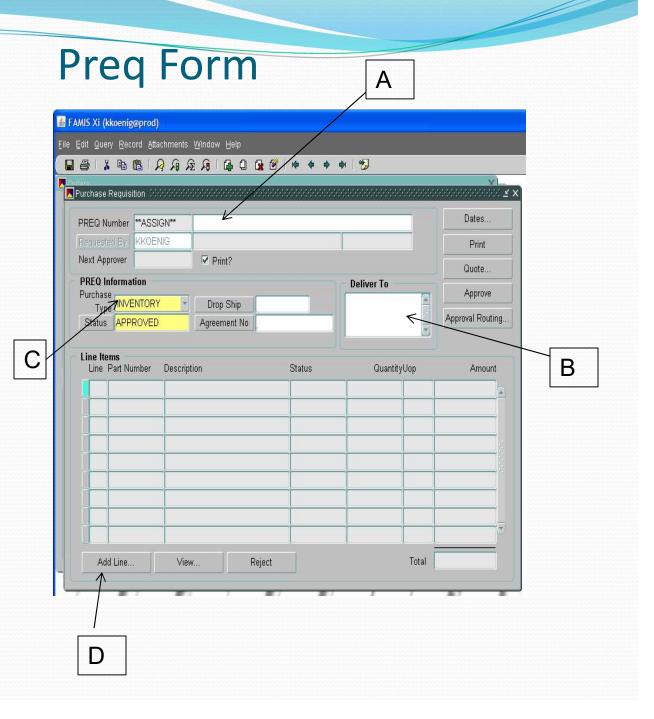
Click Orders Button



Click Create Preq



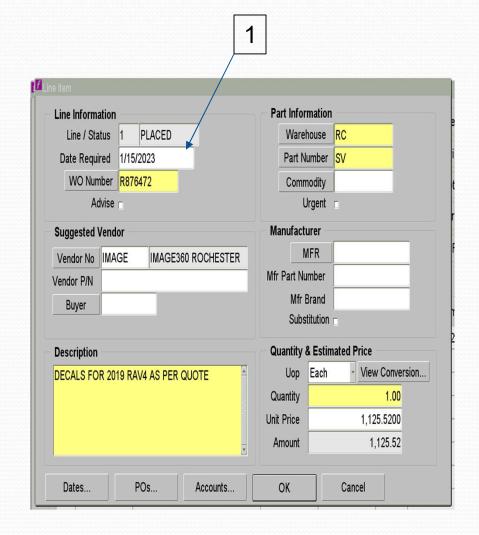
- A) Mandatory field
 Put a description of
 what the Preq is for.
 This will transfer to
 the top line of the PO,
 but it will not print on
 either form.
- B) You can put the name of the person the order is for in this space.
- C) Purchase type stays as **Inventory**.
- D) Click Add Line.



Preq Line Form

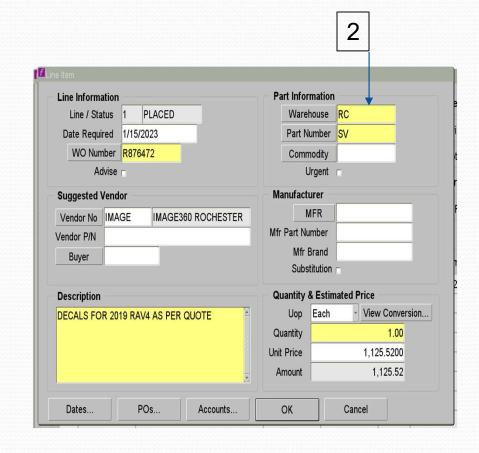
1) Line Information Fields

- Fill in date needed by. Can type date or use F9 key to bring up calendar. Extra freight charges may be added to meet date.
- If you started Preq from work order form, the WO# will fill in automatically. If you started from Preq, you will need to add WO# after you have added part number.
- Advise checkbox does not work

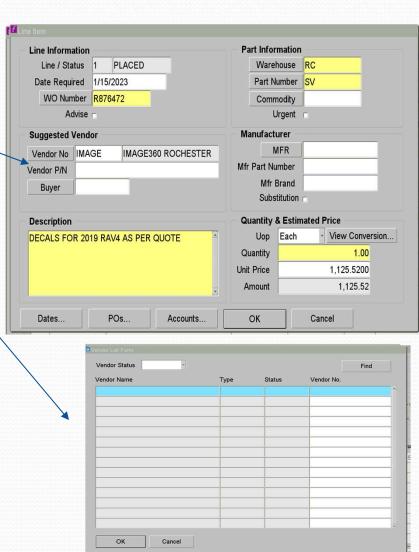


2) Part Information Field

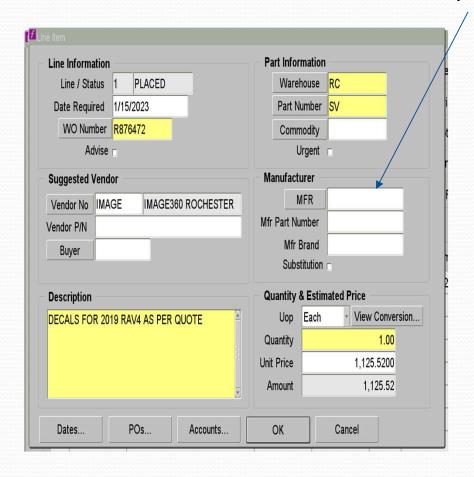
- Warehouse fills in automatically
- Part numbers to use are:
 - MT or Material for parts
 - <u>SV</u> or <u>Service</u> for a vendor coming in to do service
 - <u>Repair</u> for items being sent out for repair or service (not on-site)
 - <u>Capital</u> is used at MC
 - CUMT is used at Central Utilities for material
 - CUSV is used at Central Utilities for service
- Never use a stock part number
- Commodity field is left blank
- Urgent checkbox does not work



- 3) Suggested Vendor Fields
 - Enter vendor code in Vendor No space
 - If you do not know the code, click the Vendor No box which brings up Vendor List Form.
 - Query: Enter part of vendor name with % sign before and after. This brings up list of all vendors that meet criteria. Select vendor you want – click OK.
 - Vendor P/N Enter vendor part # if there is one
 - Leave Buyer field blank

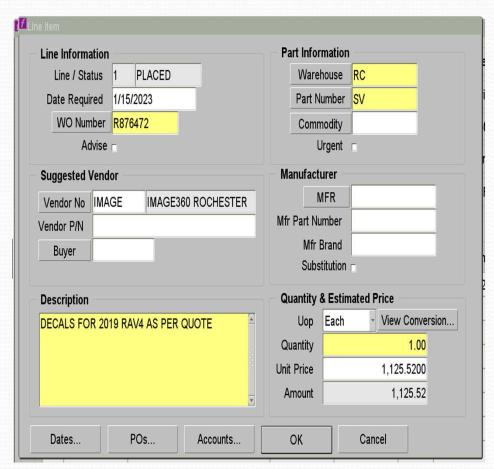


- 4) Manufacturer Fields
 - DO NOT USE MFR, MFR Part Number, or MFR Brand boxes
 - Put all MFG information in the Vendor P/N box and Description field
 - Substitution box does not work



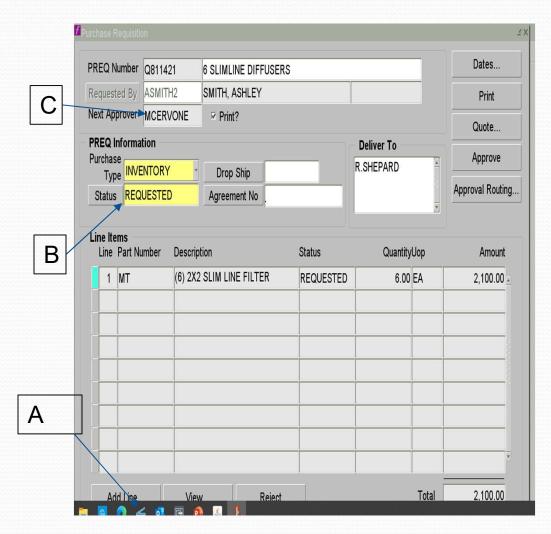
5) Description Field

- Material: Full description of what the item is - manufacturer number, part number, specs, etc.
- If ordering a case: List it here
- Only one item per line
- If it is a stock item in the warehouse: List the stock part number, but include a complete description
- Service: List what is being done, where it is being done, when the work will take place, and a contact at the company.
- If applicable list "Emergency" or "Rush" as first word.



Preq Form Completing

- A) If adding another line, click Add Line button
- B) The status will be either Requested or Approved, depending on your dollar limit
- C) If Preq is in Requested status, the next approver's name is listed under your name



Second method to create a preq

Start directly on the Preq form

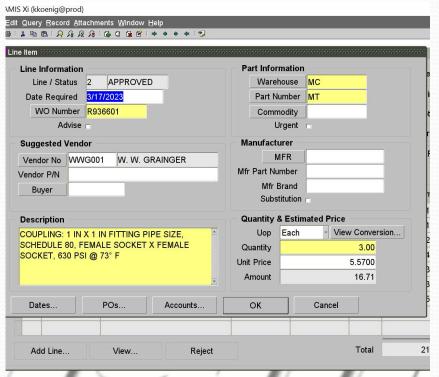
- Mechanic's Bench Parts Purchase Req
- Supervisor's Bench Purchasing Purchase
 Req
- This method must be used for standing work orders
- Work order number must be filled in on each line

Things To Remember

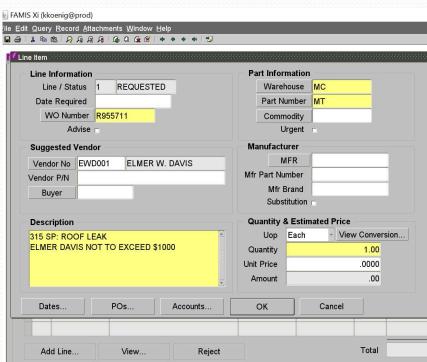
- Vendors do not have access to the work order# or preq#. So don't contact vendor looking for update on your order with either of these numbers.
- The information put next to the preq# does not transfer to the PO.
- One part# per line. We need to receive each item as it comes in.

Examples of incorrect preq's

No vendor part# listed



No price listed in unit price field



What paperwork is required?

- Any service requires a quote. If scope of work not known then use not to exceed (NTE) amount but be as accurate as possible.
- Material orders under \$1,000 generally do not require a quote but if specialty item you should have one.
- Under \$25,000 only one quote needed.
- Over \$25,000- three quotes required. If did not get 3 quotes, then be ready to explain why.
- Over \$25,000 also requires 2 forms (SPJCI) Supplier Price Justification and Conflict Information form and the Additional Justification form.
- All paperwork needs to be emailed to our 402 email boxes 402mc, 402rc or 402cu depending on your location.

Supplier Price Justification & Conflict Information

Section A – bids
University or Hospital
Contracted Supplier – vendors
negotiated by Corporate
Purchasing for University-wide
contracts – not necessary to have
other bids when using these
vendors:

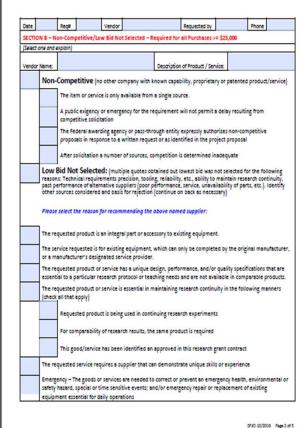
Champion Moving
Otis Elevator
Waste Management
Wesco

Required for UR, URMC and HH Sponsored and Non-Sponsored Fund Purchases Date Department must submit a completed SPJCI Form for all purchases; if the total is \$25,000 or greater. Complete all applicable sections, sign and attach all supporting documentation (proposed contract, all quotes, analyses, etc). Provide full explanation, complete description and/or list all relevant reasons where space has been provided. The rationale must be clear and convincing, avoiding generalities. Incomplete forms or forms lacking sufficient detail cannot be approved and may be returned possibly delaying issuance of a purchase order Note: Departments are responsible for retention of all justification and supporting documentation needed to support a compliance audit for all Purchases, whether the purchases are internal and/or direct made via Contract, Requisition, Request for Payment, Supplier Invoice Request, SOLO, P-Card, Petty Cash, etc. SECTION A - Written Quotes, Proposals, and Competitive Bids - Purchases >= \$250,000 Competitive Bids - Purchases >= \$250,000 require multiple written formalized bids through a competitive proposal process and require a cost price analysis be performed in conjunction with the bid review process. (Same item quote by multiple suppliers): Attach bids/quotes/proposals to this form. Record below The use of a competitive bid and negotiated agreement on behalf of the University (i.e. University or Hospital contracted standard supplier) satisfies the bid requirements. Identify the Purchasing Staff member who assisted with obtaining and analyzing the quotes: *University or Hospital Contracted Standard Supplier Quoted Price

Supplier Price Justification and Conflict Information (SPJCI) Form

SPJCI Page 2

- Section B If did not get competitive bids, then fill out top section.
- If low bid not selected then check all boxes that apply in next section.



SP3C 10/2019 Page 2 df

SPJCI Page 3

- Section C check if got competitive bids, or pricing is NYS contract or University-wide contract or if is better pricing than doing inhouse.
- Section D verify there
 is no conflict of interest

Date	Rec	=	Vendor		Requested by	Pho	ne
SECTIO	ON C - Cost/F	rice Anal	ysis – Required	for All Purchases	>=\$25,000		
Select	all below that	support o	letermination th	at this purchase is f	air and reasonable)		
	Competitiv	e Bids (se	e page 1 for su	mmary of respons	es)		
1	2 written o	uotes att	sched (2CFR20)	0 requirement for	Grant (GR) Purchases)		
	Contract p	rices refle	cting savings th	nat are not availab	le to the general public (U	Iniversity-Wide,	GPO, GSA, I
	or E&I). Pie	ese speci	ry contract				
				ably than in-house	(University IT, ISD, Copy	Ctr, Facilities) o	rnational
	benchmari				(Include summary of ind	ependent estimat	es and
	Independen		etter Mitter		supporting documentation		
SECTIO	ON D - Confli	ct of Inte	rest				
Conflic	t of Interest In	formation	- per Universit	y Conflict of Interest	Policy.		
	No Conflic	t of Intere	st Exists (if checks	rd, continue to Section	(t)		
				Conflict of Interes		Title	
			ct of Interest:	ections A, B, and C	above, check all brackets	describing the	rocess
	The individ	lual was e	xcluded from a	II discussions and	decision-making		
	The individ	tual was in	nvolved (e.g. in	discussions) but o	id not participate in the	decision	
	The recom	mendatio	n or decision w	vas made by the in	dividuals' supervisor		
	The recom	mendatio	n or decision v	vas made by interr	nal individuals with appro	priate expertise	
_	An externa	expert n	ecommended t	he purchase			
_	Other man	arement	strateries and	reasons (describe	E		
		•	•				
					'S SENIOR VICE PRESI ROVE THE PURCHASE		INISTRAT
	APPROVED	_	_		OF SR VP OF ADMINISTE		ANCE
By:		_					

SPJCI Page 4

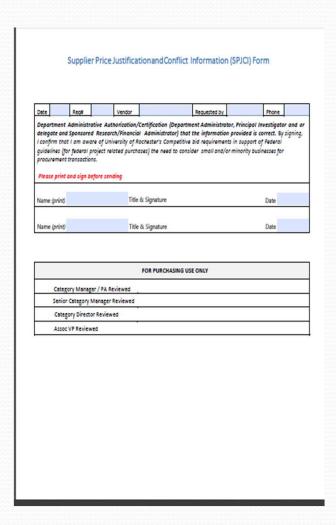
 For minority and small business. Fill out as applicable

Date Requested by Phone Reason Not Solicited Size Category Reason Not Selected ************* ************************* Other-Than-Small Rusiness Small Businesses (including ANC's and Select from List Select from List Indian Tribes) Small Disadvantaged Businesses Select from List Select from List (Including ANCs and Indian Tribes) Woman-Owned Small Businesses ▼ Select from List Select from List HubZone Small Businesses Select from List Select from List Veteran-Owned Small Businesses Select from List Select from List Service-Disabled Veteran-Owned Small Select from List Select from List Minority Owned Business ▼ Select from List Select from List Instructions for completing above table: ✓ Write the number of suppliers solicited from each category in the second column (even if zero). √ For all categories not solicited, explain why in the second column using key 1-6 below. For the categories solicited but not selected, put the reason in the fourth column using the key A-F below. . Government/Customer Directed Sources A. Company did not offer the lowest price 2. Follow-up work to previous P.O./contract (awarded to B. Company was found to be not qualified (explain same supplier) below) 3. Company-wide Purchasing Agreement exists for this C. Company was not the best offer for reasons other than product/service price (explain below) Sole Source (only approved supplier, proprietary item) D. Company did not respond to the solicitation 5. No known Small Businesses (checked Central E. Company stated it was not interested in the work Contractor Registration Dynamic Small Business Search F. Other - Explanation Required (explain below) www.ccr.gov & other sources) Category not solicited for another reason (explain below) SP3C 10/2019 Page 4 of 5

Supplier Price Justification and Conflict Information (SPJCI) Form

SPJCI page 5

- Requestor has to sign
- If any of the following apply, then appropriate Director has to sign as well:
 - 3 bids but lowest bid not selected.
 - Less than 3 bids



Additional Justification Form

Justification for Requisitions over \$25,000

Senior Leadership has established measures to ensure all purchases over \$25K contain favorable pricing. These requisitions will be reviewed prior to being submitted to request a purchase order. Please provide answers to the following questions.

Vendor:

Click or tap here to enter text.

Amount:

Click or tap here to enter text.

Work order number and description

Click or tap here to enter text.

Description of work to be done by the vendor, include location details (if for service):

Click or tap here to enter text.

Why work cannot be performed in-house:

Click or tap here to enter text.

If for material only, describe material being ordered and uses

Click or tap here to enter text.

Was this bid? If not why?

Click or tap here to enter text.

Does the purchase contain favorable terms and pricing? Explain

Additional Justification Form

<u>Is the service and/or material being purchased directly from the provider/manufacturer or from a distributor?</u>

Click or tap here to enter text.

If through a distributor, is it possible to purchase directly from the manufacturer? (Typically when purchasing direct, there can be a significant cost savings.)

Click or tap here to enter text.

Why is this work critical to be done now? What are the consequences of deferring this purchase?

Click or tap here to enter text.

Identify Funding source and category

Click or tap here to enter text.

What happens next?

- There are 3 types of purchase orders that Materials Management can issue:
 - An "I" PO
 - A Standing PO
 - A PO through Corporate Purchasing

Types of Purchase Orders

- I purchase order
 - PO# is 6 digits followed by –I
 - Can only be for material or for a repair being done offsite up to \$1,000. Cannot be for service.
 - PO# can be given right away.

Standing PO

- For vendors used frequently, we set up a SPO through Corporate Purchasing for a not to exceed amount and specific time period.
- For jobs under \$5,000 each. Can be for material or for service.
- PO can be issued right away, as long as we have not gone over our PO total. Is issued as a release number against the standing PO number.

Purchasing PO

- If we can't do a SPO or an "I" PO then we have to do a req to Corporate Purchasing through Procure to Pay (P2P) system.
- Depending on their workload and the vendor status this can take anywhere from a couple days to several weeks to get a PO issued.
- If you keep having to wait for this type of PO for a particular vendor, you need to let us know so we can set up a SPO with them.
- Some material vendors have a catalogue in P2P and we are required to go through P2P for these vendors – McMaster Carr, Grainger are examples. These PO's usually issued fairly quickly.

Preq/PO status

- Preq
 - Requested still needs to be approved by someone
 - Approved preq is approved and with Materials Management to process
 - Placed preq has been turned into a purchase order
- Purchase Order
 - Open PO has been sent to vendor and waiting for confirmation
 - Placed PO has been confirmed by vendor with pricing and delivery date
 - Complete PO has been received

WHAT HAPPENS IF?

- A job is quoted and preq/PO created but then additional work is added resulting in a higher price:
 - A new preq must be done for the new total amount. Current PO#/rel# should be referenced in the preq.
 - This ensures that the preq goes through the correct approval process.
 - If the original job was over \$25,000 or the new total results in the job going over this amount then a new justification form must be done as well.

WHAT HAPPENS IF?

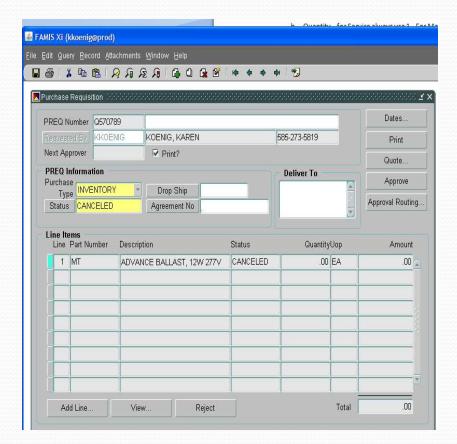
- Preq/PO was done for a not to exceed amount (NTE) and when the invoice comes in it is higher?
 - If the amount is less than \$500 higher you do not need to do anything. (I.E. PO for \$1,000, invoice for \$1,400).
 - If the amount is more than \$500 higher, then a new preq must be done for the new total amount. (I.E. PO for \$1,000, invoice for \$2,000) Please reference the current PO#/rel# in your preq.

WHAT HAPPENS IF?

- PO done for various parts but requestor orders another part that is not on PO without doing a preq.
 - Preq must be done for the new part before it can be picked up.
- You don't know how to do a preq can someone in Materials Management do it for you?
 - Sorry we are not allowed to do preqs for anyone else. It needs to go through the appropriate approval process.

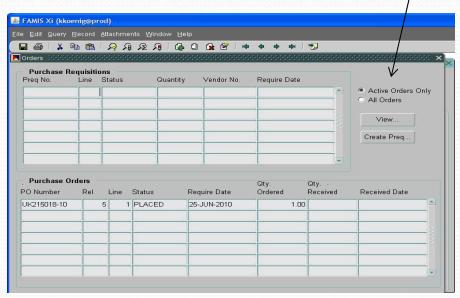
Rejected Preqs

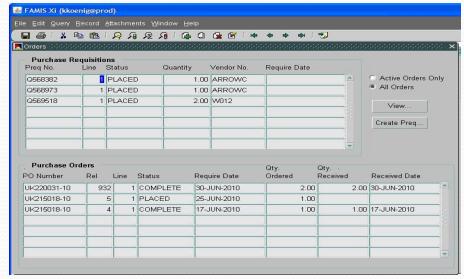
- If a Preq is rejected, it must either be corrected or cancelled:
 - To correct: Query the Preq# and click View Line. Make your changes to the description, price, etc. Preq will automatically go back to Materials Management or to Supervisor for approval.
 - To cancel: Change status on Preq form to Canceled If Famis won't let you cancel then let us know and we can.



Tracking Your Order

- Start at work order form to find status of Preq, delivery dates, or pricing. Continue as if creating new Preq until you get to Orders form.
- 2) There are two views: One shows Active Orders, and the other shows All Orders. Top portion lists Preq's, bottom portion list PO's.
- 3) In the Active Orders Only view, a Preq will only show if it has not been turned into a PO. A PO will only show if it has not been closed out yet.
- 4) To view a Preq, click on that line and click the View button.

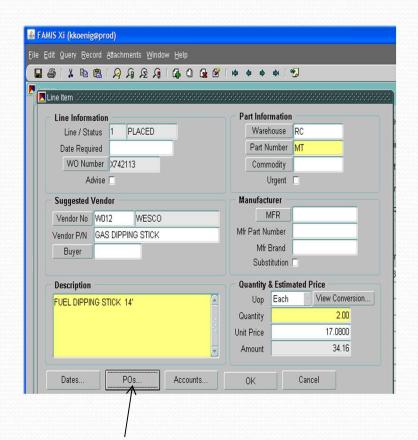


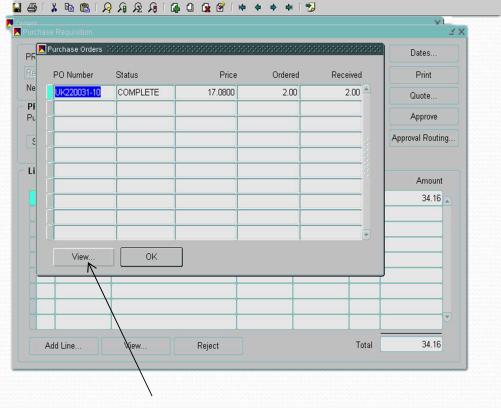


Tracking Your Order Continued

This takes you to Preq line form. Click PO button at bottom.

If Preq has been turned into a PO it is listed here. Click view button.

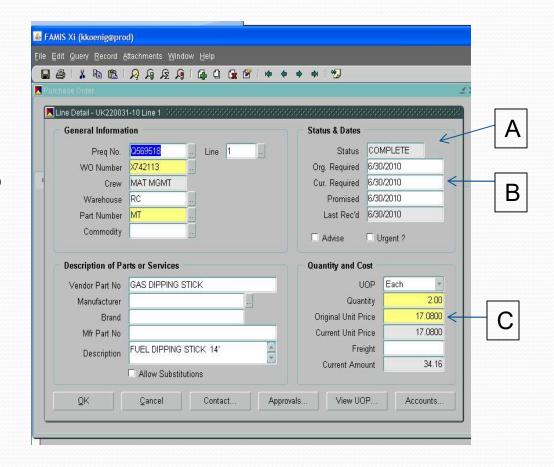




Tracking Your Order Continued

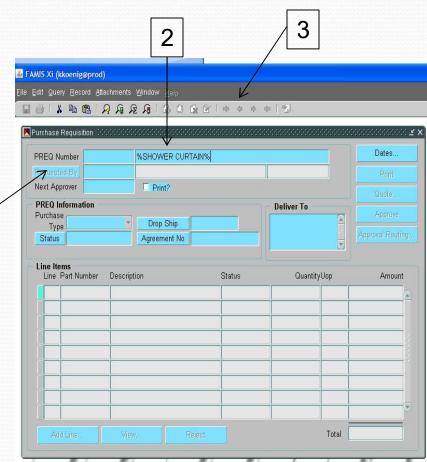
This takes you to PO Line form

- A) Status of the order
- B) Confirmed delivery date (use Cur Required)
- C) Confirmed price
- Click OK button and will go to PO page where you can see PO# and release# (if there is one)



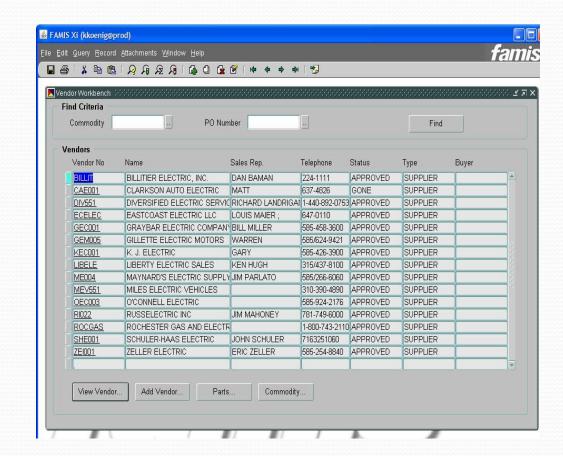
Finding Previous Order Information

- To research previous orders that you or someone else placed, open a blank Preq and enter query mode
 - Put name of person who placed Preq in Requested By box
 - 2. Put partial description in field with % sign before and after
 - Once query is executed, use arrow keys to scroll through all Preq's
 - This procedure also works on the PO form



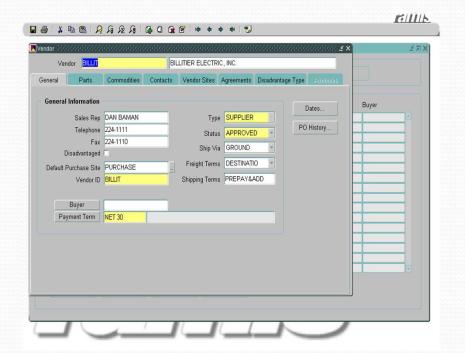
Vendor Workbench

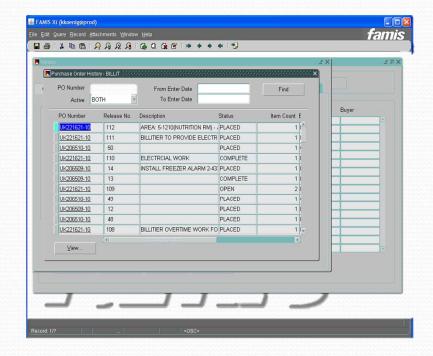
- To research a vendor: Start on the Vendor Workbench form, located in the Parts folder
- Query the vendor name, using % sign to see list of vendors.
- To see more information on a vendor, click View Vendor button to go to the Vendor form



Vendor Form

- Vendor Sites tab shows address
- To see list of PO's, click PO History button and then click Find button on form
- To see further information on a PO click the PO line and click View button to go to PO form





Invoice Approval

- Any job based on Time & Material rates will be reviewed by the Financial Transactions Administrator to verify correct rates are being charged versus vendor's quoted rates/markup.
- It is the Requestor's responsibility to ensure that the number of hours and/or days worked are accurate and the material charged is appropriate for the job done.

Vendor Invoice Communication

- Letter will be sent to all vendors annually
 - Vendors may not start work without a valid PO#.
 - Send all invoices to UF&S Materials Management, not Finance Accounts Payable.
 - Invoice must include all required backup documentation labor timesheets, material invoices, equipment rental invoices, mark-up, and subcontractor invoices, all as required.
 - Do not proceed with any work or ordering of materials (adjustments/increases to PO) without appropriate PO amendment.
 - Invoices must be sent in a timely manner.
 - Fuel surcharges are not allowed.
 - Partial invoices must be billed monthly.
 - The University reserves the right to audit each vendor.
 - Each vendor must adhere to University of Rochester Terms & Conditions.
 - The University maintains a Fraud hotline 275-1609. Anonymous reports may be made to Integrity Hotline at 756-8888.

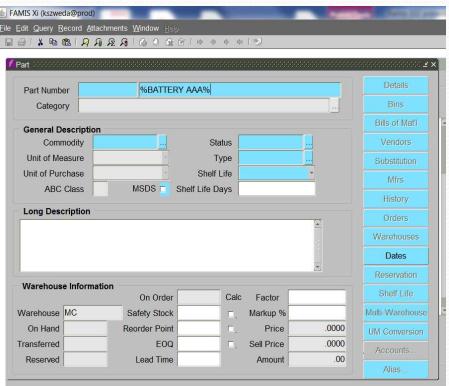
Monthly Report

- Will be sent to UF&S Management
- Report will show on a tab for MC, RC & CU: requestor, vendor, preq dollar amount and preq description
- It is responsibility of management to review report.
- Second tab for each site on report shows number of open work orders

	CREW	REQUESTOR	PREQ TOTAL	APPROVED By	PREQ NO	ENTER DATE	R	VENDO R	PREQ DESCRIPTION
	CTSBBM	MSYDOW	\$95.16	RHIBBARD	Q632534		Z580992	WESCO	BOLLARD ANCHOR BASE
	CTSBBM	MSYDOW	\$103.88	RHIBBARD	Q632694		Z472883	WESCO	MOP HANDLE AND HEADS
	CTSBBM	MSYDOW	\$75.95	RHIBBARD	Q633061		Z472883	WESCO	FLASHLIGHT
	CTSBBM	MSYDOW	\$207.40	RHIBBARD	Q633513		Z580992	WESCO	BOLLARD BASE
	CTSBBM	MSYDOW		RHIBBARD	Q633594	01/24/201 4		WESCO	AMERICAN PADLOCKS
		MSYDOW Total	\$575.31						
	CTSBBM To	otal	\$575.31						
	CTSBSP	DSCHERMER	\$354.88	DSCHERME R	Q633163	01/16/201 4		WESCO	TEE
				DSCHERME		01/17/201		POSTLE R &	R WING 6" WATER MAIN REPLACMENT
	CTSBSP	DSCHERMER	\$1,350.00	R	Q633222	4	Z552023	JAECKLE	(INVESTIGATE)
		DSCHERMER Total	\$1,704.88						
	CTSBSP	MCCAPITAL	\$1.750.00	TFLEMING	0633258	01/17/201		POSTLE R & JAECKLE	SRB1418A - L/M TO INSTALL FLAPPER ON DRAIN PIPE
		MCCAPITAL Total	\$1,750.00		~-))-)-	7	-))))+1	,	
	CTSBSP Tot		.,,,						
	CISBSP 10	tai	\$3,454.88					MATABBE	
	DATACT	DRADDY	. (0	CDA OLINI	06 6	01/13/201		WARRE N'S PAINT & DECORA	
	R	DBARRY		SPAOLINI	Q632916	4	Z596139	TING	DATA CENTER
		DBARRY Total	\$168.00						
	DATACT			DSCHERME		12/30/201			
	R	DSCHERMER	\$200.00	R	Q632373	3	Z511909	WESCO	PRO PRESS UNION PRO PRESS TO NPTE
		DSCHERMER Total	\$200.00						
	DATACT	IBACITTO		RPANIK	06	01/13/201		,	SDC - DE-ACTIVATE FIRE SUPPRESSION SYSTEM
		JPACITTO	\$500.00	Kranik	Q632914		Z596486	INC	1-27-14
	DATACT R	JPACITTO	\$622.20	RPANIK	Q633081	01/15/201 4			REPLACE BATHROOM FANS IN WOMANS ROOM (X2)
I	DATACT R	JPACITTO	\$250.00	RPANIK	Q633145	01/16/201 4	Z598054		DAVIS ULMER CALLED IN FOR FIRE PANEL RESET
	DATACT R	JPACITTO	\$6,465.00	WPOTEAT	Q633169	01/16/201 4		WESCO	PURCHASE ALBER BATTERY CELL RECORDER
	DATACT	JPACITTO	\$254.72	RPANIK	Q633287	01/20/201		WESCO	PURCHASE SPARE FUSES
	DATACT R	JPACITTO	\$2,500.00	STEUGEMA N	Q633474	01/22/201 4	Z601115	RUSSELE CTRIC INC	EMERGENCY REPAIR CALL IN TO RUSSELECTRIC

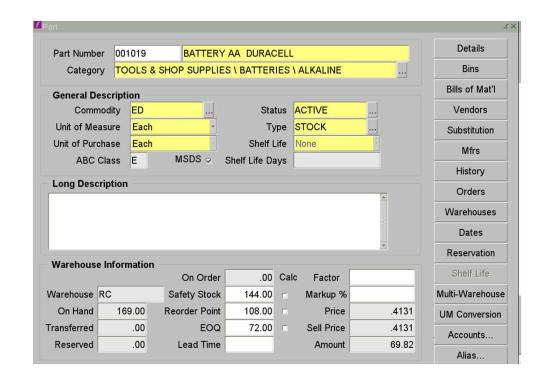
Stock Parts – what is stocked and where to find it

- Can search Parts screen in Famis or use on-line Parts Catalogue
- To use Famis, go to Parts and query description



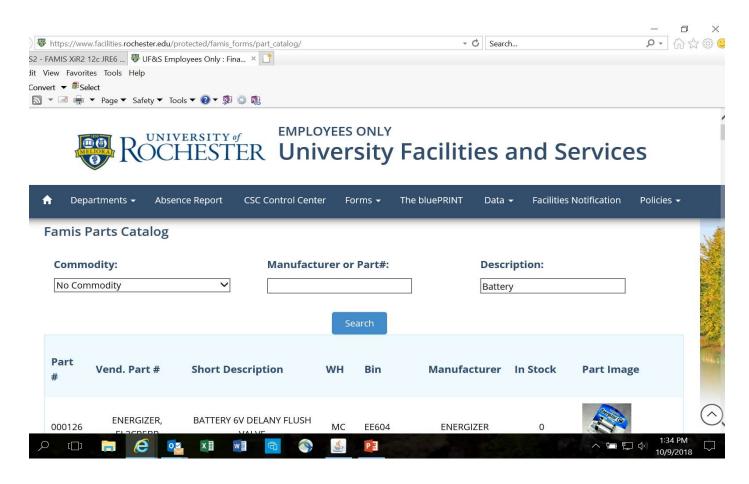
Parts Form

- On Hand shows how many in stock
- Reorder Point –
 when goes below
 this number it
 orders the quantity
 listed in EOQ
- Price amount you will be charged.



Parts Catalogue

http://www.facilities.rochester.edu/protected/famis_forms/part_catalog/



Stocking a new part

- Driven by the Requestors
- New Equipment that requires maintenance parts
- Equipment Upgrades
- New Buildings
- Something you find you are ordering frequently through the Spot Buy Process
- http://www.facilities.rochester.edu/support_ops/ document/StockPartUpdate_05.15.pdf

University of Rochester Facilities & Services Support Operations Materials Management

PARTS UPDATE FORM Date Submitted: CHANGE NEW DELETE RC Uof R Stock # Manufacturer Manufacturer Part # DESCRIPTION VENDOR **VENDOR CODE** PURCHASE PRICE QUOTE# UOM CONTACT **PHONE** How many would you like stocked? Maximum Minimum* * will reorder when the quantity goes below this point SIGNATURE REQUIRED: This part is required to be issued within 18 months. If the parts are not issued, or become obsolete, the requesting department must submit a work order number to write off existing stock. MECHANIC PRINT **SUPERVISOR** PRINT FOR MATERIALS MANAGEMENT USE: **BIN LOCATION CLASS CODE** SAFETY REORDER POINT MSDS REQUIRED

DATE

COMPLETED BY

Questions?