



# PURCHASING LEVEL 2

# 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 AVP to sign along with a reason why the policy was not followed.
- Exception is if it was an emergency.

# 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. Can also put next to preq#.

# 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
  - AVP - \$500,000
  - Even after preq has been approved in Famis by all parties, it still has to go through our approval process as a second check.

# 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) The information put next to the preq# does not transfer to the PO.

# GENERAL RULES REVIEW

- 6) Vendors do not have access to the work order# or preq#.
- 7) Only one part per line on the preq.
- 8) Emergency is when you had to call in the vendor without getting a PO# first. It should be the first word in the description field on each preq line and next to the preq#. Preq should be done within the next business day.
- 9) Rush is when you need the preq processed right away but it has not been ordered yet. It should be the first word in the description field on each preq line and next to the preq#.

# QUOTES & SPJCI

- Under \$1,000 – quote not required but recommended.
- Between \$1,000 and \$25,000 – quote required. If scope of work not known then use not to exceed (NTE) amount but be as accurate as possible.
- Over \$25,000– three quotes required. If scope of work not known then use not to exceed (NTE) amount but be as accurate as possible.
- Over \$25,000 – Supplier Price Justification and Conflict Information (SPJCI) form required as well. In addition the Additional Justification for Req's over \$25,000 must also be filled out and req's will be reviewed by University Finance office.



# 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  
Hill & Markes  
Otis Elevator  
Waste Management  
Wesco

Supplier Price Justification and Conflict Information (SPJCI) Form

Required for UR, URM and HH Sponsored and Non-Sponsored Fund Purchases

Date	Req#	Vendor	Requested by	Phone
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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.

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**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:

\_\_\_\_\_

	Total/Quoted Price	Quote Attached?		Small Business?	
1	\$	Y	N	Y	N
2	\$	Y	N	Y	N
3	\$	Y	N	Y	N

\*University or Hospital Contracted Standard Supplier?

Name	Quoted Price	Y	N
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# Supplier Price Justification & Conflict Information

## Section B

If only 1 bid was obtained then check the reason under the Non-Competitive section.

If there were multiple bids but the low bid was not selected then check all the boxes that apply.

If you obtained multiple bids and did select the lowest bidder then you don't have to fill out this page.

## Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Req#	Vendor	Requested by	Phone
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SECTION B – Non-Competitive/Low Bid Not Selected – Required for all Purchases >= \$25,000  
(Select one and explain)

Vendor Name:	Description of Product / Service:
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**Non-Competitive** (no other company with known capability, proprietary or patented product/service)

☐ The item or service is only available from a single source.

☐ A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation

☐ The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request or as identified in the project proposal

☐ After solicitation a number of sources, competition is determined inadequate

**Low Bid Not Selected:** (multiple quotes obtained but lowest bid was not selected for the following reasons: Technical requirements precision, tooling, reliability, etc., ability to maintain research continuity, past performance of alternative suppliers (poor performance, service, unavailability of parts, etc.). Identify other sources considered and basis for rejection (continue on back as necessary)

Please select the reason for recommending the above named supplier:

☐ The requested product is an integral part or accessory to existing equipment.

☐ The service requested is for existing equipment, which can only be completed by the original manufacturer, or a manufacturer's designated service provider.

☐ The requested product or service has a unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.

☐ The requested product or service is essential in maintaining research continuity in the following manners (check all that apply)

☐ Requested product is being used in continuing research experiments

☐ For comparability of research results, the same product is required

☐ This good/service has been identified an approved in this research grant contract

☐ The requested service requires a supplier that can demonstrate unique skills or experience

☐ Emergency – The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard, special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations

# Supplier Price Justification & Conflict Information

## Section C – Cost/Price Analysis

Check the boxes that apply.

## Section D – Conflict of Interest

If a conflict of interest exists the SAVP will need to sign the Justification form as well.

### Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Reg#	Vendor	Requested by	Phone
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SECTION C – Cost/Price Analysis – Required for All Purchases > = \$25,000  
(Select all below that support determination that this purchase is fair and reasonable)

☐ Competitive Bids (see page 1 for summary of responses)

☐ 2 written quotes attached (2CFR200 requirement for Grant (GR) Purchases)

☐ Contract prices reflecting savings that are not available to the general public (University-Wide, GPO, GSA, NYS or E&J). Please specify contract

☐ Quoted prices compare more favorably than in-house (University IT, ISD, Copy Ctr, Facilities) or national benchmarks (i.e. ECR)

☐ Independent Estimate \$249,999 ☐ (Include summary of independent estimates and supporting documentation of cost/price)

SECTION D – Conflict of Interest

**Conflict of Interest Information – per University Conflict of Interest Policy.**

☐ No Conflict of Interest Exists (If checked, continue to Section E)

Name of University affiliated individual with Conflict of Interest:  Title:

In addition to the information set forth in Sections A, B, and C above, check all brackets describing the process utilized to manage the Conflict of Interest:

☐ The individual was excluded from all discussions and decision-making

☐ The individual was involved (e.g. in discussions) but did not participate in the decision

☐ The recommendation or decision was made by the individuals' supervisor

☐ The recommendation or decision was made by internal individuals with appropriate expertise

☐ An external expert recommended the purchase

☐ Other management strategies and reasons (describe):

**IF A CONFLICT OF INTEREST EXISTS, THE UNIVERSITY'S SENIOR VICE PRESIDENT OF ADMINISTRATION AND FINANCE, OR HIS OR HER DESIGNEE, MUST APPROVE THE PURCHASE.**

☐ APPROVED ☐ DISAPPROVED ON BEHALF OF SR VP OF ADMINISTRATION AND FINANCE

By:

Title: Associate Vice President of Purchasing and Supply Chain Date:

# Supplier Price Justification & Conflict Information

## Section E – Minority and Small Business Information

This is only required to be filled out if you are using a Grant account (FAO will start with GR).

Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Reg#	Vendor	Requested by	Phone
Section E - Minority and Small Business Information - Required for all Federally Funded Purchases (FAO = GR) > = \$25,000				
Size Category	Number Solicited	Reason Not Solicited	Reason Not Selected	
Other-Than-Small Business		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Small Businesses (including ANCs and Indian Tribes)		Select from List	Select from List	
Small Disadvantaged Businesses (including ANCs and Indian Tribes)		Select from List	Select from List	
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 Businesses		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.

1. Government/Customer Directed Sources	A. Company did not offer the lowest price
2. Follow-up work to previous P.O./contract (awarded to same supplier)	B. Company was found to be not qualified (explain below)
3. Company-wide Purchasing Agreement exists for this product/service	C. Company was not the best offer for reasons other than price (explain below)
4. Sole Source (only approved supplier, proprietary item)	D. Company did not respond to the solicitation
5. No known Small Businesses (checked Central Contractor Registration Dynamic Small Business Search www.ccr.gov & other sources)	E. Company stated it was not interested in the work
6. Category not solicited for another reason (explain below)	F. Other - Explanation Required (explain below)

# Supplier Price Justification & Conflict Information

## Last Page

Signature of requestor required for all orders.

Director signature is required if any of the following applies:

- Three bids are obtained and the lowest bid is not selected.
- Less than three bids are obtained.

## Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Reg#	Vendor	Requested by	Phone
------	------	--------	--------------	-------

*Department Administrative Authorization/Certification (Department Administrator, Principal Investigator and or delegate and Sponsored Research/Financial Administrator) that the information provided is correct. By signing, I confirm that I am aware of University of Rochester's Competitive bid requirements in support of Federal guidelines (for federal project related purchases) the need to consider small and/or minority businesses for procurement transactions.*

*Please print and sign before sending*

Name (print)	Title & Signature	Date
Name (print)	Title & Signature	Date

FOR PURCHASING USE ONLY
Category Manager / PA Reviewed
Senior Category Manager Reviewed
Category Director Reviewed
Assoc VP Reviewed

# Purchasing Rush Form



UNIVERSITY of ROCHESTER

## Corporate Purchasing Special Handling Form

To: Corporate Purchasing  
44 Celebration Drive, Suite 2.200  
Rochester, NY 14627

Phone: 585---275---2002  
Fax: 585---273---1241  
Intramural Address: RC Box 278901

### Department Contact Information

Requestor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Intramural Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_  
Requisition Number: \_\_\_\_\_  
PO Number: \_\_\_\_\_  
Pages: \_\_\_\_\_  
Vendor: \_\_\_\_\_  
Commodity Team: \_\_\_\_\_  
(Purchasing Use Only)

Please complete all lines. Attach additional pages or information as necessary to clarify your request.

### Special Handling Request

You will be contacted by Corporate Purchasing if your request *cannot* be processed as is for a rush.

**Please make sure correct contact information has been provided in case there are questions.**

Please charge \$75 Rush Service Fee to FAO: CM    SC 5 5 4 0 0

(no Grants allowed)

Arrangements for completion of the rush transaction will not be made until an account number is designated.

**Reason for Rush:**

**Corporate Purchasing Use:**

Revised 3/2015

# Types of Purchase Orders

- Standing Purchase Orders
  - PO's set up through Purchasing for normally 1 year for frequently used vendors or vendors that may need to be brought in on an emergency basis.
  - Can be for material or for service for any amount, but even if we do have a SPO we may put higher \$ preq's on a separate PO.
  - Assuming you have submitted all required paperwork, we can give you the PO# right away.
  - Release # is issued against the SPO – is not valid without the release #.



# 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.
  - If we don't have a SPO with the vendor, this is the next type of PO that we look at.



# Types of Purchase Orders

- Purchasing/312 req PO
  - If we can't do a SPO or an "I" PO then we have to do a 312 req to Corporate Purchasing and request a PO from them.
  - Depending on their workload and the vendor status this can take anywhere from a couple days to several weeks.
  - Important: if a rush order then you must do the Purchasing Rush form.
  - 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.

# 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

# Supervisor/Manager/Director/ SAVP Responsibilities

- Review preqs that require approval in a timely manner. Materials Management does not see the preq until it is approved.
- Make sure all documentation is accurate & complete.
- If going to be out then transfer your approval. The person you are transferring approval to must have authority to approve a Preq and be at the same level or higher than you are.
- Automatically reverts back when time expires but the preq's that transferred over do not come back to you.

# Preq Approval

- Approval is done on Purchase Requisition Approval form found under Purchasing. **You cannot approve from the My Documents tab**
  - 1) Query the Preq#, if known
  - 2) You may also query by Next Approver and scroll through all Preqs to approve using the green arrows.
  - 3) If Preq looks okay, click Approve box next to each line
  - 4) Click Approve/Reject button
  - 5) If you have questions on an order, click View Line button to go to Preq line form

The screenshot shows the 'Purchase Requisition Approval' window in the FAMIS Xi system. The window has a menu bar (File, Edit, Query, Record, Attachments, Window, Help) and a toolbar. The main form is divided into sections:

- PREQ Information:** Contains fields for 'PREQ Number', 'Next Approver', 'Status', and 'Previously Approved Amt.'.
- Line Items:** A table with columns: 'Approve', 'Reject', 'Line', 'Description', 'Status', and 'Line Amount'. The first row has a green arrow pointing to the 'Approve' checkbox.
- Total:** A field labeled 'Total : '.
- Comments:** A text area for entering comments.
- Buttons:** 'Approve/Reject' and 'View Line' buttons at the bottom.

Numbered callouts point to specific elements:

- 1: Points to the 'PREQ Number' field.
- 2: Points to the 'Next Approver' field.
- 3: Points to the 'Approve' checkbox in the 'Line Items' table.
- 4: Points to the 'Approve/Reject' button.
- 5: Points to the 'View Line' button.

# Preq Approval – Work Order

- For questions on work order, note number from Preq form and query on work order form

- To view account number used, click Billing button on Work Order form to bring up Billing form

The screenshot shows the 'famis' Work Order form. The 'WO Number' field contains '078757' and the 'Parent WO' field is empty. The 'General Information' section includes fields for Type (ROUTINE), Priority (1), Method, Assigned To, Outage Class, Primary Laborer, and Location. The 'Current Status / Notes' section shows Status (OPEN), Start Date (03/01/2010), Due Date (03/20/2010), and a 'Print Ticket On Next Check Run' checkbox. The 'Tracking' section has fields for Tracking 1, Tracking 2, and Related WO. The 'Estimates' section has fields for Estimate, Task Time, and Date. The 'Account' section has fields for Account, Percent, Attribute1, and Attribute2. The 'Billing' button is visible in the top right corner.

The screenshot shows the 'Billing-3' form. The 'Billing Type' dropdown is set to 'ACTUALS'. The 'Accounting Hold' checkbox is unchecked, and the 'Reason' field is empty. The 'Account Details' section is a table with the following data:

Account	Percent	Attribute1	Attribute2
215031-2555	100.00		

The 'OK', 'Clear Account', 'Cancel', 'Tenants...', and 'Dates...' buttons are at the bottom.

# Preq Approval - Rejection

## To Reject A Preq:

- 1) Click Reject box next to each line
- 2) You can put a comment in the Comments field with reason you are rejecting the Preq
- 3) Click Approve/Reject button

The screenshot shows the 'Purchase Requisition Approval' window in the FAMIS Xi system. The window has a menu bar (File, Edit, Query, Record, Attachments, Window, Help) and a toolbar. The main area is divided into sections: 'PREQ Information' with fields for PREQ Number, Next Approver, Status, and Previously Approved Amt.; 'Line Items' with a table; and a 'Comments' field at the bottom. The table has columns for 'Approve', 'Reject', 'Line', 'Description', 'Status', and 'Line Amount'. The first row of the table has a red box around the 'Reject' checkbox, with a callout '1' pointing to it. The 'Comments' field is highlighted with a red box and a callout '2' pointing to it. The 'Approve/Reject' button at the bottom is highlighted with a red box and a callout '3' pointing to it.

Approve	Reject	Line	Description	Status	Line Amount
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Total :

Comments

Approve/Reject View Line

# 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

FAMIS Xi (kkoenig@prod)

File Edit Query Record Attachments Window Help

Purchase Requisition

PREQ Number: Q570789

Requested By: KKOENIG KOENIG, KAREN 585-273-5819

Next Approver:  ☒ Print?

PREQ Information

Purchase Type: INVENTORY Drop Ship:

Status: CANCELED Agreement No:

Deliver To:

Line Items

Line	Part Number	Description	Status	QuantityUop	Amount
1	MT	ADVANCE BALLAST, 12W 277V	CANCELED	.00 EA	.00

Add Line... View... Reject

Total: .00

# 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.

**FAMIS Xi (kkoenig@prod)**

File Edit Query Record Attachments Window Help

Orders

**Purchase Requisitions**

Preq No.	Line	Status	Quantity	Vendor No.	Require Date

☒ Active Orders Only  
☐ All Orders

View...  
Create Preq...

**Purchase Orders**

PO Number	Rel	Line	Status	Require Date	Qty. Ordered	Qty. Received	Received Date
UK215018-10	5	1	PLACED	25-JUN-2010	1.00		

**FAMIS Xi (kkoenig@prod)**

File Edit Query Record Attachments Window Help

Orders

**Purchase Requisitions**

Preq No.	Line	Status	Quantity	Vendor No.	Require Date
Q568382	1	PLACED	1.00	ARROWC	
Q568973	1	PLACED	1.00	ARROWC	
Q569518	1	PLACED	2.00	W012	

☐ Active Orders Only  
☒ All Orders

View...  
Create Preq...

**Purchase Orders**

PO Number	Rel	Line	Status	Require Date	Qty. Ordered	Qty. Received	Received Date
UK220031-10	932	1	COMPLETE	30-JUN-2010	2.00	2.00	30-JUN-2010
UK215018-10	5	1	PLACED	25-JUN-2010	1.00		
UK215018-10	4	1	COMPLETE	17-JUN-2010	1.00	1.00	17-JUN-2010



# 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.**

FAMIS Xi [kkoenig@prod]

File Edit Query Record Attachments Window Help

Line Item

**Line Information**

Line / Status 1 PLACED

Date Required

WO Number X742113

Advise ☐

**Part Information**

Warehouse RC

Part Number MT

Commodity

Urgent ☐

**Suggested Vendor**

Vendor No WD12 WESCO

Vendor P/N GAS DIPPING STICK

Buyer

**Manufacturer**

MFR

Mfr Part Number

Mfr Brand

Substitution ☐

**Description**

FUEL DIPPING STICK 14'

**Quantity & Estimated Price**

Uop Each View Conversion...

Quantity 2.00

Unit Price 17.0800

Amount 34.16

Dates... POs... Accounts... OK Cancel

[illegible]

# 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)

The screenshot shows the 'Line Detail - UK220031-10 Line 1' form in the FAMIS Xi application. The form is divided into several sections: 'General Information', 'Status & Dates', 'Description of Parts or Services', and 'Quantity and Cost'. Callouts A, B, and C point to specific fields: A points to the 'Status' field (COMPLETE), B points to the 'Cur. Required' date field (6/30/2010), and C points to the 'Original Unit Price' field (17.0800). The 'OK' button is at the bottom left.

General Information	
Req No.	0569518
Line	1
WO Number	X742113
Crew	MAT MGMT
Warehouse	RC
Part Number	MT
Commodity	

Status & Dates	
Status	COMPLETE
Org. Required	6/30/2010
Cur. Required	6/30/2010
Promised	6/30/2010
Last Rec'd	6/30/2010
<input type="checkbox"/> Advise <input type="checkbox"/> Urgent ?	

Description of Parts or Services	
Vendor Part No	GAS DIPPING STICK
Manufacturer	
Brand	
Mfr Part No	
Description	FUEL DIPPING STICK 14'
<input type="checkbox"/> Allow Substitutions	

Quantity and Cost	
UOP	Each
Quantity	2.00
Original Unit Price	17.0800
Current Unit Price	17.0800
Freight	
Current Amount	34.16

Buttons: OK, Cancel, Contact..., Approvals..., View UOP..., Accounts...

# 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

The screenshot displays the FAMIS Xi software interface. At the top, a blue menu bar contains the text 'FAMIS Xi (kkoenig@prod)' and a standard menu list: File, Edit, Query, Record, Attachments, Window, Help. Below the menu bar is a toolbar with various icons. The main window is titled 'Purchase Requisition' and contains several input fields and buttons. Callout 1 points to the 'Requested By' field, callout 2 points to the 'PREQ Number' field, and callout 3 points to the menu bar. The 'Purchase Information' section includes fields for 'Purchase Type', 'Drop Ship', 'Status', and 'Agreement No'. A 'Deliver To' section is also present. At the bottom, there is a table for 'Line Items' with columns for Line, Part Number, Description, Status, QuantityUop, and Amount. Below the table are buttons for 'Add Line...', 'View...', and 'Reject', along with a 'Total' field.

# 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

The screenshot shows the FAMIS Xi (kkoenig@prod) application window. The title bar includes the text 'FAMIS Xi (kkoenig@prod)' and the 'famis' logo. The menu bar contains 'File', 'Edit', 'Query', 'Record', 'Attachments', 'Window', and 'Help'. The toolbar includes icons for file operations and navigation. The main window is titled 'Vendor Workbench' and contains a 'Find Criteria' section with input fields for 'Commodity' and 'PO Number', and a 'Find' button. Below this is a table of vendors with columns: Vendor No, Name, Sales Rep., Telephone, Status, Type, and Buyer. The table lists 18 vendors, with 'BILLUT' selected. At the bottom of the window are buttons for 'View Vendor...', 'Add Vendor...', 'Parts...', and 'Commodity...'.

Vendor No	Name	Sales Rep.	Telephone	Status	Type	Buyer
<u>BILLUT</u>	BILLUTIER ELECTRIC, INC.	DAN BAMAN	224-1111	APPROVED	SUPPLIER	
CAE001	CLARKSON AUTO ELECTRIC	MATT	637-4826	GONE	SUPPLIER	
DIV551	DIVERSIFIED ELECTRIC SERVIC	RICHARD LANDRIGAI	1-440-892-0753	APPROVED	SUPPLIER	
ECELEC	EASTCOAST ELECTRIC LLC	LOUIS MAIER ;	647-0110	APPROVED	SUPPLIER	
GEC001	GRAYBAR ELECTRIC COMPANY	BILL MILLER	585-458-3600	APPROVED	SUPPLIER	
GEM005	GILLETTE ELECTRIC MOTORS	WARREN	585/624-9421	APPROVED	SUPPLIER	
KEC001	K. J. ELECTRIC	GARY	585-426-3900	APPROVED	SUPPLIER	
LIBELE	LIBERTY ELECTRIC SALES	KEN HUGH	315/437-8100	APPROVED	SUPPLIER	
ME004	MAYNARD'S ELECTRIC SUPPLY	JIM PARLATO	585/266-6060	APPROVED	SUPPLIER	
MEV551	MILES ELECTRIC VEHICLES		310-390-4890	APPROVED	SUPPLIER	
OEC003	O'CONNELL ELECTRIC		585-924-2176	APPROVED	SUPPLIER	
RI022	RUSSELECTRIC INC	JIM MAHONEY	781-749-6000	APPROVED	SUPPLIER	
ROCGAS	ROCHESTER GAS AND ELECTR		1-800-743-2110	APPROVED	SUPPLIER	
SHE001	SCHULER-HAAS ELECTRIC	JOHN SCHULER	7163251060	APPROVED	SUPPLIER	
ZE001	ZELLER ELECTRIC	ERIC ZELLER	585-254-8840	APPROVED	SUPPLIER	

# 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

Vendor: **BILLIT** BILLITIER ELECTRIC, INC.

General Parts Commodities Contacts **Vendor Sites** Agreements Disadvantage Type Attributes

**General Information**

Sales Rep: DAN BAMAN Type: **SUPPLIER** Dates...

Telephone: 224-1111 Status: **APPROVED** PO History...

Fax: 224-1110 Ship Via: **GROUND**

Disadvantaged: ☐ Freight Terms: **DESTINATIO**

Default Purchase Site: **PURCHASE** Shipping Terms: **PREPAY&ADD**

Vendor ID: **BILLIT**

Buyer:

Payment Term: **NET 30**

FAMIS XI (kmoengetprod)

File Edit Query Record Attachments Window Help

**Purchase Order History - BILLIT**

PO Number:  From Enter Date:  Find

Active: **BOTH** To Enter Date:

PO Number	Release No.	Description	Status	Item Count
<b>UK221621-10</b>	112	AREA: 5-1210(NUTRITION RM) -	PLACED	1
UK221621-10	111	BILLITIER TO PROVIDE ELECTR	PLACED	1
UK208510-10	50		PLACED	1
UK221621-10	110	ELECTRICAL WORK	COMPLETE	1
UK208509-10	14	INSTALL FREEZER ALARM 2-43	PLACED	1
UK208509-10	13		COMPLETE	1
UK221621-10	109		OPEN	2
UK208510-10	49		PLACED	1
UK208509-10	12		PLACED	1
UK208510-10	48		PLACED	1
UK221621-10	108	BILLITIER OVERTIME WORK FO	PLACED	1

View...

Record: 1/9

# 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.



# 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	WO NUMBE R	VENDO R	PREQ DESCRIPTION
CTSBBM	MSYDOW	\$95.16	RHIBBARD	Q632534	01/03/2014	Z580992	WESCO	BOLLARD ANCHOR BASE
CTSBBM	MSYDOW	\$103.88	RHIBBARD	Q632694	01/08/2014	Z472883	WESCO	MOP HANDLE AND HEADS
CTSBBM	MSYDOW	\$75.95	RHIBBARD	Q633061	01/15/2014	Z472883	WESCO	FLASHLIGHT
CTSBBM	MSYDOW	\$207.40	RHIBBARD	Q633513	01/23/2014	Z580992	WESCO	BOLLARD BASE
CTSBBM	MSYDOW	\$92.92	RHIBBARD	Q633594	01/24/2014	Z472883	WESCO	AMERICAN PADLOCKS
	MSYDOW Total	\$575.31						
	CTSBBM Total	\$575.31						
CTSBSBP	DSCHERMER	\$354.88	DSCHERME R	Q633163	01/16/2014	Z534229	WESCO	TEE
CTSBSBP	DSCHERMER	\$1,350.00	DSCHERME R	Q633222	01/17/2014	Z552023	POSTLE R & JAECKLE	R WING 6" WATER MAIN REPLACMENT (INVESTIGATE)
	DSCHERMER Total	\$1,704.88						
CTSBSBP	MCCAPITAL	\$1,750.00	TFLEMING	Q633258	01/17/2014	Z553547	POSTLE R & JAECKLE	SRB1418A - L/M TO INSTALL FLAPPER ON DRAIN PIPE
	MCCAPITAL Total	\$1,750.00						
	CTSBSBP Total	\$3,454.88						
DATACT R	DBARRY	\$168.00	SPAOLINI	Q632916	01/13/2014	Z596139	WARRE N'S PAINT & DECORA TING	DATA CENTER
	DBARRY Total	\$168.00						
DATACT R	DSCHERMER	\$200.00	DSCHERME R	Q632373	12/30/2013	Z511909	WESCO	PRO PRESS UNION PRO PRESS TO NPTE
	DSCHERMER Total	\$200.00						
DATACT R	JPACITTO	\$500.00	RPANIK	Q632914	01/13/2014	Z596486	DAVIS-ULMER SPRINKL ER CO., INC	SDC - DE-ACTIVATE FIRE SUPPRESSION SYSTEM 1-27-14
DATACT R	JPACITTO	\$622.20	RPANIK	Q633081	01/15/2014	Z597630	WESCO	REPLACE BATHROOM FANS IN WOMANS ROOM (X2)
DATACT R	JPACITTO	\$250.00	RPANIK	Q633145	01/16/2014	Z598054	DAVIS-ULMER SPRINKL ER CO., INC	DAVIS ULMER CALLED IN FOR FIRE PANEL RESET
DATACT R	JPACITTO	\$6,465.00	WPOTEAT	Q633169	01/16/2014	Z598212	WESCO	PURCHASE ALBER BATTERY CELL RECORDER
DATACT R	JPACITTO	\$254.72	RPANIK	Q633287	01/20/2014	Z599270	WESCO	PURCHASE SPARE FUSES
DATACT R	JPACITTO	\$2,500.00	STEUGEMA N	Q633474	01/22/2014	Z60115	RUSSELE CTRIC INC	EMERGENCY REPAIR CALL IN TO RUSSELECTRIC