



Campus Procurement Forum

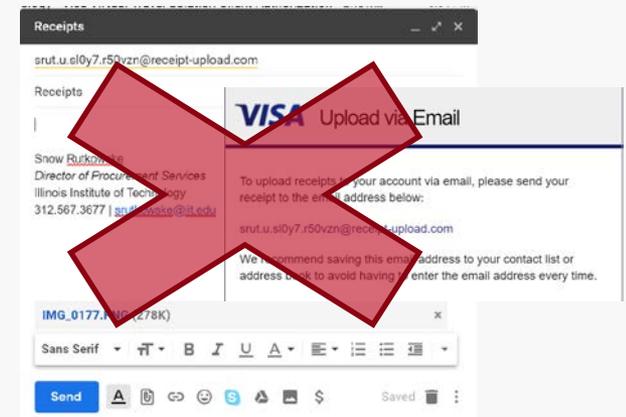
February 2019

Agenda

- **Visa IntelliLink Spend Management Mobile App Training**
- **New Procurement Policy Key Changes and New Forms**
- **The Right Procure-to-Pay Process and Components**
- **Procurement News Update**
- **Questions and Answers**

Visa Spend Mgmt – *The Little App. That Could!*

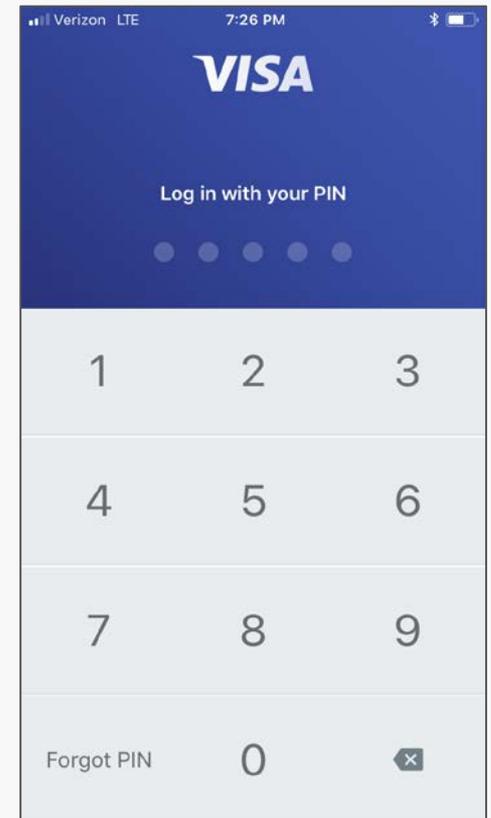
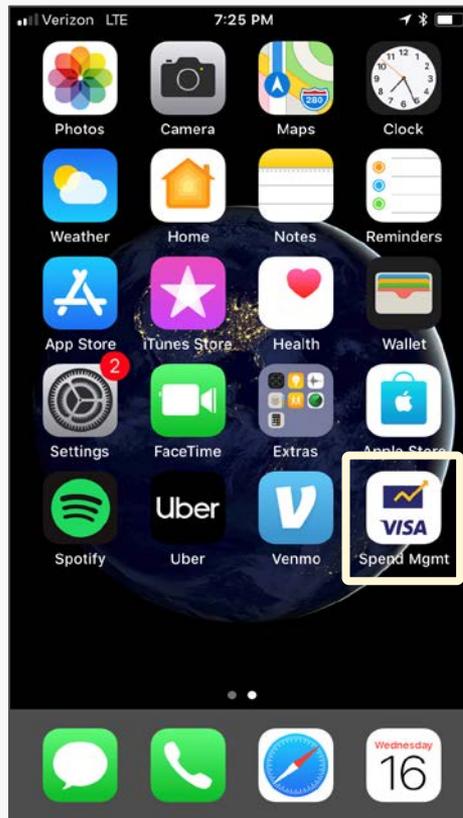
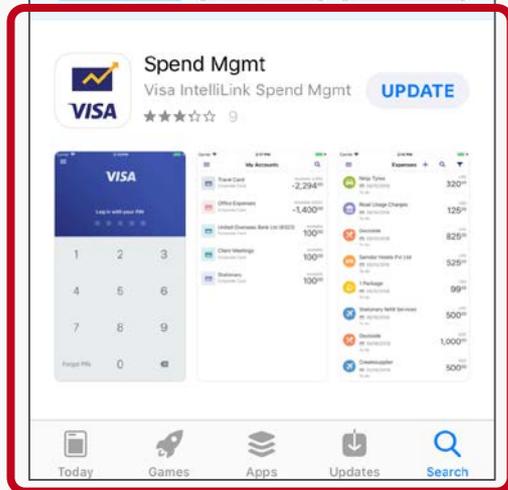
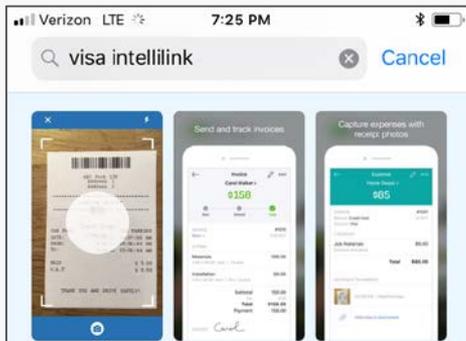
- **Visa Spend Mgmt. Mobile App.** provides a quick and easy way to capture and link your receipts for P-Card purchases with your smart phone.
- **No more saving, scanning, and emailing of receipts**, simply **take a picture** for easy linking in Mobile App. or desktop Visa IntelliLink Spend Mgmt.
- It can **save you time and effort**, and you don't have to worry about **misplaced paper receipts** anymore!



Visa Spend Mgmt – *The Little App. That Could!*

Step 1: Download the **Visa IntelliLink Spend Management Mobile App** on your Smart Phone

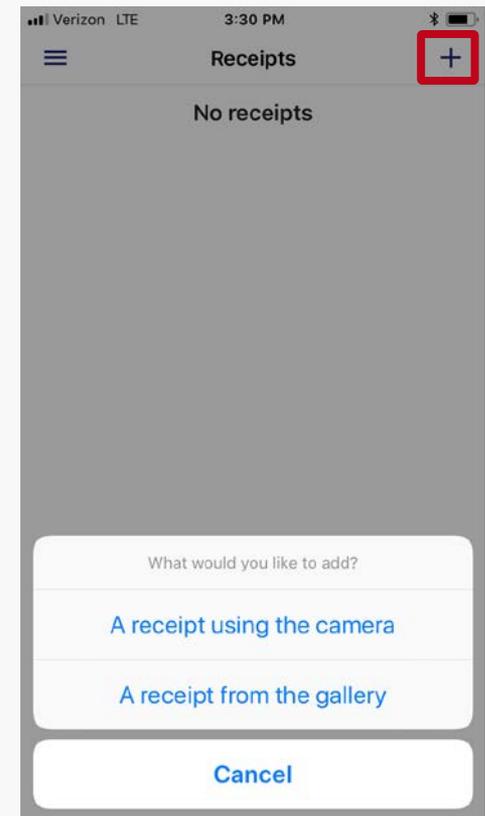
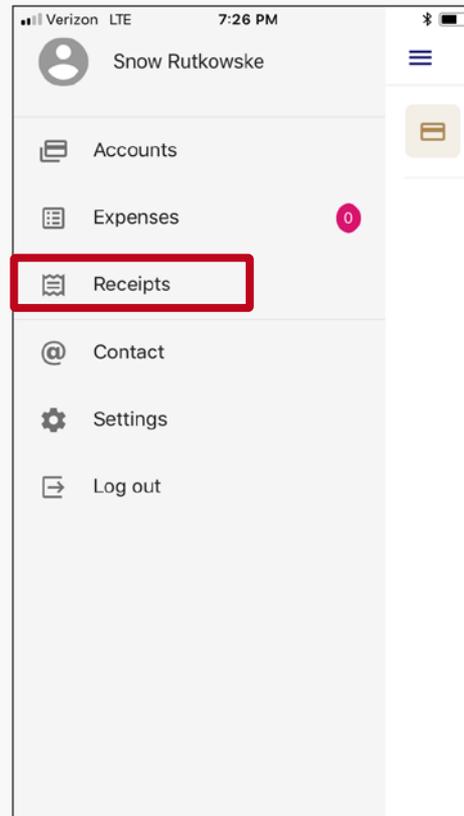
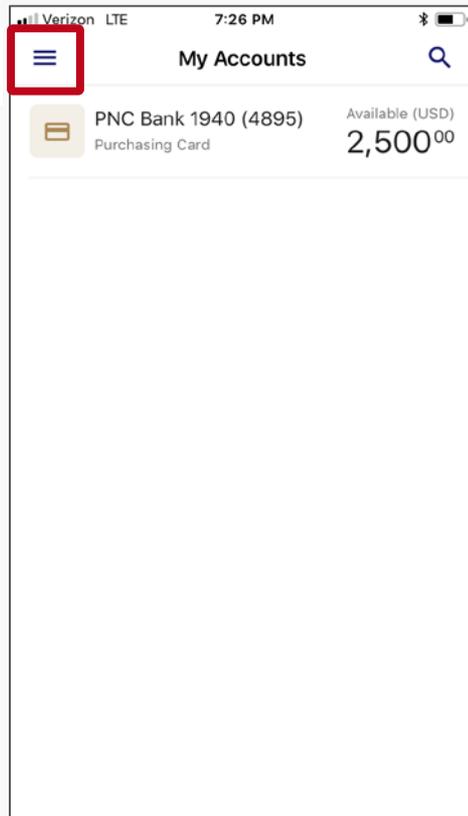
Step 2: Once done, follow the setup steps and create a pin #; you'll need to enter the pin # each time you use the App.



Visa Spend Mgmt – *The Little App. That Could!*

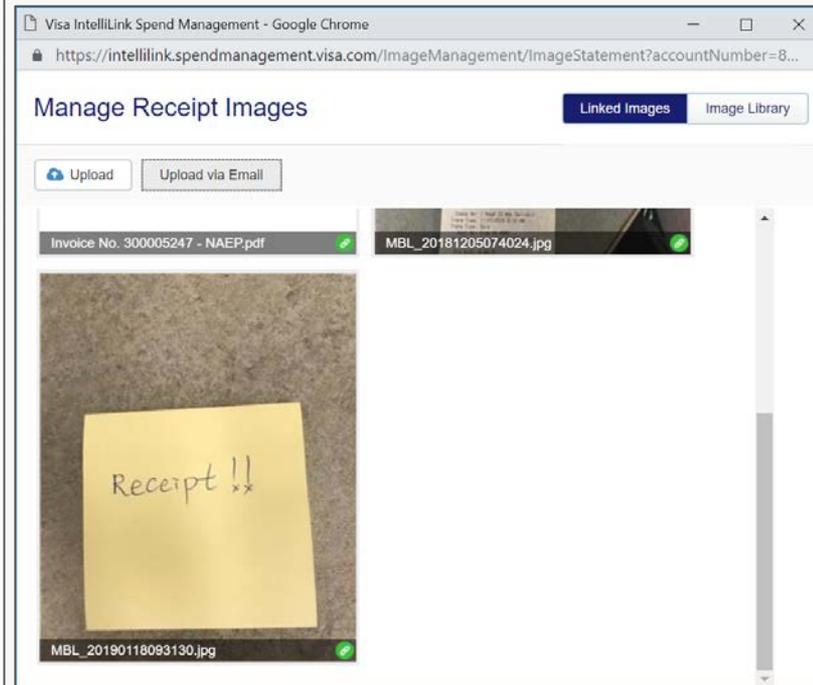
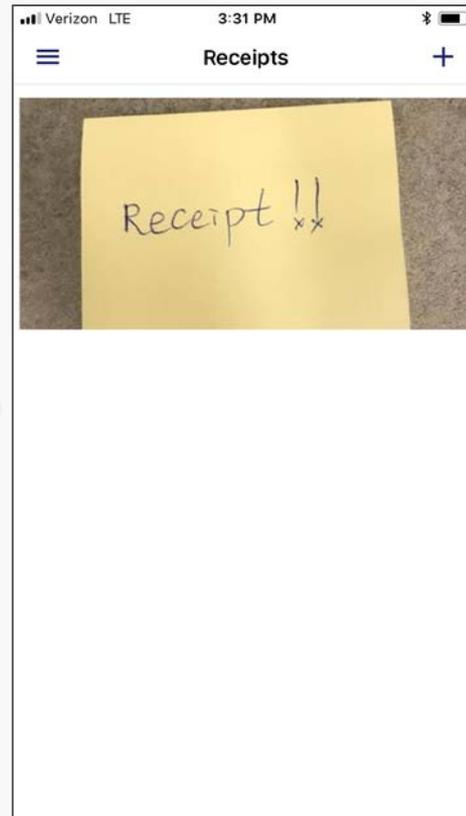
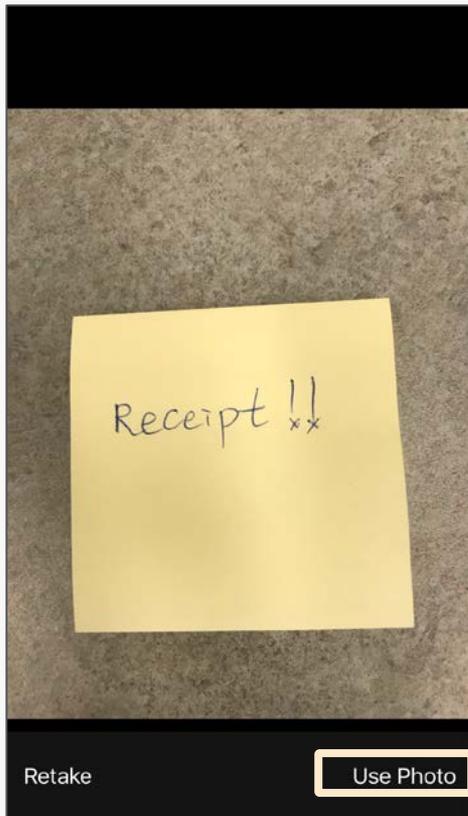
Step 3: Once you login, you'll be shown your **home screen**; tap the  icon and you'll be shown a list of options. **Select Receipts.**

Step 4: Hit the + sign and you can **take a picture of your receipt**, or upload an existing one from your phone's photo gallery.



Visa Spend Mgmt – *The Little App. That Could!*

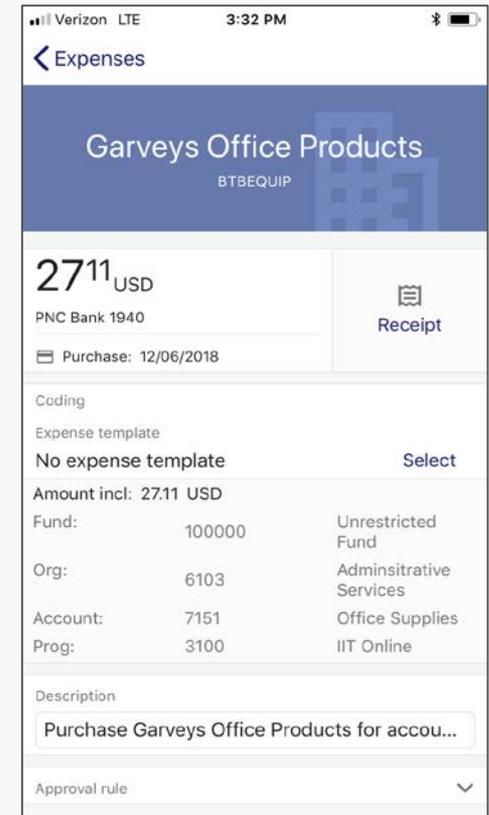
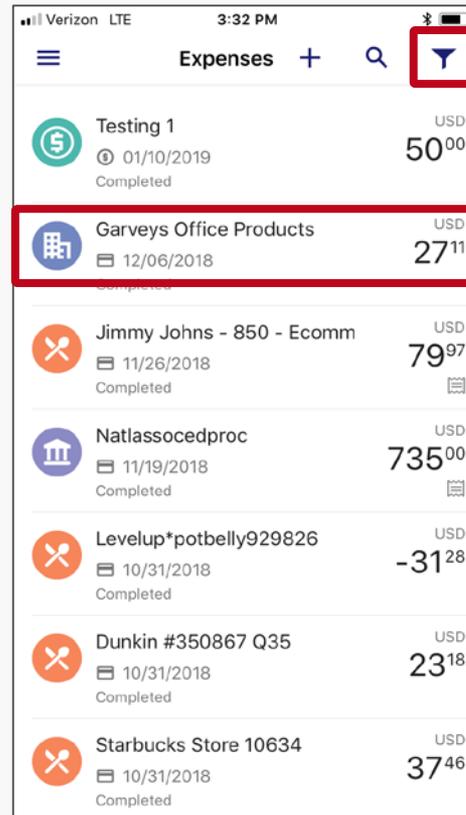
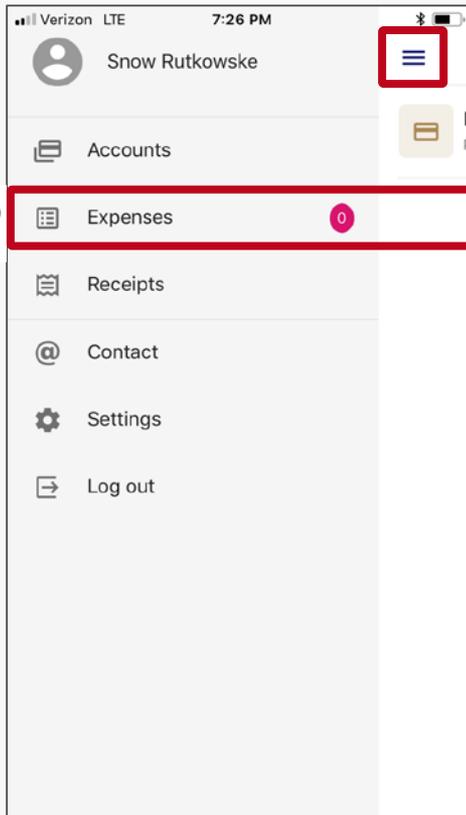
Step 5: Once you have taken a picture of your receipt, hit **Use Photo**, and your receipt will be **uploaded in the Mobile App**. Because the App. **automatically syncs** with the Visa IntelliLink Spend Management desktop solution, the **receipt will appear there as well**.



Visa Spend Mgmt – *The Little App. That Could!*

Step 6: Back on the home screen, click the  icon again, this time tap **Expenses**, a list will appear on the next screen. You may have to hit  icon to get all the charges to show.

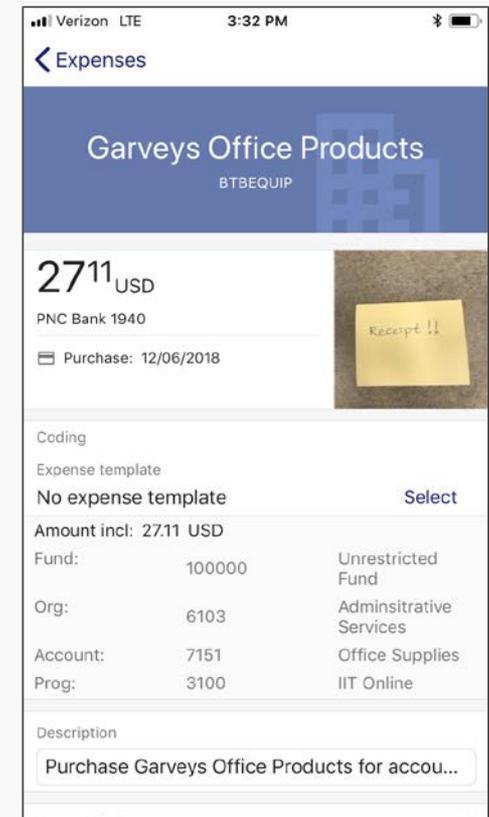
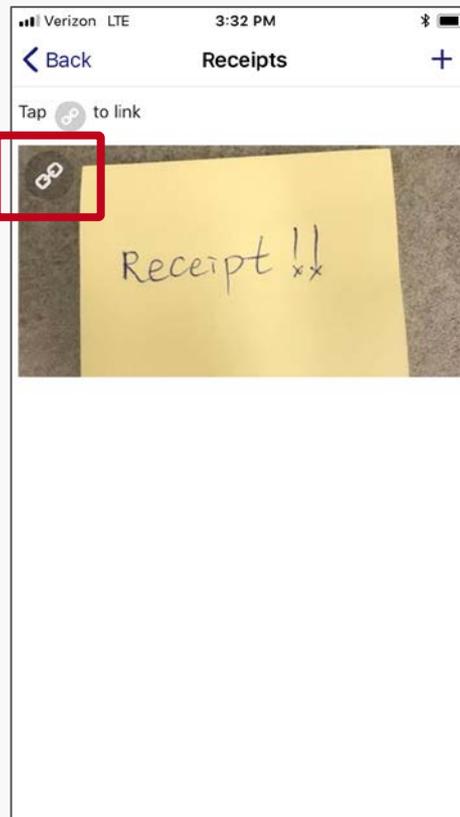
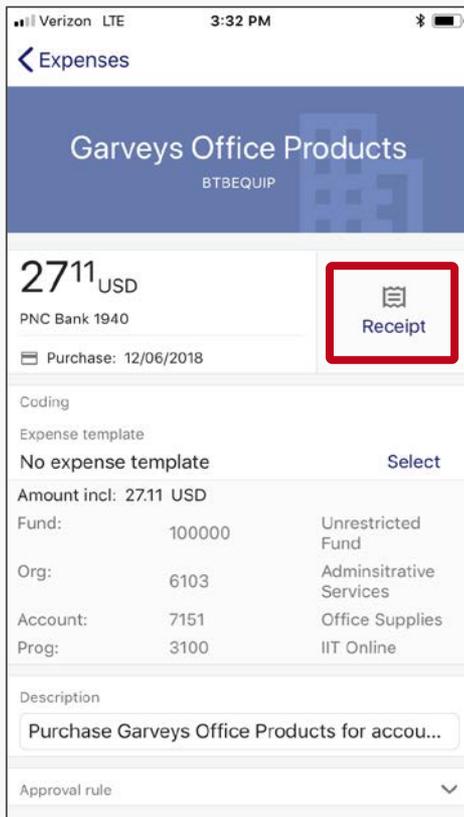
Step 7: Select the charge line that you want to link the receipt to, and a new screen will pop up.



Visa Spend Mgmt – *The Little App. That Could!*

Step 8. Now on the detailed transaction screen, tap **Receipt**, and the App. will pull up all the receipts you have uploaded in the Mobile App.

Step 9: Find the one you want to link to the charge, **hit the link icon**, and **you are done!!** You can also unlink if you made a mistake.



Happy Easy P-Card Receipts Linking Wherever You Are!!!

New Procurement Policy and Forms

- The new Procurement Policy and two new Procurement Related Forms are effective as of January 1, 2019
 - The new Procurement Policy is located on the General Council website
 - The new Vendor Selection Form and Sole Source Justification Form are currently posted on the Controller's website
- Key focuses and changes of the new policy are:
 - The correct procure-to-pay process
 - New quoting / bidding threshold
 - Acceptable sole source purchase and viable justification

New Procurement Policy and Forms

- **Why did we make these changes**

- Provide consistent and concise guidance on procurement activities,
- Comply with updated Federal and State regulations, including Uniform Guidance,
- Introduce industry-leading practices into our procurement operations, and
- Safeguard university resources through standardized practices.

- **How do these changes benefit University staff and faculty**

- Following the correct process reduces the back-and-forth interaction with Purchasing and Accounts Payable, reduces frustration, and saves time and effort for the department and Procurement staff members.
- Simplified forms for easy completion.
- A single quoting threshold reduces confusion.

Focus on the Right Procure-to-Pay Process

- Regardless of the purchasing amount, the correct procure-to-pay process must be followed to be compliant with the University's Procurement Policy.

The Correct Procure-to-Pay Process at Illinois Tech



- **After-the-fact / Confirming PO**, or entering in a requisition to get a PO in order to pay an invoice that's already received is not policy compliant and not permitted. It will be tracked going forward and repeat offenders will be asked to go through additional procure-to-pay trainings.

1

Identify Need

Identify Needs

- The first step in the procure-to-pay process is to identify needs.
- What are the products and services you need to purchase?
 - “We need office supplies like pens, paper clips, folders, etc.”
 - “We need to buy new desktops and laptops for new team members.”
 - “We need to engage a consulting company to do a management assessment”
 - “We need to order a highly technical and specialized piece of made-to-order equipment for scientific research.”
 - “We need to ship packages to Canada.”
 - “We need gift cards for student prizes.”
 - And many more!

Sourcing and Vendor Identification

- Once the purchasing need is identified, the next step is to determine how and from where to obtain the products / services.
- Here are some factors that would impact how and from where to buy:
 - Products/goods vs. services
 - Types of products/goods and services
 - Total dollar amounts
- *Regardless of the types of goods/services or dollar amount, University departments are strongly encouraged to utilize a **contracted or University Preferred Supplier** should one exists.*

2

Sourcing /
Vendor
Identification

<\$10K or Micro Purchases

A: For total aggregate purchasing needs <\$10K with the same vendor, multiple quotes, though encouraged, are not required and departments can buy and pay in several ways as outlined by the matrix below:

Description	Requisition/PO	P-Card	Check Request	Reimbursement
Services				
< or = \$500*	X	X	✓	X
> \$500	✓	X	X	X
Products / Goods				
< or = \$500*	X	✓	✓	✓
\$501 - \$2,499	✓	✓	X <i>Unless Travel Related or authorized by VP for Finance</i>	X
\$2,500 - \$9,999	✓	X	X	X

* Some exceptions apply

2

Sourcing /
Vendor
Identification

Between \$10K-250K or Small Purchase

B: For total aggregate purchasing needs of \$10K or more with the same vendor, ***a minimum of 3 documented quotes are required***, unless the purchase is an legitimate case of sole source purchase.

When Obtaining Quotes:

- Emailed quotes from vendors are strongly preferred, however, screen capture of applicable vendor and product pricing is also acceptable.
- A requisition in Banner is required* as well as a completed and signed **Vendor Selection Form** referencing the 3 quotes.
- You **DO NOT** have to select the lowest quote! The best value quote that best meet your needs is acceptable.
- Quotes should contain the following information: Vendor Name, Quote Date, Period of Validity (usually 30 – 60 days), Quote Number (if from vendor), Product/Service Description, and Quoted Price (must be an exact price and not a range).

2

Sourcing / Vendor Identification

Example Quotes, Vendor Select Form

QUOTE CONFIRMATION



DEAR SNOW RUTKOWSKE,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KHPD426	12/18/2018	KGGT408	182632	\$1,138.31

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell Latitude 3490 - 14" - Core i5 8250U - 8 GB RAM - 256 GB SSD	1	4952337	\$818.52	\$818.52
Mfg. Part#: 7GDND UNSPSC: 43211503 Contract: E&I Catalog for HESS Consortium (CNR01439)				

Dell 7GDND Latitude 3490 Notebook with Intel i5-8250U, 8GB 256GB SSD, 14"

by Dell
[Be the first to review this item](#)

Available from these sellers.

- For long-term storage of your files, this system is equipped with a 256GB solid state drive
 - Gigabit Ethernet and 802.11ac Wi-Fi are built-in for wired and wireless networking, and Bluetooth technology will also allow you to connect additional compatible peripherals wirelessly
 - Your Latitude 3490 comes TPM2.0 TCG certified and FIPS-140-2 certified, and uses hardware-based cryptography for the most secure communication
- [See more product details](#)

[Compare with similar items](#)

Share

Buy used: **\$694.99**

FREE Shipping. [Details](#)

Used: [Like New](#) | [Details](#)
Sold by [Jumbo Tech](#)
[Fulfilled by Amazon](#)

Deliver to Chicago 60616



Add to Cart

1-Click ordering is not available for this item.

Version: January 2019

ILLINOIS INSTITUTE OF TECHNOLOGY Vendor Selection Form

Requisitions of \$10,000-\$249,999 must be supported by documentation of 3 quotes and the completion of this form. Requisitions totaling \$250,000 or more require a formal solicitation effort.

1. General Information

Date: _____ Requisition Number: _____
Requestor Name: _____ Title and Department: _____
Phone #: _____ Email Address: _____

2. Purpose (Check One)

- A: Establish a New Purchase Order and a legal contract for the purpose of purchasing goods or services, and to encumber funds to facilitate payment of vendor invoices. **OR**
- B: ONLY to encumber funds to facilitate payment of vendor invoices in support of an underlying and active contract initiated in a prior fiscal year. **The underlying contract is:**

Illinois Tech Contract #	Vendor Name	Date Signed	Expiration Date	Dept. Holding the Contract

3. Bidding/Quoting Methods

Please indicate below what method was used to gather the quotes/bids:

- A: Informal quoting via email, internet, in-person/phone verbal quote (**only for spend <\$250,000**)
- B: Formal bidding process where vendor with the lowest price bid is the successful bidder*
- C: Formal RFP/RFQ process where most advantageous bid is the winner, pricing being one factor*
- D: Sole source purchasing - the *Sole Source Justification Form* **MUST** be completed and approved
- *Vendor choice must be supported by documentation of solicitation effort and evaluation of written proposals.

4. Documented Quotes/Bids:

Description of Product/Service Required:

Summary of documented quotes/bids/proposals information (List the 3 **MOST competitive** quotes received):
*Quotes must be valid at the time of requisition, quotes are usually valid within a 30-60 day period.

Vendor Name	Quote #	Quote Date	Total Delivered Price Quote
			\$
			\$
			\$

2

Sourcing /
Vendor
Identification

Sole Source Purchasing

C: When it is *not possible to obtain competitive quotes/bids*, a sole source justification that meets the acceptable criteria is required. An **SSJ Form must be completed** in addition to the Vendor Selection Form.

Acceptable Criteria for Sole Source Justification:

- The item/service is available only from a single source;
- The 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 noncompetitive proposals in response to a written request from the non-federal entity; or
- After solicitation of a number of sources, competition is determined inadequate.

Due to audit findings and compliance requirements, all sole source purchases will be **subjected to increased scrutiny** to ascertain validity. **All SSJ Forms** must be reviewed for completion and viability by the Director of Procurement Services before it is either approved or denied. You **may not** engage your chosen vendor until and unless the Sole Source Justification is approved.

Sole Source Justification Validity

- **ALL SECTIONS** of the 3-page SSJ Form needs to be carefully completed in a detailed and concise way.
- The SSJ must document clearly:
 - Products or services to be purchased
 - How you conducted your market research and deemed this a sole source purchase
 - The unique feature or capabilities of the vendor/brand
 - Who was involved in the sole source decision making

Eligible for Sole Source	Not Eligible for Sole Source
This vendor is the only vendor that can manufacturer or provide this specific product that meets the requirements	I have worked with this vendor in the past and liked their work
This service provide is the only vendor that can provide the service needed during the time frame specified	This vendor provides a great discount (Price is never a justification for a sole source)
This consultancy is the only one with the unique mix of experience and knowledge / skill set that can provide the service needed in the timeframe	I was recommended to use this vendor by a fellow researcher
This vendor is the only one who can provide maintenance services on this piece of equipment that they manufactured, no one else is certified to do so	A product that is made by one manufacturer but sold through many distributors

2

Sourcing /
Vendor
Identification

> \$250K or Large Purchases

D: For total aggregate purchasing needs of \$250K or more on **Federal Research and Grants related funding** sources (sponsored projects):

- A **formal written bidding/RFP/RFQ** process **MUST** be completed.
 - **Documented requirement and written responses** are required.
 - Bids and proposals must be **publicly solicited** from an adequate number of qualified sources.
-
- While a formal bidding/RFP/RFQ process is encouraged for total aggregate purchasing needs of \$250K or more on **non-federal funds**, a minimum of **3 documented quote is also acceptable**.
 - Procurement Services does provide RFP template and example schedule of events and can also provide assistance with RFP development, review, and posting.

3

Enter
Requisition in
Banner

Requisition and Support Documents

- The requisition / PO process is the preferred purchasing method for spend >\$500 because it:
 - Routes through the appropriate departmental and budgetary approval process
 - Encumbers funds in the University's financial systems to avoid NSF's
 - References the University's terms and conditions
- The requisition process is initiated in the Banner system, supported by various documents and approvals both inside and outside of the Banner system

3

Enter
Requisition in
Banner

Requisition and Support Documents

- Depending on the total requisition amount and the type of purchase, some **additional supporting documents** will be required.

New Vendor	>\$10K in One FY	> \$100K in One FY	Services Regardless of \$
<ul style="list-style-type: none"> Vendor complete Vendor Application Form Dept. complete Vendor Nomination Form Vendor must provide a copy of W9 If Vendor will be onsite, a copy of the Certificate of Insurance that includes GC specified language is required 	<ul style="list-style-type: none"> Completed and signed Vendor Selection Form Documented 3 quotes <p>OR</p> <ul style="list-style-type: none"> If sole source purchase, completed and signed Sole Source Justification Form approved by Director of Procurement Services in addition to VSF 	<ul style="list-style-type: none"> MUST have a contract with the vendor and it must be reviewed by the General Counsel's Office 	<ul style="list-style-type: none"> Encouraged to use the Illinois Tech's standard Agreement for Consulting Services For transportation, must have Bus Rider For catering, must have Catering Rider For person doing work at Illinois Tech, must complete the Independent Contractor Questionnaire

- Additional approvals required:
 - Software – requires OTS' Approval #
 - Furniture – requires Facilities' Work Order #
 - Printed Material / Ad Placement – Marketing & Communications' Function Point #
 - Animals – requires IACUC Protocol # and delivery address

3

Enter
Requisition in
Banner

Add'l Benefits of POs and Contracts

- If your vendor will have multiple invoices or is invoicing by installments, you only have to do **one requisition upfront** for the total amount of the anticipated work, and **all invoices will be processed against that one PO**. For example:
 - Event space at XYZ hotel for a total of \$60,000, invoiced in 3 installments
 - One requisition/PO for \$60,000, all 3 invoices processed against the same PO
- **Multiple-year contracts** especially for services or subscriptions can save time and effort for the purchasing process compared to annual renewals, especially if invoices are over \$10K. For example:

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B: ONLY to encumber funds to facilitate payment of vendor invoices in support of an underlying and active contract initiated in a prior fiscal year. **The underlying contract is:**

Illinois Tech Contract #	Vendor Name	Date Signed	Expiration Date	Dept. Holding the Contract

- 5-Year Contract for Subscription Services, Annual Invoice = \$30,000
 - **New requisition** each year for \$30K, mark **option B in VSF**, reference contract info.
- Annual Renewals, Annual Invoice = \$30,000
 - **New requisition** each year for \$30K, **renewed contract** needed each year, completed **VSF** and **SSJ Form** as necessary

3**Enter
Requisition in
Banner**

Requisition / PO Exceptions

- There are some specific exception cases when it comes to the requisition / PO process.

<u>ALWAYS</u> requires a PO regardless of \$ Amount	<u>NEVER</u> requires a PO regardless of \$ Amount
<ul style="list-style-type: none">▪ Industrial alcohol▪ Animals▪ Hazardous chemicals▪ Drugs▪ Radioactive material / waste▪ Professional / Consulting services	<ul style="list-style-type: none">▪ Taxes, assessments, fees imposed by government agencies▪ Legal / benefit services▪ Workers compensation claims and insurance premiums▪ Donations▪ Utilities (a PO can be used to encumber funds)▪ Pass-through payments to vendors when required by contract▪ Exceptions that are approved by the Controller to avoid duplication of orders▪ Institutional Memberships (trade orgs.)▪ Registration (conferences, seminars, etc.)

4

**PO Issued /
Vendor Start
Work**

PO Emailed to Vendors

- Once a requisition and all supporting documents are approved, Procurement Services generates a Purchase Order (PO).
- The PO is emailed to the vendor, with a copy to the requesting department.
- The department should **only engage the vendor / vendor should only start work once a PO has been generated** and received by the vendor.

Requisition in Banner 9

Requisition: NEXT

REQUISITION ENTRY: REQUISITOR/DELIVERY

Requestion: NEXT
Order Date: 01/17/2019
Transaction Date: 01/17/2019
Delivery Date: []

Comments: []
Commodity Total: 0.00
Accounting Total: 0.00
In Suspend:
Document Text:
Document Level Accounting:

Requestor/Delivery Information

Requestor: Snow Rutkowske
Organization: 6503 -> Controllers Office
COA: 1 -> Illinois Institute of Technology
Email: srutkowske@iit.edu

Street Line 2: 3424 S State St
Street Line 3: []
Contact: General Reception
Attention To: General Reception
Building: Procurement Svs
Floor: 4th
City: Chicago



Purchase Order (PO) for Vendors

ILLINOIS INSTITUTE OF TECHNOLOGY Procurement Services 3424 S State St, Chicago, Illinois 60616 Phone 312.567.3328 Email purc@iit.edu		Page 1	
Supplier: A20435714 Email: orders@raybiotech.com		PO Number: P0055924	
Raybiotech Life Inc 3617 Parkway Lane Suite 200 Norcross GA 30092		Issue Date: 01/16/19	
		Delivery Date: 01/17/19	
Send Billing Invoice to: Illinois Institute of Technology Attn: Accounts Payable 3424 S State St Chicago, IL 60616 Show PO number and your Federal Tax ID or Social Security Number on your invoice.	Ship to: Abhinav Bhushan Illinois Institute Technology BME 3255 S Dearborn Suite 314 Chicago IL 60616		
Buyer Mike Wheaton	Terms Net 25 Days		
Description	Quantity	Unit Cost	Total Cost
QUOTE# Q106649 This purchase order is subject to the vendor's acceptance of IIT's terms and conditions which accompany this signature page as attachment TO 03/05/07. All invoicing should reference this purchase order number. IIT's terms and conditions can also be accessed at: www.iit.edu/purchasing			
LABSUP FEL-Akt-5473-T1 ELISA KIT	2.00 EA	541.0000	1,082.00

5

Vendor
Send
Invoices

An Invoice is Issued Against a PO

- Once the vendor receives a PO, they can then ***issue an Invoice against that PO*** for the goods or services requisitioned.
- ***ALL*** invoices must be submitted to ***Accounts Payable*** for processing.

After-the-fact POs issued solely for the purpose of paying an invoice for goods or services already received/performed is not compliant with policy and is not permitted.

- Not only is after-the-fact POs not policy compliant, engaging the vendor before a purchase order is in place also:
 - **Exposes the University** to potential risks
 - Is a **bad budgeting practice**, when funds are not encumbered, departments are more likely to run into an NSF (Insufficient Funds) situation
 - More likely to lead to vendor **invoices not getting paid on time**
 - **Create additional work** for departmental and Accounts Payable resources

6

Invoice is
Approved
and Paid

Invoice Approval and Payment

- Once an invoice is received in Accounts Payable, an AP Coordinator will key the invoice into Banner and process for payment.
- Departmental approvers must then **approve the invoice in Banner** before a payment is issued to the vendor.
- **WARNING!!** Your vendor invoice ***WILL NOT GET PAID if:***
 - You don't **submit it to Accounts Payable**
 - If it **doesn't already have a PO** number in Banner
 - If you do not **approve the invoice in Banner Self Service**
 - If your invoice ends up in **NSF** because the FOAP you provided has insufficient funds

Not following the correct process will result in delayed invoice payment which could have serious impact to your department and the University.

Quiz Time!



- ❖ What is the correct procure-to-pay process?
 - Vendor Submits Invoice
 - Identify Needs
 - Requisition in Banner / PO
 - Sourcing / Identify Vendor
 - PO Issued / Vendor Start Work
 - Invoice Approval and Payment

- ❖ How do you ensure that your vendor invoice is paid on time?
 - If over >\$500, go through the requisition process before engaging vendor
 - Submit it to AP as soon as you get it
 - Approve the invoice promptly in Banner Self Service
 - Make sure that the FOAP is not in NSF

- ❖ What supporting documents do you need for the following situations?
 - \$6,000 in furniture
 - \$15,000 in software annual subscription purchase
 - \$2,000 in computers from CDW-G

Procurement News Update

eProcurement Update



- **Unimarket eProcurement** implementation is going smoothly and according to timeline, key upcoming milestone dates are:
 - **System Testing** – February 2019
 - **Pilot Group Go-Live** – Mid-Late April 2019 for Finance and OTS
 - **Target Campus Go-Live** – July/August 2019
- Unveiling the **new branding** for Unimarket eProcurement

Buy it @  **Buy It!!** Illinois Tech's eMarketplace

- The following preliminary wave 1 vendors will have customer friendly online shopping punch-out catalogs:



Procurement News Update

Other Initiatives



- Save on shipping with
 - UPS won the competitive bidding process and is now the E&I (Higher Ed group purchasing consortium) contract holder, **generating 18% - 25% in cost savings** over FedEx's previous contract.
 - Procurement Services is piloting with various departments and plan to roll out the **CampusShip** program to more University departments in February and March 2019.

Domestic Shipping

Destination	Next Day Saver - Letter		2nd Day Air AM - Letter		Ground	
	FedEx Now	UPS E&I	FedEx Now	UPS E&I	FedEx Now	UPS E&I
New York	\$9.22	\$7.23	\$9.22	\$6.28	\$6.80	\$3.55
Boston	\$9.22	\$7.23	\$9.22	\$6.28	\$6.80	\$3.55
Atlanta	\$8.74	\$6.71	\$8.74	\$5.65	\$6.55	\$3.55
San Francisco	\$16.09	\$8.16	\$17.67	\$8.18	\$8.79	\$3.69
Austin	\$13.49	\$7.23	\$13.44	\$6.28	\$6.80	\$3.55

International Shipping

Destination	FedEx Now	UPS E&I
Madrid, Spain	\$29.29 3-5 days	\$16.71 2 days
Shanghai, China	\$33.77 5 days	\$16.68 2 - 3 days
Bogota, Colombia	\$51.69 3-5 days	\$22.48 2 days
New Delhi, India	\$25.37 3-5 days	\$17.45 2 days
Tokyo, Japan	\$18.00 4 days	\$14.37 2 days
Mexico City, Mexico	\$25.00 6 days	\$11.89 1 day

● Office Supplies Request for Proposal Underway

- The RFP was released to market before winter break and proposals were due on Jan. 25, 2019, with a target award date in early March 2019
- Various campus units are serving on the Evaluation Committee, including Kent Law, Student Affairs, Armour, Institutional Advancement, Lewis College, OTS, and Architecture

Your Procurement Services Team



Snow Rutkowske
Director,
Procurement
Services



Mike Wheaton
Procurement Card
Administrator



Donna Taylor
Accounts Payable
Coordinator



Elena Mancari
Accounts Payable
Coordinator



Luzmarie Arellano
Accounts Payable
Coordinator

Questions & Answers