Procurement Process steps -

	PROCESS: New Requisition		PROCESS: Change Order
Step 1	Identify need.	Step 1	Identify change needed to already established Purchase Order (PO).
Step 2	Identify vendor/s that can fulfill need. If a new vendor, have them submit a W-9 form & Vendor Application If not a new vendor, identify vendor SCC ID#.	Step 2	Use SSB-Budget Query to ensure there are sufficient funds/Avaialbe Balance in the pool budget (4000s/5000s/6000s/7000s). Email Accountant team & copy Purchasing team to request Change Order approval. Include: 1) Change being requested 2) Description of why the change is needed, what led to the need of the change. 3) Use SSB-Budget Query to ensure there are sufficient funds/Avaialbe Balance in the pool budget (4000s/5000s/6000s/7000s). 4) Amount of increase/decrease/change (preferably including both the amount of the change and the Total to be on the PO at the end of the change).
Step 3	Obtain a quote for goods/services to fulfill need, and submit to budget manager/admin.		
Step 4	Use SSB-Budget Query to ensure there are sufficient funds/Avaialbe Balance in the pool budget (4000s/5000s/6000s/7000s). If yes, proceed. If not, then submit a departmental budget transfer (DBT) request to the Accountant team or a budget augmentation so that this can be rectified prior to creating requistion.		
Step 5	Initiate a requistion for goods/services. <u>**Best Practices:**</u> Use '**Document** text fields' to provide comments relevant to the purchase for Business Services teams. <u>Example of team/s needs to better assist with order/s:</u> **Purchasing team:** Quote and other related documentation/information to assist with ordering. **Accountant team:** Governing Board Agenda date, contract dates, etc… if not in Document Text field. **Warehouse/Receiving team:** Delivery instructions (where/who/etc…) and other related documentation/information to assist with receiving and delivery. Use Item **Text field t**o enter a clear 'Item Description' (use **Item** text if an expanded description is needed) to assist Purchasing team with ordering & Warehouse/Receiving team to easily identify receipt of items to assist with prompt delivery. This includes item #, model #, size, color, date(s) of event(s), attendee(s) name(s), Board approval date, etc.		
Step 6	Initiator to email REQ# & related documentation to **budget manager, corresponding VP, and** copy the following Business Services teams: **Purchasing team:** Quote and other related documentation/information to assist with ordering. **Accountant team:** Governing Board Agenda date, contract dates, etc… if not in Document Text field. **Warehouse/Receiving team:** Delivery instructions (where/who/etc…) and other related documentation/information to assist with receiving and delivery. Attach <u>quote and/or related back-up documentation</u>. Note detail for <u>Warehouse@solano.edu</u> with recipient's location & schedule, and if there are special delivery instructions or add in Document Text field when creating REQ.		
Step 7	**Purchasing** creates PO# and shares with vendor & functional area (in most cases). At any time, initiator/department can use SSB-View Document to check status and/or look up PO# using REQ#.		
Step 8	Goods received in Warehouse/Receiving and/or servcices received. Items compared to PO to ensure accurate in system (Banner). Items delivered to functional area/department provided in previous step. Goods/services received directly by functional area & confirmed they match PO.		
Step 9	Vendor sends invoice directly to <u>AccountsPayable@solano.edu</u> with the PO# noted on the invoice.		
Step 10	A/P team forwards invoice to the functional area (identified by the Org code) for the budget manager's approval that goods/services were received (if not confirmed by Warehouse/Receiving).		
Step 11	Once the 3-way match (PO#, invoice with PO# directly from vendor, and budget manager's approval to pay & confirming receipt of goods/services) is completed, then A/P can process payment. **Note:** All fully processed/approved invoices (with all 3-way match items mentioned approved) by Thursdays 12pm, the checks are sent to SCOE for approval by the end of the week.		
Step 12	A/P mails checks no later than Monday (Tuesday if Monday is a holiday).		