

OVC Standard Operating Procedure

High Value Purchase Requisition



Document version: V0.1

Date: 09/12/2016

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Summary

Topic List	The following contents are contained in this procedure: Revision History Reviewer and Approver Block Frequency Scope Scope Exclusions OVC Policy Reference Required Applications and Systems High Level Process Overview High Level Process Map Roles and Responsibilities High Value Purchase Requisition Process
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Revision History

Version Number	Change Summary	Prepared or Updated By	Effective Date
1.0	Initial Draft	Marie Ducasse	March 18 th , 2016
1.1	Draft Review	Jimmy Weng	May 3 rd , 2016
1.2	Re-write based on draft review	Jimmy Weng	May 6 th , 2016
1.3	Processing High Value Purchase Requisition validation	Jimmy Weng	May 10 th , 2016

Reviewer and Approver Block

Document Contact:

- Judy Tack, Chief Financial Officer

I confirm that appropriate subject matter experts from the Operations team were part of the review and testing of this document.

Document Approver:

- Carol Ann Higgins, Chief Administrative Officer
- Judy Tack, Chief Financial Officer

Financial Clerks responsible for this process should test the validity of this document on an annual basis to ensure this document remains current. In the event of High Value Purchase Requisition processing operations need to amend this process for whatever reason, an appropriate subject matter expert(s) will be empowered to make suitable changes.

Operations:

I confirm that appropriate subject matter experts from the Financial Clerks team were part of the review of this document.

Document reviewer:

- Judy Tack, Chief Financial Officer

Process Subject Matter Expert/Team Leader:

- Sally Maclachlan, Operations Manager
- Bryan Potter, Operations Manager
- Frances Graziotto, Financial Clerk
- Karla de Uslar, Financial Clerk
- Lily Arpa, Financial Clerk

I certify that in the event of increasing escalations in support of this document, I will raise the concern with the Chief Financial Officer to initiate an SOP review. I will also provide an appropriate resource to vet future changes to this document on a standard ongoing basis.

Controls:

I confirm that appropriate controls are in place for this process and that it will be tested for accuracy on an annual basis through quality reporting.

Should an issue be identified through the quality reporting process, the concern will be escalated to the Chief Financial Officer.

Process Integrity & Change Management:

I confirm that this SOP has consulted all necessary parties to ensure an accurate depiction of the process today. All reasonable efforts have been made to eliminate any procedural gaps.

I certify that in the event that a process gap is identified, I will identify the document owner that will be accountable to close the process gap. In the event of material process changes impacting work-flow, I am responsible to raise the issue in the form of a Change Request and seek agreement from the Chief Financial Officer.

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Frequency

The frequency of the procedures in this SOP document is as follows:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually

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Scope

This SOP scope includes the requisition process for the purchase of goods or services greater than or equal to \$5,000.00 CAD as well as the purchase of the certain restricted items as defined by Purchasing. This SOP will detail all the steps to be performed by the Financial Clerks in order to manage the process of receiving and inputting a High Value Purchase Requisition (HVPR) into iProcurement for Purchasing Services to place the order.

Please note that some item purchases will always be purchased through iProcurement, regardless of the dollar value:

- Radioactive Materials
- Live Animal (Vertebrates)
- Biological Hazardous Materials
- Hazardous Material Disposal Services
- Denatured alcohol

When in doubt, please do not hesitate to refer to the [iProcurement Online Requisition](#) website.

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Scope Exclusions

The requisition process for the purchase of goods or services below the amount of \$5,000.00 CAD is excluded from the scope of this SOP. For more details about the requisition process for goods or services for a total amount below \$5,000.00 CAD, please refer to the following SOPs:

- Processing Low Value Purchase Requisition
- Processing BioBar Purchase Requisition

The steps performed by the requestor will be detailed in a dedicated Quick Reference Guide (put here reference to the guide).

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University Policy Reference

The Purchasing Policy can be accessed [here](#).

This SOP follows the steps explained in the Policy and should reflect any update within this Policy.

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Required Applications and Systems

Application or System Name	Used For :
iProcurement	iProcurement is a system used for the high value purchase process and workflow management.

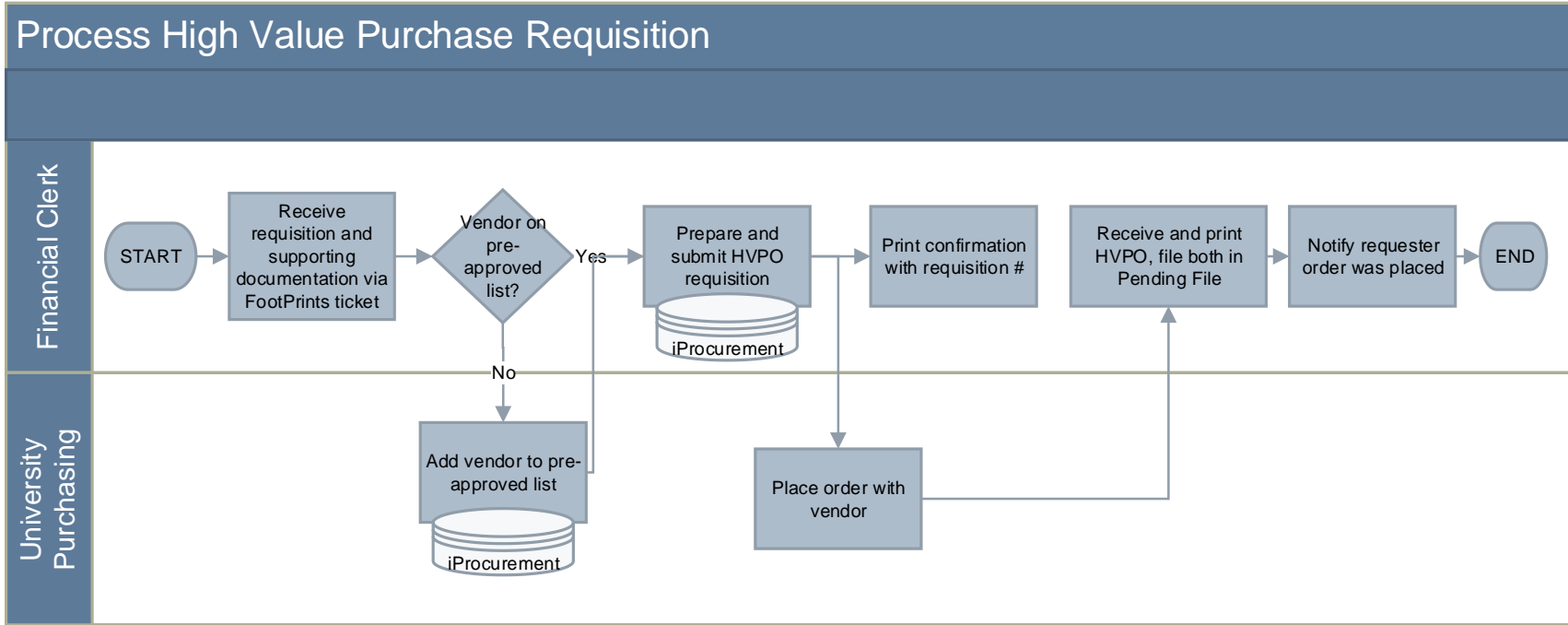
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High Level Process Overview

The following process highlights all the steps to be performed by the Financial Clerks in order to manage the process of receiving and inputting a High Value Purchase Requisition (HVPR) into iProcurement for Purchasing Services to place the order.

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High Level Process Map



Note: This map is for context only; detailed procedures are provided below; A visualization of the steps that occur before receiving the assigned FootPrints ticket can be found on the High Level Process Map of the SOP for Low Value Purchase Requisitions.

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Roles and Responsibilities


		Procure to Pay	
		Prepare HVPR Form	Prepare HVPO Requisition
Internal to OVC	Stakeholder		
	Technician/Student	R	I
	Client / Designate	A	I
	Financial Clerk	C	R
	Operations Manager		A

Stakeholder	Description
R - Responsible	Who actually completes task
A - Accountable	Ultimately responsible, has yes/no authority
C - Consulted	To be consulted prior to final decision or action
I - Informed	To be informed after action decision or action is taken

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High Value Purchase Requisition process

Purpose	This SOP documents the process to follow in order to submit High Value Purchase Orders to the Purchase department upon request of the Faculty. The Faculty members must follow a defined process to request the purchase of goods or services greater or equal to \$5,000.00 CAD
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Step	Action
1	<ul style="list-style-type: none"> Log in Footprints to view the High Value Purchase Requisition (HVPR): 

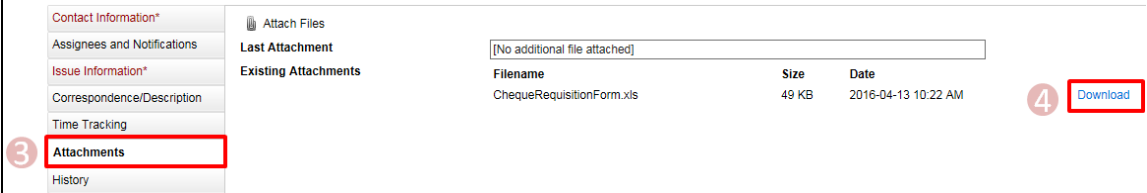
1. Fill you user name and password unsing your central UofG login credentials
2. Click on the “Login” button

- Select “My Assignments” to see the tickets that has been assigned to you



- Click on the ticket number to open it. The ticket will open in a new web page.

3. Click on the “Attachments” tab
4. Download the Purchase Requisition form as well as any Quotes enclosed



Note: The quote requirements depends on the total value of the order; for non-consulting goods:

- When the total order value is in the range of \$5,000 to \$10,000 (excluding \$10,000) a minimum of one written quote is required.
- When the total order value is in the range of \$10,000 to \$25,000 (excluding \$25,000) a minimum of two written quotes are required.
- When the total order value is in the range of \$25,000 to \$100,000 (excluding \$100,000) three written quotes through an invitational competitive procurement are required
- When the total order value is \$100,000 and above, there must be an open competitive procurement made through an electronic tendering system.
- Where the order value is \$5,000 or above and only one vendor can offer the requested good or service, the requester must fill a [Single Source Form](#)
-

Note: Some item purchases will always be purchased through iProcurement, regardless of the dollar value:

- Radioactive Materials
- Live Animal (Vertebrates)
- Biological Hazardous Materials
- Hazardous Material Disposal Services
- Denatured alcohol

When in doubt, do not hesitate to refer to the [Purchasing Policy](#).

A permit # will need to be provided in the “Description” filed, as explained below in the [step 3.3](#) for radioactive materials, biological hazardous materials and hazardous material disposal services. An “Animal Utilization Protocol” (AUP) # will need to be provided in the “Description” filed for live animal purchase requisition.

When in doubt, please do not hesitate to refer to the [iProcurement Online Requisition](#) website.

2

- Ensure that no document is missing, based on the above rules

- Obtain signature of the Operations Manager in the “Authorized by” box

Note: See below the authorizations required depending on the total order value:

- In case of Single Source (for orders of \$10,000 and above) the appropriate signatures must be included (found on the bottom of the 2nd page)

Note: If information is incomplete or incorrect, please notify the requester via Footprints to send you a revised copy.

- Once you have started to work on a FootPrints ticket, manually update the status from “Assigned” to “In-Progress”:

A screenshot of a dropdown menu labeled "Status*" with "In-Progress" selected. The dropdown is highlighted with a red border.

Note: if the requisition is not complete and was sent back to the requestor for completion, manually update the ticket’s status from “Assigned” to “Client Pending”:

A screenshot of a Footprints ticket form. The "Status*" dropdown is set to "Client Pending" and is highlighted with a red border. Below the form, a message box with a red border contains the text: "To process this request, the additional info needs to be provided: Please reply to this email, attaching the revised form."

- Before entering the purchase requisition into the system, review the HVPR to ensure that the detailed information is accurate and that tax has been calculated correctly.

3

- Log into iProcurement to input the requisition:
 - Log into the system here by clicking the log in button :

[Login to iProcurement](#)

A page will appear, prompting you to fill your log in information as below :



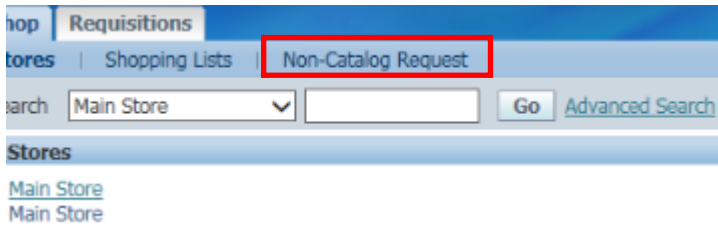
*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

[Login Assistance](#)

Note: if you are a new user, please fill the [iProcurement User Application form](#).

- Click on "UofG Internet Procurement"
- Click on "Non catalogue Request"



- Fill the item information in the top left corner :

1. Choose Item Type "goods billed by quantity" or "services billed by quantity" or "goods or services billed by amount"
2. Fill the Item Description
3. Fill the Item Category. When in doubt, do not hesitate to reach out to the requester to gather more details about the item and ensure that you select the appropriate category.

Important: The “**Category**” field will determine the approvals required for the purchase, as well as the additional documentation or information that could be requested in order to process the order.

Note: in specific scenarios, additional information the case of live animal purchase, the requester needs to provide you with their 4 digit “Animal Utilization Protocol” number and you will need to add it into the “**Description**” field (2) using the following coding : AUP - xxxx – Description of the purchase requisition.

When in doubt, please refer to the [iProcurement Online Requisition](#) website.

4. Fill the Quantity
5. Fill the Unit of Measure
6. Fill the Unit Price
7. Fill the Currency

ORACLEⁱProcurement

ihop Requisitions

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

* Indicates required field

1 * Item Type Goods billed by quantity Go

2 * Item Description AUP 3486 SPE Eggs for Hatching

3 * Category SCL.MAIN

4 * Quantity 1

5 * Unit of Measure Each

6 * Unit Price 1

7 * Currency CAD Go

• Fill the supplier information in the top right corner of the screen:

1. Click on the magnifying glass beside the “Supplier Name” box to search for the Supplier.

Important:

If the supplier (1) OR the site (2) does not already exist into the system, please email myreq@uoguelph.ca to request its creation. The site must begin with “P-“. You will have to provide all of the following information:

- Vendor name,
 - Vendor address,
 - Fax,
 - Phone number,
 - And postal Code.
2. Once the Supplier name is filled, all the other fields will get automatically filled.
 3. Click on the “Add to Cart” button.
 4. Click on the “View Cart and Checkout” button.

Clear All Add to Cart Add to Favorites

3

1 * Supplier Name Bio Rad Laboratories Ca

2

Site P-MISSISSAUGA

Contact Name Desk, Order Go

Phone 1-800 268-0213X304

Fax 1-905 364-3434

Email order_canada@bio-rad.ca

Shopping Cart

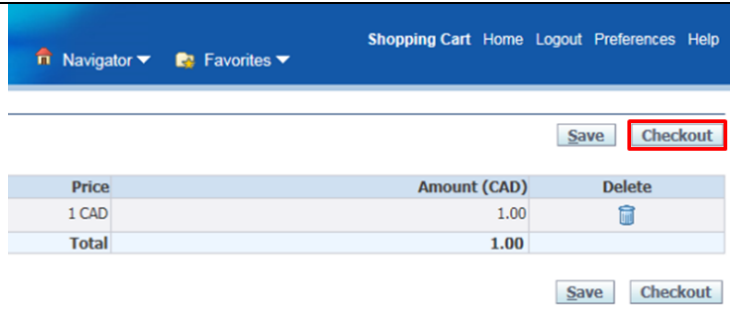
Your cart contains 1 line.

Recently Added Lines

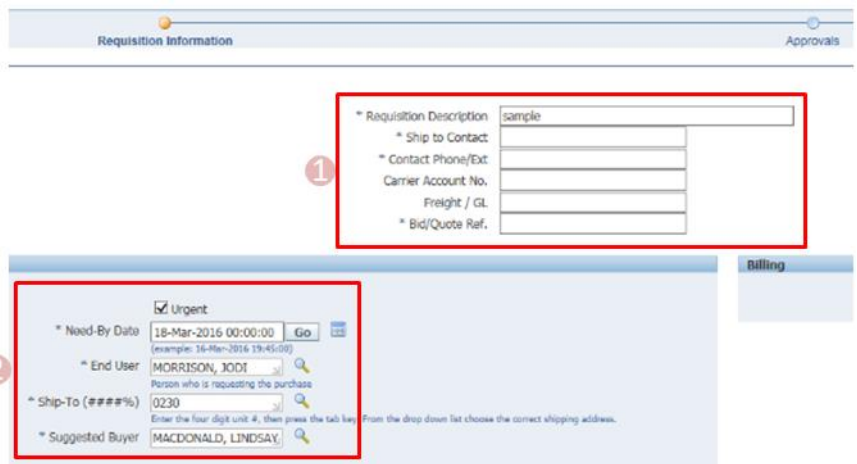
sample 1 Each

4 View Cart and Checkout

• A new screen will appear; click on the “Checkout” button:



- A new screen will appear.
 1. Fill all the following fields:
 - Requisition description
 - Ship to contact
 - Contact phone/Ext
 - Freight / GL
 - Bid/Quote ref
 2. Provide the Need-By Date and check the “Urgent” box if the purchase is urgent. Complete all the remaining fields with the name of the End User (typically the requester) and the “Ship To” number that corresponds to the Department coding. If you are unsure about the “Suggested Buyer”, please refer to the [Commodity Code List](#).



3. Click on the “Next” button.

- A new screen will appear.
 1. Click on “Enter Charge Account” :



2. Fill the UofG charge of account field :

Projects		Charge Accounts	
Line	UofG COA		Percent
1	<input type="text" value="FundUnit,Grant,Project,Object,TBA"/>		100 <input type="button" value="Go"/>
<input type="button" value="Add Another Row"/>			Total 100

3. If you need to apply split coding, add a row by clicking on the “Add Another Row” button

4. Click the “Apply” button :



- On the next screen, click the “Apply” button.
- On the next screen, click the “Next” button.

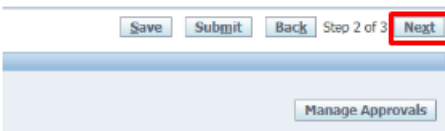
Note: At this stage, click on the “Edit Lines” button if you need to make any changes to the requisition.

- The next screen will allow you to add attachments to your requisition by click the “Add Attachment” button:

Attachments		
Title	Type	Description
<input type="button" value="Add Attachment..."/>		
No results found.		

Attach the quote(s) and the Single Source form, if applicable, and click on the “Apply” button.

- Once you are back on the requisition screen, click the “Next” button.



- You can then access a global recap of the requisition. Once you have ensured that all the information is correct and that the appropriate documentation has been enclosed, click on the “Submit” button :

Usage				Update		Delete		Publish to Catalog	
Price		Amount (CAD)		Attachments					
1 CAD		1.00							
Total		1.00							

4	<ul style="list-style-type: none"> Once the requisition has been submitted, print the confirmation with the requisition number. Please, write the requisition number on the top right corner of the HVPR form, to ensure that you will be easily be able to match it with the corresponding purchase order and invoice: <p style="text-align: center;">High Value Purchase Requisition: <input style="width: 100px; height: 20px;" type="text"/></p> <ul style="list-style-type: none"> Write the requisition number in the Footprints ticket's title to ease the future reconciliation with the invoice and the packing slip.
5	<ul style="list-style-type: none"> Purchasing Services will notify you once the order has been placed with the vendor; once this happens, notify the requester
6	<ul style="list-style-type: none"> Add the HVPO number to the end of the Ticket Request Title
7	<ul style="list-style-type: none"> Change the FootPrints ticket status to "Order Processed": <div style="border: 2px solid red; padding: 5px; width: fit-content;"> <p>Status*</p> <p>Order Processed ▼</p> </div>
8	<ul style="list-style-type: none"> Once the Invoice will have been approved in ImageNow, close the ticket in Footprints by selecting the "Closed" status within the ticket: <div style="border: 1px solid #ccc; padding: 10px;"> <p>Edit Ticket 635 in OVC SAS</p> <p>Title*</p> <p>Expense Claim #12345 to review and Submit</p> <p>Priority*</p> <p>Normal(5days) ▼</p> <p>Status*</p> <div style="border: 2px solid red; padding: 2px;"> <p>Closed ▼</p> </div> </div>

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