REVIEW OF STEPS TO PLACING AN ORDER

1. 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.
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

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Rush</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You had to call in a vendor for service or order the part without having a PO# first.</td>
<td>• You need the part or service ordered right away.</td>
</tr>
<tr>
<td>• Example – a flood at night.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Preq must be done the next business day.</td>
<td></td>
</tr>
</tbody>
</table>
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

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.
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.
- **Advisement checkbox does not work**
2) Part Information Field

- Warehouse fills in automatically
- Part numbers to use are:
  - **MT** or **Material** for parts
  - **SV** or **Service** for a vendor coming in to do service
  - **Repair** for items being sent out for repair or service (not on-site)
- **Capital** 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.
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
• **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.
• Section C – check if got competitive bids, or pricing is NYS contract or University-wide contract or if is better pricing than doing in-house.
• Section D – verify there is no conflict of interest
For minority and small business. Fill out as applicable.
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

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

1) 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
  1. Put name of person who placed Preq in Requested By box
  2. Put partial description in field with % sign before and after
  3. 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

<table>
<thead>
<tr>
<th>CREW</th>
<th>REQUESTOR</th>
<th>PREQ TOTAL</th>
<th>APPROVED BY</th>
<th>PREQ NO</th>
<th>ENTER DATE</th>
<th>WO NUMBER</th>
<th>VENDOR R</th>
<th>PREQ DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTSBMB</td>
<td>MSYDOW</td>
<td>$95,16</td>
<td>RHBIBARD</td>
<td>Q632534</td>
<td>01/03/201</td>
<td>Z580902</td>
<td>WESCO</td>
<td>BOLLARD ANCHOR BASE</td>
</tr>
<tr>
<td>CTSBMB</td>
<td>MSYDOW</td>
<td>$803,88</td>
<td>RHBIBARD</td>
<td>Q632694</td>
<td>01/08/201</td>
<td>Z472883</td>
<td>WESCO</td>
<td>MOP HANDLE AND HEADS</td>
</tr>
<tr>
<td>CTSBMB</td>
<td>MSYDOW</td>
<td>$75,99</td>
<td>RHBIBARD</td>
<td>Q633061</td>
<td>01/15/201</td>
<td>Z472883</td>
<td>WESCO</td>
<td>FLASHLIGHT</td>
</tr>
<tr>
<td>CTSBMB</td>
<td>MSYDOW</td>
<td>$207,10</td>
<td>RHBIBARD</td>
<td>Q633234</td>
<td>01/22/201</td>
<td>Z580902</td>
<td>WESCO</td>
<td>BOLLARD BASE</td>
</tr>
<tr>
<td>CTSBMB</td>
<td>MSYDOW</td>
<td>$92,79</td>
<td>RHBIBARD</td>
<td>Q633594</td>
<td>01/24/201</td>
<td>Z472883</td>
<td>WESCO</td>
<td>AMERICAN PADLOCKS</td>
</tr>
<tr>
<td>CTSBMB Total</td>
<td></td>
<td>$675,93</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTSBSP</td>
<td>DSCHERMER</td>
<td>$95,16</td>
<td>RSBIBARD</td>
<td>Q631631</td>
<td>01/03/201</td>
<td>Z534239</td>
<td>WESCO</td>
<td>TEE</td>
</tr>
<tr>
<td>CTSBSP</td>
<td>DSCHERMER</td>
<td>$1,350.00</td>
<td>RSBIBARD</td>
<td>Q633222</td>
<td>01/17/201</td>
<td>Z552033</td>
<td>WESCO</td>
<td>POSTLE R &amp; JAECKLE</td>
</tr>
<tr>
<td>DSCHERMER Total</td>
<td></td>
<td>$1,404.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R WING 6&quot; WATER MAIN REPLACEMENT (INVESTIGATE)</td>
</tr>
<tr>
<td>CTSBSP</td>
<td>MCCAPITAL</td>
<td>$1,750.00</td>
<td>FFLEMINING</td>
<td>Q633536</td>
<td>01/17/201</td>
<td>Z553547</td>
<td>WESCO</td>
<td>SRBIBARD - L/M TO INSTALL FLAPPER ON DRAIN</td>
</tr>
<tr>
<td>CTSBSP Total</td>
<td></td>
<td>$3,454.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>IBARRY</td>
<td>$168.00</td>
<td>SPAOLINI</td>
<td>Q632916</td>
<td>01/13/201</td>
<td>Z596939</td>
<td>WESCO</td>
<td>PRO PRESS UNION PRO PRESS TO NPTE</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$168.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>DSCHERMER</td>
<td>$200.00</td>
<td>RSBIBARD</td>
<td>Q633173</td>
<td>12/30/201</td>
<td>Z519090</td>
<td>WESCO</td>
<td>PRO PRESS UNION PRO PRESS TO NPTE</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>JPACITTO</td>
<td>$500.00</td>
<td>RPANIKN</td>
<td>Q633244</td>
<td>01/13/201</td>
<td>Z965486</td>
<td>DAVIS-ULMER SPRINKL ER CO., INC</td>
<td>DAVIS-ULMER SPRINKL ER CO., INC</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SDC - DE-ACTIVATE FIRE SUPPRESSION SYSTEM</td>
</tr>
<tr>
<td>DATACT</td>
<td>JPACITTO</td>
<td>$622.20</td>
<td>RPANIKN</td>
<td>Q630818</td>
<td>01/15/201</td>
<td>Z957630</td>
<td>WESCO</td>
<td>REPLACE BATHROOM FANS IN WOMANS ROOM (X2)</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$622.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>JPACITTO</td>
<td>$290.00</td>
<td>RPANIKN</td>
<td>Q633454</td>
<td>01/16/201</td>
<td>Z9598054</td>
<td>DAVIS-ULMER SPRINKL ER CO., INC</td>
<td>DAVIS-ULMER CALLED IN FOR FIRE PANEL RESET</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$290.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>JPACITTO</td>
<td>$6,405.00</td>
<td>WPOTEAT</td>
<td>Q633699</td>
<td>01/16/201</td>
<td>Z598212</td>
<td>WESCO</td>
<td>PURCHASE ALBER BATTERY CELL RECORDER</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$6,405.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>JPACITTO</td>
<td>$234.72</td>
<td>RPANIKN</td>
<td>Q633287</td>
<td>01/22/201</td>
<td>Z599270</td>
<td>WESCO</td>
<td>PURCHASE SPARE FUSES</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$234.72</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATACT</td>
<td>JPACITTO</td>
<td>$2,500.00</td>
<td>N</td>
<td>Q633474</td>
<td>01/22/201</td>
<td>Z60115</td>
<td>WESCO</td>
<td>EMERGENCY REPAIR CALL IN TO RUSELECTRIC</td>
</tr>
<tr>
<td>DATACT Total</td>
<td></td>
<td>$2,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

NEW   CHANGE   DELETE   CU   MC   RC

Uof R Stock #_________________

Manufacturer

Manufacturer Part #_________________

DESCRIPTION

VENDOR VENDOR CODE

PURCHASE PRICE QUOTE #

UOM

CONTACT PHONE

How many would you like stocked? Minimum* Maximum_____

* 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 EOQ ______

MSDS REQUIRED ___________________

COMPLETED BY ___________________ DATE _______________
Questions?