eMARS 601
GENERAL PROCUREMENT

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eMARS General Procurement

1 – Orientation

The General Procurement class is designed to provide users with a basic understanding of the Commonwealth of Kentucky's procurement process and the eMARS Procurement functionality as it relates to the typical agency procurement user who shops for items on Catalogs and/or creates Requisitions to send to Agency or Finance buyers.

The General Procurement process involves the activities by which users place orders for goods or services, record the receipt of those goods or services, and ultimately remit payment for the goods and services acquired.

eMARS contains several features that provide additional support to users in their General Procurement activities. The eMARS Procurement Workspace consolidates in one place the links to the documents and inquiries you will need to complete general Procurement functions. eMARS also provides a Procurement Type field used to identify the Business Process being followed to procure Goods or Services for a given requirement. Procurement Type controls which documents may be processed, how Vendors will be evaluated in the Post Award state, and which Authorities may be cited on an Award Document.

Cited Authorities are only applicable to certain Procurement Types. When completing a document it is important to select the Procurement Type first as this action will filter the list of Cited Authorities to show only those that are relevant.

Learning Objectives

At the conclusion of this session, you will be able to:

- Process a Strategic Procurement Request (**SPR1**)
- Search Master Agreement and Catalog using SHOPPER (**SHOP**)
- Create a **DO, DO2**, **DO3** or **DO4** using Shopper
- Create a Requisition (**RQS**)
- Process a Stand-alone Small Purchase (**PO**)
- Record a Receiver (**RC**)
- Establish a new Vendor in eMARS (**VCC**)
- Modify an existing Vendor in eMARS (**VCM**)
- Evaluate Vendor Performance (**PE**)
- Track documents and work in progress using Lifecycle Inquiry and Procurement Management table (**LINQ, PRCUID**)

Document Codes & Listings

The following table displays the Procurement document codes, types, names, purposes and how to process payments against award documents.

DOC CODE	DOC TYPE	DOC NAME	PURPOSE AND NOTES
SPR1	ADM	Strategic Procurement Request	(Takes the place of the EO1) An inline workflow review of procurement of expenditures considered strategic in nature or have an enterprise impact. To be reviewed by the business expertise agency. Agencies should obtain appropriate agency authorization prior to submitting the electronic document but should apply close scrutiny to all procurements and state expenditures particularly those within their procurement authority which are not reviewed by the business expertise agency.
PE	ADM	Performance Evaluation	Record Vendor Performance - Evaluators must be set up on the PEEVALR table by the contract administrator. Based on the Document ID
CT	AWARD	Contract	Created only by Centralized Procurement agencies (OPS, KYTC, DECA and AOC) to be referenced by other user departments. Used for one time purchases of goods. Must be created with the end user department's document code in the header so that the dept can create the payment document. A Receiver (RC) document may be required by your agency. Payment is generated using a PRC document.
CT2	AWARD	Contract	Created only by Centralized Procurement agencies (OPS, KYTC, DECA and AOC) to be referenced by other user departments. Used for one time purchases of services and for those agencies who have received an exemption from 3 way match requirements. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires an Payment Request (PRC) document for payment.
CTT1	AWARD	Contract	Created only by KYTC. Must be created with the end user Department's Document Code in the header so that the Department can create the payment document to be processed. Requires an Payment Request (PRC) document for payment.
CTT2	AWARD	Contract	Created only by KYTC. Used for one time purchases of services who have received an exemption from 3 way match requirements. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires an Payment Request (PRC) document for payment.
DO	AWARD	Delivery Order	Created by the end user department from the URCATS search. URCATS only results in a DO award which requires 3 way matching. It references a Master Agreement or MA catalog lines. A Receiver (RC) document may be required by your agency. Payment is generated using a PRC document.
DO2	AWARD	Delivery Order	Created by the end user department from the URSRCHMA search. User must select DO2 as the target document. It references a Master Agreement or MA catalog lines. Requires an Payment Request (PRC) document for payment.

DOC CODE	DOC TYPE	DOC NAME	PURPOSE AND NOTES
DO3	AWARD	Delivery Order-Punchout with Procurement Card	Created by the end user Department from SHOPPER. Is created as a result of the Punchout process. Punchout allows the end user to navigate from eMARS to the vendors' website to select desired items. The order is then transferred back to eMARS for further processing. Once the Order has been submitted, it is sent electronically to to the vendor for processing/payment receipt.
DO4		Delivery Order-Punchout	Created by the end user Department from SHOPPER. Is created as a result of the Punchout process. Punchout allows the end user to navigate from eMARS to the vendors' website to select desired items. The order is then transferred back to eMARS for further processing. Once the Order has been submitted, it is sent electronically to to the vendor for processing.
MA	AWARD	Master Agreement	Created only by Central Procurement Departments. For recurring or blanket procurement needs. Does not place an order for any goods or services, but establishes pricing and terms and conditions for future purchases for a given period. Can be renewed based on defined renewal periods. Can be individual lines or catalog. Referenced by users utilizing SHOPPER. Direct payment can be made referencing a MA line or catalog by generating a PRC on the Commodity Group component of the UR Document. Agencies are encouraged to create a Delivery Order (DO) especially as the MA nears its expiration date.
PO	AWARD	Purchase Order	Created only by Decentralized Procurement agencies. Used for one time purchases of goods. Must be created with the end user department's document code in the header so that the dept can create the payment document. A Receiver (RC) document may be required by your agency. Payment is generated using a PRC document.
PO2	AWARD	Purchase Order	Created only by Decentralized Procurement agencies. Used for one time purchases of services. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires a Payment Request (PRC) document for payment.
PON2	AWARD	Proof of Necessity	Created by any Department for all Personal Service Contracts/Grants/MOA's which require review by the Government Contract Review Committee. Requires completion of the PON information. Otherwise is exactly the same as a PO document. Users make payment by copying forward from the award to a PRC.
EV	EV	Evaluation Document	Created by the buyer to consolidate all Solicitation Responses, enter scoring, award justification. The resultant award is generated from within the EV document.
RC	RC	Receiver	Documentation that the goods were received.
PRC	PRC	Payment Request	The PRC payment document may be created by the end user as a standalone document or reference awards or master agreements with external vendors.
PRCI	PRCI	Internal Payment Request	The PRCI payment document is created by the end user and must reference an award or master agreement with an internal vendor.

DOC CODE	DOC TYPE	DOC NAME	PURPOSE AND NOTES
RQS	RQ	Standard Requisition	Usually created from scratch to request goods or services. Used by all departments.
UR	RQ	Universal Requestor	Created from SHOPPER, and will result in a DO, PRC or RQS dependent on whether an item is available on contract or not.
RFB	SO	Request for Bids	Can only be issued by OPS, DECA, KYTC and AOC.
RFI	SO	Request for Information	Does not result in award, just seeking information on possible solutions, market conditions, etc.
RFP	SO	Request for Proposals	Used by any department for all Personal Service Contracts, or by Central Procurement agencies for complex procurements.
RFQ	SO	Request for Quotes	Issued by any department for solicitation of goods or services within the small purchase delegation for the department.
SR	SO	Solicitation Response	Used to record the vendor's response to a solicitation.
SRW	SO	Solicitation Response	Same as the SR, but generated through the Solicitation Response Wizard.
VCC	VC	Vendor/Customer Creation	Creates a Vendor record. Processed for approval by Statewide Accounting Services
VCM	VC	Vendor/Customer Modification	Modifies a Vendor record. Processed for approval by Statewide Accounting Services

2 – Commonwealth of Kentucky Procurement Process

Procurement Lifecycle

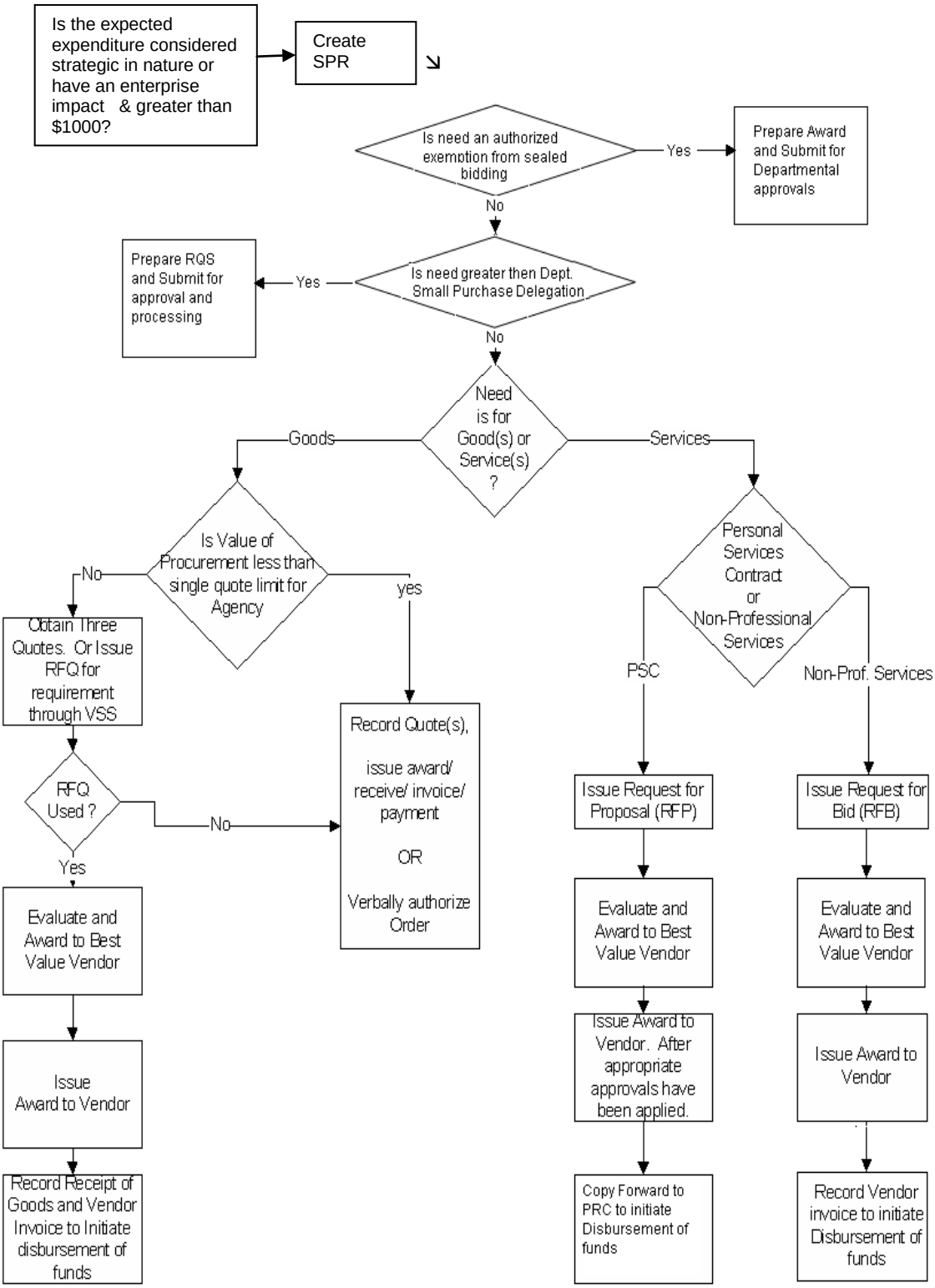
The Commonwealth's procurement lifecycle consists of the following seven major phases:

- **Strategic Procurement Request** – identifies the need for a specific purchase, and the planned approach for making the acquisition for expenditures considered strategic in nature or having an enterprise impact. Requests will be required for such contracts or purchases set at or above $1000.00
- **Requisition** – a request for goods or services that exceed the Department's small purchase authority.
- **Solicitation** – requirements for goods or services are advertised and vendors are requested to submit information, quotes, bids or proposals
- **Solicitation Response** – vendor responses to solicitations are received and recorded
- **Evaluation** – vendor responses to a solicitation are evaluated for award
- **Award** – formal agreements are established with a vendor to either purchase goods or services or set prices for future purchases
- **Post Award** – the activities that take place during the remainder of a vendor contract after award

It is not required that every procurement go through all of the above procurement phases or to proceed through these phases in sequence. The only required phases are Award and the Post Award phase.

General Procurement users will typically perform activities associated with the Strategic Procurement Request, Requisition and Post Award phases.

Kentucky's Departments generally follow the processes detailed in the following diagram:



Strategic Procurement Request

The SPR is a request for expenditures considered strategic in nature or that have an enterprise impact that will be reviewed by the business expertise agency. Agencies should obtain appropriate agency authorization prior to submitting the electronic document but should apply close scrutiny to all procurements and state expenditures particularly those within their procurement authority which are not reviewed by the business expertise agency. Once the SPR1 document is submitted and approved by the agency it will be routed to the appropriate Business Expertise Agency based on category selected on the document.

The following procurements are considered strategic in nature:

- Architectural & Engineering
- IT
- Personal Service Contracts
- Postal
- Printing
- Vehicles

Note: If your procurement falls within one of the above categories, and is greater than $1,000, you will be required to complete the SPR1 document.

Requisition

In the Requisition phase, a user creates a request for the desired goods or services. For procurements that exceed an agency's delegated authority, a user must prepare a Requisition (**RQS**) document to describe the requirement, receive departmental approval, and submit to the Office of Procurement Services (OPS) for subsequent processing.

Solicitation

The Solicitation phase encompasses the documents and events used to advertise a requirement or need and request Vendors to submit information, quotes, bids, or proposals. The Commonwealth uses the following distinct document codes:

- Request for Information (**RFI**)
- Request for Proposal (**RFP**)
- Request for Bid (**RFB**)
- Request for Quote (**RFQ**)

These documents and their use in the Competitive Sealed Bidding process are covered in detail in the Personal Service Contracting and Advanced Procurement course.

- **RFI** (Request for Information) – Used to gather information when a conceptual need has been identified, but the detailed requirements needed to achieve the goal still need to be defined.
- **RFP** (Request for Proposal) – Used to advertise procurements that may not have exact parameters. Used by Agencies to bid Personal Service Contract. May or may not be commodity driven.

- **RFQ** (Request for Quote) – Used for informal solicitations for goods or for non-professional services.
- **RFB** (Request for Bid) – Used for procurements where the Commodities for goods or services are delineated (for Central use only).

Depending on the Procurement Type, the Solicitation phase may be optional.

The Solicitation documents do not have any Event Types tied to them, as they do not perform any accounting updates upon submission.

Solicitation Response

As vendors respond to Solicitations issued by the Commonwealth their responses are to be recorded in eMARS. The Solicitation Response phase encompasses the documents and events used to record a Vendor's response to a Solicitation.

Solicitation Response is divided into two main areas:

- **Vendor Functionality** – operates as a separate application, Vendor Self Service (**VSS**) integrated with eMARS, where Vendor's can register with the Commonwealth and view Solicitations.

- **Buyer Functionality** – the Buyer, or tech, enters responses in eMARS for Vendors not submitted in Vendor Self Service (**VSS**).

NOTE: The Solicitation documents and processes are covered in detail in the Advanced Procurement and Personal Service Contracting courses. KY doesn't participate in the Online Bidding feature offered with eMARS. All bids submitted will need to be manually recorded on the SR or SRW document.

There two Solicitation Response document codes:

- Solicitation Response (**SR**)
- Solicitation Response Wizard (**SRW**)

Depending on the Procurement Type, the Solicitation Response phase may be optional.

Evaluation

The Evaluation phase encompasses the documents and events used to evaluate a Vendor's response to a Solicitation. Once all bids have been received, recorded and the solicitation closing date has passed, the procurement moves into the Evaluation phase where responses are reviewed, analyzed, and ranked against all other responses by designated evaluators.

There is only one Evaluation document:

- Evaluation (**EV**)

The Evaluation documents and processes are covered in detail in the Personal Service Contracting and Advanced Procurement courses.

Award

Awards range from contracts for consulting services to Master Agreements for office supplies. The Award phase is the ONLY mandatory phase in the Procurement Process.

The Award phase encompasses the documents and events used to establish a formal agreement with a Vendor, either to purchase defined goods or services or to set prices for future purchases.

The following eMARS documents may be used in the Award phase:

- Purchase Order (**PO**)
- Contract (**CT**)
- Master Agreement (**MA**)
- Delivery Order (**DO**)
- Proof of Necessity (**PON2**) – discussed in the Personal Service Contract class

Post Award

The Post Award phase begins immediately after an Award has been made to a Vendor and encompasses the documents and events that take place during the remainder of the life of the contract.

Post Award encompasses three main areas:

- Receipt of goods and payment
- Vendor Performance
- Contract Administration

The following eMARS documents may be used in the Post Award State:

- Receiver (**RC**)
- Payment Request (**PRC**)
- Vendor Performance Evaluation (**PE**)
- Renewal (**RN**) – discussed in Advanced Procurement class

The Post Award phase is also used as the central repository for all documentation associated with the Contract Management of Procurement.

Procurement Folder

The Procurement Folder is the central repository for documents related to a single procurement. eMARS compiles all activities, documents, and related correspondence for a procurement into a virtual Procurement Folder that ties multiple procurement documents and documentation items together. The Procurement Folder provides a single point for tracking, assigning, and reporting during the procurement life cycle. Each procurement document will belong to a specific Procurement Folder.

Each folder has a unique system generated identification number that allows users to identify the procurement documents and documentation items that apply to a particular purchase. Each folder also has a **Procurement Title** to easily identify the Procurement Folder. The Procurement Title is displayed on various procurement related pages to aid in identifying the proper folder for a specific procurement. The Procurement Folder can be accessed directly from the document using the Header or the Related Actions menu.

Procurement Types

Procurement Types are used to classify and group similar purchases. The Procurement Type is used to identify the Business Process being followed to procure Goods or Services for a given requirement. The Procurement Type controls which documents may be processed, how Vendors will be evaluated in the Post Award state, and which Authorities may be used on an Award Document.

For each Procurement Type, business rules for processing are assigned that include the following:

- Manager
- Required phases (e.g. Requisition, Award, etc.)
- Acceptable Documents (e.g. **RQS, PO, RC**, **PRC**, etc.)

A Performance Evaluation Template is assigned to each Procurement Type. This template determines the Evaluation Criteria to use when creating a Performance Evaluation (**PE**) document.

Certain Cited Authorities are only applicable to certain Procurement Types. When completing an award document it is important to select the Procurement Type first as this action will filter the list of Cited Authorities to show only those that are relevant.

Cited Authorities

In order for a purchase to be legally processed, the Commonwealth of Kentucky requires a Cited Authority to be associated with each award and each payment document. This Cited Authority contains statutory, regulatory or policy citations for a purchase. This information is required when creating award and payment documents.

Proper completion of the Cited Authority field is *required* for the Commonwealth of Kentucky to comply with an agency's pre-audit delegation agreement resulting from **FAP 120-13-00** (Decentralization of the Pre-Audit Function).

Cited Authority represents the statutory, regulatory or policy citation – for example, "**FAP 111-55-00**"- Small Purchase Authority.

Cited Authority is required on Award Documents and Payment Requests where there is no reference or only a memo reference to an award. Cited Authority is not required on Requisition or Solicitation documents.

The validation of the Cited Authority's minimum and maximum amount will occur at the document header level – the document amount and NOT the line amounts. The determination of which Cited Authorities are available to be selected is based on business rules set-up in eMARS.

NOTE: The combination of Document Department, Document Code, Procurement Type and Dollar Value determine if a Cited Authority is applicable to the award document you are attempting to process.

3 – eMARS Procurement Document Sections

eMARS Procurement documents have a Header section and up to eight Detail Sections. The following paragraphs provide an overview of what each section is used for and the types of information that will be entered.

Header- The Header section lists general information associated with the entire document and identifies the Cited Authority for the document.

The Header can also support attachments associated with the eMARS document. All file types (xml, doc, pdf, xls) are supported in the Header. Any attachment located in the Header will not print as a part of the final document. Attachments uploaded in the Header of a Solicitation document in the "Standard" file type will be available for download on the Vendor Self Service (VSS) application.

Vendor - The Vendor section provides Vendor information pertaining to:

- Vendor associated with a Solicitation Response (Solicitation and Evaluation phase documents)
- Vendor awarded a contract (Awards phase)

Vendors are selected from a pick list that is populated by the Vendor/Customer (**VCUST**) table.

Commodity– The Commodity section lists all commodities (goods or services) associated with the document. The Commonwealth will use a 5 digit Commodity Code to simplify the accurate selection of the classification.

Accounting Distribution– The Accounting Distribution section lists the fund distribution across multiple line items. This information allows for the distribution of Commodity costs across multiple Accounting lines based on percentages. (Optional)

Terms and Conditions– The Terms and Conditions require the user to identify the general requirements, rules, specifications and standards that are to be a part of the contract. Terms and Conditions can be added by selecting a pre-defined template, or by adding a free form document. All attachments found in the Terms and Conditions section will be printed as part of the assembled Contract. A pre-defined template can be selected by using the **T&C** Pick. Once selected eMARS will add the Terms attachment associated with the template. **Free Form Terms** and Conditions can be added by selecting a Free Form template from the **T&C** Pick. Users will then be required to **Upload** a Microsoft Word .XML attachment through the **File** Menu that contains all the Terms for the Contract. It is not acceptable to select a blank Free Form template and not upload the Terms and Conditions for an award document.

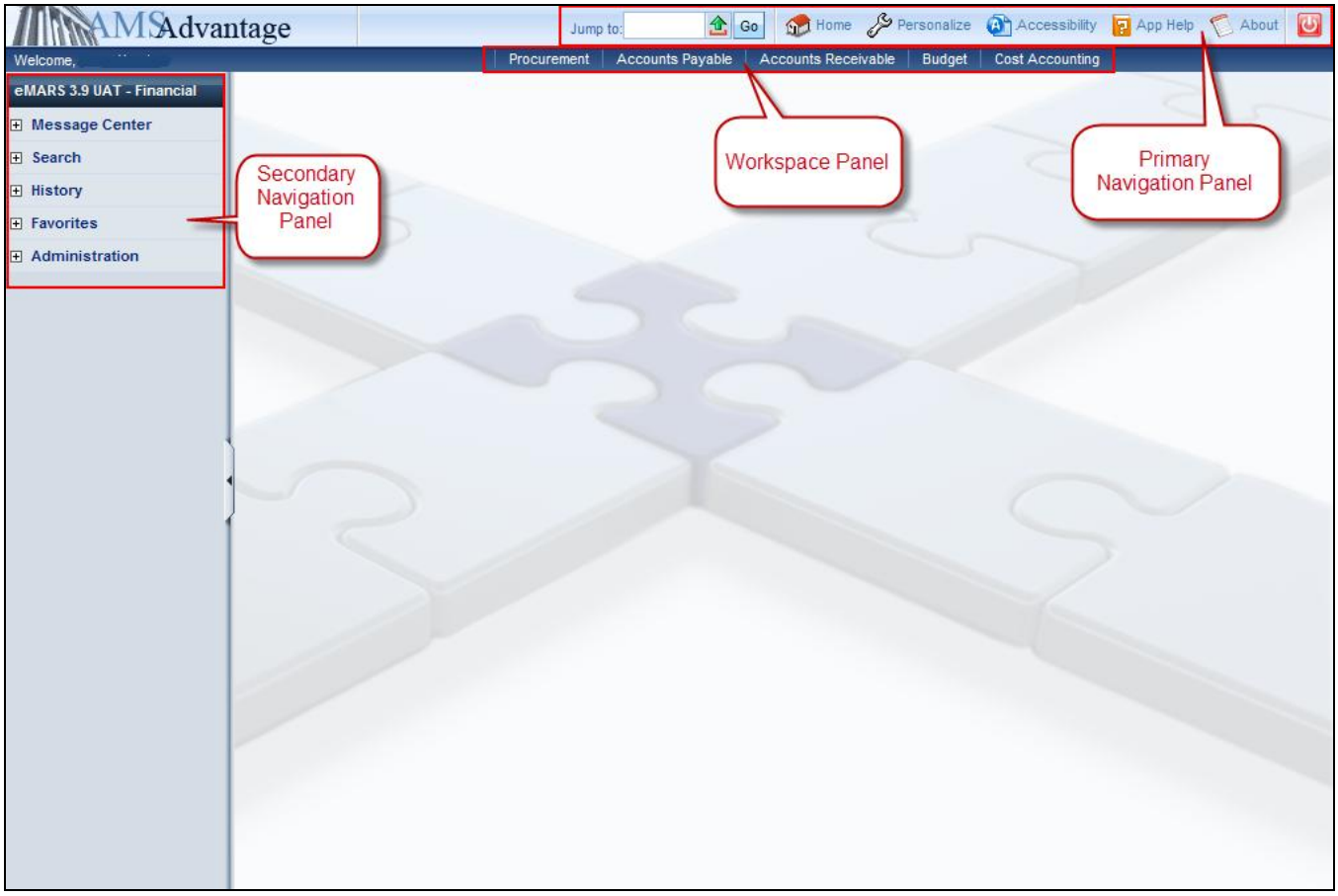
Accounting– The Accounting section lists the accounting funds for each Commodity line.

Posting– The Posting Section lists the posting information for each Accounting line.

Supporting Documents– The Supporting Document Section allows secondary attachments to be incorporated as a part of the contract or Solicitation document. Attachments located here must follow the same formatting guidelines as the Terms and Conditions section (XML) and will print as a part of the final document. The use of Supporting Documents will retain each on separate pages during the document assembly.

4- General Navigation within eMARS:

eMARS offers a variety of ways users can view the data or information within the system. There are multiple panels, menus and views that can assist the user when processing or entering data into the application.



Primary Navigation Panel

The Primary Navigation panel is a constant panel that you will see at the top of every screen within the eMARS application. The function of the Primary Navigation panel is to allow users quick access to specific functions available within eMARS. The Action Buttons that appear on the Primary Navigation Panel allow users to:

- Gain quick access to any table with in the application (Jump To)
- Return to the Home page from anywhere in the application (Home)
- Maintain your Favorites list (Personalize)
- Learn about the Accessibility features available in eMARS (Accessibility)
- Access On-Line Help and Documentation regarding eMARS (App Help/ About)

- Log out of the application and end the session

The Secondary Navigation Panel

The Secondary Navigation Panel is a dynamic panel that will change depending upon the type of page you are viewing within the application. The panel will allow users to navigate within a specific document or perform other specific functions. The main functions of the Secondary Navigation panel are listed below:

- Access worklists to approve documents
- Perform searches for documents, or pages
- Create and access InfoAdvantage Reports
- Access previously viewed pages
- Change your password.

When viewing a document or table, the Secondary Navigation panel is updated and displays menus and links that correspond to the page being viewed. This panel is also collapsible to allow for more working space.

Workspaces

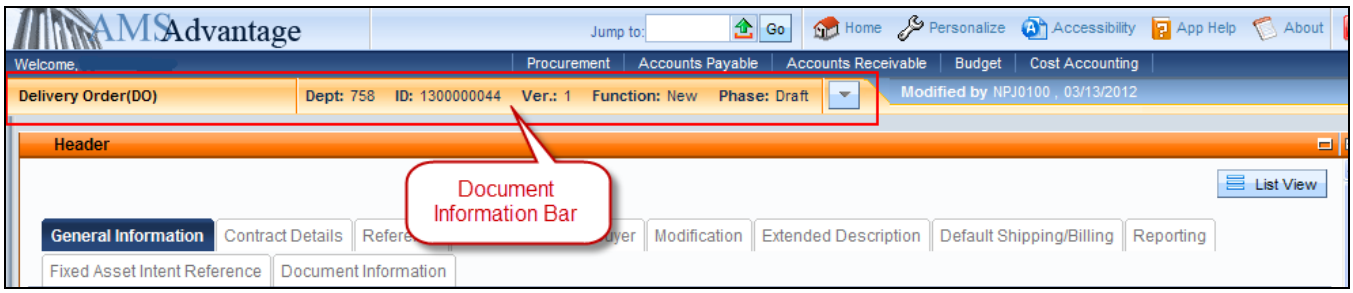
Workspaces are collections of shortcuts to individual application pages within eMARS used for quick access to data or pages. Workspaces allow users to access all the documents or pages associated with a specific function. The following Workspaces are available:

- Procurement
- Accounts Payable
- Accounts Receivable
- Budget
- Cost Accounting.

Using and Understanding Documents

Document Title Bar

The Document Title Bar provides specific document information such as the document information (Document ID, Document Department, Function and Phase.

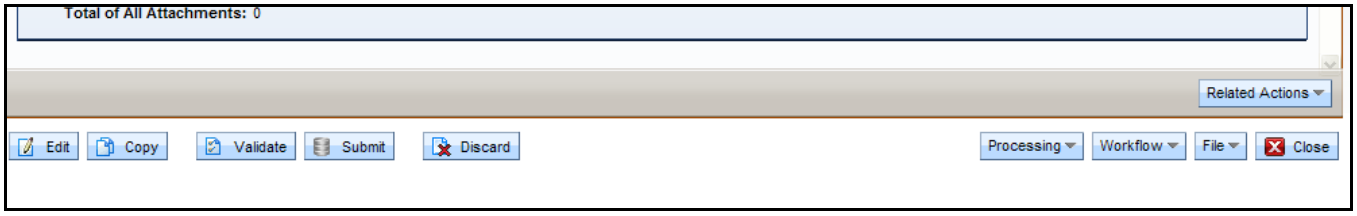


Within the Information Bar is the Document menu which allows users to access additional information about the document.

- Include Document Comments
- View referenced documents
- View printed forms.

Document Buttons:

Within a document there are a variety of buttons to assist the users in processing data and viewing information. These document buttons will be located at the bottom of each section and/or document



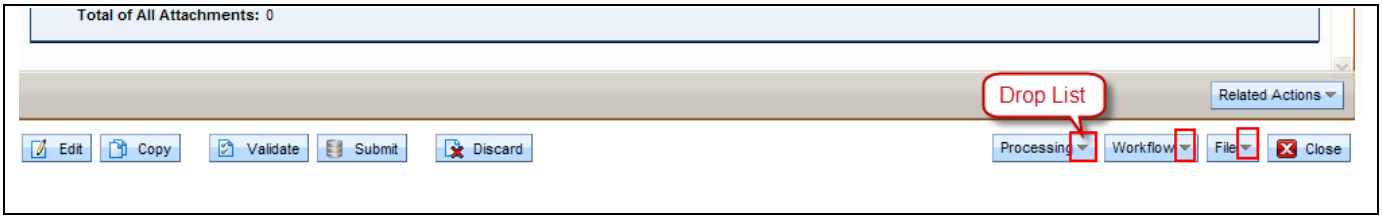
Document Buttons:

- Edit
- Copy
- Validate
- Submit
- Discard
- Processing
- Workflow
- File
- Close

Section Buttons:

- Insert New Line
- Insert Copied Line
- Edit with Grid
- Related Actions Menu

Additional actions are available if the selected button has a drop list. For example the Related Actions Menu, allows users to perform specific functions associated with that particular document.

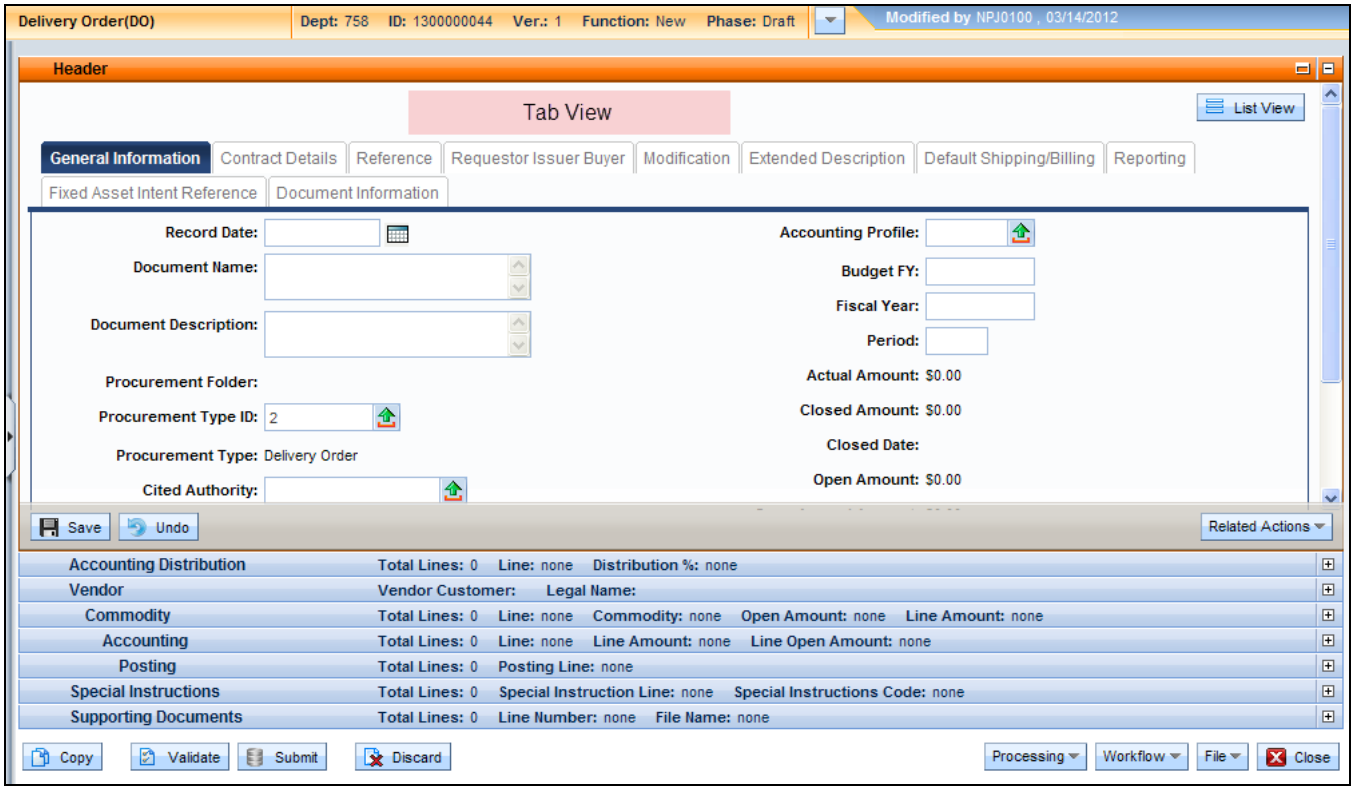


Document Views:

eMARS allows users to choose how they view the information in a specific document or section.

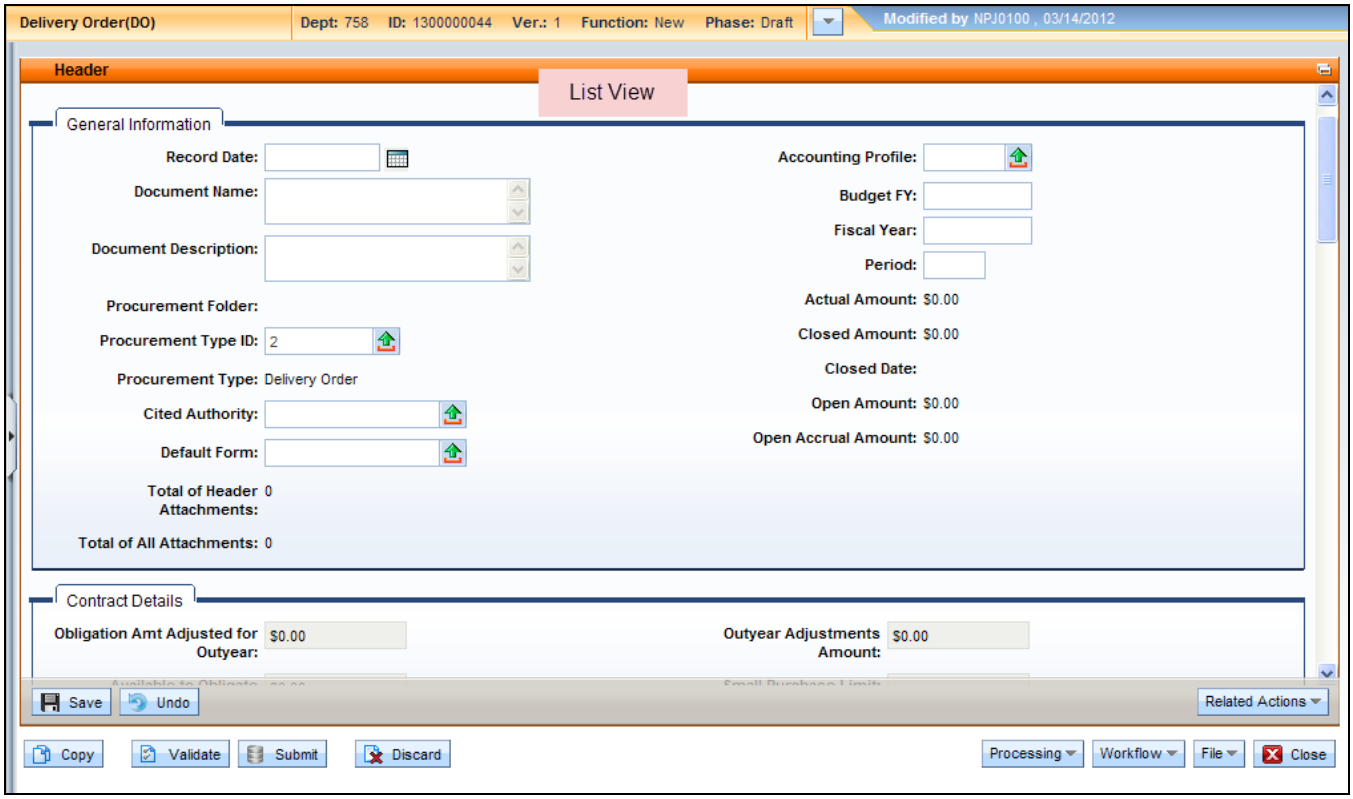
Tab View:

Tab view is the default view and allows the user navigate between different tabs within a document section. This helps avoid having to scroll to view the information associated with a document.



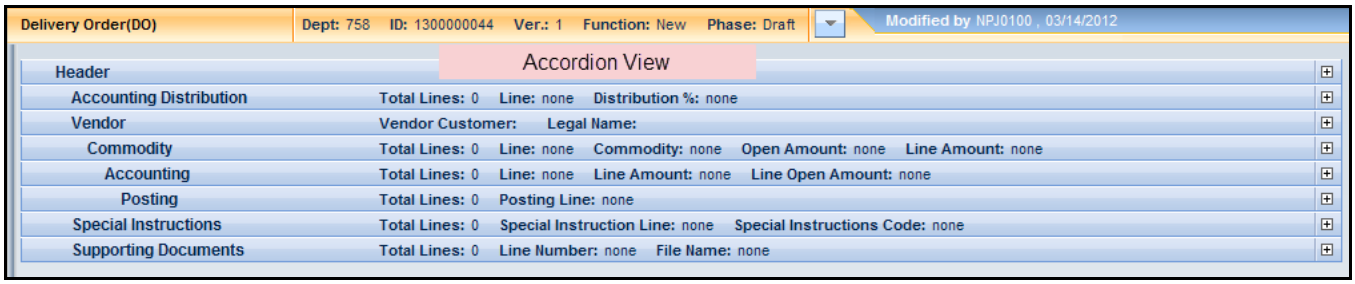
List View:

List view allows users to have the option to view all sub-sections of the document on one screen. Users will have to scroll to view all individual sub-sections.



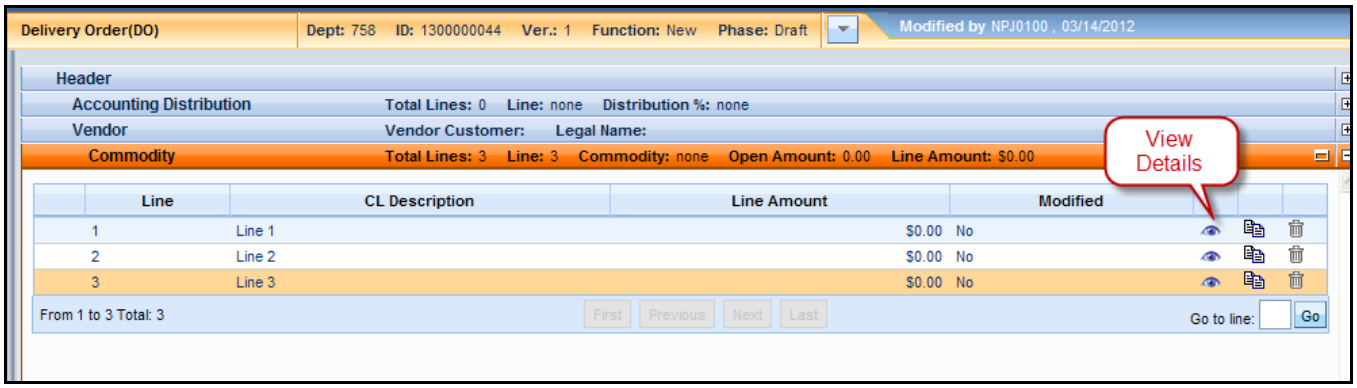
Accordion View:

The Accordion View removes the Secondary Navigation Panel from the screen and will show all document sections. The accordion view allows each section to be maximized for data entry, and can be expanded or collapsed as needed to review data and details.



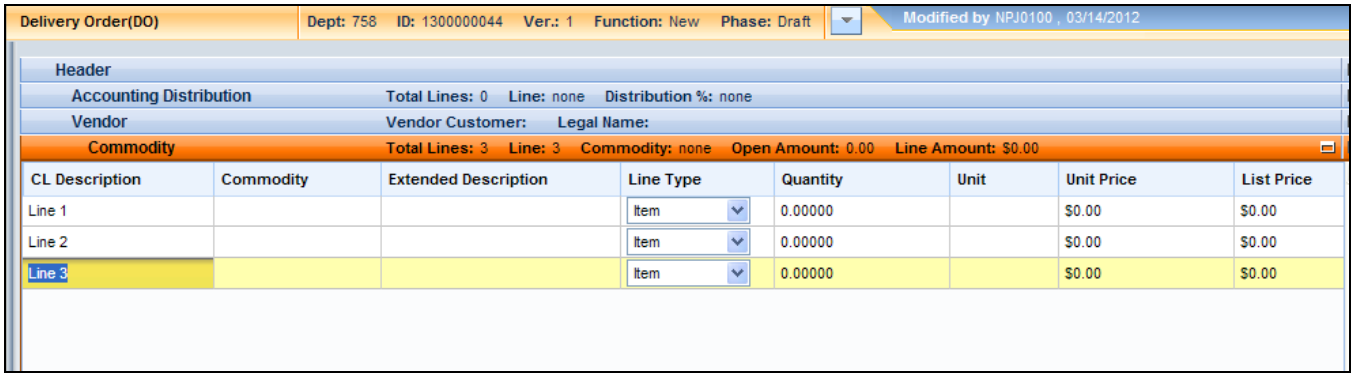
Viewing Details:

Users have the option to view the section showing details or not showing details. Viewing a document without details allows for quick navigation. Users can then view the details one line at a time by selecting view details to reveal all information associated with the line.



Edit with Grid:

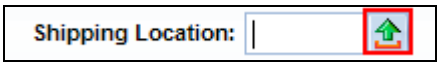
The Edit with Grid feature allows users to populate data into eMARS using an excel type view.



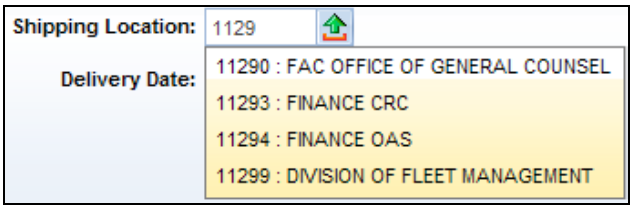
Document Data Entry:

When processing a document, users will be required to complete specific fields. eMARS offers assistance to users who need to select values that appear in other tables within the system. Users have the following Data Entry help:

- Picks- allow users to select from a list of values



- Type Ahead-Provide letter by letter filtering as you type



5 – Strategic Procurement Request Process (SPR1)

(Previously EO1)

The EO1 document has been replaced with a new document. The new eMARS document is called the Strategic Procurement Request (SPR1).

In an effort to establish improved procurement processes internal to the Commonwealth, the Executive Order 2008-011, commonly referred to as the EO1 process, will be transitioned to an inline workflow review process while achieving the objectives of:

- Putting taxpayer money to work in a way that upholds the taxpayer's trust
- Providing transparency in order to maintain and establish valued business partners
- Developing the ability and commitment from all agencies to work as partners with the Office of Procurement Services as a valued service provider with a bias towards action on executing the people's work.

Changes to the process:

1. The review and approval process will apply only to expenditures considered strategic in nature or that have an enterprise impact rather than all expenditures. *Only procurements and expenditures that fall into one of the Strategic Procurement categories will require prior review by the business expertise agency.*
2. The review will be conducted by the business expertise agency rather than the EO1 Committee.

Expenditures with an enterprise impact or of a strategic nature to the Commonwealth require approval prior to the initiation of a purchase. Agencies seeking approval of such procurements will submit requests on a Strategic Procurement Request (SPR1) form. The form allows the agency to clearly state the circumstance and need for the proposed purchase. The SPR1's will be reviewed on a daily basis by the appropriate business expertise agency.

Only procurements and expenditures that fall into one of the Strategic Procurement categories will require prior review/approval by the business expertise agency. Agencies must obtain appropriate agency authorization prior to submitting the electronic SPR form but are not required to maintain a hard copy signature on the form.

The following table outlines the items and services that are considered to have an enterprise impact or to be strategic by nature. The table also includes the business expertise agency that will conduct the review and apply approvals and the dollar threshold that requires prior approval.

TYPE OF REQUEST/STRATEGIC PROCUREMENT CATEGORY	THRESHOLD	BUSINESS EXPERTISE AGENCY
A & E PSC - **Not Practicable To Bid**	$0	Finance – Division of Engineering & Contract Administration (DECA)
A & E PSC - **Sole Source**	$0	Finance – Division of Engineering & Contract Administration (DECA)
IT Hardware	$1,000	Commonwealth Office of Technology (COT)
IT Maintenance	$1,000	Commonwealth Office of Technology (COT)

IT Services	$1,000	Commonwealth Office of Technology (COT)
IT Software	$1,000	Commonwealth Office of Technology (COT)
IT Task Orders	$1,000	Commonwealth Office of Technology (COT)
Postal Services & Equipment	$1,000	Finance – Division of Postal Services
Printing	$1,000	KYTC – Design & Print Services
PSC - **Start Date Request**	$0	Finance – Office of Procurement Services (OPS)
PSC - **Sole Source**	$0	Finance – Office of Procurement Services (OPS)
PSC - **Not Practicable To Bid**	$0	Finance – Office of Procurement Services (OPS)
Vehicle Repairs And Parts	$5,000	Finance – Division of Fleet Management
Vehicles	$1,000	Finance – Division of Fleet Management

Agencies shall apply keen scrutiny to all procurements and state expenditures but particularly to those procurements and expenditures within their procurement authority that are not reviewed by a business expertise agency. Procurements and expenditures that exceed the agency's authority but do not fall into the Strategic Procurement categories will continued to be evaluated and assessed by the OPS, COT, Division of Fleet Management, Division of Postal Services and DECA with regard to need, reasonableness of costs, method of procurement, etc. but will be accomplished through inline standard processes such as the requisition process, exemption request process, SAS-5, Real Property space requests, MOA, PSC RFP process, etc.

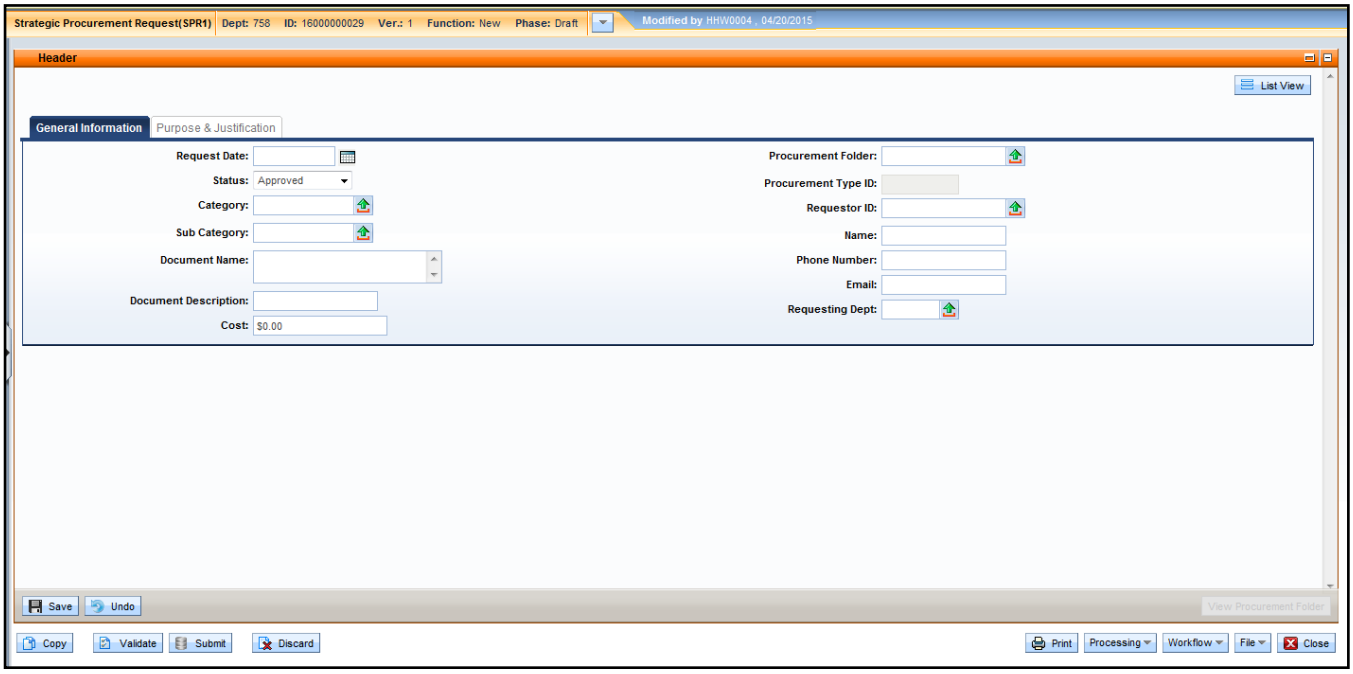
***CAUTION**: Buyers, reviewers and approvers have relied on explanations and descriptions provided in the EO1 when making decisions to approve or accept requisitions, purchase orders and payment documents. Since the transition from the EO1 process could result in less explanation and description of the procurement available to buyers, reviewers and approvers, agencies must expand the descriptions and explanations they provide on requisitions, purchase orders and payment documents to enable those reviewing to efficiently process the documents without delay.*

The following table provides additional information and examples of the Strategic Procurement Categories.

Type of Request/Strategic Procurement Category	Examples
Architectural & Engineering PSC - **Not Practicable to Bid**	Architect or Engineer with a justification that service can only be provided by a specific Vendor, -on a continuing basis. Requires sufficient justification to support "not practicable to bid".
Architectural & Engineering PSC - **Sole Source**	Architect or Engineer with a justification that service can only be provided by a specific Vendor, -on a continuing basis. Requires sufficient justification to support sole source.
IT Hardware	Desktops, Laptops, Computer Leases, Copier Leases, CD Burners, Monitors, Wireless projectors, Wireless Routers, Digital Cameras, GPS.
IT Maintenance	Maintenance Agreements for IT equipment including Hardware and Servers.
IT Services	Installation of IT related hardware and software, User Training of IT related items, Phone services, Internet services, cabling…
IT Software	Software licenses and purchase of software.
IT Task Orders	IT Staff used on a continuing basis not on the Commonwealth's payroll but to be paid against one of the Temporary Services Master Agreements.
Postal Services & Equipment	Mailing services, Postage stamps, Postage meter, funds added to

	postage meter.
Printing	Brochures, Forms, Manuals, Stationary, Business Cards.
Personal Service Contract - **Start Date Request**	Personal Service with a start date prior to the SPR1 Request being completed and Approved, and prior to the filing with the Governmental Contract Review Committee.
Personal Service Contract - **Sole Source**	Professional Services to be provided that can only be provided by a specific Vendor, -on a continuing basis that cannot be reasonably performed by any other state agency or university. Requires sufficient justification to support sole source.
Personal Service Contract - **Not Practicable to Bid**	Professional Services to be provided that where it is not practicable to issue a RFP, -on a continuing basis that cannot be reasonably performed by any other state agency or university. Requires sufficient justification to support "not practicable to bid".
Vehicle Repairs and Parts	Any repairs including parts on existing vehicles.
Vehicles	Initial Vehicle purchase or any add-ons.

NOTE: EO1s created before the implementation of the SPR1 will be available to view for auditing and historical purposes but will no long be an active document. The SPR2 form will be used for requests requiring prior approval.



The Process to complete a Strategic Procurement Request document is as follows:

1. Access the **Document Catalog**:
2. Click **Create**.
3. Enter the **Document Code** of ***SPR1***, your document **Department Code** and document **Unit Code** into their respective fields and select **Auto Numbering**.
4. Click **Create** to create the **SPR1** document.
5. Check the **Auto Numbering** box.
6. Click **Create** again to generate the SPR document.
7. The **SPR1** opens to the **Header.** Leave the **Request Date** blank. This field will automatically populate to the date it is submitted.
8. Choose a **Category** from the **Pick** list. The Category field is used to identify the type of goods and services. See listing below.
    - Architectural & Engineering
    - IT
    - Personal Service Contract
    - Postal
    - Printing
    - Vehicles
9. Choose a **Sub Category** from the **Pick** list to further define the specific type of request. See listing below.
    - Architectural & Engineering
        - A&E Not Practical to Bid
        - A&E Sole Source
    - IT
        - IT Hardware
        - IT Maintenance
        - IT Services
        - IT Software
        - IT Task Orders
    - Personal Service Contract
        - PSC – Start Date Request
        - PSC – Sole Source
        - PSC – Not Practical to Bid

- Postal
  - Postal
- Printing
  - Printing
- Vehicles
  - Vehicles Repairs and Parts
  - Vehicles

10. The **Document Name** field is optional. Up to 60 characters can be entered.
11. Add a **Document Description.** This field can be used for searching purposes on the Lifecycle Document Search table **(LFDOCSCH)** Up to 60 characters can be entered.
12. Enter the estimated or actual **Cost.** The Cost field should not be left blank and must exceed $1000.00.
13. Enter the **Procurement Folder ID** number IF the Procurement document (RQS, DO, DO2, PO, PO2, PON2) has been created prior to submitting the SPR1. This can be found on the Header of the award document and will associate the SPR1 with the other eMARS documents related to the procurement. The SPR1 will be referenced in the Related Documents section of the Procurement Folder.
14. The **Procurement Type ID** will infer from the Procurement Folder Number if entered.
15. Enter the **Requestor ID.** The Name, Phone Number, email and Requesting ID will infer from the User table when the document is Saved or Validated.
16. Click on the **Purpose and Justification** tab.
17. See the question: **Will Personal Security Information and Breach Provisions apply to contract per KRS 61.931?** Indicate whether the procurement is subject to the Personal Security Information and Breach Investigation Procedures and Practices act. Choose the answer from the **Dropdown** list. Select "*Yes*" if it is anticipated that the contract will disclose "personal information" as defined in KRS 61.931.
18. Complete the **Extended Description**: Agencies must clearly state the circumstance and need for the proposed purchase in the Extended Description section of the Purpose and Justification tab. This field will hold 1500 characters.
19. Click on **Validate**. Correct errors if any.
20. Click on **Submit**. The SPR1 will be processed through workflow like other eMARS documents. Once the **SPR1** document is submitted and approved by the agency it will be routed to the appropriate Business Expertise Agency based on the category selected on the document.

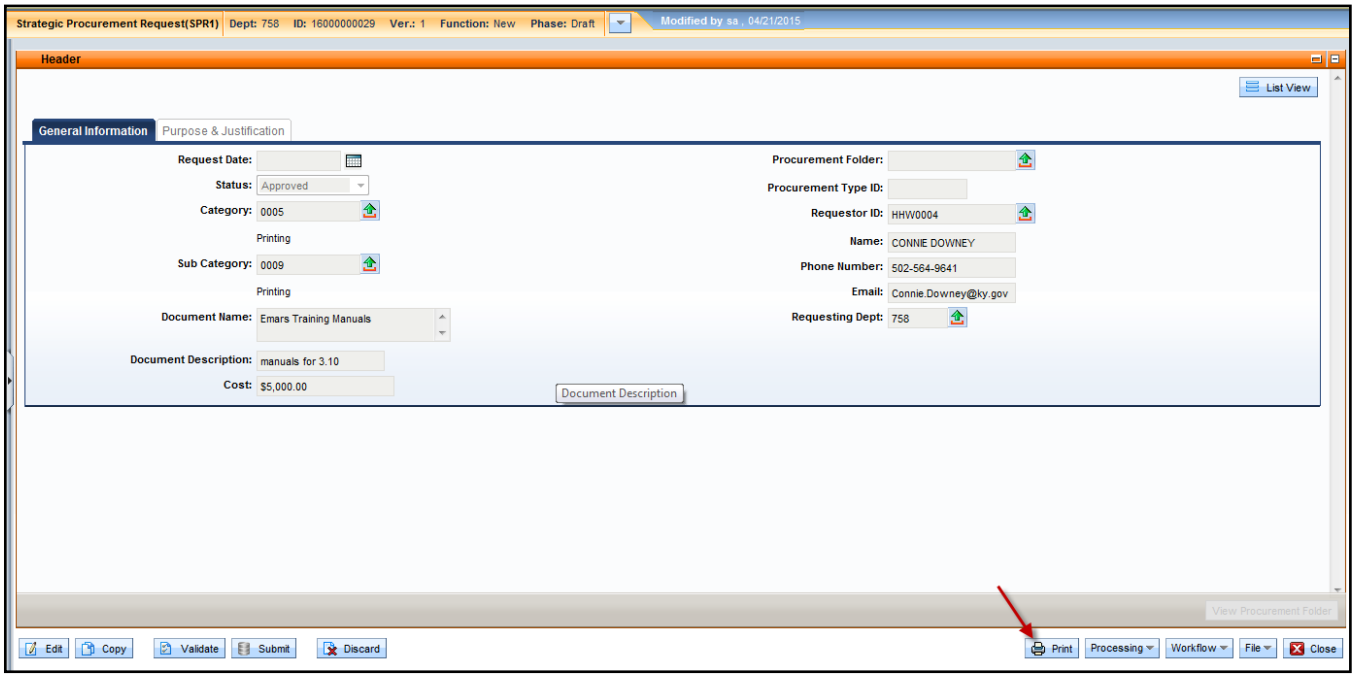
By submitting the **SPR1** document, the user is certifying that they have obtained the Cabinet Secretary's, or authorized agency head's signature, which will be maintained at the agency level.

Once the Strategic Procurement Request (**SPR1**) document has been submitted to the business expertise agency, it will be the responsibility of the User to follow up with the disposition of their **SPR1**

document. Once the **SPR1** document has been reviewed, the user can proceed with the procurement of their goods or services according to procurement policies and procedures, administrative regulations and statutes. **The SPR1 is not an order. It is the authorization to begin the procurement process.**

After approval of the SPR1, agencies must follow the procurement policies and procedures, administrative regulations and statutes to procure the goods and services requested. Agencies must include the approved SPR1 in the electronic procurement folder or attach the approved SPR1 to their procurement document. To include the SPR1 in the electronic procurement folder, locate the Procurement Folder number from the header of the document that will be used for the procurement and type it into the Procurement Folder field on the SPR1. This will require a modification to the SPR1 document. Please see the section on Modifying the SPR1 document for details on what should be included.

An electronic or printed copy of the **SPR1** document can be created via the "Print" on the **SPR1** document. Printing the **SPR1** will generate a .PDF version of the **SPR1** document that will be uploaded



to the procurement document.

Note: The **SPR1** ***should not be*** attached to the Header of Procurement documents that will post to the Vendor Self Service website. The **SPR1** should not be visible to vendors.

To print the **SPR1** document please follow the steps below:

NOTE: Selecting Print will not print the **SPR1** directly to your local printer. It will generate a PDF version of the **SPR1** document that can be printed later.

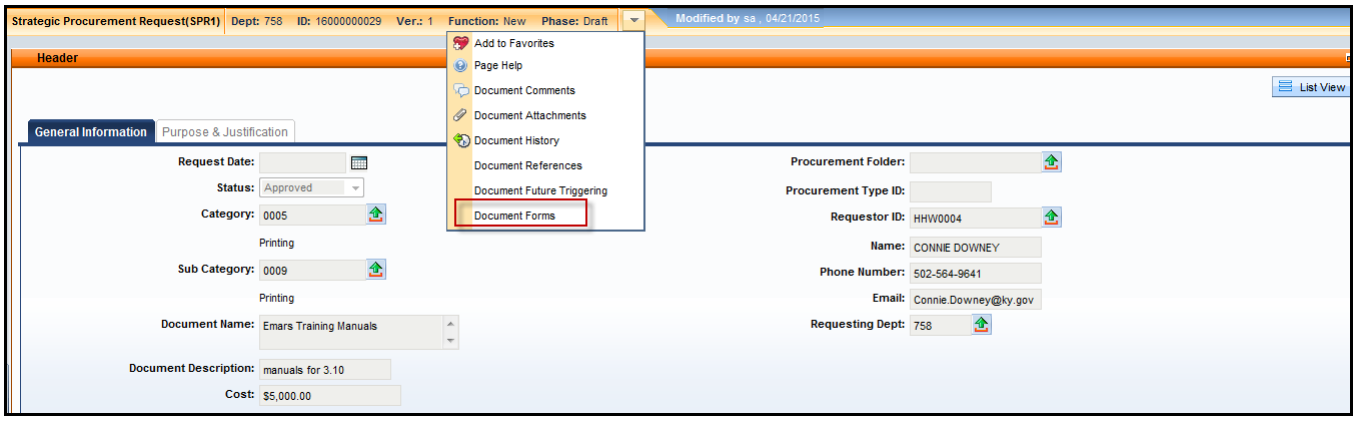
1 Open the **SPR1** document that has been approved by the Committee:

2 Click on the **<u>Print</u>** Button:

3 The Print Page will open, and select **Print.**

Once a user has selected **<u>Print</u>** from the Print Page the system will begin the printing process. Once the print process has submitted, eMARS will generate a PDF version of the **SPR1** document that can be found under the Document Forms on the **SPR1**.

4 From the **SPR1** document, Open the Document Menu, and then **Document Forms**:



5 The attachment can then viewed as an Adobe PDF and saved to your local PC and ultimately attached to the corresponding procurement document.

Modifying your SPR1

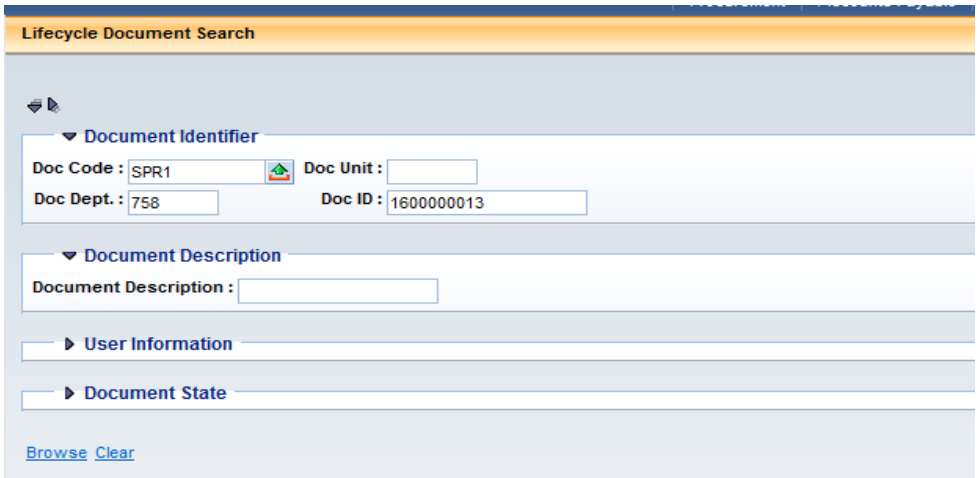
If additional information is required or if clarifications or corrections are necessary, users may create a SPR1 modification.

If only the **Cost** is increasing by 15% or less, the modification is not required.

1. Open the existing SPR1 from the **Document Catalog.**
2. Click on **Edit** at the bottom of the screen. A modification Draft will be created.
3. Make the corrections and/or additions.
4. On the **Purpose and Justification** tab, add the word MODIFICATION and the DATE to the beginning of the **Extended Description**. Enter information pertaining to changes.
5. **Validate.**
6. **Submit** for approval.

Monitoring the SPR1 Document

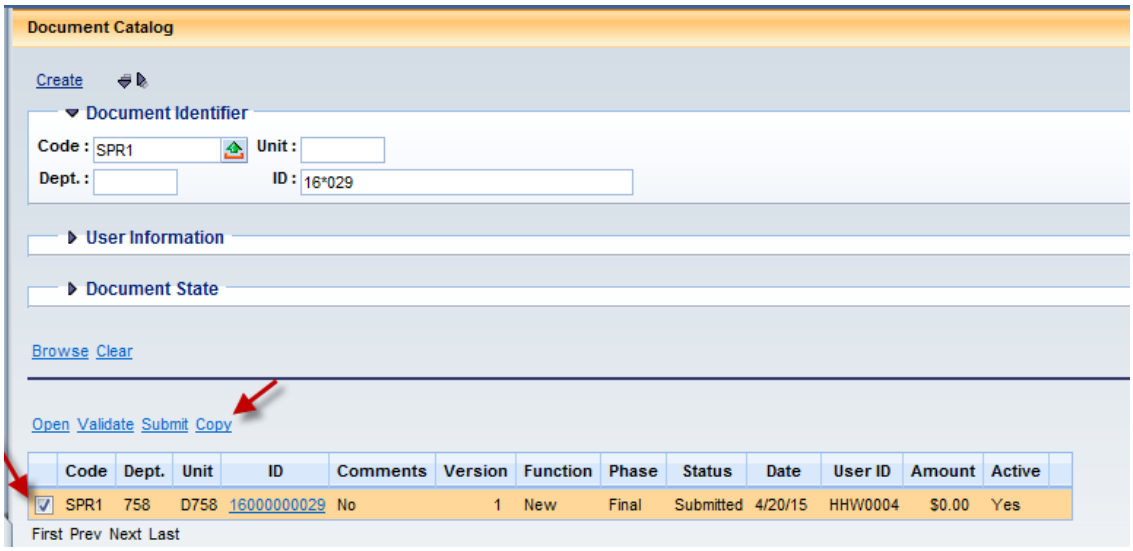
1. Access the **LifeCycle Document Search Inquiry** table by entering **LFDOCSCH** in the **Jump To** field.
2. Click **Go**
3. Enter the **SPR1** document number in the **Doc Code Field**.
4. Enter the **Doc Dept** and **Doc ID**.
5. Click **Browse.**
6. See the Results.



Copying your SPR1

Users may copy the **SPR1**.

1. Locate the **SPR1** on the **Document Catalog**.
2. Place a **Checkmark** in the box on the left selecting the document you are copying.
3. Click **Copy**.
4. On the **Copy Document** page, enter your Dept, Unit, check Auto Numbering.
5. Click **Copy Document**.
6. A new SPR1 Draft opens, with the same information as the one you copied from. Make the necessary changes, including indicating if this procurement will apply to KRS 61.931.
7. Click **Validate**.
8. Click **Submit**. The modification will go through the same approval process as the original.



6 – SHOPPER Procurement Process

SHOPPER has replaced URCATS and URSRCHMA. It can be accessed from the **Procurement Workspace** or by using the **Jump To** field. To use the **Jump To**, type in **SHOP** in the field and click on the **Go** button. **SHOPPER** is the main starting point for decentralized Procurement activity. Users will search the Commonwealth's database of Catalog Items and Master Agreement Lines to locate their desired items.

If the item is available on a Master Agreement (**MA**), users can either create a Delivery Order (**DO or DO2**) or Payment Request (**PRC)** directly from the **SHOPPER** search page. Creating the **DO or DO2** first is the preferred method because if the **MA** should expire before the payment terms end, the payment can be made from the **DO** or **DO2**.

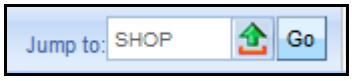
The **SHOPPER Search For** allows items to be selected from and added to a **Shopping Cart** where items can be reviewed and the quantity can be updated. The **Shopping Cart** and **Proceed to Checkout** function will then trigger the creation of a Delivery Order (**DO or DO2)** document.

SHOPPER

Access the **Procurement Workspace:**

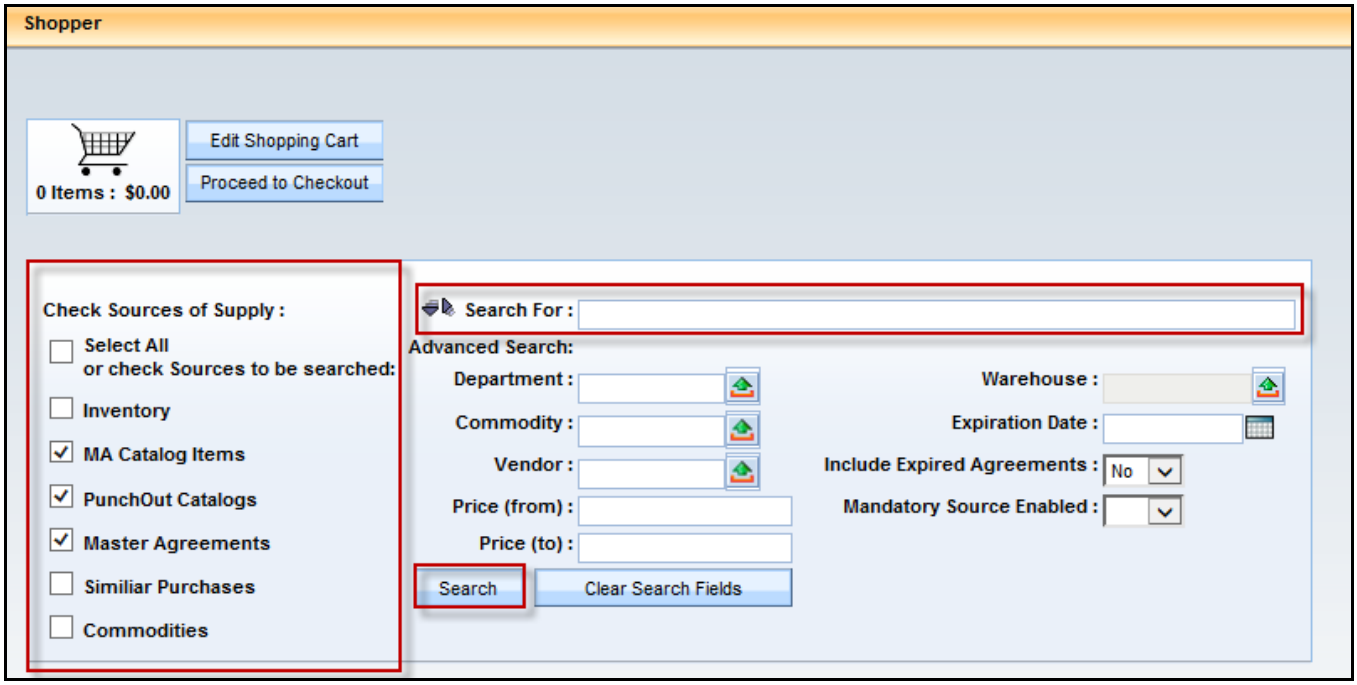
Click on **SHOP** under the **Search for Items or Awards**

OR

Enter **SHOP** in the **Jump To**: 

Click **Go**.

The SHOPPER page will open.



Deselect all **Sources of Supply** except the **MA Catalog Items, PunchOut Catalogs and Master Agreements** check-box. This means that the inquiry will only search for Master Agreement and Catalog Items.(All three catalog types can be selected here.)

Type in your search criteria into the "**Search For**" field and click **Search**. This search fields supports special characters and reserve words for advanced searching. The following table shows how reserve words work:

Reserved Word	Examples	Search Result
AND	computer and mouse Gordon Food Service and Coffee Item SPN or Name and MA Doc #	Returns catalog records with both terms. Relevancy is increased based on the number of times both words occur.
ACCUM	Computer ACCUM Mouse ACCUM Wireless	Returns catalog records with either or both terms. Relevancy is increased based on the number of times both words occur
OR	laptop or notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT	Notebook NOT MA12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA12344 in any of the fields.

The percent character "…%..." may also be used as a wildcard to replace individual characters. For instance the search query "boo%" would return results for both "book" and "boot". Or any word that starts with "boo" like "booster".

Note: The standard eMARS wildcard character of "…*…" does not work on this inquiry. Please use the "…%..." instead. This is the exception to the rule.

When using the SHOPPER Search, it is important to include detailed information into the **Search For** field. This will ensure a quick and relevant search for the desired items. If the Master Agreement document ID or Vendor Code is known, this should be included into the search for field.

When searching for an item that exists on a large *Master Agreement Catalog* it is helpful to have an electronic copy of that catalog to use as a resource. Once a copy of the catalog has been downloaded users will be able reference this spreadsheet to locate the supplier part number and extended description included on the *Master Agreement*.

The following are steps to download a copy of a *Master Agreement Catalog:*

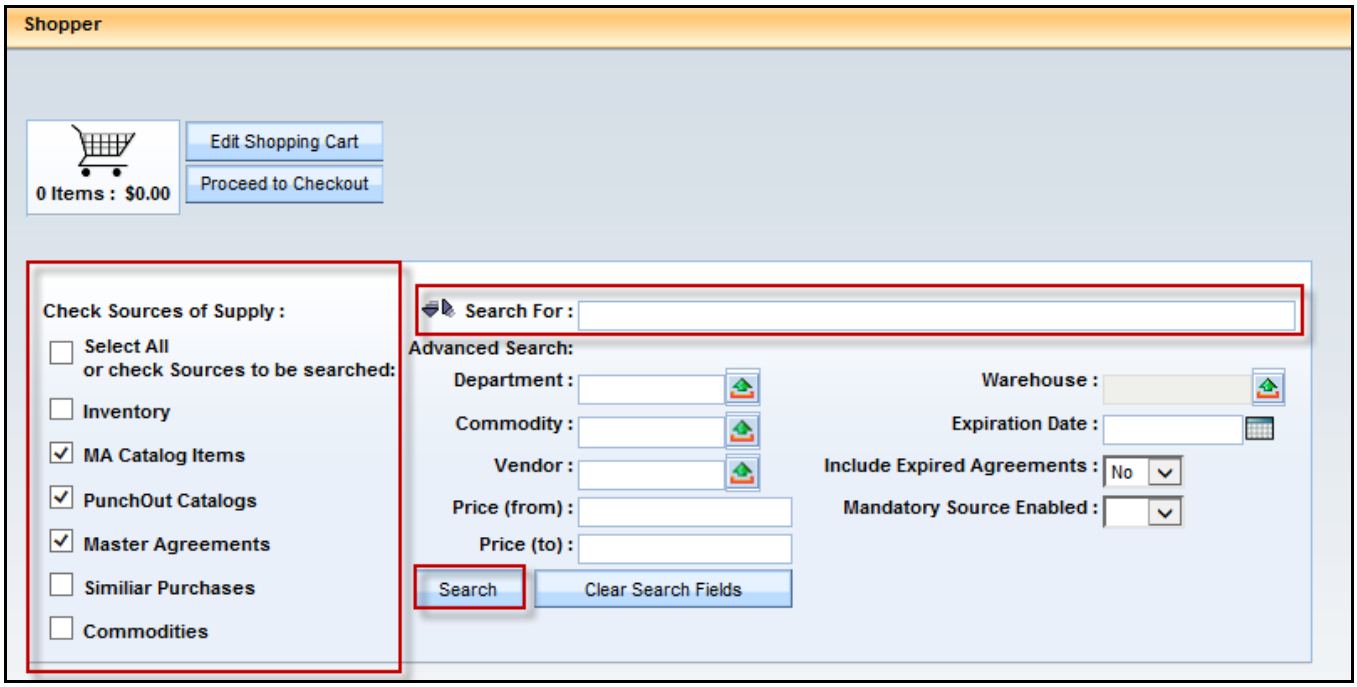
1. Open the desired *Master Agreement* within eMARS.
2. Navigate to the *Commodity Line* component.
3. Click *File* on the bottom right of the page.
4. Select the Attachments page.
5. Locate the most current version of the catalog, and highlight it.
6. Click *Download*.
7. Save the Excel spreadsheet to your *Desktop*.

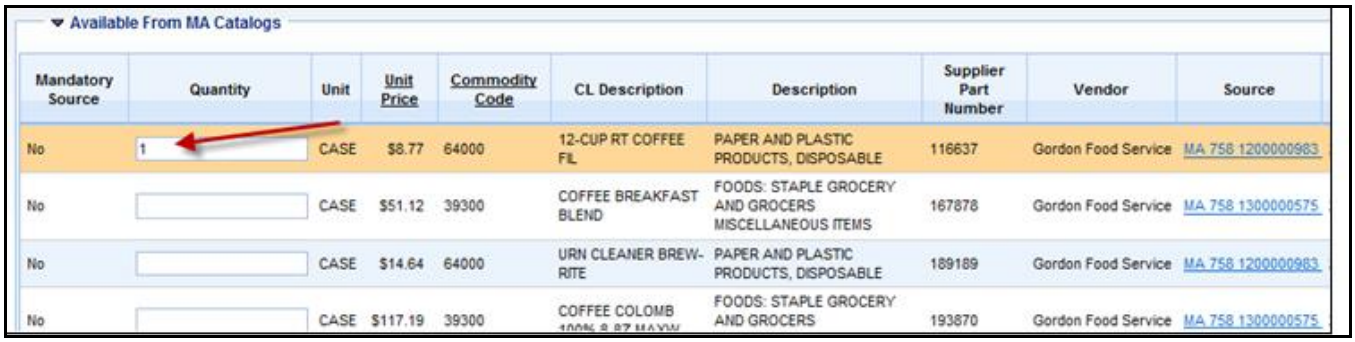
Once the copy has been saved to your desktop, it may be referenced when making payments or processing *Delivery Orders* against the *Master Agreement*. The spreadsheet may be sorted based on the *Supplier Part Number, Unit Price, Item Description,* etc. Once you have located the item(s), the *Supplier Part Number, Unit Price, Item Description,* etc. may then be entered into the SHOPPER search criteria. The master agreement catalogs should be deleted from the desktop periodically as the Master Agreements will be modified as needed.

Review the results of the Catalog search. The search will produce a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered).

Once an item(s) are selected on SHOPPER, users will need to identify their desired method to procure the items. Users can create the following different types of documents from the SHOPPER search:

- **DO**- The **DO or DO2** document can be generated directly from the **SHOPPER** search by using the **Document Identifier** pick list on the **Checkout Page.** The **Department**, **Unit**, **Auto Numbering** fields must be populated in this section. In the **Additional Information** section, the **Shipping** and **Billing Locations** and **Delivery Date** fields must be populated with your information in order for eMARS to generate the **DO or DO2** document.
- **PRC**- The **PRC** can be generated directly from the **SHOPPER** search on the **Checkout** page by selecting **PRC** from the **Document Identifier** dropdown box. The **Auto Numbering** box in the **Document Identifier** section will need to be selected. Under the **Additional Information** section, the **Shipping** and **Billing Locations** and the **Delivery Date** fields must be filled in order for eMARS to generate the Payment Request.





Available From MA Catalogs

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source
No	1	CASE	$8.77	64000	12-CUP RT COFFEE FIL	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	116637	Gordon Food Service	MA 758 1200000983
No		CASE	$51.12	39300	COFFEE BREAKFAST BLEND	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	167878	Gordon Food Service	MA 758 1300000575
No		CASE	$14.64	64000	URN CLEANER BREW-RITE	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	189189	Gordon Food Service	MA 758 1200000983
No		CASE	$117.19	39300	COFFEE COLOMB	FOODS: STAPLE GROCERY AND GROCERS	193870	Gordon Food Service	MA 758 1300000575

Select the items you wish to order by adding the quantity of the item.

Click on **Add To Cart.**

Click on **Checkout.**

Click on **Proceed to Checkout.** Choose the Document Type from the DropDown box under **Document Identifier**. Fill in the required fields under **Additional Information**.

Click **Checkout** again and the **DO or DO2** is generated and opened for completion.

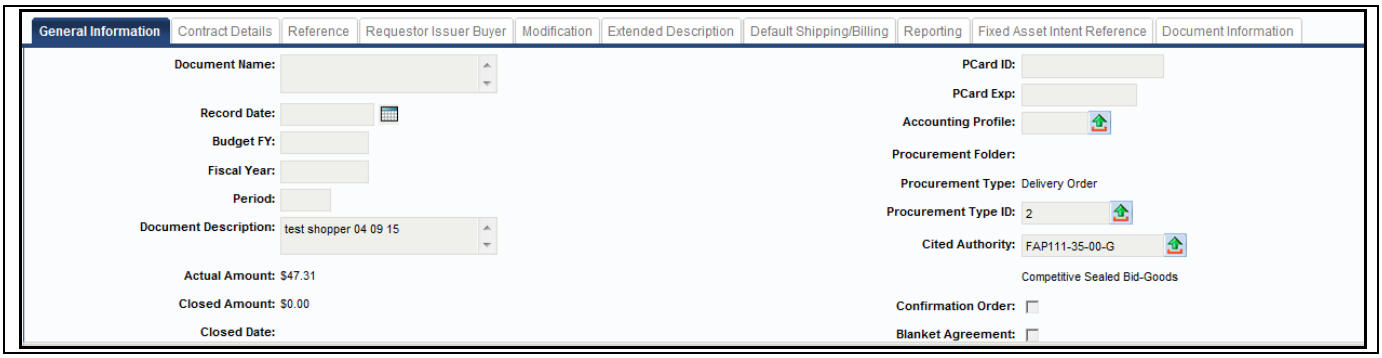
Delivery Order (DO)

The Delivery Order (**DO or DO2**) document is an award document that is a contractual agreement between the agency and the Vendor to provide goods or services. All Delivery Orders will reference a Master Agreement. The Delivery Order will infer information from the Master Agreement when it is validated, such as Commodity Detail information and Delivery dates. The Delivery Order is the legal agreement with the Vendor and may encumber funds required to pay for the order, provided the proper event type is selected.

Certain Information will not be modifiable as it will default from the Master Agreement or Catalog and should not be changed (i.e the Cited Authority and Commodity Descriptions)

The **DO** document opens to the Header section.

Complete the Header Section:



The following fields can be found in the General Information section:

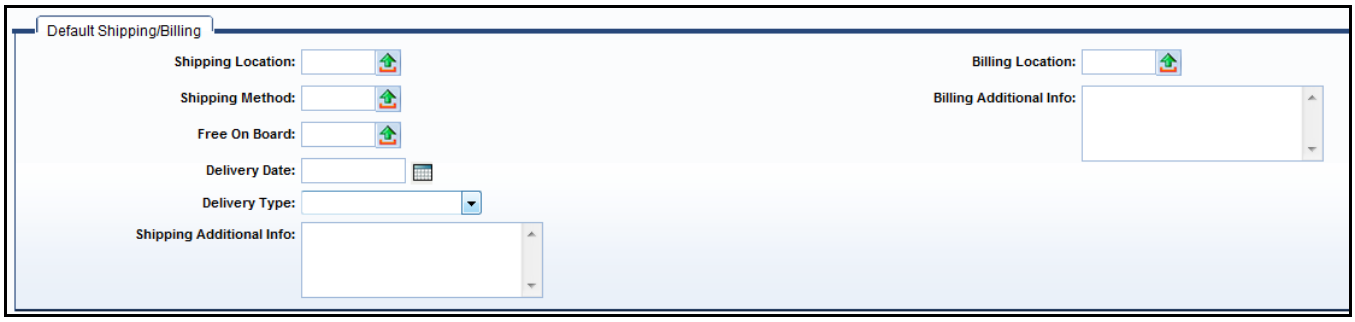
- The **Record Date** will infer when the Deliver Order is submitted to final. This displays when the order has been recorded in eMARS. Please leave this field blank as it will infer with the correct values
- The **Document Name** is an optional field where additional information about the order can be identified. This field *will not* print on the final order, but rather can be used for internal information. This field will allow for 60 characters (*optional*).
- The **Document Description** is *required* and will print on the final Order. Users will want to provide a brief description about the purpose of the Delivery Order. This field will allow for 60 characters. The description is also searchable form various inquiries like the Procurement Document Inquiry (**PRCUDOC**).
- The **Procurement Type ID** will default automatically when the Order is created. This corresponds to the type of Business Process being followed.
- The **Cited Authority** represents the statutory, regulatory or policy citations for a purchase. The Cited Authority on the Delivery Order will infer from the referenced Master Agreement and *should not* be modified.

- The **Default Form** identifies the specific form that is to be used when the Delivery Order is printed or assembled. Users will want to ensure that the correct form is identified for the type of document they are processing i.e. modification.
- The **Budget FY, Fiscal Year** and **Period** will infer when the document is submitted to final. The values defaulted will identify the current accounting Budget FY, Fiscal Year and Period for the document.

Complete the Requestor/Issuer/Buyer Information:

- The **Issuer ID** will default to the User ID of individual creating the document and will infer the Name, Email and Phone number of the individual User selected. If you are completing the document on someone else's behalf, then their User ID can be selected from the pick or by using the Type Ahead feature (*required*).
- The **Requestor ID** identifies the user who is requesting the goods or services being ordered. The User ID can be selected from the pick or by using the Type Ahead feature (*required*).

Complete the Default Shipping and Billing Location Information:

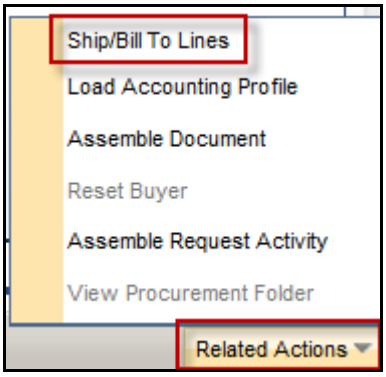


The Default Shipping and Billing section identifies the locations that will be used for all Commodity Lines across the entire document. If each commodity line is being shipped/billed to different locations, user will need to identify the individual shipping and billing location codes on the commodity line.

- The **Shipping Location** field is used to identify where the goods requested on the Delivery Order should be delivered. A Shipping Location can be selected by using the Pick or by using the Type Ahead feature. (*Optional in Header*).
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. A Billing Location can be selected by using the Pick or by using the Type Ahead feature. (*Optional in Header*).

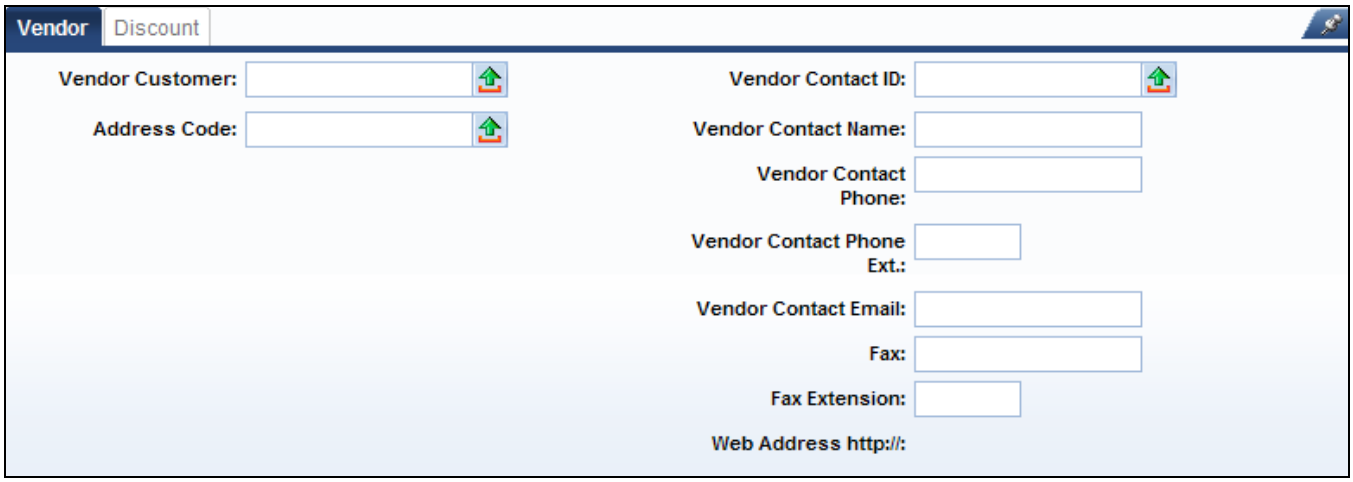
- The **Delivery Date** is used to identify the date in which the goods being ordered will need to be delivered. The Delivery Date will not default with values from the Master Agreement and users will need to enter an anticipated delivery date in this field.

Note: When the Default Shipping/Billing is identified on the Header, the Ship/Bill To Lines must be selected in the Related Actions Menu in order to distribute them to the commodity lines in the document. The commodity lines must be established prior to selecting the Ship/Bill To Lines.



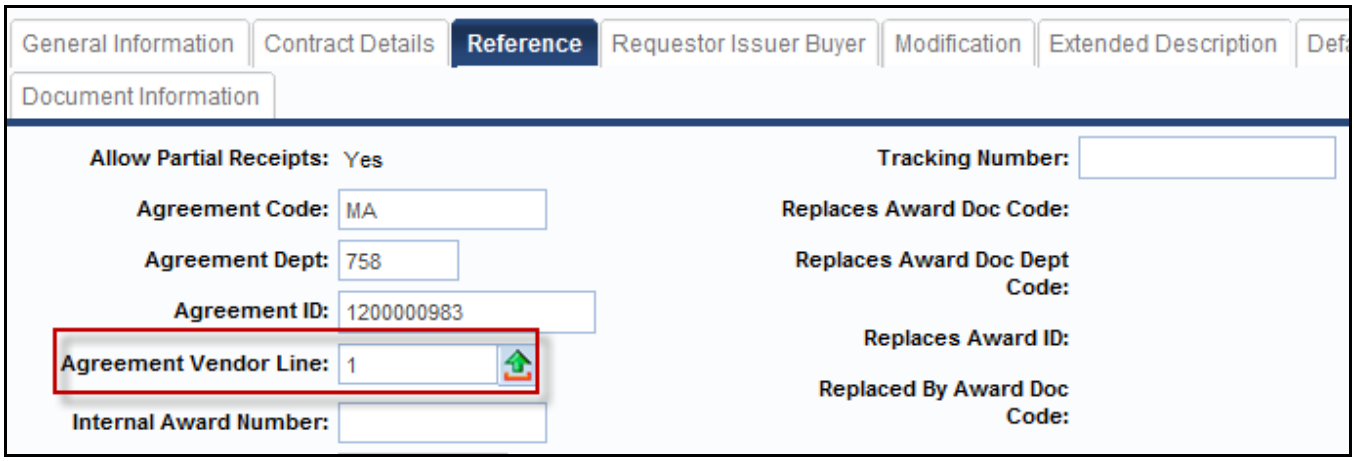
Inspect the Vendor Section.

The **Vendor** identified on the Delivery Order will infer from the Master Agreement. The vendor *may not* be changed on a Delivery Order unless a secondary vendor is being referenced.

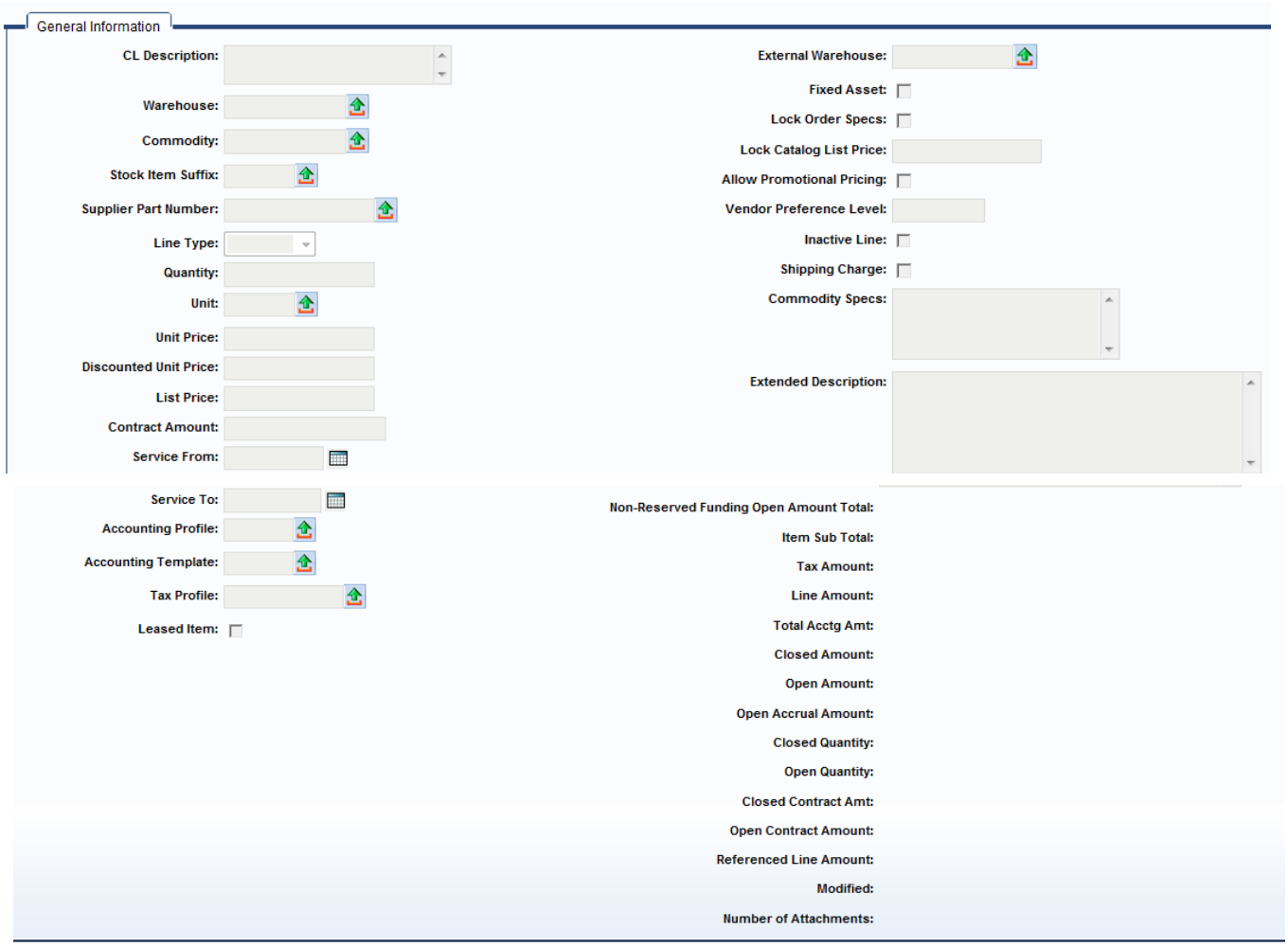


- The **Vendor Customer** identifies the Vendor with whom the order will be placed. This value will infer from the referenced Master Agreement (*required*).
- The **Address Code** identifies the Ordering/Procurement address for the Vendor. If multiple addresses exist for the vendor, a different address code can be selected from the Pick (*required*).
- The **Vendor Contact ID** corresponds to the Vendor Contact on the vendor record. If multiple contacts exist, a different Vendor Contact Id can be selected from the Pick (*required*).

Note: If a secondary vendor needs to be identified on the Delivery Order, the Agreement Vendor Line field will need to be updated on the Header Reference of the Deliver Order. See Screen shot.



Complete the Commodity Section:



Review the Required Commodity line item information. The Commodity Panel displays all Commodity lines that are associated with the Delivery Order. For Commodity lines that originate from the Master Agreement there will be very little information to add. However, users will need to verify and/or complete the following information:

- The **CL Description** field is used to record a brief description of the good or service being requested. This field will populate with information from the Master Agreement since the items were selected from the Catalog Search. This information *should not* be changed. This field will print on all documents and is used on subsequent Procurement Documents. This field is displayed in the grid area of the Commodity section in order to help you identify which line you would like to inspect or modify (*required*).
- The **Commodity** field is used to store the Commodity Code that most closely matches the item or service being purchased. This field is used primarily for classification purposes. This field will be populated based on the value from the Catalog or Commodity Code value selected from **SHOPPER** and *should* not be changed (*required*).

- The **Supplier Part Number** field is used to identify or select the Supplier Part Number or item from the referenced Master Agreement. The supplier part number will be *required* on all Delivery Orders where a Catalog Master Agreement is referenced. The Supplier Part Number will infer when the Delivery Order is validated.
- The **Line Type** field is used to identify how the cost of the line will be established. Generally speaking, goods will use the Line Type of Item and Services will use the Line Type of Service. The Line Type on a Delivery Order will infer from the Master Agreement (*required*).
    - **Item-** When the Line Type of Item is inferred on the Commodity line of a Delivery order, the system will also infer the **Unit** and the **Unit Price**. Users will be required to identify the Quantity for the item selected.
    - **Service-** The Line Type of Service, on a Delivery Order will infer the **Contract Amount** from the associated Master Agreement. Users will be required to identify the **Service To** and **Service From** dates.
- The **Extended Description** is used to provide a detailed description of the Commodity line. Specific information pertaining to the Item or the order should be recorded in the 4000 characters allowed for this field. This field will print on the final order (*required*). To access a larger text field, select **Extended Description** from the **Related Actions** Menu.

- The **Accounting Profile** field allows users to identify the Profile that will be used to distribute the total amount of their commodity line across multiple Accounting Templates. The Accounting Profile is set up to identify a distribution Percentage and will automatically generate the accounting lines on the document when it is validated. *This field should only be used when an accounting distribution is needed* (*optional*).
- The **Accounting Template** allows the user to enter a unique template that will populate their accounting lines with specific chart of account elements. When the document is validated, the accounting line associated with the commodity where an Accounting Template has been keyed will populate with the template information. It is not necessary to identify the Accounting Template in the Commodity section, as it can also be keyed on the Accounting Line (*optional*).
- The **Lock Catalog List Price** identifies if the catalog prices inferred to the line are “Locked” on the Master Agreement. If the Lock Catalog List Price is set to False, then the List price on the commodity line can be adjusted on the Delivery Order. If the Lock Catalog List Price is set to True, then the List price cannot be modified.

Complete the Shipping/Billing section:

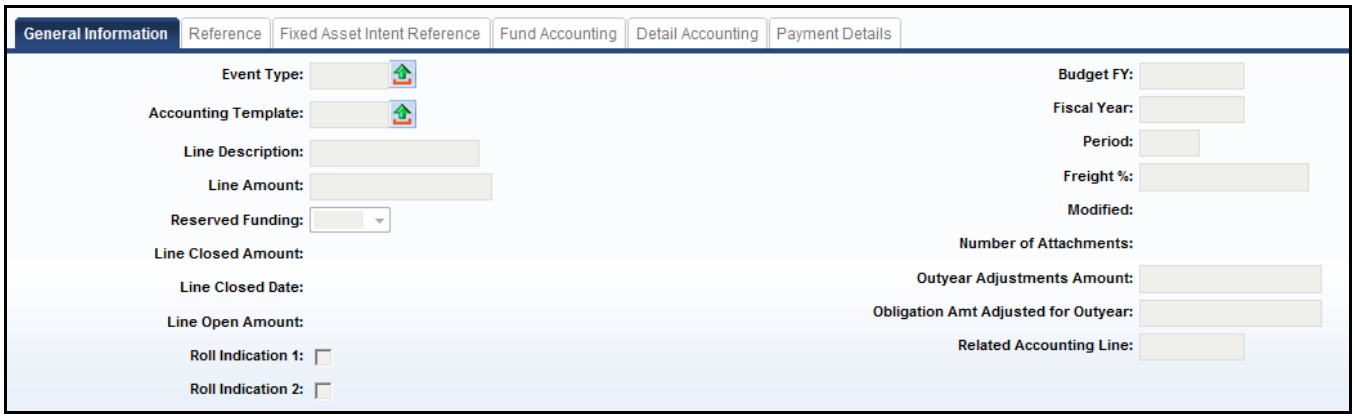
- The **Shipping Location** field is used to identify where the goods requested on the Delivery Order should be delivered. A Shipping Location can be selected by using the Pick or by using the Type Ahead feature (*required*).
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. A Billing Location can be selected by using the Pick or by using the Type Ahead feature (*required*).
- The **Delivery Date** is used to identify that date in which the goods being ordered will need to be delivered. The Delivery Date will not default with values from the Master Agreement and users *will need to enter* an anticipated delivery date in this field.

Note: If the Default Shipping/Billing was entered on the Header, this section will be populated with the same information if the Ship/Bill To Lines had been selected. If the Default Shipping/Billing had not been entered in the Header, then it will need to be recorded for each commodity line.

Complete the Accounting section:

The Accounting section identifies the funding source used to make payment on each of the Commodity line in the Delivery Order.

Note: Each Commodity Line will require at least one Accounting Line



- The **Event Type** is used to determine what posting codes will be used on the document. The event type is required on each accounting line (*required*). The following event types can be identified on the Delivery Order
  - **PR05-** Order from External Vendor- the use of this event type will establish an encumbrance for the identified funding source (defaults when saved)
  - **PR06-** Order from Internal Vendor- this event type will infer for all Deliver Orders marked with an Internal Vendor
  - **PR07-** Non-Accounting Order- this event type can be selected for all orders in which an encumbrance is not desired.

An encumbrance is defined as: The reservation of funds to be used for a specific expense.

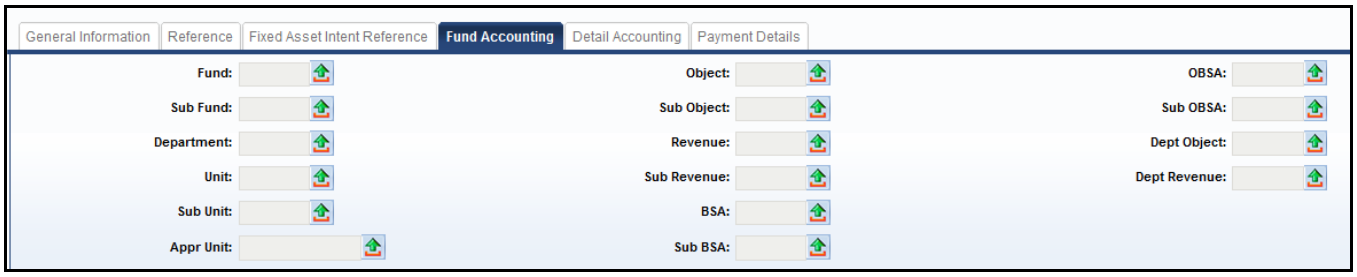
- The **Accounting Template** allows the user to enter a unique template that will populate the Fund and Detail Accounting elements. When the document is validated, the accounting line's fund and detail sections will populate with the template information. Any values entered by the end user either before or after the template has been inferred will override any values from the template (*optional*).

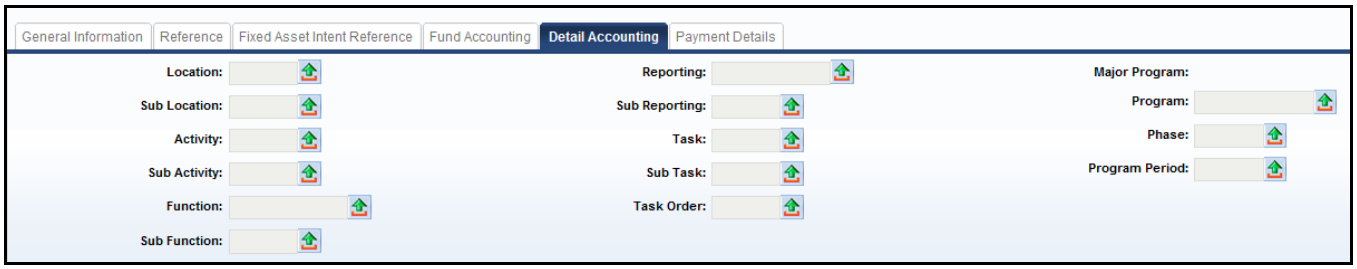
Note: Accounting Templates aren't required on the document. The Fund and Detail Accounting sections can be manually completed if no template is entered.

- The **Line Description** allows a brief description to be recorded to identify the additional information on the accounting line. This field will allow for 100 characters, and does not print on the final document (*optional*).

- The **Line Amount** identifies the amount allocated to the accounting line. The sum of all Accounting lines recorded for a single commodity line must equal the total amount of the Commodity line (*required*).
- The **Budget FY, Fiscal Year** and **Period** will infer when the document is submitted to final. The values defaulted will identify the current accounting Budget FY, Fiscal Year and Period for the document.

Fund and Detail Accounting section:





The elements in the **Fund** and **Detail Accounting** sections will further identify the funding source that will be used to establish payment for each commodity. The elements in this section can be added by the user, or will infer if an Accounting Template has been entered. Not all fields will be required, but users will need to ensure that the correct values are entered.

Including Attachments to your Delivery Order (*optional*):

Attachments may need to be included with your Delivery Order to provide additional information about the order. eMARS will support attachments in two sections on the DO.

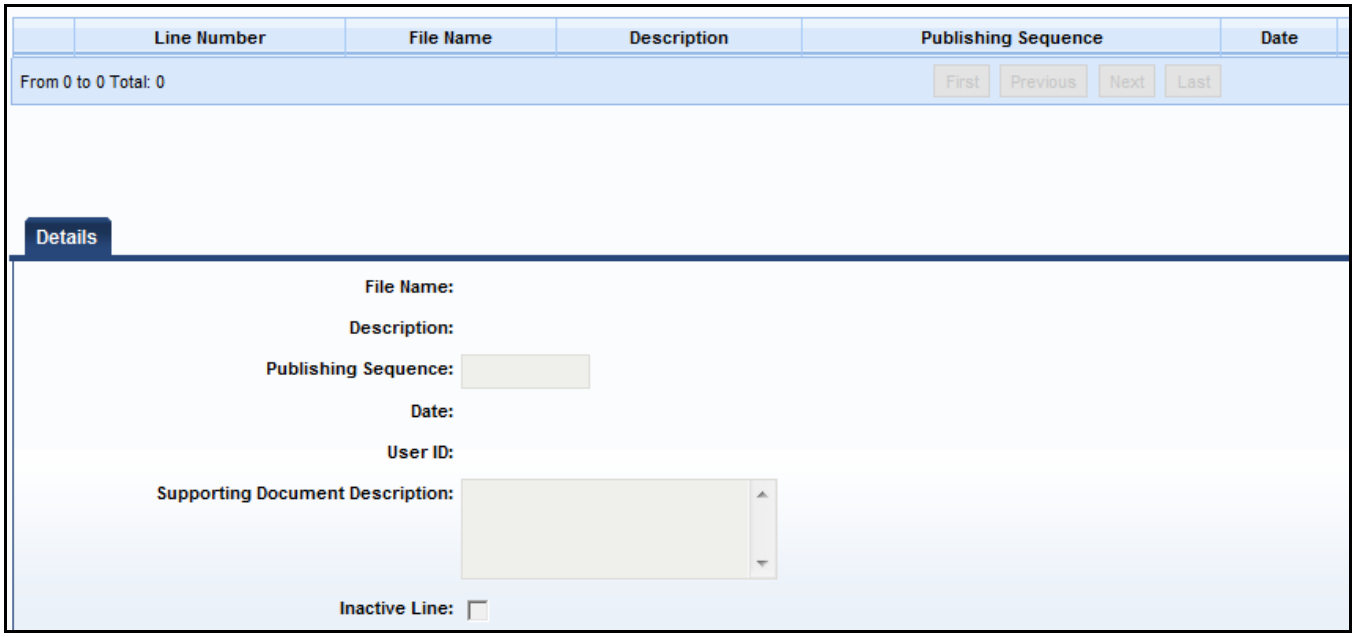
Header Attachments:

- The Header of the **DO** will support all types of attachments i.e. .xml, .pdf, .xls. Attachments can be uploaded by accessing the **Attachments** under the **File Menu**. Attachments made to the Header will not print with the final document, but can be printed separately and included with the order. Approved **SPR1** documents should be uploaded in the Header of all Delivery Orders that are expenditures considered strategic in nature or have an enterprise impact.

Supporting Documents:

- Documents saved as Microsoft Word .xml format will print with the final document. Each attachment included in the Supporting documents section will require a line to be inserted into the section. A page break will occur between all attachments included as a supporting document in the final printed order.

Note: Users will save the Attachments to be uploaded to the Header or Supporting Document sections as Microsoft Word .xml format prior to uploading their file into their eMARS document.



Once all the required or desired information has been included in the document, users will need to **Validate** to check for errors. If there are associated errors with the document, they will be displayed on the error panel. If there are multiple error messages users can select the **View All** link to show all errors/warnings/informational messages associated with the document.

If errors occur on the document, they will need to be corrected and the document will need to be re-validated.

Once the **DO or DO2** has validated successfully, users will then need to **Assemble** the document. The assembly of the document will generate an Adobe PDF version of the Delivery Order. It is encouraged that all Delivery Orders are assembled prior to submission. This allows users to review the order that the vendor will receive. The assembly job should take 1-2 minutes.

Users can follow the below steps to assemble their **DO or DO2**:
(Same process for any award document)

To Assemble:

1. From the Header Section, select the **Related Actions** Menu
2. Select **Assemble Document**
3. Select the desired form that will be used to print the document. (If processing a modification, the Mod form will need to be selected.
4. Select **Submit Assemble Request** (this will initiate the document assembly process)
5. As the job is running, select the **Refresh** link to follow the job.

Once the Assembly job completes successfully, the generated Adobe PDF document will need to be viewed and downloaded.

To View or Download:

1. From the Header, select **Attachments** from the **File Menu**.
2. Identify the attachment generated from the assembly process, and select **Download**.
3. Click the X in the top right corner to close it.

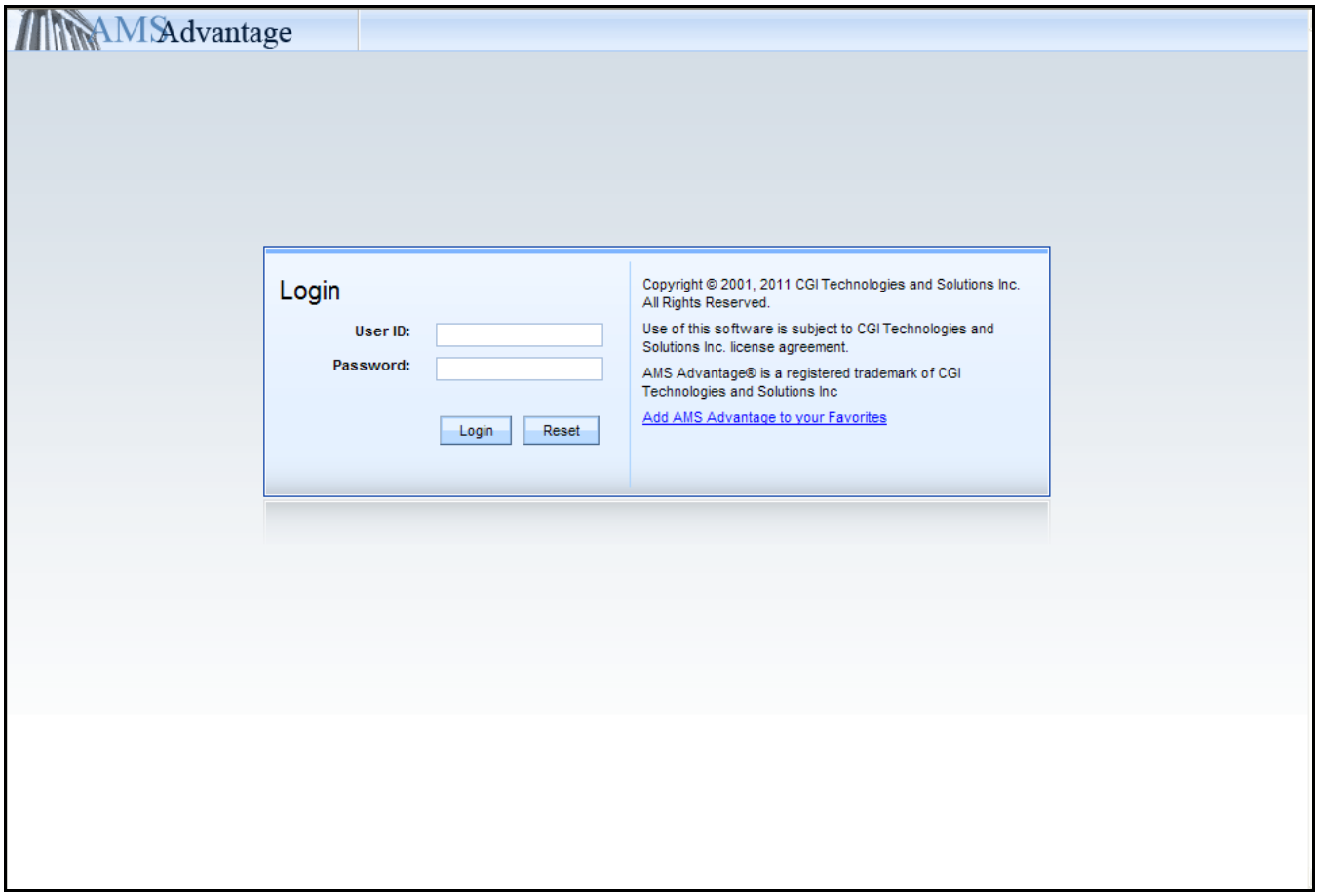
After successfully assembling the Delivery Order, users will be required to **Submit** the document to initiate workflow for approval.

Logging In to eMARS

You will use your Employee ID/eMARS ID to access the training database during class. You should already have access to eMARS prior to logging into eMARS. If not, please contact your Security Lead who will assign you a user ID and password to eMARS.

From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your eMARS ID (same as Employee ID) **NOTE: User Names are case sensitive.**
Password	Enter your Password and click **Login**. **NOTE: Passwords are case sensitive.**



Exercise 1 — Generate a Delivery Order (DO) Using SHOPPER

Scenario

Your Department needs to pay for coffee supplies for the cafeteria. A Master Agreement was previously created by Finance, Office of Material & Procurement Services and is accessible through **SHOPPER**. The purchasing office will create the **Delivery Order** to procure the items.

Task Overview

Generate a **Delivery Order (DO)** payment from **SHOPPER.**

Procedures

1. At the top of the screen**,** type **SHOP** in the **JUMP TO** field. Click **Go**. Shopper search screen will open.

   Or, click on the **Procurement Workspace**. Under **Search for Items or Awards**, click on **SHOPPER**
2. Uncheck the **Select All** box.

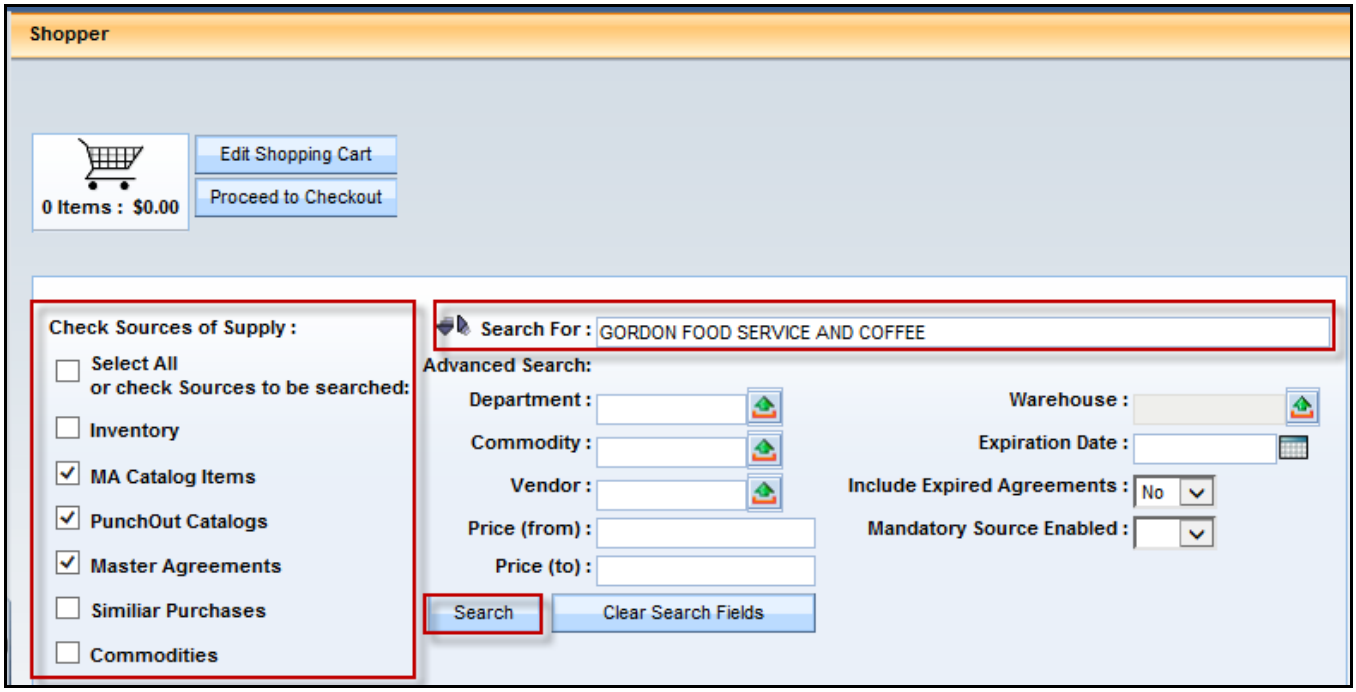
NOTE: Deselecting all boxes except **MA** Catalog Items, PunchOut Catalog and MA ensures the results are only items on Master Agreement. (also, selecting Menu – Page Help gives helpful hints on advanced searches)

3. Select the **MA Catalog Items, PunchOut Catalogs and Master Agreements.**

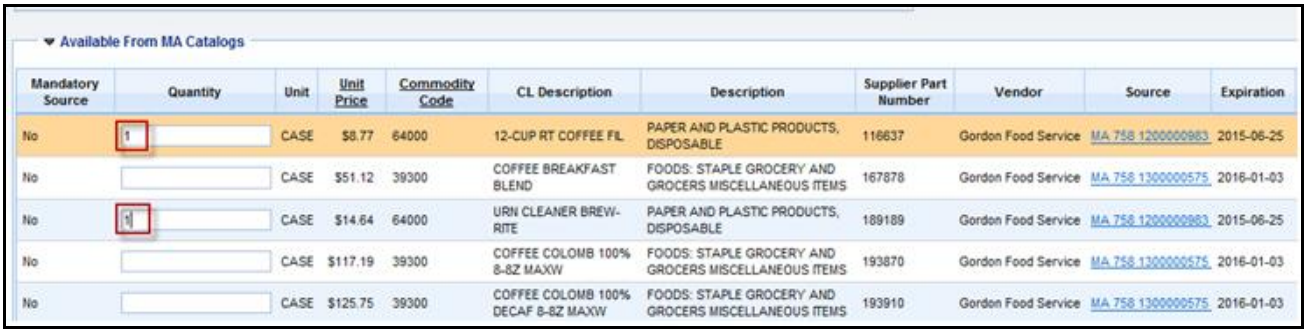
Search Tips for SHOPPER

- **Do NOT** use a hyphen "**-**". Using this character will produce in undesired results. Use search criteria that does not include the hyphen. For instance, if you are searching for a specific Master Agreement number, C-05989898, you should search using just the number and wildcard, %05989898%. Or, if you are searching for a supplier part number that contains the hyphen such as AB123-01, search for AB123%.
- Use Supplier Part numbers when possible.
- Stay away from broad searches such as "Cardinal%" or "Ikon%". There are several large contracts, some with several thousand lines. Using broad searches on these contracts will take substantially longer.

4. Type your search criteria (EX: *Gordon Food Service and Coffee)* in the **Search For** field.



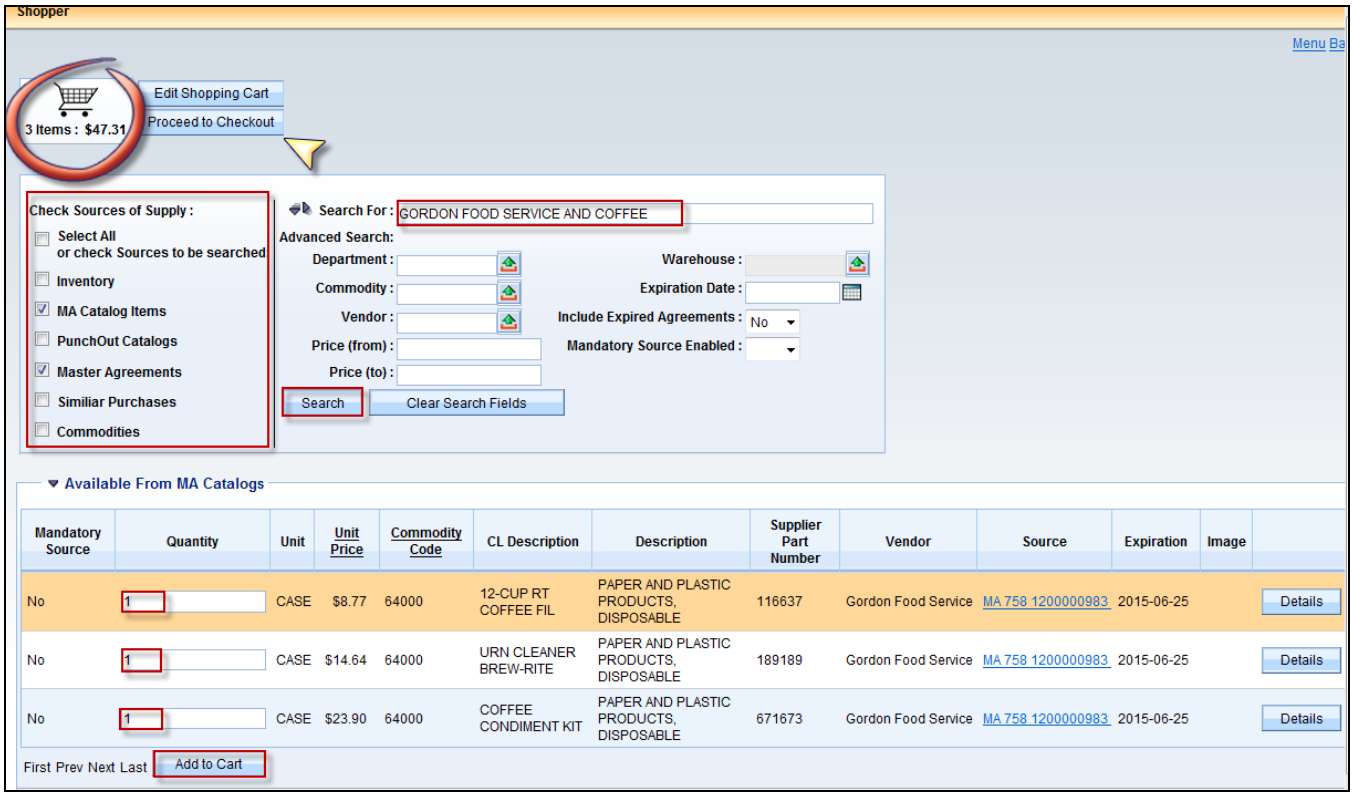
5. Click **Search**. See the search results below.



Available From MA Catalogs

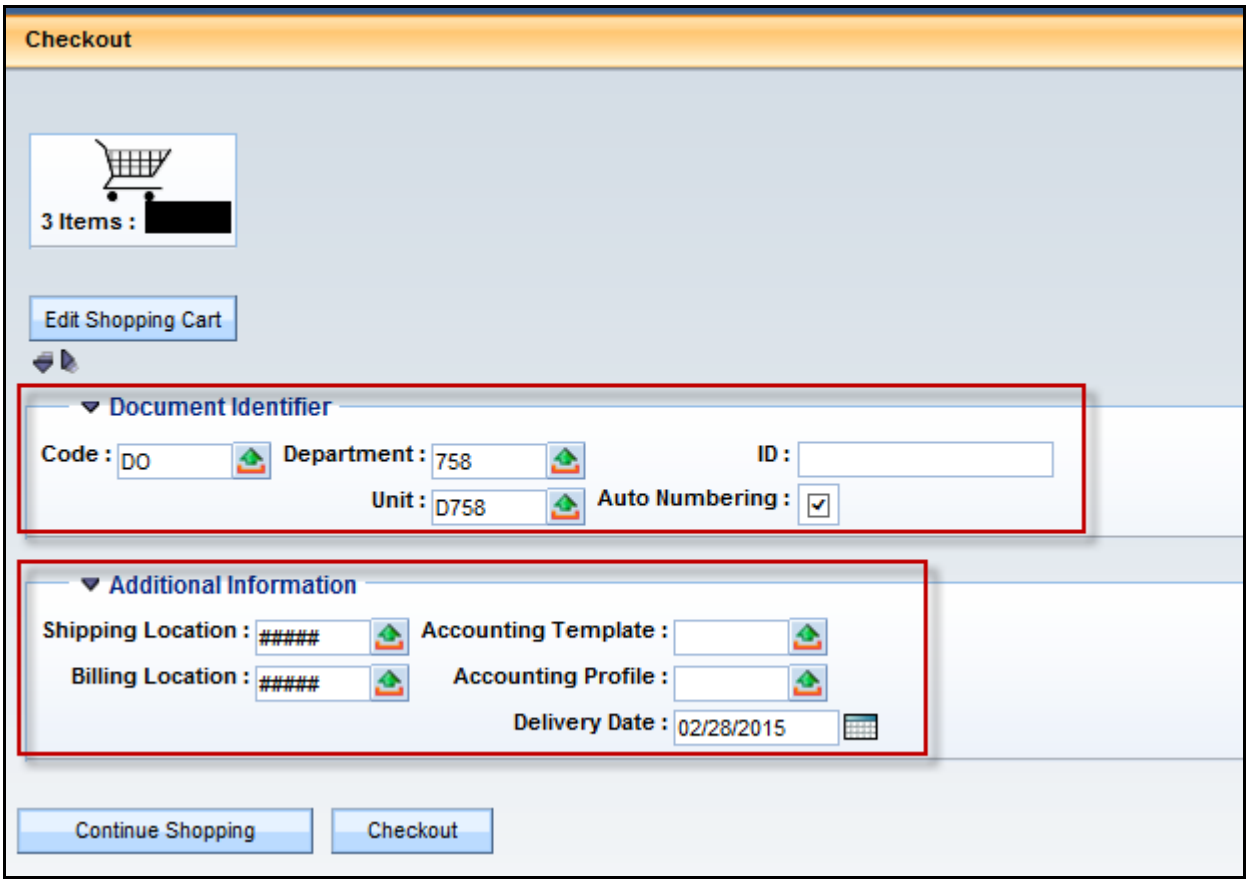
Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration
No	1	CASE	$8.77	64000	12-CUP RT COFFEE FIL	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	116637	Gordon Food Service	MA 758 1200000983	2015-06-25
No		CASE	$51.12	39300	COFFEE BREAKFAST BLEND	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	167878	Gordon Food Service	MA 758 1300000575	2016-01-03
No	1	CASE	$14.64	64000	URN CLEANER BREW-RITE	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	189189	Gordon Food Service	MA 758 1200000983	2015-06-25
No		CASE	$117.19	39300	COFFEE COLOMB 100% 8-8Z MAXW	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	193870	Gordon Food Service	MA 758 1300000575	2016-01-03
No		CASE	$125.75	39300	COFFEE COLOMB 100% DECAF 8-8Z MAXW	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	193910	Gordon Food Service	MA 758 1300000575	2016-01-03

6. **Select** the items for purchase by entering the quantity needed. EX: Choose 12-Cup RT Coffee FIL, URN Cleaner Brewrite. Quantity of 1 each.
7. Click **Add To Cart**.
8. Click **Next** at the bottom to see items on next page. EX: Choose Coffee Condiment Kit by entering the quantity of 1.
9. Click **Add to Cart**. The number of items you have selected will appear in the Shopping Cart in the top right corner. (If you need to view or remove items from the cart, Click **Edit Shopping Cart**)



NOTE: If more items are to be purchased and those items are not on the same page, choose the items on the page displayed, enter the quantity and click on Add to Cart. Then click on Next to go to the next page of items. Choose the items on each page and add them to the cart before going to the next page of items.

10. Click **Proceed to Checkout.**



11. Under **Document Identifier**, select **DO or DO2.** Your *Dept* and *Unit* should infer from your user profile.
12. **Auto Numbering** field should be checked.
13. Under **Additional Information**, type in your **Shipping and Billing Location** and **Delivery Date**. *DO NOT ADD ACCOUNTING HERE, IT MUST BE ADDED TO THE DO OR PRC.*
14. Click **Checkout**. (Click **OK** to the prompt to checkout.)
15. The **DO or DO2** document is opened. On the Header, type in the **Document Description** with information you would want to see on a report.
16. On the Requestor Issuer Buyer tab, type in the **Requester ID**.

NOTE: If a secondary vendor is to be used, On the Header go to the Reference section, Agreement Vendor Line field and enter the Vendor Line Number from the Master Agreement. Validate to see the change in the vendor name.

17. Review the **Vendor Section** (the vendor code and information infer from the Master Agreement).
18. Click on the **Commodity Section**. Verify the items that you ordered and need to pay are on the **DO**.

19. Since we have more than one **Commodity line**, we will use the **Accounting Distribution** section to add the accounting information and it will infer it to all the lines on the **PRC**. Click on **Accounting Distribution**.
20. Click **Insert New Line**. The **Event Type** will infer to AP01.
21. Enter the **Accounting Distribution** information on the General Information tab:

Required Fields	Values
Distribution %	**100**
Accounting Template	**Enter your Acct Template or your Funding information** *EX: FINCRC*

22. Click On Fund Accounting

Required Fields	Values
Object Code	**Enter the correct Object Code** *EX: E341*

23. Click **Save** and see the **Distribute Accounting** button appear in the bottom right corner.
24. Click the **Distribute Accounting** button to create and infer the Accounting lines to each **Commodity Line**.
25. Click **Validate**. Correct any errors, if there are any. Look at the **Header** to verify the amount is correct.
26. To verify the Accounting information did infer the correct information, click on the Commodity Line(s) then click on **Accounting** or **Posting** for each Commodity Line to view the accounting. The PR05 (Encumbering) Event Type will infer on the DO. If you do not wish to encumber the funds, change the Event Type to PR07 (Non Encumbering) on each accounting line.
27. **Assemble** the document from the **Header** of the document. The assembly of the document will generate an Adobe PDF version of the Delivery Order which can be emailed to the vendor upon final approval. The assembly job should take 1-2 minutes.

Follow the below steps to **Assemble** the **DO**:

To Assemble:

1. From the Header Section, select the **Related Actions** Menu
2. Select **Assemble Document**
3. Select the desired form that will be used to print the document. (If processing a modification, the Mod form will need to be selected.)
4. Select **Submit Assemble Request** (this will initiate the document assembly process)
5. As the job is running, select the **Refresh** link to follow the job.

Once the Assembly job completes successfully, the generated Adobe PDF document will need to be viewed and downloaded.

Note: If the document fails assembly, look for the reason. On the Header, click on the Related Actions button. Click on View Assembly Request. Click on View Job Log Messages. Call CRC if you need help with assembly. Click Cancel and Back when ready to return to the document.

28. Click **Back** to return to the Header.

To View or Download:

1. From the Header, select **Attachments** from the **File Menu**.
2. Identify the attachment generated from the assembly process, and select Download.

29. Click **Submit** once the **DO** validates successfully and has been successfully assembled. The **DO** will route through the Workflow process that your department/agency has set up for document approvals.
30. Once the DO is approved by your Agency, print a copy to send to the vendor.
31. **Write down** the Delivery Order Document ID for future use.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

Exercise 2 — PUNCHOUT Generate a Delivery Order (DO3 and DO4) Using SHOPPER

Scenario

Your Department needs to purchase from a PunchOut Vendor (EX: Fastenal). A Master Agreement was previously created by Finance, Office of Material & Procurement Services and is accessible through **SHOPPER**. The purchasing office will create the **UR** (Universal Requestor) and **DO** Delivery Order to procure the items. The **DO3** and **DO4** documents are unique to the **PunchOut** Vendor purchase. The **DO3** is generated when your PCard ID is entered on the **Header** of the **UR** document on the **Additional Information** tab. The **DO3** will submit to Final Status when it is submitted. It does not require approvals as the purchase is paid for when the Punchout Vendor fills, ships the order and charges the Procard. If not paying by Procard and not entering the ID on the **Header** of the **UR,** a **DO4** is generated when the **UR** is submitted.

PunchOut orders are received by the vendor when they reach "FINAL" status (not when they are Pending or when you are on the PunchOut Vendor's website).

NOTE: Deselecting all boxes except **MA** Catalog Items, PunchOut Catalgos and Master Agreements, ensures the results are only items on Master Agreement. (also, selecting Menu – Page Help gives helpful hints on advanced searches)

Task Overview

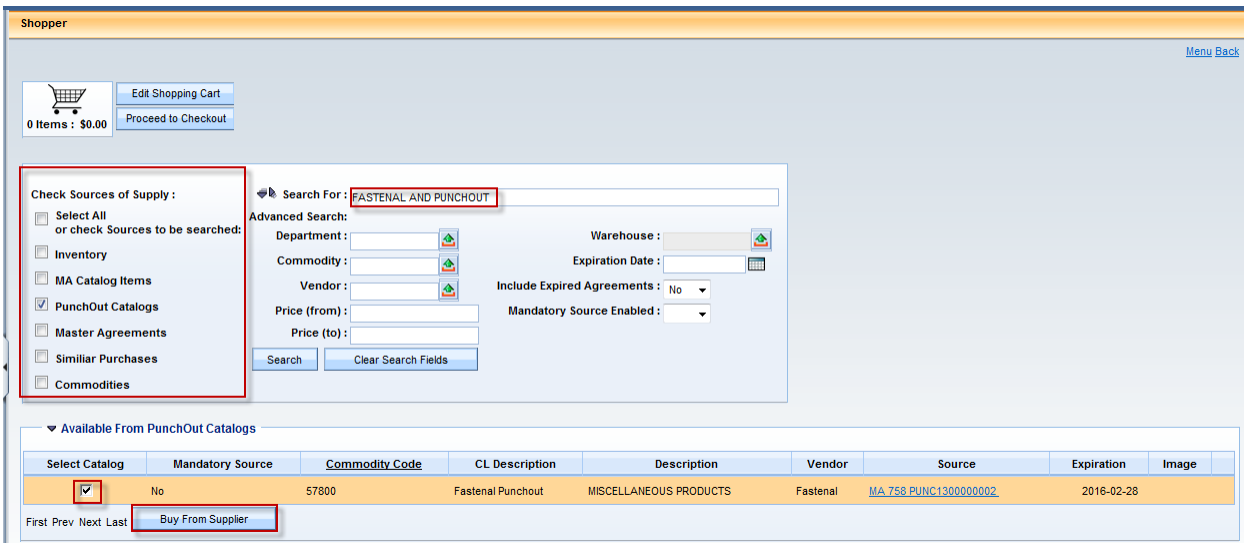
Generate a **Delivery Order (DO3 or DO4)** award from **SHOPPER** via the **UR** document.

Procedures

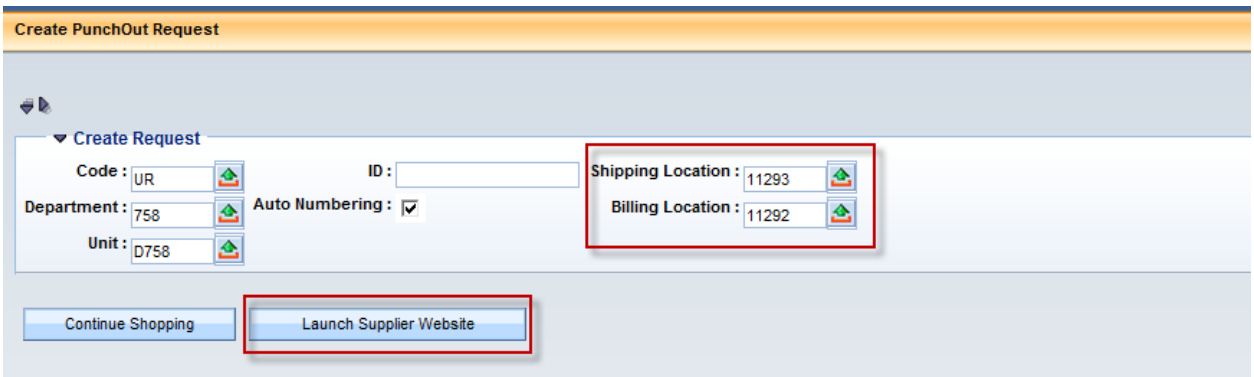
1. At the top of the screen**,** type **SHOP** in the **JUMP TO** field.
2. Click **Go**. The **Shopper** search screen will open.
3. Uncheck the **Select All** box.
4. Select the **Punchout Catalogs** box.

Search Tips for SHOPPER

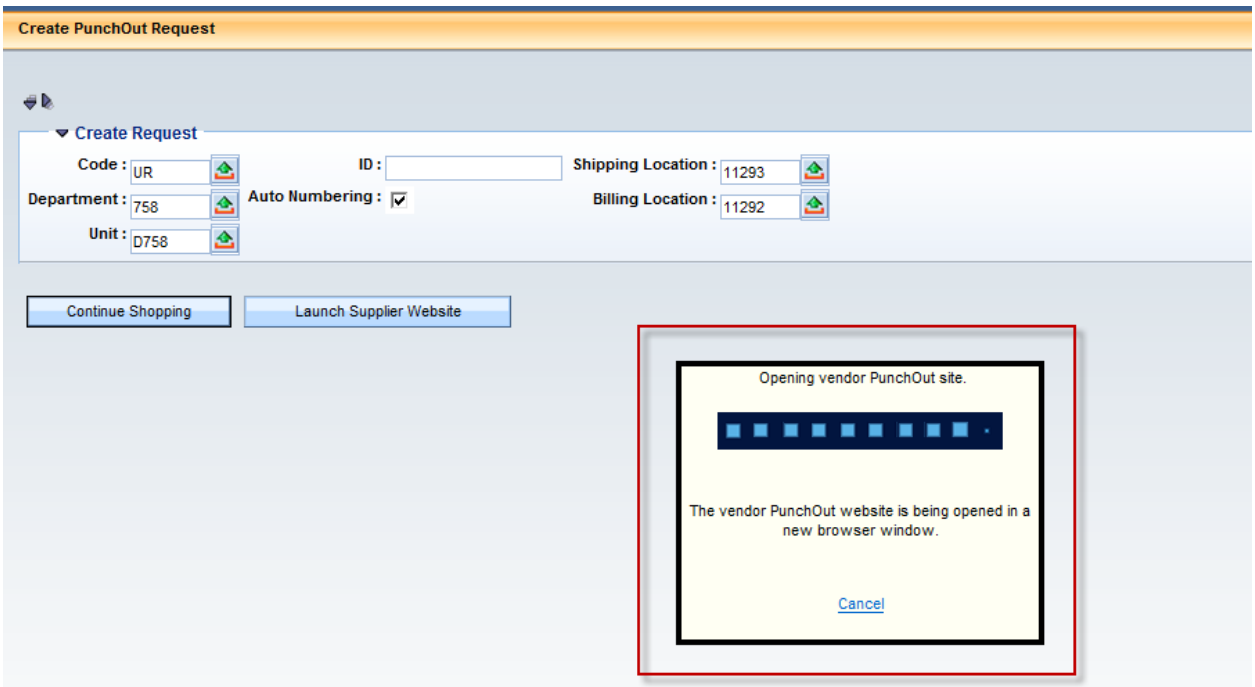
- **Do NOT** use a hyphen "**-**". Using this character will produce in undesired results. Use search criteria that does not include the hyphen. For instance, if you are searching for a specific Master Agreement number, C-05989898, you should search using just the number and wildcard, %05989898%. Or, if you are searching for a supplier part number that contains the hyphen such as AB123-01, search for AB123%.
- Use Supplier Part numbers when possible.
- Stay away from broad searches such as "Cardinal%" or "Ikon%". There are several large contracts, some with several thousand lines. Using broad searches on these contracts will take substantially longer.



5. Type *the Search Criteria (EX: vendor's name) and Punchout* in the **Search For** field.
6. Click **Search**.
7. Place a checkmark in the **Select Catalog** box on the left after the results are returned.
8. Click on **Buy From Supplier**.
9. The **Create Punchout Request** page will open. The Document Code field will infer **UR**. The Department and Unit associated with your eMARS profile will infer.
10. Type in the **Shipping and Billing** locations for your department.



11. Click on the **Launch Supplier Website** button. You will be automatically directed to the vendor's website specifically set up for purchases for the Commonwealth of KY.



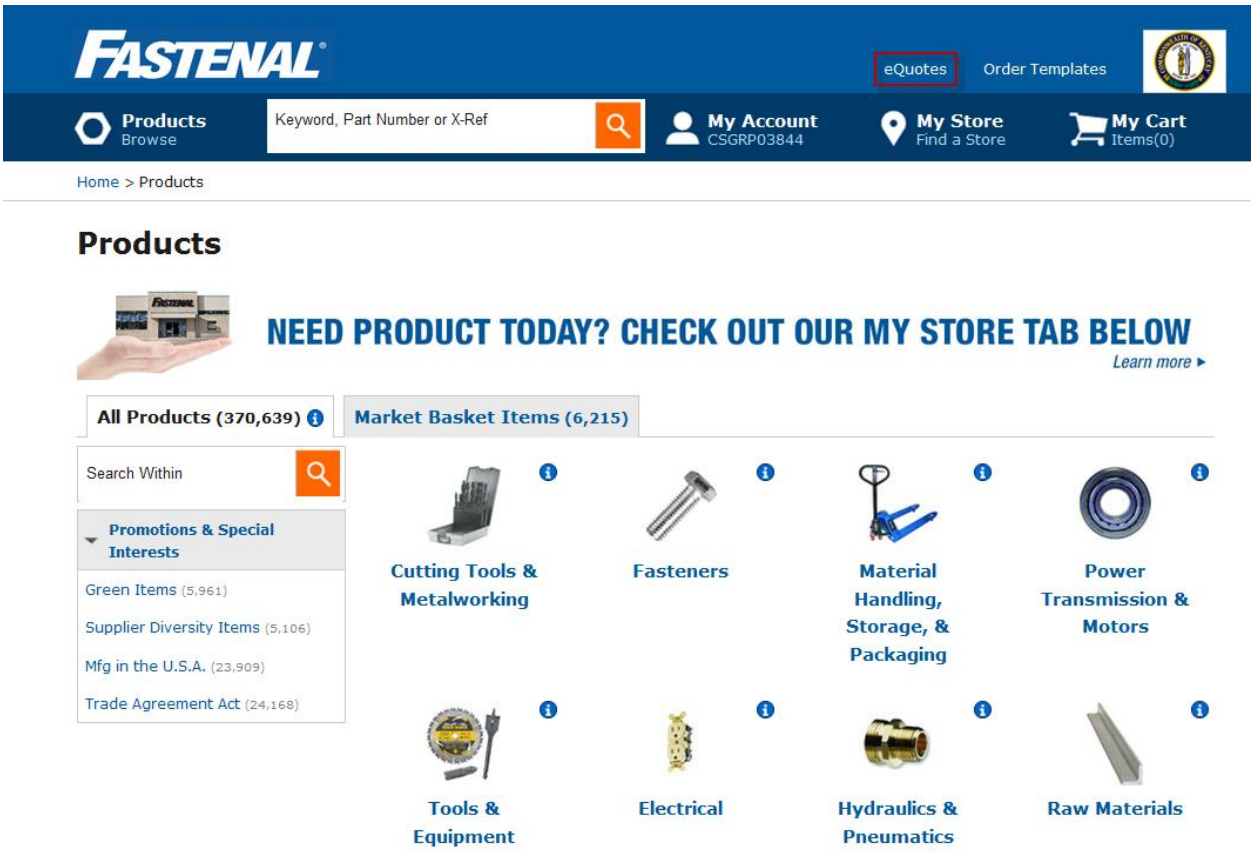
NOTE: Searching on PunchOut Vendors Websites

Each vendor's site will be specific to their design. Follow their prompts to use each one effectively.

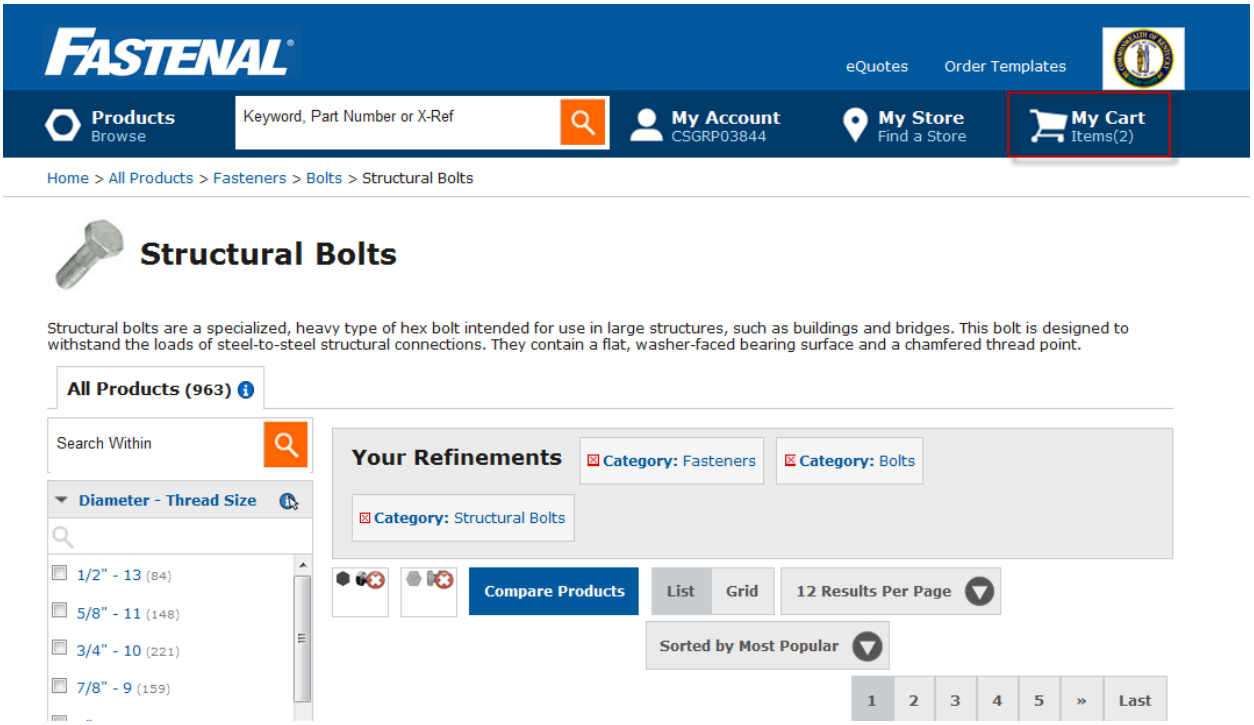
12. You may have a quote, or need to search on the vendor's website using their categories or method of searching by part name or supplier part number.

    If you have a **Quote**, click on the **eQuotes** button at the top of the screen and follow the prompts to locate your quote. The quote must have been prepared for your user id, name and email address. The "Quotes" buttom may be shown differently on other Punchout Vendor's websites.

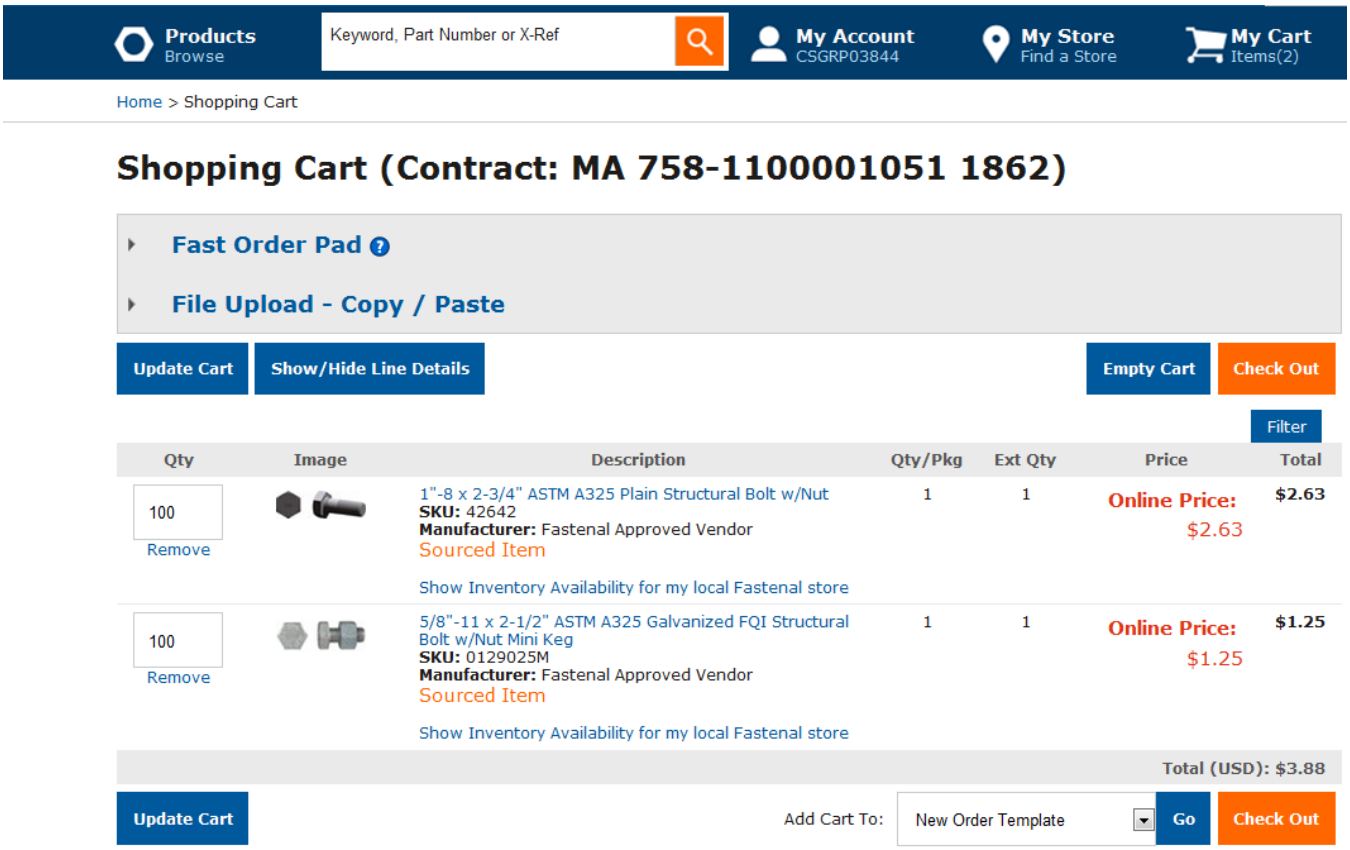
    To **search for individual items**, click on the **product category** to search for your items to purchase. For this vendor:



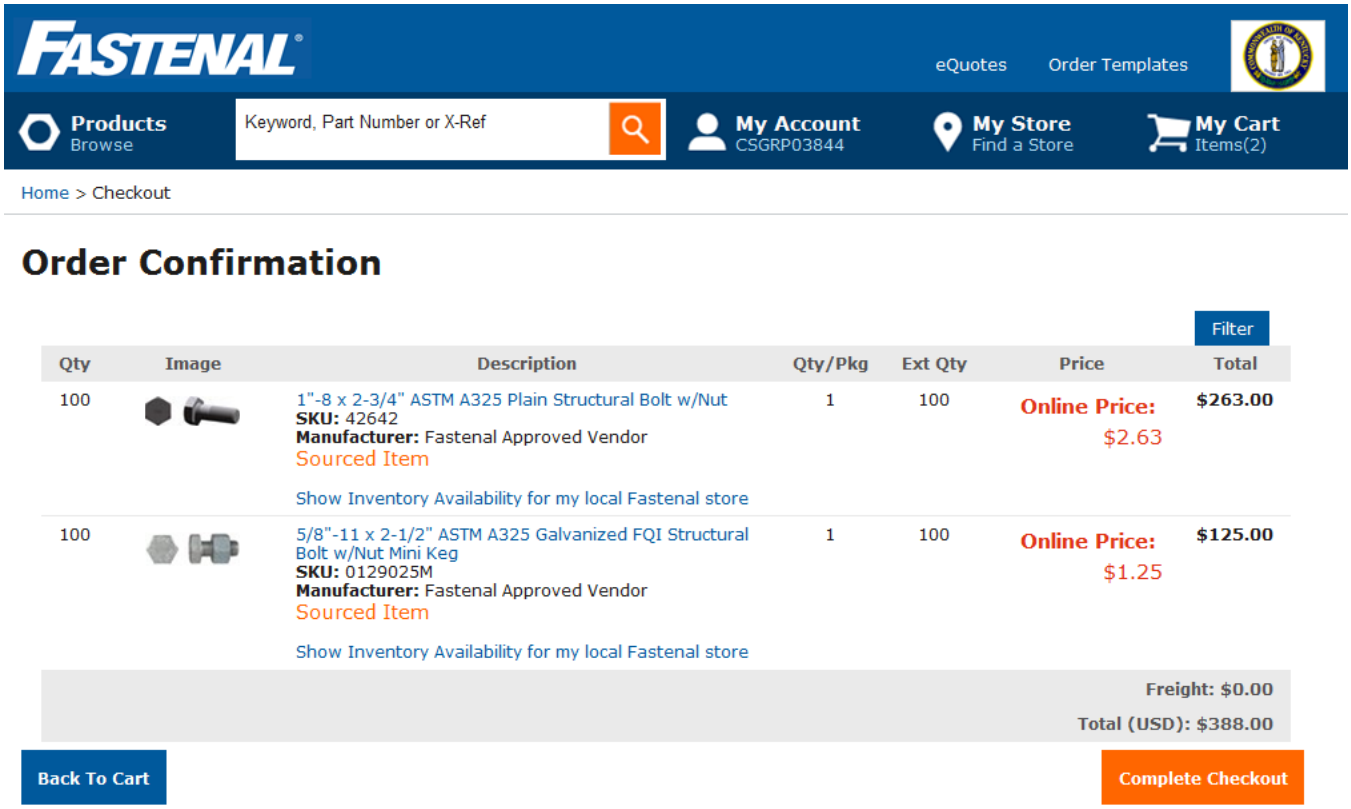
13. Click on a category. *EX: Fasteners*
14. Click on the item. *EX: Bolts*
15. Click on your purchase item. *EX: Structural Bolts* See the list of items.



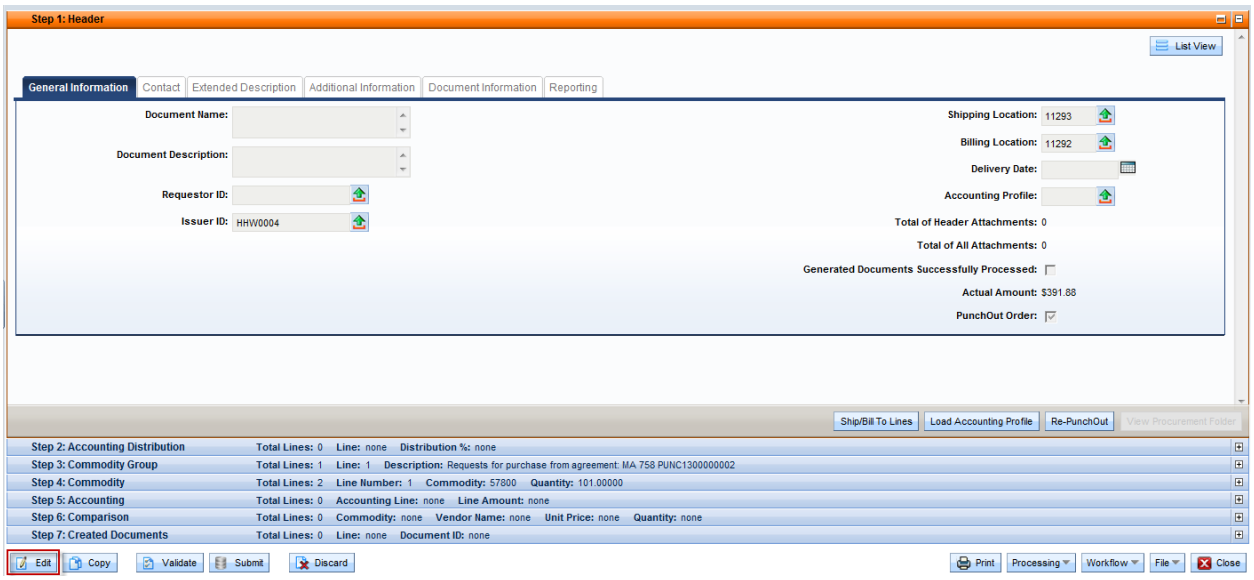
16. **Search through the list of items** you wish to purchase.
17. Find the exact item. *EX: SKU 42642*. Add Qty. Click **Add to Cart**.
18. To see more items, you can move to the next page by clicking **Next** or on the Page Number.
19. Choose more items if needed. *EX: SKU 0129025M*. Add Qty. Click **Add to Cart**
20. Click on **My Cart** at the top of the screen.
21. Click on **View My Cart** from the drop down option.



22. Click **Check Out**.



23. Click **Complete Checkout.**
24. You may see the White page telling you the PunchOut session has been successfully received or you may be returned to eMARS and UR document is displayed. (Some users may have to manually close the white page by clicking on the X in the top right corner. You will be returned to eMARS and the **UR** document is displayed.
25. On the **Header** page of the **UR**, click **Edit** at the bottom left of the screen.

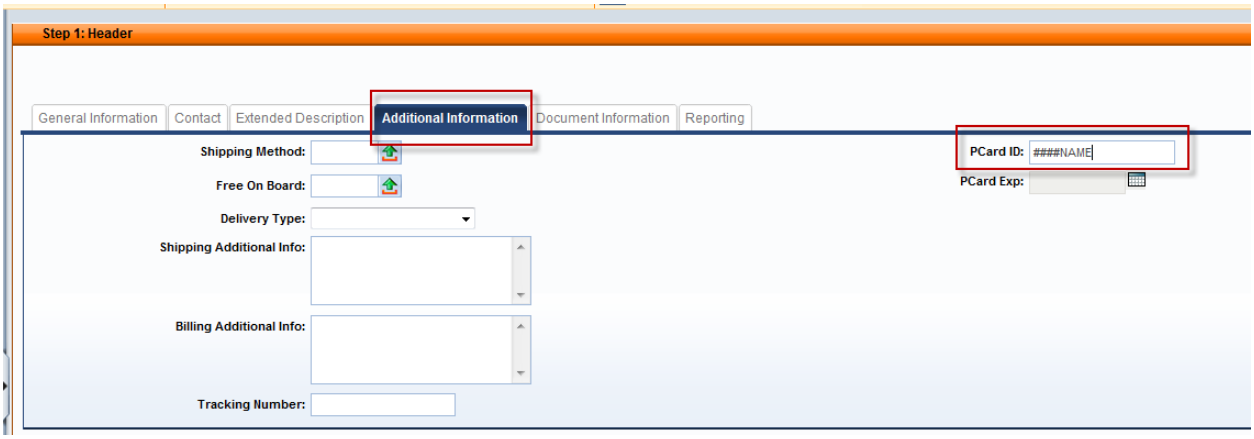


STOP: There are 2 award documents that can be generated from the UR. They are the **DO3** and **DO4**.

The **DO3** has been designed to allow for payment by your Procard. To use this document and method of payment, please follow these Steps 27 through 30. The **DO3** will go to **Final** Status when it is submitted, no approval is required.

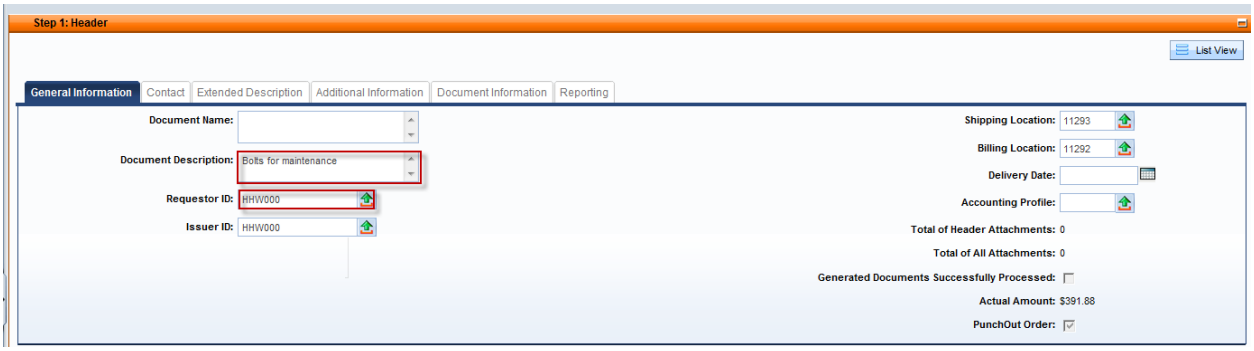
To create a **DO4**, skip Steps 27-30 and go to Step 30.

26. To create a **DO3**, on the **Header** of the **UR** document, click on the **<u>Additional Information</u>** tab.
27. Enter your **PCard ID** in the field.
28. Click **<u>Save</u>**. The PCard Expiration date will infer. No Accounting is entered on the DO3. It will assume the accounting from the Procard.

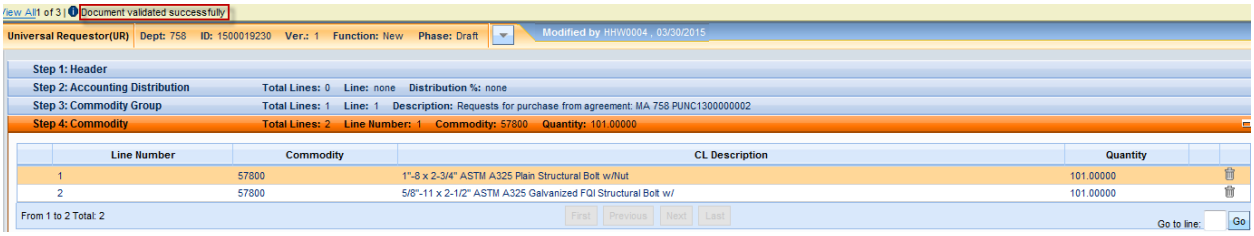


CONTINUE on to the next step. The steps you perform now will be the same as for completing for the DO3 and DO4.

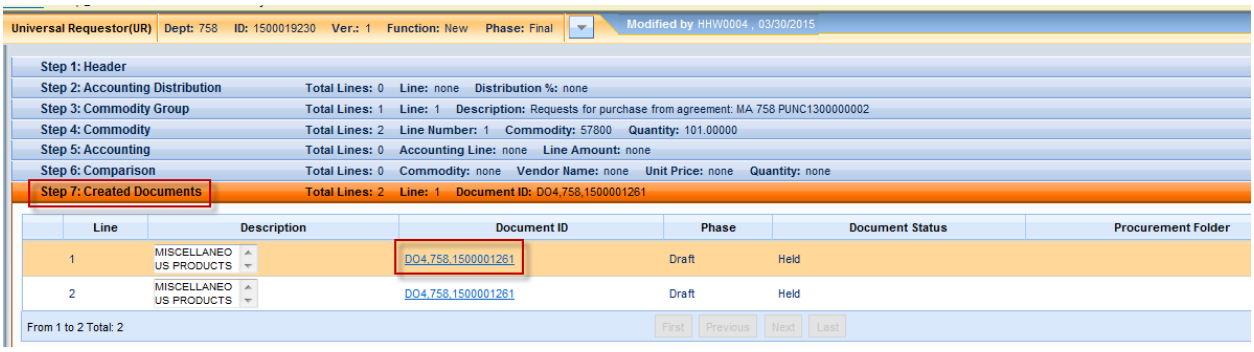
29. On the **Header** of the **UR**, type in the **Document Description**. This is a reportable field and the data you enter here will print as the Document Description when reports are run for this document.
30. Add the **Requestor ID**. This may be your id or it may be for another eMARS user.



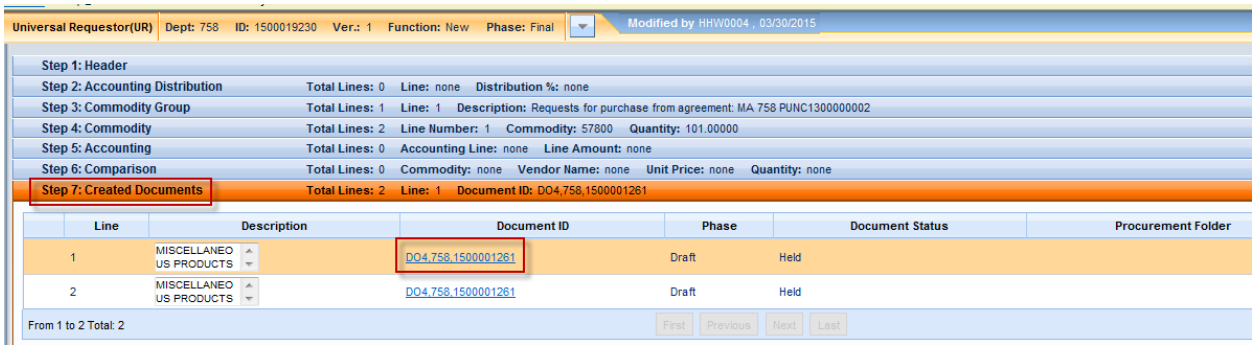
31. Go to the **Commodity Section** and verify the items you selected for purchase are on the **UR**.



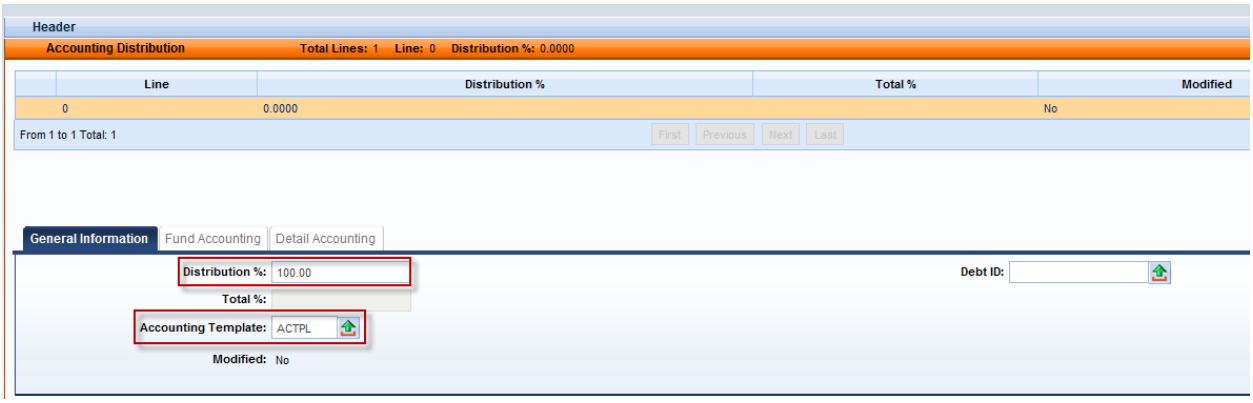
32. Do not add accounting to the **UR**. It will be added to the DO4.
33. **Validate** the **UR**. Correct any errors and revalidate.
34. Click **Submit** once the **UR** validates successfully.
35. Click on **Step 7 Created Documents** in the Navigation panel. The **UR** went to final status and generated the **DO3** or **DO4** when it was submitted.



36. See the **DO3** or **DO4** document number. Click on the **Document Link** to open the document.



37. Click on **<u>Edit</u>** at the bottom of the screen. Clicking **Edit** allows you to add information to the **DO** document. The **DO4** is mostly complete at this time. We do have to add accounting to the **DO4**.
38. Click on **<u>Accounting Distribution</u>** in the Navigation Panel. Since we have 2 lines, we will use this to enter the accounting for the purchase. By using the **<u>Accounting Distribution</u>** and because we are using the same accounting for both commodity lines, we can complete this section and push out the accounting string to both lines by using the **<u>Distribute Accounting Lines</u>** button.
39. Click on **Insert New Line**.



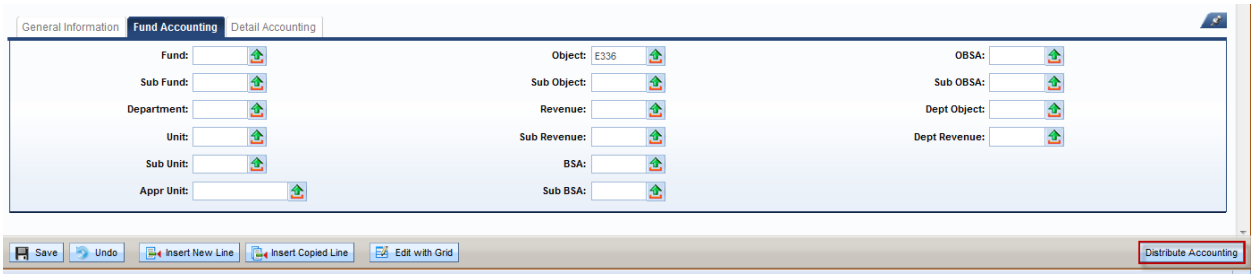
Required Fields	Values
Distribution %	**100**
Accounting Template	**Enter your Acct Template or your Funding information** *EX: FINCRC*

40. Enter the Required Fields. If not using an accounting template, manually enter the Dept, Fund, Unit, Function and other accounting fields as your agency requires. Each office will have specific fields to be used.
41. Enter an accurate **Object Code**. Most accounting templates will not have an **Object Code** as this will vary for each type of purchase.

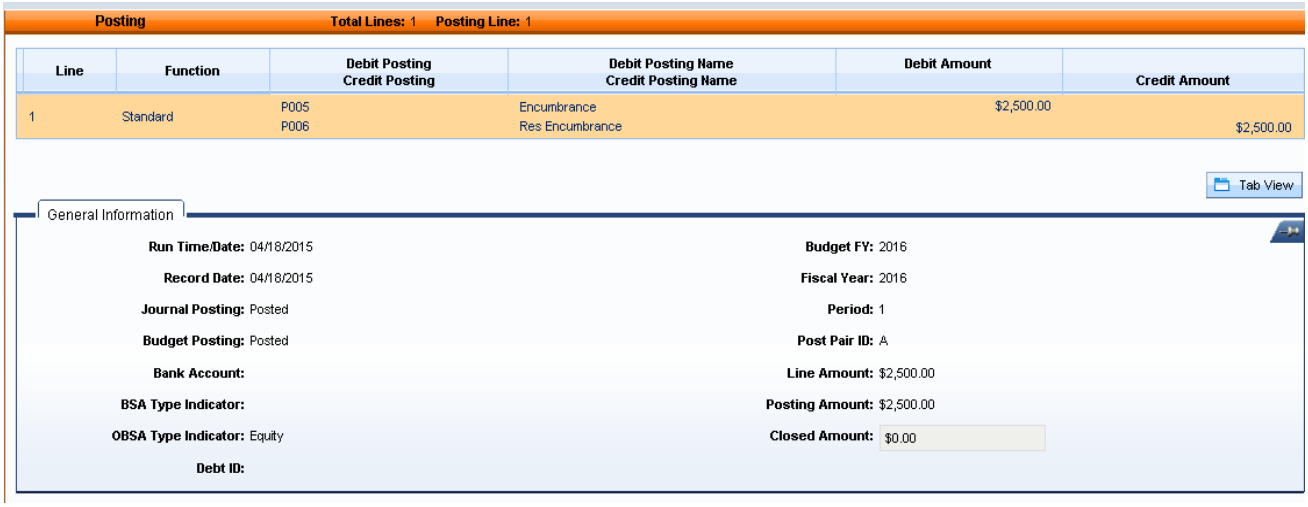
Required Fields	Values
Object Code	**Enter the correct Object Code** *EX: E336*

42. Click **Save** and the **Distribute Accounting** button will appear in the bottom left corner of the screen.
43. Click **Distribute Accounting** to populate the accounting section for all Commodity Lines on the **DO4.** The **PR05 (Encumbering) Event Type** will infer on each accounting line. If you do not wish to encumber the funds, change the Event Type to **PR07 (Non-Encumbering)** on each accounting line.
44. Click **Validate.**

NOTE: In eMARS 3.10, the **PR05** (encumbering) Event Type will infer. If you do not want to encumber the funding, you must manually go to each Accounting line and change the Event Type to **PR07** (non-encumbering).



45. **Open** each Commodity Line and look at the corresponding **Accounting and/or Posting Line**. The accounting can be seen here.



Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	P005 P006	Encumbrance Res Encumbrance	$2,500.00	$2,500.00

Tab View

General Information

Run Time/Date:	04/18/2015	Budget FY:	2016
Record Date:	04/18/2015	Fiscal Year:	2016
Journal Posting:	Posted	Period:	1
Budget Posting:	Posted	Post Pair ID:	A
Bank Account:		Line Amount:	$2,500.00
BSA Type Indicator:		Posting Amount:	$2,500.00
OBSA Type Indicator:	Equity	Closed Amount:	$0.00
Debt ID:			

46. **<u>Validate</u>** the **DO4**. Check for errors, correct them if any, and validate again.
47. **<u>Submit</u>** the **DO4**. The DO4 will route through the Workflow your agency has set up for approvals.
48. *<u>Only when the DO4 has been **approved to Final**, will the order be transmitted to the PunchOut vendor.</u>*

8– Requisition Process (RQS)

The Requisition process allows a user to create a formal request for goods or services that cannot be fulfilled through an existing Master Agreement or that exceeds purchase spending limits for the agency. For procurements that exceed an agency's delegated authority or spending limit, a user must prepare a Requisition (**RQS**) document in eMARS to describe the requirement, receive departmental approval, and route to OPS/DECA/KYTC for subsequent processing.

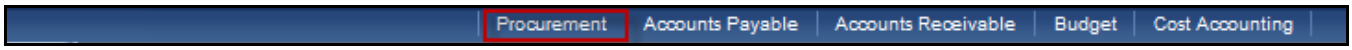
Once a Requisition is received by the Central Buying Agency (OPS/DECA/KYTC), the document will be assigned to a Buyer who will process the request and proceed through the Procurement Process to procure the goods or services.

*When processing an **RQS** document it is encouraged that users not validate the document until after the Commodity Lines have been established. This will ensure proper routing to a Central Agency.*

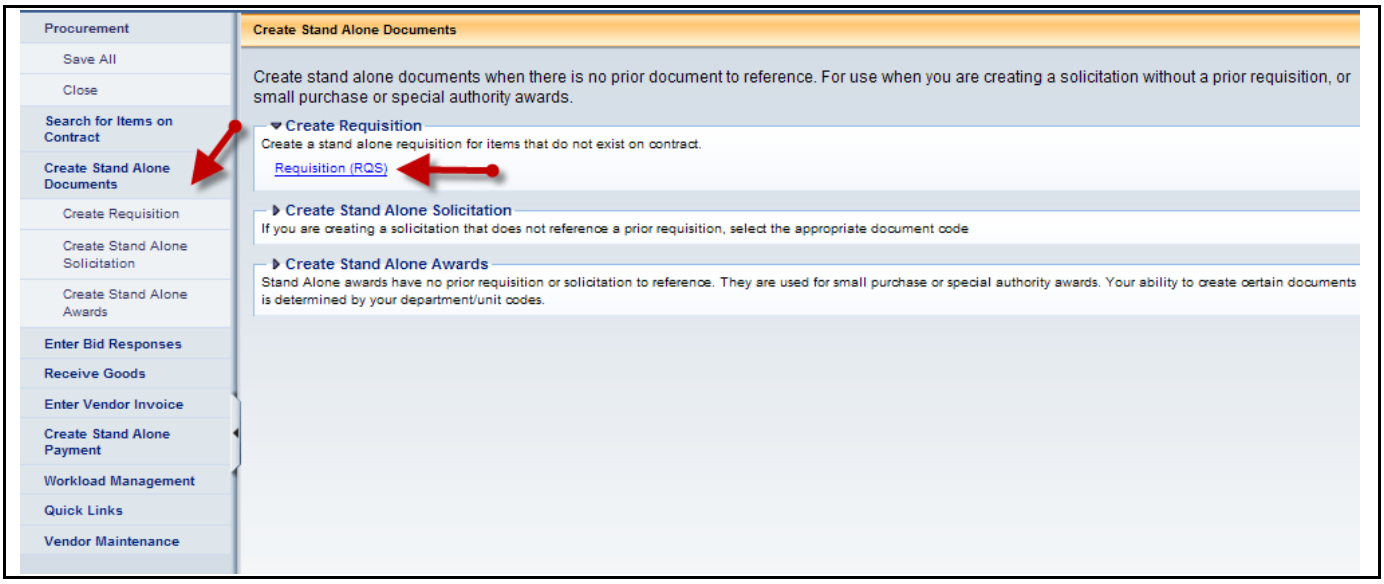
NOTE: The **SPR2** document will need to be processed prior to creating the **RQS** when your purchase meets the criteria for expenditures considered strategic in nature or have an enterprise impact.

The Process to complete a Requisition document is as follows:

Access the **Procurement Workspace** or Open the **Document Catalog**

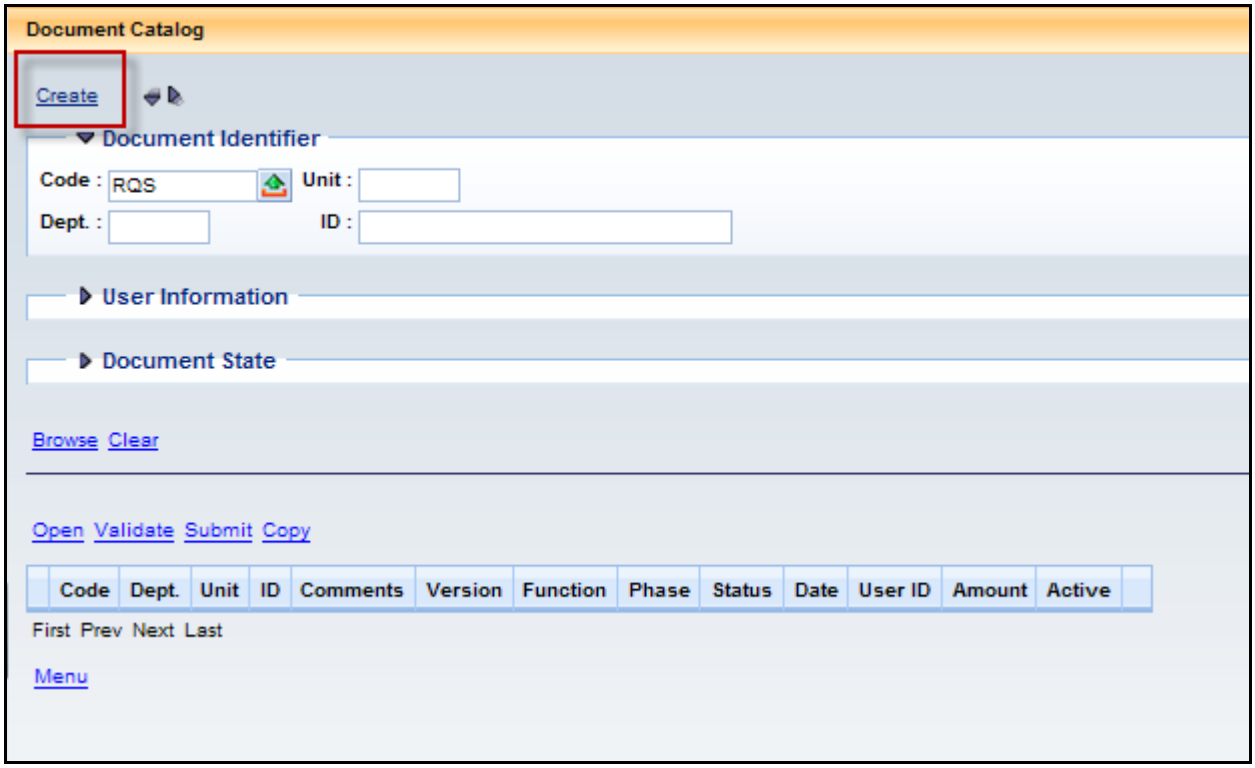


Click **Create Stand Alone Document,** select **Create Requisition** and click **Requisition (RQS)** link.

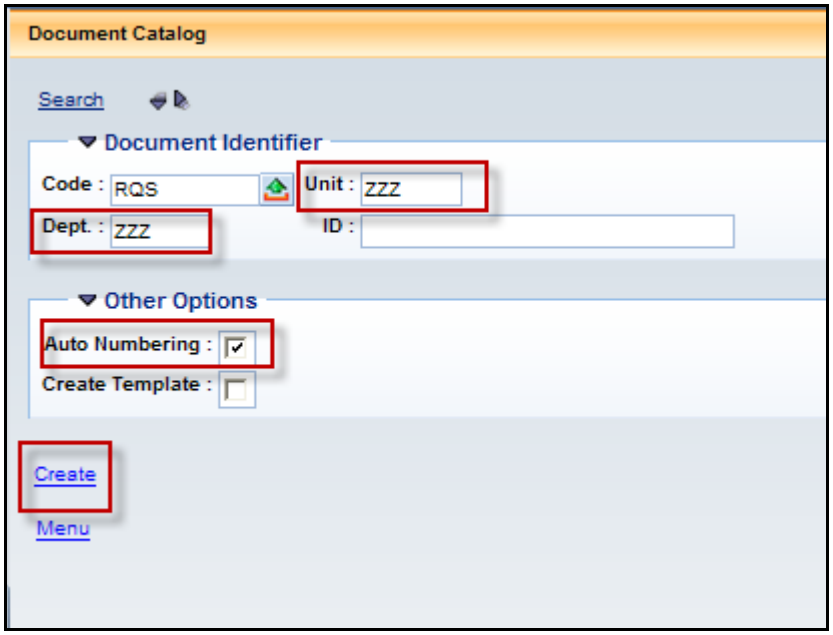


OR

Click **Create** to change into Create mode



The **Document Code** will infer with **RQS**.



Enter the document **Department Code**

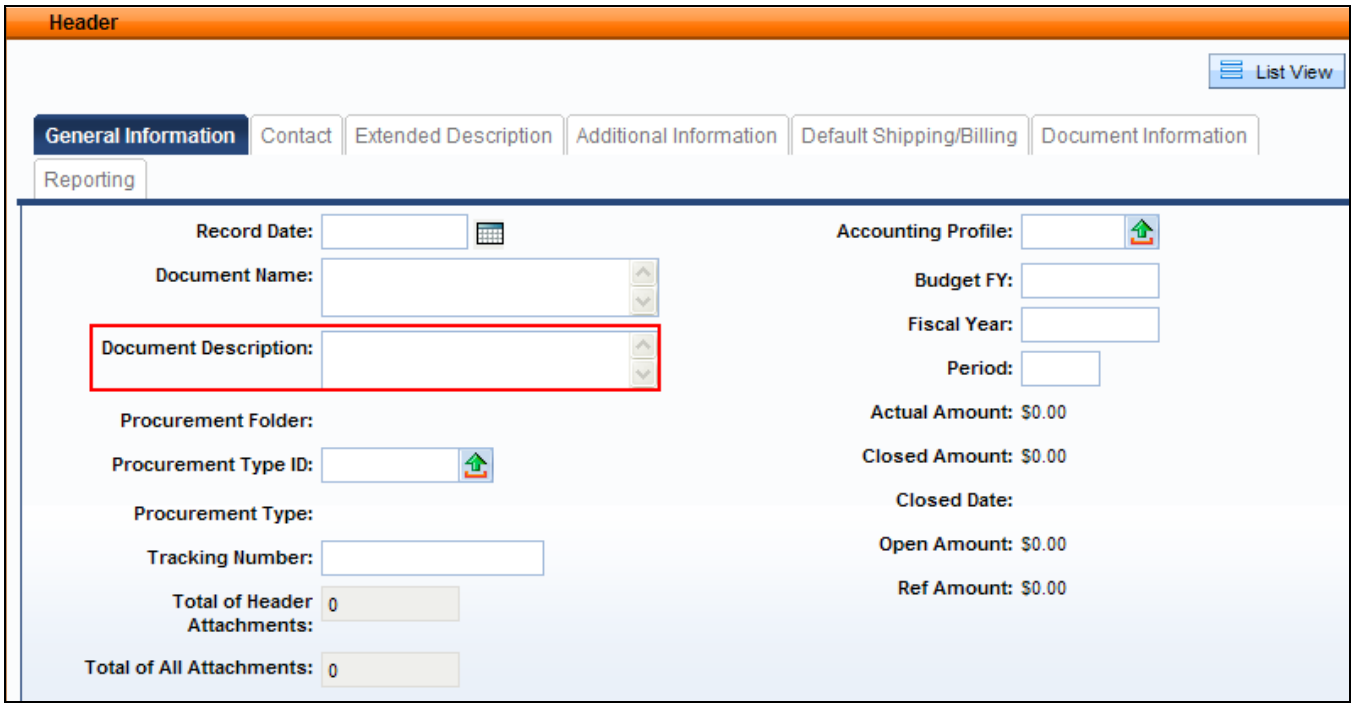
Enter the document **Unit Code**

Select **Auto Numbering**

Click **Create** to generate the **RQS** document.

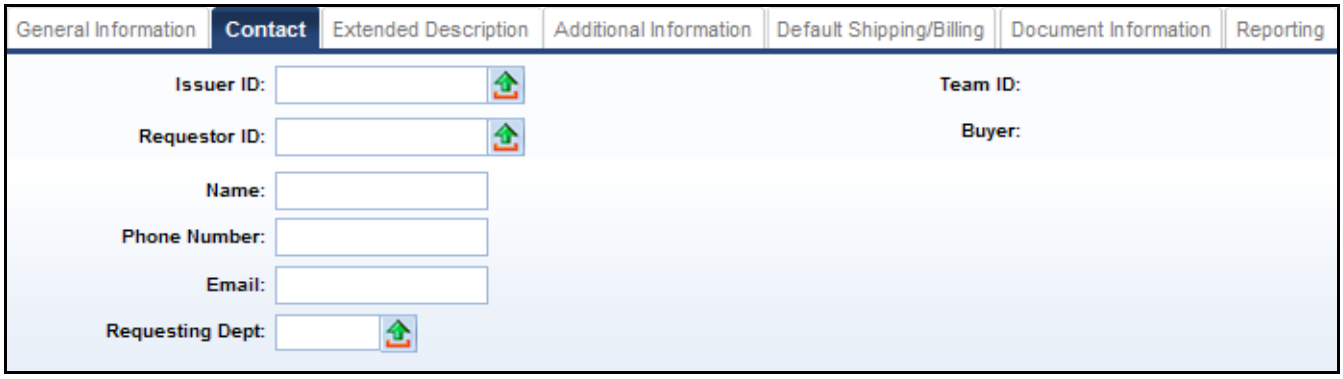
The document opens to the Header section.

Complete the required and optional information in the Requisition Header:



- The **Record Date** will infer when the Requisition is submitted to final. This displays when the request has been recorded in eMARS. Please leave this field blank, as it will infer with the correct values.
- The **Document Name** is an optional field where additional information about the request can be identified. This field *will not* print on the final document, but rather can be used of internal information. This field will allow for 60 characters (*optional*).
- The **Document Description** is *required* and will print on the final document. Users will want to provide a brief description on the purpose of the request. This field will allow for 60 characters. The description is also searchable form various inquiries like the Procurement Document Inquiry (**PRCUDOC**).
- The **Procurement Type ID** is an optional field used to ensure that the Request is routed to the correct central buying agency. If a request is processed for the below goods or services, a corresponding procurement type will be selected by either using the pick or type ahead feature:
    - Micrographics Equipment and Services Procurement,
    - Vehicle Purchases,
    - Computer Hardware, Software and Related Services Procurement or
    - Shredding and Bailing Equipment Procurement.
- The **Budget FY, Fiscal Year** and **Period** will infer when the Requisition is submitted to final. The values defaulted will identify the current accounting Budget FY, Fiscal Year and Period in which the document was submitted. *Please leave these fields blank*

Open the **Contact** Tab:

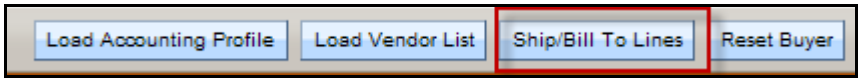


Complete the Requisition **Contact** section:

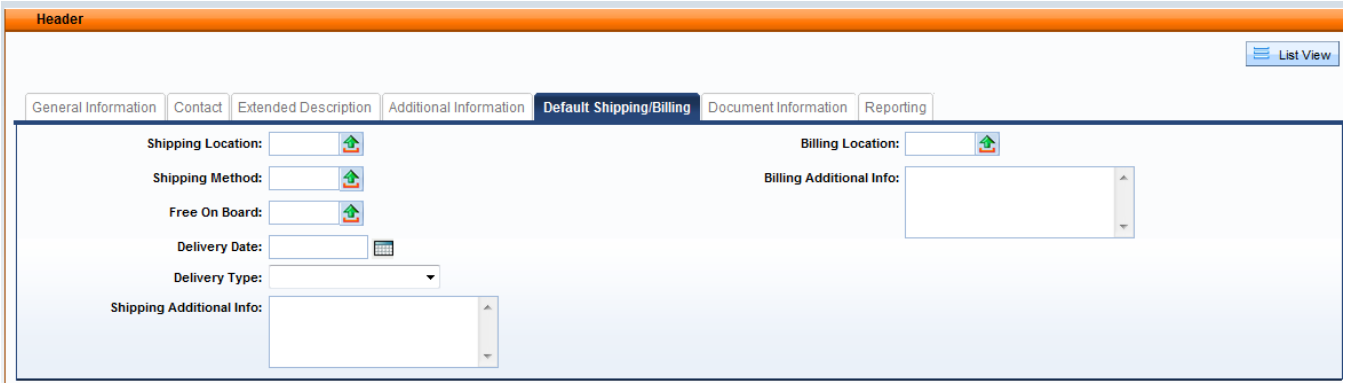
- The **Issuer ID** will default to the User ID of the creating User. If you are completing the document on someone else's behalf, then their User ID can be selected from the pick or by using the Type Ahead feature (*required*).
- The **Requestor ID** identifies the user who is requesting the goods or services being ordered. The User ID can be selected from the pick or by using the Type Ahead feature and will infer the **Name**, **Email** and **Phone Number** of the individual User selected. (*required*).

Complete the **Default Shipping/Billing** section.

If the same Shipping and Billing information should be used on each line of the Requisition then complete this section. When you are creating Commodity line items you may click on the **Ship/Bill To Lines** to have this information automatically populated on each Commodity line (Optional).



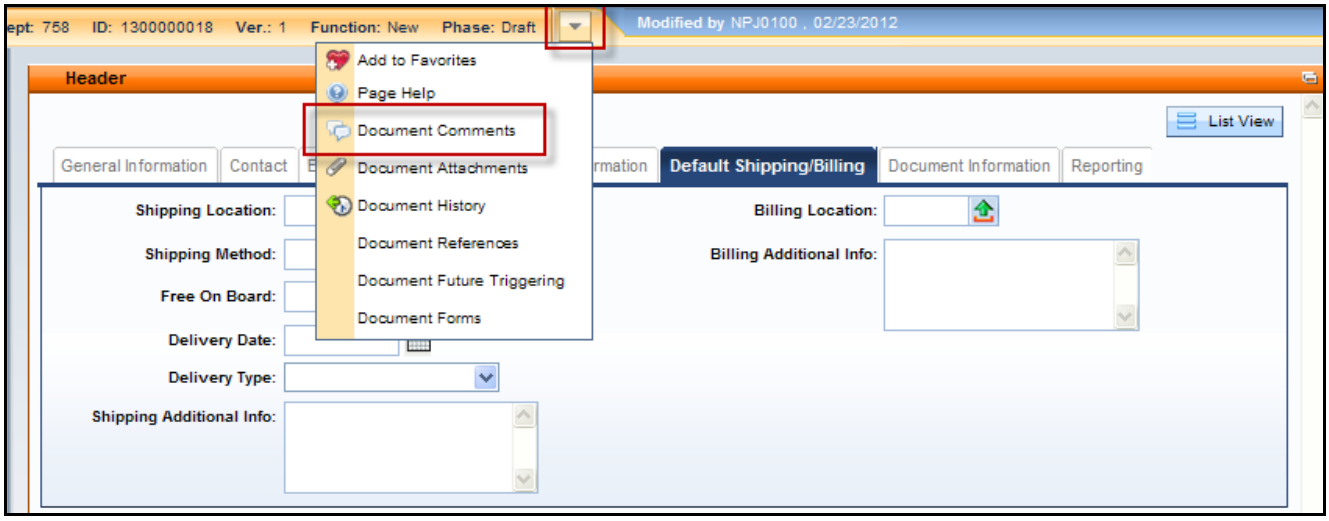
The Commodity Lines must be established prior to loading the Ship/Bill To Lines distribution.



- The **Shipping Location** field is used to identify where the goods requested on the Requisition should be delivered. A Shipping Location can be selected by using the Pick or by using the Type Ahead feature (*optional in Header*).
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. A Billing Location can be selected by using the Pick or by using the Type Ahead feature (*optional in Header*).
- The **Delivery Date** is used to identify that date in which the goods being ordered will need to be delivered.

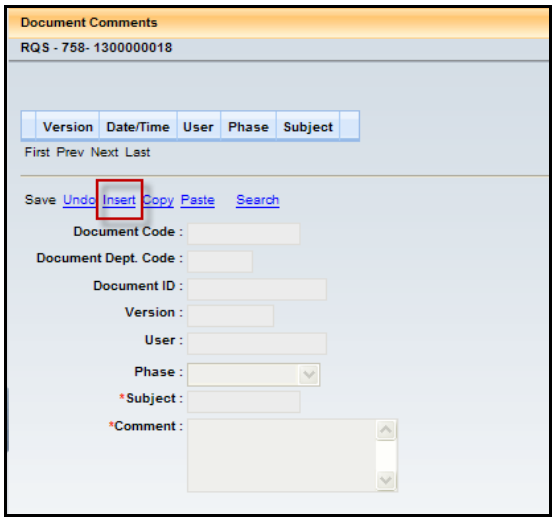
Including Document Comments for the Requisition:

If there are any additional details describing the nature of the request i.e. anticipated dates of service or delivery, Users will need to add a document comment to the Requisition document. By adding a document comment, the assigned buyer will ensure that the needs of the requesting department are met. When a document comment is added to the **RQS** document, a flag is triggered on the document for easy identification. The comment field will allow for 1500 characters.



- Users can follow the steps below to record a document comment:
  - From the Header of the RQS document, open the Header **Menu**

- Select **Document Comments**
- Click **Insert**:
- Identify a **Subject** and enter your **Comment**
- Click **Save**

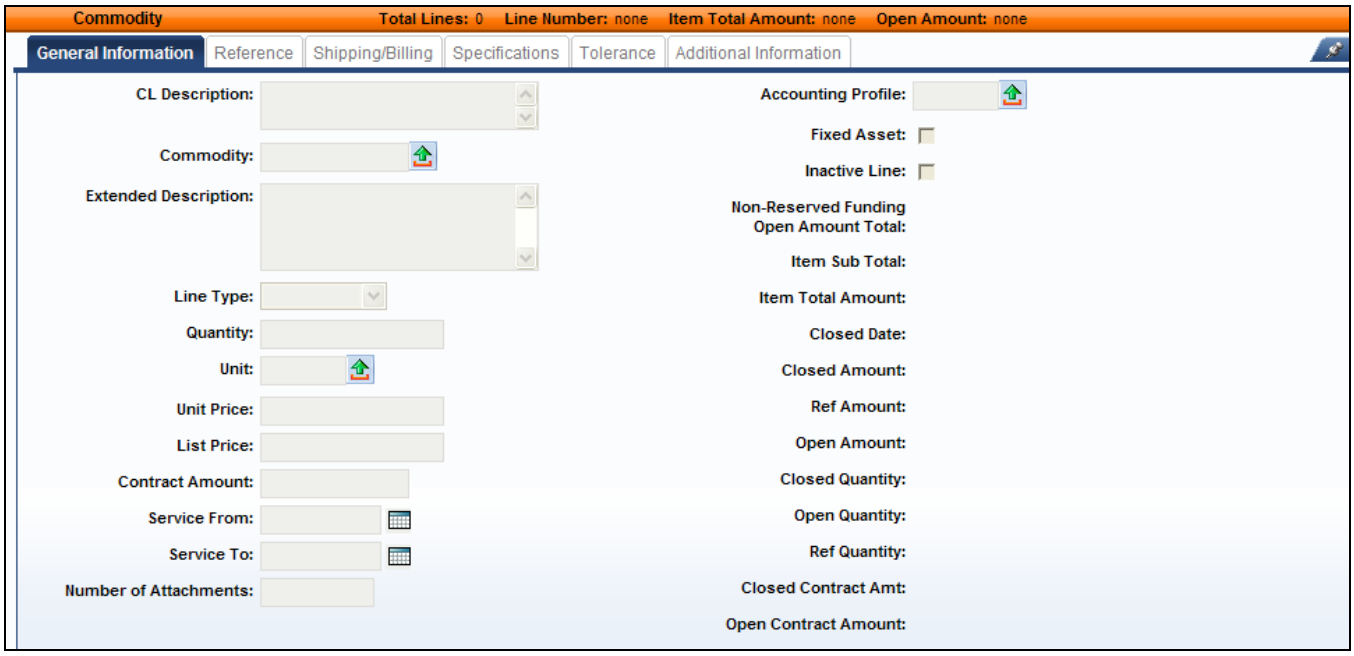


To return to the document users will need to select the Back link. Once on the Header, the document comment flag will be viewable on the Header.

Complete the Commodity Section:

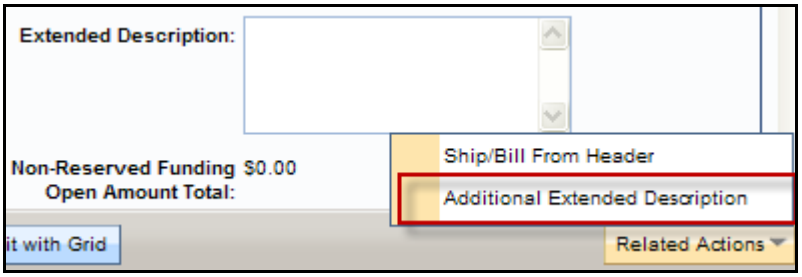
The Commodity section of the Requisition is used to list all the distinct goods or services being requested. The Commodity section of the **RQS** document determines how the document will be routed to a central buying agency. The first commodity line of the document will need to identify the commodity that is most relevant to the Requisition as a whole for buyer assignment.

Multiple Commodity lines can be established in the **RQS** document to identify all goods or services desired.



Review the Required Commodity line item information. The Commodity Panel displays all Commodity lines that are associated with the Requisition.

- The **CL Description** field is used to record a brief description of the good or service being requested. This field will allow for 60 characters (*required*).
- The **Commodity** field is used to store the Commodity Code that most closely matches the item or service being requested. This field is used primarily for classification purposes and buyer assignment. (*Required*).
- The **Extended Description** is used to provide a detailed description of the Commodity line. Specific information pertaining to the Item or the order should be recorded in the 4000 characters allowed for this field. This field will print on the final document (*required*). To access a larger text field, select **Additional Extended Description** from the **Related Actions** Menu.



- The **Line Type** field is used to identify how the cost of the line will be established. Generally speaking, goods will use the Line Type of Item and Services will use the Line Type of Service (*required*).

- **Item-** When the Line Type of Item is selected on a Requisition, a **Unit** and the **Unit Price** will also be required. If an exact price is not known, then an estimated amount will need to be entered.
- **Service-** The Line Type of Service will require the **Contract Amount** to be completed on the RQS. Users will also be required to identify the **Service To** and **Service From** dates. If the exact Contract Amount is not known, than an estimated amount will need to be entered.

- The **Accounting Profile** field allows users to identify the Profile that will be used to distribute the total amount of their commodity line across multiple Accounting Templates. The Accounting Profile is set up to identify a Distribution Percentage and will automatically generate the accounting lines on the document when it is validated. *This field should only be used when an accounting distribution is needed* (*optional*).

Complete the Shipping/Billing section:

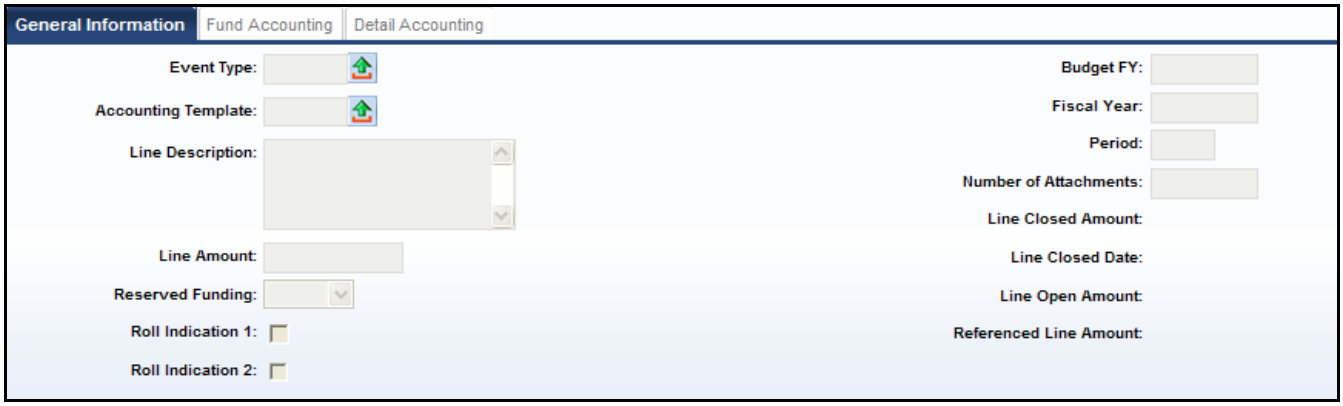
- The **Shipping Location** field is used to identify where the goods requested on the Requisition will be delivered. A Shipping Location can be selected by using the Pick or by using the Type Ahead feature (*required*).
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed once the goods have been delivered. A Billing Location can be selected by using the Pick or by using the Type Ahead feature (*required*).
- The **Delivery Date** is used to identify that date in which the goods being ordered will need to be delivered. Users should also record their anticipated delivery date in a document comment. The anticipated Delivery Date should also be included as a document comment.

Note: If the Default Shipping/Billing was entered on the Header, this section will be populated with the same information if the Ship/Bill To Lines had been selected. If the Default Shipping/Billing had not been entered in the Header, then it will need to be recorded for each commodity line.

Complete the Accounting section:

The Accounting section identifies the funding source used for each of the Commodity lines in the Requisition.

Note: Each Commodity Line will require an Accounting Line



- The **Event Type** is used to determine what posting codes will be used on the document. The event type is required on each accounting line (*required*). The following event types can be identified on the Requisition:
  - **PR01-** Request – Non Accounting
  - **PR02-** Request from External Vendor – Accounting. The use of this event type will establish a pre-encumbrance in the identified funding source. (default)

A pre-encumbrance is defined as: The pre-reservation of funds to be used for a specific expense.

- The **Accounting Template** allows the user to enter a unique template that will populate the Fund and Detail Accounting elements. When the document is validated, the accounting line's Fund and Detail sections will populate with the template information. Any values entered by the end user either before or after the template has been inferred will override any values from the template (*optional*).

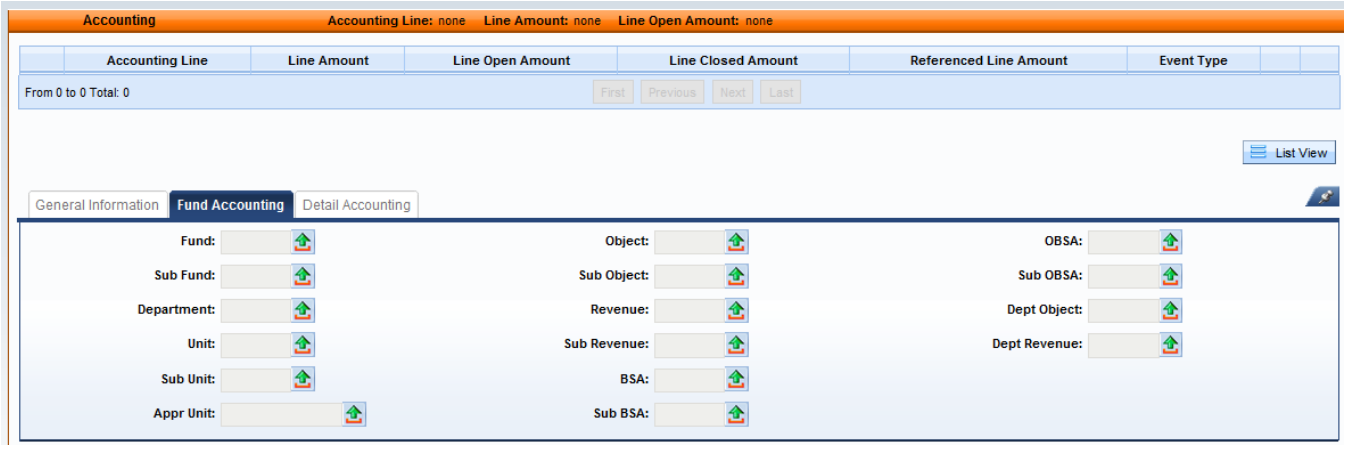
Note: Accounting Templates aren't required on the document. The Fund and Detail Accounting sections can be manually completed if no template is entered.

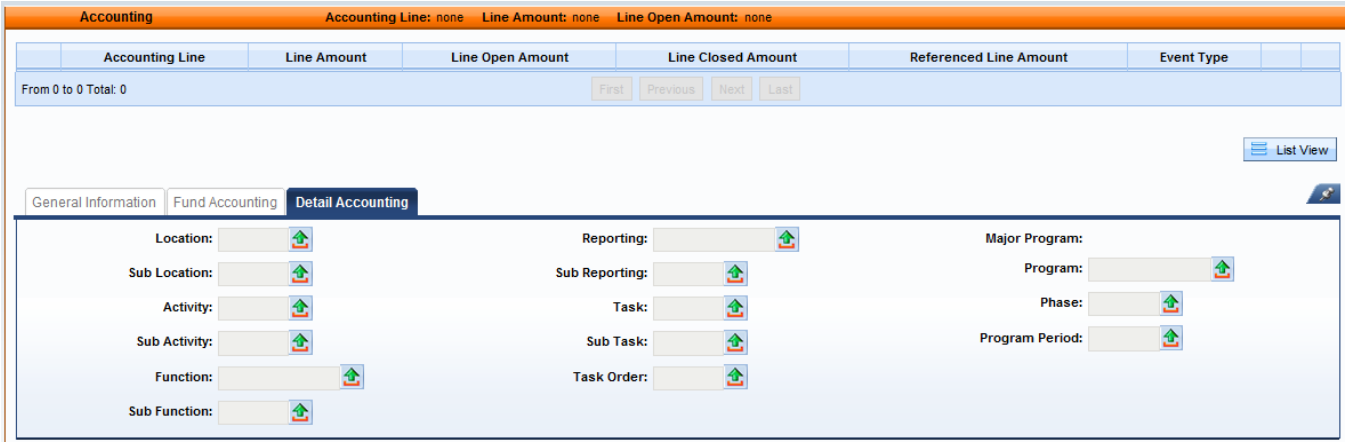
- The **Line Description** allows a brief description to be recorded to identify the additional information on the accounting line. This field will allow for 100 characters, and does not print on the final document (*optional*).

- The **Line Amount** identifies the amount allocated to the accounting line. The sum of all Accounting lines recorded for a single commodity line must equal the total of the Commodity line. The Line Amount will infer from the commodity line when the document is saved. (*required*).

- The **Budget FY, Fiscal Year** and **Period** will infer when the Requisition is submitted to final. The values defaulted will identify the current accounting Budget FY, Fiscal Year and Period in which the document was submitted.

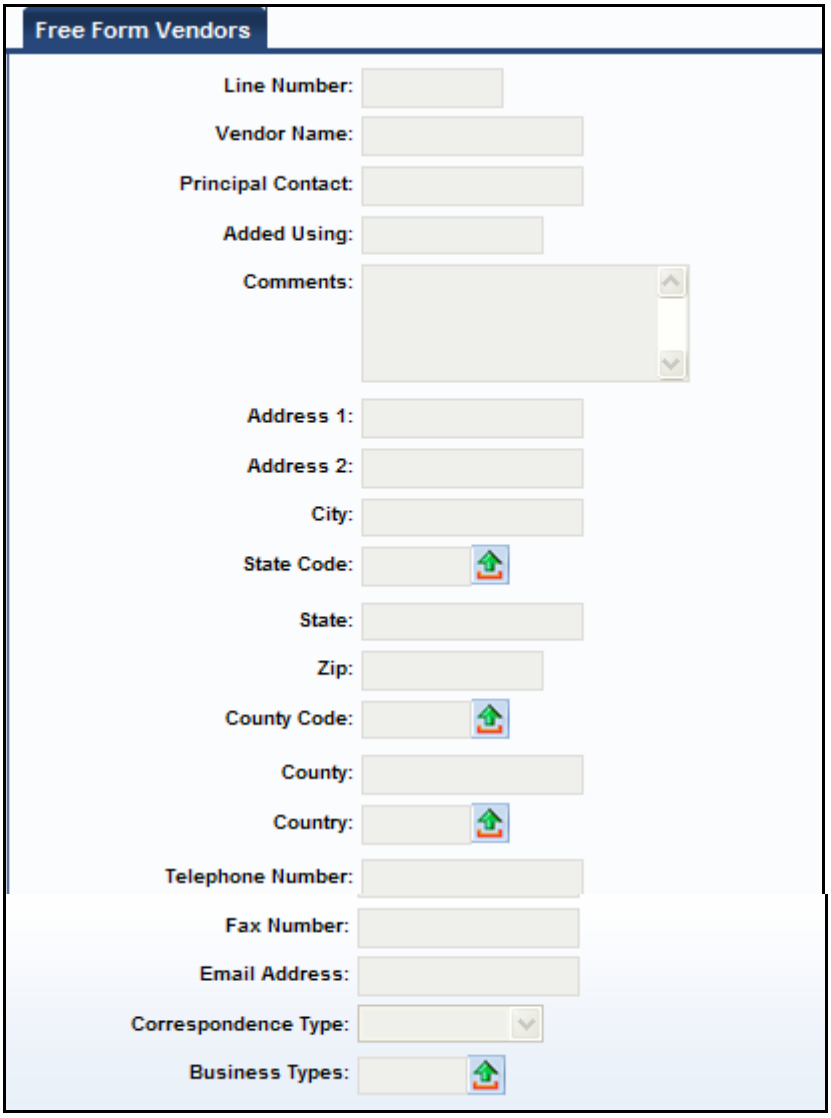
Fund and Detail Accounting section:





The elements in the **Fund** and **Detail Accounting** sections will further identify the funding source that will be used to establish final payment for each commodity. The elements in this section can be added by the user, or will infer if an Accounting Template has been entered. Not all fields will be required, but users will need to ensure that the correct values are entered.

Complete the Free Form Vendor section (optional).



The **Free Form Vendor** section is used to record a list of suggested Vendors who could provide the goods or services defined in this Requisition (*optional*).

- The **Vendor Name** is the legally defined name of the company or individual represented by this record (required).
- The **Principal Contact** identifies the main point of contact for the Vendor.
- Enter the Vendor's **Address** by entering the following:
    - Address 1
    - Address 2

- City
- State Code
- Zip
- Country

- The **Telephone Number** identifies the Phone number for the vendor.
- The **Fax Number** identifies the Fax number for the vendor.
- The **Email Address** is used to record an email address for the vendor. All email address should following the email format of acb@123.com
- The **Correspondence Type** drop down list (e-mail, Postal Service, FAX) is used to identify the Vendor's preferred method of receiving communication from the Commonwealth. Depending on the selection in this field, different fields are required for the Free form Vendor.
  - E-mail - The **Email Address** field is required and all other fields are optional.
  - FAX - The **FAX** number is required and all other fields are optional.
  - Postal Service - **Address 1**, **Principal Contact**, **State**, and **Zip** are required and all other fields are optional.

Note: The Commonwealth prefers to email vendors any notices for the posting of solicitations, in which case the only required fields are the Vendor Name, email address, and correspondence type of email.

Including Attachments to your Requisition (*optional*):

Attachments may need to be included with your Requisition. Attachments should be made to the Header of the RQS and will not print with the final document, but can be printed separately.

Header Attachments:

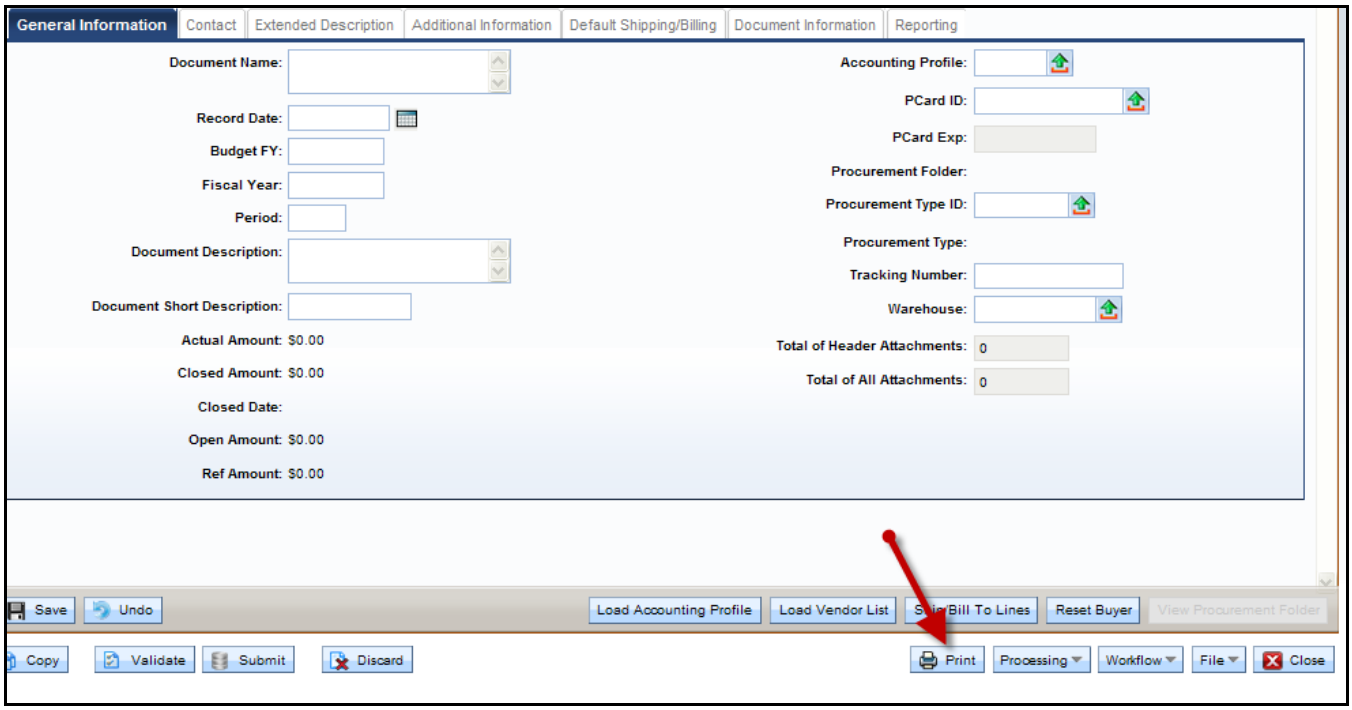
- The Header of the **RQS** will support all types of attachments i.e. .xml, .pdf. .xls. Attachments can be uploaded by accessing the **Attachments** under the **File Menu**. When attachments are included to the **RQS** document, a Document Comment will need to placed on the document to notify the Buyer of the attachment.

Once all the required or desired information has been included in the document, users will need to **Validate** to check for errors. If there are associated errors with the document, they will be displayed on the error panel. If there are multiple errors users can select the **View All** link to show all errors/warnings/informational messages associated with the document.

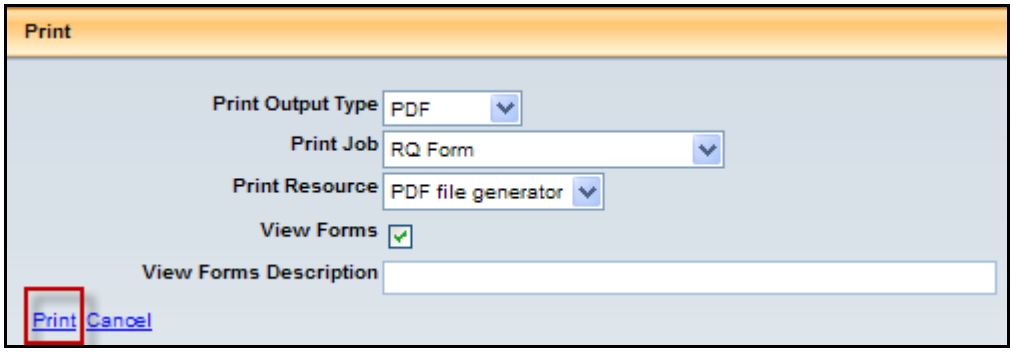
If errors occur on the document, they will need to be corrected and the document will need to be re-validated.

Once the **RQS** is validated, it is encouraged to print the document prior to submission. Users can follow the below steps to assemble their **RQS**

Click on the **Print** Button:

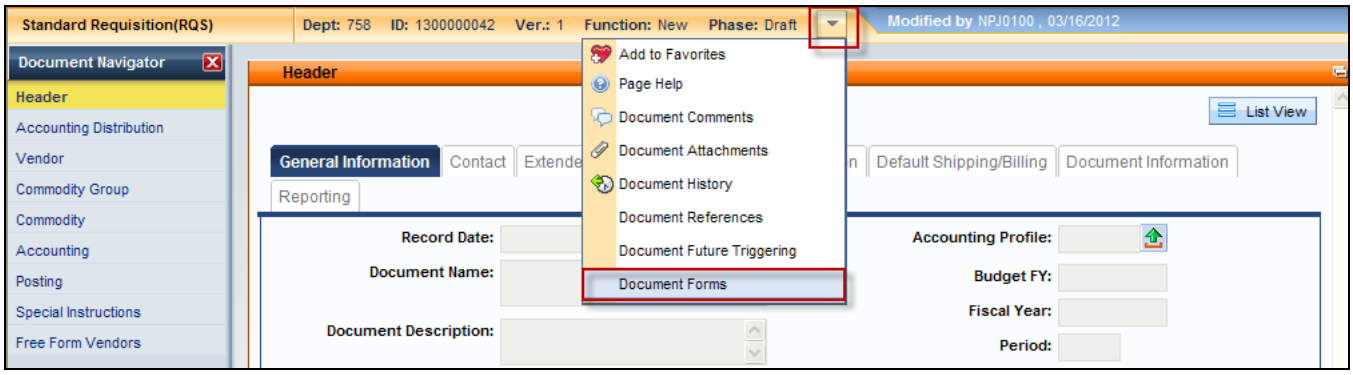


The Print Page will open, and select **Print.**

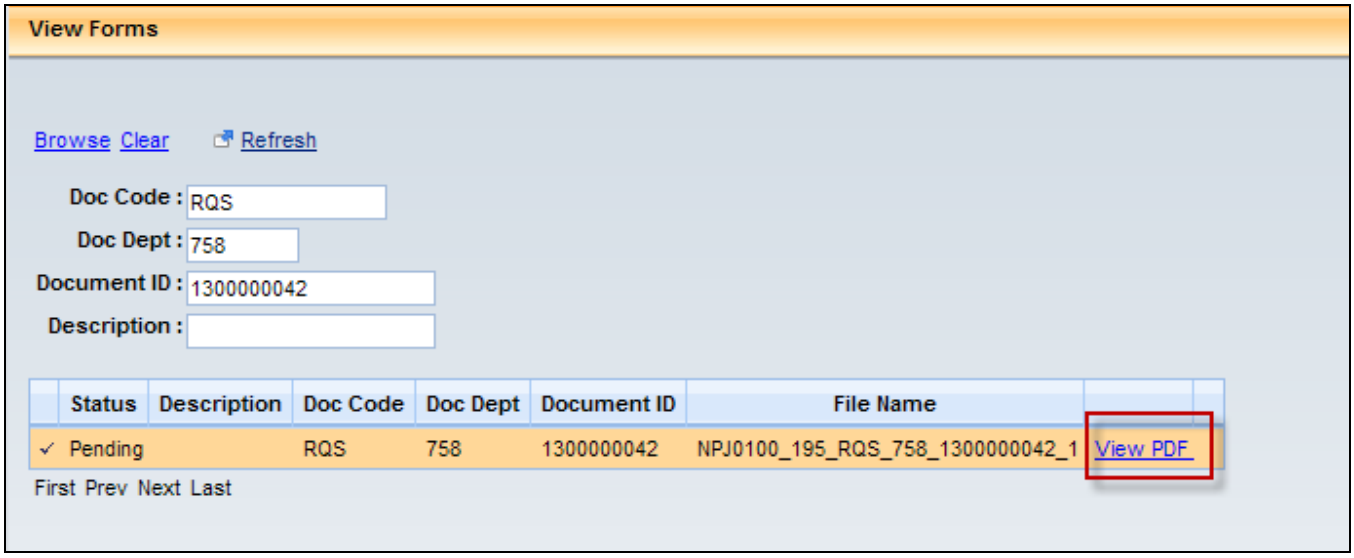


Once a user has selected **Print** from the Print Page the system will begin the print process. Once the print process has been submitted, eMARS will generate a PDF version of the **RQS** document that can be found under the Document Forms.

From the **RQS** document select the **Menu** from the **Document Information Bar**:



The attachment can then be **Viewed** as an Adobe PDF and saved to your local PC and ultimately attached to the corresponding procurement document.



After successfully printing the Requisition, Users will be required to **Submit** the document to initiate workflow for approval.

Note: Once an **RQS** document has been submitted to final, a **Buyer Team** will be assigned to the document. The submitter of the Requisition will be required to view the buyer team assigned to process the **RQS** document. The Buyer Team can be found in the Header of the **RQS** document in the Contact tab. If the **RQS** document exceeds the agency's spending limits, it needs to be processed by a central buying agency. If the correct Team ID is not listed in the Header, this can delay the processing of the request. The central buying office will need to be contacted so that the **RQS** document can be updated with the correct Buyer Team.

General Information
Contact
Extended Description
Additional Information
Default Shipping/Billing
Document Information
Reporting
Issuer ID:
Requestor ID:
Name:
Phone Number:
Email:
Requesting Dept:
Team ID:
Buyer:

Exercise 3– Create a Standard Requisition (RQS) document.

Scenario

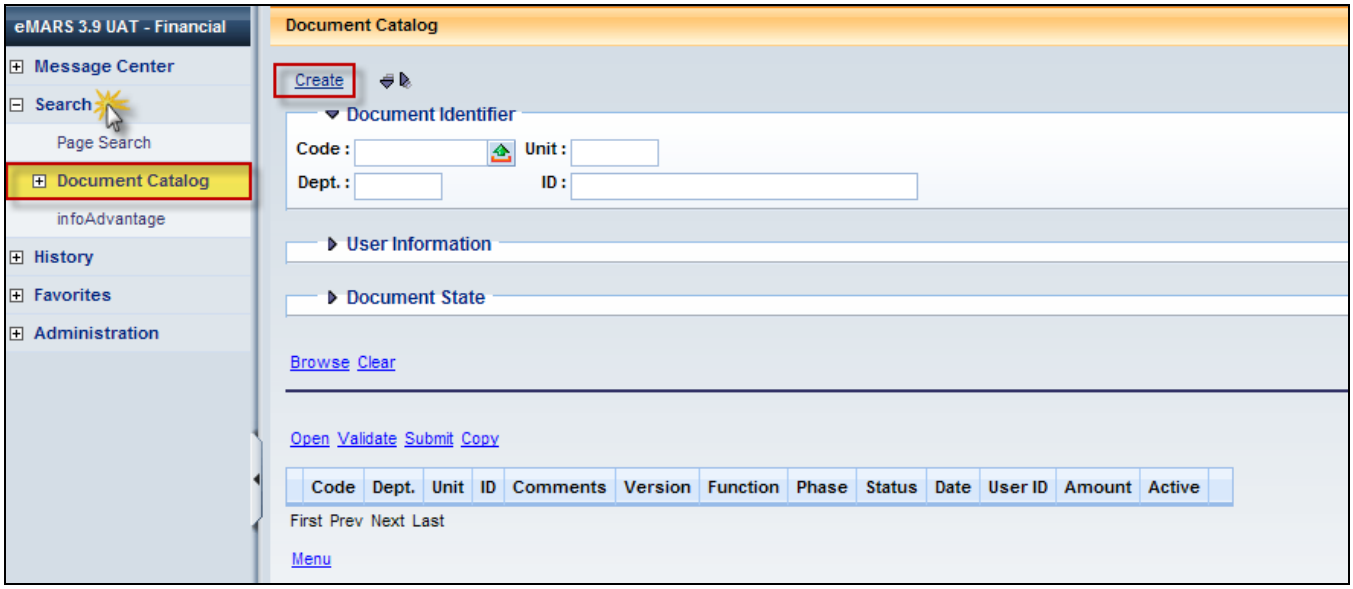
Your Department will purchase lighting for the new office.

Task Overview

You will create a Requisition (**RQS**) from your Procurement Workspace. You will supply information for the Header, provide suggested Vendors, and add a *separate* Commodity Line for both Canoes and Paddle Boats.

Procedures

1. Access your **Document Catalog**.



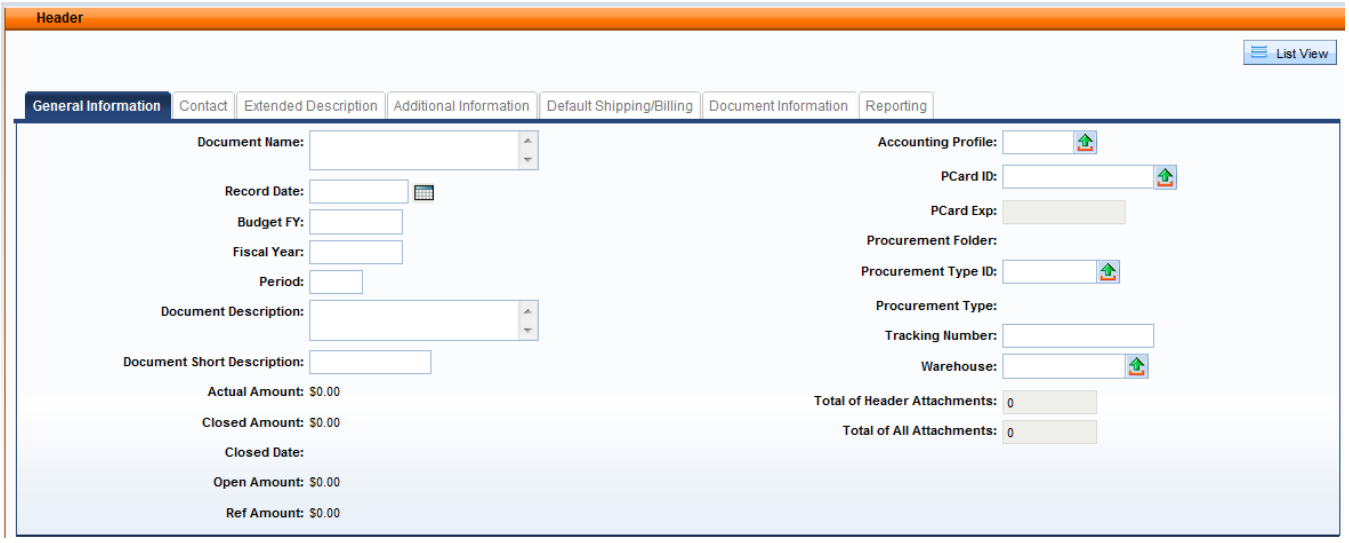
2. Click **Create** to change into Create mode.

3. Enter the following information:

Required Fields	Values
Document Code	**Enter RQS**
Dept.	**Enter Your Dept Number**
Unit	**Enter Your Dept's Unit**

4. Check **Auto Numbering**.
5. Click **Create**.

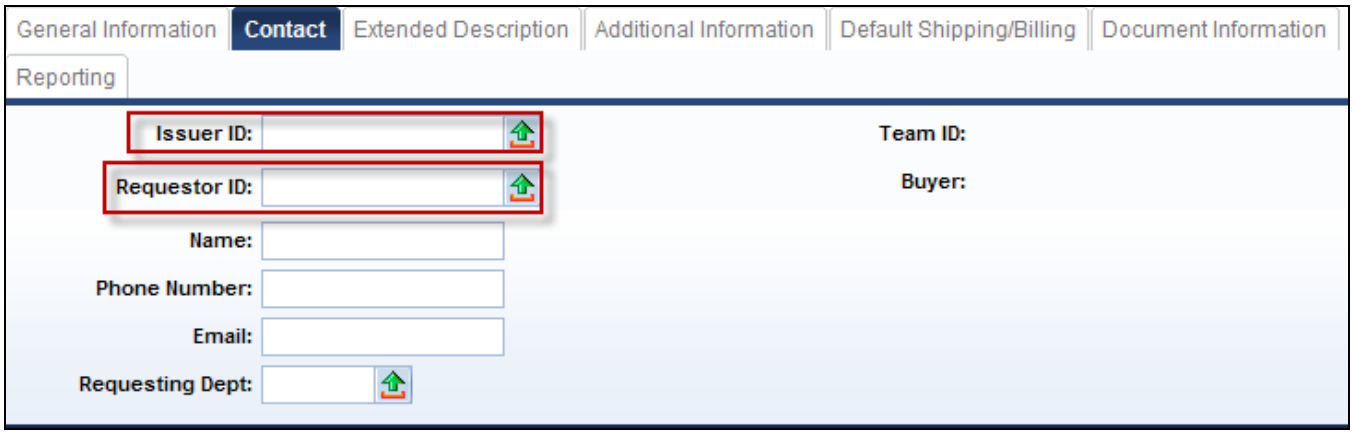
6. The **RQS** document opens to the Header page.



7. Enter the required information in the Requisition Header:

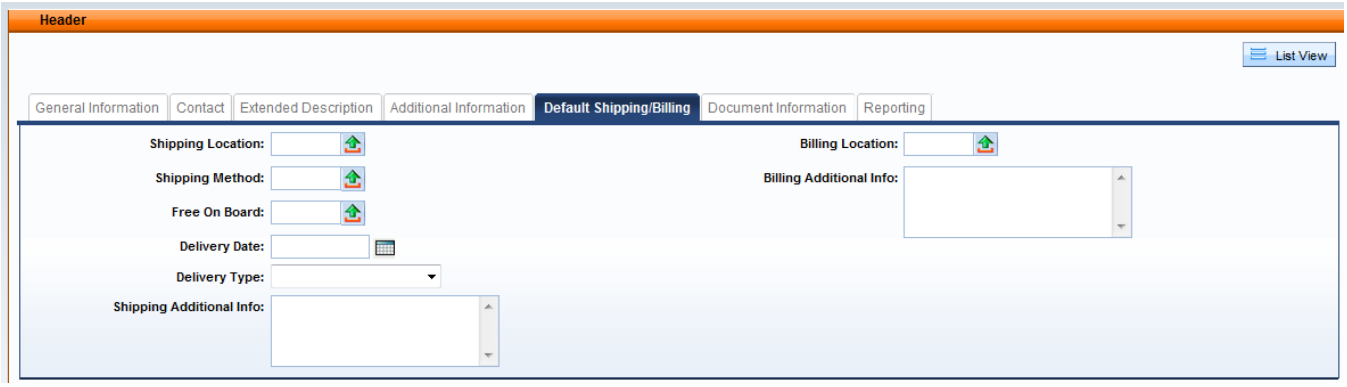
Required Fields	Values
Document Description	**Give a description of the item for purchase** *(EX: Lighting for new Office)*

8. **Open the Contact section**:



Required Fields	Values
Requestor ID	**Enter your ID or the ID of the appropriate purchaser.**

9. **Save** the document to infer the Name, Phone Number and Email Address
10. Complete the **Default Shipping/Billing** Section:



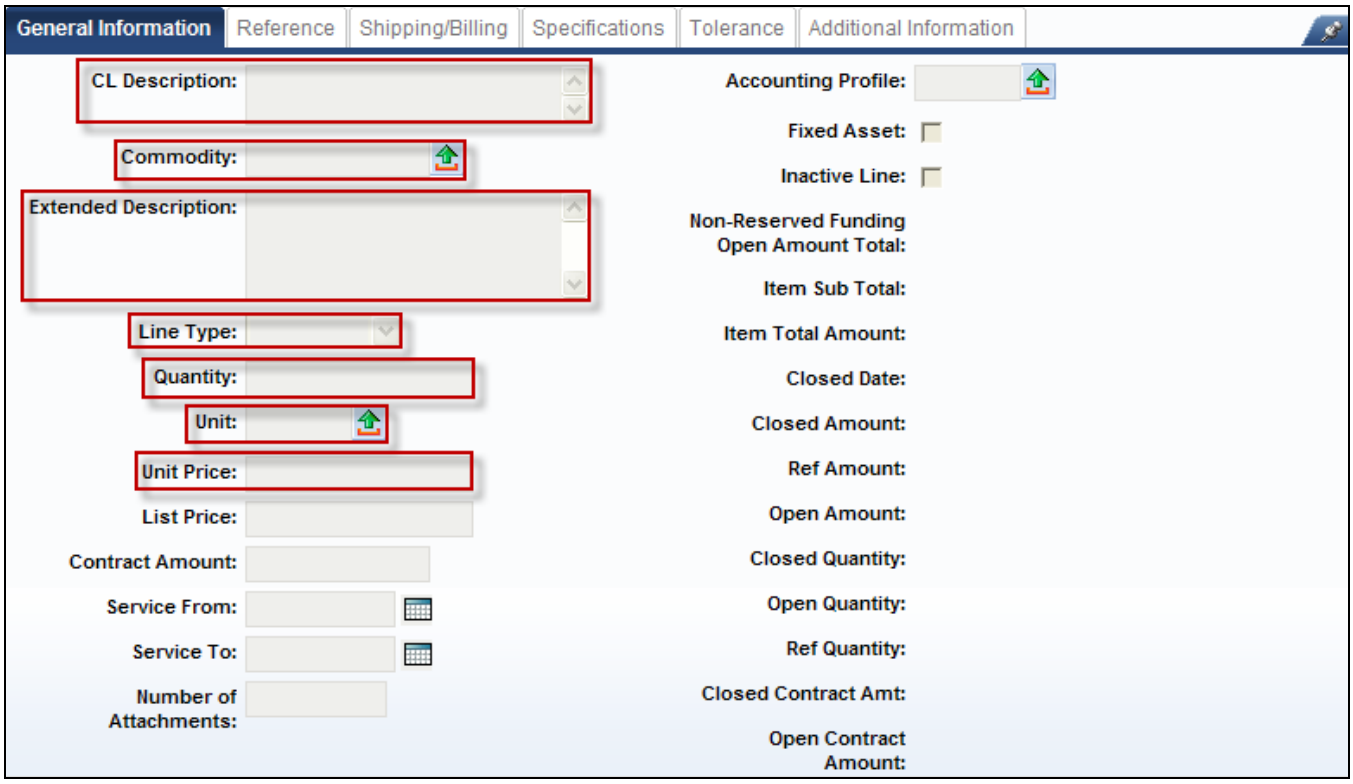
Required Fields	Values
Shipping Location	**Enter Your Location Number or Search with the Pick List** *(EX: 11293)*
Delivery Date	**Enter Date**
Billing Location	**Enter Your Location Number or Search with the Pick List** *(EX: 11292)*

11. Add a Document Comment to identify the anticipated Delivery Date
12. From the Document Information Bar, open the **Menu**
13. Select **Document Comments**
14. Click **Insert**
15. Enter: "***Delivery Date"*** as the **Subject**
16. Enter the ***"date of one month from today"*** in the **Comments** field.
17. Click **Save**
18. Click **Back** to return to the RQS
19. Click **Commodity** Section:

The **Commodity** section of the Requisition is used to list all distinct goods or services being requested.

20. Click **Insert New Line**.

Complete the required fields for the **General Information** section for Commodity Line 1:

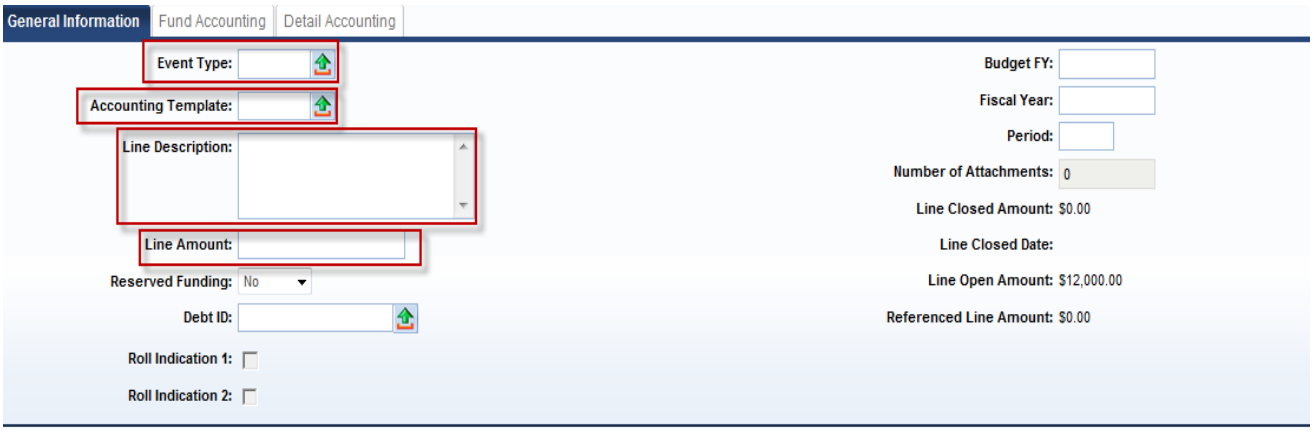


Required Fields	Values
CL Description	**Enter Description of Purchase** *(EX: Lighting for new office)*
Commodity	**Enter the Commodity Code (Select it from the Pick List) or from the Type Ahead** ***(****EX: 28554)*
Extended Description	**Enter more information about the purchase**
Line Type	**ITEM**
Quantity	**# of Items Requested** *EX:5*
Unit	**EA or the correct Unit of Measure for your items** *(EX: EA)*
Unit Price	**Price Per Unit** *(EX: 50.00)*

21. Click **Save** to see the line amount for the Accounting Line.
22. Click on the **Accounting** section:

    Complete the required information to create the Accounting Line for Commodity Line 1:

23. Click **Insert New Line**



Complete the Required Fields in the Accounting section:

Required Fields	Values
Event Type	**Let system infer PR02**
Accounting Template	**Enter Your Dept's Accounting Template or manually enter the accounting elements (Fund, Dept, Unit, Function) for your purchase.** EX: FINCRC
Line Description	**Enter Description** *EX: Office Lighting*
Line Amount	**Enter Amount** *EX: 250.00*

24. Open the Fund Accounting Tab:

Required Fields	Values
Object	**Enter an appropriate Object Code** *EX: E346*

25. Return to the **Commodity** section and build a Second Commodity Line:

26. Click **Insert New Line**:

Enter the required information:

Required Fields	Values
CL Description	**Enter Description of your Purchase** *EX: Lamps*
Commodity	**Enter the Commodity Code (Select it from the Pick List) or from the Type Ahead** *EX: 28548*
Extended Description	**Enter more information about the purchase**
Line Type	**ITEM**
Quantity	**# of Items Requested** *EX: 3*
Unit	**EA**
Unit Price	**Price Per Unit** *EX: 100*

27. Click on the **Accounting** section to identify the Accounting elements for the Canoe Line.

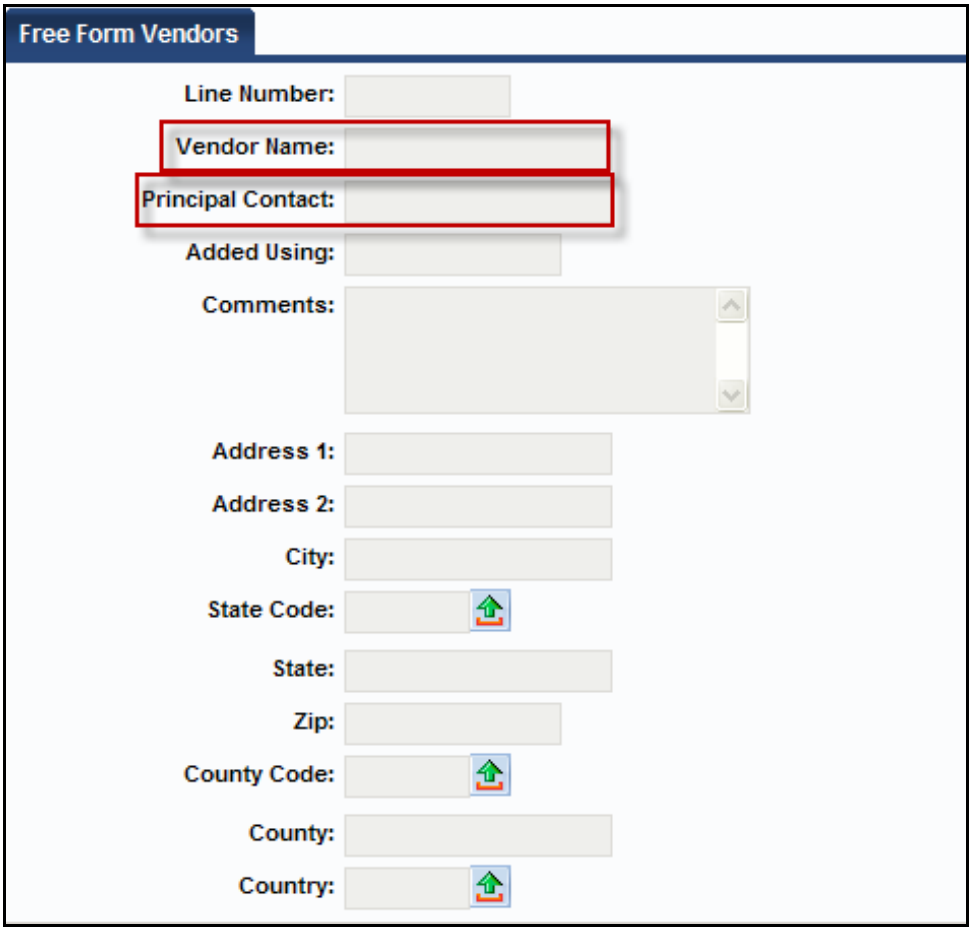
28. Click **Insert New Line** and complete the following in the General Information tab

Required Fields	Values
Event Type	**Let system infer PR02**
Accounting Template	**Enter Your Dept's Accounting Template or manually enter the accounting elements (Fund, Dept, Unit, Function) for your purchase.** *EX: FINCRC*
Line Description	**Enter Description** *EX: Floor Lamps*
Line Amount	**Enter Amount** *EX: 300*

29. Open the Fund Accounting Tab:

Required Fields	Values
Object	**Enter an appropriate Object Code** *EX:E346*

30. Open the **Free Form Vendor** section:



31. Select **Insert New Line.**

Required Fields	Values
Vendor Name	**Enter Vendor Legal Name** *EX: Lighting and More*
Principal Contact	**Enter Vendor's Contact Name** *EX; Mr Light*
Email Address	**Enter Vendor's email address** *EX: light@lighting.com*
Correspondence Type	**Choose Email from DropDown List**

32. Click **Validate**.
33. Select **Submit** to finalize the document.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as "approvers" will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

9 - Purchases Orders (PO)

A Purchase Order is an award document that is established under a department's Small Purchasing Authority or under a request for a special authority. A Purchase Order is a stand-alone award document that is created without reference to another document.

There are two Purchase Order documents that can be created in eMARS:

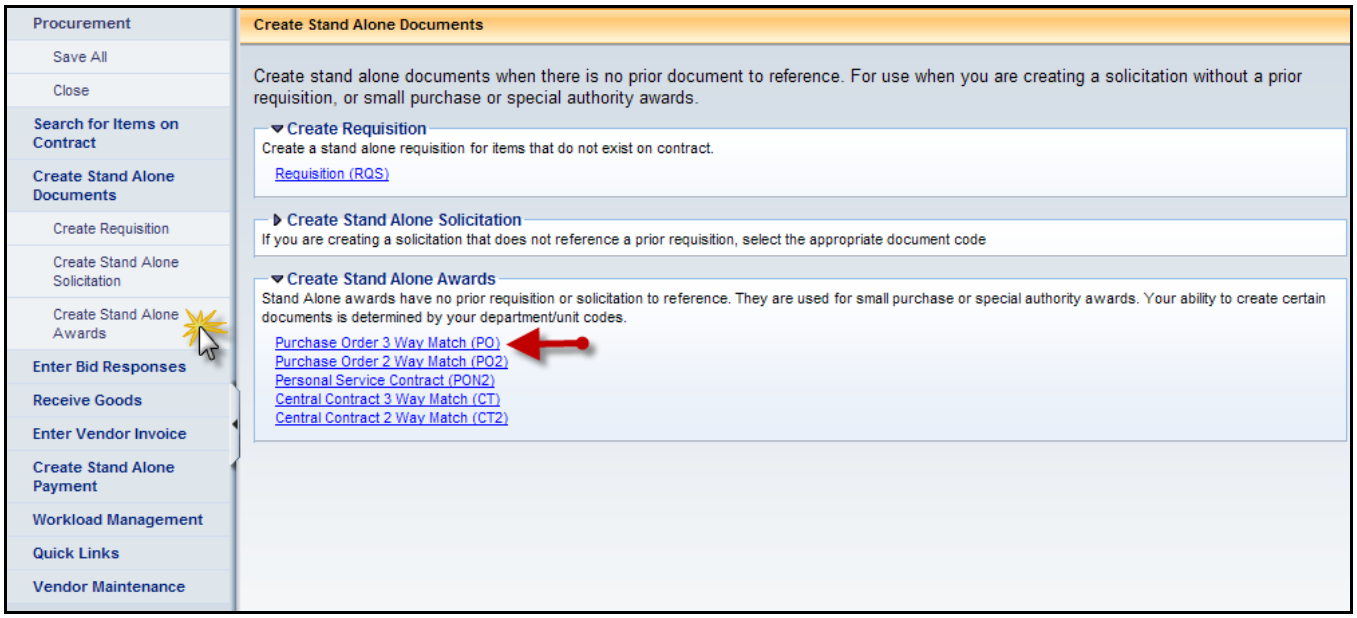
- The **PO** which is used for procuring goods.
- The **PO2** for procuring non-professional services.

On the Purchase Order the user must select the correct combination of Procurement Type and Cited Authority in order for the document to be processed and approved

The Process to complete a Purchase Order document is as follows:

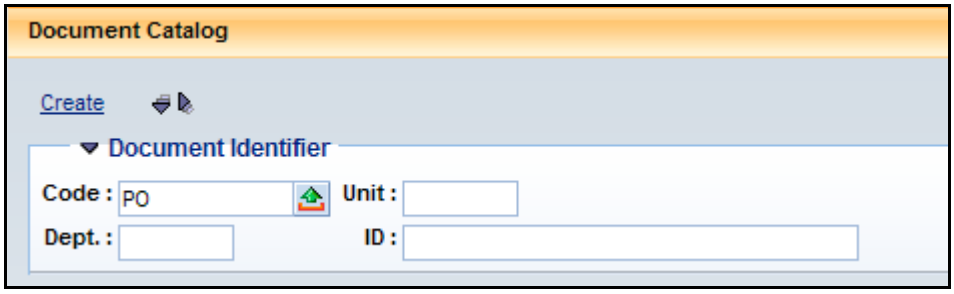
Access your **Procurement Workspace** OR the **Document Catalog**

Click **Create Stand Alone Document,** select **Create Stand Alone Awards** and click **Purchase Order 3 Way Match (PO).**



Users will then be sent to the Document Catalog.

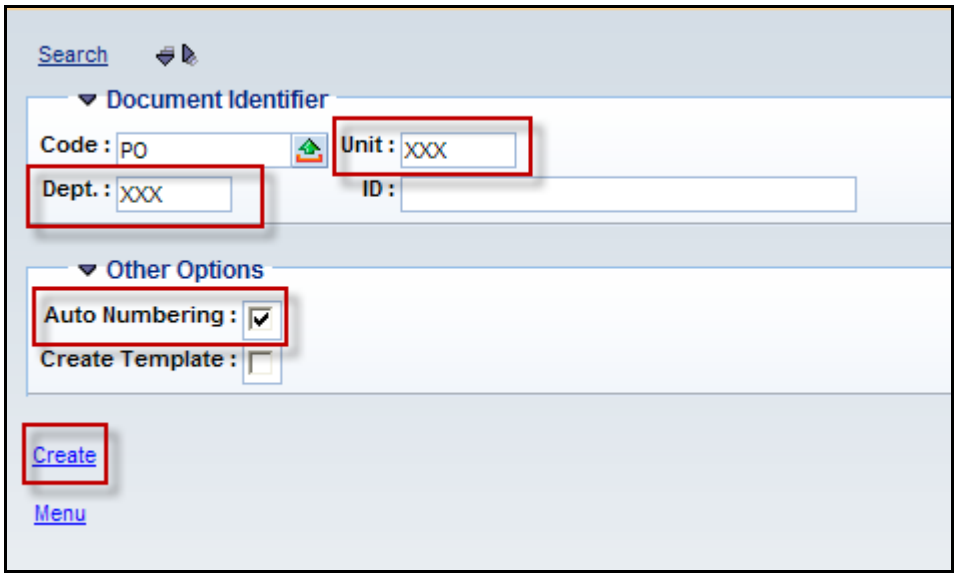
Click **Create** to change into Create mode.



Enter your document **Department Code** and document **Unit Code** into their respective fields.

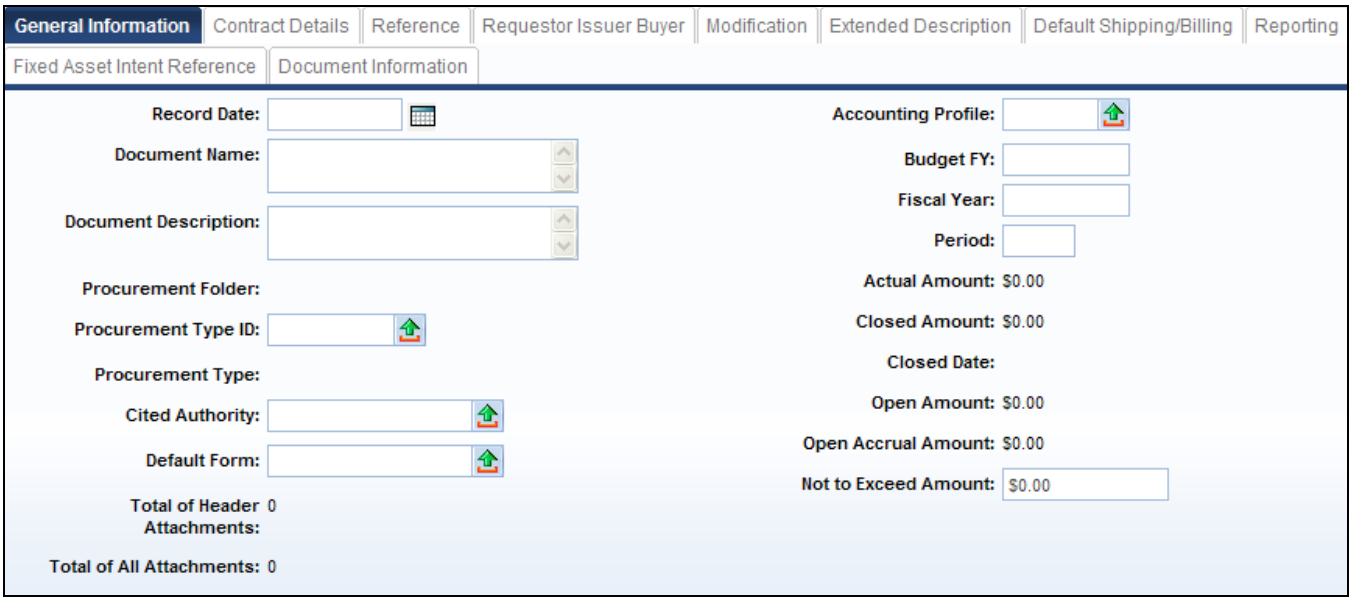
Click **Auto Numbering** check-box.

Click **Create** to create the **PO** document.



The document opens to the Header section.

Complete the Header Section:



The following fields can be found in the General Information section:

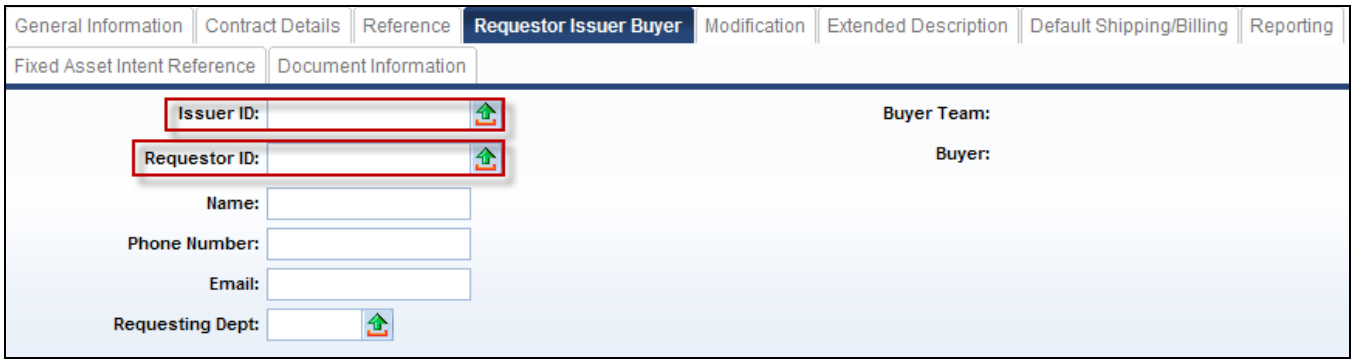
- The **Record Date** will infer when the Purchase Order is submitted to final. This displays when the order has been recorded in eMARS. Please leave this field blank as it will infer the correct values.
- The **Document Name** is an optional field where additional information about the order can be identified. This field *will not* print on the final order, but rather can be used of internal information. This field will allow for 60 characters (*optional*).
- The **Document Description** is *required* and will print on the final Order. Users will want to provide a brief description on the purpose of the Purchase Order. This field will allow for 60 characters. The description is also searchable form various inquiries like the Procurement Document Inquiry (**PRCUDOC**) (*required*).
- The **Procurement Type ID** identifies the business process in which the Purchase order follows. It is important that the correct Procurement Type is selected as it will effect what Cited Authorities will be available for the document (*required*).

NOTE: It is important to select the Procurement Type prior to selecting the Cited Authority, in order to filter the choices to only those that are compatible.

- The **Cited Authority** represents the specific authority which enables a user to enter the specific document for the amount specified on the document. Users will want to select the Pick to identify a valid Cited Authority for the Procurement Type selected (*required*).

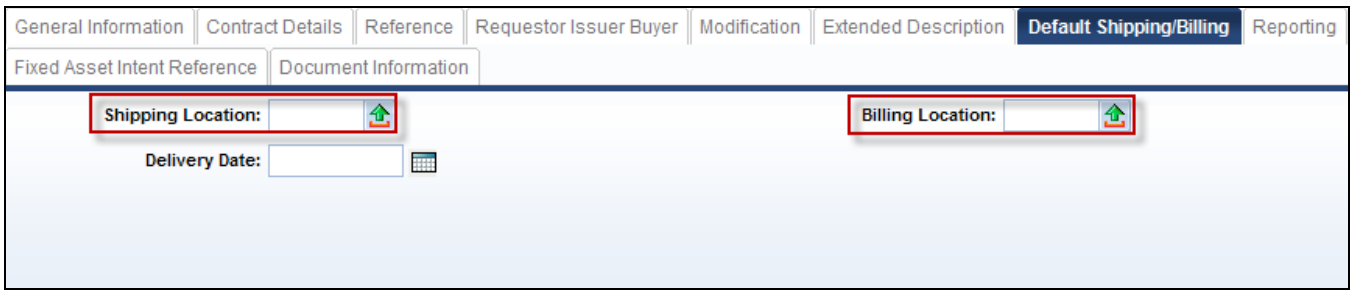
- The **Default Form** identifies the specific form that is to be used when the Purchase Order is printed or assembled. Users will want to ensure that the correct form is identified for the type of document they are processing i.e. modification (*required on modification*).
- The **Budget FY, Fiscal Year** and **Period** will infer when the Purchase Order is submitted to final. The values defaulted will identify the current accounting Budget FY, Fiscal Year and Period in which the document was submitted.

Complete the Requestor/Issuer/Buyer Information:



- The **Issuer ID** will default to the User ID of the creating User. If you are completing the document on someone else's behalf, then their User ID can be selected from the pick or by using the Type Ahead feature (*required*).
- The **Requestor ID** identifies the user who is requesting the goods or services being ordered. The User ID can be selected from the pick or by using the Type Ahead feature and will infer the **Name**, **Email** and **Phone Number** of the individual User selected. (*required*).

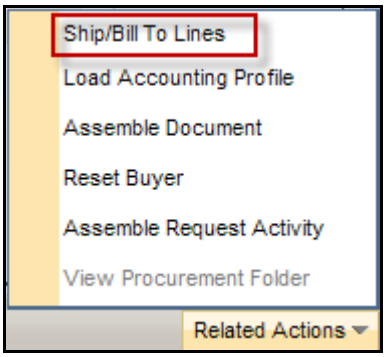
Complete the Default Shipping and Billing Location Information:



- The **Shipping Location** field is used to identify where the goods requested on the Purchase Order should be delivered. A Shipping Location can be selected by using the Pick or by using the Type Ahead feature (*optional in Header*).
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. A Billing Location can be selected by using the Pick or by using the Type Ahead feature (*optional in Header*).

- The **Delivery Date** is used to identify that date in which the goods being ordered will need to be delivered.

Note: When the Default Shipping/Billing is identified on the Header, the Ship/Bill To Lines must be selected in the Related Actions Menu in order to distribute them to the commodity lines in the document. The commodity lines must be established prior to selecting the Ship/Bill To Lines.

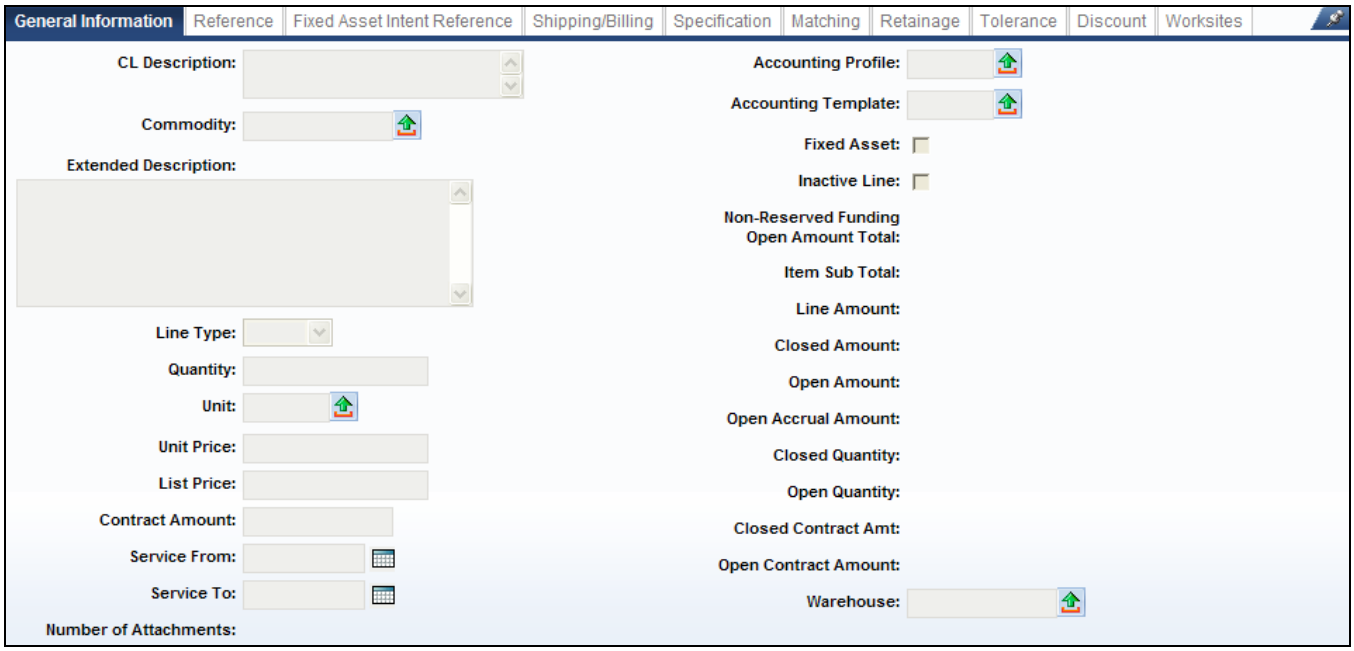


Complete the Vendor Section.

The **Vendor** identified on the Purchase Order will identify the Vendor for whom the goods are being ordered. Only a single registered vendor can be identified on a Purchase Order (**PO**).

- The **Vendor Customer** identifies the Vendor with whom the order will be placed. This value can be entered using the Pick or the Type Ahead feature (*required*).
- The **Address Code** identifies the Ordering/Procurement address for the Vendor. If multiple addresses exist for the vendor, a different address code can be selected from the Pick (*required*).
- The **Vendor Contact ID** corresponds to the Vendor Contact on the vendor record. If multiple contacts exist, a different Vendor Contact Id can be selected from the Pick (*required*).

Complete the Commodity Section:



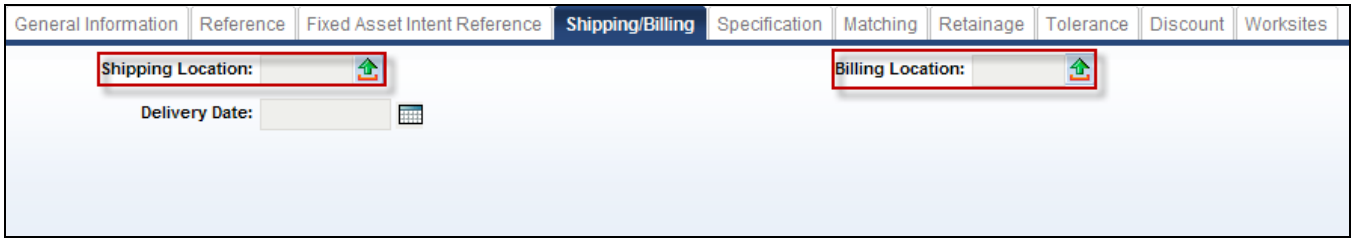
The Commodity Panel displays all Commodity lines that are associated with the Delivery Purchase. Users will need to identify all necessary information pertaining to the purchased goods.

- The **CL Description** field is used to record a brief description of the good or service being ordered. This field will print on all documents and is used on subsequent Procurement Documents. This field is displayed in the grid area of the Commodity section in order to help you identify which line you would like to inspect or modify. This field allows 60 characters (*required*).
- The **Commodity** field is used to store the Commodity Code that most closely matches the item or service being purchased. This field is used primarily for classification purposes and can be selected from the Pick or the Type Ahead feature (*required*).
- The **Extended Description** is used to provide a detailed description of the Commodity line. Specific information pertaining to the Item or the order should be recorded in the 4000 characters allowed for this field. This field will print on the final order (*required*). To access a larger text field, select **Extended Description** from the **Related Actions** Menu.

Note: Specific information pertaining to the order, and how it should be processed should be recorded in the Extended Description field.

- The **Line Type** field is used to identify how the cost of the line will be established. Generally speaking, goods will use the Line Type of Item and Services will use the Line Type of Service (*required*).
    - **Item-** When the Line Type of Item is used on the Commodity line of a Purchase Order, the system will also require a **Quantity**, **Unit** and the **Unit Price** to also be entered. Users will be required to identify the Quantity for the item selected.
    - **Service-** The Line Type of Service, on a Purchase Order will require the **Contract Amount** to be entered. Users will also be required to identify the **Service To** and **Service From** dates. The Line Type of Service can also be used if the unit cost is not known or is a lump sum cost.
- The **Accounting Profile** field allows users to identify the Profile that will be used to distribute the total amount of their commodity line across multiple Accounting Templates. The Accounting Profile is set up to identify a distribution Percentage and will automatically generate the accounting lines on the document when it is validated. *This field should only be used when an accounting distribution is needed* (*optional*).
- The **Accounting Template** allows the user to enter a unique template that will populate their accounting lines with specific chart of account elements. When the document is validated, the accounting line associated with the commodity where an Accounting Template has been keyed will populate with the template information. It is not necessary to identify the Accounting Template in the Commodity section, as it can also be keyed on the Accounting Line (*optional*).

Complete the Shipping/Billing section:

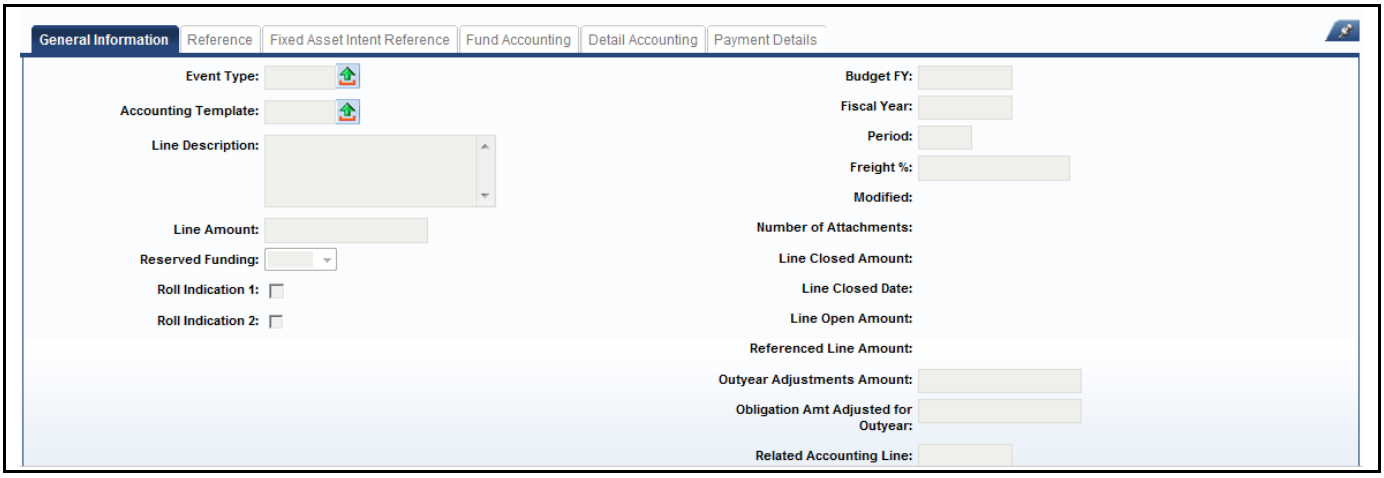


- The **Shipping Location** field is used to identify where the goods requested on the Purchase Order should be delivered. A Shipping Location can be selected by using the Pick or by using the Type Ahead feature (*required*).
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. A Billing Location can be selected by using the Pick or by using the Type Ahead feature (*required*).
- The **Delivery Date** is used to identify that date in which the goods being ordered will need to be delivered. The delivery date should also be entered into the Extended Description field as well as any other important Shipping/Billing related information, as this will print on the order being sent to the Vendor.

Note: If the Default Shipping/Billing was entered on the Header, this section will be populated with the same information if the **Ship/Bill To Lines** had been selected. If the Default Shipping/Billing had not been entered in the Header, then it will need to be recorded for each commodity line.

Complete the Accounting section:

The Accounting section identifies the funding source used to make payment on each of the Commodity lines in the Purchase Order. If the Purchase Order has multiple Commodity Lines, each line will require an Accounting Line.



- The **Event Type** is used to determine what posting codes will be used on the document. The event type is required on each accounting line (*required*). The following event types can be identified on the Purchase Order
  - **PR05-** Order from External Vendor- the use of this event type will establish an encumbrance for the identified funding source (default)
  - **PR06-** Order from Internal Vendor- this event type will infer for all Purchase Orders marked with an Internal Vendor
  - **PR07-** Non-Accounting Order- this event type can be selected for all orders in which an encumbrance is not desired.

An encumbrance is defined as: The reservation of funds to be used for a specific expense.

- The **Accounting Template** allows the user to enter a unique template that will populate the Fund and Detail Accounting elements. When the document is validated, the accounting line's

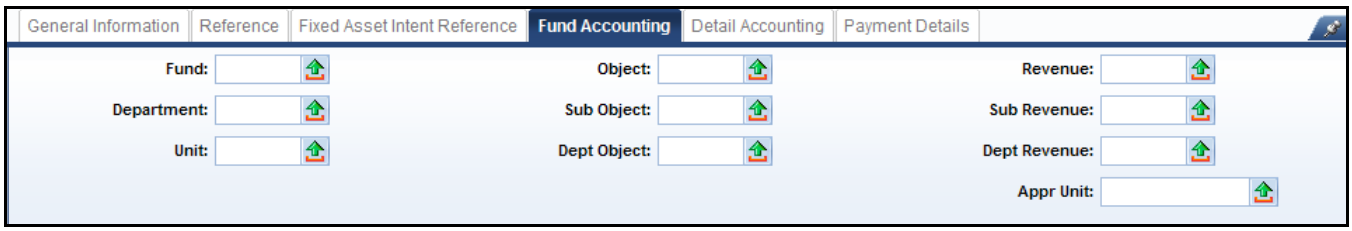
fund and detail sections will populate with the template information. Any values entered by the user either before or after the template has been inferred will override any values from the template (*optional*).

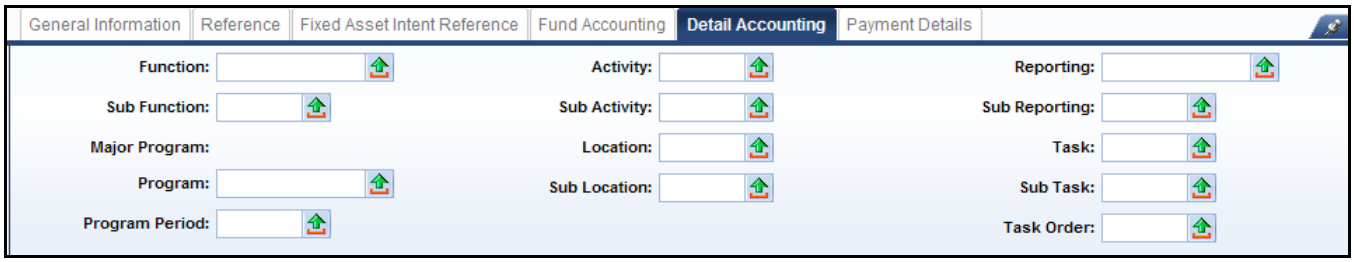
Note: Accounting Templates aren't required on the document. The Fund and Detail Accounting sections can be manually completed if no template is entered.

- The **Line Description** allows a brief description to be recorded to identify the additional information on the accounting line. This field will allow for 100 characters, and does not print on the final document (*optional*).
- The **Line Amount** identifies the amount allocated to the accounting line. The sum of all Accounting lines recorded for a single commodity line must equal the total of the Commodity line (*required*).
- The **Budget FY, Fiscal Year** and **Period** will infer when the Purchase Order is submitted to final. The values defaulted will identify the current accounting Budget FY, Fiscal Year and Period.

Note: Users should only manually key the **Budget FY**, **Fiscal Year** and **Period** on documents being processed for the upcoming Fiscal Year.

Fund and Detail Accounting section:





The elements in the **Fund** and **Detail Accounting** sections will further identify the funding source that will be used to establish the encumbrance or payment for each commodity. The elements in this section can be added by the user, or infer if an Accounting Template has been entered. Not all fields will be required, but users will need to ensure that the correct values are entered.

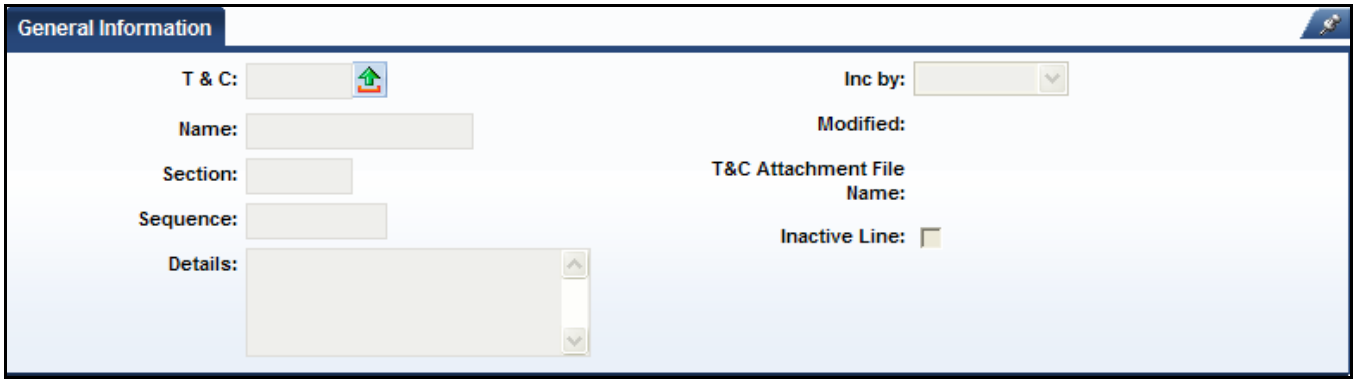
Complete the Terms and Conditions Section

The Terms and Conditions will require the user to identify the general requirements, rules, specifications and standards that are to be a part of the contract. Terms and Conditions can be added by selecting a pre-defined template, or by adding a free form document. All attachments found in the Terms and Conditions section will be printed as part of the assembled Purchase Order.

A pre-defined template can be selected by using the **T&C** Pick. Once selected eMARS will add the Terms attachment associated with the template.

Free Form Terms and Conditions can be added by selecting a **Free Form** template from the **T&C** Pick. Users will then be required to **Upload** an XML attachment through the **File** Menu that contains all the Terms for the Contract.

Note: A blank Free Form template is not acceptable.



- The **T&C** Pick allows users to select a template form to be associated with the document. Users can select a standard template, or select Free Form to add a unique attachment to the document.

When creating your Free Form Terms & Conditions document please observe the following rules:

Do's:

- Do set your top margin of your Word Document to 1.5
- Do save the document as a Microsoft Word .**XML** file.
- Do add **Supporting Documents** when necessary. These documents must also be in .**XML** format, but they will appear below the **Terms and Conditions** when the document is assembled. If multiple attachments are used, there will be a page break between each attachment. If you insert a line accidentally, you need to delete it by using the waste basket icon.
- Do use "Normal" formatting for all text.
- Do use "Grid" formatting for all tables.
- Do clear all formatting, and then reformat your bolding, bullets, and justifications if using an existing document for the first time.

- Do select the "Free" **Terms &Conditions**, then delete the attached file and upload your .**XML** document. If you have inserted a link to a picture(s) in your document, you must upload the picture file(s) after you have uploaded the .**XML** file.
- Do attach any type of document, regardless of file type in the **Header** section.

Don'ts

- Don't use Section breaks – the assembly process stops at the first section break.
- Don't use Page breaks – these are ignored in the assembly process.
- Don't use Track Changes.
- Don't add **Terms &Conditions** to the Commodity **T&C's** section – add to the **Terms and Conditions** section only.
- Don't insert blank lines in the **Supporting Documents** section.
- Don't insert objects directly into the document.
    - If you have a picture, you must insert as a link to the file.

Including Additional Attachments to your Purchase Order (*optional*):

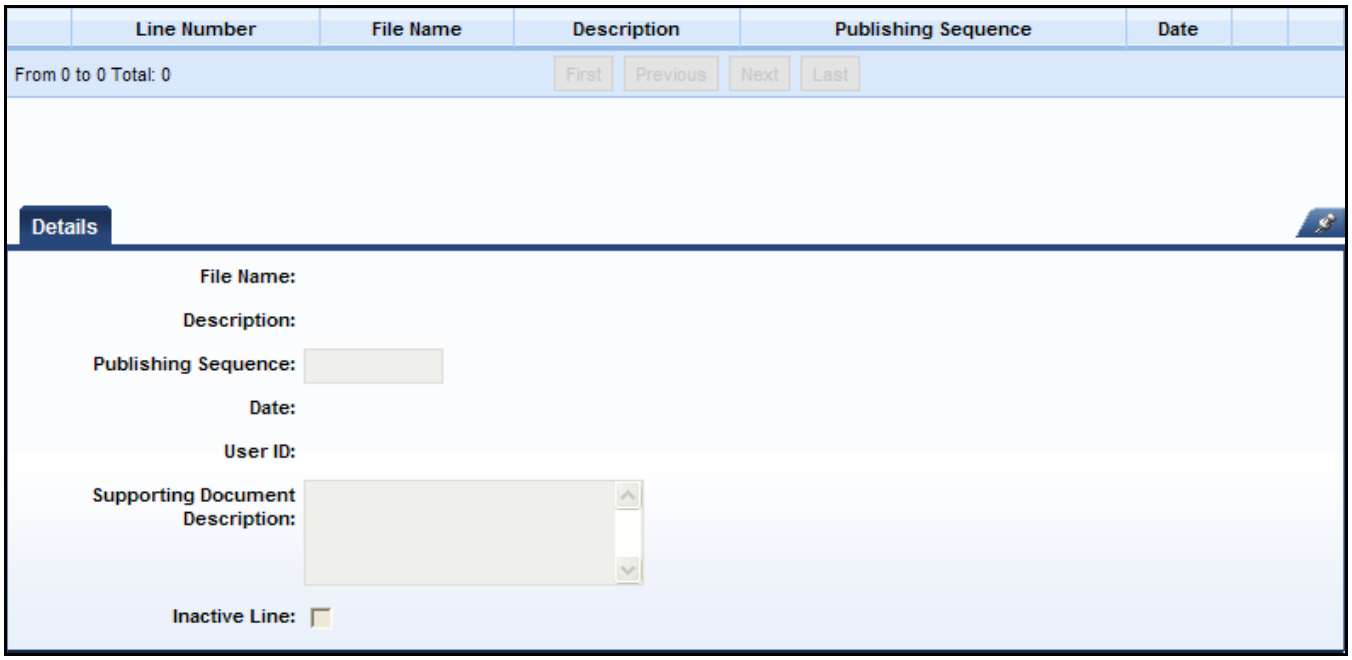
Additional attachments may need to be included with your Purchase Order that are not Terms and Conditions. eMARS will support attachments in two sections on the **PO**.

Header Attachments:

- The Header of the **PO** will support all types of attachments i.e. .xml, .pdf,. .xls. Attachments can be uploaded by accessing the **Attachments** under the **File Menu**. Attachments made to the Header of the Purchase Order *will not* print with the final document, but can be printed separately and included with the order.

Supporting Documents section:

- Only Microsoft Word 2003 .xml documents are to be included, and will print with the final document. Each attachment included in the Supporting documents section will require a line to be inserted into the section and will be separated in the assembled document by a page break.



Once all the required or desired information has been included in the document, users will need to **Validate** to check for errors. If there are associated errors with the document, they will be displayed on the error panel. If there are multiple errors users can select the **View All** link to show all errors/warnings/informational messages associated with the document.

Once the **PO** has validated successfully, users will then need to **Assemble** the document. The assembly of the document will generate an Adobe PDF version of the Purchase Order. It is encouraged that all Purchase Orders are assembled prior to submission. This allows users to review the order that the vendor will receive. The assembly job should take 1-2 minutes. Users can follow the below steps to assemble their **PO**:

To Assemble:

1. From the Header Section, select the **Related Actions** Menu
2. Select **Assemble Document**
3. Select the desired form that will be used to print the document. (If processing a modification, the Mod form will need to be selected.
4. Select **Submit Assemble Request** (this will initiate the document assembly process)

As the job is running, select the **Refresh** link to follow the job
Once the Assembly job completes successfully, the generated Adobe PDF document will need to be viewed and downloaded.

Click **Back**

To View or Download:

1. From the Header, select **Attachments** from the **File Menu**.
2. Identify the attachment generated from the assembly process, and select **Download**.
3. Click **Back** to return to the Document Header.

If any errors or document information is corrected or changed after the document has been assembled the document will need to be re-assembled.

After successfully assembling the Purchase Order, Users will be required to **Submit** the document to initiate workflow for approval.

Small Purchase – Non Professional Services (PO2) Overview

For situations where agencies seek services that are non-professional in nature and are less than $20,000, agencies must obtain quotes and award a contract using select documents in eMARS. Any contract for services that will involve regularly scheduled payments must have a **PO2** established.

The process for establishing a Non-Professional Service based contract is outlined below:

- Agencies must first develop terms and conditions for soliciting quotes and provide the same to all vendors solicited. A template for Informal Solicitation for Nonprofessional Services can be found in terms and conditions (*See Appendix*).
- If your anticipated requirement is less than $5000, one quote is required. If it is between $5000 and $20,000, solicit 3 quotes or post to the web via an eMARS Request for Quotation (**RFQ**).
- All quotes must be recorded using the Solicitation Response Wizard (**SRW**).
- An Evaluation (**EV**) document must then be created to tabulate and evaluate all responses and provide justification of the award.
- Agencies will then create a **PO2** as the award document from the Evaluation (**EV**). The **PO2** will route to the Office of Procurement Services for approval. The **PO2** will need to contain the following:
    - Terms and Conditions- Terms and Conditions will need to be incorporated into the **PO2** via the "NPSVCS2" template found in the Terms and Conditions section. *See Appendix for the Non-Professional Service Contract Terms*
    - Reference FAP-111-55-00-06 as the cited authority and use Procurement Type 16- Non-professional services in the Header of the **PO2**
    - Attach the Determination and Finding (D&F) or justification for the award to the Header of the **PO2** document. The D&F should include the document number, the vendors that responded to the **RFQ**, their pricing, the reasons for making the award, and the buyer's name.

Prior to expiration of this **PO2**, the agency should re-evaluate their needs and make any necessary changes. If renewing the agency can submit a modification to the **PO2** reflecting any changes for the next contract period (12 months) and submit for approval. Should a new contract be needed, repeat the processing beginning with Step 1 above and submit for approval. Please note that if the vendor requests a price increase that causes the total amount of the contract for that year to exceed $20,000, the contract must be re-bid on a competitive basis.

Further explanation on how to process a Solicitation, **SRW** and **EV** document can be found in the Personal Service Contracting Manual. This manual can be found on the following site: http://finance.ky.gov/services/statewideacct/Pages/crctrainingandassistance.aspx

Exercise 4 – Create a Purchase Order (PO) for a Small Purchase Contract

Scenario

Your "department" needs to purchase trees for a state park. After obtaining the required quote you decide to contract with a vendor to provide the goods.

Task Overview

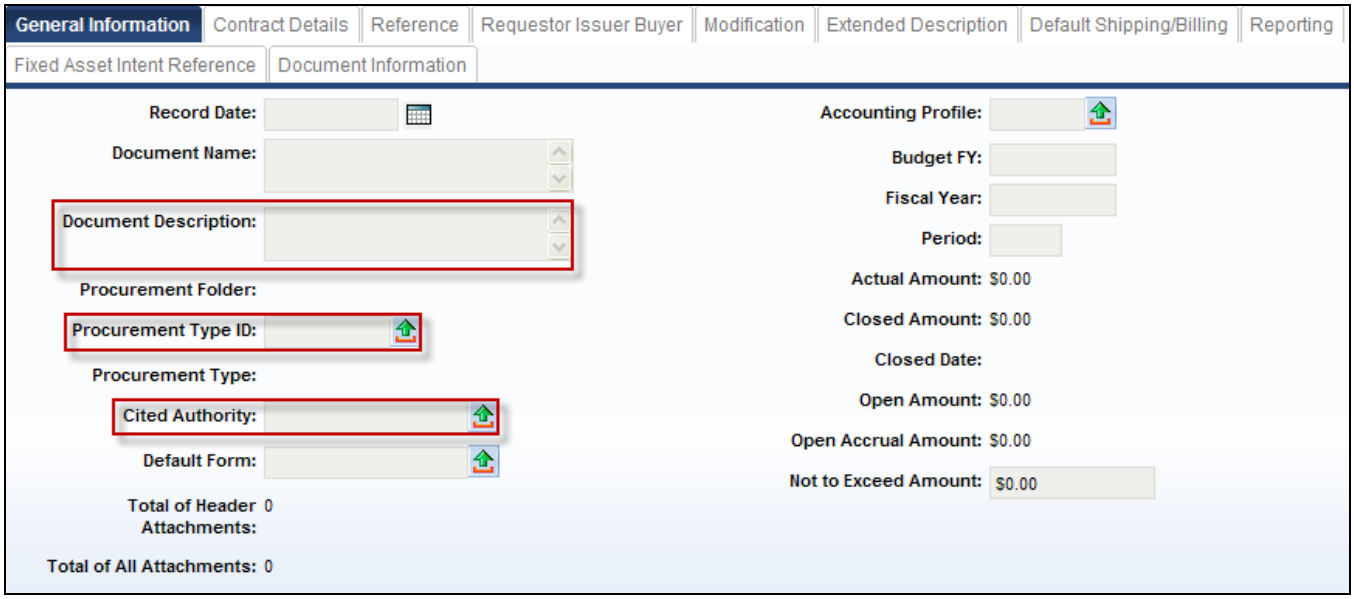
You will create a new Purchase Order (**PO**) document from the **Document Catalog** to encumber funds for the purchase. You will create the **PO** document, select the correct **Procurement Type** and **Cited Authority**, select the **Vendor**, add one **Commodity** line, and enter **Accounting l**ines.

Procedures

1. Access your **Document Catalog.**
2. Click **Create** to change into Create mode.
3. Enter the **Document Code** of ***PO***, enter your document **Department Code** and document **Unit Code** from your Student Card into their respective fields.
4. Check the **Auto Numbering** check-box.
5. Click **Create**.

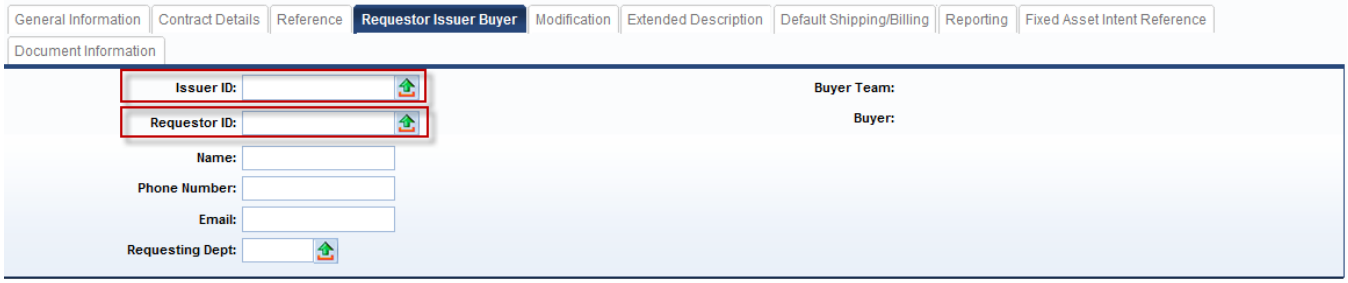
The **PO** document opens to the **Header** page.

6. **Complete the required Header Information:**



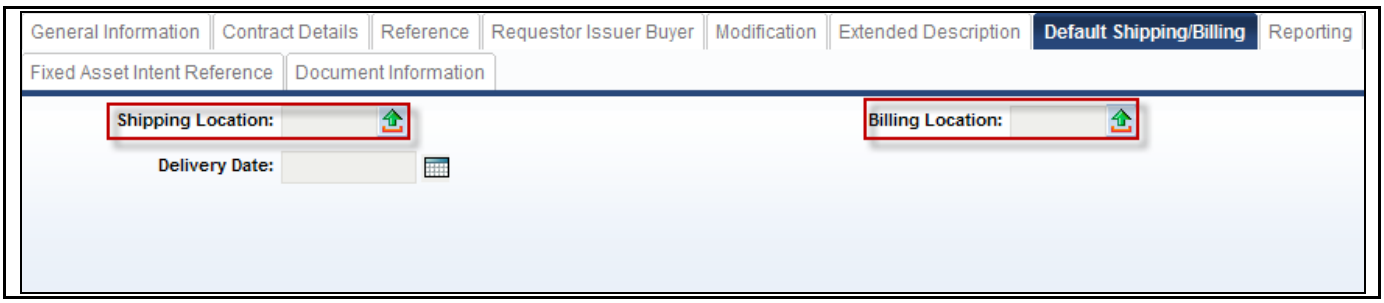
Required Fields	Values
Document Description	**Enter the Description of the Purchase** *EX: Trees*
Procurement Type	**Choose an Appropriate Procurement Type** *EX: 24 (Standard Goods)*
Cited Authority	**Choose an Appropriate Cited Authority** *EX: FAP 111-55-00-G*

7. **Complete the Requestor Issuer Buyer section.** The Name, eMail and Phone Number will infer when the document is saved or validated.



Required Fields	Values
Requestor ID	**Enter your ID or the Purchaser's ID**

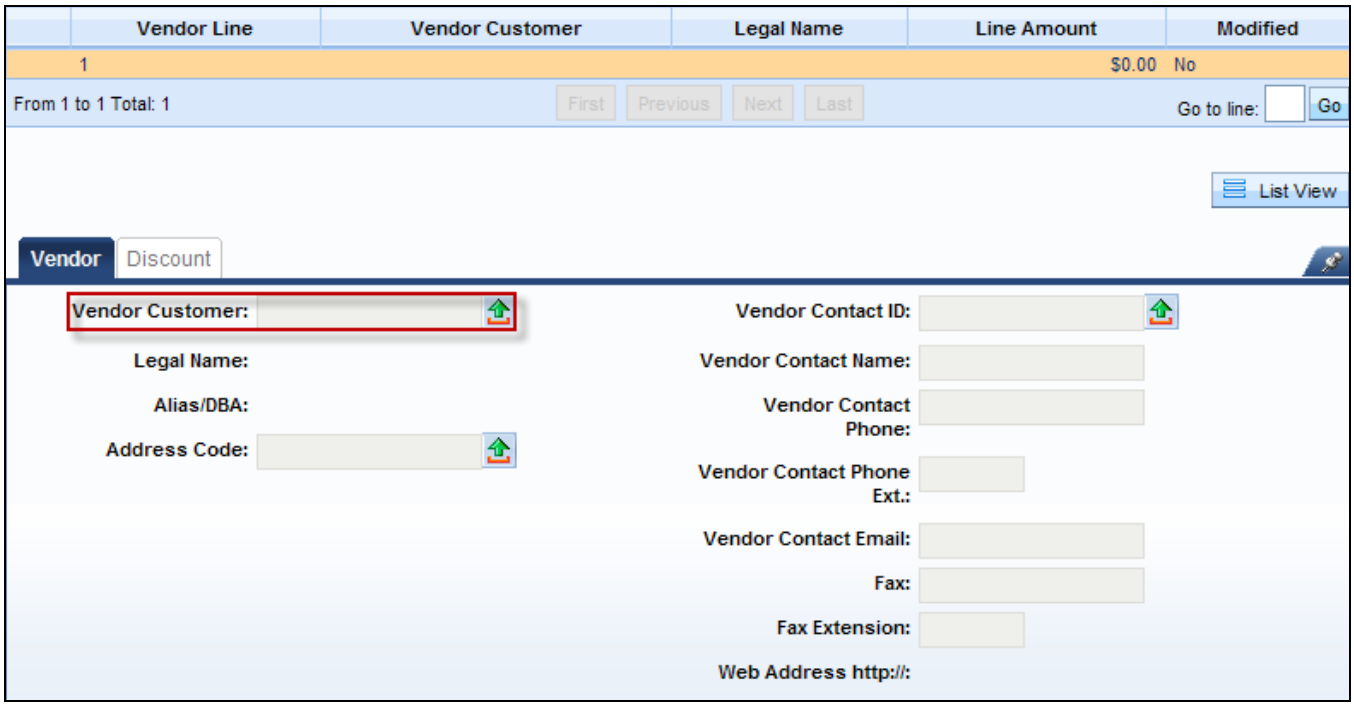
8. **Complete the Default Shipping/Billing Section.**



Required Fields	Values
Shipping Location	**Enter Your Location Number or Search with the Pick List** *EX: 11293*
Billing Location	**Enter Your Location Number or Search with the Pick List** *EX: 11292*
Delivery Date	**Enter Date**

Note: The full address will infer when the document is saved.

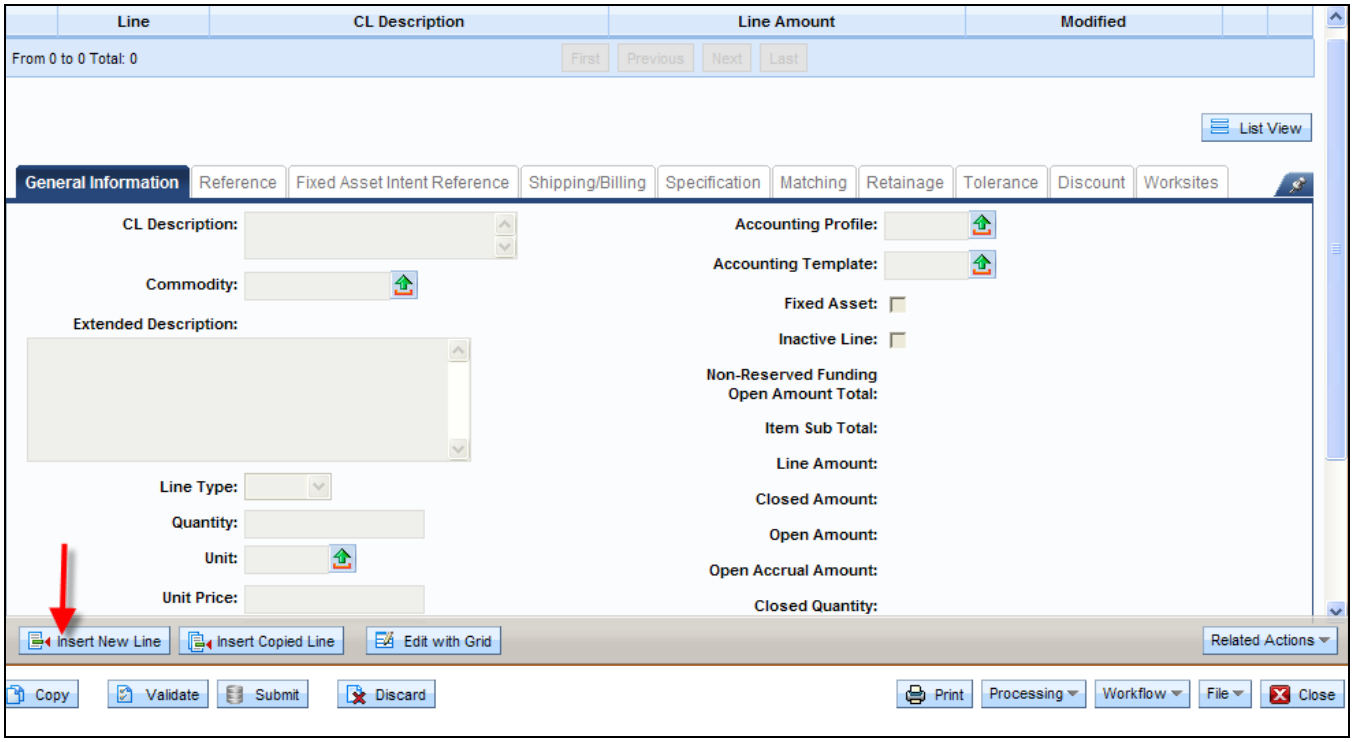
9. **Complete the Vendor section:**



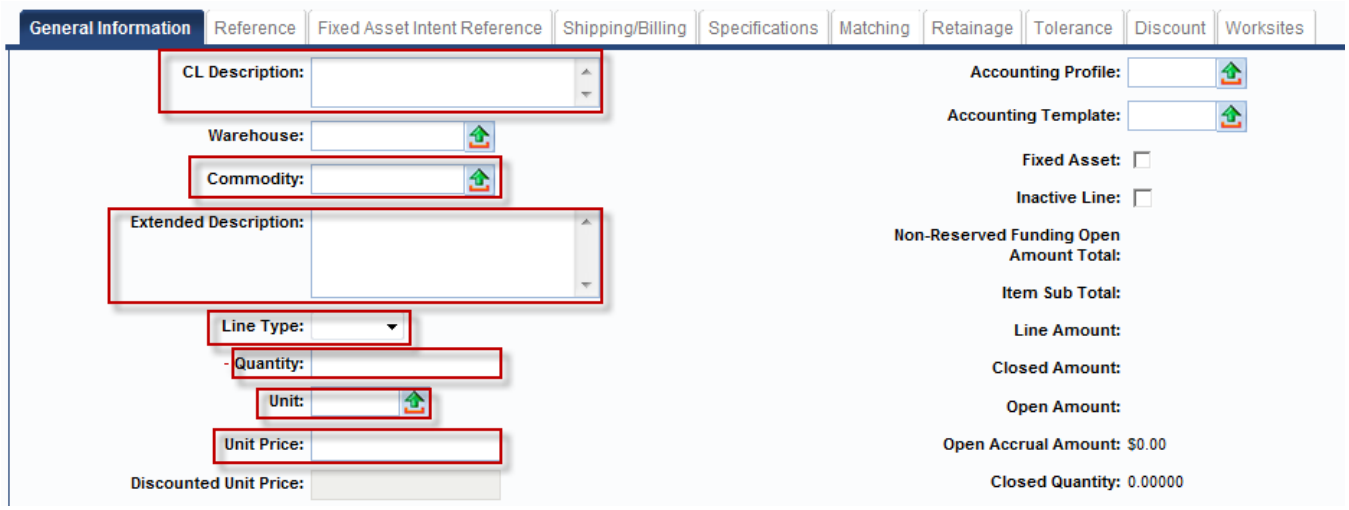
Required Fields	Values
Vendor Customer	**Enter a Vendor Code or Select one from the Vendor Customer Pick List.** EX: VS1000002314

Note: The Vendor information will infer when the document is saved.

10. **Complete the Commodity section.**
11. Click **Insert New Line.**



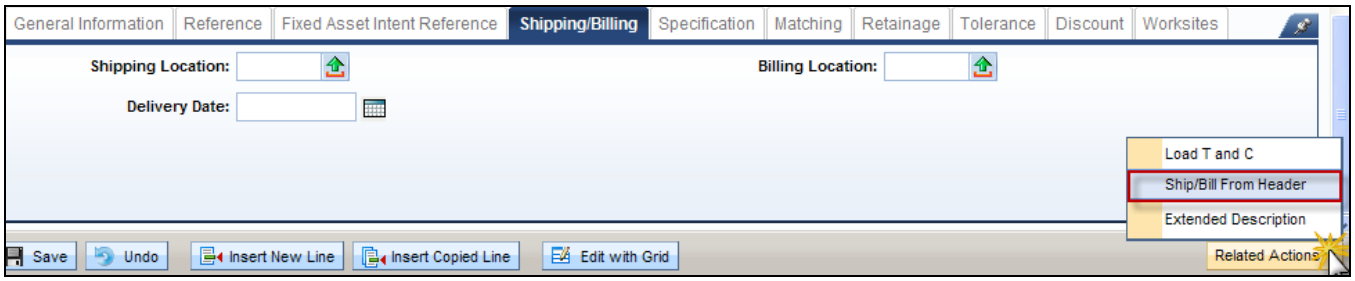
12. Complete the required fields for the **General Information** section.



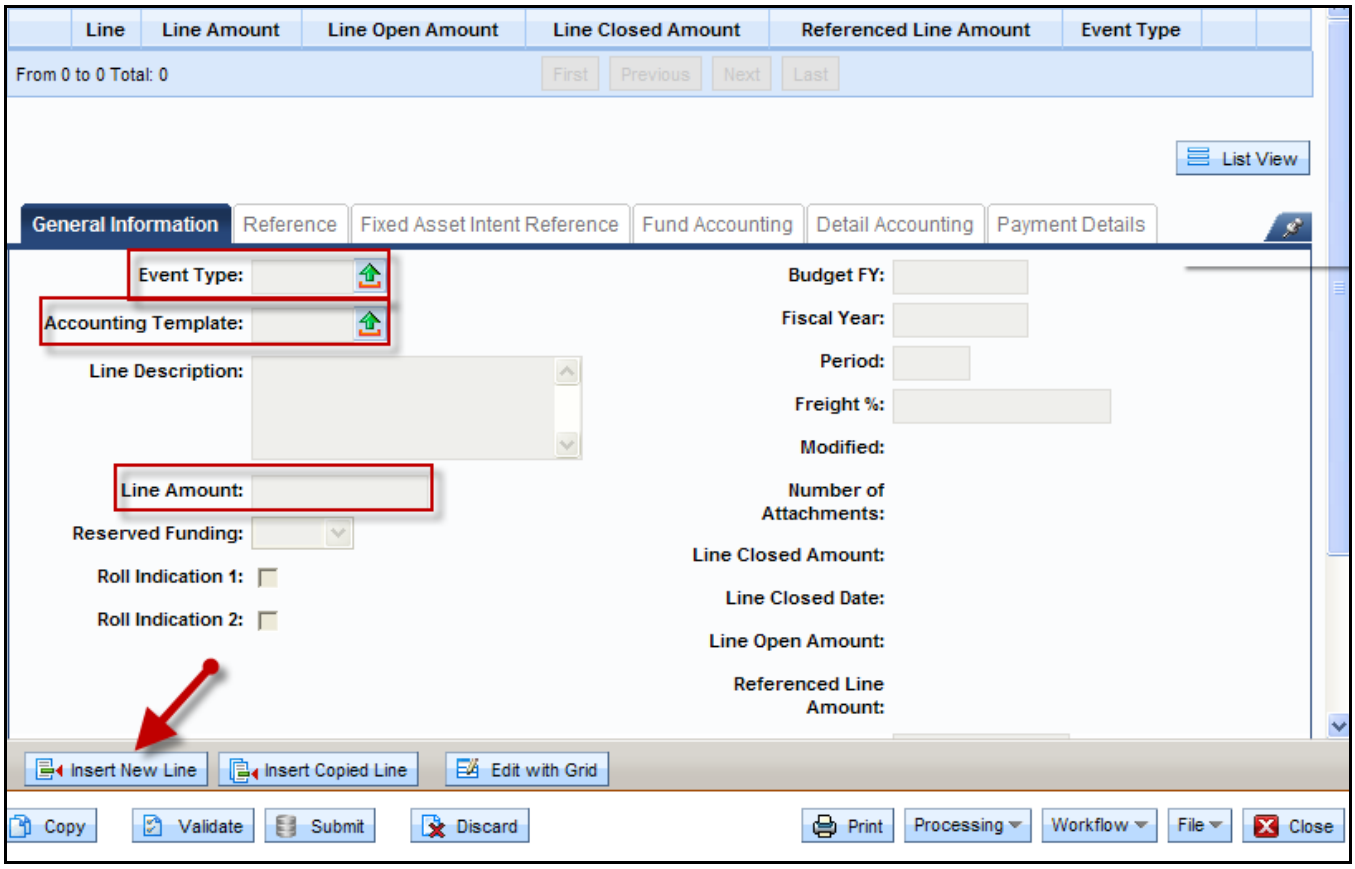
Required Fields	Values
CL Description	**Enter the Description for the Purchase** *EX: Shade Trees*
Commodity	**Choose an Appropriate Commodity Code or Serach with the Pick List** *EX: 59575*
Extended Description	**Enter more Detailed Information for the Purchase** *EX: 8 ft Oak Trees*
Line Type	**Item**
Quantity	**Enter the Quantity to be Purchased** *EX: 100*
Unit	**Choose the Unit of Measure** *EX: EA*
Unit Price	**Enter the Price Per Unit** *EX: $25.00*

13. Open the **Shipping/ Billing** information section.
14. Click the **<u>Ship/Bill From Lines</u>** link in the **<u>Related Actions</u>** Menu.

Selecting the **<u>Ship/Bill From Header</u>** will infer the Shipping/Billing Codes keyed in the Default Shipping and Billing on the Header of the **PO**



15. **Click on the Accounting section**:



16. Click **<u>Insert New Line.</u>**

Enter in the following in the required fields:

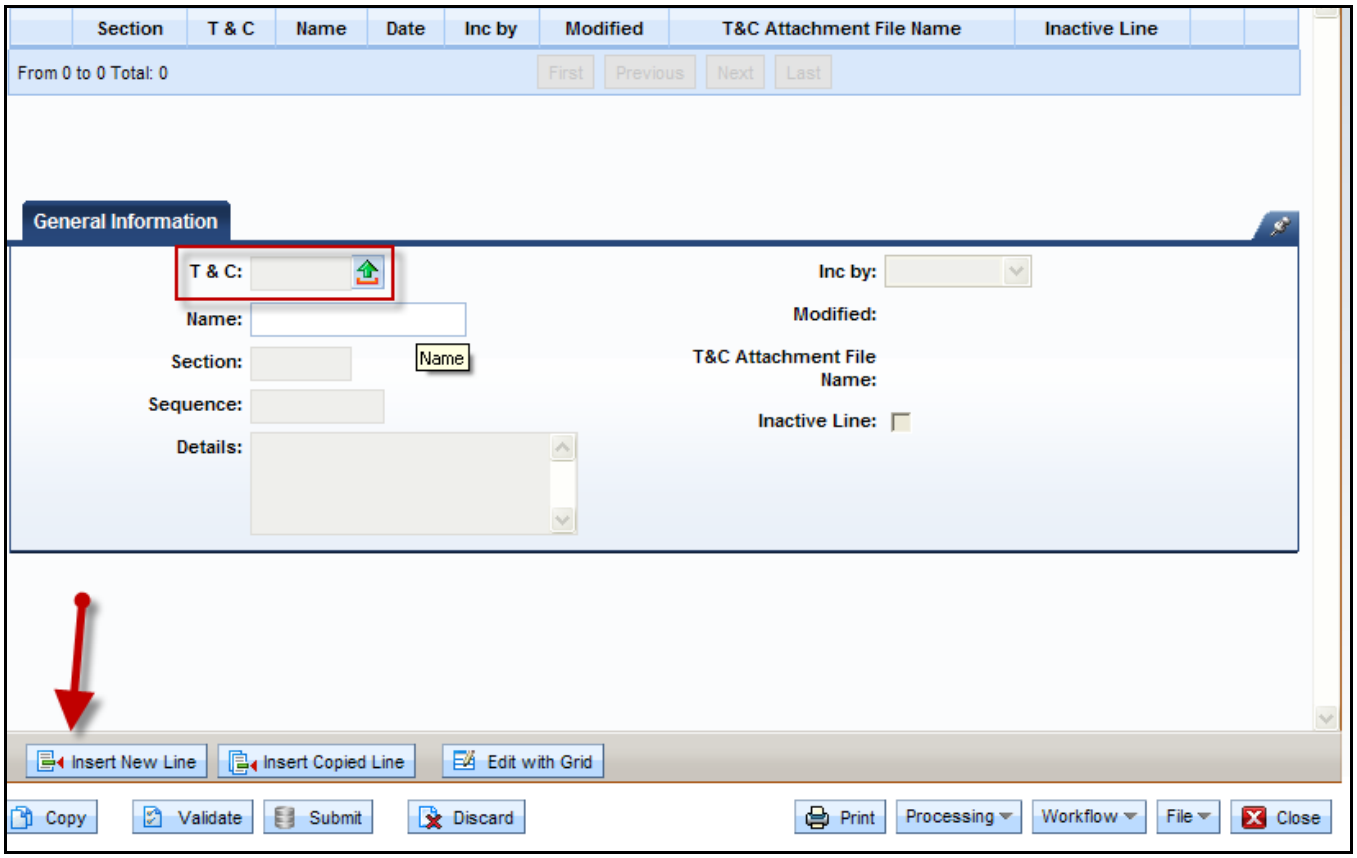
Required Fields	Values
Event Type	**PR05 will automatically infer. PR05 is for Encumbering and PR07 is for Non-Encumbering. The Pick list can be used to choose**
Accounting Template	**Enter Your Accounting Template for your Dept or Search using the Pick List** *EX: FINCRC*
Line Description	**Enter the Purchase Description** *EX: Shade Trees*
Line Amount	**Enter the Total Line Amount for the Commodity Line** *EX: $2500.00*

17. Open the **Fund Accounting** Tab:

Enter the following:

Required Fields	Values
Object	**Enter an Appropriate Object Code** *EX: E329*

18. **Open the Terms and Conditions:**



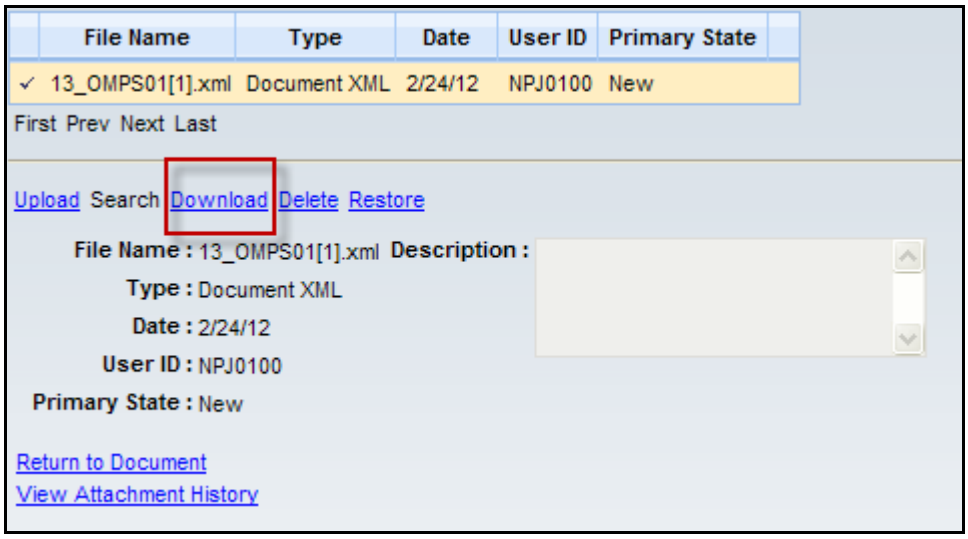
19. Click **Insert New Line.**
20. Select **OMPS01** from the Pick.

OMPS01	Small Purchase Boilerplate	1	13_OMPS01[1].XML

Note: When the document is saved, the Name, and T&C Attachment File Name will infer. You can choose from a general Terms and Conditions that has been loaded to the table. Or, your agency may have requested that specific ones be added for your use. Some are to be downloaded, edited, saved to your desktop and uploaded to a Free Form template.

.

21. To view the attachment associated with the OMPS01 T&C click **File**
22. Select **Attachments** to **Download** the attachment associated with the OMPS01 T&C.
23. Click **Open or Save** to see the attachment.
24. Click the **X** in the top right corner to close it.



25. Click **Return to Document** to return to the PO.
26. **Assemble** the document.

The assembly of the document will generate an Adobe PDF version of the Delivery Order. The assembly job should take 1-2 minutes.

Follow the below steps to **Assemble** the **PO**:

To Assemble:

1. From the Header Section, select the **Related Actions** Menu
2. Select **Assemble Document**
3. Select the desired form that will be used to print the document. (If processing a modification, the Mod form will need to be selected.
4. Select **Submit Assemble Request** (this will initiate the document assembly process)

As the job is running, select the **Refresh** link to follow the job. See a Successful or Failed result.

Once the Assembly job completes successfully, the generated Adobe PDF document will need to be viewed and downloaded.

27. Click **Back.**

To View or Download:

1. From the Header, select **Attachments** from the **File Menu**.
2. Identify the attachment generated from the assembly process, and select **Download**.
3. Click the **X** in the top right corner to close it.

28. Click **Return to Document** to return to the **PO**
29. **Submit** the document to initiate workflow for approval.
30. **Write down** the Purchase Order Document ID for future use.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as "approvers" will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

10 – Receiver (RC)

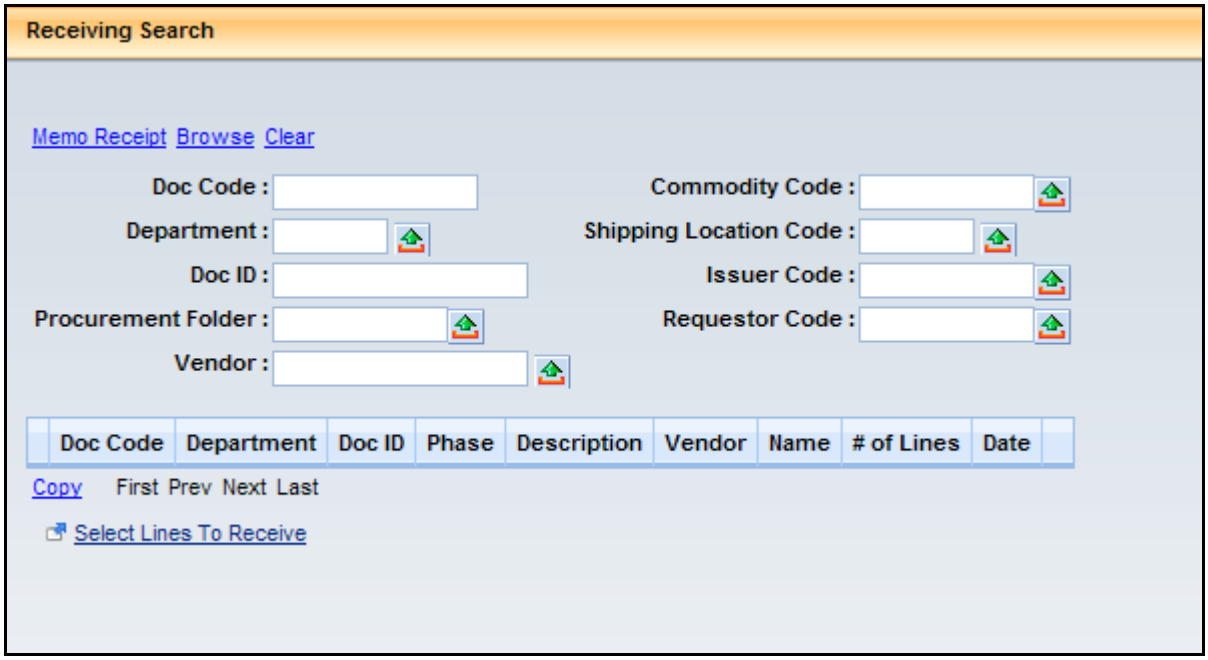
The receiver process allows a user to identify the physical position of goods ordered. The Receiving document is not required, as it only documents that the order has been received. The Receiver document is not responsible for issuing payment for the ordered goods. A Payment Request (**PRC**) document will need to be created against the award document to issue payment.

- Department staff will use the Receiving Search (**RCSRCH**) page to select the Award document (e.g., Purchase Order/Contract/Delivery Order) and item lines to be received.
- A Receiver (**RC**) document is automatically generated referencing the award. Department staff submits the receipt.
- Users can attach a file (such as the scanned packing slip) to the Receiver (**RC**) as needed.
- The Receiver (**RC**) does not require additional approvals. The submitter is the only approver.

The process to record a Receiver (**RC**) is as follows:

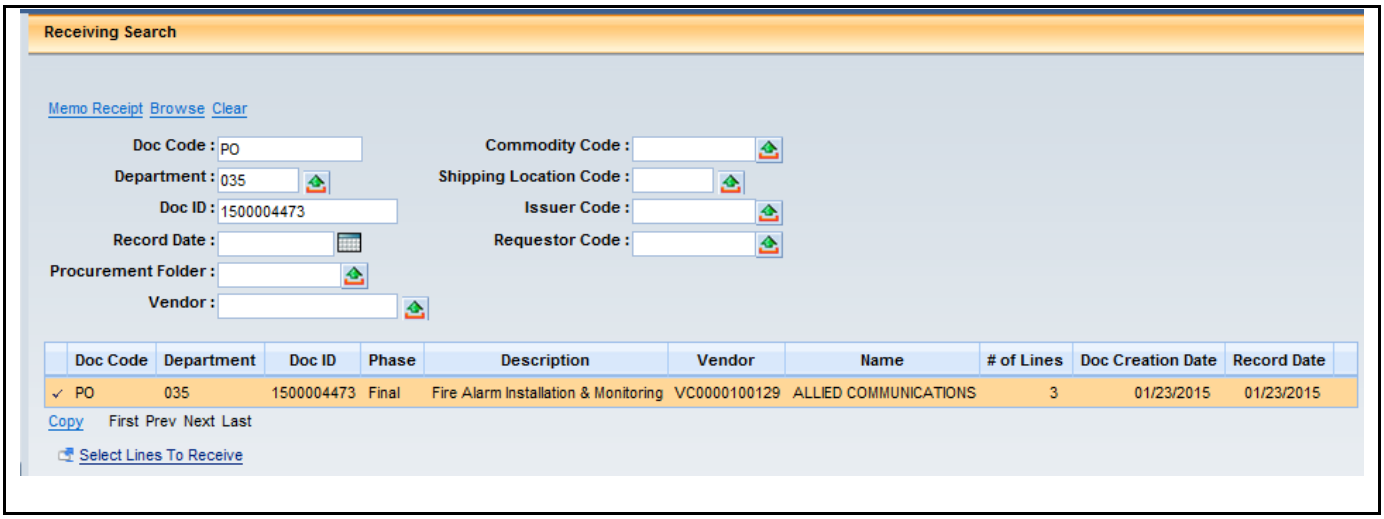
Access the **Procurement Workspace** and click **Receive Goods**, select **Receiving Search (RCSRCH)**
.

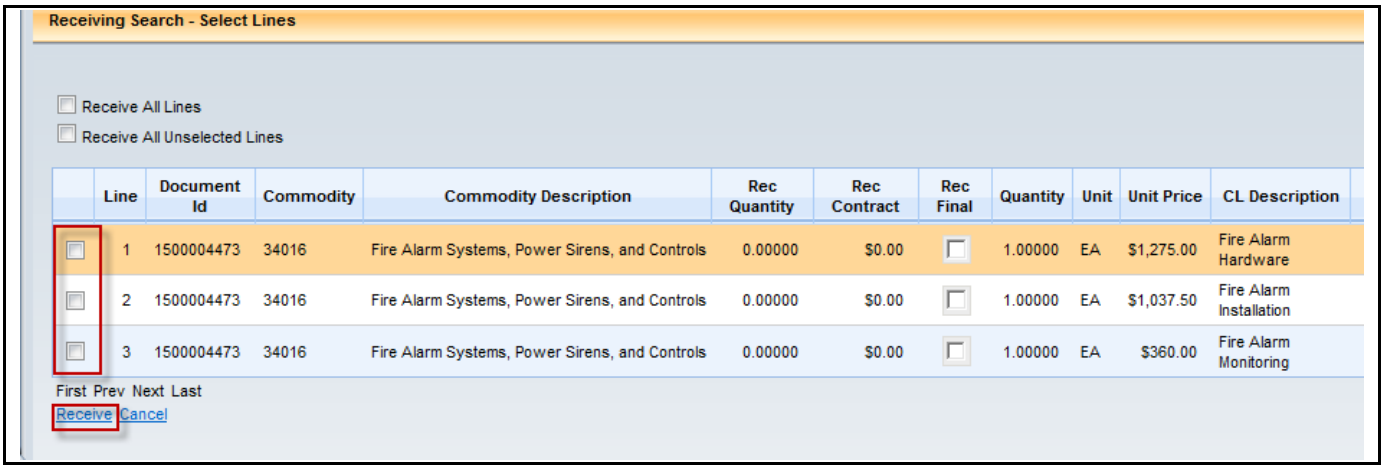
The Receive Search Page opens:



Search for the award or contract that is being received. Users can search using any or all of the following fields: **Document Code**, **Department Code**, **Document ID**, **Procurement Folder**, **Vendor Code**, **Commodity Code**, **Commodity Description**, **Shipping Location Code, Issuer Code** and **Requestor Code**. Use the **Browse** link to search for the desired award document.

Once the award document has been found, users can select the individual award Commodity lines to receive. In the Results Grid select the award in question and click the **Select Lines to Receive** link. The Receiving Search Select Lines page opens.



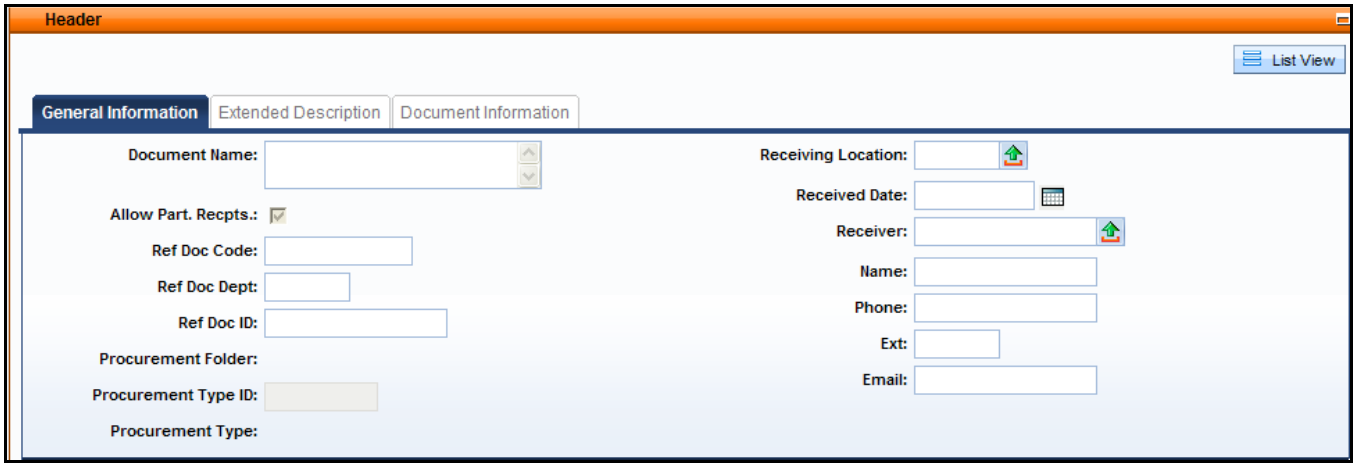


Select lines to add to the Receiver (**RC**). This page allows users to select the lines to receive. Users can do this in one of three ways:

- Individually select the lines that you want to receive.
- Select the **Receive All Lines** option - This will select all of the lines.
- Select the **Receive All Unselected Lines** option - This will receive only those lines that you do not have selected. Use this option if you have multiple lines that you want to receive and only a few lines that you do not want to receive.

After you have made one of the above listed selections, users can click **Receive**, or select **Cancel** to return to the Receiving Search page.

The Receiver will open with the Header:

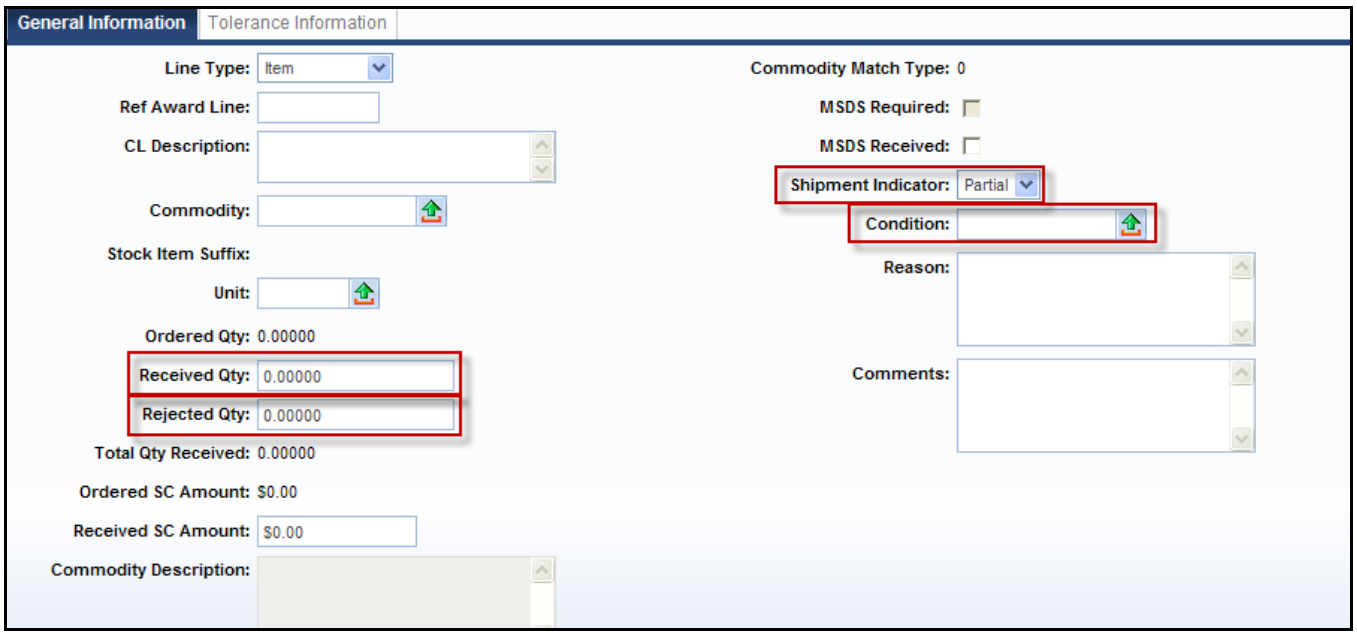


- The **Document Name** is an optional field where additional information about the order can be identified. This field *will not* print on the final receipt, but rather can be used of internal information. This field will allow for 60 characters (*optional*).

- The reference back to the award document will be default in the **Ref Doc Code**, **Ref Doc Dept**, **Ref Doc ID, Procurement Folder and Procurement Type ID** fields. The information in these fields should not be changed.
- The **Receiving Location** is used to identify where the goods were received. This should correspond to the Shipping Location used on the Order. The Receiving Location can be selected from the Pick or by using the Type Ahead feature (*required*).
- The **Received Date** will infer the date in which the Receiver (**RC**) was created. If the goods were received on a different date, it can be changed (required).
- The **Receiver** identifies the individual who is recording the **RC** document. This will default to the User ID of the creator, but can be changed.

View the Commodity Section:

The Commodity section will display the Commodities selected from the Receiving Search page. Each line will correspond with a line item from the associated award document. The Commodity section is where the user will record the quantity received/rejected for each Commodity Line on the award. All the information on the Commodity section will default from the Order.



- The **Received Qty** identifies the number of Units that have been received from the Vendor. If the full amount of the order has been received, then the Received Qty should match the Ordered Qty.
- The **Rejected Qty** identifies the number of units rejected and sent back to the Vendor/Supplier.
- If the Line Type from the associated award document was service, then the **Received SC Amount** will need to identify the amount of services received.
- The **Shipment Indicator** field is used to determine how the Order should be referenced The following Shipment Types can be identified on a RC document:

- **Partial**- when a Partial shipment indicator is identified, only part of the referenced award document will show as having been received. When a partial Shipment Indicator is entered, users will be required to identify a Reason and a Condition code.
- **Final**- the Final Shipment Indicator is used when all items from the referenced award have either been received in full or used to close out the remainder of the award document.

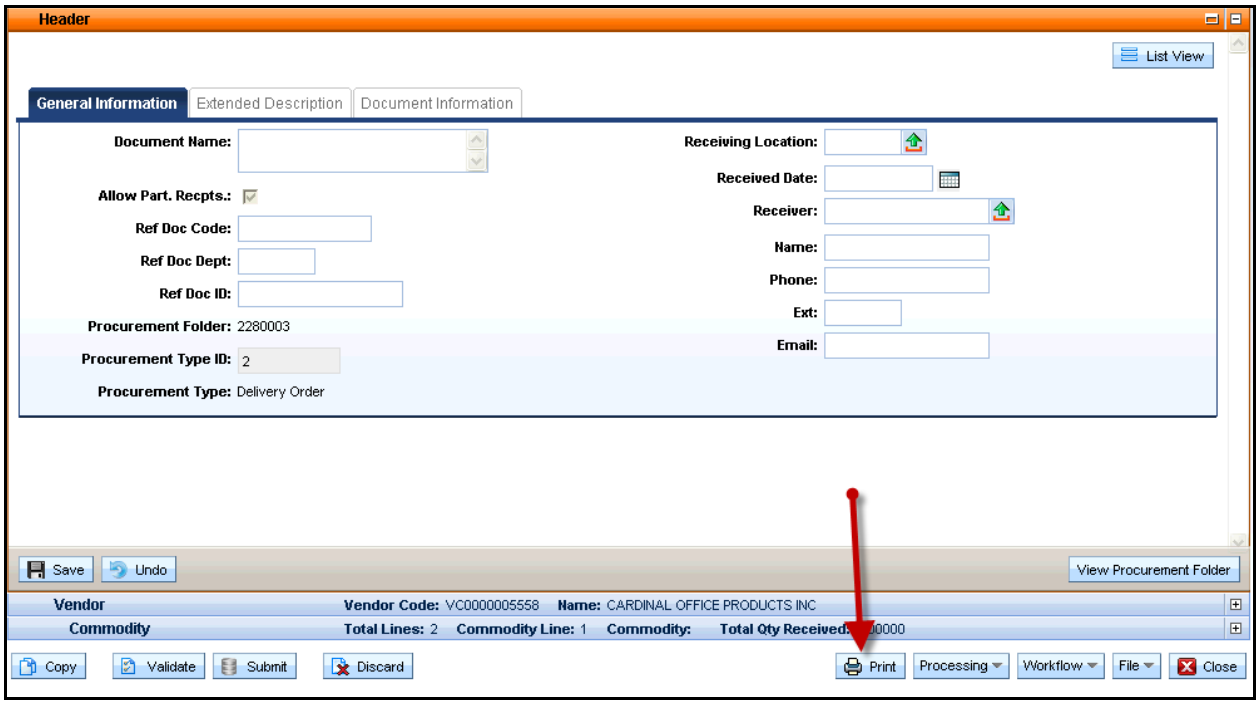
- The **Condition** Code allows a user to establish a reason for a shipment marked with a Partial Indicator. A valid Condition Code will be required when the Shipment Indicator is Partial
- The **Reason** field allows the user to provide an explanation of the condition or to further document comments about the shipment. This field will be required when a valid Condition code has been entered on the Receiver document. The reason field will allow for 1500 characters.

Once all the required information has been recorded for all lines. The document will need to be **Validated**. By selecting **Validate**, eMARS will check the document for errors. Any errors returned will be viewable in the errors displayed at the top of the screen. Users can use the **View All** link to view all the errors associated with the document if there are multiple errors on the **RC**.

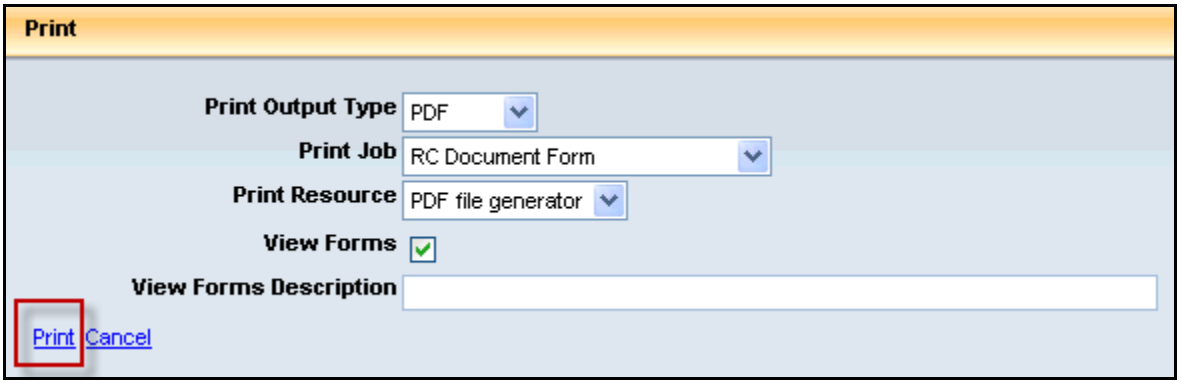
The Receiver document can be printed by completing the following steps:

NOTE: Selecting Print will not print the RC directly to your local printer. It will generate a PDF version of the RC document that can be printed later.

1 Click on the **Print** Button:

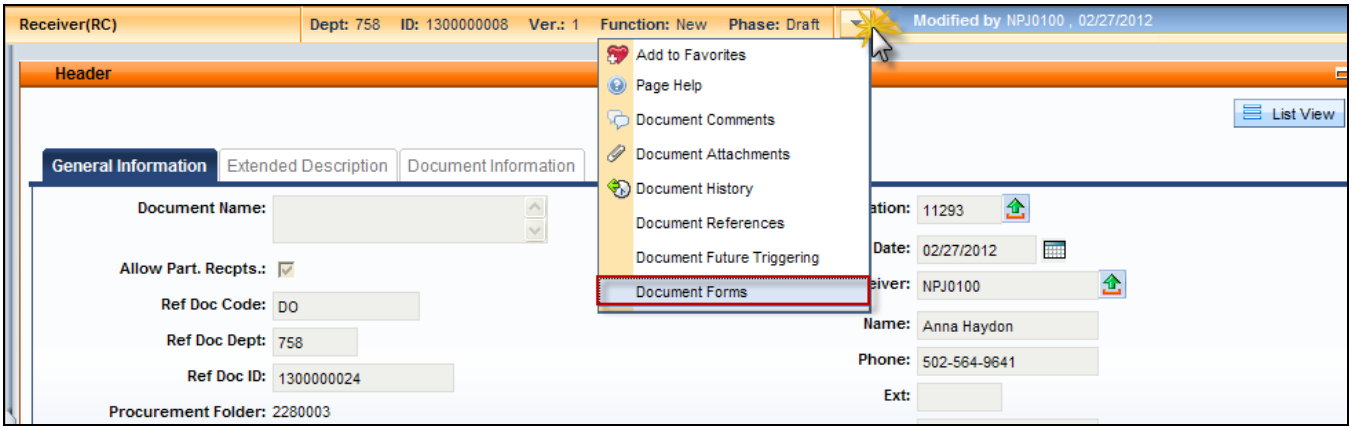


2 The Print Page will open, and select **Print.**

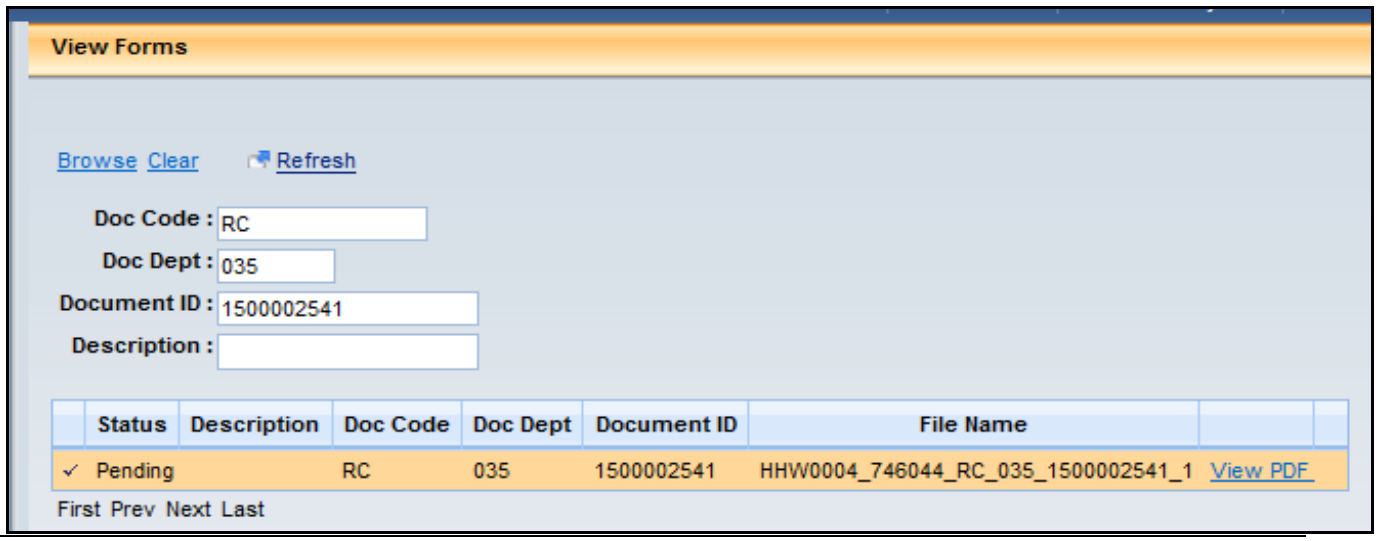


Once a user has selected **Print** from the Print Page the system will begin the printing process. Once the print process has submitted, eMARS will generate a PDF version of the **RC** document that can be found under the attachments menu.

3 From the **RC** open the Menu in the Document Information Bar and select **Document Forms**,



4 The attachment can then be **Viewed** as an Adobe PDF and saved to your local PC and ultimately attached to the corresponding procurement document.



When the document validates successfully, users will need to **Submit** the document.

Note: The Receiver **(RC)** does not require approvals. The **RC** will submit directly to Final.

Exercise 5 – Process a Receiver (RC) Document

Scenario

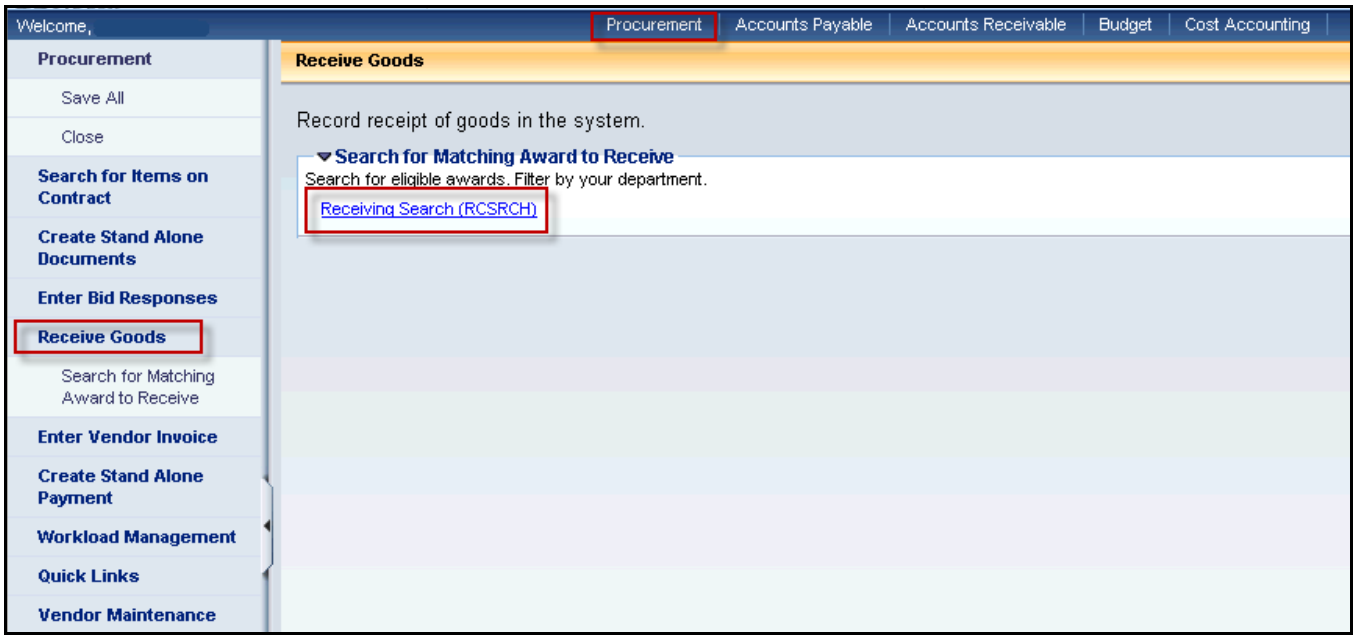
You are responsible for documenting the receipt of goods so the Vendor can be paid for fulfilling the terms of the award.

Task Overview

You will search for the Delivery Order you created in **Exercise 1**. You will select lines for receipt, and you will accept some items and reject others.

Procedures

1. Access the **Procurement Workspace** and click **Receive Goods**, select The **Receiving Search** Page (**RCSRCH**) opens.

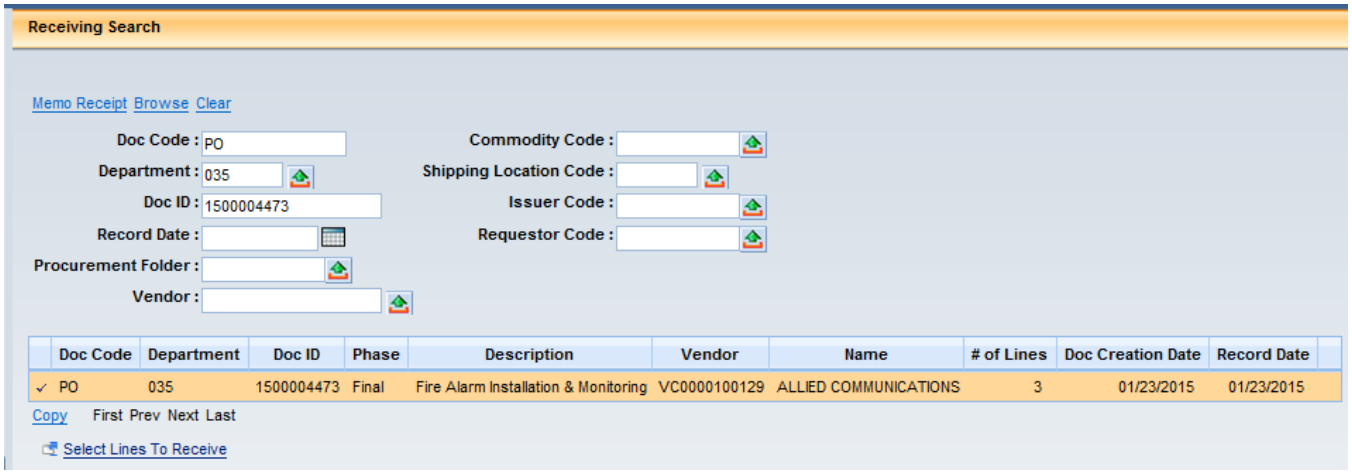


2. Search for the Purchase Order you created.

Search Options	Values
Doc Code	**Enter the Document Code** *EX:PO*
Department	**Enter Dept Code** *EX: 035*
Issuer Code	**Enter the user ID** *EX: 1500004473*

3. Click **Browse**.

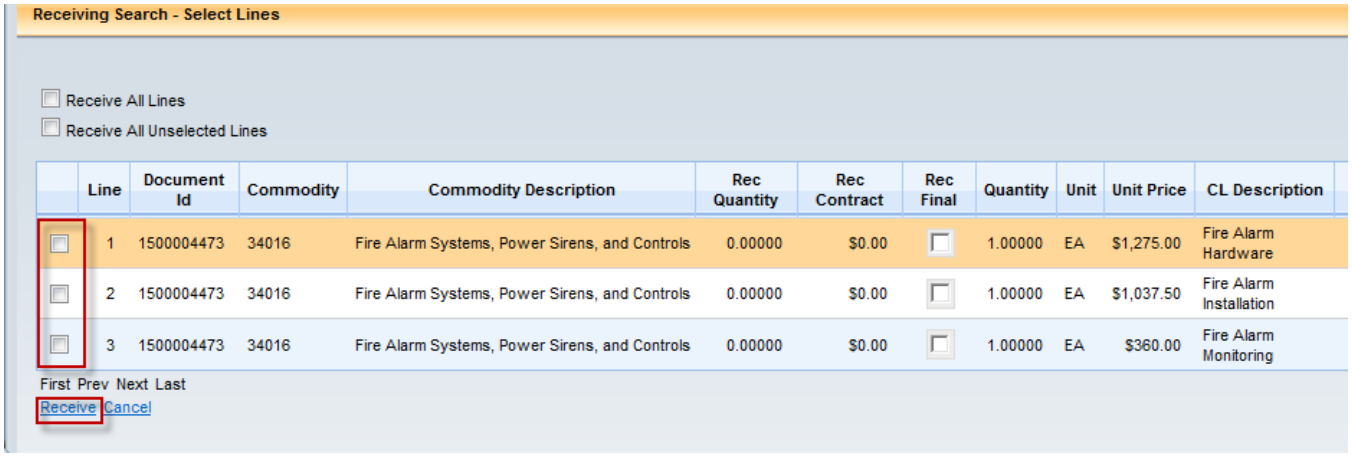
The Receiving Search page opens.



4. Select the line for *your* Purchase Order (**PO**). (Make sure that your PO is highlighted and has the check mark next to it.)

5. Click **Select Lines To Receive**.

The Receiving Search – Select Lines page opens.



6. Select all lines that are associated with your Purchase Order (**PO**).

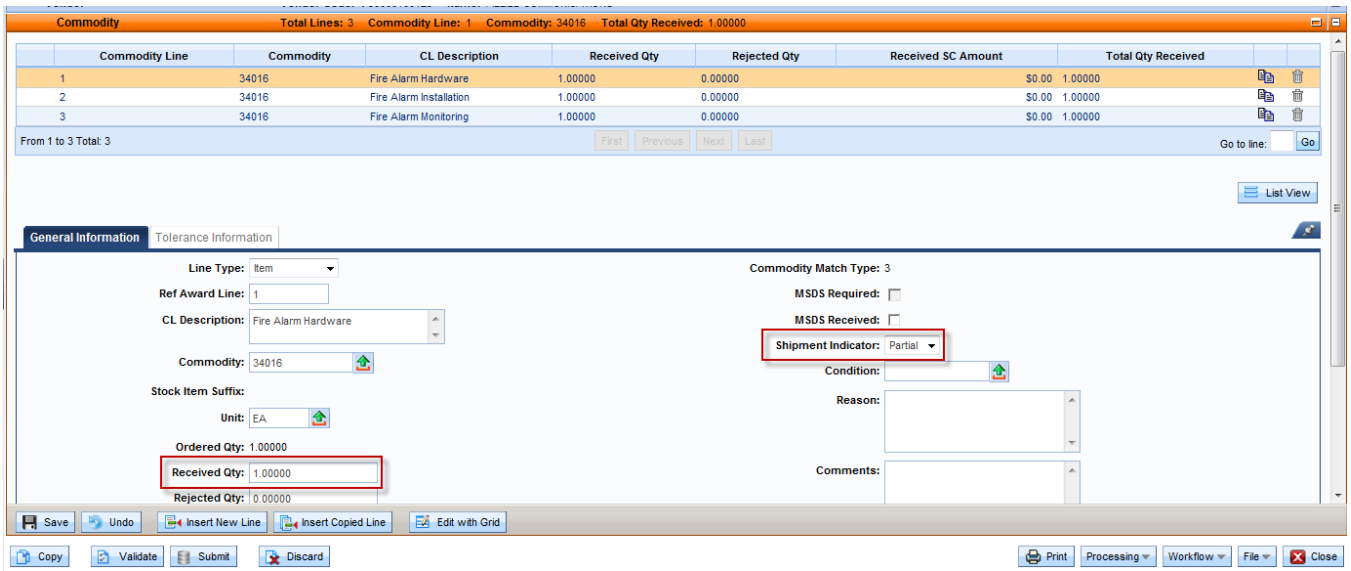
7. Click **Receive**.

A Receiver (**RC**) document opens with the Purchase Order (**PO**) reference information already included.

8. Enter the following fields on the **General Information** section.

Required Fields	Values
Receiving Location	**Enter Your Shipping Location** *EX: 11293*

9. Click **Commodity** on the Secondary Navigation Panel.



10. Enter the following information for Commodity Line 1:

Required Fields	Values
Received Qty	**Enter Quantity Received** *EX: 1*
Shipment Indicator	**Choose Final from the dropdown list**

11. Click **Save**.

12. **Select** Each Commodity Line and enter the Quantity received.

NOTE: If you are receiving a Partial Shipment, enter the information as follows:

Required Fields	Values
Received Qty	**1**
Shipment Indicator	**Partial**
Condition Code	**Select Partial Shipment as per AWD**

13. Click **Validate**. When the document has validated successfully.

14. Click **Submit.**

Approvals are not required for Receiver (**RC**) documents. The **RC** will go to Final status when it is submitted.

11 – Performance Evaluation (PE)

The Performance Evaluation document allows users to evaluate a Vendor's performance based upon the terms of the award document. The Performance Evaluation is generated with criteria established from the award document, and allows documentation for instances of good and/or poor performance. In order to document a Vendor's record at meeting their contractual obligations, users should complete the Vendor Performance Evaluation (**PE**) document. The data entered on the **PE** document may be used to determine if Vendors should receive future Awards or have their existing Contracts renewed.

- Evaluations are standardized based on the **Procurement Type** of the award document.
- Evaluations can only be performed with reference to awards established in the system.

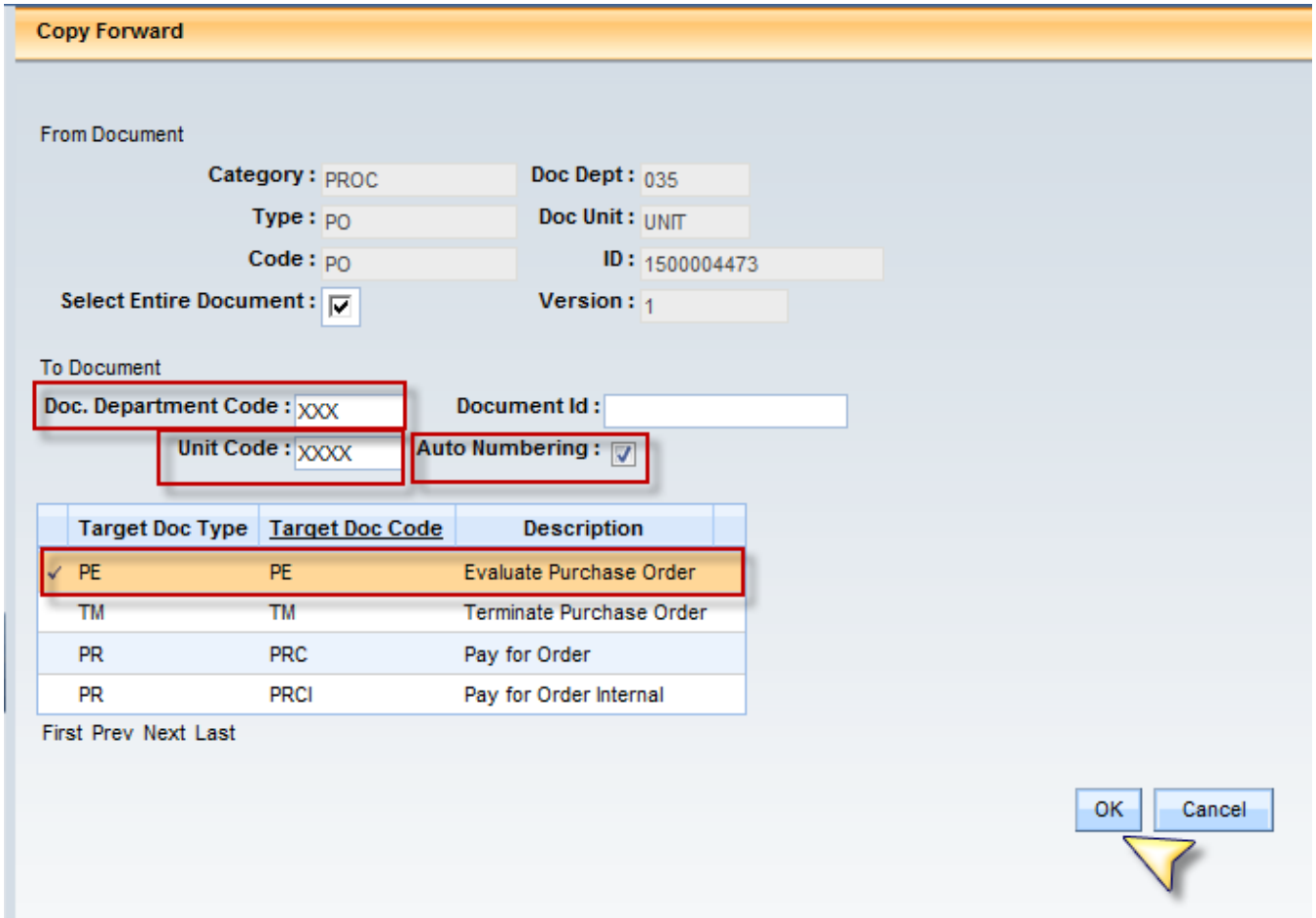
To complete an Evaluation complete the following steps:

From the **Document Catalog** search for and locate the award being evaluated.

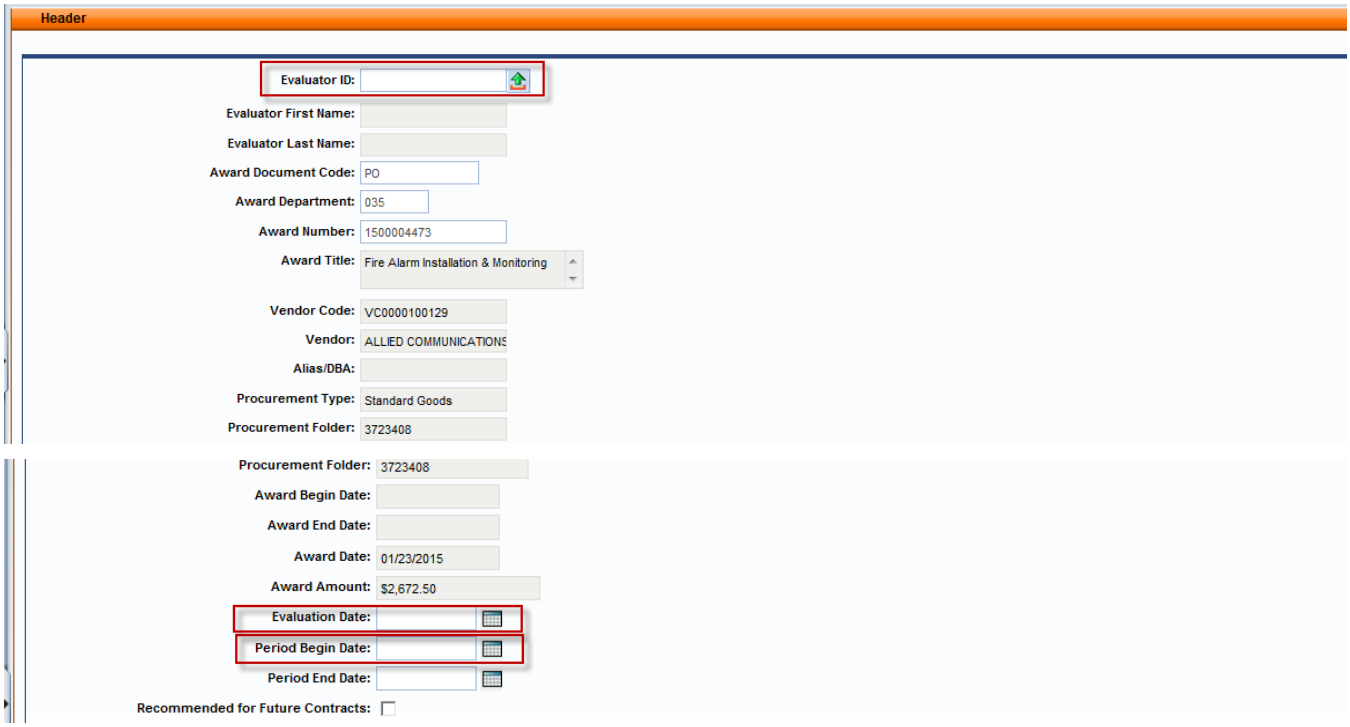
Open the award and click **Copy Forward**.

The **Copy Forward** page opens.

On the **Copy Forward** page enter the **Doc. Department Code** and **Unit Code** for which the **PE** should be created. Select the **Auto Numbering**. Select the target document code of **PE** and click **OK** to create the **PE** document.


Copy Forward
From Document
Category : PROC
Doc Dept : 035
Type : PO
Doc Unit : UNIT
Code : PO
ID : 1500004473
Select Entire Document :
Version : 1
To Document
Doc. Department Code : XXX
Document Id :
Unit Code : XXXX
Auto Numbering :
Target Doc Type
Target Doc Code
Description
PE PE Evaluate Purchase Order
TM TM Terminate Purchase Order
PR PRC Pay for Order
PR PRCI Pay for Order Internal
First Prev Next Last
OK
Cancel

Complete the Header section:



- The **Evaluator ID** is used to identify the individual who is evaluating the vendor's performance. The Evaluator must be set up on the Vendor Performance Evaluator (PEEVALR) table prior to the creation of the **PE**. Type in your User ID or find your ID from the **Evaluator ID** pick list. When a valid **Evaluator ID** is selected, the **First** and **Last Name** will infer.

Note: The Buyer of the award document is responsible for setting up the Evaluators/User on the PEEVALR

- The following fields will infer from the award document and should not be changed:
  - Award Document Code
  - Award Department
  - Award Number
  - Award Title
  - Vendor Code
  - Vendor
  - Alias/DBA
  - Procurement Type
  - Procurement Folder
  - Award Begin Date
  - Award End Date
  - Award Date
  - Award Amount

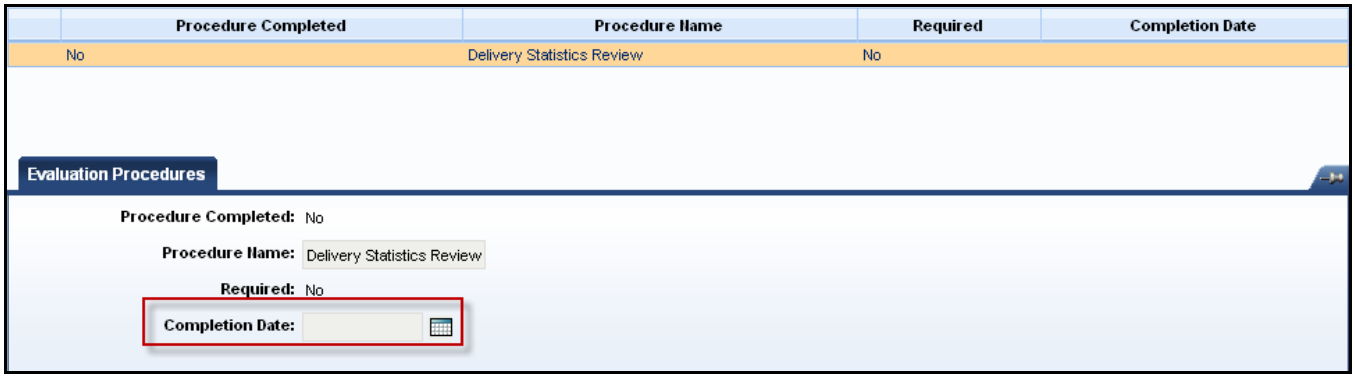
- The **Evaluation Date** is used to identify the date in which the evaluation took place.

- **Period Begin Date/ Period End Date**. Identifies the period of time where the vendor's performance is being evaluated. The period must begin and end prior to the Evaluation Date.

Use the **Load Criteria and Procedures** located in the **Menu** bar to load the standardized Evaluation Criteria and Procedures into the **PE**.

Open the Procedures tab:

The Procedures section will be populated with the Procedures established for the Procurement Type used on the award/contract and will list the recommended tasks that to part of the performance evaluation process. Each required procedure will need to have an associated Completion date. The Completion date will correspond to the date in which the procedure was completed.

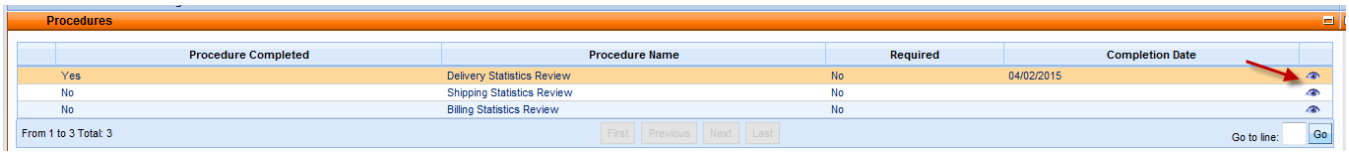


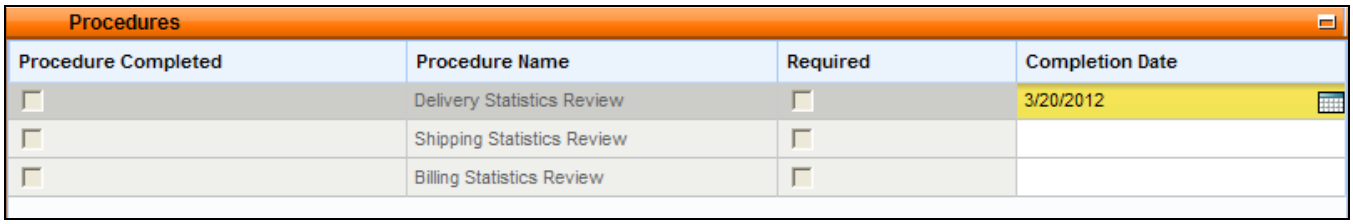
- The **Completion Date** should correspond to the date in which the Procedure was completed. The completion date can be selected from the calendar or entered manually using the MM/DD/YYYY format. The completion date will be required on all required procedures.

To enter a Completion Date, users have two options:

- Edit with Grid
- Edit showing details

Edit with Grid allows users to identify the completion date in a spreadsheet type view. This is the preferred and quickest method to enter the Completion Dates.



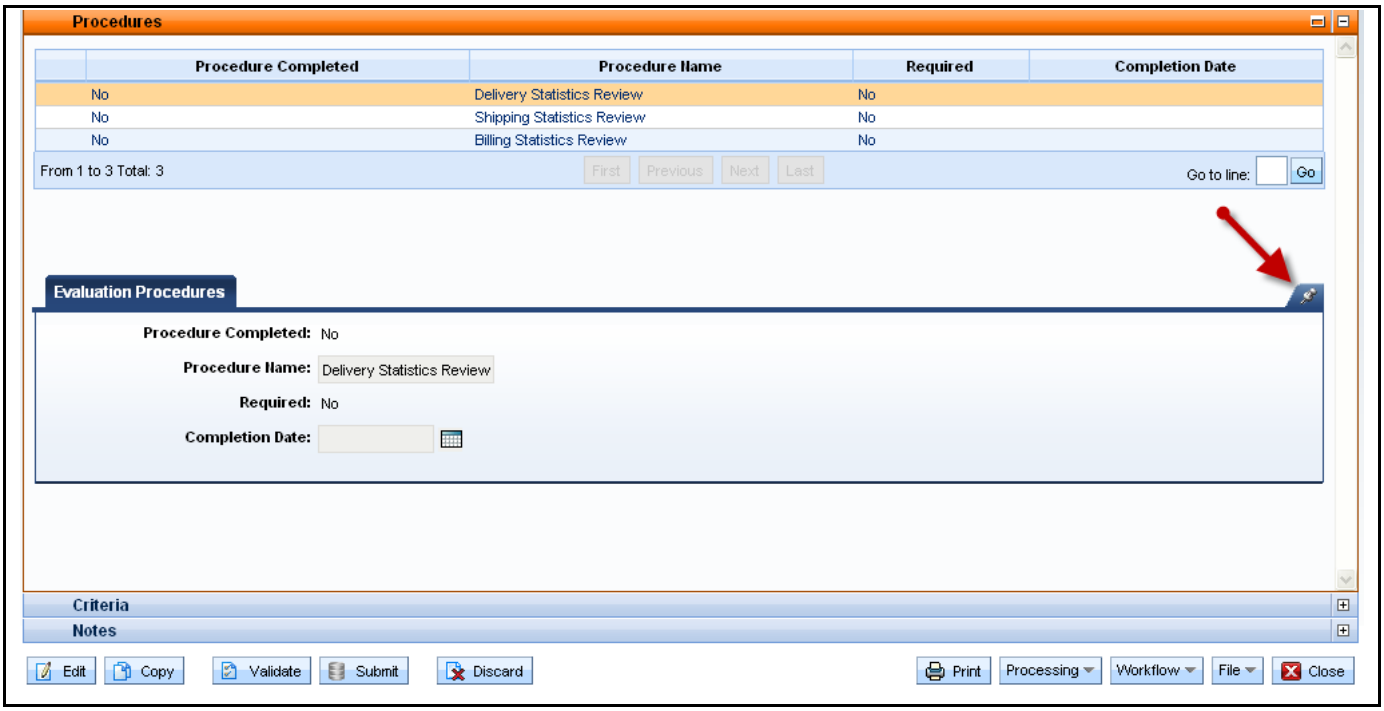


The Edit with Grid view will allow the user to enter all completion dates on a single screen without having to click on multiple areas,

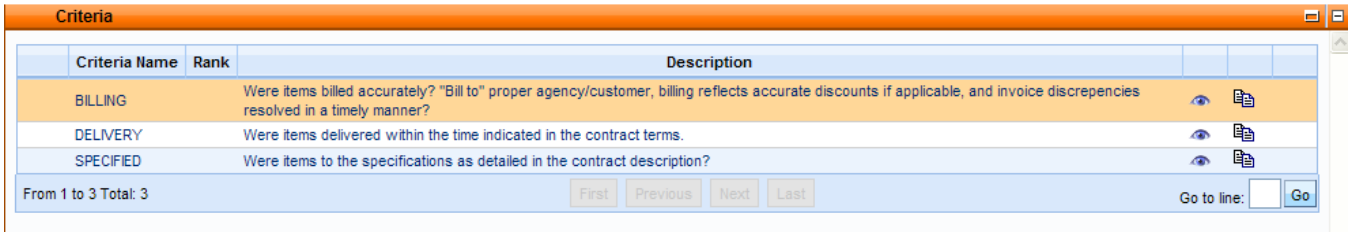
Users can also edit using the View Details:

To edit using the details view users must select the Details (eye) to view the information associated with the line.

To record the Completion date for the remaining Procedures, users can select the push pin to view all lines and their corresponding details:

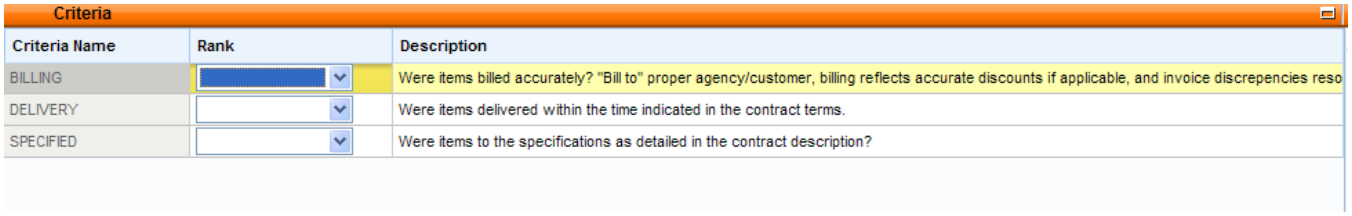

Procedures
Procedure Completed
Procedure Name
Required
Completion Date
No
Delivery Statistics Review
No
No
Shipping Statistics Review
No
No
Billing Statistics Review
No
From 1 to 3 Total: 3
First
Previous
Next
Last
Go to line:
Go
Evaluation Procedures
Procedure Completed: No
Procedure Name: Delivery Statistics Review
Required: No
Completion Date:
Criteria
Notes
Edit
Copy
Validate
Submit
Discard
Print
Processing
Workflow
File
Close

Open the <u>Criteria</u> section to:



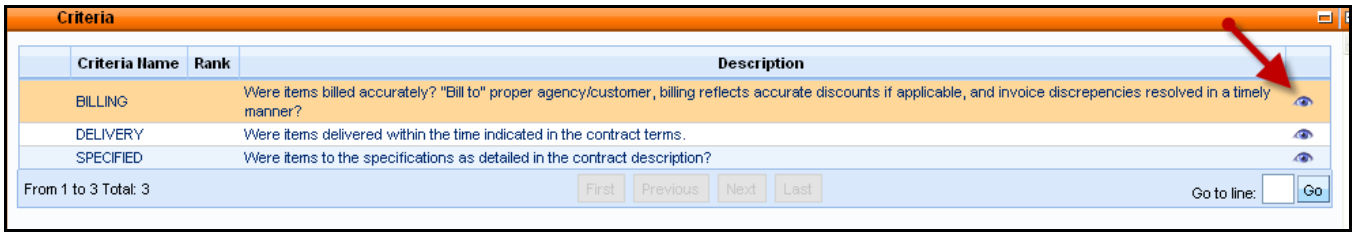
The Criteria section will display the criteria associated with the Procurement Type used on the award/contract. Users will be required to evaluate the vendor on each of the associated criteria that defaults in the **PE** document.

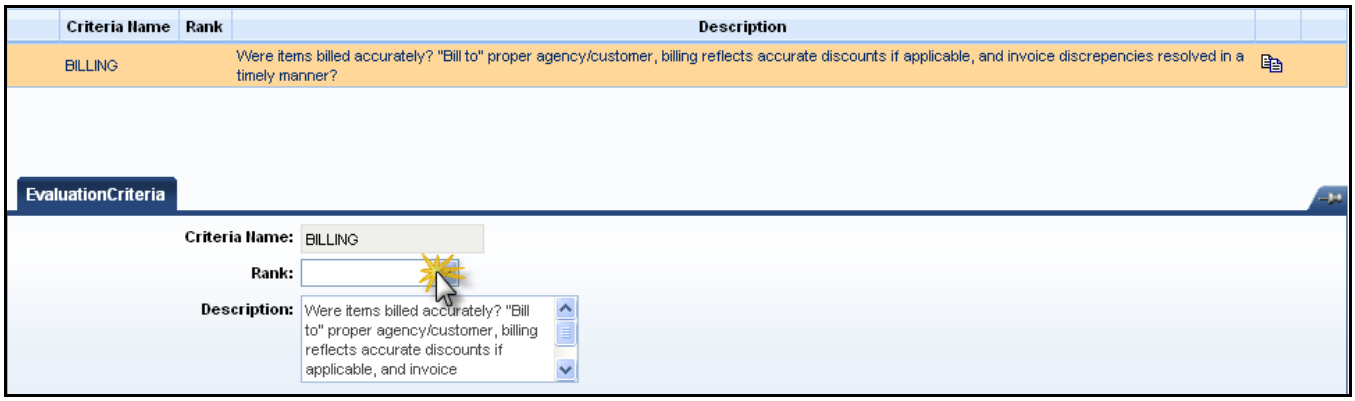
To record the rank for each criterion, users can either Edit with Grid



OR

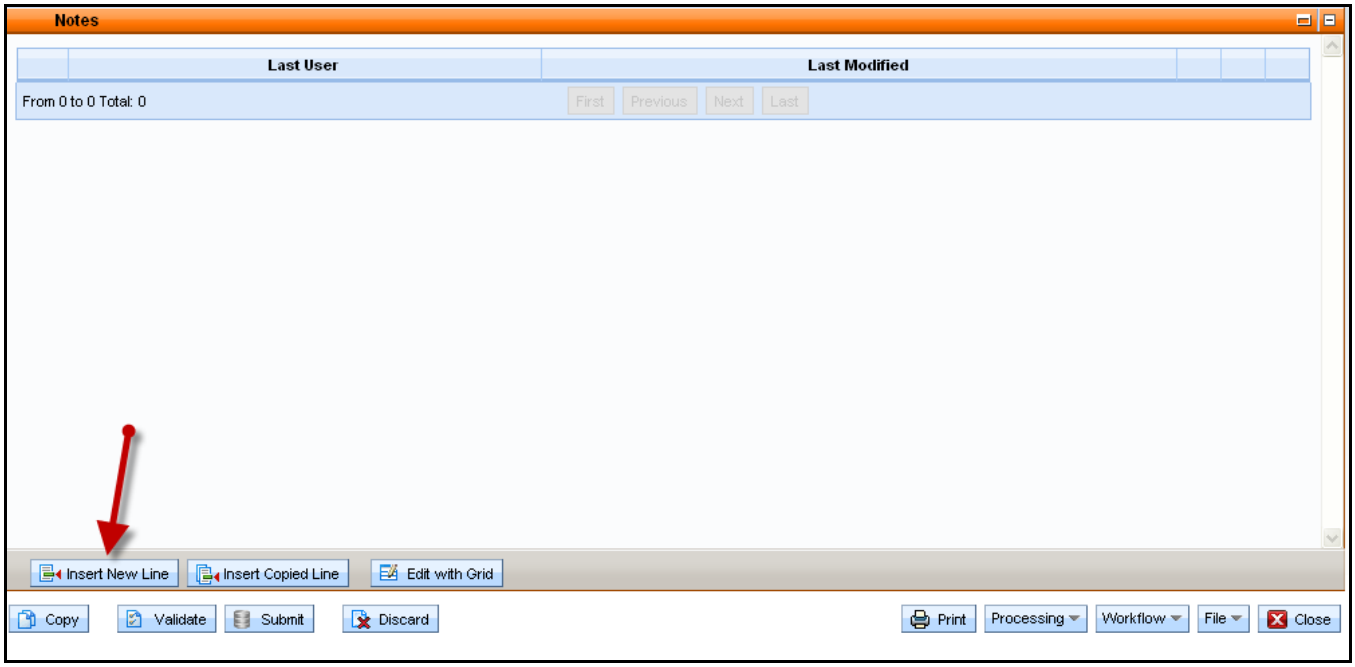
Select the View Details (eye)





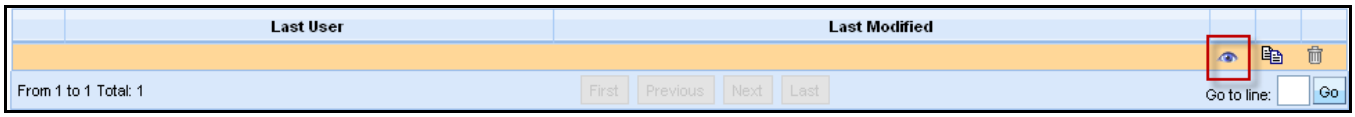
- The **Rank** field is used to record the opinion of the Vendors service levels. Users must record a rank for each criterion that was loaded from the template. Users can select from the following
    - Unsatisfactory
    - Poor, Fair
    - Good
    - Excellent
    - Not applicable

Select the Notes section:



The Notes section allows users to provide additional details or information about their evaluation of the vendor's performance. This section is optional for the Performance Evaluation, and will allow for 1500 characters.

To insert a note on the PE document, users must **<u>Insert New Line</u>**, and select view details (eye) to view the Note field:



Once all the required/optional information has been recorded the document will need to be **Validated**.

By selecting **Validate**, eMARS will check the document for errors. Any errors returned will be viewable in the errors displayed at the top of the screen. Users can use the **View All** link to view all the errors associated with the document if there are multiple errors on the **PE**.

After correcting any errors and when the document validates successfully, Users will need to **Submit** the document.

Note: There are no approvals required for the Performance Evaluation document. The PE will submit straight to final.

Exercise 6 – Record a Vendor's Performance (PE)

Scenario

You have contracted with a Vendor, under your Department's small purchase authority, to have a fire alarm installed and monthly monitoring. Unfortunately, the Vendor's team shows up late and when they do show up they are observed leav.

Task Overview

As the agency buyer you will set-up an evaluator on the Evaluator Table. You will **Copy Forward** from the **PO** to the **Performance Evaluator** (**PE**) document. You will complete the **Document Procedures**, respond to the defaulted **Evaluation Criteria**, and record a **Note**.

Procedures

1. Open the **Document Catalog**
2. In the **Code** field type the Document Code. *EX: PO*
3. In the **Dept** field type the Department Code. *EX: 035*
4. In the **Unit** field type the Unit. *EX: UNIT*
5. In the **ID** field type, type the Document ID. *EX: 1500004473*
6. Click **Browse.**
7. Open the award by clicking the document link and
8. Click **Copy Forward**.

The **Copy Forward** page opens.

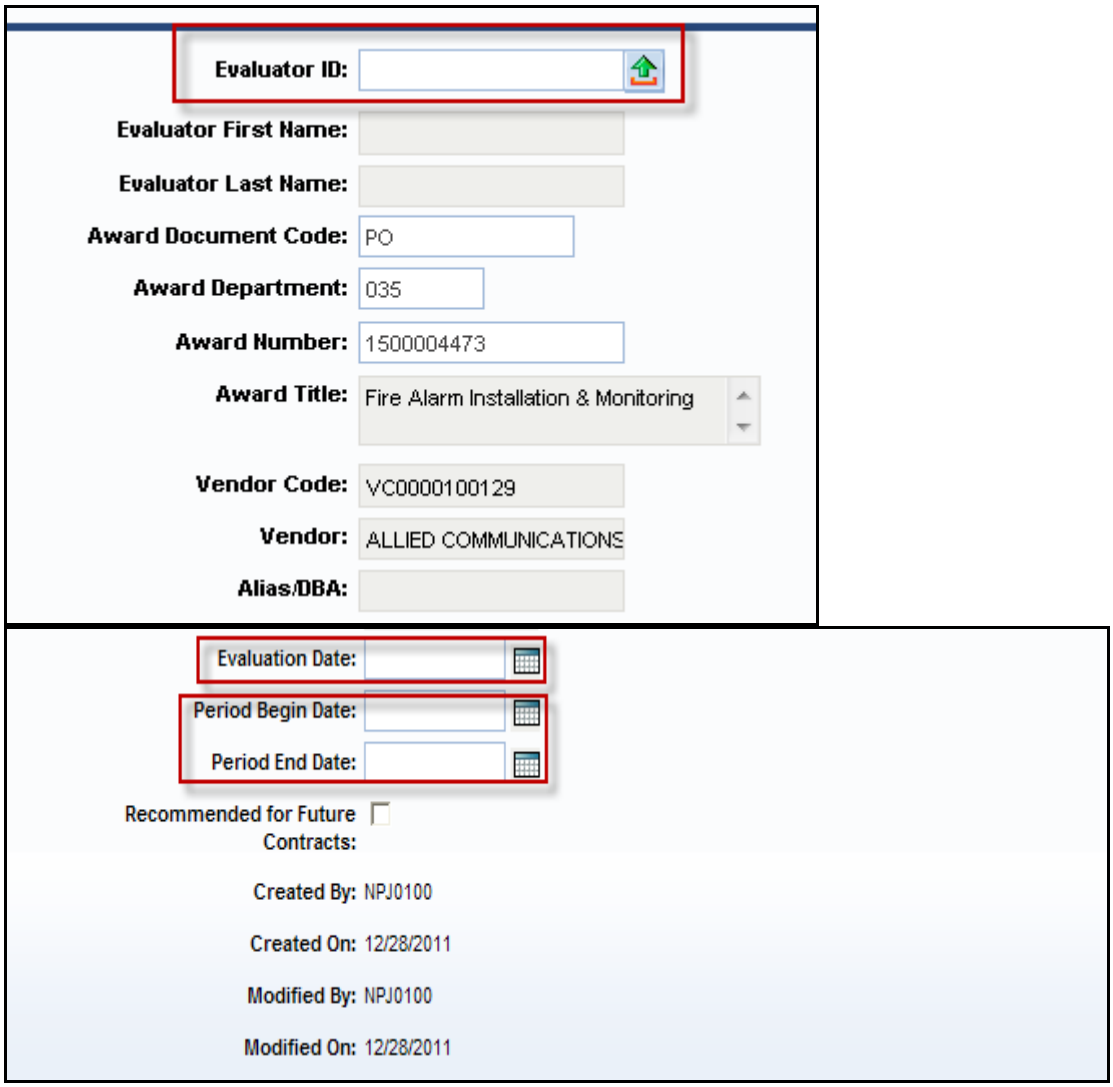
9. Complete the following information:

Required Fields	Values
Doc. Department Code	**Type in your Dept Number** *EX: 035*
Unit Code	**Type in your Unit** *EX: UNIT*
Auto Numbering	**Select the box**
Target Doc Type	**Choose PE**

10. Click **OK.**

The **PE** document opens.

Complete the Header section of the PE.



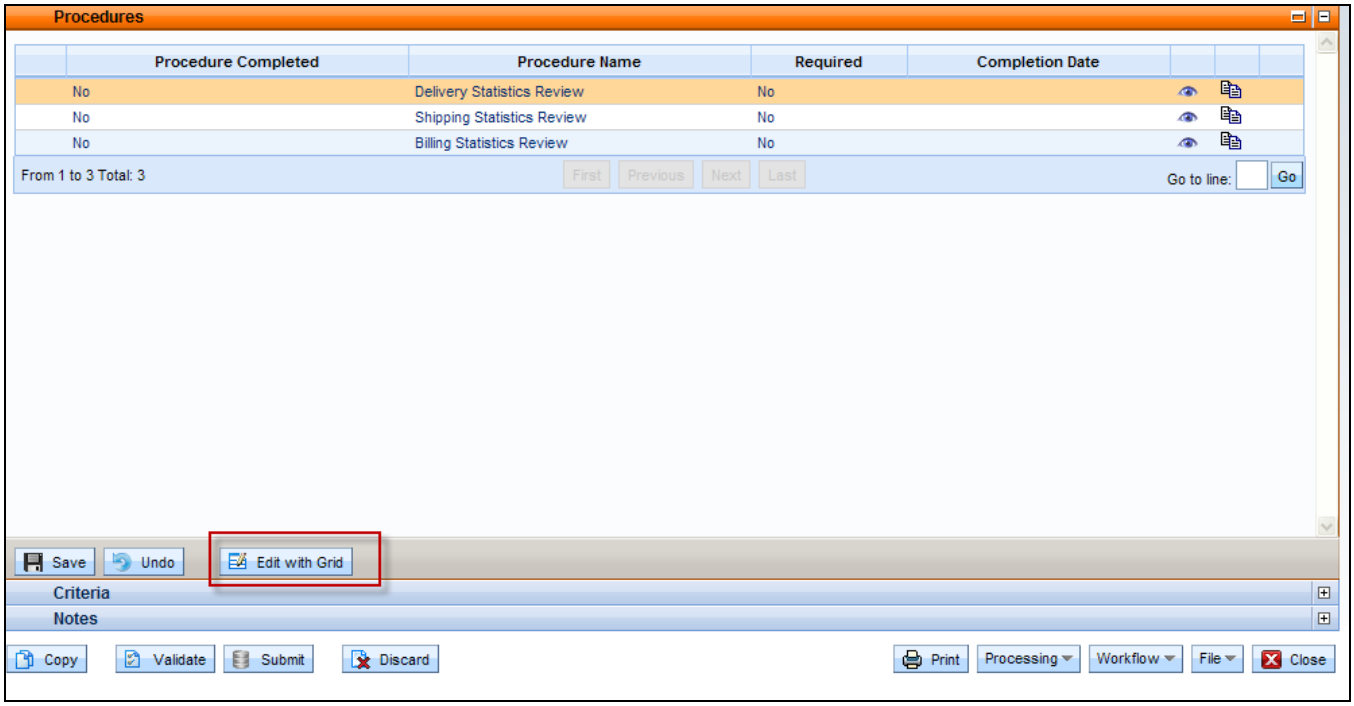
Required Fields	Values
Evaluator ID	**Enter your Employee ID**
Evaluation Date	**Enter Today's date.** This is the date the evaluation is being completed.
Period Begin Date	**Enter date**
Period End Date	**Enter date.**

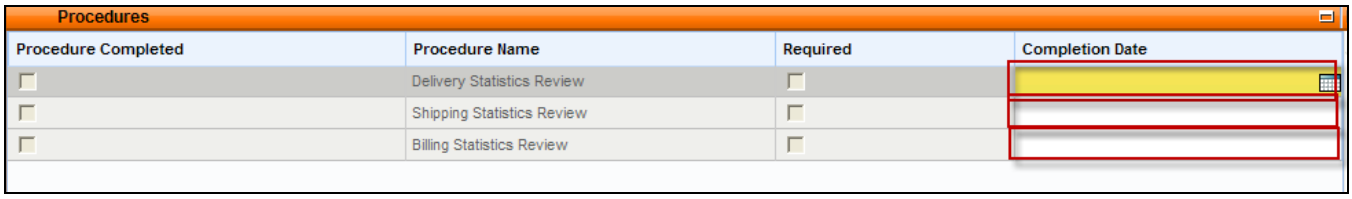
11. Click **Load Criteria and Procedures**

Complete the Procedures Section:

12. Click on **Procedures** section:

13. Select **Edit with Grid**





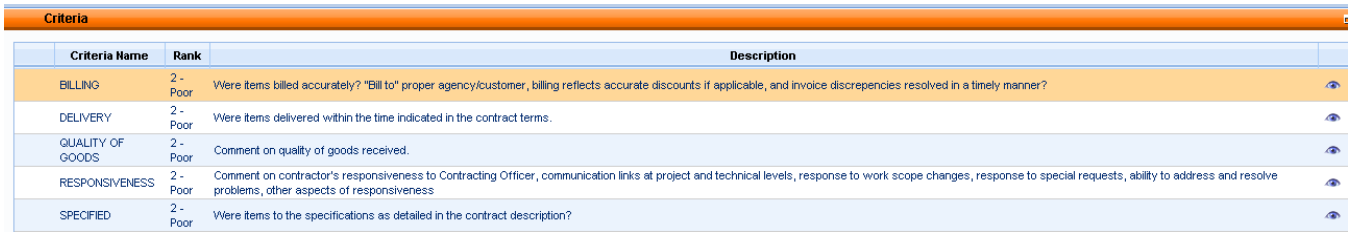
Enter the following for each Procedure:

Required Fields	Values
Completion Date	**Enter Today's date.**

Complete the Criteria Section:

14. Open the **Criteria** section:

15. Select **Edit with Grid**



Criteria

Criteria Name	Rank	Description
BILLING	2 - Poor	Were items billed accurately? "Bill to" proper agency/customer, billing reflects accurate discounts if applicable, and invoice discrepencies resolved in a timely manner?
DELIVERY	2 - Poor	Were items delivered within the time indicated in the contract terms.
QUALITY OF GOODS	2 - Poor	Comment on quality of goods received.
RESPONSIVENESS	2 - Poor	Comment on contractor's responsiveness to Contracting Officer, communication links at project and technical levels, response to work scope changes, response to special requests, ability to address and resolve problems, other aspects of responsiveness
SPECIFIED	2 - Poor	Were items to the specifications as detailed in the contract description?

Enter the following for each Criteria:

Required Fields	Values
Rank	**2 - Poor**

16. Open **Notes** section.
17. Click **Insert New Line.**
18. Click on **Edit with Grid**

Enter the following:

Required Fields	Values
Note	**The vendor did not arrive on the scheduled Delivery Date..**

19. Click **Validate** to check for errors.
20. **Submit** the Document**.**

12 – Vendor Creation (VCC) and Modification (VCM)

In order to request a new Vendor be added to the Commonwealth's Vendor file, departments can process a **Vendor/Customer Creation** (**VCC**) document. To request a change to an existing Vendor a **Vendor Customer Modification** (**VCM**) document must be processed.

Vendors can also register their company using the eMARS Vendor Self Service (**VSS**) website.

The **Vendor/Customer Creation** document allows users to establish a new vendor that can then be used on Procurement or Accounts Payable documents. Creating a new vendor will add records to the Vendor/Customer (**VCUST**) table and the 1099 Reporting Information (**1099I**) table. Before Vendors are activated they must be approved by the Office of the Controller.

The **Vendor/Customer Creation** (**VCC**) document cannot be modified or cancelled once it has been submitted to Final. A **Vendor/Customer Modification** (**VCM**) document must be created to reverse the effects or change the original document.

A **Vendor/Customer Modification** (**VCM**) document is used to modify or add to an existing Vendor or Customer record. This document is used to update Vendor Customer table information, Customer Account Options table information, and 1099 Reporting Information table information. No agency approvals are required. This document will be sent through workflow. Before changes on the **VCM** are accepted and applied to the Vendor file they must be approved by the Office of the Controller.

Note: Not all fields in the VCC and VCM are required. Please see the Appendix for a list of all the required fields:

To create a **VCC** document to add a new Vendor you must complete the following steps:

Users will want to first ensure that the desired vendor is not already registered in the eMARS system. Users will want to use the Vendor Customer Table (VCUST) to search for the desired vendor prior to creating a new record. This will ensure that no duplicate entries are made.

The Commonwealth uses the vendor records found on the *VCUST* table to create important tax documents, such as the Federal 1099 forms used to report non-employee income. Therefore, when creating a *VCC* document to establish a vendor, it is of utmost importance that the legal name entered on the document matches exactly what this company has on file with the IRS. If the data does not match, it may result in large fines for the Commonwealth.

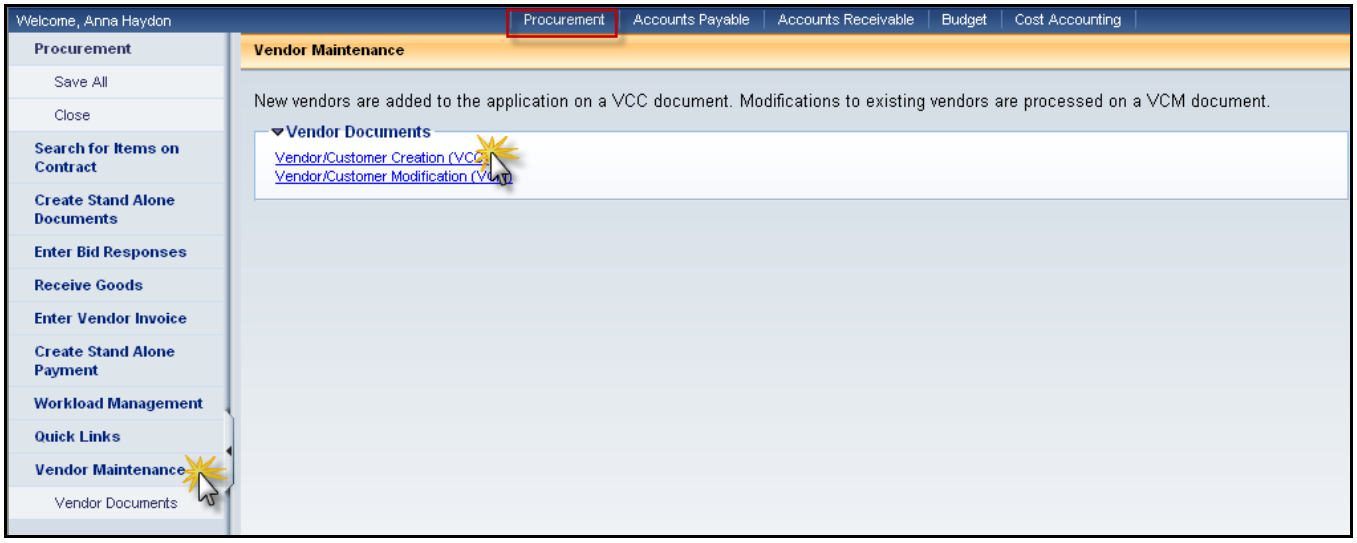
The Office of the Controller recommends requiring a Federal Form W-9 for any vendor being added to or changed on the *VCUST* table. This will serve as proper documentation that additions and updates match vendor-provided information. The form is available on the IRS' website at:
http://www.irs.gov/pub/irs-pdf/fw9.pdf.

Please ensure the following when completing *VCC/VCM* documents:

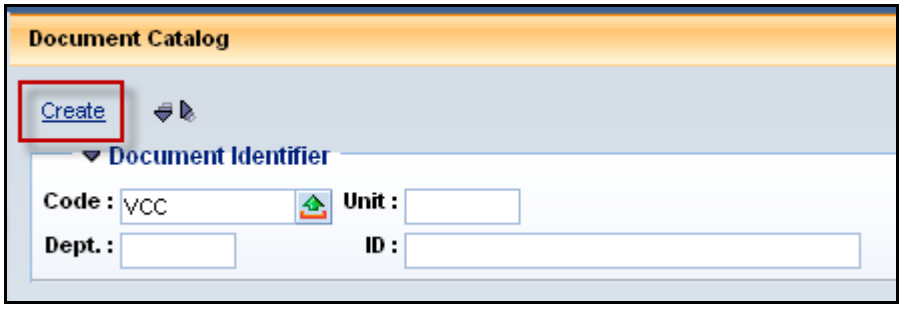
- When using a Social Security Number, the legal name should always be an individual's name.
- Only use abbreviations or acronyms if they are shown on the Federal Form W-9.

- In situations where subsidiary companies are using a parent company's EIN, the legal name must match the parent company and the subsidiary company name should be listed in the Alias/DBA field. A common example is a physician that is receiving payment under the hospital. The EIN and legal name must be that of the hospital and the physician's name listed on the Alias/DBA line.

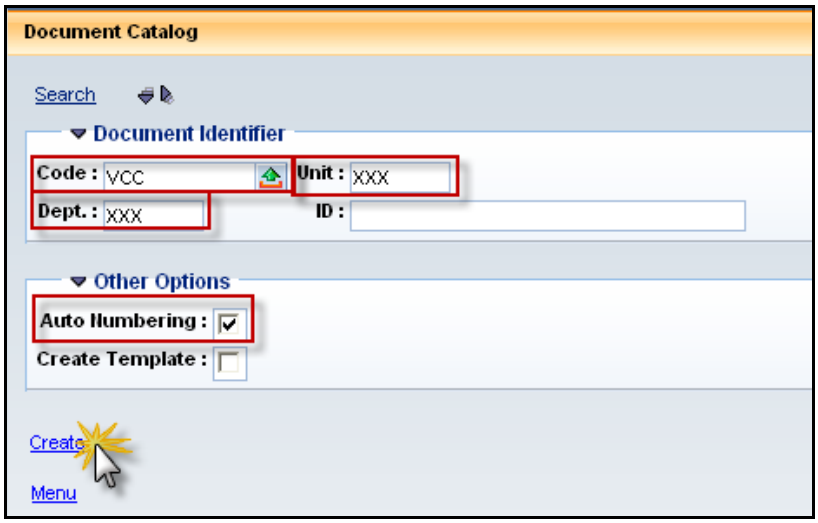
Access your **Procurement** or **Accounts Payable Workspaces** and click **Vendor Maintenance**, select **Vendor Documents** and click **Vendor/Customer Creation (VCC)**.



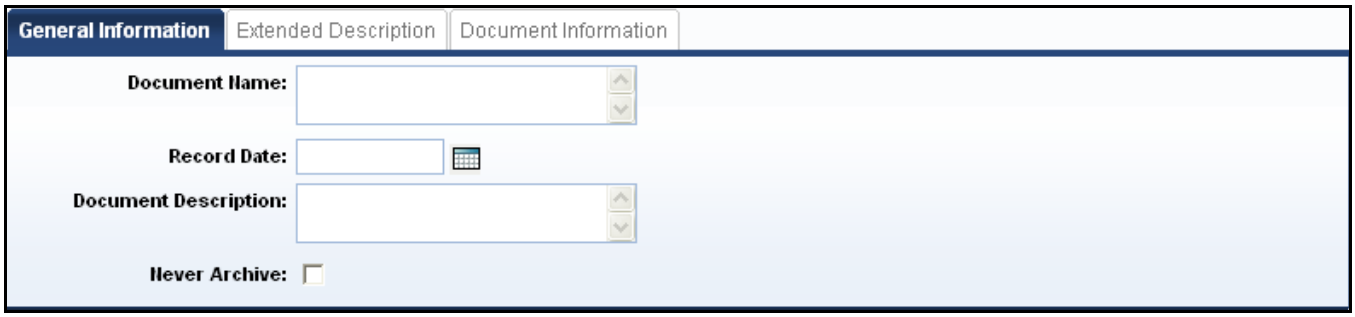
The Document Catalog opens with the **VCC** document code pre-populated. Switch into create mode by clicking **Create**.



Complete the **Department**, **Unit** and select **Auto Numbering** and click **Create**.



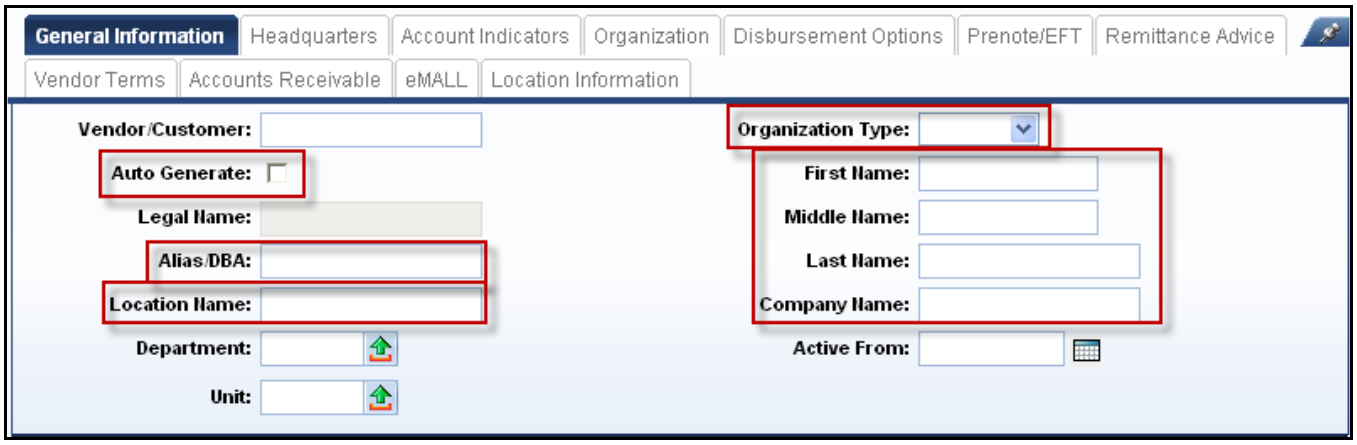
The **VCC** document opens to the **Header** General Information section.



Complete the **Header** (*optional*)

- The **Document Name** allows the user to identify a brief name for the **VCC** document. This field will allow for 60 characters
- The **Record Date** identifies the date in which the **VCC** document was submitted. This will default on the document. Please leave this field blank as it will infer the correct values.
- The **Document Description** is used to further document the purpose of the Vendor Customer Creation document. It is recommended that the Vendor's Legal Name is entered in this field.

Complete the Vendor/Customer section:



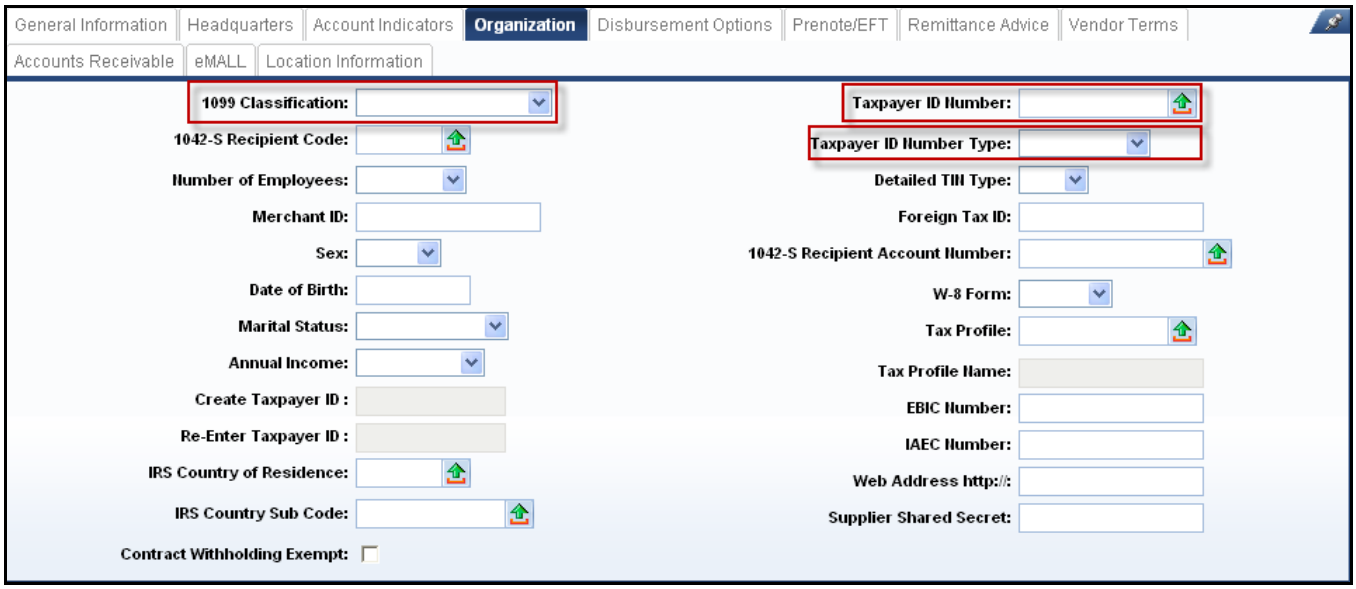
- The **Vendor/Customer** field identifies the unique Vendor Code that will be associated with the new record. Users ***should not*** enter text into this field. To populate the Vendor Customer field users must select the **Auto Generate** check-box to generate the unique Vendor/Customer Number.
- The **Alias/DBA** field allows entry of an alternate name, alias, operating name or Doing Business As (DBA) used to identify the account. If populated, this field can print on checks paid to this vendor. This field may be sixty (60) characters long. (*Optional*)
- The **Location Name field** allows the user to identify a location name for the vendor. It is recommended that the user enter the street address of the individual or company**.**
- The **Organization Type** (Required) identifies they type of vendor being registered. Users can select the following:
    - **Individual**- is used when the vendor is classified as an individual and will be operating under their Social Security Number (SSN). This will also require the **First Name** and **Last Name** fields to be populated with the associated information.
    - **Company**- is used with the vendor is classified as a corporation and will be operating under an Employee Identification Number (EIN) When the Company Organization Type is identified users will also be required to enter in the **Company Name** field.

NOTE: When selecting the Organization Type, users will need to verify the Organization Type on the Vendor's W9.

- The **Active From** date identifies the date the vendor becomes active. Users should enter the current date into this field.

Click the **<u>Organization</u>** tab**:**

Complete the **Organization** section.



- The **Classification** field provides additional information about the type of organization being registered. The following rules apply to the Classification field:

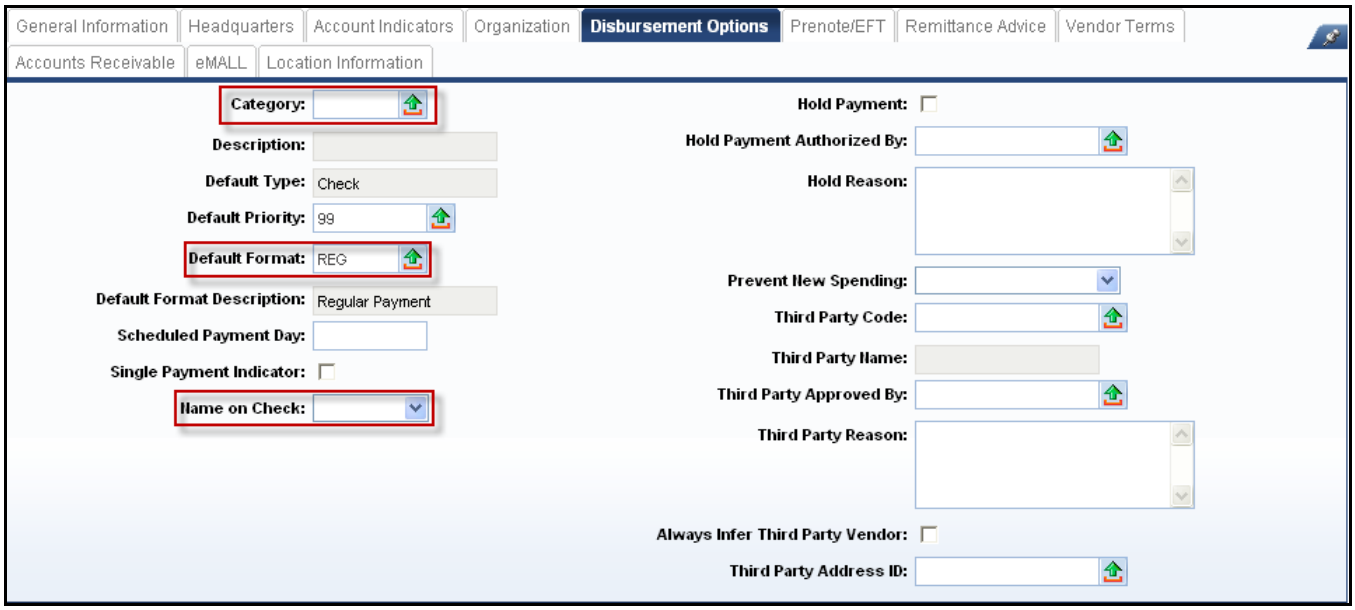
Organization Type Field	Allowable Classifications
Individual	Individual, Sole Proprietorship, or Nonresident Alien, Employee, Other
Company	Partnership, Corporation, Trust, Foreign, State Government, Other Government, LLC filing as Partner, LLC filing as Corp, LLC filing as Sole Prop, Other.

- The **Taxpayer ID Number** field allows users to associate a **Tax Identification Number (TIN)** with the Vendor record. The entered TIN must be 9 characters and cannot include spaces or hyphens.
- The **Taxpayer ID Number Type** field is used to identify the type of **TIN** (e.g. SSN or EIN).

NOTE: When entering the Taxpayer ID Number, users will need to verify the Tin and TIN Type on the Vendor's W9.

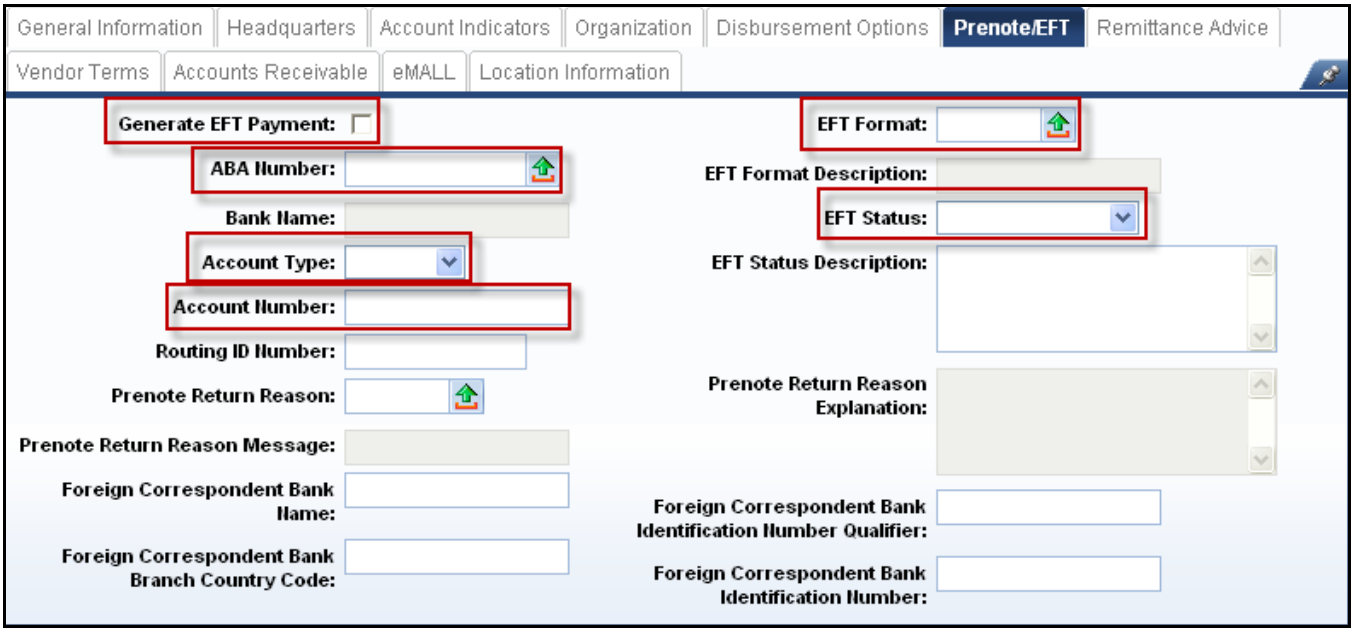
Open the **<u>Disbursement Options</u>** tab**:**

Complete the **Disbursement Options** section.



- The **Category** identifies the default disbursement category identified for the new Vendor. This corresponds to how the check is handled once it is printed by treasury. Users are asked to select **STM: Sealed Treasury Mailed** in this field.
- The Default Format will default with **REG Regular Payment** in the **Default Format** field. Please accept this as the default since it is used to determine how the check is processed.
- The **Single Payment Indicator** indicates whether the disbursement will be combined with other requests or left as a single disbursement. Users will need to select this indicator when processing their **VCC** documents.
- The **Name on the Check** field allows users to select the Name that is printed on the check. Users will want to select **Both** from the drop list. This will ensure that both the Alias/DBA and Legal Name will be printed on the check.

Complete the **Prenote/EFT** section if the Vendor has elected to receive their payments through Electronic Funds Transfer (EFT) (*optional*).



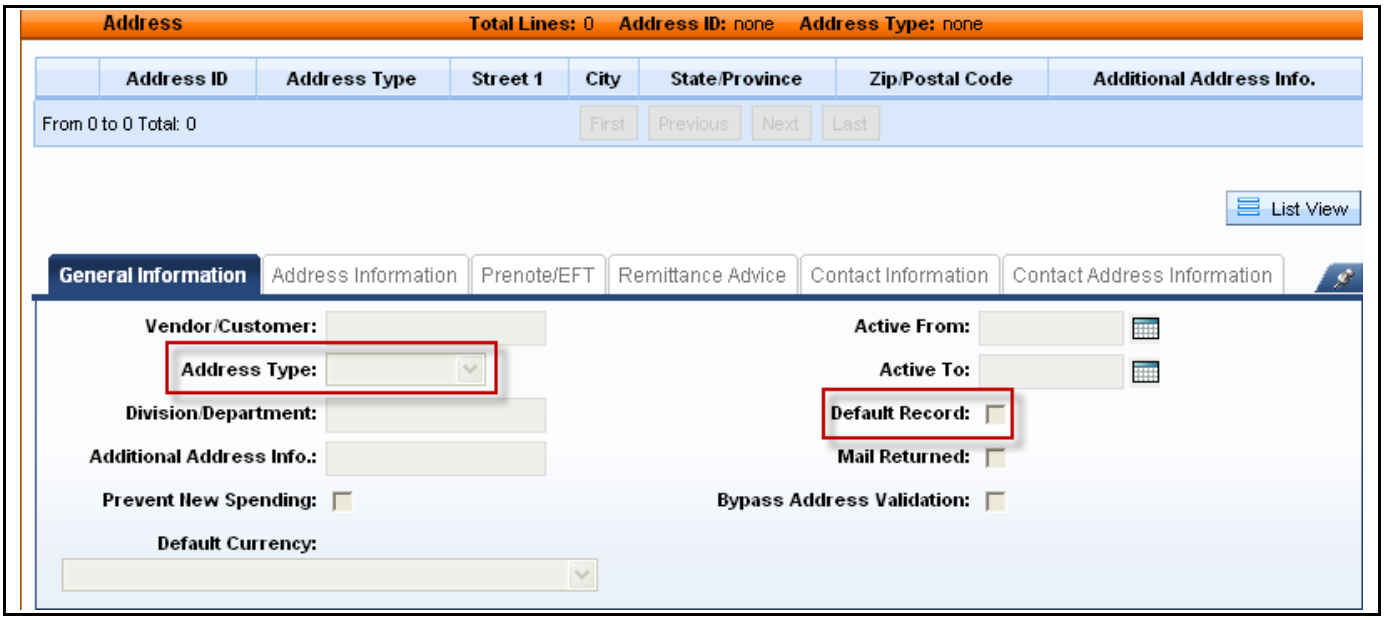
The **Prenote/EFT** section is used to establish the information required to send Electronic payments to Vendors. The following fields will be required when completing this section:

- The **ABA Number** is the unique number assigned to identify the bank. This number also corresponds to the Routing Number associated with the vendors bank account. All applicable ABA numbers have been loaded into eMARS. The value may selected by using the Pick.
- The **Account Type** identifies the type of bank account that will be used. This field should always be set to identify a **Checking** account.
- The **Account Number** is the number of the bank account to be used for EFT payments. Do not put any dashes in this field.
- The **EFT Status** refers to the electronic funds transfer format that is used to apply the EFT Transactions for this vendor. "**EFT Eligible**" should be selected for all new Vendors.

Complete the Address Section:

The Address section on the Vendor Customer Creation document allows users to enter the Address and Contact Information for the new vendor being registered. Each new vendor registered using the **VCC** document will require two separate Address Lines. Each new vendor used for payments and contracts will be required to have an Payment and an Ordering/Procurement address. Each Customer (someone that will be paying the Commonwealth) created will require a Billing address.

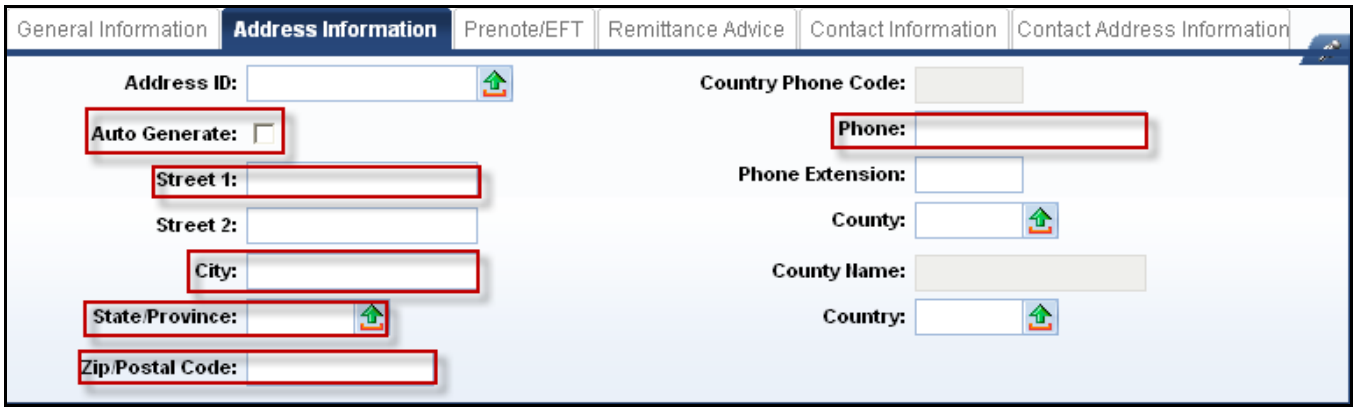
Complete the General Information Tab:



- The **Address Type** identifies the type of address being recorded. Different Address Types are required for different types of registration. The available types are listed below:
    - **Billing-** The Billing address type is used to identify the address that will be used on Accounts Receivable documents. (required for all new Customers)
    - **Payment-** is used to identify the address that will be used on Accounts Payable and Disbursement documents (required for all new Vendors).
    - **Ordering/Procurement-** is used to identify the address that will be used on all Procurement related documents (required for all new Vendors).
    - **Web Registrar-** identifies the address for the VSS (Vendor Self Service) Administrator.

- The **Default Record** box allows users to identify if the recorded address will be the default address type for the associated vendor. When an address is marked as a default record, it will populate that address on all associated documents. i.e. if the Ordering address type is marked as the default, this address will infer on all Procurement documents. It is encouraged that all new addresses are marked as the default.

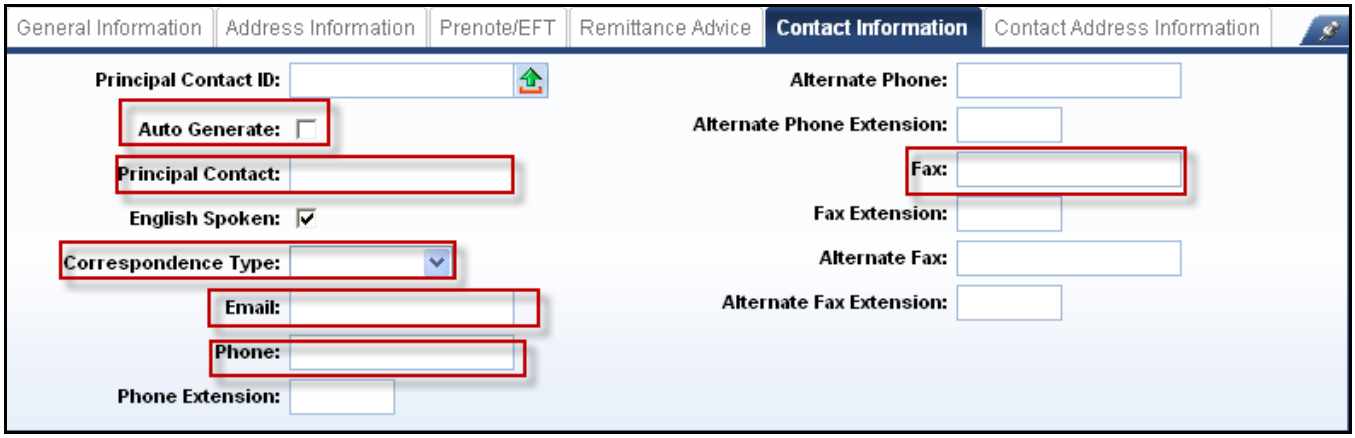
Open the Address Information tab:



The Address Information tab identifies the address for the line:

- The **Address ID** is a unique address code that is assigned to the Vendor record. This allows for multiple addresses to be associated with the vendor. Users are prohibited from entering text into this field. The system will assign the **Address ID** when the **Auto Generate** box is selected
- The **Auto Generate** box should always be selected for new addresses. The Auto Generate will create the **Address ID** to associate with the address line.
- The Address for the Vendor will need to be entered in the **Street 1**, **Street 2** (if needed) , **City**, **State/Province** and **Zip/Postal Code** fields.
- A **Phone** number for the vendor will be required.

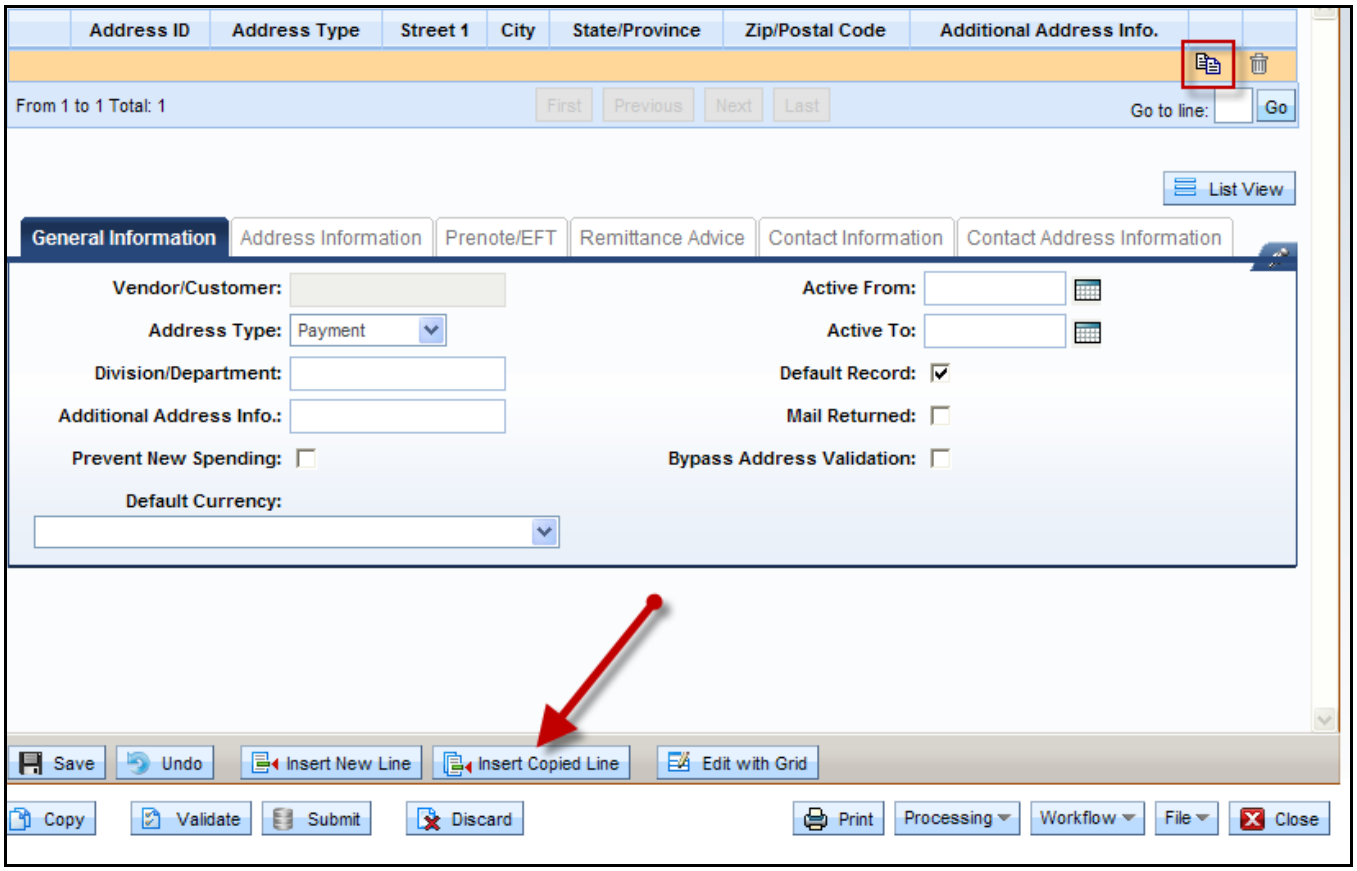
Open the Contact Information tab:



- The **Principal Contact ID** field is a unique contact code that is assigned to the Vendor record. This allows for multiple contacts to be listed for the associated vendor. Users are prohibited from entering text into this field. The system will assign the Principal Contact ID when the **Auto Generate** Box is selected.
- The **Auto Generate** box should always be selected for a new contact. The Auto Generate will create the **Principal Contact ID** associated with the address line.

- The **Correspondence Type** identifies how the vendor is to be communicated with. This field will be required when creating a contact for the vendor. Users can select one of the following:
    - **Email**- the Email correspondence is the preferred correspondence Type for all vendors. When the Correspondence Type is set to Email, users will be required to also record a valid **email address**. The email address must be in a valid e-mail format (e.g. personname@domain.com). When a valid email address is associated with the contact on the Vendor record, they will receive system generated email regarding Bid Notifications and Electronic Payment Notifications
    - **Fax**- when Fax is identified as the Correspondence, a fax number will be required
    - **Postal Service**- when the Postal Service Correspondence Type is entered, users will also be required to have a physical address associated with the Address Line. This would have been entered in the Address Information section. If a different address exists for the contact identified, users can use the Contact Address Information section to identify the address associated with the contact.
- The **Phone** field is used to record the Phone Number for the created Contact. This field is will be required in order for the document to be approved.

Note: In order to facilitate the creation of the multiple required Address types, once you have created one Address you may **Copy** and **Insert Copied Line** the record if the address and contact information is the same. To **copy** and **paste** and Address first click on the "**Copy Line**" Icon next to the line you wish to copy. Secondly click on the **Insert Copied Line** link. At a minimum you will have to change the Address Type field.

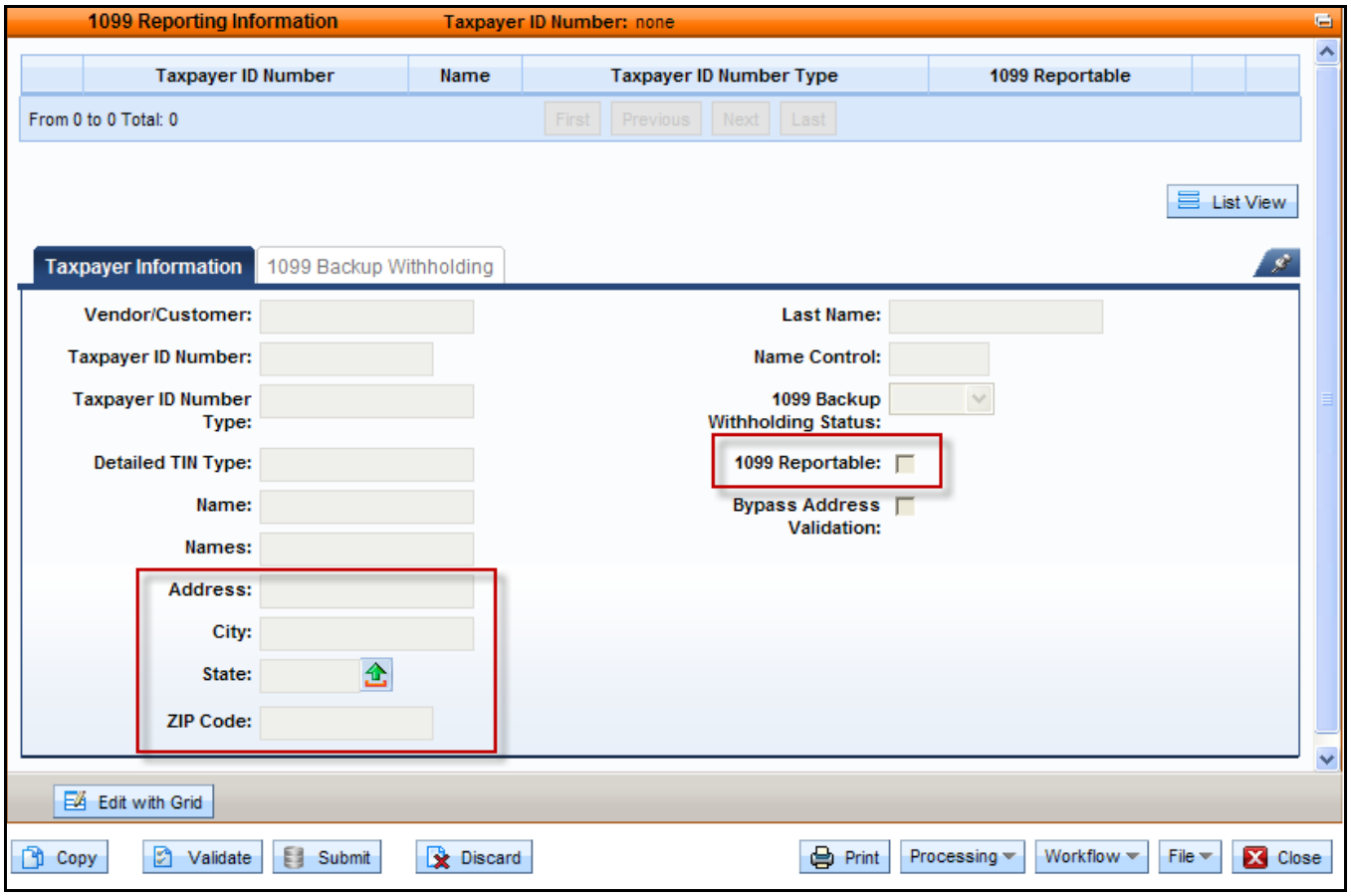


After copying and inserting the original Address Line, users will need to change the Address Type to a different Address Type. This can be done by simply changing the Address Type to the second required Type for the Vendor (i.e. if the first address line was established as the Payment Address, then the copied line will need to be set to Ordering).

View the associated Address and Contact Information that copied. Users will want to make sure that the Address ID and the Principal Contact ID values in the fields are identical to the original line.

If the addresses are different, then the second address should be added by inserting a new line.

Open the **1099 Reporting Information** section:



This panel will be pre-populated with the Legal Name and Tax ID Number entered in the Vendor/Customer section of the **VCC** document. This section allows users to identify the 1099 reporting status for the vendor.

It is the user's responsibility to complete the following required fields:

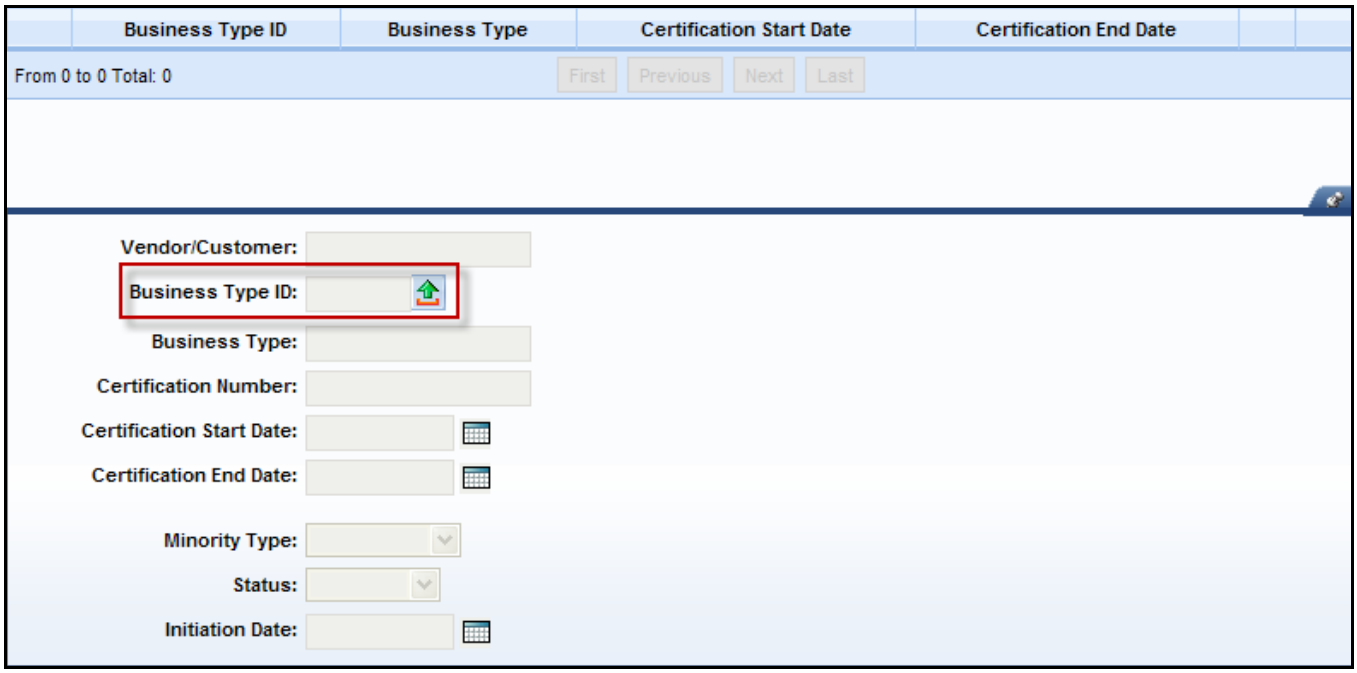
- The **Address, City, State** and **Zip Code** identify the address that will be used for 1099 reporting purposes (required)
- The **1099 Reportable** flag states that all related transactions qualify to be reported to the IRS during the 1099 reporting process (required).

NOTE: When establishing a new Vendor, users will want to make sure that all information entered regarding the 1099 Reporting status is correct. The Legal Name, Organization Type and TIN should all correspond with the Vendor's W9.

NOTE: If the 1099 section is not editable (grayed out), then the Tax ID Number has already been used on a previous vendor record or the tax id number exists on the 1099I table because a payment has been issued using the same TIN. Users should use an existing record if possible.

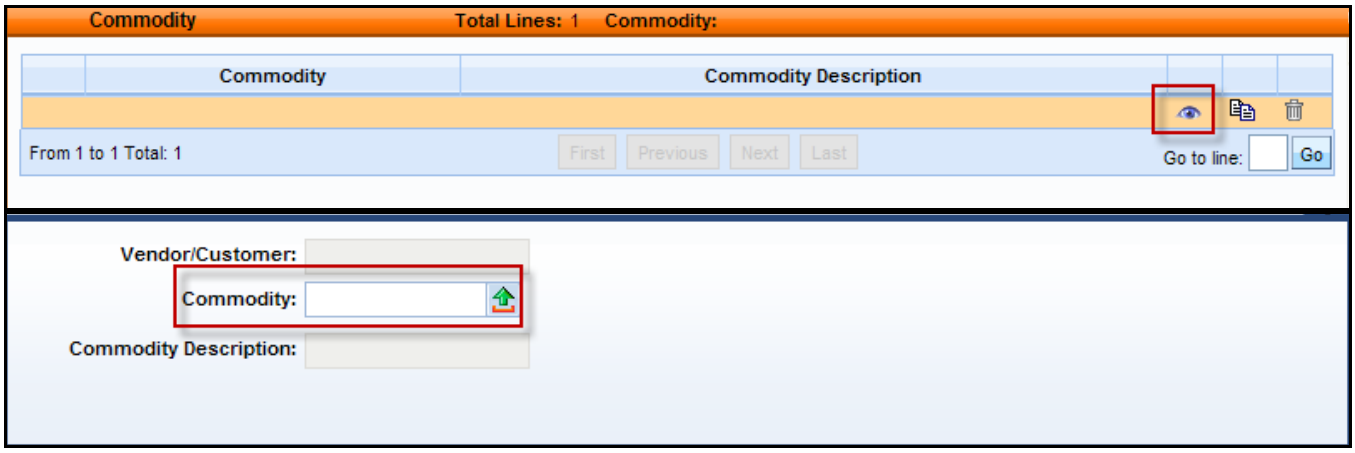
Open the Business Types section:

Business Types are used to classify Vendors into categories for reporting purposes. Users will need to identify all the Business Types that apply to the vendor. If none of the listed Business Types apply, users will need to identify the Regular Business (REG) Type.



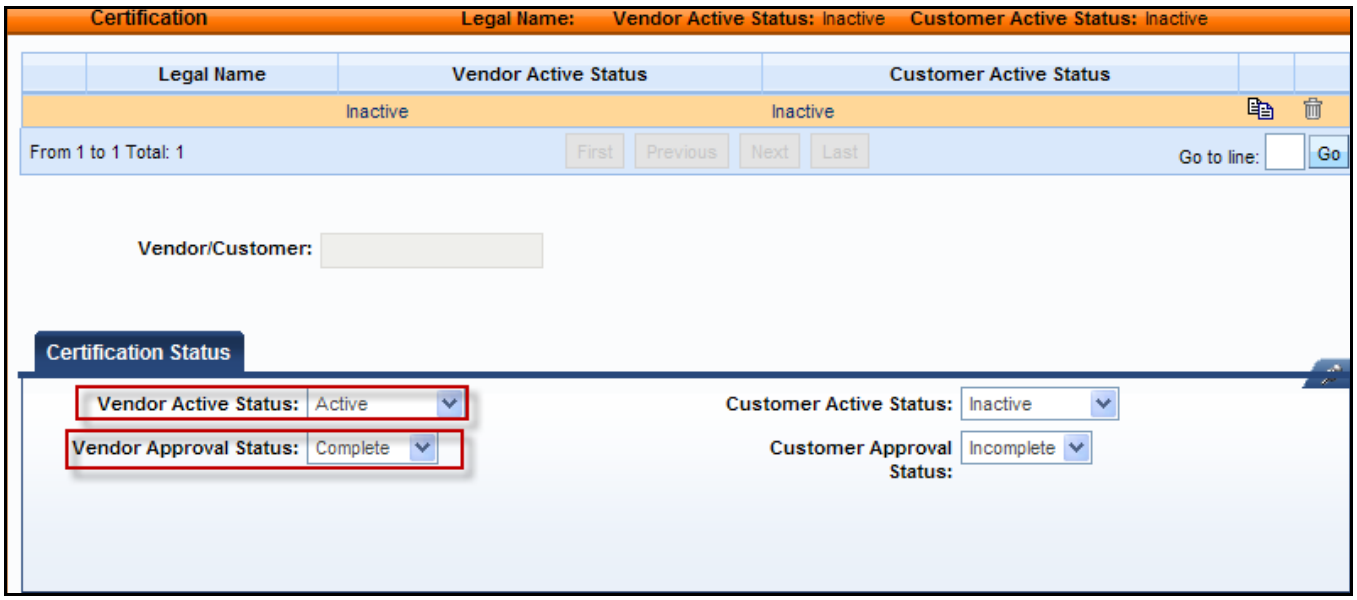
Open the Commodity Section:

The Commodity section is not required, but allows users to identify the types of products or services the vendor can provide to the Commonwealth. This information is ultimately used by eMARS to send out e-mail notifications of business opportunities. Multiple Commodity Codes can be listed for a single vendor.



When adding Commodities to the vendor record, the Line Details (eye) will need to be selected in order to access the Commodity Pick.

Complete the Certification section:



The Certification Section allows the newly created vendor to be used on Procurement and Payment document in the eMARS system

When processing a Vendor Customer Creation document for a new vendor, users will need to indicate a **Vendor Active Status** as **Active** and the **Vendor Approval Status** as **Complete**.

If creating a new Customer account then users will need to change the **Customer Status** fields accordingly.

Click **Validate** to check for errors.

Click **Submit.** The document will be sent to the Finance Statewide Accounting Services Vendor Worklist for further processing and Approval.

See Appendix for a list of required fields:

Exercise 6 – Create a New Vendor Record (VCC)

Scenario

You have received a great price quotation from a Vendor and you would like to award them a Purchase Order. This Vendor has not registered to do business with the Commonwealth yet, so you must process a **VCC** document to capture all their information.

Task Overview

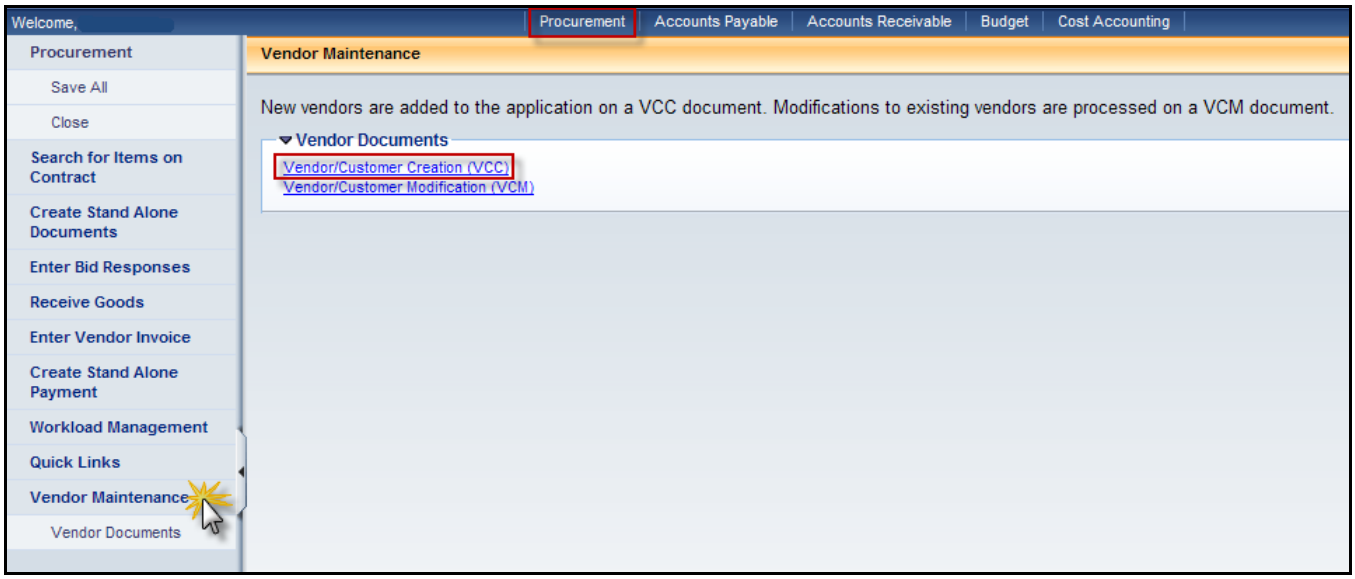
You will create a **Vendor Customer Creation** document (**VCC**) and complete all the required sections: Organization; Payment and Procurement addresses; Contacts; Business Type, and Commodity

Procedures

1. Access your **Procurement** or **Accounts Payable workspaces**.

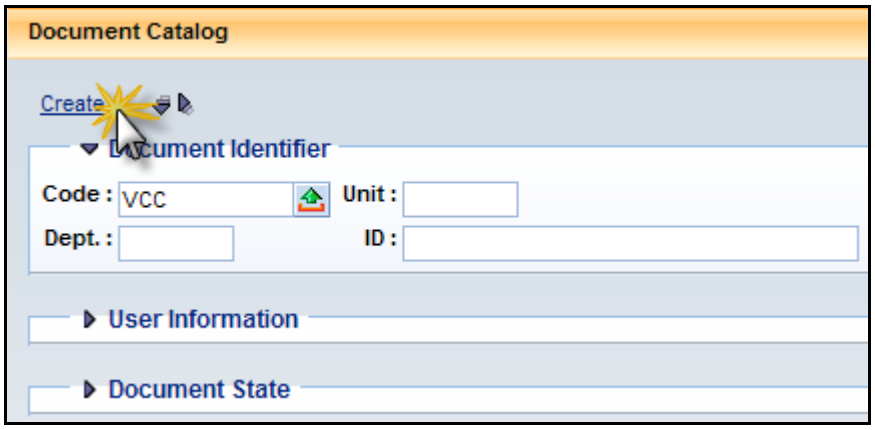
2. Click **Vendor Maintenance** from the Secondary Navigation Panel.

3. Click **Vendor/Customer Creation (VCC).**



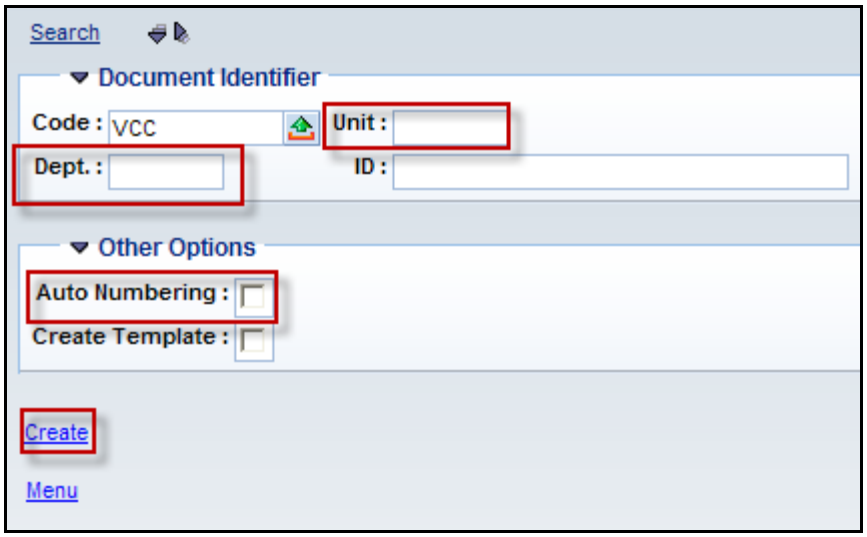
4. The Document Catalog opens with the **VCC** document code pre-populated.

5. Click **Create**.



6. Enter the document **Department** and **UNIT**.

7. Select the **Auto Numbering** check-box.



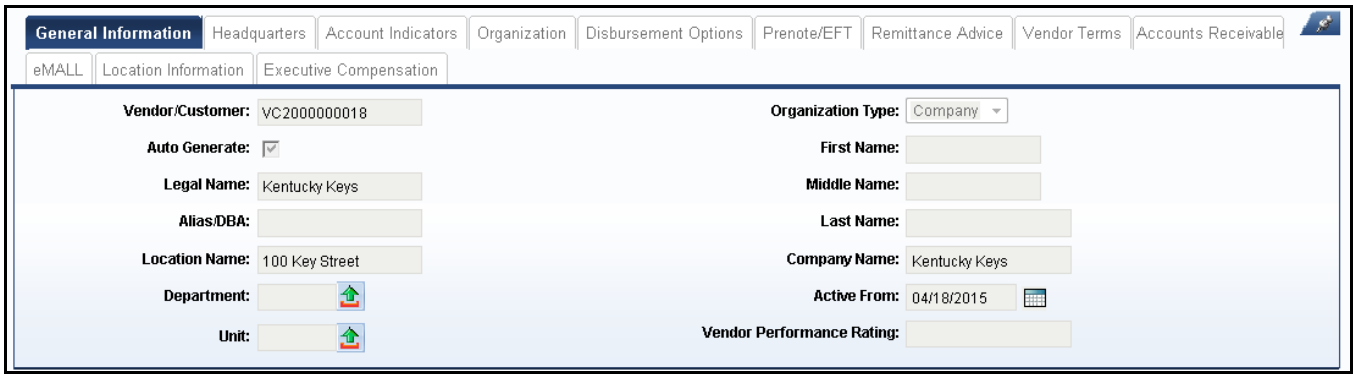
8. Click **Create**

The VCC document opens:

9. On the Header, enter a **Document Description**. EX: New Vendor Name, Road Contract, etc.

10. Select the **Vendor/Customer** section:

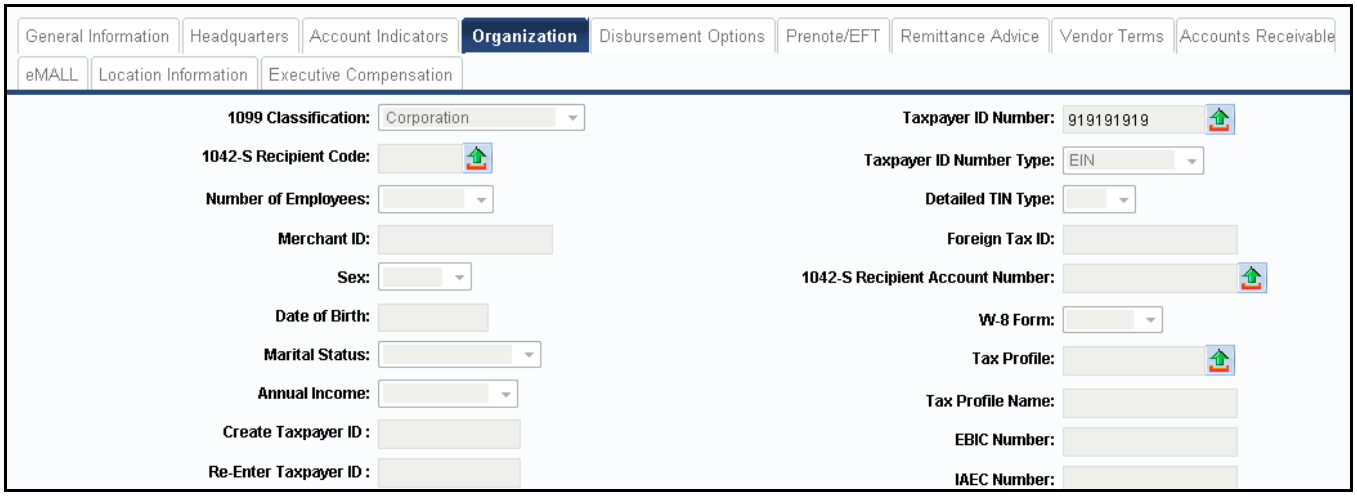
Complete the General Information section.



Required Fields	Values
Auto-Generate	**Select the box**
Alias / DBA	**Enter DBA Name** *EX: Ky Keys*
Location Name	**Enter the Street Address** *EX: 100 Key Street*
Organization Type	**Choose Organization Type from Dropdown** *EX: Company*
Company Name	**Enter Company Legal Name** *EX: Kentucky Keys*
Active From	**Will Infer Today's Date**

11. **Save** the document to infer the Vendor/Customer Number.

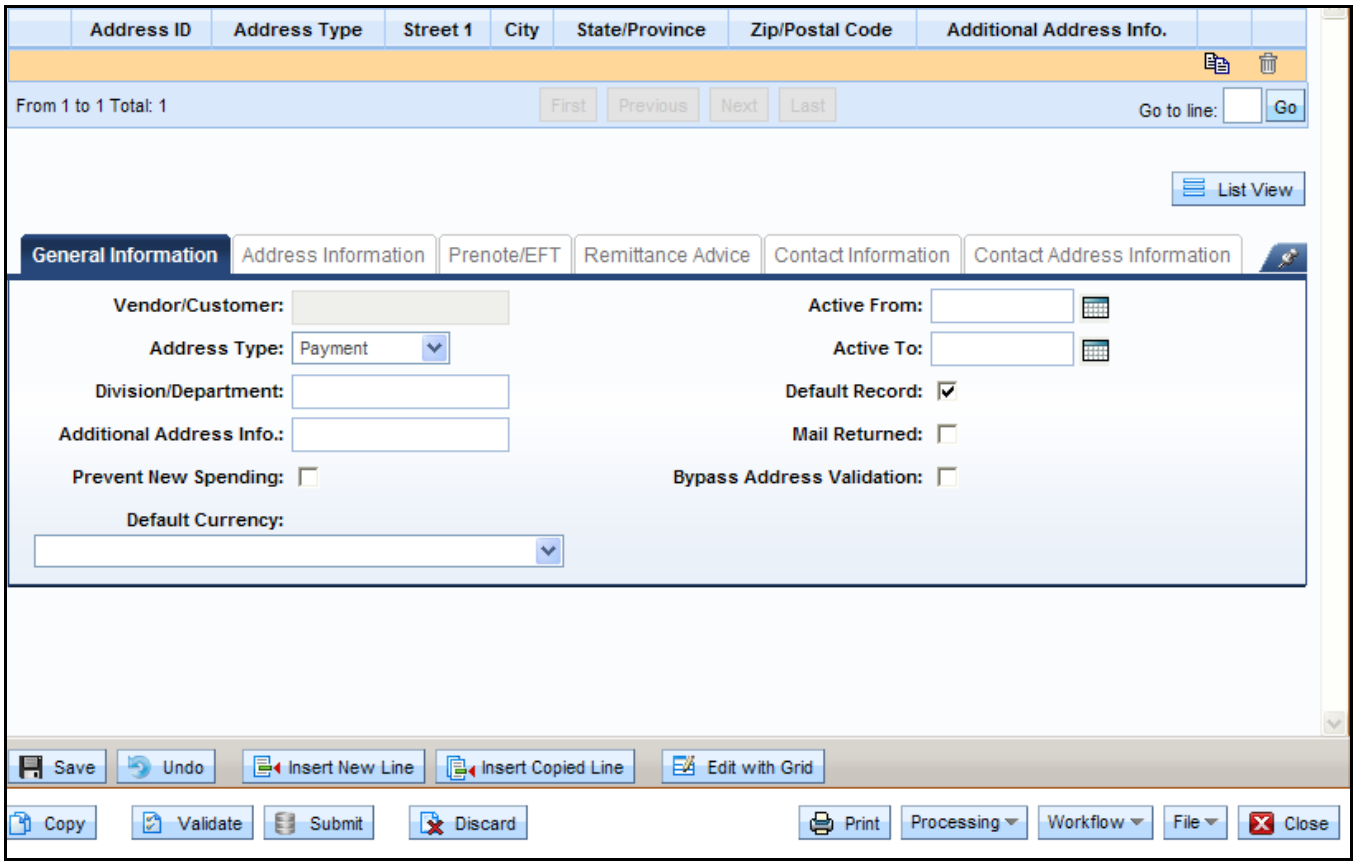
12. Click the **Organization** tab:



Complete the following:

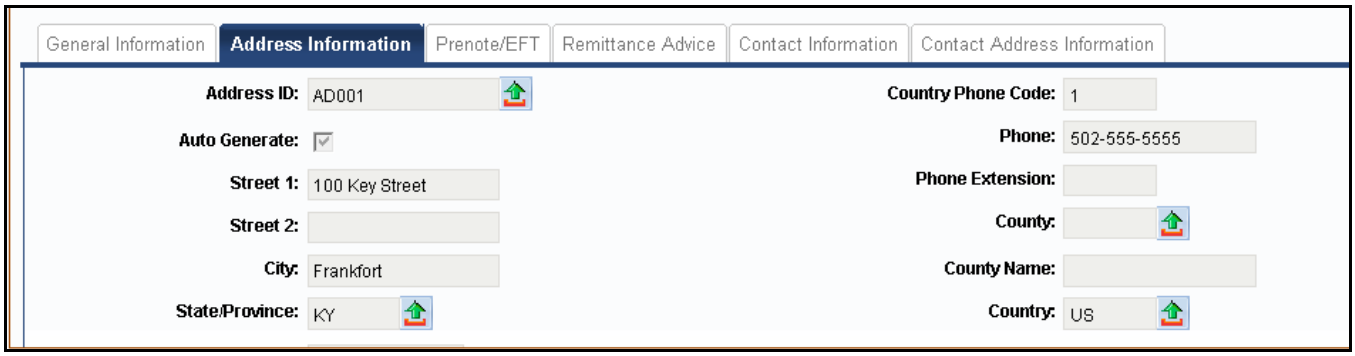
Required Fields	Values
Classification	**Choose from Dropdown Box** *EX: Corporation*
Taxpayer ID Number	**Enter the 9 digit tax id number** *EX: 919191919*
Taxpayer ID Number Type	**Choose from Dropdown Box** *EX: EIN*

13. Open the **Address** section:
14. Click **Insert New Line.**
15. Complete the General Information section



Required Fields	Values
Address Type	**Choose from the Dropdown** *EX: Payment*
Default Record	**Select the check-box.**

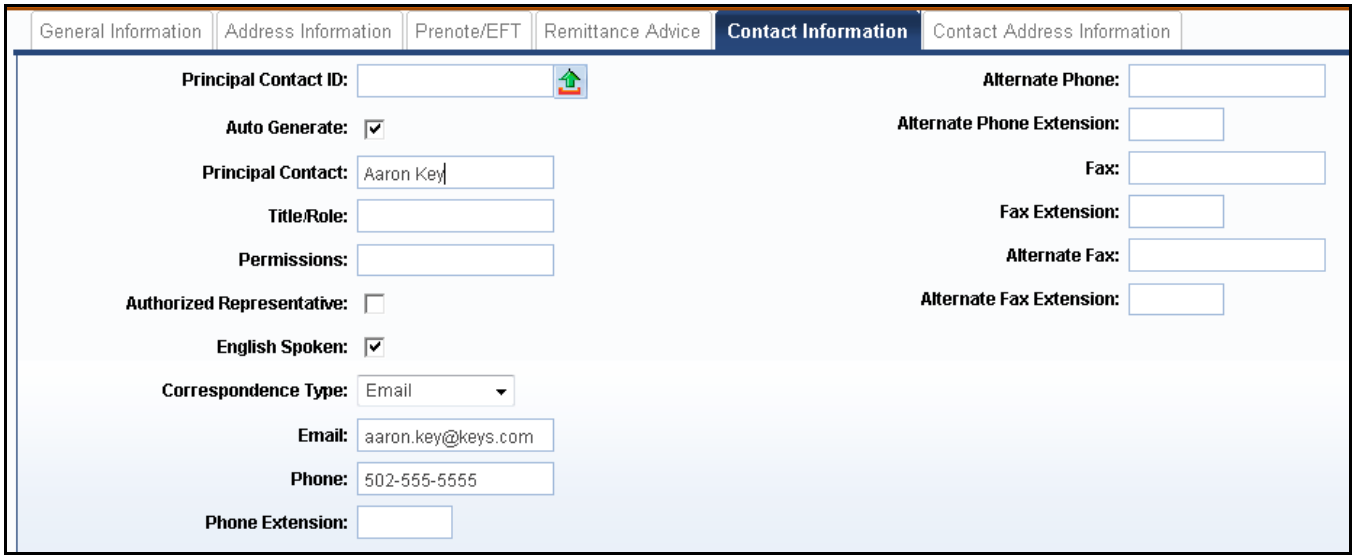
16. Open the **Address Information** tab:



Enter the following:

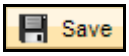
Required Fields	Values
Auto Generate	**Select the box**
Street	**Enter the Street Address** *EX: 100 Limestone Street*
City	**Enter the City** *EX: Frankfort*
State/Province	**Choose the State from the Pick List** *EX: KY*
Zip/Postal Code	**Enter the Zip Code** *EX: 40601*
Phone	**Enter a correct Telephone Number** *EX: 502-555-5555*

17. Open the **Contact Information** tab:



Enter the following:

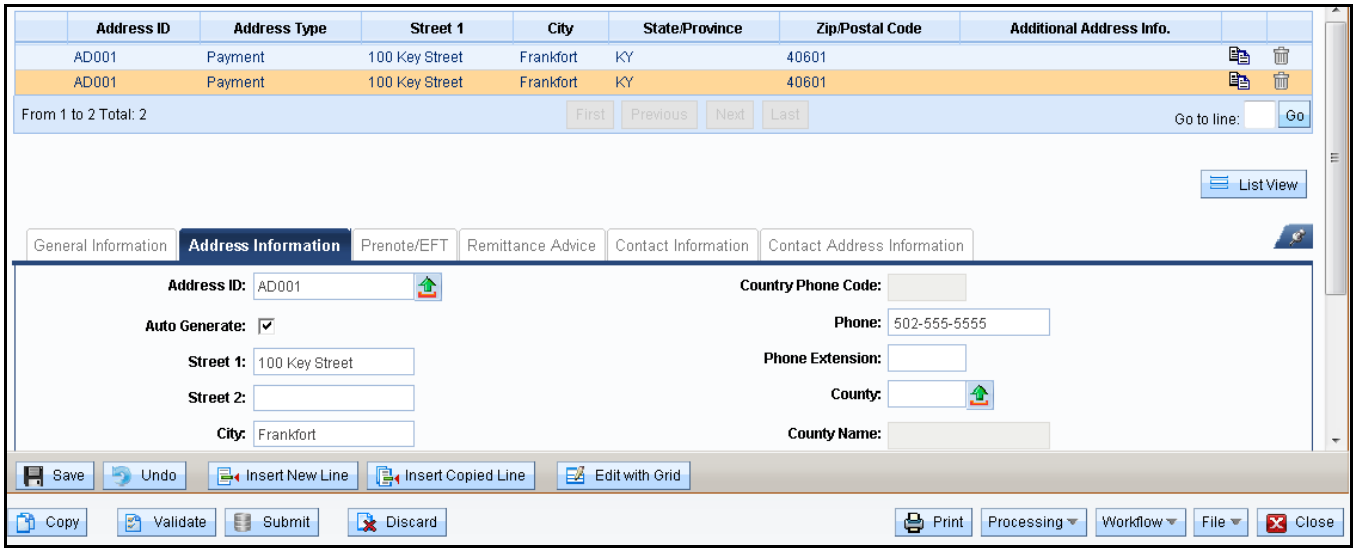
Required Fields	Values
Auto Generate	**Select the box**
Principal Contact	**Enter Name** *EX: Aaron Key*
Correspondence Type	**Choose from Dropdown** *EX Email*
Email	**Enter eMail Address** *EX: aaron.key@keys.com*
Phone	**Enter correct Phone Number** *EX: 502-555-5555*

18. **Save** the document 

19. Click **Copy** Line:

This will copy the address line you just created:

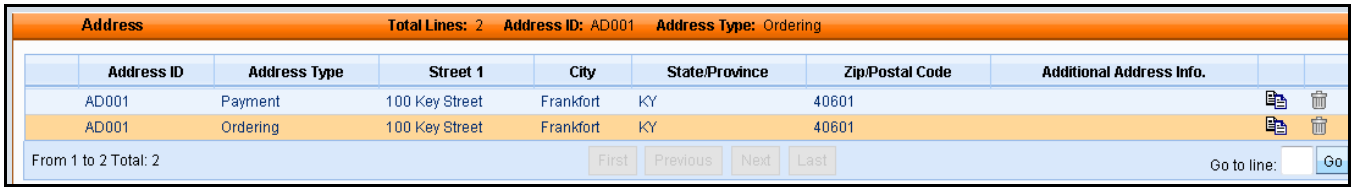
20. Click **Insert Copied Line**:



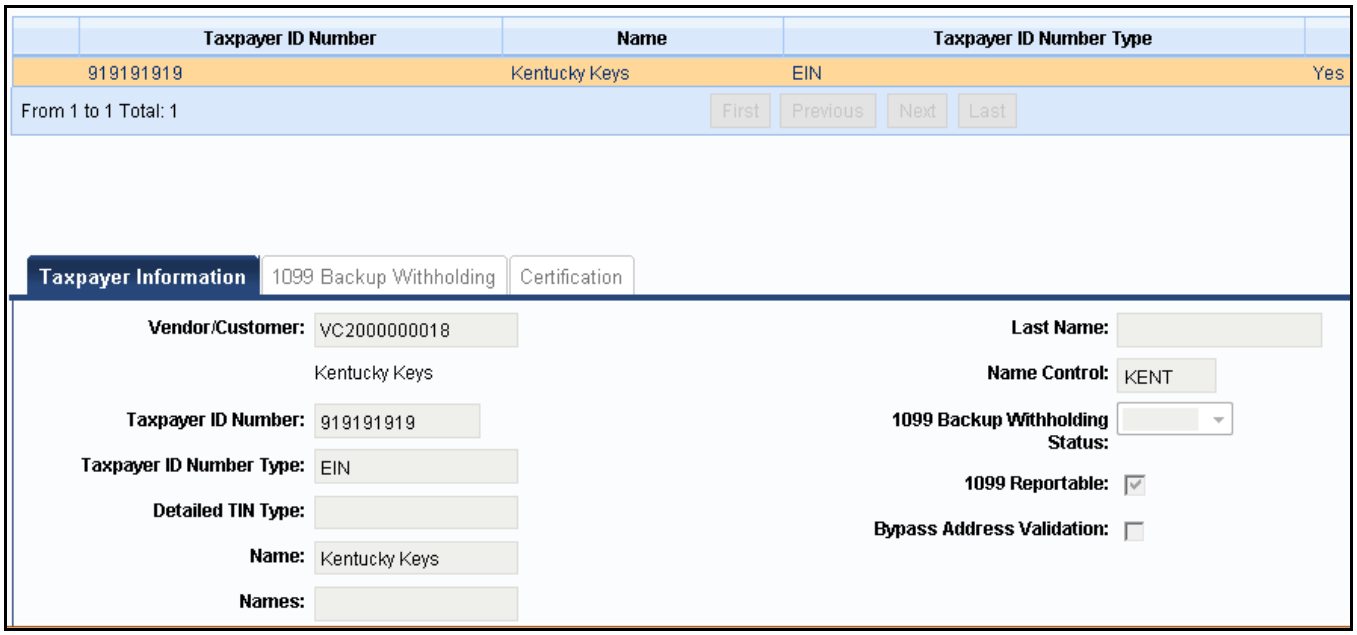
Enter the following on General Information tab of the Inserted Line:

Required Fields	Values
Address Type	**From Dropdown choose Ordering**

21. Click **Save**. When the document is saved you will see both a Payment and an Ordering address line



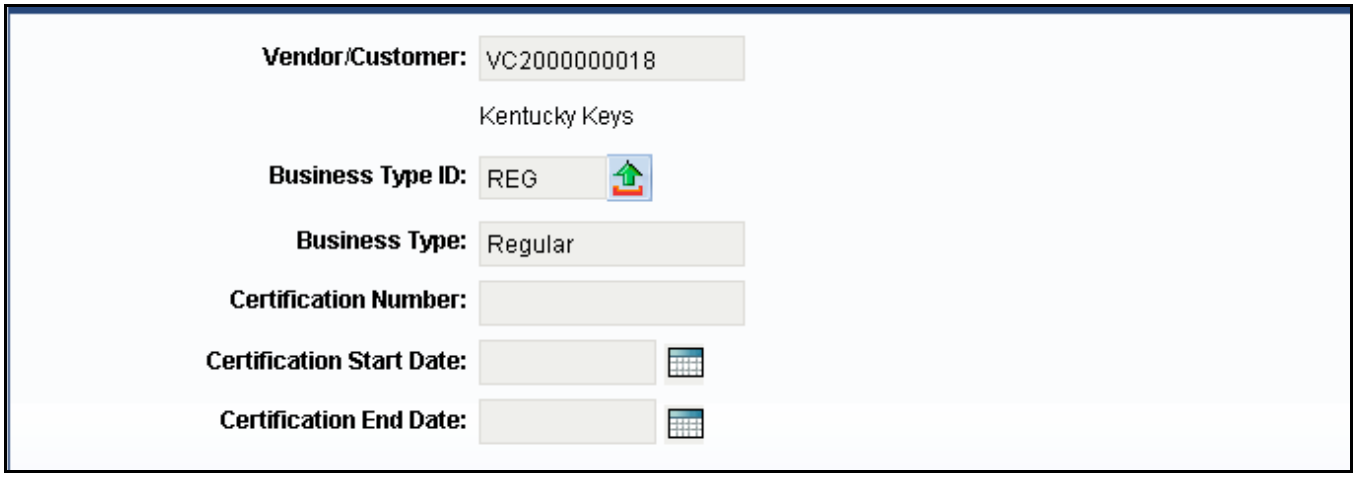
22. Open the **1099 Reporting Information** from the Secondary Navigation panel.



Complete the following:

Required Fields	Values
Address	**Enter Address** *EX: 100 Key Street*
City	**Enter City** *EX: Frankfort*
State	**Choose State from Dropdown** *EX: KY*
Zip	**Enter Zip Code** *EX:40601*
1099 Reportable	**Select the box**

23. Open the **Business Type** section:

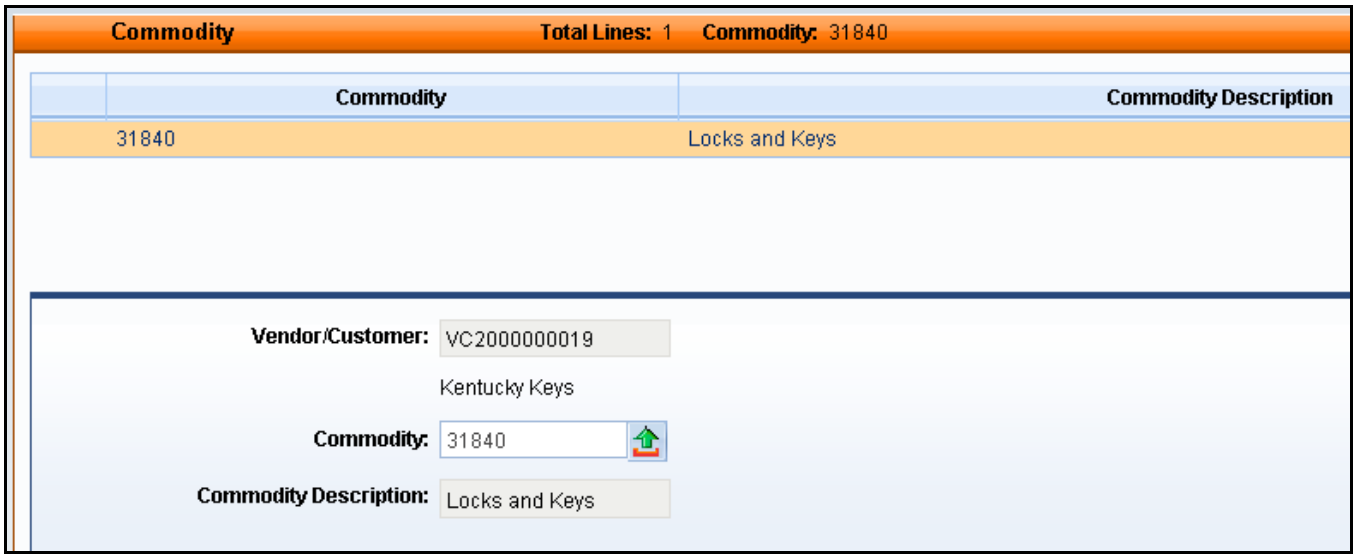


24. Click **Insert New Line**

Complete the following:

Required Fields	Values
Business Type ID	**Choose a Business Type** EX: REG

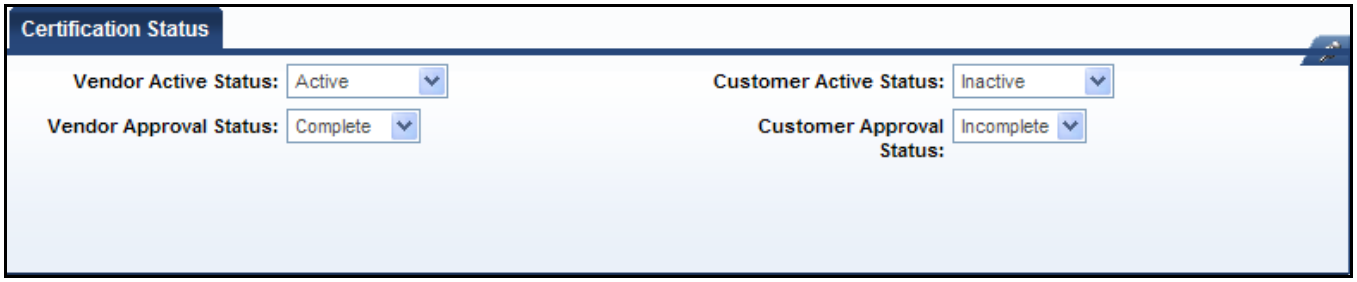
25. Click the **Commodity** section on the Secondary Navigation Panel:
26. Click **Insert New Line**
27. Open the **Line Details** (**click the eye**)



Enter the following:

Required Fields	Values
Commodity	**Choose Commodity Code** *EX: 31840*

28. Open the **Certification** section:



29. Click **Insert New Line.**

Complete the following:

Required Fields	Values
Vendor Active Status	**Choose Active from the Dropdown Box**
Vendor Approval Status	**Choose Complete from the Dropdown Box**

30. Click **Validate** and correct any errors.

31. Click **Submit**. No agency approvals are required.

Workflow

VCC and VCM documents route to a Worklist in Finance Statewide Account for review and approval. The agency/department does not approve them.

Vendor Customer Modification

A Vendor Customer Modification (**VCM**) document is created to change or modify information on a current Vendor record. This document is used to update the Vendor Customer table information, Customer Account Options table information, and 1099 Reportable Information table information. No agency approvals are required on the **VCM** and once submitted the document will be sent through workflow.

The most common use of the **VCM** document is to change the address on a current Vendor record. The following steps will walk you through the process of changing the address for a vendor.

Go to the **VCUST** table and bring up the vendor record. Look at the **Address** to see if there is only one, or if there are multiple addresses.

At the bottom of the screen, click on **Modify Existing Record**.

Enter your Dept #, no Unit is needed. Check **Auto Numbering**, then click on **Create Document**. A **VCM** is generated with the vendor code and all the information that was on the Vendor/Customer section of the vendor record.

On **Header**, in the Document Description field, enter the reason for the modification.

Click on the **Vendor/Customer** section. If you are changing the **Master Address**, enter the new address in the **Location Name** field.

Go to the **Master Address** section, **Insert a New Line**. **Line Action** will be modify.

Open the **Modify Existing Address** tab. From the Drop Down Box, choose the address to be changed.

On the **Address Information** tab, remove the old address and type in new address and telephone number.

Click **Validate**.

Submit for approval. **VCC**s and **VCMs** are approved by the Finance Statewide Accounting or Customer Resource Center office.

To change a Contact name, you will follow the same steps, but go to the **Contact Section**, **Insert a New Line**, **Line Action** will be **Modify**. Choose the current **Contact Code**, remove the current contact information and type in the new information. Validate and Submit.

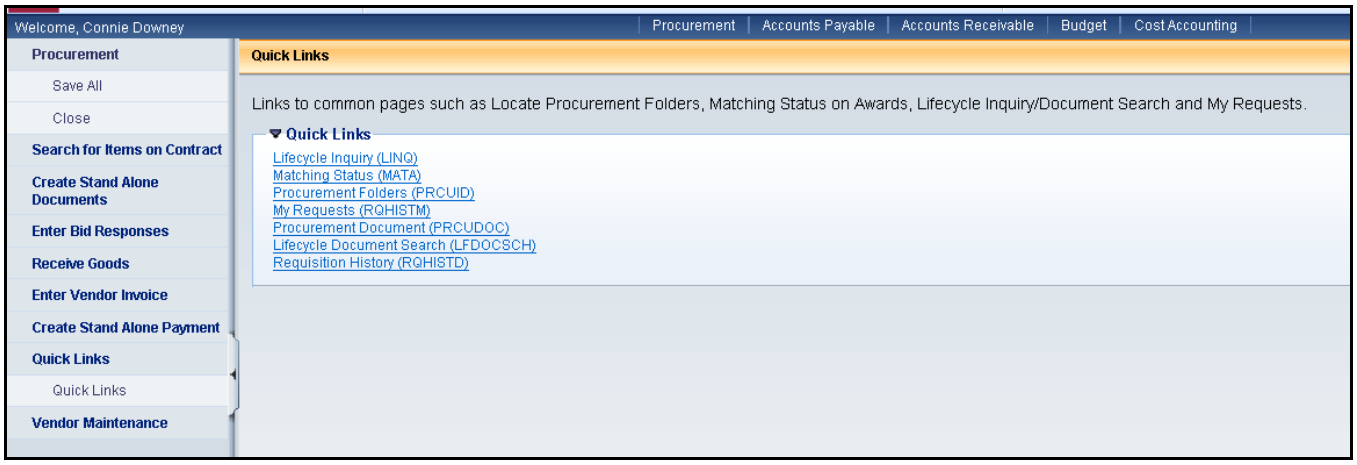
To add an additional address, use the **Address Information** section, **Insert a New Line**. **Line Action** will be **New**. Choose the new **Address Type** from the Drop Down box and check the **Auto-Generate box.** Go to the Address Information tab, type in the new address and phone number. Go to the Contact Section and choose a contact for this address. Validate and Submit.

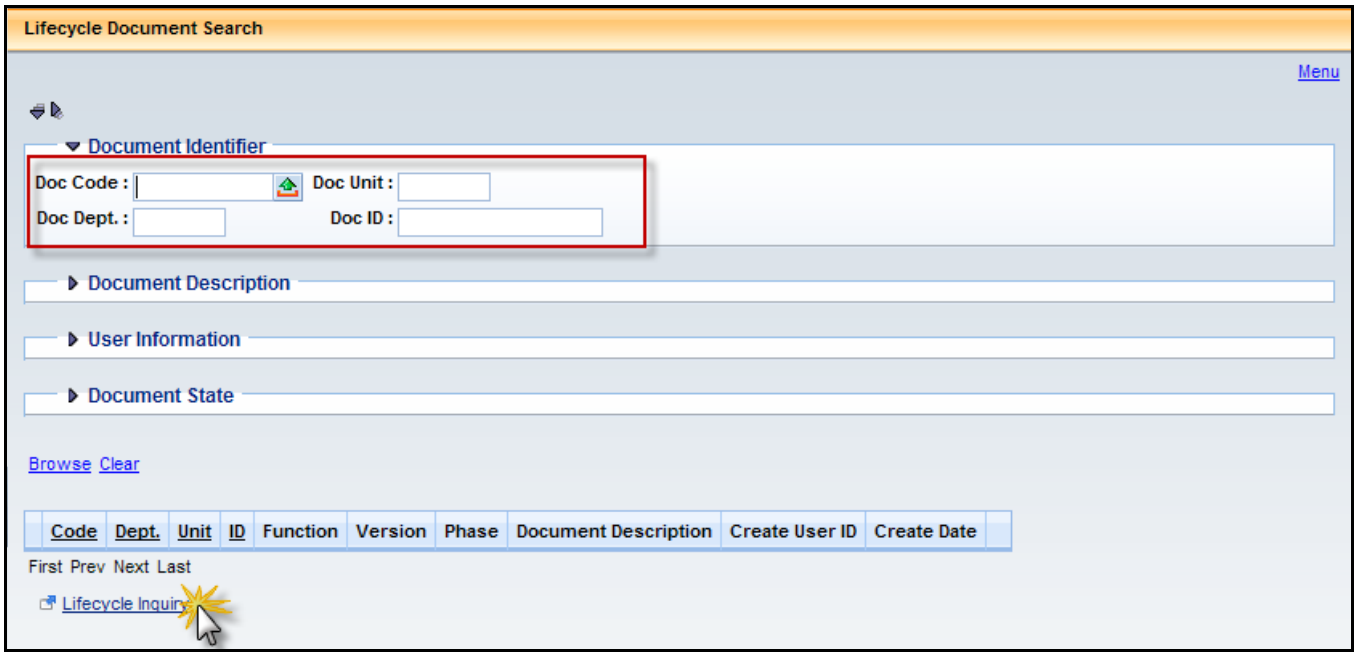
13 – Online Inquiries

Lifecycle

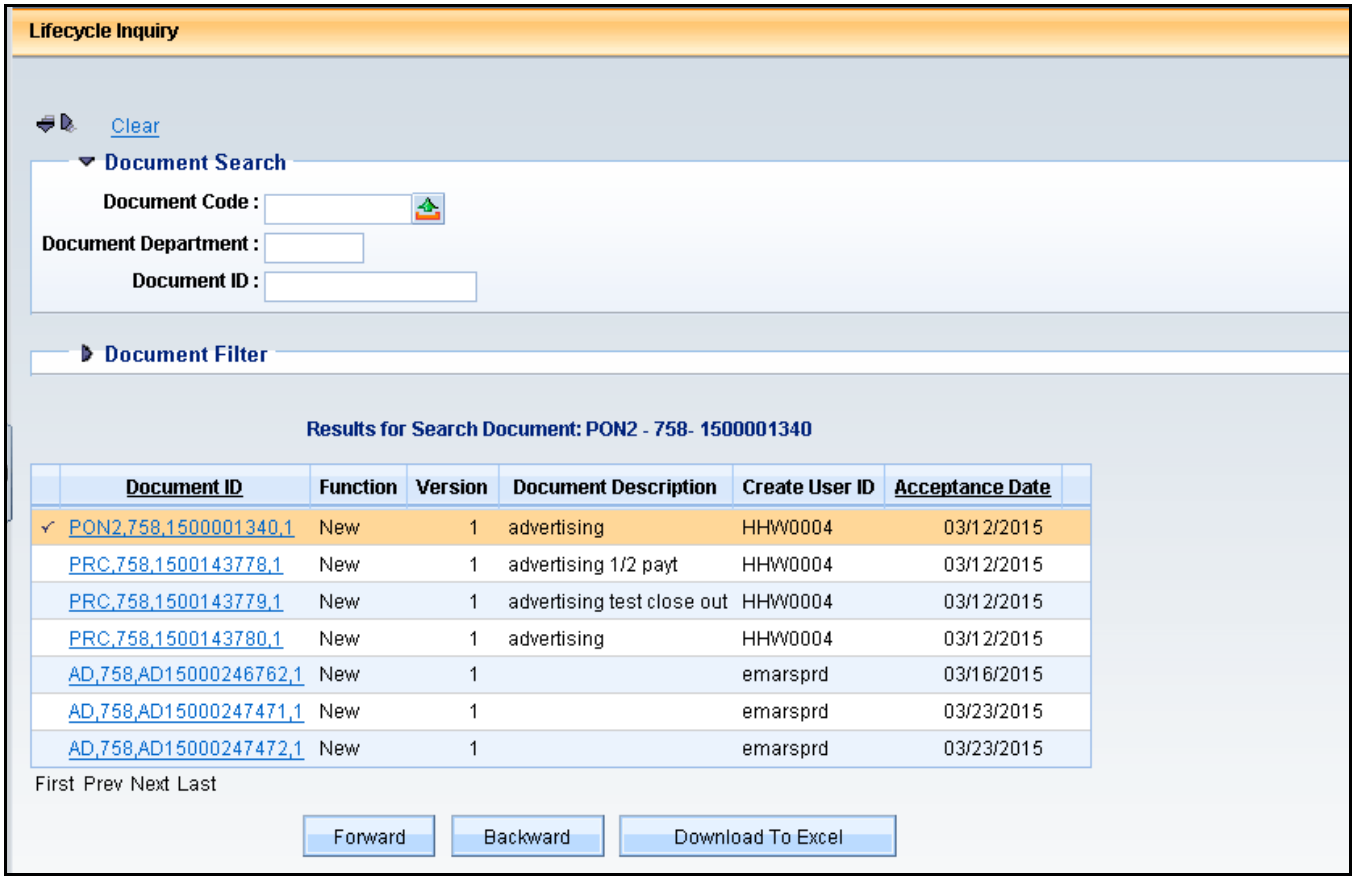
The **Lifecycle Inquiry** page allows users to view the complete chain of documents associated with a procurement chain. When a search is performed, the document entered as the search criteria must have a **Phase** of *Final* or *Historical Final.*

The Lifecycle Inquiry page may be accessed directly from one of two places: **Procurement Document Inquiry** or the **Lifecycle Document Search** within the Procurement Folder Quick Links. The **Procurement Document inquiry** (**PRCUDOC**) allows the user to search by **Procurement Folder ID**, **Procurement Title**, or **Document Department**, or **Document ID**. The **Lifecycle Document Search Inquiry** (**LFDOCSCH**) provides similar search capabilities to the Document Catalog with the addition of being able to search by Document Description.





Select a Row in the Results Grid and click **Lifecycle Inquiry**.



Users may choose how they wish to view the lifecycle of the document. Select **Forward** to view all the documents that have been processed against the original document. If users select **Backward**, they will see all the documents that were created prior to the subject document.

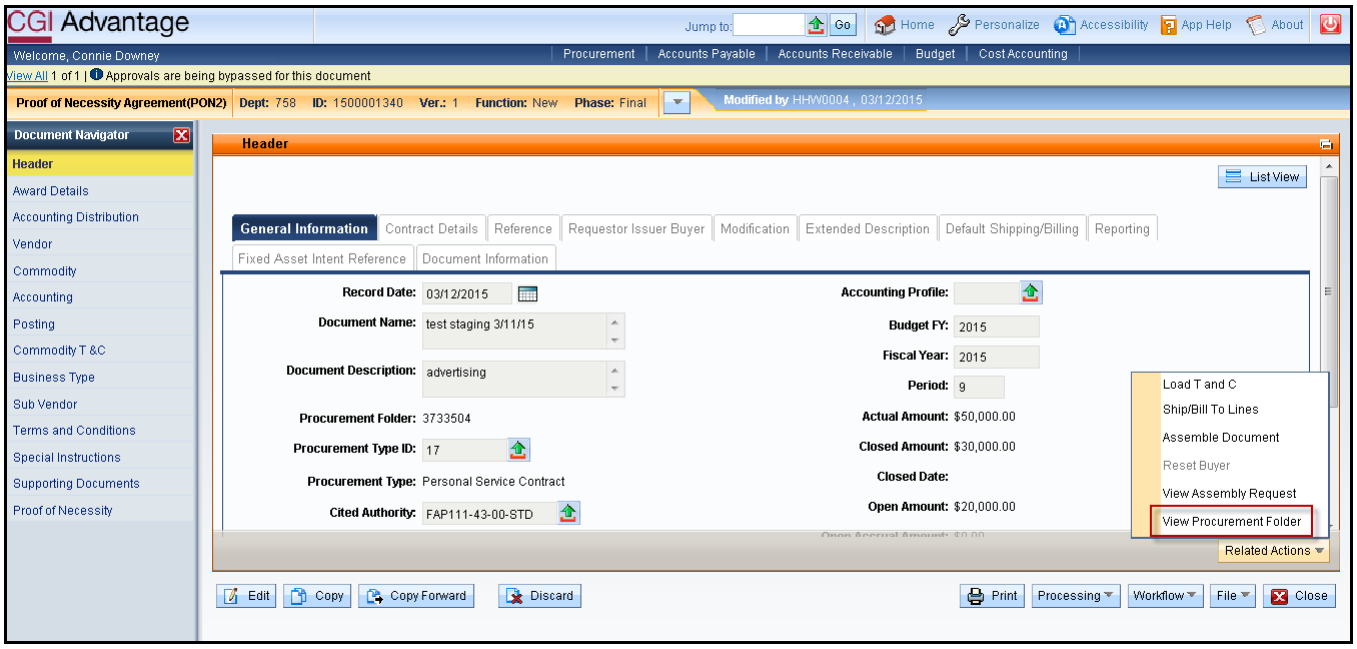
Users can also download the query to Excel to take advantage of the functionality such as sort.

Procurement Folder (PRCUID)

The Procurement Folder is the central repository for documents related to a single procurement. eMARS compiles all activities, documents, and related correspondence for a procurement into a virtual Procurement Folder that ties multiple procurement documents and documentation items together. The Procurement Folder provides a single point for tracking, assigning, and reporting during the procurement life cycle. Each procurement document will belong to a specific Procurement Folder.

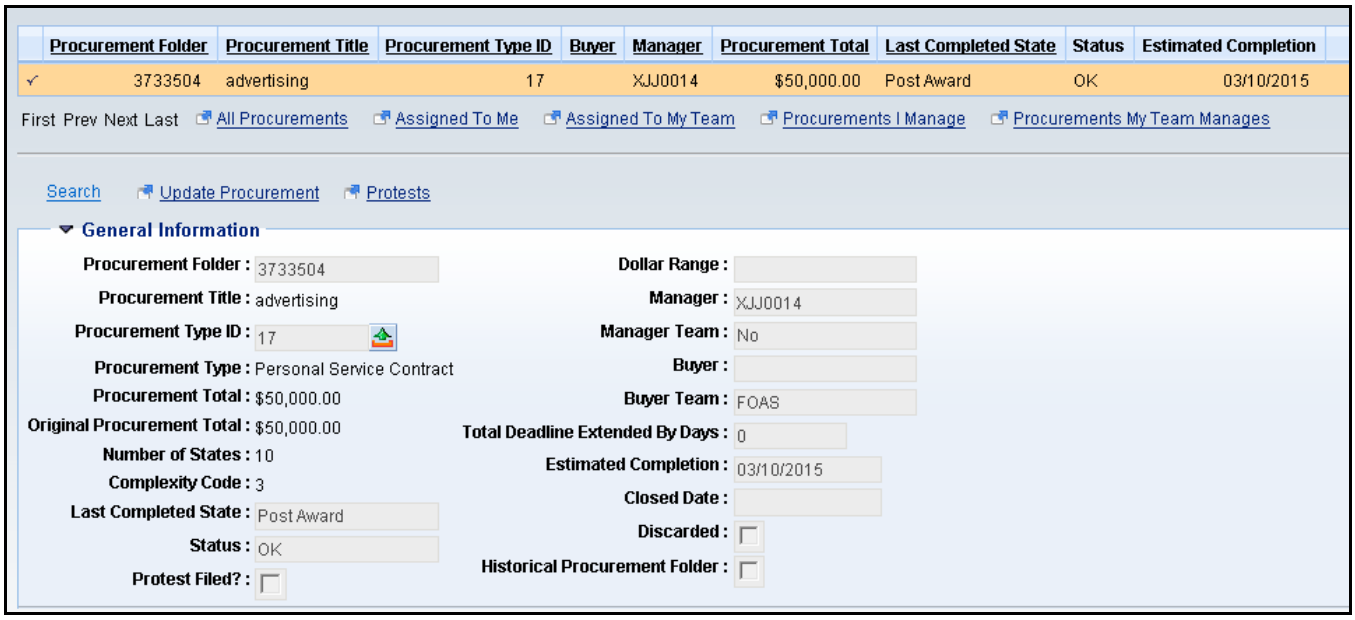
Each folder has a unique identification number generated by eMARS which allows users to identify the procurement documents and documentation that apply to a particular purchase. Each folder also has a **Procurement Title** to easily identify the Procurement Folder. The Procurement Title is displayed on various procurement related pages to aid in identifying the proper folder for a specific procurement. The Procurement Folder can be accessed directly from the document using the related actions menu, or through the Page Search functionality.

The Procurement Folder is accessed from the Award Document's Related Action Menu.



The Procurement Folder is broken into different sections:

The General Information section displays information pertaining to the selected Procurement Folder. Information such as the document totals, and the assigned Buyer will be displayed in the General Information section:



The Procurement Folder will also display the Available States and the Documents found within the folder:

Available States

Procurement State	State Complete	State Amount	Issuing Office	Procurement Created
✓ All States				
Requisition	No	$0.00		
Solicitation	No			
Solicitation Response	No			
Evaluation	No			
Award	Yes	$50,000.00	Office Of The Controller	03/12/2015
Post Award	Yes			

First Prev Next Last

Milestones

Procurement State	Description	Required	Estimated Completion	Completed	Complete

Save Undo First Prev Next Last

Documents

Procurement State	Document	Function	Phase	Vendor	Description	Created
✓ Post Award	AD,758,AD15000246762,1	New	Final	VC0000001303		03/16/2015
Post Award	PRC,758,1500143778,1	New	Final	VC0000001303	advertising 1/2 payt	03/12/2015
Post Award	PRC,758,1500143779,1	New	Final	VC0000001303	advertising test close out	03/12/2015
Post Award	PRC,758,1500143780,1	New	Final	VC0000001303	advertising	03/12/2015
Post Award	AD,758,AD15000247472,1	New	Final	VC0000001303		03/23/2015
Award	PON2,758,1500001340,1	New	Final	VC0000001303	advertising	03/10/2015
Post Award	PON2,758,1500001340,1	New	Final	VC0000001303	advertising	03/10/2015
Post Award	AD,758,AD15000247471,1	New	Final	VC0000001303		03/23/2015

Appendix:

Approval and Workflow for the SPR1:

Description	Threshold	Final Approval	Action Status on Final Approval
Architectural & Engineering PSC Sole Source	$0	Finance DECA is the final approver after all agency approvals are applied.	**Approved**
Architectural & Engineering PSC Not Practicable to Bid	$0	Finance DECA is the final approver after all agency approvals are applied.	**Approved**
Personal Service Contract Sole Source	$0	Finance OPS is the final approver after all agency approvals are applied.	**Approved**
Personal Service Contract Not Practicable to Bid	$0	Finance OPS is the final approver after all agency approvals are applied.	**Approved**
Postal Services & Equipment	$1,000	Finance Postal Services is the final approver after all agency approvals are applied.	**Approved**
Printing	$1,000	KYTC Printing is the final approver after all agency approvals are applied.	**Approved**.
Vehicles	$1,000	Fleet Management is the final approver after all agency approvals are applied.	**Approved**.
Vehicle repairs and parts	$5,000	Fleet Management is the final approver after all agency approvals are applied	**Approved**.
IT Hardware	$1,000	COT is the final approver after all agency approvals are applied.	**Approved**.

IT Software	$1,000	COT is the final approver after all agency approvals are applied..	**Approved**.
IT Services	$1,000	COT is the final approver after all agency approvals are applied.	**Approved**.
IT Maintenance	$1,000	COT is the final approver after all agency approvals are applied.	**Approved**.
IT Task Orders	$1,000	COT is the final approver after all agency approvals are applied.	**Approved**.

Required fields in VCC documents:

The following list identifies the fields and the specified value for each as required by SAS when submitting *VCC* or *VCM* documents.

- **Vendor Customer Tab**

General Information Section
-*Vendor Customer* – must be auto generated
-*Auto Generate* - Checked
-*Location Name* – Needs to be Address Line 1 from the address
-*Organization Type* – Must be entered

Account Indicators Section
-None of these should be checked without justification comments

Organization Section
-*Classification* – Must be entered
-*Taxpayer ID Number* – Must be entered and valid
-*Taxpayer ID Number Type* – Must be entered and valid

Disbursement Options Section
-*Category* – STM
-*Default Priority* – 99
-*Default Format* – REG
-*Scheduled Payment Day* - blank
-*Single Payment Indicator*- Checked
-*Name on Check* – Both

Prenote/EFT Section
If EFT payments are requested:
-*Generate EFT Payment* – Checked
-*ABA Number* – Entered and valid
-*Account Type* – Checking or Savings
-*Account Number* – Entered
-*EFT Format* – CCD
-*EFT Status* – Eligible for EFT

- **Address Tab**
-There must be at least two addresses (one payment and one ordering)
-For *Address, Address ID* will be assigned by eMARS and will begin with AD followed by 3 digits and *Phone Number* is required.
-For *Contact, Contact ID* will be assigned by eMARS and will begin with PC followed by 3 digits, Contact, and Phone are required
-*Default Record* – Checked for *Payment* and *Procurement* address
-If the vendor has a single address that will be used for the *Procurement and Payment* address, only create one *Address ID*. If two address codes are on the document with the same address, the document will be rejected.

- ***1099 Reporting Information***

TabTaxpayer Information Section
-*Vendor Customer*, *Taxpayer ID Number, TIN Type*- (this will default form the Vendor Customer tab
-*Name, Address*, *City, State, Zip Code* – Must be entered
-*1099 Reportable* – Checked

1042-S Reportable Information Section - All fields left blank

- ***Business Type Tab***
-*Business Type ID* – Must have one business type entered

- ***Certification Tab***
-*Vendor Active Status* - Active
-*Vendor Certification Status* - Complete

Informal Solicitation Terms & Conditions for Non-Professional Services

COMMONWEALTH OF KENTUCKY Cabinet Name , Agency Name Street Address **Your Town, KY Zip code**	**Informal Solicitation for Nonprofessional Services**

Please note: The Finance and Administration Cabinet Policy Procedure FAP 110-10-00: **General Conditions and Instructions for Solicitations and Contracts** is hereby incorporated by reference into this solicitation.

The Web site for entire Policies and Procedure manual: http://finance.ky.gov/services/policies/Pages/default.aspx

Solicitation Instructions

(Month, Day, Year- Date of issuance)

Due Date for Response: Close of Business *(Month, Day,Year)* (Normally 10 days after issuing solicitation)

Return Request For Quotation to the above referenced address (or the following address):

Terms and Conditions

1. Location of Service: *AgencyName, Street Address (Include # of floors), City, KY zip code*

2. Period of Service: from *Day, Month, Year* to *Day, Month, Year (12 months later). This contract may be extended at the completion of the initial contract period for 1 additional one-year period. (If this is a one time service substitute this: One time service. Required/ requested service date: Day, Month, Year)*

3. Services provided by Vendor/Contractor/Proprietor: *The service provider will clean and maintain in a clean and presentable manner all floors, offices and restroom facilities. The services will be performed after normal working hours for the agency. The facilities will be clean and ready for use at the beginning of each workday, which normally is Monday through Friday(stipulate required days if not every day). This includes, but is not limited to, emptying all trashcans, sweeping floors, washing and waxing floors when necessary, and cleaning and stocking all restroom facilities. The service provider will inspect the facilities and review the scope of work with the agency contact person before submitting a proposal/offer. (The agency may elect to develop and attach the scope of work hereto). Note that the same information must be given to every vendor.*

4. Items/Supplies/Equipment provided by Agency (if necessary) and Provider: *The agency will provide all consumable supplies, i.e. toilet paper, paper towels, hand soap, etc. The service provider will provide all cleaning supplies and equipment, i.e. floor and fixture cleaning detergents, floor waxes, brooms, brushes, mops, and floor care equipment. (or include in the attachment)*

5. Inspection and Acceptance of Services: *The provider will have weekly or semiweekly inspections with the agency representative. During this inspection the provider and agency will review the facilities and discuss any improvements or changes, if needed. The agency representative will approve the provider's invoice before payment is authorized.*

6. Invoicing Instructions: *The vendor is responsible to submit an invoice to the agency at the address indicated above on or before the 10th of the month following the month in which the service(s) were rendered.*

7. Payment Terms: The Commonwealth shall pay all invoices in accordance with KRS 44.010, KRS 45.453 and KRS 45.454, which basically is "when due, and within 30 working days after receipt of approved invoice." Vendor/Contractor/Proprietor with the ability to accept credit card transactions must accept the Commonwealth Procurement Card (MasterCard) for payment of services

8. Total cost restriction: Cost of services shall not exceed $20,000 per fiscal year.

9. Taxes: The agency shall furnish the tax exemption number for applicable tax exempt purchases.

10. Governmental Mandates (Workman's Compensation, Unemployment Insurance, etc.): The Vendor/Contractor/Proprietor is responsible for compliance with all applicable mandates concerning this agreement. For the purposes of this contract **the Vendor/Contractor/Proprietor is deemed to be an independent agent and is not considered to be an employee of the Commonwealth.** This agreement is governed by the laws of the Commonwealth of Kentucky.

11. Modifications to Contract: The agency reserves the right to modify this agreement for the addition or deletion of requirements deemed necessary by the agency with the mutual agreement of both parties; however **modifications will not result in the expenditures against this contract exceeding $20,000 per fiscal year**.

12. Termination of Contract: Either party may terminate this agreement at any time for just cause, or either party may cancel this agreement with thirty (30) days written notice.

13. Method of Award: Award will be made to the lowest evaluated responsive, responsible best value offeror. The agency will issue a notification of award accepting the best value offer. Prompt Payment may be considered in award criteria. The scoring of bids/proposals is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries. See below.**

14. Basis of Price Quotation: The provider agrees to provide the cleaning services as requested above for the *monthly* price of $_____, and agrees to *monthly* payments made within thirty (30) working days after receipt of approved invoice by the agency. Approved invoice means the agency has approved the work provided during the period indicated on the invoice.

15. Validity of Offer: This offer is valid for thirty (30) days and the provider offers *___% ___ Days, Net 30 WD prompt payment discount (i.e.2%10, N30WD)

16. Access to Records: The contractor, as defined in KRS 45A.030 (9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents,

papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

In the event of a dispute between the contractor and the contracting agency, Attorney General, or the Auditor of Public Accounts over documents that are eligible for production and review, the Finance and Administration Cabinet shall review the dispute and issue a determination, in accordance with Secretary's Order 11-004.

SECRETARY'S ORDER 11-004

FINANCE AND ADMINISTRATION CABINET

Vendor Document Disclosure

WHEREAS, in order to promote accountability and transparency in governmental operations, the Finance and Administration Cabinet believes that a mechanism should be created which would provide for review and assistance to an Executive Branch agency if said agency cannot obtain access to documents that it deems necessary to conduct a review of the records of a private vendor that holds a contract to provide goods and/or services to the Commonwealth; and

WHEREAS, in order to promote accountability and transparency in governmental operations, the Finance and Administration Cabinet believes that a mechanism should be created which would provide for review and assistance to an Executive Branch agency if said agency cannot obtain access to documents that it deems necessary during the course of an audit, investigation or any other inquiry by an Executive Branch agency that involves the review of documents; and

WHEREAS, KRS 42.014 and KRS 12.270 authorizes the Secretary of the Finance and Administration Cabinet to establish the internal organization and assignment of functions which are not established by statute relating to the Finance and Administration Cabinet; further, KRS Chapter 45A.050 and 45A.230 authorizes the Secretary of the Finance and Administration Cabinet to procure, manage and control all supplies and services that are procured by the Commonwealth and to intervene in controversies among vendors and state agencies; and

NOW, THEREFORE, pursuant to the authority vested in me by KRS 42.014, KRS 12.270, KRS 45A.050, and 45A.230, I, Lori H. Flanery, Secretary of the Finance and Administration Cabinet, do hereby order and direct the following:

I. Upon the request of an Executive Branch agency, the Finance and Administration Cabinet ("FAC") shall formally review any dispute arising where the agency has requested documents from a private vendor that holds a state contract and the vendor has refused access to said documents under a claim that said documents are not directly pertinent or relevant to the agency's inquiry upon which the document request was predicated.

II. Upon the request of an Executive Branch agency, the FAC shall formally review any situation where the agency has requested documents that the agency deems necessary to conduct audits, investigations or any other formal inquiry where a dispute has arisen as to what documents are necessary to conclude the inquiry.

III. Upon receipt of a request by a state agency pursuant to Sections I & II, the FAC shall consider the request from the Executive Branch agency and the position of the vendor or party opposing the disclosure of the documents, applying any and all relevant law to the facts and circumstances of the matter in controversy. After FAC's review is complete, FAC shall issue a Determination which sets out FAC's position as to what documents and/or records, if any, should be disclosed to the requesting agency. The Determination shall be issued within 30 days of receipt of the request from the agency. This time period may be extended for good cause.

IV. If the Determination concludes that documents are being wrongfully withheld by the private vendor or other party opposing the disclosure from the state agency, the private vendor shall immediately comply with the FAC's Determination. Should the private vendor or other party refuse to comply with FAC's Determination, then the FAC, in concert with the requesting agency, shall effectuate any and all options that it possesses to obtain the documents in question, including, but not limited to, jointly initiating an action in the appropriate court for relief.

V. Any provisions of any prior Order that conflicts with the provisions of this Order shall be deemed null and void.

The undersigned hereby swears and affirms that he/she has the authority to contract on behalf of the Vendor/Contractor/Proprietor, and agrees to the terms and conditions contained herein or incorporated by reference herein.

X	X
Signature (Must be completed by Vendor/Proprietor's authorized agent to be considered)	Company Name/Complete Address/Phone Number/Date

Best Value - Ranking Approach

The Commonwealth intends to award a contract to the vendor, whose offer, conforming to the solicitation, is the most advantageous on the basis of "best value" for all products, services and requirements contained herein. An agency evaluation committee, or a designated individual, will evaluate the information provided by the vendor(s) in response to the established measurable criteria contained in the solicitation. **With the ranking approach price is one of the measurable criteria components of the solicitation.** The measurable criteria are added together to determine the vendor's total score. The vendor with the highest score has the highest ranking. Award is made to the vendor with the highest ranking. If there is only one best value response to the solicitation, the evaluation process may be waived and award may be made to the only responsive, responsible vendor.

For example, if vendor "A" is evaluated by only one evaluator and received a total score of 95 points then that vendor would have a 95 ranking. And if vendor "B" (responding to the same solicitation) received a total score of 90 points then he would have a 90 ranking. If more than one evaluator is used, then the combined score of all evaluators for each vendor is the score to be used to determine the ranking for the vendor. Again, award will be made to the vendor with the highest ranking. If award is by line item(s) or subtotal(s), the line item(s) or subtotal(s) will be ranked instead of the total bid amount.

Measurable Criteria:

Price	90 points
Experience	10 points

Each vendor is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each vendor the maximum score based on the available data submitted by the vendor. The information will be furnished in the spaces provided below. If adequate space is not available, the vendor must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.).

Price (90 points) - The vendor with the lowest price receives the maximum score. The vendor with the next lowest price receives points by dividing the lowest price by the next lowest price and multiplying that percentage by the available points. For example, assume vendor A has the low offer at $13,000 then he would receive 90 points ($13,000/$13,000 = 1.00 x 90 = 90). Assume $15,000 is the next low offer by bidder B, then he receives 78 points ($13,000/$15,000 = 0.87 x 90 = 78), etc.

Vendor's Bid Price: _____

Number of years of experience (10 points) - The vendor with the greatest number of years experience (not to exceed 10 years for evaluation purposes and this is determined by agency) receives the maximum points. This category is worth 10 points and assume vendor "A" has 10 years experience in this field, then (10/10 = 1.00 x 10 = 10 points). Assume vendor "B" has 5 years experience in this field, then (5/10 = .50 x 10 = 5 points, etc.)

Years Experience: _____

Vendor shall state correct number of years experience. If the vendor has more than ten (10) years experience, the vendor shall state that number.

The vendor agrees that when delivery/service is not made within the contracted due date, one percent (1%) per day will be deducted from the vendor's invoice for each day the vendor fails to meet the contracted delivery/service date.

The Commonwealth reserves the right to negotiate all aspects of the solicitation with the evaluated best value vendor.

(Note to agency – make the appropriate changes to the above draft to suit or meet your requirements – remember best value criteria has to be objective and you must inform the prospective vendors how it will be evaluated – please refer to the above examples)

Reciprocal preference for Kentucky resident bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.
As used in KRS 45A.490 to 45A.494:
(1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
(2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.
The General Assembly declares:
(1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
(2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

(1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
(2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
(a) Is authorized to transact business in the Commonwealth; and
(b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
(3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
(4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
(5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
(6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
(7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
(8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office indentified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following "qualified bidders" will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming "qualified bidder" status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be

considered a qualified bidder- affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

Purchase Order Terms & Conditions for Non-Professional Services

NON-PROFESSIONAL SERVICES CONTRACT TERMS

I. AWARD OF CONTRACT:
This written notice of award (or acceptance of offer) mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.

II. KENTUCKY SALES AND USE TAXES:
Sales of tangible personal property or services to the State of Kentucky and its agencies are not subject to state sales or use taxes. The agency shall furnish the tax exemption number for applicable tax exempt purchases.

III. COMPLIANCE WITH STATE LAWS:
Contracts and orders shall be governed by the laws of the Commonwealth of Kentucky. The rights and obligations of the parties thereto shall be determined in accordance with these laws.

IV. CONTRACT MODIFICATIONS:
No modification to this contract shall be permitted unless the contractor receives written approval from the Commonwealth of Kentucky.

If the contractor believes modifications are necessary, he/she may request approval of the Commonwealth of Kentucky. All contract modifications shall be subject to the provisions of 200 KAR 5:311.

The agency reserves the right to modify this agreement for the addition or deletion of requirements deemed necessary by the agency with the mutual agreement of both parties; however **modifications will not result in the expenditures against this contract exceeding $20,000 per fiscal year**.

V. SELLER'S INVOICES:
Invoices shall be prepared and transmitted to the agency receiving the goods or services on or before the 10th of the month following the month in which the service(s) were rendered. One copy shall be marked "original" unless otherwise specified. Invoices shall contain, at a minimum, the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended totals.

VI. LOCATION OF SERVICE: *AgencyName, Street Address (Include # of floors), City, KY zip code*

VII. PERIOD OF SERVICE: from *Day, Month, Year* to *Day, Month, Year (12 months later). This contract may be extended at the completion of the initial contract period for 1 additional one-year period. (If this is a one time service substitute this: One time service. Required/ requested service date: Day, Month, Year)*

VIII. SERVICES PROVIDED BY VENDOR: *The service provider will clean and maintain in a clean and presentable manner all floors, offices and restroom facilities. The services will be performed after normal working hours for the agency. The facilities will be clean and ready for use at the beginning of each workday, which*

normally is Monday through Friday(stipulate required days if not every day). This includes, but is not limited to, emptying all trashcans, sweeping floors, washing and waxing floors when necessary, and cleaning and stocking all restroom facilities. (The agency may elect to develop and attach the scope of work hereto).

IX. SUPPLIES/EQUIPMENT: *The agency will provide all consumable supplies, i.e. toilet paper, paper towels, hand soap, etc. The service provider will provide all cleaning supplies and equipment, i.e. floor and fixture cleaning detergents, floor waxes, brooms, brushes, mops, and floor care equipment. (or include in the attachment)*

X. INSPECTION AND ACCEPTANCE OF SERVICES: *The provider will have weekly or semiweekly inspections with the agency representative. During this inspection the provider and agency will review the facilities and discuss any improvements or changes, if needed. The agency representative will approve the provider's invoice before payment is authorized.*

XI. PAYMENT TERMS: The Commonwealth shall pay all invoices in accordance with KRS 44.010, KRS 45.453 and KRS 45.454, which basically is "when due, and within 30 working days after receipt of approved invoice." Vendor/Contractor/Proprietor with the ability to accept credit card transactions must accept the Commonwealth Procurement Card (MasterCard) for payment of services

XII. TOTAL COST RESTRICTION: Cost of services shall not exceed $20,000 per fiscal year.

XIII. GOVERNMENTAL MANDATES (WORKMAN'S COMPENSATION, UNEMPLOYMENT INSURANCE, ETC): The Vendor/Contractor/Proprietor is responsible for compliance with all applicable mandates concerning this agreement. For the purposes of this contract **the Vendor/Contractor/Proprietor is deemed to be an independent agent and is not considered to be an employee of the Commonwealth.**

XIV. TERMINATION OF CONTRACT: Either party may terminate this agreement at any time for just cause, or either party may cancel this agreement with thirty (30) days written notice.

XV. ACCESS TO RECORDS: The contractor, as defined in KRS 45A.030 (9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

In the event of a dispute between the contractor and the contracting agency, Attorney General, or the Auditor of Public Accounts over documents that are eligible for production and review, the Finance and Administration Cabinet shall review the dispute and issue a determination, in accordance with Secretary's Order 11-004.

FINANCE AND ADMINISTRATION CABINET

Vendor Document Disclosure

WHEREAS, in order to promote accountability and transparency in governmental operations, the Finance and Administration Cabinet believes that a mechanism should be created which would provide for review and assistance to an Executive Branch agency if said agency cannot obtain access to documents that it deems necessary to conduct a review of the records of a private vendor that holds a contract to provide goods and/or services to the Commonwealth; and

WHEREAS, in order to promote accountability and transparency in governmental operations, the Finance and Administration Cabinet believes that a mechanism should be created which would provide for review and assistance to an Executive Branch agency if said agency cannot obtain access to documents that it deems necessary during the course of an audit, investigation or any other inquiry by an Executive Branch agency that involves the review of documents; and

WHEREAS, KRS 42.014 and KRS 12.270 authorizes the Secretary of the Finance and Administration Cabinet to establish the internal organization and assignment of functions which are not established by statute relating to the Finance and Administration Cabinet; further, KRS Chapter 45A.050 and 45A.230 authorizes the Secretary of the Finance and Administration Cabinet to procure, manage and control all supplies and services that are procured by the Commonwealth and to intervene in controversies among vendors and state agencies; and

NOW, THEREFORE, pursuant to the authority vested in me by KRS 42.014, KRS 12.270, KRS 45A.050, and 45A.230, I, Lori H. Flanery, Secretary of the Finance and Administration Cabinet, do hereby order and direct the following:

I. Upon the request of an Executive Branch agency, the Finance and Administration Cabinet ("FAC") shall formally review any dispute arising where the agency has requested documents from a private vendor that holds a state contract and the vendor has refused access to said documents under a claim that said documents are not directly pertinent or relevant to the agency's inquiry upon which the document request was predicated.

II. Upon the request of an Executive Branch agency, the FAC shall formally review any situation where the agency has requested documents that the agency deems necessary to conduct audits, investigations or any other formal inquiry where a dispute has arisen as to what documents are necessary to conclude the inquiry.

III. Upon receipt of a request by a state agency pursuant to Sections I & II, the FAC shall consider the request from the Executive Branch agency and the position of the vendor or party opposing the disclosure of the documents, applying any and all relevant law to the facts and circumstances of the matter in controversy. After FAC's review is complete, FAC shall issue a Determination which sets out FAC's position as to what documents and/or records, if any, should be disclosed to the requesting agency. The Determination shall be issued within 30 days of receipt of the request from the agency. This time period may be extended for good cause.

IV. If the Determination concludes that documents are being wrongfully withheld by the private vendor or other party opposing the disclosure from the state agency, the private vendor shall immediately comply with the FAC's Determination. Should the private vendor or other party refuse to comply with FAC's Determination, then the FAC, in concert with the requesting agency, shall effectuate any and all options that it possesses to obtain the documents in question, including, but not limited to, jointly initiating an action in the appropriate court for relief.

V. Any provisions of any prior Order that conflicts with the provisions of this Order shall be deemed null and void.