

PURCHASING 101



Alex Borichevskiy
Bethany Scibetta
Dylan Lambert

Administrative Services Gateway

Building partnerships through collaboration

Crofts Hall, North Campus



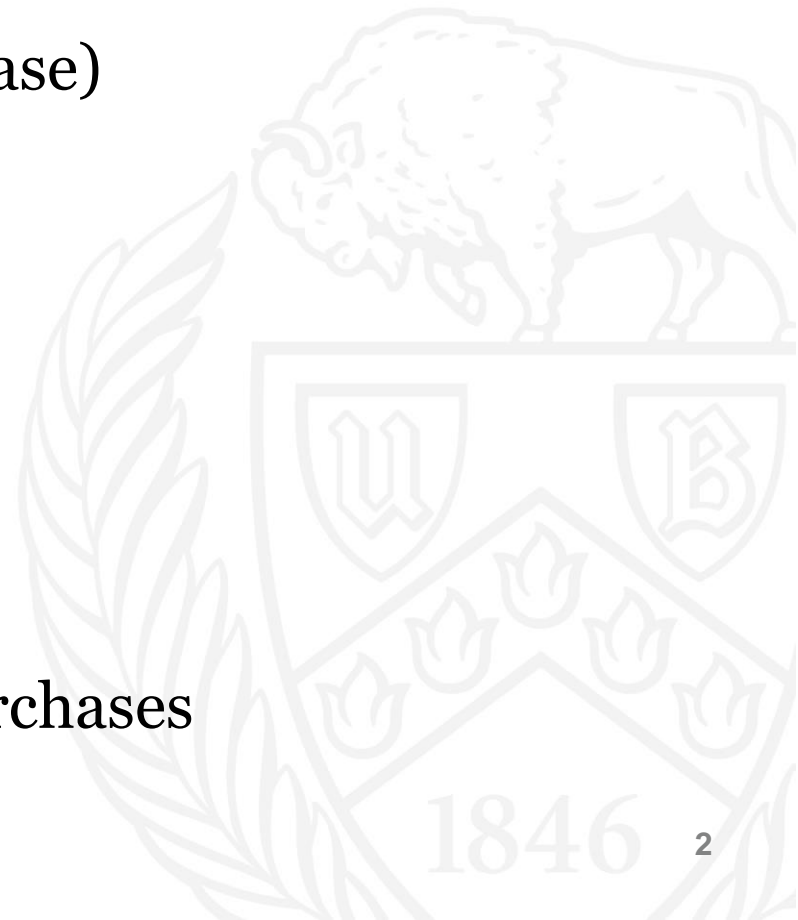
University at Buffalo

Office of the Vice President
for Finance and Administration



In this Purchasing 101 Session

- Purchasing & Contract Services teams
- Unit/Buyer Roles (pre/post purchase)
- Purchasing systems
- Thresholds up to \$50,000
- Purchases under \$50,000
- Tips on Successful small dollar purchases





Purchasing & Contract Services Teams



Facilities & Buildings



Technology



Scientific



Operations



Contracts & Compliance

Pre-Purchase Roles

Unit

- Define business purpose
- Meet with UBO
- Determine funding source
- Review commodity instructions
- Use purchasing tools

Buyer

- Determine procurement method
- Approve supplier selection
- Verify price is reasonable and approve purchase
- Issue POs/contracts/forms & resolve issues
- Sign & obtain appropriate signatures

Quotes vs Renewal Notices vs Invoice



A **quote** is an estimated price of goods or services obtained prior to purchase.



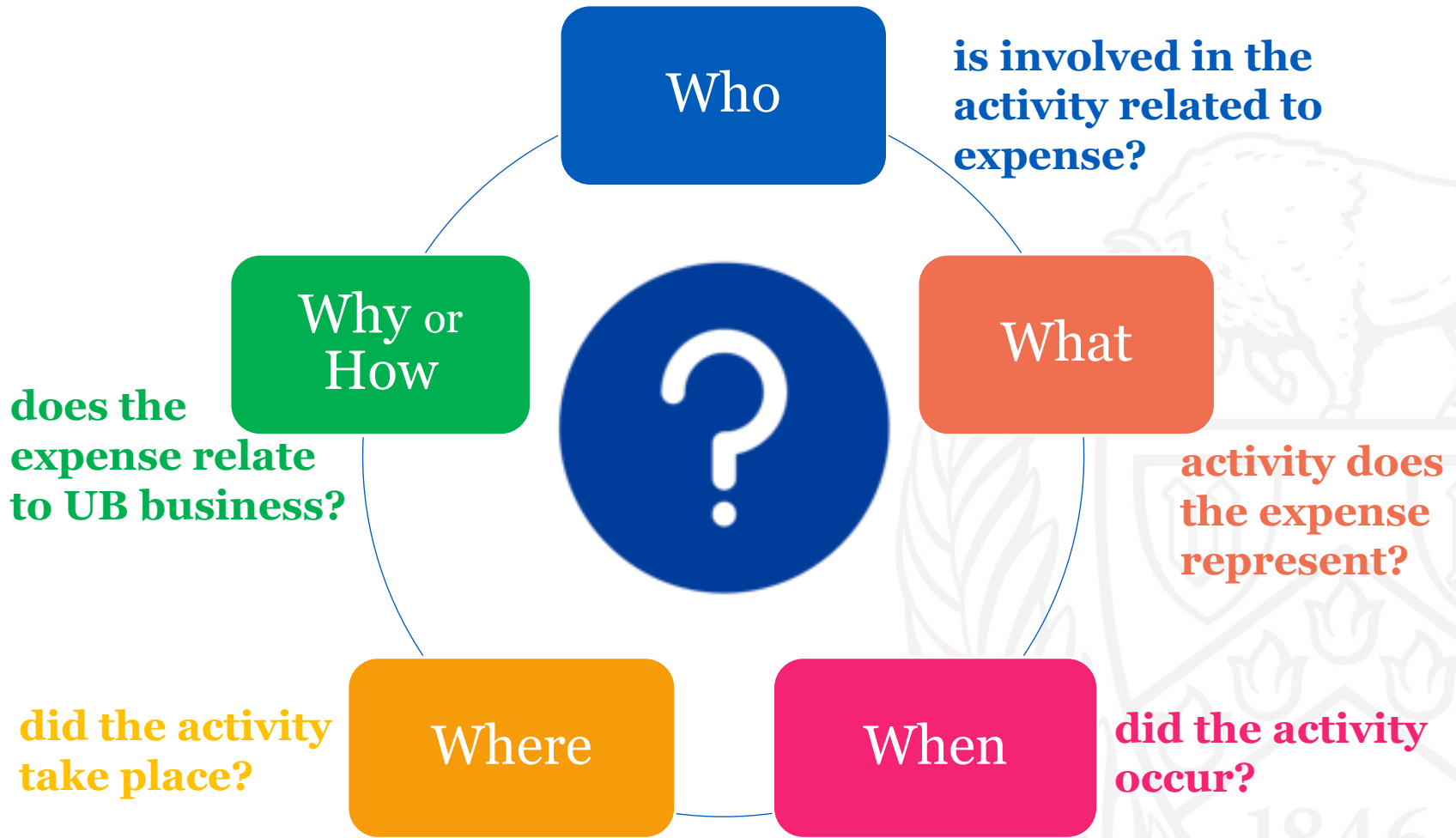
Renewal notice for multi-year purchases paid annually. Should match contract/agreement costs. Can use to initiate annual purchase request for payment processing.



An **invoice** is a summary of purchased goods or services. It includes price per unit, invoice date, due date and addresses. Accounts payable requires invoices to pay.

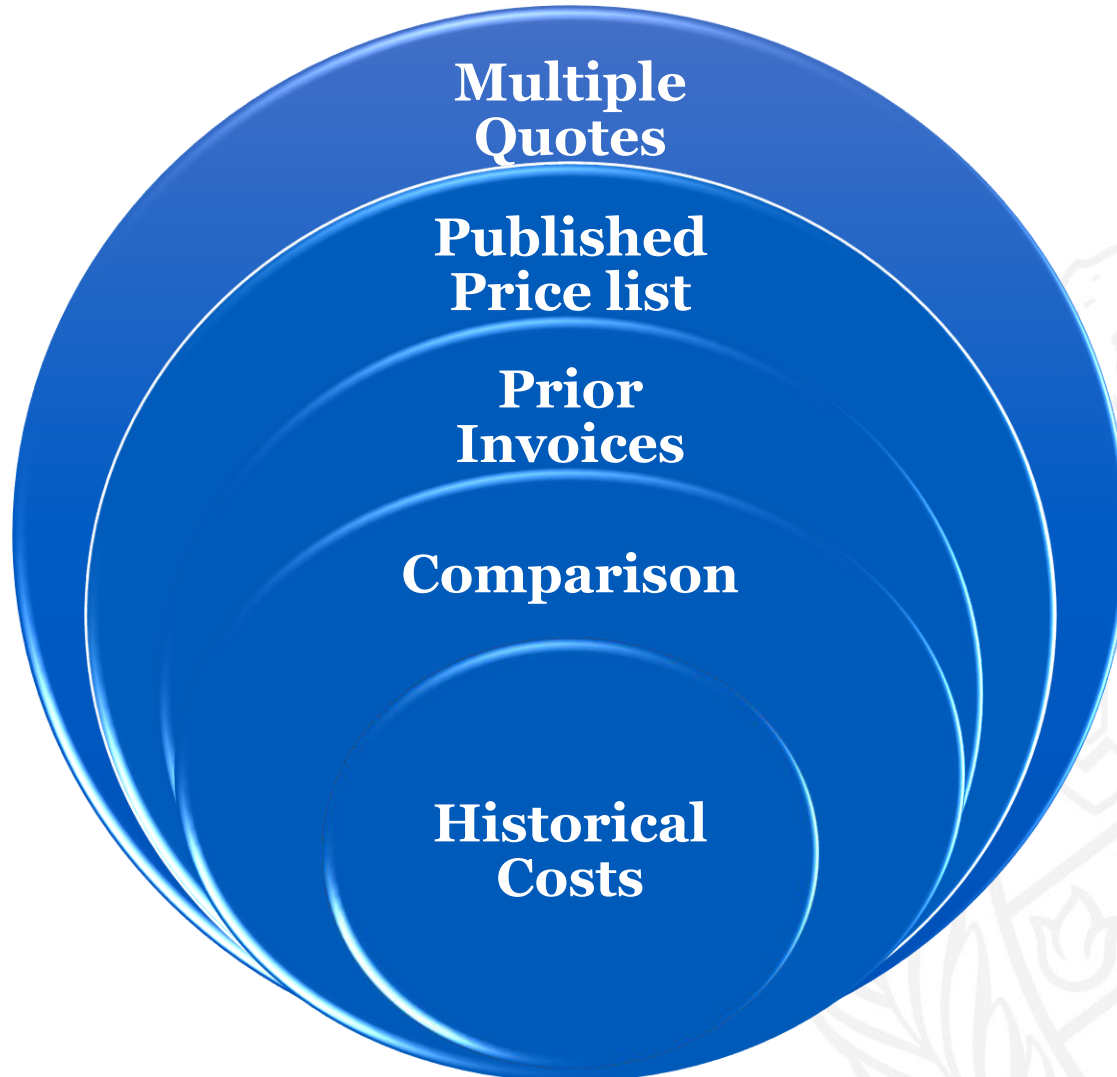


Business Purpose





Reasonableness of Price



**Multiple
Quotes**

**Published
Price list**

**Prior
Invoices**

Comparison

**Historical
Costs**

Purchasing Options

P-Cards

- Procurement cards
- All funds (State, RF, UBF)
- Purchases under \$500

ShopBlue

- Show case catalogs
- Service & Special Use Forms
- Non-Catalog Purchase Request (PR)
- Payment Request

eReq

- Legacy system
- UB Facilities' Maximo Users Only
- Only upon request of buyer

P-Card (Procurement Card)

VISA &



Use:

- Purchases under \$500
- Supplier does not accept a Purchase Order
- Quick purchase
- Local Store

Do NOT use:

- Supplier's documents require a signature
- Purchase requires pre-approval process
- Includes terms and conditions
- SUNY-wide, OGS centralized & state-funded UB contracts
- Exceeds P-Card limit

Use Shopblue Purchase Request


SHOPBLUE


UB's eProcurement system

- One stop shop for all procurement activity
- Increased efficiency through reduced time in procurement and payment process
- Customizable and personalized user profiles
- Enhanced reporting and tracking capabilities
- Promotes contract compliance


SHOPBLUE


Show Case Catalog Leverage Existing contracts with negotiated prices

 Punch-Out Catalog: Links out to supplier's web catalog to select product(s) & returns products to ShopBlue shopping cart for requisition processing

 Hosted Supplier Catalog: online version of supplier's catalog in ShopBlue for adding items to shopping cart and check out

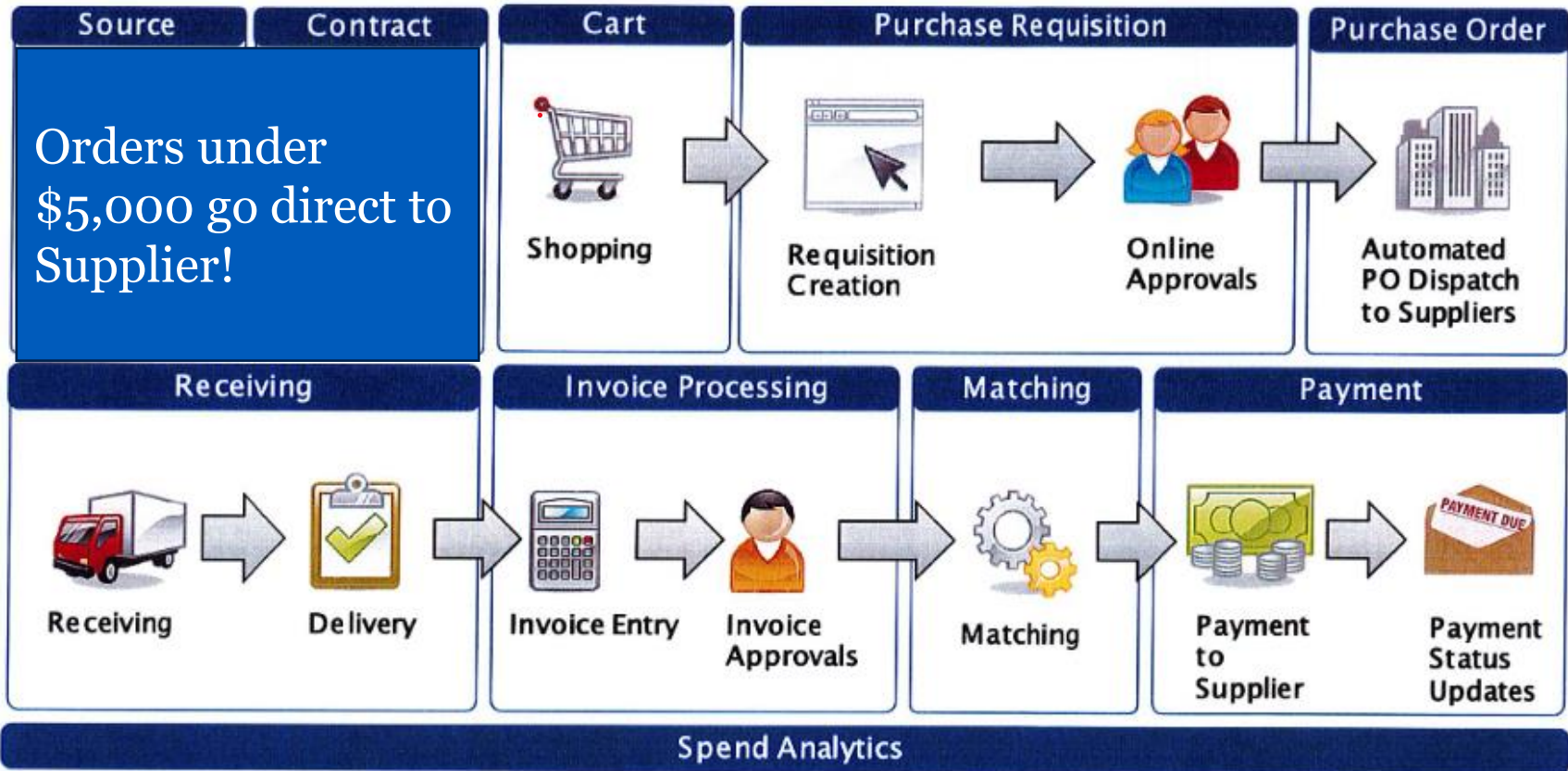
 Orders under \$5,000 go direct to supplier

 Orders over \$5,000 make a short stop at the buyer to approve

 All orders are placed electronically with supplier

SHOPBLUE

Show Case Catalog Process Flow





SHOPBLUE

Non-Catalog Request

Request items not found in ShopBlue Catalogs

When a new supplier is required

Allows for comments and attachments

Routes to buyer queue based on commodity selected

Purchasing Dollar Thresholds



State Funding Thresholds are based on NYS Finance Law/Legislation



Research Foundation thresholds are based on RF/SUNY policy requirements and can differ if federally funded



UB Foundation Funds are most flexible

Purchasing Dollar Thresholds

For Requisitions \$0 – \$2,499

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
Include quote or product specification	Include quote or product specification	Include quote or product specification
*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

Purchasing Dollar Thresholds

For Requisitions \$2,500 — \$4,999

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain a total of 2 quotes	Include quote or product specification	Include quote or product specification
*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

Purchasing Dollar Thresholds

For Requisitions \$5,000 — \$9,999

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain a total of 2 or 3 quotes	**Include quote or product specification	**Include quote or product specification
*Estimated order time: 5 to 15 business days	*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection. **All sole/single source procurements require written justification.

Purchasing Dollar Thresholds

For Requisitions \$10,000 — \$49,999

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain a total of 2 or 3 quotes	**Obtain a total of 2 or 3 quotes	**Obtain a total of 2 or 3 quotes
*Estimated order time: 5 to 15 business days	*Estimated order time: 5 to 15 business days	*Estimated order time: 5 to 15 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection. **All sole/single source procurements require written justification.



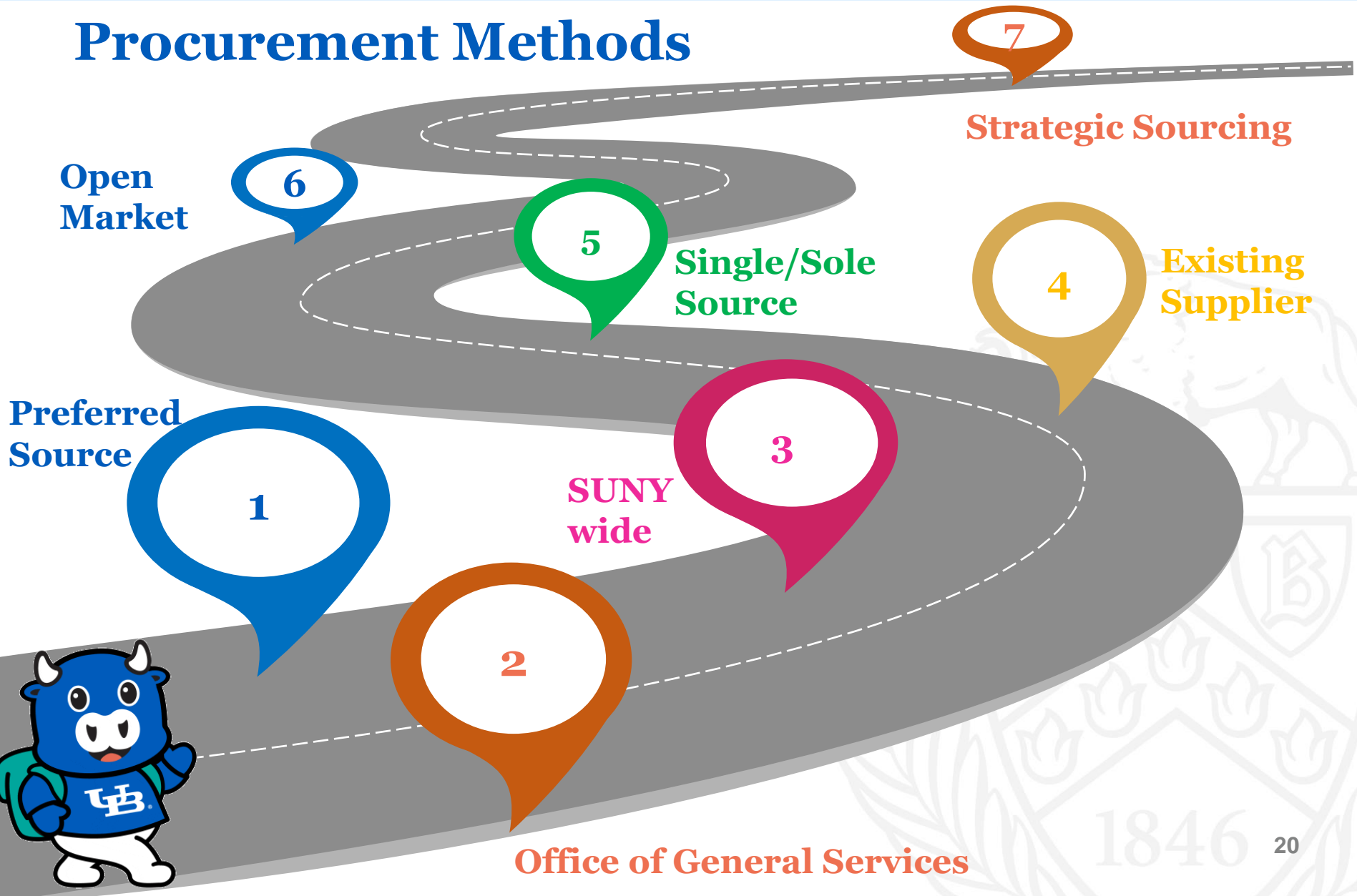
Confirming Received



Prior authorization is required

- Only buyers are authorized to purchase merchandise, request services & enter into agreements with suppliers
- Confirming received transactions allowed only for specific commodities & services (“[allowable list](#)”)
- All other commodities & services require [Exception Request Form](#) - only Research Foundation (RF) and UB Foundation (UBF) funds may be used
- Orders from foreign suppliers cannot be submitted as a *confirming received* even if the commodity & service is on the allowable list
- [Payment Requests](#) **SHOPBLUE**

Procurement Methods





Preferred Sources



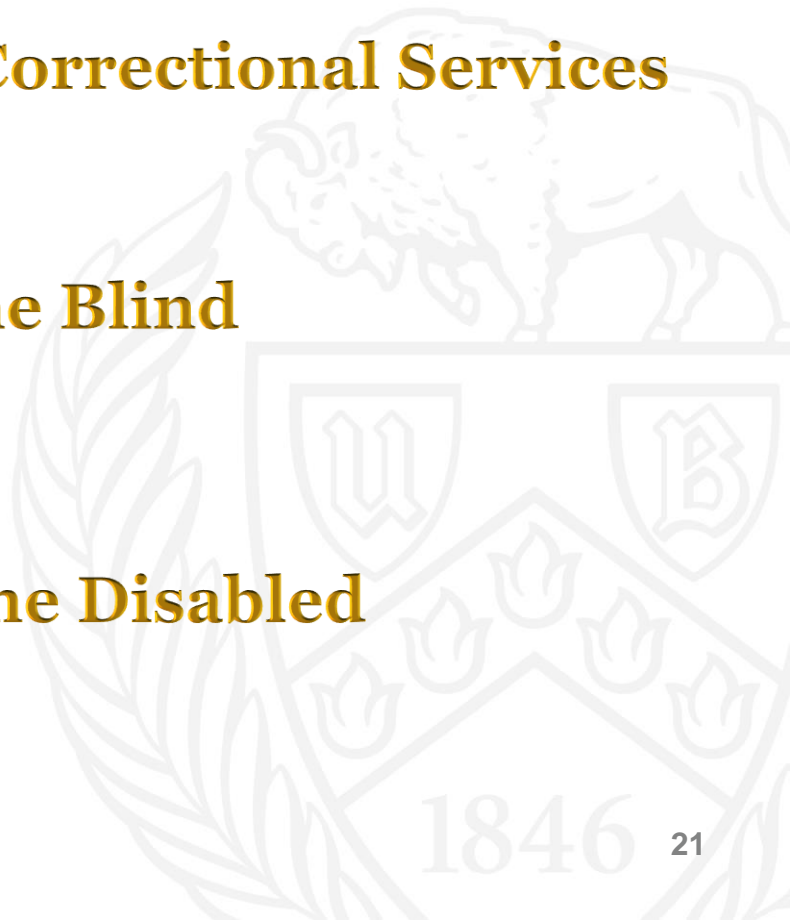
Department of Correctional Services



Industries for the Blind



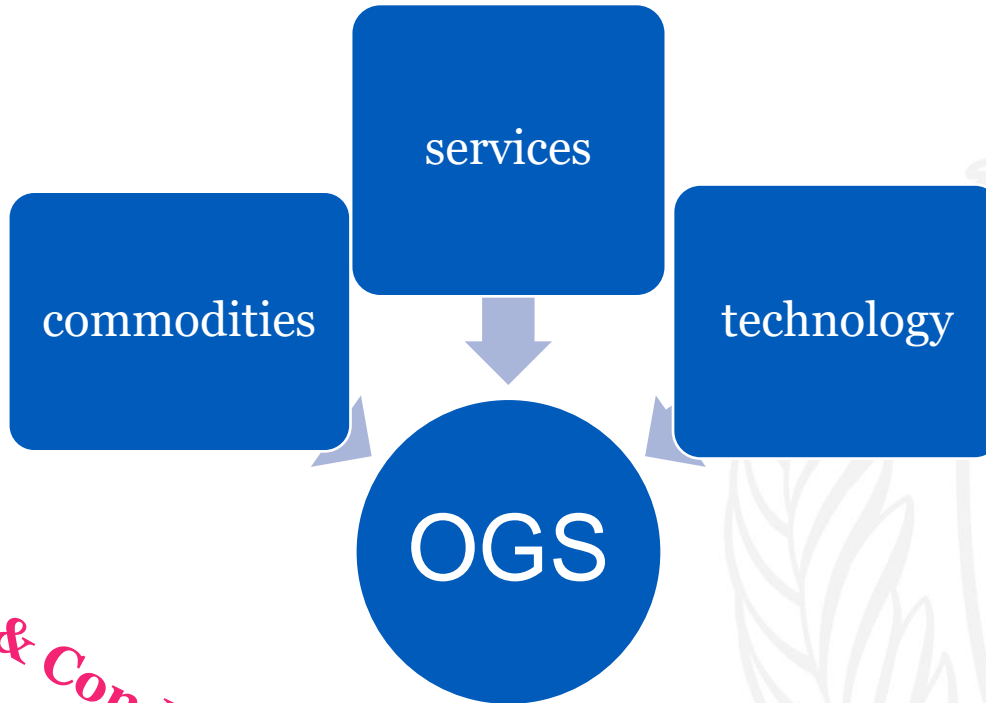
Industries for the Disabled



Office of General Services (OGS)

Competitive bidding performed by OGS to establish centralized contracts for state agencies and other authorized users

How to Use



Vendor Terms & Conditions

Mini-Bids

OGS or Less

Purchases \$200K or More

SUNY-wide Contracts

Competitive bidding performed by SUNY Office of System-wide Procurement to establish centralized contracts for state agencies and other authorized users



E-Commerce
Educational & Recreational Equip
Environmental
Equipment, Materials, Supplies
Fuels & Lubricants
Furniture & Office Supplies
Janitorial Maintenance

Medical Care/Healthcare
Miscellaneous Services
Printing, Publishing, Graphic
Arts/Supplies
Professional Services
Security
Technology (PIAs)

Single or Sole Source

Single Source

- 2 or more suppliers can provide commodity/service required by UB
- Determined in best interest of UB to select 1 supplier over another

Sole Source

- only 1 supplier can provide commodity/service required by UB

All requests for single or sole source must contain price reasonableness and explanation how vendor was selected



Open Market purchases under \$50K

Limited to \$49,999

Must meet commodity and threshold requirements

Use your SME for quotes – dept based

Quotes must not be expired

Shipping charges

Extensive vendor provided terms may impact ability to procure open market

Post-Purchase Roles

Unit

- Web Receive items upon receipt
- Send vendor invoices to Accounts Payable
- Notify buyer about order issues
- Identify orders requiring equipment tagging
- Mark calendar in advance for annual transactions

Buyer

- Work with vendor if items not received/incorrect
- Assist with product returns/exchanges
- Issue Change Order
- Process agreement amendments

Post Purchase – Create a Receiver for payment

Pain points for not creating a receiver in a timely manner

VENDOR may cut off the entire campus because of outstanding invoices not being paid

VENDOR may be entitled to late fees per NYS

Extreme amount of time spent on reaching out to individuals to complete receivers

Notifications: Does everyone have proper ShopBlue notifications turned on?

If the person in the role as receiver will be out for an extended time, it is important to assign someone else the receiving assignment in ShopBlue



Help



www.buffalo.edu/procurement



Contact a [Procurement Expert](#)



Information on [commonly purchased goods/services](#)



[Guidelines, Policies](#) and Forms



Procurement Card ([P-Card](#)) Program



Information on [receiving and paying](#) for goods/services



Access business - [ShopBlue](#), [SIRI](#), [Concur](#), [eReq](#)



Accounts Payable

Invoices:

apinvoice@business.buffalo.edu

Inquires:

apinquiry@buffalo.edu

Questions?





How did we do?

Take the Session Survey on your smart device using the

QR Code on your schedule.

