Purchasing 101 Resource Guide

Congratulations on building up your Purchasing skill set!
Due to frequent changes, please refrain from printing this guide.

Goals

Become knowledgeable and familiar with Purchasing processes and resources.
Comply with University of Miami Purchasing Policies.

Purchase Order Process Overview

Steps 6, 7, and 8 may occur interchangeably.

Checklist

1. **Use the Payment Matrix to determine if a PO is the best purchasing process.**
   Find the commodity needed in the Payment Matrix. Then confirm if a PO is required. Or see if a PCard, Travel Card, Supplier Request (aka eCheck), or personal reimbursement is allowed. For example, professional memberships can be purchased from a PO, PCard, eCheck, or reimbursement.

2. **The supplier must be onboarded for POs in Workday.**
   - **Search for a Supplier** in UMarketplace and view their status.
   - If the supplier does not appear or is not active, find an alternate active supplier.
     - Diverse Active Suppliers
     - Purchasing Buyer Supplier Recommendations
   - If an alternate supplier cannot be used, complete a **New Supplier Request form** to onboard the supplier for POs. Only submit this form as a last resort.

3. **Create a Purchase Requisition or “req”**.
   Gather financial data, required documentation, and pre-approvals. Then create a req is a request to purchase goods and/or services with UM funds. Once the req is fully approved, it will be closed, and a PO will be issued.
   - Non-Catalog Requisitions
   - Catalog Requisitions
   - Frequently Used Spend Categories
   - Viewing a Requisition’s Status
   - Editing a Requisition

Pre-approvals:
   - UMIT Governance Approvals – Required for hardware, software, or personal devices that run on UM Servers UMIT Demand Requirements/Process, attach to the requisition or Internal Comments field, note the date UMIT was contacted for approval. When approved, forward approval to the Purchasing Buyer.
Pre-approvals (continued):

- UM Communications Approvals - Angie Villanueva:
  - **UM Logos** – Attach a mock-up or proof to the requisition. (E.g., printing, branding, signage)
  - **Websites & Social Media** - Obtain approval from UM Communications.
- For RFPs, Bids, and University-Wide Contracts, reach out to Ignacio Calle.

Additional Supporting Documents:

- **Service Agreements (Important)**: Since the launch of Conga, this attachment is no longer required, unless specified by a Purchasing Buyer. Instead provide details and the scope of work in the requisition Description field. Then the agreement will be built in Conga.

- **Supplier’s Quote/Contract**: Non-catalog reqs require a quote. Or indicate if a contract is needed. Should the supplier provide a contract, obtain a Word version. Then review and initial at the bottom before attaching to the requisition. **Important**: Never sign a quote/contract. [UM Policy - Delegation of Contracting Approval and Signature Authority](#)

- **Consultant Questionnaire**: Required for all individual consultants with rare or highly specialized expertise. **Important**: Only required for individuals, not companies. Attach to the requisition.
  - **Highly Specialized Examples**: DNA Sequencing, Poison Control, and Astrophysics Mapping.
  - **Not Highly Specialized Examples**: Equipment Repair, Party/Event Planners, IT/Business Operations

- **Grants requiring a Sole Source/Justification Form** – Attach to the requisition, 3 quotes or 1+ quote and a [Sole Source Justification form](#)
  - Federal Grants over $25K+
  - State Grants - $35K+

- **Business Associate Agreement (BAA)** – For inbound POs, this additional Conga form is required when a supplier will have access to personal health information (PHI). ([Conga > Business Associate Agreement form](#) + Reference the purchase requisition number.)

- **Non-Disclosure Agreement (NDA)** – For inbound POs, an additional Conga form is required when UM and the supplier will exchange confidential information in support of a specific purposes. ([Conga > Contract Administration, Business Services form](#) + Reference the purchase requisition number.)

4. **A Conga Contracts Procurement Request Form may be required.** This is determined by the Purchasing Buyer and can be viewed in the Workday Process History, after the first Buyer’s approval. [PO Contracts Tutorial](#), Start from page 2, section C Track Approvals.
5. Once the requisition has been completely approved, a Purchase Order or “PO” will be issued. Having a PO means that the department has received financial approval and is authorized to make the purchase. The PO number can be found on the requisition line items. Or follow the search for a PO number tutorial, starting on page 3, section Searching for a PO Number Within a Requisition.

Steps 6, 7, and 8 may occur interchangeably.

6. Goods will be delivered and/or services will be rendered. Contact the supplier with any questions or concerns.

7. To request payment, invoices are sent by the supplier to UM. Most often, suppliers will send the invoice to UM Accounts Payable for processing. Should the department receive an invoice, be sure to submit the invoice to Accounts Payable for processing. For questions with invoice accuracy, contact the supplier.

8. A change order can be initiated to edit the PO. For example, a change order can be initiated to increase the dollar amount and extend the end-date. If the scope of work is new, or the supplier name needs to be changed, create a new requisition. Note, change orders can only be initiated by an employee with the Procurement Data Entry Specialist (PDES) or Cost Center Manager (CCM) security role. Initiating Change Orders, Consulting Addendum

9. Once all invoices have been processed by Accounts Payable and all payments have been issued by Disbursements, close the PO. Contact the supplier for invoices pending payment. Contact Accounts Payable to confirm if payment has been processed. If all pending and future invoices have been processed and payments have been sent, close the PO.

**Terminology**

**Consultant Questionnaire** – Required for all individual consultants with rare or highly specialized expertise. TIPS: Only required for individuals, not companies. Attach to the requisition. E.g.,

- **Highly Specialized**
  - DNA Sequencing
  - Poison Control
  - Astrophysics Mapping

- **Not Highly Specialized**
  - Equipment Repair Person
  - Party / Event Planners
  - IT / Business Operations

**Inbound** - UM is paying to bring in goods/services. E.g., UM is purchasing furniture or catering services

**Outbound** – UM is being paid to provide a service to a counterparty. E.g., UM is being paid by another University to have a UM professor lecture at a symposium.

**Payment Matrix** – A list of commodities and their allowed payment process(es). Some exceptions will appear.

**Purchase Order (PO)** – A UM authorized purchase that is sent to the supplier to provide goods and / or render services.

**Purchase Requisition (req)** – A request to purchase goods or services using UM funding through Workday.
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Purchasing Contacts
- Purchasing Help Desk
- Purchasing Buyers
- PCard & TCard
- Sourcing Team
- Data Team

Non-Purchasing Contacts
- Accounts Payable Disbursements
- UHealth Procurement
- Contract Administration

ULearn Classes
- Purchasing 101 Webinar
- Purchasing from Diverse Suppliers
- Supplier Onboarding for Purchase Orders
- Purchasing Department Contracts