A

Create a Requisition

Standard Goods and Services Checklist

I. When selecting a vendor, consider the University's preferred vendors:
   A. University of Minnesota's Internal Service Organizations and Auxiliaries
   B. U-Wide contracts at http://uwidecontracts.umn.edu
   C. Targeted vendors and small businesses owned by women, minorities, and persons with disabilities at http://purchasing.umn.edu

II. According to the type of vendor and dollar amount, complete any required forms or processes in accordance to University Financial policy: Purchasing Goods and Services.
   A. If using a U-Wide contract vendor:
      1. Requisition may total up to $249,999 without going through the formal bidding process.
      2. If requisition totals $250,000 or greater, the Board of Regents (and Sponsored Projects Administration [SPA] if sponsored) must approve. This is an offline process. Contact Purchasing Services for assistance.
   B. If using a non U-Wide Contract vendor:
      1. Requisitions totaling $10,000-$49,999 must complete the Price Comparison form found at: http://purchasing.umn.edu . Click <Forms>.
      2. Requisitions totaling $50,000 or greater must go through the formal bidding process. If only one vendor can provide the good or service, the Exception to Regents Purchasing Policy form must be completed and attached in the requisition. Purchasing Services will review for approval.
   C. If capital asset purchase is $100,000 or greater, the Lease vs. Buy form must be completed, attached in the requisition, and approved by Purchasing Services. The form is located at: http://purchasing.umn.edu. Click <Forms>.

III. After the vendor is selected, verify that the vendor's data is correct and current.
   A. **Vendors >Vendor Information>Add>Update Vendor**
      1. Enter the vendor's name in *Name 1*. Click <Search>.
         Note: If the vendor cannot be found, the vendor must be set up. Refer to the "Requesting a Vendor" section in the Create Requisitions reference book.
   B. Click the **Identifying Information** tab to verify the following:
      1. *Status* must be "Approved"
      2. "Open for Ordering" checkbox must be checked.
   C. Click the **Location** tab.
      1. Click the blue <Procurement> link.
      2. Verify the vendor's address and location are correct.
         a. If the address and/or location are incorrect or not shown, refer to the "Requesting Changes to a Vendor" section of the *Create Requisitions* reference book.

Standard Goods and Services Checklist *(continued)*

   b. If the vendor has multiple addresses, ensure the default *Location* is where the PO is to be sent. If it is not, note the correct number/title of the location, as it can be changed/selected in the requisition's **Line Details** sub-page on <Review and Submit>.

IV. Create a Requisition: **eProcurement > Create Requisition**.
  A. Add Items and Services: Determine the process
    1. Using the **Favorites** tab (optional):
      a. *Do not* use on any items from the web/punch out sites.
      b. Specific items that are frequently ordered can be saved.
      c. Select the item to be ordered from the saved favorites list.
         Warning: always verify the price, as the system will not automatically update price changes.
      d. Click <Add items>.
      e. Click <Review and Submit>. Refer to the "E. Review and Submit" section of this checklist.
    2. Using the **Template** tab (optional):
      a. *Do not* use on any of the web/punch out sites.
      b. A group of items that are frequently ordered.
      c. Select the template to be ordered from the saved list.
         Warning: always verify the price, as the system will not automatically updated price changes.
      d. Click <Add items>.
      e. Click <Review and Submit>. Refer to the "E. Review and Submit" section of this checklist.
  B. Using the **Web** (Punch-Out) tab:
    1. Click on one of the vendors: Dell, Apple, and U-Stores.
    2. Search for specific item(s) on the vendor's website.
    3. Click <Add to Cart> for each item.
    4. Click <Submit Cart> when finished adding all items.
    5. Click <Return to eProcurement>.
    6. Click <Review and Submit>. Refer to the "E. Review and Submit" section of this checklist.
  C. Using the **Special Request** tab:
    1. Enter the following required fields:
      a. *Item Description:* (i.e., Robe, Sanctus style, maroon)
      b. *Price* (per item)
      c. *Quantity* (number of items to be ordered)
      d. *Unit of Measurement* (i.e., "ea." or "ton")

Standard Goods and Services Checklist *(continued)*

e. *Category* (ensure the proper category is selected as it drives reporting and the account ChartField value. Also, if a capital asset, will assign the asset profile.)
f. *Vendor ID* (**Note:** If bidding is required, leave blank,)
g. *Contract ID* (required for reporting purposes if ordering from an established U-Wide Contract. Click <Look-up> to select the contract ID).
h. Optional fields (use if applicable): *Due Date, Vendor Item ID, Mfg ID, Mfg Item ID.*
i. *Additional Information Section*: enter any freight terms or estimated amounts, negotiated discounts with vendor, receiving, or warranty related information specific to this item/line.
j. Determine who sees the information by clicking on the appropriate checkbox(es): *vendor, receiver, and/or voucher preparer.*
k. Click <Add Items>.
l. If more items are needed, repeat steps.
m. If no more items are needed, click <Review and Submit>.

D. Using the **Blanket Order** tab.

1. Enter the following required fields:
   a. *Item Description*: (i.e., hay, alfalfa)
   b. *Price* (total amount of the line)
   c. *Quantity* (always 1)
   d. *Unit of Measurement* (always "lot")
   e. *Category* (ensure the proper category is selected as it drives reporting and the account ChartField value. Capital assets may not be purchased on a blanket order).
   f. *Vendor ID* (if bidding is required, leave blank)
   g. *Start* and *End Dates*
   h. Optional fields (use if applicable): *Due Date, Vendor Item ID, Quote Number and Date.*
   i. *Additional Information Section*: enter frequency of shipments, freight terms or estimates, negotiated discounts, or receiving information specific to this item/line.
   j. Determine who sees the information by clicking on the appropriate checkbox(es): *vendor, receiver, and/or voucher preparer.*
   k. Click <Add Items>.
   l. If more items are needed, repeat steps.
   m. If no more items are needed, click <Review and Submit>.

E. **Review and Submit** (for all Requisition tabs).

1. Verify and/or complete the following information:

Standard Goods and Services Checklist *(continued)*

a. *Requisition Name* (titles the requisition)
b. Verify each line is correct.
    - If edits are needed, click the blue link of the incorrect line.
c. Click the <Line Item Details> icon.
    (1) Verify the vendor's correct location appears in *Vendor Location*, as this is where the PO will be sent.
    (2) If the location is not correct, click <Look-up> to select the correct *Location*. **Note:** Must be the order or order/remit location.
c. Click the the <Comments> icon.
    (1) If information was added in the *Additional Information Section*, it will reappear here.
    (2) Add attachments if applicable. For example:
        - Price Comparison form: non-U-Wide Contracts $10,000-$49,999
        - Exception to Regents Purchasing Policy form: if $50,000 or greater and sole vendor
        - Lease vs. Buy form: capital assets $100,000 or greater

V. Verify ChartField values and *Ship To* address
  A. To view/edit an individual line:
    1. Click <Expand Row>.
    2. Verify *Ship To* address.
        - If incorrect, click <Look-up> to select the proper address.
    3. Verify *Distribute By* information.
        a. Defaults to "Qty" to distribute by quantity.
        b. Select "Amt " to change distribution to amount. This is mandatory for all blanket orders.
    4. Verify ChartField information and modify if needed.
  B. To change ChartFields for multiple lines:
    1. Select each of the lines by clicking on its checkbox. If all lines are to be changed, click <Select All>.
    2. Click <Modify Line / Shipping / Accounting>
    3. Select *Ship To* location. Click <Look-up> to select the appropriate location.
    4. Enter the appropriate ChartField information for all lines selected.
    5. Click <Apply>.
    6. Select <Replace Existing Lines>.

VI. In accordance to the Transaction Justification/Documentation Standards policy, provide justification in *Justification/Comments*.

VII. After all data has been entered and verified, click <Save and Submit>.
Note: To initiate the formal bidding process, click <Save and Preview Approvals>.

A

Create a Requisition

Contract for Professional Services Checklist

I. Verify which type of CPS requisition will be created.

   A. **Voucher Contract for Professional Services (VCPS):** For all professional services under $3,000.

   B. **Quick Contract for Professional Services (QCPS):** For professional services between $3,000 and $24,999.

   C. **Contract for Professional Services (CPS):** For professional services $25,000 or greater.

   D. **Performance Contract for Professional Services (PCPS):** For entertainers/performers $3,000 or greater.

II. Determine which supporting documentation must be attached in the requisition.

   A. Professional Services Information Sheet

      1. Required on ALL types of professional services requisitions.
      2. Location: http://purchasing.umn.edu. Click <Forms>, <CPS>, <Professional Services Information Sheet>.

   B. Statement of Work

      1. Required on ALL types of professional services requisitions.
      2. Negotiated between University and vendor.
      3. Communicates scope of the work and sets clear expectations.

   C. Data Collection Sheet

      1. Required on ALL sponsored professional services requisitions. Optional for nonsponsored.
      2. Location: http://purchasing.umn.edu. Click <Forms>, <CPS>, <Data Collection Sheet>.

   D. Performance Agreement

      1. Required on all PCPS requisitions.
      2. Location: http://purchasing.umn.edu. Click <Forms>, <CPS>, <Performance Agreement>.

   E. Exception to Regents Purchasing Policy

      1. Required if CPS is $50,000 or greater and only one vendor can provide the service.
      2. Location: http://purchasing.umn.edu. Click <Forms>, <Exception to Regents Purchasing Policy>.
      3. Must be completed and submitted to Purchasing Services. Attach the form in the requisition "comments" section.

Contract for Professional Services Checklist *(continued)*

III. Verify the vendor's data is correct and current.

A. **Home>Vendors>Vendor Information>Add>Update Vendor**

1. Enter the vendor's name in *Name 1*. Click <Search>.
2. Note: if the vendor cannot be found, the vendor must be set up. Refer to the Requesting a Vendor section in the Create Requisitions reference book.
3. Click the **Identifying Information** tab to verify the following:
   a. *Status* must be "Approved."
   b. "Open for Ordering" checkbox must be checked.
   c. *Type of Business:* Select "Expand All" checkbox and "Additional Reporting Elements" arrow. Used to reveal whether the vendor is an individual or sole proprietor.
4. Click the **Location** tab.
   a. Click the blue <Procurement> link.
   b. Verify the vendor's address and location are correct.
   c. If the address and location are incorrect or not shown, refer to the "Requesting Changes to a Vendor" section of the Create Requisitions reference book. ***Note:*** if vendor has multiple addresses, ensure the default *Location* is where the contract is to be sent. If it is not, note the correct number/title of the location, as it can be changed/selected in the requisition's **Line Details** sub-page on the requisition's <Review and Submit>.

IV. Create the Requisition.

A. **Home>eProcurement>Create Requisition.** Click the **CPS** tab**.**

B. For all professional services requisitions, enter the following required fields:

1. *Description:* (i.e. Communications consultant for staff retreat)
2. *Price*
3. *Quantity*
4. *Unit of Measurement:* (i.e. "Lot" or "Day")
5. *Category:* Ensure the proper category is selected as it drives reporting, the account ChartField value, and in some cases, the type of contract to be created.
6. *Vendor ID:* If bidding is required, leave blank.
7. *Start and End Dates* (as negotiated with the vendor): If multiple lines, all lines must have the same start and end date.
8. Optional Fields (use only if applicable): Quote Number and Date.

Contract for Professional Services Checklist *(continued)*

9. *Additional Information/Justification section:* All CPS-related requisitions require this information, as attachments must be added later by clicking <Comments>.
   - Determine who sees the information by clicking on the appropriate checkbox(es): vendor, receiver, and/or voucher preparer.
10. Click <Add Professional Services>.
   If more services are needed, enter the required field information for that line repeating the steps listed above. **Note:** A warning message will always appear to remind users that attachments are required according to purchasing policy. Click <OK>. A second message will appear regarding the start date. Click <OK>. If no more services are needed, click <Review and Submit>.

V. Verify and/or complete the following information on **Review and Submit** (for all Requisition types):

A. *Requisition name* (titles the requisition).

B. If a VCPS, the vendor's *Invoice Number Invoice Date* are required.

C. If a QCPS, CPS, or PCPS, *Contract Administrator* information is required.

D. Verify each line is correct.
Note: If edits are needed, click the blue link below the Item Description *to return to **Add Items and Services.***

E. Click the <Line Item Details> icon.

1. Verify the vendor's correct location appears in *Vendor Location*, as this is where the contract will be sent.
2. If the location is not correct, click <Look-up> to select the correct location. **Note:** Must be the order or order/remit location.
3. Click <Comments>.
4. If information was added in *Additional Information*, it will reappear here.
5. Add attachments. For example:
6. Professional Services Information Sheet (for all types)
7. Statement of Work (for all types)
8. Data Collection Sheet (for sponsored, all types)
9. Performance Agreement (for all PCPS)
10. Exception to Regents Purchasing Policy: if $50,000 or greater and sole vendor.

VI. Verify ChartField values and *Ship To* Address.

A. To view/edit an individual line:

Contract for Professional Services Checklist *(continued)*

1. Click <Expand Row>.
2. Verify *Ship To* address.
3. If incorrect, click <Magnifying glass> to select the proper address.
4. Verify *Distribute By* information.
5. Verify ChartField information and modify if needed.

B. To change ChartFields for multiple lines:

1. Select each of the lines by clicking on its checkbox. If all lines are to be changed, click <Select All>.
2. Click <Modify Line / Shipping / Accounting>.
3. Select *Ship To* location. Click <Look-up> to select the appropriate location.
4. Enter the appropriate ChartField information for all lines selected.
5. Click <Apply>.
6. Select <Replace Existing Lines>.
7. In accordance to the Justification Standards Policy, provide the justification in *Justification/Comments.*
8. After all data has been entered and verified, click <Save and Submit>.
   Note: To initiate the formal bidding process, click <Save and Preview Approvals>.

VII. Determine when the work can begin.

A. Voucher Contract for Professional Services (VCPS)

- Approvals are not required in the financial system prior to the start of the work, as the requisition is typically created after the service has been rendered and the invoice received. *Reminder: VCPS is NOT a legally binding contract. Rather, it creates a voucher for payment.*

B. Quick Contract for Professional Services (QCPS)

- Work can begin after all University approvals and dispatches have been made and the contract is dispatched to vendor. The vendor is not required to sign the contract.

C. Contract for Professionals Services (CPS)

- University approvals must be made and vendor must sign the contract before work can begin.

D. Performance Contract for Professional Services (PCPS)

- University approvals must be made and vendor must sign the contract before work can begin. *Note: this contract has specialized terms for entertainers, speakers, etc.*